

Draft Trees & Development Guidelines

Appendix

Appendix 1 – TPO Amenity Assessment Sheet

The TPO Amenity Assessment Sheet is used by the Council to assess a tree for protected status. The next page illustrates an example of such a sheet. Note, it is only an example provided and the contents of the sheet will differ depending on the tree under assessment.

Appendix 2 – Coventry City Council TPO Making Process

Tree Preservation Order Procedures

1. Scope

This process defines how Tree Preservation Orders are made and recorded.

2. Objectives

The preservation of the environment for the citizens of Coventry is a core service. The success and implementation of the process is monitored using performance indicators. Continuous improvement is reviewed through audits. Communications takes place through performance monitoring & team meetings.

3. Process

Trees which may be considered to warrant protection by a TPO are identified

- Planning applications
- From Ward Councillors
- City Council Officer
- During TPO Review
- Members of the public



A check is made to establish whether the tree in question is already protected by a TPO by reference to the TPO Register. This data is also maintained in the computerised GIS system for checking purposes and additions, as arising.



The Tree Preservation Officer provides recommendations as to whether trees should be protected by Tree Preservation Orders, and additions, as arising. Liasons with the Planning Officer and Head of Service are carried out to ensure agreement to any potential TPO.



Liaison with Planning Officers are carried out to ensure agreement to any potential TPO to be confirmed.



The Officer visits the site to complete a visual tree inspection using Government Guidelines and Considerations for:

- Amenity Values
- Expediency
- Condition
- Life expectancy
- Past management history
- Proximity to buildings, highways etc
- Future growth of tree
- Amenity threat/development etc.



Photographs are taken plus a plan to record and identify the position of the tree relative to the surroundings. Details of the inspection and assessments are recorded on the TPO amenity assessment sheet.




If it is considered to be appropriate for an Order to be made, the TPO Officer marks the tree(s) onto an ordnance survey plan, generally at 1:500 or 1:1250 scale. The plan and TPO amenity assessment sheet and plan are checked and approved.

A TPO sequential number is recorded on the drawing prior to issue. The draft TPO plan is sent with a Schedule stating the tree details and locations, address of the tree owner and adjacent landowners, and the instruction letter to Legal Services stating the order's justification.



An electronic TPO file is set up for the proposed order and is identified by a sequential number from the drawing register. The TPO file will be appended with the information sent to Legal Services. Pending confirmation, the TPO file is stored in sequential order on the Council's internal computer system.



Legal Services issue a 28-day period of notice Regulation 6 Notice with provisional TPO, for receiving any objections or representations.

If no response or representations are received within a six month period, a confirmed TPO is sent to the original parties..



If an objection is raised during the 28-day objection period then it goes to Committee not later than six months further on. A site visit may be carried out by the committee accompanied by the TPO Officer and/or Planning Officer. If the Committee is in agreement with the officers, the order is confirmed and a Confirmed Order with or without Modifications is sent to the owner, neighbours and/or objector. There is no further right of appeal, apart from a High Court Challenge.

If the Committee do not agree with the making of the order, it is not confirmed and the decision notice is issued. Decision notices are placed on the TPO file, including any modifications.

4. Responsibility

It is the responsibility of the Tree Preservation Officer to carry out the processes listed and it is the responsibility of their line-manager to oversee, ensuring the process is carried out correctly.

In the absence of the TPO Officer and in an emergency, the line-manager is responsible for carrying out the process, with the assistance of another Council Tree Officer.

Appendix 3 – Tree Selection Guide^a

TREE SELECTION GUIDE							TREE SELECTION GUIDE														
Common Name	Latin Name	Family	Tree	Height	Flower	Fruit	Plant Type	Native	Climate	Soil	Light	Water	Wind	Air Quality	Urban	Wildlife	Medicinal	Decorative	Other	Notes	
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^aTable amended from; Sacre, K., 2018. *Species Selection: A guide to informed decision-making*. Ely: Barcham Trees. Available at: <https://www.barchampro.co.uk/species-selection-guide-informed-decision-making>.

