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**PENTYRCH COMMUNITY COUNCIL**



**CYNGOR CYMUNED PENTYRCH**

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## Community Asset Sponsorship Policy

This is our Asset Sponsorship Policy for individuals, families, community groups or businesses looking to commemorate a loved one or simply make a contribution to some of the invaluable infrastructure (natural and built) that is very much needed and appreciated.

The Community Council have identified a number of different assets that are always needed, across a range of options. This list could grow in future years, but at present stands as follows:

- Spring bulbs (native or decorative)
- Community Planters
- Community Memorial Benches
- Larger items such as Community Interpretation Boards

The siting of the community assets would normally be on Pentyrch Community Council land, for reasons of future access and maintenance. There could be exceptions to this, with the landowner's prior permission and licence (e.g. Cardiff Council).

Please note, we have a Welsh Language Policy and any plaques would therefore need to be bilingual except where a plaque is a personal memorial from a donor in which case the language will be the donor's choice.

### Donated Spring Bulbs

We can, and do, generally purchase a bulk amount of spring bulbs each year. These bulbs are both planted on our own land but also donated to local community groups with their own green space (e.g. church yards, village and church halls, scout huts etc). This could be a means of contributing to the natural infrastructure of our communities in an affordable way.

The cost of this is related to the volume and type of bulbs but recommendations would be in multiples of £50. The bulbs would ideally be native and in keeping with the local habitats and setting, but decorative bulbs in the right location could also be an option.

Please note that bulbs would need to be ordered by 31 August each year, so this is a seasonal offering.

### Donated Community Planters

Community planters have become a lovely addition to our landscape and these are available at a price of £900, including peat free compost and initial planting.

Correct siting of the planters is critical and there are limited opportunities as permission (and a licence) must always be sought from the landowner, who is often Cardiff Council.

Once the planter has been installed it becomes the property of the Council, who takes liability and responsibility for all maintenance requirements for a ten year period, after which it will be reviewed at the discretion of the council.

A bilingual plaque can be attached to the planter, if required.

### **Donated Bench Scheme**

We can provide sturdy traditional, all wood, all metal or modern recycled plastic seats with your personal message attached on a plaque. The seat price provided includes supply and delivery, suitable base, installation and a plaque.

The positioning of the seat will be dependent upon the base on which the seat is to be secured, which will be secured either on a concrete base or a concrete pad under each of the two upright supports. The costs of the installation and future maintenance of the seat will be met by Pentyrch Community Council.

Bench costs vary depending on the type of bench. There are also installation costs associated with concrete and Council staff time. Supply and install new seat (made from metal as per existing Memorial Benches with plaque at £1400.00 and for benches made of recycled plastic wood with plaque at £700. These are benches known to last a significant number of years.

### **Donated Interpretation Boards**

There are a number of natural and historic features within the community where a bilingual interpretation board would be a useful and positive contribution to passing on the knowledge or heritage of a particular locations. Interpretation boards are expensive, both the design and manufacture, and costs are generally calculated after contact with a suitable vendor. Costs are approximately £2,500.

As this is an expensive item, there is an option for multiple, smaller donations to be grouped together to buy an interpretation board, with shared acknowledgements to be recorded within the board. This could also be partially (or completely) financed by grant funding.

### **Plaques and engraving**

There are three main types of plaque which can be fitted and are 55mm high and a length to fit on the top back rail or within the bench design.

- Stainless steel
- Brass
- Plastic
- Inscription in top slat (for certain style seats only)

**(N.B.** Brass plaques will tarnish with time). Plastic plaques are an all-weather alternative, with black lettering on a bronze-coloured background. Inscriptions will be bilingual except where a plaque is a personal memorial from a donor in which case the language will be the donor's choice.

Adopted April 19 2021

## Appendix 1

### Terms and conditions

- Whilst the council will try and accommodate the applicants preference for the type of asset and its location, the Council reserves the right to refuse an application if the asset does not match with the in keeping of the surrounding area and/or the preferred location is unsuitable.
- The cost will be subject to change should there be a request to locate an asset in a location whereas access is restricted which prevents vehicle access resulting in additional costs being incurred by the council.
- The donated scheme is only available on land owned by Pentyrch Community Council and should a request for an asset or bulb planting be required on land under ownership of another council or organisation, we would have to obtain permission from the relevant landowner prior to accepting the donor's application.
- Applicants are advised to keep the council informed of any change of address during the term of dedication.
- Pentyrch Community Council does not permit the scattering of cremated remains on its land.

### Specifically, for Benches

- The Council will try and accommodate the applicant's preference for the location. Where a donor wishes to contribute a bench, it will be offered on the basis that there is a vacant site available within that area. Unfortunately we may be unable to install additional donated benches to areas that have an over provision of seating and if so the donor will be offered a choice from another available site or an alternative.
- Once the seat has been installed it becomes the property of the Council, who takes liability and responsibility for all maintenance requirements **for a ten year period**, after which it will be reviewed at the discretion of the council. No maintenance of any kind should be undertaken by the donor, their family or their representative.
- The council will maintain donated benches and plaques on a request basis.
- The applicant is advised to meet on site to confirm the preferred location of the donated seat prior to submission of the application.
- All seats shall be fixed securely on a suitable base to suit the location of the seat using an approved method, however the Council cannot take responsibility for malicious damage, stolen seats, or damage through acts of nature.
- In the unlikely event that the dedication plaque is damaged or stolen within twelve months of installation then this shall be replaced at the council's expense. If a bench is damaged beyond repair however, the council will remove it and inform you of this. A replacement bench will be the standard charge applicable at this time.
- The acceptance by the council of this application does not confer any property rights or privileges.
- The Council reserves the right to vary or refuse an unsuitable inscription.
- On receipt of a request the Council will respond within 30 days of the next Council meeting.
- The council has no commitment to accept any application for a donated seat and hopes that applicants will understand that the number and style of seats is a major consideration if the council is to keep public open spaces looking attractive and uncluttered.
- No adornments e.g. flowers, at any time shall be attached or deposited on or near the seat or surrounding area.
- All applications received to purchase seats will be added to a register and will be installed in order of date of application.
- Delivery and installation can take up to sixteen weeks following receipt of order during the installation period.