

# Kington Recreation Ground Trust

Charity No. 520963.

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## MEMORIAL BENCH POLICY

### BACKGROUND

From time-to-time residents have approached the Town Council and Recreation Ground Trust requesting to add a memorial bench or plaque to commemorate a loved one who has enjoyed the Recreation Ground during their lifetime. This policy aims to address how those requests are handled.

### POLICY

After considerable thought, the Recreation Ground Trust is not minded to allow memorial benches, trees or plaques in the Recreation Ground. The number of requests is such that there would be a very great number of memorials if all were permitted. Instead, a single bench has been commissioned, in part in response to the Covid pandemic, where everyone can sit in quiet contemplation of those they have lost whether through covid or any other cause or at any time.

The Trust reserves the right to review this in exceptional circumstances and may permit a memorial where the individual concerned has made an exceptional contribution to the Town; such decision to be made by the Recreation Ground Trust at the sole discretion of the Trust.

The following policy is to cover those circumstances where a memorial has been agreed by the Trust.

#### 1. Benches

- The type, size, structure and location of the bench will be agreed between the family and the Recreation Ground Trust and must be:
  - Appropriate for the setting in terms of materials used, colour, and visual appearance
  - Appropriate for use in a public setting, i.e. robust and safe for public use
  - Placed in a suitable location which does not impact on other users or uses of the Recreation Ground and will not hinder routine maintenance such as grass cutting or potentially increase the risk of anti social behaviour from those using the bench.
- All costs associated with the purchase and installation of the bench will be agreed with the family and must be paid before any orders are placed.
- The Town Council/Recreation Ground Trust will purchase and arrange for the installation of the bench to ensure appropriate health and safety measures are followed and that the

bench can be included in the relevant insurances of the Town Council/Recreation Ground Trust.

- Any memorial plaque must be agreed by the Town Council/Recreation Ground Trust, including any wording, materials used and size.
- Families are reminded that the Recreation Ground is a well-used facility by people of all ages and for a number of events and activities. Occasionally this may result in damage to the bench and the Town Council/Recreation Ground Trust cannot be held responsible for any damage to or loss of the bench howsoever caused. Wherever possible repairs will be made from time to time but it may not be possible to repair or replace the bench if damaged or lost. The Town Council/Recreation Ground Trust reserves the right to remove any bench or other memorial, without notice to the donor family, if at any time the bench or memorial is deemed to be unsafe.

## **2. Trees**

- If a tree is agreed by the Recreation Ground Trust, the species, size and location will be agreed between the family and the Recreation Ground Trust.
- The purchase and planting of the tree will be made by the Recreation Ground Trust in consultation with the family, in particular to take into account appropriate time for planting and any health and safety issues
- The full cost of purchase and planting of the tree must be met by the family and paid in full before any orders are placed.
- As with benches, any memorial plaque must be agreed by the Town Council/Recreation Ground Trust, including any wording, materials used and size.
- Families are reminded that the Recreation Ground is a well-used facility by people of all ages and for a number of events and activities. Occasionally this may result in damage to the memorial and the Town Council/Recreation Ground Trust cannot be held responsible for any damage to or loss howsoever caused.