



# **Dartmoor Forest Parish Council**

## **Procedure 5.6**

### **Public Seating**

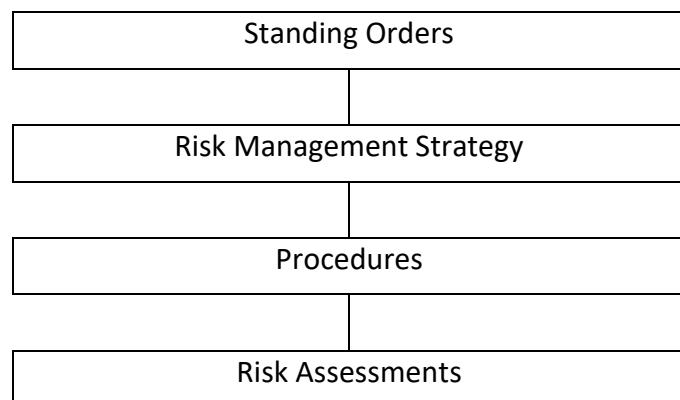
## Record of Amendments and Reviews

<u>Version</u>	<u>Comment</u>	<u>Date of Adoption</u>
1	New procedure	23 February 2022
1	Reviewed and readopted	27 June 2023
1	Reviewed and readopted – Clerk details updated	28 October 2025

Next review required by:	October 2027
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## Document Hierarchy

In the event of any discrepancy between Dartmoor Forest Parish Council Codes, Regulations, Policies, Strategies, Procedures and other documentation, the version contained in the higher level document detailed below will apply, unless changed by a resolution of the council.



## Introduction

1.1 Dartmoor Forest Parish Council owns bench seats in Princetown and Postbridge. These are officially recorded in the assets register but are listed below for information.

<u>Asset No</u>	<u>Description</u>	<u>Location</u>	<u>Date Installed</u>
C003	Public Seat	Princetown	Not recorded
C004	Public Seat	Princetown	Not recorded
C005	Public Seat	Postbridge	Not recorded
C006	WI Millennium Bench	The Square, Princetown	July 2001
C014	Public Seat	Princetown	Not recorded

1.2 The Council is also responsible for maintaining two memorial benches situated in Postbridge Cemetery.

1.3 Additionally, the Council is consulted from time to time about the installation of privately funded public seats in the Parish. This procedure has been developed to ensure all public seat acquisitions are in keeping with the character of the Parish, whether they be purchased with public or private funds.

## Bench Requirements

2.1 Public seating must be in keeping with the character of Dartmoor. Permitted seats are:

- Wooden Bench Seats or Stone Slab Seats

### 2.2 Wooden Bench Seats.

- Wooden bench seats must be made of hard wood, not tanalised soft wood.
- Wooden bench seats must have a back rest. Arms are permitted but not obligatory.
- Wooden bench seats should have a design life of 10 years in the Dartmoor climate, as far as practicable.
- Timber should be of a reasonable thickness to provide solid support for all members of the public, up to an individual weight of 20 stones (125 kg).
- Wooden bench seats should be a minimum of 4'6" (1.37m) wide and a maximum of 8" (2.44m).
- The finish may be painted in sombre colours to suit the moorland setting, or a natural timber finish with varnish or preservative.

### 2.3 Stone Slab Seats

- Stone slab seats must be of granite. A back rest is not obligatory. Uprights should be of the same stone as the seat.
- The front face and top of the slab seat should be of a polished or honed (eggshell) finish.
- The granite should be of a reasonable thickness to provide solid support for all members of the public, up to an individual weight of 20 stones (125 kg).
- Stone slab seats should be a minimum of 3'6" (1.37m) wide and a maximum of 8" (2.44m).

### 2.4 Surrounding Ground

- All benches must be securely fastened to the ground.

- b. Benches must have a hardstanding in front with a minimum width of 18" (0.45m). The hardstanding must be of concrete, grey paving slabs, granite setts or black/grey tarmac overlaid on a foundation of crushed stone.
- c. A paved or tarmac path leading to the bench is permitted but not obligatory.
- d. The landowner's permission must be obtained in writing before any bench is erected.

#### **2.5 Bench Dedications**

- a. Bench dedications may be recorded by an attached memorial plaque or by carving/engraving the wood/stone of the bench.
- b. Memorial plaques should be of brass with a suitable lacquer applied to prevent tarnishing.
- c. There is no restriction on the font or colouring for plaque or bench engravings.

#### **2.6 Adoption**

- a. The Council may or may not adopt public seating purchased privately, as circumstances dictate.
- b. When the Council agrees to adopt privately purchased public seating, it reserves the right to seek a financial endowment for ongoing maintenance and repair.

#### **Qualifications/Experience Required**

- 3.1 All benches, hardstanding and paths must be installed by a competent person.
- 3.2 All maintenance and repair must be conducted by a competent person.

#### **Inspections**

- 4.1 The Parish Lengthsman, the Parish Clerk or an appointed Parish Councillor will inspect all bench seats annually, irrespective of ownership.
- 4.2 The Parish Council reserves the right to rope off or remove any bench seat that is deemed unsafe, irrespective of ownership.
- 4.3 Owners of benches deemed unsafe will be informed by the Parish Clerk within seven days of the inspection taking place and will be asked to effect appropriate repairs.
- 4.4 At its discretion, and subject to funds being available, the Council will undertake appropriate repairs at its own expense where:
  - a. Owners cannot be traced.
  - b. Owners have not responded within six weeks of being informed.
  - c. Owners have responded but cannot bear the full cost of repairs.

#### **Records**

- 5.1 A record of the bench inspections having been made will be maintained by the Clerk and kept for a minimum of three years.
- 5.2 A record of all benches installed or adopted by the Council will be maintained in the Assets Register.

# Dartmoor Forest Parish Council



## Application to place a Public Seat/Memorial Bench or Plaque

Please refer to the DFPC Public Seating Procedure that can be found on our website [www.dartmoorforestparishcouncil.gov.uk](http://www.dartmoorforestparishcouncil.gov.uk) before completing and submitting this form.

Name of Applicant .....

Address .....

..... Postcode .....

Telephone number .....

E-mail .....

Do you wish to purchase (please tick)

Granite Slab Seat

Wooden Bench Seat

Memorial Plaque

Preferred Location .....

Seat/Plaque in memory of .....

Please state their connection to Dartmoor Forest Parish Council or the preferred location

.....

Please print your memorial message for the plaque (maximum of 50 characters incl. spaces)

.....  
.....  
.....

Signature of Applicant .....

Date .....

Please email or send completed form to the Parish Clerk

Parish Clerk: Miss Jackie Bennetts  
Applegarth, Walkhampton, Yelverton, PL20 6JP  
Telephone: 07508 330873

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