



## CLANFIELD PARISH COUNCIL BENCH SEAT POLICY

Clanfield Parish Council will consider requests for benches to be installed on public open spaces that are owned and managed by the Council, including memorial benches in memory of a deceased relative or friend, provided that:

- a. The application is from (or in memory of) a current (or former) resident of the Parish.
- b. The location preferred by the applicant is approved by the Council. Among the criteria which the Council will consider are accessibility, the number of benches already installed at a location, the spacing between them, the history of vandalism / criminal damage at a particular location, the position of underground and / or overhead service installations and whether any difficulty would be created for grounds maintenance.
- c. The bench is made of recycled material and conforms with the Council's approved design.
- d. the installation, which will include anchoring the bench to the ground, is undertaken by the Council's approved contractor.

The application and approval procedure are as follows:

- e. The applicant should contact the Clerk or Assistant Clerk at the Council Office (contact details are below).
- f. When an enquiry is received, it will be referred to the next available meeting of the Council's Property Management Committee for a decision.
- g. If the application is approved, the applicant will be asked to pay the charges for the purchase of the bench (and any plaque) and for the installation.
- h. A 50% deposit will be required before the order is placed. All orders will be subject to the suppliers lead times.
- i. When full payment is received by the Council, the bench will be ordered, and it will be installed as soon as possible following delivery.

The applicant will be kept informed at each stage of the procedure.



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Other standard terms and conditions, which are also applicable to benches installed before the date of this policy, are:

- from purchase and installation, the bench will belong to the Council.
- the Council will add the bench to its asset register and the Council will insure it.
- the Council will maintain the bench as long as it is economically reasonable to do so but the Council will not renew the bench when it reaches the point when it is no longer repairable and, on that, the Council's decision will be final.
- in the event of a bench being considered to be irreparable, the Council will endeavor to contact the applicant to provide the applicant with an opportunity to replace it in accordance with the Council's policy at that time but if, after 3 months, it has not been possible to contact the applicant or the Council has not received a reply from the applicant, the Council will be able to offer the location to another applicant.

This policy will be reviewed by the Council's Property Management Committee.

Clanfield Parish Council, Council Office, The Clanfield Centre, 2 Endal Way, Clanfield, Waterlooville, Hampshire PO8 0YF. Tel: 023 9257 1077; Email: [clerk@clanfieldpc.org.uk](mailto:clerk@clanfieldpc.org.uk)  
July 2021