



## ***Hartsholme Country Park Swanholme Lakes Local Nature Reserve***

# **Gifts and Donations to Public Parks**

### **Introduction**

On the 12th September 2005 the City of Lincoln Council adopted a Policy for Consideration of Gifts/Donations to Public Parks<sup>1</sup>. The policy allowed funds and items to be accepted by the Park Advisory Group and formalises the process.

In line with this all bequests will now be put before the Park Advisory Group at the soonest opportunity following an offer/bequest. The group meets at least quarterly.

The group will then decide on the appropriate action to take with advice from the City Of Lincoln Council.

Please be advised that from January 2008 the Park Advisory Group made a decision not to mark memorials within Hartsholme Country Park<sup>2</sup>. Instead a book of remembrance will be kept at the Visitor Centre and may be viewed by appointment with the Senior Ranger. In addition, and when appropriate, a certificate can be provided to include a map indicating the location of donated items. This must be requested at the time of offer/bequest.

### **Terms and conditions.**

1. Gifts and donations may be accepted by the Park Advisory Group for the purpose of on going maintenance, support of public events or for placing, purchasing, planting or installing specific items such as benches, bat boxes, trees or bulbs approved by this Council;
2. All purchased items including 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;
3. Please be aware that although gifts and donations may be accepted as memorials these must be self supporting e.g. all costs related to a memorial shall be at the expense of a donor(s), including major repair or replacement, if necessary;

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1 The full policy can be viewed at Hartsholme Country Park Visitor Centre and electronic copies can be requested.

2 If a bench is required at the time of making a donation/bequest then a plaque may be considered, this is outlined in point 5.

4. There are standard equipment and planting schemes within City Of Lincoln Council owned land and any items are mutually agreed upon by the donor(s) the Park Advisory Group and Council staff. Donor(s) can select items only from the schemes currently available to be placed at the exact locations specified;

5. Donations and gifts are accepted to memorialise a departed family member or friend; these are not routinely marked. If we require a bench at the time you wish to make a donation then a request to have a plaque may be made. Standard memorial plaques must be used to promote consistency in cost, size, type and mounting, with plaque language approved by the Council. They must be ordered, purchased and collected by the donor at the donor's expense from the City Of Lincoln Council approved supplier. No structures or planting around the memorial is permitted; No other items will be marked.

6. A ceremony or gathering at the time of a memorial installation is permitted, but must be arranged in advance with the Council;

7. The Council does not guarantee tree, shrub or bulb 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. We will replace trees for a limited time as per the maintenance agreement below.

8. 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; This will be stored in accordance with the City Of Lincoln Councils data protection policy.

9. The Park Advisory Groups decision is final.

10. Any unofficial memorial or plaque of any kind will be removed.

#### **Maintenance of sponsored benches**

1. The Council monitor and carry out routine maintenance on all park benches within the Council's routine maintenance programme. Benches will normally remain in place for a minimum of ten years. If your bench should become damaged within that time we will attempt to repair it if possible. If the bench is damaged beyond repair we may remove the bench without installing a replacement.

2. 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.

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

1. 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.

2. For the first 2 years the Council will replace a tree in the unlikely event that it fails to establish and dies.

3. For the first 2 years the Council will replace a tree if it suffers irreparable damage from vandalism. The replacement tree may differ from the original.

4. 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. We can provide equipment for you to add an extra couple of buckets of fresh or lake water for a newly planted tree during this period.

5. 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 bulbs**

1. The Council monitor and carry out minimal maintenance to planted bulbs in informal settings. We monitor the amount lost to squirrel or other animal damage and may split plantings from time to time. If unforeseen circumstances require it, the Council reserves the right to move or remove the bulbs if deemed necessary and we would plant replacements in an appropriate location.

### **Maintenance of bird/bat boxes.**

1. The Council monitor and carry out minimal maintenance to bird and bat boxes. We do try to clean them once per year whilst at the same time monitoring use. Boxes are not repaired or replaced once they become damaged.

### **Prices of specific items.**

**Set fees will be reviewed on an annual basis. Prices for some items will be agreed once design/species has been chosen from our suppliers. Prices can vary between suppliers and due to the time of year. Other items have a set price as per below. All prices will include construction and installation as applicable.**

### **Benches**

Oak Bench: **£358**

Pine Picnic Table 2.4m: **£400**

Pine Picnic Table 1.8m: **£336**

In addition to the above the cost of any plaque/s agreed will be met by those donating and must be purchased from our agreed supplier in line with item five of our terms and conditions.

**Trees, Shrubs and bulbs.**

Price to be agreed with the Park Advisory Group once we contact you after discussing your donation. Alternatively you can agree on item/s up to an amount you specify below and we will try to accommodate you.

**Bird or bat box.**

Wooden boxes constructed at the park: **£20**

Bought in boxes (construction material may vary), price to be agreed with the Park Advisory Group once we contact you after discussing your donation. Alternatively you can agree on item/s up to an amount you specify below and we will try to accommodate you.

**Please be aware that the Council and the Park Advisory Group reserve the right to change this policy from time to time and that compliance with any changes is required.**

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On behalf of.....

I would like to donate funds to amount of.....

I would like the funds to be used towards.....

I would like the group to decide on how best to spend my donation.  Please tick.

Additional notes.....

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My contact details including full address and any email/telephone are as follows.

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Please return this form to the Park Advisory Group at the address shown below.

Your donation will be discussed at the next full Park Advisory Group Meeting. Park staff can advise you when this will be. The group will inform you of any decision within 2 weeks of the meeting date. Please keep a copy of the form for your records.

**Please note: The Hartsholme Country Park Advisory Group will retain 10% of your donated funds to carry on with the work that they do. These funds are always spent on events and activities within your park.**

**Hartsholme Country Park, Skellingthorpe Road, Lincoln. LN6 0EY**