



## **Llansteffan & Llanybri Community Council**

### **Policy for Provision of Memorial Benches**

#### **Introduction**

Llansteffan & Llanybri Community Council (the Council) receives requests from members of the public who wish to commemorate loved ones by placing plaques on bench seating or other structures or planting a tree or similar within public open spaces or on Council managed land. This policy sets out how requests will be considered and the terms and conditions where requests are approved.

There is no legislative requirement for the provision of public or memorial benches although it is accepted that they provide a useful and valued public amenity and are valued by the individuals and families who make the requests.

This policy recognises the need for a consistent approach, alongside Carmarthenshire County Council, to the provision of memorial requests to be placed in public open spaces. It also acknowledges that the demands for memorials may be far greater than some geographical areas can accommodate and may include requests for memorials which are not in keeping with the surrounding areas.

The policy will allow both requests are for standard items and allow the Council to consider unique requests where it is appropriate to do so.

#### **Existing Memorial Benches**

The Council currently have approved benches that predate this agreement. They will continue to be maintained under their existing agreement. This policy exempts those benches from this policy.

#### **Policy principles:**

The following principles will be applied in considering requests and making decisions for memorials and will also set out the principles of the type of memorial to be approved, the location and future maintenance and replacement.

1. The type of memorial requested must be in keeping with the area that it is to be placed.
2. Requests for additional benches/structures or trees etc. will only be considered at sites where these additional items can be accommodated reasonably and or where the Council would seek to increase the existing numbers in any event.
3. In locations where there will be several benches in the same area, no more than 50% will be offered as a placement for a memorial bench. This is to prevent the area taking on the ambience of a

dedicated memorial garden which may compromise the enjoyment of the space for general recreational activities.

4. The location will be chosen to minimise future maintenance and vandalism. Remote locations with poor access for maintenance and users will not normally be considered. Locations available include Hen Gapel, Parc Adrian, Llansteffan Play Area (Morfa) and other sites not on The Green, Llansteffan. Applicants requesting a memorial bench on The Green will be directed to Carmarthenshire County Council Outdoor Recreation Services [Leisure & Outdoor Activities](#)
5. The full cost of a new memorial together with installation will be borne in full by the applicant. Where a refurbishment is agreed then the full cost of the refurbishment will be borne by the applicant.
6. The applicant will provide the memorial plaque to a pre agreed design, size and text.
7. The applicant will have no claim of ownership to the item and will not be permitted to make any changes to the item after installation. Neither will they be allowed to place any additional mementoes or memorials at the site whether temporary or permanent.
8. The Council will not be responsible for replacing the item where:
  - It has reached the end of its natural life;
  - It requires replacement due to normal wear and tear;
  - It requires replacement as a result of damage whether accidental or wilful.
9. The Council will from over time set standards in respect of specific items to meet best practice guidelines. Requests will be considered in line with these standards. (e.g. construction materials used for benches, maintenance costs and durability, colour etc.)
10. Occasionally a unique rather than standard item may be requested as a memorial. In these circumstances, details of the construction, materials and specifications will need to be submitted to the Council for consideration as part of the approval process.
11. Requests to refurbish existing structures as well as for brand new items will be considered and as part of the process the Council will determine whether refurbishment or new provision is the most appropriate for each request.
12. Applicants who have approval will be asked to enter into an agreement with the Council setting out the terms and conditions for the memorial. Where an applicant is unwilling to agree to the terms and conditions then their request will be refused.
13. Where appropriate the Council will set maximum limits for memorials in a given area. These may apply to individual locations, types of memorial or number of installations in a period of time.
14. The Council reserves the right to refuse an application.

## Memorial Enquiry Form

### Details of applicant:

Name:

Address:

Telephone:

Email:

Please complete, print and return to The Clerk, LLCC, Black Anchor, Llanybri, Carmarthen. SA33 5HL

### Section A – Choice of Memorial

Please describe the type of memorial that you are proposing:

Please state your preferred location for the memorial:

1st Choice:

2nd Choice:

### Section B - Memorial Plaque

All plaques will be provided by the applicant to a specification determined by the Council. (The plaque size and specification will be determined by where the memorial is placed).

Please type the text that will appear on the plaque. Usually plaques will accommodate 4 lines of text:

Example:

**IN MEMORY OF**

**A N OTHER**

**A GOOD FRIEND AND COLLEAGUE**

**1955 - 2016**

|  |
|--|
|  |
|--|

For Office Use Only

| Date | Decision | Reason | Signature |
|------|----------|--------|-----------|
|      |          |        |           |

## **Memorial Agreement**

### **Details of applicant**

Name:

Address:

Telephone:

Email:

**Memorial Location:** (Please attach photo of proposed site)

- This agreement sets out the terms regarding your purchase/refurbishment of a memorial .....(bench/tree/etc) at .....(name of location)
- The memorial will be of a design approved by the Council but sourced and paid for by the applicant. In some cases an applicant may request that the Council source the bench and plaque.
- The memorial will become the property of the Council whether it be provided by the applicant or purchased by the authority and subsequently paid for by the applicant.
- The memorial shall be installed in a manner approved by the Council.
- Memorials where appropriate may have an engraved metal plaque attached to commemorate loved ones. No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench.
- The Council will not accept applications for memorials to pets.
- The Council reserves the right to temporarily or permanently re-locate or remove the memorial from its location without prior notice.
- The Council accepts no liability for damage to any memorial or plaque from vandals or third parties. Such action may result in the memorial being removed permanently because of its subsequent condition.
- All memorials will be the property of the Council, therefore, except for the memorial plaque, memorials cannot be claimed as personal property.
- The memorial must not be painted, stained, have any work undertaken to it, or be changed in anyway without the prior written consent of the Council.
- The general public will have the right to benefit from the memorial e.g. if it's a bench then anybody is allowed to sit on it.
- Memorials which fall into disrepair, decay or reach the end of their natural life will be removed and not replaced.
- Memorials which have been requested to be purchased by the Council will not be ordered or purchased until the sum included in this agreement is paid in full.

Description of Memorial.....

.....

.....

Memorial message will read .....

.....

.....

Applicant Name: .....

|  |                                                                                                                           |
|--|---------------------------------------------------------------------------------------------------------------------------|
|  | Will pay the sum of £..... being the full cost agreed for the memorial and affixing of a plaque. (Supplied by applicant). |
|  | Will source an approved bench and plaque                                                                                  |

I understand and agree to all the terms and conditions above and agree to pay the sum above in full or to source the bench, plaque and installers myself.

Applicant Signature:..... Date:.....

For Office Use Only

| Date | Bench purchase option | Details/Dates of suppliers/installers | Signature |
|------|-----------------------|---------------------------------------|-----------|
|      |                       |                                       |           |

(\*photo of installed memorial and associated plaque to be attached to this agreement for filing)