

Baughurst Parish Council

Commemorative Benches and Trees Policy

INTRODUCTION BY BAUGHURST PARISH COUNCIL

This is version 3 of the Baughurst Parish Council Commemorative Benches and Trees Policy which has been amended from Version 2 of the Benches Policy to include estimates for the costs and potential locations of commemorative benches and trees. Baughurst Parish Council will consider requests for donated benches or trees to be installed on public spaces within the parish. These facilities will be enjoyed by a wide range of people and the Council will ensure that they are managed and regulated for the mutual benefit of all.

The Parish Council welcomes the donation of benches and seats and trees by parish organisations or residents wishing to remember loved ones. To answer many of the questions organisations and residents may have the Parish Council has written a policy for installing and maintaining memorial and other benches and trees, and a list of sites where we would welcome further seating or trees to be planted.

If an organisation or resident would like to discuss placing a bench or planting a tree either in memory of a loved one or in an area where people could rest whilst walking around the parish, please read this policy and then contact the Clerk to discuss the matter.

This Commemorative Benches and Trees Policy was adopted by the council at its meeting held on 23rd March 2023.

Contents

INTRODUCTION BY BAUGHURST PARISH COUNCIL	1
1. OBJECTIVES OF THE POLICY	2
2. DONATION OF BENCHES.....	2
3. DONATION OF TREES.....	3
APPENDIX A TO THE COMMEMORATIVE BENCHES AND TREES POLICY.....	5
APPENDIX B TO THE COMMEMORATIVE BENCHES AND TREES POLICY.....	9
APPENDIX C TO THE COMMEMORATIVE BENCHES AND TREES POLICY.....	10
APPENDIX 1 AMENDMENT HISTORY	13



Baughurst Parish Council

1. OBJECTIVES OF THE POLICY

This policy has been produced with the following guiding principles:

- To be respectful, sympathetic and easily understood by local organisations and residents;
- To balance the sometimes-contrasting needs of the donor and a variety of facility users as benches or trees are not appropriate for all sites;
- To maintain and enhance the appearance of sites and not detract from their prime purpose;
- To clearly establish the responsibility for maintenance, repair and replacement of donated benches or trees;
- To achieve full cost recovery by Baughurst Parish Council for any benches or trees provided.

2. DONATION OF BENCHES

Siting, type of bench and inscription

All existing and potential bench locations and details of the type of bench appropriate for each site in the parish of Baughurst have been mapped and are shown on the Benches Plan for Baughurst. See Appendix A.

Donated benches will only be placed in positions specified in the Plan. A choice of position may be offered but the applicant donor may not specify locations other than those included in the Plan.

All requests regarding the donation of a bench should be made to the Clerk using the application form in Appendix B. All applications will be fully considered by the Parish Council.

A bench will be selected in consultation with the donor, of a type and standard approved by the Parish Council. The bench can either be supplied the donor or the council with the donor meeting the cost.

All inscriptions on plaques to be attached to benches are limited to text only and where appropriate a logo. All plaques are to be approved by the Parish Council to ensure that they are appropriate and comply with other policies.



Baughurst Parish Council

Costs and future maintenance

The donor will meet the cost of the purchase and installation of the bench and plaque.

The ownership of benches remains with the donor.

Once erected and on the payment of an initial fee based on the type of bench purchased, the basic maintenance of the bench will become the responsibility of the Parish Council during the period of its natural life. Details of the proposed fees are shown in Appendix C.

If major maintenance is required, the donor will be consulted and invited to meet / contribute towards the cost. If repairs are not viable, the donor will be consulted regarding disposal or replacement.

When the bench reaches the end of its natural life, the original donor will be contacted wherever possible, and asked whether they wish to purchase a replacement bench.

The Parish Council reserves the right to remove any donated bench that has been damaged and that in the view of the Council is beyond economical repair or is unsafe having made every effort to contact the donor.

The Parish Council reserves the right to re-locate benches for operational requirements. For short term relocation the donor will not be consulted. For longer term re-location, donors will be advised of the new position and the reasons for moving.

A dedication ceremony is acceptable, but the Parish Council must be informed as to the size of the gathering, the date and time and whether there will be any press involvement.

