



KINGSTEIGNTON TOWN COUNCIL

APPENDICES

For the Annual Meeting of the Town Council

To be held 1st May 2024

CONTENTS

Agenda

- A.** Expression of Interest Forms Summary
- B.** Draft minutes of Full Council meeting held 03.04.24.
- C.** Draft minutes of CH/R Committee meeting held 17.04.24.
- D.** Draft minutes of WSP Committee meetings held 03.04.24 & 17.04.24.
- E.** Draft minutes of the Finance Committee meeting held 10.04.24.
- F.** KTC Financial Regulations for readoption.
- G.** KTC Scheme of Delegated Authority – revised for readoption.
- H.** Officers report on the reports, plans & scheme of recommended works for trees at Clifford Park, Community Hall Grounds & Oakford Lawn.
Contractors quote for works at Oakford Lawn.
- I.** Officers Report regarding memorial plaques for ex-councillors.
- J.** Officers Report regarding Parking Concerns near St Michaels Primary school.



KINGSTEIGNTON TOWN COUNCIL

Issued 25th April 2024

To: Members of Kingsteignton Town Council

You are hereby summoned under the Local Government Act 1972 Sch12s.10 to attend the Annual Meeting of the Town Council Meeting of Kingsteignton Town Council in the Mary Hall Suite, Community Hall, Rydon Road on **Wednesday 1st May 2024 at 6.30pm**, for the purpose of transacting the following business.

Michelle Lewis-Clarke

Town Clerk

Clerk@kingsteignton.gov.uk

Please note reports received after the publication of this agenda may not be circulated in time for consideration but shall be supplied in due course.

Members of the public and press are entitled to be at the following meeting. Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 s.100 unless precluded by the Town Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting providing that prior notice has been given to the Town Clerk.

Please Note

Under the Openness of Local Government Bodies Regulation 2014, this meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media, or members of the public.

AGENDA

ANNUAL MEETING OF THE TOWN COUNCIL

Mayor: Councillor R Peart (*Retiring Mayor*)
Deputy Mayor: Councillor B Thorne (*Retiring Deputy Mayor*)
Councillors: T Dempster, M Field, L Goodall, J Gregson, K Jones, D Rippling, J Scagell, J Gordon, A Tillson-Hawke, M Eggar, S Danks.

Members are reminded of their legal responsibilities when considering planning applications as set out in the planning practice guidance on the government website Gov.Uk. Local authority members are involved in planning matters to represent the interests of the whole community and must maintain an open mind when considering planning applications. Where members make recommendations on planning applications, they must do so in accordance with the local development plan unless material considerations indicate otherwise. Members must only consider material planning considerations, which can include public views where they relate to relevant planning matters. Local opposition or support for a proposal is not in itself a ground for refusing or granting planning permission unless it is founded upon valid material planning reasons.

FC42/2024: Election of Mayor for 2024-2025:

Town Clerk: Mrs Michelle Lewis-Clarke, **Kingsteignton Town Council**, Council Office, Community Hall, Rydon Road, Kingsteignton, TQ12 3LP

Tel: 01626 364089 Email: clerk@kingsteignton.gov.uk Web: www.kingsteignton.gov.uk Facebook: Kingsteignton Town Council
Kingsteignton Town Council has declared a 'Climate Emergency'



The retiring Mayor will call for nominations for council to resolve to appoint a Mayor for the ensuing year. This will be followed by:

- a) Declaration of Acceptance of Office by the newly elected Mayor
- b) Presentation of Chain of Office - from retiring Mayor to the newly elected Mayor
- c) New Mayors Acceptance Speech.

FC43/2024: To receive Outgoing Mayors Report:

for the period 03.04.24 to 01.05.24.

FC44/2024: Election of Deputy Mayor for 2024-2025:

The Mayor will call for nominations and put them to the vote. This will be followed by:

- a) Declaration of Acceptance of Office by the newly elected Deputy Mayor
- b) Presentation of Chain of office – from retiring Deputy Mayor to the newly elected Deputy Mayor

FC45/2024: Apologies:

To receive, note and where requested approve and accept any apologies for absence.

FC46/2024: To receive any declarations of interest:

- a) in accordance with Section 31 of the Localism Act 2011 members to declare any Disclosable Pecuniary Interests on this agenda:
- b) Clerk to report any written request for dispensation in respect of items on this agenda, made in advance of the meeting.

FC47/2024: Clarification of Committee Business:

To discuss and consider the following amendments to KTC Committees, as recommended by the Clerk:

- a) Rename Works, Services & Planning (WSP) Committee to Planning Committee.
- b) Introduce the following matters to the remit of the Community Hall & Recreation Committee: Events, Works & Services. And that meetings of this committee are held monthly, so all decisions are made in a timely manner to ensure KTC business progresses.

FC48/2024: Election of Committee membership:

(8 members for each committee plus Ex Officio). Unless stated below, the Chair for each committee shall be appointed at the next meeting of the committee.

- a) Community Hall/Recreation (CHR)
- b) Planning (see above)
- c) Finance
- d) Complaints (to be chaired by Mayor)



- e) Appeals (to be chaired by Deputy Mayor)
- f) Staffing Committee (4 members only)

FC49/2024: Representative Elections:

To elect Representatives for Organisations 2024/25 in accordance with **Appendix A**.

FC50/2024: Mayor's Allowance:

To consider and approve Mayor's Allowance for 2024/25.

Recommendation from the RFO £1700. NB. For FY 2023/24 this was £1600.

FC51/2024: Full Council Draft Minutes:

To receive and approve the minutes of the Full Council Meeting held on 3rd April 2024, **Appendix B**.

FC52/2024: Committee Draft Minutes:

To receive & note the draft minutes of the following Committees (draft minutes to be ratified at the next meeting of said committee):

- a) CHR 17th April 2024 - Cllr Scagell (**Appendix C**)
- b) WSP 3rd April and 17th April 2024 - Cllr Peart (**Appendix D**)
- c) Finance Committee 10th April 2024 – Cllr. Ripping (**Appendix E**)

FC53/2024: Financial Regulations:

To review and re-adopt the KTC Financial Regulations. (**Appendix F**).

NB. there are currently no recommended amendments to this document. If amendments are recommended by NALC these can be re-adopted as required.

FC54/2024: Scheme of Delegation:

To review and adopt the KTC Scheme of Delegation, (**Appendix G** - amendments highlighted in red).

FC55/2024: Tree Works:

To receive and note Tree Condition Survey & Risk Assessments for Oakford Lawn, Clifford Park & Community Hall Grounds; from Devon Tree Services (DTS). To consider the related officers report regarding future works and budgets including DTS quotes for the recommended work at Oakford Park only. (**Appendix H**).

FC56/2024: Office Carpeting:

To approve a budget increase for office carpets. Under CR minute reference CR05/2024 dated 21.02.24 a budget of £1,500 was set for the provision and fitting of new carpet in the general office space within the Community Hall. All three quotes provided exceed



this budget by at least £400-£500. Furthermore, professional carpet fitters have recommended carpet tiles, for a more hardwearing and longer lasting solution. This will also minimise potential disruption caused by needing to empty the office for fitting wall to wall carpet. Consider & resolve to approve accordingly.

FC57/2024: Councillors Memorial Plaques:

To receive officer report (**Appendix I**) regarding the continuation of memorial plaques for ex-councillor. Discuss and resolve and action considered appropriate.

FC58/2024: Parking Concerns:

To receive officers report regarding residents' concerns over parking near St Michaels primary school and the actions taken to date. (**Appendix I**).

FC59/2024 Correspondence

FC60/2024: To note the date of the next full council meeting: 5th June 2024

END



**KINGSTEIGNTON
TOWN COUNCIL**

APPENDIX A

Expression of Interest Forms Summary



2024 Annual Meeting of Kingsteignton Town Council

The following responses were made to the Express of Interest circulated recently. Please note a chair & vice chair of each committee will be nominated and appointed at the first meeting of each committee following this annual meeting of the town Council.

Appointment	No.	Current Member(s)	Nominations	Comments
Mayor/Chair for ensuing year	1	<i>Cllr. Ron Peart</i>	Cllr. Dave Ripping	
Deputy Mayor/Vice Chair for ensuing year	1	<i>Cllr. Bill Thorne</i>	Cllr. Julie Scagell Cllr. B. Thorne	

Committees Membership	No.	Current Member(s)	Nominations	Comments
Finance Committee	8	<i>Ex Officios x2 Cllrs. S. Danks, T. Dempster, M Eggar, M Field (Vice Chair) & D. Ripping (Chair)</i>	D. Ripping R. Peart M. Field B. Thorne	
Works, Services & Planning / Planning Committee <i>Subject to agenda item FC47/2024</i>	8	<i>Ex Officios x1 plus Cllrs. T Dempster, L Goodall, J Gregson, M Field, K Jones, R. Peart (Chair), D. Ripping (Vice- chair), & A Tillson-Hawke.</i>	D. Ripping R. Peart M. Field B. Thorne A. Dempster	
Community Hall & Recreation Committee		<i>Ex Officios x2 Cllrs. M Field (Vice-chair), J Gordon, J Gregson, K Jones, D Ripping, J Scagell (Chair), & A Tillson-Hawke</i>	R. Peart M. Field B. Thorne	

NB. Chair & Vice-chair for each committee will be elected at the first meeting of each committee held after the Annual Town Meeting

Representatives on Outside Bodies:

	<i>Nominations</i>		<i>Nominations</i>
Ball Clay Heritage	<i>B. Thorne</i>	Parish Tree Warden	<i>B. Thorne</i>
CAB	<i>R. Peart</i> <i>B. Thorne</i>	Ram Roast Fair	
Climate Emergency	<i>B. Thorne</i> <i>A. Dempster</i>	Royal British Legion	<i>R. Peart</i>
Devon Association of Local Councils	<i>B. Thorne</i>	Rydon Primary School	<i>R. Peart</i> <i>D. Ripping</i>
Feoffees	<i>R. Peart</i>	St Michaels Primary School	
Frank Solutions (Viridor)	<i>R. Peart</i> <i>B. Thorne</i>	Sibelco	<i>R. Peart</i> <i>B. Thorne</i>
Friends of Kingsteignton Library	<i>A. Dempster</i>	Speed Watch	<i>B. Thorne</i>
Hackney Marshes	<i>B. Thorne</i>	Stover Canal Trust	<i>D. Ripping</i> <i>B. Thorne</i>
Kings Care	<i>B. Thorne</i>	Swimming Pool Association	<i>A. Dempster</i>
Kingsteignton School	<i>R. Peart</i> <i>B. Thorne</i>	Teign Estuary & Coastal Partnership	<i>A. Dempster</i>
Kingsteignton Wild	<i>M. Field</i> <i>B. Thorne</i>	Teign School	<i>R. Peart</i> <i>B. Thorne</i>
Kingsteignton Youth Centre	<i>R. Peart</i>	Teignbridge Cycling Forum	<i>B. Thorne</i>
Outdoor Bowling Club	<i>R. Peart</i>	The Old Rydon	<i>R. Peart</i>
Oakford Lawn (Kingsteignton Village Trust)	<i>B. Thorne</i>	The Stover Advisory Board	<i>B. Thorne</i>
PCC	<i>B. Thorne</i>	Twinning Association	<i>R. Peart</i>



**KINGSTEIGNTON
TOWN COUNCIL**

APPENDIX B

Draft minutes of Full Council meeting held 03.04.24.



KINGSTEIGNTON TOWN COUNCIL

Minutes of the Full Council Meeting Held on Wednesday 3rd April 2024 at 7pm The Community Hall, Rydon Road, Kingsteignton

Present:

Mayor: R Peart
Councillors: J Scagell, D Ripping, A Tillson-Hawke, T Dempster, K Jones,
J Gordon, L Goodall, S Danks, K Gearon
Responsible Finance Officer: Mr P Banner
Asst to the Clerk/Events Officer: Miss B Hooper

Council not in formal session

Public Participation:

Prayers by Reverend David Goddard.

Police Report:

See attached appendix 1

County Councillor Report:

Councillor R Peart

Devon County Council's trading standards officers have seized illegal tobacco products and vapes with an estimated value of over £166,000 during a joint operation with police earlier this month. Officers from the Heart of the South West Trading Standards Service, accompanied by tobacco detection dogs and Devon and Cornwall Police searched a location in south Devon. This led to the discovery of a significant quantity of illegal products.

The seizure, one of the largest to date, consisted of more than 18,000 illegal tobacco products and over 2,000 vapes. The tobacco products had non-duty paid cigarettes and tobacco and over 2,000 illegal vapes which are non-compliant for the UK market.

A number of people are under investigation by Trading Standards and enquiries remain ongoing. A spokesperson for Devon and Cornwall Police said Carrying out this proactive warrant resulted in a significant amount of counterfeit goods being removed from the streets and circulation. Trading Standards, said the removal of illegal tobacco and vapes is a high priority for us and this was yet another successful operation.

Retail outlets that sell counterfeit tobacco are big business because tobacco is sold at pocket money prices by criminals who are not interested in asking for proof of age it encourages children and young people to start smoking. Illegal tobacco products

Also present a genuine health risk as they aren't subject to the same quality control checks and are often found to contain high levels of contaminants.



KINGSTEIGNTON TOWN COUNCIL

District Councillors' Reports:

Councillor R Peart

On Tuesday 26th March I attended an evening meeting at TDC the event was called OneTeignbridge working together for a better future. It was attended by Town and Parish councillors the officers presenting this event started the discussion on how they could deliver the services our communities want and need and tackle some of the issues that business and residents in our district face.

Each person in the room gave feedback on issues they have had regarding working with Teignbridge Council over the past years. When it came to my turn I mentioned Planning and Penns Mount development and how the site had changed from what was agreed in planning regarding the large area of park which should have been delivered. I was assured this would not happen again and they have put in place measures to stop this happening in the future. We then made our way to the tables in the room we were given blue dots to stick against headings what we think is important for our communities. At the end of the meeting I was talking to a senior officer regarding land they own that we could be interested in he indicated that in the future they would be willing to talk to us about land they own. I believe the event was a good starting point to move forward working with Teignbridge on local issues.

Councillor B Thorne

No report

From Teignbridge District Council

Councillor K Gearon

No report.

Councillor D Rollason

No report.

Council in formal session

FC32/2024

Apologies

Resolved:

Apologies received and accepted from:
Deputy Mayor Cllr Thorne (Personal Reasons)
Cllr Gregson (Work Commitment)
Cllr Field (Annual Leave)
Cllr Eggar (Personal Reasons)
Mrs Lewis-Clarke, Town Clerk (Personal Reasons)



KINGSTEIGNTON TOWN COUNCIL

FC33/2024 To receive any declarations of interest and consider requests for dispensation(s)

There were no declarations of interest.

FC34/2024 To receive the Mayor's Report

On Thursday 7th March June and I attended the Funeral of former chair of Kingsteignton Town council Edna Wickham. Edna was a lovely lady and always did her best for Kingsteignton. It was good to see Edna's Husband Graham Wickham who was also a town councillor for many years. It was a lovely service and many people attended Graham had written a Tribute for Edna recalling when they first met and other events in their life. We left the Chapel to the music of Unchained Melody –The Righteous Brothers, retiring collection was for the Alzheimer's Society.

On Saturday 9th March June and I attended Kingsteignton Town Coffee Morning held in our main hall. This was a well-attended event and a chance to meet councillors and the Police and discuss any issues you might have. The next Coffee Morning will be held on Saturday 6th April 10.00 to 12.30 free coffee and cake.

Our next event June and I attended was CHOIR 86 Spring into Easter held at St Joseph's Church on the 21st March. We have seen Choir 86 many times they just get better each time it was an evening of song Featuring Requiem for the Living composed by Dr Dan Forrest. This was a challenging piece for the choir and they must have worked hard to produce such a wonderful performance. The choir performed many other pieces of music plus solo performances. June and I would like to thank Rosie Penny, Musical Director and Choir 86 for a wonderful evening of music at this well attended event. And for the refreshments at the end a Retiring collection was in aid of Kerswella Care.

Our final event for this month was an invitation to attend the Knit and Natter group who meet at the Ten Tors Pub, in Kingsteignton. The group leader Sue Welland had arranged a meal for us with some of the group. This was a great opportunity to meet everyone and see what great work they are doing in our community by knitting various items, some are for young baby's which are given to the Baby Unit at the Hospital including blankets for new born baby's. Other items they sell in aid of KingsCare it was a lovely afternoon I gave a small speech thanking them for what they are doing and June and I are more than happy to support them.

FC35/2024 To receive and approve the minutes of the Full Council meeting held on 6th March 2024

Cllr Peart presented the minutes of the meeting held on the 6th March 2024.

Proposed: Cllr Scagell

Seconded: Cllr Ripping

Resolved: It was unanimously agreed that these minutes be adopted.

FC36/2024 To receive the Clerk's Report

No report.



KINGSTEIGNTON TOWN COUNCIL

FC37/2024 To receive the minutes of the following committees:

Works, Services and Planning 6th March and 20th March 2024 presented by Cllr Peart.

Proposed: Cllr Peart

Seconded: Cllr Ripping

Resolved: It was unanimously agreed that both these sets of minutes be adopted.

FC38/2023 To receive Representative reports:

a. Cllr Gregson – Hackney Marshes

There are a few changes at the Linden orchard area this month. The grass has been cut, and about a dozen trees have been planted. Not sure if they are apple trees as they are not in leaf yet. The vehicle used for this work has made some deep clefts in the lawn. Hopefully they will be back to level it up later.

The link pathway between The Tilia and Linden estates has not been completed yet and is still fenced off. On the Tilia side of the pathway they have incorporated some play frames for small children.

Some of the birds are leaving Hackney for their breeding grounds. The wading birds, kingfishers and buntings are on the move. Hackney is a very important wintering ground for many birds; we are privileged to be the guardians of this area. The swan that has been living in the dog bathing area, has gone. I assume it has been moved or found its own way out. Swans need a long runway to take off. Sometimes young swans land on small, enclosed lakes and have trouble flying out. This bird is adult and has chosen to come back twice.

Cllr Scagell advised Councillors that there was graffiti on one of the Hackney Marshes information signs and requested this be removed by the Council's Facilities and Maintenance Officers.

Proposed: Cllr Scagell

Seconded: Cllr Peart

Resolved: It was unanimously agreed Mr Banner to task FMO's accordingly.

b. Cllr Tillson-Hawke – Community Speed Watch

During the period from 29th February to 28th March 2024 there has been one session. The wet weather has limited the group's activity.

The session on Strap Lane, which has a 30 mph speed limit, recorded 25 vehicles speeding in an hour, with the fastest at 50 mph.

Information has very recently been made available to the speedwatch team regarding the community speedwatch data collected throughout the southwest. In January, the site on the corner of Brook Way, by the Ten Tors, had the second highest number of speeding vehicles in the whole of the southwest. This highlights the need for VAS signs in this location.



KINGSTEIGNTON TOWN COUNCIL

Miss Hooper agreed to take an action to encourage additional volunteers joining the Community Speedwatch Team by means of creating a FaceBook post.

FC39/2024 To discuss and consider the renaming of the Works, Services and Planning Committee to Planning

Resolved: Agenda item deferred until Town Clerk is present.

Proposed: Cllr Peart

Seconded: Cllr Goodall

FC40/2024 To discuss and consider adding Works and Services to the Community Hall/ Recreation Committee and changing meeting dates to a monthly basis – this will alleviate the necessity for a subcommittee for any planned events

Resolved: Agenda item deferred until Town Clerk is present.

FC41/2024 Short presentation by Cllr Thorne regarding outputs from Community Gardens /Broadway Road (not to exceed 10 minutes)

Resolved: Agenda item deferred due to unavailability of Cllr Thorne.

Meeting closed at 1912hrs.

Next meeting: Wednesday 1st May 2024

Signed: Dated:



**KINGSTEIGNTON
TOWN COUNCIL**

APPENDIX C

Draft minutes of CH/R Committee meeting held 17.04.24.



MINUTES OF THE COMMUNITY HALL/RECREATION COMMITTEE MEETING

Minutes of the meeting held on Wednesday 17th April 2024 at the Community Hall, Rydon Road, Kingsteignton at 6:57pm

Present:

Chair: Cllr J Scagell
Councillors: M Field, A Tillson-Hawke, J Gordon, K Jones, D Ripping, M Eggar, J Gregson
Ex. Officio's: Cllr R Peart (Mayor), Cllr B Thorne (Deputy Mayor)
Asst to Clerk/Events Officer: Miss B Hooper

CR14/2024 Apologies

Resolved: There were no apologies.

CR15/2023 Declaration of Interest

Resolved: There were no declarations of interest.

CR16/2024 Minutes

Resolved: The minutes of the meeting held on the 21st February 2024 were approved and signed by Cllr Scagell.

