



Conservators of the River Cam

Memorial Policy

FINAL

Tracy Yarrow
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Version control

Version	Author	Date	Approved	Revisions
V0.1	Tracy Yarrow – Clerk	23/08/23		
V0.2		07/029/23	Giles Greenfield	Minor changes to the wording and bullet point added to section 1
V0.3	Tracy Yarrow - Clerk	05/12/23		Added 3.2

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Contents

- 1. Background..... 3
- 2. Principles 3
- 3. Service provided 3
- 4. Conditions..... 3

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1. Background

Conservators of the River Cam recognises that from time to time a member of the public may wish to install a bench on Conservancy land (the towpath) as a memorial tribute. The Conservancy is mindful that the areas where these memorial benches can be placed are enjoyed by a wide range of people and so need to ensure that the service is managed and regulated for the benefit of all.

This policy sets out to ensure that any proposals for installing a memorial bench are:

- Straightforward.
- In keeping with the surroundings and use of the proposed site.
- Consistent with Conservators of the River Cam obligation to provide a safe environment on the riverbank and towpaths.
- Financially neutral or positive for the Conservancy

2. Principles

This policy will establish responsibility for maintenance, repair and replacement.

- 2.1 The Conservancy through the policy will endeavour to always offer the highest standard of service in undertaking its management and regulatory responsibility.
- 2.2 It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The policy will be reviewed at least every three years.
- 2.3 The content of this policy will be revised as necessary to meet the changing circumstances, fashion and trends in respect of memorial benches and to reflect inflation.
- 2.4 This policy supersedes all previous arrangements, policies and agreements and applies to all memorial benches on Conservators of the River Cam land.
- 2.5 This policy will be made available to the public and all applicants for commemorative benches on Conservancy land will be issued with a copy.

3. Service provided.

- 3.1 The Conservancy will charge a single fee of £5,000 for the procurement, installation and maintenance of the memorial bench.
- 3.2 The fee will be ringfenced to support ongoing maintenance.
- 3.3 The memorial bench will remain the property of the Conservancy.
- 3.4 The Conservancy accepts no replacement liability for damage to the plaque.
- 3.5 The Conservancy will accept full responsibility to repair any malicious damage to the memorial bench only.

4. Conditions

- 4.1 All applications for sponsorship of memorial benches should be completed on the official application form and be signed by the applicant.
- 4.2 Applicants can request a particular location although this will be in accordance with the Conservancy.
- 4.3 The Conservancy will limit the number of memorial benches in particular areas so that they shall not detract from the prime purpose of the open space. Therefore, the size and location of the space shall limit the number permitted.

- 4.4 An application can take up to 12 months to process.
- 4.5 The applicant will be required to pay the full amount for installation of the bench or plaque. An invoice will be generated.
- 4.6 It is expected that any commemorative bench will have a serviceable life of 15 years. This 15-year period is calculated from the date of installation.
- 4.7 After a period of 15 years, the Conservancy will endeavour to contact the sponsor to ascertain whether:
- 4.7.1 The sponsor requires removal and the return of any plaque to the sponsor. The bench, if still in good repair, can be made available for rededication by another sponsor.
 - 4.7.2 The sponsor can reapply for a new seat and plaque in the same location, or families may wish to pay for a further period of sponsorship for the plaque only, if the bench is still in an acceptable condition.
 - 4.7.3 Should contact details not be available, after this period the Conservancy may remove the bench or allow other memorial plaques to be placed on it. Any plaques from removed benches will be retained by the Conservancy for a year, for the sponsor to collect.
- 4.8 The Conservancy retains the right to remove any existing memorial benches erected before the start of this policy that are deemed unsafe.
- 4.9 The Conservancy cannot guarantee the long-term safety or security of the bench and, if the bench or plaque is stolen or damaged through vandalism, the Conservancy shall not be responsible for providing a replacement.
- 4.10 The Conservancy accepts no replacement liability for the plaque or the bench at the end of its useful life (15 years).
- 4.11 Under no circumstances will any installation of a bench by a third party be permitted. If it is found that a bench has been installed by anyone other than the Conservancy the bench will be removed without notice and without guarantee of safe return.
- 4.12 Commemorative plaques fitted to benches are 100mm x 50mm (4" x 2"). This allows space for approximately 4 lines with 22 letters, to include spaces, on each line. The plaque will generally be fitted to the centre of the upper most lath of the back of the bench.
- 4.13 No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench. If found, these will be removed without prior notice. The bench should be accessible to be sat on at all times.
- 4.14 It should be noted and accepted that any person may sit on any bench on the Conservancy's land.