



Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL

MEMORIAL SEATING POLICY

**This Memorial Seating Policy was last adopted
by the Parish Council Assets Committee at its meeting on 22 March 2022
and re-adopted on 23rd September 2025**

D Wheal

Clerk to Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL

MEMORIAL SEATING POLICY

Amendment Sheet

Amendment No.	Date Added	Subject
001 – 3.1	23/09/2025	Add maximum number of plaques
002 – Appendix A	23/09/2025	Specification for bench and plaques

MEMORAL SEATING POLICY

1 Introduction

- 1.1** Bishopstoke Parish Council supports the idea of memorial seating being placed within the Parish to commemorate a loved one. Memorials will take the form of plaques to be placed upon appropriate designated benches throughout the Parish.

2 Objectives

- 2.1** To adopt a consistent and sympathetic approach to the management of requests for memorial plaques on benches at a time of heightened emotions.
- 2.2** To ensure requests for memorial plaques are appropriate for the location, and that any additional seating that may be required takes into account the health and safety responsibilities of the Parish Council in relation to well-maintained and clear pathways.
- 2.3** To establish clear terms and conditions.
- 2.4** To ensure the highest standard of service to people who request memorial plaques.

3 Requests for Memorial Plaques

- 3.1** The Parish Council will keep a list of seats appropriate for memorials, and the memorials placed upon them. Any suitable seat with space for additional plaques can be requested. There will be a maximum of three plaques per bench.
- 3.2** All requests must come from or be approved by the next of kin or executor. Plaques may only memorialise people.
- 3.3** If there is no suitable seat available in a desired location, the Parish Council will consider whether replacement or additional seating is warranted. The decision on whether to allow a memorial on an existing bench rests with the Clerk or Acting Clerk. If additional or replacement seating is required that decision will be made by the Assets Committee, although if speed is required and the Full Council will meet prior to the Assets Committee then the Full Council can take the decision.
- 3.4** Where all suitable locations have been used, contact details will be taken for the request to be placed on a waiting list.
- 3.5** Where it is necessary to provide replacement or additional benches, these will be made from recycled plastic materials.
- 3.6** The cost of any additional or replacement seating, along with their installation, will be borne by the Parish Council. Those applying can, if they wish, donate funds towards those costs.

- 3.7** Both the plaque design and any wording must be agreed by the Parish Council prior to installation. Failure to do this could result in a plaque being refused permission to be installed on a bench. General details will be available online or by contacting the Clerk. Specific details will be dependent on the location chosen for the plaque.
- 3.8** Requests are made through the Parish Office using a standard application form. Once an application and fee has been received and agreed, the requester will be notified of the installation date should they wish to attend.
- 3.9** The Parish Council reserves the right to relocate any seating as necessary but will seek to notify the next of kin / executor of this in advance.
- 3.10** The Parish Council will maintain the seating and surrounds as part of the general maintenance programme.
- 3.11** In the unlikely event of the seating being stolen, damaged or vandalised, the Parish Council will use its best endeavours to repair it on site, but unfortunately may not be able to replace it, or any of its components and reserves the right to remove it should it be considered beyond economic repair.
- 3.12** The expected lifespan of the bench will be agreed by the Parish Council and the person requesting the plaque. When the bench on which the plaque is installed has reached the end of its life, it will either be replaced or removed, and the Parish Council will seek to notify the original requester of this.
- 3.13** The Parish Council must be notified of any changes to contact details of the original requester in order to keep them informed.

4 Payment

- 4.1** There will be a small fee payable to allow the installation of the plaque. Payment is required prior to the plaque being installed.

5 Terms and conditions for the donation towards seating

- 5.1** The Parish Council will make a decision on whether additional or replacement seating is required regardless of any donation that may be being offered.
- 5.2** All seating is the property of the Parish Council once installed.

6 Data Protection

- 6.1** Any information provided by a person requesting memorial plaques will be kept in accordance with Bishopstoke Parish Council's Document Retention policy and will only be used to contact the requestor in relation to the memorial plaque. In keeping and using any information the Parish Council will comply with all necessary legislation including the Data Protection Act 2018, the General Data Protection Regulations 2018, any amendments to either and any superseding Acts or Regulations.

7 Existing Memorial Seating

- 7.1** Where there is an existing memorial seat which deteriorates to the point of needing replacing the Council will first consider whether the seat warrants replacement. Attempts will be made to contact the family to discuss whether replacement or removal of the bench is preferred.
- 7.2** Any replacement seat may not be sited in the position of the seat being replaced. Any change in location will be discussed with the family who donated the original seat where possible.
- 7.3** Any plaques on seats being replaced will be transferred to the new seat unless the family requests otherwise.
- 7.4** Any plaques on seats not being replaced will be returned to the family where possible.
- 7.5** Any replacement seat will be the property of the Parish Council

Specifications

Approved bench

The Parish Council has designated the Glasdon Phoenix Recycled Material bench for use alongside this policy. The Council reserves the right to substitute a different bench if thought appropriate.



Plaques

Standard size plaques measuring a maximum of 150mm by 50mm are to be used.

Approved colours include silver, gold, brass and bronze.