



SHREWSBURY TOWN COUNCIL

PROCEDURE ON DEALING WITH SABC BENCHES ON TOWN COUNCIL LAND POLICY

Shrewsbury Town Council supports the needs and principles of allowing memorial benches, trees and shrubs in its town centre parks. The Council is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Council will ensure that the issue is managed and regulated for the mutual benefit of all.

The content of this policy will be revised as necessary to meet changing circumstances, fashion and trends. The policy will be reviewed at least every four years and proposed amendments shall be submitted to the Council for approval.

This policy will be made available to the general public and all applicants for memorial benches, trees and shrubs will be issued with a copy.

OBJECTIVES OF THE POLICY

The Council is seeking to ensure it is adopting a clear, measurable and sympathetic approach to the management of its Town Centre Parks, which will take account of the sometimes contrasting needs of a variety of users.

The policy will also ensure that only memorial benches, trees and shrubs are erected which are instigated by the next of kin or executor and that benches have a common appearance, style and size which are appropriate for that location and will not cause offence to others.

The policy will establish responsibility for maintenance, repair and replacement. The Council through this policy will endeavour to always offer the highest standard of service in undertaking its management and regulatory responsibility.

INSTALLATION PRE TOWN COUNCIL

There are a number of benches that were installed by SABC where no paperwork is held and no agreements entered into so no contact details are held. This policy sets out the arrangements for these benches going forward.

RENEWAL LEASE PERIOD

Once contact is made with the family of the bench in question a 5-year renewal lease will be made available to them. The fee covers the location and any ongoing repair and maintenance for the 5-year period.

If you do not wish to enter into a lease, the bench and inscription plate/plaque will then be removed and offered to someone else on the memorial waiting list. Plaques will be stored for 12 months should they wish to be collected. Following this 12-month period the plaque will be sent for recycling.

IDENTIFICATION OF THE OWNER OF THE MEMORIAL

Where no details are retained in relation to the original memorial application, the Council shall establish a course of action to seek ownership. This shall include:

- i) Attaching a notice on the relevant bench seeking the memorial owner to make contact
- ii) Establishing a list of those memorial benches with locations to be uploaded onto the Council website
- iii) Placing notices in the Quarry Noticeboards

The notices shall remain on the relevant bench for a period of 4 weeks after which the renewal lease period shall commence.

NOTICE OF INTENTION TO REMOVE MEMORIAL PLAQUE

In accordance with the updated Council policy, the plaque on this bench will be removed within 4 weeks of this notice. Should the owner of this plaque wish to renew arrangements please contact Shrewsbury Town Council on 01743 281010 or email enquiries@shrewsburytowncouncil.gov.uk

Date:

PAYMENT

A renewal payment is required along with a completed application form.

CONDITIONS

Shrewsbury Town Council will maintain responsibility for the memorial and associated plaque during the 5-year renewal lease period. This will include any preservation, treatment, repair works and replacement of the memorial where required due to fair wear and tear or vandalism.

The Council reserves the right to remove any memorial benches, trees or shrubs that have been damaged and are in the view of the Council beyond economical repair.

The Council accepts no liability for damage to any memorial benches, trees or shrubs from vandals, third parties or whilst the Council carries out routine maintenance in the park.

The Council will not grant applications for memorial benches to pets.

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.

Adopted by Council March 2024