

**FINDON PARISH COUNCIL  
34 NORMANDY LANE  
EAST PRESTON VILLAGE  
WEST SUSSEX BN16 1LY**

**TO: ALL MEMBERS OF THE COUNCIL**

You are hereby summoned to attend the meeting of Findon Parish Council (FPC) to be held on **Monday 20 January 2025** at **7.30pm** in **Nepcote Hall** for the purpose of transacting the following business.

THIS IS AN OPEN MEETING AND MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

**Miss Fiona MacLeod  
Clerk to the Parish Council  
14/1/2025**

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**AGENDA**

- 25.01 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE**
- 25.02 CHAIRMAN'S ANNOUNCEMENTS**
- 25.03 DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**  
Members and Officers are reminded to make any declarations of personal and/or prejudicial/pecuniary interests they may have in relation to items on this Agenda.  
The interest should be declared by stating:  
a) the item you have the interest in  
b) whether it is a personal interest and the nature of the interest  
c) whether it is also a prejudicial/pecuniary interest  
d) if it is a prejudicial/pecuniary interest, whether you will be exercising your right to speak under Public Question Time  
Members and Officers will then need to re-declare any prejudicial/pecuniary interest at the commencement of the item or when the interest becomes apparent.
- 25.04 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 2 DECEMBER 2024.**
- 25.05 UPDATE ON IMPLEMENTATION OF ACTIONS NOT COVERED ELSEWHERE ON THE AGENDA**  
To note the update report.
- 25.06 TO RECEIVE VERBAL REPORTS FROM WEST SUSSEX COUNTY COUNCIL (WSCC) AND ARUN DISTRICT COUNCIL (ADC) COUNCILLORS**
- 25.07 PUBLIC QUESTION TIME OF UP TO FIFTEEN MINUTES**  
The Question Time is the only opportunity for the public to address the meeting, make representations, answer questions and give evidence in respect of any item within the remit of the Council, and not limited to matters of the agenda for that meeting. (Standing Order 1d). Where it is not possible to give immediate answers, the answers will be given at the next Meeting or, if preferred, sent direct to the questioner.
- 25.08 COUNCILLOR VACANCIES**  
To receive an update following the resignation of Cllr Robinson.
- 25.09 PRECEPT/BUDGET FOR 2025/26**  
To approve the Findon Parish Council precept/budget.
- 25.10 GRANT APPLICATIONS**  
To consider grant applications received from the Findon Swimming Pool, and Football Club.
- 25.11 ST JOHN THE BAPTIST PRIMARY SCHOOL**  
To consider a request for funding.

- 25.12 REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES FOR NOTING/RATIFYING**
- a) Open Spaces Working Group (including memorial benches policy and Risk Assessment revision if available)
  - b) Trees Working Group
  - c) Allotment Gardens
  - d) Village Hall Trust
  - e) Community Resilience Plan
  - f) Parking/Village Signage Working Group
  - g) Assets of Community Value
  - h) Wattle House Feasibility Study Working Group
  - i) Findon Village Pre-School Portacabin Working Group
  - j) Community Infrastructure Levy (CIL) Working Group
- 25.13 COMMUNITY ORCHARD FOR FINDON VILLAGE**  
To note progress.
- 25.14 PROPOSAL FOR PARTIAL DOUBLE YELLOW LINES IN CROSS LANE**  
To note progress.
- 25.15 GRASS CUTTING TENDER PROCESS AND GREENS MOWER RESEARCH**  
To note progress and consider any items for ratification/approval.
- 25.16 CLERKS REPORT**  
To note the report and consider any items for ratification/approval.
- 25.17 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING**
- a) Planning.
  - b) Finance & Governance.
- 25.18 FINANCE**
- a) To note Receipts and Bank Reconciliations as circulated.
  - b) To approve Payments as circulated.
- 25.19 ITEMS TO BE REFERRED TO NEXT AGENDA**



**APPLICATION FOR A GRANT**

**Name of Organisation :- Findon Village Football Club**

**Name and Position of Applicant: Anthony Martin, Treasurer**

**Amount requested:- £400**

**Purpose for which the grant will be used:- so the usual for the insurance plus new balls and bibs. Plus this year the school has asked me to buy the next set of goals as they generally only last for a couple of years**

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**Grant cheque to be made payable to: Findon Village Football Club**

**Address cheque to be issued to: Cranford, Horsham Road, Findon, BN140UY**

**Applicant Signature:**

A handwritten signature in black ink, appearing to be "Anthony Martin", written over a horizontal line.

**Date:-**

17/12/24

**PLEASE ENCLOSE ALL RELEVANT INFORMATION FROM FINDON PARISH COUNCIL'S GRANT APPLICATION POLICY DOCUMENT.**

**APPLICATIONS MUST BE SUBMITTED TO THE CLERK TO THE PARISH COUNCIL BY 22 NOVEMBER 2024**

**GENERAL DATA PROTECTION REGULATIONS:**

Any personal information such as name, postal address, telephone number, and email address given via the grant application form will only be used to evaluate/provide a grant, kept for as long as necessary to provide that service, and will not be disclosed to any other third party without your prior



## St John the Baptist C of E (Aided) Primary School

School Hill, Findon, West Sussex BN14 0TR

Tel: 01903 873072

Email: [office@stjbps.co.uk](mailto:office@stjbps.co.uk)

Website: <https://www.stjbps.co.uk/>

Facebook: St John the Baptist C of E Primary, Findon

**Headteacher: Mrs J Sharrock**

17/12/2024

Dear Fiona,

I hope this letter finds you well.

I am writing to you on behalf of St John the Baptist School. As you are aware, we are committed to providing the best educational experience for our children. However, we find ourselves in need of additional support to fund specific resources and we are in need of a particular speech and language programme to help us develop children's language skills – Speech and Language Link.

Good communication skills are linked to achievement and life chances. They are fundamental to every aspect of our lives affecting attainment, learning, literacy, social relationships, behaviour, mental health and ultimately employment and social mobility.

If we don't understand what people are saying or we lack the vocabulary to explain ourselves and ask for things to meet our needs, it's easy to become socially isolated or frustrated. That's why it is so crucial to identify problems early and get the right support in place. With the right intervention we know it can make a huge difference to both individual students and society.

Around 25% of children starting school across the UK have poorly developed speech or language skills. It is the most common type of primary special educational need and the second most common type of need identified for pupils with Education Health and Care Plans (EHCPs) according to Government figures. This is also the case in our school and implementing this programme will help our children to achieve better outcomes and thus improve their life chances. It is extremely difficult to secure a visit from the West Sussex Speech and Language Team due to the demand on them so this programme is the best alternative. It has been highly recommended from other headteachers in our locality and has proven results.

I am reaching out to the parish to request the funds to purchase this software. The cost is £375 which includes: assessments, interventions, resources, training, data and ongoing support. This is the direct link to the website:

<https://speechandlanguage.link/>

I would be very grateful if the Parish Council would consider this donation. I am happy to provide any further information or meet with the council to discuss this in further detail.

Thank you for your time and consideration.

Best wishes

Jane Sharrock



Report to **Findon Parish Council**  
Meeting Date **20 January 2025**  
From **Councillor Paula Whitby**  
Title of Report **Update on Open Spaces**  
Purpose of Report **To Note/Ratify and Clarify**

**1. Updates for noting/background**

**1.1 Working Party**

**04/12/2024**

Clearance of Cycle Path of soil and leaves.

**11/12/2024**

Clearance completion on the Cycle Path. Proposed finish was Findon Parish to Findon Valley boundary, just North of the Maytree Avenue junction.

**18/12/2024**

Clearance and cutting back work around the Nepcote Pond (outside of the perimeter fence).

Cutting back and clearance of the verge leading to the pipes through which water is funnelled from the road into the pond.

Clearance of leaf cover blocking the road drain next to the Findon Manor Hotel, and a couple of other road drains South from Findon Manor

Cutting back of vegetation to improve visibility at the junction of Cross Lane and Steep Lane.

**31/12/2024**

Clearance of fallen trees blocking the A24 footpath adjacent to the northbound carriageway, next to the metal double entrance gates opposite the Cemetery, and not far from the Findon Roundabout.

**08/01/2025**

Clearance of the footpath adjacent to the southbound carriageway of the A24 from the old Fire Station up to Findon Park Road at North End.

