

Appendix 1 - Tree Planting Consultation Protocol

This framework acts as a guide for officers to work with Elected Members and members of the public to agree appropriate locations for tree planting across the borough and appropriate engagement programmes to undertake planting in agreed locations.

STAGE 1: SITE IDENTIFICATION

RMBC Tree Service will identify suitable locations according to the following criteria:

- Land is in ownership of the Council or has been identified as having support of the landowner
- Planning guidance, policy and deeds allow for planting take place on this land
- The environmental conditions of the land are appropriate for planting e.g., not on contaminated land or used for other environmental gain such as biodiversity or habitat creation
- A reasonable split of planting schemes across wards where availability of land allows



STAGE 2: CABINET MEMBER CONSULTATION

Trees & Woodlands Officer will present proposals for discussion with Head of Service and Cabinet Member for endorsement ahead of consultation with ward members



STAGE 3: WARD MEMBER CONSULTATION

Plans will be emailed to ward members with options to:

- Approve the sites via email
- Request a meeting to discuss the proposed plans in detail
- Advise on the appropriate level of public consultation for any specific sites in their wards

Neighbourhood coordinators will be CC'd to emails.



STAGE 4A: PUBLIC CONSULTATION

If requested a public consultation meeting will be arranged and residents in locations agreed with Ward Members will be contacted with the support of the Neighbourhood Coordinators.

The meeting will be attended by Ward Members and Officers and minuted to record objections, endorsements and agreed resolutions.

STAGE 4B: EMAIL AGREEMENT RECEIVED

If plans are agreed by Ward Members via email a written record of the endorsement for the proposals will be kept by the Trees & Woodlands Officer.



STAGE 5: RECORD OF OFFICER DECISION

An Officer Decision Report will be submitted and added to the Forward Plan ahead of that year's Tree Planting Season outlining the agreed locations and the level of consultation undertaken.



STAGE 6: ENGAGEMENT PROPOSALS

Following agreement of planting locations, the Trees & Woodlands Officer will set out a proposed Planting Schedule for the season and provide recommendations for engagement programmes in each ward.

These will be agreed with the Head of Service and shared with Ward Members as opportunities for direct support or signposting to communities.

Depending on the volume of tree planting proposed in each area some of this work may need to be undertaken by contractors to ensure it is completed within the season window.