

Draft Trees & Development Guidelines

Appendices

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

Location: TPO Date of Visit: 10/10/2018 Photo Taken Yes <input type="checkbox"/> No <input type="checkbox"/>		Species: T001 - X Approx Height: T001 - 1 Stem Dia (dbh): T001 - 1 Canopy Spread (m) N,E,S & W: T001 - N:1.5-1.8, E:1.0-1.0	
Age Class: T001 - Mature	Phys Cond: Good	Visual Amenity Value: Generalist: Satisfying	Non Visual Amenity: Locals: Visible
Structural Conditions, Recommendations & Comments T001			
Signed by (Tree Preservation Officer)		Origin of making the Order	
Date: Signature:		No signature by TPO and TPO or TPO Review. Signed by (Parenting Group Leader)	

Appendix 2 – Coventry City Council TPO Making Process

Tree Preservation Order Procedures

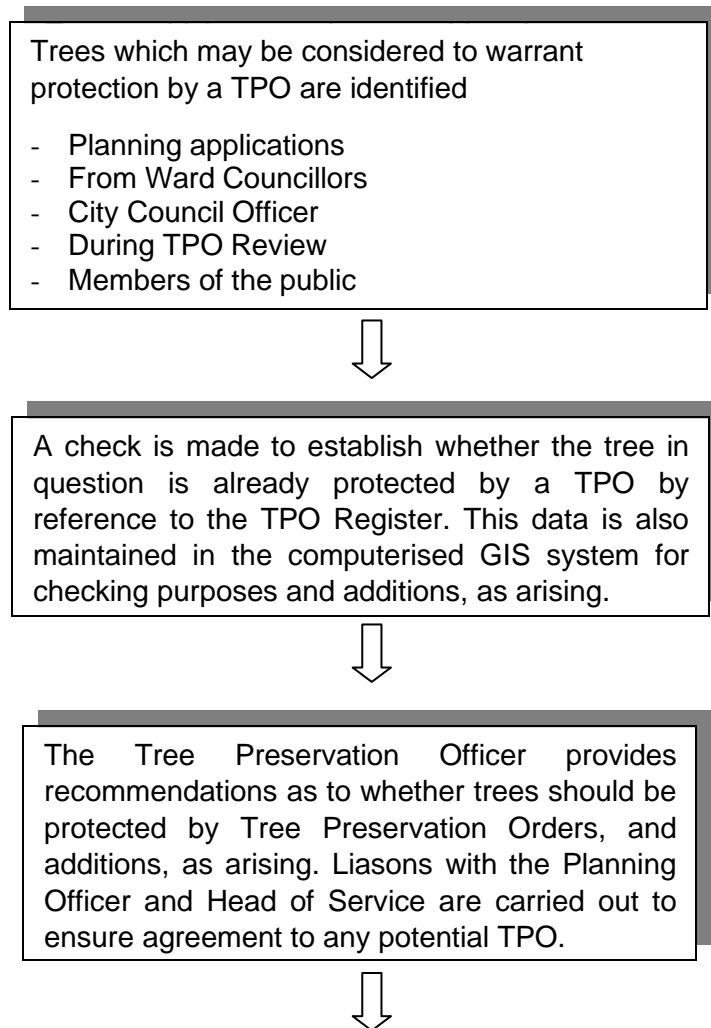
1. Scope

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



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.

