



Memorial Bench Policy

Reviewed: December 2025

Next review due: December 2028

In order to facilitate a fair and timely response to a request for a Memorial bench in Haddenham a formal application process is to be initiated.

- Haddenham Parish Council will maintain as far as possible a register of all current benches, their location, age and contact details of the donors.
- A record will be kept of all current sites and possible new sites within the parish.
- The Parish council preferred supplier is [Sustainable Furniture](#) (01726 884123). Oxford Teak Garden Bench TK2-B-OX, 5ft bench, cost approximately £455 including delivery, building, installation and a plaque. This will ensure a good quality, long lasting bench of a uniform size.
- Regular inspection of the current benches and the sites will be carried out to ensure the benches are at an acceptable standard of repair.
- A formal application form will be required from any resident requesting a bench.
- When considering a request for a new bench priority will be given to using existing sites by replacing old benches. New sites will be given due consideration where they fall in line with Parish Council policy and their location relative to the applicant's home. The final decision will be made by the Parish council.
- The Parish Council anticipates a standard bench lifespan of fifteen years, with a provision to remove the bench once its condition had deteriorated beyond repair.
- Any benches that are beyond repair will be removed and any accompanying plaque will be returned to the donor if possible, or given to the Haddenham Museum.

Memorial Bench Request Form

Contact Details

Name of Applicant:

Address of Applicant:

Postcode:

Telephone Number:

E-Mail Address:

Details of Bench Required

Dedication:

Preferred Bench Location:

Second Location Option:

Date of Request:

I have read and confirm my acceptance of the guidelines laid out in the Haddenham Parish Councils Memorial Bench Policy. I agree to the Parish Council keeping my contact details on record solely for the purpose of contacting me regarding the bench.

Signed:

Date:

For Office Use

Date Request Received:

Agreed Location of Bench:

Date Bench Ordered:

Date of Installation: