

## BLUE HERITAGE PLAQUE PROCEDURE

Council will consider suggestions for heritage plaques to mark historic events or the houses of famous people. They consider the nominations against the "Criteria for granting a heritage plaque" document.

If a proposal is approved by Council, Ownership details will if possible be obtained from the electoral register or other source and a letter sent to the owner or occupier of the property. Include in the letter the Council's wish to have a small unveiling ceremony and obtain consent. Stress there is no obligation on the property owner to agree to one.

Establish the exact wording to be used on the plaque in association with the Chairman, Key member for Outside Services and the Town Clerk. Plaques will have "Epping Town Council" round the top rim.

When, and if, a reply is received in favour of a plaque, make an appointment with the owner of the property. (Make sure the person agreeing to the plaque is the owner of the property. If not, establish who the owner is and obtain consent). Obtain permission in writing or by email. Ask the Town Supervisor to accompany you to make the site visit to establish exactly where the plaque will be installed so it can be seen from the road by passers-by. The Town Supervisor will also inspect the brickwork/plaster etc. to ensure a safe fixing can be achieved.

Order the plaque. Signs of the Times - a circular mid-blue plaque measuring 375 cms in diameter. The wording is in white in Times New Roman with a cream rim around the edge. (See Picture Library for examples – also some photographs on the Heritage Plaque file H.1.1). The plaque has three no 8 screws for fixing and are sprayed blue to match the plaque. Ensure the screws are able to be fixed from the front of the plaque. (On occasions in the past one of the screws has had to be driven into the wall and the plaque hooked on it before the other two screws could be cited, making it a cumbersome task). This should be stated when ordering the plaque.

When the plaque is received, make an appointment with the property owner for its installation. The Town Supervisor will install the plaque. Confirm the date and time in writing with the property owner.

If there is to be a small opening ceremony, agree the date with the property owner. We do not make any arrangements for refreshments, etc. if there is to be an opening ceremony – it is left to the discretion of the property owner. (We only usually invite councillors to be present unless the councillors specifically want to invite someone who was connected with the person or property being commemorated) Confirm the arrangements in writing with the property owner. **Inform the Councillors if there is to be an opening ceremony.**

Take photographs of the plaque when it is installed. Choose a suitable photograph for publishing in Talk About Epping/ websites. More photographs can be taken later if there is to be an opening ceremony. Prepare a short article for Talk About Epping with a photograph of the plaque. Prepare a Press Release. Once checked by the Town Clerk issue the press release, as per Press Release Distribution List. Write thank you letters, as necessary.

Send details of the plaque to the Webmaster to add to the Heritage Plaques list. When installed add the plaque to the list on Vivienne's files/Heritage Plaques/Blue Heritage Plaques List.