



BENCH POLICY FOR PARISH COUNCIL LAND EXCLUDING FREMINGTON CEMETERY

Date of Review	Change Description	Minute No.	INITIAL
3 rd August 2020	Full Policy Review		KG
30 th June 2022	Review	2206/29	EMB
24 th June 2025	Review	2506/27	VW

1. INTRODUCTION

- 1.1 Fremington Parish Council supports the needs and principles of allowing benches (including memorial) 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 This policy supersedes all previous policies and arrangements and applies to all benches owned/managed by Fremington Parish Council excluding benches at Fremington Cemetery.
- 1.4 All applications will be submitted to the relevant committee for consideration.

2 LOCATION

- 2.1 Parish land within the Parish of Fremington excluding Fremington Cemetery.

3 TERMS AND CONDITIONS

- 3.1 All applications for benches should be completed on the official request form and be signed by the applicant. Benches are not permitted to be installed until the request has been approved in writing by Fremington Parish Council. Do not purchase a bench until permission has been granted.
- 3.2 All benches should be paid for by the applicant before the completion of the installation. An invoice will be sent to the applicant from the Parish Council.
- 3.3 The Parish Council will limit the number of benches in particular areas to ensure the character of certain areas within the parish is kept.
- 3.4 The benches should be made of a sustainable source and/or metal cast and the design approved by the Parish Council to be in keeping with the intended location.
- 3.5 All requests must include the proposed location, specifications of the bench including a photograph or drawing and a copy of the inscription, if applicable. The Parish Council may negotiate the proposed location or details of the specification of the bench with the applicant before granting approval.
- 3.6 Installation of the bench will be undertaken by Fremington Parish Council and the total cost of this will be recharged to the applicant.
- 3.7 The applicant is required to pay all costs including purchasing of the bench, installation and any ancillary costs.
- 3.8 Once the bench is installed it will become the property of Fremington Parish Council and will be covered by the Parish Council's Public Liability Insurance.
- 3.9 The Parish Council cannot guarantee the long-term safety or security of the bench and does not assume responsibility for the replacement of benches resulting from damage or deterioration with age.
- 3.10 The Parish Council reserves the right to repair, make safe or remove any benches that have been damaged and are in the view of the Parish Council unsightly, dangerous and/or beyond economical repair
- 3.11 The Parish Council will notify the applicant in the event that the bench is damaged.
- 3.12 Any maintenance carried out by a third party will be in strict agreement with the Parish Council and by appointment only.
- 3.13 Fremington Parish Council will keep a record of the applicant and their contact details in accordance with the General Data Protection Regulations. The applicant should ensure that the Parish council is in possession of current contact details.



Fremington Parish Council



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E-mail: admin@fremingtonparishcouncil.gov.uk
Website: www.fremingtonparishcouncil.gov.uk
VAT Number: 634 661 730

APPLICATION FORM TO SITE A BENCH

Applicants Name:

Applicants Address:

Postcode:

Email Address:

Telephone Number:

Description of Bench: (Please include measurements, material and company supplying the bench)

Will there be a memorial plaque on the bench? Yes ☐ No ☐

If yes, please give details of the inscription, material and size of the plaque


Proposed location of the bench:

I have read and agree to comply with the Bench Policy as adopted by Fremington Parish Council on 3rd August 2020.

Signed: _____ Print Name: _____ Dated: _____

Please return this form to:

Fremington Parish Council
The Beechfield Centre, Beechfield Road, Fremington, EX31 3DD

 Data protection: by signing this form you are giving consent for Fremington Parish Council to use and process your details in accordance with the Data Protection Act 2018 and GDPR. The information you provide will not be shared with any other local government department without contacting you first.