



**Epping
Forest**

Registered Charity

Policy for Dedications and Sponsorship in Epping Forest

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Introduction

1. Public open spaces are often associated with fond memories and close personal associations and Epping Forest is just the same. The dedication of benches and trees in public open spaces is a traditional way of commemorating a loved one and now Epping Forest can also offer ways of celebrating occasions through sponsorship and donation schemes which in turn can be re-invested to help protect the Forest.

Background

2. Epping Forest receives numerous requests to donate benches or to plant trees and similar tributes in memory of loved ones. This policy now offers a way to accommodate such requests whilst balancing the need to preserve the 'wildness' of the Forest.
3. The management of Epping Forest is governed by Acts of Parliament; in particular the Epping Forest Acts 1878 & 1880. In accordance with these Acts the 'natural aspect' of the Forest must be preserved as far as possible. The Forest also has a number of threatened habitats and areas that are conserved under other legislation to protect the environment. Therefore where we allow benches or infrastructure to be installed is strictly governed and there are limited opportunities for new tree planting.

General Principles of Dedications

Benches

4. Benches will be sourced and purchased by The City of London and will comply with the Forest standardised palette for furniture within the specific location which complies with the need for sustainable and robust materials.
5. The plaque and its inscription will be produced and installed by the City of London. There will be limits on the words on the inscription which will also need the approval of the Superintendent.
6. Benches dedicated in memory will require the agreement of the next of kin, personal representative and/ or executor.
7. Benches will be dedicated for a maximum of ten years during which the scheme allows for up to one replacement due to vandalism, theft or disrepair, beyond which we do not undertake to continue to replace the bench. Standard maintenance for Forest furniture will be applied during this time.

Appendix 1

8. Benches will be permitted in specified locations only at the agreement of the Epping Forest and Commons Committee (see Appendix 1 Schedule of Locations) and a maximum number of benches in any location can also be specified.
9. Where demand for benches cannot be met within the specified locations applicants may choose to go on a waiting list until new benches are needed in the future. It will be the responsibility of the applicant to keep us informed of any change of contact details.
10. The cost of the dedicated bench will include the cost of purchase of the bench and plaque, installation costs, maintenance over ten years, a sinking fund of 30% towards possible repair or renewal during its lifespan, the cost of the scheme administration and an additional donation to the Epping Forest Charity for the upkeep of the Forest. Charges will be subject to VAT where applicable.
11. Payment must be made in full prior to commissioning and / or installation of the bench.

Trees and other planting

12. New planting schemes are not regularly undertaken in Epping Forest but when they do occur can provide the opportunity for dedications and sponsorship.
13. When such schemes occur they will be considered for the possibility of offering a dedication or sponsorship scheme that will cover the associated costs.

Fingerposts and other structures

14. As with benches the terms and conditions attached to other structures will specify a lifespan and the charge will cover all associated costs.

Adoption

15. Adoptions will be sold for one year and will be a generic adoption rather than a specific creature/plant.

Exclusions

16. Scattering of ashes and pet burials are not permitted within Epping Forest.
17. No memorial tribute or mementoes may be placed in Epping Forest including at a dedicated bench, tree or other dedicated location in accordance with the Policy for the Management of Memorials, Shrines and Tributes on Epping Forest Land.
18. Full terms and conditions will be included in the contract to accompany any dedication or sponsorship.

Options for Dedication or Sponsorship

Dedicate a Bench

19. Although Epping Forest is maintained largely as a wild and natural place there are a number of more managed public amenity locations maintained to a stronger amenity standard as village greens or amenity space. These locations are listed at the end of this policy. In these locations we install a set number of benches. As these benches need renewal, normally on a 10-15 year cycle, and in certain locations where it is deemed there is a need for additional seating it is possible to dedicate a bench in memory of a loved one or to celebrate a special occasion or anniversary
20. Dedication of a bench will provide a sustainable and robust seat in accordance with Epping Forest standards on Forest 'furniture' along with an inscribed plaque. The bench will be dedicated for ten years after which we will contact the applicant to offer a possible extension (for a further contribution) prior to offering the bench to the wider public for re-dedication/replacement.
21. In the case of an inability to meet demand a waiting list up to 50 applicants will be maintained, above which number the waiting list will be closed. Applicants will be offered alternative types of dedication as outlined below.

Dedicate or Adopt Keystone Trees

22. Epping Forest has 1,200 keystone trees. Dedication of these trees could offer the means of sharing the memory of a loved one or celebrating a birth or special occasion. Applicants will receive a certificate of dedication and information about the keystone trees with an annual update on the keystone trees and how the contribution has helped to sustain this unique collection. Applicants will also receive a photograph of their tree and a copy of the Epping Forest newsletter delivered free of charge four times a year over three years.

Dedicate a Footbridge, Fingerpost, Gate or Footpath,

23. There are a number of infrastructure items that require construction across the Forest. These items include footbridges, fishing platforms, boardwalks, gates and fingerposts. Dedication of one of these will be for ten years in return for a certificate and photograph. We will inform donors of progress in constructing the items and send photographs of the end result and location details should they wish to visit.

24. Because Epping Forest is provided for the enjoyment of everyone and needs to be sensitively maintained as a 'wild space' inscriptions are not included on these infrastructure items within the Forest.

Dedicate a sapling or other planting

25. From time to time we undertake planting schemes in Epping Forest or its buffer lands. At these times a specific campaign for sponsoring saplings or other planting will be launched. These will be much lower cost than other sponsorship or dedication options at around £15 per sapling. The trees will not be specifically identified but sponsors will receive a certificate.

Adoption Schemes

26. Adopting wildlife or trees can be a tangible way for donors to help to protect the Forest for future generations. Adoptions can be for oneself, in tribute to the memory of a loved one or as a gift in celebration.

27. Adoption will provide donors with a certificate, a related small gift and a thank you letter containing information on the adopted species.

28. The cost of the adoption will cover the cost of the gift (pin badge, photograph, soft toy or similar), administration and donation towards the upkeep of the Forest.

29. Adoptions could include:

- Adopt a tree (particular species)
- Species Recovery Programmes such as 'adopt a skylark or hare'
- Adopt Rare Breed Cattle

Or similar options for popular creatures that will introduce the types of habitat the adoption scheme donations will contribute to sustaining.

Schedule of locations for benches

Easy Access Trails

Jubilee Pond

Connaught Water

Knighton Wood

High Beach

Managed Amenity Areas

Nightingale Green

Wanstead Park

George Green

Green Man Roundabout Public Open Space

Wanstead War Memorial (Tarzey Wood)

Loughton War Memorial

Woodford Slips

Woodford Green

Highams Park

Pillow Mounds (surfaced areas)

Town & Village Greens

Epping Green

Queen's Green, High Beach

Chingford Green

Epping Green

Swaines Green

Theydon Green

Standard Green

Bell Common

Coopersale Common

Visitor Centre Concourses

The View

The Temple

High Beach Visitor Centre

Viewpoints

Baldwins Hill

Woodbery Hollow

Big View