

# Local Authority Treescapes Fund Application Form

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## Introduction

The Local Authority Treescapes Fund (LATF) funds local authority-led tree planting and [natural colonisation](#) of trees outside woodlands (TOWs). The Fund is currently in Round 4. Please refer to the latest [LATF Grant Manual](#) for further details about the scheme and eligibility criteria. There is now a separate guidance document entitled [Additional information to help you complete your LATF application form and Project Cost Calculator](#) to support with the application process. This application form also provides further guidance.

**Please also note that your application can now only be for tree planting or natural colonisation activities carried out in financial year 2024/25 and maintenance activities for 3 years following planting. The tree planting or natural colonisation activities must be completed and claimed for before 31 March 2025. The total bid value must be a minimum value of £50,000 (not including match funding or contributions in kind).**

You must meet all the criteria listed in the eligibility section of the LATF Grant Manual to apply for LATF funding, including the Biosecure Procurement Requirement. Applicants must answer all questions detailed on this application form. We will not consider incomplete applications. **Please submit your application as soon as possible and by 23:59 30 June 2024 at the very latest.**

This application form must be accompanied by a completed [LATF Project Cost Calculator](#). Guidance to help you complete both of these documents can be found in this application form, as well as the LATF Grant Manual and additional information document.

You must also send supporting documents in the form of written confirmation from confirmed key delivery partners, outlining their role and commitment to relevant LATF funded activities.

LATF is a criteria-based competitive scheme. Applications must meet the minimum scoring threshold to be successful, with funding offered on a first-come, first-served basis. If your application is unsuccessful, we will provide feedback on your application and invite you to reapply.

We will evaluate your application based on the evidence provided in sections 2, 3 and 4 of the application form and the LATF Project Cost Calculator. The application should demonstrate you can meet the requirements of the fund. For details of the evaluation criteria, please refer to the LATF Grant Manual.

We will reject applications if they:

- contain any changes to the format or wording of the application form and/or approved annexes (for example Project Cost Calculator)
- have questions left empty or incomplete
- are applications for tree-planting capital work AFTER FY 24/25
- fail to comply with any of the mandatory requirements in Section 5 Declarations
- are deemed by the Forestry Commission (FC) that funding would provide economic benefits to the recipient and/or the potential to distort competition

If your application is returned due to missing information or requires corrections, we will only accept your application as valid once this has been rectified and returned to us. Any delays in submission of information requested will result in a delay to us issuing an agreement.

If you wish to amend your application at any time, you should withdraw it by emailing [LATF@forestrycommission.gov.uk](mailto:LATF@forestrycommission.gov.uk) and resubmit before the deadline.

The FC reserves the right to amend, add to, or withdraw all or any part of the funding application process at any time during the process and will notify all applicants via a Nominated Point of Contact email. If the change occurs, FC will notify interested parties via eAlert – you can [subscribe here](#).

**Send your completed Application Form, Project Cost Calculator and supporting documents to [LATF@forestrycommission.gov.uk](mailto:LATF@forestrycommission.gov.uk).**

## General tips

1. Read the LATF Grant Manual and the Application Form guidance notes provided in the grey text boxes within the application form, before completing your application.
2. Read the guidance supplied in 'Additional Information to help you complete your LATF Application Form and Project Cost Calculator.'
3. Use the Urban Tree Manual by Forest Research to help complete your application and plan your project.
4. Read the scoring and ranking criteria in the LATF Grant Manual which may be used by the Oversight Panel to assess your application.
5. Write clearly and concisely using standard English and avoiding abbreviations. Answer all questions, using N/A if not applicable.
6. The text boxes will move down as you type, so can adjust to the length needed.

## Section 1: Lead applicant and contact details

You need to submit details of your plans to participate with lower-tier local authorities (if applicable).

Single Business Identifier (SBI) number:	107692652
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1a) **Provide details of the lead Local Authority contact (Lead Applicant).** They will:

- act as the main point of contact for the application
- report requirements, feedback, information requests
- be informed of any site visits
- agree to the Memorandum of Understanding (MoU) following a successful bid
- act as payee for LATF Grant funds

You may also list the full contact details of up to 2 further nominated points of contact, who may contact the LATF inbox directly. Where signatures are required for agreements or declarations (including Section 5 of this application form) this must either be the Lead Contact or another signatory confirmed in writing. **This person must have the correct level of delegated authority to sign such documents on behalf of the Local Authority.**

	<b>Lead local authority contact (lead applicant)</b>	<b>Further nominated point of contact</b>	<b>Further nominated point of contact</b>
<b>Title</b>	Mr	Ms	Ms
<b>First name</b>	Scott	Hattie	Catherine
<b>Surname</b>	Tompkins	Fuller	Laidlaw
<b>Organisation</b>	Warwickshire County Council	Warwickshire County Council	Warwickshire County Council
<b>Address</b>	Shire Hall, Market Square	Shire Hall, Market Square	Shire Hall, Market Square
<b>Town</b>	Warwick	Warwick	Warwick
<b>County</b>	Warwickshire	Warwickshire	Warwickshire
<b>Postcode</b>	CV34 4SX	CV34 4SX	CV34 4SX
<b>Email address</b>	Scotttompkins@warwickshire.gov.uk	hattiefuller@warwickshire.gov.uk	catherinelaidlaw@warwickshire.gov.uk
<b>Landline</b>	01926 412422	01926 418328	01926 418075
<b>Mobile</b>			

**1b)** Please also provide the name, main contact's email address, phone number, address, and department of any other local authorities and/or other organisations that are participating as a group bid, where applicable.

