

COWES TOWN COUNCIL

POLICY DOCUMENT FOR THE INSTALLATION 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 – INSTALLATION ON LAND OWNED OR MANAGED BY COWES TOWN COUNCIL

1. All seats are to be installed on concrete, tarMacadam or approved hard surfacing.
2. Where seats are to be installed 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.
3. All costs, including maintenance, will be the responsibility of the applicant for a period of 10 years, payable in advance of the works being undertaken.

D – INSTALLATION ON LAND OWNED OR MANAGED BY OTHER AGENCIES / ORGANISATIONS

1. Members of the public or any commercial/private interest or agency can request the siting of a seat/bench in Cowes.
2. Where a seat/bench is sited on land not under the control of Cowes Town Council the applicant will bear the cost of the provision of a seat/bench. 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 applicant of such costs and timescales. Only at such time as the applicant agrees in

writing as to those 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. All costs are payable in advance of any works being undertaken.

3. 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*. Cowes Town Council will consider making a contribution towards such costs. Full payment must be made 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 1st 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 approved by the Town Council and the relevant agency / organisation who own or manage the land where the seat/bench is to be sited.
3. For seats/ benches on Cowes Town Council owned or managed land, all dedication plaques are to be inset into any wooden mounts and set flush with same.
4. For seats/ benches on Cowes Town Council owned or managed land, 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 items D2 and D3.
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.

Amended and approved December 2020 (Minute No 8205 refers).

Reviewed and approved December 2021 (Minute No 8416 refers).

Reviewed and approved December 2022 (Minute No 8630 refers).

Reviewed and approved December 2023 (Minute No 8856 refers).

Reviewed and approved December 2024 (Minute No 9074 refers).

Reviewed and approved December 2025 (Minute No 9295 refers).