**Tree Maintenance & Care Policy (including planning applications involving trees and tree works applications)**

**1 Introduction**

This policy is to provide Neatishead Parish Council with an effective and efficient process of managing the care and maintenance of trees within the village of Neatishead.

**2 Context**

There are many trees within the village, some of which the Parish Council are responsible for as they are positioned on Parish Council land or land that the council lease. This policy identifies and addresses the trees that the Parish Council are responsible for, but also offers guidance on dealing with reports of health and safety issues of trees that do not fall under the responsibility of the council so that matters can be dealt with by the appropriate owner.

**3 Appointed Councillor for trees**

The Parish Council will appoint a councillor who will be the main point of contact for the clerk for all tree matters including emergency work, planning applications and planned work

**4 Identification of tree ownership**

*See appendix A Tree Map*

This map is to be used as a tool to help identify tree ownership. There may be occasions when the map does not fully identify the tree’s location (i.e. if positioned close to a boundary) and a site visit may be required to assess specific location.

**5 General Inspection**

A general inspection of Parish Council trees will be incorporated in the risk assessment for the area the tree sits. This inspection will be completed quarterly and consider broken branches, density of any ivy/foliage and obvious signs of any disease. The clerk will follow up any action points in accordance with this policy.

**6 Process for emergency issues arising**

Either following a risk assessment or a report of an issue with a tree where there is an immediate threat to safety of people or damage to property, the following process will be followed:

1. Ownership of the tree identified (if not Parish Council owned see section 8)
2. Clerk to establish if there is a TPO on the tree by checking Appendix A and with North Norfolk District Council
3. Clerk to request tree surgeon to attend to provide quote for required work
4. If it is identified that a TPO is in place then the tree surgeon submits the request for works to be completed with North Norfolk District Council
5. Clerk will inform the responsible councillor of details and quotation
6. If quote is under £500 and prompt action is required clerk to use delegated powers to instruct work to be carried out
7. If over £500 the works will be agreed by the appointed tree councillor
8. Any work carried out will be added to the next Full Council Meeting Agenda for reporting

**7 Process following adverse weather conditions which could have compromised tree safety**

1. An inspection of the council owned trees will be carried out at the earliest opportunity
2. If an issue is identified then follow steps from 6. ii

**8 Process for planned tree works**

If any non-emergency work is identified the following process will be followed:

1. Clerk to request quote for works needed
2. Clerk to liaise with appointed tree councillor regarding work and quotations received
3. Work will be added to the next Full Council Meeting agenda to be agreed by the council
4. Clerk will follow up agreed action following the meeting

**9 Process for managing non council trees issues**

Following a report of an issue with a tree that is not the council’s responsibility the following process will be followed:

1. The clerk will try and establish who owns the tree, generally this will be who owns the land and report the matter to the land owner for action
2. If on a highway then the clerk will report the matter to the Highways team at Norfolk County Council
3. If ownership of the tree is not easily identifiable then the clerk will liaise with the tree councillor and Norfolk County Council to consider the danger the tree is causing and the best cause of action to manage any risk.

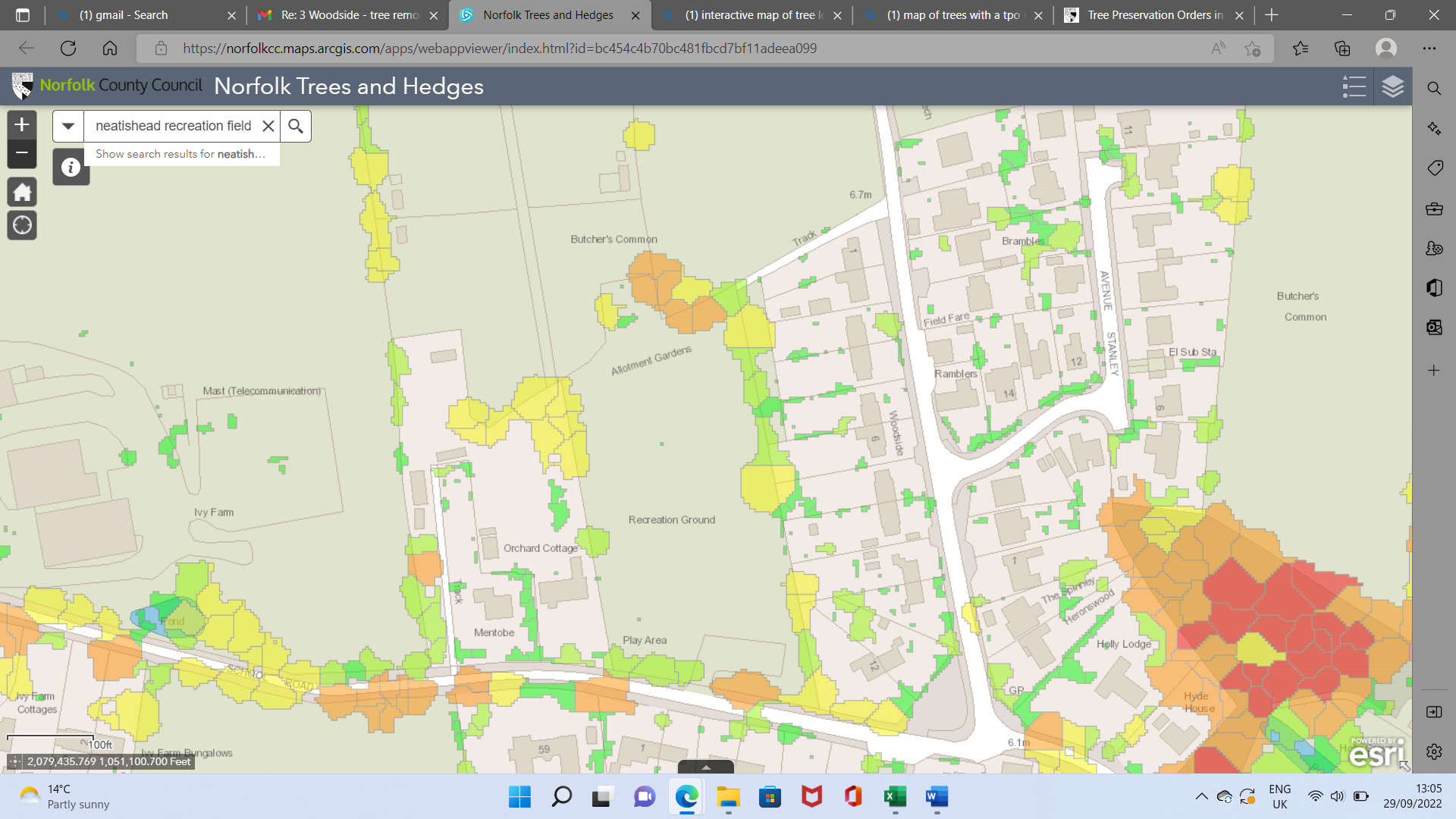
**10 Planning applications involving trees and tree works applications**

On receipt of a notification regarding a tree work application or planning application involving tree the clerk will send details to all councillor’s and add to the agenda for the next meeting for discussion.

