



SHEPTON MALLET TOWN COUNCIL

Collett Park Policy for Memorial and Commemorative Trees

**Collett Park Charity is held and managed by
Shepton Mallet Town Council**

Policy Reference Number: 1928

AUTHOR: Town Clerk

RESPONSIBILITY: Policy and Resources Committee

GRADE: Three- Low

DATE ADOPTED: September 2019

REVIEW DATE: Every 3 years

AMENDMENTS:

1.0 **Review Statement**

1.1 This policy has been prepared considering prevailing legislation and recognised good practice. New legislation requirements or changes in current legislation may necessitate the review of this policy document. The Council will continue to review and amend all / part of this policy on a regular basis.

2.0 **Equality**

2.1 In putting the procedure into practice, no aspect of the procedure will discriminate on the grounds of race, sex, sexual orientation, gender reassignment, age, religion, politics, marital status, disability, politics, caste and / or union membership or any other grounds likely to place any employee at a disadvantage.

3.0 **How to donate a commemorative or memorial tree to Collett Park**

3.1 The Collett Park Charity encourages donations of memorial and other trees to the Park. It recognises that this is a positive way to ensure the Park maintains its collection of both young and mature trees whilst creating a long-lasting and vibrant memorial to celebrate and commemorate friends, relatives and loved ones.

3.2 The Park has a Tree Strategy in place to help manage both existing trees and future planting. This Strategy identifies the varieties of new trees and potential locations.

3.3 The total cost to you for donating the tree is variable but is usually between £50 and £200 depending on the type of tree you would like (excluding the cost of a tree guard, if required – see below). Charges for trees will reflect the direct costs of the tree and its delivery. You will not be charged for the planting or maintenance of the tree.

3.4 All memorial trees will be heavy standards with approx. 12-14cm girth and 3-3.50m in height. Once you have agreed with the Town Council on where to plant your tree and what sort of tree to plant, it will be sourced, delivered and planted by the Parks groundsmen.

3.5 The cost of the tree will be confirmed by fore the order is placed. If you would like to be present or involved in the planting process, please ensure you notify the office when you make payment for the tree.

3.6 Weather permitting, trees will be planted in November and the early part of December, in line with the tree-planting season. Sometimes trees can be planted in the early spring, depending on the weather and the ground conditions.

4.0 **Tree Management**

4.1 The Park Charity will undertake and pay for all ongoing management and maintenance of trees within Collett Park.

4.2 The Park Charity will provide and fit a heavy duty tree guard to protect the tree from damage.

4.3 This is every possibility that your tree will remain undisturbed to old age, but this cannot be guaranteed. In the event that a memorial tree is damaged, the Town Council staff will happily discuss replacing the tree, but this remains at the Charity's discretion.

4.4 Please note that neither the Park Charity or Shepton Mallet Town Council will accept responsibility or liability in respect of any damage to or loss of a commemorative or memorial tree, unless this is reasonably shown to be due to negligence of either the Charity or Council.

4.5 Trees are regularly inspected by a Tree Officer, but if you notice any problems with your tree please contact the Town Council.

4.6 Dedication of a memorial tree does not give the donor any right to determine or influence its future management, however the tree management strategy will ensure that there is proper maintenance and special care of all trees.

5.0 Tree variety or location

5.1 Not every tree is suitable for all available locations. Therefore, please decide if your first preference is for a particular tree, or if it is for a particular location; knowing one will dictate the other.

Approved variety of tree	Approved location for planting
Betula albosinensis 'Red Panda' (Chinese red birch)	Near Park buildings/Millennium Way path
Betula pendula (silver birch)	Near Park buildings/Millennium Way path
Liquidambar styraciflua (sweet gum)	Near shelter/pond or area above pond
Metasequoia glyptostroboides (dawn redwood)	Area above pond
Nyssa sylvatica 'Isabel Grace'	Near bandstand/pond or towards Charlton Road entrance
Pyrus calleryana 'Chanticleer' (Callery pear)	Old football field, near path by pool building
Quercus robur (oak)	Near bandstand/Pond or old football field near Millennium Way path
Quercus rubra 'Aurea' (red oak)	Area above pond
Sorbus 'Joseph Rock' (mountain ash)	Towards Charlton Road entrance
Tilia cordata Greenspire (small leaved lime)	Old football field
Corylus colurna (Turkish hazel)	Near bandstand/Pond

6.0 Commemorative plaque

6.1 The provision of a plaque is the responsibility of the donor and will not be undertaken by the Charity.

6.2 Plaques must measure no more than 200mm x 150mm and are available from most jewellers. Your plaque must be mounted on a metal foot of a minimum 30cm long. The Park groundsman will cement the foot of the plaque in place once the tree has been planted.

7.0 What next?

7.1 If you would like to know the final costs of donating a new tree to Collett Park, please submit your request in writing to the Town Council office, specifying the type of tree, the preferred general location and a request for any other special arrangements.

7.2 Requests for a variety of tree or a location not on the approved lists will be considered on the advice of a Tree Officer. This can result in a considerable delay in the office responding to your request and might affect the total price.

7.3 Once the office has all of the necessary information, it will notify you of the total cost, which must be settled in full before the scheduled day of planting.

Please submit your request with your full contact details to:

Shepton Mallet Town Council (ref:CPMC – Trees)
Town Council Offices
1 Park Road
Shepton Mallet
BA4 5BS
01749 343984

Or email details to: info@sheptonmallet-tc.gov.uk