



WROUGHTON PARISH COUNCIL

Memorial Policy

Issue Date: May 2019

Review Date: November 2024

Version: 2

Introduction

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.

Guiding Principles

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

All memorials must meet the following criteria before being agreed:

- It must be with the agreement of the next of kin;
- The memorial must be appropriate and sit well within the public open space;
- The memorial must not cause offence to others.

This policy applies to memorials placed on Wroughton Parish Council land. There is an opportunity for existing benches to be 'sponsored' as a memorial, a plaque attached and a contribution to maintenance of the seating being made.

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.
- Please note that request and installation timeframes will vary depending on scheduled meeting dates and the availability of the Ground Team.

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. There is an opportunity for residents to place a memorial plaque on existing benches and make a contribution to their upkeep.
- 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. A contribution towards the maintenance of the bench for 5 years will be included in the original quote for the resident.
- 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 possible memorial trees and suggested plaque inscriptions will be made available on enquiry.
- 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.
- A contribution towards the maintenance of the tree for 10 years will be included in the costs met by the resident.

Pricing Guidelines for Memorials

Overleaf is a guideline for residents wishing to obtain a memorial. Prices are correct as at December 2024 but will be subject to supplier price increases and availability.

Residents should apply on the form below and costings will be finalised relating to their specific request.

	Recycled Plastic Bench	Wooden Bench	Brass Plaque	^^New Tree
**Purchase Cost £	Up to £900	Up to £1,200	Up to £150	£50 - £200
Installation Cost £	£100	£100	£25	£50
Administration Cost £	£50	£50	£25	£25
Ongoing Maintenance for 5 years	£500	£500	£50	£ tbc
Total Estimated Cost	£1,550	£1,850	£250	£275+

***Purchase prices of benches and trees will be subject to change in line with direct purchase cost from suppliers at the time and size of item.*

^^ Tree purchase cost includes the tree, tree guard and stake with planting.

Please note that:

- The purchaser will be responsible for the bench for the period of its natural life (approximately 15 years).
- Once the bench has reached the end of its natural life, the bench and plaque may be removed at the discretion of the parish council.
- A request to purchase a new replacement bench can be made at the appropriate time.
- The Council cannot guarantee against theft, vandalism or damage and will not be able to replace or repair either the bench, plaque or tree in this event.

Policy Review

Register of review and amendments

Date	Description	Page Number	Committee
May 2018	Issue	All	FC
May 2023	Reformatting (v1.1)	All	FC
December 2024	Amendments agreed	All	F&GP

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:	
Telephone Number:	
Email Address:	
Address:	
Have you read our Memorial Policy? ☐ Yes ☐ No	
Applicant's signature: (if posted)	Date:
REQUESTED MEMORIAL TYPE	
New bench without plaque ☐ New Bench with plaque ☐ New Tree ☐ Existing tree with plaque ☐ Existing bench with new plaque ☐	
Details of Memorial (e.g. plaque inscription)	
<i>Please give details below</i>	

