



**GREAT
SANKEY**
PARISH
COUNCIL

Memorial Tree Policy

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Parish Office
Whittle Hall Community Centre
Lonsdale Close
Great Sankey
Warrington
WA5 3UA

www.greatsankeypc.org.uk
enquiries@gs-pc.net
01925 712279

1. Executive Summary

Great Sankey Parish Council (GSPC) recognises the wish for Memorial Trees and will consider these on land owned by GSPC. GSPC will consider requests for Memorial Trees on an individual basis and retains the right to refuse or limit the number at any location.

This policy is intended to establish eligibility, the responsibilities and restrictions on Memorial Trees. This policy will be revised as necessary at the discretion of GSPC.

2. Principles

GSPC considers that the placement of any Memorial Tree should:

- be respectful and sympathetic.
- not detract from the prime purpose of any site.
- maintain the quality of appearance of any site.
- be mindful of any contrasting needs of the different users of any site.
- be mindful of any impact on neighbouring properties.

3. General

3.1 Requests for memorial trees must be made using the Memorial Tree Application Form and returned to the Parish Office for consideration.

3.2 GSPC will keep a record of all successful applications, including contact details in accordance with General Data Protection Regulations. It is the responsibility of the applicant to provide the Parish Office with updated contact details in writing. Failure to do so could lead to the plaques being removed without notice.

3.3 GSPC will not accept responsibility or liability in respect of any damage to or loss of a memorial tree or plaque whatever the circumstances, including damage by a third party.

3.4 GSPC reserves the right to refuse a request for a memorial tree if the site is deemed full, the tree requested is not within the permitted list or the conditions for eligibility are not met.

4. Eligibility

The person the tree and plaque is in memory of must,

- Have been a former resident of the parish of Great Sankey, or
- Have been a 'close relative' (namely spouse, civil partner, parent, child or sibling) of a current or former resident of the parish of Great Sankey, or
- Have had a close association with the parish and provided a recognisable service to the parish and community.

5. Sites

The following sites have been identified as suitable for Memorial Trees:

Vicarage Community Park
 Childs Wood Field
 Parish Playing Field
 Tim Parry Recreation Ground
 Whittle Hall Community Centre
 Bewsey Barn Community Centre

GSPC will determine the capacity and suitability for tree type at each location.

6. Trees

6.1 Only trees purchased specifically for the purpose may be used for memorial trees; existing trees may not be used.

6.2 Trees will only be planted in the tree planting season (October – March, depending on weather/ground conditions).

6.3 GSPC will retain ownership and undertake maintenance of the tree.

6.4 If the tree does not thrive in the first 12 months, GSPC will inform the applicant as soon as possible and may undertake to replace the tree depending on the reason for failure.

6.5 Memorial Trees available:

Common Name	Latin Name	Overall Height
Wild Cherry	Prunus avium	20m
Rowan	Sorbus aucuparia	15/20m
Tree of Heaven	Ailanthus altissima	25m
Wild service tree	Sorbus torminalis	22m
Bird Cherry	Prunus padus	18m
Field Maple	Acer camperstre	12m
Japanese Maple	Acer palmatum	8m
Dogwood	Cornus kousa	3m
Star Magnolia	Magnolia stellata	2.5m
Apple varieties M9 M26 M27 Rootstocks only	Malus domestica Varieties	1.5m – 3m
Peer tree Quince A & Quince C Rootstocks only	Pyrus varieties	1.5m – 3m

6.6 GSPC will determine which trees are suitable to be planted, as well as the number of each species and total number allowed at each site.

6.7 Memorial trees may not be decorated with any items, including but not limited to, lights, pictures, flowers and flags. Any such items will be removed by GSPC without reference to the applicant.

7. Memorial Plaques for Trees

- 7.1 The size, style, font and material of memorial plaques will be specified by GSPC.
- 7.2 Wording on plaques must follow the layout and requirements of the application form.
- 7.3 The proposed inscription on a memorial plaque must be approved by GSPC before the order is placed. Inappropriate language will not be accepted.
- 7.4 The applicant will be responsible for maintaining the memorial plaque. GSPC will conduct periodic reviews to assess the condition of memorial plaques and reserves the right to remove any plaque in a poor state of repair. GSPC will endeavour to contact the applicant to provide an opportunity to clean or repair the memorial plaques prior to removal.

8. Restrictions

- 8.1 Applications for memorials for pets will not be accepted.
- 8.2 Ashes may not be incorporated under or around the trees.
- 8.3 No additional commemorative items such as vases, flowers (in bunches or pots), statues will be permitted. GSPC reserves the right to remove any such items without reference to the applicant.
- 8.4 No additional planting such as bulbs or flowers will be permitted. GSPC reserves the right to remove any such planting without reference to the applicant.

9. Costs

- 9.1 Costs will be calculated at the time of application. GSPC will only charge that required to cover purchase of the memorial plaque, tree, stake & guard (if necessary)
- 9.2 On approval of an application, payment must be made in full prior to purchase and installation of the memorial tree and plaque.

APPENDIX A: APPLICATION TO PURCHASE A MEMORIAL TREE

Please complete all sections

Please ensure that the consent form in Appendix B is also completed.

Your application can only be processed if both forms are completed and signed. When completed, please return the form to:

Parish Clerk, Great Sankey Parish Council, Whittle Hall Community Centre, Lonsdale Close, WA5 3UA.

Email: enquiries@gs-pc.net

Once your application has been approved, GSPC will determine the charge for the Memorial Tree. Full payment must be made before the tree and plaque will be purchased.

Name of person to be in memory of

State Eligibility for a Memorial Tree (see section 4)

Full Name of Applicant

Address

Postcode

Contact Telephone Number

Email address

Relationship of the Applicant to the Person the tree is in memory of

Memorial Tree

Please state preference, if any

Site for the memorial tree (see section 5)

Type of memorial tree (see section 6)

Memorial Plaque

The plaque can contain up to 25 words.

Please provide the name as you wish it to appear:

Please provide year of birth and year of death:

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

<p>IN MEMORY OF</p> <p>_____</p> <p>_____ - _____</p>

Declaration

I declare that

- To the best of my knowledge and belief the information I have given is correct.
- I understand that GSPC accepts no responsibility if a tree is damaged, vandalised or stolen.
- I understand that GSPC reserves the right to remove trees at any time.
- I understand and accept the responsibility to keep the plaque in a fit state of repair.
- I understand and accept the restrictions and conditions of the Memorial Tree and Plaque stated within the policy.
- I authorise GSPC to make any necessary enquiries to verify the information on this form.
- Payment will be made to GSPC upon receipt of the invoice and understand that the tree and plaque will not be purchased until this is received.

Please submit the completed consent form with your application

Signed:

Print Name:

Dated:

For GSPC office use only

Approval granted by:

Signed:

Dated:

APPENDIX B: CONSENT FORM

Great Sankey Parish Council (GSPC) is a data controller under the General Data Protection Regulations (GDPR). Your privacy is important to us and we want to communicate with you in a way which has your consent and which is in line with GDPR. We need your express consent in writing to how we contact you. Please fill in the contact details you want us to use to communicate with you.

Name	
Address	
Postcode	
Email address	
Phone number	

By signing this form, you are consenting to GSPC holding and processing your personal data for the following (please tick to grant consent)

I consent to GSPC contacting me by

- Post
- Phone
- Email

In relation to the memorial tree and plaque purchased and placed on land owned by GSPC.

Signed:

Dated: