



Peacehaven Town Council

Memorial Benches Policy

All applications to install a memorial bench must be made in writing to the Parks Officer and signed by the applicant. Upon receipt of an application, the Parks Officer will consider the request and decide whether to grant approval. If a request is refused then the reasons for refusal and details of how to appeal the decision will be given.

If an appeal is lodged following the refusal of a request, then the applicant shall write to the Town Clerk outlining their grounds for appeal. The Town Clerk shall acknowledge receipt of the appeal and refer the matter to the Leisure, Amenities, and Environment Committee for a decision to be made. The Town Clerk should outline the anticipated timescale to the applicant to ensure that expectations are managed.

Once an application for a memorial bench is approved, written correspondence declaring confirmation of location is provided to the purchaser, by the Town Council, detailing map location and photograph in situ, within 28 days of installation.

Payment of asset will be due to the Council, within 28 days of invoice.

The style and location of the bench will be subject to consultation with the Parks Officer and aligned to this policy. Appendix 1 of this policy outlines locations that memorial benches can be placed, and the capacity of those locations.

The owner of a memorial bench is responsible for the maintenance of their bench, providing a signed Maintenance Agreement to the Council, unless agreed otherwise by the Parks Officer or Town Clerk.

Memorial benches are installed by the Grounds staff where possible.

All benches installed are done so at the owner's risk. Replacement benches are subject to terms and conditions of the current Council Insurance Policy and are not guaranteed to be covered.

Memorial benches must be accessible for use as a place to sit and are not to be used as a location for tributes or memorial items to be left. Items or tributes left on the bench will be removed and disposed of.

The Town Council will attempt to notify the applicant in the event that the memorial bench is damaged.

The applicant should ensure that the Council is in possession of current contact details.

The Council cannot guarantee the long-term safety or security of the bench and does not assume responsibility for the replacement of benches resulting from damage or deterioration with age, subject to Maintenance Agreement Terms. The Council reserves the right to remove any bench that is in a considerable state of disrepair or in their view is a risk to health and safety.

In the unlikely event the seat is stolen, the Town Council shall not be responsible for providing a replacement.

Adopted by Policy and Finance Committee: 22nd November 2016

Reviewed: 30th January 2024

Next Review Due: 30th January 2027

APPENDIX 1

AMENITY SPACE	BENCHES	PICNIC BENCHES	SPACES LEFT*
Epinay Park	5 x benches	2 x picnic bench	2
The Oval	4 x bench	2 x picnic bench	6
The Dell	12 x bench	5 x picnic bench	0
Howard Park	19 x bench		0
Centenary Park	16 x bench	3 x picnic bench	12
A259 Coast Road	17 x bench		0
Cliff top monument	2 x bench		0
Firle Road playgrounds	2 x bench		0

*Correct as 30th January 2024