



Policy on Memorial Trees Application

1. Introduction

1.1 Stoke Gifford Parish Council acknowledges the wish of residents to remember loved ones with a memorial tree in one of the lovely open spaces / parks we are fortunate to have in the Parish Council. Stoke Gifford Parish Council are happy to consider such requests where possible. However, it is important that those making the request remember that public spaces are for the mutual benefit and enjoyment of all, improving wellbeing and visitor enjoyment.

2. Objectives

2.1 This policy has been produced to:

- Be respectful and sympathetic to those seeking to install a memorial tree.
- Be clear and easily understood by residents and park users.
- Balance contrasting needs of open space users.
- Ensure that the open space areas are not compromised, and the high quality of their appearance is maintained.
- Establish responsibility for the maintenance, repair and replacement of memorial benches.

2.2 The policy will ensure that memorial trees:

- Are of a design/species approved by Stoke Gifford Parish Council.
- Will not cause offence to the public.
- Are consistent with their surroundings.

3. Application Procedure

3.1 All applications for memorial trees should be made using the official application form which can be found at the end of this policy. All applications should be signed by the Applicant. If a hard copy of the application form is required, this can be requested by telephoning the SGPC office on 01454865202 or emailing clerk@stokegifford.org.uk

3.2 All memorial trees must be paid for by the Applicant before the installation commences.

3.3 Applications for a memorial tree will be presented to council at the next Recreation and Leisure meeting. Once approval has been sought the applicant will be informed and Part 2 of the process can proceed.

3.4 Should a request be refused, and the reason given by the Recreation & Leisure committee not accepted by the Applicant, then the Applicant has the right to request that the matter be referred to the SGPC Full Council meeting for a decision. That decision will be final.

3.5 SGPC will endeavor to accommodate the wishes of the Applicant regarding location of the memorial tree, but this will not always be possible.

3.6 SGPC accepts no responsibility to the Applicant if the memorial tree is damaged, vandalized or stolen.

3.7 The Council will only permit memorial trees for individuals. Applications by individuals requesting a memorial tree for an historic event or pets will not be considered.

3.8 The Council does not permit the interment or scattering of ashes within its recreation grounds and other open spaces.

4. Memorial trees

4.1 The Council will attempt to accommodate the wishes of Applicants who request a memorial tree but may have to limit the number of trees in a particular open space.

4.2 Trees must be of the type/ species specified by the Council in order to coordinate with any other trees already situated in the intended location.

4.3 The Council, in accordance with its current maintenance program, will monitor all memorial trees. It accepts no replacement liability for the trees at the end of its useful life as determined by the Recreation & Leisure Committee. If the Applicant wishes to purchase a replacement trees, then he/she must follow the same application procedure contained within the current Policy.

4.4 No additional permanent mementoes e.g. statues, flowers, wreaths, vases etc. will be permitted on or around the tree.

4.5 The total cost of the installation of a memorial tree will be dependent on the type of tree agreed. The Applicant will purchase the tree, stake and casing, any material and labour at current supplier cost. Delivery of the tree can be made to the SGPC office at an agreed time and date.

4.6 Should there already be enough trees in the open space of the Applicant's choice, the Applicant may be offered an alternative choice of location for tree installation. The list of locations is available on request.

4.7 No other types of memorials will be considered and only one memorial tree per subject will be permitted.

4.8 This policy will be reviewed annually by the Recreation and Leisure committee or as required.

Reviewed by Parish Council May 2025

STOKE GIFFORD PARISH COUNCIL

MEMORIAL TREE APPLICATION

NAME OF APPLICANT	
ADDRESS OF APPLICANT	
MOBILE / TELEPHONE NUMBER OF APPLICANT	
EMAIL ADDRESS	
NAME OF PERSON THE MEMORIAL TREE IS DEDICATED	
RELATIONSHIP TO THE APPLICANT	
OTHER INFORMATION TO SUPPORT THIS APPLICATION	
LOCATION OF THE BENCH (tick)	
<ul style="list-style-type: none">• LITTLE STOKE PARK	
<ul style="list-style-type: none">• MIKE GALLIVAN	
<ul style="list-style-type: none">• MEADE PARK	
<ul style="list-style-type: none">• FORTY ACRES	
<ul style="list-style-type: none">• ROYAL PARK	
<ul style="list-style-type: none">• TRUST GROUND	
<ul style="list-style-type: none">• STOKE GIFFORD VILLAGE (NO FURTHER APPLICATIONS AVAILABLE)	
<ul style="list-style-type: none">• OTHER	
PLEASE PROVIDE A PHOTO OF PREFERRED SITE LOCATION	
I have read the SGPC memorial tree policy and agree to these terms	
Signed	
SGPC Clerk to complete Approval of application Yes / No Date of Council Meeting – Ref Mins (if appropriate) Date Applicant contact by Clerk to proceed with purchase	
No Action required by applicant until Council approval has been agreed	

Part 2

- ✓ **Once application approved by Council representative**
- ✓ **Tree location approved by Clerk / Head Ground staff**
- ✓ **Date of Delivery agreed**

Applicant can proceed to order tree

COST - STOKE GIFFORD MEMORIAL TREE

Supplier – Old Sodbury Tree and Plant Nursery

Delivery Address for product

Stoke Gifford Parish Council, The Community Hall, Little Stoke Lane, Little Stoke

BS34 6HR (Contact Number 01454 865202)

Delivery from 8am – 3pm Monday - Friday