

# **NEWENT TOWN COUNCIL**

## **POLICY FOR PROVISION OF MEMORIAL TREES**

**Adopted by the Council on 14<sup>th</sup> September 2020**

**(To be renewed at least every three years)**

The following procedure should be followed by anyone wishing to apply for a Memorial Tree to be planted on Newent Town Council land.

### **Overview**

The Town Council often receives requests from members of the public who wish to plant a memorial tree in public open spaces owned by the Town Council. The Town Council would be pleased to accept the donation of memorial trees on its land.

The policy recognises the need for a consistent approach to memorial tree requests received.

Applications can be made for the Lake, Arboretum and Newent Cemetery. The Town Council will limit the number of trees planted at each site. The Town Council has the right to refuse an application on this basis.

### **Applications**

All applications for memorial trees must be completed on the official application form and signed by the applicant.

The Council will not grant applications for memorial trees to pets.

### **Process**

Once an application has been received, the request will be considered at a Full Council meeting.

The tree species and location in which the tree will be planted is determined by the Council, dependant on space available and in line with the Council's Arboriculturist's recommendations.

If the application is approved and location agreed, an agreement letter will be sent to the applicant to confirm arrangements and cost and to request payment.

The purchase and planting of the tree will be completed within the appropriate planting season after receipt of payment has been received and will be organised by the Town Council. Wood tree guards will be used to protect small trees.

Applicants will be notified when the tree has been planted.

## **Payment**

The purchase price of a memorial tree will vary dependant on the species and size of the tree. An additional charge of £50 will be required to cover planting and maintenance. Payment is required within 14 days of the agreement letter being sent. Cheques should be made payable to Newent Town Council.

## **Locations for planting trees**

Memorial trees shall be positioned to maximize the benefit and development of the site, but the Council will attempt to accommodate the wishes of the applicants. The Council will limit the number of memorial trees in particular areas so that they shall not detract from the prime purpose of the area. Therefore, the size and location of the site shall limit the number permitted. The Council reserves the right to refuse applications on this basis.

## **Tree Species**

Tree memorials will be mostly offered around the perimeter of the Lake unless replacement trees are required. Tree species will generally be from a list recommended by the Council's Arboriculturist and suitable to the particular area.

## **Plaques**

It will be possible to have a small metal plaque identifying the memorial, which will be ordered at the time of purchasing the tree. The wording will need to be approved by the Town Council.

Plaques will be metal and will be brass or silver in colour, measuring up to 15cm x 7.5cm.

The Council reserves the right to remove a plaque if it is no longer possible to keep it by the tree. If the plaque needs to be removed, the Council will contact the applicant at the last known address and the plaque may be collected by the applicant or the plaque will be relocated.

## **Mementoes**

Strictly no ashes are to be placed or buried by memorial trees. No additional mementos e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the tree. These shall be removed without reference to the original applicant.

## **Maintenance**

Whilst every effort will be taken to ensure that the tree is established and grows, the Council will not be held liable for any replacement. Once the memorial is accepted on the Council's land, it becomes the property of the Council, who will then manage it along with all the other trees on the site.

**Conditions**

The Council accepts no liability for damage to any trees or plaques from vandals, third parties or whilst the Council carries out routine maintenance in the park.

Newent Town Council reserves the right to plant trees where suitable, but will, where appropriate, accommodate requests.

Once planted, the tree cannot be replanted.

The Council reserves the right to fell any tree, which in its opinion, is damaged, diseased or unsafe.

## Memorial Tree Application Form

### Section A - Applicant Details

<b>Application Name</b>	
<b>Applicant Address</b>	
<b>Telephone Number</b>	
<b>Email</b>	

### Section B – Preferred location

<b>Area</b>	<b>Please tick</b>
Newent Lake	
Arboretum (Bradford's Lane)	
Please add any specific area details for consideration;	

### Section C – Memorial Plaque

The plaque will placed close to the tree by the Town Council

Details of inscription (Please use exact wording/format)
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**Please note:** To ensure that we can contact you should the need arise, any change of name or address should be notified to the Town Council quoting the reference number which will appear on all documentation after your application has been processed.

**Data Protection Act:** Any personal data received will only be used in relation to the Memorial bench. A full copy of the Council's privacy Policy is available on the town Council's website [www.newenttowncouncil.org.uk](http://www.newenttowncouncil.org.uk) or can be obtained by contacting the Council Office on 01531 820638

For Office Use Only

Application Reference Number:	
Date Application Received:	
Council decision - Council minute reference:	
Payment Received & Receipt Number:	
Payment Received & Receipt Number:	
Date Tree Planted:	