



Memorial Tree Policy and Application Form

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Date of Approval:	13 th August 2020
Date of Review:	It is due for review not later than 4 years from its last review

1. Introduction

Fairfield Parish Council (FPC) recognises the wish for Memorial Trees and will consider a memorial on land owned by FPC. FPC will consider requests for Memorial Trees on an individual basis and retains the right to refuse or limit the number of Memorial Trees.

2. Objectives

This policy has been produced with the following guiding principles: -

- To be respectful and sympathetic to those seeking to plant a tree.
- To establish responsibility for the maintenance, repair and replacement of memorials.
- To ensure that memorial trees are not out of place in the area in which they are situated.
- The content of this policy may be revised as necessary at the discretion of FPC

3. General

- All applications for memorial trees should be made using the Memorial Tree Application form.
- All trees must be paid for by the applicant prior to purchase and installation by the FPC. FPC will inform the applicant of the price on receipt of an application form.
- The purchase of the Memorial Tree entitles the person to have a plaque by the tree for 25 years (this can be extended when the 25 years expires).
- Only a tree purchased specifically can be used for Memorial Trees. Existing trees may not be used.
- FPC will attempt to accommodate the wishes of the applications, but it may limit the number of trees in a particular area.
- FPC accepts no responsibility if a tree is damaged, vandalised or stolen.
- FPC reserves the right to remove trees at any time.
- FPC will only permit memorials to individuals. Applications for deceased pets will not be considered.
- Memorials will be limited to trees and a plaque supplied by FPC from the Woodland Trust. No additional mementos e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the tree. These will be removed without reference to the original applicant.

4. Eligibility for a Memorial Tree

The person the tree is in memory of was formerly

1. On the Electoral Register of Fairfield.
2. A 'close relative' (namely spouse, civil partner, parent, child or sibling) of a current or former inhabitant of Fairfield.
3. Attended Fairfield Lower School for at least one academic year.
4. A member of one of the recognised Fairfield village organisations for at least one year.
5. A 'close relative' of a person who has qualified under one of the other criteria above (except criteria #2).
6. Worked at Three Counties Hospital for at least one year.
7. A patient at Three Counties Hospital for at least one year.

5. Trees that are available

- A list of memorial trees will be available on www.fairfieldparishcouncil.gov.uk or by request from the Clerk.
- Trees will be chosen by FPC in discussion with the applicant to fit the planting scheme of the area. The applicant will be notified of the tree species to be planted.
- There will be a charge for the tree, stake, guard and planting labour.

6. Memorial Plaques

Memorial plaques are permitted at the base of the tree. These are to be supplied from the Woodland Trust (see www.sign-maker.net/memorial/woodland-burial.html) and must be wooden and no bigger than 300 mm x 300 mm in size. It can be mounted on a post or direct onto the ground. FPC will order the plaque on behalf of the applicant to keep all plaques uniform. The applicant will be permitted to suggest the wording on the plaque and will be invoiced for the total cost including installation costs and post (if required). All wording must be approved by Fairfield Parish Council.

7. Notes

FPC will have the right to refuse a tree request if the area is deemed full, the tree request is not within their permitted list or the request comes for someone who has not lived or has no connections with Fairfield (see item 4 above for eligibility)

FPC will hold ownership details on file for the sole purpose of the tree management only and will only contact the owners if there are any issues relating to the trees. If there is no response from the registered owner, FPC will take necessary action to ensure safety and resolve the issue. Please complete the Consent Form below and ensure you keep your details up to date and inform FPC of any change of address or contact details.

Appendix A – Application to purchase a Memorial Tree

Please fill in all sections in black ink. Please ensure that the consent form in Appendix B is also completed.

Important: Your application can only be processed if all the questions are answered, the Declaration is signed and if we receive a completed consent form. When completed please return this application to:

The Parish Clerk, Fairfield Parish Council, Fairfield Community Hall, Kipling Crescent, Fairfield, Hitchin. SG5 4GY. Telephone: 07415 615225. Email: enquiries@fairfieldparishcouncil.gov.uk

This form, fully completed, must be received by Fairfield Parish Council (FPC) and full payment made before a Memorial Tree will be purchased. FPC will not accept responsibility for loss or delay of forms or payment. It is the responsibility of the Applicant to ensure that the required details are correct.

Name of person the tree to be in memory of _____

Eligibility for a Memorial Tree (See item 4 above) _____

Full Name of Purchaser _____

Address _____

_____ Postcode _____

Contact Telephone Number _____

Email address _____

Telephone number _____

Relationship to the person the tree is in memory of _____

Type of Memorial Tree	
Proposed wording for wooden plaque (maximum size 300x300mm)	
Please specify Oak, Iroko or Balau wood	
Size plaque including thickness	
Is a post required to mount the plaque onto?	Yes / No (Please delete)

Declaration

I declare that

- To the best of my knowledge and belief the information I have given is correct.
- I understand that FPC accepts no responsibility if a tree is damaged, vandalised or stolen.
- I understand that FPC reserves the right to remove trees at any time.
- I understand that this entitles me to have a plaque by the tree for 25 years (this can be extended when the 25 years expires).
- I authorise the Council to make any necessary enquiries to verify the information on this form.
- I understand that additional conditions may be attached to support this application.
- Payment will be made to the Parish Clerk upon receipt of the invoice and I agree that the tree and plaque will not be purchased until this is received.

Please submit the completed consent form with your application.

Signed: _____

Print Name: _____

Date: _____

Approval for plaque by Fairfield Parish Council

Approval granted by _____ (Print name)

Signed _____

Date _____

Appendix B – Consent Form

Fairfield Parish Council (FPC), the owner and operator of part of West Orchard in Fairfield, is a data controller under the General Data Protection Regulation (“GDPR”). This means it decides how your personal data is processed and for what purposes.

Your privacy is important to us, and we want to communicate with you in a way which has your consent, and which is in line with the GDPR. As a result of UK law, we now need your express consent in writing to how we contact you. Please fill in the contact details you want us to use to communicate with you:

Name _____

Address: _____

_____ Postcode _____

Email Address: _____

Phone Number: _____

By signing this form, you are confirming that you are consenting to the FPC holding and processing your personal data for the following purposes (please tick the boxes where you grant consent): -

I consent to the FPC contacting me by post phone or email.

To contact you about the Memorial Tree at West Orchard, Fairfield which you purchased.

To enable us to manage, operate and maintain West Orchard, and to meet our legal obligations in relation thereto.

Signed: _____ Dated: _____

You can grant consent to all the purposes, one of the purposes, or none of the purposes. Where you do not grant consent we will not be able to use your personal data (so, for example, we may not be able to let you know about matters relating to the Memorial Tree you purchased at West Orchard except in certain limited situations, such as where we have a legitimate reason to do so.

You can find out more about how we use your data from our Data Privacy Notice which is available at www.fairfieldparishcouncil.gov.uk from the Clerk to the FPC (enquiries@fairfieldparishcouncil.gov.uk).

You can withdraw or change your consent at any time by contacting the Clerk to the FPC (enquiries@fairfieldparishcouncil.gov.uk)

Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to that date.