



# **Cardiff Council**

## **Bute Park Donated Seat Scheme**

**2020/21**



## INTRODUCTION

Bute Park are pleased to consider donated seat requests from members of the public for installation.

The style of seat will be determined by the style of existing furniture at the sites available or as otherwise directed by Cardiff Council Parks and Harbour Authority. The donation will last for a period of **ten years** from the date of installation, which is the estimated lifespan of the seat. You may add your personal message to the seat attached on a plaque. Towards the end of the donation period, donors can re-donate a new seat in the same location (if necessary) and have the plaque transferred, or the plaque will be returned and the location offered as an opportunity to new prospective donors.

The seat cost includes:

- Supply & delivery
- Installation
- Plaque (optional)
- Maintenance

Available locations and estimated prices will be advised by the Bute Park team. Locations are offered on a first come first served basis and your preferences can be indicated on the application form.

The positioning of the seat will be dependent on the availability of space and will be secured either on a concrete base, slabs or on an existing path surface. If the seat is in a woodland area it will be secured by earth anchors.

### Plaques and Engraving

Plaques can be fitted to all types of seats and are available in brass or stainless steel finish (please note, brass plaques will tarnish with age).

Plaque lettering will be in Block Capitals only

Additional plaques can **ONLY** be purchased and added to an existing customer's seat.

The plaque will need to match the size and type of any existing plaque(s) and be positioned across the top slat of the seat; up to a maximum of three plaques will be allowed on one seat.

### Additional Information

Donors will be provided with a dated copy of the agreement and a plan showing the approximate location of the seat.

The costs for installation and maintenance during the donation period are included in the donation amount and installation and maintenance will be undertaken by Cardiff Council Parks and Harbour Authority.

Upon receipt of the completed application the Bute Park Team will confirm the availability of the proposed location and final cost will be confirmed.

This Policy is subject to review annually.

Bute Park also offer a donated tree scheme, prices start at £330. If you would like further information about this scheme please contact [butepark@cardiff.gov.uk](mailto:butepark@cardiff.gov.uk) or call 02920 872730.

## TERMS & CONDITIONS

1. Cardiff Council Parks and Harbour Authority is under no obligation to accept an application for a donated seat.
2. The acceptance by Cardiff Council Parks and Harbour Authority of this application does not confer any proprietary rights or privileges.
3. Cardiff Council Parks and Harbour Authority reserves the right to refuse a plaque inscription.
4. The application process takes up to fourteen weeks from receipt of payment to installation. Customers will be advised of any delays beyond the Cardiff Council Parks and Harbour Authority's control.
5. Cardiff Council Parks and Harbour Authority does not permit the scattering or interment of cremated remains around the donated seat or in the area surrounding the donated seat.
6. No floral tributes, adornments or memorials shall be attached or deposited at any time on or near the seat or surrounding area. Should any floral tributes, adornments or memorials be attached on or near the seat or surrounding area they will be removed and disposed of without prior reference to the donor.
7. The donated seat will remain in situ for **ten years** from the date of installation. The installation date will be recorded on the agreement provided to the donor along with a map of the approximate location of the seat.
8. Cardiff Council Parks and Harbour Authority is not responsible for damage caused whether malicious, theft, force majeure or damage due to wear and tear over time. Unfortunately Cardiff Council Parks and Harbour Authority is not in a position to fund the replacement of any donated seat and may at its sole discretion remove and dispose of any seat in such circumstances.

## COSTS

9. Estimated costs for one donated seat (including supply, delivery, installation and maintenance over 10 years)

Seat in an existing bay	<b>£1,450.00</b>
Seat in a new bay	<b>£1,665.00</b>
Seat in a woodland area without a bay	<b>£1,040.00</b>
Plaque	<b>£100.00 (brass)</b> <b>£145.00 (steel)</b>
10. VAT is not applicable.
11. The cost per seat may be subject to change due to supplier and contractor price changes.
12. The cost includes supply and installation of the donated seat, supply and fixing of the donated plaque(s) and up to three surface treatments (deep cleaning / painting / staining / timber treatment as appropriate) over the 10 year donation period.
13. The cost for the supply, installation and maintenance of the donated seat will be reviewed annually and changes will take effect from 1 April and be applicable until 31 March the following year.

## LOCATION OF SEAT

14. The Bute Park donated seat scheme only applies to the donation of seats in Bute Park and is subject to availability. Cardiff Council Parks and Harbour Authority offer other locations through a similar scheme. If you are interested in space in an alternative Cardiff park please contact [parks@cardiff.gov.uk](mailto:parks@cardiff.gov.uk) or telephone 02920 872087.

15. If appropriate, seats will be installed in bays that allow wheelchairs / pushchairs etc. to be set alongside the seat, so the seat will not be installed centrally in the seat bay.

