



To: Leader of the Council
Report by: Director of Environment and Planning
Relevant scrutiny Strategy and Resources Scrutiny 29 June 2009
committee: Committee
Wards affected: All

ADOPTION OF PROTOCOL FOR THE CONSULTATION AND DETERMINATION OF TREE WORK OPERATIONS TO TREES ON CITY COUNCIL OWNED LAND.

Key Decision

- 1. Executive summary** The Protocol relates to trees in the ownership of the City Council. It sets out the consultation procedures to be undertaken for different categories of tree works and details how any representations or comments are to be considered.
- 2. Recommendations** The Leader is recommended to formally adopt the Protocol as Council procedure.
Protocol attached as Appendix 1
- 3. Background**
 - 3.1 Historic Practice** The Director of Environment and Planning has delegated powers to undertake works to trees On Council land for client departments.
 - 3.2 Public Concern** Recent works to trees on Empty Common and Midsummer Common raised objections from the public. There was no official procedure to consider and determine these objections. A draft Protocol was prepared to address these issues.
 - 3.3 Current Practice** The draft Protocol has been followed since March 2009.
 - 3.4 Protocol**
 - 1. Remit** This protocol relates to tree works scheduled by the arboricultural officers, based in the Department of Environment and Planning, on behalf of other client departments within the

Council, in accordance with the approved Arboricultural Strategy.

Purpose

The City Council seeks to provide the means for City and County Councillors and members of the public to comment on the management of trees on Council owned land.

Relevant works

Major

Only major works will be the subject of full consultation. Representations will be referred to Planning Committee for a recommendation. The matter will be referred to the relevant Director and Executive Councillor.

If it is agreed that Planning Committee's recommendation shall be followed, then the decision will be made by the Director.

If the Director of the client service, having consulted the relevant Executive Councillor, is of the opinion that the decision may be contrary to the views of the Planning Committee, the formal decision shall be made by the appropriate Executive Councillor at a Scrutiny Committee meeting and be subject to the pre-scrutiny process. In exceptional circumstances, the decision shall be made by the Executive Councillor as an 'out-of-cycle' decision.

Minor

These matters will be the subject of information. Any concerns that cannot be resolved will be referred to the relevant Director and Executive Councillor.

**Emergency Work,
Amendments to Work
Schedules and Urgent
Works**

These will not be subject to consultation.

**Planting Proposals
Replacements**

These will not be subject to consultation.

Planting schemes

These will be subject to consultation. Any concerns that cannot be resolved will be referred to the relevant Director and Executive

4. Implications

Councillor.

The new Protocol will require more officer time to be spent on administrative processes and technical assessment. In the past this work would not have been done in the detail and to the extent now required by Members.

A substantial amount of work will be needed to cover the preparation of detailed arboricultural specifications, the preparation and circulation of consultations, liaison with Members and the general public and preparation of committee reports.

Where additional work is needed to resource the activity there are two alternatives:

1. To use existing resources, this will inevitably mean that the work programme will slow down. There is increased public interest in tree works. On current staffing levels an open space will be surveyed every eight years, on the basis of this year's experience the time-span is likely to double.

2. To secure additional staff. The appropriate opportunity to consider this will be through the budget setting process later in the year.

5. Background papers

These background papers were used in the preparation of this report:

DETR: Tree Preservation Orders A Guide to the Law and Good Practice.

Suffolk County Council: Consultation and Engagement Guidance 2009

Bristol City Council: Works to Council Owned Trees :Draft Protocol for Publicity about Proposed Tree Works (July 2008)

6. Appendices

1 Protocol document

2 Summary of representations on the Protocol

7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

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WORKS TO TREES GROWING ON CITY COUNCIL OWNED LAND



PROTOCOL FOR THE CONSULTATION AND DETERMINATION OF TREE WORK OPERATIONS TO TREES ON CITY COUNCIL OWNED LAND.

Department of Environment and Planning
June 2009

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The relevant client services are:

Active Communities

Housing

Car Parks

Property

(see Appendix 1)

1. INTRODUCTION

This protocol relates to tree works scheduled by the arboricultural officers, based in the Department of Environment and Planning, in accordance with the Council's approved Arboricultural Strategy. These officers work on behalf of, and in conjunction with, other client departments within the Council. The Council has a crucial role to play in maximising the benefits trees give the city, both through exercising its statutory powers and by encouraging and supporting tree management and planting.

2. TREE WORK OPERATIONS

Tree Work Operations are described as follows:

2.1 Major Tree Work Operations

These operations are classified as any work that alters the appearance of a tree significantly. These works may include:

- **felling** of any live tree that does not require the support of a stake or underground guying system.
- **transplanting** a tree that, prior to transplantation, does not require the support of a stake or underground guying system.
- **major crown reduction** - in excess of 30% of the canopy.
- **pollarding**, if the tree has not been pollarded before, or has not been pollarded within the last 10 years.

- **coppicing**, if the tree has not been coppiced before, or has not been coppiced within the last 10 years.
- schedule of minor works that would have a significant **cumulative impact** on a landscape character or habitat.

This work shall apply to any tall or medium sized, established tree which meets any of the following criteria:

- a **significant individual specimen**.
- an **important landscape feature**.
- a **significant visual amenity**.
- a **significant visual barrier or screen**.

2.2 Minor Tree Work Operations

These procedures are good management practice and are carried out in accordance with BS 3998:1989 'Recommendations for Tree Work'. Some of the operations are undertaken on a regular, cyclical basis. The work should have no adverse impact upon the health of the tree, or significantly change its appearance, such that the amenity of the tree, or the townscape, is diminished.

This work includes the following operations:

- **Felling** of dead trees.
- **Felling** of dying or diseased trees, where 40% of the canopy has died and no recovery is possible.
- **Felling** of newly planted trees that had been damaged, vandalised, diseased, dead or dying.
- **Pollarding**, when the tree is under a regular management regime.
- **Coppicing**, when the tree is under a regular management regime.
- **Formative pruning** of young trees to promote a well-developed canopy.
- **Cleaning out** the canopy. This operation includes the removal of dead wood, diseased or dying branches and snags, which may harbour pests and diseases. It also includes the removal of crossing branches, unwanted climbing plants and objects.
- **Crown lifting** is a procedure which removes the lower branches from the main stem, or branch system, up to a specified height above ground. It is usually carried out to provide sufficient headroom for pedestrians, cyclists and

vehicles to pass under the canopy, or to allow light to reach surrounding plants and buildings.

- **Crown thinning** is an operation carried out to reduce the density of foliage. This may help to make the tree safer by reducing wind resistance, giving a more balanced weight distribution and removing unsafe branches. It stimulates good growth by admitting more light and air to the crown and encourages good branch development in young trees. Thinning may also be carried out to allow light into buildings.
- The following **pruning** operations:
 - The removal, or shortening, of branches which are interfering with overhead public utility wires and lamp heads.
 - The removal, or shortening, of branches which would, in time, become excessively long and heavy.
 - Shortening branches so as to manage excessive end weight.
 - Removing, or shortening, branches which are weakly attached, dead, detached but hanging, cracked, seriously decayed or a hazard.
 - Balancing the crowns of storm-damaged trees.
 - Crown reduction and crown thinning to reduce the lever arm or the sail area of hazardous trees.
 - Root pruning to abate minor structural damage, or a trip hazard.

3. TREE MANAGEMENT PROCEDURES

Tree Management Procedures fall within five categories which are described as follows:

3.1 Programmed Works:

These are the subject of planned management surveys. These surveys are usually undertaken on a cyclical basis, in accordance with the citywide Arboricultural Strategy 1996-2007, for a client department. In some circumstances, the client service may request a survey to be undertaken of a tree(s) on land for which it is responsible.

Works set out in the schedules may include tree work operations of a major and minor nature.

3.2 Non-Programmed Works

This is reactive work. It is usually scheduled in response to enquiries or notifications to the Council, but may also include work identified as part of an unscheduled inspection.

Works may include operations of a major and minor nature.

3.3 Modifications/additions to a contract.

In the course of implementing a schedule of work it may be necessary to amend the specification to address the physiological condition of a tree, or a change in circumstance.

These works may include operations of a major and minor nature.

3.4 Emergency Works.

These works are required to make a tree safe without delay. Under the Framework Agreement the contractor appointed to deal with such work shall be available 24 hours a day, 365 days a year, and is required to respond to a call out immediately.

Occasionally, an event may occur whereby a tree does not present a hazard, but the situation, or circumstance, requires an immediate solution which can only be resolved by pruning or felling.

These works may include operations of a major and minor nature.

3.5 Urgent Works.

These works are required to rectify a hazard and, in accordance with the Framework Agreement, must be undertaken within 5 working days.

These works may include operations of a major and minor nature.

4. CONSULTATION PROCESS FOR TREE WORK OPERATIONS

4.1 Major Tree Work Operations (As Described At 2.1)

Consultation must take place in advance of any works being undertaken for Major Tree Work Operations, which are part of the following Tree Management Procedures, as described above:

- Programmed Works (3.1)
- Non-Programmed Works (3.2)
- Modifications/additions to a contract (3.3)

The consultation will comprise the following:

1. City and County Ward Members

City and County Ward Councillors shall be advised of Major tree work operations that are part of Programmed Works (3.1), Non Programmed Works (3.2) and Modifications/additions to a contract Works (3.3).

Councillors will be requested to respond within 5 working days if they have any concerns, with an option of requiring an additional 5 working days to consider the proposals. If no response is received, it shall be deemed that the proposals are acceptable, or that no further details are required.

2. Public Consultation

Consultation will be undertaken with the community. The consultation will relate to Programmed Works (3.1) and Non Programmed Works (3.2) and Modifications/additions to a contract Works (3.3).

The consultation will extend to interested persons, resident groups, amenity societies and near neighbours. (see Appendix 2).

This shall include a letter advising that details can be viewed in the Planning reception (2nd Floor) at the Guildhall, or at Customer Service Centre at Mandela House when it is transferred from the Guildhall, and on the City Council web site. The letter will state why the proposed work is considered to be necessary. If felling is proposed, details of any proposed replacement planting shall be included. A 10 working day consultation period shall be allowed, with a date being given for receipt of representations.

Where appropriate, a detailed report or meeting may be provided to explain the proposals.

3. Notices on Trees

Notices shall be posted on trees stating the nature of the proposals, a brief explanation for the reasons for undertaking the work, and that further details are available in Planning reception (2nd Floor of the Guildhall) or at Customer Service Centre at Mandela House when it is transferred from the Guildhall, or on the City Council web site. Contact details and a deadline, allowing a response time of 10 working days, will be provided for written representations.

4. Site Notices

Notices shall be posted on the appropriate entrance(s) to the land or property, advising that tree works are planned. Brief details of the works and an explanation for their need will be given. It shall also state that further details are available in Planning reception (2nd Floor of the Guildhall), or at Customer Service Centre at Mandela House when it is transferred from the Guildhall, or on the City Council web site. Officer contact details will be provided and a deadline for written representations, allowing a response time of 10 working days.

5. Public Register

A schedule of work shall be available at Planning Reception, 2nd floor of the Guildhall, or at Customer Service Centre at Mandela House when it is transferred from the Guildhall. Contact details and a deadline, allowing a response time of 10 working days, will be provided for written representations.

6. Web Site

A schedule of work shall be posted on City Council website. Contact details and a deadline, allowing a response time of 10 working days, will be provided for written representations.

4.2 Minor Tree Operations (As Described At 2.2)

Notification must take place in advance of any works being undertaken for Minor Tree Works Operations which are part of the following Tree Management Procedures, as described above:

- Programmed Works (3.1)
- Non-Programmed Works (3.2)

The notification will comprise the following:

1. City and County Ward Members

City and County Ward Councillors shall be advised of Minor tree work operations that are part of Programmed (3.1) and Non Programmed (3.2) Works.

2. Public Notification

Registered interested persons, resident groups and amenity societies will be **notified** of the works. (see Appendix 2).

This letter of notification shall advise that details can be viewed in the Planning reception (2nd Floor) at the Guildhall, or at Customer Service Centre at Mandela House when it is transferred from the Guildhall, and on the City Council web site. The letter will state why the proposed work is considered to be necessary. If felling is proposed, details of replacement planting shall be included.

3. Public Register

A schedule of work shall be available at Planning Reception, 2nd floor of the Guildhall, or at Customer Service Centre at Mandela House when it is transferred from the Guildhall.

4. Web Site

A schedule of work shall be posted on City Council website.

4.3 Exemptions

Consultation and notification is exempt in advance of any works being undertaken for the following Tree Management Procedures, described above:

- Modifications/additions to a contract that can be classified as minor tree works operations (3.3)
- Emergency works (3.4)
- Urgent works (3.5)

5. NO OBJECTIONS

5.1 Major Tree Work Operations

If there are no objections to the consultation, the tree works will proceed under the powers delegated to officers of the Council.

6. OBJECTIONS AND REPRESENTATIONS

6.1 Major Tree Work Operations

Objectors must live, or work, on a regular basis in the city of Cambridge.

Representations and objections may be received on any grounds, including amenity and arboricultural.