Botanical Name	Common Name	Family	TOLERANCES				HARDINESS ZONE			ECOSYSTEM SERVICES					ECOSYSTEM BIOPRODUCTS			AESTHETIC AND OTHER QUALITIES			FOLIAGE			FLOWER			
			Drought	Salt	Water logging	Shade	Zone	Succession	Natural Range	Carbon Sequestration	Airborne Pollen	Pollinator Attraction	Total Biomass Index	BIOC Dieback	Allylic Phenol (F1 Index)	Mature Height (m)	Crown Spread (m)	Crown Shape	Deciduous	Evergreen	Autumn Colour	Homeless	Biotoxic	Colour	Period	Fruit	Ornamental Bark
<i>Salix caprea</i>	Goat Willow	Salicaceae	Mod-sensitive		Mod-tolerant	Mod-tolerant	4-8	Pioneer	Europe, Asia	High	Medium	Medium	High	Medium	None (F)	15-25	Irregular	*			*	Indistinct	Late Spring	Capule			
<i>Salix daphnoides</i>	Violet Willow	Salicaceae	Sensitive		Mod-tolerant	Mod-tolerant	4-8		Europe					None (F)	15-25	Oval	*			*	Indistinct	Late Spring	Capule				
<i>Sorbus aria</i>	Whitehaw	Rosaceae	Tolerant	Mod-tolerant	Sensitive	Mod-tolerant	5		Europe	High	High	High	High	Low	Low	15-20	5-8	Oval	*			White	Late Spring	Pome (red)			
<i>Sorbus aucuparia</i>	Mountain Ash	Rosaceae	Mod-sensitive	Mod-tolerant	Sensitive	Mod-tolerant	3-6	Late succession	Europe	High	Low	Low	Medium	Low	Low	5-20	5-8	Oval	*	*		White	Late Spring	Pome (red)			
<i>Styphelia japonica</i>	Japanese Pagoda Tree	Fabaceae	Mod-tolerant		Sensitive	Mod-tolerant	4-7	Pioneer	Central and Western China, Korea					Medium	20-25	15-20	Globular	*	*		Cream	Late Spring	Pod (rare in UK)				
<i>Tamarix tetradia</i>	Tamarisk	Tamaricaceae	Tolerant	Mod-tolerant	Sensitive	Intolerant	3-8		South Eastern Europe					Medium	4-6	Irregular	*				Pink	Early Summer	Capule				
<i>Taxus baccata</i>	Common Yew	Taxaceae	Tolerant		Sensitive	Tolerant	0.5-7	Mid succession	Europe, Western Asia, North Africa					None (F)	15-18	Irregular	*	*			*	Green	Early Spring	Red Nut (female)			
<i>Tilia americana</i>	American Lime	Malvaceae	Mod-tolerant		Sensitive	Tolerant	3-9(5)	Late succession	Eastern USA, South eastern Canada	Medium	Medium	Medium	Medium	Low	Medium	35-40	20+	Oval	*	*		Cream	Early Summer	Nut Like (5mm)			
<i>Tilia cordata</i>	Small leaved Lime	Malvaceae	Mod-sensitive		Sensitive	Tolerant	3-7	Late succession	Europe, Western Asia	Medium	Medium	Medium	Medium	Low	Medium	30+	15+	Globular	*	*		Cream	Early Summer	Nut Like (5mm)			
<i>Tilia x cordata</i>	Caucasian Lime	Malvaceae	Mod-tolerant		Sensitive	Mod-tolerant	3-7	Late succession	Hybrid	Medium	Medium	Medium	Medium	Low	Medium	20+	15+	Oval	*	*		Cream	Early Summer	Nut Like (sterile)			
<i>Tilia europaea</i>	Common Lime	Malvaceae	Mod-sensitive		Sensitive	Mod-tolerant	3-7	Late succession	Hybrid	Medium	Medium	Medium	Medium	Low	Medium	30+	15+	Oval	*	*		Cream	Early Summer	Nut Like (8mm)			
<i>Tilia henryana</i>		Malvaceae	Mod-sensitive		Sensitive	Mod-tolerant	3-7	Late succession	China	Medium	Medium	Medium	Medium	Low	Medium	15-20	5-8	Oval	*	*		Cream	Late Summer	Nut Like (5-6mm)			
<i>Tilia mongolica</i>	Mongolian Lime	Malvaceae	Mod-tolerant		Sensitive	Mod-tolerant	4-6	Late succession	Mongolia, China	Medium	Medium	Medium	Medium	Low	Medium	10	5-8	Oval	*	*		Cream	Late Summer	Nut Like (5-6mm)			
<i>Tilia platyphyllos</i>	Broad leaved Lime	Malvaceae	Mod-sensitive		Sensitive	Tolerant	4-6	Late succession	Europe, Western Asia	Medium	High	High	High	Medium	Medium	35-40	20	Oval	*	*		Cream	Early Summer	Nut Like (8mm)			
<i>Tilia tomentosa</i>	Silver Lime	Malvaceae	Mod-tolerant		Sensitive	Mod-tolerant	4-6	Late succession	South East Europe, Balkans, Western Asia	Medium	Medium	Medium	Medium	Low	Medium	10-15	10	Oval	*	*		Cream	Early Summer	Nut Like (7mm)			
<i>Thuja spp.</i>	Thuja	Ulmaceae	Mod-sensitive	Mod-tolerant	Mod-sensitive	Mod-tolerant	4-6		SE2 resistant cultivars	Medium	High	High	High	Low	Medium	20+	8-10	Variable	*			Indistinct	Early Summer	Winged Nuts			
<i>Tsuga serratula</i>	Japanese Yew	Ulmaceae	Mod-tolerant		Sensitive	Mod-tolerant	10-8		China, Japan	High	Medium	Medium	Medium	Low	High	25-30		Yew	*		*	Indistinct	Late Spring	Drupe			
CONIFERS																											
<i>Abies fraseri</i>	Fraser Fir	Pinaceae	Mod-sensitive		Mod-sensitive	Tolerant	4-7	Late succession	Eastern USA					Low	15-25	Columnar	*				Indistinct	Early Summer	Cone (3-6cm)				
<i>Abies balsamea</i>	Norway Spruce	Pinaceae	Mod-sensitive		Mod-sensitive	Tolerant	5-9(7)	Late succession	South Korea					Low	15-25	Conical	*				Indistinct	Early Summer	Cone (4-6cm)				
<i>Abies nordmanniana</i>	Christmas Tree	Pinaceae	Mod-sensitive		Mod-sensitive	Tolerant	4-6	Late succession	Eastern Europe, Western Asia					Low	30-50	Conical	*				Indistinct	Early Summer	Cone (10-12cm)				
