

Tree Strategy Action Plan.

Guidance for Local Authorities on Producing a Comprehensive Tree Strategy

Stage 1

Creating a receptive environment for the production of a tree strategy

TASK	Actions	Priority	Estimated Workload Time scale	Milestones
Seek political support for the tree strategy	<ol style="list-style-type: none">1. Present brief seminar on importance of strategy to manage trees and woodlands to senior councillors/officers2. If required enlist assistance of LTWF Manager.	High Medium	0.25 days	<ol style="list-style-type: none">1. Launching start of drive for tree strategy at briefing seminar for Councillor leader, Senior Councillors and Chief Officers.

Appoint a tree champion	1. Nominate one person from the seminar to be the Council's tree champion	High		1. Tree Champion appointed. 2. Press release of appointment issued
Obtain formal Cabinet level backing for producing a Tree Strategy	1. Prepare report for submission to Cabinet/Committee.	High	1 day	1. Formal support for production of tree strategy achieved.
	2. Submit formal request for backing to produce a tree strategy	High	0.25 day	
Set up a tree strategy working group	1. Hold internal meeting of all Service Areas that own or are responsible for trees	Medium	0.5 day	1. Agree Service Area membership of Tree Strategy Working Group.
Identify key service area for management, delivery and monitoring of the tree strategy.	1. Tree strategy working group nominates one service area to manage the process of production, delivery, monitoring and review.	High	0.25 day	1. Key Service appointed to manage process on behalf of the whole Council.
Draft an Action Plan for the production process with targets and designated milestones	1. Key service area drafts an Action Plan for production of tree strategy	High	1 day	1. Tree Strategy Action Plan produced.

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Stage 2.

Collection and desktop analysis of relevant information

TASK	Actions	Priority	Estimated Workload Time scale	Milestones
Identify the physical limiting factors in local authority's area that influence the management and future planting of trees and woodlands	<ol style="list-style-type: none"> 1. Assess geology of area from British Geological Survey sheets 2. Assess hydrology, rivers, streams, ground water etc. 3. Assess urban infrastructure and its make up. 	<p>High</p> <p>Medium</p> <p>High</p>	<p>0.5 day</p> <p>1 day</p> <p>1 day</p>	<ol style="list-style-type: none"> 1. Obtain British Geological Survey sheet for area. 2. Obtain Environment Agency data on drainage and groundwater. 3. Estimation of scale of urbanisation (%), construction types for properties and number of town centres in area. 4. Estimation of scale of open space within area in %
Categorise the various land use	<ol style="list-style-type: none"> 1. Differentiate land uses into 			

<p>forms and map the sub-soil and any geological anomalies beneath them</p>	<p>categories listed in Trees and Towns II. 2. Overlay these categories onto BGS map</p>	<p>High High/med.</p>	<p>4 days 1 days</p>	<p>1. Map produced showing broad geographical disposition of land use categories. 2. Locations of property types and urban infrastructure (major roads, rail, etc) cross- correlated with soil type and geological anomalies.</p>
<p>Make a qualitative and quantitative assessment of the current tree and woodland stock within each land use category. (access existing data wherever possible-e.g London Tree Survey 1995, GIGL, TPO records, insurance records, etc.</p>	<p>1. Estimate numbers of trees on streets, and the other land use categories together with hectares of open space and woodland. 2. Provide estimate of species breakdown (by random sample) within categories 3. Estimate numbers of trees within the private domain, front and back gardens etc and provide species breakdown. 4. Using a recognised valuation method place a value on the tree resource within each of these land use forms.</p>	<p>High High High. High</p>	<p>5 days 5 days 5 days 10 days</p>	<p>1. Figures produced for numbers of trees within the various land use categories. 2. Aggregate figure produced for the total number of trees within the local authority's area. 3. Estimates of species breakdown within these figures produced. 4. A value for the trees within each land use category is produced. 5. A total value for the entire urban tree resource is produced. 6. The value of any woodland present is recorded separately.</p>
<p>Undertake a desktop collation exercise of the above and other information on trees</p>	<p>1. Statistical report is produced that identifies overall tree population and its location, its value, estimates of species</p>			<p>1. A Briefing note detailing information collected is</p>

and woodlands available from the public domain	breakdown, age classes, average tree density per hectare, numbers of trees covered by preservation order, area covered by conservation areas, size and disposition of woodlands, numbers and general locations of tree related insurance claims etc.	High	15 days	produced for the tree strategy working group 2. The tree strategy working group produce guidance for the Key Service on policy direction and priorities for action . 3. A rationale is developed for the effective allocation of resources to be able to achieve the stated goals.
	2. Where possible this information is allocated to specific land use categories	Medium	Additional 2 days	
	3. The tree strategy working group considers the report and identifies changes in policy required to achieve improvements and more effective resource allocation.	High	1 days	

Stage 3.

Formulation of Policy Aims and Objectives

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TASK	Actions	Priority	Estimated Workload Time scale	Milestones
Draft policies for sustainable tree and woodland management	1. Key service area drafts tree and woodland policy aims and objectives for the local authority's area.	High	7 days	1. Draft policies are submitted to the Tree Strategy Working Group for approval.
Local Area Agreements national and local indicators sets inform policy objectives				

Stage 4

Delivery of Tree Strategy document (Drafting).

TASK	Actions	Priority	Estimated Workload Time scale	Milestones

Identify priorities for action	1. Key Service area identifies new priorities for each land use category.	High	5 days	1. Revised Action plan produced based on new policy directives and priorities.
Revision of the tree strategy action plan	1. Following advice from the TSWG the key service revisits the draft action plan	Medium	2 days	1. TSWG approve revised action plan
Working Group agree layout of strategy, Chapters main headings etc.	1. TSWG meeting to draw up chapter headings and main content list	Medium	1 day	1. Outline plan of tree strategy complete
Production of 1 st Draft	1. Individual member of TSWG tasked with producing 1 st draft.	High	14 days	1. 1 st Draft of Comprehensive Tree Strategy Complete

Stage 5.

Consultation and amendment

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TASK	Actions	Priority	Estimated Time scale	Milestones
Distribution of the draft tree strategy to the widest possible audience for comment	1. TSWG distribute 1 st Draft internally within the local authority and to stakeholders and partners externally for comment.	High	60 days	1. Document distributed with deadline for comments 2. Comments received from all parties.
Collation of comments on consultation.	1. Key service collate and analyse comments received from partners and stakeholders 2. Key service produce report on content of responses and implications for policy objectives	Medium High	5 days 5 days	1. Briefing report produced on comments received with recommendations for inclusion in strategy
Consider amendments put forward by process	1. TSWG consider amendments to policy and content of strategy	Medium	2 days	1. Amendments to strategy ratified by the TSWG and made to text of document.

Stage 6.

Formal Adoption of the Tree Strategy

TASK	Actions	Priority	Estimated Time scale	Milestones
Ratification at Cabinet or Committee	1. Report produced for committee asking for ratification of strategy	Very high	1 day	1. Comprehensive Tree Strategy adopted as policy
Publication on the Council's website	1. Pdf produced of Strategy for publication on website	Medium	0.5 days	1. Tree strategy launched on authorities website
Integration into other Council policy	1. Planning service integrate			

documents e.g. Local Development Frameworks and Supplementary Planning Documents.	aims and objectives in tree strategy into LDF and related SPD's by its referencing	High	2 days	1. LDF has simple policy on trees and woodlands that refers to the Comprehensive Tree Strategy by name
A summary of the Tree Strategy should be produced as an SPD	1. Key service drafts Trees and Woodlands SPD summarising main objectives in CTS.	High	2 days	2. Summary of CTS produced as Supplementary Planning Document

Stage 7.

Implementation, Monitoring and Review.

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TASK	Actions	Priority	Estimated Time scale	Milestones
Implementation				
All decisions and actions to manage the tree stock across the local authority are informed and underpinned by the tree strategy policy statements	<ol style="list-style-type: none"> 1. Widespread dissemination of CTS within authority so all service areas understand and follow policy drivers 	Very high	1 day	<ol style="list-style-type: none"> 1. Heads of Service distribute memorandum on CTS to all staff under their control
Tree SPD and CTS is referenced during planning inquiries, full planning application appeals and the tree preservation order appeal process.	<ol style="list-style-type: none"> 1. Head of Planning Service holds workshops for planning staff on implementation of CTS. 2. Key service available for advice to planning staff on requirements through normal planning consultation process 	High High	0.5 days Ongoing	<ol style="list-style-type: none"> 1. All planning staff attend workshops 2. Copy of Trees SPD distributed to all planning staff.
The tree strategy is referenced during correspondence on local authority owned	<ol style="list-style-type: none"> 1. Risk and Insurance managers attend workshops held by key 			<ol style="list-style-type: none"> 1. CTS is brought to the attention of insurers and loss adjusters acting against the Council 2. Documentation and correspondence highlights the

tree related subsidence claims	service on implementation of CTS in respect of subsidence claims for public trees	High	0.5 day	need for adequate investigative evidence through reference to the CTS.
The tree strategy is referenced during tree preservation order compensation claims	1. Planning and legal staff with responsibilities for managing tree preservation orders attend workshop on CTS held by key service	High	0.5 day	<ol style="list-style-type: none"> 1. CTS is brought to the attention of insurers and loss adjusters acting against the Council 2. Documentation and correspondence highlights the need for adequate investigative evidence through reference to the CTS.
Monitoring				
Key service area is designated with carrying forward the tree strategy across all the council's service areas.	1. Key service conducts an annual awareness survey following dissemination of the CTS	Medium	3 days	1. Report on general awareness of and adherence to CTS policy objectives throughout service areas
An annual analysis of tree removals and tree planting is undertaken to reconcile the numbers and types of species felled with the	<ol style="list-style-type: none"> 1. Key service collects and collates data from relevant services on tree removal and planting statistics 2. Key service produces 	Medium	5 days	1. Annual Tree Population Condition report produced that differentiates statistics into land use types and highlights trends in tree removal and planting programmes

numbers and types of species planted across the land use types	combined report, on trends, condition, age class, species distribution and value of stock across the land use types			
Review				
Undertake a detailed analysis of the monitoring information.	1. Key service makes recommendations based on the results of the awareness survey and Annual Tree Population Condition report	High	1 day	1. Recommendations ratified by Cabinet or relevant Committee.
Identify obstacles and barriers to implementation and delivery of the policy contained within the tree strategy.	1. Key service identifies barriers to achieving aims and objectives.	Medium	1 day	1. Barriers to achievement of policy are highlighted 2. Relevant Service engaged 3. Barriers removed and achievement of policy objectives continues.
	2. Key service reports to TSWG giving recommendations to overcome barriers	Medium	1 day	

Abbreviations:

1. LTWF London Tree and Woodland Framework
2. TSWG Tree Strategy Working Group
3. CTS Comprehensive Tree Strategy
4. GIGL Greenspace Information for Greater London