

St Andrews Parish Council

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2GY

MEMORIAL POLICY

Adopted: 16 May 2017

St Andrews Parish Council recognises the wish for memorials and will consider a memorial on land owned or managed by them. 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. St Andrews Parish Council will inform the applicant of the price on receipt of an application form.
- St Andrews Parish Council will attempt to accommodate the wishes of the applications, but it may limit the number of memorials in a particular area.
- St Andrews North Parish Council accepts no responsibility if a memorial is damaged, vandalised or stolen.
- St Andrews Parish Council reserves the right to remove memorials at any time.
- St Andrews Parish Council will only permit memorials to individuals or, in exceptional circumstances, a historical event. Applications for 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 St Andrews 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.
- St Andrews Parish Council will be responsible for all installation work.
- Memorial plaques fitted to benches will be supplied and fitted by St Andrews Parish Council.
- The inscription on the plaque must be agreed with St Andrews Parish Council and there will be a limit on the number of words.
- St Andrews 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 fittings required. St Andrews 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. Existing plaques will remain.
- A list of memorial trees and any commemorations will be available on the Parish website.
- Trees will be chosen by St Andrews Parish Council in discussion with the applicant to fit 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.
- St Andrews 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.

St Andrews Parish Council

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2GY

APPLICATION FOR A MEMORIAL

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

Please complete the form and return by post to the Clerk, Parish Offices, Redhouse Community Centre, Frankel Avenue, Swindon SN25 2GY or via email: standrewsparishcouncil@gmail.com

APPLICANT	
Name:	
Telephone Number:	
Email Address:	
Address:	
Have you read our Memorial Policy? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Applicant's signature: (if posted)	Date:
REQUESTED MEMORIAL TYPE	
Bench without plaque <input type="checkbox"/> Bench with plaque <input type="checkbox"/> Tree <input type="checkbox"/>	
DETAILS OF MEMORIAL (E.G. PLAQUE INSCRIPTION)	
<i>Please give details below</i>	