



## MEETING PAPER

Subject: Tree Council application and other measures to improve biodiversity  
Meeting: Parks and Open Spaces Sub-Committee (item 12)  
Date: 16 June 2020

~~CONFIDENTIAL~~/NON CONFIDENTIAL

### Background/Introduction

The Tree Council are currently offering grants, via their Branching Out Fund, to tree planting subject to the following criteria and mainly that people under the age of 21 are encouraged to be actively involved with the planting. I have confirmed that a Town Council is eligible to apply.

#### **How to apply for one of our tree planting grants:**

- Any school or community group within the United Kingdom that is planning a project which actively involves young people up to the age of 21 is encouraged to apply and help make a greener future.
- Applications will be considered as they are received, and all projects must be completed and payments claimed by 31 March 2021.
- At this time, it is unclear what social distancing rules will be in place when the tree planting season begins again. However, we are still keen to encourage groups to develop tree planting projects, managed by small groups in their communities. If Covid-19 restrictions allow, we hope safely-run tree planting activities will happen during National Tree Week - 28 November to 6 December 2020. If your funded project cannot go ahead at any time this winter due to social distancing restrictions, then the delivery deadline of your grant will be extended to the following year. So please don't let Covid-19 stop you telling us about your fantastic tree planting projects. We would love you to apply.

The Assets, Inclusion and Development (AID) Committee is happy for this Sub - Committee to look at the criteria and submit an application if appropriate, although it should be noted that the Town Council's Financial Regulations mean that three quotes will need to be obtained for the supply of the trees. The Finance and Governance Committee has given its approval for this application to proceed.

Measures to improve the biodiversity of the Town Council's parks and open spaces have previously been identified and the AID Committee would like to see those which have the support of the Council progressed. This Sub-Committee is being asked to think about any additional measures which can be considered, and suggestions from Councillors are welcome.

### Details

The application form is attached with basic information entered.

This Sub-Committees need to recommend locations for the tree planting and how young people can be engaged; Waveney Youth Council, Council has established links with Ormiston Denes School and a Scout Group. This can be expanded by Councillor knowledge etc.

In particular, the Sub-Committee's specialist knowledge is needed on types and sizes of trees and who the supplier may be.

The Council previously approved the purchase of cherry trees as a standalone item, subject to the relevant planting and maintenance permissions being sought, and agreed this would be progressed once the Community Wardens had been appointed. This was excluding a commemorative cherry tree to be planted in Kensington Gardens for VJ Day in August. The Finance and Governance Committee are happy for the purchase of cherry trees to be considered alongside the Tree Council application, so long as the two do not become inextricably linked (the Town Council has already approved the purchase of the cherry trees, so this will not become dependent on whether or not the Tree Council application is successful).

Some other measures to improve the biodiversity of the Town Council's parks and open spaces have already been identified as follows:

**Fen Park** – ongoing consideration of biodiversity of pond and checking whether acid peat exists and SWT have someone who could assess this particular issue (Siltex damaging to acid peat). SWT have been unable to assess the pond comprehensively to date. SB to progress.

**Gainsborough Drive** – Progress 3 rowans and a willow tree (keeping cost as low as reasonably possible), considering watering and establishment and robustness and consider identifying pond weed to establish whether and in what levels beneficial/damaging (possible Tree Council funding – SB to progress) (the Finance and Governance Committee has approved a £500 budget for this and delegated authority to the Clerk to progress, so this will not be dependent on the Tree Council application being successful)

**Arnolds Bequest** – with Friends of Group – create habitats from tree down plus some planting plus natural benches

**Daffodil Walk** – managed wildlife area. It has been suggested that display boards would be beneficial at any areas the Town Council decides to designate as managed wildlife areas, to explain the benefits to the public. This Sub-Committee may wish to consider how to progress display boards, if approved, and any sources of funding.

**Former Parklands Play Area** – (application to Tree Council – SB to progress) develop community orchard (and consider community events)

**Clarks Lane** – Wildflower/grass maze and community orchard (Tree Council application – SB to progress)

**Rosedale Park** – multi-tree shade near play area (Tree Council application – SB to progress)

**Belle Vue Park, Sparrows Nest and Kensington Gardens** – the Finance and Governance Committee has approved a maximum budget of £500 to purchase mulch for these areas, and delegated authority to the Clerk to progress. Whilst this is not necessarily a measure to increase biodiversity it is in line with the Town Council's declaration of a climate emergency as it will help to retain moisture in the ground. This Sub-Committee will need to decide how to progress this decision.

