



MEMORIAL BENCH POLICY

Adopted 3rd May 2022

Amendment and Version History

Version: FINAL 1.0

Publication Date: July 2025

Next review date: July 2028

Change History				
Version	Author	Reasons for Revision	Approved by (ref minute)	Date of Approval
DRAFT 1.0	Assistant Town Clerk	Initial version based on similar policies locally		
FINAL 1.0			E&A 21/053	3 rd May 2022
		3 year review – no changes	E&A 25/016	22 nd July 2025

Tewkesbury Town Council often receives requests from members of the public who wish to place a memorial bench in public open spaces owned by the Town Council.

The Council would like to help families commemorate their loved ones and create a pleasant environment for all visitors.

The Town Council will consider applications for memorial benches in the following locations:

High Street & Back of Avon
Severn Ham
Town Hall Garden
Anglo-American Remembrance Garden
Play Parks – Mitton, Derek Graham & Warwick Place

Not all locations may have availability. Interested parties should check with the Town Council Office for current availability.

All new benches are to be metal and in a similar style to those currently used in the Town Hall garden and on the Severn Ham and are provided at cost.

On occasion there may be benches available for refurbishment instead of installation. Where this occurs, the refurbishment is paid for at cost. Plaques on refurbished benches may remain in situ for ten years.

It will be possible to have a small metal plaque identifying the memorial bench. This will be ordered at the time of purchasing the bench and the wording will need to be approved by a representative of the Town Council. Plaques will be stainless steel with black wording, measuring 15cm x 7.5cm.

Payment for benches and plaques must be made before any order will be placed.

Once the memorial bench is accepted on the Council's land it becomes the property of the Town Council, who will then manage it along with all the other street and park furniture. Whilst every effort will be taken to ensure that the bench is retained in good order, the Town Council will not be held liable for damage to any memorial benches or plaques from vandals, third parties or whilst the Council carries out routine maintenance. The Council reserves the right to remove any memorial bench that has been damaged and is in view of the Council beyond economical repair.

It is expected that any memorial seat will have a serviceable life of 10 years. After a period of 10 years the Town Council will contact the donors of the seat to ascertain the future of the bench. This may include removal, replacement or refurbishment and additional costs may be incurred, should the donor wish to retain the bench.

Please note: it will be the responsibility of the donor to ensure that the Council is kept informed of any changes to contact details.

If the donor cannot be contacted for any reason, the Council may in its discretion remove the bench if it has deteriorated and become unserviceable.

Application process - In the first instance applicants should email admin@tewkesburytowncouncil.gov.uk or in person/by post to Tewkesbury Town Council, Town Hall, High Street, Tewkesbury GL20 5AL to check availability.