



BENCH DONATION POLICY

1. Purpose and Scope

Walberton Parish Council supports the principle of allowing memorial benches within the Parish and will manage and regulate the process.

2. Location

Parish Council Land: The Parish Council is prepared to maintain overall control of siting benches and will adopt those on Parish Council land.

Other Land: Where the proposed site is on or near the highway and subject to a licence from West Sussex County Council (WSSC) or another highways authority, the Parish Council is prepared to consider adopting a bench where this is necessary to comply with the appropriate licence. The Parish Council will not adopt or accept any responsibility for benches placed on private land.

3. Policy – Terms and Conditions

- 3.1 All applications for memorial benches should be completed on the official request form and signed by the donor.
- 3.2 All benches and associated plaques should be paid for by the donor prior to installation. Where a bench is installed under the terms of a licence from WSSC or another authority, the donor will be responsible for any additional costs.
- 3.3 An additional once only fee of 50% of the bench cost is also required by the Parish Council prior to installation to cover insurance, routine inspections and maintenance costs for the life of the bench.
- 3.4 Benches will be purchased by the Parish Council to ensure suitability for general public use and uniformity of design. The Parish Council may limit the number of benches in particular areas.
- 3.5 The inscription on memorial plaques to be approved by the Parish Council. Plaques will be ordered by the Parish Council from the bench supplier.

- 3.6 The Parish Council will undertake an annual assessment of all benches and reserves the right to remove any bench that is no longer considered safe and fit for purpose. In this event, the named persons on the request form will be informed. Any related inscribed plaque will be returned to the donor or disposed of if contact cannot be made. The family of the named person will have first refusal on funding a replacement on that site.
- 3.7 The Parish Council retains the right to re-site a bench should this become necessary.
- 3.8 The Parish Council accepts no liability for damage to benches by a third party.
- 3.9 If the bench becomes damaged and the Parish Council can successfully claim for a replacement under the terms of its insurance, the donors will be contacted, if possible. If requested by the donor, the bench will be replaced at a cost to the donor which reflects any insurance excess payable.
- 3.10 The Parish Council will not be liable for relocation of benches should WSCC or any other authority or landowner decide to change their policy and rescind the permission to host benches on their property.
- 3.11 The Parish Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to update such details.
- 3.12 A bench application is typically for people with a Walberton connection. Each application will be considered on its own merits by Walberton Parish Council.

Please complete the following application form.

Application - Request for a Memorial Bench

Full Name:			
Address:			
	Postcode:		
Telephone:		Email:	
Please ensure that you notify us of any change in contact details so we can contact you if required			

Dedicated to:	
Association with Walberton:	
Preferred location:	
Proposed inscription: Brass plaque (6" x 2") with Roman Font lettering infilled with white. Maximum of 4 lines.	

I agree that, once approval for a bench has been granted, I will be responsible for the costs detailed below (or as updated by the Clerk) and will forward payment to the Parish Council prior to installation. I give consent for my contact details being held by the Parish Council in case future contact about the bench is required.

Signed: Dated:

<p>If you wish to proceed, please return the completed form to: Parish Clerk, Walberton Parish Council The Pavilion, The St, Walberton, Arundel BN18 0PJ Email: clerk@walberton-pc.org.uk</p> <p>Payment: Cheque payable to Walberton Parish Council Or online Account name: SLA Walberton Parish Account number: 24326186 Sort code: 60-05-24 (NatWest) Reference: BENCH (followed by your name)</p>	<p>For Guidance: 2025 Bench Cost (To be confirmed)*</p> <table> <tr> <td>Balmoral 1.8m bench</td> <td>360.00</td> </tr> <tr> <td>Inscribed brass plaque</td> <td>40.00</td> </tr> <tr> <td>Teak Protector</td> <td>30.00</td> </tr> <tr> <td>Delivery</td> <td>30.00</td> </tr> <tr> <td>Installation</td> <td>80.00</td> </tr> </table>	Balmoral 1.8m bench	360.00	Inscribed brass plaque	40.00	Teak Protector	30.00	Delivery	30.00	Installation	80.00
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* This is an indicative cost for information only and will be confirmed by the Clerk prior to order.

Official Use			
Parish Council Approval		Bench ordered	

Payment received		Bench installed	
Added to Asset register		Added to insurance policy	