Participating bid authorities:

**WARWICK DISTRICT COUNCIL**

Paul Garrison, Project Manager (Trees for our Future)  
Riverside House, Milverton Hill, Royal Leamington Spa, CV32 5HZ.  
Tel: 01926 456333. Email: Paul.Garrison@warwickdc.gov.uk

**NUNEATON & BEDWORTH BOROUGH COUNCIL**

Helena Lidgate, Green Space Officer  
Town Hall, Coton Road, Nuneaton, Warwickshire, CV11 5AA  
Tel: 024 76376477. Email: helena.lidgate@nuneatonandbedworth.gov.uk

**STRATFORD DISTRICT COUNCIL**

Eleanor Warren, Climate Change Project Manager, Corporate Projects  
Elizabeth House, Church Street, Stratford-upon-Avon, CV37 6HX  
Tel: 01789 260763. Email: eleanor.warren@stratford-dc.gov.uk

**RUGBY BOROUGH COUNCIL**

David Gower, Arboricultural Officer, Parks and Grounds Unit, Leisure and Wellbeing  
Town Hall, Evreux Way, Rugby, CV21 2RR  
Tel: 01788 533634 Email: David.Gower@rugby.gov.uk

**NORTH WARWICKSHIRE DISTRICT COUNCIL**

Becky Evans, Community Development Manager, Leisure and Community Development  
Division Council House, South St, Atherstone CV9 1DE  
Tel: 01827 719346 Email: beckyevans@northwarks.gov.uk

## Section 2: Evidence of need

The evidence provided in Section 2 will be used to score and, where relevant, rank your application.

This section is about providing an overview of:

- existing treescapes outside woodland in the application area
- decline of trees
- the effects of this decline on the local community and natural environment

You do not need to describe the general roles and benefits of trees outside woodlands but should focus on their functions within the application area.

## 2a Current distribution of trees outside woods

Describe the current treescape outside of woodland in your local area. You will be assessed on the following criteria:

- percentage canopy cover, hectares, or number of trees outside of woodlands in your area with species breakdown
- their functions, such as hedgerow trees, parkland trees, copses, roadside, or riparian trees

For example: In area W, there is a river X, which currently has trees that serve as a flood defence.

If data is not available, please indicate why.

We are currently working on a Tree and Woodland Strategy (TAWS) for the county, as well as updating the Warwickshire Habitat Biodiversity Audit (HBA) and sub-regional Green Infrastructure Strategy. Although we already have extensive data and mapping for woodland and hedgerow connectivity, these projects will allow us to have more detailed and accurate data on canopy cover and number of trees outside of woodland for the region.

In the interim of this data being available, the woodland opportunity mapping data published by Friends of the Earth (Terra Sulis, 2021) provides some indication of overall canopy cover across the county. A breakdown is given in Appendix 1 in the Accompanying Information Document. In summary, total canopy cover (trees in and out of woodlands) ranges from 7.8% to 13.4% across the county. This is significantly lower than the EU average of 38% canopy cover. All areas within Warwickshire would therefore greatly benefit from increased tree canopy cover.

In addition to the Terra Sulis data, the WCC's Forestry Team's tree management and inventory software, Arbortrack, provides details of all trees managed by the team. Just over half the trees are highway trees, with the remainder being mostly located on local authority land (upper and lower tiers). Around 110,000 trees outside of woodland are recorded. Given the range of locations and sites, the data can therefore be assumed to be representative of the treescape outside of woodland across the county.

A detailed breakdown of species, condition and location are given in Appendix 2 in the Accompanying Information Document. The data shows that a wide range of species (approximately 400) make up the tree stock, with native species forming a large proportion of the trees outside of woodland. However, there is already a wide mix of non-natives particularly in parks and amenity areas.

The majority of the trees outside of woodland recorded in our Arbortrack software are located along highways and in public open spaces. These trees provide highly beneficial functions to people such as improved wellbeing, amenity value and other ecosystem services such as urban cooling and shade provision, mitigating air pollution and providing protection from strong winds. A recently completed analysis has shown that in the last 3 years around 600 trees have been lost from these areas and are awaiting replacements. The lack of resources to replace trees on the highways and in public open spaces means

there are many locations across the county that are lacking resilience to climatic changes and threats to the existing treescape. For example, Appendix 3 highlights how a large number of highway trees have been lost around the Rugby conurbation that have not been replaced.

## 2b Overall condition of trees outside woods

Describe the decline of trees outside woodlands and any significant threats in the local area.

You will be assessed on the following criteria:

- prevalence of tree health threats in the local area (for example due to pests and disease or extreme weather)
- predicted decline of treescapes outside woodland in the local area (for example numbers of, or percentage of, trees lost or at risk)
- key areas and/or environmental features impacted by degradation of trees outside woods in the local area

For example: The trees which are a flood defence in 2a are now threatened by Y.

*(weighting = 3 out of 10)*

Across the whole treescape, Warwickshire has seen a significant loss in tree cover since the second half of the twentieth century. Approximately 11% of ancient woodland (530ha) in Warwickshire was destroyed between 1925 and 1988, and a further 38% (1797ha) was converted to plantation (Warwickshire AWI, 1989). Neglect, through a cessation of coppicing, has been an equally significant factor in the loss of woodland biodiversity since the mid-1900s.

High Speed 2 (HS2) is the biggest infrastructure project currently happening in the country. The construction of HS2 Phase One has and will have a significant impact on the communities and countryside of Warwickshire. Almost 21 hectares of ancient semi-natural woodland has been felled, of which half falls within Warwickshire. The County Council resolved in December 2010 to "to work with the Government consultants to reduce the impact on Warwickshire of any high-speed railway to ensure it does not unnecessarily harm the Warwickshire countryside or create blight on our residents, businesses and recreational facilities" (<https://www.warwickshire.gov.uk/high-speed-two-hs2/hs2-frequently-asked->

questions/1). As the HS2 project has progressed, the county council's priorities have evolved to include mitigation by promising to increase the tree cover across the whole of the county, including restoring lost hedgerows, trees and woodlands.

Overall, most of the county's tree stock is in either good condition or in reasonable condition (see Appendix 2 in the Accompanying Information document). However, due to financial constraints, historically local authorities have concentrated on health and safety aspects of managing their tree stock. As shown in the age class chart in Appendix 2 in the accompanying document, this has led to a reduced number of new trees and established trees to replace the maturing tree stock.

Natural factors that have significantly affected Warwickshire's treescape include:

- Aging tree stock: Many of our trees are now reaching the end of their lifespans.
- Ash Dieback: Ash makes up a significant majority of trees in the county and we are experiencing a high number of tree losses due to Chalara dieback of ash.
- Dutch Elm Disease: since the mid -1970's our sub-region was one of the worst affected due to a predominance of English Elm, it was once locally described as 'Warwickshire's Weed' due to its prevalence in the landscape. By 1980 almost all of Warwickshire's English Elms were dead, so we are looking to rebuild the population with disease resistant Elms where suitable.
- Oak and Ash succumb further due to the drought summers of the 1990s and subsequent recent climatic extremes have resulted in higher tree losses.
- Tree loss due to storm damage & extreme weather (drier Springs, hotter Summers & flash storms), we aim to replant with more climate resistant species where suitable.

Other human factors that have affected the Warwickshire Treescape include:

- Health & safety requirements for trees deemed unsafe in urban areas – recent high winds have led to losses in roadside & verge trees. A high number of Ash trees are along roadsides.
- Vandalism of trees within parks
- Damage to trees along road verges from vehicles
- Loss of trees within hedgerows from:
  1. Physical removal, because of urban development (e.g., housing, roads) and agricultural intensification (larger fields).
  2. Neglect & poorly timed or overzealous cutting causing severe damage.
  3. Fragmentation i.e., the increasing separation of hedgerows from other semi-natural habitats such as woodlands, water bodies and flower rich grasslands.
  4. Damage through the creation of desire lines, bank and ditch erosion and fly tipping especially in urban areas.

The WCC Forestry tree inventory database contains around 110,000 trees, of which 4% are rated as in poor condition, 45% in reasonable condition, and the remainder in good condition. The database records 8376 trees as no longer present or dead since 2014. This equates to 7% of total trees in the dataset.



## 2c Effects of decline

Detail the impact that losses of trees outside of woodland you have described above have had in the local area. Please also describe how many of your proposed planting sites fall on land located within Lower Super Output Areas (LSOAs) and Medium Super Output Areas (MSOAs) which are within the 25% most deprived according to the national [Index of Multiple Deprivation](#).

You will be assessed on the following criteria:

- loss of biodiversity and landscape connectivity
- loss of amenity value
- loss of ecosystem services
- impact on people in areas of proposed planting or natural colonisation
- number of proposed planting sites that fall on land located within Lower Super Output Areas (LSOAs) and Medium Super Output Areas (MSOAs)

*(weighting = 6 out of 10)*

The proposed planting of trees will be across all of Warwickshire but concentrating on replacing trees lost in urban areas, predominantly in the north of the county. We will target the replacement tree locations in areas with the least tree cover - Rugby Borough (RBC) and Nuneaton & Bedworth Borough (NBBC). There is only 7.8% tree canopy cover in both these areas, with 5% of NBBC's LSOAs in the 10% most deprived areas in the country, and just over two thirds of the borough's LSOAs part of the 30% most deprived areas in the country. Stratford District also has a lower canopy cover of 10.8% so we will be focussing on ensuring the lost trees in the urban areas are prioritised. This district is predominantly rural, and it has been identified that one of the Local Nature Reserves, Clopton Park, that is in easy walking distance of north Stratford-upon-Avon town centre would benefit hugely from a significant number of trees to replace the pre-dominantly Ash treescape that is now suffering from Ash Dieback disease. There is an active volunteer group here, support from the Wildlife Trust and town council and so this would have a big impact on the area which borders area that fall in the 30% most deprived areas in the country.

Planting proposed on Warwick District Council land are in or around the council's housing stock. This is with a view to negate trees lost in the vicinity of the estates and to therefore increase canopy cover and access to green infrastructure for the residents, along with the associated benefits for health and wellbeing this can bring.

Of the highway replacement tree planting proposed, approximately 10% are located within the bottom 3 deciles, while other planting is predominantly in public open spaces, contributing to general amenity and urban greening and the benefits this brings. Further IMD details, as well detail of sites that sit within the Forestry Commission's Priority Places and Priority People targeting layers is contained in Appendix 3 in the Accompanying Information document.

The loss of street trees and trees in housing estates due to both the natural and human factors mentioned in 2b had a significant impact in the 2022 summer as new record-breaking temperatures were recorded. Temperatures peaked at 38.4C on July 7th, 2022, at

a weather station located south of Warwick. This came with a red warning for extreme heat – signalling a potential threat to life. In June 2023 Warwickshire Fire and Rescue service urged public to be alert to the hot weather as part of a new Government service warning on extreme weather conditions. Warwickshire was one of six areas to be issued with the first yellow heat warnings of 2023 and further amber heat-health alerts in September 2023. (see Appendix 4 in the Accompanying Information Document). This highlights the greater risk in Warwickshire to people from extreme weather and climate change. The lack of sufficient trees providing shade along highways and roads, particularly within higher density housing estates with no private gardens, or along park pathways to shade people traveling on foot or cycle is becoming more apparent. Roadside trees also provide a buffer between pedestrians and traffic; prevent cars parking and blocking pavements; reduce noise; and encourage slower driving.

There is currently a backlog of trees on the WCC Forestry Team's system for reinstating trees lost on grass verges and highways within urban areas. An analysis carried out in 2024 by our Arboricultural Area Manager has identified a potential 600 lost trees in the past 3 years (see Appendix 4 in the Accompanying Information Document). These trees have been lost due to the reasons mentioned in 2b. These combined with new enquiries from the public keen to see trees planted in their neighbourhoods shows a real need for this loss to be addressed and as many trees as possible to be replaced.

There has not been sufficient resources to replace the trees and there has therefore been a net loss of canopy cover in these areas. This is similarly the case for the local authority open spaces contained in the application. This funding will allow us to address this backlog and make significant progress to restoring our urban treescape. Being able to negate the trees lost in areas with significantly lower canopy cover and with higher levels of deprivation will help to create a more equitable landscape for the county's residents. This will in turn allow us to make progress towards the Natural England Green Infrastructure Framework target of 40% green cover for all urban residential areas. We made a start at addressing this loss in 2023 with the LATF Round 3 application and are eager to continue with this progress in 2024/5.

## Section 3: Benefits of the planting

The evidence provided in Section 3 will be used to score and rank your application.

**Your submitted [Project Cost Calculator](#) will be weighted 4 out of 10 for this section, based on monetised benefits. This is calculated from number of trees of each size.**

You need to demonstrate how you will meet the funding objectives:

- contribute to resilient future treescapes
- support local biodiversity considerations
- benefit local people
- enhance landscape connectivity

Where planting trees, it is a requirement to replant a variety of tree species appropriate to the landscape to increase resilience to disease and climate change, with use of native trees

encouraged. Additional guidance on the benefits different sites and species provide is listed in the LATF Grant Manual.

Please include information on how your innovative methods for planting/maintenance will provide extra benefits to your project.

It is a requirement to submit evidence in a [Post Planting Report](#) that reflects your statements within this section before financial year end.

### 3a Plans for planting

Describe the anticipated benefits of your planting, and directly link to the recovery from impacts of decline outlined in 2c.

You will be assessed on the following criteria:

- how your trees and/or natural colonisation will benefit people/communities (for example pollution removal, noise reduction, cooling of cities, generation of shade, exercise and wellbeing benefits including – but not limited to – involvement of vulnerable adults and children in planting and/or maintenance)
- contribute to resilient future landscapes (for example diverse species mix, shadow planting close to trees expected to be lost, flood prevention)
- ecological benefits (for example native tree species / provenance (if known), biodiversity and landscape connectivity)
- if data is available, you should indicate how the species mix will benefit the landscape and increase the resilience of the treescape to disease and climate change

For further information see Section 3 of the How to complete your LATF application – additional guidance.

*(weighting = 4 out of 10)*

Most of the proposed planting is located in amenity spaces, such as recreation grounds, public parks and areas of open grassland around council-owned housing. The benefits of planting standard trees in these locations are considerable. The impact that trees have on people's health and wellbeing is well documented. Some of the anticipated benefits for residents of replacing trees lost across the county in these public open spaces and highways include:

- Provide much needed shade in hot summers and shelter from strong winds (the need detailed in 2c)
- Increase the attractiveness and appearance of urban areas.
- Encourage community involvement in the care of the trees and a sense of ownership over the new planting.
- Improve the amenity value of open spaces, providing more incentive for residents to utilise the spaces. This results in greater social interaction and physical exercise, improving both mental and physical wellbeing.

Increasing the number of trees in the county will help negate the large losses to habitat that have occurred in the county (the need detailed in 2b). Some of the ecological benefits and ecosystem services provided by the tree planting proposed include:

- Providing shelter for wildlife from weather extremes. Cool shade and wind buffering properties provided by trees allows many types of pollinators to flourish.
- Increased habitat provisions for wildlife. For example, 48% of all bird species have declined since 2015 ([www.gov.uk/government/statistics/wild-bird-populations-in-the-uk/wild-bird-populations-in-the-uk-1970-to-2021](http://www.gov.uk/government/statistics/wild-bird-populations-in-the-uk/wild-bird-populations-in-the-uk-1970-to-2021)).
- More trees in parks, open spaces and along roads will be providing nesting sites, food, shelter and linear corridors between parks and woodlands for a wide range of wildlife.
- Observation and connection to nature as a result of increased wildlife in these urban areas will also contribute to improve residents' wellbeing.
- The replacement of lost Ash trees due to disease and the expected loss of many more Ash as a continued futureproofing of sites that will be the most impacted by this.
- The lack of trees in recreational grounds and along rivers can result in waterlogged playing fields and flooding. One study has estimated that for every 5% increase in tree cover area, run-off is reduced by 2% (Coder, 1996).

The tree planting will help to implement the Warwickshire, Coventry & Solihull Green Infrastructure Strategy - to create "A diverse and well-managed Green Infrastructure network that underpins the quality of life for communities. This will be the result of a well-connected, accessible and biodiversity resilient landscape, supporting economic growth, social health and climate change adaptation." (WCC, 2013). A Tree and Woodland Strategy is currently in development to meet the challenges our trees are facing from development, climate change and pest and disease, and to provide future direction and options for increasing canopy cover in the county.

We will be working with our WCC Forestry Team to source a resilient tree species mix to handle the climatic extremes we are now experiencing. All trees funded from this application will be sourced from established growers that can prove origin and provenance that have already been vetted by WCC as this is the Council's current policy. It is envisaged that species will be predominately English Oak, Common Lime, Field Maple, Cherry and in wetter areas, Alder and Willow. However, targeted species such as Black Poplar (LBAP species) will be used based on Warwickshire Biological Record Centre records as well as native crab apples. We will conform to and be advised by the work undertaken by Forestry Research on tree species suitability and liaise closely with the relevant officers in district and borough councils, particularly in choosing species that are less commonly specified but may contribute to creating a more resilient treescape.

### 3b Social benefits

Approximately what percentage of your new planting will be accessible to the public? (Select from the options below).

You will be assessed on the following criteria:

- Accessibility of your planting sites to the public.

- Provide further details in your answer to 3a. For example, if trees are intended to be planted on schools please indicate. If trees are intended to be planted on private land, please indicate whether public access will be provided.
- If data is not available or you have not yet selected your sites, you should indicate that your aim is to make a percentage of sites accessible to the public. See LATF Grant Manual Table 2 Evaluation criteria and weighting for how this is scored.

Trees planted on public land have full access. Trees planted in state schools, for example, have partial access. Trees planted in private land have no access unless this is additionally provided by the landowner (if so, please detail).

