

# COWES TOWN COUNCIL

## POLICY DOCUMENT FOR THE ERECTION OF PUBLIC USE BENCHES/SEATS

### A - SPECIFICATION

1. The specification for any bench/seat is to be to the approval of Cowes Town Council, if sited on property owned or managed by the Town Council.
2. The specification for any bench/seat where sited on land owned or managed by any other agency/organisation must have the approval of that agency/organisation and Cowes Town Council.
3. The specification of any seat/bench must have regards to the following;
  - a) The need.
  - b) The purpose.
  - c) The location.
  - d) The size & design.
  - e) The cost of maintenance.
  - f) The anticipated lifespan.

### B - LOCATION

1. The location of any bench/seat is to be agreed by Cowes Town Council and any agency/organisation which controls the land on which the seat/bench is to be sited.
2. No seat/bench to be so sited as to cause any obstruction to pedestrians or traffic.

### C - ERECTION

1. All seats are to be erected on concrete, tarMacadam or approved hard surfacing.
2. Where seats are to be erected on virgin/natural ground they are to be sited on a concrete base as follows;
  - a) Concrete base to be a minimum 100mm thickness of C20 mix concrete reinforced midway with A142 fabric on 50mm MOT type 1 50mm blinding .
  - b) Concrete base to be set NLT 25mm above corresponding ground level and laid to falls.
  - c) Concrete to receive a fine tamped and brushed finish and to have margined and arised edges.
  - d) Concrete base to be to the footprint size of the bench/seat plus 150mm on three sides with an extended platform fronting the front edge of the seat/bench of a minimum of 750mm projection.
  - e) All seats/benches are to be secured mechanically to the hard-standing with non-ferrous fixings as agreed by Cowes Town Council.

### D - DONATION IN PART OR IN WHOLE

1. Members of the public or any commercial/private interest or agency can request the siting of a seat/bench whereby they can donate the seat/bench in part or in whole as set out in items D2, D3 and D4 below.
2. Cowes Town Council will give consideration as to whether any request for a seat/bench will require a financial contribution and such is at the sole discretion of the Council. The policy, as set out in item D4, will generally apply.
3. Any agreed contribution by an outside body must be paid for in advance of any orders being placed for the seat/bench by the Town Council by way of the submission of a pro-forma invoice.
4. Unless agreed otherwise, Cowes Town Council's policy for seats/benches to be provided, as set out in item D2, is that any individual or organisation wishing to have a seat/bench provided will be required to contribute £600.00 excluding VAT towards any installation.
5. Where seats/benches are sited on land owned or under the control of Cowes Town Council, the Town Council will contribute the balance of any further costs for the provision of the seat/bench and will

undertake the full commissioning of the seat/bench inclusive of providing the cost and siting of any dedication plaque as set out in items E 3 and E4 and that Cowes Town Council will undertake the upkeep and replacement of any seat/bench inclusive of all fixtures, fittings and base support for a period of 10 years from the time of full commissioning.

6. Where a seat/bench is sited on land not under the control of Cowes Town Council then there will be a contribution paid by the donator to Cowes Town Council towards the cost of the provision of a seat/bench in the sum of £600.00 excluding VAT. Such payment to be provided by Cowes Town Council to the organisation having charge/governance over the supply, installation and future maintenance of the said bench/seat. At such siting, Cowes Town Council will obtain costs for the installation and future maintenance of the seat/bench from the land owner/land owner's agent/administrators and identify the period of maintenance by that body. On receipt of all costs from the land owner/owner's agent/administrator, Cowes Town Council will determine what, if any, contribution will be made by Cowes Town Council towards the installation and maintenance of the seat/bench. Cowes Town Council will subsequently notify the donator of such costs and timescales. Only at such time as the donator agrees in writing as to those further installation and maintenance charges will Cowes Town Council place an order for the purchase, placement and maintenance of the seat/bench with that third party.
7. Where a seat/bench is sited on land under the control of Island Roads Ltd, the chosen PFI contractor undertaking highway improvements and maintenance, then a payment must be made to Island Roads Ltd to the total sum of £2,500\* by the donator. Cowes Town Council will contribute £600 towards such costs thus requiring a balance of £1,900 to be contributed by the donator. Such payment must be made to Cowes Town Council in advance of the works being undertaken. The charge made by Island Roads Ltd will cover the cost of installation and maintenance of the seat/bench for the term of Island Roads Ltd.'s contract which ends in 2038.

*\*This figure is correct as at 1<sup>st</sup> December 2014 and donators need to first enquire, through Cowes Town Council, as to this charge when considering the request for a seat/bench.*

#### **E - DEDICATION**

1. Seats/benches may be dedicated by means of an inscribed plaque.
2. Any inscription to be first approved by the Town Council.
3. All dedication plaques are to be inset into any wooden mounts and set flush with same.
4. All plaques to be in 3 mm engraved solid brass or 2mm grade 316 stainless steel fixed with anti-vandal screws of like material.

#### **F - INSURANCE**

1. All benches/seats must be included in the Town Council's Register of assets and insurers notified of such other than when the seat/bench is installed and maintained by another authority as set out in item D7.
2. Insurance to be maintained against loss or damage throughout the life of the seat/bench where such are included on the register of insured items.

Adopted by Cowes Town Council 4<sup>th</sup> December 2014. Minute No 6997 b (ii) refers.

Reviewed December 2015. Minute No. 7199 refers.

Reviewed and amended December 2016. Minute No. 7410 refers.

Reviewed December 2017. Minute No. 7617 refers.

Reviewed December 2018. Minute No. 7861 refers.

Reviewed December 2019. Minute No. 8058 refers.