An objector must identify the particular tree, trees or group of trees, to which his/her comments relate, and must state the reasons for the objection.

Objections may be submitted by post or e-mail, any electronic submission must include the full name and postal address of the objector and be supported by a paper copy. The correspondent must provide his/her name and address, and sign the letter clearly and legibly.

On receipt of an objection, or representation, the arboricultural officer responsible will seek to resolve the objection or representation. If successful, the objector will be asked to withdraw his/her objection in writing.

6.2 Minor Tree Work Operations

City and County councillors and the public are **notified** of Minor tree work operations.

The Council will respond to any representations and objections submitted within 10 working days.

Once the Notification period has expired the works will proceed.

7. DECISION MAKING PROCEDURES

7.1 Major Tree Work Operations.

7.1.1 Referral to Planning Committee

If it is impossible to resolve an objection, such that the objector is unwilling to withdraw his/her objection, the matter will be reported to Planning Committee for its considered view.

The objector will be notified that the issue will be discussed at Planning Committee and advised of his/her rights to speak at the meeting, in accordance with Council procedures.

Planning Committee is a Regulatory Committee that deals with the Statutory functions of the Town and Country Planning Acts. As such, it is experienced in considering applications relating to Tree Preservation Orders and Section 211 Notifications of Intent to carry out work to a tree in a conservation area.

The Planning Committee is not empowered to decide whether, or not, the proposed works should be undertaken, but shall make a recommendation either to support, or not support, the proposed works. Where the works relate to a number of different operations on one, or more trees the Committee may make a recommendation to support some of the operations and to not support others.

The Executive Councillor and an appropriate officer of the client department shall be invited to attend the meeting of Planning Committee as observers.

7.1.2 Decision Making Procedure-

There are two differing approaches to be followed, which depend upon the outcome sought.

These are as follows:

7.1.2a. Decision in line with the recommendations of Planning Committee

After Planning Committee has made its recommendation, the matter will be referred to the Director of the client service concerned, in order that a decision may be made using delegated powers.

The Director will consult the relevant Executive Councillor and, if it is agreed that Planning Committee's recommendation shall be followed, then the decision will be made by the Director of the client service.

(see Appendix 1)

7.1.2b. Decision contrary to the recommendations of Planning Committee

If the Director of the client service, having consulted the relevant Executive Councillor, is of the opinion that the decision may be contrary to the views of the Planning Committee, the formal decision shall be made by the appropriate Executive Councillor.

The decision shall be made at a Scrutiny Committee meeting and subject to the pre-scrutiny process. In exceptional circumstances, the decision shall be made by the Executive Councillor as an 'out-of-cycle' decision.

7.2 Minor Tree Operations.

There is no formal decision making process for the Minor Tree Work operations.

The Council will respond to any representations and objections submitted within 10 working days.

If the concerns cannot be resolved, the matter will be referred to the Director of the client department.

7.3 Tree Work Operations that are exempt from Consultation.

There is no formal decision making process for the following Tree Works Procedures:

- Modifications/additions to a contract that can be classified as minor tree works operations (3.3)
- Emergency Works (3.4)
- Urgent works (3.5)

Any tree work operations that fall within these categories will be undertaken without prior consultation or notification.

Following any tree work operations, a brief report shall be submitted to the Director of the Client Department describing the works that have been carried out.

7.3.1 Modifications/additions to a contract that can be classified as minor tree works operations (3.3)

The work must be scheduled by one of the Arboricultural Officers and may not be undertaken without the prior agreement of the

Principal Arboricultural Officer, or the Historic Environment Manager, or the Head of Service, or their nominated deputy.

7.3.2 Emergency Works

In the case of **Emergency Works** the Principal Arboricultural Officer must be notified at the time of call out. The contractor shall undertake such works as are required to make the situation safe. This decision must be made in consultation with the Principal Arboricultural Officer.

In the absence of the Principal Arboricultural Officer, the approval of the Historic Environment Manager, or Head of Service, shall be obtained, before any work is undertaken.

7.3.3 Urgent works (3.5)

The work must be scheduled by one of the arboricultural officers and may not be undertaken without the prior agreement of the Principal Arboricultural Officer, or the Historic Environment Manager, or the Head of Service.

8 PUBLIC INFORMATION FOLLOWING THE DECISION MAKING

The decision will be recorded on file and details posted on the Council web site.

Officers will write to anyone who made representations and objections to advise them of the decision.

