

# Kingston Parish Council

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## Tree Inspection and Maintenance Policy

### 1. Introduction

This policy aims to support the nominated tree wardens in delivering a tree maintenance programme in Kingston.

### 2. Compliance with statutory acts

The legal requirements to prevent any hazards, which may be caused by tree failure, are covered by the Health and Safety at Work Act and civil law under the occupiers' liability acts.

### 3. Kingston Parish Council Responsibilities

Trees and hedgerows are a key element of the natural landscape of Kingston and for the wildlife they support.

The parish council has a duty to do all that is reasonably practicable to ensure that the trees and hedgerows in the parish remain healthy and to ensure they do not pose a threat to the safety of the public and property.

To achieve this, the parish council will put in place the following inspection regime:

- a) A mapping exercise to locate all trees on parish council owned and managed sites. The location of the trees will be indicated on a map.
- b) A mapping exercise to locate ESCC and LDC owned and managed sites.
- c) A rolling three year inspection of trees on parish council owned and managed sites in conjunction with ESCC and/ or LDC qualified Tree Officers.
- d) An annual inspection of trees will be carried out by the Kingston parish tree wardens on each consecutive year after the three year inspections. The tree wardens will seek advice from a specialist Tree Officer if this is needed.
- e) Trees that are noted as requiring attention will be logged with actions required and priority.
- f) Work will only be carried out on trees for reasons of safety or conservation management.
- g) Any issues reported effecting trees on ESCC and/or LDC owned and managed sites will be immediately reported to those Tree Officers for action.
- h) Hedgerows will be inspected on an annual basis in conjunction with the tree inspection programme and follow procedures as noted in e) and f). Remedial work will be considered for action in the first instance by the Village Maintenance Team or any necessary contracted works approved by the council.

#### 4. Remedial work to trees

Where remedial works to trees are identified on parish council owned and managed sites action can be taken in two ways.

- a) If the tree poses an imminent threat to safety, the tree warden or parish clerk will take action to make the tree safe under delegated powers as permitted under the Local Government Act 1972 s101. The matter will be reported to the next appropriate parish council meeting.
- b) Where trees do not pose an imminent threat or need other work these can be held and reported at the next appropriate parish council meeting.

#### 5. Remedial works by in-house staff

In the cases where the work is within the capabilities of in-house resources the parish council must ensure that all the work can be carried out safely, prior to the works commencing. All personnel must be issued with the appropriate safety equipment and be suitably qualified to carry out the task.

#### 6. Outsourcing works

When in-house resources are not qualified to carry out the work or are unavailable, a specialist Tree Surgeon may be employed to undertake the work. The contractor must be suitably qualified and have adequate insurance cover.

#### 7. Areas not in ownership or managed by Kingston parish council

The tree warden and village maintenance group will only carry out **reasonable** green works in areas owned or managed by ESCC or LDC, for example the village bridleways and footpaths. All other works will be referred to ESCC or LDC for assessment.

#### 8. Tree Preservation orders and conservation areas

- a) Where a tree is subject to a preservation order or is located in a conservation area, the appropriate application must be made for the works to be undertaken.
- b) Details of applications made for tree works received by the clerk will be shared with the tree wardens for comment. Agreed responses on behalf of Kingston parish council are to be submitted via the clerk.

#### 9. Planting new trees

Proposals for new tree planting must be submitted to the clerk for presentation to the parish council at its next convening meeting.

#### 10. Tree warden reports

The tree wardens will make an annual report to the council at its May meeting.

#### 11. Budget

Kingston Parish Council will consider and approve an annual budget for tree and hedgerow works at its budget setting meetings in November and January each year.

<b>Reviewed &amp; Adopted by:</b> Kingston Parish Council	<b>Meeting Date:</b> 9 May 2018 <b>Minute item:</b> 14	<b>Review Date:</b> May 2019	<b>Clerk:</b> JP
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