



Wells-next-the-Sea Town Council

Memorial Bench Policy

1. Purpose and Scope

Wells-next-the-Sea Town Council supports the principle of allowing memorial benches within the Town and will manage and regulate the process.

2. Location

Town Council Land: The Town Council maintains overall control of siting benches.

Other Land: Where the proposed site is on the highway and subject to a licence from Norfolk County Council (NCC) the Town Council is prepared to consider adopting a bench where this is necessary and will apply for the appropriate licence.

The Town Council cannot adopt or accept any responsibility for benches placed on private land.

3. Terms and Conditions

The Town Council welcomes applications to celebrate the life of a resident or of a regular visitor to the town with a memorial bench but can only accept a limited number of applications due to the available space.

Applicants must make their application in writing to the Town Clerk explaining their reasons and wishes for a memorial bench.

The decision to allow any bench will be made by the full council.

Benches must be of a suitable quality and agreed by the Town Council prior to installation.

Any words or numbers carved into the design or engraved on an attached plaque must be approved by the Town Council.

The owner (applicant) of a memorial bench is responsible for the supply, erection and maintenance of their bench by an appropriate contractor with the correct experience and insurance to carry out such a task in place.

The location of the bench will be the decision of the Town Council.

Memorial benches must be erected on and secured to a solid foundation which will be subject to consultation with the Town Council.

The Town Council will attempt to notify the applicant in the event that the memorial bench is damaged. The applicant should ensure that the Town Council is in possession of current contact details.

The Town Council cannot guarantee the long-term safety or security of the bench and is not responsible for the replacement of a bench resulting from damage or deterioration with age. The Town 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 that the bench is stolen, the Town Council shall not be responsible for providing a replacement.

4. Waiting List

In the circumstances where there is no suitable place to site a bench a waiting list will be kept