<i>Cedrus atlantica</i>	Atlas Cedar	Pinaceae	Tolerant		Sensitive	Mod-tolerant	6-9		Morocco, Algeria	Medium	High	High	High	Medium	Low	40-50	Conical	*	*			Late Summer	Cone (5-8cm)				
<i>Cedrus deodara</i>	Deodar Cedar	Pinaceae	Tolerant		Sensitive	Mod-tolerant	3-9(5)		Afghanistan, Northern India, Western Nepal	Medium	High	High	High	Medium	Low	40-50	Conical	*	*			Late Summer	Cone (8-10cm)				
<i>Cedrus libani</i>	Cedar of Lebanon	Pinaceae	Tolerant		Sensitive	Mod-tolerant	5-7		Lebanon, Syria	Medium	High	High	High	Medium	Low	30-40	Conical	*	*			Early Autumn	Cone (8-10cm)				
<i>Chamaecyparis lasiocarpa</i>	Lawson Cypress	Cupressaceae	Mod-tolerant		Sensitive	Mod-tolerant	5-7		North Western USA					High	60-70	Conical	*	*		*	Indistinct	Late Spring	Cone (10cm)				
<i>Cryptomeria japonica</i>	Japanese Cedar	Cupressaceae	Mod-tolerant	Mod-tolerant	Mod-sensitive	Mod-tolerant	5-6	Late succession	Japan					Low	40-50	Conical	*	*			Indistinct	Early Summer	Cone (15-30cm)				
<i>Cupressus leylandii</i>	Leyland Cypress	Cupressaceae	Tolerant		Sensitive	Intolerant	6-10		Hybrid					High	25+	Columnar	*	*			Indistinct	Early Summer	Cone (15-30cm)				
<i>Cupressus macrocarpa</i>	Monterey Cypress	Cupressaceae	Tolerant	Mod-tolerant	Sensitive	Intolerant	6-10		California	Medium	High	High	High	Medium	High	25-40	Conical	*	*	*	*	Indistinct	Early Summer	Cone (15-40cm)			
<i>Ginkgo biloba</i>	Maidenhair Tree	Ginkgoaceae	Tolerant		Sensitive	Mod-tolerant	4-8(2)		China					None (F)	25-30	David	*	*	*	*	Indistinct	Early Spring	Drupe (female)				
<i>Larix laricina</i>	Common Larch	Pinaceae					3-6	Pioneer	Europe, Northern Asia	Medium	Medium	Medium	Medium	Low	Low							Indistinct	Early Spring	Drupe (female)			
<i>Larix laricina</i>	Common Larch	Pinaceae					3-6	Pioneer	Europe, Northern Asia	Medium	Medium	Medium	Medium	Low	Low							Indistinct	Early Spring	Drupe (female)			
<i>Larix laricina</i>	Common Larch	Pinaceae					3-6	Pioneer	Europe, Northern Asia	Medium	Medium	Medium	Medium	Low	Low							Indistinct	Early Spring	Drupe (female)			
<i>Metasequoia glyptostroboides</i>	Dawn Redwood	Cupressaceae	Mod-tolerant	Intolerant	Sensitive	Mod-tolerant	10-8	Pioneer	China	Medium	High	High	High	Medium	Low	30-35	Conical	*	*		Indistinct	Late Spring	Cone				
<i>Pinus nigra Austriaca</i>	Austrian Pine	Pinaceae	Tolerant	Mod-tolerant	Sensitive	Mod-tolerant	3-7	Pioneer	Central, Southern Europe	Medium	Medium	Medium	Medium	Medium	Low	35-40	Conical	*	*		Indistinct	Late Spring	Cone				
<i>Pinus maritima</i>	Corsican Pine	Pinaceae		Mod-tolerant			3-7	Pioneer		Medium	Medium	Medium	Medium	Medium	Low							Indistinct	Late Spring	Cone			
<i>Pinus pinaster</i>	Mediterranean Pine	Pinaceae	Mod-tolerant		Sensitive	Intolerant	3-7		Mediterranean	Medium	Medium	Medium	Medium	Low	Low	35-40	Conical	*			Indistinct	Late Spring	Cone				
<i>Pinus pinea</i>	Italian Stone Pine	Pinaceae	Tolerant		Sensitive	Mod-tolerant	3-7		Saracen peninsula	Medium	Medium	Medium	Medium	Low	Low	25-25	Conical	*			Indistinct	Late Spring	Cone				
<i>Pinus radiata</i>	Monterey Pine	Pinaceae	Mod-tolerant		Sensitive	Mod-tolerant	3-7		California	Medium	Medium	Medium	Medium	Low	Low	35-40	Irregular	*	*		Indistinct	Late Spring	Cone				
<i>Pinus strobus</i>	Eastern White Pine	Pinaceae	Mod-sensitive		Intolerant	Sensitive	3-7		Eastern USA, Southern Canada					Low	70-80	Conical	*	*			Indistinct	Late Spring	Cone				
<i>Pinus sylvestris</i>	Scots Pine	Pinaceae	Tolerant	Mod-tolerant	Mod-sensitive	Intolerant	3-7	Pioneer	Europe, Northern Asia	Medium	Medium	Medium	Medium	Low	Low	35-40	Conical	*	*		Indistinct	Late Spring	Cone				
<i>Pinus wallichiana</i>	Bhutan Pine	Pinaceae	Mod-sensitive		Sensitive	Intolerant	5-7		Himalayas	Medium	Medium	Medium	Medium	Low	Low	40-50	Conical	*	*		Indistinct	Late Spring	Cone				
<i>Sequoiadendron giganteum</i>	Wollemi Pine	Cupressaceae	Mod-tolerant		Sensitive	Mod-tolerant	6-8	Pioneer	California USA	Medium	Medium	Medium	High	Medium	Medium	50-60	Conical	*	*	*	Indistinct	Late Spring	Cone (12-30cm)				
<i>Sequoia sempervirens</i>	Coastal Redwood	Cupressaceae	Mod-tolerant		Sensitive	Tolerant	7-9		Northern California, Southern Oregon USA	Medium	Medium	Medium	High	Medium	Medium	50-60	Conical	*	*	*	Indistinct	Late Spring	Cone (12-30cm)				
<i>Taxodium distichum</i>	Sweetgum	Cupressaceae	Mod-tolerant	Mod-tolerant	Mod-sensitive	Mod-tolerant	4-11		South central, south eastern USA	Medium	Medium	Medium	Medium	Medium	High	35-50	Conical	*	*	*	Indistinct	Early Spring	Cone (12-40cm)				

Appendix 4 – Ancient Woodland and Ecology

Surveys for Ancient Woodlands should include a Phase 2 Ecological Survey to include flora and fauna including birds, invertebrates and lichens. Ancient woodlands are increasing rare and venerable habitats which together with their wildlife and ecology can be easily damaged from impacts of Direct Damage within a tree's Root Protection Area, and by Indirect Damage to the woodland as a whole including its wildlife, should the Buffer not be sufficient enough. Some of the impacts are listed within the relevant PPG's and further details can be found within the following reports listed upon the Ancient woodland PPG page for further reading;- Impacts of nearby development on ancient woodland (2012) Woodland Trust; Impacts of nearby development on the ecology of ancient woodland (2008) Just Ecology; A Review of the Impact of Artificial Light on Invertebrates (2011) Buglife; Bats and artificial lighting in the UK (2018) Bat Conservation Trust; Guidelines for consideration of bats in lighting projects (2018) EUROBATS.

Appendix 5 – 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 6 – Copy of CAVAT Calculation

CAVAT Catalpa tree example.



**Indian Bean Tree
Little Park Street**

CAVAT

SPREADSHEET TO CALCULATE VALUE OF INDIVIDUAL TREE STOCK (FULL METHOD)

© Christopher Neilan

Created by Alexandra Sleet and Phillip Handley

Only enter data in the pale-green boxes

CAVAT	Quantities you measure / look up	Calculated Values
Step 1: Basic Value		
Measured Trunk Diameter	78.00	
Unit Value Factor	15.88	
Basic Value		£75,880.40
Step 2: CTI Value		
Community Tree Index (CTI) Factor	125	
Community Tree Index (CTI) Value		£94,850.49
Step 3: Location Value		
Location Factor	100	
Location Value		£94,850.49
Step 4: Functional Crown Value part 1		
Structural Factor	80	
Structural Value		£75,880.40
Step 5: Functional Crown Value part 2		
Functional Crown Factor	90	
Functional Crown Value		£68,292.36
Step 6: Amenity Value		
Positive Attributes Factor	30	
Negative Attributes Factor	0	
Amenity Value	130	£88,780.06
Step 7: Full Value		
Life Expectancy Factor	10 - <20	
FINAL VALUE		£48,829

Appendix 7 – 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/>