



Commemorative Trees Policy

Adopted by Camelford Town Council (CTC) on 15th June 2021

It is the policy of CTC to accept donations of trees within certain areas in Camelford Cemetery, Enfield Park, or Churchfield car park subject to availability of space.

If you are interested in planting a commemorative tree in one of our open spaces, then call CTC on 07840212880

All donations shall be in compliance with the following:

- The legal ownership of a donated tree remains with CTC;
- Anything placed on trees will be removed and disposed of without reference to the owner.
- CTC's decision in all matters relating to trees is final. CTC accepts responsibility for caring for the tree and it will do everything it can to ensure the proper maintenance and care of the tree during its lifetime.
- The exact location of the siting of the tree will be decided on by CTC – whilst CTC tries to locate a tree at a requested location this cannot be guaranteed. All planting will be carried out by CTC staff.
- CTC monitor and carry out routine maintenance on planted trees (watering, mulching, and feeding) within CTC's routine maintenance programme to ensure their satisfactory establishment.
- CTC will not accept liability or responsibility in respect of any damage to or loss of a commemorative tree, unless this is reasonably shown to be due to the negligence of CTC.
- If unforeseen circumstances require it, CTC reserves the right to move or remove the tree if deemed necessary and plant a replacement tree in an appropriate location.
- CTC does not guarantee tree survivability. Trees are planted between mid-November and mid-March when the species are dormant, to minimise stress, and to help ensure their successful establishment.

Plaques

Commemorative trees can be recognised by use of a plaque. No other structures around the tree will be permitted. Standard plaques shall be used to promote consistency - size – either 5" x 3" (for benches) or 7" x 3" on a base for shrubs/trees. All plaques will be stainless steel with no more than 35 words wording, approved by CTC. The **approximate** cost will be £50 plus VAT – actual cost to be confirmed with the manufacturer. A £20 + VAT administration fee will be charged.

Ceremonies

A ceremony or gathering at the time of a tree planting is permitted, but must be arranged in advance with CTC

Records

CTC shall maintain a record of each tree. The record shall contain all pertinent information such as the donor's name, reason for commemoration, location, type etc;

Please note all prices are exclusive of VAT

Please complete the attached form and return it to CTC who will confirm the price and other relevant details in writing. If applicable, CTC will order and take delivery of your chosen tree. All trees must be paid in full for prior to their planting.

Planting is undertaken by staff and is included in the cost –if you wish to be present when tree is planted please note this on your application form.

If you have any queries about the plaques or scheme, please email: clerk@camelford-tc.gov.uk or call on 01840 212880.

List of Trees

CTC will provide potential donors with a list of tree species to select from. If you're not sure what type of tree you would like, CTC are happy to help you choose, with regard to size, colour and shape, considering the location.

- Large specimen trees – Enfield Park or Cemetery only – e.g Hornbeam, Sessile, Oak
- Field Maple, Hawthorn, Crab Apple, Black poplar, Mulberry, Sliver Birch
- Fruiting trees for the Orchard.
- Other smaller hedgerow trees

APPLICATION FOR COMMEMORATIVE TREE

Please indicate in which of the locations you would prefer your memorial to be placed. Please choose one of the following (all choices are subject to availability of space at site location).

Cemetery/orchard Enfield Park Churchfield Car Park

If you wish to place a plaque; please complete the plaque application form overleaf.

I wish to be present when tree planted Yes / No

First Name	
Surname	
Address	
Postcode	
Telephone	
Email	

I have read and understood all of the terms and conditions regarding memorials and accept them in their entirety.

Signed : Date :

Print name :

Please return to : The Town Clerk at CTC

For office use only	Date
Tree costings obtained & advised	
Invoice issued	
Invoice paid and receipt number	
Shrub/memorial seat ordered	
Shrub/memorial seat planted/installed	

PLAQUE ORDER FORM

Please complete and return this form to order a new or replacement plaque

Plaque Details

- The plaques for benches are approximately 5” x 3”, plaques with bases for installation near Memorial Trees/Shrubs 7” x 3”
- The plaques are professionally engraved on stainless steel with black text and supplied with fixing holes.

Wording for the plaque – to be approved by CTC

- Up to 35 words
- Write the message how you want it to appear- e.g. UPPER or lower case

Your Details

First Name	
Surname	
Address	
Postcode	
Telephone	
Email	

Please return this form to the office and we will obtain a quote for the plaque – this will include a £20 administration fee plus VAT. Please note the plaques will not be processed until the application has been approved and payment has been received

Signed: _____ Date: ___/___/___