

**MEOPHAM PARISH COUNCIL
PROCEDURE FOR THE PLACEMENT OF A MEMORIAL BENCH**

Following the approach to the Parish Council for the placement of memorial benches on its land, it was agreed to set out procedures to enable a consistent and regulated decision process to be taken.

Even though all requirements (1-5) may have been met, the final decision must be taken by a meeting of Full Council following a recommendation from any of the sub-committees.

- 1 That any memorial bench proposal must be made by a resident or past resident of Meopham Parish.
- 2 Such benches proposed must be of an approved design and standard.
- 3 That the cost of purchase of the bench and its installation must be borne by the proposer.
- 4 That a sum (£500) equal to the maintenance of a minimum 10 year period must be lodged with the Parish Council following approval of the proposal but prior to its installation.
- 5 The location of the proposed bench must be approved, in writing, with a location plan and where possible, for a site meeting to take place accompanied by the proposer/ installer and a representative from the Parish Council.
- 6 As part of the Parks and Benches survey each year, any defect, other than general maintenance, must be reported separately to the proposer with proposed rectification works.

The proposer may, at any time, carry out cleaning etc, however, where possible, this should be reported to the Parish Council.