

## **HAMPSTHWAITE PARISH COUNCIL**

### **POLICY FOR DONATED BENCHES**

#### **INTRODUCTION**

Hampsthwaite Parish Council will consider requests for donated benches to be installed on public spaces within the parish. These facilities will be enjoyed by a wide range of people and the Council will ensure that they are managed and regulated for the mutual benefit of all.

#### **OBJECTIVES OF THE POLICY**

This policy has been produced with the following guiding principles:

- To be respectful, sympathetic and easily understood by residents;
- To balance the sometimes contrasting needs of the donor and a variety of facility users as benches are not appropriate for all sites.
- To maintain and enhance the appearance of sites and not detract from their prime purpose.
- To clearly establish the responsibility for maintenance, repair and replacement of donated benches.
- To achieve full cost recovery by Hampsthwaite Parish Council for any benches provided.

#### **DONATION OF BENCHES**

##### **Siting, type of bench and inscription**

All existing and potential bench locations and details of the type of bench appropriate for each site in the parish of Hampsthwaite have been mapped and are shown on the Asset Register.

Donated benches will only be placed in positions specified by the council. A choice of position may be offered.

All requests regarding the donation of a bench should be made to the Clerk via email. All applications will be fully considered by the Parish Council.

A bench will be selected in consultation with the donor, of a type and standard approved by the Parish Council. All inscriptions on plaques to be attached to benches are limited to text only and where appropriate a logo. All plaques are to be approved by the Parish Council to ensure that they are appropriate and comply with other policies.

##### **Costs and future maintenance**

The donor will meet the cost of the purchase and installation of the bench and plaque.

The ownership of benches remains with the donor who must agree to maintain it in a safe and satisfactory condition.

Alternatively, once erected and on the payment of an initial fee based on the type of bench purchased, the basic maintenance of the bench will become the responsibility of the Parish

Council during the period of its natural life.

If the bench deteriorates, or if major maintenance is required, the donor will be consulted and invited to meet / contribute towards the cost. If repairs are not viable, the donor will be consulted regarding disposal or replacement.

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When the bench reaches the end of its natural life, the original donor will be contacted wherever possible, and asked whether they wish to purchase a replacement bench.

The Parish Council reserves the right to remove any donated bench that has been damaged and that in the view of the Council is beyond economical repair or is unsafe having made every effort to contact the donor.

The Parish Council reserves the right to re-locate benches for operational requirements. For short term relocation the donor will not be consulted. For longer term re-location, donors will be advised of the new position and the reasons for moving.

A dedication ceremony is acceptable but the Parish Council must be informed as to the size of the gathering, the date and time and whether there will be any press involvement.