



Bench Seat Policy

From time to time members of the public will ask the Town Council to allow them to place a seat on Town Council land, usually in memory of a loved one.

There are quite a few seats already installed in various places, and this policy has been developed to ensure that all seating placed on Town Council property conforms to a reasonable standard, and that there is not an excessive number.

1. All applications must be in writing to the Town Clerk. Where possible details of the seat should be submitted with the application, including its proposed location.
2. All applications will be considered for approval by the Environment Committee.
3. The Town Council have selected a number of suppliers, as given on the attached sheet, and would encourage donors to choose from this list.
4. All seats must be suitably robust and of a good quality and standard and must be installed by a Town Council approved contractor at the donor's expense.
5. Land for the siting of seats is limited and the Town Council reserves the right to refuse a request. The Town Council's decision is final.
6. The donor is welcome to attach a small plaque to the seat. The size must not exceed 6 inches x 4 inches (15cm x 10cm). The words on the plaque must be agreed with the Town Council prior to the plaque being installed.
7. Nothing other than agreed plaques should be placed on seats at any time.
8. All seats placed on Town Council land become property of the Town Council and it is the responsibility of the Council to insure the seat.
9. The Town Council reserves the right to relocate seats if necessary and will make every effort to notify the donor prior to such relocation. It is the responsibility of the donor to keep the Town Council informed of their current address.
10. The Town Council reserves the right to remove any seat which reaches a state beyond economic repair. The Town Council will make every attempt to contact the owner prior to the removal of the seat/planter.
11. Memorial plaques wherever possible will be returned to the donor if/when the seat is no longer fit for purpose.



Supplier List

Broxap Ltd
Telephone: 01782 564411
Email: sales@broxap.com
Web: www.broxap.com

Corido
Telephone: 020 8655 6242
Email: info@corido.co.uk
Web: www.corido.co.uk

David Ogilvie Engineering Ltd
Telephone: 01563 570061
Email: david@davidogilvie.com
Web: www.davidogilvie.com

Glasdon UK Ltd
Telephone: 01253 600415
Email: wa@glasdon-uk.co.uk
Web: www.glasdon.com

Greenbarnes Ltd
Telephone: 01280 701093
Email: sales@greenbarnes.co.uk
Web: www.greenbarnes.co.uk