



NEW ALRESFORD TOWN COUNCIL

Alresford Recreation Centre, The Avenue, Alresford, Hampshire, SO24 9EP
Tel: 01962 732079 Website: www.newalresford-tc.gov.uk

Memorial Bench Policy

Adopted: 24th February 2026

Review date: 24th February 2028

1. Introduction

New Alresford Town Council (NATC) supports requests for memorial benches on land and open spaces under its ownership. This includes Arlebury Park, Stratton Bates Recreation Ground, Sun Hill Recreation Ground and Memorial Gardens. Most requests are made by individuals wishing to commemorate or celebrate a family member or loved one, although applications may also be received from community groups or organisations seeking to mark an event of local or national significance.

The purpose of this policy is to provide clear advice and guidance to those wishing to donate a memorial bench in New Alresford. The policy will be used to assess all applications to ensure that decisions are made in a transparent, consistent and fair manner, while safeguarding the character, accessibility and long-term management of our public spaces.

2. Bench Register

NATC maintains a bench register of all memorial and non-memorial benches on our land, and also those benches not on our land for which we have assumed responsibility.

The register includes a list of locations on our land where additional benches may be installed and the maximum number of benches which may be installed at each open space. Any new benches must fit into the surrounding landscape and help meet the need for seating in the open space.

NATC are the sole arbiter regarding the number and placement of all benches on land under our ownership.

3. Memorial Benches

Applications for memorial benches are assessed by New Alresford Town Council.

Providing there is space in the desired location (as identified in the Bench Register), the following criteria apply:

- Memorial benches must adhere to the council's specification with regards to size and style and be in keeping with other benches in that location
- NATC are responsible for the purchase and installation of the memorial bench and any associated plaque
- The cost for a memorial bench is £2000. This includes the provision and installation of the bench, a single engraved plaque and maintenance for a period of 10 years.
- If the seat is damaged or deemed unrepairable within the 10 year period, NATC will pay for repair or replacement of the bench
- The engraved plaque shall have rounded corners and be no more than 10cm x 6cm (10 to 15 words is a suggested guideline for number of words) and the wording shall be approved by NATC
- Where it is not possible to accommodate the request for a new bench, the applicant may be offered (subject to availability) an existing bench in the same location that does not have a plaque on it, on which a plaque can be installed. This will be at a cost of £250
- If no location or suitable bench can be found, the request may be placed on a waiting list
- No additional items are permitted in the vicinity of the bench e.g., flowers, wreaths, soft toys, vases. Any such items found will be removed without notice. The person/group who have donated the bench will be notified and the kept for a period of one month and thereafter recycled or disposed of.

NATC reserve the right to remove any bench in the following circumstances:

- After a period of 10 years (lifetime period)
- In the event of disrepair and/or vandalism
- In the event of any future redevelopment scheme

4. Application Process

An application form for a memorial bench is attached in Appendix 1

NATC will maintain a record of all applications for memorial benches received from January 2025. Any requests received and rejected during this period shall be eligible for reconsideration in light of this policy.

Appendix 1 - Application Form for a Memorial Bench

NEW ALRESFORD TOWN COUNCIL MEMORIAL BENCH APPLICATION FORM

Thank you for your interest in placing a memorial bench within one of the Council's open spaces in New Alresford. Applications are considered in accordance with the Memorial Bench Policy. Submission of this form does not guarantee approval.

1. Applicant Details

Name:

Address:

Telephone Number: _____

Email Address: _____

2. Proposed Location

Preferred location for the memorial bench (please provide as much detail as possible):

Alternative location (if preferred site is unavailable):

Signature: _____

Print Name: _____

Date: _____

Please return the application form to townclerk@newalresford-tc.gov.uk