



PARISH  
COUNCIL

*Tree Assessment Policy*

Document Configuration Management & Control

Version	Description	Originated	Reviewed	Approved
Version 1	Annual Review	01/08/17	15/05/2023	15/05/2023
			13/05/2024	13/05/2024
			12/05/2025	12/05/2025

1. All Parish Council (PC) owned trees to be subject to a thorough annual inspection by the PC Tree Warden in conjunction with an approved tree surgeon.
2. Timing will be when deciduous trees have reached full leaf, usually June. This will be supplemented by a further inspection of Early Mature and older trees carried out by the PC Tree Warden in both March/April and September/October. These additional inspections will be specifically to look for associated fungi since certain species mature at different times of the year.
3. The approved tree surgeon will submit his report to the Clerk to the Parish Council recommending which trees require work. The 2 inspections carried out by the PC Tree Warden will also be reported back to the Clerk.
4. The PC Tree Warden will assess these reports and, in conjunction with the Green Open Spaces Working Group, prioritise recommended work.
5. After severe weather the PC Tree Warden will check all trees and submit a report to the Clerk by exception. This approach will also apply where parishioners report tree issues to the PC.
6. Any necessary work highlighted by the above reports will be delegated to a range of people. These will include:
  - a. The PC Maintenance Person
  - b. The PC volunteer group
  - c. An outside contractor
7. Normally recommendations for work to be carried out will be approved by a monthly meeting of the PC. In exceptional circumstances work can be approved by the Clerk following consultation with the Chairman or the Vice-Chairman. Where the latter is implemented, the Clerk will report the work and its cost to the next monthly meeting of the PC.
8. Any associated paperwork will be held by the Clerk for 21 years.