



Fair Oak and Horton Heath Parish Council

Park Benches and Seats Policy

We support the principle of the public purchasing seating in our Parks as a long-lasting and appealing way to commemorate a loved one. We are also mindful that the parks are enjoyed by a wide range of people and of the need to ensure that the process is regulated for the mutual benefit of all.

Objectives of the policy

- To adopt a consistent and sympathetic approach to the management of requests for seating at a time of heightened emotions.
- To ensure requests for benches are appropriate for the location and compatible with the wider needs of the park and its users.
- To ensure that only seating instigated by the next of kin or executor are installed.
- To establish clear terms and conditions.
- To ensure the highest standard of service to people who request a bench or seat.

What we can offer

- A bench or seat with a plaque

Park Seats and Benches

Due to the number of requests we can only offer specific locations where we have identified a need for additional, or replacement seating.

The seating we offer is in keeping with the existing country park style. They are of an accessible design, able to be securely fixed and made with wood from sustainable sources. They are designed 'to weather' and may not need further treatment with preservatives or varnish, although some maintenance may be undertaken at our discretion as part of our general park maintenance works.

Please note that we make it a condition that no flowers or tributes are left in the park and would ask you not to request a bench or seat if you are unwilling to abide by this. The parks are places for leisure and recreation and wreaths or personal tributes etc. can be disturbing for other park users as well as the staff who have to remove them.

Plaques

You are able to have up to two small plaques on a bench, which we will organise to our specification.

Terms and conditions for the donation of a bench or seat.

- Only seating instigated by the next of kin or executor are permitted.
- The seating will be the property of the park.

- Only plaque(s) provided by us in accordance with the specification contained in this agreement will be permitted.
- The bench will be installed at the specified location; however, should future developments require, we reserve the right to move it, but will seek to notify you of this in advance.
- We will maintain the seating and surrounds as part of our general maintenance programme. The benches and seats are designed 'to weather' but may have further treatment with preservatives if necessary. Maintenance may be undertaken, at our discretion, as part of our general park maintenance works.
- In the unlikely event of the bench or seat being stolen, damaged or vandalised we will use our best endeavours to repair it on site, but unfortunately will not be able to replace it, or any of its components and reserve the right to remove it should we consider it beyond economic repair.
- You are not to undertake any planting (bulbs, roses etc.) or works on, or around the seating.
- You are not to leave any tributes, ornaments or cut flowers etc. These will be removed without notification.
- This agreement is based on a minimum period of 7 years. If its condition allows, the seating may be left in place after this time – this will be entirely at our discretion.
- When the bench has reached the end of its life it will be removed and we will seek to notify you of this.
- If your details change and you still wish to be contacted, you will let us know.

Booking

The seating is booked with the Parish Office using a standard application form. Once an application and fee has been received and agreed, we will let you know the installation date, should you wish to attend.

Payment

Payment is required prior to the bench being ordered.

The fee covers the supply, delivery and installation of the seating, together with the ongoing repair and maintenance for the minimum 7-year period, in accordance with the agreed terms and conditions.

Data Protection Act

We will not pass your personal information to external individuals or organisations unless there is a legal obligation to do so.

CB 13/6/16