

## STEYNING DOWNLAND SCHEME

### Memorial Gate and Bench Policy

1. Members of the public may wish to remember a loved one by placing a Memorial Gate or Bench on the Steyning Downland Scheme. In either case a request to place a Memorial Gate or Bench (with or without a Plaque) shall be made in writing or e-mail to the Project Manager [ Wiston Estate Office, Wiston Park, West Sussex, BN44 3DD. Tel. 01903 817996]

2. It is expected that the applicant can show a specific connection with the SDS in respect of the person in whose memory the Gate or Bench 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 Gate or Bench is at a location previously identified by the SDS as being available; 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 Gate or 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 in the order of £500

5. i) The Gate or Bench will be rustic in style and constructed by a local joiner or by the SDS Conservation Volunteers, using locally harvested wood where possible.

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 Gate or Bench or as to its longevity, and has no responsibility or liability in such respects

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

v) Plaques may be fixed to a Bench or Gate, provided that they are in memory of the same person. The text to 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 [Wiston Estate Office, Wiston Park, West Sussex, BN44 3DD. Tel. 01903 812129], whose decision shall be final

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

ENDS