3. DONATION OF TREES

Siting, type of tree and plaques

All existing and potential tree locations and details of the type of tree appropriate for each site in the parish of Baughurst have been mapped and are shown on the Trees Plan for Baughurst. See Appendix A.

Donated trees will only be placed in positions specified in the Plan. A choice of position may be offered but the applicant donor may not specify locations



Baughurst Parish Council

other than those included in the Plan.

All requests regarding the donation of a tree should be made to the Clerk using the application form in Appendix B. All applications will be fully considered by the Parish Council.

A tree will be selected in consultation with the donor, of a type and standard approved by the Parish Council. The tree can either be supplied the donor or the council with the donor meeting the cost.

All inscriptions on plaques to be attached to a stake close to the tree are limited to text only and where appropriate a logo. All plaques are to be approved by the Parish Council to ensure that they are appropriate and comply with other policies.

Costs and future maintenance

The donor will meet the cost of the purchase and planting of the tree and installation of the plaque.

The ownership of tree will pass to the Parish Council who will include on the tree register for the parish.

Once planted and on the payment of an initial fee based on the type of bench purchased, the basic maintenance of the tree will become the responsibility of the Parish Council during the period of its natural life. Details of the proposed fees are shown in Appendix C.

If major maintenance is required, the donor will be consulted and invited to meet / contribute towards the cost. If repairs are not viable, the donor will be consulted regarding removal or replacement.

When the tree reaches the end of its natural life, the original donor will be contacted wherever possible, and asked whether they wish to purchase a replacement tree.

The Parish Council reserves the right to remove any donated tree that has been damaged or is unsafe having made every effort to contact the donor.

A dedication ceremony is acceptable, but the Parish Council must be informed as to the size of the gathering, the date and time and whether there will be any press involvement.

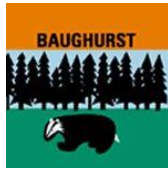


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APPENDIX A TO THE COMMEMORATIVE BENCHES AND TREES POLICY

List of sites where benches could be installed

Road, play area or Sports ground	Exact Location	Suitable Type
The area surrounding the Play area on Long Grove	The areas surrounding the fenced off play area on Long Grove. W3W: mouths.norms.eased	Sturdy hardwood benches or picnic tables.
Land to the north of Woodlands Road	Land to the right of leisure centre entrance. W3W: stressed.translated.canoe	Sturdy hardwood benches
Play area in Wolverton	The areas outside the two play zones at the Play Area in Wolverton. W3W: scoop.cabbies.casual	Sturdy hardwood benches or picnic tables.
When maintained, area on Heath End Road	The land on the corner of Heath End Road and Woodlands Road. W3W: worm.punctuate.marching	Sturdy hardwood benches
When maintained, area on Heath End Road	The land opposite Do Drop Inn on Heath End Road. W3W: relocated.bothered.linked	Sturdy hardwood benches
Pineapple Field	The Pineapple Sports Field on Aldermaston Road. W3W: tutored.salaried.unleashed	Sturdy hardwood benches or picnic tables.



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The Withies	Area to the south of the junction of Heath End Road with Brimpton Road. The area is subject to redevelopment to ensure it can be used for quiet reflection. W3W: incorrect.snug.confining	Sturdy hardwood benches.
Heath End Road, opposite Village Hall	Land at the junction of Heath End Road and Wellington Crescent. W3W: reddish.shell.geese	Sturdy hardwood benches

List of sites where trees could be planted

Road, play area or Sports ground	Exact Location	Suitable Type
Land to the north of Woodlands Road	Land to the right of leisure centre entrance. W3W: stressed.translated.canoe	Flowering cherry, but other species considered. Need to be planted at about 2-3 meters tall with stabilisation. Trees will be a maximum 7m high possibly trimmed to 5m.
Land to the north of Woodlands Road	Land to the left of garage entrance. W3W: mural.linen.roaring	Flowering cherry, but other species considered. Need to be planted at about 2-3 meters tall with stabilisation.
The area surrounding the Play area on Long	The areas surrounding the fenced off play area on Long Grove will be suitable for	Flowering cherry, but other species considered. Need



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Grove	additional commemorative trees. W3W: mouths.norms.eased	to be planted at about 2-3 meters tall with stabilisation.
Play area in Wolverton	The areas outside the two play zones at the Play Area in Wolverton will be suitable for additional commemorative trees. W3W: scoop.cabbies.casual	Flowering cherry, but other species considered. Need to be planted at about 2-3 meters tall with stabilisation.
When maintained, area on Heath End Road	The land on the corner of Heath End Road and Woodlands Road. W3W: worm.punctuate.marching	A small number of larger trees may be added to this site to complement existing mature trees and to replace recently felled trees.
When maintained, area on Heath End Road	The land opposite Do Drop Inn on Heath End Road. W3W: relocated.bothered.linked	A small number of larger trees may be added to this site to complement existing mature trees and to replace recently felled trees.
When maintained, land to the west of Brimpton Road.	Land between Heath End Road and Wellington Crescent. W3W: steepest.abruptly.encroach	A small number of larger trees may be added to this site to complement existing mature trees and to replace recently felled trees.
Pineapple Field	The Pineapple Sports Field on Aldermaston Road.	A small number of smaller trees of many different



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	W3W: tutored.salaried.unleashed	varieties could be added to this site to offer shade but not to impinge of the sports facilities.
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APPENDIX B TO THE COMMEMORATIVE BENCHES AND TREES POLICY

Application to donate a seat or bench or tree

Title:

First Name:

Surname:

Address 1:

Address 2 (optional):

City:

County:

Country:

Postcode:

Email Address:

Phone:

Please choose a site from Appendix A attached to the Commemorative Benches and Trees Policy:



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APPENDIX C TO THE COMMEMORATIVE BENCHES AND TREES POLICY

Typical purchase and installation costs of benches

Bench Type	Typical Purchase Cost	Installation Cost
Hardwood (Teak) bench	£450-£1000 plus two restraints for soft ground to prevent the bench being removed at £250.	Approximately £250 dependent on location.
Hardwood (Teak) picnic bench	£550 - £1200 plus two restraints for soft ground to prevent the bench being removed at £250.	Approximately £300 dependent on location.

Typical purchase and planting costs of trees

Tree Type	Typical Purchase Cost	Approximate Planting Cost
Small trees (3m-7m tall)	Japanese Maple - £350-£500 Norway Maple - £300-£450 Weeping Birch - £320-£450 Common Hawthorn – £300 - £400 Magnolia £500 - £750 Cox's Orange Pippin - £250 - £350 Japanese Cherry £275-	£250 including tree shelter and stakes and fixings.



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	£500	
Medium Sized Trees (7m – 12m)	<p>Common Maple - £300 - £400</p> <p>Galaxy Magnolia - £500-£750</p> <p>Cherry Blossom Sunset - £300 - £450</p> <p>English Yew £200 - £350</p>	£250 including tree shelter and stakes and fixings.
Medium to Large Trees (12m – 17m)	<p>Common Alder £350 - £500</p> <p>Silver Birch £275 - £375</p> <p>Copper Beech £450 - £600</p> <p>Linden Tree - £300 - £400</p>	£300 including tree shelter and stakes and fixings.
Large trees (17m – 22m)	<p>Red Horse Chestnut £320 - £450</p> <p>Hornbeam £300 - £400</p> <p>Scarlet Willow £275- £375</p> <p>Elm £310 - £420</p> <p>American Red Oak £1,000 - £1,200</p>	£350 including tree shelter and stakes and fixings.
Very Large Trees (20m+)	<p>Monkey Puzzle £475 - £650</p> <p>Sweet Chestnut £275 - £400</p> <p>American Ash £350 - £450</p>	£350 including tree shelter and stakes and fixings.



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	Common Walnut £250 - £325	
	Common Oak £340 - £450	
	White Willow £275 - £350	



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APPENDIX 1 AMENDMENT HISTORY

This is version 3 of the Commemorative Benches and Trees policy.

Section	Update
Appendix A	Appendix A added to describe sites in Baughurst suitable for commemorative benches and trees.
Appendix C	Appendix C has been updated to provide approximate pricing for benches and their installation and the costs of some trees and their planting.
Version 2	Version 2 was created from an original Benches policy but the scope has subsequently been widened in Version 2 to include commemorative trees.
Version 1	The original policy was created from a similar policy from Oakley and Deane Parish Council.

Created: March 2023

Review date: November 2023