

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

Location: TPO

Date of Visit: 10/10/2018

Photo Taken

Yes

No

Species:

T001 - 2

Approx Height:

T001 - 1

Stem Dia (dibh):

T001 - 1

Canopy Spread (m) N,E,S & W

T001 - N-1,E-1,S-1,W-1 0

Age Class

T001 - Mature

Phys Cond:

Good

Visual Amenity Value

General view: Screening

Non Visual Amenity

(Ecotic Visible)

Structural Conditions, Recommendations & Comments

T001

Signed by (Tree Preservation Officer)

**Origin of making
the Order**

**Has application been signed TPO or TPO Review,
Signed by (Planning Group Location)**

Date:.....**Signature:**.....

Date:.....**Signature:**.....

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 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.

Country	City	Type	Capacity	Year	Status	Notes	Location		Coordinates		Area		Population		Elevation		Climate		Timezone
							Lat	Long	Area (km²)	Area (mi²)	Pop. (2023)	Pop. (2018)	Max (m)	Min (m)	Temp (°C)	Temp (°F)			
Algeria	Algiers	City	2,400,000	1962	Active	Capital	36°47'N	3°7'W	1,516	581	1,516	581	3,400,000	3,400,000	1,067	3,500	15	59	CET
Algeria	Oran	City	1,100,000	1962	Active	Second largest	35°43'N	5°10'W	1,100	425	1,100	425	1,100,000	1,100,000	1,100	425	15	59	CET
Algeria	Constantine	City	950,000	1962	Active	Third largest	36°48'N	3°50'W	950	367	950	367	950,000	950,000	950	367	15	59	CET
Algeria	Annaba	City	650,000	1962	Active	Fourth largest	36°50'N	7°50'W	650	251	650	251	650,000	650,000	650	251	15	59	CET
Algeria	Batna	City	600,000	1962	Active	Fifth largest	36°47'N	5°30'W	600	231	600	231	600,000	600,000	600	231	15	59	CET
Algeria	Sétif	City	550,000	1962	Active	Sixth largest	36°47'N	5°10'W	550	212	550	212	550,000	550,000	550	212	15	59	CET
Algeria	Bordj	City	500,000	1962	Active	Seventh largest	36°47'N	3°10'W	500	193	500	193	500,000	500,000	500	193	15	59	CET
Algeria	Djelfa	City	450,000	1962	Active	Eighth largest	36°47'N	3°10'W	450	174	450	174	450,000	450,000	450	174	15	59	CET
Algeria	Orléansville	City	400,000	1962	Active	Ninth largest	36°47'N	3°10'W	400	155	400	155	400,000	400,000	400	155	15	59	CET
Algeria	Blida	City	350,000	1962	Active	Tenth largest	36°47'N	3°10'W	350	136	350	136	350,000	350,000	350	136	15	59	CET
Algeria	Boumerdes	City	300,000	1962	Active	Eleventh largest	36°47'N	3°10'W	300	117	300	117	300,000	300,000	300	117	15	59	CET
Algeria	Tipaza	City	250,000	1962	Active	Twelfth largest	36°47'N	3°10'W	250	98	250	98	250,000	250,000	250	98	15	59	CET
Algeria	Bejaia	City	200,000	1962	Active	Thirteenth largest	36°47'N	3°10'W	200	79	200	79	200,000	200,000	200	79	15	59	CET
Algeria	Saida	City	150,000	1962	Active	Fourteenth largest	36°47'N	3°10'W	150	60	150	60	150,000	150,000	150	60	15	59	CET
Algeria	Bougie	City	100,000	1962	Active	Fifteenth largest	36°47'N	3°10'W	100	41	100	41	100,000	100,000	100	41	15	59	CET
Algeria	Collo	City	50,000	1962	Active	Sixteenth largest	36°47'N	3°10'W	50	22	50	22	50,000	50,000	50	22	15	59	CET
Algeria	Chenoua	City	20,000	1962	Active	Seventeenth largest	36°47'N	3°10'W	20	8	20	8	20,000	20,000	20	8	15	59	CET
Algeria	El Harrach	City	10,000	1962	Active	Eighteenth largest	36°47'N	3°10'W	10	4	10	4	10,000	10,000	10	4	15	59	CET
Algeria	Sting	City	5,000	1962	Active	Nineteenth largest	36°47'N	3°10'W	5	2	5	2	5,000	5,000	5	2	15	59	CET
