

## **Memorial Bench Regulations**

**Adopted Full Council – 28<sup>th</sup> July 2014**

### **INTRODUCTION**

Henley Road cemetery, St John's Gardens, Castle Gardens and the Linney enjoy some beautiful aspects and Ludlow Town Council recognizes the benefit and amenity provided by memorial benches.

The Council would like to help families commemorate their loved ones and create a pleasant environment for all visitors.

These guidelines have been drawn up to ensure the benches serve the needs of all users.

### **BENCH REGULATIONS**

1. Ludlow Town Council will supply approved benches for purchase by individuals or shared ownership, and arrange installation of all benches.
2. Ludlow Town Council reserves the right to decide the type of memorial bench and reserves the right to refuse or remove any bench deemed inappropriate or unsafe for use.
3. Permission must be sought and approval granted in writing for all benches. Applications must be made in writing to the Town Clerk on the appropriate form and accompanied by the appropriate fee.
4. Cemetery memorial benches will be positioned for the benefit and convenience of all cemetery users. Please note that cemetery benches will not be placed next to graves.
5. Benches at St John's Gardens, Castle Gardens, the Linney and other areas administered by Ludlow Town Council will be situated in suitable locations as designated by the Town Council.
6. Only one shared ownership bench at a time will be permitted at each location. Once the maximum number of plaques are attached, a new bench will be installed subject to available space.

7. The Council shall undertake maintenance of the bench for a five year period (fee payable). The location and condition of the bench will be reviewed at the end of this five year period. The Council reserves the right to remove the bench at the end of this period. If the bench is deemed in good condition, the owner may purchase a maintenance agreement for an additional 5 years.
8. The Council accepts no liability for damage to any memorial benches from vandals, third parties or whilst the Council carries out routine maintenance.
9. The Council will not grant applications for memorial benches to pets.
10. Benches may have an engraved metal plaque attached to commemorate loved ones. No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench.
11. It is the responsibility of the bench applicant to inform the Council of any changes of address.
12. Applicants are advised to purchase suitable insurance cover for their bench.

## **PLAQUES REGULATIONS**

1. Memorial plaque applications must be made in writing including the proposed inscription and location of plaque for approval prior to installation.
2. Inscriptions will be limited to the Name of the person, their year of birth and death (if appropriate) and a short inscription of up to 15 words
3. Plaques will be made of metal and measure 3" x 5".
4. Plaques will be installed by Town Council staff.
5. A maximum of **six** memorial plaques may be attached to each bench