Proposed: Cllr Peart

Seconded: Cllr Gordon

CR17/2024 Kingsteignton in Bloom – to consider and approve suggested additional 'Best Wildlife Garden' recommendation

Councillors debated the suggestion from Will Salmon of the community group, Kingsteignton Wild, to create a new category of 'Best Wildlife Garden' in the annual Kingsteignton in Bloom Competition.

Resolved: Councillors agreed to expand the categories of the competition to include 'Best Wildlife Garden'.

Proposed: Cllr Gordon

Seconded: Cllr Tillson-Hawke

Members noted the importance of the need for an entrant to meet all five suggested criteria in order to be eligible to participate in the category.

Resolved: Councillors agreed to that an eligible garden would have to demonstrate each of the five criteria to be included in the judging process within this new category.

Proposed: Cllr Peart

Seconded: Cllr Thorne



MINUTES OF THE COMMUNITY HALL/RECREATION COMMITTEE MEETING

CR18/2024 Community Events To Date – Debrief from Events Officer

Miss Hooper updated Councillors on the community engagement events she had undertaken since January 2024. Notable factors included:

- Community engagement is increasing month on month with new people coming through the doors to all the events we have hosted;
- Very positive feedback from those attending that they are both grateful for their availability and also that they are very enjoyable;
- Each event has been reviewed against what went well/what did not go well/what should be repeated plus any other essential developments which would improve future events; and
- There is also large interest from attendees to be able to attend future versions of the events we have offered.

Resolved : Councillors noted the update and Miss Hooper took note of comments made by Councillors who had attended the events.

CR19/2024 Correspondence

Resolved: There was no correspondence.

The meeting closed at 7:27pm

Signed..... Dated.....



**KINGSTEIGNTON
TOWN COUNCIL**

APPENDIX D

Draft minutes of WSP Committee meetings held 03.04.24 & 17.04.24.



MINUTES OF THE WORKS SERVICES AND PLANNING COMMITTEE

Minutes of the Works, Services & Planning Committee meeting held on Wednesday 3rd April 2024 held at The Community Hall, Rydon Road, Kingsteignton at 7:16pm

Present:

Chair (Mayor):

Councillor R Peart

Deputy Chair:

Councillor D Ripping

Councillors:

Cllrs M Field, K Jones, L Goodall, A Tillson-Hawke,
J Gregson & T Dempster

Asst to the Clerk/Events Officer: Miss B Hooper

WSP30/2024 Accept apologies received by the Clerk

Resolved:

Apologies were received and accepted from:

Cllr Thorne (Personal Reasons)

Cllr Field (Annual Leave)

Cllr Gregson (Work Commitments)

WSP31/2024 Declarations of Interest

There were no declarations of interest.

WSP32/2024 To receive and approve the minutes of the meetings held on 20th March 2024

Resolved:

The minutes of the meeting held on the 20th March 2024 were unanimously approved and signed by Cllr Peart.

Proposed:

Cllr Ripping

Seconded:

Cllr Jones

WSP33/2024 Planning Applications Received

Week ending 15th March 2024

PARISH:

Kingsteignton

WARD:

East

REF:

24/00459/REM

LOCATION:

Plot 5 Land At Ngr 287527 72915 Vicarage Hill
Kingsteignton Devon

PROPOSAL:

Approval of details for one dwelling (approval sought for appearance scale and landscaping) pursuant to outline planning permission 23/01463/VAR (Variation of Conditions 4, 7 & 8 on planning permission 22/00430/VAR (Variation of conditions 1 & 2 on planning permission 21/00293/OUT (Outline - Five self-build dwellings (approval sought for layout and access)) relating to phasing of development) to reflect the feasibility assessment and detailed design development)

Comments: No objections subject to any overlooking issues being satisfactorily dealt with and the drainage issues highlighted by South West Water being satisfactorily addressed.
Proposed: Cllr Ripping
Seconded: Cllr Goodall

PARISH: Kingsteignton
WARD: East
REF: 24/00459/REM
LOCATION: Plot 2 Land At Ngr 287527 72915 Vicarage Hill
Kingsteignton Devon
PROPOSAL: Approval of details for one dwelling (approval sought for appearance scale and landscaping) pursuant to outline planning permission 23/01463/VAR (Variation of Conditions 4, 7 & 8 on planning permission 22/00430/VAR (Variation of conditions 1 & 2 on planning permission 21/00293/OUT (Outline - Five self-build dwellings (approval sought for layout and access)) relating to phasing of development) to reflect the feasibility assessment and detailed design development)

Comments: No objections subject to any overlooking issues being satisfactorily dealt with and the drainage issues highlighted by South West Water being satisfactorily addressed.
Proposed: Cllr Jones
Seconded: Cllr Dempster

PARISH: Kingsteignton
WARD: East
REF: 24/00459/REM
LOCATION: Plot 4 Land At Ngr 287527 72915 Vicarage Hill
Kingsteignton Devon
PROPOSAL: Approval of details for one dwelling (approval sought for appearance scale and landscaping) pursuant to outline planning permission 23/01463/VAR (Variation of Conditions 4, 7 & 8 on planning permission 22/00430/VAR (Variation of conditions 1 & 2 on planning permission 21/00293/OUT (Outline - Five self-build dwellings (approval sought for layout and access)) relating to phasing of development) to reflect the feasibility assessment and detailed design development)

Comments: No objections subject to any overlooking issues being satisfactorily dealt with and the drainage issues highlighted by South West Water being satisfactorily addressed.
Proposed: Cllr Peart
Seconded: Cllr Goodall

Week ending 22nd March 2024

None received.



MINUTES OF THE WORKS SERVICES AND PLANNING COMMITTEE

WSP34/2024 Correspondence

None received.

The meeting closed at 7.24pm.

Signed: Dated:

DRAFT



MINUTES OF THE WORKS SERVICES AND PLANNING COMMITTEE

Minutes of the meeting held on Wednesday 17th April 2024 held at The Community Hall, Rydon Road, Kingsteignton at 7:30pm

Present:

Chair (Mayor):	Councillor R Peart
Deputy Chair:	Councillor D Ripping
Councillors:	Cllrs M Field, K Jones, A Tillson-Hawke, J Gregson
Ex-Officio:	Cllr B Thorne (Deputy Mayor)
Asst to the Clerk/Events Officer:	Miss B Hooper

WSP35/2024 Accept apologies received by the Clerk

Resolved: Apologies were received and accepted from:
Cllr Dempster (Annual Leave)
Cllr Goodall (Work Commitments)

WSP36/2024 Declarations of Interest

There were no declarations of interest.

WSP37/2024 To receive and approve the minutes of the meetings held on 3rd April 2024

Resolved: The minutes of the meeting held on the 3rd April 2024 were unanimously approved and signed by Cllr Peart.

Proposed: Cllr Ripping

Seconded: Cllr Thorne

WSP38/2024 Planning Applications Received

Week ending 29th March 2024

PARISH: Kingsteignton

WARD: East

REF: 24/00494/HPA

LOCATION: 15 Yew Tree Drive Kingsteignton Devon TQ12 3SA

PROPOSAL: Notification for prior approval for rear extension to dwelling extending 4.50 metres beyond rear wall, maximum height 2.80 metres, height to eaves 2.4 metres

Comments: Cllrs noted this application had already passed at the time of the Meeting; most likely due to the prior approval previously granted.

Week ending 5th April 2024

PARISH: Kingsteignton
WARD: West
REF: 24/00494/HPA
LOCATION: 10 Pipistrelle Way Kingsteignton Devon TQ12 3FX
PROPOSAL: Construction of two rear dormers for purpose of a loft conversion

Comments: Objections on the grounds of overdevelopment and overlooking issues. If planning approval is granted, velux windows rather than dormer windows would reduce some of the over development or overlooking issues.

Proposed: Cllr Field
Seconded: Cllr Tillson-Hawke

WSP39/2024 Correspondence

a. Request to reinstate Bus Shelter at Five Lanes

Cllrs debated the request received from a resident of Exeter Road. Cllr Peart offered to take an action to enquire with Devon County Council about re-establishing a bus stop at the previous location.

Resolved: Miss Hooper to contact the enquirer and advise planned action.

Proposed: Cllr Jones
Seconded: Cllr Thorne

The meeting closed at 7.56pm.

Signed:

Dated:



**KINGSTEIGNTON
TOWN COUNCIL**

APPENDIX E

Draft minutes of the Finance Committee meeting held 10.04.24.



KINGSTEIGNTON TOWN COUNCIL FINANCE MINUTES

Minutes of the meeting held on Wednesday 10 April 2024
at 19.00

Present:

Chair: D Ripping

Vice Chair: M Field

Councillors: M Eggar

Councillors: Ex Officio: R Peart

In Attendance: Responsible Finance Officer Mr Phil Banner

F17/2024 To receive apologies for absence

Cllrs T Dempster and S Danks – work commitments and Cllr B Thorne - Illness

F18/2024 To receive any Declarations of Interest

Cllr R Peart – Kingsteignton Youth Centre, Kingsteignton Boxing Club and KOTA

Cllr M Field – Rackerhayes Pre-School and South and West Devon Rehabilitation Service

F19/2024 To discuss and approve Minutes

Resolved that :The minutes of the meeting held on Wednesday 7 February 2024 be approved and signed off.

Proposed: Cllr R Peart

Seconded: Cllr M Field

Unanimous.

F20/2024 To discuss and approve Receipts and Payments and Bank Reconciliations for January and February 2024

The figures for the two months were reviewed with no matters requiring clarification or query.

Resolved that: Figures for the two months be approved.

Proposed: Cllr R Peart

Seconded: Cllr M Eggar

Unanimous

F21/2024 To discuss and approve Heat and Light contracts

Mr Phil Banner explained that he would like to be able to agree new contracts and then advise the Committee of the suppliers chosen.

Resolved that: Mr Phil Banner be authorised to do this and then report back to the Finance Committee with agreed contract details



Proposed: Cllr R Peart
Seconded: Cllr D Ripping
Unanimous

F22/2024 To discuss and approve the Internal Control policy of the Council

The draft policy was discussed with the only amendment being for VAT returns to be submitted on at least a six monthly basis although ideally quarterly.

Resolved that: The policy, as amended, be approved.

Proposed: Cllr R Peart
Seconded: Cllr M Eggar
Unanimous

F23/2024 To discuss, consider and approve Grant applications received

The grant applications were considered.

Resolved that: The following grants be awarded

£

999.00 Kingsteignton Boxing Club
18,750.00 Kingsteignton Swimming Pool (1)
1,800.00 Kingsteignton Swimming Pool (2)
18,750.00 Kingsteignton Youth Centre
500.00 1st Newton Abbot Sea Scouts
1,425.00 Rackerhayes Pre-School
500.00 KOTA
685.99 Kingsteignton AFC
250.00 Kingsteignton Tennis Club
300.00 Strokes Ahead
2,000.00 St Michaels Church Hall
1,204.84 Abbrook Bowling Club
500.00 Kingsteignton Allotments
650.00 Kingsteignton Bowling Club
500.00 Teign School Farm
350.00 Choir 86
100.00 Blaze Trail
500.00 SD Aspergers (Aspirations)

Proposed: Cllr M Eggar
Seconded: Cllr D Ripping
Unanimous except where Councillors abstained having declared an interest

F24/2024 Correspondence

None

The meeting closed at 20.36



Next meeting: Wednesday 12 June 2024 commencing 19.00

Signed:..... Dated:.....

Cllr D Ripping



**KINGSTEIGNTON
TOWN COUNCIL**

APPENDIX F

KTC Financial Regulations for readoption.

Kingsteignton Town Council Financial Regulations

Kingsteignton Town Council Financial Regulations are based on the National Association of Local Councils (NALC) Model Financial Regulations issued in January 2016.

KTC Policy Reference: P003

Updated March 23

To be readopted May 24

KINGSTEIGNTON TOWN COUNCIL
FINANCIAL REGULATIONS

INDEX

1.	GENERAL.....	2
2.	ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL).....	4
3.	ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING	5
4.	BUDGETARY CONTROL AND AUTHORITY TO SPEND.....	5
5.	BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS	6
6.	INSTRUCTIONS FOR THE MAKING OF PAYMENTS.....	8
7.	PAYMENT OF SALARIES	10
8.	LOANS AND INVESTMENTS	11
9.	INCOME	12
10.	ORDERS FOR WORK, GOODS AND SERVICES	13
11.	CONTRACTS	13
12.	PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS).....	13
13.	STORES AND EQUIPMENT	14
14.	ASSETS, PROPERTIES AND ESTATES.....	14
15.	INSURANCE.....	14
16.	CHARITIES.....	15
17.	RISK MANAGEMENT.....	15
18.	SUSPENSION AND REVISION OF FINANCIAL REGULATIONS.....	15

1. GENERAL

- 1.1.** These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2.** The council is responsible in law for ensuring that its financial management is adequate and effective, and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3.** The council's accounting control systems must include measures:
 - for the timely production of accounts.
 - that provide for the safe and efficient safeguarding of public money.
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4.** These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5.** At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6.** Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7.** Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8.** The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council and these regulations will apply accordingly.
- 1.9.** The RFO
 - acts under the policy direction of the council.
 - administers the council's financial affairs in accordance with all Acts, Regulations, and proper practices.
 - determines on behalf of the council its accounting records and accounting control systems.
 - ensures the accounting control systems are observed.
 - maintains the accounting records of the council up to date in accordance with proper practices.
 - assists the council to secure economy, efficiency, and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate.
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible.
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records.
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions.
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax requirement).
- approving accounting statements.
- approving an annual governance statement.
- borrowing.
- writing off bad debts.
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts.
- That the Clerk and Responsible Finance Officer are signatories on the bank account for purposes of speaking with bank officials and are **not** permitted to sign any cheques or forms of payment.
- approve any grant or a single commitment in excess of **£5000**; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

- 1.15.** In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners’ Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of the National Association of Local Councils (NALC) and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1.** All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance, and proper practices.
- 2.2.** On a regular basis, at least once in each quarter, and at each financial year end, the Chair of Finance shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council or Finance Committee.
- 2.3.** The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4.** The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5.** The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6.** The internal auditor shall:
- be competent and independent of the financial operations of the council.
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year.
 - to demonstrate competence, objectivity, and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.

- 2.7.** Internal or external auditors may not under any circumstances:

- perform any operational duties for the council.
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

3.1. Each committee (if any) shall review its two-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance Committee before being recommended to the Full Council for approval.

3.3. The council shall consider annual budget proposals in relation to the council's two-year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than the January Full Council meeting to guarantee everything is complete by 15 January with the opportunity to hold an Extraordinary Full Council Meeting before the end of January each year if it should be required. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included in each approved committee budget. This authority is to be determined by:

- the council for all items over £10,000 is duly delegated to Committee

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the Mayor or appropriate Chairman. Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2.** No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3.** Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4.** The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Mayor of the Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5.** In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of **£5000**. The Clerk shall report such action to the Mayor or appropriate Chairman as soon as possible and to the council as soon as practicable thereafter. Once a quotation has been agreed by the Council, the Clerk is authorised to order items, proceed with payment, and make judgements on necessary minor adjustments if circumstances change.
- 4.6.** No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.
- 4.7.** All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8.** The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of **15%** of the budget.
- 4.9.** Changes in earmarked reserves shall be approved by the council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1.** The council's banking arrangements, including the bank mandate, shall be made by the RFO, and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2.** The RFO shall prepare a schedule of payments that have been made during the month which shall form part of the agenda for the meeting and, together with the relevant invoices, present the schedule to the Finance Committee. The Payment Procedure for Kingsteignton Town Council is as detailed below:

1. All invoices received are approved for payment by the RFO, who will ensure that goods have been received or works completed.
2. The RFO/FO will check the arithmetical accuracy of invoices.
3. All invoices (including those to be paid by Direct Debit or Standing Order, or already paid by Debit Card) are scanned and emailed to three councillors for approval purposes.
4. On receipt of emails from two councillors confirming approval for payment, the RFO will make any payments due by internet banking with the RFO or Councillor present.
5. Copies of approval emails will be retained with invoices.
6. All payments made will be summarised on a schedule and, together with copy bank statements, subject to a post payment review by the RFO. Such review to be on a regular basis and not less than quarterly.
7. A copy of the post payment review will be retained with invoices.
8. Details of all income and expenditure will be provided to members of the Finance Committee at each Finance meeting.
9. Bank reconciliations will be produced at each Finance meeting by the RFO. These will be forwarded to the Chair of the Finance Committee or other duly approved Councillor. The bank reconciliations will be reviewed and approved by the Chair/duly approved Councillor, signed, dated, and then returned to the RFO.
10. Debit Card payments will only be made after authorisation by the RFO and only for items where it is necessary for reasons of urgency etc., such payments will be subject to both post payment review (see 6 above) and Councillor review (see 3 above)
11. A schedule of regular payments made by DD or SO will be provided to each member of the Finance Committee
12. The council Debit Card and Login details are stored separately with access to both being restricted to the Clerk/RFO.

The Committee shall review the schedule for compliance. The approved schedule shall be ruled off and initialled by the Mayor or Chairman of the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses, and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

- 5.3.** All invoices for payment shall be examined, verified, and certified by the RFO to confirm that the work, goods, or services to which each invoice relates has been received, carried out, examined, and represents expenditure previously approved by the council. The RFO will initial and date each invoice after these checks have been performed.
- 5.4.** The RFO shall examine invoices for arithmetical accuracy and then code to the appropriate expenditure heading. PDF copies of all invoices will then be emailed by the RFO to three Councillors for information purposes (where paid under existing standing

order, direct debit, or other arrangements) for approval for payment purposes. On receipt of confirmatory email replies from two out of three councillors the RFO will make any payments due. Alternatively, any of the councillors may come into the office and review/approve original invoices. Copies of emails received from councillors are to be retained with the relevant invoices. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council or Finance Committee Meeting.

5.5. The Clerk/RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled meeting of the Council or Finance Committee, where the Clerk/RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance Committee;
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Council or Finance Committee; or
- c) fund transfers within the councils banking arrangements up to the sum of £10,000 , provided that a list of such payments shall be submitted to the next appropriate meeting of the Council or Finance Committee.

5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively), Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which the Council or Finance Committee may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Council or Finance Committee.

5.7. A schedule of regular payments made each month under 5.6. above shall be prepared by the RFO each month and checked by two councillors against the annual list – thus controlling the risk of duplicated payments being authorised/made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of **£5000** shall before payment, be subject to ratification by resolution of the Council.

5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1.** The council will make safe and efficient arrangements for the making of its payments.
- 6.2.** All invoices will be approved for payment by the Clerk/RFO, agreed by councillors in accordance with Section 5.4, paid by the RFO and then be subject to a post payment review by the Clerk/RFO who will check bank details are correct and confirm with copy bank statements produced. All payments made will be subject to review by the Finance Committee at monthly intervals.
- 6.3.** All payments shall be affected by BACS or other instructions to the council's bankers, or otherwise, in accordance with a resolution of the Council or duly delegated committee.
- 6.4.** Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Finance Committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5.** To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil/or invoice.
- 6.6.** Cheques or orders for payment shall be signed in the Council Offices in the presence of the Town Clerk, Responsible Financial Officer, or the Finance Officer. All payments signed shall be reported to the Council or Finance Committee at the next convenient meeting.
- 6.7.** If thought appropriate by the Council, payment for utility supplies (energy, telephone, and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council or Finance Committee at least every two years.
- 6.8.** If thought appropriate by the council, payment for certain items (principally salaries) may be made by BACS provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a resolution of the Council or Finance Committee shall renew BACS at least every two years.
- 6.9.** If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories or members of the Finance Committee, are retained and any payments are reported to council as made. Resolution of the Council or Finance Committee shall renew the approval of the use of BACS or CHAPS at least every two years.
- 6.10.** If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11.** No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.12.** Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

- 6.13.** The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.14.** Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify several councillors who will be authorised to approve transactions on those accounts. The bank mandate will clearly state the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.15.** Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16.** Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two members of the council. A programme of regular checks of standing data with suppliers will be followed.
- 6.17.** Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £1,500 unless authorised by the Council or Finance Committee in writing before any order is placed.
- 6.18.** Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members of staff shall not be used except in exceptional circumstances with prior approval by the Clerk/RFO.
- 6.19.** The RFO may provide petty cash to officers for the purpose of defraying operational or other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept, substantiating the payment. The RFO will ensure Petty Cash held does not exceed £300 and will bank any monies held in excess of this.
 - b) The cash booking payments should be used to "top up" the petty cash to a limit of £300 with the necessary correcting entries being made in the accounts.
Authorised by Finance Committee: 8 March 2017 - F27/17. Minutes ratified at Full Council meeting held on 5 April 2017

7. PAYMENT OF SALARIES

Procedures for the payment of salaries for officers and employees of Kingsteignton Town Council are administered by the Payroll Department at Teignbridge District Council.

- 7.1.** As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by

council, or duly delegated committee. The payment of all salaries and wages are provided by Teignbridge District Council's Payroll Services. It is the responsibility of the RFO to supply Teignbridge District council at such appropriate time, information necessary to make monthly salary, wage, tax, and pension payments.

- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Finance meeting, as set out in these regulations above. The RFO shall reconcile the detailed monthly schedule of payments made to employees with monthly invoice received from TDC. The RFO shall also review deductions made regarding tax, N.I and pension contributions.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council. Changes to monthly payments following payment of authorised overtime and the like are to be authorised by the Clerk.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know.
 - b) by the internal auditor.
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the Clerk/RFO and all Council employees.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff, the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

- 8.3.** The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the RFO.
- 8.4.** All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5.** The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices, and guidance. The council shall review any Strategy and Policy at least annually.
- 8.6.** All investments of money under the control of the council shall be in the name of the council.
- 8.7.** All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8.** Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1.** The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2.** Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3.** The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4.** Any sums found to be irrecoverable, and any bad debts shall be reported to the council and shall be written off in the year they occur. Debts below a de-minimus level of £100 (which will be reviewed annually by the Council as part of these regulations) may be written off by the Town Clerk. Debts above this limit may only be written off following approval by the Finance Committee.
- 9.5.** All sums received on behalf of the council shall be banked intact, with the exception of paragraph 6.2 as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6.** The origin of each receipt shall be entered on the paying-in slip.
- 9.7.** Every transfer of official money from one member of staff to another shall be signed for by the receiving officer. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8.** The RFO shall promptly complete any VAT Return that is required. Any repayment claims due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9.** Where any significant sums of cash are regularly received by the council, the FO shall take such steps as are agreed by the council to ensure that more than one person is

present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

- 9.10.** Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1.** An official order or letter shall be issued by all authorised Officers for all work, goods, and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2.** The RFO shall control order books.
- 10.3.** All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4.** A member may not issue an official order or make any contract on behalf of the council.
- 10.5.** The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

“SEE APPENDIX 1 Contract Procedure Rules”

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 12.1.** Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2.** Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

- 12.3.** Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1.** The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2.** Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3.** Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4.** The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1.** The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2.** No tangible moveable property shall be purchased or otherwise acquired, sold, leased, or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed **£250**.
- 14.3.** No real property (interests in land) shall be sold, leased, or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4.** No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5.** Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6.** The FO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

The RFO in consultation with the Town Clerk shall affect all insurance and negotiate all insurance and all claims on the Council's insurers. Such insurance will be subject to competitive quotations every 5 years.

- 15.1.** Councillors shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.2.** The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3.** The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to council at the next available meeting.
- 15.4.** All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES

- 16.1.** Where the council is sole managing trustee of a charitable body the Clerk/RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1.** The council is responsible for putting in place arrangements for the management of risk. The Clerk/RFO or a nominated Councillor shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. The council shall review risk policy statements and consequential risk management arrangements at least annually.
- 17.2.** When considering any new activity, the Clerk/RFO or a nominated Councillor shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1.** It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall decide to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 18.2.** The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations if reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

Proposition concerning the use and control of NatWest Bank Debit cards

Any cards are held in the safe in the names of P BANNER and M LEWIS-CLARKE.

The aim of this is to simplify the operation of all Bank Accounts held in the name of Kingsteignton Town Council, to facilitate the financial reconciliation of all accounts at the month end, to simplify the payment of accounts due which will largely replace the current cheque payments with BACS payments and the notification of BACS payments received into our accounts.

The card is held securely under Customer No., Pin No and Password, either one of which I would recommend changing on a regular basis.

The current signing rules for our Bank Mandate provide for 2 authorised signatories on any instrument of instruction, this will continue in operation and extend to the supplemented instructions.

Brief Summary

Purchases

The cards can only be used for the purchase of items above the Petty Cash classification.

An official Purchase Order, in duplicate, is to be raised for the item and both copies signed by two authorised signatories. Only then should the cards be used.

A “Reconciled” stamp has been purchase so that both copies of the Purchase Order can be stamped when the Bank Account is reconciled, and the goods received.

BACS Payments

BACS payments are to be made through Indirect Access via the NatWest Bank plc.

Invoices received will continue to be verified by the Finance Officer who will initial, date, and stamp each invoice as being “Approved” for payment. All invoices thus notated will be held in alphabetical order on the pending payment clip awaiting signature authoring payment from two mandated signatories.

BACS payments will be made in blocks to minimise the number of log ins.

On payment the BACS payment reference is to be noted on the bottom right-hand corner of the invoice, this number will be used as the Payment Reference no: in our Rialtas Alpha Accounts module.

All relevant paperwork will then be filed in the BACS Section of the Invoices Paid File.

This will be a new and separate section to the one currently being used for Invoices being paid by cheques.



**KINGSTEIGNTON
TOWN COUNCIL**

APPENDIX G

KTC Scheme of Delegated Authority – revised for re-adoption.



KINGSTEIGNTON TOWN COUNCIL

Scheme of Delegated Authority

Contents

1. Introduction	0
2. Delegated Powers.....	0
3. Responsibilities Delegated to the Town Clerk.....	1
3.1 Proper Officer	1
3.2 General Matters.....	1
3.3 Financial Matters	1
3.4 Urgency.....	2

1. Introduction

Local Councils may only do what legislation requires or permits them to do. With some particular exceptions, a Council may delegate decisions to a committee, a sub-committee reporting to a committee, or to the Clerk, being the Council's Proper Officer, or other authorities. Decisions may not be taken by an individual Councillor, including the Chairman.

The power to delegate functions by local councils is set out in the Local Government Act 1972 Section 101.

The aim of this document is to clarify the way Kingsteignton Town Council has delegated its powers and the authority to spend.

Working Groups of Councillors without delegated decision-making powers may meet informally without public notice to oversee functions of the Council and to make recommendations to the Council.

If applicable, the Council should agree terms of reference for its committees and working groups and review these annually.

Kingsteignton Town Council has 13 Councillors and Full Council meets on the first Wednesday of each month (except for August). The Town Council currently has three Committees:

- i. The Finance Committee
- ii. **The Works, Services and Planning /Planning** Committee
- iii. The Community Hall and Recreation Committee

2. Delegated Powers

- a. All decisions as discussed at a Full Council or Committee Meeting will be recorded as **"RESOLVED"**.
- b. All planning applications will be discussed by either the Full Council or at the **Works, Services and Planning/Planning** Committee meeting, whichever is within the public expiry date of the application.

- c. Members will be notified of each planning application as received by Teignbridge District Council but it will be their individual responsibility to consider the details of each by accessing such on line.
- d. The Town Council will have due regard to the National Planning Policy Framework and all material considerations when making appropriate comments and recommendations to the Local Planning Authority.
- e. The Council shall make such observations and comments as it sees fit to the Local Planning Authority in respect of planning development control enforcement matters in the Parish.

3. Responsibilities Delegated to the Town Clerk

3.1 Proper Officer

The Town Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

At such times when the Tow Clerk is not able to act accordingly, due to unforeseen circumstances/absence, etc and when the matter is of an urgent nature two of the three following members of staff will have joint authority to act as the Proper Officer if they are unanimously agreed in their actions.

- a. The Responsible Financial Officer
- b. The Assistant to the Clerk
- c. The Deputy Officer

3.2 General Matters

The Town Clerk is authorised:-

- a. to sign on behalf of the Council any document necessary to have effect to any decision of the Council, to take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
- b. to institute and appear in any legal proceedings authorized by the Council,
- c. To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (or on behalf of the residents of Kingsteignton).
- d. To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.

3.3 Financial Matters

The Town Clerk in agreement with the Responsible Finance Officer are authorised as follows :-

- a. To incur expenditure up to a maximum of as defined in the Financial Regulations on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Constitution.
- b. To accept quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to:-
 - the cost not exceeding the amount of the approved estimate;
 - the tender being the best value or the most economically advantageous to the Council according to the criteria set out in the tender documentation;
 - All the requirements of the Council's Financial Regulations being complied with.

- c. To compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.

3.4 Urgency

- a. The Town Clerk is authorised to act on behalf of the Council in cases of urgency or emergency.
- b. Urgent decisions required between scheduled Council meetings are delegated to the Town Clerk in consultation with the Mayor or Deputy Mayor.
- c. Decisions made under this delegation will be reported to and minuted at the next Council meeting
- d. Where appropriate, the Town Clerk may decide that an Extraordinary Meeting of the Council be called to deal with the urgent matter.
- e. The Town Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair or replacement or other work which is of such extreme urgency that it must be done at once, whether there is any budgetary provision for the expenditure, subject to a limit of **£5,000** The Town Clerk shall report the action to the Council as soon as practicable thereafter.



**KINGSTEIGNTON
TOWN COUNCIL**

APPENDIX H

Officers report on the reports, plans & scheme of recommended works for trees at Clifford Park, Community Hall Grounds & Oakford Lawn. Contractors quote for works at Oakford Lawn.



Kingsteignton Town Council

Councillor/Officer Briefing Report

Name:	Mr Phil Banner	Date of Report:	25.04.24
--------------	----------------	------------------------	----------

Report of:	Responsible Finance Officer		
For meeting of:	Full Council	Date of Meeting:	01.05.24
Business area reporting on:	Choose an item.		

Please use a new form for each business area in order that agenda items can be clearly labelled.

Salient Background for noting:
<i>Please use the free text box directly below to detail your report (the box can be increased in size by just pressing the return/enter key or by you copying/pasting information into it).</i>
<p>DTS have today confirmed that the quote remains valid.</p> <p>They have also confirmed that no quotes for additional works have been issued for the Council Office grounds or for Clifford Park; only Oakford Lawns. We have however received a quote from another company (Hulls Landscapes) a quote for the removal of two trees in Clifford Park at a cost of £1,210 plus VAT.</p> <p>I have looked at the surveys for all three sites surveyed. There are no points highlighted in red, therefore none of the recommended work is considered urgent or essential for public safety.</p> <p>I am concerned that if we go ahead we are faced with bills, net of VAT, of over £4,400 none of which is currently budgeted for; and for work that is, it appears, not immediately necessary.</p> <p>Furthermore, I haven't yet investigated whether Oakford Lawn trustees would be willing to contribute to the costs.</p>

Items for:	Decision
<i>Please number the items for discussion/decision – if there are none, please leave this section blank.</i>	
<ol style="list-style-type: none">1. For the reports and recommendations to be noted only at this stage.2. For the quotes provided to be used as a guide figure to be included in the KTC budget & precept for an earmarked reserve for this works to take place during FY 2025-26.	

Please submit this your report on this form to the Town Clerk, no later than 7 days before the meeting date, thank you.



Arboricultural Consultancy

01803 814126

www.devontreeservices.co.uk

info@devontreeservices.co.uk

Tree Condition Survey and Risk Assessment



Site: Clifford Park, Kingsteignton

Date: 6th March 2024

Author: Daniel Chew Dip Arb



DTS Tree Consultancy is a trading name of Devon Tree Services Ltd . All rights in this report are reserved. No part of it may be reproduced or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, or stored in any retrieval system of any nature, without our written permission. Its content and format are for the exclusive use of the addressee in dealing with this site. It may not be sold, lent, hired out or divulged to any third party not directly involved in this site without our written consent. **2019 © DTS Tree Consultancy Lt**

Site Inspection History		
No.	Next Inspection Date	Last inspection Date
1	6 th March 2026	6 th March 2024
2		
3		



Table of Contents

Summary 2

1 Instruction, scope and limitations 2

 1.1 Documents associated with this report 2

 1.2 This assessment is limited in that it relies on the client to do the following:..... 2

2 Method 3

 2.4 Allocation of targets 4

 2.5 Tolerability of risk (ToR) 4

3 Site visit and description 6

4 Observations..... 7

5 Conclusion 8

6 Recommendations..... 8

7 Other considerations..... 8

Appendix I: Tree Survey Schedule - Key 10

Appendix II: Photographs 11

Summary

- The assessment was carried out on **6th March 2024**, during fine weather conditions.
- **13 arboricultural features** were assessed.
- There are multiple trees on site that are in decline physiologically and structurally.
- The site mainly comprises of: Norway maple (*Acer platanoides*), European lime (*Tilia x eurpoeaea*), Silver birch (*Betula pendula*), Common beech (*Fagus sylvatica*) and Black locust (*Robinia pseudoacacia*).

1 Instruction, scope and limitations

I have been instructed by Kingsteignton Town Council (Client) of **Clifford Park** (the Site) to provide the following:

- I. To carry out a QTRA of trees in the areas where structural defects or reduced physiological condition may impact a target.
- II. Individual inspection (including minor invasive techniques including a handsaw, sharp knife and probe where required) of the trees which comprised of a visual inspection for preceding symptoms of defective trees;
- III. Recorded details of the trees on the site in a tabulated format and carried out a risk assessment of any trees with significant defects in relation to the most significant target;
- IV. Indicated the position of the trees within the site boundaries, on a plan; and
- V. To carry out a QTRA of trees in the areas where structural defects or reduced physiological condition may impact a target and provide recommendations where risks are calculated as crossing the 1/10,000 threshold, or lie between 1/10,000 and 1/1,000,000 and are not ALARP.

1.1 Documents associated with this report

- DTS24.13565.1.SCH
- DTS24.13565.1.PLAN

1.2 This assessment is limited in that it relies on the client to do the following:

- I. Check the allocation of target values and inform DTS if they disagree with our target allocations (see page **3**)
- II. Determine the tolerability of risk (ToR) threshold (see page **4**). DTS assumes this to be 1/10,000 unless the client informs us differently in writing.

1.3 Soil type has not been assessed; the influence of trees upon structures is not within the scope of this report and the locations of trees are approximate.

- 1.4 This report is relevant to the date of the next recommended site assessment, however as the condition of trees can change following severe weather conditions the client may need to reassess mature trees in close proximity to targets before the next assessment date.
- 1.5 A sounding hammer, pocket knife, pruning saw and binoculars may have been used where deemed necessary to facilitate the inspections.
- 1.6 Minor invasive techniques only were employed as part of the investigations and the estimated risk of harm posed by the trees remains relevant for twelve (12) months in the absence of environmental change (including but not limited to trenching works, major storms and unapproved pruning).
- 1.7 Please note that the visual inspections and risk assessments are made with the over-arching goal of assessing a trees' ability to withstand the range of normal weather events that might reasonably be expected to occur.
- 1.8 No estimated pedestrian or vehicular usage for any of the site requiring tree inspection has been provided. This information is used to determine the appropriate target range when assessing the risk of failure from trees. Therefore, an estimated pedestrian and vehicular usage has been calculated whilst carrying out the survey. Should the Client feel that the Site usage for pedestrians, vehicles or property values described in this report is or are inaccurate, then the Client must notify the same to us as soon as possible in order for this report to be amended.
- 1.9 This report has been prepared for, and may only be relied on by, the Customer.

2 Method

- 2.1 The system of risk assessment used is the Quantified Tree Risk Assessment (QTRA) V5/13. Details of this system can be found in the **QTRA Practice Note** attached.
- 2.2 A walkover of the trees is carried out. During the walkover, tree inspection entails viewing the tree bases, stems, main branch attachments, and overall health. Observations are from ground level only, by Visual Tree Assessment (VTA)¹.
- 2.3 Where trees contain structural defects (weaknesses) and can impact a target a QTRA will be carried out. Where the calculated risk crosses the 1/1,000,000 (broadly acceptable) threshold this will be recorded and identified on the plan.

¹ VTA: Mattheck & Breloer (1995) & Lonsdale (1999); diagnosis of potential defects through visual signs and the application of mechanical criteria.

2.4 Allocation of targets

- 2.4.1 The allocation of target value is an essential component of QTRA. The assessment of targets is carried out during the site visit.
- 2.4.2 It is the client's responsibility to inform DTS of any change in land use and / or any substantial increase in vehicle / pedestrian occupancy. Failure to notify DTS of any change in land use may render the risk assessment invalid. Targets are identified as:



Ref.	Target Range	Size	PoF
G001	Occupation(3) 14 min/day - 2 min/day	Size(2) 450mm - 260mm dia.	PoF(4) 1/1K - 1/10K
G002	Property(3) £20,000 - £2,000	Property	PoF(5) 1/10K - 1/100K
G007	Occupation(3) 14 min/day - 2 min/day	Size(3) 250mm - 110mm dia.	PoF(6) 1/100K - 1/1M
G009	Occupation(3) 14 min/day - 2 min/day	Size(2) 450mm - 260mm dia.	PoF(6) 1/100K - 1/1M
G010	Occupation(3) 14 min/day - 2 min/day	Size(3) 250mm - 110mm dia.	PoF(3) 1/100 - 1/1K
T003	Occupation(3) 14 min/day - 2 min/day	Size(3) 250mm - 110mm dia.	PoF(5) 1/10K - 1/100K
T004	Occupation(3) 14 min/day - 2 min/day	Size(3) 250mm - 110mm dia.	PoF(6) 1/100K - 1/1M
T005	Occupation(3) 14 min/day - 2 min/day	Size(3) 250mm - 110mm dia.	PoF(5) 1/10K - 1/100K
T006	Occupation(3) 14 min/day - 2 min/day	Size(2) 450mm - 260mm dia.	PoF(6) 1/100K - 1/1M
T008	Occupation(3) 14 min/day - 2 min/day	Size(4) 100mm - 25mm dia.	PoF(4) 1/1K - 1/10K
T011	Property(3) £20,000 - £2,000	Property	PoF(2) 1/10 - 1/100
T012	Occupation(3) 14 min/day - 2 min/day	Size(1) > 450mm dia.	PoF(2) 1/10 - 1/100
T013	Occupation(3) 14 min/day - 2 min/day	Size(3) 250mm - 110mm dia.	PoF(5) 1/10K - 1/100K

2.5 Tolerability of risk (ToR)

- 2.5.1 The Tolerability of Risk² (ToR) is a widely accepted approach for reaching decisions on whether risks are broadly acceptable, unacceptable or tolerable. ToR can be summarised as:
- I. A broadly acceptable region where the upper limit is an annual risk of death of 1/1,000,000.
 - II. An unacceptable region of which the lower limit is 1/1,000.
 - III. Between the above is a tolerable region within which the tolerability of a risk will be dependent upon the costs and benefits of further risk reduction.

² Health and Safety Executive. 2001. Reducing Risks: Protecting People. HSE Books, Sudbury, Suffolk. 80pp. Available for download at <http://www.hse.gov.uk/risk/theory/r2p2.pdf>

2.6 QTRA uses colour coding to illustrate advisory risk thresholds in relation to trees:

Threshold	Description	Action
	Unacceptable Risk will not be ordinarily tolerated	- Control the risk
1/1,000		
	Unacceptable Where imposed on others, risk will not be ordinarily tolerated	- Control the risk - Review the risk
	Tolerable by agreement: i) If accepted by those exposed to the risk ii) if the tree has exceptional value	- Control the risk unless there is broad stakeholder agreement to tolerate it or the tree has exceptional value - Review the risk
1/10,000		
	Tolerable Where imposed on others if as low as reasonably practicable (ALARP)	- Assess costs and benefits of risk control - Control of the risk only where a significant benefit might be achieved at a reasonable cost - Review the risk
1/1,000,000		
	Broadly acceptable Already ALARP	- No action required - Review the risk

2.7 According to the HSE, where a risk is less than 1/1,000,000 it is considered as broadly acceptable and there is no need to demonstrate it is ALARP. As a tree owner or manager, the client may choose to operate at a higher or lower level³.

2.8 The client is responsible for deciding the level of annualised risk that is acceptable for them to be imposed on the public. However, based on HSE guidance, DTS assumes this as 1/10,000 if the risk is 'As Low as Reasonably Practicable' (ALARP) unless the client communicates otherwise in writing.

³ "For members of the public who have a risk imposed on them 'in the wider interest' HSE (Health and Safety Executive) would set this limit at 1/10,000 per annum" (Health and Safety Executive 1996).

3 Site visit and description

3.1 I carried out a site visit on **6th March 2024** during **fine** weather conditions. The Site comprises of a public amenity space in the centre of Kingsteignton. The majority of the space is open grass area with specimen arboricultural resource throughout. To the west of the site is a play area and more central a skatepark, the eastern area is a footpath and the entirety of the park is surrounded by residential homes and gardens.

