



Darley and Menwith Parish Council – Donation of BENCHES policy

A. Introduction

Donating a seat in memory of a loved one is a way many family members and friends choose to remember that special person. It may be possible to install a beautiful seat in a favourite location of your loved one within Darley and Menwith Parish.

To ensure a fair and consistent approach to the donation of benches this policy has been adopted by Darley and Menwith Parish Council (the Council).

This policy sets out the terms and conditions of the agreement between someone who wishes to donate a bench (the Applicant) and the Council.

By submitting the signed application form (Appendix 1), the Applicant agrees with the terms and conditions set out in this policy.

B. Application process

1. The Applicant shall complete the application form at Appendix 1 and return this to the Parish Clerk.
2. All decisions as to whether to accept the donation of a bench are to be made at a meeting of the Council.
3. A decision should ordinarily be made at the next meeting of the Council following both the receipt of a completed application and agreement from the Applicant regarding the estimated cost (Section H below). However, a decision may be made at a later meeting if Council business dictates.
4. Each request is to be considered on a case-by-case basis and the Council is under no obligation to accept a donation in any particular instance.
5. The Council may agree a donation subject to one or more changes being made (such as to the location of bench). An applicant is under no obligation to proceed if a proposed change is unacceptable to them.

C. Location of benches

6. The Applicant shall propose a location for the donated bench.
7. This can be in the location of an existing bench (as set out in Appendix 2). The Parish Clerk will provide a list of existing benches most in need of replacement if requested.
8. A proposal for a location may be subject to permission/approval of a third-party (including obtaining a street furniture licence for a new location). If such permission is not given a request shall be declined.
9. The Council reserves the right to agree an alternative location with the Applicant.

D. Style of benches

10. In order to help harmonise the style of benches within the Parish, only two styles of bench can be donated:
 - (a) TYPE 1 - a recycled bench (a Glasdon ECO-REST Seat or similar); or

- (b) TYPE 2 – a hardwood bench (a Glasdon Norbreck or similar).

Pictures illustrating each type of bench are given in Appendix 3.

E. Plaque

11. Dedication of the bench shall be made by way of an engraved metal plaque to be attached to the bench. The plaque will be sourced by the Council.
12. The wording of the dedication should be included on the application form and should be approved by the Council as part of making its decision.

F. Installation

13. Installation of the bench will be made by the Parish Caretaker.

G. Maintenance and insurance

14. The Council will be responsible for ordinary maintenance and insurance of a donated bench.
15. However, the Applicant shall contribute a fixed amount under this agreement towards the maintenance and insurance costs (“the maintenance fee”).

H. Cost and payment

16. The estimated cost of donating a bench, including the purchase and installation of the bench, the purchase and installation of the engraved plaque and the maintenance fee, shall be confirmed to the Applicant by the Parish Clerk prior to the application being considered by the Council.
17. The Applicant is under no obligation to proceed once an estimated cost has been provided.
18. If agreed and approved by the Council, the Council will issue an invoice for the relevant cost to the Applicant.
19. Payment must be received by the Council before any purchase will be made in connection with the donated bench.

I. Confirmation

20. The Parish Clerk shall confirm to the Applicant (using the contact details supplied) once the bench has been installed.

J. Termination

21. This agreement shall run for 20 years in case of a recycled bench and 12 years in the case of a hardwood bench (starting from the date payment is received). After this period, the agreement shall be considered to be terminated.

K. Removal / disposal

22. In the event that the bench is damaged, stolen or destroyed, the Council may choose not to repair or replace the bench.
23. The Council reserves the right to remove a donated bench if it deems this necessary (for example if the bench is damaged and becomes a health and safety risk or is worn out). Unless otherwise agreed, the plaque shall not be moved to a new or existing bench by the Council.
24. In any event, the Council shall be responsible for disposing of the bench at the end of its useful life.

**Darley and Menwith Parish Council – Donation of benches policy
Appendix 1 – Application form**

Name of applicant:
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Address of applicant:
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Contact telephone number:

Contact email address:

Proposed location of bench (if proposing to replace an existing bench please indicate the Asset Register number in Appendix 2):
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Proposed style of bench (please tick):

TYPE 1 - a recycled bench

TYPE 2 – a hardwood bench

Proposed inscription for plaque:
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I agree to the terms and conditions set out in the Darley and Menwith Parish Council – Donation of benches policy above

Signed.....

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Appendix 2 – Location of existing benches

Asset number	Description	Location
29	Recycled plastic bench (TYPE 1)	Stocks Green, Main Street
30	Recycled plastic bench (TYPE 1)	Outside Dales View, Nidd Lane
31	Recycled plastic bench (TYPE 1)	Stocks Green, Main Street
32	Bench	Walker Lane
33	Bench	B6451 / Crake Lane crossroads
34	Bench	Outside Hollycliffe, Main Street
35	Bench	Fringill Beck
36	Bench	Outside Darley Memorial Hall, Sheepcote Lane
37	Bench	Low Green (near Christmas Tree)
38	Bench	East View 1
39	Bench	East View 2
40	Bench	Main Street near Walker Barn
41	Bench	Hardgroves Hill
42	Bench	Crake Lane
43	Bench	Outside Laburnum House Farm, Darley Head
44	Bench	Sheepcote Lane below Crake Lane
58	Jubilee Bench (IRON)	Darley Playing Fields
59	Jubilee Bench (IRON)	Darley Playing Fields

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Appendix 3 – Illustration on types of benches

TYPE 1 – Recycled bench



TYPE 2 – Hardwood bench

