



Memorial Tree, Shrub and Bench Donation Policy  
Sprowston Cemetery, Church Lane, Sprowston

*Introduction*

It is the policy of Sprowston Town Council to accept donations for the purpose of planting trees, shrubs and installing benches (referred to as memorials) within Sprowston Cemetery to memorialise a departed family member or friend buried at the Cemetery.

*Donation Policy*

All donations shall be in compliance with the following:

- (i) Donations of memorials will be accepted only for the purpose of placing, purchasing and planting trees and shrubs, and for purchasing and installing park benches approved by this Council;
- (ii) Memorials shall be self supporting e.g. all costs related to a memorial shall be at the expense of a donor(s), including repair or replacement, if necessary;
- (iii) Memorials shall remain the property of this Council, donations mean sponsorship not ownership. Legal ownership of a donated tree, shrub or bench remains with the Council;
- (iv) There is a planting scheme at the Cemetery and any tree or shrub is mutually agreed upon by the donor(s) and Council staff. Donor(s) can select memorials only from the schemes currently available and from the exact locations and species as specified on the planting plans;
- (v) Memorial tree(s) and bench(es) are permitted to memorialise a departed family member or friend;
- (vi) Memorial donations will be recognised by use of a memorial plaque which will be permitted to be placed near the donated tree(s) or on the donated bench(es). Standard memorial plaques shall be used to promote consistency in cost, size, type and mounting, with plaque language approved by the Council. No structures or planting around the memorial is permitted;

This Council will provide residents with a list of recommended park benches for memorial use. This list shall include a description of each bench. At the request of the Council the list of recommended benches for memorial use will be reviewed and amended as deemed necessary;

- (vii) A ceremony or gathering at the time of a memorial dedication is permitted, but must be arranged in advance with the Council;

- (viii) The Council does not guarantee tree or shrub survivability. Trees and shrubs are planted between mid-November and mid-March when the species are dormant, to minimise stress, and ensure their successful establishment.
- (ix) The Council shall maintain a record of each donation. The record shall contain all pertinent information such as the donor's name, person's name that is being memorialised tree location and type of tree etc;
- (x) The Council's decision is final.

#### *Maintenance and replacement of sponsored trees*

- The Council monitor and carry out routine maintenance on newly planted trees (watering, mulching, and loosening of ties) for 3 years to ensure their satisfactory establishment. After this time the trees will be included within the Council's routine tree maintenance programme.
- For the first 3 years the Council will replace a tree in the unlikely event that it fails to establish and dies.
- For the first 3 years the Council will replace a tree if it suffers irreparable damage from vandalism.
- The Council welcome donor(s) to help with regular watering of a tree until it is established, without endangering the safety of the public and themselves. A tree needs 150 litres of water every 2 weeks during the spring and summer months. If you can provide an extra couple of buckets of fresh, grey or rain water for a newly planted tree during this period the tree would benefit.
- If unforeseen circumstances require it, the Council reserves the right to move or remove the tree if deemed necessary and we would plant a replacement tree in an appropriate location.

#### *Maintenance of sponsored shrubs*

- The Council monitor and carry out routine maintenance on planted shrubs (watering, mulching, and feeding) within the Council's routine maintenance programme to ensure their satisfactory establishment.
- If unforeseen circumstances require it, the Council reserves the right to move or remove the tree if deemed necessary and we would plant a replacement tree in an appropriate location.

#### *Maintenance of sponsored benches*

- The Council monitor and carry out routine maintenance on sponsored benches within the Council's routine maintenance programme.
- If unforeseen circumstances require it, the Council reserves the right to move or remove the bench if deemed necessary either by its falling into disrepair or placing it in an alternative appropriate location.

#### *Additional Information*

This Council respects the rights and needs of the individual, and has therefore prepared this policy with a balance that will enable us to manage Sprowston Cemetery effectively, and, maintain the highest possible standards, without placing unnecessary restrictions on individual choices.

The Council aims to provide the highest possible standards of care, choice and dignity to those who suffer bereavement, and to create and maintain an environment where the bereaved can pay their respects and remember loved ones in the ways they feel most appropriate.

For further more detailed information for mourners please refer to the Information and Rules for the Next-of-Kin.

Please be aware that the Council reserves the right to change this policy from time to time, and, that compliance with any changes is required.

All funerals and cemetery administration will be under the control of the Town Clerk to the Council as the Councils' proper officer.

#### *Administration*

The Cemetery Office is situated at Sprowston Town Council, School Lane, Sprowston, Norwich, NR7 8TR Telephone: 01603 408063 email: [townclerk@sprowston-tc.gov.uk](mailto:townclerk@sprowston-tc.gov.uk). The office is open from 9.30am – 4.30pm Monday to Friday. The office is closed on Saturdays, Sundays and Public Holidays.