3.2 The Site Location

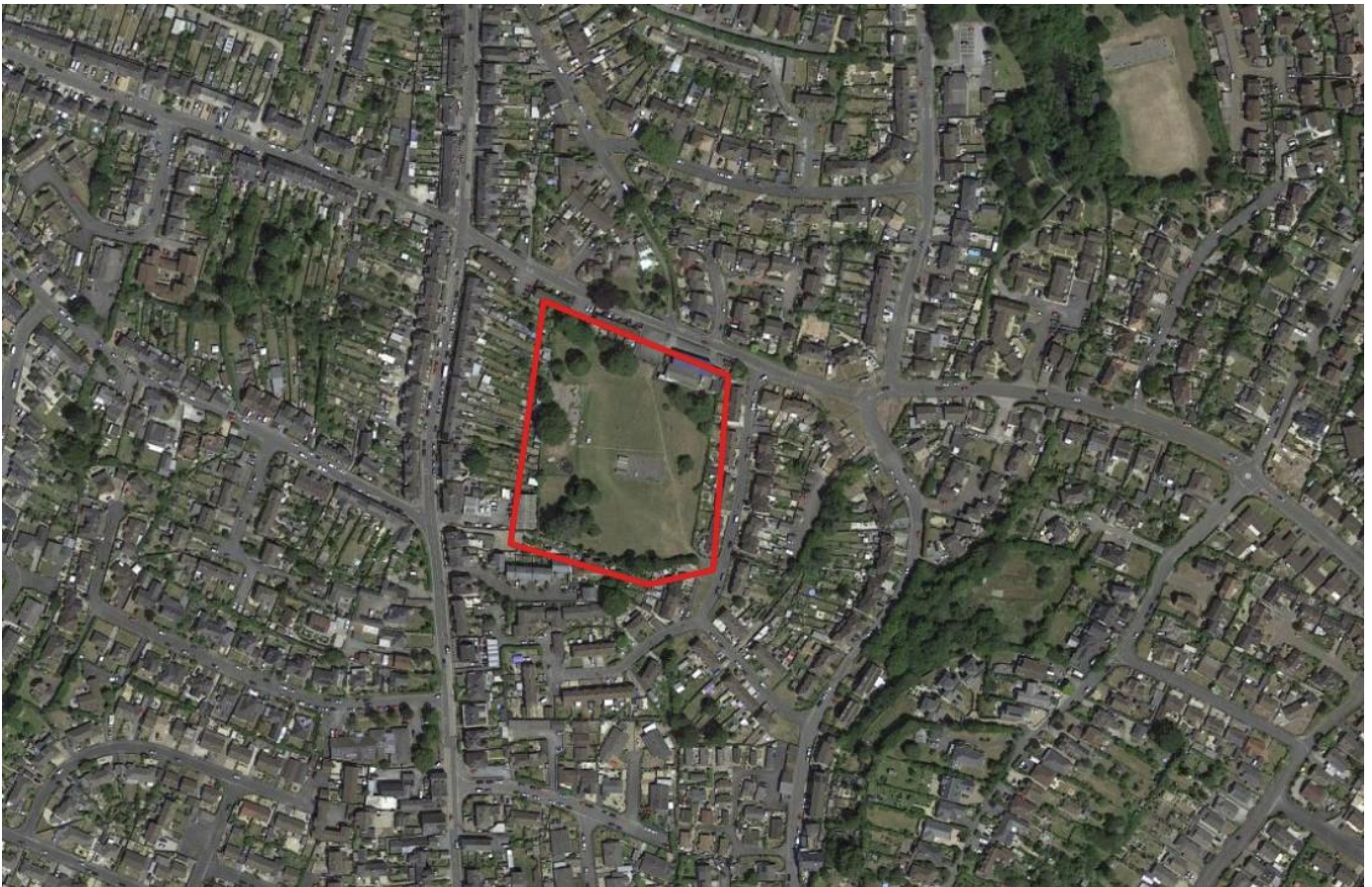


Figure 1 is an aerial image taken from Google, which illustrates the Site (red boundary line) in relation to the wider local environment.

4 Observations

- 4.1 The majority of arboricultural resource on site is in fair to good condition, displaying a good level of bud density for the time of year (March) throughout the majority of trees. The considered target areas for the site are neighbouring garden areas and property and the occupancy of the park and play area itself.
- 4.2 G001 is a group of three Norway maples (*Acer platanoides*), trees have a maximum height of 10 metres and a stem diameter at 1.5 metres above ground level of 640mm on average. The trees form a cohesive crown (see *figure 2*), and provide screening from the north of the site. There is minor deadwood throughout the group, and the most northerly tree has a bark included junction at 2 meters from ground level where the tree bifurcates into two primary stems, there is no natural bracing other than minor reactive wood at the junction (See *figure 3*).

Bark included junction – When a tree’s stem divides in such a way that the junction forms a ‘V’ shape, bark can become trapped between the stems preventing fusion of strengthening wood cells that normally occur in a wide ‘U’ shaped junction. These tight forks are called bark included junctions and can be prone to failure without mitigating factors.

- 4.3 G010 is a group of two Pedunculate oak (*Quercus robur*) with an average height of 13 metres and a stem diameter at 1.5 metres above ground level of 350mm. Both trees are growing on the boundary with a neighbouring property to the south of the site. The eastern most tree has significant dieback in the upper crown resulting in deadwood at the extremities (See *figure 4*).
- 4.4 T011 (*figure 5*), T012 (*Figure 6*) and T013 are all Black locust (*Robinia pseudoacacia*) with an average height of 10 metres and a stem diameter at 1.5 metres above ground level of 770mm. T011 and T012 are considered to be in physiological decline, showing significant deadwood throughout the canopy, and a very little signs of budding for the time of year (March). Both trees have black spotting on trunk that typical of bacterial slime flux, and dull thudding is audible at these points when sounded with a nylon mallet – this is indicative of rot or decay within the main stem of the tree. T013 appears to have good vitality, showing a fair level of budding density throughout the crown, there is minor trimmer damage at the base. The targets considered for these trees are the neighbouring buildings predominantly to the north.

Bacterial slime-flux - This familiar symptom is associated with bacterial wetwood or slime flux disease. This disease is a major cause of rot in the trunks and branches of hardwood trees. Slime flux is caused by a bacterial infection in the inner sapwood and outer heartwood areas of the tree and is normally associated with wounding, environmental stress, or both.

5 Conclusion

- 5.1 G001 is a group of trees with a relatively low target area, according to the QTRA framework these trees are considered a 'tolerable' risk. The bark included junction should be monitored in future surveys.
- 5.2 G010 consists of two Pedunculate oak trees that are growing out of the boundary to the south. The eastern-most tree is suffering dieback in the upper canopy the reason for which is unknown. The extent of the dieback will become clear when the tree is in leaf, the ownership of the tree needs to be established this will ascertain who has duty of care with regards to the tree. According to the QTRA framework these trees are considered a 'tolerable' risk.
- 5.3 T011 and T012 are Black locust trees that are in significant decline, represented by deadwood throughout the main scaffold of the tree and limited signs of budding density throughout the trees canopy. According to the QTRA framework these trees are considered an 'unacceptable' risk and therefore recommendations have been made. T013 is considered a 'broadly acceptable' risk, however should be monitored regularly given the condition of neighbouring trees of the same species.

6 Recommendations

- 6.1 A full specification of works can be found within the **Tree Survey Schedules DTS24.13565.1.SCH** along with the corresponding **Plan DTS24.13565.1.PLAN**. This document can be used as the basis for any application to the Local Planning Authority (LPA) for works to protected trees.
- 6.2 I would recommend the following:
- 6.3 T011 and T012 – dismantle and fell both trees to ground level and re-plant with two Maiden hair trees (*Ginkgo biloba*).

7 Other considerations

- 7.1 Implementation of works: All tree works should be carried out to BS 3998 Tree Work-Recommendations as modified by more recent research. For more information, please contact a contractor who is approved by the Arboricultural Association. Their website www.trees.org.uk

- 7.2 Statutory wildlife obligations: The Wildlife and Countryside Act 1981 as amended by the Countryside and Rights of Way Act 2000 provides statutory protection to birds, bats and other species that inhabit trees. All tree work operations are covered by these provisions and advice from an ecologist must be obtained by the tree owner or person responsible, before undertaking any works that might constitute an offence.
- 7.3 Trees subject to statutory controls: These trees may be protected by a tree preservation order or growing within a Conservation Area, so it will be necessary to obtain consent from the Local Planning Authority (LPA) before any pruning works other than certain exceptions can be carried out.

Appendix I: Tree Survey Schedule - Key

REF:	Reference number- refers to plan or numbered tree tags as applicable.
SPECIES:	Common name with botanical name in brackets where applicable.
TARGETS:	Target for tree and brief description of its location.
HEIGHT:	Measured in metres from ground-level. Where many trees are inspected, 1 in 10 trees are measured with the remainder estimated against the measured trees.
DIAMETER:	Stem diameter in mm, measured at 1.3m above ground-level.
CROWN RADIUS:	Radial crown spread in metres.
LIFE STAGE:	Y = young tree; under one third life expectancy SM =semi mature tree; between one third and two thirds life expectancy, M =mature tree; two thirds life expectancy, OM =Over mature; over two thirds life expectancy.
LIFE EXPECTANCY:	Estimated life remaining for the tree in years considering its age and condition.
PHYS. CONDITION:	Physiological condition: G-Good = fully functioning biological system showing average vitality i.e. normal bud growth, leaf size, crown density and wound closure F-Fair = fully functioning biological system showing below average vitality i.e. reduced bud growth, smaller leaf size, lower crown density and reduced wound closure P-Poor = a biological system with limited functionality showing significantly below average vitality i.e. limited bud growth, small and chlorotic leaves, low crown density and limited wound closure D-Dead = dead
STR. CONDITION:	Structural Condition: G- Good - Tree without any significant structural defects. F- Fair Tree with minor defects that may be remedied with appropriate management. P- Poor Tree with significant defects that cannot be remedied
TARGET RANGE:	Ranges 1-6. 1 = High, 6 = Low value/occupancy. Highest value target potentially affected by failure of the part most likely to fail.
SIZE:	Size category of most significant part considered likely to fail. Range 1-4 and PROPERTY (PROP). 1 = Large, 4 = Small. Part identified in 'MOST SIGNIFICANT PART' column.
PoF:	Probability of failure within 12 months. Range 1-7. 1 = High, 7 = Low.
RISK INDEX:	E.G. Risk Index 20 = risk of significant harm 1 in 20,000. An additional figure in brackets may be suffixed 'T' representing the rate of multiple occupation over the year (e.g. 1(10T)/10,000 = risk of harm 1/10,000 to 10 occupants or equivalent monetary value
INSPECT PERIOD:	Years until a new inspection is needed for the tree (recommended).
RECOMMENDATIONS:	Works recommended to reduce the level of risk posed by the tree. Essential management works can be recommended here however, they should be prioritised by the Client in line with funds available.
PRIORITY:	1. Emergency- Undertake within 48hrs of being notified of works. 2. Urgent- Undertake within 30 days of being notified of works. 3. Normal- Undertake within 6 months of being notified of works. 4. Undertake within 3 years of being notified of works. M. Management- undertake if funds become available.

Appendix II: Photographs



Figure 2 – G001 cohesive group



Figure 3 – G001 northern most tree bark included junction



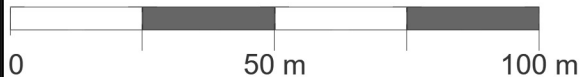
Figure 4 – G010 two Pedunculate oaks, ownership unknown, tree on the left is the eastern most tree showing dieback in upper crown.



Figure 5 – T011 displaying significant dieback throughout canopy



Figure 6 – T012 showing significant dieback throughout the canopy



RoH

- Above 1/10
- Above 1/1K
- 1/1K
- Above 1/10K
- 1/10K
- Above 1/1M
- 1/1M
- Below 1/1M
- Below 1/1B
- Not Assessed



Tree Survey Report

Client: Kingsteignton Town Council
Site: Clifford Park



Ref.	What 3 Words	Species	Description	Measurements	Survey Notes	Str. Condition	Phys. Condition	Target Range	Size	PoF	RoH	Inspect Period	Recommendations
G001	///outlooks.mimed.charted	Norway maple x3 (<i>Acer platanoides</i>)	Tree in open space Target # - footpath	Height (m): 10 Crown Radius (m): 5 Diameter (mm): 640 Trees: 3 Life Stage: Mature Life Exp.: 20+ Years	Vitality fair - 3 cohesive trees Minor deadwood throughout group Most northerly tree has bark inclusion at 2 metres above ground level	Fair	Fair	Occupation(3) 14 min/day - 2 min/day	Size(2) 450mm - 260mm dia.	PoF(4) 1/1K - 1/10K	1/1M	2 Years	No action required. Timescale: Management
G002	///waistcoat.readjust.org anist	European lime x6 (<i>Tilia x europaea</i>)	Tree in open space Target # - car park Target # - footpath	Height (m): 11 Crown Radius (m): 6 Diameter (mm): 390 Trees: 6 Life Stage: Early Mature Life Exp.: 20+ Years	Vitality fair - boundary trees historically coppiced Ivy clad Minor deadwood throughout group	Fair	Fair	Property(3) £20,000 - £2,000	Property	PoF(5) 1/10K - 1/100K	1/3M	2 Years	Control Measures 1: No action required. Timescale: Management Recommendations: Severe ivy to 2 metres above ground level
G007	///dribble.activism.earmarked	Common lime x2 (<i>Tilia x vulgaris</i>)	Tree in open space Target # - footpath	Height (m): 8 Crown Radius (m): 5 Diameter (mm): 410 Trees: 2 Life Stage: Semi Mature Life Exp.: 20+ Years	Vitality good	Good	Good	Occupation(3) 14 min/day - 2 min/day	Size(3) 250mm - 110mm dia.	PoF(6) 1/100K - 1/1M	1/500M	2 Years	No action required. Timescale: Management
G009	///coarser.chap.storms	Scots pine (<i>Pinus sylvestris</i>) Silver birch (<i>Betula pendula</i>) Bird cherry (<i>Prunus padus</i>) Field maple x3 (<i>Acer campestre</i>)	Tree in open space Target # - bench	Height (m): 8 Crown Radius (m): 4 Diameter (mm): 300 Trees: 6 Life Stage: Semi Mature Life Exp.: 20+ Years	Vitality good	Good	Good	Occupation(3) 14 min/day - 2 min/day	Size(2) 450mm - 260mm dia.	PoF(6) 1/100K - 1/1M	1/100M	2 Years	No action required. Timescale: Management
G010	///files.marching.importers	Pedunculate oak x2 (<i>Quercus robur</i>)	Tree in open space Target # - footpath	Height (m): 13 Crown Radius (m): 5 Diameter (mm): 350 Trees: 2 Life Stage: Early Mature Life Exp.: 10+ Years	Vitality fair - minor deadwood in upper crown Trees on boundary ownership unknown Easternmost tree decline in upper crown	Fair	Fair	Occupation(3) 14 min/day - 2 min/day	Size(3) 250mm - 110mm dia.	PoF(3) 1/100 - 1/1K	1/500K	2 Years	Establish ownership Timescale: Management
T003	///unlisted.dressy.headsets	European lime (<i>Tilia x europaea</i>)	Tree in open space Target # - footpath	Height (m): 10 Crown Radius (m): 5 Diameter (mm): 630 Life Stage: Early Mature Life Exp.: 20+ Years	Vitality good - minor bark inclusions at crown break insignificant at this stage Minor deadwood	Good	Good	Occupation(3) 14 min/day - 2 min/day	Size(3) 250mm - 110mm dia.	PoF(5) 1/10K - 1/100K	1/50M	2 Years	No action required. Timescale: Management
T004	///debut.shadowing.coining	Lawson cypress (<i>Chamaecyparis lawsoniana</i>)	Tree in open space Target # - playground	Height (m): 9 Crown Radius (m): 2 Diameter (mm): 530 Life Stage: Semi Mature Life Exp.: 20+ Years	Vitality good - minor wounding a base from historic pruning	Good	Good	Occupation(3) 14 min/day - 2 min/day	Size(3) 250mm - 110mm dia.	PoF(6) 1/100K - 1/1M	1/500M	2 Years	No action required. Timescale: Management
T005	///browser.truck.spearin g	Common beech (<i>Fagus sylvatica</i>)	Tree in open space Target # - playground	Height (m): 11 Crown Radius (m): 5 Diameter (mm): 470 Life Stage: Semi Mature Life Exp.: 20+ Years	Vitality fair - tree heavily crown raised historically Bark inclusion and natural bracing at 3 metres above ground level	Fair	Good	Occupation(3) 14 min/day - 2 min/day	Size(3) 250mm - 110mm dia.	PoF(5) 1/10K - 1/100K	1/50M	2 Years	No action required. Timescale: Management

Ref.	What 3 Words	Species	Description	Measurements	Survey Notes	Str. Condition	Phys. Condition	Target Range	Size	PoF	RoH	Inspect Period	Recommendations
T006	///narrating.wages.butternut	Common beech (<i>Fagus sylvatica</i>)	Tree in open space Target # - playground	Height (m): 15 Crown Radius (m): 9 Diameter (mm): 1230 Life Stage: Mature Life Exp.: 20+ Years	Vitality fair - minor dieback at extremities Soil severely compacted at base	Good	Fair	Occupation(3) 14 min/day - 2 min/day	Size(2) 450mm - 260mm dia.	PoF(6) 1/100K - 1/1M	1/100M	2 Years	Control Measures 1: No action required. Timescale: Management Recommendations: Geo-inject around base to improve soil compaction
T008	///privately.flickers.refreshed	Aspen (<i>Populus tremula</i>)	Tree in open space Target # - footpath	Height (m): 18 Crown Radius (m): 8 Diameter (mm): 870 Life Stage: Mature Life Exp.: 10+ Years	Vitality fair - southern aspect of main trunk 1 metre from ground level has audible hollowing on southern side. No other evidence of dysfunction. Minor deadwood throughout crown	Fair	Fair	Occupation(3) 14 min/day - 2 min/day	Size(4) 100mm - 25mm dia.	PoF(4) 1/1K - 1/10K	1/50M	2 Years	Next inspection should be done in leaf Timescale: 06-Sep-2024 (6 Months)
T011	///masterful.outings.prouder	Robinia (<i>Robinia sp.</i>)	Tree in open space Target # - building Target # - footpath	Height (m): 9 Crown Radius (m): 5 Diameter (mm): 770 Life Stage: Mature Life Exp.: <10 years	Vitality poor - deadwood and dieback throughout upper crown	Fair	Poor	Property(3) £20,000 - £2,000	Property	PoF(2) 1/10 - 1/100	1/3K	1 Year	Control Measures 1: Sectional dismantle and fell. Timescale: 06-Sep-2024 (6 Months) Recommendations: Replant
T012	///emeralds.crib.harder	Robinia (<i>Robinia sp.</i>)	Tree in open space Target # - building Target # - footpath	Height (m): 9 Crown Radius (m): 4 Diameter (mm): 420 Life Stage: Mature Life Exp.: <10 years	Vitality poor - deadwood and dieback throughout upper crown Westward on lower trunk Strimmer damage on primary roots	Poor	Poor	Occupation(3) 14 min/day - 2 min/day	Size(1) > 450mm dia.	PoF(2) 1/10 - 1/100	1/4K	1 Year	Control Measures 1: Sectional dismantle and fell. Timescale: 06-Sep-2024 (6 Months) Recommendations: Replant
T013	///teaches.unites.restore	Robinia (<i>Robinia sp.</i>)	Tree in open space Target # - building	Height (m): 12 Crown Radius (m): 5 Diameter (mm): 750 Life Stage: Mature Life Exp.: <10 years	Vitality fair - minor deadwood throughout Strimmer damage at base of tree	Good	Fair	Occupation(3) 14 min/day - 2 min/day	Size(3) 250mm - 110mm dia.	PoF(5) 1/10K - 1/100K	1/50M	2 Years	Control Measures 1: No action required. Timescale: Management Recommendations: Monitor tree



Arboricultural Consultancy

01803 814126

www.devontreeservices.co.uk

info@devontreeservices.co.uk

Tree Condition Survey and Risk Assessment



Site: Kingsteignton Council Office, TQ12 3LP

Date: 13th February 2024

Author: Daniel Chew *Dip Arb L4*



DTS Tree Consultancy is a trading name of Devon Tree Services Ltd . All rights in this report are reserved. No part of it may be reproduced or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, or stored in any retrieval system of any nature, without our written permission. Its content and format are for the exclusive use of the addressee in dealing with this site. It may not be sold, lent, hired out or divulged to any third party not directly involved in this site without our written consent. 2019 © DTS Tree Consultancy Ltd

Site Inspection History		
No.	Next Inspection Date	Last inspection Date
1	12 th February 2026	
2		
3		



TRUSTMARK
Government Endorsed Quality



Table of Contents

Summary	2
1 Instruction, scope and limitations	2
1.1 Documents associated with this report	2
1.2 This assessment is limited in that it relies on the client to do the following:.....	2
2 Method	3
2.4 Allocation of targets	3
2.5 Tolerability of risk (ToR)	4
3 Site visit and description	6
4 Observations.....	7
5 Conclusion	8
6 Recommendations.....	9
7 Other considerations.....	9
Appendix I: Tree Survey Schedule - Key	10
Appendix II: Photographs	11

Summary

- The assessment was carried out on **14th February 2024**, during fine weather conditions.
- **21** arboricultural features were assessed.
- There are **no significant risks**.

