



BLETSOE
PARISH COUNCIL

Bletsoe Parish Council
Memorialisation Policy
September 2023

Contents

1

1.	INTRODUCTION.....	2
2.	APPLICATION PROCESS FOR MEMORIAL BENCHES	2
3.	CONDITIONS FOR MEMORIAL BENCHES	2
4.	ONGOING MAINTENANCE OF MEMORIAL BENCHES	3
5.	OTHER TYPES OF MEMORIAL.....	3

1. INTRODUCTION

Bletsoe Parish Council (BPC) aims to ensure a clear, structured and sympathetic approach to the management of memorialisation to parishioners on land that it owns. This also needs to account for the sometimes-contrasting needs of a variety of users.

The policy also seeks to ensure that memorial benches, instigated by next of kin or executor, have a common appearance, style and size which are appropriate for that location. The policy will establish responsibility for maintenance, repair and replacement.

Any applications or queries on memorialisation should be made to the Clerk at 07870108315 and/or clerk@bletsoe-pc.gov.uk

2. APPLICATION PROCESS FOR MEMORIAL BENCHES

In the first instance, the applicant should read this policy and then contact the clerk for an application form. The applicant will be asked, at a minimum, to confirm the following:

- That the applicant is the next of kin or executor for the person being memorialised
- Name contact details of applicant and name of person being memorialised
- Confirmation that person being memorialised was a resident of Bletsoe, or otherwise
- The full plaque inscription
- Preferred style of bench, and colour
- Preferred bench location and position, and any alternative locations
- Confirmation of commitment to onward maintenance of the bench (see Conditions)
- Name of contractor chosen to install the bench
- Acceptance of all Conditions

The clerk will present the application to BPC at the next council meeting for consideration of approval. BPC councillors may have further questions of the applicant before approval can be given; best attempts will be made not to prolong the decision-making process.

3. CONDITIONS FOR MEMORIAL BENCHES

- (a) Applicant is required to maintain the bench for the duration of its life
- (b) Applicant should ensure that BPC is always in possession of current contact details
- (c) The rights to the placement of the bench remain those of the applicant and cannot be passed to others unless specifically agreed by BPC and the applicant
- (d) Person being memorialised must have been a resident of Bletsoe – exceptions on a case by case basis
- (e) Applicant is required to pay for bench, plaque, and all installation costs

- (f) Method of installation to be agreed by BPC; eg on paving slabs, on concrete foundation
- (g) Contractor installing the bench must be approved by BPC
- (h) Bench style/colour to be approved by BPC; must be in-keeping with the area
- (i) Bench plaques to be maximum size: 175mm x 75mm in the centre, upper most bench slat
- (j) Plaque inscription to be approved by BPC; BPC reserves the right to refuse applications on this basis
- (k) BPC will not grant applications for memorial benches to pets
- (l) BPC will limit the number of benches in some areas: final decision by council
- (m) Location/position to be chosen to maximise the benefit and development of the village
- (n) No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench. These shall be removed without reference to the original applicant.

4. ONGOING MAINTENANCE OF MEMORIAL BENCHES

- (o) BPC will contact the applicant in the event that the bench is damaged or beyond repair
- (p) Damage to bench must be resolved by the applicant with no cost attributed to BPC
- (q) BPC reserves the right to remove a bench if:
- (r) In the view of the clerk or council, it is deemed to be beyond economical repair
- (s) If it has not been repaired within 2 months of alerting the applicant using the contact details provided, unless an action plan to repair/replace the bench has been agreed within those 2 months
- (t) If the bench is deemed to be dangerous or a risk to the public we will carry out action and then look to recover the costs – this could result in the bench being removed immediately
- (u) BPC accepts no replacement liability for the bench or plaque at the end of its life and will dispose of any such bench
- (v) In the event that a damaged bench is removed, BPC will offer the applicant the option to place a new bench; if the applicant cannot be contacted using the provided contact details, after a period of 3 months, BPC reserves the right to offer the bench place to another applicant.

5. OTHER TYPES OF MEMORIAL

BPC may consider other types of memorial other than benches, such as trees or shrubs, but this will be on a case by case basis and agreed in a full council meeting.