Swaffham Town Council

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Swaffham
Norfolk
PE37

15th May 2020

Dear

It has come to our attention that a commemorative bench has been placed next to the grave of the late Section , Row , Number .

Usually requests for benches to be placed on council property are considered by the council before the work is done as we need an agreement on where the bench would go, the style of the bench and future maintenance arrangements. The Town Council is also responsible for the health and safety of any works that occur in the cemetery and so would expect to complete or oversee the work. I understand that you were made aware that permission would need to be given by Council and this still needs to be resolved.

This matter will be considered at the next Recreation & Community Services committee meeting of Swaffham Town Council on 13th July 2020, and you need to seek the approval of the committee for the bench. Please could you confirm that you would like to ask for permission for the bench to remain and that you will take responsibility for the upkeep of the bench.

Yours sincerely

Kerry Furnass
Clerical Assistant