1 Instruction, scope and limitations

I have been instructed by **Kingsteignton Town Council** (Client) of **Rydon Road, Kingsteignton, TQ12 3LP** (the Site) to provide the following:

- I. To carry out a QTRA of trees in the areas where structural defects or reduced physiological condition may impact a target.
- II. Individual inspection (including minor invasive techniques including a handsaw, sharp knife and probe where required) of the trees which comprised of a visual inspection for preceding symptoms of defective trees;
- III. Recorded details of the trees on the site in a tabulated format and carried out a risk assessment of any trees with significant defects in relation to the most significant target;
- IV. Indicated the position of the trees within the site boundaries, on a plan; and
- V. To carry out a QTRA of trees in the areas where structural defects or reduced physiological condition may impact a target and provide recommendations where risks are calculated as crossing the 1/10,000 threshold, or lie between 1/10,000 and 1/1,000,000 and are not ALARP.

1.1 Documents associated with this report

- DTS24.11702.1.PLAN
- DTS24.11702.1.SCH

1.2 This assessment is limited in that it relies on the client to do the following:

- I. Check the allocation of target values and inform DTS if they disagree with our target allocations (see page **3**)
- II. Determine the tolerability of risk (ToR) threshold (see page **4**). DTS assumes this to be 1/10,000 unless the client informs us differently in writing.

1.3 Soil type has not been assessed; the influence of trees upon structures is not within the scope of this report and the locations of trees are approximate.

1.4 This report is relevant to the date of the next recommended site assessment, however as the condition of trees can change following severe weather conditions the client may need to reassess mature trees in close proximity to targets before the next assessment date.

- 1.5 A sounding hammer, pocket knife, pruning saw and binoculars may have been used where deemed necessary to facilitate the inspections.
- 1.6 Minor invasive techniques only were employed as part of the investigations and the estimated risk of harm posed by the trees remains relevant for twelve (12) months in the absence of environmental change (including but not limited to trenching works, major storms and unapproved pruning).
- 1.7 Please note that the visual inspections and risk assessments are made with the over-arching goal of assessing a trees' ability to withstand the range of normal weather events that might reasonably be expected to occur.
- 1.8 No estimated pedestrian or vehicular usage for any of the site requiring tree inspection has been provided. This information is used to determine the appropriate target range when assessing the risk of failure from trees. Therefore, an estimated pedestrian and vehicular usage has been calculated whilst carrying out the survey. Should the Client feel that the Site usage for pedestrians, vehicles or property values described in this report is or are inaccurate, then the Client must notify the same to us as soon as possible in order for this report to be amended.
- 1.9 This report has been prepared for, and may only be relied on by, the Customer.

2 Method

- 2.1 The system of risk assessment used is the Quantified Tree Risk Assessment (QTRA) V5/13. Details of this system can be found in the **QTRA Practice Note** attached.
- 2.2 A walkover of the trees is carried out. During the walkover, tree inspection entails viewing the tree bases, stems, main branch attachments, and overall health. Observations are from ground level only, by Visual Tree Assessment (VTA)¹.
- 2.3 Where trees contain structural defects (weaknesses) and can impact a target a QTRA will be carried out. Where the calculated risk crosses the 1/1,000,000 (broadly acceptable) threshold this will be recorded and identified on the plan.

2.4 Allocation of targets

- 2.4.1 The allocation of target value is an essential component of QTRA. The assessment of targets is carried out during the site visit.

¹ VTA: Mattheck & Breloer (1995) & Lonsdale (1999); diagnosis of potential defects through visual signs and the application of mechanical criteria.

2.4.2 It is the client's responsibility to inform DTS of any change in land use and / or any substantial increase in vehicle / pedestrian occupancy. Failure to notify DTS of any change in land use may render the risk assessment invalid. Targets are identified as:

Ref.	Target Range	Size	PoF
G002	Property(4) £2,000 - £200	Property	PoF(6) 1/100K - 1/1M
G006	Vehicle(3) 470 - 48 @ 50kph (32mph)	Size(3) 250mm - 110mm dia.	PoF(5) 1/10K - 1/100K
G007	Vehicle(3) 470 - 48 @ 50kph (32mph)	Size(3) 250mm - 110mm dia.	PoF(2) 1/10 - 1/100
G016	Occupation(4) 1 min/day - 2 min/week	Size(3) 250mm - 110mm dia.	PoF(6) 1/100K - 1/1M
G017	Occupation(4) 1 min/day - 2 min/week	Size(3) 250mm - 110mm dia.	PoF(2) 1/10 - 1/100
G018	Property(3) £20,000 - £2,000	Property	PoF(4) 1/1K - 1/10K
G019	Property(4) £2,000 - £200	Property	PoF(5) 1/10K - 1/100K
H021	Occupation(5) 1 min/week - 1 min/month	Size(3) 250mm - 110mm dia.	PoF(6) 1/100K - 1/1M
T001	Property(4) £2,000 - £200	Property	PoF(6) 1/100K - 1/1M
T003	Vehicle(3) 470 - 48 @ 50kph (32mph)	Size(3) 250mm - 110mm dia.	PoF(5) 1/10K - 1/100K
T004	Vehicle(3) 470 - 48 @ 50kph (32mph)	Size(2) 450mm - 260mm dia.	PoF(5) 1/10K - 1/100K
T005	Vehicle(3) 470 - 48 @ 50kph (32mph)	Size(3) 250mm - 110mm dia.	PoF(6) 1/100K - 1/1M
T008	Vehicle(3) 470 - 48 @ 50kph (32mph)	Size(3) 250mm - 110mm dia.	PoF(6) 1/100K - 1/1M
T009	Vehicle(3) 470 - 48 @ 50kph (32mph)	Size(3) 250mm - 110mm dia.	PoF(6) 1/100K - 1/1M
T010	Property(4) £2,000 - £200	Property	PoF(7) 1/1M - 1/10M
T011	Occupation(4) 1 min/day - 2 min/week	Size(3) 250mm - 110mm dia.	PoF(6) 1/100K - 1/1M
T012	Occupation(4) 1 min/day - 2 min/week	Size(2) 450mm - 260mm dia.	PoF(4) 1/1K - 1/10K
T013	Occupation(4) 1 min/day - 2 min/week	Size(2) 450mm - 260mm dia.	PoF(4) 1/1K - 1/10K
T014	Occupation(4) 1 min/day - 2 min/week	Size(2) 450mm - 260mm dia.	PoF(4) 1/1K - 1/10K
T015	Occupation(4) 1 min/day - 2 min/week	Size(3) 250mm - 110mm dia.	PoF(6) 1/100K - 1/1M
T020	Property(4) £2,000 - £200	Property	PoF(6) 1/100K - 1/1M



2.5 Tolerability of risk (ToR)

2.5.1 The Tolerability of Risk² (ToR) is a widely accepted approach for reaching decisions on whether risks are broadly acceptable, unacceptable or tolerable. ToR can be summarised as:

- I. A broadly acceptable region where the upper limit is an annual risk of death of 1/1,000,000.
- II. An unacceptable region of which the lower limit is 1/1,000.
- III. Between the above is a tolerable region within which the tolerability of a risk will be dependent upon the costs and benefits of further risk reduction.

² Health and Safety Executive. 2001. Reducing Risks: Protecting People. HSE Books, Sudbury, Suffolk. 80pp. Available for download at <http://www.hse.gov.uk/risk/theory/r2p2.pdf>

2.6 QTRA uses colour coding to illustrate advisory risk thresholds in relation to trees:

Threshold	Description	Action
	Unacceptable Risk will not be ordinarily tolerated	- Control the risk
1/1,000		
	Unacceptable Where imposed on others, risk will not be ordinarily tolerated	- Control the risk - Review the risk
	Tolerable by agreement: i) If accepted by those exposed to the risk ii) if the tree has exceptional value	- Control the risk unless there is broad stakeholder agreement to tolerate it or the tree has exceptional value - Review the risk
1/10,000		
	Tolerable Where imposed on others if as low as reasonably practicable (ALARP)	- Assess costs and benefits of risk control - Control of the risk only where a significant benefit might be achieved at a reasonable cost - Review the risk
1/1,000,000		
	Broadly acceptable Already ALARP	- No action required - Review the risk

2.7 According to the HSE, where a risk is less than 1/1,000,000 it is considered as broadly acceptable and there is no need to demonstrate it is ALARP. As a tree owner or manager, the client may choose to operate at a higher or lower level³.

2.8 The client is responsible for deciding the level of annualised risk that is acceptable for them to be imposed on the public. However, based on HSE guidance, DTS assumes this as 1/10,000 if the risk is 'As Low as Reasonably Practicable' (ALARP) unless the client communicates otherwise in writing.

³ "For members of the public who have a risk imposed on them 'in the wider interest' HSE (Health and Safety Executive) would set this limit at 1/10,000 per annum" (Health and Safety Executive 1996).

3 Site visit and description

- 3.1 I carried out a site visit on **12th February 2024** during **fine** weather conditions. The Site comprises of a single-story building on Rydon Road in the centre of Kingsteignton. The majority of the surrounding area is residential, with school playing fields and domestic properties. The eastern aspect of the site is where the dominant arboricultural resource lies. These consist of screening trees that run parallel to a brook known as Well Head. The site has a car park, garden, and grass area, which includes a small nature area.
- 3.2 The Site Location



Figure 1 is an aerial image taken from Google, which illustrates the Site (red arrow) in relation to the wider local environment.

4 Observations

- 4.1 The majority of arboricultural features are contained to the boundaries of the site on both the northern and eastern aspects of the site. The trees on the eastern boundary appear off-site or on the boundary line and are part of a wider wooded group.
- 4.2 G007 is a pair of Rowan (*Sorbus aucuparia*) with heights of 3 metres and a stem diameter at 1.5 metres above ground level of 150mm (see *figure 2*). Both trees are lacking vitality, with squirrel damage and deadwood throughout, in particular the eastern most tree which is in clear physiological decline with deadwood in the upper crown. The target area for these trees is considered; the highway and footpath to the west.
- 4.3 T004 is a Common lime (*Tilia x vulgaris*) it has a height of 12 metres and a stem diameter at 1.5 metres above ground level of 490mm. The tree shows a good level of budding density throughout the crown, and first year epicormic growth at the base of the tree. The tree has historically been crown raised due to the close proximity to the car parking area leaving minor wounding on the main stem which has small amounts of reactive tissue at the perimeter. Structurally the tree bifurcates 2.5 metres from ground level, the junction of which is bark included (see *figures 3 & 4*). There is no natural bracing in the main canopy, however there appears to be no significant crown separation and no signs of significant movement at the junction. The target range considered is the footpath and highway.

Bark included junction – When a tree’s stem divides in such a way that the junction forms a ‘V’ shape, bark can become trapped between the stems preventing fusion of strengthening wood cells that normally occur in a wide ‘U’ shaped junction. These tight forks are called bark included junctions and can be prone to failure without mitigating factors.

- 4.4 G017 are a group of Common alders (*Alnus glutinosa*) with a height of 9 metres and an estimated stem diameter at 1.5 metres above ground level of 290mm (estimate due to trees being off-site). The group appear to be in chronic decline, showing a low budding density, deadwood, and minor failures (see *figure 5*). There was no clear evidence for the reasoning behind the decline. The considered target area is the on-site grass and garden area to the west.
- 4.5 G018 is a group of two early mature Common alder, with a height of 12 metres and a stem diameter at 1.5 metres above ground level of 400mm (see *figure 6*). Both trees are multi-stemmed and have coppiced historically a management practice which has since lapsed (circa. <15 years). The stems of each tree are clad with soil and ivy making an assessment of the junctions at the base of the tree difficult to assess. The trees both have a good budding density throughout the crown of the tree. The target areas for both trees include the garden area and office building to the north west of the trees.

Lapsed coppice - A coppiced tree is cut near ground level to stimulate new shoots, allowing sustainable wood harvest and promoting biodiversity by creating diverse habitats. A lapsed coppice is where regular cutting has been neglected, allowing new shoots to mature into a multi-stemmed tree from a single coppice stool.

5 Conclusion

- 5.1 The majority of trees on site are contained to the boundary lines and are considered **broadly acceptable** according to the QTRA template, and show no signs of significant defects.
- 5.2 G007 is a group of two rowan trees which are showing physiological decline leaving deadwood in the upper canopy. They are small with a relatively low target area, however, given the size and species removing and replacing them would improve aesthetic value and reduce risk further. According to the QTRA framework these trees are considered a **tolerable** risk, however due to their condition recommendations have been made.
- 5.3 T004 is a Common lime which has a bark included junction at 2.5 metres from ground level. There does not appear to be any significant movement at the junction, and no gaps in the canopy observed. The tree is still relatively small and contained (relatively unexposed) within the group of trees to the west of the site (front of the hall). According to the QTRA framework this group of trees is considered a **broadly acceptable** risk.
- 5.4 G017 is a group of 6 alder in chronic decline as observed by the symptoms of deadwood, low budding density and minor failures. The reason for the decline is unknown, there were no observed reasons for the physiological decline during the assessment. The trees are offsite however within falling distance. According to the QTRA framework this group of trees is considered a **tolerable** risk.
- 5.5 G018 is a group of 2 alders that have historically been managed as a coppice. These trees have not been managed as such for some time and are now considered lapsed, resulting in multi-stemmed trees. The bases of both trees are unable to be appropriately assessed due to ivy cladding and heavy soil restricting observations, particularly of primary stem junctions. Lapsed coppice trees of this species can be more prone to failure due to the density of stems; putting the trees back under cyclic management may provide the tree with further longevity. According to the QTRA framework this group is considered a **tolerable** risk, however management recommendations have been made.

6 Recommendations

- 6.1 A full specification of works can be found within the **Tree Survey Schedules DTS24.11702.1.SCH** along with the corresponding **Plan DTS24.11702.1.PLAN**. This document can be used as the basis for any application to the Local Planning Authority (LPA) for works to protected trees.
- 6.2 I would recommend the following:
- 6.3 G007 – Remove both trees. Re-plant with two Hawthorn (*Crataegus monogyna*).
- 6.4 G018 – As a management strategy of both trees consider pollarding at 2-3 metres from ground level and pruning cyclically in 5-year intervals.

7 Other considerations

- 7.1 Implementation of works: All tree works should be carried out to BS 3998 Tree Work-Recommendations as modified by more recent research. For more information, please contact a contractor who is approved by the Arboricultural Association. Their website
- 7.2 Statutory wildlife obligations: The Wildlife and Countryside Act 1981 as amended by the Countryside and Rights of Way Act 2000 provides statutory protection to birds, bats and other species that inhabit trees. All tree work operations are covered by these provisions and advice from an ecologist must be obtained by the tree owner or person responsible, before undertaking any works that might constitute an offence.
- 7.3 Trees subject to statutory controls: These trees may be protected by a tree preservation order or growing within a Conservation Area, so it will be necessary to obtain consent from the Local Planning Authority (LPA) before any pruning works other than certain exceptions can be carried out.

Appendix I: Tree Survey Schedule - Key

REF:	Reference number- refers to plan or numbered tree tags as applicable.
SPECIES:	Common name with botanical name in brackets where applicable.
TARGETS:	Target for tree and brief description of its location.
HEIGHT:	Measured in metres from ground-level. Where many trees are inspected, 1 in 10 trees are measured with the remainder estimated against the measured trees.
DIAMETER:	Stem diameter in mm, measured at 1.3m above ground-level.
CROWN RADIUS:	Radial crown spread in metres.
LIFE STAGE:	Y = young tree; under one third life expectancy SM =semi mature tree; between one third and two thirds life expectancy, M =mature tree; two thirds life expectancy, OM =Over mature; over two thirds life expectancy.
LIFE EXPECTANCY:	Estimated life remaining for the tree in years considering its age and condition.
PHYS. CONDITION:	Physiological condition: G-Good = fully functioning biological system showing average vitality i.e. normal bud growth, leaf size, crown density and wound closure F-Fair = fully functioning biological system showing below average vitality i.e. reduced bud growth, smaller leaf size, lower crown density and reduced wound closure P-Poor = a biological system with limited functionality showing significantly below average vitality i.e. limited bud growth, small and chlorotic leaves, low crown density and limited wound closure D-Dead = dead
STR. CONDITION:	Structural Condition: G- Good - Tree without any significant structural defects. F- Fair Tree with minor defects that may be remedied with appropriate management. P- Poor Tree with significant defects that cannot be remedied
TARGET RANGE:	Ranges 1-6. 1 = High, 6 = Low value/occupancy. Highest value target potentially affected by failure of the part most likely to fail.
SIZE:	Size category of most significant part considered likely to fail. Range 1-4 and PROPERTY (PROP). 1 = Large, 4 = Small. Part identified in 'MOST SIGNIFICANT PART' column.
PoF:	Probability of failure within 12 months. Range 1-7. 1 = High, 7 = Low.
RISK INDEX:	E.G. Risk Index 20 = risk of significant harm 1 in 20,000. An additional figure in brackets may be suffixed 'T' representing the rate of multiple occupation over the year (e.g. 1(10T)/10,000 = risk of harm 1/10,000 to 10 occupants or equivalent monetary value
INSPECT PERIOD:	Years until a new inspection is needed for the tree (recommended).
RECOMMENDATIONS:	Works recommended to reduce the level of risk posed by the tree. Essential management works can be recommended here however, they should be prioritised by the Client in line with funds available.
PRIORITY:	1. Emergency- Undertake within 48hrs of being notified of works. 2. Urgent- Undertake within 30 days of being notified of works. 3. Normal- Undertake within 6 months of being notified of works. 4. Undertake within 3 years of being notified of works. M. Management- undertake if funds become available.

Appendix II: Photographs



Figure 2 – G007 two Rowans trees in decline



Figure 3 – T004 arrow highlighting bark included junction



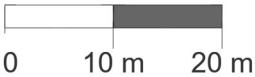
Figure 4 – T004 – Co-dominant stems



Figure 5 – G017 Alder group in decline



Figure 6 – G018 – 2 lapsed coppice trees.



Tree Survey Report

Client: Kingsteignton Town Council
Site: Kingsteignton Council Offices



Ref.	What 3 Words	Species	Description	Measurements	Survey Notes	Str. Condition	Phys. Condition	Target Range	Size	PoF	RoH	Inspect Period	Recommendations
G002	///lotteries. origin.couple r	Wild cherry (<i>Prunus avium</i>)	Target # - car park Target # - footpath	Height (m): 6 Crown Radius (m): 3 Diameter (mm): 300 Life Stage: Semi Mature Life Exp.: 10+ Years	Vitality good - two trees of similar condition growing cohesively. Mild cambrai exposure on western aspect - insignificant at this stage	Good	Good	Property(4) £2,000 - £200	Property	PoF(6) 1/100K - 1/1M	1/300M	2 Years	No action required. Timescale: Management
G006	///quiet.list.f errying	Himalayan birch (<i>Betula utilis</i>)	Target # - footpath Target # - road	Height (m): 9 Crown Radius (m): 4 Diameter (mm): 320 Life Stage: Early Mature Life Exp.: 20+ Years	Vitality good - 2 trees growing cohesively Primary Stem removed historically	Good	Good	Vehicle(3) 470 - 48 @ 50kph (32mph)	Size(3) 250mm - 110mm dia.	PoF(5) 1/10K 1/100K	1/50M	2 Years	No action required. Timescale: Management
G007	///rucksack.r elaxed.chuck ling	Rowan x2 (<i>Sorbus aucuparia</i>)	Target # - footpath Target # - road	Height (m): 3 Crown Radius (m): 1 Diameter (mm): 150 Trees: 2 Life Stage: Young Life Exp.: <10 years	Vitality poor - deadwood throughout 2 trees in poor condition	Poor	Poor	Vehicle(3) 470 - 48 @ 50kph (32mph)	Size(3) 250mm - 110mm dia.	PoF(2) 1/10 - 1/100	1/50K	1 Year	Straight fell Timescale: 12-Aug-2024 (6 Months) Re-plant with Silver birch
G016	///regulates. first.unfound ed	Hazel x5 (<i>Corylus avellana</i>) Common alder x5 (<i>Alnus glutinosa</i>)	Tree in open space Target # - grass area	Height (m): 5 Crown Radius (m): 3 Diameter (mm): 230 Trees: 10 Life Stage: Semi Mature Life Exp.: 10+ Years	Vitality fair	Fair	Fair	Occupation(4) 1 min/day - 2 min/week	Size(3) 250mm - 110mm dia.	PoF(6) 1/100K - 1/1M	1/5B	2 Years	No action required. Timescale: Management
G017	///timeless.e fficient.dart	Common alder x6 (<i>Alnus glutinosa</i>)	Tree in open space Target # - grass and garden area	Height (m): 9 Crown Radius (m): 3 Diameter (mm): 290 Trees: 6 Life Stage: Early Mature Life Exp.: <10 years	Vitality poor - group of offsite trees in poor condition. Deadwood throughout	Fair	Poor	Occupation(4) 1 min/day - 2 min/week	Size(3) 250mm - 110mm dia.	PoF(2) 1/10 - 1/100	1/500K	1 Year	Establish ownership and request Fell Timescale: 12-Aug-2024 (6 Months)
G018	///grinning.r econnect.fo nd	Common alder x2 (<i>Alnus glutinosa</i>)	Target # - garden area Target # - building	Height (m): 12 Crown Radius (m): 4 Diameter (mm): 400 Trees: 2 Life Stage: Early Mature Life Exp.: 10+ Years	Vitality fair - trees on boundary Lapsed coppice Multi stem trees	Fair	Fair	Property(3) £20,000 - £2,000	Property	PoF(4) 1/1K - 1/10K	1/300K	1 Year	Control Measures 1: No action required. Timescale: Management Recommendations: Consider pollarding at 3 metres from ground level
G019	///noisy.tinn y.cowboys	Hazel x3 (<i>Corylus avellana</i>)	Target # - building	Height (m): 5 Crown Radius (m): 3 Diameter (mm): 200 Trees: 3 Life Stage: Semi Mature Life Exp.: 10+ Years	Vitality fair - coppice boundary trees	Fair	Fair	Property(4) £2,000 - £200	Property	PoF(5) 1/10K 1/100K	1/30M	2 Years	No action required. Timescale: Management
H021	///entitles.s nippets.basis	Common beech x15 (<i>Fagus sylvatica</i>)	Target # - grass area	Height (m): 3 Crown Radius (m): 1 Diameter (mm): 160 Trees: 15 Life Stage: Young Life Exp.: 20+ Years	Vitality good	Good	Good	Occupation(5) 1 min/week 1 min/month	Size(3) 250mm - 110mm dia.	PoF(6) 1/100K - 1/1M	1/50B	3 Years	No action required. Timescale: Management
T001	///pacifist.cr ib.sudden	Crab apple (<i>Malus sylvestris</i>)	Target # - car park Target # - footpath	Height (m): 4 Crown Radius (m): 3 Diameter (mm): 310 Life Stage: Semi Mature Life Exp.: 10+ Years	Vitality good	Good	Good	Property(4) £2,000 - £200	Property	PoF(6) 1/100K - 1/1M	1/300M	2 Years	No action required. Timescale: Management