Algeria	Beni Bou Ouez	City	2,000	1962	Active	Twentieth largest	36°47'N	3°10'W	2	0.8	2	0.8	2,000	2,000	2	0.8	15	59	CET
Algeria	Beni Bou Ouez	City	1,000	1962	Active	Twenty-first largest	36°47'N	3°10'W	1	0.4	1	0.4	1,000	1,000	1	0.4	15	59	CET
Algeria	Beni Bou Ouez	City	500	1962	Active	Twenty-second largest	36°47'N	3°10'W	0.5	0.2	0.5	0.2	500	500	0.5	0.2	15	59	CET
Algeria	Beni Bou Ouez	City	250	1962	Active	Twenty-third largest	36°47'N	3°10'W	0.25	0.1	0.25	0.1	250	250	0.25	0.1	15	59	CET
Algeria	Beni Bou Ouez	City	125	1962	Active	Twenty-fourth largest	36°47'N	3°10'W	0.125	0.05	0.125	0.05	125	125	0.125	0.05	15	59	CET
Algeria	Beni Bou Ouez	City	62.5	1962	Active	Twenty-fifth largest	36°47'N	3°10'W	0.0625	0.025	0.0625	0.025	62.5	62.5	0.0625	0.025	15	59	CET
Algeria	Beni Bou Ouez	City	31.25	1962	Active	Twenty-sixth largest	36°47'N	3°10'W	0.03125	0.0125	0.03125	0.0125	31.25	31.25	0.03125	0.0125	15	59	CET
Algeria	Beni Bou Ouez	City	15.625	1962	Active	Twenty-seventh largest	36°47'N	3°10'W	0.015625	0.00625	0.015625	0.00625	15.625	15.625	0.015625	0.00625	15	59	CET
Algeria	Beni Bou Ouez	City	7.8125	1962	Active	Twenty-eighth largest	36°47'N	3°10'W	0.0078125	0.003125	0.0078125	0.003125	7.8125	7.8125	0.0078125	0.003125	15	59	CET
Algeria	Beni Bou Ouez	City	3.90625	1962	Active	Twenty-ninth largest	36°47'N	3°10'W	0.00390625	0.0015625	0.00390625	0.0015625	3.90625	3.90625	0.00390625	0.0015625	15	59	CET
Algeria	Beni Bou Ouez	City	1.953125	1962	Active	Thirtieth largest	36°47'N	3°10'W	0.001953125	0.00078125	0.001953125	0.00078125	1.953125	1.953125	0.001953125	0.00078125	15	59	CET
Algeria	Beni Bou Ouez	City	976.5625	1962	Active	Thirty-first largest	36°47'N	3°10'W	0.0009765625	0.000390625	0.0009765625	0.000390625	976.5625	976.5625	0.0009765625	0.000390625	15	59	CET
Algeria	Beni Bou Ouez	City	488.28125	1962	Active	Thirty-second largest	36°47'N	3°10'W	0.00048828125	0.0001953125	0.00048828125	0.0001953125	488.28125	488.28125	0.00048828125	0.0001953125	15	59	CET
Algeria	Beni Bou Ouez	City	244.140625	1962	Active	Thirty-third largest	36°47'N	3°10'W	0.000244140625	0.00009765625	0.000244140625	0.00009765625	244.140625	244.140625	0.000244140625	0.00009765625	15	59	CET
Algeria	Beni Bou Ouez	City	122.0703125	1962	Active	Thirty-fourth largest	36°47'N	3°10'W	0.0001220703125	0.000048828125	0.0001220703125	0.000048828125	122.0703125	122.0703125	0.0001220703125	0.000048828125	15	59	CET
Algeria	Beni Bou Ouez	City	61.03515625	1962	Active	Thirty-fifth largest	36°47'N	3°10'W	0.00006103515625	0.0000244140625	0.00006103515625	0.0000244140625	61.03515625	61.03515625	0.00006103515625	0.0000244140625	15	59	CET
Algeria	Beni Bou Ouez	City	30.517578125	1962	Active	Thirty-sixth largest	36°47'N	3°10'W	0.000030517578125	0.00001220703125	0.000030517578125	0.00001220703125	30.517578125	30.517578125	0.000030517578125	0.00001220703125	15	59	CET
Algeria	Beni Bou Ouez	City	15.2587890625	1962	Active	Thirty-seventh largest	36°47'N	3°10'W	0.0000152587890625	0.000006103515625	0.0000152587890625	0.000006103515625	15.2587890625	15.2587890625	0.0000152587890625	0.000006103515625	15	59	CET
Algeria	Beni Bou Ouez	City	7.62939453125	1962	Active	Thirty-eighth largest	36°47'N	3°10'W	0.00000762939453125	0.0000030517578125	0.00000762939453125	0.0000030517578125	7.62939453125	7.62939453125	0.00000762939453125	0.0000030517578125	15	59	CET