'Public access' refers to access by foot via public footpath or permissive access to all or part of the tree planting.

(weighting = 1 out of 10)

<b>Accessibility of planting to public</b>	<b>Mark with an 'X' to confirm</b>
0-59%	
60-79%	
80-99%	X
100%	

Please provide further detail below, if needed.

Only one site is not publicly accessible, this was chosen as an incentive to encourage more private landowners to plant trees on their land and the benefits of creating shelterbelts on the edges of private estates can be felt by the wider communities. The trees will be visible to public passing along the roadside and neighbouring properties. All other planting sites are in publicly accessible areas: parks, open spaces, housing estates and recreation areas.

### 3c Partnership with local authority

Are you applying in partnership with at least one other local authority? (Mark with an 'X').

(weighting = 1 out of 10)

Yes	X
No	

## Section 4: Project delivery and natural colonisation

The evidence provided in Section 4 will be used to score and rank your application.

Include the overall aims of the project in this section, for instance anticipated outcomes, how success in these outcomes will be measured, and over what timescale.

If including natural colonisation (NC) in your project, details of delivery need to be included in 4a. The FC recently produced [new guidance on using natural colonisation](#) for the creation of new woodland and we encourage you to review this when planning as the general principles will apply. However, note that NC funded by the LATF is not allowed to expand existing woodland.

Awards under Round 4 will only cover one year of planting (see the LATF Grant Manual). You must submit with your application all written confirmation from any confirmed key delivery partners, outlining their role and commitment to relevant funded activities (individual landowners are excluded).

Please note that any standards planted in urban or peri-urban areas must be direct replacements for trees lost to threats such as stress or diseases within the last 3 years (see the LATF Grant Manual for more information). Replacement trees are defined as – replanted within the same planting site or local area (for example within 2km) and of a similar ultimate size. Where there is no suitable replanting site available, FC may agree up to an 8km distance from the original site, on a case-by-case basis.

It is a requirement to submit evidence in a Post-Planting Report that reflects your statements within this section before financial year end.

See the LATF Grant Manual for information about how to proceed with potential planting locations that have been identified as receiving Basic Payments Scheme payments.

### 4a Your delivery plans

Describe how you plan to deliver the project. Provide an overview of your capability to deliver the project/s and how you will achieve reporting requirements.

**For tree planting, you will be assessed on the following criteria:**

- approximate planting locations – for example, sites for direct replacements of standards (see the LATF Grant Manual)
- plans to survey, cultivate, and prepare ground, and methods to plant trees
- plans for tree protection – for example, vandalism, grazing mammals, environmental factors
- the capability and resource available to you for project delivery, including delivery partners, contractors, use of volunteer or community groups relevant to planting site location
- demonstration of the skills required for establishment and maintenance

**For natural colonisation, you will be assessed on the following criteria:**

- sites intended for natural colonisation, available seed sources and species (with sufficient diversity) expected to establish. Please note that proposals must show activities will take place within 75m of an existing tree seed source
- how you will manage competing vegetation
- how you will manage or protect trees from grazing pressures
- plans for supplementary planting if seed sources are inadequate
- any additional activities planned to assist natural colonisation – for example, surveying, cultivation, ground preparation, supplementary planting
- demonstration of the skills required for establishment and maintenance
- how you plan to mitigate and respond to any potential vandalism of the area
- describe the predicted outcomes and timescales, should your plans for natural colonisation be successful
- describe plans for medium/long term monitoring of natural colonisation projects to ensure that intended outcomes are met

*(weighting = 5 out of 10)*

**Planting locations:**

The tree planting locations have been decided on using a combination of methods. We are encouraging our LA partners (we have five district and borough councils within Warwickshire) to tell us where they need trees the most and send in site locations. These will be a combination of housing areas, green spaces and public parks that will have lost trees that have not been replaced. One site we will focus on is in Stratford upon Avon, it is a historically significant public site that is expected to lose the majority of its mature trees in the coming years from Ash Dieback. We are working with the LA and Wildlife Trust to replace these lost trees. This site is adjacent to neighbourhoods that are in the 40% most deprived LSOAs, and will be most beneficial to these communities.

We are using our tree management software (Arbortrack) to identify which trees have recently been lost and are awaiting replacement. These will be across the whole county and but focusing on those in the more urban locations and areas with higher levels of deprivation.

We are also considering requests from the public and community groups who have contacted us to request trees be planted in their vicinity. A Community Association group in New Bilton, Rugby have requested trees in their neighbourhood. Councillors at a site in Burton Green have requested trees to replace lost trees around the village hall. This parish has been greatly impacted by the HS2 construction that runs along this village, and with increasing development pressures from nearby Coventry, Solihull and Warwick, they are wanting to put the 'green' back into Burton Green.

We also try to include landowners who are interested in enhancing their land for wildlife and to increase climate resilience. These can be used to encourage other landowners to plant more trees. A site in Warwick District County, Kenilworth, has been chosen to receive up to 500 whips adjacent a roadside to improve connectivity with a wooded area on the other side of the road.

**Preparation, methodology:**

The planting sites will all be checked by the Forestry and Arboricultural Officers to ensure the sites are still suitable for trees as they will be replacements. The sites will be checked to ensure previous tree stumps are removed and any ground preparation requirements are noted in advance of the tree planting. They will be supported by the green spaces officers that are responsible for the sites ensuring access requirements are in place and any other support is discussed. They will also be consulted along with the Landscape Officer and tree officers to determine the best species of tree for the site to ensure the best chance of success and that it is a suitable species for that area/site. All our trees will be delivered to our Forestry depot and will be inspected and prepared for planting by our experienced and qualified tree planting team.

**Tree Protection:**

Our experienced Forestry team will choose the best method of tree protection based on the location and hazards. Trees planted in parks susceptible to deer and rabbit grazing will have tree guards (biodegradable certified), stakes and cages. The publicly accessible parkland in Stratford on Avon is grazed by cattle, in this instance the trees will be protected by fencing and for individual trees stronger 4 posts with timber bars and mesh.

