



# Brundall Parish Council

## GIFTED BENCH POLICY

### 1 INTRODUCTION

**1.1 Brundall Parish Council supports the needs and principles of allowing gifted benches within the Parish and is mindful that these facilities are enjoyed by a wide range of people. Therefore the Parish Council will ensure that the issue is managed and regulated for the mutual benefit of all.**

1.2 It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of this policy will be revised as necessary to meet changing circumstances.

1.3 The Parish Council reserves the right to refuse any application which it deems unsuitable. The decision of the Parish Council will be final.

### 2 LOCATIONS

2.1 Council owned/managed land

2.2 Verges, with necessary permission from Norfolk County Council

2.3 The Council will hold a list of locations of current Benches and a list of approved sites for new Gifted Benches.

### 3 POLICY – Terms & Conditions

3.1 All applications for gifted benches should be completed on the official request form and be signed by the applicant.

3.2 The applicant may request a location for their bench from the list of available approved sites.

3.3 All gifted benches and installation costs should be paid for by the applicant prior to ordering. A maintenance fee of £100 per 5 year period is due to the Parish Council prior to installation. This will only cover upkeep and regular maintenance costs.

3.4 The Parish Council may limit the number of gifted benches in particular areas.

3.5 The Parish Council will notify the applicant in the event that the gifted bench is damaged. It is the responsibility of the applicant to effect repairs to damaged benches. The applicant should ensure that the Parish council is in possession of current contact details.

- 3.6 The Parish Council reserves the right to remove any gifted benches that have been damaged and are in the view of the Parish Clerk, or another member of staff, beyond economical repair, or have not been repaired within 4 weeks of the notification referred to in (3.5) above.
- 3.7 The Parish Council accepts no liability for damage to any gifted bench from vandals, third parties or whilst the Parish Council carries out routine maintenance.
- 3.8 Benches will be of the type and colour specified by the Parish Council to be in keeping with the intended location.
- 3.9 Memorial plaques can only be fitted at the discretion of the Parish Council. Those fitted to be a maximum size of 125mm wide x 50mm high or shall fit in the centre of the upper most lath of the back of the bench, or whichever is the greater.
- 3.10 The Parish Council, in line with the current maintenance regime for benches, will maintain the plaque. The Parish Council accepts no replacement liability for the plaque or the bench at the end of its useful life and will dispose of any such bench. Any replacements of benches or plaques will be the responsibility of the original applicant.
- 3.11 Any maintenance carried out by a third party will be in strict agreement with the Parish Council and by appointment only.

#### **4 STYLE & COST OF BENCH**

- 4.1 Permission will only be given for the following:

- Hardwood
- Recycle Material

4.2 Charges for Gifted Bench:	Approx
• Hardwood 6ft Bench	£ 400.00
• Recycled 5ft Bench	£ 425.00
• Installation Charge – compulsory charge	£ 50.00
• Maintenance Charge – compulsory charge	£ 100.00

Brundall Parish Council  
 Brundall Memorial Hall  
 Links Avenue  
 Brundall  
 NR13 5LL



# BRUNDALL PARISH COUNCIL

## APPLICATION REQUEST FOR A GIFTED BENCH

**Full Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

Please notify us of any change of name or address so we can contact you if we need to.

**Name of person for dedication:** \_\_\_\_\_

Style of bench:      Hardwood 6ft      or      Recycled Material 5ft

**Preferred location of bench:** \_\_\_\_\_

**Amount enclosed:** \_\_\_\_\_

**Please provide and install a dedicated seat on my behalf. I agree to donate the required cost, and when the donation has been received, the dedicated seat will be ordered.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please supply the engraved plaque no larger than 125mm wide x 50 mm high

Please return to:

Brundall Parish Council, Brundall Memorial Hall, Links Avenue, Brundall, NR13 5LL

PARISH COUNCIL USE ONLY	
Date of Installation	
Location	
Dedicated to	