



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 open spaces / parks around 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 document. 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. Applications for a memorial tree will be considered by the Clerk of the Council in conjunction with the Grounds Team. Once approval has been granted, the applicant will be informed.

3.3 Should a request be refused, the Applicant has the right to request that the matter be referred to the next Stoke Gifford Parish Council Full Council meeting for reconsideration. The decision of Full Council will be final.

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

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

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. If the Applicant wishes to purchase a replacement tree, 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 need to provide appropriate supports/stakes, tree guard and plaque (if desired). The applicant will also be responsible for watering the tree until such point as its root structure is established and watering is no longer required. The Woodland Trust recommend that newly planted trees are given 50 litres of water per week for the first 2 years. We recommend spreading this over 2 watering sessions per week during the growing season. 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 Full Council or as required.

5. Approval

Once the Clerk of the Council has given approval for the Memorial tree, the Applicant can proceed with purchasing the new tree & sundries. The applicant will need to liaise with the Clerk/Grounds Team to arrange a convenient date for delivery.

Reviewed by Parish Council May 2026

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)	
<input type="checkbox"/> LITTLE STOKE PARK	
<input type="checkbox"/> MIKE GALLIVAN	
<input type="checkbox"/> MEAD PARK	
<input type="checkbox"/> 40 ACRES	
<input type="checkbox"/> ROYAL PARK	
<input type="checkbox"/> OTHER	
PLEASE PROVIDE A PHOTO OF PREFERED 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 Applicant contact by Clerk to proceed with purchase	

Part 2

- ✓ Tree location approved by Clerk & Grounds Team
- ✓ 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

Tel: 01454 865202)

Delivery from 8am – 3pm Monday - Friday