



Witney Town Council

Memorial Tree Policy

1. Introduction

- 1.1. Witney Town Council understands the wishes of anyone wishing to plant a memorial tree. The council will consider requests for trees to be planted on its land only. The application for a memorial tree must be seen as the donation of a tree to the town of Witney and not a personal memorial.
- 1.2. The policy is also intended to address the donation of trees not intended to be in memory of lost one.

2. Purpose

- 2.1. The purpose of this policy is to address the below points.
 - 2.1.1. To be respectful of those seeking to plant a memorial tree.
 - 2.1.2. To ensure trees are maintained, in keeping with the area and will not cause future problems once matured.
 - 2.1.3. Enhance the enjoyment of the area by all users.

3. Review

- 3.1. The document will be reviewed every 3 years from the date of creation.

4. Tree Species & Planting Locations

- 4.1. Witney Town Council officers will select an appropriate tree for an area it is to be planted in. The below factors will all be considered when selected a species.
 - 4.1.1. Mature height and spread of the tree.
 - 4.1.2. Species of other trees in the area. It may be necessary to add trees with autumn colours or that provide berries or nuts for wildlife.
 - 4.1.3. Replacement of recently felled trees or trees that have been identified to be near the end of their lifespan.
 - 4.1.4. Sun level requirements of species.
 - 4.1.5. Witney Town council restrictions or management plans in any one area.
 - 4.1.5.1. Native British species in Windrush Cemetary.
 - 4.1.5.2. Creation of an arboretum at Tower Hill Cemetary.
 - 4.1.5.3. Lake and Country Park clearing of overgrowth from felled trees and coppicing.

4.1.6. The below factors are all considered with planting locations.

4.1.6.1. Proximity to properties.

4.1.6.2. Nearby installations that could be affected by root growth.

4.1.6.3. Underground services.

4.1.6.4. Accessible to be watered.

4.1.7. Tree locations on offer for each planting season may only be based on where trees have been felled or where planting project's locations have been identified.

5. Maintenance

5.1. Trees will be assessed every 5 years by an external surveyor.

5.1.1. Surveyors will recommend works to a tree that will be carried out in the timeframe recommended by the surveyor. These works would be seen as essential, and the applicant of the tree will not be made aware of these works to avoid delay in maintenance and care for trees.

5.2. Outside of the 5 years assessments, it may be the case that an officer from Witney Town Council trained in tree surveying may also recommend necessary works.

6. Planting

6.1. All trees will be planted in line with Witney Town Council tree planting processes.

6.1.1. Three-times the volume of the rootball is excavated and loosened

6.1.2. A suitable soil conditioner is used to increase the survival rate in the first year of planting.

6.1.3. The tree is then planted and topped with a mulch layer to help aid soil moisture

6.1.4. All necessary tree planting accessories are then installed tree stakes and ties, irrigation accessories and tree guard.

6.1.5. Based on the area a tree is being planted and value or a tree a suitable tree guard will be installed. This would include one of the solutions below.

6.1.5.1. Full steel tree guard.

6.1.5.2. Staked galvanised mesh.

6.1.5.3. Biodegradable plastic-free tree shelter guard.

6.1.6. Irrigation accessories can include the following and will be installed based on the tree size requirements to give it the best chance of survival.

6.1.6.1. Irrigation bags

6.1.6.2. Tree irrigation rings

6.1.7. Tree stakes and ties are installed based on the size of the tree.

7. Tree Donation

7.1. It may be the case that a person or persons wish to donate a tree to Witney Town Council. In this event, all items in this policy that are relevant will be considered.

7.2. A tree donation can come in the form of payment for Witney Town Council to purchase a tree or a physical tree that has been grown by the donator.

8. Memorial Plaques

8.1. Memorial plaques will not be permitted on or near any memorial trees.

8.2. If an applicant chooses to install a plaque on or near a tree then it will be removed by Witney Town Council staff.

9. Removal

- 9.1. In the rare case, a tree has to be removed all efforts will be made to relocate it.
 - 9.1.1. Relocation will only be possible when the tree is dormant (early spring and autumn) and if it is of a manageable size.
 - 9.1.2. A location will be identified in line with this policy and the original applicant will be made aware of the new location.
- 9.2. If a tree has to be felled the applicant will be made aware of the process.
 - 9.2.1. The tree will then be replaced at the cost of Witney Town Council. This is Witney Town Council process to maintain its tree stock
 - 9.2.2. If an applicant wishes to assist in the purchase of a new tree purchase a more mature tree it is welcomed.
 - 9.2.2.1. The difference in cost will be invoiced to the applicant.

10. Application Process

- 10.1. Anyone wishing to make an application can source an application form online or at the Witney Town Council offices.
- 10.2. The application form must then be submitted via email to facilities@witney-tc.gov.uk or via post to Witney Town Council, 51B Market Square, Witney OX28 6AG address to Facilities.
- 10.3. An applicant will then be advised if their application has been accepted or reject and on what grounds.
- 10.4. Communication will then be held with the applicant of location and tree species
- 10.5. The applicant is then invoiced for payment which includes the tree, irrigation equipment, stake and tie, tree guard and work hours to plant. Ongoing watering is not included but will not be charged.
- 10.6. The applicant can then be made aware of the planting date if they wish to attend. It is important this is not seen as a ceremonial event.
- 10.7. The location, species, planting date, memorial information are all then all stored in the tree donation book which is viewable by appointment at the Town hall and on the Council's mapping software. Contact information is additionally stored on the councils mapping software.

Witney Town Council is committed to ensuring the security and protection of the personal information that we process, and to provide a compliant and consistent approach to data protection. The Town Council's Privacy Statement can be found here: www.witney-tc.gov.uk/privacy-policy/