**15/01/2025**

Planned finishing of the clearance of the footpath up to North End.

**1.2 Benches**

Request has been made to the Working Party to concrete two benches into the ground to make them secure on Nepcote Green.

**2. Issues for discussion/ratification by full Council (if applicable)**

**2.1** Timber for repair of the south facing part of the Bus Shelter opposite the Black Horse. Cost £32.32 inclusive of VAT. See quote attached. Robin Carr will collect from Alsford Timber to save on delivery charges.



**Alsford Timber Ltd**

King St  
Worthing  
W Sussex  
BN14 7BW  
Tel: 01903 200 154  
worthing@alsford.co.uk

**Quotation**

**Invoice Address**  
Worthing Counter Cash Sales  
King Street  
Worthing  
West Sussex  
BN14 7BW

**Delivery Address**  
Worthing Counter Cash Sales  
King Street  
Worthing  
West Sussex  
BN14 7BW

**Quote No** 210 / 7852730  
**Quote Date** 10/12/24 14:31  
**Customer** ZZ88210  
**Your Ref** FEATHEREDGE  
**Delivery** By 10/12/2024  
**Sale Type** Delivered  
**Raised By** David Robbins  
**Expiry Date** 24/12/24

<b>Special Instructions</b>	<b>Notes</b>

No.	Description	Qty	Price (Ex Vat)	Total
1	CL25150FEGREEN - 2Ex 25 x 150mm SAWN GREEN TREATED FEATHEREDGE 3/4.8	14.400 m 3 pcs	1.87 m	£ 26.93
2	Delivery	1		£ 15.00

**PRICES ARE CURRENT RATES AND WILL BE SUBJECT TO ANY MANUFACTURERS PRICE INCREASES**

\* V.A.T. will be added at the rate applicable at the date of despatch.

To process your order please sign your acceptance of this quotation . It is your responsibility to check that the details of the order are correct. We are unable to accept return of non-stock or special items and alterations may not be possible once the materials have been ordered. returned stock items will attract a restocking charge. The prices shown on this quotation are relative to the quantity. If lesser amounts are purchased unit prices may increase.

Total Goods	£ 41.93
Total VAT *	£ 8.39
Total Amount	£ 50.32

Our Terms and Conditions apply, available on request or from [www.alsford.co.uk](http://www.alsford.co.uk) Registered No.2827724

Chain of Custody (COC) certified products are identified in the product description.

FSC: TT-COC-001872 PEFC: BMT-PEFC-COC-0069

Customers Authorised Signature .....

Printed 10/12/2024 at 14:31:18

**Agenda Item 25.12  
h)**

Report to **Findon Parish Council**  
Meeting Date **20 January 2025**  
From **Clerk, Fiona MacLeod**  
Title of Report **Finance & Governance Committee membership**  
Purpose of Report **Appointment of new Committee member(s)**

**1. For information/action**

1.1 Following the recent resignation of Cllr Robinson, there is a councillor vacancy on the Finance & Governance Committee. The Committee currently comprises of Cllr Smith (Chairman), Cllr Peskett, and Cllr Wilson (ex officio/voting member as Deputy Chairman of the Parish Council). The Committee can accommodate two new councillor appointments as per its Terms of Reference.

**2. Issues approval by full Council**

2.1 Appoint one/two councillors to the F&G Committee.

Report to	<b>Findon Parish Council</b>
Meeting Date	<b>20 January 2025</b>
From	<b>Fiona MacLeod, Clerk</b>
Title of Report	<b>Precept/budget for 2025/26</b>
Purpose of Report	<b>To approve the precept/budget for 2025/26</b>

## **1. Precept/budget proposals**

- 1.1 A discussion and review of the draft working documents was undertaken by members of the Finance & Governance (F&G) Committee at its meeting on 9 January 2025. The refined Budget/Precept is attached as Appendix 1 to this report and includes comments/assumptions for ease of reference for councillors. The document has been compiled by the Clerk in consultation with councillors and is based on the previous years budgeted expenditure, and the current and projected expenditure up to year end (31 March 2025).
- 1.2 As has been mentioned in previous years, the Government remains concerned about the pressure placed on taxpayers from town and parish councils across England and expects these councils to exercise restraint. There are no council tax referendum proposals for town and parish councils in 2025/26, however the Government will keep the situation under active review for future years.
- 1.3 The precept for 2024/25 is £59.55 pa per Band D household based on a tax base of 974 households. Arun District Council (ADC) has calculated that the tax base for 2025/26 is 980. ADC use a report from its Revenues system that lists all the dwellings at that particular point in time on the valuation list. The report provides a tax base figure which is then adjusted for any new dwellings in the pipeline and it can also increase/decrease due to changes in discounts, reliefs or exemptions. In addition, the final figures are based on Band D equivalents and therefore numbers may look lower if houses are in Bands A-C rather than D-H.
- 1.4 Using the ADC tax base of 980 and based on the precept increasing from £58k to £62k, my understanding is that this would equate to an increase of £3.45 per annum or £0.06p per week on the local charge for Band D equivalent.
- 1.5 In a letter to all parish councils, ADC requested confirmation of the parish council's precept requirement to be received by them no later than 24 January 2025.

## **2. For recommendation to full Council**

- 2.1 The Precept/budget table detailed in Appendix 1 be approved by Findon Parish Council and ADC advised by 24 January 2025,



Cost	Precept 2024/25	Projected Costs 2024/245	Proposed Figures 2025/26	Comments and Assumptions
<b>Administration</b>				
Insurance	£2,600.00	£2,440.00	£2,600.00	3 year fixed premium from Sept 2023 and assuming no new FPC assets. Mower insurance separate
Cllr Expenses	£50.00	£25.00	£50.00	provision for travel costs re meetings etc
Chairman allowance	£150.00	£350.00	£500.00	eg costs towards Annual Parish Meeting
SALC/NALC/PoL Subscriptions	£850.00	£734.00	£850.00	no increase
Training courses	£400.00	£0.00	£400.00	no increase
Audit fees	£800.00	£1,080.00	£1,000.00	
Clerks salary, tax	£16,500.00	£16,626.00	£17,500.00	take into account any annual increase
Clerks expenses	£450.00	£370.00	£450.00	no increase
Clrks storage	£280.00	£280.00	£280.00	no increase
Gen Admin Expsn	£450.00	£250.00	£350.00	includes all cartridges, stamps, paper, other office supplies etc
BT Services	£1,200.00	£1,390.00	£1,750.00	allowing for any further increase in charges
Electrical supply	£650.00	£670.00	£750.00	allowing for any further increase in charges
Web site, Teams, Parish on Line	£3,700.00	£3,390.00	£4,200.00	increased charges for ongoing web site management, IT Support incl GDPR, licences, emails
room hire	£1,000.00	£716.00	£1,000.00	no increase
Public Works Loan repayments	£7,000.00	£6,736.00	£7,000.00	no increase
Legal costs/professional fees	£1,000.00	£129.00	£1,000.00	no increase
<b>Sub TOTALS</b>	<b>£37,080.00</b>	<b>£35,186.00</b>	<b>£39,680.00</b>	
<b>Open Spaces</b>				
Grass cuts NG/verges	£7,500.00	£8,000.00	£9,000.00	TBC pending outcome of tender process
Winter Maintenance	£3,000.00	£3,000.00	£3,000.00	variable costs dependent on weather
Parking and Signage	£1,000.00	£200.00	£750.00	potential for additional CIL funding
volunteer equipment	£500.00	£650.00	£750.00	purchase/lease

Community Resilience	£250.00	£240.00	£250.00	no increase
dog/litter bin annual maintainence	£0.00	£0.00	£2,480.00	new item
North Green Security	£2,500.00	£2,500.00	£0.00	additional budget agreed by FPC and security enhancements completed in 2024
Tree management	£2,000.00	£584.00	£1,000.00	also see Reserves
General incl mower, OS equip maint	£1,000.00	£855.00	£1,000.00	no increase
<b>Sub TOTALS</b>	<b>£17,750.00</b>	<b>£16,029.00</b>	<b>£18,230.00</b>	
<b>Grants</b>				
<b>total available</b>			<b>£3,500.00</b>	<i>propose one lump sum shown on Precept rather than try to split into individual organisations</i>
St John the Baptist Clock maintenance	£200.00	£234.00	£0.00	
School PTA	£500.00	£500.00	£0.00	tbc
Friends of SJTB Church/Messy Church	£500.00	£350.00	£0.00	
Pre-School	£1,500.00	£2,500.00	£0.00	tbc
Findon Village Hall Trust	£500.00	£0.00	£0.00	
Swimming Pool	£500.00	£1,000.00	£0.00	tbc
Xmas lighting	£400.00	£650.00	£0.00	propose treat as normal invoices for approval as ongoing
Village football club	£100.00	£350.00	£0.00	tbc
Lambstails	£100.00	£0.00	£0.00	
4Sight Vision Support	£0.00	£260.00	£0.00	
<b>Sub TOTALS</b>	<b>£4,300.00</b>	<b>£5,844.00</b>	<b>£3,500.00</b>	
	<b>£59,130.00</b>	<b>£57,059.00</b>	<b>£61,410.00</b>	
<b>Total</b>	<b>£59,130.00</b>	<b>£57,059.00</b>	<b>£61,410.00</b>	

2025/26 precept £62000.00

2024/25 precept £58000.00

For approval at the Findon Parish Council meeting 20 January 2025

**Agenda Item 25.12  
h)**

Report to **Findon Parish Council**  
Meeting Date **20 January 2025**  
From **Cllr Gilbert**  
Title of Report **Wattle House Working Group**  
Purpose of Report **For information/consideration**

**1. For information/action**

- 1.1 A meeting was held at the Wattle House on 10 December 2024 with Julian Vallis of Vallis and Hall (V&H) conservation architects, to discuss a Stage 1 Pre-App as recommended by Dave Boyson, Conservation Officer at the South Downs National Park Authority (SDNPA).
- 1.2 V and H were selected as they are specialist conservation architects well experienced in SDNPA and local areas.
- 1.3 They have now submitted a fee proposal for the work required (as circulated to councillors). The total fee proposed is £4,365 plus VAT and disbursements. This is in line with expectations and within the fee budgeted by FPC. (£5k)

**2. Issues for consideration/approval by full Council**

- 2.1 Approval to proceed with Vallis and Hall as detailed in para 1.3 of this report.



# **Stockwell Home Improvements**

Tel: 01903 560298 Mob: 07748984844

Email: markstockwell@hotmail.co.uk

## **Quote**

### **Client Details**

Contractors name:	
Clients address	17 Weavers Ring angering bn16 4AJ
Client Name:	Mick
Client Tel:	07414859984
Site address:	St johns baptist primary school
Email:	<a href="mailto:rawenergypursuits@gmail.com">rawenergypursuits@gmail.com</a>
Quote date:	12.12.24
Reference:	Fencing and pool maintenance
quote Number:	24224

### ***Tasks:***

#### ***6ft Fencing with 5 bays and two gates (back of swimming pool)***

- Removal of original fencing and two gates to on site skip.
- Attach 100x100 wooden post to original spurs with coach screws.
- Attach 3x Aris rails to each bay, using brackets.
- Attach wooden gravel boards using cleats and level off.
- Attach feather edge to all bays.
- Attach counter rail and capping to all bays.
- Hang second gate (shop brought) to original location allowing access to swimming pool, using 3x450 hinges, spring closer and two cross bolts. (client to supply padlocks)
- Removal of all accumulated rubbish to on site skip and leave area clean and tidy.

*continued.....*

### **Company Address:**

18 Malvern Close  
Worthing  
Sussex  
BN11 2HE

### **Fencing**

Labour	£1,150.00
Materials	£1,553.35
Total	<b>£2,703.35</b>

### **levelling slabs around swimming pool.**

- Lift approximately 20 loose slabs, then re-bed and grout in.

### **levelling slabs**

Labour	£250.00
Materials	£100.00
Total	<b>£350.00</b>

### **Skip hire. (Rabbit)**

- On site 6yrd skip to be dropped in school car park.