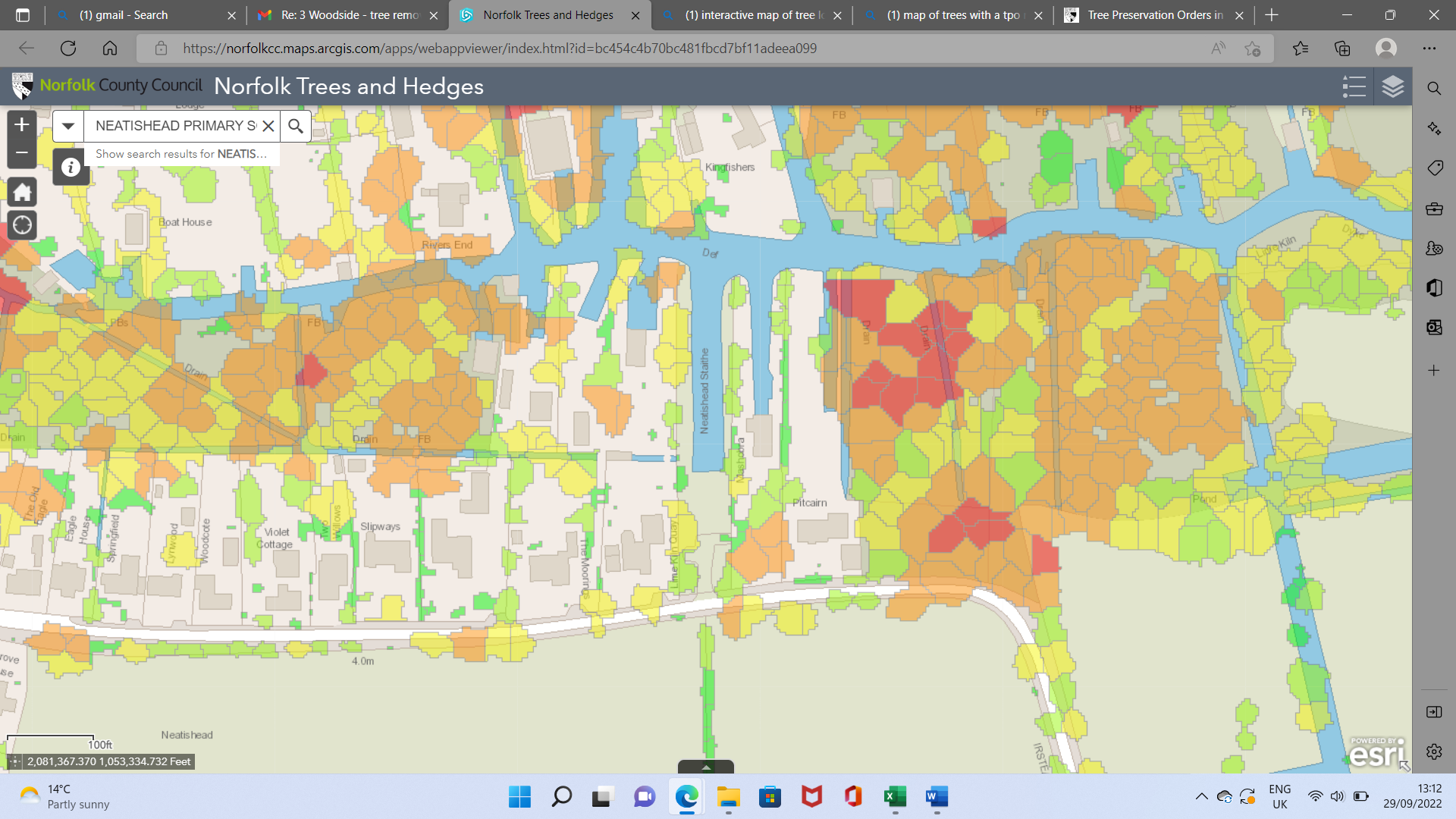
If the matter requires urgent attention the clerk will liaise with the appointed tree councillor to discuss the application and the action required. If deemed necessary then an extra ordinary meeting of the full council will be arranged.

APPENDIX A – Location of trees on or around Parish Council land (owned or leased)

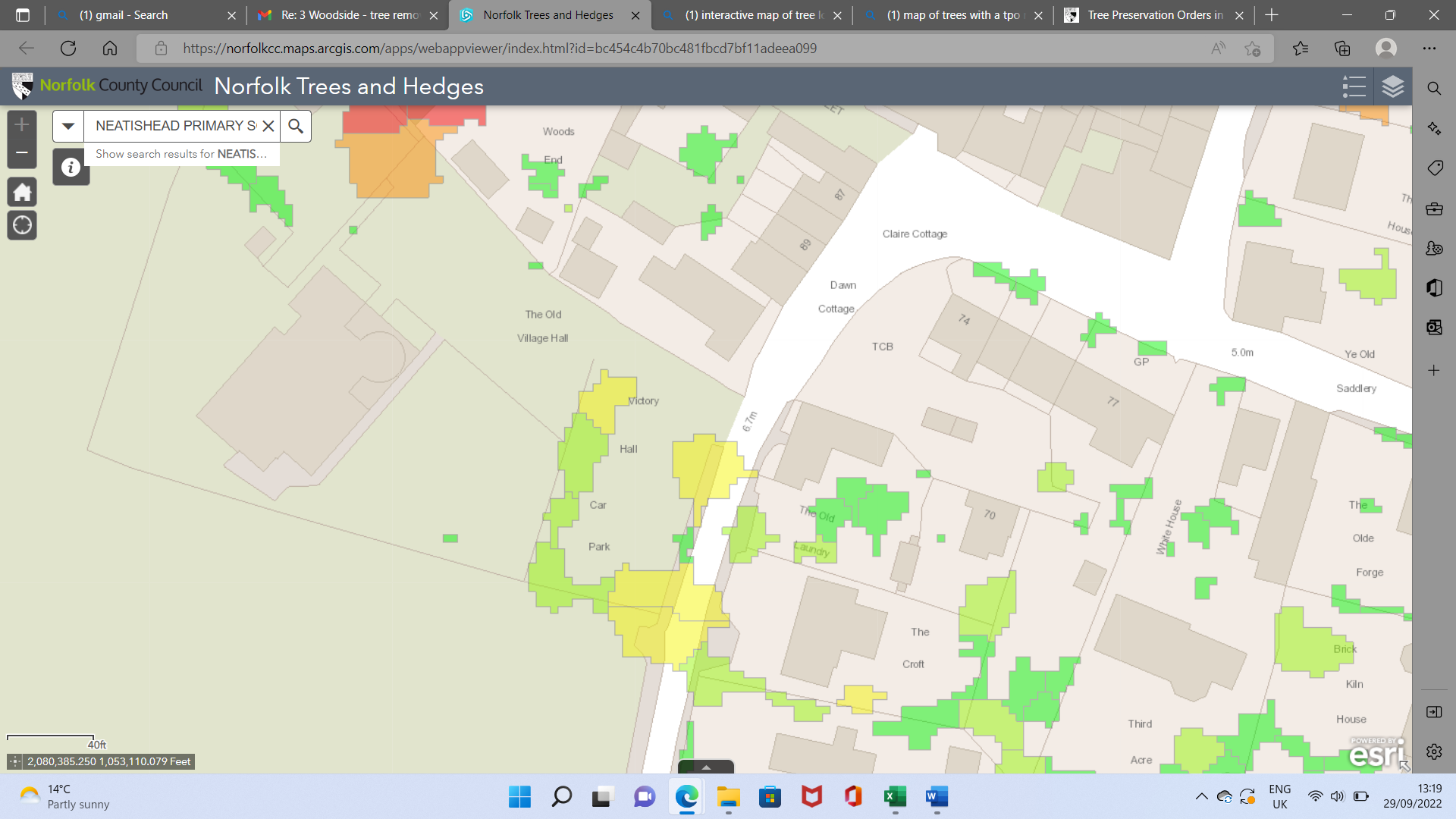
**PLAYING AREA / RECREATION GROUND / ALLOTMENTS**



**STAITHE**



PARISH CAR PARK



KEY

|  |  |  |
| --- | --- | --- |
|  | |  | | --- | | >=2 <5m high | |
|  | |  | | --- | | >=5 <10m high | |
|  | |  | | --- | | >=10 <15m high | |
|  | |  | | --- | | >=15m < 20m high | |
|  | |  | | --- | | >=20m high | |

**Tree with TPO’s in Neatishead**

NORTH NORFOLK DISTRICT COUNCIL NNDC TPO (NEATISHEAD) 2016 No.1 Land at Recreation Field, School Road, Neatishead, Norwich, NR12 8XH Reference Number TPO/16/0911.

TPO’s are served by North Norfolk District Council. The e-mail addresses which relate to such correspondence is [trees@north-norfolk.gov.uk](mailto:trees@north-norfolk.gov.uk) & [planning@north-norfolk.gov.uk](mailto:planning@north-norfolk.gov.uk)