

COMMEMORATIVE PROGRAMME

BACKGROUND

Our programme to 'Commemorate and Celebrate' gives people the chance to commemorate a person or event, or celebrate a major milestone in life, such as birth or university graduation, through the planting of a tree, dedication of a bench, or give a donation, and we can also arrange for the scattering of ashes at our Warwickshire Country Parks.

The purpose of this guidance is to provide information on the planting of commemorative trees and installation of benches as memorials and celebrations in and around the various Country Parks managed by Warwickshire County Council (WCC).

POSITION

WCC has dedicated areas for commemorative woodlands at Kingsbury Water Park, Ryton Pools Country Park, Hartshill Hayes Country Park and Pooley Country Park. Any planting will be in keeping with any management plans for the sites both now and in the future, and in accordance with the list of species.

ACTION

The following conditions will apply.

- Wherever possible the wishes of the sponsor will be considered but in every case the final location, species, tree size and the type of protection will be determined by WCC.
- In order to be satisfied about the quality of the trees and the way they are planted WCC staff will normally provide, plant and maintain the trees.
- Sometimes it will be possible for a sponsor to plant tree(s) with assistance and guidance from a member of staff and often a dedication ceremony can be catered for, but the timing of such events is entirely the decision of WCC.
- Any young commemorative tree which fails in the first 2 years after the initial planting date, for whatever reason, will be replaced at our expense.
- Charges for commemorative tree planting will reflect all direct costs and include a provision for the continuing management of the tree during its first 3 years.
- The dedication of a commemorative tree or trees will not give the sponsor the right to determine or influence the future management in any way, but accepting responsibility for the care of memorial trees imposes an obligation upon WCC to ensure proper maintenance for many years.
- **As we are not a memorial arboretum, we do not accept floral or other tributes to be laid around the base of memorial trees or benches.** Our parks are a natural environment, and we wish to encourage natural planting only. In addition, requests for plaques will contain names and dates only.
- In order to keep the park tidy, safe and enjoyable we reserve the right to remove and discard any bench, plaque or tree which is damaged, unsightly or dangerous to the public after making contact with the sponsor. Therefore it is important you keep us informed of any change of address or telephone numbers we hold of the sponsor.
- All trees and benches installed are owned by WCC but dedicated as commemorative.

DAMAGE & MAINTENANCE

As with all outdoor space, we are not immune to damage and on occasion, vandalism. Should your tree or bench unfortunately suffer damage or vandalism, the park is not liable for its replacement. We can arrange replacement but this would be at your own cost. All outdoor items are subject to weather and wear. We will replace any item where it is our fault (through defects in materials or manufacture) within the first year only. Any requests for repair or replacement after such time will be chargeable.

HOW WE MANAGE THE FUNDS

The funds received in the Commemorative Programme are used to purchase trees and benches or to reinvest money back into parks services, to serve as a living reminder of the special people or occasions in our lives.

COMMEMORATIVE TREE OPTION

There are already trees growing in the memorial woodlands which can be 'adopted'. Alternatively, if a sponsor chooses to have a new tree planted rather than adopting an existing tree, a formal request must be made using the form at the end of this document. There are a limited number of plots and species available at each site. **Trees will usually be planted during the winter months.**

WCC will choose the location of the planting area as this decision must be made with any management plans in mind. The sponsor can choose from the list provided below.

SITE	ITEM	SPECIES
Kingsbury Water Park**	The commemorative woodland is now full. We are considering options for the future so please bear with us.	
Ryton Pools Country Park**	Clumps and single trees, and avenues against roads and paths	Common Oak (<i>Quercus robur</i>) Beech (<i>Fagus sylvatica</i>) Rowan (<i>Sorbus aucuparia</i>) Small Leafed Lime (<i>Tilia cordata</i>) Hornbeam (<i>Carpinus betulus</i>) Field Maple (<i>Acer campestre</i>) Wild Cherry (<i>Prunus avium</i>)

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		<p>Scots Pine (<i>Pinus sylvestris</i>)</p> <p>Swamp Cypress (<i>Taxodium distichum</i>)</p> <p>Whitebeam (<i>Sorbus aria</i>)</p> <p>Grey Alder (<i>Alnus incana</i>)</p> <p>Common Alder (<i>Alnus glutinosa</i>)</p> <p>Silver Birch (<i>Betula pendula</i>)</p> <p>Bird Cherry (<i>Prunus padus</i>)</p>
Hartshill Hayes Country Park**	Adopt a tree – call for details	
Pooley Country Park**	<p>Clumps and individual trees.</p> <p>Bench*</p>	<p>Common Oak (<i>Quercus robur</i>)</p> <p>Sessile Oak (<i>Quercus petraea</i>)</p> <p>Beech (<i>Fagus sylvatica</i>)</p> <p>Rowan (<i>Sorbus aucuparia</i>)</p> <p>Wild Service Tree (<i>Sorbus torminalis</i>)</p> <p>Small Leafed Lime (<i>Tilia cordata</i>)</p> <p>Hornbeam (<i>Carpinus betulus</i>)</p> <p>Grey Alder (<i>Alnus incarna</i>)</p>
The Stratford Greenway	Bench*	<p>Common Oak (<i>Quercus robur</i>)</p> <p>Sessile Oak (<i>Quercus petraea</i>)</p> <p>Beech (<i>Fagus sylvatica</i>)</p> <p>Rowan (<i>Sorbus aucuparia</i>)</p> <p>Wild Service Tree (<i>Sorbus torminalis</i>)</p> <p>Small Leafed Lime (<i>Tilia cordata</i>)</p> <p>Hornbeam (<i>Carpinus betulus</i>)</p>