Ref.	What 3 Words	Species	Description	Measurements	Survey Notes	Str. Condition	Phys. Condition	Target Range	Size	PoF	RoH	Inspect Period	Recommendations
T003	///volunteer.replace.dupe	Silver birch (<i>Betula pendula</i>)	Target # - car park Target # - footpath	Height (m): 7 Crown Radius (m): 3 Diameter (mm): 310 Life Stage: Semi Mature Life Exp.: 20+ Years	Vitality good	Good	Good	Vehicle(3) 470 - 48 @ 50kph (32mph)	Size(3) 250mm - 110mm dia.	PoF(5) 1/10K - 1/100K	1/50M	2 Years	No action required. Timescale: Management
T004	///locals.running.bystander	Common lime (<i>Tilia x vulgaris</i>)	Target # - car park Target # - footpath Target # - road	Height (m): 12 Crown Radius (m): 4 Diameter (mm): 490 Life Stage: Early Mature Life Exp.: 20+ Years	Vitality fair - codominant stems at 2.5 metres with bark included junction Epicormic growth at base. Historically crown raised.	Fair	Good	Vehicle(3) 470 - 48 @ 50kph (32mph)	Size(2) 450mm - 260mm dia.	PoF(5) 1/10K - 1/100K	1/10M	2 Years	No action required. Timescale: Management
T005	///frown.copiers.brittle	Sycamore (<i>Acer pseudoplatanus</i>)	Target # - footpath Target # - road	Height (m): 8 Crown Radius (m): 3 Diameter (mm): 300 Life Stage: Semi Mature Life Exp.: 20+ Years	Vitality good	Good	Good	Vehicle(3) 470 - 48 @ 50kph (32mph)	Size(3) 250mm - 110mm dia.	PoF(6) 1/100K - 1/1M	1/500M	2 Years	No action required. Timescale: Management
T008	///woodstove.flats.obscuring	Wild cherry (<i>Prunus avium</i>)	Target # - footpath Target # - road	Height (m): 9 Crown Radius (m): 4 Diameter (mm): 380 Life Stage: Early Mature Life Exp.: 10+ Years	Vitality good - bark included junction at 2 metres	Fair	Good	Vehicle(3) 470 - 48 @ 50kph (32mph)	Size(3) 250mm - 110mm dia.	PoF(6) 1/100K - 1/1M	1/500M	2 Years	No action required. Timescale: Management
T009	///entitles.snippets.basis	Common beech (<i>Fagus sylvatica</i>)	Target # - footpath Target # - road	Height (m): 7 Crown Radius (m): 2 Diameter (mm): 290 Life Stage: Young Life Exp.: 20+ Years	Vitality fair - ivy clad tree in boundary hedge	Good	Good	Vehicle(3) 470 - 48 @ 50kph (32mph)	Size(3) 250mm - 110mm dia.	PoF(6) 1/100K - 1/1M	1/500M	2 Years	Control Measures 1: No action required. Timescale: Management Recommendations: Severe ivy upto 2 metres
T010	///ghost.reti.re.open	Pedunculate oak (<i>Quercus robur</i>)	Target # - car park Target # - monument	Height (m): 10 Crown Radius (m): 7 Diameter (mm): 750 Life Stage: Early Mature Life Exp.: 20+ Years	Vitality good	Good	Good	Property(4) £2,000 - £200	Property	PoF(7) 1/1M - 1/10M	1/4B	2 Years	No action required. Timescale: Management
T011	///regulator.sand.engine	Pedunculate oak (<i>Quercus robur</i>)	Target # - car park Target # - play area	Height (m): 8 Crown Radius (m): 4 Diameter (mm): 400 Life Stage: Early Mature Life Exp.: 20+ Years	Vitality good	Good	Good	Occupation(4) 1 min/day - 2 min/week	Size(3) 250mm - 110mm dia.	PoF(6) 1/100K - 1/1M	1/5B	2 Years	No action required. Timescale: Management
T012	///tripling.educates.coach	Common alder (<i>Alnus glutinosa</i>)	Tree in open space Target # - grass area	Height (m): 12 Crown Radius (m): 5 Diameter (mm): 320 Life Stage: Mature Life Exp.: 10+ Years	Vitality fair - tree on boundary Tri-furcation at base	Fair	Good	Occupation(4) 1 min/day - 2 min/week	Size(2) 450mm - 260mm dia.	PoF(4) 1/1K - 1/10K	1/10M	2 Years	No action required. Timescale: Management
T013	///printers.simply.reckoned	Common alder (<i>Alnus glutinosa</i>)	Tree in open space Target # - grass area	Height (m): 7 Crown Radius (m): 5 Diameter (mm): 320 Life Stage: Mature Life Exp.: 10+ Years	Vitality fair - tree on boundary Ivy clad tree	Fair	Fair	Occupation(4) 1 min/day - 2 min/week	Size(2) 450mm - 260mm dia.	PoF(4) 1/1K - 1/10K	1/10M	2 Years	No action required. Timescale: Management
T014	///distanced.turkey.nursery	Common alder (<i>Alnus glutinosa</i>)	Tree in open space Target # - grass area	Height (m): 13 Crown Radius (m): 5 Diameter (mm): 320 Life Stage: Mature Life Exp.: 10+ Years	Vitality fair - tree on boundary Tri-furcation at base	Fair	Good	Occupation(4) 1 min/day - 2 min/week	Size(2) 450mm - 260mm dia.	PoF(4) 1/1K - 1/10K	1/10M	2 Years	No action required. Timescale: Management
T015	///moats.shipwreck.basics	Hazel (<i>Corylus avellana</i>)	Tree in open space Target # - grass area	Height (m): 5 Crown Radius (m): 3 Diameter (mm): 210 Life Stage: Semi Mature Life Exp.: 10+ Years	Vitality good. - coppice	Fair	Good	Occupation(4) 1 min/day - 2 min/week	Size(3) 250mm - 110mm dia.	PoF(6) 1/100K - 1/1M	1/5B	2 Years	No action required. Timescale: Management
T020	///bearable.plugged.comenced	Pedunculate oak (<i>Quercus robur</i>)	Target # - car park	Height (m): 7 Crown Radius (m): 3 Diameter (mm): 300 Life Stage: Semi Mature Life Exp.: 20+ Years	Vitality good	Good	Good	Property(4) £2,000 - £200	Property	PoF(6) 1/100K - 1/1M	1/300M	2 Years	No action required. Timescale: Management



Arboricultural Consultancy

01803 814126

www.devontreeservices.co.uk

info@devontreeservices.co.uk

Tree Condition Survey and Risk Assessment



Site: **Oakford Lawn, Kingsteignton**

Date: **5th February 2024**

Author: **Daniel Chew Dip Arb L4**



DTS Tree Consultancy is a trading name of Devon Tree Services Ltd . All rights in this report are reserved. No part of it may be reproduced or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, or stored in any retrieval system of any nature, without our written permission. Its content and format are for the exclusive use of the addressee in dealing with this site. It may not be sold, lent, hired out or divulged to any third party not directly involved in this site without our written consent. **2019 © DTS Tree Consultancy Ltd**

Site Inspection History		
No.	Next Inspection Date	Last inspection Date
1	5 th February 2025	
2		
3		



Table of Contents

Summary 2

1 Instruction, scope and limitations 2

 1.1 Documents associated with this report 2

 1.2 This assessment is limited in that it relies on the client to do the following:..... 2

2 Method 3

 2.4 Allocation of targets 4

 2.5 Tolerability of risk (ToR) 4

3 Site visit and description 6

4 Observations..... 7

5 Conclusion 9

6 Recommendations..... 10

7 Other considerations 11

Appendix I: Tree Survey Schedule - Key 12

Appendix II: Photographs 13

Summary

- The assessment was carried out on **5th February 2024**, during fine weather conditions.
- **54 arboricultural features** were assessed as groups and individual features.
- The majority of trees are within the boundary edge.
- Ownership of certain individual trees will need to be clarified.
- The majority of trees are protected under a group and individual TPO's reference; E2/23/13.

1 Instruction, scope and limitations

I have been instructed by **Kingsteignton Town Council** (Client) of **Oakford Lawn, Kingsteignton** (the Site) to provide the following:

- I. To carry out a QTRA of trees in the areas where structural defects or reduced physiological condition may impact a target.
- II. Individual inspection (including minor invasive techniques including a handsaw, sharp knife and probe where required) of the trees which comprised of a visual inspection for preceding symptoms of defective trees;
- III. Recorded details of the trees on the site in a tabulated format and carried out a risk assessment of any trees with significant defects in relation to the most significant target;
- IV. Indicated the position of the trees within the site boundaries, on a plan; and
- V. To carry out a QTRA of trees in the areas where structural defects or reduced physiological condition may impact a target and provide recommendations where risks are calculated as crossing the 1/10,000 threshold, or lie between 1/10,000 and 1/1,000,000 and are not ALARP.

1.1 Documents associated with this report

- DTS24.12395.1.SCH
- DTS24.12395.1.PLAN

1.2 This assessment is limited in that it relies on the client to do the following:

- I. Check the allocation of target values and inform DTS if they disagree with our target allocations (see page **3**)
- II. Determine the tolerability of risk (ToR) threshold (see page **4**). DTS assumes this to be 1/10,000 unless the client informs us differently in writing.

1.3 Soil type has not been assessed; the influence of trees upon structures is not within the scope of this report and the locations of trees are approximate.

- 1.4 This report is relevant to the date of the next recommended site assessment, however as the condition of trees can change following severe weather conditions the client may need to reassess mature trees in close proximity to targets before the next assessment date.
- 1.5 A sounding hammer, pocket knife, pruning saw and binoculars may have been used where deemed necessary to facilitate the inspections.
- 1.6 Minor invasive techniques only were employed as part of the investigations and the estimated risk of harm posed by the trees remains relevant for twelve (12) months in the absence of environmental change (including but not limited to trenching works, major storms and unapproved pruning).
- 1.7 Please note that the visual inspections and risk assessments are made with the over-arching goal of assessing a trees' ability to withstand the range of normal weather events that might reasonably be expected to occur.
- 1.8 No estimated pedestrian or vehicular usage for any of the site requiring tree inspection has been provided. This information is used to determine the appropriate target range when assessing the risk of failure from trees. Therefore, an estimated pedestrian and vehicular usage has been calculated whilst carrying out the survey. Should the Client feel that the Site usage for pedestrians, vehicles or property values described in this report is or are inaccurate, then the Client must notify the same to us as soon as possible in order for this report to be amended.
- 1.9 This report has been prepared for, and may only be relied on by, the Customer.

2 Method

- 2.1 The system of risk assessment used is the Quantified Tree Risk Assessment (QTRA) V5/13. Details of this system can be found in the **QTRA Practice Note** attached.
- 2.2 A walkover of the trees is carried out. During the walkover, tree inspection entails viewing the tree bases, stems, main branch attachments, and overall health. Observations are from ground level only, by Visual Tree Assessment (VTA)¹.
- 2.3 Where trees contain structural defects (weaknesses) and can impact a target a QTRA will be carried out. Where the calculated risk crosses the 1/1,000,000 (broadly acceptable) threshold this will be recorded and identified on the plan.

¹ VTA: Mattheck & Breloer (1995) & Lonsdale (1999); diagnosis of potential defects through visual signs and the application of mechanical criteria.

2.4 Allocation of targets

2.4.1 The allocation of target value is an essential component of QTRA. The assessment of targets is carried out during the site visit.

2.4.2 It is the client's responsibility to inform DTS of any change in land use and / or any substantial increase in vehicle / pedestrian occupancy. Failure to notify DTS of any change in land use may render the risk assessment invalid. Targets are identified as:

Ref.	Target Range	Size	PoF
G001	Property(3) £20,000 - £2,000	Property	PoF(5) 1/10K - 1/100K
G005	Occupation(3) 14 min/day - 2 min/day	Size(3) 250mm - 110mm dia.	PoF(6) 1/100K - 1/1M
G015	Property(3) £20,000 - £2,000	Property	PoF(5) 1/10K - 1/100K
G016	Property(4) £2,000 - £200	Property	PoF(2) 1/10 - 1/100
G017	Property(3) £20,000 - £2,000	Property	PoF(4) 1/1K - 1/10K
G023	Property(4) £2,000 - £200	Property	PoF(3) 1/100 - 1/1K
G024	Human(3) 7/hour - 2/hour	Size(2) 450mm - 260mm dia.	PoF(4) 1/1K - 1/10K
G025	Property(4) £2,000 - £200	Property	PoF(4) 1/1K - 1/10K
G026	Property(4) £2,000 - £200	Property	PoF(4) 1/1K - 1/10K
T002	Vehicle(3) 470 - 48 @ 50kph (32mph)	Size(2) 450mm - 260mm dia.	PoF(6) 1/100K - 1/1M
T003	Vehicle(3) 470 - 48 @ 50kph (32mph)	Size(4) 100mm - 25mm dia.	PoF(4) 1/1K - 1/10K
T004	Vehicle(3) 470 - 48 @ 50kph (32mph)	Size(4) 100mm - 25mm dia.	PoF(4) 1/1K - 1/10K
T007	Human(3) 7/hour - 2/hour	Size(3) 250mm - 110mm dia.	PoF(6) 1/100K - 1/1M
T008	Human(3) 7/hour - 2/hour	Size(3) 250mm - 110mm dia.	PoF(6) 1/100K - 1/1M
T009	Human(3) 7/hour - 2/hour	Size(1) > 450mm dia.	PoF(5) 1/10K - 1/100K
T010	Human(3) 7/hour - 2/hour	Size(3) 250mm - 110mm dia.	PoF(5) 1/10K - 1/100K
T011	Human(3) 7/hour - 2/hour	Size(3) 250mm - 110mm dia.	PoF(5) 1/10K - 1/100K
T012	Human(3) 7/hour - 2/hour	Size(3) 250mm - 110mm dia.	PoF(3) 1/100 - 1/1K
T013	Human(3) 7/hour - 2/hour	Size(2) 450mm - 260mm dia.	PoF(4) 1/1K - 1/10K
T014	Human(3) 7/hour - 2/hour	Size(2) 450mm - 260mm dia.	PoF(4) 1/1K - 1/10K
T018	Occupation(3) 14 min/day - 2 min/day	Size(2) 450mm - 260mm dia.	PoF(4) 1/1K - 1/10K
T019	Property(4) £2,000 - £200	Property	PoF(4) 1/1K - 1/10K
T020	Human(3) 7/hour - 2/hour	Size(2) 450mm - 260mm dia.	PoF(3) 1/100 - 1/1K
T021	Human(3) 7/hour - 2/hour	Size(3) 250mm - 110mm dia.	PoF(4) 1/1K - 1/10K
T022	Human(3) 7/hour - 2/hour	Size(3) 250mm - 110mm dia.	PoF(2) 1/10 - 1/100
T027	Human(3) 7/hour - 2/hour	Size(2) 450mm - 260mm dia.	PoF(5) 1/10K - 1/100K
T1800	Property(4) £2,000 - £200	Property	PoF(2) 1/10 - 1/100

2.5 Tolerability of risk (ToR)

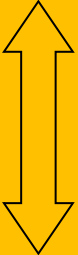

2.5.1 The Tolerability of Risk² (ToR) is a widely accepted approach for reaching decisions on whether risks are broadly acceptable, unacceptable or tolerable. ToR can be summarised as:

- I. A broadly acceptable region where the upper limit is an annual risk of death of 1/1,000,000.
- II. An unacceptable region of which the lower limit is 1/1,000.

² Health and Safety Executive. 2001. Reducing Risks: Protecting People. HSE Books, Sudbury, Suffolk. 80pp. Available for download at <http://www.hse.gov.uk/risk/theory/r2p2.pdf>

- III. Between the above is a tolerable region within which the tolerability of a risk will be dependent upon the costs and benefits of further risk reduction.

2.6 QTRA uses colour coding to illustrate advisory risk thresholds in relation to trees:

Threshold	Description	Action
	Unacceptable Risk will not be ordinarily tolerated	- Control the risk
1/1,000		
	Unacceptable Where imposed on others, risk will not be ordinarily tolerated	- Control the risk - Review the risk
	Tolerable by agreement: i) If accepted by those exposed to the risk ii) if the tree has exceptional value	- Control the risk unless there is broad stakeholder agreement to tolerate it or the tree has exceptional value - Review the risk
1/10,000		
	Tolerable Where imposed on others if as low as reasonably practicable (ALARP)	- Assess costs and benefits of risk control - Control of the risk only where a significant benefit might be achieved at a reasonable cost - Review the risk
1/1,000,000		
	Broadly acceptable Already ALARP	- No action required - Review the risk

- 2.7 According to the HSE, where a risk is less than 1/1,000,000 it is considered as broadly acceptable and there is no need to demonstrate it is ALARP. As a tree owner or manager, the client may choose to operate at a higher or lower level³.
- 2.8 The client is responsible for deciding the level of annualised risk that is acceptable for them to be imposed on the public. However, based on HSE guidance, DTS assumes this as 1/10,000 if the risk is 'As Low as Reasonably Practicable' (ALARP) unless the client communicates otherwise in writing.

³ "For members of the public who have a risk imposed on them 'in the wider interest' HSE (Health and Safety Executive) would set this limit at 1/10,000 per annum" (Health and Safety Executive 1996).

3 Site visit and description

3.1 I carried out a site visit on **5th February 2024** during **fine** weather conditions. The Site comprises of a public amenity area on the western boundary of the town of Kingsteignton. The area is surrounded by residential properties, residential gardens, a car park and highways. The site has multiple feature parkland style trees which are considered high amenity, in addition to this is a small woodland area to the south west with small footpaths which appear low use.

3.2 The Site Location



Figure 1 is an aerial image taken from Google, which illustrates the Site (red box) in relation to the wider local environment.

4 Observations

- 4.1 **T1800** is a Black locust (*Robinia pseudoacacia*) it has a height of 9 metres and a stem diameter at 1.5 metres above ground level of 650mm. Structurally the tree shows signs of decay around the main stem of the tree with remanence of unidentified fungal fruiting bodies (see *figure 3*) at compass points south east and west. When sounded with an acoustic mallet no significant audible decay or hollowing can be heard up to 1.5 metres above ground level. At 2 metres from ground level there is a bark included junction (where the stems divide into an acute 'V' shape), which has separated and cracking has appeared (see *figure 4*). The remaining stem from the bark included junction is in physiological and structural poor condition. The target considered for this tree is the fencing to the neighbouring property.

Bark included junction - When tree stems divide in such a way (junction forms a 'V' shape bark can become trapped between the stems preventing fusion of strengthening wood cells that normally occur in a wide 'U' shaped junction. These tight forks are called bark included junctions and can be prone to failure without mitigating factors.

- 4.2 **T009** is a Pedunculate oak (*Quercus robur*) with a height of 15 metres and a stem diameter at 1.5 metres above ground level of 960mm. The tree shows good bud density throughout the canopy, the tree has unusual form more than likely due being heavily pruned historically. The north eastern aspect of the main stem has columnar decay from ground level, up to 2 metres above ground level and circa. 200mm in width (See *figure 6*). Surrounding this wound is significant reactionary wood presented in a typical 'rams horns' occlusion. The target area for this tree is considered the footpath area.