*Councillor suggestion circles?*

## Recommendations/Decision

For this Sub-Committee to consider and complete the attached spreadsheet in order for an application to be submitted to the Tree Council (as below), and how to progress other biodiversity improvement measures identified.



## The Tree Council Branching Out Fund: grants for UK tree planting projects across the community

### Application Form

Please see [Guidance Notes for Completing Application Form](#)

1. APPLICANT DETAILS	
Applicant's full name	LOWESTOFT TOWN COUNCIL
Name and type of group (see General Information)	TOWN COUNCIL
Date of planting (approx)	NOVEMBER 2020
Name of key contact (if different from above)	SHONA BENDIX
Applicant's full address including postcode	Hamilton House, Battery Green Road, Lowestoft NR32 1DE
Daytime contact phone number	0330 053 6019
E-mail address	admin@lowestofttowncouncil.gov.uk
Social media addresses	Lowestoft Town Council Facebook

### 2. DESCRIPTION OF PROJECT, INCLUDING DETAILS OF INVOLVEMENT OF CHILDREN AND YOUNG PEOPLE, AND SUPPLEMENTARY EDUCATIONAL ACTIVITIES

Please tell us a little bit about your organisation or group.  
 Then, describe your tree or hedge planting project.  
 It is important that you tell us what you hope to achieve with this planting project.  
 Write as much as you like!

**DO NOT ENTER ANY COSTS INTO THIS SECTION. PLEASE COMPLETE THESE DETAILS IN THE 'BREAKDOWN' EXCEL SPREADSHEET.**

**3. CONSENT TO PLANT ON SITE – see note 3.**

Name	
Address	
Job Title	
E-mail address	
Phone number	

**4. TREE SUPPLIERS (See note 4)**

Name of the Tree Supplier	
Their address	
Have you followed the biosecurity advice provided?	

**5. ADVICE ABOUT YOUR PLANTING PROJECT– see note 5**

Name of adviser	
Relevant qualifications or experience	
Organisation	
Address	
Telephone	
E-mail address	
Have you spoken to or taken advice from any of The Tree Council's Tree Wardens?	
If so, please state their name(s) and network:	
<b>7. AIDS TO ESTABLISHMENT (see Note 7)</b>	

<b>8. MAINTENANCE</b>	
A clear plan showing how the newly planted trees or hedging will be maintained over the next two years should be outlined here, and information about who will be carrying this out.	
Name	
Involvement in the project	
Contact details	

What is the annual proposed maintenance (watering, pruning and [if applicable] cropping etc.) plan for the next two years?

**9. A CONTACT FOR ANY PRESS ENQUIRIES (See note 9)**

Name in block capitals	SHONA BENDIX
Telephone number	0330 053 6019
E-mail address	shona.bendix@lowestofttowncouncil.gov.uk

The Tree Council will add your group's contact details to our e-bulletin list. Get exciting event information, news, and community updates direct to your email inbox. You can unsubscribe at any time.

Please consent to your email address being added to our list by ticking here

PLEASE COMPLETE THE DECLARATION ON THE FOLLOWING PAGE

**10. DECLARATION**

Please carefully read this declaration and ensure you have included ALL the information requested by ticking all the boxes - See note 10.)

