

# Aston Clinton Parish Council

## Memorial Bench Policy

Adopted: 2024 Next Review: 2026

### 1. Introduction

- 1.1 The Parish Council receives occasional requests from members of the public who wish to place a memorial bench within a public open space.
- 1.2 There is no legislative requirement for the provision of public or memorial benches although it is accepted that they provide a useful and valued public amenity.
- 1.3 This policy recognises the need for a consistent approach to the provision of memorial benches in public open spaces and has been produced with the following guiding principles:
  - To be respectful and sympathetic to those seeking to install a memorial bench.
  - To establish responsibility for the maintenance, repair and replacement of memorial benches.
  - To ensure that memorial benches are not out of place in the area in which they are placed.
- 1.4 The provision and management of all seats and benches on all public open spaces owned by the Council is the responsibility of the Facilities Committee.
- 1.5 The Facilities Committee will consider requests for memorial benches on an individual basis and retains the right to refuse or limit the number of benches.

### 2. Procedure

- 2.1. All applications for memorial benches must be made on the official application form and signed by the donor. Applicants must provide information about the manufacturer, preferred style/type of bench, product code and cost.
- 2.2. The applicant will be responsible for all costs incurred including (but not exclusively) the purchase of the bench, plaque and the installation.
- 2.3. The Parish Council will only permit memorials to individuals or, in exceptional circumstances, a historical event. Applications for memorials to pets will not be considered.
- 2.4. The Parish Council will consider each application on its merits.
- 2.5. Memorials will be limited to benches. No additional mementos (eg vases, statues, flowers, wreaths, balloons or other ornamentation etc) will be permitted on or around the memorial. These will be removed without reference to the original applicant(s).
- 2.6. The Parish Council will attempt to accommodate the wishes of the applicant(s) but it may limit the number of memorials in a particular area.
- 2.7. Where there is no space for an additional memorial bench, requests for placement of a memorial plaque on an existing bench will be considered where the bench is in good condition. As the bench has already been provided through public funds, a charge which includes a modest contribution towards the original purchase of the bench, plus the plaque and installation cost will be required. The same conditions on life expectancy and maintenance will apply to any existing benches as apply to new benches.
- 2.8. Whilst the Parish Council will not automatically expect a uniform style of bench in any one location, the Parish Council may choose to require it.

- 2.9. Where appropriate the bench will be fitted to a slabbed area under and directly in front of the bench to allow for ease of use by the public.
- 2.10. The text and style of the inscription on any memorial plaques shall be submitted to the Parish Council for approval at the same time as memorial bench application. Memorial plaques will be no larger than 175mm wide by 75mm high and shall be fitted in the centre of the upper most lath of the back of the bench.
- 2.11. The installation of a memorial bench shall be carried out only in accordance with the details provided on the application form and by a contractor approved by the Parish Council form. This is to ensure compliance with both Health & Safety and insurance requirements.
- 2.12. The Parish Council accepts no responsibility if a memorial bench is damaged, vandalised or stolen. Any damage will be notified to the named applicant(s). If the damage has not been repaired within 4 weeks of this notification, the Parish Council may arrange for the removal of the memorial bench.
- 2.13. The Parish Council will not be responsible for any maintenance of any memorial bench. However, if any maintenance is, in the opinion of the Clerk to the Parish Council, required, the applicant(s) will be informed and given a period of 4 weeks in which to complete the necessary works. The applicant is responsible for the bench for the period of its natural life (approximately 10 or 15 years ).
- 2.14. Any maintenance carried out by a third party will be in strict agreement with the Parish Council and by appointment only.
- 2.15. The Parish Council will undertake an annual assessment of all benches and reserves the right to remove any bench that is no longer considered safe and fit for purpose. In this event, the named person(s) on the application form will be informed. Any related inscribed plaque will be returned to the donor or disposed of if contact cannot be made.
- 2.16. The Parish Council reserves the right to remove or re-site memorial benches at any time.
- 2.17. The Parish Council accepts no replacement liability for the plaque or the bench at the end of its useful life and will dispose of any such bench. Any replacements of benches or plaques will be the responsibility of the original applicant.
- 2.18. The Parish Council will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide the Clerk to the Parish Council with updated details in writing. Failure to do so could lead to the memorial being removed without further notice.

