



Fradley and Streethay Parish Council

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Chairman of the Council: Cllr Simon Roberts
Clerk to the Council: Mrs Clare Orme

Fradley and Streethay Parish Council **Memorial Plaque on benches Policy and application form**

INTRODUCTION

Fradley and Streethay Parish Council supports the needs and principles of allowing memorial plaques on benches within the parish and is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Parish Council will ensure that the issue is managed and regulated for the mutual benefit of all.

It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of this policy will be revised as necessary to meet changing circumstances.

LOCATIONS

Benches will be situated on land owned, maintained, or managed by the Parish Council.

Plaques may be added to the benches on written request to the Parish Council. A list of available benches can be found at appendix 1.

POLICY – Terms & Conditions

All applications for memorial bench plaques should be completed on the official request form and be signed by the applicant (form can be found at the end of this policy document).

The Parish Council accepts no liability for damage caused to memorial bench plaques after installation. If damage occurs the Parish Council will notify the original applicant. The applicant should ensure that the Parish Council is in possession of current contact details.

The Parish Council reserves the right to remove any memorial bench plaques that have been damaged and are in the view of the Parish Council beyond economical repair.

The Parish Council accepts no liability for damage to any memorial bench plaque from vandals, third parties or whilst the Parish Council carries out maintenance in proximity to the bench plaque.

Bench plaques will be ordered via the Parish Council Clerk/Clerk Assistant from the same supplier to keep them in uniform around the village.

The Parish Council will install the memorial plaque once received onto the chosen bench.

Memorial plaques fitted to benches shall fit in the upper most lath of the back of the bench, or whichever is the greater. The size allowed is 5 x 2 inches. Please note that multiple plaques can be added to each of our benches.

Your **memorial plaque** will be deep engraved with black text filling the engraving.

- All text will be central to the plaque.
- All **plaque engraving and fitting** is included within the price of up to £50.00, which will be charged appropriately.
- All text is formatted to suit the size **brass plaque** but will be limited as follows:

Line 1 (introduction) 25

Line 2 (name) 25 - larger font

Line 3 (memo) 30 (optional line due to characters limit)

Line 4 (from and to date) 25

- The Parish Council reserves the right to approve the wording wanted on the plaque and anything not deemed suitable will not be accepted.
- Payment of the plaque is to be made in advance via an invoice.
- You must allow three weeks from the date of order for the plaque to be installed.

Please ensure all spelling and any dates are correct at time of purchase as corrections after your plaque is engraved will not be possible.

The Parish Council accepts no replacement liability for the plaque at the end of its useful life and will dispose of any such plaques. Any replacement plaque will be the responsibility of the original applicant.

Care must be taken so as not to damage the bench if residents wish to maintain their plaque.

Reviewed: 23.03.2021
Next Review: April/May 2022

Appendix 1

Please note that multiple plaques can be added to each of our benches as per the below table.

Bench	Location
FRADLEY	
Composite Picnic Bench x 1 bench	Barlow Drive
Composite Bench x 3 benches	William Avenue Open Space
Wooden /Concrete Bench x 1 bench	Church Lane/Long Lane
STREETHAY	
Composite Picnic Benches x 2 benches	Burton Road Park
Wooden /Concrete Bench x 1 bench	Burton Road Park

FRADLEY AND STREETHAY PARISH COUNCIL
MEMORIAL PLAQUE REQUEST APPLICATION FORM

Name: _____ Mr/Mrs/Miss/Ms

Contact telephone: _____

Email: _____

Address _____

Postcode: _____

Plaque size 5 x 2 inches. Please note that multiple plaques can be added to each of our benches.

Description of memorial – Please specify what inscription you would like engraving onto the plaque.

Date of request:

Signed _____

To return this form by post:

Parish Clerk/Assistant Clerk, Fradley and Streethay Parish Council, Marketing Suite Office,
Wellington Crescent, Fradley Park, Lichfield WS13 8RZ

Or return by email: clerk@fandspc.org