



Tree Management Plan

What's this Documents objective:

To ensure trees within our sites are retained and protected, kept in good health, maintaining health and safety standards, keeping nearby properties and the public safe. To also help plan future planting operations of hedge rows and trees.

What's needed in this document:

The latest tree surveys of each site, a plan of additional work required as well as routine maintenance, a forecast of future tree removals as well as planting locations either replacements or new additions.

Tree Management Legal Obligation:

Tree owners or landowners have a statutory, legal obligation to ensure that the public and/or property are not put at any foreseeable risk. Organisations such as local authorities must always ensure public safety, whilst maintaining a natural and environmentally varied landscape.

Felixstowe Town Council
Tree Management Plan
Written September 2023
Next Update Due: September 2028

Produced By Felixstowe Town Council

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Foreword

This document outlines Felixstowe Town Council's commitment to maintain healthy trees, hedgerows and promote a varied environment for wildlife to flourish whilst maintain good health and safety, protecting members of the public and buildings that our within proximity of our trees.

The document includes the most recent tree surveys, a breakdown of additional and routine works, a plan of future tree planting including replacements of removed trees, new trees, and hedge rows.

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Introduction

Introduction

Felixstowe Town Council is responsible for several sites that host a wide range of trees of different ages, species, and conditions. Felixstowe Town Council aims to protect, maintain, and improve our natural green spaces whilst trying to further expand and enhance them through proper management and further planting of new trees and hedge rows. The aim is to promote further natural diversity to offer the people of Felixstowe varied natural environments that will benefit both physical and mental wellbeing whilst promoting a healthy environment for the wildlife of Felixstowe.

Purpose of the Management Plan

In July 2019 Felixstowe Town Council declared a Climate Emergency, making a commitment to reduce our environmental impact and to promote our greenspaces.

Felixstowe Towns Council's greenspaces are home to many trees and by their very nature trees age, become diseased, can become damaged, and eventually will die. To prevent trees becoming a danger to the public, Felixstowe Town Council carries out a program of maintenance including regular tree surveys completed by outside contractors, regular in-house inspections and works to maintain the health of the trees.

This plan specifies and includes a record of inspections, projection of maintenance and a plan of future improvements.

The Benefit of trees

Trees are an asset to both the Town Council, the people of Felixstowe and the natural life that inhabits our greenspaces. Trees and hedge rows provide habitats for small mammals, insects, and birds. They provide food for these animals, and they help to improve the town's air quality. The trees and hedge rows create a break from the grey and blacks of concrete and tarmac helping to improve people's mental health. Studies have shown that even short

amounts of time walking in and amongst trees improves alertness, reduces blood pressure, and improves anxiety.

Tree management

Tree management

Felixstowe Town Council maintains trees at all its sites with the use of their own staff and equipment to carry out seasonal maintenance pruning etc and most other maintenance including felling of dead trees or removal of dead limbs. Larger tasks are outsourced to Professional^[AT1] tree surgeons, for example the removal of dead trees that are larger than the Town council staff are qualified to remove or trees that require climbing to maintain.

As part of the management of trees Felixstowe Town council has started a policy of planting groups of trees on their sites, this started as part of The Queen's Green Canopy in 2022. Going forward up to 200 new saplings will be planted by the end of the financial year.^[AT2]

As part of its approach to tree management, Felixstowe Town Council seeks to plant additional and replacement trees on its land. A significant contribution to new planting was made to support The Queen's Green Canopy initiative in 2022, with over 100 trees planted during the year. Going forward, opportunities for more saplings will be investigated annually.

Management objective

Felixstowe Town Council aims to keep the trees and hedgerows in its care healthy and well maintained, with an overall objective to protect and improve the asset of our greenspaces whilst ensuring we meet our legal obligations around tree risk and safety.

Management Plan

All sites are subject to visual inspections and tree surveys.

Time scale of both surveys and inspections varies by site and location with areas such as play areas receiving a higher frequency of inspection see example below.

Frequency	Cemetery	Parks/play area	Allotments	Other
Weekly	Visual inspection	Visual inspection		
Monthly	Detailed visual inspection	Detailed visual inspection		
18 months		Tree survey	Visual inspection	Visual inspection
36 months	Tree survey		Tree survey	Tree survey

All sites receive seasonal maintenance with hedge rows being pruned 1-2 times a year avoiding the time between the 31st of March and 1st September to align with the wildlife and countryside act 1981.

Trees are subject to yearly maintenance with low hanging trees being legged up, pruning of diseased limbs to maintain a healthy canopy, and felling of dead trees primarily happening during Autumn and winter. Tree maintenance will also be carried out as needed in the event of storm damage. Most maintenance is carried out by the Town Council's workforce and equipment with some items being hired in as needed, this would include chippers and stump grinders.