<input type="checkbox"/>	I confirm that the planting site is on public/trust owned/leased land. (Please delete as appropriate.)
<input type="checkbox"/>	I have attached a location map - this must show planting location in the local area and highlight the land on which the planting will take place.
<input type="checkbox"/>	I have attached a site plan – a larger scale plan of the area proposed for planting. It must include positions, numbers and species of the trees to be planted.
<input type="checkbox"/>	I have fully completed the application form
<input type="checkbox"/>	I have been authorised to carry out the tree planting project proposed in this application by the responsible person. (Please note that you must ask the responsible person to email us attaching a scan of a signed letter of consent to plant on the proposed site before we can make a grant offer. If scanning isn't possible, a hard copy letter is fine)
<input type="checkbox"/>	The community group undertakes, if assistance is granted by The Tree Council, to plant between November 2020, and March 2021, to maintain and protect the site to which the application relates for at least five further years.
<input type="checkbox"/>	The total of this application is between £300 and £1500 and I understand that The Tree Council may offer less than this at its discretion.
<input type="checkbox"/>	I have completed the 'Breakdown' excel spreadsheet
<input type="checkbox"/>	I confirm that I have submitted a maintenance and care plan showing how I will look after the plantings for the next 2 years.

<input type="checkbox"/>	I understand that a further condition of the receipt of funding is my agreement to provide, digital photographs illustrating the involvement of the young people and of the work taking place. I understand that it is my responsibility to obtain signatures on release forms to enable use of these photographs by The Tree Council in support of its work.		
<input type="checkbox"/>	I understand that a condition of the receipt of funding is that I will update The Tree Council on any aspect of the project, its focus or beneficiaries that vary from those outlined in this application.		
<input type="checkbox"/>	I understand that any payment from The Tree Council will be made AFTER the completion of the project, on production of receipted invoices and photographs in a digital format that demonstrate visible involvement of the children in the tree planting. I confirm that the costs needed to cover this project will be met by the applicant group in advance of any payment by The Tree Council.		
<input type="checkbox"/>	I understand that <u>no payment</u> will be made to any council <u>other than a parish council</u> .		
<input type="checkbox"/>	I understand that The Tree Council does not pay the VAT on purchases.		
<input type="checkbox"/>	I understand that The Tree Council will not pay for plastic tree guards, or ties, or peat based products		
<input type="checkbox"/>	I have followed the biosecurity advice provided		
<input type="checkbox"/>	I understand that failure to comply with the statement and grant conditions above, or to use the funding for a different project, will render the recipients liable for repayment for the full amount.		
<p>I am applying on behalf of this school or community group, of which I am the representative, for financial assistance towards the cost of the above scheme. I confirm that all the information given above is accurate. I understand that it is the basis on which my application will be assessed, and that incorrect information may result in any offer of funding being withdrawn.</p> <p style="text-align: center;"><b>I HAVE READ, UNDERSTOOD AND WILL COMPLY WITH ALL THE ABOVE CONDITIONS</b></p>			
Name in BLOCK capitals			
Position of signatory			
Signature			Date





Other materials for consideration (e.g. mulch, matting etc.)	Quantity	Price of each excl. VAT	Total
			0
			0
			0
			0
			0
			0
			0
Delivery charges			
Anything else? (type over)			
<b>TOTAL</b>			<b>0</b>
<b>TOTAL AMOUNT OF GRANT APPLIED FOR</b>			<b>0</b>

If not already included  
in tree prices

**Amount awarded**



## The Tree Council Branching Out Fund: grants for UK tree planting projects across the community

### Guidance Notes for completing the Application Form

#### Section 1 – Applicant details

Eligible groups include schools, community groups, member Tree Warden Networks, parish and town councils. Community groups should be constituted groups, with their own bank account.

Please provide all relevant contact details for the applicant and notify us of any changes over the duration of the project.

We will also need a mobile phone number for applicants from schools so that we may be able to phone you during when the school is closed if necessary.

#### Section 2 - Description of project

Write as much as you want in this section. This is where you impress us with your plans!

Please include information about the location and land ownership. Projects must be on public/trust or charity owned/leased land. We also require information regarding the present use of the land and the suitability of the land. The proposed planting site must not be in close proximity to buildings, soil quality must be suitable and the site must be properly protected from grazing wild animals and farmyard livestock.

Please clearly state what your community would gain from this educational project, **how children and young people up to the age of 21 will be engaged in the planning and planting**, what sort of activities, events, or initiatives you might hope to organise or facilitate and anything else that would be of interest to us in making our decision. It may help your application to include estimated numbers and age groups of the young people involved.

It is essential that you get permission from parents to take photographs, and that you let them know that The Tree Council might use these photographs when submitting evidence to our funder. We may also highlight good projects on our website, and on social media,

e.g. Twitter and Facebook. Do not include any financial information in this section – fill in

the separate Excel spreadsheet entitled 'Breakdown', downloaded from the Grants section of our website.