Trees planted in parks will have tree guards, strimmer guards in some cases dependant on the grounds maintenance which will be checked prior to planting as per our standard procedure. The public open space managers will be consulted regarding potential of park trees to be vandalised and if there is a higher risk extra protection will be utilised in the case of 2 tall posts and higher wire mesh surround.

Street trees will be considered for watering bags to help combat environmental factors affecting the new trees – drought and periods of hot weather.

**Our capability, resources and skills to deliver this project:**

The project will be led by the Ecology, Historic Environment & Landscape team through an already established Project Group involving officers from Forestry, Highways, Strategic Assets, Climate Change, Strategy & Commissioning plus representatives from all the Districts and Boroughs. The overall aim of this Project Board is to deliver the County's objective to plant a tree for every resident of the Warwickshire; over 565,000 trees. Its secondary aim is to establish a Natural Capital Investment Strategy which is currently being developed. This will establish ecosystem markets to manage these trees (and their replacements) into perpetuity. The strategy will build on monies secured through the nationally acclaimed and successful Warwickshire Biodiversity Net Gain market.

The Group reports to WCC Cabinet, through a Gateway Group that has ring-fenced funding to support the delivery of the tree planting objective where it meets the Council COVID-19 Recovery Plan commitment to "Increase biodiversity and ecology through Green corridors, environment banks and tree planting, maximising use of available grants".

The Project Group has significant professional expertise covering:



- Forestry / Arboriculture: a number of qualified and experienced officers that manages the current council tree stock.
- Ecology: 16 Officers that provides strategic and practical (habitat creation) oversight of all ecological concerns within Warwickshire.
- Landscape and historic environment officers.
- Estates/Property: Management of WCC landholdings and tenants.
- Climate Change: Project Manager to ensure coordination of activity within the County Council to meet zero carbon targets.
- Public Open Space Managers: from District and Boroughs where trees are to be planted on their estate.
- Tree Officers: from District and Boroughs where trees are to be planted on their estate.
- Wildlife Trust: Advise and support planting decisions on parkland adjacent and within Local Wildlife sites.

The Project Group officers are funded from existing resource budgets.

The long established WCC Forestry team will be responsible for the planting of the trees. They have extensive knowledge of the county, best practices and how to protect the trees, particularly in public open spaces where there is a risk of vandalism. Based within the Highways team, the Forestry staff are highly experienced in sourcing, planting and maintaining trees in both highways and public open spaces.

Any trees planted on non-government organisation or private estate land will either be covered by a written understanding that WCC will assume responsibility for these trees for three years covered in the grant or an agreement letter with the landowner for them to manage the trees and any appropriate remuneration to do so. The Council has templates for this purpose.

WCC will take all responsibility for the monitoring of the trees during the establishment period and any to replace any tree loss. It is anticipated that all losses will be replaced to ensure that the Council meets its commitment to plant a tree for every resident.

As the application contains mostly standard trees, it is not anticipated that these will be planted by volunteers due to the skill and equipment required to ensure they are planted correctly. It is anticipated that the planting of whips will be carried out with the support of volunteers. We will be working with the district and borough council officers as well as with the local communities such as friends of park groups, housing associations and schools to assist the WCC Forestry team in the maintaining of the trees. WCC will oversee the planting and aftercare plus monitoring to ensure due diligence.

***As there is no maximum bid amount for this final LATF round, we have been aspirational in the number of trees applied for. This is based on conversations with our Forestry team and their capacity and resourcing. If our application is successful but our bid amount needs to be adjusted to reflect the funding available, we would be happy to adjust the target numbers and bid amount to account for this.***

## 4b Approximate timescales

Detail the approximate timescales for key delivery activities for your project by month and planting year.

You will be assessed on the following criteria:

- demonstration of your ability to deliver within the grant period via a realistic month-by-month timeline including key delivery milestones to achieve planting and make the claim for capital works by 31 March 2025
- if you are applying as a partnership of local authorities, please include actions related to partnerships – for example, partnership task management and comms planned to demonstrate coordination of resource
- including natural colonisation where applicable (see the LATF Grant Manual for more information)

*(weighting = 1 out of 10)*

### --- YEAR 1 (2024-5) ---

#### JULY - SEPT

- Work with LA's on their tree planting schemes to further refine numbers to be planted and species that would be best for the sites.
- Establish tasks Forestry Unit to carry out regarding tree planting
- Obtain quotes from existing suppliers, check bio security measures/certificates and current stock availabilities
- Await confirmation of bid outcome

#### SEPT

- Sign and send MoU to Forestry Commission.
- Update all in partnership on progress & next actions
- Contact suppliers, procure trees and equipment, agree delivery/supply arrangements.
- Easier sites with less constraints selected for year 1 planting due to narrow planting window if MOU confirmation is not received until December.
- Complete agreements with NGOs or private landowners to maintain trees
- Contact any local volunteer and community groups that would be interested in supporting the project. Recruit potential Tree Warden volunteers to keep an eye on newly planted trees. Communicate tree planting plans to residents.

#### OCT – MAR

- Tree planting, record all details on Arbortrack system.
- Monitor health and supplier replacement obligations
- Check progress of tree planting & update partnership on progress
- Collect any further evidence of trees planted & record.

#### MAR – AUG

- Aftercare inspections and maintenance (including health, weed encroachment, watering)
- Record any damaged trees ready for replacement during next planting season.
- Complete and return Post Planting Report & Claim form.
- Record all trees planted on the West Midlands Virtual Platform.

**--- YEAR 2-4 (2025-8) ---**

- Aftercare inspections and maintenance (including health, weed encroachment, watering)  
OCT 2025– MAR 2026 / OCT 2026 – MAR 2027 / OCT 2027 – MAR 2028
- Complete and return Maintenance Claim form annually for 3 years.

