



# **Coxhoe Parish Council**

## **Memorial Tree Planting Policy**

**Approved: May 2023**

**Review Date: May 2024**

## **1. Introduction**

Coxhoe Parish Council recognises the wish for Memorial Trees and will consider a memorial on land it owns. The Parish Council will consider requests for Memorial Trees on an individual basis and retains the right to refuse or limit the number of Memorial Trees.

## **2. Objectives**

This policy has been produced with the following guiding principles:

- To be respectful and sympathetic to those seeking to plant a tree.
- To establish responsibility for the maintenance, repair and replacement of memorials.
- To ensure that memorial trees are not out of place in the area in which they are situated.
- The content of this policy may be revised as necessary at the discretion of Coxhoe Parish Council.

## **3. General**

All applications for memorial trees should be made using the Memorial Tree application form.

All requests will be taken to a meeting of the full Council. This process will take time and the applicant should allow up to three months for a decision to be made, following receipt of the application form and full information.

All trees must be paid for by the applicant prior to purchase and installation by the Parish Council. Coxhoe Parish Council will inform the applicant of the price on receipt of an application form.

The purchase of the Memorial Tree entitles the person to have a plaque by the tree for 25 years (this can be extended by the applicant when the 25 years expires). Only a tree purchased specifically can be used for Memorial Trees. Existing trees may not be used.

Coxhoe Parish Council will attempt to accommodate the wishes of the applications, but it may limit the number and type of trees in a particular area, or add any stipulations at its own discretion. Prior planting of trees in any area does not convey any obligation on the Parish Council to plant future trees in a similar area or a similar manner. Each request will be considered on its own merits at the time of application.

Coxhoe Parish Council accepts no responsibility if a tree is damaged, vandalised or stolen. Coxhoe Parish Council reserves the right to remove trees at any time.

Coxhoe Parish Council will only permit memorials to individuals. Applications for deceased pets will not be considered.

Memorials will be limited to trees and a plaque supplied by Coxhoe Parish Council from the Woodland Trust or from its own approved supplier.

No additional mementos e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the tree. These will be removed without reference to the original applicant.

#### **4. Eligibility for a Memorial Tree**

The person the tree is in memory of can be verified as being formerly:

- A. On the Electoral Register of Coxhoe Parish.
- B. A 'close relative' (namely spouse, civil partner, parent, child or sibling) of a current or former inhabitant of Coxhoe Parish.
- C. A member of one of the higher profile organisations of Coxhoe or Quarrington Hill for at least one year.
- D. A 'close relative' of a person who has qualified under one of the other criteria above (except criteria B).

#### **5. Trees**

Trees will be chosen by the Parish Council in discussion with the applicant to fit the planting scheme of the area. The applicant will be notified of the tree species to be planted.

There will be a charge for the tree, stake, guard and planting labour, any investigations and any other requirements. The applicant will be required to pay in advance for either the full cost or investigations if these are required. This will be determined by the Parish Council.

Money spent on investigations by contractors, where it is subsequently found that the area is not suitable, will not be refunded by the Parish Council.

#### **6. Memorial Plaques**

Memorial plaques are permitted at the base of the tree. These are to be supplied from a Parish Council approved supplier and must be wooden and no bigger than 300 mm x 300 mm in size. It can be mounted on a post or direct onto the ground. The Parish Clerk will order the plaque on behalf of the applicant to keep all plaques uniform. The applicant will be permitted to suggest the wording on the plaque and will be invoiced for the total cost including installation costs and post (if required). All wording must be approved by Coxhoe Parish Council.

#### **7. Notes**

Coxhoe Parish Council will have the right to refuse a tree request if the area is deemed full or not suitable, the tree request is not within their permitted list or the request comes for someone who has not lived or has no connections with Coxhoe (see item 4 above for eligibility), or for any other reason determined by Council.

Coxhoe Parish Council will hold ownership details on file for the sole purpose of the tree management only and will only contact the owners if there are any issues relating to the trees. If there is no response from the registered owner within the timescale given, the Parish Council will take necessary action to ensure safety and resolve the issue.

Please complete the Application Form and declaration below and ensure you keep your details up to date and inform Coxhoe Parish Council of any change of address or contact details. All information is held in accordance with data protection law and the Parish Council's Privacy Notice can be found on the website: <https://www.coxhoeparishcouncil.gov.uk/important-documents-and-policies/privacy-notice-september-2018/>

## Appendix A – Application to purchase a Memorial Tree

Please fill in all sections in black ink. Please ensure that you sign the declaration overleaf.

Important: Your application can only be processed if all the questions are answered, the Declaration is signed and if we receive a completed consent form.

When completed please return this application to:

The Parish Clerk, Coxhoe Parish Council, Coxhoe Village Hall, Front Street East, Coxhoe, Durham, DH6 4DB.

Email: [clerk@coxhoeparishcouncil.gov.uk](mailto:clerk@coxhoeparishcouncil.gov.uk)

This form, fully completed, must be received by Coxhoe Parish Council before a decision can be made, and full payment must be made before a Memorial Tree will be purchased. Coxhoe Parish Council will not accept responsibility for loss or delay of forms or payment. It is the responsibility of the Applicant to ensure that the required details are correct.

Please complete all the following sections:

Name of person the tree to be in memory of	
Eligibility for a Memorial Tree (See section 4 of the Memorial Tree Planting Policy)	
Full Name of Purchaser	
Address including postcode	
Contact Telephone Number	
Email address	
Relationship to the person the tree is in memory of	
Proposed wording for wooden plaque (maximum size 300x300mm)	

### Declaration

I declare that:

- To the best of my knowledge and belief the information I have given is correct.
- I understand that Coxhoe Parish Council accepts no responsibility if a tree is damaged, vandalised or stolen.
- I understand that Coxhoe Parish Council reserves the right to remove trees at any time.

- I understand that this entitles me to have a plaque by the tree for 25 years (this can be extended by me when the 25 years expires).
- I authorise the Council to make any necessary enquiries to verify the information on this form.
- I understand that additional conditions may be attached to support this application and that an application is not granted until approval is received in writing from the Parish Clerk.
- Payment for the full cost or investigations will be made to the Parish Clerk upon receipt of the invoice and I understand that the tree and plaque will not be purchased until full payment is received.

Signed:

Print Name:

Date:

For Office Use Only:

Approval granted/declined

Date of Meeting

Minute Reference