



APPENDIX 1 PROCEDURE FOR ENABLING PARISH COUNCILS TO FUND TREE WORK ON BOROUGH COUNCIL LAND MAY 2021

A procedure was agreed in 2018, whereby if the Council was agreeable to undertaking low-priority tree work in response to a public request, but could not commit to the work quickly in view of workload issues, then the resident can be invited to fund the work. This work would then be issued to the Council's contractor, leaving the in-house tree team to continue with planned work without interruption. This document proposes a new procedure for similar circumstances where a parish council, rather than a private resident, is requesting tree work.

Waiting Times for Requested Tree Work

There is currently a large backlog of outstanding non-urgent tree work such that the council's tree work programme is oversubscribed for the next seven years. New non-urgent works are currently being listed for completion in financial year 2023/24. However, priority trees continue to be identified, which push non-urgent works further down the programme. Summer and winter storms result in major interruptions to work plans every year, as a result of which lower priority work is constantly deferred to following years. For these reasons, commitments for timings for tree work can never be confirmed. Parish Councils and ward councillors are made aware of the likely delays and the inability to promise dates for tree work. On some occasions, Parish Councils have asked if the work can be brought forward if they pay. It is therefore proposed to establish a procedure for this as follows:

Procedure for Enabling Parish Councils to Fund Tree Work on Borough Council Land

1. If the Parish Council requests tree work on Borough Council land the Borough Council will undertake that work if it is deemed to be a of a sufficiently high priority. Otherwise, if the Borough Council is agreeable to the work then it will be placed on the normal waiting lists.
2. Also, if the work is placed onto a waiting list the Parish Council will be given the opportunity to fund the work, either in accordance with the procedure set out for private residents, or by the following actions, depending upon the choice of the Parish Council.
3. The Borough Council would promote joint working by enabling the Parish Council to take ownership of the particular request, to seek quotes and appoint a contractor to undertake the work. The Parish Council could specify the works subject to the approval of the Arboricultural Officer.
4. The Parish Council shall submit a specification to the Arboricultural Officer for approval

5. Once the specification is agreed the Parish Council shall seek quotes. Contractors should be Approved Contractors of the Arboricultural Association, the list for which is accessed at www.trees.org.uk. If a non-approved contractor is preferred then the Parish Council will need to submit details of their own vetting of qualifications and insurance cover and submit these for the approval of the Arboricultural Officer.
6. The Parish Council will then appoint their contractor if otherwise approved.
7. Either the Parish Council or the contractor would be responsible for seeking any necessary consents under the Town & Country Planning Act, or any other such consents e.g. Archdeacon's consent in closed churchyards.
8. The contractor will then need to seek a licence to work upon Council-owned land. This would be obtained from the Property Section and the application should be accompanied by Insurance details, risk assessments and method statements. Contractors should be made aware of this by the Parish Council and account in their quote for the charges that may be made for such a licence.
9. The contractor will then liaise with Streetscene to arrange a suitable date for undertaking the work, so that there is no conflict with other work being undertaken on site.
10. The Parish Council will inform the Arboricultural Officer that work is complete.
11. The Parish Council is advised to await the Arboricultural Officer's inspection before paying the contractor's invoice.