



HUNGERFORD TOWN COUNCIL

POLICY ON MEMORIAL BENCHES

April 2026 – March 2027

1. Introduction

Hungerford Town Council (the Town Council) acknowledges the wish of some residents to remember loved ones with a memorial bench in one of the open spaces owned by it and it is happy to accede to such requests where possible. However, it is important that those making the request remember that public spaces are for the mutual benefit and enjoyment of all, improving wellbeing and visitor enjoyment.

2. Objectives

2.1 This policy has been produced to:

- Be respectful and sympathetic to those seeking to install a memorial bench.
- Be clear and easily understood by residents and open space users.
- Balance contrasting needs of open space users.
- Ensure that the open space areas are not compromised, and the high quality of their appearance is maintained.
- Establish responsibility for the maintenance, repair and replacement of memorial benches.

2.2 The policy will ensure that memorial benches and plaques:

- Are of a design and material approved by the Town Council.
- Will not cause offence to the public.
- Are consistent with their surroundings.

3. Application Procedure

3.1 All applications for memorial benches should be made by contacting the Town Council office by email admin@hungerford-tc.gov.uk or telephone 01488 686195.

3.2 All memorial benches, installation costs and maintenance costs must be paid for by the Applicant before the installation commences. A bench can only be purchased as a package which includes the cost of installation and maintenance.

3.3 Applications for a memorial bench cannot be guaranteed or reserved prior to the subject's death.

3.4 The Town Council will endeavour to accommodate the wishes of the Applicant regarding location of the memorial bench, but this will not always be possible.

3.5 The memorial bench will be the property of the Town Council and not the Applicant.

3.6 The Town Council accepts no responsibility to the Applicant if the memorial bench or plaque is damaged, vandalised or stolen, save in exceptional circumstances at the discretion of the Town Council.

- 3.7 The Town Council reserves the right to remove or relocate memorial benches at any time. Every effort will be made to contact the Applicant in either of these circumstances.
- 3.8 The Town Council will only permit memorial benches for individuals. Applications by individuals requesting a memorial bench for an historic event or pets will not be considered.

4. Memorial Benches and Plaques

- 4.1 The Town Council will attempt to accommodate the wishes of Applicants who request a memorial bench but may have to limit the number of benches in a particular open space.
- 4.2 If the bench is to be placed on grass it will usually be fitted to a concrete base. The Town Council will arrange for all installation work to be carried out.
- 4.3 Memorial plaques will be bought and engraved by the Applicant. The wording is to be agreed with the Town Council prior to engraving. Plaques remain the property of the Applicant.
- 4.4 The affixing of plaques to existing benches will not be allowed without written permission from the Town Council and will be carried out by the Town Council.
- 4.5 The Town Council, in accordance with its current maintenance programme, will maintain any memorial bench. It accepts no replacement liability for the plaque or bench at the end of its useful life. If the Applicant wishes to purchase a replacement bench/plaque, then he/she must follow the same application procedure contained within the current Policy.
- 4.6 No additional mementoes e.g. statues, flowers, wreaths, vases etc will be permitted on or around the bench.
- 4.7 The total cost of the installation of a memorial bench will be dependent on the type of bench allowed and the type of fittings required. The Town Council will charge for the cost of the bench, cost of installation and cost of maintaining the bench for a 10-year period – see schedule of fees below. The Town Council will procure the bench.

5. Review

This policy will be reviewed if the situation dictates.

SCHEDULE to Hungerford Town Council Policy on Memorial Benches

FEES AND CHARGES WITH EFFECT FROM 1ST APRIL 2026 – March 2027

Memorial Bench	£505-£565
Cost of Installation of Memorial Bench	£195
Cost of Maintenance of Memorial Bench for a 10 year period	£380