

Democratic Services Officer: Carrie O'Connor (Ext. 37614)

8 February 2018

ENVIRONMENT & LEISURE WORKING GROUP

A meeting of the Environment & Leisure Working Group will be held in Committee Room 1 (the Pink Room) at the Arun Civic Centre, Maltravers Road, Littlehampton on **Tuesday 20 February 2018 at 6.00 pm** and you are requested to attend.

Members: Councillors Hitchins (Chairman), Warren (Vice-Chairman), Ambler, Mrs Bence, Bicknell, Brooks, Buckland, Cates, Mrs Daniells, Dingemans, English, Mrs Neno, Northeast, Oliver-Redgate, Purchase, Reynolds, Dr Walsh and Wells

A G E N D A

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declaration of personal and/or prejudicial/pecuniary interests that they may have in relation to items on this agenda.

You should declare your interest by stating:

- a) the item you have the interest in
- b) whether it is a personal interest and the nature of the interest
- c) whether it is also a prejudicial/pecuniary interest

You then need to re-declare your interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

3 MINUTES

To approve as a correct record the Minutes of the meeting held on 19 December 2017 (attached).

4 ITEMS NOT ON THE AGENDA THAT THE CHAIRMAN OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES

5 UPDATE ON LITTLEHAMPTON LEISURE CENTRE

This report provides an update on the current progress of the leisure centre project.

6 MOVING THE VISITOR INFORMATION POINT IN BOGNOR REGIS

This report is to inform Members of the relocation of the Bognor Regis Visitor Information Point from the shared facility with the Bognor Regis Observer office at: 1-2 Place St Maur, Belmont Street, to the foyer of the Regis Centre / Alexandra Theatre.

7 VARIATION TO PARKING CHARGES

The Council's Medium Financial Strategy assumes that income from all controllable charges should increase by the rate of inflation. This requires certain parking charges for 2018/19 to be varied to find the additional income.

8 ARUN DISTRICT COUNCIL TREE POLICY

This report is designed to inform members of Arun District Council's proposed policies for the management and protection of trees within the district and to seek approval of an overall 'Tree Policy'. The Tree Policy 2018-2028 will provide a transparent and consistent framework, formulated on a risk based approach, for all decision making in relation to Council owned trees.

Note: *Indicates report is attached for all Members of the Environment & Leisure Working Group only and the press (excluding exempt items). Copies of reports can be obtained on request from the Committee Manager or accessed via the website at www.arun.gov.uk

Note: Members are reminded that if they have any detailed questions would they please inform the Chairman and/or relevant officers.

‘Subject to Approval at the Next Working Group Meeting’

ENVIRONMENT & LEISURE WORKING GROUP

19 December 2017 at 6.00 p.m.

Present: - Councillors Hitchins (Chairman), Warren (Vice-Chairman), Ambler, Brooks, Buckland, Cates, Dingemans, Oliver-Redgate, Dr Walsh and Wells.

Councillors Elkins and Wotherspoon were also present for part of the meeting.

22. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors English, Maconachie, Mrs Neno, Purchase and Reynolds.

23. DECLARATIONS OF INTEREST

The following declarations of interest were made in relation to Agenda Item 6, Strategic Vision for the Future of Public Convenience Services in Arun:-

- Councillor Wells and Brooks declared a personal interest as members of Bognor Regis Trust as that body had submitted an application to the Council some years ago in respect of a community toilet scheme.
- Councillor Brooks also declared a personal interest as a member of Bognor Regis Town Council..
- Councillors Buckland, Dr Walsh and Warren declared a personal interest as members of Littlehampton Town Council.

24. MINUTES

The Minutes of the meeting held on 24 October 2017 were approved and signed by the Chairman as a correct record.

25. REVIEW OF ROLE OF WORKING GROUPS

The Group Head of Council Advice & Monitoring Officer advised by way of this report that the Constitution Working Party had requested that the operation of the current Working Groups be reviewed as part of its ongoing work on reviewing the Council's Constitution. Members' views were therefore being sought to inform the review.

It was explained that there were two areas to be considered, particularly:-

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- Size of membership – the practice at the moment was to rely on volunteers, which had led to unwieldy numbers of 22 last year and 19 this year. A more practical membership was felt to be a maximum of 15. However, if there was a move away from volunteers then, under current rules, there would be a requirement to have political balance as that would be the only way to allocate seats.
- Past feedback from Members had indicated that it was felt that the Working Groups needed a clearer purpose and role in the decision making structure – the way forward could be to make changes to allow them some delegated authority as a decision maker.

It was being suggested that both Working Group could become Subcommittees; be politically balanced with a membership size of no more than 10 to 15; and have a degree of clearly specified decision making powers.

The Subcommittee was advised that initial consultation had been undertaken with the Chairmen and Vice-Chairmen of the two Working Groups and the Group Leaders to gain support to this review being taken forward.

In the course of debate, views were put forward that the Working Groups should **not** be politically balanced and that the increased membership was due to the development of the Littlehampton Swimming Centre – that was well on course now and so interest would naturally diminish. It was felt that being able to invite interested parties and experts to attend Working Group meetings was essential to maintain; however, the Group Head of Council Advice & Monitoring Officer was able to advise that that would still be the case if it became a Subcommittee. Further comment was made that the decision making powers being suggested were “piffling” and there was a degree of scepticism expressed as to their value. The Group Head of Council Advice & Monitoring Officer referred Members to her report which confirmed the level of delegation that could be given to a Subcommittee if the proposals were taken forward.

The discussion highlighted that there was a divergence of opinion in that some Members supported change and others wished to maintain the status quo, albeit with a smaller membership. Officer advice was given that the Constitution was clear that there was a minimum number regarding membership of a Working Group but there was no maximum. Any change to introduce a maximum number would therefore be a decision for Full Council.

A proposal was put forward and duly seconded that there should be no change to the current arrangements, subject to the introduction of a membership of a minimum of 6 and a maximum of 15. The vote was tied and the Chairman used his casting vote to not support the proposal; it was therefore declared LOST.

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The Group Head of Council Advice & Monitoring Officer advised the Working Group that it could now consider the proposition detailed in the report or an alternative suggestion. However, if no consensus could be reached she would report that back to the Constitutional Review Working Party, together with Members’ views that the membership should be capped.

A proposal was then put forward that the move to becoming a Subcommittee should be rejected and that Members wished the Working Group to be maintained. Having been duly seconded, the Working Group

RECOMMEND TO THE CONSTITUTION WORKING PARTY

That the proposals to change the remit of the Working Groups be rejected and no change be made to current arrangements.

26. STRATEGIC VISION FOR THE FUTURE OF PUBLIC CONVENIENCE SERVICES IN ARUN

(Prior to consideration of this item, Councillors Buckland, Brooks, Dr Walsh, Warren, and Wells redeclared their personal interest and remained in the meeting and took part in the debate and vote.)

The Greenspace & Cleansing Manager presented this report and advised that the Property & Estates Manager was also in attendance to answer Member questions as there was a cross over between Cleansing and Property & Estates.

Following the presentation, the Chairman thanked Mr Handson for another excellent and comprehensive report.

Members then participated in a detailed question and answer session with the relevant officers which covered a number of issues, in particular:-

- Confirmation was given that Bognor Regis Town Council would not be paying any contributions towards public conveniences in the town.
- No decision had yet been taken in respect of the future of the building at North Street, Wick but officers were aware of the anti-social behaviour taking place in the vicinity.
- The recently approved café to be built on the site opposite the Swimming Centre in Littlehampton would provide toilet facilities for members of the public even if not paying customers.
- Comment that signage was required indicating that toilets were available at the Norfolk Gardens Café would be taken up with ISS.
- The question was asked around when a policy decision had been made to move towards unisex facilities. The Property & Estates Manager advised that he was not aware of any such policy decision but rather it was a move in line with capital and industry practice. In order to provide the best facilities possible that were easier to maintain and were cost effective, unisex tended to be the

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best option. Comment was made that a lot of people were unhappy with such provision and a further question was asked as to what public consultation had taken place on customer preference? The Chairman stated that no public consultation had been undertaken but that the public wanted clean, high quality facilities. The Property & Estates Manager also advised that affordability and vandalism were major factors that had to be taken account of. He highlighted that unisex facilities were already in operation in the District.

- Disappointment was expressed at the lack of interest in a community toilet scheme and it was felt that efforts should be made to sell the idea, a number of suggestions were put forward at the meeting for officers’ consideration.
- Refurbishment of existing public conveniences was seen as a priority as some were in a pretty poor state.

In drawing the debate to a close, it was suggested that an additional recommendation be added to read:-

“Cabinet be asked to confirm or not a policy of moving to unisex toilets where possible.

Having been formally proposed and duly seconded, the additional recommendation was declared CARRIED.

The Working Group then

RECOMMEND TO CABINET – That

- 1) the proposal to investigate the potential for commercial development with retained public conveniences at Crown Yard remains, to be undertaken in due course by Property & Estates as part of their work plan;
- 2) the public conveniences at Ferring Village Green are retained, on the basis that the Parish Council are prepared to enter in to an agreement with Arun to support future capital refurbishment costs and continue with their current revenue contribution to Arun;
- 3) the Council aim to retain a public convenience facility at Ferring Rife, looking to achieve this through commercial partnership opportunity that will be explored by the Property & Estates Service and Ferring Parish Council in due course;
- 4) the Council withdraw the North St Wick public conveniences, but work in partnership to support the Wick Traders Assoc. over provision of a Community Toilet Scheme in close proximity;

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- 5) the Council retain Avisford Park public conveniences, on the basis that the Parish Council are prepared to enter in to an agreement with Arun to support future capital refurbishment costs and are prepared to offer a reasonable increase their current annual contribution towards public conveniences;
- 6) the Council retain West Meads public conveniences, on the basis that Aldwick Parish Council are prepared to enter in to an agreement with Arun to support future capital refurbishment costs and are prepared to offer a reasonable increase in their current contribution towards public conveniences;
- 7) the Council withdraw the Snooks Corner public conveniences. This decision is made on the basis that the Culver Road facility will remain open all year round in future. The Council will also look to set up a Community Toilets Scheme arrangement with an interested business in close proximity and will explore commercial opportunities for Snooks Corner;
- 8) the Council retain Shrubbs Field public conveniences, on the basis that Middleton-on-Sea Parish Council are prepared to enter in to an agreement with Arun to support future capital refurbishment costs and are prepared to increase their current annual revenue contribution towards public conveniences;
- 9) pending the formal agreement of Freedom Leisure, for free public use of their public conveniences at the new Littlehampton Leisure Centre, that the Council withdraw the Mewsbrook Park public conveniences on opening of this facility;
- 10) the Council retain Waterloo Square public conveniences at present, pending exploration of a commercial development opportunity of this site with retained public conveniences, to be undertaken Property & Estates as part of their work plan;
- 11) the Council finalises a detailed condition survey of retained public conveniences within the next 12 months. This will allow effective budget planning from both ADC & Parishes who have agreed to support capital refurbishment costs moving forward;
- 12) the delivery of the strategic vision by committing future capital funding sufficient to deliver the phased capital programme be supported;
- 13) the current seasonal closure trial at Culver Road Felpham cease, on the basis of representation received from the public

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and to ensure the site will be open once the proposed refurbishment works due this winter are completed;

- 14) the current seasonal closure trial at Sandy Road Pagham cease, on the basis of the representation received from the public and a reasonable maintenance contribution to be formally agreed with Pagham Parish Council;
- 15) the current trial seasonal closure at Norfolk Gardens continue due to the fact there is alternative provision continuing to be provided at the Norfolk Gardens Café;
- 16) the seasonal closure for Norfolk Gardens be lifted if the Council’s contractor and café operator ISS Facility Services formally requests this;
- 17) the current trial seasonal closure at West Beach be continued;
- 18) the proposed opening of the remaining sites under trial seasonal closure be rescheduled from Easter 2018 rather than the 1st May 2018;
- 19) a further progress summary is provided to the Working Group in one year’s time; and
- 20) Cabinet be asked to confirm or not a policy of moving to unisex toilets where possible.

26. LITTER AND DOG FOULING ENFORCEMENT TRIAL

(During the course of consideration of this item, Councillor Dr Walsh declared a personal interest as a member of Littlehampton Town Council. He remained in the meeting and took part in the debate and vote.)

The Group Head of Technical Services presented this report which set out the results of a review into the one year trial to undertake littering and dog fouling enforcement across the District which had commenced in May 2017. Members were reminded that East Hampshire District Council was the contractor and there was a zero cost to this Council.

The Working Group was advised that, in order to maintain viability and sustainability, the Fixed Penalty Notice (FPN) fine levels needed to be increased. It was being suggested that littering FPNs would be £80, discounted to £65; and dog control FPN fine level would be £100, discounted to £75. Officers were asking for flexibility to negotiate.

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Members were extremely positive in their consideration of the report. A number of questions were asked and responded to by the Licensing Team Manager.

The Licensing Team Manager stated that the officers undertaking the enforcement activities were passionate about educating people so that there would be fewer repeat issues. They talked to people and listened to feedback and she commended them on their attitude. She was pleased to say that the scheme had exceeded her expectations.

Following some discussion and support for the scheme, the Working Group

RECOMMEND TO THE RELEVANT CABINET MEMBERS
(for Technical Services, Community Wellbeing & Neighbourhood Services) - That

(1) the contract be extended for a further two years from 15 May 2018, subject to agreement of suitable terms and conditions;

(2) the contract be expanded in scope to allow the Street Scene Enforcement Officers to enforce Public Space Protection Orders, allowing them to enforce all dog controls and confiscate alcohol where appropriate and in accordance with guidance;

(3) the fixed penalty notice “fine” levels are adjusted to ensure scheme sustainability.

27. UPDATE ON LITTLEHAMPTON LEISURE CENTRE

The Working Group noted the update provided by the Principal Landscape Officer.

28. COMPLIMENTS OF THE SEASON

The Chairman thanked officers and Members for their support and wished everyone the compliments of the season.

(The meeting concluded at 7.50 pm)

ARUN DISTRICT COUNCIL

ENVIRONMENT & LEISURE WORKING GROUP – 20 FEBRUARY 2018

Information Paper

Subject : Update on Littlehampton Leisure Centre

Report by : Rachel Alderson

Report date: January 2018

EXECUTIVE SUMMARY

This report provides an update on the current progress of the leisure centre project.

1.0 INTRODUCTION

- 1.1 The construction phase for the Littlehampton leisure centre project commenced on site in September 2017.

2.0 CONSTRUCTION WORKS

- 2.1 The steel frame of the new building is now being erected on site and is making good progress. Willmott Dixon Construction (WDC) has installed much of the concrete foundations to the swimming pools, balance tanks and basement plantroom.
- 2.2 Southern Water is continuing with work to divert a sewer pipe which is due to be completed within the next few weeks. Once the pipe has been connected in its new position WDC will arrange for the final concrete piles to be installed.
- 2.3 WDC is exploring options for reducing the amount of glare in the pool hall following discussions with Sport England. Any changes to the existing approved materials will be submitted to Planning as a Non-Material Amendment application.
- 2.4 A visual update showing the progress of the works will be presented at the meeting.

3.0 STAKEHOLDER ENGAGEMENT & PUBLICITY

- 3.1 An invitation has been issued for local school teachers to visit the construction site in early February. Teachers will be able to see the building work in progress, receive an update on the project and find out more about the support opportunities available. Members of the project team are also visiting The Angmering School to assist with the launch of a project, which focusses on the new leisure centre and its external environment.
- 3.2 During the coming months there will be opportunities for the community to visit the site through coffee mornings hosted by WDC.
- 3.3 The dedicated Facebook and website pages continue to be updated. Since July 2017 the Vlogs posted on Facebook have had more than 10,000 views and over 31,500 people have been reached with the updates.

Background Papers:

[Leisure and Cultural Strategy 2013 - 28](#)
[Full Council 15 May 2013, Final Resolution, Minute 522, Strategy 1, Stage 2](#)
[Leisure, Tourism & Infrastructure Working Group \(30 June 2014\)](#)
[Cabinet Report \(21 July 2014\) – A New Leisure Centre for Littlehampton](#)
[Detailed Feasibility Study 2015](#)
[Cabinet Report \(16 November 2015\) - Capital Prioritisation Programme](#)
[Cabinet Report \(8 February 2016\) – A New Leisure Centre in Littlehampton](#)
[Environmental Services & Community Development Working Group \(28 June 2016\)](#)
[Environment & Leisure Working Group \(6 September 2016\)](#)
[Cabinet Report \(17 October 2016\) – Littlehampton Leisure Centre Project Update](#)
[Environment & Leisure Working Group \(1 November 2016\)](#)
[Environment & Leisure Working Group \(17 January 2017\)](#)
[Environment & Leisure Working Group \(14 March 2017\)](#)
[Cabinet Report \(10 April 2017\) – Littlehampton Leisure Centre](#)
[Environment & Leisure Working Group \(27 June 2017\)](#)
[Cabinet Report \(17 July 2017\) - Littlehampton Leisure Centre](#)
[Environment & Leisure Working Group \(29 August 2017\)](#)
[Full Council Report \(13 September 2017\) – Littlehampton Leisure Centre](#)
[Environment & Leisure Working Group \(24 October 2017\)](#)
[Environment & Leisure Working Group \(19 November\)](#)

Contact: Rachel Alderson, Principal Landscape & Project Officer
Ext. 37946

ARUN DISTRICT COUNCIL

ENVIRONMENT & LEISURE WORKING GROUP – 20 FEBRUARY 2018

Information Paper

Subject : MOVING THE VISITOR INFORMATION POINT IN BOGNOR REGIS

Report by : Margaret Murphy

Report date: January 2018

EXECUTIVE SUMMARY

This report is to inform members of the relocation of the Bognor Regis Visitor Information Point from the shared facility with the Bognor Regis Observer office at: 1-2 Place St Maur, Belmont Street to the foyer of the Regis Centre / Alexandra Theatre.

1.0 INTRODUCTION

- 1.1. A Self Service official Visitor Information Point for Bognor Regis has been located in the ground floor premises owned by the Council at 1– 2 Place St Maur, Belmont Street, Bognor Regis since the fully Council staffed Visitor Information Centre, located in the same premises ceased in September 2011.
- 1.2. In November 2011, the Bognor Regis Observer newspaper opened their local office in the same premises, at 1-2 Place St Maur, and as part of the licence agreement with the Council, Johnstone Press / Sussex Newspapers agreed to host the Council's 'Self Service' tourist leaflet and information facility within the reception area of the building . This agreement was reflected in the terms offered by the Council.
- 1.3. This arrangement has worked well and the Council recognises and thanks the Sussex Newspapers staff for their professionalism and willingness to support this facility. The only drawback has been the that the office was not open at the weekends or on Bank Holidays due to the contracted hours of the Sussex Newspaper staff (Monday – Friday 9am – 5pm only) which therefore meant visitors could not access the premises during weekends and Bank Holidays.
- 1.4. To counter the weekend closing problem within existing resources, attractive outward facing information window displays in both poster and electronic format were provided and maintained, alternative leaflet access made available at the

neighbouring café, seaside gift shop, Regis Centre, Railway Station and Foreshore Office, and an electronic touchscreen, linking directly to www.sussexbythesea.com was available for some time until it was unfortunately vandalised

2.0 LICENSE TO OCCUPY

- 2.1 A 'License to Occupy' was granted by the Council to Sussex Newspapers in 2011 on a shared utilities basis only, and has been under review for some time. Alongside this, the Council's Properties and Estates Team recognised that the Council needed to make better use of this valuable asset.
- 2.2 On the expiration of this License to Occupy, the opportunity was taken in December 2017 to offer a new agreement to Sussex Newspapers to include a fair rent payable to continue to occupy the premises.
- 2.3 Sussex Newspapers have declined this offer and have notified the Council that staff will be vacating the premises by the end of January 2018 and the unit will be handed back to the Council by the end of February 2018.
- 2.4 At the same time as the Council's review of these premises, Sussex Newspapers have been undergoing some operational changes and staffing resources have been reduced which has unfortunately led to some occasions (staff sickness/holidays etc) when the facility has had to be closed to the public.

3.0 RELOCATION

- 3.1 Officers have therefore identified alternative premises for the Visitor Information Point (VIP). Discussions have been held with Arun Arts Ltd to consider the feasibility of relocating the Visitor Information to the foyer of The Regis Centre located opposite the current premises.
- 3.2 This is seen as a progressive move as the Centre is open much longer hours, including evenings, Saturdays and some Sundays; throughout the year, and has a vibrant list of activities and theatre entertainment which is seen to have a natural synergy with a Visitor Information facility.
- 3.3 Negotiations are taking place with Arun Arts Ltd who manage the centre, and if accepted it is planned that the initial move will take place in early February 2018, with completion in March ready for the new tourism season. The relocation should also fit in with the developing plans for the 'Gardens by the Sea' project currently taking shape.

4.0 FACILITIES AND OPERATIONAL

- 4.1 A small tourism leaflet display has been located inside the centre for some time and the plan is now to extend this to an official 'self-service' Visitor Information Point, with more information attractively displayed, a reception desk/stand and touchscreen information ipad, connecting to www.sussexbythesea.com
- 4.2 There will be new external signage fitted to the Regis Centre building, clearly visible from the seafront, town centre via the Arcade and along Belmont Street in both directions. Other signage further afield and existing maps should not need changing due to the close proximity of the two locations. Prominent notices directing visitors to the Regis Centre location will be placed in the premises of 1-2 Place St Maur and all existing signage on that building will be removed
- 4.3 Inside the Regis Centre, there will be information displays, in both digital and in leaflet / poster format, utilising where possible the good quality existing display racking. Some of these displays will be visible from the outside of the building so that information is available to visitors 24/7. The personal touch will be provided by the considerable bank of Regis Centre volunteers and staff.
- 4.4 The Centre's management and volunteers will have support and training provided by the Council's Tourism Development Officer and the opportunity to attend 'Welcome Host' Customer Service courses facilitated and delivered by Tourism South East and possibly part funded by the Council.

5.0 TOWN CENTRE MANAGER

- 5.1 The Town Centre Manager also has an office in the building at 1-2 Place St Maur and will stay in situ until a suitable town centre office location can be found in the near future.

Background Papers: [Bognor Regis Regeneration Sub Committee June 2017](#)

Contact: Margaret Murphy Tourism Development Officer Extn:37859

ARUN DISTRICT COUNCIL

ENVIRONMENT & LEISURE WORKING GROUP – 20 FEBRUARY 2018

Recommendation Paper

Subject : Variation to Parking Charges

Report by : Joe Russell-Wells

Report date: 22nd January 2018

EXECUTIVE SUMMARY

The Councils Medium Financial Strategy assumes that income from all controllable charges should increase by the rate of inflation. This requires certain parking charges for 2018/19 to be varied to find the additional income.

RECOMMENDATIONS

Members are requested to recommend to the Cabinet Member for Neighbourhood Services that the proposed charges in Appendix A are put out for consultation with a view to introducing these charges after the 1st April 2018.

1.0 INTRODUCTION

- 1.1 Arun District Council own and operate 22 Pay & Display car parks. These car parks are located in Bognor Regis, Littlehampton and Arundel.
- 1.2 The car parks are defined as Short Stay, Long Stay or Seasonal depending upon their location and charging structure. The Short Stay and Long Stay car parks are within the Town Centre while the Seasonal car parks are mainly on the seafront and have a summer and winter charging structure.
- 1.3 The Council operates a 2 free hour disc parking scheme in the Fitzleet, Hothampton and Lyon street car parks in Bognor Regis and St Martins, Anchor Springs and Manor House car parks in Littlehampton. This is funded by this Council, the Town Council and the Traders.

- 1.4 All the car park charges except for the seasonal winter charges were increased on the 1st April 2016. There has been no increase in the charges in the current financial year.
- 1.5 The Councils Financial Strategy requires the income in the car parks budget for 2018/19 parking to increase by £29,228. This is based on the Retail Price Index of 2.5%.
- 1.6 There is no requirement to increase all the parking charges.

2.0 SEASONAL CAR PARKS

- 2.1 There are 12 car parks which have a summer and winter charge and are therefore defined as seasonal.
- 2.2 In order to maximize the income from the most popular seasonal car parks the summer tariff was extended to cover March and October in 2013.
- 2.3 The seasonal car parks were reviewed again in 2014 and 2016 which resulted in various alterations to the charges.
- 2.4 As to be expected most of the usage in the seasonal car parks takes place in the summer months but income can fluctuate greatly depending upon the weather.
- 2.5 Most of the seasonal income comes from the 2 largest seafront car parks in Littlehampton.
- 2.6 An increase in the summer season charge of between 5.7% and 6.6% would achieve the required additional income.
- 2.7 The smallest coin the Pay & Display Machines will take is 5 pence. Therefore taking into account the retail price index of 1% in 2017, 2.5% in 2018 and assuming no further increase in 2019 the above increase would be as close to the inflation as possible while achieving the income target.
- 2.8 Appendix B attached shows the charges found close to the beaches in other seaside towns.
- 2.9 Experience has shown that increases in charges have not stopped the seasonal car parks from being full on a hot day during the holidays and at weekends.

3.0 UPDATE ON CAR PARKS

- 3.1 The introduction of RingGo to the ADC car parks in August 2017 has given users of the car parks a wider choice of payment methods and has proved to be a success. This pay-by-phone system has been taken up by a greater proportion of users than anticipated, particularly over the high season. It has resulted in a lower number of calls being received by the call center, and has provided the public with an alternative option if they have no cash.
- 3.2 A car parks strategy is due to be drafted in the coming months. This aims to identify improvements for the public using ADC car parks. It will review a number of issues around the management and use of car parks including payment methods, permit parking, signage, landscaping , lighting and other improvements.
- 3.3 The Park Mark award has again been achieved for 2018 to all ADC car parks; this follows the award being given for a number of years. The award is given by the police to car parks that have achieved the standards of the Safer Parking Scheme. This scheme is designed to reduce crime and the fear of crime in car parks. It is a great achievement that the ADC car parks have again met the criteria.

4.0 PROPOSAL

- 3.1 Increase the charges as shown in Appendix A.
- 3.2 All other charges to remain unchanged.

Background Papers:None

Contact: Joe Russell Wells, Group Head of the Neighbourhood Services

Appendix A

ARUN DISTRICT COUNCIL
The Arun District Council (Civil Enforcement and Consolidation) Order 2010

NOTICE IS HEREBY GIVEN that the Council intends, under Section 35C of the Road Traffic Regulation Act 1984 and all other enabling powers, proposes to vary the charges set out in schedules to The Arun District Council (Civil Enforcement and Consolidation) Order 2010 as shown below, such variation to take effect after the 1st April 2018.

Parking Places 1st March to 31st October	Period Of Parking	Present Charge	Proposed Charge
Banjo Road East Green, Littlehampton Sea Road, Littlehampton The Wall, Littlehampton West Beach, Littlehampton Gloucester Rd, Bognor Regis Rock Gardens, Bognor Regis Culver Road, Felpham	Up to 1 hour Up to 2 hours Over 2 hours	£1.50 £3.00 £7.00	£1.60 £3.20 £7.40
Parking Places 1st March to 30th June 1st September to 31st October	Period of Parking	Present Charge	Proposed Charge
West Green, Littlehampton	Up to 1 hour Up to 3 hours Over 3 hours	£1.50 £3.00 £7.00	£1.60 £3.20 £7.40
Parking Places 1st July to 31st August	Period of Parking	Present Charge	Proposed Charge
West Green, Littlehampton	Up to 1 hour Up to 3 hours Over 3 hours	£1.50 £3.00 £8.00	£1.60 £3.20 £8.40

In all other respects the provisions of the current order referred to above will remain in force.

Any comments on the above variation of the charges must be submitted in writing not later than the TBC quoting reference SER/CARP/CB to the address below:-

The Outdoor Services Manager
Arun Civic Centre, Maltravers Road, Littlehampton, West Sussex, BN17 7RA

Appendix B

Seasonal Car Parks charges in August

	up to 1hrs	up to 2hrs	Up to 3hrs	Up to 4hrs	Up to 5hrs	Up to 6hrs	All Day
West Green Lton	£1.50	£3.00		£8.00			
Seasonal Arun	£1.50	£3.00	£7.00				
Weymouth	£1.00	£2.00	£3.50	£4.50	£6.00		£8.00
Southsea	£1.80	£3.10	£4.10	£5.00	£6.50		£8.50
Worthing	£1.00	£2.30	£3.60	£4.80	£6.00	£10.00	
Southend	£1.20	£2.30	£3.90	£4.60	£5.70	£7.00	£11.00

ARUN DISTRICT COUNCIL

ENVIRONMENT & LEISURE WORKING GROUP – 20 FEBRUARY 2018

Recommendation paper

Subject : Arun District Council Tree Policy

Report by : Richard Martin, Tree and Landscape Manager

Report date : 6 Feb 2018

EXECUTIVE SUMMARY:

This report is designed to inform members of Arun District Council's proposed policies for the management and protection of trees within the district and to seek approval of an overall 'Tree Policy'

The Council is responsible for over 20,000 trees. Whilst nationally the risk of harm caused by trees is very low, there are many benefits to the Council in adopting a comprehensive ten year Tree Policy.

Trees are of significant environmental and aesthetical value to the district and its residents. Arun District Council must recognise these benefits, seeking to preserve healthy trees and encourage the planting of new trees where possible

The Tree Policy 2018-2028 will provide a transparent and consistent framework, formulated on a risk based approach, for all decision making in relation to Council owned trees.

Recommendations:

Members are requested to recommend to Cabinet that;

- 1) Arun District Council's Tree Policy 2018-2028 be adopted.

1) Introduction

- 1.1) Arun District Council's trees are of significant environmental and aesthetical value to the district and its residents. They enhance parks and green space, provide a

habitat for wildlife, act as the District's lungs and help to reduce the rising temperatures caused by climate change.

Whilst the majority live and grow without incident, a number of trees pose challenges and risks that need to be managed. This policy outlines how we manage the tree stock effectively and how we reduce the risk that certain trees pose to the public.

The District Council is responsible for over 20,000 trees (greater than 15cm diameter), on land owned by the District Council. These are managed through officers within the Council's Greenspace Service, with practical work undertaken by the Council's in-house Arboricultural Team or 'Tree Gang'.

Any Council policy must align with the wider objectives of the Council and its Corporate Priorities. The Tree Policy will specifically support delivery of the following Corporate Priorities and 2020 Vision Objectives.

2) Background

- 2.1) Nationally, the risk of harm from trees is very low. The risk of death from trees has been estimated as 1 in 10 million and that of serious injury as 1 in 1 million¹. Despite these very low risks, the danger from trees is not always perceived as low by the public and the consequences of tree failures can be very newsworthy because of their rarity. Additionally individual trees and groups of trees may have a high risk of causing harm due to their condition and location; for example over mature trees in declining health in a busy city centre or beside a busy, high speed road.

Guidance from the National Tree Safety Group (NTSG) and the Health and Safety Executive (HSE) clearly indicates that, in order to comply with legal obligations, the management of risks from trees should be based upon what is 'reasonable', therefore consideration must be given by Arun to the actual risks, alongside the availability of resources.

Arun District Council has many legal obligations to manage the risks associated with trees including:

- Occupiers Liability Act
- Health and Safety at Work Act
- Highways Act
- Local Government (Miscellaneous Provisions) Act

¹ The National Tree Safety Group Report, Bringing Common Sense to Tree Management, 2010

- 2.2) The Council does not currently have an adopted Tree Policy. There is an existing Tree Strategy written in 2005, which set out general aims and objectives, but it is appropriate that the Council puts in place a robust policy which will support delivery of current best practice and legislation in relation to the management and inspection of trees. An adopted policy will also set standards for service delivery and help manage public expectation in terms of tree related issues.

The management of Council owned trees sits within the Council's Greenspace Service. The Council employs two office based staff, namely a Tree Officer and a Tree & Landscape Officer to lead on all decisions and technical advice in relation to trees. The Council is fortunate to have an experienced and competent in house team known as the 'Tree Gang' who carry out the practical work to trees on the advice of the tree officers. The Tree & Landscape Officer is responsible for direct management of these staff on the ground, ensuring that all operations are carried out in line with best practice and health & safety legislation.

Trees on Council Housing land are managed by the Greenspace Service on behalf of the Housing Service.

3.0) **Aims**

- 3.1) The overall aim of the tree policy is to ensure that Arun's tree stock is managed, maintained and enhanced in the most proactive manner whilst ensuring the health, safety and wellbeing of the public and property.

The policy will provide a framework to support the Council in meeting its statutory legal obligations & best practice. Key to this is the adoption of risk-based approach to the management of tree stock.

An adopted policy will provide support and guidance to officers and the public in terms of decision making around trees, thus ensuring a consistent and transparent approach.

4.0) **Summary**

- 4.1) The 2018-2028 Tree Policy sets out a number of policies and provides technical information in relation to the following areas.

Policies

- Site inspection policy
- Environmental Policy
- Customer Policy
- Development & the Planning Process
- Tree Preservation Orders

Other Policies

- Replacing and planting trees

- Subsidence
- Common law rights
- Bird droppings
- Crime & Antisocial behaviour
- Danger to highway (private tree)
- Danger to land other than highway (private tree)
- Dangerous trees requiring immediate action
- Dangerous tree requiring action but not imminent danger
- Drains
- Fruit/berries/nuts
- High hedges
- Leaves
- Light
- Nuisance to third parties – private tree
- Personal medical complaint
- Pollen
- Poisonous berries
- Sap
- Street light - obstruction
- Telephone wires
- Tree next to building site
- Tree touching building
- Tree overhanging property
- Tree too big/too small
- Tree and TV/satellite reception
- View
- Wild animal/insects/pests

Technical information

- Principles of risk based tree management
 - A risk based procedure
 - Tree risk rating
 - Site risk rating
 - Overall risk rating
 - Tree inspections & training requirements
- 4.2) Full details of these policies can be seen in the full policy document, viewable by following the link as shown in the background papers part of this report.
- 4.3) The individual policies and risk based inspection approach are in place in order to achieve the overall aim of the policy; *to ensure that Arun's tree stock is managed, maintained and enhanced in the most proactive manner whilst ensuring the health, safety and wellbeing of the public and property*

- 4.4) The overall Policy has been drafted in full consideration of the Council's statutory responsibilities, industry best practice and the resources available to the Council in the management of its tree stock.
- 4.5) It is proposed that the Policy will be informally reviewed on an annual basis with a full review to take place in years 3 & 6 respectively, to account for any significant changes to legislation or industry best practice.

5.0) Background papers

[TREE POLICY](#)

Arun District Council Tree Policy 2018 - 2028

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Introduction

Arun District Council's trees are of significant environmental and aesthetical value to its residents. They enhance parks and green spaces, provide a habitat for wildlife, act as the District's lungs and help to reduce the rising temperatures caused by climate change. Arun District Council's recognises these benefits, seeking to preserve healthy trees and encourage the planting of new trees where possible.

Whilst the majority live and grow without incident, a number of trees pose challenges and risks that need to be managed. This policy outlines how we intend to manage the tree stock effectively, and how we reduce the risk that certain trees pose to the public.

The District Council is responsible for over 20,000 trees on land owned by the District Council. These are managed through specialist officers within the Council's Greenspace Service, with practical work undertaken by the Council's in-house Arboricultural Team or 'Tree Gang'.

Nationally, the risk of harm from trees is very low. The risk of death from trees has been estimated as 1 in 10 million and that of serious injury as 1 in 1 million¹. Despite these very low risks, the danger from trees is not always perceived as low by the public and the consequences of tree failures can be very newsworthy because of their rarity. Additionally individual trees and groups of trees may have a high risk of causing harm due to their condition and location; for example over mature trees in declining health in a busy city centre or beside a busy, high speed road.

Guidance from the National Tree Safety Group (NTSG) and the Health and Safety Executive (HSE) clearly indicates that, in order to comply with legal obligations, the management of risks from trees should be based upon what is 'reasonable', therefore consideration must be given by Arun to the actual risks, alongside the availability of resources.

This tree policy does not cover trees in private ownership which are outside Arun District Councils control. Trees in private ownership are the responsibility of the respective landowner. The policy does not cover Tree Preservation Orders, Conservation Areas or high hedge legislation which is administered by the Council's Planning Department.

1) **Aim of the Tree Policy**

The overall aim of the tree policy is to ensure that Arun's tree stock is managed, maintained and enhanced in the most proactive manner, whilst ensuring the health, safety and wellbeing of the public and property.

The policy will provide a framework to support the Council in meeting its statutory legal obligations. Key to this is the adoption of risk-based approach to the management of tree stock.

Arun District Council has many legal obligations to manage the risks associated with trees including:

- Occupiers Liability Act
- Health and Safety at Work Act
- Highways Act
- Local Government (Miscellaneous Provisions) Act

An adopted policy will provide support and guidance to officers and the public decision making around trees, thus ensuring a consistent and transparent approach. Much of what is included within the policy is already common practice adopted by the Council, but by formalising it as a Council agreed policy, it will allow the effective management of public expectations in relation to tree management.

2) **Management of the Council's Trees**

2.1 Overview

The Council employs two office based staff, namely a Tree Officer and a Tree & Landscape Officer to lead on all decisions and technical advice in relation to trees. The Council have an experienced and competent in house team known as the 'Tree Gang' who carry out the practical work to trees on the advice of the tree officers

Arun District Council undertakes inspection of its trees and the information gathered from these inspections is held on a database and plotted on the council's Geographical Information System (GIS).

The software package used is called Arbortrack, which records inputted data creating an inventory of the council's trees.

The inspection programme is primarily designed to assess the trees health and condition, whilst also highlighting any work that may be required to ensure the tree stock is managed for the future on Parks & Open Spaces & Arun Housing land.

If a tree is highlighted to be dead, dying, diseased, dangerous or damaging property and is posing an unacceptable risk to public safety, it will be identified for felling. The decision to prescribe work to a tree is calculated on a risk basis. Risk is calculated through the process of a visual tree assessment (Department of Environment, 'Research for Amenity Trees No.4 The Body Language of Trees'). An evaluation of the tree takes into account many factors including:

- Size
- Species
- Presence of structural decay or defects
- Relationship of any fungal infection relative to species

All these factors are considered in relation to the potential target, the damage that could be caused if the tree were to fail and the likelihood of it doing so. If defects are observed, further detailed examination may be carried out using a range of decay detection equipment by an arboricultural consultant before a decision is taken regarding the trees future management.

2.1.1) Proactive operations outside of dead, dying, diseased or dangerous classification

In conjunction with the inspection programme and in addition to works on trees identified to be dead, dying, diseased or dangerous, the Council will maintain a rolling maintenance programme. This will involve a proactive programme of works which aims to reduce potential future risks and issues, for example:

- Vehicle and pedestrian collision
- The removal of identifiable risks
- The removal or pruning of trees where its relationship to a property causes excessive problems.
- Obstructing footpaths or driveways by branches or epicormic growth

As part of good arboricultural management the removal of trees will be carried out when the removal will benefit the long-term development of adjacent better quality trees which is a key principle of good woodland and copse management. Furthermore, formative pruning may be carried out following the Arboricultural Officer's inspections, for example:

- Removal of crossing, weak or competitive branches
- Crown balancing
- Dead wooding
- Crown lifting
- Crown thinning

2.2) Principles of risk based tree management

Risk based tree management takes account of the usage of the site and the value of assets at risk (sometimes referred to as the target value) and the size and condition of the tree population.

From this information risk ratings can be derived to help prioritise inspection regimes and resources.

When assessing the condition of trees the likelihood and consequence of failure need to be assessed along with the likelihood of harm to guide whether action is justified.

It will not always be appropriate to undertake work to trees when significant defects are identified. In many cases the risks can be managed in other ways for example by removing the target.

2.3) A risk based procedure for Arun District Council Sites

2.3.1 Tree Risk Rating

It is essential to establish a tree risk rating. For larger sites it may be appropriate to zone the site according to the distribution of trees and/or levels of usage (see Zoning of Sites below).

The Tree Risk Rating relates to the potential for a tree failure to harm an individual or property and is assessed using a simple algorithm taking account of the size and number of trees on or affecting the site.

The physical size of the trees on the site will have a direct bearing on the capacity for tree failure to cause harm to people, property and structures. As size may also relate to age and condition larger trees can be given a proportionately higher weighting.

The assessment should take account of trees adjoining the site that may impact upon users should they fail.

Table 1 - Tree Risk Rating

Number of trees	<5 (1)	5-10 (2)	11-20 (3)	21-50 (4)	>50 (5)
Tree Size					
Very Large: >1m diameter and/or >20m tall (6)	(6) Medium	(12) High	(18) High	(24) Very High	(30) Very High
Large: 50- 100cm diameter and/or 10-20m tall (5)	(5) Medium	(10) Medium	(15) High	(20) High	(25) Very High
Medium: 15- 50cm diameter and/or 3-10m tall (3)	(3) Low	(6) Low	(9) Medium	(12) High	(15) High

NB it may be appropriate to assess the risk for each size class and use the highest risk score

2.3.2 Site Risk Rating

The number of people accessing a site and the length of time they are exposed onsite to the risks from tree failure the greater the risk rating for the site.

As there is limited observed data regarding the use of Council sites so a typical measure for gauging levels of risks needs to be adopted: 'The Frequency of Use Score'. A typical measure of use but will be varied accordingly to ensure that relative site specific risks are reflected.

For larger sites it may be appropriate to zone the site according to levels of use or tree population. This can be done by Tree Inspectors in conjunction with site managers and reasons recorded.

Using a simple algorithm the Site Risk Rating is assigned accordingly:

Table 2: Frequency of Use Score

Asset Frequency of use score	Hierarchy Description	Description	Examples
4	Very Heavily used site	A site that is in use by a high number of users on a daily basis and throughout the day. Typically 30+ people per hour averaged across a 24hour period	High footfall parks, used for a wide variety of leisure and recreational pursuits. Often associated with large scale events. Principal offices, leisure centres, school grounds, major roads
3	Heavily used site	A site that is in use by a high number of users on a frequent basis but not throughout the day. Typically 10-20 people per hour averaged across a 24hour period	Large recreation grounds and popular public open spaces used for a variety of leisure and recreational pursuits. May hold a small number of small scale events. Minor roads
2	Moderately used site	A site with moderate numbers of users or sporadic use. Use may vary due to seasonal factors Typically less than 1 person per hour averaged across a 24 hour period	Local open spaces used for a small number of specific activities.
1	Occasionally used site	A site which is only occasionally used. Typically less than 1 person per day averaged across the year	Open spaces with little amenity/recreational value, generally small in size

Notes on Frequency of Use Scores

The risk score reflects both the level and nature of use. Sites where people go and stay (within impact range of the trees) for some time will have inherently higher risks than those passing through.

Where there are Additional factors (as outlined below – Site history factors) which may impact on usage/risk the Frequency or Use Score may be adjusted.

Some sites are often large areas with varying degrees of usage across the site. Where appropriate these sites will be zoned to identify the high risk areas (see Zoning of Sites below)

Site specific factors

Whilst the above hierarchy will for most sites predict the likelihood of risk based on use, there may be certain factors particular to the location that can increase (or decrease) the inherent risks on the site.

These can be factors such as:-

- Targets adjoining or within the site such as buildings or roads that increase the risks above those typical of the site type
- Specific conditions noted for individual trees. (It may be appropriate to just target specialist inspections to these trees)
- Seasonal pressures arising from a concentration of holiday accommodation
- The proximity of trees to the main areas of use will influence the likelihood of impact

Where these factors increase the risk from trees on a site an adjustment should be made to the **Frequency of use score** of the site/zone through the use of the Site History Risk Score (usually by one point). Equally there may be factors of site usage that justify a reduction in the score.

The reason for the Site History Score should be recorded in the database.

Use of the site for an event or performance (NB The specific event risk assessment should assess the risks posed by the trees as this cannot be taken into account through this procedure).

Site History Risk Score

Site history	Site history risk score
Issues reported such as described above that suggest a higher risk	+1 or +2
Issues that suggest a significantly lower site risk	-1 or -2
No issues reported	0

2.3.3 Overall Risk Rating

Using a simple algorithm that takes account of the Tree Risk Rating and Site Risk Rating an 'Overall Risk Rating' can be assigned for the site/zone.

Table 3 Overall Risk Rating

Tree Risk Rating	Very Low (1)	Low (2)	Medium (3)	High (4)	Very High (5)
Overall Site Risk Rating					
(5) High	(5) Low	(10) Medium	(15) Medium	(20) High	(25) High
(4)	(4) V. Low	(8) Low	(12) Medium	(16) Medium	(20) High
(3) Medium	(3) V. Low	(6) Low	(9) Medium	(12) Medium	(15) Medium
(2)	(2) V. Low	(4) V Low	(6) Low	(8) Low	(10) Medium
(1) Low	(1) V Low	(2) V Low	(3) V Low	(4) V Low	(5) Low

2.3.4 Site Inspection Policy

Based upon the resulting Site Tree Risk Rating a proportionate and prioritised inspection regime can be put in place:

Table 4 Inspection Policy

Site Tree Risk Rating (from table 3)	Inspection Priority	Inspection Policy	
		General inspection	Specialist Inspection
1-4	Very Low	Recorded every 5 Years	Reactive only
5-8	Low	Recorded every 5 years	Reactive only
9-16	Medium	Recorded every 3 years	Every 3 Years
>16	High	Recorded every year	Annually

Zoning of sites

The same principles may be applied to zones within a site to target resources to the high risk areas on larger or complex sites.

Individual Tree risks

Some sites may have few large trees but the condition of individual trees may require more frequent specialist inspection. This will be noted in the database to ensure that these inspections can be programmed. Geographically it will often be sensible to inspect the whole site.

2.3.5 Tree inspections & training requirements

There will be 2 types of inspections:

- Specialist inspections and
- General inspections supported by reactive specialist inspections.

All inspections will be undertaken by a competent person from the Greenspace Service or an external contractor with the appropriate level of training, as follows:

Specialist inspections

Specialist inspections will be undertaken on a cyclical basis at the frequency identified above. These will be undertaken by Arboricultural staff.

Inspections will be detailed condition surveys using the Visual Tree Assessment principles undertaken where suspect trees are identified. The degree of inspection will reflect the level of risk. The details of the inspection and the significant defects identified will be recorded along with recommendations for further action within the corporate tree database (Arbortrack).

General inspections

All sites will be inspected by either trained Greenspace staff or Arboricultural staff. All obvious and significant tree defects that require further action will be recorded and passed to the Tree Officer for review.

Where the significance of, or solution to, the defect is beyond the scope of the inspector's knowledge and training, the defect will be reported to the Tree Officer for further inspection and recommendations. The findings of these inspections will be recorded.

Reactive inspections

Concerns about the safety of trees within a site that might affect users or neighbours whether reported by the public, following an incident or referral from other staff will be referred back to the Tree Officer for further investigation. The recommendations will be recorded within Arbortrack.

