



Arnside Parish Council

Memorial Benches Policy June 2023

Memorial seats displaying a commemorative plaque may be sponsored by families wishing to celebrate the life of a loved one and be placed at various locations in Arnside.

The sponsorship period for new benches is ten years from the date of installation. Benches always remain the property of Arnside Parish Council

The benches will be provided by Arnside Parish Council and may be placed on the Promenade, Pier, in the Memorial Playing Field, the Cemetery, or other suitable locations around the village. The availability of a requested location will be advised at the time of application as some areas already have sufficient benches. The Council will endeavour to provide a bench at the desired location, however alternative locations may need to be suggested. Please note, Arnside Knott is owned by the National Trust and not covered by this scheme.

To ensure new benches are appropriate for public use and in keeping with the setting, only benches supplied by the Council can be installed in public areas within the village. The style of new benches provided under this policy will be consistent across all locations and is indicated below.



Seats will be maintained by Arnside Parish Council during this ten-year period to ensure they do not fall into disrepair*. This is particularly important on the pier and promenade because of weather conditions. After the ten-year period, families should contact the Council and either select the option

to pay for a further period of sponsorship if the bench is still in an acceptable condition or sponsor a new bench to replace the old.

Alternatively, after this period, the Council may remove the bench or substitute another memorial plaque in place of the original one. Any plaques from removed benches will be retained by the Council for a year for the family to collect-

Second plaques will not be available on the benches., In the event that the sponsor wishes to change the information on the plaque, the Council will consider any such request and provide a quotation to provide a new plaque to replace the original.

From 12th June 2023 the cost of sponsoring a bench is dependent on the location, as follows:

A. Pier	£1500
B. Promenade	£1300 (HM Coastguard Station - Promenade Jubilee Gardens)
C. All other locations	£1150

These fees go towards covering the costs to the Council of purchasing the bench & plaque, preparing the site/installing the bench and any maintenance/upkeep for the ten-year period.

* Routine maintenance only, vandalism or malicious damage to the plaque or bench may result in the bench having to be removed.

Terms and Conditions of Sponsorship

- Benches always remain the property of Arnside Parish Council
- The location of a bench and wording on the plaque are subject to Council approval. The Council will discuss all details with the sponsor before the finalisation of the sponsorship agreement.
- The stainless-steel plaques are 40mm x 150mm, with a maximum four lines of laser etched text, typically limited to the name of the person, their year of birth and death details and a short inscription of up to 15 words.
- All plaques and benches must be supplied by the Council. Any unauthorised items will be removed with benches disposed of and plaques being held for 90 days.
- No additional mementoes e.g. vases, statues, flowers, wreaths, balloons, or other ornamentation, shall be permitted on or around the bench at any time. Should any additional items be found on or around benches they will be removed and where relevant stored and be available for 90 days, after which period they will be disposed of in an appropriate manner.
- The Council reserves the right to repair/remove/move seats or plaques as necessary on, grounds of condition and safety.
- Installation and repairs will only be carried out only by the Council or their appointed representatives for health & safety and public liability reasons.
- It is the sponsors' responsibility to provide the Council with any changes to contact details or to contact the Council directly with any queries about benches or plaques. The Council will retain these details for the purpose of managing the sponsorship arrangements only in accordance with our data management policy. Your details will never be passed to a third party.

- The applicant must sign the application form agreeing to the terms and conditions and payment must be made in full before installation of the seat.
- At the end of the ten-year sponsorship period the agreement comes to an end and the Council reserves the right to remove or move the bench and/or plaque. The family may contact the Council to seek an extension to the sponsorship before this date. If the Council is not contacted by the sponsor at the end of the sponsorship period the Council will endeavour to contact sponsors using the details on file. If this is unsuccessful, the Council will publish a relevant notice on the Parish Council website prior to undertaking any action.

Note: These terms and conditions apply to all benches currently installed as well as new benches provided after the date of issue of this document.

The Council complies with data protection legislation and information about your rights and how your data is stored can be found in the Council's Privacy Policy

[General Privacy Notice — Arnside Parish Council](#)



Arnside Parish Council

Memorial Bench Sponsorship Application Form

Please complete this form to apply for the sponsorship of a memorial bench in Arnside. Once submitted, a member or officer of the Parish Council will contact you to discuss and finalise arrangements before payment & installation commences.

Primary Contact Name:

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Address:.....

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..... Post Code:

Telephone:Mobile:

Email:

N.B. It is the responsibility of the bench sponsor to inform the Council of any change of contact details

Please indicate in which area/s you would prefer your memorial bench to be placed, (subject to availability).

- Memorial Playing Field
- Promenade
- Pier
- Cemetery
- Other Specify:

Please indicate the wording you wish to have inscribed on the memorial plaque - Maximum four lines, limited to the name of the person, their year of birth and death (if appropriate) and a short inscription of up to 15 words.

I have read and understood Arnside Parish Council Policy on memorial benches and agree to the terms and conditions in their entirety.

Name:..... Signed: Date:

Fees to be paid once the application is approved. Please pay by bank transfer or by cheque.
Council bank details are available from the Clerk. Please make any cheques payable to Arnside Parish Council,

This application form should be sent by email to the Clerk at: clerk@arnsideparishcouncil.co.uk

Cheques should be sent to:

Arnside Parish Council, Cemetery Chapel, Silverdale Road, Arnside, Cumbria, LA5 0ER

If you have any additional questions or require more information please contact the Parish Clerk as above.