## PLAQUES

16. An optional plaque can be purchased with your seat. These are available in brass (£100 inc. fixing) or steel (£145 inc. fixing). All lettering inscribed onto the 1.5mm thick plaque will be painted black in colour and in Arial font; the lettering will be appropriately placed and to a height to suit the size of the plaque.
17. A maximum of three plaques will be allowed per donated seat and will be fitted across the top slat of the seat only, commencing at the centre. Each plaque will be secured using 4 screws, one screw at each corner of the plaque. Where a plaque is fitted on a metal seat, the plaque will be secured using 4 rivets, one rivet at each corner of the plaque.
18. An additional plaque can be purchased and fitted to an existing seat which has been previously donated by the same customer. The application process for the supply and fitting of a replacement or an additional plaque will normally take up to six weeks from receipt of payment.
19. Plaques cannot be purchased on an individual basis for fixing to existing seats which have not been donated by the applicant.
20. The fixing of an additional plaque to a seat will not affect the ten year term of the donation. The renewal date will remain as stated in the original agreement.
21. If the plaque is vandalised or stolen it will be the responsibility of the donor to pay for a replacement.

## AFTERCARE

22. Cleaning of the plaque will be the responsibility of the seat donor.
23. No maintenance of the seat of any kind should be undertaken by the seat donor, their family or their representatives with the exception of cleaning the plaque.
24. Cardiff Council Parks and Harbour Authority will undertake up to three surface treatments to the donated seat (either deep cleaning / painting / staining / timber treatment as appropriate) over the ten year period to maintain the seat in good order.

## TERM OF DONATION

25. Existing customers are advised to keep Cardiff Council Parks and Harbour Authority (Bute Park Management Team) informed of any change of contact details during the term of the donation.
26. Cardiff Council Parks and Harbour Authority (Bute Park Management Team) will contact the donor with options to either renew the donation for a further 10 year term (with a new, replacement seat) or to have the plaque returned to the donor. Cardiff Council Parks and Harbour Authority (Bute Park Management Team) will make contact with donors in the following circumstances:
  - During the ninth year of the donation to plan renewal
  - After a seat has failed due to normal wear and tear (this may be within 10 years and is a risk every seat donor must accept)
  - After a seat has been damaged beyond repair by vandalism (this may be within 10 years and is a risk every seat donor must accept)
  - After the end of the donation term

If the donor cannot be contacted or does not reply within **two months** then Cardiff Council Parks and Harbour Authority will consider the agreement terminated and make the seat location available to another donor. Plaques will be return by post to the address held on file.

28. In the event of a major refurbishment, it may be necessary to remove and replace all existing seats, including donated seats. This is unlikely to be an issue in Bute Park in the foreseeable future due to a major refurbishment project in 2010. However, in this situation the donor will be required to accept of one of the following options:

- **Option 1** - Transfer the donated seat, complete with plaque, to another area of the same park if this can be accommodated within the scheme. (No costs will be applicable to this option, but the term of donation will remain as per the original donation).
- **Option 2** - Transfer the plaque to a new seat installed as part of the refurbishment. In this situation, the original donated seat will either be disposed of or used to replenish seat stocks at parks elsewhere in the City. This option will require the donor to pay a re-donation fee, which will be calculated as follows:
  - Total replacement cost pro rata to number of years remaining on the donation. E.g. if 5 years remaining [total cost replacement cost/10 x 5] (the term of donation will remain as per the original donation).
- **Option 3** - Transfer the donated seat to another park providing it meets the requirements outlined within this policy. (No costs will be applicable to this option but the term of donation will remain as per the original donation).

If you wish to purchase/donate a seat/plaque please complete the form and include the details,

- Where you wish the seat to be located
- Inscription details for a plaque
- Seat on which to fit an additional plaque (where applicable)

And return the signed and completed form to:

**Email:**  
[butepark@cardiff.gov.uk](mailto:butepark@cardiff.gov.uk)

**Post:**  
FAO Bute Park Management Team  
Cardiff Parks Service  
Queen Alexandra House  
Cargo Road  
CARDIFF  
CF10 4LY

**You will be issued with an invoice once the chosen site and location have been confirmed.  
Payment details will be included on the invoice  
PLEASE DO NOT SEND A CHEQUE WITH THIS FORM.**

#### **DATA PROTECTION**

The information you have provided will be processed by Cardiff Council in line with the Data Protection Act 2018. Your information will be treated as confidential but may be used by the Council or disclosed to others where required by law.

For further information on how Cardiff Council manages personal information, see our full Privacy Policy on the Council's website

[https://www.cardiff.gov.uk/ENG/Home/New\\_Disclaimer/Pages/default.aspx](https://www.cardiff.gov.uk/ENG/Home/New_Disclaimer/Pages/default.aspx)

Alternatively please contact in writing: The Data Protection Officer, Information Governance, County Hall, Atlantic Wharf, CARDIFF CF10 4UW or by email to [dataprotection@cardiff.gov.uk](mailto:dataprotection@cardiff.gov.uk)

In this instance we will be processing your information specifically for administering the donated seat scheme as set out in this document. However, should you **not** wish to give your consent to the Council holding and processing your information you may opt out, but we would be unable to contact you should there be a need to replace your seat for any reason within the donation period.