



West Swindon Parish Council

COMMEMORATIVE SCHEME

DRAFT

Adopted:

1 INTRODUCTION

- 1.1 West Swindon Parish Council supports the needs and principles of allowing commemorative benches and trees within the parish. Therefore, the Parish Council will ensure that the scheme is managed and regulated for the mutual benefit of all. Some areas of West Swindon are prone to flooding and others are deliberately maintained in a "wild" state. Maintenance regimes in public open space may be subject to change during the life span of a commemorative item.

2 LOCATIONS

- 2.1 Public open space maintained by the Parish Council within West Swindon Parish.
- 2.2 Commemorative benches and trees will only be considered for locations that have been identified as suitable for an additional bench or commemorative tree. Shaw Ridge Linear Park, Shaw Forest and Peatmoor Copse are key locations.

3 POLICY – Terms & Conditions

Benches:

- 3.1 All applications for commemorative benches should be completed on the official request form and be signed by the applicant. The Commemorative Scheme allows residents to donate a bench which then becomes a Parish Council asset, owned and maintained by the Parish Council.
- 3.2 All commemorative benches donation fees should be paid for by the applicant before the completion of the installation. A maintenance fee of £100 per 5 year period is added to the installation costs prior to installation.
- 3.3 Applicants will be able to request a plaque, size as specified, to be fixed to the bench slats. Due to the public nature of any plaques, wording will be restricted. Plaques will only be able to specify
- 'In Memory of'
 - Name:
 - Dates of Birth or reference time to resident or recognition of public office (if appropriate)
- Wording will be confirmed as part of the Application Confirmation.
All applications will receive a Certificate confirming their donation and the location.
- 3.4 The Parish Council will limit the number of commemorative benches in particular areas and will confirm the suitability of locations to individual applicants prior to the acceptance of a request. Locations will be indicative and may need to be adjusted in the event of problems with site installation.
- 3.5 The Parish Council will monitor and maintain benches as part of an ongoing maintenance programme. Minor repairs will be completed as and when necessary.

Applicants should be aware that in outdoor locations, benches may be subject to natural weathering or may be subject to breakage or vandalism, and, may be the focus of anti social behaviour.

- 3.6 The Parish Council reserves the right to move the location of the bench should the need arise, for purposes such as grounds maintenance or reasons of safety, or for any other purpose deemed reasonable. The bench will be relocated as near to the original location as possible. The Parish Council will notify the applicant ahead of any relocation and will endeavour to find a suitable alternative. The Parish Council will not refund an applicant in the event of relocation but will bear the costs associated of any new installation. If an applicant is dissatisfied with the site of a relocation, they can request that the Parish Council removes the commemorative plaque.
- 3.7 Where possible, the Parish Council will notify the applicant in the event that the commemorative bench is damaged or problems have occurred. The applicant should ensure that the Parish Council is in possession of current contact details. The Council will keep a record of applicants and their contact details in accordance with the General Data Protection Regulation
- 3.8 No additional mementoes, e.g. statues, flowers, wreaths, vases, etc. will be permitted on or around the bench.
- 3.9 The Parish Council reserves the right to remove any commemorative benches that have been damaged and are in the view of the Parish Grounds Team beyond economical repair.
- 3.10 The Parish Council accepts no liability for damage to any commemorative bench from vandals, third parties or whilst the Parish Council carries out routine maintenance.
- 3.11 Benches will be of the type and colour specified by the Parish Council to be in keeping with the intended location.



- 3.12 Commemorative plaques fitted to benches to be a maximum size of 175mm wide x 50mm high or sized to fit in the centre of the upper most lath of the back of the bench, or whichever is the greater.
- 3.13 Residents may apply to the Parish Council to request the inclusion of a plaque on an existing bench. In the event of this being agreed, the applicant will be advised that the plaque is for the duration of the life span of the bench and accepts the condition

of the existing bench in its current state. It will not be transferred to a new bench in the event of the existing bench being replaced. The applicant will be charged £100.00 for the acquisition and fitting of the plaque.

- 3.14 The Parish Council in line with the current maintenance regime for benches will maintain the plaque. The Parish Council accepts no replacement liability for the plaque or the bench at the end of its useful life and will dispose of any such bench. Where possible, notice will be given to the applicant that the bench is identified for disposal.
- 3.15 Any maintenance carried out by a third party will be in strict agreement with the Parish Council.
- 3.16 The Council will normally only permit commemorative benches to individuals who have lived in or have a special connection to West Swindon. The council regrets that it is unable to accommodate memorials to deceased pets.

4 ESTIMATED COSTINGS

- 4.1 The Parish Council has identified three types of bench and will determine which style bench is appropriate to the location requested.