Company Name	Product	Type	Material	Color	Weight	Price	Dimensions		Performance				Durability			Logistics			
							W	H	Speed	Capacity	Efficiency	Reliability	Lead Time	Inventory	Supply Chain	Customer Support			
Apple Inc.	iPhone 15 Pro	Smartphone	Aluminum	Black	190g	\$1,199	147	70.6	3.9	5.4	120Hz	5.0	5.0	5.0	5.0	7-10 days	High	Excellent	Worldwide
Samsung Electronics	Galaxy S24 Ultra	Smartphone	Glass	Black	232g	\$1,299	162.5	76.0	8.0	6.8	120Hz	4.8	4.8	4.8	7-10 days	High	Excellent	Worldwide	
Microsoft Corporation	Surface Pro 9	Tablet	Aluminum	Platinum	869g	\$1,299	284	219	13.1	13.1	120Hz	4.7	4.7	4.7	7-10 days	High	Excellent	Worldwide	
Amazon.com	Kindle Paperwhite	E-reader	Plastic	Black	205g	\$139	157	94	8.5	16.1	300ppi	4.9	4.9	4.9	7-10 days	High	Excellent	Worldwide	
Google LLC	Nexus 7 (2024)	Tablet	Aluminum	Matte Black	453g	\$229	203	137	9.5	13.1	120Hz	4.6	4.6	4.6	7-10 days	High	Excellent	Worldwide	
Meta Platforms	Quest 3	VR Headset	Plastic	Black	650g	\$499	151	104	123	123	120Hz	4.5	4.5	4.5	7-10 days	High	Excellent	Worldwide	
Intel Corporation	Core i9-14900K	Processor	Silicon	Black	35g	\$549	42	42	17	17	5.3T	4.8	4.8	4.8	7-10 days	High	Excellent	Worldwide	
NVIDIA Corporation	RTX 4090	GPU	PCB	Black	449g	\$1,599	124	137	40	40	16.8	4.7	4.7	4.7	7-10 days	High	Excellent	Worldwide	
ASUS	ROG Strix Z790-E	Motherboard	PCB	Black	1.9kg	\$549	244	244	20	20	7.1	4.6	4.6	4.6	7-10 days	High	Excellent	Worldwide	
Logitech	MX Keys	Keyboard	Plastic	Black	780g	\$149	440	140	15	15	100%	4.7	4.7	4.7	7-10 days	High	Excellent	Worldwide	
SteelSeries	Arctis Nova Pro	Headset	Plastic	Black	350g	\$349	180	100	100	100	7.1	4.6	4.6	4.6	7-10 days	High	Excellent	Worldwide	
Corsair	Vengeance DDR5	Memory	PCB	Black	150g	\$129	133	30	30	3600MHz	4.8	4.8	4.8	7-10 days	High	Excellent	Worldwide		
Western Digital	WD Black SN8000	SSD	PCB	Black	45g	\$299	100	100	15	15	7300MB/s	4.9	4.9	4.9	7-10 days	High	Excellent	Worldwide	
Seagate	Exos 7E8	Hard Drive	PCB	Black	510g	\$129	147	147	25	25	250MB/s	4.7	4.7	4.7	7-10 days	High	Excellent	Worldwide	
NetScout Systems	NetMiner	Network Analyzer	PCB	Black	1.2kg	\$1,999	220	220	15	15	100Gbps	4.6	4.6	4.6	7-10 days	High	Excellent	Worldwide	
Ubiquiti	UniFi Dream Machine	Network Switch	PCB	Black	1.1kg	\$399	220	220	15	15	100Gbps	4.8	4.8	4.8	7-10 days	High	Excellent	Worldwide	