A schedule of work shall be available at Planning Reception in the Guildhall, or at Customer Service Centre at Mandela House when it is transferred from the Guildhall.

A schedule of work shall be posted on the City Council web.

A press release shall be issued for Major works.

9 TREE PLANTING

9.1.1 Replacement Trees

Where trees are removed for arboricultural reasons, a replacement tree will normally be planted. The principles of planting will comply with the Citywide Arboricultural Strategy.

The Council will not carry out any formal consultations, but details will be posted on the City Council web site.

9.1.2. Planting Schemes

Where trees are to be planted where none have been planted previously, or the proposals are for major planting as part of the long-term renewal of a landscape, the Council will undertake consultations.

Schemes shall be based upon principles set out in the Arboricultural Strategy and management plans for the site. They shall be prepared in consultation with the client department and in partnership working with other client departments and discussion with relevant organisations. The design and preparation of these schemes shall include a site evaluation and analysis, design brief and rationale.

9.2 CONSULTATION PROCESS

9.2.1. City and County Ward Members

City and County Ward Councillors shall be advised of the scheme and will be requested to respond within 10 working days. If no response is received, it shall be deemed that the proposals have their support.

9.2.2. Public Consultation

Consultation will be undertaken with the community. The consultation will extend to interested persons, resident groups, amenity societies and near neighbours. (see Appendix 2).

This shall include a letter advising that details can be viewed in the Planning reception (2nd Floor) at the Guildhall, or at Customer Service Centre at Mandela House when it is transferred from the Guildhall, and on the City Council web site. Where appropriate, a detailed report or meeting may be provided to explain the proposals.

A 10 working day consultation period shall be allowed, with a date being given for receipt of representations.

9.2.3. Web Site

Details of tree planting will be posted on the City Council website. Contact details and a deadline, allowing a response

time of 10 working days, will be provided for written representations.

9.3 REPRESENTATIONS AND COMMENTS

The representations and comments will be analysed. A report will be presented to the ward councillors for comment.

9.4 DECISION MAKING PROCEDURE

After ward councillors have made their comments, the matter will be referred to the Director of the client service concerned, in order that a decision may be made using delegated powers.

Appendix 1 Directors and Executive Councillors

<u>Department of</u>	<u>Director / Executive Councillor</u>
Environment and	Director of Environment and Planning Planning Executive Councillor for Climate Change and Growth
Active Communities	Director of Community Services/ Executive Councillor for Arts and Recreation Director of Community Services/ Executive Councillor for Community Development and Health (crematorium and cemeteries)
Car Parks	Director of City Services/ Executive Councillor for Climate Change and Growth
Property	Director of Finance/ Executive Councillor for Customer Services and Resources
Drainage	Director of Environment and Planning/ Executive Councillor for Climate Change and Growth
Housing	Director of Community Services/ Executive Councillor for Housing

Appendix 2 Interested persons

The consultation will be directed to those persons or organisations considered appropriate and relevant.

Anyone can register to be included within a consultation by contacting the Tree team at the City Council.

Where possible the consultation and schedule of works will be sent by e-mail.

The following list is not definitive and will be constantly updated as contacts are added or revised.

definition of resident/business: a person owning/residing on land adjoining the plot on which the tree grows and anyone with a clear view of the tree in question

definition of resident group, one whose details are held on the database managed by the City Council's Consultation Officer in the Planning Department, or otherwise known to City and County Ward Councillors

definition of an interested person, one who registers an interest in a particular site and whose details are held on the database managed by the City Council's Consultation Officer in the Planning Department, or otherwise known to City and County Ward Councillors

Open spaces	CPS; CWT; Cam Cons; CFoE; SoS; FoMC; CPRA; JGA; CCC; PACT residents; businesses; residents groups
Commons	CPS; CWT; Cam Cons; CFoE; SoS; FoMC; CPRA; JGA; CCC; residents; businesses; residents groups
Recreation grounds	residents; residents groups;
Children's play areas	residents; residents groups
Nature reserves	CPS; CWT; Cam Cons; CFoE; residents; businesses; residents groups
Swimming pools	CPS; CWT; PACT (Parkside Pool) residents; residents groups

