

FREETHORPE PARISH COUNCIL
serving Freethorpe and Wickhampton
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TREE & CONSERVATION ADVISOR POLICY

DOCUMENT HISTORY

February 2026 New document for the new role

1. Policy Statement

- 1.1 Freethorpe Parish Council has a legal obligation to consider the biodiversity and sustainability implications of all its decisions.
- 1.2 Up until February 2026 it has had access to the advice of a Parish Tree Warden belonging to the Broadland Tree Warden Network under the auspices of the Tree Council. In February 2026 the Broadland Tree Warden Network was dissolved.
- 1.3 In order to continue to receive the expert advice needed to inform its decisions, the Parish Council has created a new voluntary role of Tree & Conservation Advisor. The Parish Council is very grateful that a volunteer will carry out this role in the parish.
- 1.4 This policy defines the scope of the role.

2. Scope of the role

2.1 Expert advice

The Tree and Conservation Advisor will attend Parish Council meetings in order to bring expertise and advise on any items touching on trees and conservation. They may also provide ad hoc advice to organisations and individuals in the parish.

2.2 Routine inspections

The Tree and Conservation Advisor will carry out annual inspections of the trees at the Wickhampton and Freethorpe Playing Fields, reporting back to the Parish Council on any work that needs to be carried out to ensure the health of the trees and the safety of the public. They will also keep an eye on the trees across the parish and highlight any public safety issues that may need to be flagged with a landowner or Highways.

2.3 Tree work

The Tree and Conservation Advisor will identify tree work that needs to be done. The Parish Council will formally approve and place orders as needed with tree surgeons to carry out the work. The Tree and Conservation Advisor will advise on the technical compliance and quality of quotations received. The Tree and Conservation will always have their feet firmly on the ground.

2.1 Tree Protection Orders (TPOs)

The Tree and Conservation Advisor will maintain a log of TPOs in the parish. They will be consulted on any applications to carry out work on trees protected by TPOs, and any trees that may need to be protected.

2.2 Working with the school and other groups

The Tree and Conservation may provide support to other organisations, such as the school, in developing and delivering tree and conservation related projects. In these cases, the safeguarding responsibility and insurance liability rest with the organisation to whom the support is being given.

2.3 Qualifications currently held

- Disclosing and Barring Service Enhanced Certificate.
- Quasafe Level 3 Award in Emergency First Aid at work (RQF).
- Quasafe Level 3 Award in Forestry First Aid + F (RFQ).
- Tree and Legal Ltd Level 1 Tree Inspection.

2.4 Finance

The Parish Council has a budget for Trees and Conservation. The Parish Council also has access to Section 106 funding for Open Spaces, which may include projects relating to trees and conservation. The Tree and Conservation Advisor will identify needs for using this fund, and request via the Parish Council meeting.

2.5 Reporting back

The Tree and Conservation Advisor will be invited to update the Parish Council under the Public Forum agenda item.

2.6 Representation

The Tree and Conservation Advisor will liaise with Broadland District Council on tree-related matters in the parish.