

# STURMINSTER NEWTON TOWN COUNCIL

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## **Memorial Trees Policy**

### **Introduction**

Sturminster Newton Town Council acknowledges the wish of some residents to remember loved ones with a memorial tree in one of the Town Council's open spaces and is happy to agree to such requests where possible.

This policy sets out how memorial trees are approved, who is responsible for their planting and upkeep, and what is expected from both the applicant and the Town Council.

### **What and who is covered by the policy**

This policy covers any memorial tree planted on Town Council property and is relevant to anyone who has commissioned, or is considering commissioning, a memorial tree.

### **Application procedure**

Applications for a memorial tree should be made by email to: [admin@sturminsternewton-tc.gov.uk](mailto:admin@sturminsternewton-tc.gov.uk) or to the Town Council Office, Old Market Hill, Sturminster Newton, DT10 1FH

The practicality of requests will be determined by the Grounds Manager. The Town Council will endeavour to accommodate reasonable requests for memorial trees on Council-owned land. However, it may not be possible to fulfil requests where:

- The proposed location is unsuitable
- There is limited space due to existing memorial trees
- There is a risk of antisocial behaviour
- The proposal conflicts with land management or safety considerations

The person commemorated must either have been a resident of Sturminster Newton or have another significant connection with the Town.

## **Planting**

The arrangements for the planting of a memorial tree will usually be made by the Town Council once the specification and location have been agreed.

The Grounds Manager will provide advice regarding suitable tree species for the proposed location.

Tree planting will normally only be permitted between late autumn and early spring, in line with the recognised tree planting season.

Trees will normally be planted by Town Council staff. However, applicants are welcome to be present at the planting and may carry out a small ceremony if they wish.

## **Plaques**

A commemorative plaque may be placed adjacent to a memorial tree, subject to agreement with the Town Council.

The size, wording and specification of any plaque must be agreed in advance.

## **Maintenance and ownership**

Following planting, the memorial tree will become the property of Sturminster Newton Town Council and will be maintained as part of the Council's assets.

The Council shall endeavour to maintain and care for a memorial tree for as long as possible. However, it reserves the right to prune, relocate or remove any tree that it deems to be unsafe, diseased or no longer viable.

There can be no guarantee as to the lifespan of a memorial tree, and any decision to replace a removed tree will be at the discretion of the Town Council.

## **Memorial items**

No placing of flowers or other objects at memorial trees will be permitted, except with the permission of the Town Council.

Approved on: 25 March 26

Review due: March 28

**STURMINSTER NEWTON TOWN COUNCIL**



**Memorial Tree Application Form**

Please complete this form in BLOCK CAPITALS.

The completed form should be emailed to [admin@sturminsternewton-tc.gov.uk](mailto:admin@sturminsternewton-tc.gov.uk) or returned to the Town Council Offices, Old Market Hill, Sturminster Newton, DT10 1FH

Applicant Name \_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number  
\_\_\_\_\_

Email Address  
\_\_\_\_\_

Relationship to deceased  
\_\_\_\_\_

Name of deceased  
\_\_\_\_\_

Last address of deceased  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the deceased was not a Sturminster Newton parishioner at date of death please explain their significant connection to the parish

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Wording to be engraved on plaque

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I confirm that I have read Sturminster Newton Town Council's Policy on Memorial Tree and agree to the conditions contained therein.

*By completing this application form you agree to your details being held in line with the Town Council's privacy policy. This policy can be found on our website [www.sturminsternewton-tc.gov.uk](http://www.sturminsternewton-tc.gov.uk) or in the Town Council Office*

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Office Use:

Location: \_\_\_\_\_

Approved (Signed/Date) \_\_\_\_\_

Comments: \_\_\_\_\_

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