

BACKGROUND

Our programme to 'Commemorate and Celebrate' gives people the chance to commemorate a person or event, or celebrate a major milestone in life, such as birth or university graduation, through the planting of a tree, dedication of a bench, or give a donation, and we can also arrange for the scattering of ashes at our Warwickshire Country Parks.

The purpose of this guidance is to provide information on the planting of commemorative trees and installation of benches as memorials and celebrations in and around the various Country Parks managed by Warwickshire County Council (WCC).

POSITION

WCC has dedicated areas for commemorative woodlands at Kingsbury Water Park, Ryton Pools Country Park, Hartshill Hayes Country Park and Pooley Country Park. Any planting will be in keeping with any management plans for the sites both now and in the future, and in accordance with the list of species.

ACTION

The following conditions will apply.

- Wherever possible the wishes of the sponsor will be considered but in every case the final location, species, tree size and the type of protection will be determined by WCC.
- In order to be satisfied about the quality of the trees and the way they are planted WCC staff will normally provide, plant and maintain the trees.
- Sometimes it will be possible for a sponsor to plant tree(s) with assistance and guidance from a member of staff and often a dedication ceremony can be catered for, but the timing of such events is entirely the decision of WCC.
- Any young commemorative tree which fails in the first 2 years after the initial planting date, for whatever reason, will be replaced at our expense.
- Charges for commemorative tree planting will reflect all direct costs and include a provision for the continuing management of the tree for a maximum of 5 years.
- The dedication of a commemorative tree or trees will not give the sponsor the right to determine or influence the future management in any way, but accepting responsibility for the care of memorial trees imposes an obligation upon WCC to ensure proper maintenance for many years.

PLAQUES

A plaque listing the name of the person, dates, tree genus species, and plot number, can be purchased and will be placed on the memorial woodland sign. A plaque can also be requested for a bench.

HOW WE MANAGE THE FUNDS

The funds received in the Commemorative Programme are used to purchase trees and benches or to reinvest money back into parks services, to serve as a living reminder of the special people or occasions in our lives.

COMMEMORATIVE TREE OPTION

There are already trees growing in the memorial woodlands which can be 'adopted'. Alternatively, if a sponsor chooses to have a new tree planted rather than adopting an existing tree, a formal request must be made using the form at the end of this document. There are a limited number of plots and species available at each site. Trees will be planted at a time suitable to the species.

WCC will choose the location of the planting area as this decision must be made with any management plans in mind. The sponsor can choose from the list provided below.

SITE	ITEM	SPECIES
Kingsbury Water Park**	Formal avenue of Limes with clumps and single trees Bench*	Common Oak (<i>Quercus robur</i>) Beech (<i>Fagus sylvatica</i>) Rowan (<i>Sorbus aucuparia</i>) Small Leafed Lime (<i>Tilia cordata</i>) Hornbeam (<i>Carpinus betulus</i>) Field Maple (<i>Acer campestre</i>) Wellingtonia (<i>Sequoia giganteum</i>) Wild Cherry (<i>Prunus avium</i>) Scots Pine (<i>Pinus sylvestris</i>) Walnut (<i>Juglans regia</i>) Swamp Cypress (<i>Taxodium distichum</i>)
Ryton Pools Country Park**	Clumps and single trees, and avenues against roads and paths	Common Oak (<i>Quercus robur</i>) Beech (<i>Fagus sylvatica</i>) Rowan (<i>Sorbus aucuparia</i>) Small Leafed Lime (<i>Tilia cordata</i>)

		<p>Hornbeam (<i>Carpinus betulus</i>)</p> <p>Field Maple (<i>Acer campestre</i>)</p> <p>Wild Cherry (<i>Prunus avium</i>)</p> <p>Scots Pine (<i>Pinus sylvestris</i>)</p> <p>Swamp Cypress (<i>Taxodium distichum</i>)</p> <p>Whitebeam (<i>Sorbus aria</i>)</p> <p>Grey Alder (<i>Alnus incana</i>)</p> <p>Common Alder (<i>Alnus glutinosa</i>)</p> <p>Silver Birch (<i>Betula pendula</i>)</p> <p>Bird Cherry (<i>Prunus padus</i>)</p>
<p>Hartshill Hayes Country Park**</p>	<p>Individual specimen tree</p> <p>Bench*</p>	<p>Common Oak (<i>Quercus robur</i>)</p> <p>Scots Pine (<i>Pinus sylvestris</i>)</p> <p>Beech (<i>Fagus sylvatica</i>)</p> <p>Maidenhair Tree (<i>Ginko biloba</i>)</p> <p>Tulip Tree (<i>Lirodendron tulipifera</i>)</p> <p>Sweet Gum (<i>Liquidamber styraciflua</i>)</p> <p>Paperbark Maple (<i>Acer grisieum</i>)</p> <p>Birch White (<i>Acer pendula</i> "Jacquemontii")</p> <p>Holm Oak (<i>Quercus Ilex</i>)</p> <p>Highclear Holly (<i>Ilex x altaclearensis</i>)</p> <p>Deodar Cedar (<i>Cedrus deodara</i>)</p> <p>Wellingtonia (<i>Sequoia giganteum</i>)</p>