		Grey Alder (<i>Alnus incarna</i>)
The Kenilworth Greenway	Bench*	

PLAQUES

A plaque listing only the name of the person and dates, can be purchased and will be placed on the commemorative woodland sign. A plaque can also be requested for a bench.

****MEMORIAL SIGN**

The woodlands at these sites will have memorial signs, which will accommodate the plaques for all the memorial trees in the woodland. It will not be possible to have plaques on the trees.

HOW MUCH DOES IT COST

The cost for any new commemorative tree will include the purchase of the tree, it's planting and aftercare for 3 years, and the replacement tree if it fails in the first 2 years.

Tree Description	Detail and minimum heights	Price
Container Grown Standard	Container grown 2-3m height	£250.00
Adopt existing tree	To be discussed with Site Ranger	£50.00

***BENCHES**

Requests for benches can only be granted at sites shown above and exact locations are at the discretion of the parks staff. Once saturation point has been reached at each site, these options will be withdrawn. Benches will be maintained for a period of 1 year from installation

Bench Material	Detail	Price
Oak (green)	A natural green oak which will have splits and can twist producing a rustic natural look. Sustainably sourced	For current prices contact us
Tanalised soft wood	Smooth garden bench type finish also from sustainable sources	£450.00

DONATIONS

We can accept donations for the Country Park of your choice and this money will be used for the maintenance and improvement of the parks. You can select which park, and how much you wish to donate. Donations will be used to replace trees, plant bulbs, and for bird and bat boxes.

ASHES

We can accept the scattering of ashes, however we would request that this be a token amount, be carried out discreetly and preferably during quieter periods, and ashes must not be allowed to escape into water courses. We can also accept ashes

being interred as part of a tree planting ceremony at a cost of £50. Please contact us first in all instances and speak to the Site Ranger (see below) to discuss in more detail.

WILDFLOWER PLUGS

If you wish, as an addition to tree planting, or as an alternative you can purchase wildflower plugs for £25 to plant either within the woodland for a maximum of one square metre, or around the base of you tree.

REQUEST FORM

Request forms are available at the end of this document.

THE PROCESS

1. Fill out the request form
2. Make an appointment with the Site Ranger to agree a plot and tree:

Kingsbury Water Park	James Taylor 01827 872660
Hartshill Hayes Country Park	Mike Labram 07785 522680
Ryton Pools Country Park The Stratford Greenway The Kenilworth Greenway	Ben Coleman 024 7630 5592
Pooley Country Park	Rachel Hextall 07769 912177
Oak Benches	Craig Williams 07920 274586

3. Once agreed, payment can be made either by cheque (made payable to Warwickshire County Council), cash or credit/debit card.
4. We will contact you once the tree has been planted or bench installed (unless you have requested to plant the tree or have a ceremony)
5. If you have requested a plaque on the memorial sign, these will be put on in batches, so there may be a delay before your plaque appears.

COMMEMORATIVE APPLICATION FORM

Name of contact _____

Address _____

_____ Post Code _____

Tel. No. _____ Email: _____

To see how we use your personal data and what your information rights are, please read our overall customer privacy notice at www.warwickshire.gov.uk/privacy which includes the contact details if you have a complaint about your information rights. For general enquiries, contact Warwickshire County Council customer services on 01926 410410

Item	Quantity	Price	Total
Memorial bench (oak)			
Memorial bench (soft wood)		£450.00	
Plaque for Bench		£45.00	
Plaque for Memorial sign		£45.00	
Wildflower Plugs		£25.00	
Ashes Interred		£50.00	
Container Grown Standard (tree)		£250.00	
Adopted Tree		£50.00	
Donation		£	
PERMIT HOLDERS RECEIVE 10% DISCOUNT (SUPPLY your PERMIT NO)			
		TOTAL	

Country Park _____

Tree Species _____

Plaque for commemorative board (please print in block capitals)

_____ (name)

_____ (dates)

Plaques for benches will include wording 'In Loving Memory Of'

FOR OFFICIAL USE ONLY

Plot No _____ Agreed with Ranger _____ (date)

Payment received £ _____ (amount) _____ (date)

Bench ordered with Woodworkers _____ (date)

Tree ordered _____ (order no.) _____ (date)

Plaque ordered _____ (order no.) _____ (date)

Arrangements for Ceremony if requested _____ (date)

Installed _____ (date) Contact informed _____ (date)