



Local Government for Langton Green, Speldhurst, Ashurst and Old Groombridge

## POLICY ON DONATIONS OF OR REQUESTS FOR PARK BENCHES

### Introduction

Speldhurst Parish Council (SPC) occasionally receives requests from members of the public to donate or contribute to a dedication or memorial park bench to be located on Council land. This policy sets out SPC's position on how it decides whether to accept or decline the request of a park bench or an equivalent item of furniture.

### Conditions

- This policy covers outdoor furniture such as park benches or similar outdoor items.
- All requests must be made in writing. Verbal requests will not be considered.
- All requests are considered on an individual basis and previous similar decisions do not guarantee the outcome of subsequent requests.
- Requests will be considered, and a decision taken by the Amenities Committee in the first instance. In specific cases of particular sensitivity, a recommendation may be referred to Full Council for a final decision.
- All new park benches installed on SPC land must be made from recycled materials.
- The requestor must provide the following information before their request will be considered by the Committee:
  1. A description of the park bench including manufacturer and/or supplier, guarantee or warranty details, value and whether they will procure the bench directly or are donating money for the purchase of the park bench by another party including SPC. **Important:** SPC has to approve the design, materials and type for all park benches before they are purchased.
  2. Details of whether a plaque or similar inscription will be included, the wording and who will be providing and fixing to the park bench. Where SPC is asked to purchase the park bench this will not include the provision of a plaque.
  3. Details of location of where they wish the park bench to be positioned. If they have a specific position then a map showing the exact location should be provided. **Important:** SPC retains the right to make the final decision on location taking into account the position requested.
  4. Details of who will be installing the park bench including how the park bench will be secured. If they are donating money for the purchase of the bench then a minimum of £200 should be included for installation costs although SPC reserves the right to increase this if necessary.

5. Details on how the park bench will be maintained including frequency of inspection and contact details for the requestor should SPC need to get into contact. **Important:** As it is common for continuing maintenance and upkeep of the park bench to diminish over time SPC will request an upfront payment of £200 to cover the cost of removal of the park bench if it falls into a state of disrepair or becomes unsafe. SPC retain the right to remove the park bench at their discretion and with no reference to the requestor.