



## **SHALFLEET PARISH COUNCIL**

### **POLICY DOCUMENT FOR THE ERECTION OF PUBLIC USE BENCHES/SEATS**

#### **A – SPECIFICATION:**

1. The specification for any bench/seat is to be to the approval of Shalfleet Parish Council, if sited on property owned or managed by the Parish Council.
2. The specification for any bench/seat where sited on land owned or managed by any other agency/organisation must have the approval of that agency/organisation and Shalfleet Parish Council.
3. The specification of any seat/bench must have regards to the following:
  - a) The need.
  - b) The purpose.
  - c) The location.
  - d) The size.
  - e) The cost of maintenance.
  - f) The anticipated lifespan.

#### **B – LOCATION:**

1. The location of any bench/seat is to be agreed by Shalfleet Parish Council and any agency/organisation which controls the land on which the seat/bench is to be sited.
2. No seat/bench to be so sited as to cause any obstruction to pedestrians or traffic.

#### **C – ERECTION:**

1. All seats are to be erected on concrete, tarmacadam or approved hard surfacing.
2. Where seats are to be erected on virgin/natural ground they are to be sited on a concrete base as follows:-
  - a) Concrete base to be a minimum of 100mm thickness of C20 mix concrete reinforced midway with A142 fabric on 50mm MOT type 1 50 mm blinding.
  - b) Concrete base to be set NLT 25mm above corresponding ground level and laid to falls.
  - c) Concrete to receive a fine tamped and brushed finish and to have margined and arised edges.
  - d) Concrete base to be the footprint size of the bench/seat plus 150mm on three sides with an extended platform fronting the front edge of the seat/bench of a minimum of 750mm projection.
  - e) All seats/benches are to be secured mechanically to the hard-standing with non-ferrous fixings as agreed by Shalfleet Parish Council.

#### **D- DONATION IN PART OF IN WHOLE:**

1. Members of the public or any commercial/private interest or agency can request the siting of a seat/bench whereby they can donate the seat/bench as set out in items D2, D3 and D4 below.
2. Shalfleet Parish Council will give consideration to any request for a seat/bench. This must be paid for in advance of any orders being placed for the seat/bench by the Parish Council by way of the submission of a pro-forma invoice.
3. Shalfleet Parish Council's policy for seats/benches to be provided, as set out in item D2, is that any individual or organisation wishing to have a seat/bench provided will be required to pay the cost of the seat and installation including VAT.
4. Where the seats/benches are to be sited on land owned or under the control of Shalfleet Parish Council, the Council will undertake the full commissioning of the seat/bench. The Council will undertake the upkeep of any seat/bench inclusive of all fixtures, fittings and base support for a period of 10 years from the time of full commissioning.
5. Shalfleet Parish Council will not be able to take on seating requests on none Parish Council land.

#### **E – DEDICATION AND/OR ENGRAVING:**

1. Seats/benches may be dedicated by means of an inscribed plaque or in the case of a Reformed Plastic seat, by engraving.
2. Any inscription to be first approved by the Parish Council.
3. All dedication plaques are to be inset into any wooden mounts and set flush with same.
4. All plaques to be in 3 mm engraved solid brass or 2mm grade 316 stainless steel fixed with anti-vandal screws of like material.

#### **F - INSURANCE**

1. All benches/seats must be included in the Parish Council's Register of assets and insurers notified of such additional items.
2. Insurance to be maintained against loss or damage throughout the life of the seat/bench where such are included on the register of insured items.