Pooley Country Park**	Clumps and individual trees.	Common Oak (<i>Quercus robur</i>)
	Bench*	Sessile Oak (<i>Quercus petraea</i>)
		Beech (<i>Fagus sylvatica</i>)
		Rowan (<i>Sorbus aucuparia</i>)
		Wild Service Tree (<i>Sorbus torminalis</i>)
		Small Leafed Lime (<i>Tilia cordata</i>)
		Hornbeam (<i>Carpinus betulus</i>)
Grey Alder (<i>Alnus incarna</i>)		
The Stratford Greenway	Bench*	
The Kenilworth Greenway	Bench*	

****MEMORIAL SIGN**

The woodlands at these sites will have memorial signs, which will accommodate the plaques for all the memorial trees in the woodland. It will not be possible to have plaques on the trees.

HOW MUCH DOES IT COST

The cost for any new commemorative tree will include the purchase of the tree, it's planting and aftercare for a maximum of 5 years, and the replacement tree if it fails in the first 2 years.

Tree Description	Detail and minimum heights	Price
Light Standard	Bare rooted, up to 2m height	£75.00
Container Grown Standard	Container grown 2-3m height	£150.00
Specimen Tree	Container grown 3-5m height	£250.00
Adopt existing tree	To be discussed with Site Ranger	£50.00

***BENCHES**

Requests for benches can only be granted at sites shown above. Once saturation point has been reached at each site, these options will be withdrawn. Benches will be maintained for a period of 5 years from installation

Bench Material	Detail	Price
Oak (green)	A natural green oak which will have splits and can twist producing a rustic natural look. Sustainably sourced	£450.00
Tanalised soft wood	Smooth garden bench type finish also from sustainable sources	£350.00

DONATIONS

We can accept donations for the Country Park of your choice and this money will be used for the maintenance and improvement of the parks. You can select which park, and how much you wish to donate.

ASHES

We can accept the scattering of ashes, however we would request that this be a token amount, be carried out discreetly and preferably during quieter periods, and ashes must not be allowed to escape into water courses. We can also accept ashes being interred as part of a tree planting ceremony at a cost of £50. Please contact us first in all instances and speak to the Site Ranger (see below) to discuss in more detail.

WILDFLOWER PLUGS

If you wish, as an addition to tree planting, or as an alternative you can purchase wildflower plugs for £25 to plant either within the woodland for a maximum of one square metre, or around the base of you tree.

We do not accept floral or other tributes to be laid around the base of memorial trees or benches as our parks are a natural environment and we wish to encourage natural planting only.

REQUEST FORM

Request forms are available at the end of this document.

THE PROCESS

1. Fill out the request form
2. Make an appointment with the Site Ranger to agree a plot and tree:

Kingsbury Water Park	Fred Hopkins 01827 872660
Hartshill Hayes Country Park Pooley Country Park	Mike Labram 07785 522680
Ryton Pools Country Park The Stratford Greenway The Kenilworth Greenway	Craig Earl 024 7630 5592

3. Once agreed, payment can be made either by cheque (made payable to Warwickshire County Council), cash or credit/debit card.
4. We will contact you once the tree has been planted or bench installed (unless you have requested to plant the tree or have a ceremony)
5. If you have requested a plaque on the memorial sign, these will be put on in batches, so there may be a delay before your plaque appears.

COMMEMORATIVE APPLICATION FORM

Name of contact _____

Address _____

Tel. No. _____ Email: _____

Item	Quantity	Price	Total
Memorial bench (oak)		£450.00	
Memorial bench (soft wood)		£350.00	
Plaque for bench		£35.00	
Plaque for Memorial sign		£35.00	
Wildflower Plugs		£25.00	
Ashes Interred		£50.00	
Light standard (tree)		£75.00	
Container Grown Standard (tree)		£150.00	
Specimen Tree		£250.00	
Adopted Tree		£50.00	
Donation		£	
		TOTAL	

Country Park _____

Tree Species _____

Wording for memorial plaque (please print in block capitals)

_____ (name)

_____ (dates)

FOR OFFICIAL USE ONLY

Plot No _____ Agreed with Ranger _____ (date)

Species _____

Payment received £ _____ (amount) _____ (date)

Seat, tree ordered _____ (date)

Plaque ordered PT _____ (order no.) _____ (date)

Installed _____ (date) Contact informed _____ (date)

Arrangements for Ceremony if requested _____ (date)