3.0) **Environmental Policy**

Tree works shall be carried out whilst ensuring adherence to all wildlife and conservation laws are adhered to including:

- Wildlife and Countryside Act 1981 (amended 1996)
- Wildlife and Countryside (Amendment) Act 1999
- Countryside Rights of Way Act 2000
- Town and Country Planning Act (Trees) Regulations 1999 (amended 2008)
- Conservation (Natural Habitats) Regulations 1994 (amended 2010)
- European Habitats Directive 1992 (amended 2007)
- Biodiversity Act 2005 (amended 2008)

Higher levels of risk will be acceptable in locations where there is a lower footfall e.g. middle of a woodland area as opposed to a highway situation. This will allow the retention of veteran trees without undue risk whilst encouraging bio-diversity and habitat retention.

Retaining felled and deadwood in situ also provides valuable habitat for a number of plant, animal and fungi species. Where practicable and following the consideration of any associated risks, wood from felled trees should be retained in situ. This also reduces the need to transport felled wood or create woodchip on site, therefore reducing the carbon footprint of operations.

All waste from tree surgery will be recycled, being used in a variety of situations, including: mulches for shrub beds, firewood, habitat piles or dead standing timber where suitable, thereby avoiding the use of landfill sites.

Where practicable works will be scheduled in the most efficient manner in respect of minimising travelling distances to reduce CO2 emissions.

4.0) Customer Policy

4.1) Informing the public

Ward Councillors and appropriate 'Friends Groups' of any major tree works such as pollarding or felling will be informed before any works are carried out in their ward/park.

Where deemed appropriate, neighbouring properties, which are directly impacted by works will also be informed.

Felling is the last resort and will only be carried out when deemed necessary by the Arboricultural Officer. However, public safety is paramount and for this reason the public including local residents and 'Friends Groups' will not be consulted for approval as the decision is being made based on the technical capability and experience of a qualified officer of the Council.

4.2) Policies for dealing with and prioritising public requests

The Council receives hundreds of requests each year from customers concerned about various aspects associated with trees and their condition/growth. Often the customers view on the 'risk' associated with a tree does not reflect the actual risk based on technical expertise. Many of the most common enquiries are covered by the policies listed in Section 7.

Response rates to public enquiries

Policy: emergency tree-related issue

Our tree team will be instructed to attend site within 1 hour to make the situation safe. An emergency is defined as a tree that is in immediate danger of collapse or a tree that is causing an obstruction requiring urgent attention. Details are provided in Appendix 3.

Policy: non-emergency tree-related safety issue

A site inspection will be undertaken within 10 working days of receipt and the customer notified of what action is considered appropriate.

Policy: tree enquiry not requiring a site inspection

Customers will be informed of council policy within 10 working days of receipt of an enquiry.

Policy: tree enquiry requiring a site inspection

Customers will be informed within 10 working days of receipt that a site inspection is required and that such a site inspection will be undertaken within 10 weeks of receipt.

Why is / was a tree felled?

Policy: a response to the reasons why any one tree was felled will be given within 10 working days of receipt.

Customer Advice: Tree removal is regrettable but under a number of circumstances necessary. The decision to remove a tree is not taken lightly and, apart from when a dangerous tree needs urgent attention. Most trees that need to be felled are done so because the tree has become unsafe and there is no cost effective solution to otherwise retain the tree. Other reasons why trees need to be removed include where a tree is completely out of scale with its surroundings, where its removal would benefit the surrounding trees.

Why is / was a tree pruned?

Policy: a response to reasons why a tree was pruned will be given within 10 working days of receipt.

Customer Advice: Trees are pruned for a variety of reasons including the removal of damaged or poorly formed branches, to reduce the likelihood of failure by taking 'weight' out of the tree and generally to keep a tree as healthy and attractive as possible. Many street trees are maintained on a cyclical programme every three to four years as we attempt to restrict the growth of large type trees such as London plane by regular re-pollarding.

5.0) Development and the Planning Process

Requests for tree works and/or removal of trees from Council owned land to allow development shall be considered by the appointed Arboricultural Officer, Case Officer and the elected members as part of the decision as to whether to approve the planning application. Officers will not take this decision, although advice is provided to members through the process of the Arboricultural Officer commenting and advising as part of the application process.

6.0) Tree Preservation Orders

A Tree Preservation Order (TPO) is a legally enforceable order made by the Local Planning Authority (LPA) to protect trees and woodland in the interests of public amenity. The principal effect of a TPO is to prohibit the cutting down, uprooting, topping, lopping, willful damage or willful destruction of protected trees or woodlands unless permission has been given by the LPA

7.0 Other Policies

7.1) Replacing & planting trees

The District Council aim to replace every tree felled to ensure that over the years the District retains its tree stock for future generations, although it is recognised that it is not always practical or prudent to replace a tree in the same location or with the same species that was previously planted.

The Council will work proactively to manage or facilitate replacement tree planting, which may include but not be limited to, working with the community and friends groups, considering new planting schemes, community woodlands and by encouraging funding from new developments for tree planting through working with the Planning Department.

7.1.1) Planting - guiding principles

The council follows the Right Tree – Right Place policy. The principle of this approach is that by considering the constraints and opportunities of the proposed planting site and the desired features (or not) of the proposed trees, a list of best-matched tree species is generated.

The Right Place, Right Tree approach will tend to 'filter out' trees that would otherwise grow too big for a certain location. The alternative would be to plant large type trees but commit to regular pruning to restrict their size (high cost).

Tree diseases new to the UK increasingly threaten us as climate change takes effect. We can increase the resilience of our trees by keeping them as healthy and hence as robust as possible. In addition, we can increase the variety of new trees planted and to this end the council has adopted a 'rule of thumb' guide to plant no more than 10% of same tree species, no more than 20% from the same genus and no more than 30% from the same family. Clearly other factors should be taken into account such as site character and design considerations and planting schemes favouring native trees will generally include a higher proportion of one type of tree.

Planting native trees is generally preferred especially if the intent is primarily to attract wildlife. But, non-native trees such as pines make a major contribution to the district, and in some locations, especially streets, exotics generally outperform native trees.

Where native trees are selected the council will endeavour to purchase trees that are of local provenance

The council will also need to consider which types of trees will themselves be able to cope with a changed climate which is projected to be a trend towards hotter, drier summers and warmer, wetter and windier winters. There is still uncertainty about the degree and timing of such climate changes and as such more research is needed to determine which trees should be planted and when. The council is already selecting more drought resistant trees in some locations.

7.2) Subsidence

Subsidence is a complex interaction between the soil, building, climate and vegetation that occurs on highly shrinkable clay soils when the soil supporting all or part of a building dries out and consequently shrinks, resulting in part of a building moving downwards. Trees lose water from the leaves through transpiration that is replenished by water taken from the soil by the roots. If the tree takes more water from the soil than is replaced by rainfall the soil will gradually dry out. Trees have a large root system and they can dry the soil to a greater depth, critically below the level of foundations. The amount of water trees can remove from the soil can vary between different species. This policy seeks to set out the Council's response to subsidence claims against its own trees. The opposite of subsidence is a process called 'heave' and this occurs as a shrinkable clay soil re-hydrates (becomes wet again) and begins to increase in volume exerting upward pressure. Heave can also cause damage to buildings and is just as undesirable as subsidence but occurs less frequently.

All claims regarding subsidence will be referred to the Council's Insurer along with a brief report from the Council's Arboricultural Officer. The report will highlight if the tree is the responsibility of the Council, the age, type, and condition of the trees and any other factors that may be of importance to the claim.

The insurers for the claimant or their consultants must provide evidence of ALL the following items before any works are carried out to Council owned trees.

- Physical damage
- Presence of live roots of a suitable species
- Seasonal movement or variation of the damage during different seasons.

If the above evidence is provided, the Council will adhere to the advice supplied by insurers with regard to what, if any, works are required to the trees. If evidence is insufficient any claim will be dismissed.

Subsidence damage to property (tree-related)

The council has in place active tree management systems to avoid damage being caused to buildings and other structures as a result of the action of council owned trees. We rigorously defend claims to identify bogus or false claims.

Our response rate to this tree-related enquiry:

a) Concerns about tree-related subsidence damage:

All concerns about tree-related subsidence damage involving a council owned tree will be acknowledged within 10 working days of receipt. In our response, we will advise that you should contact your insurance provider for advice. In addition, we will advise you that you should contact us again if you wish to make a formal claim for damages or to formally notify us of your concerns about future damage. We would then respond as detailed below:

b) Claims / notice of alleged tree-related subsidence damage:

All claims or notice of claims against the council relating to a council owned tree will be acknowledged within 10 working days of receipt. In our response, we will detail what evidence we require so that we may investigate your claim. We will follow the Joint Mitigation Protocol for dealing with alleged tree-related subsidence claims and the CAVAT (Capital Asset Valuation for Amenity Trees) methodology for assigning a value to a tree.

If you believe that your property is suffering subsidence damage due to the action of trees in council ownership (or that you are concerned about potential damage) then we will respond by advising that you should contact your property insurer. You should discuss your concerns with your property insurer to agree an appropriate course of action.

Should you, or those acting on your behalf, wish to make a claim for damages, or make formal representation of your concern about future damage, alleging that a council owned tree is causing (or may cause) subsidence damage to your property, then you should contact the council. Arun District Council will manage your claim / notice in accordance with the 'Joint Mitigation Protocol'. The Joint Mitigation Protocol details the management of alleged subsidence claims where trees are implicated as being the cause of building movement. The Joint Mitigation Protocol seeks to establish best practice in the processing and investigation of tree-induced building damage including agreed standards of evidence and working timescale. In response to your claim / notice we will write to you (or your representative) and detail the level of evidence required to process your claim. The level of evidence required will relate to the value of the tree (s) implicated in your claim. On receipt of your claim / notice we will advise you of the value of the tree in accordance with CAVAT.

7.3) Common Law Right

There exists a Common Law right to remove (abate) the nuisance associated with trees encroaching onto your property. The following advice is given if you wish to exercise your Common Law right with respect to encroaching trees:

- a) You can only consider removing those parts of the tree from the point where they cross the boundary of your property. You have no legal right to cut or remove any part of a tree that does not overhang your property;
- b) You are strongly advised to consult a professional tree surgeon for guidance on how best to prune back encroaching trees, unless the works are trivial meaning you could do the works with hand secateurs or similar;
- c) Before you consider doing any works to a tree / trees you should find out if they are protected by a Tree Preservation Order or are within a Conservation Area. If the trees are protected, you will need to gain consent by making an application / give notice to the council. To find out if the trees are protected and guidance on how to apply for works if they are protected contact Arun District Council, Maltravers Road, Littlehampton, West Sussex, BN17 5LF.
- d) You are advised to discuss with your neighbour your intention to prune encroaching branches. Legally you do not own the encroaching branches and you should offer these to your neighbour. But in all likelihood, you should consider disposing the arisings yourself.

7.4) Bird droppings

The council will not prune or fell a council tree to remove or reduce bird droppings, or remove bird droppings from private land.

Bird droppings may be a nuisance, but the problem is not considered a sufficient reason to prune or remove a tree. Nesting birds are protected under the Wildlife and Countryside Act (and other related wildlife law). Warm soapy water will usually be sufficient to remove the bird droppings.

If someone wishes to exercise their Common Law right to remove (abate) the nuisance associated with encroaching trees – see the Council's policy 7.3 Common Law right

7.5) Blossom

The council will not prune or fell a council owned tree to remove or reduce blossom or remove fallen blossom from private land.

Tree blossom usually heralds the start of spring. Blossom is a natural occurrence, which cannot be avoided by pruning. Depending on the need, paths through parks and green spaces will be swept of blossom as part of normal maintenance programme.

If someone wishes to exercise your Common Law right to remove (abate) the nuisance associated with encroaching trees - see the Council's policy 7.3 Common Law Right.

7.6) Crime and anti-social behaviour

Where a council owned tree is associated with criminal activity and / or anti - social behaviour, measures to reduce the problem will be considered on a site-by-site basis.

Steps to reduce the problem will typically require the coordination of a number of agencies including the police. Requests from the police to maintain views for CCTV will be considered. Just pruning or felling a tree is not always the answer to the problem. Some research shows that areas with lots of trees actually help to make places safer. But, neglected spaces with overgrown trees and untidy areas can encourage criminal activity and / or anti-social behaviour. The Council's tree and grounds maintenance work aims to improve the local environment.

7.7) Danger to land other than highway (private trees)

If a tree in private ownership is shown to be a danger it will be identified for work to make it reasonably safe. The landowner will be contacted and instructed to make the tree safe (under the Local Government Miscellaneous Provisions Act 1976). If it is necessary that the council undertake this work then the owner will be charged in full for the council's costs.

If an emergency situation a tree contractor will be instructed to attend site within 1 hour to make the situation safe. An emergency is defined as a tree that is in immediate danger of collapse or a tree that is causing an obstruction requiring urgent attention, or

If not an emergency situation a site inspection will be undertaken within 10 working days of receipt and the customer notified of what action is considered appropriate. The owner of the tree will be informed of what works they are responsible for to make the situation safe.

7.8) Dangerous trees requiring immediate action

It is expected that private parties will take care of their own responsibilities and hence the council should not be considered as the first point of contact in attempting to resolve concerns about the danger posed by trees in private ownership. However, the council will intervene according to the powers given in the Local Government Miscellaneous Provisions Act 1976 if an owner of such trees fails to act in a reasonable timescale.

If a council owned tree is in such a condition that it poses a very high risk to people or property and is considered to be an emergency situation, instruction will be given to our tree contractor to make the tree safe within 1 hour. During out of hours, arrangements will be made for a contractor to attend as soon as reasonably practical.

An emergency is defined as a tree that is in immediate danger of collapse or a tree that is causing an obstruction requiring urgent attention, as outlined in Appendix 3.

7.9) Dangerous tree requiring action but not imminent danger

If a tree is identified as dangerous, but the risk to the public is not high then the tree will be made safe depending on the degree of risk identified at the time of inspection. Our standards are 'within 6-months if High Risk', or 'within 18-months if Medium Risk'.

7.10) Drains

The council will not prune, fell or cut the roots of a council owned tree to prevent roots entering a drain that is already broken or damaged.

Tree roots typically invade drains that are already broken or damaged. Trees themselves will rarely break or damage the drain in the first place. Tree roots found in a drain are usually symptomatic of an underlying problem requiring repair of the broken pipe. In some circumstances tree roots can exert forces on drainage infrastructure. If you are concerned about the condition of your drains then you are advised to contact your water and sewerage company.

Open or culverted watercourses may require works to trees to ensure the free flow of water, where appropriate works should be minimised.

All new tree planting must consider the choice of species, water demand, soil conditions, planting distances and their relationship between roots and underground services.

7.11) Fruit / berries / nuts

The council will not prune or fell a council owned tree to remove or reduce the nuisance of fruit / berries or nuts, or remove such fallen fruit from private land. However, consideration will be given where fallen fruit is leading to a significant anti-social behaviour problems and risk from slips trips and falls, we will consider measures to reduce the problem including whether a phased removal and replacement with alternative species is reasonable.

Fruit trees such as apple, cherry and pear have the double benefit of spring blossom and autumn fruit. This makes fruit trees good for wildlife and a source of free food. But, there are some locations where fruit trees are less desirable, for example where soft fruit would make the pavement slippery or where anti-social behaviour could encourage fruit being thrown at houses or cars.

7.12) High hedges

Part 8 of the Anti-social Behaviour Act 2003 gives local authorities powers to deal with complaints about high hedges. Provided all other avenues for resolving their hedge dispute have been exhausted, people will be able to take their complaint about a neighbour's evergreen hedge to their local authority - Arun District Council.

The role of the local authority is not to mediate or negotiate between the complainant and the hedge owner but to adjudicate on whether - in the words of the Act – “the hedge is adversely affecting the complainant's reasonable enjoyment of their property”.

If they consider the circumstances justify it the local authority will issue a formal notice to the hedge owner which will set out what they must do to the hedge to remedy the problem, and when by.

7.13) Leaves

The council will not prune or fell a council owned tree to remove or reduce leaf fall or remove fallen leaves from private property.

The loss of leaves from trees in the autumn is part of the natural cycle and cannot be avoided by pruning.

The maintenance of gutters is the responsibility of the landowner and the council is not obliged to remove leaves that may have fallen from council owned trees. Where gutters are regularly blocked by fallen leaves gutter guards may be fitted to provide a low maintenance solution.

In parks and green spaces paths or areas of hard standing are regularly cleared of fallen leaves, but leaves on grass / shrub beds are generally left until the majority of leaves have fallen before they are removed in accordance with the landscape contract.

7.14) Light

The council will not prune or fell a council owned tree to improve natural light in a property.

In law there is no general right to light. Any right to light would need to be established via a specific grant (rare) or by prescription, which can only occur where the right has been enjoyed uninterruptedly for a minimum of 20-years. Following this, a legal right to light can only be enjoyed in relation to a specific opening (such as a window) in a building; there is no right to light in connection with open land, such as a garden.

Further, if these conditions are met then an owner of the building is 'entitled to such access of light as will leave his premises adequately lit for all purposes for which they may reasonably expect to be used. Further detailed information can be found here, <https://www.gov.uk/government/publications/rights-to-light>

If natural light is being blocked by the growth of a hedge then action may be taken to reduce the problem under the High Hedges Act, Part 8 of the Anti-social Behaviour Act, 2003.

7.15) Nuisance to third parties – private tree

The council has no authority to intervene in a dispute between neighbours. Unless the dispute is covered under the High Hedges legislation

7.16) Personal medical complaint

We will not prune or fell a council owned tree where a request has been made to do so because of a personal medical condition.

7.17) Pollen

The council will not prune or fell a council owned tree to remove or reduce the release of pollen.

7.18) Poisonous berries

The council have no general policy to remove trees bearing poisonous fruit / foliage (such as yew trees), however where it is claimed or known that unsupervised young children are likely to be exposed to poisonous berries or foliage, such cases will be investigated and appropriate action considered.

7.19) Sap

The Council will not prune or fell a council owned tree to remove or reduce honeydew or other sticky residue from trees.

Honeydew is caused by greenfly (aphids) feeding on the tree, which excrete a sugary sap. Often the honeydew is colonised by a mould, which causes it to go black. There is little that can be done to remove the aphid which causes the problem and pruning the tree may only offer temporary relief and any re-growth is often more likely to be colonised by greenfly thereby potentially increasing the problem. Some trees, such as limes, are more prone to attack by greenfly and in some years greenfly are more common especially following a mild winter. Honeydew is a natural and seasonal problem. Where honeydew affects cars, warm soapy water will remove the substance, particularly if you wash the car as soon as possible.

7.20) Street light – obstruction

The Council will undertake work to a tree in council ownership to ensure that trees do not unduly obstruct the streetlight.

When West Sussex County Council put in new street lighting or wishes to move a lighting column, consideration is made of the impact on existing trees. Similarly, when new trees are being planted, these are placed so they do not cause problems to existing streetlights.

7.21) Telephone wire

The Council will not prune or fell a council owned tree to remove or reduce interference with telephone wires. Cases will be investigated and appropriate action considered

7.22) Tree next to a building site

The council is not required to prune or fell a council owned tree to allow your building works to proceed, whether planning consent was necessary or via permitted development.

7.23) Tree touching building

If a tree in council ownership is touching your property (dwelling house, boundary wall, garage etc.) we will take action to remove the nuisance.

In many cases the solution will be for the council to prune the tree, but in exceptional circumstances it may be more appropriate to fell the tree. If pruning is appropriate the council will endeavour to undertake works to stop the problem re-occurring within three-years.

7.24) Tree overhanging property

The council will not prune or fell a tree in council ownership to alleviate the nuisance of overhanging branches.

The nuisance caused by overhanging branches will be considered as part of our general tree-work programme.

If the property owner wishes to exercise their Common Law right to remove (abate) the nuisance associated with encroaching trees – see 7.3) Common Law Right.

7.25) Tree too big / too tall

The council will not prune or fell a council owned tree because it is considered to be 'too big' or 'too tall'.

A tree is not dangerous just because it may be considered too big for its surroundings. Other problems would need to be shown such as those described in Appendix 3 for the Council to consider it to be dangerous.

7.26) Tree and TV / satellite reception

The council will not prune or fell a council owned tree to prevent interference with TV / satellite installation / reception.

If the TV / satellite owner wishes to exercise their Common Law right to remove (abate) the nuisance associated with encroaching trees - see 7.3) Common Law Right.

7.27) View

The council will not prune or fell a council owned tree to improve the view from a private property as there is no legal right to a 'view'.

If the private property owner wishes to exercise their Common Law right to remove (abate) the nuisance associated with encroaching trees – see 7.3) Common Law Right.

7.28) Wild animal / insect / pests

The council will not prune or fell a council owned tree to remove or reduce incidence of perceived pests such as bees, wasps, or wild animals.

Bees are protected species and advice should be taken before considering their removal. You may be able to dispose of individual wasps using an aerosol insect-repellent spray. Ideally the whole wasps nest should be destroyed. This can be achieved with great caution but it is safer and recommended to use pest control experts.

Appendix 1

Procedure - Arboricultural Works on Trees.

1. Before any work is undertaken trees will be inspected by the Arboricultural Officer, the Tree Gang Supervisor or suitably qualified independent surveyors. An inspection sheet must be filled in and filed at the time of inspection.
2. If any work is required to any tree(s) the Arboricultural Officer must issue a formal work instruction. This instruction must include the following information:
 - a. Location of tree(s)
 - b. Where the tree is difficult to locate a small dot of paint is to be sprayed on the base of the trunk
 - c. Type of tree(s) (Genus and Species or Common Name)
 - d. Details of the work required to the tree(s)
 - e. Priority of works e.g. One Month
 - f. Site Specific Risk Assessments
 - g. Location Maps from Council's G.I.S mapping system clearly showing the location of the tree(s). Two plans to be produced where necessary a) Close up including ID number and b) a generic site plan to provide easily identifiable locations
3. If the tree(s) require felling then the following tasks must be completed:
 - a. Inform Ward Councillors and appropriate Friends Groups at the first opportunity of the felling works and timescales
 - b. If the tree(s) are in a Conservation Area local residents must be informed about the felling and timescales
4. The Tree Gang must not carry out any work on any tree(s) without the above procedure being followed with the exception of emergency health and safety work that must be carried out immediately. In this case the Arboricultural Officer must produce a confirmation order at the first opportunity.
5. When the Arboricultural Officer is not available the Tree Gang Supervisor will carry out the above duties in consultation with the Environmental Services & Emergency Planning Manager.

Appendix 2 Frequently Asked Questions

Below are answers to commonly asked tree questions and advice on how to select a Tree Surgeon.

Who is responsible for looking after trees?

The owner of the land that the trees grow on is responsible for the tree. Therefore, if the Council owns the land that the tree grows on, the Council is responsible for the maintenance of the tree. If the Council does not own the land, please contact the legal owner.

Can I cut back branches that overhang into my garden?

Usually, yes. Under common law you have the right to prune back to the boundary any overhanging branches as long as you do not trespass over the boundary in any way and the pruning work would not be to the detriment of the tree. However, you should inform the owner of the tree that you will be doing this and technically you should offer the clippings back, but your neighbour is not obliged to accept them. Always check that the tree is not protected by a Tree Preservation Order (TPO) or that you are not in a Conservation Area before cutting back a tree. If it is protected in any way, you will need to apply for permission from the Council.

Can the Council help remove or cut back trees from my garden?

If you are a Housing Association tenant a request should be made through your Housing Association Office. No assistance can be given to private home owners / tenants.

Will the Council remove or cut back a tree which is growing near my garden?

Each case is looked at individually. Urgent matters, such as a dangerous tree will be given high priority. A decision on less urgent matters will be given within 10 days. Usually, the Council will not remove or cut back a tree if it is not dangerous or causing any damage to property. Shade, leaves, blossom, pollen or seed distribution are not normally reasons to remove or cut back a tree.

Do I need planning permission to plant trees?

No, you do not need to apply for planning permission in order to plant trees. However, do ensure that you are not planting trees in the vicinity of buildings whereby growing trees could damage foundations or deprive your neighbours of light.

Do I need permission from the Council before I cut down or prune trees?

In most cases the Council's permission is not required. However, you should check if the tree is protected by a Tree Preservation Order (TPO) or you are in a Conservation area.

Does a Tree Preservation Order (TPO) only cover individual trees?

No, A TPO can cover not only individual trees but also groups of trees and woodland.

A tree is growing close to my house and I'm concerned the tree roots are damaging my drains, what should I do?

Talk to your neighbour; establish the extent of damage, if any. Failed pipe joints can be a means for roots to enter pipes and eventually this may lead to pipe failure or blockage. Small roots can be pruned. If necessary contact house insurers.

A tree is growing close to my house and I'm concerned the tree roots are damaging my foundations, what should I do?

Most foundations are able to withstand tree roots. Tree roots will not penetrate concrete. Seek the advice of a qualified structural engineer.

I am thinking of having a satellite dish installed, the signal maybe obstructed by a Council owned tree, what should I do?

There is no legal right to a satellite signal. A dish should not be installed if there is a poor signal, or likely to be in the future. An alternative location should be found. Seek the advice of a qualified engineer.

Appendix 3 Definitions

Arboriculture – the management of trees in the urban environment

Arboricultural Officer – This can also be the Tree Gang Supervisor or Tree & Landscape Officer who deputises for the Arboricultural Officer.

Good Arboricultural Practice – appropriate tree surgery operations carried out at suitable times to promote the quality of trees and their enduring relationship with the urban environment.

Geographical Information System (G.I.S) – Computer database usually represented as a map with linked tables of data.

Dead, Dying, Diseased – see Dangerous

Dangerous – a tree can be classified as dangerous, posing a more than acceptable risk to persons or property, having been assessed of its chance of collapse and the potential damage that may result if it collapsed.

Failure Risk Assessment – An assessment based on
How could the tree fail, what defects are present, probability of failure?
Followed by

Consequential Damage – what damage would the failure cause?
Followed by

Hazard Reduction – if more than acceptable risk present, tree pruning, removal, or relocate targets appropriate to each situation.

Decay Detection Equipment – a range of tools specifically designed to measure the extent of decay or remaining healthy timber in an individual tree.

Pollarding – the removal of all branches, leaving a trunk from which new branches will grow in successive seasons. Usually on a 5 – 15-year cycle, limited to a small number of species.

Physical Damage – damage, usually cracking, to structures caused by incremental growth of stems or roots, or soil shrinkage due to water extraction.

Presence of live roots – taken from test boreholes dug in the area adjacent to property damage as evidence towards proving subsidence of a property.

Seasonal Movement – physical damage to structures that increases with annual growth relating to direct damage. If subsidence is present the cracking will increase in summer and reduce in winter. (Deciduous trees extract large volumes of water during summer months and dramatically less in winter when trees are without leaves).

Cyclical Works – removal or adjustment of stakes and ties from young trees, removal of basal or epicormic growth, crown lifting to clear footpaths or highway vision splays.

Appendix 4 Emergency/Non-Emergency

If a tree poses an immediate and present danger it will be made safe within 1 hour (Very High Risk - emergency situation). If the level of risk is lower the tree will be made safe within 6-months (High Risk) or 18-months (Medium Risk).

Signs to look for which may mean that a tree is in such condition to warrant immediate attention include a tree which is:

- a) Snapped or blown over
- b) Rocking at its base – roots are damaged
- c) Uprooted but held up by another tree or building
- d) Large branch has broken off or is hanging off the tree
- e) Blocking road, footpath, access to property
- f) Fallen on to house or car

Signs to look out for which may mean that a tree is a risk to people or property but the risk does not require an emergency response include a tree which is:

- a) Dead
- b) Dying - few leaves in summer or dieback in the crown
- c) Bark is loose and falling off
- d) Mushrooms or fungi growing on or near the tree
- e) Old splits and cracks in the trunk or large branches
- f) Smaller branches falling from the tree

Trees can be made safe via pruning or felling. Typically we would employ the most cost effective approach. But, for certain High Value trees we would consider other options to reduce risk to an acceptable level including options to reduce the likelihood of the tree failing or the likelihood of persons being close to the tree if it did fail.