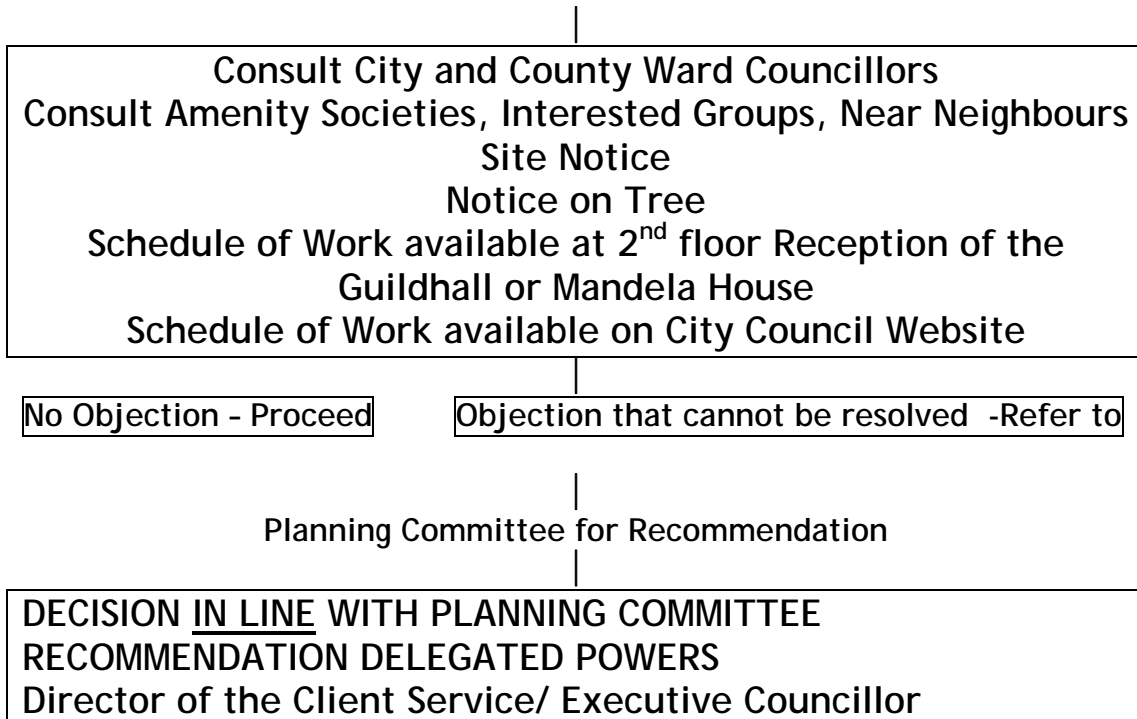
Allotments	allotment holders CPS; CWT residents; residents groups;
Closed churchyards	Vicar; Parish Council; Diocesan Office CPS; CWT residents; businesses;
Hauxton Road Cemetery	Diocesan Office; CPS; CWT residents;
Histon Road Cemetery	Friends of Histon Road Cemetery; CPS; CWT residents;
Mill Road Cemetery	Friends of Mill Road Cemetery, Trustees of Mill Road Cemetery; Diocesan Office; CPS; CWT residents;
Newmarket Road Cemetery	residents;
Crematorium	Highway Agency residents
Environmental Improvement Schemes	residents; residents groups
Landscape Areas in Highway	residents; residents groups;

CPS	Cambridge Preservation Society
CWT	Cambridgeshire Wildlife Trust
CFoE	Cambridge Friends of the Earth
SoS	Save our green Spaces
FoMC	Friends of Midsummer Common
JGA	Jesus Green Association
CPRA	Christ's Pieces Residents' Association
CCC	Cambridge Cycling Campaign
Cam Cons	River Cam Conservators

Residents BENERA; BARRA; SOLACHRA; Cobbett's Corner: BruNK;
groups PACT,
Clarendon Road,

Appendix 3 SUMMARY OF PROCESS

MAJOR TREE WORK OPERATIONS



**DECISION CONTRARY TO PLANNING COMMITTEE
RECOMMENDATION**
Executive Councillor after Pre- Scrutiny or as an URGENT item

MINOR TREE WORK OPERATIONS

Notify City and County Ward Councillors
Notify Amenity Societies, Interested Groups, near Neighbours
Schedule of Work available at 2nd floor Reception of the
Guildhall or Mandela House
Schedule of Work available on City Council Website

DECISION BY Director of the Client Service

APPENDIX 2.

PROTOCOL: CONSULTATION & DETERMINATION OF TREE WORK OPERATIONS TO TREES ON COUNCIL OWNED LAND.

TABLE OF REPRESENTATIONS

1 ~ action taken
2 ~ no action taken

No	RESPONDENT	COMMENT	RESPONSE	ACTION
1	Councillor Blair	1. Objectors should be restricted to Cambridge residents	1. Noted	1
2	Councillor Herbert	1. E-mail objections should be acceptable without paper copy	1. A signed, addressed paper copy must be forwarded to endorse the objection. There is no way of checking out the validity of an electronic submission.	2
		2. What consultation is planned for organisations?	2. Already in document.	2
		3. Will current proposals be subject to Protocol?	3. Yes	1
		4. How will petitions be treated?	4. As Council adopted procedure	2
		5. Which committee will decide? The proposal for referral to two committees is inefficient and undesirable for Members, officers and those making representations.	5. As per Protocol to ensure advice given and decision made with independent review.	2
		6. Tree planting proposals should be more prominent. Decisions should be made by Members with Planning Committee advice.	6. Schemes should be prepared by suitably trained and experienced staff. The public should be consulted and their comments reviewed.	1
		How/where are decisions to be made on major schemes?	Decision by the client Director, following Councillor comments.	2
7. Who decides what is major or significant? All works that may fall into this category should be made public and Exec Cllrs and opposition spokes have the right to call them in.	7. Criteria in Protocol. Any Member can call an item in.	1		
3	Councillor Rosenstiel	1. A 5 day response from Members is a bit unrealistic, especially at election and holiday times.	1. Protocol allows for an extension of time	2
4	Active Communities	1. Significant works that have a cumulative effect should be included in 2.1	1. Accepted	1

		2. Why are County Councillors consulted on matters relating to City Council land?	2. At request of Members.	2
		3. 5 days may not be long enough for Members to respond, especially if a site visit is required.	2. Protocol allows for an extension of time	1
		4. Customer Service Centre should be added as a contact point.	4. Noted	1
		5. Typo-grammatical error at 4.2.	5. Noted	1
		6. Minor works are for information. Is the receipt of and response to a representation appropriate?	6. Noted	1
		7. E-mail register of interested parties/persons	7. Noted	1
		8. If no objections are received the works may proceed under delegated powers.	8. Noted	2
		9. Works covered by notifications may proceed after the notification period has expired.	9. Noted	1
		10. Unsure of the role and weight of Planning Committee. If the client service Director has delegated powers and has a contrary view, why is an alternative route required?	10. Noted. The decision is to be made by Members rather than Officers.	1
		11. How can an item be 'Urgent' between meetings?	11. This provision is required to cover the extended period between meetings.	2
5	Democratic Services	1. Why are County Councillors consulted on matters relating to City Council land?	1. At request of Members.	2
6	Cambridge Preservation Society	1. Need to provide additional staffing and administrative resources if the Protocol is to work.	1. Noted, included in report to Strategy and Resources Committee 29 June 2009 when Protocol to be formally adopted.	1
		2. Detailed management plans should be prepared for each of the spaces to form the basis for management.	2. Noted - planned for the future	2
		3. Need to plant the spaces for the long-term.	3. Noted - in hand	2
		4. Society supports tree management, which may include the removal of trees for long term landscape, wrong tree in right place, unsuitable planting design, wildlife	4. Noted	2

		enhancement.		
		5. Decision making should be by relevant Scrutiny Committee and exclude Planning Committee as it has a regulatory function	5. Noted. Members decision to follow this path.	2
		6. Glossary may be useful for public.	6. Noted, Council to produce a single sheet for the public.	2
		7. Give reasons for undertaking tree work	7. Noted, Council to produce a single sheet for the public.	2
7	Cambridge Friends of the Earth	1. Lack of definition of terms	1. Noted, Council to produce a single sheet for the public.	2
		2. Request longer consultation period	2. 10 days is consistent with other working practice.	2
		3. Developers should be required to provide the public with accurate information about their plans for trees	3. Not within this remit	2
8	The Wildlife Trust for Cambridgeshire	1. Tree Planting Proposals may not be compatible with other management regimes	1. Representations will be considered in accordance with management objectives for the site	1
9	Cambridge Natural History Society	1. E-mail objections should be acceptable without paper copy.	1. A signed, addressed paper copy must be forwarded to endorse the objection. There is no way of checking out the validity of an electronic submission. representations will be considered in accordance with management objectives for the site	2
		planting should be subject to consultation.	2. Noted	1
10	Friends of Midsummer Common	1. If a tree is to be transplanted it should be included in major tree work operations	1. Noted	1
		2. Grammatical error at 2.2	2. Noted	1
11	Jesus Green Residents' Association	1. Wordy, full of jargon, confused, written as an officer's manual not a user friendly document.	1. Noted, Council to produce a single sheet for the public.	2
		2. Consultation should come first.	2. Noted	2
12	Friends of Histon Road Cemetery	1. Request 20 day consultation period	1. 10 days is consistent with other working practice.	2
		2. Delete the clerical consultations at Appendix 2	2. Noted	1
13	Trustees of Mill Road Cemetery	1. Trustees to be included on Consultation	1. Noted	1
14	Riverside Area	1. Consultation period should be longer - 21 days	1. 10 days is consistent with other working practice.	2
	Residents' Association	2. Tree Planting should be included in the Protocol	2. Noted	1

15	Petersfield Area Community Trust	1. E-mail objections should be acceptable without paper copy	1. A signed, addressed paper copy must be forwarded to endorse the objection. There is no way of checking out the validity of an electronic submission.	2
		2. Democratic decision making procedures are cumbersome and insufficiently democratic.	2. Noted.	2
		3. Planning Committee should make decisions, it is well versed in such decision making.	3. Noted.	2
		4. A Committee rather than Executive Councillors should be empowered to make the final decision.	4. Noted.	2
16	Rustat Neighbourhood Association	1. Clear and sensible paper.	1. Noted	2
		2. The RNA supports the proposals.	2. Noted	2
17	Members of the public	1. definition of 'interested parties' is too narrow.	1. Site Notices should ensure effective consultation of wider public	2
		2. Automatic consultation of those expressing an interest	2. Noted.	1
		3. E-mail objections should be acceptable without paper copy.	1. A signed, addressed paper copy must be forwarded to endorse the objection. There is no way of checking out the validity of an electronic submission.	2
		4. Consultation on Planning applications should avoid unexpected loss of public trees as at the Railway Station.	4. Not in the remit of Protocol.	2
		5. Site Notices should be clearly visible.	5. Noted	2
		6. Members should determine all tree works.	6. This would be impractical.	2
		7. The protocol should include all publicly visible land, not just that owned by the Council.	7. Consultation is undertaken where the legislation allows. Otherwise, the Local Planning Authority has no remit.	2
		8. How will petitions be treated?	8. As Council adopted procedure	2
		9. Public speaking rules should be relaxed at Planning Committee in line with other committees.	9. Noted.	2
		10. Tree planting proposals should be included.	10. Noted.	1
		11. The Executive Councillor 's decision should be made public.	11. Noted.	1

12. If the Executive Councillor does not attend Planning Committee, how will they be briefed?	12. The Executive Councillor will receive a copy of the report to Planning Committee and the minute recording the decision.	2
13. Planning Committee and the Executive Councillor should be able to make different decisions in respect of different trees.	13. Protocol allows for this.	2
14. Delay in the process is misleading as people may make representations outside the time period in response to Site Notices.	14. Noted.	1
15. Referral to two Committees is inefficient, time consuming, demanding of councillors, officers and public's time and resources.	15. Noted.	2
16. Lack of definition of terms 'major' and 'minor' allows officers free interpretation .	16. Noted.	2
17. There should be a dedicated web site.	17. Noted - this is under review. There are web sites for Active Communities and Environment and Planning.	2
18. Tree Data base should be available on-line.	18. This is an internal management tool.	2
19. There should be reference to Council policies in consultation documents.	19. Reference will be made in any reports to Committee.	2
20. There should be a Risk Assessment policy	20. This will be included in the new Arboricultural Strategy.	2
21. Major tree works should be planned in advance so objectors are not pressured by being told they are delaying tree works.	21. Noted.	2
22. Major tree works should always include a public presentation.	22. Noted. The Protocol allows for a meeting.	2
23. The remit of the Protocol is too narrow and should be extended to nature reserves, trees in the public realm.	23. The nature reserves are included. Consultation is undertaken where the legislation allows. Otherwise, the Local Planning Authority has no remit.	2 2
24. A 'considerate developer' scheme could be established in relation to major developments.	24. Outside the remit of the Protocol.	2
25. The Protocol ought to be followed on Planning matters and wheresoever Council has influence.	25. Outside the remit of the Protocol.	2
26. The Cam Conservators should be asked to follow a similar procedure.	26. There is legislation that governs their operations.	2
27. Site Notices need to be clear and consistent.	27. Noted.	2

	28. Deadlines for objections should take account of public holidays.	28. Noted.	2
	29. Current proposals should go through the new Protocol	Current proposals are subject to the Protocol.	2