

**APPENDIX 1**  
**ACTION PLAN: Review of Tree Asset Management**

No.	Recommendation	Proposed Actions / Progress	Success Measures	Responsibility	Date
1	<p>Stockton-on-Tees Borough Council (SBC) refreshes its tree and woodland management policy and procedures, and as part of this:</p> <p>a) Reaffirms its mandatory (minimum) service requirements and where work is prioritised (e.g. high-use public areas).</p> <p>b) Reflects within it the realistic cycle of essential maintenance of the Borough’s tree stock (and that this be updated as and when required).</p> <p>c) Emphasises a key message throughout this review regarding the planting of the correct species of tree in the right places (helping to minimise future maintenance requirements and revenue costs).</p> <p>d) Ensures the updated policy and procedures are published on relevant Council platforms, with an appropriate communications plan to ensure the local population can read its content and understand what future service it can expect.</p>	<p>Formulation of tree management (arboricultural) policy to reflect the points raised in item 1 as follows:</p> <p>Publication of the key message that essential maintenance works to maintain public safety of trees and woodland is our high priority, with other service requests itemised with an appropriate priority rating and timescale.</p> <p>Maintenance timescales reflective of the current service availability will be delivered within the policy</p> <p>The revised policy will highlight that the planting of the correct species of tree relevant to the appropriate area is vital in ensuring future maintenance requirements are aligned with resource.</p> <p>Revision to ensure a ‘readable’ policy and work with the corporate communication team to ensure publication of key messages along with links to the policy within relevant areas of the corporate website.</p>	<p>Formal approval and sign off for revised policy.</p> <p>Communications plan to disseminate information from revised policy.</p> <p>Realistic timescales regarding SBC tree stock maintenance are clearly visible within the revised policy,</p> <p>Key links to the Environmental Sustainability and Carbon Reduction Strategy 2022-2032 and detail on how we will identify the right tree based on area.</p> <p>Communications plan to disseminate information from revised policy.</p>	<p>Service Manager – Community Services &amp; Transport</p> <p>Service Manager – Community Services &amp; Transport and Communications</p> <p>Service Manager – Community Services &amp; Transport</p> <p>Service Manager – Community Services &amp; Transport</p> <p>Service Manager – Community Services &amp; Transport and Communications</p>	<p>October 2023</p>

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	e) Utilises both print (e.g. Stockton News) and electronic mediums to raise awareness of the current issues around tree management within the Borough, including responsibilities in relation to trees on private land.	Ensure a full communications plan is in place to start once formal approval of the revised policy has been achieved	Communications plan to disseminate information from revised policy.	Service Manager – Community Services & Transport and Communications	
2	Tree Preservation Order (TPO) planning procedures be reiterated to all SBC Ward Councillors and relayed to residents periodically via the Council's multiple communication mechanisms (emphasising the enforcement action that can be taken if processes are not followed).	Development of an easy read document, incorporating some key Q&A's, relating to Tree Preservation Orders and potential enforcement action which can be shared through members bulletins. A more detailed webpage to supplement the easy read document to be proposed alongside.	Easy read document specific to TPO's and updated information on corporate website to provide more detailed information	Service Manager – Community Services & Transport and Planning	August 2023
3	Regular engagement continues between the SBC Tree and Woodland Management Service and other relevant Council departments (in particular the SBC Environment, Leisure and Green Infrastructure Team) regarding environmental projects and tree planting maintenance.	Continue to meet and review projects and funding opportunities. Key links already in place between Tree and Woodland Management Service and the Environment Leisure and Green infrastructure team, planning team will look to be strengthened for shared project deliveries.	Successful delivery of environmental projects and tree planting, whilst ensuring maintenance is not impacted.	Service Manager – Community Services & Transport	Ongoing
4	A detailed business case be produced for consideration by SBC management regarding a potential reinforcement team within Grounds Maintenance to undertake smaller scale routine maintenance, thereby allowing the existing Tree and	A detailed business case paper to be prepared for discussion at CMT.	Report to CMT	Service Manager – Community Services & Transport	May 2023

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	Woodland Management Service specialist staff to focus on more technical operations.				
5	Corporate funding be sourced for an ash tree survey to be undertaken as soon as possible to establish the potential extent of the looming arrival of ash dieback within the Borough, along with a plan on how this will be managed (including anticipated resource requirements).	<p>Source external quotes from industry specialists to undertake an ash dieback survey on SBC's ash tree stock. Engagement with Tees Valley colleagues around the potential of a combined approach or combined funding opportunities will also be investigated.</p> <p>Once all information has been received a report for CMT consideration will be prepared and presented.</p>	<p>A number of quotes for a complete SBC ash dieback survey.</p> <p>Evidence of discussions/meetings with Tees Valley colleagues around the potential for joint working.</p> <p>Report to CMT</p>	Service Manager – Community Services & Transport	June 2023
6	Consideration be given to strengthening administrative support to the SBC Tree and Woodland Management Service to enhance communications between the team and Ward Councillors / residents regarding tree management enquiries / complaints (particularly around the responses to issues raised and plans / timescales to address them).	Proposed service review within community services and transport will be used to identify and propose additional areas of administrative support for the arbocultural service.	Successful implementation of proposed service review to provide administrative support to service	Service Manager – Community Services & Transport	TBC