

ORFORD & GEDGRAVE PARISH COUNCIL

The Town Hall, Market Hill, ORFORD, Woodbridge, Suffolk IP12 2NZ

Telephone: 01394 459172

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To be adopted at the Parish Council meeting of the 8th July 2026

MEMORIAL BENCH POLICY

1 INTRODUCTION

1.1 Orford & Gedgrave Parish Council supports the needs and principles of allowing memorial benches within the parish and is mindful that these facilities are enjoyed by a wide range of people. Therefore the Parish Council will ensure that the issue is managed and regulated for the mutual benefit of all.

1.2 It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of this policy will be revised as necessary to meet changing circumstances.

2 LOCATIONS

2.1 Parish owned land or village green

3 POLICY – Terms & Conditions

3.1 All applications for memorial benches should be completed on the official request form and be signed by the applicant.

3.2 All memorial benches should be paid for by the applicant before the completion of the installation. A maintenance fee of £200 per 10 year period is due to the Parish Council prior to installation.

3.3 The Parish Council will limit the number of memorial benches in particular areas.

3.4 The Parish Council will notify the applicant in the event that the memorial bench is damaged. The applicant should ensure that the Parish council is in possession of current contact details

3.5 The Parish Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Parish Handyman beyond economical repair or have not been repaired within 4 weeks of the notification referred to in (3.4) above.

3.6 The Parish Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Parish Council carries out routine maintenance.

3.7 Benches will be of the type and colour specified by the Parish Council to be in keeping with the intended location.

3.8 Memorial plaques fitted to benches to be a maximum size of 175mm wide x 75mm high or shall fit in the centre of the upper most lath of the back of the bench, or whichever is the greater. Letter carving directly into the wooden bench may also be used.

3.9 The Parish Council in line with the current maintenance regime for benches will maintain the plaque. The Parish Council accepts no replacement liability for the plaque or the bench at the end of its useful life and will dispose of any such bench. Any replacements of benches or plaques will be the responsibility of the original applicant.

3.10 Any maintenance carried out by a third party will be in strict agreement with the Parish Council and by appointment only.

4 STYLE & COST OF BENCH

4.1 Permission will only be given for the following:

- Hardwood

4.2 Charges for Memorial Bench: Supplied by Genesis Orwell Mencap

	Approx
• Hardwood 1.8m Bench (Henley)	£985.00
1.5m Bench (Henley)	£925.00
• Installation Charge – compulsory charge	£200.00
• Maintenance Charge – compulsory charge	£200.00

APPLICATION REQUEST FOR A MEMORIAL BENCH

Full name: _____

Address: _____

Postcode: _____

Telephone: _____ Email: _____

Please notify us of any change of name or address so we can contact you if we need to.

Name of person for dedication: _____

Style of bench: Hardwood 1.8m or 1.5

Preferred location of bench: _____

Amount enclosed: £ _____

Please provide and install a dedicated seat on my behalf. I agree to donate the required cost, and when the donation has been received, the dedicated seat will be ordered.

Signed: _____ Date: _____

Please supply the engraved plaque no larger than 175mm wide x 75mm high, or carved letters at a cost of £2.30 each.

Please return completed form to:
Orford & Gedgrave Parish Council, The Town Hall, Market Square, Orford,
Woodbridge, Suffolk, IP12 2NZ

FOR OFFICIAL USE ONLY	
Date of installation	
Location	
Dedication to	