



MEMORIAL BENCH DONATION POLICY

Background & Scope

This is Derbyshire Dales District Council's policy for Memorial Bench Donations which replaces any previous policies. This policy covers requests for new donations and any benches already in situ on District Council land under any previous policies or agreements.

The District Council receives requests to place benches on its land, in memory of loved ones, who have resided in or visited the Dales. Whilst we appreciate the donations and the desire to locate benches in District Council parks, recreation grounds, cemeteries and beauty spots, it is not always possible to accommodate requests due to space or operational constraints.

A list of available sites, bench style, and current fees & charges can be found at the District Council's website along with details of how to make a request – [link to be created](#)

As some of our areas now have too many benches, we are unable to fulfil any new requests on those sites.

The Policy & Agreement

The Council will source and install the bench and plaque (dedication to be mutually agreed) in line with the District Council's approved bench design which also complies with the Council's procurement policy. The Council will not accept any non-standard benches. Donors will not be allowed to carry out any customisations or repairs.

The Agreement is for a period of 10 years after which time the sponsor will be contacted and asked if they would like to renew their Agreement / replace the bench. At the termination of any Agreements, the plaque may be returned to the sponsor if desired.

The condition of benches is checked as part of Clean & Green's routine work when attending a particular area and where there may be issues, these are reported to Clean & Green Managers and the Neighbourhoods team.

The Council will not be responsible for the replacement of a bench that is stolen, subject to vandalism or extreme weather conditions such as flooding.

Sponsors may suggest a preferred location, but the Council will make the final decision. It is possible that in the future the Council may need to relocate a bench for operational reasons, the Council will notify the sponsor prior to any permanent relocation.

It usually takes up to four months from the receipt of a completed application form and payment for the bench to be installed.

Fees & Charges

These are set annually and the current charges will apply at the completion of the Agreement.

The fees take account of the cost of the bench and plaque from the Council's chosen supplier, installation & maintenance costs and administrative fees.

Due to a number of requests received by non-residents, there is a price differential for residents and non-residents (double fees) of the Derbyshire Dales.

Requests & Payments

Enquiries & requests may be made for memorial benches via the District Council's website – [link to be created](#).

Applications are accepted on a first come first served basis and assessed on merit taking into account whether in memory of a resident or non-resident, location, available space and current waiting list. Where a site is oversubscribed then names may be added to the waiting list.

Where it is possible to accommodate a request, an Agreement will be entered into.

Applications for a memorial bench will only be accepted on the Council's application form and payment of the donation must be made prior to the Council placing the bench order. Payment may be paid by credit or debit card. The application should include details of who to contact with future queries, it is the sponsor's responsibility to ensure that the Council has the most up to date details.

Current stock

Where current benches exceed the ten year life expectancy, the sponsor will be contacted and advised of removal of the bench and offered the opportunity for a replacement bench under the new policy.

Where there are no details on file for current sponsors, attempts will be made to find the sponsor via on site notices and / or a website campaign urging sponsors to contact the Council.

Reviewed December 2022

For adoption at Community & Environment Committee 9th February 2023

Implementation with effect from 1st April 2023

To be reviewed as necessary – fees & charges to be reviewed annually