



Memorial bench policy

Name of Policy	Memorial Benches Policy
Aim of Policy	The purpose of the policy is to ensure a clear and sympathetic approach to memorial bench applications and memorial bench management. The policy also ensures that memorial benches have a common appearance, style and size, which are appropriate for Trust sites.
Related Organisational Aims & Objectives	
Intended Audience	Council Members, Staff and Volunteers
Approved By	NAT Council
Date Approved	10.01.17
Review Cycle	Annual
Review Due Date	December 2019
Individual Responsible for Review	Co-Directors
Comments on Last Review	

Memorial Benches policy

Introduction

The Norfolk Archaeological Trust supports the principle of allowing memorial benches on our sites subject to the criteria set out in this document. The Trust recognises that a memorial bench is a way in which a loved one's life can be celebrated while also benefiting other visitors to the place that they loved. The purpose of the policy is to ensure a clear and sympathetic approach to memorial bench applications and memorial bench management. The policy also ensures that memorial benches have a common appearance, style and size, which are appropriate for Trust sites.

Available spaces for memorial benches are limited and will normally be reserved to commemorate people who have either lived in the local community and have had a strong connection with the site, for example, through volunteering. Nominations for a person who does not meet these criteria will still be considered but donors should clearly set out in their application what the past link with the particular site was.

Scheduled monument consent

All Trust sites are scheduled monuments and the installation of each bench will require Scheduled Monument Consent (SMC). The Trust will undertake to apply for and obtain SMC for the proposed bench. Any costs associated with the SMC, such as the fee for providing archaeological supervision of installation, must be covered by the donor.

Type of Bench

The Trust can only consider installation of the type of bench shown below, known as Roy's Memorial Bench.



Please note that small memorial plaques attached to the bench will be permitted [see below]. Carved inscriptions, as seen in the illustration, will not be accepted.

The cost of the bench is £853.20 (incl VAT)

Purchase of Benches

The donor must purchase the bench from the Harry Stebbing Workshop.

Once the donor has paid for the bench direct, the Trust will liaise with the supplier [and archaeologist where required) to deliver and install the bench in the correct location and position. The delivery and installation may incur an additional cost, which will be agreed with the donor before installation

Please contact:

The Harry Stebbing Workshop

e-mail: englishoak@harrystebbing.com

phone: 01953 498766

www.harrystebbing.com

The Barns, Eeyore's House Vicarage Road Great Hockham Norfolk IP24 1PE

Plaque size and inscriptions

An engraved plaque, up to maximum 105mm x 75mm, can be mounted on the bench. Plaque cost and ordering is the responsibility of the donor and is not included in the cost of the bench.

Details of the inscription should be included on the application at Annex A. Due to the settings of the benches and their design, and the size of the plaque, the Trust requests that

inscriptions are short and simple, to consist of the name of the person(s) to be commemorated, and relevant dates.

Choosing a location

- Benches will only be placed in positions specified by the Trust (in agreement with Historic England)
- The number of benches will be set by the Trust (in agreement with Historic England)

Available locations for new benches are limited because of the necessity to protect the setting of our monuments and to retain the rural character of our sites. The Trust's priority will be to replace existing benches in need of repair before considering new locations. Potential locations will be discussed with the donor on a case-by case basis

The Trust will always endeavour to keep the bench in the chosen location, but reserve the right to move it if the need should arise, although this is likely to be a rare event.

Repair and replacement

- The bench will be maintained by the Trust
- The bench will not be replaced at the end of its useful life, unless the original donor (or relative) wishes to do so at their own expense, or if the site appeals to a new donor

The Trust reserves the right to remove any bench which in its opinion is damaged or beyond economic repair. If this happens the donor will be contacted and given the opportunity to replace the bench; or if this is not desired, given the opportunity to collect the memorial plaque.

Application

The application form is attached below. Once the application has been received, the Trust will contact you to discuss the details.

Donors are requested to read the Conditions shown at Annex B.

ANNEX A: APPLICATION FOR A DEDICATED MEMORIAL BENCH

Donor Details:

1. Date of application:
2. Full name:
3. Address:
4. Tel No:
5. Email:
6. Name of person for dedication and their connection to the site (please state which site is preferred):

7. Proposed inscription for bench (3 lines maximum)

8. Do you wish to be present when the bench is installed?

Yes No (Delete as appropriate)

9. I, the donor, agree to pay any additional installation costs including costs of archaeological supervision.

Signature

Name:

Data Protection Act: In accordance with our responsibility under the Data Protection Act, you should be aware that the personal information you are giving will be held on file by the Trust.

We will not pass your personal information to external individuals or organisations unless there is a legal obligation to do so.

For Office Use only

Application received

Location agreed

SMC obtained

Correct fee agreed and paid

Bench ordered

Plaque ordered by donor

Bench Installed

ANNEX B TO BENCH POLICY
CONDITIONS

1. All prices quoted are inclusive of VAT.
2. Please do not order your bench or your plaque until you have received written confirmation that your application has been successful and that Scheduled Monument Consent has been obtained.
3. The location in which the bench will be placed will be agreed by the Trust, and is dependent on availability. While every endeavour will be made to locate a bench at the location requested by the donor, this cannot be guaranteed.
4. Installation and delivery organised by the Trust may incur an additional cost, which will be discussed and agreed with the donor prior to ordering the bench. Should you wish to be present when the bench is installed, please indicate this on your order form.
5. The placing or burial of ashes under benches is not permitted.
6. The Trust cannot guarantee the long-term safety or security of the bench and are not responsible for the replacement of benches resulting from damage or deterioration with age.
7. Should a bench become unsightly or unsafe the Trust will notify the donor of their intention to remove it. Replacement with a new bench can be considered. The personalised plaque will be returned to the donor should the bench be removed.
8. The Trust will not grant applications for memorial benches to pets.
9. The Trust accepts no liability for damage to any memorial benches
10. No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench. These shall be removed without reference to the original applicant.