If work is beyond the capability or resources of the Town Councils workforce, then sub-contractors will be used to carry out the works. This may occur when a tree requires climbing, is in a position that is 'high risk' or that the tree is larger than the Town Council's staff are licensed to cut.

Wherever possible felled trees will be replaced with a new tree, taking in consideration the suitability of species, appropriateness of location, resistance to disease, and other factors.

The Town Council's commitment to the planting of trees and hedgerows extends to its commitment to good maintenance. During the early stage of growth, saplings will require frequent watering with a higher frequency

through the dry summer months, they will require protecting from pests and for surrounding grass to be cut short or removed where possible in the surrounding 30cm. As these mature, they will become subject to the previously mentioned maintenance schedule.

With new tree planting, the Town Council sees an opportunity to enhance the seasonal interest and biodiversity value provided by selecting trees with, different canopy shapes, sizes, height, leaf shape, colour, blossom, and fruit.

Trees can also be selected to better withstand the conditions of any specific site.

Tree Risk Management

Tree Risk Management

The Town council aims to reduce risk posed by trees, by following the inspections and maintenance schedule outlined in the 'management plan' and by carrying out Risk Assessments on tree works and maintenance. All works to be carried out by trained staff or by fully insured outside contractors, ensuring that Health and Safety of the public and workers is always maintained.

The Town council considers it as part of their duty of care to the public to keep our green spaces safe, with maintenance being carried out as quick as possible. If a tree should become unsafe, and work cannot be carried out immediately, a cordon and signage will be put in place, to inform people of the potential danger whilst obstructing access to the affected area.

Trees planted on allotments that are occupied are the responsibility of the Allotment holder to maintain although if the tree is deemed dangerous, we the Town Council will inform the holder of the plot. Specific terms and conditions for trees on Allotment plots are in the tenancy agreement for allotment holders.

Risk Assessments


Risk Assessment: Arboriculture Work








Name of person carrying out assessment: **Tom Mins**

Job title: **Grounds and Maintenance Manager**

Date of Risk Assessment: **17 May 2023**

Next review due: **May 2024**

What are the hazards?	Who might be harmed and how?	What actions will be taken to mitigate risks?	Residual Risk			PPE required
			Probability (1-5)	Severity (1-5)	Rating (PxS)	
Arboriculture Machinery including pole saw, chainsaw, chipper and power tools	Operator injury from moving parts using the garden machinery or from hard items being dislodged from the earth.	<ul style="list-style-type: none"> Staff to ensure the machines are in good working order, using a good tool maintenance routine, according to manufacturer's handbook. Never turn the blades by hand. Staff should walk the ground first to check it is safe and to assess any hazards. Hands should not be placed near moving parts whilst machines are in use. Ensure no items of clothing hanging loose near working parts. Staff should be aware of items flying out from the earth whilst using machinery. Switch off the engine when removing any parts Operative to wear safety wear and carry mobile phone and to report injuries immediately. Always ensure the machine is disconnected after use. Always switch off if anything gets caught in the blades 	2	2	4	
	Risk to members of the public from garden machinery and power tools. Also, from flying debris when machines are used	<ul style="list-style-type: none"> All tools and garden machinery should not be left unattended and should be locked away when not in use. Try to check for items which could be potential 'missiles' beforehand. If the machinery has a guard, ensure this is on. Check no-one sufficiently close to be at risk. Use screens to direct discharge 	1	4	4	
	Medium risk of injury from malfunctioning equipment or mis-handling	<ul style="list-style-type: none"> Staff trained on equipment use. Regular servicing of equipment carried out. 	2	4	8	

	Potential injury from power tools which are unexpectedly still connected to power	<ul style="list-style-type: none"> Always unplug power tools when not in use. Never leave power tools unattended, always store in safe place. 	2	2	4	
Slips and trips	Staff and visitors may be injured if they trip over objects or power cables	<ul style="list-style-type: none"> Staff keeps work areas as clear as possible, with general good tidiness carried out. Signs to instruct public of work Cone off area when work taking place. 	1	4	4	
Falls from ladders	Staff may be injured from fall.	<ul style="list-style-type: none"> Following working at height Regs. Staff must wear PPE Tie ladder off were applicable 	1	5	5	   
Oil and Fuel spillage	Staff and visitors may be affected by spillage. Environmental damage.	<ul style="list-style-type: none"> Ensure all machines are not refuelled in confined spaces. No smoking policy in place. Machinery to be turned off when fuelling takes place. Ensure machine is in a stable position before refuelling. Staff to carry mobile phones but these should not be used in the vicinity when re-fuelling Petrol/diesel should not be swallowed. Fuel to be stored in correctly labeled containers and locked up in store when not required Contact with the skin should be avoided Staff to wear PPE Let engine cool down before re-fuelling. Always use the extension pipe to re-fuel. Spill kits used in the event of a spillage 	2	2	4	  

