

EASINGTON PARISH COUNCIL SEATING POLICY

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

Unfortunately, land owned by the Parish Council for the siting of Seats is limited, and as there are already a large number of Seats sited in the Parish, we would encourage consideration be given to funding the replacement of an existing Seat, Planting a Tree, or the Placement of a Planter.

We have developed this policy to ensure that all seats, picnic benches and Planters are approved by the Parish Council and conform to a set standard.

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 Parish 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.

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 style of the seating is to be agreed with Easington Parish Council. We would prefer that recycled materials are used in any seating provided.
- They are of an accessible design, able to be securely fixed.
- If made with wood this should be 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 maintenance works.

Plaques

- You are able to have up to two small plaques on a bench, which we will organise to our specification.
- Memorial Wording/Plaques must be submitted to the Parish Council for agreement in advance.

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 Parish Council.
- 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. Timber 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 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 5 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 Clerk 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

All Seating Donations must be fully funded by the donor and not incur future financial liability to Easington Parish Council. For this purpose, Easington Parish Council will charge a Fee of £100 to cover ongoing Administration costs for a period up to 5 years, and in addition a further Fee of £100 is required to cover the delivery and installation of the seating, together with the any ongoing repair and maintenance for the minimum 5-year period.

The above costs together with the cost of the Seat/Bench are to be paid prior before the order is placed.

Data Protection Act

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

Policy Adopted – February 2021

Reviewed – February 2022