Rackenford and Creacombe Parish Council

Proposed Tree Inspection Policy

For review / adoption at Parish Council meeting on

Tuesday, 14th January 2020



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RACKENFORD TREE INSPECTION ZONES RISK ZONES EXPLAINED

1. Very high risk zones – Areas with a very long and frequent exposure to targets or multiple targets such as Motorways, Major trunk roads, city centre areas.

2. High risk Zones - Areas with a long and frequent exposure to target town centre areas, busy car parks used by workers who have to be there, regular walking access routes and residential areas gardens etc.

3. Medium risk zones – Areas with a short or infrequent exposure to target such as Open land infrequently used for events, minor roads etc.

4. Low risk zones – Areas with a short and infrequent exposure to target Quiet country lanes, public footpaths areas of open countryside

5. Very low risk Zones - Areas with a very short and infrequent exposure to target such as open fields with no access or targets.

Very high risk zones - Inspected by a suitably qualified professional at 6mth intervals

- None within Rackenford parish areas

High risk zones - Inspected by competent person at 12mth intervals By DC Hicmons

- Main roads –Bulworthy Knap, Claypark Hill, Old Bell hill, Titeham hill
- Trees surrounding residential properties

Medium risk zones - Inspected by competent person at 24mth intervals

- All other Minor roads
- Rackenford Common

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Registered office: Lime Court, Pathfields Business Pk, South Molton EX36 3LH

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Low and very low risk zones - Inspected during routine daily work no formal inspection programme required.

- Minor roads/tracks
- Footpaths – these added to footpath inspections and a very basic informal annual inspection carried out.

All of these guidelines will be superseded if you:

1. Find a tree which requires inspection on a more regular basis, known as 'retain' trees.
2. If you require to see the tree in a different season before making a judgement.
3. After a heavy storm
4. Parliaments Command?

NB. When no inspection regime has been in place all areas should be inspected and reported to provide a baseline understanding to work upon.

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Forestry Commission

Agent Authority Form

All questions are mandatory unless otherwise indicated.

Part A: Applicant/Agreement Holder Details

1. Single Business Identifier (SBI):

Customer Registration Number (CRN):

You need to provide an SBI and CRN if your form relates to a; FWS, FWPS or EWGS grant. These fields are not mandatory for Felling Licence applications or non-RDPE schemes, but please supply your SBI/CRN number if you have one.

2. Applicant/Agreement Holder Name(s)

Title (e.g. Mr/Mrs)	Forename(s)	Surname(s)
Mr	Graham	Lamb

3. Business Details

Business Name:	Rackenford Parish Council	
Primary Contact Number:		
Alternative Contact Number:		
Email:		
Address:		
	Postcode:	Country:

Part B: Agent details and signature

Title: Mr	Forename: Edward	
Surname: Nicholson		
Business Name: Landforest Ltd		Position: Director
Primary Contact Number: 01884881327		Alternative Contact Number: 07501782687
Email: edward@landforest.co.uk		
Address: Deer Leap, Middle Mogworthy, Rackenford, Devon		
	Postcode: EX16 8DX	Country: England

Forestry Commission

Agent Authority Form

Customer Registration Number (CRN) for Agent:

You need to provide your CRN if your form relates to a FWS, FWPS or EWGS grant agreement. This field is not mandatory for Felling Licence applications or non-RDPE schemes but please supply CRN number if you have one.

Agent Signature:

Signature _____ Date 23 / 09 / 19

Name (BLOCK CAPITALS) Edward Nicholson

Part C: Applicant/Agreement Holder Authorisation

This section must be completed by the applicant/agreement holder named in Part A.

Please read and complete this authorisation, read the declarations, sign, name and date this section.

I/we authorise the person named in Part B to act on my/our behalf until further notice and carry out the following (please tick all that apply):

■ Sign grant applications	■ Sign grant agreements
☐ Sign grant amendments	☐ Sign grant claim forms
■ Sign Felling Licence applications, including applications to change land use	☐ Receive grant payments (non-RDPE schemes only)

This permission applies to:

All my Forestry Commission felling applications ☑

All my non-RDPE applications and agreements ☐

The following Legacy grant applications and agreements (Please list below) ☐

Application/Agreement reference(s): FWS, FWPS or EWGS grants	

Forestry Commission

Agent Authority Form

Declaration:

I/we understand that any information given by the person named in Part B (agent) of this authorisation will be deemed to have been provided by me/us and I/we will be subject to any reductions arising from the regulations which apply.

The person(s) signing in this part of the form should be registered as the legally responsible person(s) for the business.

If you are a forestry or farming partnership, all partners should indicate their agreement to the appointment of the person(s) nominated at Part B by inserting their details and signature on the form.

Applicant/Agreement Holder Signature(s)	Name(s) (BLOCK letters)	Date
G.Lamb	G.E.LAMB	24/9/19.

Using the Tree Inspection Forms

Propper recording is essential. Records must be kept for at least seven years.

There are four parts to the record:

1. TSM 1 - A map of the property with risk zones marked on it

2. TSM 2 - Record of Tree Safety Inspection

TSM 1 is used to record the fact that an inspection has been carried out. Referrring to your map of risk zones, list under high or medium risk, all the sites that will be formally inspected. As sites are inspected, put a date and name or signature against each site to record that the inspection has been done.

3. TSM 3a and 3b - Record of Work Proposed and Work Completed

TSM 3a&b are used to record defects on trees and recommend remedial action. They are also used to record when remedial work has been completed.

Use form 3a if you prefer to tick boxes, though there is still room for some notes.

Use form 3b if you prefer to write notes. 'Signs for Inspection' are provided as a reference at the bottom of the form.

Both forms have a shaded section on the right titled 'Links'. When the forms are used as a computer record, this section can be used for creating links to photographs or other relevant information. This section does not appear on the printed form.

4. TSM 4 - Monitoring Record

Where an important tree, showing defects, is retained and listed for monitoring, a record of monitoring should be maintained. Although this may be done using forms TSM 2 or 3, an individual tree record will often be more appropriate. TSM 4 - ' Individual Tree Record' is intended for this purpose.

As with TSM 3, this form has a section on the right for links, which does not appear on the printed form.

Copying and Moving Forms.

You can copy or move sheets within this workbook or into other worbooks, as follows:

1. Right click on the appropriate sheet tab at the bottom of the screen.

2. Click **'move or copy'**

3. If you want a copy, tick the box at the bottom - **'create a copy'**

4. The upper drop down list lets you choose which workbook you want the copy to go to. The lower drop down list lets you choose where to put the sheet in the workbook

For forms that you use regularly, it may be quicker to save the relevant sheet as a template and import copies when needed by right clicking on any sheet tab and clicking **'insert'** or by clicking **'file - new'.** This takes you straight to your template folders. Double click on the appropriate template to imort it.

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TSM 2 - Record of Inspection

Property:		Year:	

Very High Risk Sites	Date	Name of Inspector

High Risk Sites	Date	Name of Inspector

Medium Risk Sites	Date	Name of Inspector

Low and Very Low Risk Sites	Date	Name of Inspector
Inspected during routine daily work.		

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TSM 3a - Record of Remedial Work Proposed and Completed

Version 1 - Sept '16

Property: Location:

Year:

Risk Zone:

Tree Ref.	Species	**Hazards Identified**										**Treatment**			
		Crown and Stem								Roots		Remember to check: Biological Survey Report, Garden Survey, Woody Plant Catalogue, TPO/Conservation Area, Possible presence of Bats, Woodland Plan [Use space on back of form if needed]	Priority	Work Completed: Date	Work Completed: Initial
		a)Dead **b)**Major crown dieback **c)**Major dead wood	**a)**Minor crown dieback **b)**Minor dead wood **c)**SCL*	**a)**Hanging branch **b)**physical damage to crown or stem	Leaves: **a)**poor colour **b)**small **c)**other symptom	Fungi on: **a)**stem **b)**limbs **c)**base of tree	Decay in: **a)**stem **b)**limbs	**a)**Cable bracing present **b)**Other artificial support present	Splitting: **a)**forks **b)**branch **c)**stem	**a)**Lifting root-plate **b)**tree unstable	**a)**physical damage to roots **b)**compaction of soil				

Section 1 Completed by:
Date:

**SCL = tendency to shed crown limbs*

Section 2 Completed by:
Date:
Authorised by:
Date:

All work Completed Date:

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TSM 3b - Record of Remedial Work Proposed and Completed (alternative form)

Version 1 Sept 16

Year:	Risk Zone:	Property:	Location:

Site / Tree Details	Observations / Hazards Identified	Treatment Recommended	Priority	Work Completed	
				Date	Initial

Signs for Inspection * = tendency to shed crown limbs

1. **a)** dead **b)** major crown dieback **c)** major dead wood
2. **a)** minor crown dieback **b)** minor dead wood **c)** SCL*
3. **a)** hanging branch **b)** physical damage to crown or stem
4. Leaves: **a)** poor colour **b)** small **c)** other symptom
5. Fungi on: **a)** stem **b)** limbs **c)** base of tree
6. Decay in: **a)** stem **b)** limbs
7. **a)** cable bracing present **b)** other artificial support
8. Splitting: **a)** forks **b)** branch **c)** stem

Roots

9. **a)** lifting root plate **b)** tree unstable
10. **a)** physical damage to roots **b)** compaction of soil

Inspection carried out by:	Treatment recommended by:	Treatment authorised by:	Work completed:
Date:	Date:	Date:	Date:

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TSM 4 - Individual Tree Monitoring Record

Version 1 - Feb-05

Property:		**General notes on condition / past managent etc.**	
Location:			
Risk Zone:		**Grid Ref:**	
Tree Ref:			
Other site info.			

Annual Monitoring Record

Date:		**Name:**		**Date:**		**Name:**	
Date:		**Name:**		**Date:**		**Name:**	
Date:		**Name:**		**Date:**		**Name:**	
Date:		**Name:**		**Date:**		**Name:**	