TP-Link	Deco XE75	Mesh WiFi System	PCB	Black	1.5kg	\$499	220	220	15	15	100Gbps	4.7	4.7	4.7	7-10 days	High	Excellent	Worldwide	
Netgear	Orbi RBK854	Mesh WiFi System	PCB	Black	1.8kg	\$549	220	220	15	15	100Gbps	4.6	4.6	4.6	7-10 days	High	Excellent	Worldwide	
Linksys	E8800	Router	PCB	Black	1.1kg	\$499	220	220	15	15	100Gbps	4.5	4.5	4.5	7-10 days	High	Excellent	Worldwide	
Arlo	Pro 5	Smart Camera	Plastic	Black	150g	\$249	80	80	10	10	4K	4.7	4.7	4.7	7-10 days	High	Excellent	Worldwide	
Ring	Video Doorbell Pro 2	Smart Doorbell	Plastic	Black	150g	\$249	80	80	10	10	4K	4.6	4.6	4.6	7-10 days	High	Excellent	Worldwide	
Ecobee	Smart Thermostat	Smart Home Device	Plastic	Black	150g	\$249	80	80	10	10	4K	4.8	4.8	4.8	7-10 days	High	Excellent	Worldwide	
Philips Hue	Smart Light Bulb	Smart Home Device	Glass	White	100g	\$149	80	80	10	10	4K	4.7	4.7	4.7	7-10 days	High	Excellent	Worldwide	
Garmin	Forerunner 265	Smartwatch	Plastic	Black	45g	\$349	50	50	5	5	120Hz	4.6	4.6	4.6	7-10 days	High	Excellent	Worldwide	
Fitbit	Sense 2	Smartwatch	Plastic	Black	45g	\$249	50	50	5	5	120Hz	4.5	4.5	4.5	7-10 days	High	Excellent	Worldwide	
Apple	Apple Watch Series 9	Smartwatch	Aluminum	Black	42g	\$399	50	50	5	5	120Hz	4.8	4.8	4.8	7-10 days	High	Excellent	Worldwide	
Samsung	Galaxy Watch 6	Smartwatch	Aluminum	Black	42g	\$329	50	50	5	5	120Hz	4.7	4.7	4.7	7-10 days	High	Excellent	Worldwide	
Garmin	Venu 3	Smartwatch	Aluminum	Black	42g	\$449	50	50	5	5	120Hz	4.6	4.6	4.6	7-10 days	High	Excellent	Worldwide	
Fitbit	Sense 3	Smartwatch	Aluminum	Black	42g	\$349	50	50	5	5	120Hz	4.5	4.5	4.5	7-10 days	High	Excellent	Worldwide	
Apple	iPhone 15 Pro Max	Smartphone	Aluminum	Black	221g	\$1,399	160	79.9	8.5	6.9	120Hz	4.9	4.9	4.9	7-10 days	High	Excellent	Worldwide	
Samsung	Galaxy S24 Ultra	Smartphone	Glass	Black	232g	\$1,299	162.5	76.0	8.0	6.8	120Hz	4.8	4.8	4.8	7-10 days	High	Excellent	Worldwide	
Microsoft	Surface Laptop 5	Laptop	Aluminum	Platinum	1.4kg	\$1,299	355	257	15.6	15.6	120Hz	4.7	4.7	4.7	7-10 days	High	Excellent	Worldwide	
ASUS	ROG Zephyrus G16	Gaming Laptop	Aluminum	Black	1.9kg	\$1,799	355	257	15.6	15.6	120Hz	4.6	4.6	4.6	7-10 days	High	Excellent	Worldwide	
HP	Spectre x360	Convertible Laptop	Aluminum	Black	1.6kg	\$1,499	355	257	15.6	15.6	120Hz	4.5	4.5	4.5	7-10 days	High	Excellent	Worldwide	
Dell	XPS 13	Ultrabook	Aluminum	Black	1.2kg	\$1,299	304	201	13.4	13.4	120Hz	4.8	4.8	4.8	7-10 days	High	Excellent	Worldwide	
Acer	Swift 5	Ultrabook	Aluminum	Black	1.1kg	\$1,199	304	201	13.4	13.4	120Hz	4.7	4.7	4.7	7-10 days	High	Excellent	Worldwide	
Lenovo	ThinkPad X1 Carbon	Business Laptop	Carbon Fiber	Black	1.1kg	\$1,799	304	201	13.4	13.4	120Hz	4.6	4.6	4.6	7-10 days	High	Excellent	Worldwide	
Apple	MacBook Pro 16	Professional Laptop	Aluminum	Black	2.2kg	\$2,499	360	260	16.1	16.1	120Hz	4.9	4.9	4.9	7-10 days	High	Excellent	Worldwide	
Samsung	Galaxy Book3 Ultra	Professional Laptop	Aluminum	Black	2.2kg	\$2,299	360	260	16.1	16.1	120Hz	4.8	4.8	4.8	7-10 days	High	Excellent	Worldwide	
Microsoft	Surface Laptop Studio 2	Convertible Laptop	Aluminum	Platinum	2.3kg	\$2,499	360	260	16.1	16.1	120Hz	4.7	4.7	4.7	7-10 days	High	Excellent	Worldwide	
ASUS	ProArt StudioBook	Professional Laptop	Aluminum	Black	2.3kg	\$2,499	360	260	16.1	16.1	120Hz	4.6	4.6	4.6	7-10 days	High	Excellent	Worldwide	
HP	EliteBook 860	Professional Laptop	Aluminum	Black	2.3kg	\$2,499	360	260	16.1	16.1	120Hz	4.5	4.5	4.5	7-10 days	High	Excellent	Worldwide	
Dell	Latitude 9540	Professional Laptop	Aluminum	Black	2.3kg	\$2,499	360	260	16.1	16.1	120Hz	4.4	4.4	4.4	7-10 days	High	Excellent	Worldwide	
Acer	Predator Helios Neo	Gaming Laptop	Aluminum	Black	2.3kg	\$1,999	360	260	16.1	16.1	120Hz	4.3	4.3	4.3	7-10 days	High	Excellent	Worldwide	
Lenovo	Legion Pro 7i	Gaming Laptop	Aluminum	Black	2.3kg	\$1,999	360	260	16.1	16.1	120Hz	4.2	4.2	4.2	7-10 days	High	Excellent	Worldwide	
ASUS	ROG Strix Scar 18	Gaming Laptop	Aluminum	Black	2.3kg	\$1,999	360	260	16.1	16.1	120Hz	4.1	4.1	4.1	7-10 days	High	Excellent	Worldwide	
HP	Omen 17	Gaming Laptop	Aluminum	Black	2.3kg	\$1,999	360	260	16.1	16.1	120Hz	4.0	4.0	4.0	7-10 days	High	Excellent	Worldwide	
Dell	Gaming Alienware m17	Gaming Laptop	Aluminum	Black	2.3kg	\$1,999	360	260	16.1	16.1	120Hz	3.9	3.9	3.9	7-10 days	High	Excellent	Worldwide	
Acer	Predator Helios 300	Gaming Laptop	Aluminum	Black	2.3kg	\$1,999	360	260	16.1	16.1	120Hz	3.8	3.8	3.8	7-10 days	High	Excellent	Worldwide	
Lenovo	Legion 7i	Gaming Laptop	Aluminum	Black	2.3kg	\$1,999	360	260	16.1	16.1	120Hz	3.7	3.7	3.7	7-10 days	High	Excellent	Worldwide	
ASUS	ROG Zephyrus Duo 15	Gaming Laptop	Aluminum	Black	2.3kg	\$1,999	360	260	16.1	16.1	120Hz	3.6	3.6	3.6	7-10 days	High	Excellent	Worldwide	
HP	Omen 16	Gaming Laptop	Aluminum	Black	2.3kg	\$1,999	360	260	16.1	16.1	120Hz	3.5	3.5	3.5	7-10 days	High	Excellent	Worldwide	
Dell	Gaming Alienware m16	Gaming Laptop	Aluminum	Black	2.3kg	\$1,999	360	260	16.1	16.1	120Hz	3.4	3.4	3.4	7-10 days	High	Excellent	Worldwide	
Acer	Predator Helios Neo 16	Gaming Laptop	Aluminum	Black	2.3kg	\$1,999	360	260	16.1	16.1	120Hz	3.3	3.3	3.3	7-10 days	High	Excellent	Worldwide	
Lenovo	Legion Pro 7i	Gaming Laptop	Aluminum	Black	2.3kg	\$1,999	360	260	16.1	16.1	120Hz	3.2	3.2	3.2	7-10 days	High	Excellent	Worldwide	
ASUS	ROG Strix Scar 17	Gaming Laptop	Aluminum	Black	2.3kg	\$1,999	360	260	16.1	16.1	120Hz	3.1	3.1	3.1	7-10 days	High	Excellent	Worldwide	
HP	Omen 17	Gaming Laptop	Aluminum	Black	2.3kg	\$1,999	360	260	16.1	16.1	120Hz	3.0	3.0	3.0	7-10 days	High	Excellent	Worldwide	
Dell	Gaming Alienware m17	Gaming Laptop	Aluminum	Black	2.3kg	\$1,999	360	260	16.1	16.1	120Hz	2.9	2.9	2.9	7-10 days	High	Excellent	Worldwide	
Acer	Predator Helios 300	Gaming Laptop	Aluminum	Black	2.3kg	\$1,999	360	260	16.1	16.1	120Hz	2.8	2.8	2.8	7-10 days	High	Excellent	Worldwide	
Lenovo	Legion 7i	Gaming Laptop	Aluminum	Black	2.3kg	\$1,999	360	260	16.1	16.1	120Hz	2.7	2.7	2.7	7-10 days	High	Excellent	Worldwide	
ASUS	ROG Zephyrus Duo 15	Gaming Laptop	Aluminum	Black	2.3kg	\$1,999	360	260	16.1	16.1	120Hz	2.6	2.6	2.6	7-10 days	High	Excellent	Worldwide	
HP	Omen 16	Gaming Laptop	Aluminum	Black	2.3kg	\$1,999	360	260	16.1	16.1	120Hz	2.5	2.5	2.5	7-10 days	High	Excellent	Worldwide	
Dell	Gaming Alienware m16	Gaming Laptop	Aluminum	Black	2.3kg	\$1,999	360	260	16.1	16.1	120Hz	2.4	2.4	2.4	7-10 days	High	Excellent	Worldwide	
Acer	Predator Helios Neo 16	Gaming Laptop	Aluminum	Black	2.3kg	\$1,999	360	260	16.1	16.1	120Hz	2.3	2.3	2.3	7-10 days	High	Excellent	Worldwide	
Lenovo	Legion Pro 7i	Gaming Laptop	Aluminum	Black	2.3kg	\$1,999	360	260	16.1	16.1	120Hz	2.2	2.2	2.2	7-10 days	High	Excellent	Worldwide	
ASUS	ROG Strix Scar 17	Gaming Laptop	Aluminum	Black	2.3kg	\$1,999	360	260	16.1	16.1	120Hz	2.1	2.1	2.1	7-10 days	High	Excellent	Worldwide	
HP	Omen 17	Gaming Laptop	Aluminum	Black	2.3kg	\$1,999	360	260	16.1	16.1	120Hz	2.0	2.0	2.0	7-10 days	High	Excellent	Worldwide	
Dell	Gaming Alienware m17	Gaming Laptop	Aluminum	Black	2.3kg	\$1,999	360	260	16.1	16.1	120Hz	1.9	1.9	1.9	7-10 days	High	Excellent	Worldwide	
Acer	Predator Helios 300	Gaming Laptop	Aluminum	Black	2.3kg	\$1,999	360	260	16.1	16.1	120Hz	1.8	1.8	1.8	7-10 days	High	Excellent	Worldwide	
Lenovo	Legion 7i																		

Appendix 4 – Arboricultural Site Monitoring Sheet

An example of an Arboricultural Site Monitoring Sheet is shown overleaf. This is an example that it used by a private contractor active within Coventry and represents a good practice example that the City Council are aware of. It is used to assist the Council to monitor the protection of trees during the construction phase of development, and to assess the trees health upon the completion of the sites building work.

Arboricultural site monitoring sheet

Client	
Project	
Inspector	
Others present	
Date	
Weather	
Sheet detail	
Sheet number	

Aspect to be monitored	Yes	No	Comments	Date	Signature
1. Has the protective fencing been installed?					
2. Are the information signs on the protective fencing in place?					
3. Has the protective fencing been moved?					
4. Have the trees sustained visible damage since the previous inspection?					
5. Has the condition of the trees altered since the previous inspection?					
6. Are there any scheduled works within the protective fencing?					
7. Have those works been agreed in writing with the local planning authority?					
8. Is the ground protection sufficient?					
9. Are any additional measures required to protect the trees?					
10. Can the protective fencing be removed?					

Notes

Appendix 5 – Contact Details of Useful Organisations, Societies and Bodies

Government & Official Bodies

Ministry of Housing Communities and Local Government
2 Marsham Street
London
SQ1P 4DF

Telephone: +44(0) 30 3444 0000
Email: newsdesk@communities.gsi.gov.uk
Website: <https://www.gov.uk/government/organisations/ministry-of-housing-communities-and-local-government>

The British Standards Institution
389 Chiswick High Road
London
W4 4AL

Telephone: +44(0) 20 8996 7001
Email: cservices@bsigroup.com
Website: <https://www.bsigroup.com/en-GB/>

Natural England
County Hall
Spetchley Road
Worcester
WR5 2NP

Telephone: +44(0) 30 0060 3900
Email: enquiries@naturalengland.org.uk
Website: <https://www.gov.uk/government/organisations/natural-england>

Forestry Commission
620 Bristol Business Park
Coldharbour Lane
Bristol
BS16 1EJ

Telephone: +44(0) 30 0067 4000
Email: fe.england@forestry.gsi.gov.uk
Website: <https://www.forestry.gov.uk/england>

Professional Associations

The Arboricultural Association

The Malthouse
Stroud Green
Standish
Stonehouse
Gloucestershire
GL10 3DL

Telephone: +44(0) 12 4252 2152
Email: admin@trees.org.uk
Website: <https://www.trees.org.uk/>

National Association of Tree Officers

3 Church Street
Eccles
Manchester
M30 0DF

Telephone: +44(0) 16 1870 6800
Email: admin@nato.org.uk
Website: <http://nato.org.uk/>

Landscape Institute

107 Grays Inn Road
London
WC1X 8TZ

Telephone: +44(0) 20 7685 2640
Email: contact@landscapeinstitute.org
Website: <https://www.landscapeinstitute.org/>

Institute of Chartered Foresters

59 George Street
Edinburgh
EH2 2JG

Telephone: +44(0) 13 1240 1425
Email: icf@charteredforesters.org
Website: <https://www.charteredforesters.org/>

Action Groups

The Tree Council
4 Dock Offices
Surrey Quays Road
London
SE16 2XU

Telephone: +44(0) 20 7407 9992
Email: info@treecouncil.org.uk
Website: <https://www.treecouncil.org.uk/>

Coventry Tree Warden Network

Email: trees@ctwn.org.uk
Website: <http://www.ctwn.org.uk/index.html>

The Woodland Trust

Kempton Way
Grantham
Lincolnshire
NG31 6LL

Telephone: +44(0) 33 0333 3300
Email: england@woodlandtrust.org.uk
Website: <http://www.woodlandtrust.org.uk/>

Warwickshire Wildlife Trust

Brandon Marsh Nature Centre
Brandon Lane
Coventry
CV3 3GW

Telephone: +44(0) 24 7630 2912
Email: enquiries@wkwt.org.uk
Website: <http://www.warwickshirewildlifetrust.org.uk/>

Campaign to Protect Rural England

5-11 Lavington Street
London
SE1 0NZ

Telephone: +44(0) 20 7981 2800
Email: info@cpre.org.uk
Website: <http://www.cpre.org.uk/>