HADDENHAM
Parish Council

Parish Council Office, Banks Park, Banks Road, Haddenham, Buckinghamshire HP17 8EE
Phone / Fax: 01844 292411 Email: facilities@haddenham-bucks-pc.gov.uk

Memorial Bench Policy

Reviewed: November 2026
Next review due: November 2029

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, we will send over a price amounting the most up-to-date RRP on their website, 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.

- Any bench (or other artefact) placed on Parish Council land will become the property of the Parish Council, and will be recorded in our asset register and included in our insurance arrangements. Any decision of the Parish Council about subsequent maintenance or removal will be final. Every effort will be made to contact the donor prior to a decision to remove unless there is a risk to public safety, in which event the item will be stored for not longer than one calendar month before disposal.

- 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:

Originally Adopted by The Parish Council 7th December 2015
Reviewed November 2020, March 2023, December 2025, November 2026
Policy review due November 2029