

Yarnfield and Cold Meece Parish Council

Memorial Bench Policy 2026

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Author	Parish Clerk		
Status	Draft		
Effective from	13 July 2026		
		Date	Resolution
Approved on	First Approved	13/07/2026	26-206
Next review date	May 2030		
Purpose:			

1. Introduction

Yarnfield and Cold Meece Parish Council supports the need to allow memorial benches to be placed on public open space in the parish and is also mindful that these benches will be enjoyed by a wide range of people.

The parish council will consider requests for memorial benches to be installed in memory of a deceased friend or relative who lived in the parish prior to their death or had a significant association with the parish.

This policy only applies to land controlled by the parish council, set out in Appendix 1. [See also Section 7 for land not managed by Yarnfield and Cold Meece Parish Council.]

The cost of the bench and installation will need to be met by the applicant.

2. Standards for Benches and Plaques

To ensure that all installed benches and associated plaques are in keeping with the parish, the parish council will be responsible for the purchase and installation of benches approved under this policy.

3. Memorial Bench design and construction

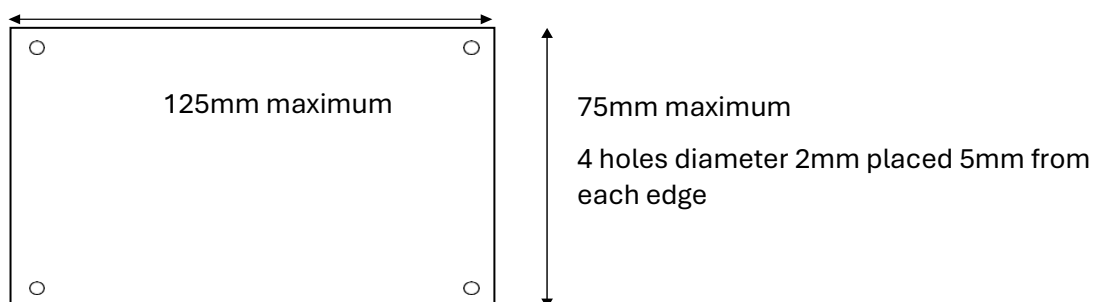
To guarantee that memorial benches are kept in good order and in keeping with the surrounding area the parish council undertakes to purchase and arrange for the installation of the memorial bench.

Material	Manufactured from low maintenance timber-effect recycled plastic with a back and arm rests.
Colour	Brown
Length	1,500– 1,800mm
Base	600x600 grey concrete slabs projecting at least 150mm beyond the edges of the bench
Fixing	Bench to be anchored to the slab base
Additional mementoes	Must not be placed or planted on or around the bench at any time. (e.g. statues, flowers, wreaths, vases etc.)

4. Memorial plaque

The memorial plaque will be no greater than 125mm long and 75mm wide and will be screwed to the middle of the top backrest of the bench.

The applicant will be responsible for producing the plaque. Plaque materials can be a non-rusting metal or a laminated plastic, but suitable for outside conditions. Any inscriptions are to be written by the applicant who must ensure details of the wording are included in the application form.



5. Ownership and On-going Maintenance

The parish council will take on the ownership of the benches on installation and will be responsible for on-going maintenance.

If a bench is beyond the point where it is reasonable to repair, the parish council will attempt to contact the applicant or members of the deceased family and inform them the bench will be removed and give them the opportunity to replace it at their cost.

6. Application Procedure

- i. Applications can only be made after the death of the individual or individuals.
- ii. An application to install a memorial bench must be sent to the parish clerk using the application form set out in Appendix 2.
- iii. An application will be considered at the next parish council meeting following receipt of the application.
- iv. If the application is approved, the applicant will receive a letter of instruction which will set out the cost of installation, the location of the memorial bench, and the wording on the plaque, which the applicant will need to supply.
- v. Once the signed letter of instruction and payment have been received instructions to buy the bench and the arrangements for its installation will be issued.
- vi. The clerk will confirm the date of installation with the applicant who will need to send to the clerk the engraved plaque.
- vii. Once the installation is complete the clerk will inform the applicant, enclosing a picture of the installed bench.
- viii. If an application is refused, the applicant will be informed of the decision, the reason for the decision and advice on any further action.