### Section 3 - Consent to plant on site

Your application form must be accompanied by an email with a scanned signed letter attached from the person with the authority to grant permission to plant on the site. If scanning is not possible, a hard copy letter in the post is fine.

### Section 4 - Suppliers or Contractors

Tree nurseries offer better value for money on tree purchase than garden centres and we take this into account. Cost of delivery to the site should be included in the quotation, if separate from the tree prices. Sometimes delivery is included in the price of the trees - please make sure you indicate if this is the case.

Please read the biosecurity guidelines provided, and ensure your supplier is compliant.

### Section 5 – Advice about your tree planting project

Sound advice is fundamental to a well-planned tree planting project. Applicants are asked to seek independent local advice from someone with experience in tree planting projects. Bear in mind that advice from commercial organisations may well, in some cases, reflect commercial interests: for example, if you are considering buying from a garden centre rather than a specialist fruit tree nursery. Recommended sources of advice include local Tree Wardens, local authority arboricultural officers and specialist charities such as [Learning through Landscapes](#). We suggest that the form is completed with the assistance of an adviser; however, please note that **any associated costs for this advice are not eligible for funding**.

You may find that there is a Tree Council [Tree Warden Network](#) near you, and if so, we suggest you seek advice from one of them.

### Section 7 - Aids to establishment

If you don't have the knowledge and experience yourself, it is important to seek advice on the choice of aids to establishment – i.e. stakes, canes, guards, ties, mulches etc. These should be site

specific and must be appropriate for the size and location of the tree. It is important that the type of protection used will be sufficiently robust and of the right size, taking into account threats to your plantings. These will differ depending on your location - for example rabbits, muntjac deer or livestock.

Please note that as a conservation charity, we believe strongly in using environmentally friendly tree guards and we are on a mission to reduce plastic pollution associated with tree planting. Most often, plastic tree tubes are left on the trees years after their intended use, slowly breaking up and polluting the soil. There are several suppliers of cardboard guards on the market. The Tree Council has often worked with [www.ezeetrees.com](http://www.ezeetrees.com).

Compost or mulches used to improve soil must be peat-free. Trees purchased in containers should ideally be in peat free compost.

## Section 8 - Maintenance

The Tree Council and its donors attach particular importance to proper care, maintenance and husbandry of trees planted with our funds. Therefore, we require to be satisfied that adequate arrangements have been made for looking after the trees once they have been planted. Please refer to our supporting documents for guidance.

## Section 9 – Contact for Press enquiries

In order to showcase the planting projects taking place this winter and inspire others to get involved, we will ask you to put details of your planting occasion on our [Events Map](#) on our website:

You can specify whether or not it's a public or closed event. Please provide a contact phone number of the person who would be happy to be contacted by the local media. Successful applicants will be provided with a draft press release to adapt and send to the local press to promote your tree planting or event. This can be used to let your local press and community know about your project.

We would like to tweet and blog about interesting projects. You must ensure you have parental permission for us to use any images of children and consent from anyone else in the photograph. The photographs will be anonymised.

## Section 10– Declaration

A grant offer is made on the understanding that your scheme is carried out exactly as described in your application. **Any modifications may invalidate our offer.** Should you need to change anything about your application, for example, substituting ANY of the tree species or location for planting, please notify us as quickly as possible so that we can review and, where appropriate, reconfirm the grant. Do not leave this until after any expense has been incurred.

Please **carefully** read the declaration and ensure you have included **ALL** the information requested. By submitting the application you are confirming that all the information given is accurate. This declaration is the basis on which your application will be assessed and any incorrect information may result in any offer of funding being withdrawn.

COMPLETED APPLICATION FORMS TO BE EMAILED TO:

[Geraldine.creaven@treecouncil.org.uk](mailto:Geraldine.creaven@treecouncil.org.uk)

We will review and pay claim forms as they are received, up until 31 March 2021. Please allow two weeks for processing, or longer if we have queries on the claim form.

Please ensure that the claim form is completed with care and before the deadline to avoid additional administrative delays.