- 4.3 **G016** is a group of young Wych elm (*Ulmus glabra*) on the boundary to the south west of the site. The group borders the edge of a small wooded area, neighbouring residential properties. The group are showing minor decline in the upper canopies of which is indicative of DED (Dutch elm disease), resulting in deadwood and bark delamination. Target areas considered are neighbouring properties and garden areas, with full tree failure being the most likely mode of failure.

Dutch Elm Disease - kills elm trees by spreading through bark beetles or root grafts, infecting the tree's vascular system. The fungus responsible for the disease obstructs water transport by colonizing the xylem and prompting the tree to produce blockages. This disruption prevents the tree from moving water and nutrients effectively, leading to its decline and eventual death.

- 4.4 **T013** is a Copper beech (*Fagus sylvatica purpurea*) and **T014** is a Horse chestnut (*Aesculus hippocastanum*), both trees are significant within Oakford Lawn being the largest of trees on site. T014 has historically been heavily pruned or 'topped', leaving large wounds at the pinnacle of the trees main stem which has since grown prominent new growth. The tree has had significant branch

failures, particularly primary branches on the north eastern aspect of the canopy. The soil surrounding both T013 and T014 is heavily compacted (see *figure 5*) from footfall and grass cutting, which is likely to be playing a role in the vitality of the trees. Both trees are displaying a good level of bud density for the time of year. T014 is invariably a veteran, and should be treated as such. The targets considered for these trees are the occupants beneath the tree (footpath users).

Soil compaction – can have significant negative impacts on trees by reducing pore space in the soil, which limits oxygen, water, and nutrient availability to roots, restricts root growth, and ultimately leads to the tree's decline and death due to stress and vulnerability to diseases and pests.

- 4.5 **G017** is a small area of young woodland trees including Ash (*Fraxinus excelsior*), Horse chestnut (*Aesculus hippocastanum*) and Sycamore (*Acer pseudoplatanus*). There is minor deadwood throughout the group which is typical of a wooded area such as this. Ash are the dominant species, and minor ash dieback disease (ADB) can be seen throughout the group, the true extent of which is unknown, due to the time of year. The south western most corner has a boundary Sycamore (*Acer pseudoplatanus*) tree **T018a** which is invariably is a veteran coppice stool. It has a large decay pocket; however, the primary branches show no signs of poor junctions and there is good budding density throughout the upper canopy. The targets considered are the garden areas and sheds of neighbouring properties.

Ash dieback (*hymenoscyphus fraxineus*) - impacts trees by causing leaf loss, branch dieback, stem and bark lesions, and increasing susceptibility to other pests and diseases, leading to a gradual decline in health and potentially resulting in the tree's death.

- 4.6 **T022** is a Pedunculate oak (*Quercus robur*) it has a height of 17 metres and a stem diameter at 1.5 metres above ground level 890mm. T022 is growing on the boundary line with neighbouring properties and the ownership is currently unknown. The tree is displaying symptoms of dieback at the extremities of branches of the main scaffold (see *figure 7*). There is deadwood throughout the canopy, and a distinct lack of secondary or tertiary growth in the upper crown. There were no fungal fruiting bodies observed and no clear reason for the physiological or structural decline of the tree. Targets include the footpath and neighbouring garden area.
- 4.7 **G023** are a group of two young ash trees with a height of 10 metres and a stem diameter at 1.5 metres above ground level of 280mm. Both trees display minor signs of ADB and lean significantly over neighbouring garden areas. The true extent of ADB is unknown as the trees were not in leaf during inspection.

5 Conclusion

- 5.1 T1800 is a Black locust with both minor physiological and structural issues. The small fruiting bodies around the main stem appear to be insignificant at this stage (see *figure 3*), and no severe decay was audible when tapped with an acoustic mallet. The cracking and separation of the bark included junction is the most likely form of failure (see *figure 4*) and the reason for the physiological decline of this stem. According to the QTRA framework this tree is considered a **tolerable** risk however, recommendations have been made.
- 5.2 T009 is a mature pedunculate oak which has historically been heavily pruned or 'topped'. This was more than likely in response to the columnar decay on the main stem of the tree (see *figure 6*). T009 is attempting to occlude this wound with reactive wood, which is significant at this stage and will likely fully occlude the wound in future. This tree is considered **broadly acceptable** according to the QTRA framework.
- 5.3 G016 is a group of Wych elm with suspected DED, presented in the upper canopies of the group through deadwood and bark delamination which is typical of this disease. Trees for removal have been marked with paint. According to the QTRA framework these trees are considered a **tolerable** risk, however recommendations have been made from a management perspective.
- 5.4 T013 and T014 are growing within close proximity to each other, both trees are large mature specimens that are impressive. T014 shows signs of veteran features, particularly in the upper branch scaffold and therefore should be treated as such. The soil around the base of both trees is heavily compacted from footfall and grass cutting. The most likely form of failure from both trees is branch failure onto the footpath below. I believe that the soil compaction around the base of the trees will impact upon both of their longevity and the loss of one would impact the other heavily. Given their significance and high amenity value their loss would be of high impact to the surrounding area. According to the QTRA framework these trees are considered a **tolerable** risk and management recommendations have been made.
- 5.5 G016 is a group of young woodland style trees, with the dominant species being ash. ADB has been identified throughout the population of ash however, the extent is unknown due to the trees not being in leaf. T018a is a significant tree within the group, it has unusual form and could be considered veteran given its hollowing features and size. Both T018a and G016 are considered a **tolerable** risk according to the QTRA framework.
- 5.6 T022 is a Pedunculate oak which shows signs and symptoms of being in decline in the form of; deadwood and lack of budding density in the main canopy of the tree (see *figure 7*). The reason for the decline is unknown, as there were no obvious indications during the inspection. The ownership

of the tree is yet to be ascertained. The risk assessment was based on branch failure over the footpath and garden area which according to the QTRA framework is a **tolerable** risk.

- 5.7 G023 are a group of two ash trees with signs of minor ADB, the extent of which can't be detailed due to the trees not being in leaf. Both trees lean significantly over the neighbouring properties which are considered the target area. According to the QTRA framework these trees are currently considered a **tolerable** risk however, recommendations have been made due to the signs of ADB.

6 Recommendations

- 6.1 A full specification of works can be found within the **Tree Survey Schedules DTS24.12395.1.SCH** along with the corresponding **Plan DTS24.12395.1.PLAN**. This document can be used as the basis for any application to the Local Planning Authority (LPA) for works to protected trees.
- 6.2 I would recommend the following:
- 6.3 T1800 – Monitor presence of fungal fruiting bodies and extent of decay. Remove north eastern most stem from cracked junction (see *figure 4*)
- 6.4 G016 – fell all dead elm trees (trees marked with paint).
- 6.5 T013 and T014 – soil amelioration; de-compact the soil and supplement with bio-char to improve soil conditions with a geo-injector allowing both trees access to more nutrients and moisture. This aims to promote the longevity and vitality of both trees.
- 6.6 G016 – Carry out a foliage assessment of ash trees during the summer months of 2024 to inspect extent of ADB throughout group.
- 6.7 T022 – Ascertain ownership of tree, foliage assessment in summer months alongside ash inspections.
- 6.8 G023 - Carry out a foliage assessment of ash trees during the summer months of 2024 to inspect extent of ADB throughout group.

7 Other considerations

- 7.1 Implementation of works: All tree works should be carried out to BS 3998 Tree Work-Recommendations as modified by more recent research. For more information, please contact a contractor who is approved by the Arboricultural Association. Their website www.trees.org.uk
- 7.2 Statutory wildlife obligations: The Wildlife and Countryside Act 1981 as amended by the Countryside and Rights of Way Act 2000 provides statutory protection to birds, bats and other species that inhabit trees. All tree work operations are covered by these provisions and advice from an ecologist must be obtained by the tree owner or person responsible, before undertaking any works that might constitute an offence.
- 7.3 Trees subject to statutory controls: These trees are protected by a tree preservation orders both individual and group; reference E2/23/13, so it will be necessary to obtain consent from the Local Planning Authority (LPA) before any pruning or removal works other than certain exceptions can be carried out.

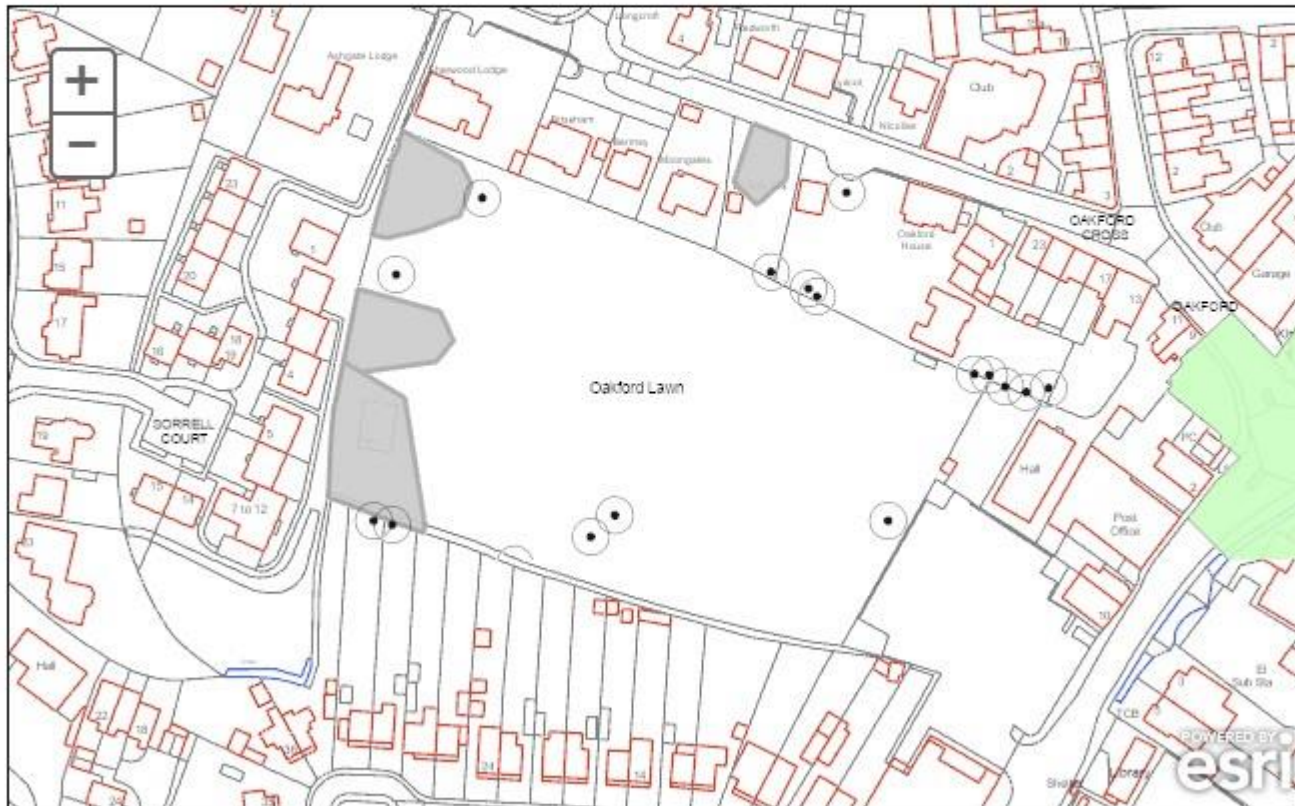
Appendix I: Tree Survey Schedule - Key

REF:	Reference number- refers to plan or numbered tree tags as applicable.
SPECIES:	Common name with botanical name in brackets where applicable.
TARGETS:	Target for tree and brief description of its location.
HEIGHT:	Measured in metres from ground-level. Where many trees are inspected, 1 in 10 trees are measured with the remainder estimated against the measured trees.
DIAMETER:	Stem diameter in mm, measured at 1.3m above ground-level.
CROWN RADIUS:	Radial crown spread in metres.
LIFE STAGE:	Y = young tree; under one third life expectancy SM =semi mature tree; between one third and two thirds life expectancy, M =mature tree; two thirds life expectancy, OM =Over mature; over two thirds life expectancy.
LIFE EXPECTANCY:	Estimated life remaining for the tree in years considering its age and condition.
PHYS. CONDITION:	Physiological condition: G-Good = fully functioning biological system showing average vitality i.e. normal bud growth, leaf size, crown density and wound closure F-Fair = fully functioning biological system showing below average vitality i.e. reduced bud growth, smaller leaf size, lower crown density and reduced wound closure P-Poor = a biological system with limited functionality showing significantly below average vitality i.e. limited bud growth, small and chlorotic leaves, low crown density and limited wound closure D-Dead = dead
STR. CONDITION:	Structural Condition: G- Good - Tree without any significant structural defects. F- Fair Tree with minor defects that may be remedied with appropriate management. P- Poor Tree with significant defects that cannot be remedied
TARGET RANGE:	Ranges 1-6. 1 = High, 6 = Low value/occupancy. Highest value target potentially affected by failure of the part most likely to fail.
SIZE:	Size category of most significant part considered likely to fail. Range 1-4 and PROPERTY (PROP). 1 = Large, 4 = Small. Part identified in 'MOST SIGNIFICANT PART' column.
PoF:	Probability of failure within 12 months. Range 1-7. 1 = High, 7 = Low.
RISK INDEX:	E.G. Risk Index 20 = risk of significant harm 1 in 20,000. An additional figure in brackets may be suffixed 'T' representing the rate of multiple occupation over the year (e.g. 1(10T)/10,000 = risk of harm 1/10,000 to 10 occupants or equivalent monetary value
INSPECT PERIOD:	Years until a new inspection is needed for the tree (recommended).
RECOMMENDATIONS:	Works recommended to reduce the level of risk posed by the tree. Essential management works can be recommended here however, they should be prioritised by the Client in line with funds available.
PRIORITY:	1. Emergency- Undertake within 48hrs of being notified of works. 2. Urgent- Undertake within 30 days of being notified of works. 3. Normal- Undertake within 6 months of being notified of works. 4. Undertake within 3 years of being notified of works. M. Management- undertake if funds become available.

Appendix II: Photographs

2 Oakford, Kingsteignton, NEWTON ABBOT, TQ12 3EG

[↶ select a different address](#)



Crown Copyright © All Rights Reserved Teignbridge District Council 100024292.

Figure 2 - shows highlighted



Figure 3 - T1800 - unidentified fruiting bodies



Figure 4 - T1800 - yellow arrow highlights crack and bark included junction; red arrow highlights primary branch in poor physiological condition for removal



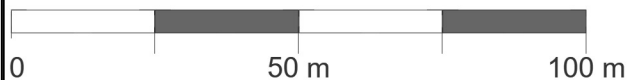
Figure 5 - T013 - Severely compacted soil



Figure 6 - T009 - yellow arrow highlighting columnar decay, red arrows highlighting reactive wood creating 'rams-horns'.



Figure 7 - T022 - Yellow arrows highlighting dieback in upper scaffold



Tree Survey Report

Client: Kingsteignton Town Council
Site: Oakford Lawn



Ref.	What 3 Words	Species	Description	Measurements	Survey Notes	Str. Condition	Phys. Condition	Target Range	Size	PoF	RoH	Inspect Period	Recommendations
G001	///releases. rested. heartache	Yew x2 (<i>Taxus sp.</i>) Common holly x2 (<i>Ilex aquifolium</i>) Sycamore x8 (<i>Acer pseudoplatanus</i>) Monterey cypress x4 (<i>Cupressus macrocarpa</i>)	Target # - car park Target # - footpath	Height (m): 9 Crown Radius (m): 5 Diameter (mm): 300 Trees: 16 Life Stage: Semi Mature Life Exp.: 10+ Years	Vitality fair offsite trees growing on top of bank Branches over hanging car parking area Minor squirrel damage throughout group Prolific ivy throughout group.	Fair	Fair	Property(3) £20,000 - £2,000	Property	PoF(5) 1/10K - 1/100K	1/3M	1 Year	Control Measures 1: No action required. Timescale: Management Recommendations: Establish ownership
G005	///positives. passage. snowmen	Common hawthorn (<i>Crataegus monogyna</i>) Common ash (<i>Fraxinus excelsior</i>)	Tree in open space Target # - footpath	Height (m): 5 Crown Radius (m): 2 Diameter (mm): 210 Trees: 2 Life Stage: Semi Mature Life Exp.: 10+ Years	Vitality fair - small specimen trees	Good	Good	Occupation(3) 14 min/day - 2 min/day	Size(3) 250mm - 110mm dia.	PoF(6) 1/100K - 1/1M	1/500M	1 Year	No action required. Timescale: Management
G015	///slack. scrap. zone	Turkey oak x2 (<i>Quercus cerris</i>)	Target # - building Target # - footpath	Height (m): 18 Crown Radius (m): 8 Diameter (mm): 860 Trees: 2 Life Stage: Mature Life Exp.: 10+ Years	Vitality fair - Northern tree suppressed and favours northward tree pruned over neighbouring boundary Southern most tree branches overhanging neighbouring property. Southern aspect of stem has columnar decay 1 metre above ground level. Significant reaction wood either side of decay.	Fair	Fair	Property(3) £20,000 - £2,000	Property	PoF(5) 1/10K - 1/100K	1/3M	1 Year	No action required. Timescale: Management
G016	///suitably. walkway. impressed	Wych elm x10 (<i>Ulmus glabra</i>)	Target # - building	Height (m): 6 Crown Radius (m): 2 Diameter (mm): 210 Trees: 10 Life Stage: Semi Mature Life Exp.: <10 years	Vitality fair - dead trees within group marked with orange paint	Fair	Poor	Property(4) £2,000 - £200	Property	PoF(2) 1/10 - 1/100	1/30K	1 Year	Control Measures 1: Remove dead elm trees marked with paint on boundary line Timescale: 05-Aug-2024 (6 Months) Recommendations: Remove all boundary elms
G017	///shelved. mallets. educate	Common ash x15 (<i>Fraxinus excelsior</i>) Horse chestnut x4 (<i>Aesculus hippocastanum</i>) Sycamore x12 (<i>Acer pseudoplatanus</i>) Elder x5 (<i>Sambucus nigra</i>)	Target # - building Target # - footpath	Height (m): 13 Crown Radius (m): 5 Diameter (mm): 450 Trees: 36 Life Stage: Early Mature Life Exp.: 10+ Years	Vitality fair - woodland area Trees with deadwood throughout group. Low target. Significant ADB throughout ash trees	Fair	Fair	Property(3) £20,000 - £2,000	Property	PoF(4) 1/1K - 1/10K	1/300K	1 Year	Foliage assessment of ash trees in summer months required Timescale: 05-Aug-2024 (6 Months)
G023	///slugs. late. st. timed	Common ash x2 (<i>Fraxinus excelsior</i>)	Target # - neighbouring gardens	Height (m): 10 Crown Radius (m): 3 Diameter (mm): 280 Trees: 2 Life Stage: Semi Mature Life Exp.: <10 years	Vitality fair - 2 ash trees ADB within both trees	Fair	Fair	Property(4) £2,000 - £200	Property	PoF(3) 1/100 - 1/1K	1/300K	1 Year	Foliage assessment in summer months required Timescale: 05-Aug-2024 (6 Months)
G024	///design. craters. tweed	Turkey oak x2 (<i>Quercus cerris</i>)	Target # - neighbouring gardens Target # - footpath	Height (m): 19 Crown Radius (m): 8 Diameter (mm): 1040 Trees: 2 Life Stage: Mature Life Exp.: 10+ Years	Vitality fair - 2 nature trees growing cohesively Minor deadwood throughout canopies typical of trees in this age bracket	Good	Fair	Human(3) 7/hour - 2/hour	Size(2) 450mm - 260mm dia.	PoF(4) 1/1K - 1/10K	1/1M	1 Year	No action required. Timescale: Management