## 4c Collecting and recording data

Provide an overview of how you plan to collect and record data on planting, natural colonisation and establishment to inform your reporting requirements detailed in the LATF Grant Manual. Please note, reporting is a grant requirement.

You will be assessed on evidence of:

- an effective method to record planting sites, tree species, sizes and number of trees in each location, in line with PPR requirements
- appropriate mapping and accuracy of mapping
- an effective method to record places of purchase of planting stock (for example, trees, materials, tools)
- how you will co-ordinate partner and volunteer returns
- how you will co-ordinate evidence submissions to include maps, photographs
- an effective method to keep records of maintenance, including photos to evidence maintenance
- how you will report on natural colonisation sites (for example, activities carried out, progress towards establishment)

*(weighting = 1 out of 10)*

All trees planted will be recorded onto the WCC Forestry Arbortrack mapping system. These trees will have an inspection program and their condition assessment will be entered on to the system. The tree species, number and size are all recorded onto Arbortrack. A QGIS will also be used to record and map sites. All trees planted will also be added on to the West Midlands Virtual Platform.

All trees will be recorded and reported to meet the standards outlined in the LATF Post Planting Report in order to meet the stated award-level Key Performance Indicators plus any additional data or information laid out in Section 5 of the Memorandum of Understanding. These include:

- Planting Information: number and species, capital items used
- Planting Locations: mapping
- Photographic evidence
- Contributions In-kind

- Planting Information for Post-Submission Works

Records of purchased stock and materials will be kept on a spreadsheet along with the receipts. These records will be updated as required by the WCC Forestry team administration member.

All evidence collected will be collated, categorised and saved with the WCC Forestry/Natural Capital system. This evidence collection will be co-ordinated by 2 members of the WCC Natural Capital team with the assistance of the WCC Forestry Team.

Our data collection and record keeping is demonstrating by our successful grant claims from our previous bid, as well as our ability to co-ordinate this with our partners.

No natural colonisation sites are planned for this bid.

#### 4d Procurement plan and biosecurity

Describe your procurement plan and detail the biosecurity practices or certification that you will look for in suppliers. It is important that the trees you use are free from pests and diseases. Where possible, source your trees from nurseries with clear plant health management standards in place including, for example, nurseries with [Plant Healthy certification](#) or similar. See the LATF Grant Manual for more information.

You will be assessed on the following criteria:

- explaining how you will meet the [Biosecure Procurement Requirement](#)
- procurement from local tree nurseries with robust biosecurity practices to minimise transport of trees

*(weighting = 3 out of 10)*

WCC will follow its procurement strategy that includes obtaining 3 quotes for its supply of trees where possible. The tenders will specify the need to meet local origin and provenance requirements plus high bio-security measures.

There are 3 tree suppliers that operate in Warwickshire and are WCC tenants. Of these J and A Growers are on the Plant Health Alliance directory (PHCS-0006-UK). Bordon Hill Nurseries Ltd. is based in Stratford Upon Avon and is on the Plant Health Alliance directory (PHCS-0025-UK).

Other supplies we use due to their high Bio-security measures are Barcham Trees plc. (PHCS-0006-UK) and Chew Valley Trees (PHCS-0042-UK) and Hillier Nurseries Limited (PHCS-0008-UK).

The WCC tree nursery is also certified Plant Healthy and therefore any trees stored here prior to planting will be compliant with biosecurity requirements.

## 4e Project costs supporting statement

Demonstrate how you estimated the costings in your funding bid. This can include, but is not limited to:

- if your estimated delivery costs (planting or maintenance) differ from the standard FC costs in Part 1 and 2 of the Project Cost Calculator, by more than 10% above or 30% below, make sure you explain clearly why you think costs will exceed or fall below this figure. The FC may seek further clarification on this after you have submitted your application
- explain how you have reached your capital cost estimates, and how you have kept these costs to a minimum, describing any measures you have taken to increase the value for money of your bid. For example, by harnessing private finance to match fund, arranging bulk purchase deals with your supplier, sourcing trees from own stock, use of volunteers or other in-kind contributions, or use of existing equipment
- where you have sourced additional funding from external providers, please give details of this. Include how you have reached any estimations of the value of contributions in kind, and ensure you provide letters of support to accompany this application
- please confirm you have checked the 'Part 3: Match Funding' section of your Project Cost Calculator to ensure that match funding is factored in as a reduction in 'Part 4: Totals'. (A reduction should be seen between Total Project Costs and Total LATF Proposed Agreement Value when match funding has been entered into the spreadsheet). Mark the box below with an 'X' to confirm

X	I confirm I have checked match funding is factored in as a reduction where applicable or that the application does not include any match funding
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We have applied for a higher cost per unit for the standards and whips than the FC standard cost as we have found this amount is too low and does not cover the cost to buy the tree sapling, guard and cane based on costs from our suppliers, which are generally reflective of costs across the country

As with previous funding rounds, we are able to make some savings by buying in bulk to reduce delivery costs, which means we will buy as much of our capital items at the start - tree supports, guards, and tree stock in some cases. We will also be buying from our established business contacts and our regular suppliers which we have built up good relationships with. We have an established in-house Forestry team which have experience and training to ensure the trees are planted professionally. They have all the existing equipment to transport, plant and maintain the trees, and is more economical than using external arboriculture contractors.

We will use volunteers to plant most of the tree whips. This will reduce costs and achieve an overall better value for money per tree. The opportunity to have work team planting events will also be used where possible.

#### 4f UTCF cross-check

Please add an 'X' to the box below to confirm if you will be applying for 2024/2025 Urban Tree Challenge Fund (UTCf) funding. We will use this information for the LATF initial eligibility checks and checks at post-planting claim stage.

