

WROUGHTON PARISH COUNCIL – MEMORIAL POLICY



APPLICATION FOR A MEMORIAL

Applicants should read the Wroughton Parish Council's policy on memorials prior to making an application.

Please complete the form and return by post to the Clerk, Wroughton Parish Council, Ellendune Community Centre, Barrett Way, Wroughton, SN4 9LW, or via email: clerk@wroughton.gov.uk

Privacy Notice

By submitting your application for consideration you are consenting to this information being shared between Staff and Councillors of Wroughton Parish Council, for the purposes of making a decision and contacting you. Your application will be stored securely within Wroughton Parish Council office and your details will not be shared with any other parties.

APPLICANT	
Name:	[REDACTED]
Telephone Number:	[REDACTED]
Email Address:	[REDACTED]
Address:	WROUGHTON, SWINDON, WILTSHIRE [REDACTED]
Have you read our Memorial Policy? ☒ Yes ☐ No	
Applicant's signature: (if posted)	Date: 18.11.2022.
REQUESTED MEMORIAL TYPE	
Bench without plaque ☐ Bench with plaque ☒ Tree ☐	
DETAILS OF MEMORIAL (E.G. PLAQUE INSCRIPTION)	
Please give details below In loving memory of Tracy Elaine Hodges 31st January 1958 - 7th September 2022 Daughter, Sister, Wife, Mum & Nan	

NB: Her date of Birth: 31 January 1958

My Mother's plaque is already on a bench at Moat Walk.

1st bench on the right; this would be an addition. Plaque only.

PLACEMENT
FATHER'S - [] - mother's
when [] - Tracy's
he passes.

* Is it possible to have the plaque placed by Christmas 2022? if not can we aim for mid Jan 2023 before her birthday.

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Wroughton Parish Council recognises the wish for memorials and will consider a memorial on land owned or managed by Wroughton Parish Council. The Parish Council will consider requests for memorials on an individual basis and retains the right to refuse or limit the number of memorials.

OBJECTIVES

This policy has been produced with the following guiding principles:

- To be respectful and sympathetic to those seeking to install a memorial
- To establish responsibility for the maintenance, repair and replacement of memorials
- To ensure that memorials are not out of place in the area in which they are situated

The content of this policy may be revised as necessary at the discretion of the Parish Council.

GENERAL

- All applications for memorials should be made using the Memorial Application form.
- All memorials must be paid for by the applicant prior to purchase and installation by the Council. Wroughton Parish Council will inform the applicant of the price on receipt of an application form.
- Wroughton Parish Council will attempt to accommodate the wishes of the applications, but it may limit the number of memorials in a particular area.
- Wroughton Parish Council accepts no responsibility if a memorial is damaged, vandalised or stolen.
- Wroughton Parish Council reserves the right to remove memorials at any time.
- Wroughton Parish Council will only permit memorials to individuals or, in exceptional circumstances, a historical event. Applications for deceased pets will not be considered.
- Memorials will be limited to benches and trees. No additional mementos e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the memorial. These will be removed without reference to the original applicant.

MEMORIAL BENCHES

- Benches must be of the type specified by Wroughton Parish Council in order to be coordinated with any other benches already situated in the intended location or to fulfil health and safety or access requirements.
- Wroughton Parish Council will be responsible for all installation work.
- Memorial plaques fitted to benches will be supplied and fitted by Wroughton Parish Council.
- The inscription on the plaque must be agreed with Wroughton Parish Council and there will be a limit on the number of words.
- Wroughton Parish Council will maintain the bench within its maintenance programme.
- The total cost of the installation of a memorial bench will be dependent on the type of bench allowed and the type of fittings required. Wroughton Parish Council will purchase the bench, all materials and supply labour for installation and will be reimbursed by the applicant.

MEMORIAL TREES

- Memorial plaques will not be permitted on or near trees.
- A list of memorial trees and plaque inscriptions will be available on the Parish website.
- Trees will be chosen by Wroughton Parish Council to fit into the planting scheme of the area. The applicant will be notified of the tree species to be planted.
- The planting of trees may not be possible in some areas.
- Wroughton Parish Council will charge for the tree, stake, guard and planting labour. The tree will be maintained by the Parish Council in line with its current maintenance programmes.