



# Twyford Parish Council



## Memorial Benches and Trees

### Scheme description and Application Form

The open spaces owned and managed by Twyford Parish Council are enjoyed by many local residents. We are pleased to be able to offer families of local residents the opportunity to donate a memorial bench or tree, to be located at King Georges Field or Stanlake Meadow, to remember their loved ones.

This scheme is subject to certain restrictions:

- The tree or bench and memorial plaque will be ordered and installed by Twyford Parish Council.
- The exact location of the bench or tree, and the species of tree, are to be agreed in advance with Twyford Parish Council who will consult with you to ascertain your wishes and to reach agreement.
- Wording on plaques must follow the layout and requirements of the application form.
- To maintain the feel of our open spaces for all residents we ask that no other commemorative items be placed on or by the memorial at any time (i.e. no flowers, messages etc.)
- We regret that we are unable to accept ashes being incorporated under or around the benches or trees.
- Benches will deteriorate over a number of years, trees may suffer from disease, and any public amenity may be subject to vandalism. We will carry out regular maintenance of all memorial benches and trees, however if they are damaged beyond repair, it may be necessary to remove the bench or tree. We regret that we are unable to guarantee that you will be informed if this is the case.
- Memorial trees will only be planted in the tree planting season (October – March, depending on weather conditions), and will be replaced by Twyford Parish Council if they die within the first year of planting. During hot, dry spells in the first 2 years of planting, it is recommended that you water your tree.
- The cost will depend on the material and installation costs at the time of application and Twyford Parish Council will charge only that which is required to cover the costs involved. Please contact the Clerk to discuss requirements and to obtain current prices.

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**Application Form** – Please complete and return to the Twyford Parish Council, PO Box 8250, Reading, RG10 9SZ. Or e-mail: [clerk@twyfordparishcouncil.gov.uk](mailto:clerk@twyfordparishcouncil.gov.uk)

I would like to order a \_\_\_\_\_ in memory of \_\_\_\_\_.

Please find enclosed payment of £\_\_\_\_\_ as agreed with Twyford Parish Council, to cover the costs of purchasing and installing this memorial. (Electronic transfer of funds can be paid to sort code: 608301 account number: 20414207, quote 'Tree' and the name of the applicant in the reference).

The stainless steel plaque can contain up to 25 words.

Please provide the name(s) as you wish it to appear:

Please provide the year of birth and year of death:

Please add any additional text within the total word limit (inappropriate messages will not be accepted):

<p>IN MEMORY OF</p> <p>_____</p> <p>_____ - _____</p>
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Signed: \_\_\_\_\_ Date: \_\_\_\_\_