### **Skip**

Labour	£0.00
Materials	£336.00
Total	<b>£336.00</b>

### **Company Address:**

18 Malvern Close  
Worthing  
Sussex  
BN11 2HE

## Agenda Item 25.16

Report to	<b>Findon Parish Council</b>
Meeting Date	<b>20 January 2025</b>
From	<b>Fiona MacLeod, Clerk</b>
Title of Report	<b>Clerk report</b>
Purpose of Report	<b>For information/consideration</b>

### 1. For information/action

- 1.1 The timelines for the External Audit of the Annual Governance and Accountability Return (AGAR) have been received and are as follows: March 2025 – AGAR docs emailed from External Auditors (EA) for completion. April to end June 2025 – Public Rights Period and AGAR published; documents to EA for review and return by end of September 2025. Internal Audit will normally take place in May/June 2025.
- 1.2 The Guide To Taking Part in VE Day 80, 8 May 2025, along with all the other aspects Town and Parish Councils to take part in, can be viewed and downloaded from the official VE Day website - [www.VEday80.org.uk](http://www.VEday80.org.uk) Participating Councils and organisations are being asked to register their involvement as soon as possible by completing the Registration Form on the VE Day 80 website.
- 1.3 Changes to Southern Water's (SW) Surface Water Management Policy were published on 16 January 2025 and details can be found at [Handbooks and technical documents - Southern Water](#). The significant change is how SW assess surface water discharge into the 'foul only' and combined public sewers. Moving forward, SW will refuse any request to discharge surface water into its 'foul only' network, on the grounds that the discharge is prejudicial to its sewerage network and detrimental to the environment. This includes where the surface water hierarchy has been followed and all alternative options have been exhausted. In addition, a surface water discharge to the combined sewer will only be permitted under exceptional circumstances. The link to the Policy will be published on the FPC and Community websites.
- 1.4 For those councillors interested in the Parish On Line mapping software, there is a group set up online that provides information, tips, shortcuts etc for novice and well as experienced users. It is informal and 'meets' every Friday at 2pm, free on Zoom, a light-hearted bunch of stalwarts, all parish councillors or clerks, or ex-versions thereof, highly skilled at the use of Parish Online in their daily parish work, gather with the sole purpose of helping you get more out of the product. Sessions are also recorded and I can send the link to these sessions and the link to join future meetings to those councillors interested.
- 1.5 The Ministry of Housing, Communities and Local Government (MHCLG) recently issued a consultation on strengthening the standards and conduct framework for local authorities (including parish and town councils) in England. The consultation seeks views on proposals to introduce measures to strengthen the standards and conduct regime for local authorities in England, including the introduction of the power of suspension. Although mainly aimed at higher level local authorities, Councillors could consider making comments from FPC, or respond individually as Councillors to both the MHCLG and National Assoc of Local Councils (NALC) consultation web pages. The closing date is 2 February 2025. [Strengthening the standards and](#)

[conduct framework for local authorities in England - GOV.UK](#) and [NALC to respond to the government's consultation on standards](#)

- 1.6 West Sussex County Council is currently consulting on a new West Sussex Road Safety Strategy. And is seeking responses from road users and community groups across West Sussex. [West Sussex Road Safety Strategy 2025-2036 | Your Voice West Sussex](#). The closing date is 2 February 2025.
- 1.7 Transport for the South East (TfSE) has published a draft Transport Strategy public consultation which sets out their vision for the South East. It details plans to improve the transport system to grow the economy, better connect communities, and reach net-zero in the decades to come . [Transport Strategy - Transport for the South East](#) The consultation runs until 7 March 2025.

## **2. Issues for consideration/ratification by full Council**

- 2.1 Does FPC wish to take part in the VE Day 80 events as detailed in para 1.2 of the report, or alternatively offer support to local organisations events ?
- 2.2 Does FPC wish to respond to the consultations detailed in para 1.5 of the report ?

## Findon Parish Council Memorial Bench Policy

Findon Parish Council (FPC) supports the need and principles for allowing Memorial Benches within the Parish and is mindful that these facilities are enjoyed by a wide range of people. Therefore, the FPC will ensure that this need is managed and regulated for the mutual benefit of all.

FPC will always endeavour to be respectful, sympathetic, and fair, towards those wishing to donate benches.

This policy is written to give guidance to those wanting to place a Memorial Bench in the Parish of Findon.

No benches can be placed on FPC land without permission being granted by FPC.

