

GODMANCHESTER TOWN COUNCIL

Memorial Trees and Benches

This policy was formally adopted by the Town Council at the Town Council meeting held on 19 November 2020

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Cllr Dick Taplin
TOWN MAYOR

The following procedure should be followed by anyone wishing to apply for a Tree and or Bench Memorial within Godmanchester. It should be read in conjunction with the site plans and tree planting schedule shown in Appendix 1 & 3.

Town Council Policy: Tree and Bench Memorials

The Town Council manages the cemeteries in the Town and offers burial plots and places for the interment and scattering of ashes. We are often approached by families and loved ones who wish to find a way of remembering those who have died through the placement of a memorial – a tree or a bench – within the Town on the Town Council's land¹.

Memorial Trees

The Town Council would be pleased to accept the donation of memorial trees on its land, where land is available. Depending on the location preferred (from the list of sites available) those wishing for a tree memorial will, where possible, have choice from a short-list of suitable trees for the site. The cost of the tree will be specified at the time of providing the list and a choice of possible locations will be identified. The planting and establishing of the tree will be organised by the Council **in conjunction with local volunteers**: those arranging the tree are welcome to attend. Whilst every effort will be taken to ensure that the tree is established and grows, the Council will not be held liable for any replacement. Once the tree memorial is accepted on the Council's land it becomes the property of the Council, who will then manage it along with all the other trees on the site. It will not be possible to have a plaque identifying the memorial tree as the Council's intention is that in time it becomes part of the Town landscape and take its place amongst the other trees around it².

Benches

The Town Council would be pleased to accept the donation of memorial benches on its land where land and sites are available. Depending on the location preferred (from the list of sites available) those wishing for a bench memorial will be **advised on the choice of designs that the Council has agreed as suitable for that location**: benches are made from recycled water durable materials in locations where flooding is likely with a choice of traditional style park benches and picnic benches depending on available sites. The cost of the bench will be specified at the time of providing the list and a choice of possible locations will be identified. The purchase and installation of the bench will be organised by the Council. Whilst every effort will be taken to ensure that the bench is retained in good order, the Council will not be held liable for any replacement required should it be damaged. Once the bench memorial is accepted on the Council's land it becomes the property of the Council, who will then manage it along with all the other street and park furniture on the site. It will be possible to have a small metal plaque identifying the memorial bench which will remain on the bench for as long

¹ including on its rented land

² It is not appropriate for commemorative items to be left around the tree or to be attached to the memorial tree: the intention is that it should not be visually identified as being different from the trees around it. Any such items would be removed.

as bench is serviceable: these will be ordered at the time of purchasing the bench and the Clerk will need to approve the wording.

Appendix 1

Sites for Memorials 2019 – 2023

Memorial benches and trees shall be positioned to maximize the benefit and development of the park(s) but the Council will attempt to accommodate the wishes of the applicants. The Council will limit the number of memorial benches in particular areas so that they shall not detract from the prime purpose of the park. Therefore, the size and location of the park shall limit the number permitted. The Council reserves the right to refuse applications on this basis.

The Recreation Ground

Trees

Tree memorials will be mostly offered around the perimeter of the Recreation Ground unless replacement trees are required. Tree species will be water tolerant which are in keeping with the character of site and it's propensity to flood. **None currently available.**

GODMANCHESTER RECREATION GROUND ARBORETUM

Updated March 2019 TREE PLANTING SCHEDULE

TREES PLANTED IN 2012

Populus Nigra x 2 Black Poplar

TREES PLANTED AFTER 2012 and PRIOR TO 2017

- 1 Acer Campestre "Field Maple" DONATED by Derek Fletcher
- 2 Ulmus Procera "English Elm" DONATED by Godmanchester in Bloom
Part of the Great British Elm experiment Cutting from mature elm in Keyston, Cambs
- 3 Quercus Robur "English Oak" DONATED by the Royal Oak Pub

TREES PLANTED IN FEBRUARY / MARCH 2017

- 4 Cercidiphyllum Japonicum "Katsura Tree"
Spring copper/green leaves. Autumn yellow/pink Burnt sugar fragrance
- 5 Cercis Siliquastrum "Judas Tree" May rose/lilac like flowers. July seed pods.
- 6 Catalpa Bignonioides Globosa "Indian Bean Tree"
Late to leaf. Midsummer orchid flowers. Autumn beans
- 7 Paulownia Tomentosa "Foxglove Tree" died and replaced in 2020

- 8 *Cornus Controversa Variegata* "Wedding Cake Tree"
Sheltered spot. Slow. White/yellow flowers.
- 9 *Liquidambar Styraciflua* "Sweet gum" Corky bark. Autumn crimson/gold
DONATED in memory of Betty Lumley
- 10 *Metasequoia Glyptostroboides* "Dawn Redwood" feathery foliage. Autumn brown
- 11 *Acer Platanoides* "Princeton Gold". Spring yellow flowers. Summer green DONATED
- 12 *Parrotia Persica*. "Persian Ironwood" Autumn gold/orange
- 13 *Gingko Biloba* "Maidenhead Tree"
- 14 *Cornus Mas* "Cornelian Cherry" Winter yellow flowers.
- 15 *Populus Nigra Italica* "Lombardy Poplar" Very tall. Important on skyline
- 16 *Prunus Accolade*. "Flowering cherry" Spring flowers. Bee friendly
- 17,18,19,20,21,22,23,24,25,26 White Willow planted in accordance with Jason's proposals for
Coppicing every three to five years as a remembrance planting
- 27 *Sorbus Commixta Embley* "Chinese Scarlet Rowan"
DONATED by the Peter and Nagmeh Maguire for Baha'i faith,

TREES PLANTED DECEMBER 2018 / JANUARY 2019

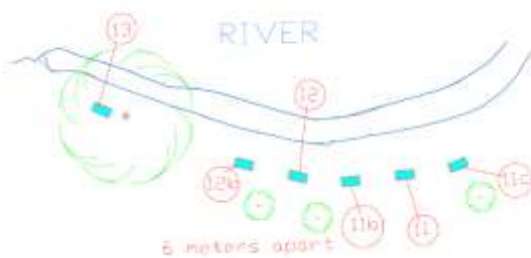
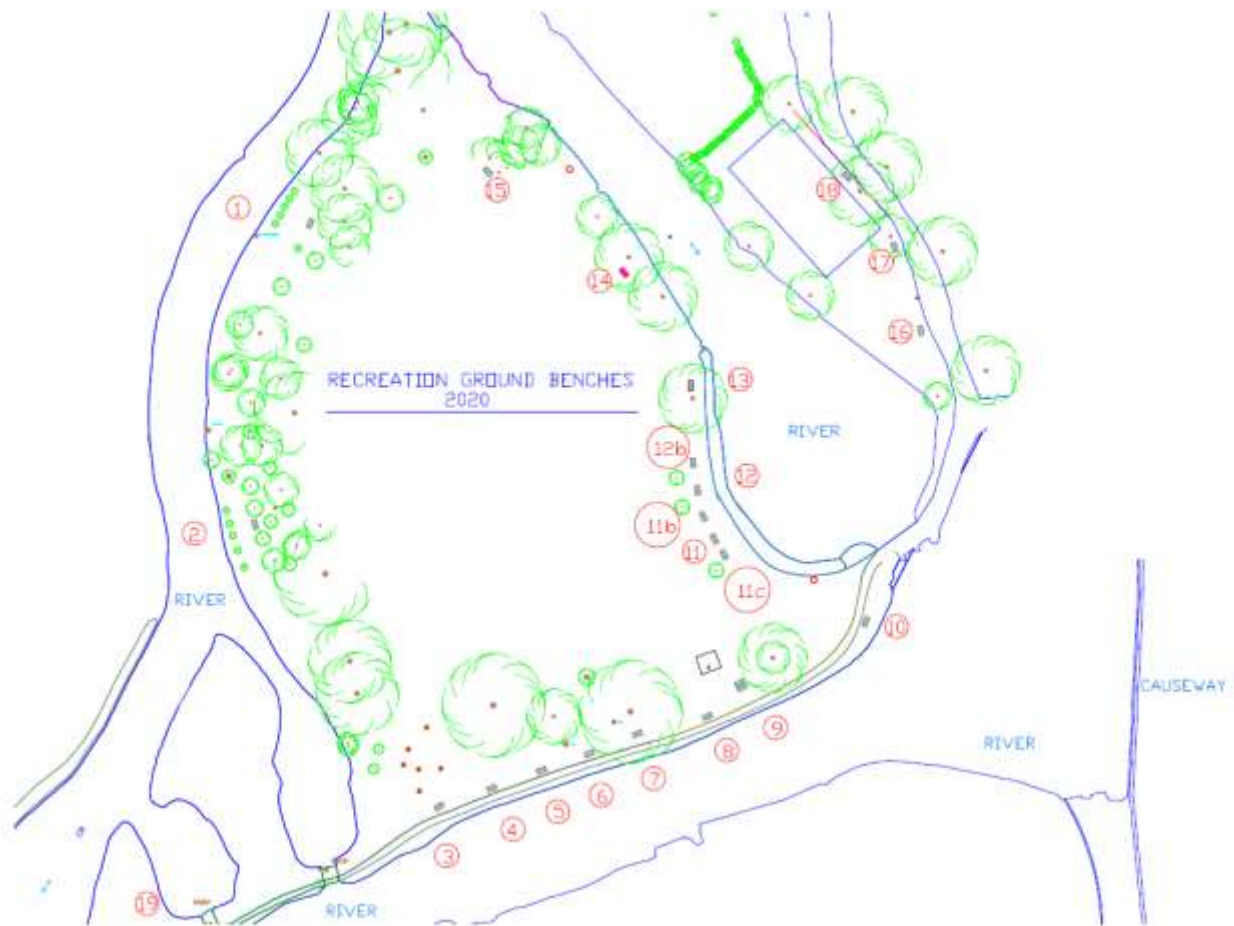
- 28 *Koelreuteria paniculata* "Pride of India" below flowers in mid-summer. Lantern fruits in autumn
- 29 *Liriodendron Tulipifera* "Tulip Tree" tulip shaped flowers in June. Interesting leaf shape
- 30 *Liquidambar Worpleston* deep coloured autumn leaves
- 31 *Betula Pendula* "Silver Birch"
- 32 *Betula Pendula* "Silver Birch"
- 33 *Betula Pendula* "Silver Birch"
- 34 *Catalpa Bignoniodes Aurea* Large yellow leaves
- 35 *Gingko Biloba* "Maidenhair tree" Yellow in autumn
- 36 *Platanus x hispanica (acerifolia)* "London Plane" Interesting bark
TO REPLACE ANCIENT PLANE CUT REMOVED JANUARY 2019
- 37 *Pinus Nigra Austriaca* "Austrian Pine" Evergreen
- 38 *Prunus Avium Plena*. Donated in memory of Nagmeh Maguire

TREES PLANTED OCTOBER 2020

7 Quercus Rubra Red Oak Large leaved spectacular red in Autumn. Donated in memory of former Mayor Mr Robert Hughes



Recreation Ground Memorial Benches



- | | | | |
|--------------|---------------|------------------|---------------|
| 1. GMCCA | 7. TO REPLACE | 11c. AVAILABLE | 17. LANG |
| 2. GMCCA | 8. RESERVED | 12. MACKENZIE | 18. UNNAMED |
| 3. SHEPPARD | 9. CARR | 13. UNNAMED | 19. AVAILABLE |
| 4. MCGEOWN | 10. HURST | 14. CHARLTON | |
| 5. AVAILABLE | 11. BARWELL | 15. LUMLEY | |
| 6. AVAILABLE | 11b. CARNELL | 16. WAR MEMORIAL | |

Benches

Benches on the Recreation Ground can be underwater during the winter and spring. The Bench 'A' pictured is the only bench acceptable. Staff and Councilors have no authority to agree to a style or location not shown in this paper.

BENCH 'A'



Buttermel

Trees

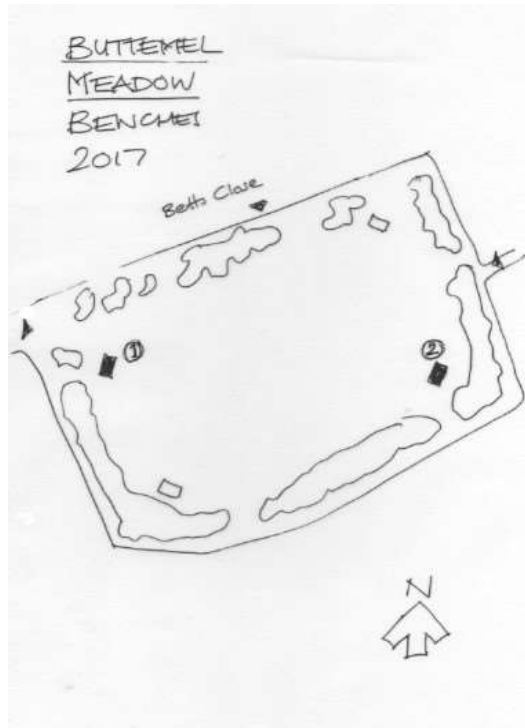
Tree memorials will be mostly offered around the perimeter of the Buttermel unless replacement trees are required. Tree species will generally be from a list of native or orchard trees which are in keeping with the character of site.

Benches

Benches will be either styles 'A' or 'B'.

BENCH 'B'





Judith's Field

Trees

Tree memorials will be mostly offered around the perimeter of the Judith's Field unless replacement trees are required. Tree species will generally be from a list of native or orchard trees which are in keeping with the character of site.

Benches

Benches will be either styles 'A' or 'B'



BENCH A



BENCH B



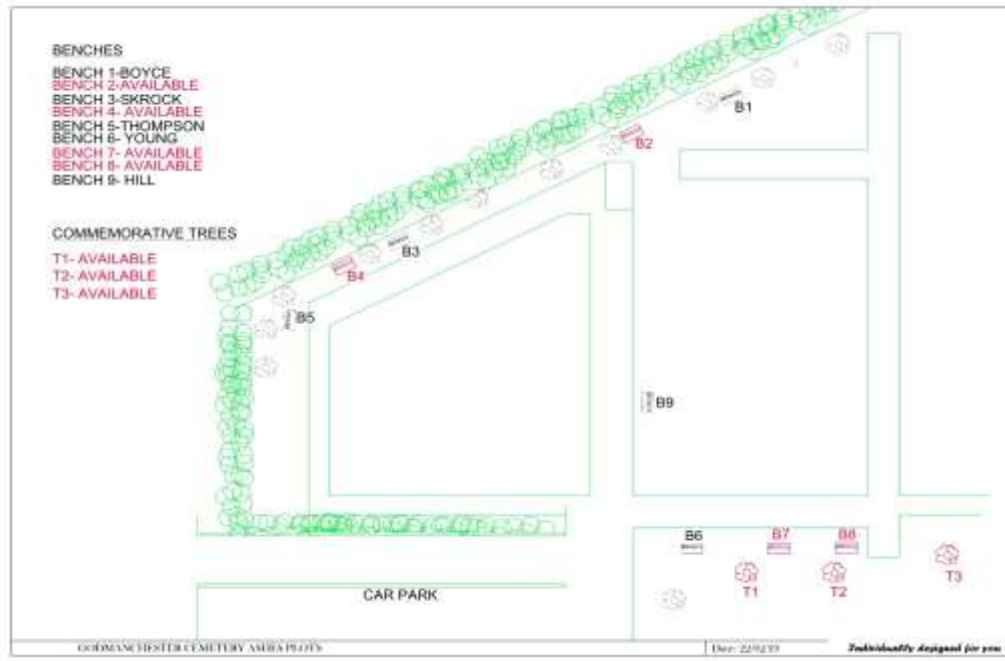
Godmanchester Cemetery

Trees

Tree memorials will be offered as indicated on the drawing below. Tree species will generally be from a list of native or orchard trees which are in keeping with the character of site.

