

# PRESENTATION SEAT

## TERMS AND CONDITIONS

1. Eastbourne Borough Council are pleased to offer the opportunity for residents and others to sponsor presentation seats to be located in various areas of public green space within the Borough. This scheme supercedes one formerly run for seafront seating.
2. Whilst the Council will try to accommodate continuing requests there are practical restrictions on the numbers and locations available. Before formalising the agreement to install a presentation seat Parks staff will discuss with the donor any issues relating to the availability of space at the chosen location and possible alternatives should that be necessary. Specialist Advisor (Open Spaces) or an authorised representative reserves the right to turn down an application should it, in his opinion, be deemed unsuitable or impractical.
3. Locations may be available in the larger parks and other public green spaces in the Borough. However, the attractiveness or use of some areas may have a bearing on the number of benches that it is desirable to install. Other factors that require consideration include but may not be restricted to whether an existing seat base might be available for reuse and whether a particular location might affect the day to day maintenance or use of the surrounding area.
4. The town's parks and gardens are there for everyone to enjoy and as such are not considered to be 'memorial' gardens. Therefore, floral tributes and other memorabilia are not permitted to be left at seat locations.
5. To ensure consistency of appearance and quality the design of the presentation seat will be specified by the Council. The chosen pattern is known as the 'Stanford' illustrated overleaf. The seat ends are manufactured from 100% recycled aluminium finished in gloss black paint. The slats are wood-effect 'Timberpol' a composite material containing a minimum 70% recycled hardwood sawdust and recycled polypropylene. This is self coloured and is a soft beige. The colour of 'Timberpol' will fade with time but the material is maintenance free.
6. The seat itself can have attached an inscribed stainless steel plaque with suitable wording agreed with the Specialist Advisor (Open Spaces) or an authorised representative. The plaque will measure 150mm x 40mm and be set in a recess in the centre of the top back rail of the seat.
7. Where a new seat base is required the Council will determine the materials used and overall size. The Council will ensure that any existing seat base is in good repair prior to reuse.

8. The Council reserve the right to remove and/or relocate any seat should this become necessary in the opinion of the Specialist Advisor or an authorised representative. This may be due to the space being required for another purpose or concerns about the condition or safety of the seat. In exercising this right the Council is under no obligation to give prior notification or compensation to the donor or others with an interest in the seat.
9. Applicants are advised that presentation seats may suffer damage through accident and/or vandalism. Where damage occurs outside the control of the Council the Council will not be responsible for the cost of repair or replacement. In these circumstances the Council will contact the last known address of the donor (or a nominated executor) with advice about the cost of repair or replacement. The donor will be asked to forward payment prior to work being actioned by the Council. In some circumstances the Council, at its own discretion, may carry out minor repairs without informing the donor.
10. In the event that a seat is deemed unfit for use the Council will contact the last known address of the donor (or a nominated executor) to inform them that the seat has been, or will be, removed.
11. The period of interest of the donor may be open ended. However, for the purposes of this agreement seats will normally remain in place for a minimum of ten years. Upon expiry of this period the Council may retain the seat and continue to maintain it in a fit condition. However, after this period the Council may remove or reposition the seat. The seat is and remains the property of Eastbourne Borough Council. The Council will contact the last known address of the donor (or a nominated executor) to inform them of the ten year expiry and the Council's current plans for the seat.
12. It is the responsibility of the donor (or a nominated executor) to inform the Council in writing of any change of address or other contact details.
13. The Council will only initiate preparation of the agreed location and acquisition of the seat itself upon receipt of full payment from the donor. Installation will normally be within approximately 15 weeks of receipt of payment. Reservation of particular sites prior to full payment is not permitted although they will generally be allocated on a first come first served basis.

The 'Stanford' seat. (length 1,875mm / depth 715mm)

Dashed line is  
150 x 40mm  
plaque size for  
three to four lines of text



To discuss or clarify further details regarding any aspect of donating a presentation seat please contact Customer First on 01323 410000