Georgeham Parish Council

Bench and memorial plaque policy

Date of Review	Change Description	Minute No.
21.08.25	Initial creation of policy	2025 86.5
21.03.26	Review	

Sue Keane Parish Clerk
clerk@georgehamparishcouncil.gov.uk 077745 610 315
47 Bickington Lodge, Barnstaple EX31 2LH

Bench and plaque locations

Georgeham Parish Council can offer a memorial bench and/or plaque at the following locations. All other locations in the parish fall outside of the parish council remit and would require the permission of the landowner.

Croyde play park – memorial bench with or without a plaque.

Glebefield, Georgeham – memorial bench with or without a plaque.

Higher Ham Cemetery, Georgeham – memorial plaques only.

Georgeham Playing Field (on behalf of the Playing Field Trust) - memorial bench with or without a plaque.

How to apply

All requests for a bench or plaque to be installed must be submitted on the enclosed application form and sent to the parish clerk at the above address for consideration by the Parish Council. Either by email or post.

All requests must include the proposed location, specifications of the bench or plaque, including a photograph or drawing, and a copy of the inscription if applicable.

Application guidelines and rules

Georgeham Parish Council will give consideration to each request but is under no obligation to approve all requests. They may negotiate the proposed location or details of the specification with the applicant before granting approval.

All benches must be of either environmentally friendly recycled materials or a hard wood, sourced from sustainable sources. All benches must be long lasting and weather naturally without painting or staining. All plaques must be brass.

Installation of the bench or plaque will be undertaken by Georgeham Parish Council's approved contractor, the cost of which will be recharged to the applicant. The applicant is required to pay all costs including purchasing of the bench and/or plaque, installation and any other ancillary costs. A quotation will be made available.

Once the bench and/or plaque is installed at an agreed location it will become the property of Georgeham Parish Council and covered by the Parish Council's Public Liability Insurance. The Parish Council reserves the right to repair, make safe, or remove any benches which have become unsightly or dangerous.

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Application for a memorial bench and/or plaque

Preferred location	**Tick the box**
Croyde play park	☐
Glebefield, Georgeham	☐
Georgeham cemetery (plaque only)	☐
Georgeham Playing Field	☐

Details of the bench

Size……..

Style……

Materials…….

Details of the plaque

Size……..

Inscription…….

Drawing or photograph included ☐

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