Benches

Benches will be either styles 'A' or 'B'



Plaques for benches

Plaques will be metal and will be brass or silver in colour, measuring **either 150mm x 50mm or 200mm x 50mm**. The inscription is restricted to 'In (Loving) Memory of the name for the person and the dates of birth and death.

Appendix 2

Lease Period

All memorials are based on a 10-year lease and can be renewed after this period if the applicant wishes. The fee covers the purchase, delivery and installation of the memorial, together with the ongoing repair and maintenance for the 10-year period.

The Council reserves the right to remove any bench or tree, which in its opinion is damaged or beyond economical repair.

Process

Once an application has been received and location agreed, the Town Council shall arrange for the purchase and planting/installation of the preferred memorial.

The Council reserves the right to remove any memorial benches or trees that have been damaged and are in view of the Council beyond economical repair.

The Council accepts no liability for damage to any memorial benches or trees from vandals, third parties or whilst the Council carries out routine maintenance in the park.

The Council will not grant applications for memorial benches to pets.

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

Payment

Payment is required with every completed application form. Cheques should be made payable to Godmanchester Town Council.

Conditions

Godmanchester Town Council reserves the right to plant trees and install benches where suitable, but will, where appropriate, accommodate requests.

Once planted/installed, the tree/bench cannot be repositioned or removed from the site. However, should a tree or bench become unsafe, Godmanchester Town Council reserves the right to remove immediately in the interest of health and safety until repairs or replacement can take place.

Godmanchester Town Council will maintain responsibility for the memorial and associated plaque during the 10-year lease period. This will include any preservation, treatment, repair works and replacement of the memorial where required due to fair wear and tear.

Existing Benches

While every reasonable effort will be made to contact the original owners of private benches, the Town Council will assume ownership for any existing benches that are privately owned and maintain and remove accordingly.

Appendix 3

Sites for New Benches from November 2020

RECREATION GROUND

- 1 As annotated the RECREATION GROUND BENCHES **2020** drawing

BUTTERMEL MEADOW

- 1 North east corner
- 2 South west corner

JUDITH'S FIELD

- 1 Behind new roundabout
- 2 Behind London Road
- 3 Behind A1198
- 4 Behind A1198
- 5 Next to the holly hedge

SILVER STREET

1. Adjacent to Stoneybrook half way up the road

Memorial Tree/Bench Application Form

Applicant Name:			
Applicant Address:			
Applicant Tel No:			
Applicant Email:			
Item	Location	Quantity	Cost Inc. Vat
Seats 'A' or 'B' Including Base and Installation			£2000.00
Plaque 150mm x 50mm			£ 80.00
Plaque 200mm x50mm			
Inscription on Plaque Eg: In (Loving) Memory Name Dates			
Remove old seat, re-use Existing Base, New Installation Seats 'A' or 'B'			£ 1,750.00
Administration Cost		10%	183.00
Memorial Tree			
	Total Payable		£ 2013.00

Please note that donated Benches and Trees will only be treated in line with our standard maintenance regime which is every three/four years. You should note that once donated the bench/tree becomes the property of Godmanchester Town Council.

Data Protection Act:

The only information of a personal nature stored on either computer or paper files in relation to this application is the applicant’s name and address. The information is stored in order to contact the donor of the bench/tree should this prove necessary in the lifetime of the bench.

To ensure that we can contact you should the need arise, any change of name or address should be notified to the Town Council quoting the reference number which will appear on all documentation after your application has been processed.

Note: Although the Town Council will endeavour to place the bench/tree at the preferred location, we reserve the right to place it at a suitable alternative site.

For Office Use Only

Date Received		Payment Received	
Approved By		Installation Date	

Amendment History:

Paragraph	Detail	Approval Date
Original	Initial Version	March 2019
Reviewed	Review and Re-adopted	November 2020
Review		November 2023