Approximate bench costings:

- Cast Iron & Hardwood park bench with arm rests £650.00
- Cast Iron & Hardwood park bench without arm rests £500.00
- Sleeper style rustic bench £150.00
- Plaque supply and fixing £100.00
- Compulsory maintenance one off fee (new benches) £100.00
- New grounds works/paving as required £150.00
- Administration non refundable fee for all applications £30.00

Commemorative Trees

West Swindon Parish has a number of public open spaces that offer the public access to trees. These are Shaw Ridge Linear Park, Peatmoor Copse, Toothill Park and Shaw Forest park. Swindon Borough Council remains the landowner whilst West Swindon Parish Council maintains the spaces. As such, Swindon Borough Council may make an intervention with regard to land use, access, planting and future development at any time.

Commemorations will be permitted on existing trees where it is deemed to be secure and appropriate. Parish residents will also be able to apply for a newly planted commemorative tree, species and location agreed by the Parish Council.

Some restrictions will apply as follows:

- a) Tree supply and planting is limited to take place between November and March due to availability and supply, and, favourable conditions for tree planting. Tree size and species will be determined by the Parish Council to fit into existing planting schemes. The Parish

Council will promote the purchase of established plants to give the best possible likelihood of survival. A sample price list will be issued with the application form and will be subject to seasonal availability and price changes. Each donor will be advised on options however these may be limited.

Approximate Commemorative Tree costings:

- Tree options (*to be confirmed*)
- Plaque supply and fixing (to new or existing trees) £100.00
- Administration non refundable fee for all applications £30.00

- b) Memorial plaques on trees will be permitted. The Parish Council will provide a plaque and will apply fixings that are deemed to be the most suitable which vary between springs, cable ties, stakes or nails. Donors must note that trees are open and accessible to all and as such, loss of plaques does occur.
- c) Commemorative trees will be recorded on a register kept by the clerk.
- d) No additional mementoes, e.g. statues, flowers, wreaths, vases, etc. will be permitted on or around the tree.
- e) Scattering of cremated remains is permitted however, residents should be aware that these remain public open spaces and access is unrestricted.
- f) The burial of urns with cremated remains or any other remembrance item is not permitted.
- g) The Council will charge for the tree and planting plus a fixed maintenance fee, however, some plants may not survive or may be subject to theft or vandalism. The Council will not be responsible for the replacement of new plants however in the event of new plant loss, donors will be offered the opportunity to have their plaque on an established tree instead.
- h) The council will not be liable for the replacement of old or diseased plants or trees.
- i) Applicants will not have an automatic right to replace or replant a commemorative tree. Applications to do so must be made in writing to the Parish Council Clerk to secure agreement.
- j) The council have the right to remove trees – for example disease or safety issues.

5. COMMEMORATIVE APPLICATION PROCESS

- 5.1 Applications will be made in writing to the Parish Office. The Clerk will review applications with the Chair of the Parish Council or Chair of Planning & Environment Committee. If there are issues arising, the Clerk may opt to consult on applications with the next available Planning & Environment Committee for a review.
- 5.2 If an application is accepted, the Clerk will confirm costs, locations, style of bench/commemorative tree and any other final details with the applicant prior to their payment.
- 5.3 On receipt of payment, the bench or tree will be ordered and installed. Applicants will be advised that this process may take up to 12 weeks. Availability of suitable trees may be subject to seasonal variations.

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Commemorative Donation Application Form

Please complete, print and return to:

West Swindon Parish Council, West Swindon Library, Link Centre, Whitehill Way, Swindon, SN5 7DL

Applicant Contact Details

Name

Address

Telephone

Email Address

I am applying to donate a

- Bench Existing Bench Plaque
Commemorative Tree Existing Tree Plaque

Location for commemorative bench requested:

Memorial Plaque Information

Sentence: 'In Memory of'

Name:

Dates of Birth or reference time to resident or recognition of public office (if appropriate)

Signature

Date:

Memorial Bench Form of Agreement

This Form of Agreement is for Memorial Bench to be placed in a Public Area for the natural life expectancy of the bench.

Memorial Agreement between West Swindon Parish Council and *Applicants Name and Address*

Thank you for your application.

Approved Commemorative Details:

Type of bench/tree/plaque:

Commemorative Wording Approved:

The Parish Council has approved your request to donate a commemorative bench or plaque in the following location:

Once the bench has reached the end of its natural life (approximately 10 years), the bench and plaque may be removed. A request to purchase a new replacement bench can be made at the appropriate time. The Council cannot guarantee against theft or vandalism and will not be able to replace either the bench or plaque in this event.

Please read the accompanying Commemorative Policy to understand the details of this agreement.

On receipt of payment, the Parish Office will make the necessary arrangements for the order and installation of your request. If this is a plaque only request, the Parish Council will advise on plaque supply and installation subject to the wording provided on the application form. Please note, delivery and installation can take up to 12 weeks.

An invoice is enclosed.