



Parish Bench Installation Policy

Introduction

This policy governs the installation of new benches, including memorial benches, on land owned or maintained by the Parish Council. The purpose is to ensure all new installations are suitable for the location, safely installed, and a positive contribution to the parish environment.

Application Process

- a. All requests to site a new bench must be submitted in writing to the Parish Clerk.
- b. Applications will be reviewed by the Parish Council. The Council reserves the right to approve or deny any application at its discretion.
- c. Requests will be considered based on the suitability of the proposed location, the design of the bench, the total number of benches in the area and any ongoing costs associated with maintenance.
- d. In the case of a memorial bench the Parish Council will also consider the affiliation to the Parish when making its decision.

Bench Specifications and Materials

- a. The bench must be made of appropriate materials that are durable and in keeping with the parish's rural surroundings. Acceptable materials generally include hardwood, recycled plastic lumber, or other materials approved by the Council.
- b. The design and dimensions of the bench must be approved by the Parish Council prior to purchase. The Council may provide a list of approved suppliers or styles.
- c. Benches must be manufactured and installed to a suitable standard to ensure public safety and longevity.

Installation and Fixing

- a. The installation of the bench must be carried out by the applicant at their expense and arranged at a time agreed upon with the Parish Council.
- b. The bench must be securely fixed to the ground using methods approved by the Parish Council to prevent movement, vandalism, or injury.
- c. The Council reserves the right to inspect the installation before final approval.
- d. Once the installation has been completed and reviewed by the Parish Council, ownership will transfer to the Parish Council, and the bench will be added to the Parish asset register.

Maintenance and Liability

- a. Should the bench become unsafe or fall into a state of disrepair, the Council will use best endeavours to notify the applicant, who will be given the opportunity to either repair or replace the bench within a reasonable timeframe.
- b. If the applicant fails to act or at the Council's discretion it is deemed as unsafe to the public, the Council reserves the right to remove and dispose of the bench.

Memorial Plaques (if applicable)

- a. Any memorial plaque must be discreet and approved by the Council.
- b. The Council accepts no liability for damage to or loss of a plaque.

Bench Removal

- a. In the event the Council deems the bench has reached the end of its useful life, or for any other reason, it will use best endeavours to notify the applicant of its intention to remove it.
- b. The applicant will have a specified period to respond and remove the bench. If no response is received, the Council will remove and dispose of it at its discretion.