FPC may limit the number of Memorial Benches in particular areas.

FPC reserves the right to refuse any application which it deems unsuitable. If permission to site a bench is not sought and approved by the Council, FPC will have the right to remove the bench concerned.

It is the intention that this policy covers broad common issues and is not meant to be exhaustive. In the event of any need for flexibility, amendment, or clarification, all decisions will be taken and ratified by FPC.

Any decisions made by FPC will be final.

### Application

A Memorial Bench application form must be completed. All applications will be given careful and thoughtful consideration. The donor can specify a location, but FPC are not able to guarantee that approval will be given for such a location. FPC may suggest an alternative site.

It is hoped that a request for a Memorial Bench will be provided as a memorial to those who have lived in the Parish of Findon, or for those considered to have a close tie to the Parish of Findon.

The donor should ensure that FPC are in possession of their current contact details. If the donor moves home, they will be expected to advise FPC of a forwarding address.

### Locations for Benches

Any land that is owned by FPC. This includes Nephote Green, North Verge Nephote, and Pond Green.

If a bench is required at a location **not owned** by FPC the applicant must contact the landowner direct for permission and abide by their Terms and Conditions.



### **Purchase and Installation**

Prior to the purchase of a Memorial Bench, a design statement and a pictorial guide must be submitted to FPC for approval.

Inscriptions on the bench, whether it be carved into the wood, or placed as a metal plaque on the bench, must be approved by FPC before the bench is placed. Plaques should be installed with non-return security screws.

Purchase and costs of the bench, plaques, all installation and fixings, must be met by the donor.

As a guide, to withstand outdoor weather, benches should be made of a sturdy and hard-wearing wood. Oak being the preferred wood.

Benches must be finished in a natural wood colour and in keeping with its proposed surroundings.

Benches are expected to be no longer than 6ft in length and rectangular in shape. However, benches of a different size or shape will be considered by FPC.

All benches must be secured onto a concrete platform/plinth. The installation of the bench and platform/plinth must be completed by a suitable qualified person and the cost of this must be arranged and met by the donor.

FPC must be advised one month in advance of the installation date and time.

FPC will check the bench for safety purposes following installation.

### **Maintenance**

Benches must be inspected at least once a year by the donor. The donor will be responsible for the upkeep of the bench

Benches should be adequately maintained, kept in a good condition, and be fit for purpose. Benches must at all times be safely secured to the platform/plinth.

The donor must notify FPC one month in advance of any proposed maintenance.

FPC will also inspect benches once a year to make sure they are maintained and safe.

Should benches not be adequately maintained, FPC will contact the donor of the bench in the first instance. FPC will reserve the right to remove a bench if it is not sufficiently maintained, if it becomes unsightly, if it is deemed unsafe, or if it is considered to be beyond repair/restoration.

FPC will not accept liability or responsibility for repair, renovation, replacement, or disposal of such a bench.

### **Damage, Vandalism, and Theft**

Should FPC become aware of damage or vandalism to a bench, they will notify the donor as soon as practically possible. FPC will not accept liability for damage to any Memorial Bench from vandals, third parties, or whilst FPC completes groundwork tasks in proximity to the bench.

FPC will not accept liability for theft of a bench.

## Findon Parish Council Memorial Bench Application

Please complete and return by post or email.

Clerk to Findon Parish Council

34 Normandy Lane

East Preston Village

BN16 1LY

01903 877225. Normal office hours 2.30 to 5pm Monday to Friday

Or email: [clerk@findonparishcouncil.gov.uk](mailto:clerk@findonparishcouncil.gov.uk)

Applicants Full Name: BLOCK CAPITALS.....

Address:

Home Phone Number:

Mobile No:

E-mail address:

Name of person for dedication: BLOCK CAPITALS.

What is the connection to the Parish of Findon?

Plaque inscription:

Preferred location of bench:

Type of Wood and Colour of Wood Finish:

Chosen Supplier:

Chosen Installer:

Please include/attach an image or drawing of the proposed bench.

I have received a copy of the Findon Parish Council Bench Policy. I will abide by the Terms and Conditions set out in the Policy.

I confirm that I will notify Findon Parish Council of any change to my contact details.

Signed:

Date: