# 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.

# TREE SURVEY FOR MAKING OF TREE PRESERVATION ORDER, VARIATION ORDER OR REVOCATION ORDER By Individual T1, Group G1, Woodland W1, Area A1

	Canopy Spread (m) N,E,S & W	Non Visual Amenity		No alignation to proprieted TPS on TPO Review, Stand by (Plane) as Omey Leader)	- Ag what
No	Stem Dia (dbh) Can	Visual Amenity Value General view Screening		Short	Date
Photo Taken Yes	Approx Height:	Phys Cond: Visual Amenity V	ons & Comments	Origin of making the Order	
Location: TPO Date of Visit: 10/10/2018 Photo	Species: Appro	Age Class T001 - Mature	Structural Conditions, Recommendations & Comments		USDS State Colombia Septimina Se

## 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 ire 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 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 with 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<sup>a</sup>

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<sup>&</sup>lt;sup>a</sup>Table 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.

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# 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: <a href="https://www.bsigroup.com/en-GB/">https://www.bsigroup.com/en-GB/</a>

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: <a href="http://nato.org.uk/">http://nato.org.uk/</a>

Landscape Institute 107 Grays Inn Road London WC1X 8TZ

Telephone: +44(0) 20 7685 2640

Email: contact@landscapeinstitute.org
Website: <a href="mailto:https://www.landscapeinstitute.org/">https://www.landscapeinstitute.org/</a>

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: <a href="http://www.woodlandtrust.org.uk/">http://www.woodlandtrust.org.uk/</a>

Warwickshire Wildlife Trust
Brandon Marsh Nature Centre
Brandon Lane
Coventry
CV3 3GW

Telephone: +44(0) 24 7630 2912 Email: enquiries@wkwt.org.uk

Website: <a href="http://www.warwickshirewildlifetrust.org.uk/">http://www.warwickshirewildlifetrust.org.uk/</a>

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/