



STEYNING DOWNLAND SCHEME

Memorial Benches

1. A request to place a Memorial Bench (with or without a Plaque) or to place a Plaque on an existing Bench shall be made in writing or e-mail to the Project Manager [contact details]
2. It is expected that the applicant can show a specific connection with the SDS in respect of the person in whose memory the Bench or Plaque is requested
3. It shall be at the discretion of the Project Manager as to whether or not to accede to a request, taking into account:
 1. The views of the SDS Steering Group and, if appropriate, the Trustees, on a particular request; and
 2. Whether the location of the proposed Bench is at a location previously identified by the SDS as being available for the placing of a Bench; and
 3. The number of Benches already in place on the Steyning Downland Scheme
 4.
 - i) In return to acceding to a request for a Bench the applicant will be expected to make a donation to the SDS
 - ii) The amount of the donation will be agreed between the applicant and the Project Manager but as a general guide the SDS would expect it to be at least £550
5.
 - i) The Bench will be rustic in style and constructed by the SDS Conservation Volunteers
 - ii) They will endeavour to construct it as soon as reasonably practicable but the SDS cannot promise to complete it by a specified date.

iii) SDS gives no assurances as to maintaining the Bench or as to its longevity, and has no responsibility or liability in such respects

iv) The SDS reserves the right to replace a Bench which clearly, or the SDS deems, has weathered to a poor state of repair, or is otherwise damaged, with a new Bench

6. i) If agreed by the SDS, a Plaque may be affixed to an existing Bench provided that the Bench and Plaque are in memory of the same person

ii) The text used on a Plaque, whether on an existing Bench or otherwise, will be agreed by the Project Manager, in consultation with the SDS Trustees

7. If the applicant is unhappy with any decision of the Project Manager, he or she will be entitled to raise it with the Chairman of Trustees [Richard Goring, Wiston Estate Office, Wiston Park, West Sussex, BN44 3DD. Tel. 01903 812129], whose decision shall be final

8. This Memorial Bench Policy will be reviewed by the SDS from time to time, and at least annually