7. Land outside the policy area

The parish council will liaise with Stafford Borough Council or Staffordshire County Council on behalf of the applicant to seek permission to place a bench on other publicly owned land within the parish.

Where permission is obtained to place a bench on land owned by Stafford Borough Council or Staffordshire County Council the conditions of this policy will apply to any benches placed.

8. Existing Memorial Benches (Appendix 3)

Where permission for a bench has been granted prior to the approval of this policy, the parish council will continue to maintain the bench, but when it gets to the point where it is not reasonable to repair, the bench will be removed. The clerk will endeavour to contact the applicant or members of the deceased family to inform them and give them the opportunity to replace it.

Yarnfield and Cold Meece

Author: J. Fraser

Date: 05/07/2026

PARISH ONLINE

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Scale: 1:1250 @ A4

Appendix 2 - Memorial Bench Application Form

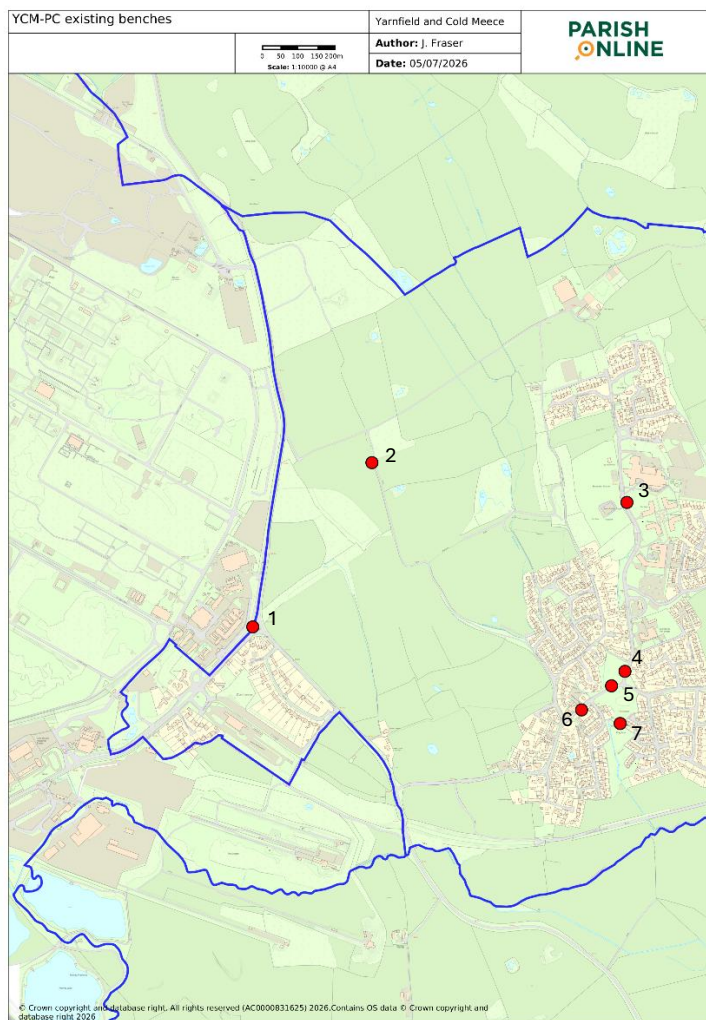
Applicant's Name:	
Applicant's address:	
Email address:	
Contact number:	
Bench to be in memory of:	
Please State their connection to Yarnfield and Cold Meece Parish Council	
Please print your memorial message for the plaque below (a maximum of 50 letters):	
Preferred bench location:	

Applicant Signature:

Date:

Return to: The Clerk,
Yarnfield and Cold Meece Parish Council
email: clerk@yarnfieldandcoldmeece-pc.gov.uk

Appendix 3 – existing benches owned by Yarnfield and Cold Meece Parish Council



1	Swynnerton Roses	Inherited from previous Parish Council
2	Scott Fraser Martin	Ownership uncertain – maintained by Yarnfield and Cold Meece Parish Council
3	Gary Simpson	Placed with the agreement of Yarnfield Conference Centre
4	Albert & Margorie Percell	Inherited from previous Parish Council
5	Debbie Harrison	Inherited from previous Parish Council
6		Inherited from Yarnfield Forum
7	David Tucker	Inherited from Yarnfield Forum