Ref.	What 3 Words	Species	Description	Measurements	Survey Notes	Str. Condition	Phys. Condition	Target Range	Size	PoF	RoH	Inspect Period	Recommendations
G025	///bride.sed ucing.drum mers	Turkey oak x4 (<i>Quercus cerris</i>)	Target # - neighbouring garden area Target # - footpath	Height (m): 21 Crown Radius (m): 5 Diameter (mm): 960 Trees: 4 Life Stage: Mature Life Exp.: 10+ Years	Vitality fair - group growing cohesively minor deadwood throughout T1798 - Leaning south over neighbouring property and sheds. Deadwood throughout canopy. Risk assessment based on branch failure	Fair	Fair	Property(4) £2,000 - £200	Property	PoF(4) 1/1K - 1/10K	1/3M	1 Year	Control Measures 1: No action required. Timescale: Management Recommendations: Consider crown reduction over target by 2-3 metres
G026	///castle.ear lobe.strikers	Wych elm x8 (<i>Ulmus glabra</i>) Hazel x2 (<i>Corylus avellana</i>)	Target # - car park	Height (m): 4 Crown Radius (m): 2 Diameter (mm): 200 Trees: 10 Life Stage: Young Life Exp.: <10 years	Vitality fair	Fair	Fair	Property(4) £2,000 - £200	Property	PoF(4) 1/1K - 1/10K	1/3M	1 Year	No action required. Timescale: Management
T002	///sundial.ic eberg.conjur ed	Wellingtonia (<i>Sequoia adendron giganteum</i>)	Tree in garden Target # - footpath Target # - road	Height (m): 16 Crown Radius (m): 2 Diameter (mm): 900 Life Stage: Early Mature Life Exp.: 20+ Years	Vitality good - tree with marginal lean northwards toward road	Good	Fair	Vehicle(3) 470 - 48 @ 50kph (32mph)	Size(2) 450mm - 260mm dia.	PoF(6) 1/100K - 1/1M	1/100M	1 Year	No action required. Timescale: Management
T003	///cared.co mpiler.tradit ion	Sycamore (<i>Acer pseudoplatanus</i>)	Tree in garden Target # - footpath	Height (m): 10 Crown Radius (m): 5 Diameter (mm): 680 Life Stage: Early Mature Life Exp.: 10+ Years	Vitality fair - minor deadwood throughout Prolific ivy throughout preventing assessment of branch junctions	Good	Good	Vehicle(3) 470 - 48 @ 50kph (32mph)	Size(4) 100mm - 25mm dia.	PoF(4) 1/1K - 1/10K	1/50M	1 Year	Control Measures 1: No action required. Timescale: Management Recommendations: Severe ivy up to 3 metres above ground level
T004	///access.dr agon.mater nal	Sycamore (<i>Acer pseudoplatanus</i>)	Tree in garden Target # - footpath	Height (m): 11 Crown Radius (m): 5 Diameter (mm): 680 Life Stage: Early Mature Life Exp.: 10+ Years	Vitality fair - minor deadwood throughout Removal of primary branches at the base of tree leaving large wounding at the base	Good	Good	Vehicle(3) 470 - 48 @ 50kph (32mph)	Size(4) 100mm - 25mm dia.	PoF(4) 1/1K - 1/10K	1/50M	1 Year	No action required. Timescale: Management
T007	///buggy.ne st.codes	Norway maple (<i>Acer platanoides</i>)	Target # - neighbouring garden Target # - footpath	Height (m): 6 Crown Radius (m): 4 Diameter (mm): 300 Life Stage: Young Life Exp.: 10+ Years	Vitality fair	Good	Good	Human(3) 7/hour - 2/hour	Size(3) 250mm - 110mm dia.	PoF(6) 1/100K - 1/1M	1/500M	1 Year	No action required. Timescale: Management
T008	///cropping. reds.maybe	Silver birch (<i>Betula pendula</i>)	Target # - neighbouring garden Target # - footpath	Height (m): 5 Crown Radius (m): 2.6 Diameter (mm): 200 Life Stage: Semi Mature Life Exp.: 10+ Years	Vitality fair	Fair	Good	Human(3) 7/hour - 2/hour	Size(3) 250mm - 110mm dia.	PoF(6) 1/100K - 1/1M	1/500M	1 Year	No action required. Timescale: Management
T009	///nickname s.stability.st ands	Pedunculate oak (<i>Quercus robur</i>)	Target # - footpath	Height (m): 15 Crown Radius (m): 11 Diameter (mm): 960 Life Stage: Mature Life Exp.: 10+ Years	Vitality fair - tree heavily pruned historically NE aspect on main stem has columnar decay up to 2 metres in height and 200mm in width Significant reactive wood surrounding decay	Fair	Fair	Human(3) 7/hour - 2/hour	Size(1) > 450mm dia.	PoF(5) 1/10K - 1/100K	1/4M	1 Year	No action required. Timescale: Management
T010	///pardon.b eside.firewal l	Sycamore (<i>Acer pseudoplatanus</i>)	Target # - building Target # - footpath	Height (m): 12 Crown Radius (m): 6 Diameter (mm): 510 Life Stage: Mature Life Exp.: 10+ Years	Vitality fair - significant garden waste at the base of tree	Fair	Good	Human(3) 7/hour - 2/hour	Size(3) 250mm - 110mm dia.	PoF(5) 1/10K - 1/100K	1/50M	1 Year	Control Measures 1: No action required. Timescale: Management Recommendations: Remove garden waste from the base of tree
T011	///kitchens. amplified.pr anced	Sycamore (<i>Acer pseudoplatanus</i>)	Target # - footpath	Height (m): 14 Crown Radius (m): 7 Diameter (mm): 780 Life Stage: Mature Life Exp.: 10+ Years	Vitality good - prolific ivy prevents junctions main junction bring inspected	Good	Good	Human(3) 7/hour - 2/hour	Size(3) 250mm - 110mm dia.	PoF(5) 1/10K - 1/100K	1/50M	1 Year	Control Measures 1: No action required. Timescale: Management Recommendations: Sever ivy
T012	///flopping.t oothpick.wis dom	Horse chestnut (<i>Aesculus hippocastanum</i>)	Target # - footpath	Height (m): 9 Crown Radius (m): 4 Diameter (mm): 470 Life Stage: Semi Mature Life Exp.: <10 years	Vitality fair - primary branch removal at 3 metres	Fair	Fair	Human(3) 7/hour - 2/hour	Size(3) 250mm - 110mm dia.	PoF(3) 1/100 - 1/1K	1/500K	1 Year	Pollard tree at 3 metres above ground level Timescale: 05-Aug-2024 (6 Months)

Ref.	What 3 Words	Species	Description	Measurements	Survey Notes	Str. Condition	Phys. Condition	Target Range	Size	PoF	RoH	Inspect Period	Recommendations
T013	///rapid.ove rdrive.savin g	Copper beech (<i>Fagus sylvatica purpurea</i>)	Target # - building Target # - footpath	Height (m): 18 Crown Radius (m): 8 Diameter (mm): 1040 Life Stage: Mature Life Exp.: 10+ Years	Vitality fair - eastern aspect of main stem has dysfunctional wood qm from ground level, significant reactive wood Large primary buttresses Heavy soil compaction at base	Fair	Fair	Human(3) 7/hour - 2/hour	Size(2) 450mm - 260mm dia.	PoF(4) 1/1K - 1/10K	1/1M	1 Year	Control Measures 1: No action required. Timescale: Management Recommendations: Soil Amelioration- De-compact the soil and supplement with biochar to improve soil conditions allowing the tree access to more nutrients and moisture.
T014	///long.cras h.collected	Horse chestnut (<i>Aesculus hippocastanum</i>)	Tree in open space Target # - footpath	Height (m): 11 Crown Radius (m): 10 Diameter (mm): 1300 Life Stage: Mature Life Exp.: 10+ Years	Vitality fair - tree has been heavily pruned (topped) leaving large wounds at the top of tree NE lowest branch has significant hollowing Large buttresses roots at base Heavily compacted soil around rootplate Tree is considered s veteran tree	Fair	Fair	Human(3) 7/hour - 2/hour	Size(2) 450mm - 260mm dia.	PoF(4) 1/1K - 1/10K	1/1M	1 Year	Control Measures 1: No action required. Timescale: Management Recommendations: Soil Amelioration- De-compact the soil and supplement with biochar to improve soil conditions allowing the tree access to more nutrients and moisture.
T018a	///snappy.ci vic.romantic s	Sycamore (<i>Acer pseudoplatanus</i>)	Target # - building Target # - neighbouring garden	Height (m): 10 Crown Radius (m): 4 Diameter (mm): 300 Life Stage: Mature Life Exp.: 10+ Years	Veteran coppice stool with significant decay throughout Large hollowing in base	Fair	Fair	Occupation(3) 14 min/day 2 min/day	Size(2) 450mm - 260mm dia.	PoF(4) 1/1K - 1/10K	1/1M	1 Year	Monitor decay rate and vitality of foliage Timescale: 05-Aug-2024 (6 Months)
T019	///mondays. cubs.shorte ns	Pedunculate oak (<i>Quercus robur</i>)	Target # - neighbouring garden area	Height (m): 14 Crown Radius (m): 8 Diameter (mm): 920 Life Stage: Mature Life Exp.: 10+ Years	Vitality fair - tree has significant lean SE over neighbouring garden area Minor deadwood throughout Ivy up main stem	Fair	Fair	Property(4) £2,000 - £200	Property	PoF(4) 1/1K - 1/10K	1/3M	1 Year	Control Measures 1: No action required. Timescale: Management Recommendations: Monitor vitality in summer months Ensure lean does not get worse
T020	///moss.noo n.flattery	Common ash (<i>Fraxinus excelsior</i>)	Target # - footpath	Height (m): 16 Crown Radius (m): 7 Diameter (mm): 400 Life Stage: Mature Life Exp.: <10 years	Vitality fair - co dominant stem Deadwood throughout ADB throughout	Fair	Fair	Human(3) 7/hour - 2/hour	Size(2) 450mm - 260mm dia.	PoF(3) 1/100 - 1/1K	1/100K	1 Year	Foliage assessment in the summer months Timescale: 05-Aug-2024 (6 Months)
T021	///tasks.sav e.heap	Pedunculate oak (<i>Quercus robur</i>)	Target # - footpath	Height (m): 13 Crown Radius (m): 8 Diameter (mm): 660 Life Stage: Early Mature Life Exp.: 20+ Years	Vitality fair - minor deadwood throughout	Good	Fair	Human(3) 7/hour - 2/hour	Size(3) 250mm - 110mm dia.	PoF(4) 1/1K - 1/10K	1/5M	1 Year	No action required. Timescale: Management
T022	///shrugging .corrects.clai ms	Pedunculate oak (<i>Quercus robur</i>)	Target # - garden of neighbouring property	Height (m): 17 Crown Radius (m): 7 Diameter (mm): 890 Life Stage: Mature Life Exp.: <10 years	Vitality fair - tree appears to be in decline with dieback at thevextemeties No signs of specific reason for decline Deadwood throughout Ownership of tree unknown	Fair	Poor	Human(3) 7/hour - 2/hour	Size(3) 250mm - 110mm dia.	PoF(2) 1/10 - 1/100	1/50K	1 Year	Establish ownership of tree Foliage assessment in summer months required Timescale: 05-Aug-2024 (6 Months)
T027	///hometow n.released.p layroom	Turkey oak (<i>Quercus cerris</i>)	Target # - car park Target # - footpath	Height (m): 20 Crown Radius (m): 9 Diameter (mm): 1110 Life Stage: Mature Life Exp.: 10+ Years	Vitality fair - mature tree with large primary buttresses Lower canopy has epicormic growth throughout No significant defects during VTA Western crown has branches crossing and touching	Good	Fair	Human(3) 7/hour - 2/hour	Size(2) 450mm - 260mm dia.	PoF(5) 1/10K - 1/100K	1/10M	1 Year	Control Measures 1: No action required. Timescale: Management Recommendations: Reduce crossing branches by 2-3 metres
T1800	///poetry.pa ncakes.spen ds	Robinia (<i>Robinia sp.</i>)	Target # - building Target # - footpath	Height (m): 9 Crown Radius (m): 6 Diameter (mm): 650 Life Stage: Early Mature Life Exp.: 10+ Years	Vitality fair - fruiting bodies at base of tree on SE aspect and W aspect decay appears localised At 2 metres separation of a bark inclusion, separated stem has poor vitality with deadwood	Fair	Fair	Property(4) £2,000 - £200	Property	PoF(2) 1/10 - 1/100	1/30K	1 Year	Remove separated stem Monitor decay from fruiting bodies Timescale: 05-Aug-2024 (6 Months)

To:

Philip Banner
 Oakford Lawn, Kingsteignton

Quotation: 13407

Quotation Date: 16/02/2024
 Valid For: 90 days

Phone: 01626 364089

Site Address: Oakford Lawn, Kingsteignton

	VAT Rate	Value Excl. VAT
Area's Within Oakford Lawn, Kingsteignton; As Per DTS Consultancy Quantified Tree Risk Assessment Work Recommendations; G016 x3 Elm Trees - Remove dead Elm trees marked with paint on boundary line.	20% (VAT on Income)	£140.00
T1798 (within G025) x1 Turkey Oak - Leaning south over neighbouring property and sheds - Crown reduce overall by removing approximately x3.0 metres from branch tips while retaining the main framework & shape of the crown & therefore a high proportion of the foliage bearing structure. All pruning cuts to be made at suitable growth points. All works carried out to BS 39982010 Tree Works Recommendations	20% (VAT on Income)	£560.00
T003 x1 Sycamore - Severe ivy up to x3.0 metres above ground level	20% (VAT on Income)	£70.00
T010 x1 Sycamore - Remove garden waste from the base of the tree	20% (VAT on Income)	£70.00
T011 x1 Sycamore - Severe ivy up to x3.0 metres above ground level	20% (VAT on Income)	£70.00
T012 x1 Horse Chestnut - Pollard tree at 3 metres above ground level	20% (VAT on Income)	£280.00
T013 x1 Mature Copper Beech Tree - Treat the soil within and around the canopy spread of trees, within the specified area of x110m2 using the Geo-Tech Injector. This will decompact the soil and administer granular bio-stimulants such as phosphites, chitin and Biochar directly into the root system of the tree at the same time. This combined approach aims to kick-start long term soil health by providing vital nutrients as well as habitat for beneficial fungi and soil bacteria to thrive sustainably in a newly created environment.	20% (VAT on Income)	£450.00

We use Carbon Gold enriched Biochar which is charcoal used as a soil amendment. Biochar is a stable solid, rich in carbon, and can endure in soil for thousands of years. Like most charcoal, biochar is made from biomass via pyrolysis. It is unique in that it



Registered in England. No. 08549843, Registered Office: Primrose House, 6 Blackboy Road, Exeter, Devon, EX4 6SG. V.A.T No. 164412427

is made from FSC® compliant, sustainably sourced, untreated woody biomass.

The results can usually be seen as early as the next growing season. Expect thicker, greener leaves, increased crown density and reduced incidence of pest attack due to a boosted defence system and improved air and nutrient availability.

Enriched Biochar which contains mycorrhizal fungi, trichoderma, wormcasts, seaweed and biochar	20% (VAT on Income)	£231.00
--	---------------------	---------

T014 x1 Mature Horse Chestnut - Treat the soil within and around the canopy spread of trees, within the specified area of x120m2 using the Geo-Tech Injector. This will decompact the soil and administer granular bio-stimulants such as phosphites, chitin and Biochar directly into the root system of the tree at the same time. This combined approach aims to kick-start long term soil health by providing vital nutrients as well as habitat for beneficial fungi and soil bacteria to thrive sustainably in a newly created environment.	20% (VAT on Income)	£450.00
---	---------------------	---------

We use Carbon Gold enriched Biochar which is charcoal used as a soil amendment. Biochar is a stable solid, rich in carbon, and can endure in soil for thousands of years. Like most charcoal, biochar is made from biomass via pyrolysis. It is unique in that it is made from FSC® compliant, sustainably sourced, untreated woody biomass.

The results can usually be seen as early as the next growing season. Expect thicker, greener leaves, increased crown density and reduced incidence of pest attack due to a boosted defence system and improved air and nutrient availability.

Enriched Biochar which contains mycorrhizal fungi, trichoderma, wormcasts, seaweed and biochar	20% (VAT on Income)	£252.00
--	---------------------	---------

T027 x1 Turkey Oak - Reduce crossing branches by removing approximately x2.0-3.0 metres from branch tips.	20% (VAT on Income)	£280.00
---	---------------------	---------

T1800 x1 Robinia - Dismantle & remove separated stem.	20% (VAT on Income)	£280.00
---	---------------------	---------

Remove all cut material from site & return to a Devon Tree Services depot for recycling, leaving the area safe, clean & tidy.	20% (VAT on Income)	£0.00
---	---------------------	-------

Apply for consent or give notice of proposed tree works to the Local Planning Authority at Teignbridge District Council.	20% (VAT on Income)	£80.00
--	---------------------	--------

Net Amount:	£3,213.00
VAT:	£642.60

Quote Total £3,855.60



Registered in England. No. 08549843, Registered Office: Primrose House, 6 Blackboy Road, Exeter, Devon, EX4 6SG. V.A.T No. 164412427

- All arisings will be processed and removed from site unless otherwise stated within quotation.
- All work is carried out to B.S 3998 (2010) where appropriate, by qualified, professional operatives. We will take utmost care at all times to minimise damage to surrounding structures and area.
- Quotes are valid for 90 days from the date of quotation. New legislation (General Data Protection Regulations – GDPR) introduced on 25th May 2018 means that we may only retain your personal data with your express consent. Please rest assure that we only use your information for the purposes of maintaining our relationship and we do not share your details with anyone.
- Stump grinding only includes removal of the stump; it does not include the removal of any roots
- Upon acceptance of our quotation, Devon Tree Services Ltd shall check for the presence of legislative protection (Tree Preservation order etc.). If there is a need to gain consent from the council, we would be happy to make an application on your behalf and would advise you that a charge of £80 + VAT would be made for this service.



Registered in England. No. 08549843, Registered Office: Primrose House, 6 Blackboy Road, Exeter, Devon, EX4 6SG. V.A.T No. 164412427



**KINGSTEIGNTON
TOWN COUNCIL**

APPENDIX I

Officers Report regarding memorial plaques for ex-councillors.



Kingsteignton Town Council

Councillor/Officer Briefing Report

Name:	Miss Bex Hooper	Date of Report:	25/04/24
--------------	-----------------	------------------------	----------

Report of:	Asst Clerk/Events Officer		
For meeting of:	Full Council	Date of Meeting:	01/05/24
Business area reporting on:	Kingsteignton Town Council		

Please use a new form for each business area in order that agenda items can be clearly labelled.

Salient Background for noting:
<i>Please use the free text box directly below to detail your report (the box can be increased in size by just pressing the return/enter key or by you copying/pasting information into it).</i>
Memorial Plaques for Councillors Staff have highlighted that a number of Councillors who have passed have not had memorial plaques added to the wooden post in the Community Hall Grounds next to the Apple Press, namely: Dave Hambly, Babs Errington, Imogen Laws, Jill Morris, Mike Walters and Edna Wickham Consideration needs to be given to the decision to add these Councillors to the memorial and if so, which material should be used for these and any future plaques. The existing plaques are made of brass and can therefore be polished. Laminate plaques are now also available but cannot be polished and therefore would have a different look. Estimated cost Brass: £65 each. Estimated cost Laminate: £35 each. It is also worth noting the front of the existing memorial post is nearly full so consideration should be given to where additional plaques could be placed. The rear of the post is available or another post could be sourced to be placed to the side of the existing one (there has been no scoping of cost for an additional post to date).

Items for:	Decision
<i>Please number the items for discussion/decision – if there are none, please leave this section blank.</i>	
<ol style="list-style-type: none">1. Decide if the Council wishes to continue to add names to the memorial2. Approve the names listed above in order that the Town Clerk can contact families for consent3. Confirm if any other Councillor names should also be included (the last name added was Cllr Ritterhausen from 2010)4. Agree which material the plaques should be made in, Brass or Laminate5. Decide whether the rear of the existing wooden post can be used or if an additional post should be sourced.6. Approve a suitable budget to cover the above expense.	

Please submit this your report on this form to the Town Clerk, no later than 7 days before the meeting date, thank you.



**KINGSTEIGNTON
TOWN COUNCIL**

APPENDIX J

Officers Report regarding Parking Concerns near St Michaels Primary school.



Kingsteignton Town Council

Councillor/Officer Briefing Report

Name:	Miss Bex Hooper	Date of Report:	25/04/24
--------------	-----------------	------------------------	----------

Report of:	Asst Clerk/Events Officer		
For meeting of:	Full Council	Date of Meeting:	01/05/24
Business area reporting on:	St Michael's Primary School		

Please use a new form for each business area in order that agenda items can be clearly labelled.

Salient Background for noting:
<i>Please use the free text box directly below to detail your report (the box can be increased in size by just pressing the return/enter key or by you copying/pasting information into it).</i>
<p>Two reports of serious concern regarding dangerous parking near St Michael's Primary School and affecting Fore Street have been received by the office.</p> <p>Details of these concerns were raised with PC Heather. He has attended the locations affected since the school term resumed after Easter and in partnership with Devon County Council Highways has patrolled the areas, spoken to motorists and multiple penalty notices were issued on 17th April 2024. PC Heather also spoke to one of the most affected business owners regarding their concerns not only for children's safety trying to get to and from school but also the impact of safe access/egress to their business because of the obstruction inappropriately parked cars had caused.</p> <p>PC Heather advises he will continue to attend to patrol as often as his availability allows to monitor the situation.</p>

Items for:	Information only
<i>Please number the items for discussion/decision – if there are none, please leave this section blank.</i>	
Please note the above details.	

Please submit this your report on this form to the Town Clerk, no later than 7 days before the meeting date, thank you.