### 3. Application – Request for a Memorial Bench

#### Applicant's details

Full Name:	
Address:	
Postcode:	
Telephone: (landline and mobile)	
Email:	
Relationship to the person for whom the bench is being provided to remember:	
<b>Please ensure that you notify the Clerk of any change in contact details so that we can contact you if necessary.</b>	

#### Details of the Memorial Bench

Dedicated to:	
Association with Aston Clinton Parish:	
Preferred location:	
Name and address of the manufacturer of the bench:	
Proposed bench style / name:	
Product code:	
Cost of bench: (excluding VAT)	

Description and cost of fixings: (excluding VAT)	
Name, address and telephone number of the contractor who is expected to install the memorial bench:	
Proposed plaque inscription (max size 175mm x 75mm) (if any)	

**Declaration by the applicant.**

I declare that I have read and understood the Aston Clinton Parish Council's Memorial Bench Policy.

Signed: ..... Date .....

When completed, please send to the Parish Clerk, Aston Clinton Parish Council,  
Aston Clinton Park, London Road, Aston Clinton HP22 5HE  
or email [clerk@astonclinton.org](mailto:clerk@astonclinton.org)

## Agenda item F23.60ii

### AWP Additional Security Fencing

REPORT AUTHOR: SAMANTHA PAYNE, CLERK/RFO

#### SUMMARY

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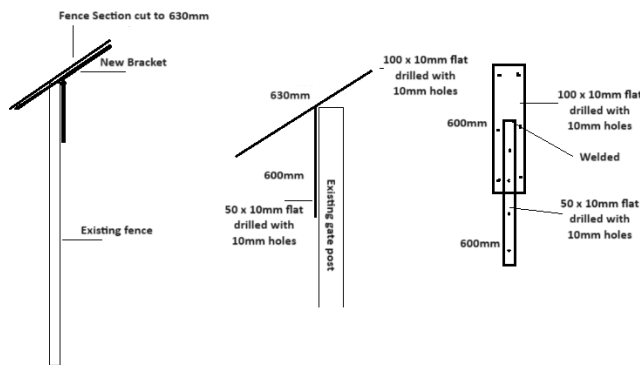
To consider quotes for mesh panels on cranked posts to provide additional security fencing to the AWP.

#### BACKGROUND

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At the October 2023 Council meeting it was resolved to add £14,000 to the 2024/2025 budget for the installation of additional security fencing around the AWP. Designs were considered at the December 2023 Facilities Committee meeting and it was agreed that mesh panels on cranked posts were the preferred design. As one of the quotes for this design was an estimate it was agreed that both contractors be asked to submit final quotes for consideration at the next committee meeting. The updated quotes are below:

##### 1. Mesh Panels on Cranked Posts



**Quote A:** Supply & fix 868 Mesh Panels (to match existing fence) 630mm x 2506mm L - Green RAL 6005 – with purpose built fixing brackets. Comes with corner brackets and mesh panel connectors. Price includes access equipment for installation. **£15,000**

**Quote B:** Cranked '868' twin wire mesh - Supply and erect: -Approx. 175.00m of 600mm high x 200 x 50mm twin wire mesh (to match existing) on spiggoted and cranked RHS posts fixed in top of existing RHS ball court posts at approx 2500mm centres. Comprising 75 No. bays of mesh, 12 No. corners, 4 gates & 60 No. intermediate posts. All above to be galvanised powder coated (Green RAL 6005) to match existing mesh and fencing. **£12,200**

#### FINANCIAL & GOVERNANCE CONSIDERATIONS

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£14,000 has been added to the 2024/2025 budget for the additional security fencing.

#### LEGAL & OTHER IMPLICATIONS

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None.

#### ACTION

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a. To consider quotes and appoint a contractor.



## Agenda item F23.60iv Allotment Tenancies Update

REPORT AUTHOR: SAMANTHA PAYNE, CLERK/RFO

### SUMMARY

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To note the current position regarding allotment tenancies.

### BACKGROUND

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The Council have 43 full sized plots and 4 half-sized plots. Allotment tenancies run from 1<sup>st</sup> Jan to 31<sup>st</sup> December each year.

During the end of last year a full plot (plot 21) near the water tank and shed became vacant. This plot was advertised as a Community Plot due to its location, however community organisations were unable to commit and it has now been let to an individual.

Currently 2 full plots (plots 1 & 34) and 1 half plot (45b) are vacant. There is one person on the waiting list who will be offered one of the plots.

A poster advertising the allotment plots has been put up on the Council's website and Facebook page as well as on the window of the post office.

### FINANCIAL & GOVERNANCE CONSIDERATIONS

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2023/2024 income from allotments at 31<sup>st</sup> January 2024 is £1099.

### LEGAL & OTHER IMPLICATIONS

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None.

### ACTION

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- a. To note the update.

## Agenda item F23.60v Allotment Noticeboard Quotes

REPORT AUTHOR: SAMANTHA PAYNE, CLERK/RFO

### SUMMARY

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To consider quotes for a noticeboard on the allotment.

### BACKGROUND

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The allotment does not currently have a noticeboard were notices from the Council (inspection dates, grow to give, competition, the allotment map) and allotment holders (sharing equipment, seeds etc) can be displayed. It is proposed that a noticeboard be erected next to the shed.



Quotes have been sought for a post mounted 8 x A4 sized, top hung door noticeboard with a warranty of 5 years or more. Of the six companies contacted for quotes the two below provide the best value for money.

### FINANCIAL & GOVERNANCE CONSIDERATIONS

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£417 remains in the 2023/24 allotment budget . There is £3000 in the Allotments Earmarked Reserves. The allotment budget for 2024/25 is £1000

### LEGAL & OTHER IMPLICATIONS

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None.

### ACTION

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- a. To consider quotes.

# QUOTE 1

SHOP > OUTDOOR NOTICE BOARDS, 1000 STYLE NOTICE BOARDS > OUTDOOR NOTICE BOARD (8 X A4 SHEETS) SINGLE SIDED, RAISING DOOR, 1000 (SUPERIOR) MODEL



## Outdoor Notice Board (8 x A4 Sheets) Single Sided, Raising Door, 1000 (Superior) Model (Options Available)

Price Includes Mainland UK Delivery.

Please choose colour and other options below if applicable.

\*\* Bulk Pricing Available \*\* See below for details, or contact us.

NOTICE BOARD COLOUR:  Grey  Black  Blue  Red  Green  Brown  Silver

MOUNTING OPTIONS:

### 1000 (8 x A4) Single Sided, Raising Door Model

- This is a single sided notice board and is available as wall mounted, post mounted, or post mounted with header panel. Offered with concrete-in posts only online (Bolt down posts are also available – please contact us for costs). Rails and clamps (to fit to existing steel posts) are also available as an option
- Format: Single sided board with Raising Door (hinged to top).
- Board Display area: 8 x A4 – Board size = 750mm height x 1000mm wide
- Profile depth: 75 mm
- Glazing: 4 mm Plexichoc® – a vandal resistant toughened polycarbonate, offering excellent visibility & clarity
- Tamperproof safety locks with 2 keys supplied. Please note that two locks are fitted on all raising door models – at the bottom of the frame.
- Back plate finish – 1mm galvanised steel back in a white lacquered internal finish – for use with magnets. External back finished in RAL 7032 (Grey) as standard.
- Frame finish is silver anodised aluminium as standard – or can be painted in one of the standard KBS range of RAL colours, offered at additional cost (see options). Other bespoke RAL colours can be requested. Please contact us for a quote.
- Supplied with 8 x magnets (1 per A4 sheet).
- The notice board is adjustable in height.

Please ask for tailored quote if you require multiple connected boards in straight line (or even at right angles) using Quatro Posts.

Optional header Panels (costs available with requested...

## £852.00 +VAT (Delivery Included)

LED Lighting

Extra Magnets

Product total

£852.00

Options total

£0.00

Grand total

£852.00

BULK PRICE DISCOUNT CALCULATED UPON ADDING TO CART

Bulk Price Saving: £0.00 – Current Product Total (Excluding Options): £852.00 +VAT (Delivery Included)

## Lead time 2–8 weeks

PLEASE NOTE

- Please allow an additional 3-5 working days for signwriting of header panels!
- A number of popular sized notice boards (generally in standard finish of anodised silver) are held in stock at our suppliers main warehouse – with header panels and posts also available



## QUOTE 2



### 1000 Top Hung Door Magnetic External Notice Board With Post Kit

[BACK TO POST-MOUNTED EXTERNAL NOTICE BOARDS](#)

With a single top hung door secured by gas struts, this professional frame comes with a choice of six frame finishes and sunken or surface level posts.

