

# Memorial Bench Scheme

Parks & Green Spaces  
September 2022

## Contents

Version Control .....	2
Approvals.....	2
Associated Documentation .....	2
1.0 Introduction.....	3
2.0 Content .....	3
3.0 Scope .....	3
4.0 Procedure .....	4
5.0 Review of scheme.....	7
Application Form.....	8

## Version Control

Version	Description of version	Effective Date
1		Sept 2022

## Approvals

Approved by	Date

## Associated Documentation

Description of documentation



## 1.0 Introduction

South Derbyshire District Council understands and respects the wishes of its residents to remember loved ones through memorial seats and benches.

With the number of enquiries regarding memorial benches increasing, it has become necessary for the District Council to put into place a scheme outlining the permitted locations and the styles/types of suitable memorial benches for our parks and open spaces.

## 2.0 Content

This document contains information relevant to the process of purchasing and installing a new memorial bench on land managed by the District Council. Although this scheme applies to the installation of new memorial benches, where existing benches are deemed past their lifespan and are not repairable, they will be removed and the new policy for consistency will apply.

## 3.0 Scope

3.1 All new and replacement memorial benches can now only be purchased through the District Council; families are no longer permitted to supply their own benches and/or plaques. The description and cost will depend on the location and the permitted style of bench.

3.2 Sites suitable for bench installations:

Parks & Recreation Grounds	Cemeteries & Remembrance Areas	Open Spaces
Maurice Lea Memorial Park	Church Gresley Cemetery	Swadlincote Woodlands
Eureka Park	Newhall Cemetery	The Sandholes, Midway
Newhall Park	Marston on Dove Cemetery	Princess Diana Memorial Garden
Cadley Urban Park	Findern Cemetery	Midway Fishponds
Oversetts Recreation Ground	Etwall Cemetery	
Woodhouse Recreation Ground, Swadlincote	Church Gresley War Memorial Garden **	

Other recreation grounds and open space areas may be considered on application.

\*\* Benches for siting within Church Gresley War Memorial Garden will only be considered where it can be demonstrated the deceased had a military/forces background.

3.3 Each request will be considered on an individual basis.

- 3.4 The District Council retains the right to refuse or limit the number of benches at a site.
- 3.5 The exact location for the siting of a bench will be selected in consultation with the applicant. Locations will be chosen to minimise maintenance and vandalism. Remote locations with poor access for maintenance and repairs will not be considered.

## 4.0 Procedure

- 4.1 All applications must be made on the form at the end of this document.
- 4.2 Benches will be purchased by the District Council from their approved suppliers. Orders will be placed twice per year – 1<sup>st</sup> September and 1<sup>st</sup> March (or nearest working day).
- 4.3 The type of bench is limited to the approved designs detailed in this document.
- 4.4 All benches should be paid for by the applicant before the bench is ordered from the approved supplier. This fee will include an additional fee to cover maintenance for a 5-year period.
- 4.5 Where appropriate the bench will be fitted with a slabbed area under and directly in front of the bench to allow for ease of use by the public.
- 4.6 Memorial plaques fitted to benches must be provided by the bench supplier. Wording for the customisable stainless steel memorial plaque will be provided to the Council before the bench is ordered. The inscription must be agreed with the Council.
- 4.7 No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation shall be permitted on or around the bench.
- 4.8 The Council accepts no liability for damage to any benches from vandalism, third parties or whilst the Council carries out routine maintenance around the bench.
- 4.9 The Council reserves the right to remove any memorial benches that have been damaged and deemed by the District Council to be beyond economical repair.
- 4.10 The Council will maintain the bench in line with the manufacturers recommended maintenance regime for the bench.
- 4.11 The Council accepts no replacement liability for the plaque or the bench at the end of its useful life. Any replacements of benches or plaques will be the responsibility of the original applicant.
- 4.12 Any maintenance carried out by a third party will be in strict agreement with the Council.
- 4.13 The applicant should ensure at all times that the Facilities Officer within the Parks and Green Spaces Team at South Derbyshire District Council is in possession of current contact details. It is important that we are able to contact you should there be a need to.



**Bench types:**

Heavy duty Georgian with Polyboard Slats (can come in RAL4004, Eureka at additional cost) - suitable for cemeteries, parks and some open spaces



Georgian with Iroko Slats (can come in RAL4004, Eureka at additional cost) - suitable for some cemeteries, parks and open spaces



Cavendish in Iroko - suitable for some cemeteries and natural sites





Hawthorn in Iroko – suitable for woodland and natural sites



Clarendon Seat in Green, with feet not shown (can come in RAL 4004, Eureka at additional cost)  
- suitable for some parks



Carlisle with Iroko Slats - suitable for some parks and open spaces



## PRICE LIST

Cost per bench (as at 28<sup>th</sup> July 2022)

Name of Bench	Cost of bench (inc. fixings)	Plaque	Delivery	Installation	Maintenance (5 year period)	TOTAL
Heavy duty Georgian with polyboard slats	£749.00	£116.00	£77.00	£495.00 *	£250.00	£1687.00
Heavy duty Georgian with polyboard slats (Eureka – RAL 4004)	£816.00	£116.00	£77.00	£495.00 *	£250.00	£1754.00
Georgian with Iroko Slats	£606.00	£116.00	£77.00	£495.00 *	£375.00	£1669.00
Georgian with Iroko Slats (Eureka) RAL4004	£673.00	£116.00	£77.00	£495.00 *	£375.00	£1736.00
Cavendish in Iroko	£607.00	£116.00	£77.00	£495.00 *	£375.00	£1670.00
Hawthorn in Iroko	£548.00	£116.00	£68.00	£495.00 *	£375.00	£1602.00
Clarendon in Green	£675.00	£116.00	£77.00	£495.00 *	£375.00	£1738.00
Clarendon (Eureka - RAL4004)	£742.00	£116.00	£77.00	£495.00 *	£375.00	£1805.00
Carlisle with Iroko Slats	£607.00	£116.00	£52.00	£495.00 *	£375.00	£1645.00

\* Installation costs will be reduced by £330 where a bench is to be sited on an existing base or hardstanding.

## 5.0 Review of scheme

This scheme will be reviewed annually especially with regards to the updating of costs associated with the scheme.

## Application Form

### Applicant details:

Name:	
Address:	
Postcode:	
Telephone Number:	
Email address:	
Name of site:	
Preferred location within site:	
Preferred style of bench:	
Name of Deceased:	



**Plaque Inscription:**

Please write your inscription below, inserting one letter in each square of the grid. Please remember to include a space after a comma, apostrophe or full stop. (Maximum 5 lines of 36 letters/spaces).

[illegible]

Please check the inscription before submission.

A proof of the plaque will be provided by the supplier for approval prior to an official order being placed.