PxS Score	20-25	Very High – Stop activity immediately
	15-19	High – Action required in 1 day
	10-14	Medium – Action required in 1 week
	7-9	Low – Action required in 3 months
	4-6	Very Low - Minimal action required, consider controls where possible
	1-3	Acceptable – no action required

Probability					
Certain	Very Low	Medium	High	Very High	Very High
Very Likely	Very Low	Low	Medium	High	Very High
Probable	Acceptable	Very Low	Low	Medium	High
Possible	Acceptable	Very Low	Very Low	Low	Medium
Unlikely	Acceptable	Acceptable	Acceptable	Very Low	Very Low
Severity	Equip Damage	Minor Injury	RIDDOR	Major Injury	Fatality
	1	2	3	4	5

Personal Protective Equipment



Risk Assessment: Trees

Name of person carrying out assessment: **Tom Minns**

Job title: **Grounds & Maintenance Manager**

Date of Risk Assessment: **17 November 2022**

Next review due: **November 2023**

What are the hazards?	Who might be harmed and how?	What actions will be taken to mitigate risks?	Residual Risk		
			Probability (1-5)	Severity (1-5)	Rating (PxS)
Falling branches, from storm damage, disease, and rot.	Members of the public, council staff. Injury due to being hit by the falling branch.	Inspections and maintenance to be carried out in accordance with schedule.	2	3	9
Fallen branches and twigs on ground	Members of the public, council staff. Trip hazards.	Inspections and maintenance to be carried out in accordance with schedule, branches to be cleared	2	3	9
Fallen tree from storm damage, disease, and rot.	Members of the public, council staff, building or vehicles. Injury or damage due to being hit by the falling branch.	Inspections and maintenance to be carried out in accordance with schedule.	2	3	9

PxS Score	20-25	Very High – Stop activity immediately
	15-19	High – Action required in 1 day
	10-14	Medium – Action required in 1 week
	7-9	Low – Action required in 3 months
	4-6	Very Low - Minimal action required, consider controls where possible
	1-3	Acceptable – no action required

Probability		Very Low	Medium	High	Very High	Very High
5	Certain	Very Low	Medium	High	Very High	Very High
4	Very Likely	Very Low	Low	Medium	High	Very High
3	Probable	Acceptable	Very Low	Low	Medium	High
2	Possible	Acceptable	Very Low	Very Low	Low	Medium
1	Unlikely	Acceptable	Acceptable	Acceptable	Very Low	Very Low
Severity		Equip Damage	Minor Injury	RIDDOR	Major Injury	Fatality
		1	2	3	4	5

Five-year Action Plan

Action Plan

Over the next 5 years Felixstowe Town Council intends to further grow and improve our greenspaces, this will be achieved by more planting projects of trees and hedges, continuing maintenance of our existing trees and hedge lines, managing our greenspaces so they don't become overgrown or derelict and work with local groups to further improve all greenspaces within Felixstowe.

In the next 12 months:

Planting 200 saplings on various sites around the Town and environmentally focussed management of our greenspaces whilst maintain safety of the public.

12 – 36 Months:

Further planting projects throughout Felixstowe and environmentally focussed management of our greenspaces whilst maintaining the safety of the public.

Training of Town Council staff to allow the Town Council to carry out more tree work in-house, an extra member of the team to be trained in cross cutting and the felling of small and medium trees. Training to allow for climbing of trees to be investigated.

36 – 60 months:

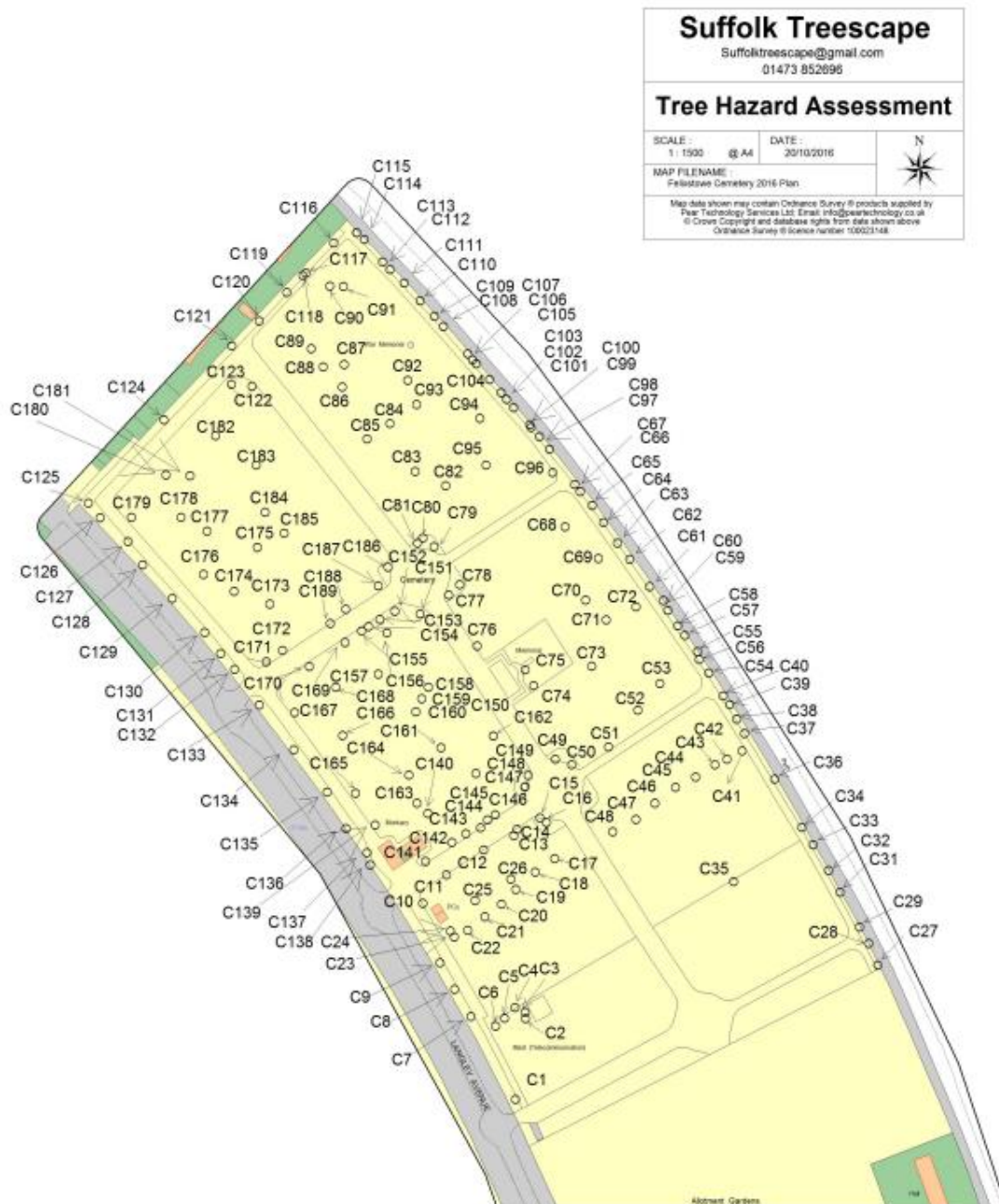
Further planting projects throughout Felixstowe and environmentally focussed management of our greenspaces whilst maintain safety of the public.

Review of the Tree Management Plan.

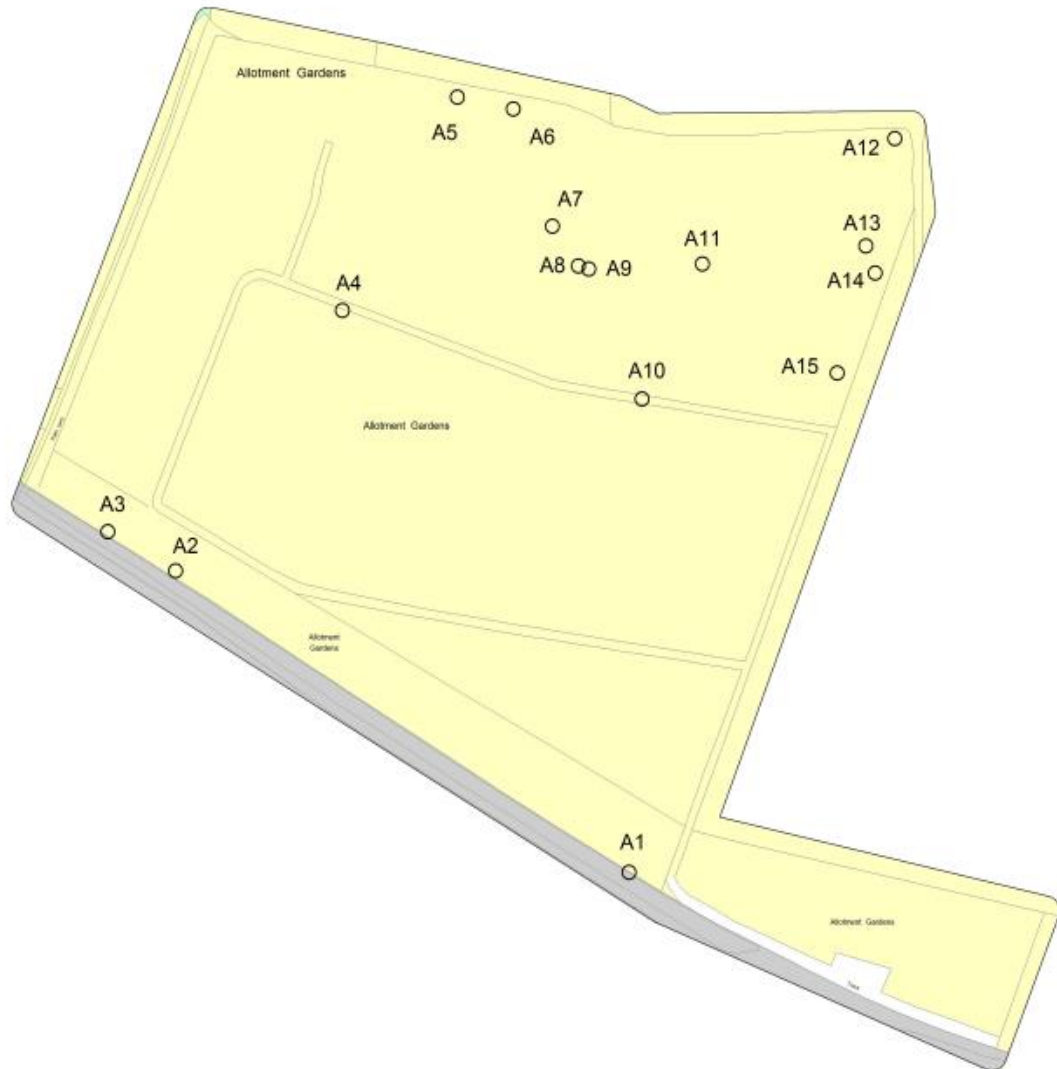
Appendix

Site Maps

Felixstowe cemetery, Langley Avenue

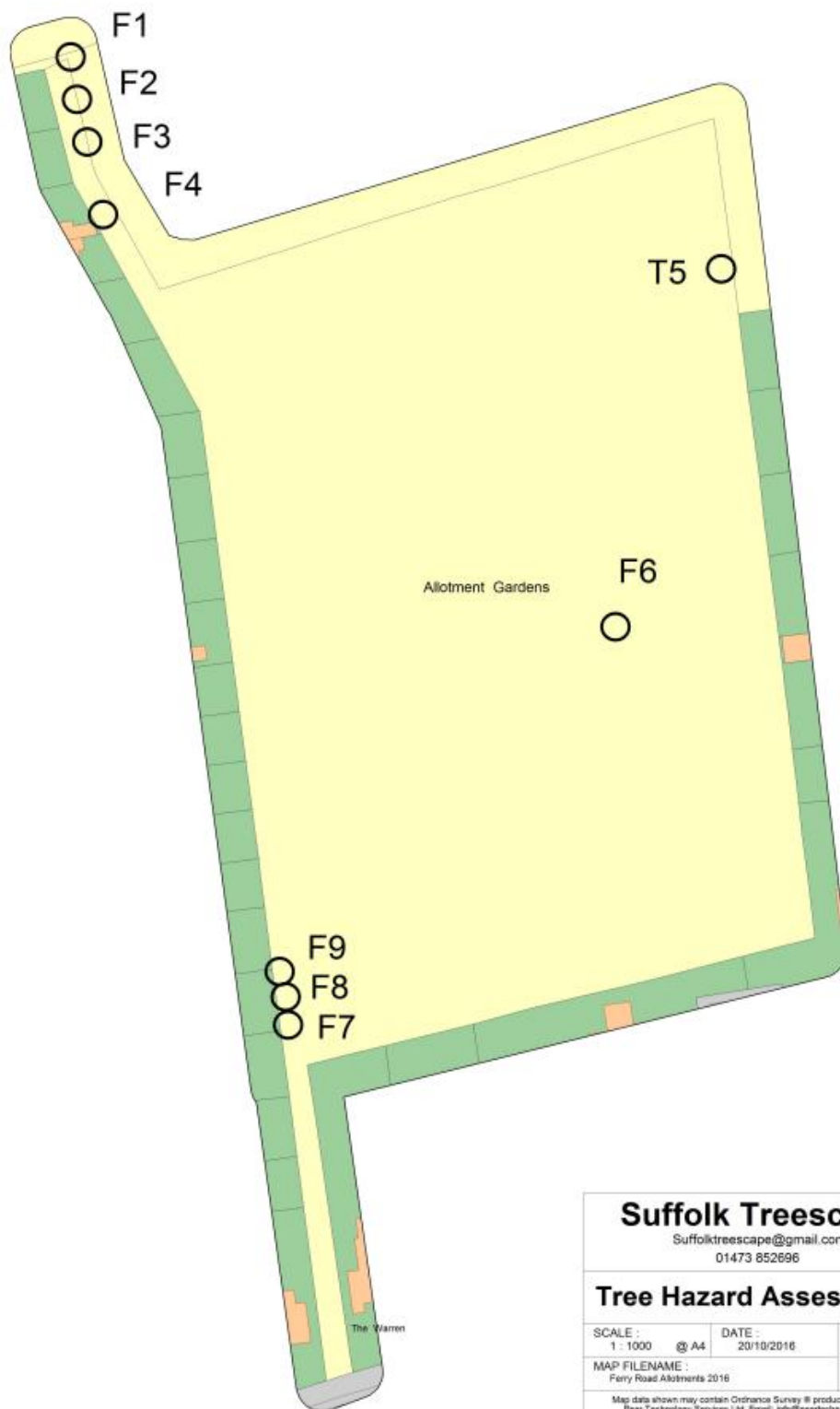


Cowpasture Allotments, Candlet Road



Suffolk Treescape Suffolktreescape@gmail.com 01473 852696		
SCALE: 1 : 2000	@ A4	DATE: 21/10/2016
MAP FILENAME: Cowpasture Allotments 2016		
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Ferry Road Allotments, Ferry Road



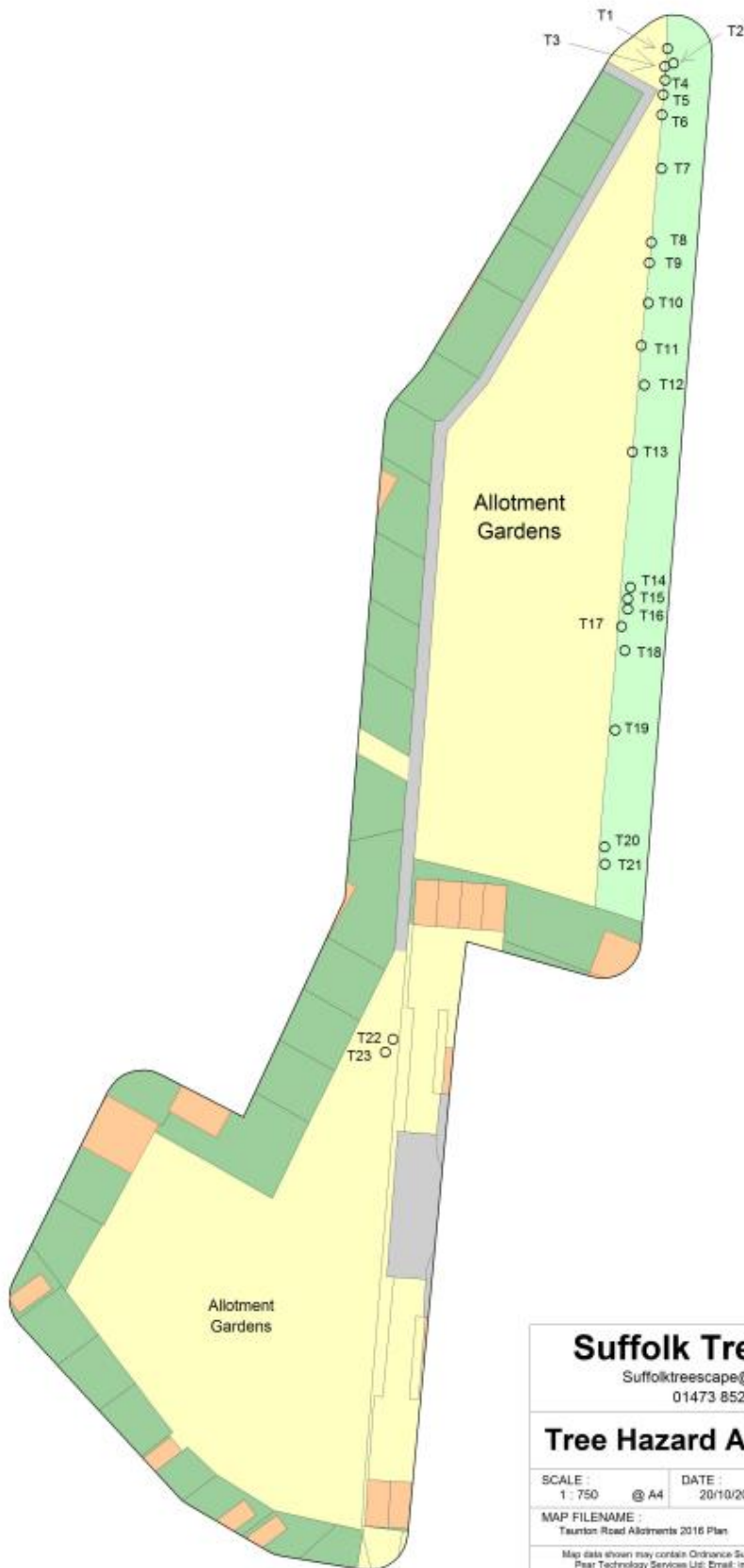
Suffolk Treescape
 Suffolktreescape@gmail.com
 01473 852696

Tree Hazard Assessment

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MAP FILENAME: Ferry Road Allotments 2016		

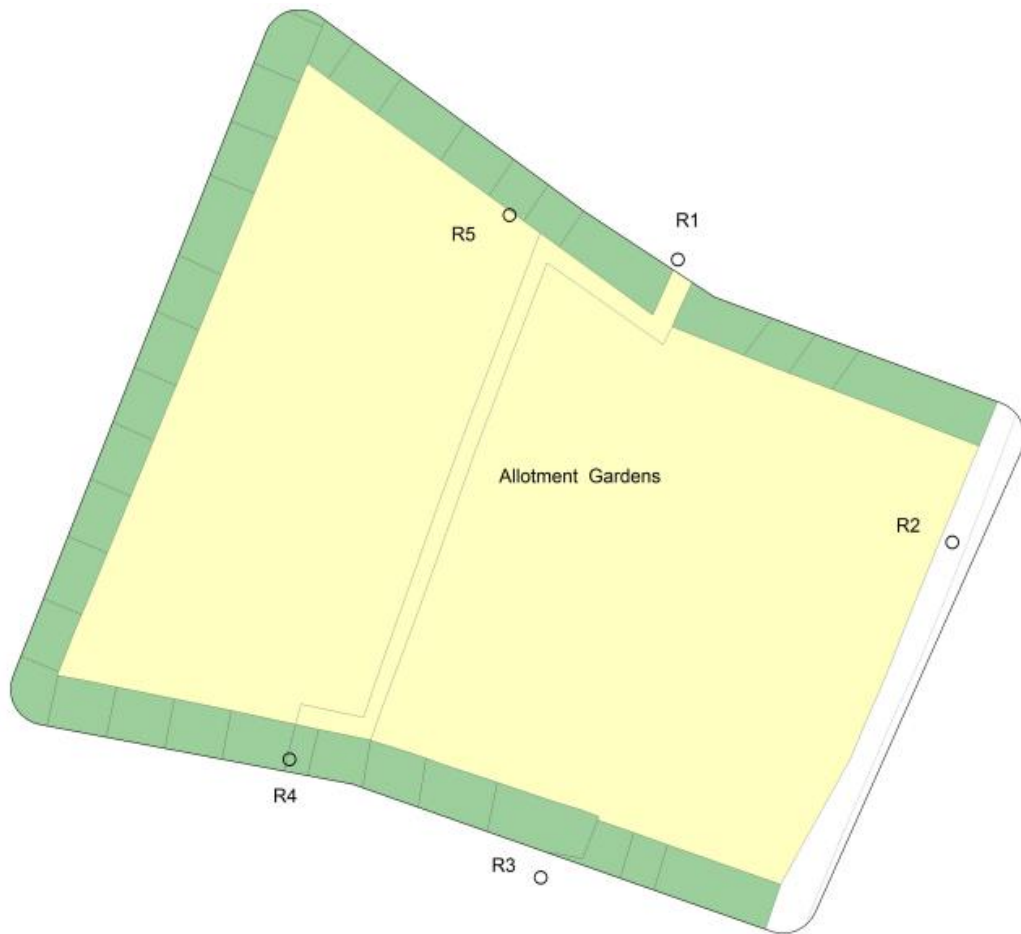
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Taunton Road



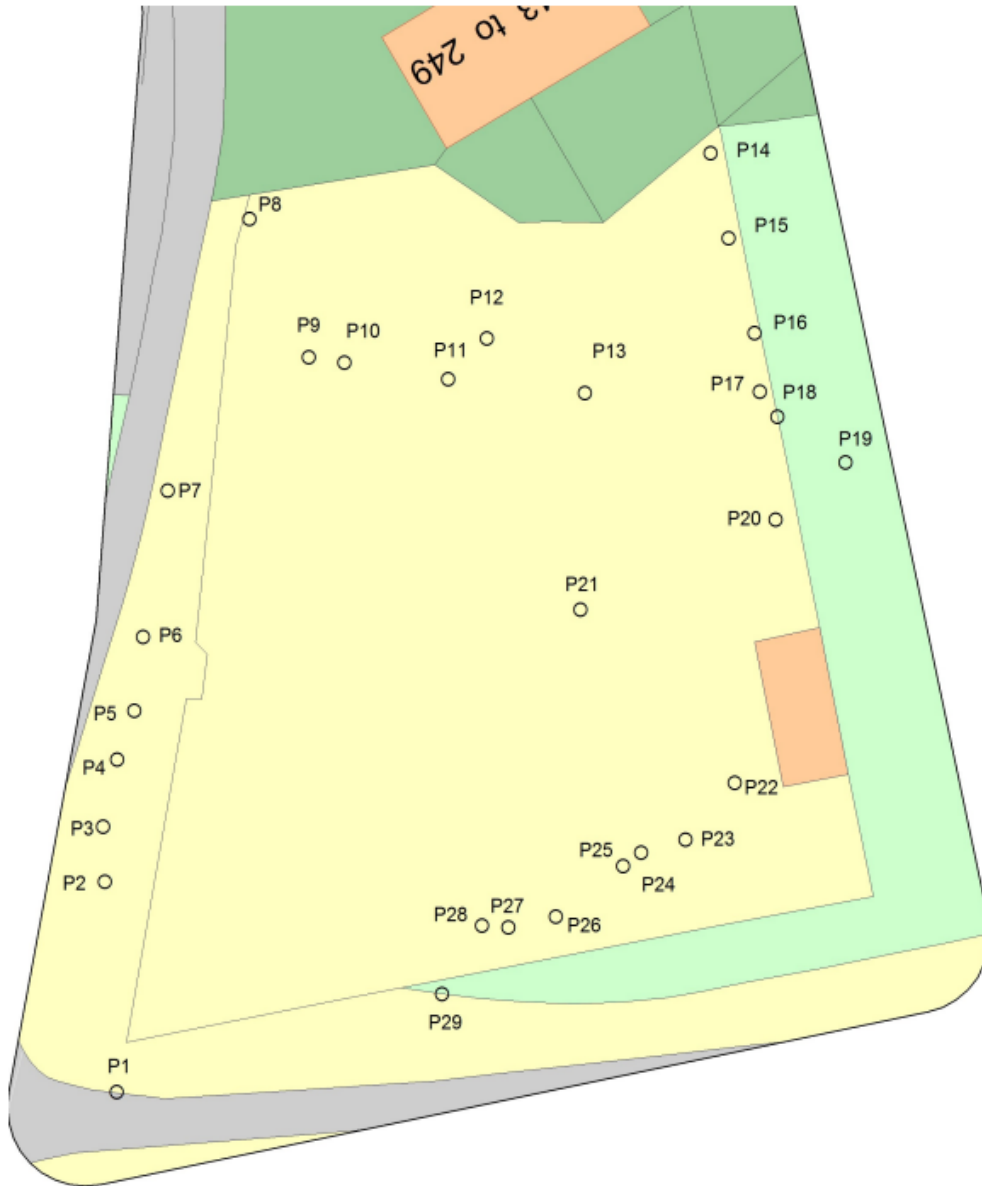
Suffolk Treescape Suffolktreescape@gmail.com 01473 852696		
Tree Hazard Assessment		
SCALE 1 : 750 @ A4	DATE 20/10/2016	N 
MAP FILENAME : Taunton Road Allotments 2016 Plan		
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Railway Hill Allotments, Stour Avenue.



Suffolk Treescape Suffolktreescape@gmail.com 01473 852696		
Tree Hazard Assessment		
SCALE: 1 : 750	DATE: 21/10/2016	N 
MAP FILENAME: Railway Hill Allotments 2016		
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Pewit Hill



Suffolk Treescape Suffolktreescape@gmail.com 01473 852696		
Tree Hazard Assessment		
SCALE : 1 : 400 @ A4	DATE : 26/10/2016	
MAP FILENAME : Pewit Hill 2016		
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Gosford Way Park, Gosford Way



Allenby Park, Constable Road