Size	8 x A4	▼
Post Fixings	Root Fixing	▼
Post Type	Round 76mm Post Kit	▼
Frame	Green (RAL 6005)	▼
Lighting Kit	Without	▼
Quantity	1	▼

£886.85 exVAT

£1,064.22 incVAT

Add to basket

- ✓ 75mm depth anodised aluminium or painted frame
- ✓ Choice of sunken root fixed posts, or bolt down surface posts
- ✓ Magnetic galvanized steel backing board with a white lacquered finish
- ✓ Waterproof elastomer seals for complete weatherproofing
- ✓ Warp-proof and wear-resistant hinge
- ✓ Vandal-resistant shatterproof glazing with replaceable door in case of major vandalism
- ✓ Available with an LED light kit for increased nighttime visibility
- ✓ Magnets included (1 per A4 sheet\*)

Supplied with a durable galvanised steel magnetic backing board and tamperproof locks, our 1000 Magnetic Notice Board is perfect for creating versatile large format displays.

With security featured such as shatterproof glazing, fully replaceable doors and wear-resistant hinges, this board can be mounted in any location. For a display that is visible even at night time, the addition of our LED light kit is the perfect solution.

Available with a choice of anodised aluminium, or painted frame finish. This notice board also comes with a range of features to protect your graphics from poor weather, such as waterproof elastomer seals and anti-condensation vents. This board is supplied with a 5 years manufacturer's warranty.

[Read more](#) ▲

This stylish external notice board features elastomer seal seals and anti-condensation vents, meaning your display remains protected from rain and wind. With a choice of sunken or surface-level posts, this frame also comes with the option to include LED lights for nighttime illumination. This board is supplied with a 5 years manufacturer's warranty.

Ideal for post-mounted use outside schools, churches, offices, community halls, and restaurants, our 1000 Magnetic Notice Board comes with a single reversible door and anti-condensation vents to protect your graphics from the elements. This board is supplied with a 5 years manufacturer's warranty.

**Display:** Single Sided

**Glazing:** 4mm anti-vandal Plexichoc™

**Opening System:** Top Hung Door Opening on Gas Struts

**Locking System:** 2 Tamperproof safety lock. Supplied with 2 keys.

**Waterproofing:** Elastomer Seal

**Interior Finish:** Galvanised steel sheet lacquered in white on the interior back panel, light grey (RAL 7032) on the exterior back panel.

**Frame Finish:** Silver Anodised Aluminium or Painted (see available RAL colours)

**Post Kit (Included) Options:** **Round 76mm Post Kit:** 2 round 76mm posts in silver anodised aluminium or painted to match your chosen colour selection, supplied with black lacquered steel tops. Delivered with 4 dove-tailed cast aluminium clamps for easy and rapid assembly without drilling. Adjustable notice board height. **Concreted directly into the ground only** (concrete mix not included).

**Quatro Post Kit:** 2 oblong posts with 80 x 125 mm cross-section, in silver anodised aluminium or painted to match your chosen colour selection with black lacquered steel tops. Delivered with 4 dove-tailed cast aluminium clamps for easy and rapid assembly without drilling. Adjustable notice board height. Install by concreting directly into the ground (**sunken - root mounted**) or on **base plates** (mounting brackets included). (Concrete mix not included).

**Included:** Magnets Included (1 per A4, limit of 20 per display case).

# ASTON CLINTON PARISH COUNCIL

## Aston Clinton Park

### Event Application Form

Aston Clinton Parish Council welcomes events in Aston Clinton Park.

- To give the Council the best possible understanding of your event, please fill out this form with as much accurate information as possible.
- Please tick this box to confirm that you consent to Aston Clinton Parish Council processing the data supplied on this form. **Please tick to give consent**

To find out more about how Aston Clinton Parish Council processes your data, please find our Privacy Notice [here](#)

#### Event Details:

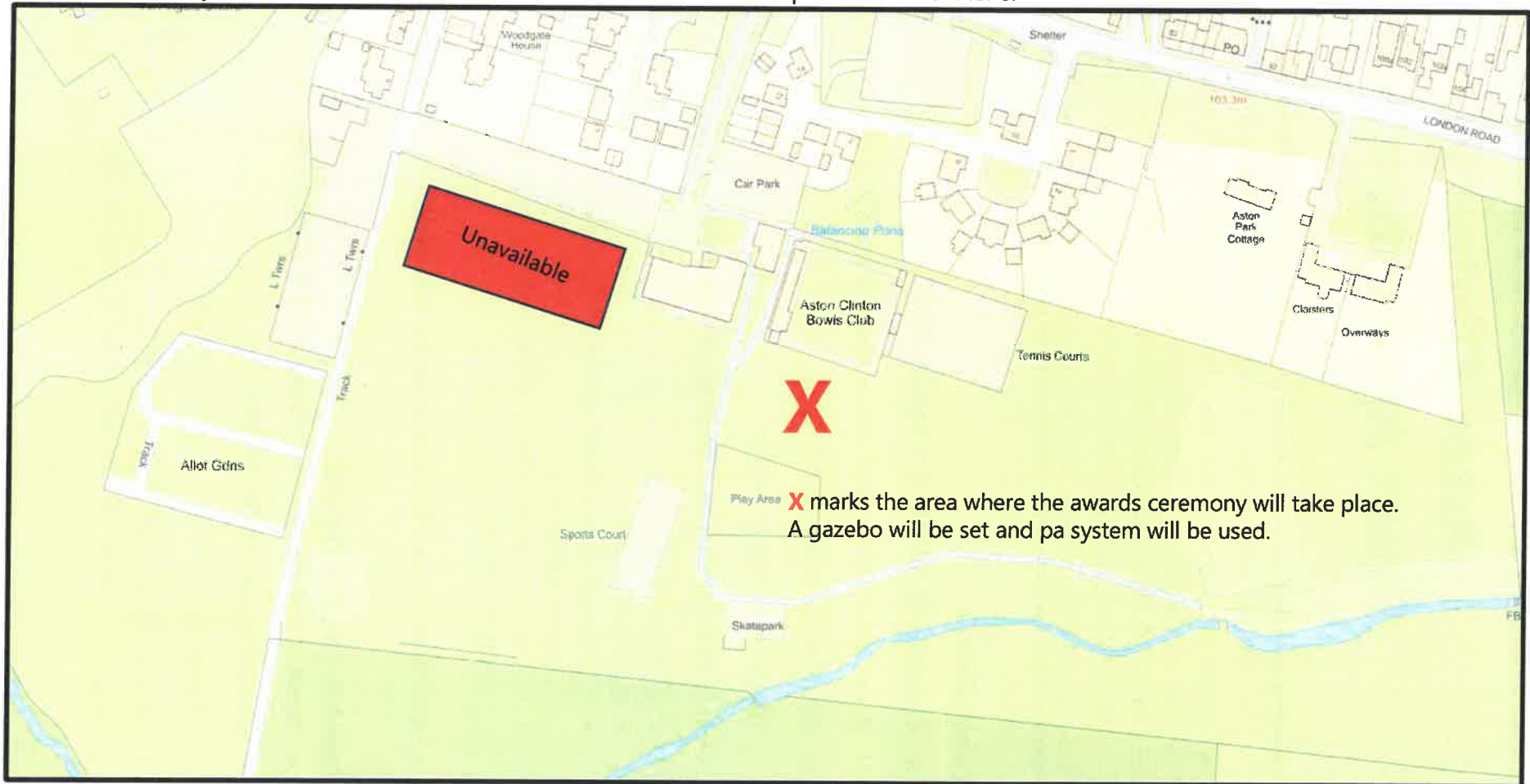
- **Event Name:** Colts End of Season BBQ
- **Event Description:** Colts End of Season BBQ for approx 250 people
- **Event Date:** 18-May-2024
- **Event Time:** 11am - 1.30pm
- **Expected Number of Attendees: (Please Tick)**
  - Up to 50 people
  - 51-499 people
  - 500-1000 people (Please note separate Licensing and Safety Advisory Group forms are required)
  - Over 1000 people (Please note separate Licensing and Safety Advisory Group forms are required)
- **Will there be an attendance fee for this event?** Yes  No

#### Event Organizer Details:

- **Name of Organization or Individual:** Aston Clinton Colts
- **Contact Person:** Jenifer Rhodus
- **Contact Email:**
- **Contact Phone:**
- **Address:**

## Event Location

- Please illustrate the map below to indicate where in the park that the event will be. Include as much detail as possible.
- If a larger copy of the map is required, please reach out to [assistantclerk@astonclinton.org](mailto:assistantclerk@astonclinton.org)
- Unfortunately, the area in red is unable to be booked for events due to prior terms with ACFC.



