



WRITTLE PARISH COUNCIL

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Plaque for Children's Memorial Bench Application

Writtle Parish Council understands and respects the wishes of its residents to remember loved ones through a memorial plaque on the children's community memorial bench. The children's community memorial bench is located on the Green. There is limited space for plaques to commemorate Writtle children under the age of 16. It is intended that the bench is to honour recently deceased residents.

The council receives numerous requests for memorial benches and tree plaques. New memorial benches and tree plaques are not permitted except when exceptional service to the village is shown.

Please note - in line with memorial gardens and churches no additional mementos such as balloons, flowers, statues or vases will be permitted alongside or placed on any bench or tied to the bench. The Parish Council will remove any such mementos or flowers.

Name of resident to be commemorated	
Date of Birth and Date of Death	
Number of years / months resident in Writtle	
Name and contact details of the Applicant	Name – Address – Telephone – E-mail –
Relationship to the resident to be commemorated	

All completed applications should be sent to the Clerk - clerk@writtle-pc.gov.uk, or by post to the Parish Office, The Green, Writtle, CM1 3DT.

The application will then be considered by the parish councilors who decide the outcome. If the applicant is successful, the Clerk will liaise regarding correct wording for the plaque and payment details. The plaque will be ordered upon receipt of the payment for the plaque.