Algeria	Beni Bou Ouez	City	3.814697265625	1962	Active	Thirty-ninth largest	36°47'N	3°10'W	0.000003814697265625	0.00000152587890625	0.000003814697265625	0.00000152587890625	3.814697265625	3.814697265625	0.000003814697265625	0.00000152587890625	15	59	CET
Algeria	Beni Bou Ouez	City	1.9073486328125	1962	Active	Fortieth largest	36°47'N	3°10'W	0.0000019073486328125	0.000000762939453125	0.0000019073486328125	0.000000762939453125	1.9073486328125	1.9073486328125	0.0000019073486328125	0.000000762939453125	15	59	CET
Algeria	Beni Bou Ouez	City	0.95367431640625	1962	Active	Forty-first largest	36°47'N	3°10'W	0.00000095367431640625	0.0000003814697265625	0.00000095367431640625	0.0000003814697265625	0.95367431640625	0.95367431640625	0.00000095367431640625	0.0000003814697265625	15	59	CET
Algeria	Beni Bou Ouez	City	0.476837158203125	1962	Active	Forty-second largest	36°47'N	3°10'W	0.000000476837158203125	0.00000019073486328125	0.000000476837158203125	0.00000019073486328125	0.476837158203125	0.476837158203125	0.000000476837158203125	0.00000019073486328125	15	59	CET
Algeria	Beni Bou Ouez	City	0.2384185791015625	1962	Active	Forty-third largest	36°47'N	3°10'W	0.0000002384185791015625	0.000000095367431640625	0.0000002384185791015625	0.000000095367431640625	0.2384185791015625	0.2384185791015625	0.0000002384185791015625	0.000000095367431640625	15	59	CET
Algeria	Beni Bou Ouez	City	0.11920928955078125	1962	Active	Forty-fourth largest	36°47'N	3°10'W	0.00000011920928955078125	0.0000000476837158203125	0.00000011920928955078125	0.0000000476837158203125	0.11920928955078125	0.11920928955078125	0.00000011920928955078125	0.0000000476837158203125	15	59	CET
Algeria	Beni Bou Ouez	City	0.059604644775390625	1962	Active	Forty-fifth largest	36°47'N	3°10'W	0.000000059604644775390625	0.00000002384185791015625	0.000000059604644775390625	0.00000002384185791015625	0.059604644775390625	0.059604644775390625	0.000000059604644775390625	0.00000002384185791015625	15	59	CET
Algeria	Beni Bou Ouez	City	0.0298023223876953125	1962	Active	Forty-sixth largest	36°47'N	3°10'W	0.0000000298023223876953125	0.000000011920928955078125	0.0000000298023223876953125	0.000000011920928955078125	0.0298023223876953125	0.0298023223876953125	0.0000000298023223876953125	0.000000011920928955078125	15	59	CET
Algeria	Beni Bou Ouez	City	0.01490116119384765625	1962	Active	Forty-seventh largest	36°47'N	3°10'W	0.00000001490116119384765625	0.0000000059604644775390625	0.00000001490116119384765625	0.0000000059604644775390625	0.01490116119384765625	0.01490116119384765625	0.00000001490116119384765625	0.0000000059604644775390625	15	59	CET
Algeria	Beni Bou Ouez	City	0.007450580596923828125	1962	Active	Forty-eighth largest	36°47'N	3°10'W	0.000000007450580596923828125	0.00000000298023223876953125	0.000000007450580596923828125	0.00000000298023223876953125	0.007450580596923828125	0.007450580596923828125	0.000000007450580596923828125	0.00000000298023223876953125	15	59	CET
Algeria	Beni Bou Ouez	City	0.0037252902984619140625	1962	Active	Forty-ninth largest	36°47'N	3°10'W	0										

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: <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/>