**Event Requirements:**

- **Food and Beverage Services:** BBQ from Nick which will be held at the RKP
- **Waste Management Plan:** Bins at the cafe and kids with bin bags
- **Security and Safety Measures:** Risk Assessment for BBQ
- **Insurance Coverage:** Colts Insurance

**Additional Information:**

- **Parking:** Local event to encourage walking, will use park parking.
- **Noise Levels:** No live music but will have microphone with mobile speaker to present the awards at one point
- **Public Access:**
- **Gazebos/Temporary Structures:** [If present, read, sign and return [Risk Assessment](#)]
- **For events involving the sale of Alcohol or providing Regulated Entertainment,** separate [Licensing](#) is required.
- **For events with over 500 people, [Safety Advisory Group](#) forms are required.**

**Declaration:** I declare that all the information provided in this application is accurate and complete to the best of my knowledge. I understand that approval for this event is subject to review and compliance with Aston Clinton Parish Council's policies and regulations.

**Please tick to confirm**

**Signature:** Jenifer Rhodus

**Date:** 17-Jan-2024

**Submission Instructions:**

Please submit this completed form to [assistantclerk@astonclinton.org](mailto:assistantclerk@astonclinton.org) or to Aston Clinton Parish Council Office, Aston Clinton Park, HP22 5HL no later than 6 weeks prior to the planned event date.

You will be contacted regarding the status of your event application following the next Council or Facilities Committee Meeting.



# Agenda item F23.63ii

## Burial Ground Digital Mapping Quotes

REPORT AUTHOR: SAMANTHA PAYNE, CLERK/RFO

### SUMMARY

To consider quotes for the digital mapping of the burial ground and agree a course of action.

### BACKGROUND

The burial records have been audited and an excel spreadsheet created.

Currently Council have a paper map for the burial ground. It is proposed that a digital map be created which could be used for the burial ground management and can also be uploaded to the website to aid ancestry searches and allow members of the public to locate graves.

A number of digital mapping companies have been contacted for quotes. They have all recommended that the digital map be linked to a cemetery management system to manage interments rather than an excel spreadsheet to ensure that the data is not corrupted or compromised. Cemetery management software companies have therefore been contacted for quotes for the provision of the management and mapping software

Company	Management Software	Set Up Costs	Mapping description	Mapping Costs	Ongoing Costs
<b>Pear Technology</b>			Creating map scanning registrars	£1,200	£95
			Cemetery Searcher: allows online searching	£650	£95
				<u>£1,850</u>	<u>£190</u>
<b>AF International</b>			Survey/memorial & registrar	£2,535	
			Allow public online searching	£250	
	3 year software	<u>£288</u>		<u>£2,785</u>	
<b>Rialtas</b>	cemetery management	£425	via pear: cannot print Map	<u>£300</u>	£95
	memorial management	£375	No online searching provisions		
	installation	£350			
	1 year licence	<u>£375</u>			<u>£375</u>
		<u>£1,525</u>			<u>£470</u>
<b>Epitaph</b>	Cemetery Management	£62	HeritEdge mapping set up	£82	
	conversion of data assume				
	4hrs	£328	HeritEdge mapping search	£30	£90
	Training	£165			
	Epitaph Classic 5 year	£247			£247
				Pear Technology: Map set up	<u>£150</u>
		<u>£802</u>		<u>£262</u>	<u>£432</u>

## FINANCIAL & GOVERNANCE CONSIDERATIONS

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There is £1,500 in the 2024/25 budget for the burial ground digital mapping.

The clerk will be involved in checking that the data transfer is correct and the accuracy of the map

## LEGAL & OTHER IMPLICATIONS

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Articles 9,11, 12 and Schedule 2 Part II para 2 of the Local Authorities Cemeteries Order 1977 set out the requirements for record keeping and maintaining a plan of the cemetery and storage of records.

## ACTION

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- a. To consider quotes and appoint a contractor.