

# IWADE PARISH COUNCIL

## MEMORIAL PLAQUE POLICY

### **Introduction**

Iwade Parish Council are introducing the opportunity to install a memorial plaque on either a tree in the nature trail next to Woodpecker park, or a planter in the village, so that residents can commemorate and remember loved ones.

It is the policy of the Parish Council to consider all applications, but reserves the right to refuse any application which it deems inappropriate for any reason.

The decision of the Parish Council is final.

### **Plaques**

The applicant should apply to the Parish Council in writing by submitting full details (including wording). The Parish Council may in its discretion withhold approval.

The approved plaque is installed at the applicants own cost and risk. The cost will be provided on application.

Should the tree or planter appropriate to the plaque be removed and disposed of by the Parish Council, the Parish Council will attempt to contact the applicant regarding the future of the plaque. The Parish Council may dispose of the plaque 3 months after attempting to contact the applicant.

### **Planters**

Residents who have an application approved for a Memorial Plaque on a planter are welcome to plant up the flower bed and maintain this at their own cost.

### **Ashes**

The scattering of ashes or placing of ashes under trees or in planters is not permitted.

### **Process**

- Contact the Parish Council Clerk.
- Complete application form.
- Arrange a site visit to discuss location for plaque.
- The application will be taken to a full council meeting for approval.
- Clerk/RFO to raise an invoice for the plaque and installation.
- Application approved and payment received – installation will go ahead.

**Conditions**

No memorabilia to be left under or in trees, or in planters, this will be removed if left e.g. – vases, statues, balloons, fairy lights etc.

Flowers without plastic wrapping can be laid on occasion, but must be removed after 1 week.

The Parish council will keep a record of contact details for future reference in accordance with data protection laws. It is the responsibility of applicants to keep the Parish Council informed of any change to contact details.

**Review**

This policy will be reviewed 8<sup>th</sup> May 2026. Any changes to the policy will be submitted to the Parish Council for approval.

This document was approved and adopted at the full Parish Council meeting 10<sup>th</sup> July 2024.

Signature of Chairman.....

Date:.....

# IWADE PARISH COUNCIL

## APPLICATION FOR MEMORIAL PLAQUE

***Iwade Parish Council cares to ensure the security of personal data. This is done through appropriate technical measures and relevant policies. Data is kept for the purpose it was collected for and only for as long as is necessary. (See our Privacy Notice & Retention Policy online at: <https://www.iwade-pc.gov.uk/community/iwade-parish-council-18357/privacy-notice1/> for further information)***

### To be completed by the applicant

Name:

Address:

Telephone number:

Email address:

Tree number:

Planter number:

Would you like to plant up and maintain the flower bed: Yes/No (applicable to planter only)

Proposed plaque details – to include wording:

I/we confirm that I/we will notify Iwade Parish Council of any change to contact details

Fee payable: £.....

(To be completed by Parish Council Clerk)

Signature:.....

Date:.....