Campus Services

How to Request the Planting of a Memorial Tree

Campus Services manage this policy on behalf of the Space Sub-Committee who approved it at its meeting of 7 October 2010.

1. Initial contact
The initial point of contact for an enquiry relating to the formal request for approval for the planting of a memorial tree should be made by email to Campus-Services@rhul.ac.uk or by telephone to 01784 443879.

2. Discussion
There will be an initial discussion with the enquirer which will take into account the deceased’s qualifying connection with the College and the criteria for allowing a memorial as specified in this document.

If that is satisfied then there will be further discussion with the interested parties in respect of:
- the choice of tree location from the approved list
- the type and value of tree from the approved list
- the timing of the planting and any related ceremony

The initial enquirer will remain the principal point of contact to reflect the sensitivity of such a request.

3. Approval
If the enquirer then wishes to proceed further with the request after selection of the tree and location from the approved list has been chosen, a recommendation will be made to the Director of Campus Services and Director of Estates. The types of trees are restricted to those outlined in the Woodland Management plan approved by Runnymede Borough Council.

4. College record
The details of the memorial planting are recorded in a central record maintained by Campus Services and will be advised to the Development Department.

5. Qualification for planting of a memorial tree
The approval request for a tree in memory of a deceased person may be made for the following:
Students and postgraduates who were attending the College during the previous 10 years.
Staff who had been employed by the College during the last 10 years.
Someone who has made an outstanding contribution to the College, approved by the Principal, the Deputy Principal, the Vice Principal Planning and Resources or the Vice Principal Research, Enterprise and Communications.

6. List of locations
The selected locations have been chosen carefully in accordance with the College’s Woodland Management Plan and endeavour to avoid locations that may be subject to possible future building developments on the College Estate. The College reserves the right to relocate the tree if future developments necessitate it.

7. Recommended planting locations
- Canada Copse
- Edge of wildflower meadow (next to Jane Holloway steps)
- Horton
- International Building

Other locations may be considered subject to the future development constraints of the College Estates Master Plan.

8. Indigenous trees and price ranges
The approved trees are indigenous to the College Estate and in accordance with the Woodland Management Plan. The planting of trees will contribute to the reduction in the carbon footprint of the College in accordance with the College’s Carbon Reduction Commitment.

The gardening team will supply the chosen tree and the planting period will vary by species. The gardening team will also arrange to recharge the donor for the costs of the tree, memorial plate and associated costs.

9. Recommended Native deciduous trees (subject to soil conditions)
- Quercus robur (English Oak)
- Carpinus betulus (Hornbeam)
- Crataegus monogyna (Hawthorne)
- Fraxinus excelsior (Ash)
- Betula pendula (Silver Birch)
- Sorbus aucuparia (Rowan)
- Fagus sylvatica (Beech)
- Acer campestre (Field Maple)
- Corylus avellana (Hazel)

10. Planting time
- Root ball trees from November to February
- Trees in containers from September to May
11. Size and price guide
- 10 litre pots: commonly 6-8cm stem girth approximately £15
- 25 litre pots: 8-10cm, 10-12cm, 12-14cm stem girth approximately £45
- Root ball: 8–10cm stem girth approximately £30 (only available Nov–Feb)
- Larger more mature specimens are available up to 200 litre pots (price on application)

Risk assessment
No additional risk assessment is required.

Impact assessment
In accordance with the College’s commitment to equality and diversity this Policy has been written and screened to avoid discrimination and promote a positive approach to race, disability and gender issues.