<input type="checkbox"/>	I am applying for UTCF Funding 2024/25
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For LATF, any standards planted in urban or peri-urban areas must be direct replacements for trees lost to threats such as stress or diseases within the last 3 years. They must be replanted within the same planting site or local area (for example, within 2km) and of a similar ultimate size. Where there is no suitable replanting site available, the FC may agree to up to an 8km distance from the original site, on a case-by-case basis. Applicants wishing to apply for NEW standard trees in urban or peri-urban areas are asked to apply separately for UTCF for these trees.

#### 4g CLHF cross-check

Please add an 'X' to the box below to confirm if you have applied to plant micro woods or community orchards under the Coronation Living Heritage Fund (CLHF). We will use this information for the LATF initial eligibility checks.

<input checked="" type="checkbox"/>	I have applied for CLHF Funding
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The LATF and CLHF are not mutually exclusive within a Local Authority area, but funding cannot be allocated to the same piece of land from different funds.

## Section 5: Declarations

1. The LA will ensure the necessary consents and land access agreements for planting, prior to distribution of LATF funds for land outside their management control.
2. The LA will ensure all planting or natural colonisation undertaken follows best practice and meets the principles of the UK Forestry Standard requirements.
3. The LA will maintain planted trees and replace failed trees where practical and proportionate, to maintain above 75% tree planting survival rate for the grant

period. Where in receipt of EPREC funding, you must continue to maintain the replanted trees and applicable survival rate.

4. The LA will submit annually to FC the required evidence of funded activities undertaken in a Post-Planting Report including site details, tree size, tree species and natural colonisation. The submissions will be made before the end of the financial year in which you have undertaken planting or natural colonisation funded action and must reflect your agreed project plans. You must also submit maps and photographic evidence of all tree planting.
5. The LA will allow inspection by FC and will inform participating land managers of this requirement, co-ordinating the FC access to the land for the purpose of inspecting LATF funded activities.
6. Trees will be sourced from supplier(s) that meet the Biosecure Procurement Requirement and the LA will provide evidence of this within post-planting claims. You will ensure all partnership LAs and third parties procuring trees adhere to the requirement and provide information on nurseries to the Lead Applicant for reporting purposes.
7. It is a condition of this grant that the LA must only use this payment for capital purposes. LATF is a capital funding grant, and therefore, you should check with your finance department about whether project coordination and other resources count as a capital cost. LATF cannot fund the time of the programme coordinator. If this condition is not complied with, the FC can claw back the capital element. The LA will agree to this condition in the MoU and Grant Determination letter.
8. Where the LA enters into a contract with a Third Party in connection with the Funded Activities, the Grant Recipient will remain responsible for paying that Third Party. The LA has no responsibility for paying Third-Party invoices.
9. The LA understands that any costs and liabilities of submitting this application are to be borne by the applicant, regardless of the outcome of the award.
10. The LA confirms that all estimations detailed in this application are true and correct.
11. The LA confirms that, to the best of their knowledge, the LA or any other person who has powers of representation, decision or control in the organisation have not been convicted anywhere in the world of any of the offences listed here.
12. The LA confirms they will undertake all relevant due diligence and accepts responsibility for selecting appropriate sites. This includes ensuring that no planting proposed in this application is, or will be, funded under any other relevant government grant scheme.
13. The LA agrees to read, sign, and fully comply with the obligations detailed in the Memorandum of Understanding.
14. You are happy to be contacted by an evaluator in the future to better understand the impact of the LATF and your experience of applying for the fund.
15. Data recording commitment – you will commit to keep clear records until the agreement has ended and understand that the following records can be requested by FC outside of the claim and reporting requirements:
  - project finances (such as invoices, partner returns)
  - suppliers (such as trees, materials, tools)
  - tree species, sizes, and number in each location
  - tree survival rate (especially good: survival rates per nursery)
  - maintenance reports (photos/invoices to show maintenance is carried out)
  - natural colonisation (if applicable)

X	Mark with an 'X' to confirm you agree to all the above statements and declare that the information provided in this application form is accurate and complete	
X	Mark with an 'X' to confirm trees will be sourced from supplier(s) that meet the Biosecure Procurement Requirement and will provide evidence of this within post-planting claims (or an exception will be requested if a commercial nursery won't be used)	
X	Mark with an 'X' to confirm you will ensure all partnership local authorities and third parties procuring trees adhere to the requirement and provide information on nurseries to the Lead Applicant for reporting purposes	
X	Mark with an 'X' to confirm you understand the capital work must be completed and claim by 31 March 2025	
X	Mark with an 'X' to confirm that you have the authority to apply for grant funding from the Local Authority you represent and understand that as Lead Applicant you will be the person who signs the grant agreement and will have full responsibility for meeting the terms and conditions of the agreement	
Signature	Name (BLOCK caps)	Date
	MARK RYDER	

## Section 6: Privacy notice

Please read the below statements and ensure you understand how the FC will handle any information submitted. As lead applicant you are responsible for informing any third parties of how the FC will handle information relevant to them.



## Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)

### Data protection and the release of information

Please read the below statements and ensure you understand how the FC will handle any personal information submitted.

If you are acting as an agent or Lead Applicant, you are responsible for informing any third parties of how the FC will handle information relevant to them.

The FC will use any information you provide to support the administration of the scheme. Without your personal information, we will not be able to process your application.

Your personal information will be stored securely in the UK or European Economic Area and will be kept for a period of 7 years following the last financial transaction under the grant, or after the application if withdrawn or rejected, or for up to one year after the obligations under the scheme expire, whichever is the longer period.

The FC, or its appointed agents, may also use your data, in keeping with the safeguards of the Data Protection Act 2018, for:

- communication with other organisations including the Department for Environment Food & Rural Affairs (DEFRA), Natural England, other government departments and their agencies, and local authorities in the administration of the grant application and subsequent grant agreement
- assessment by an independent panel, where this forms a part of the grant process
- evaluation and monitoring purposes
- publication on the FC's Public Register where relevant (the entry on the Register will include the name of the property, value and timing of grants applied for but not the name of the applicant)

### Electronic communications

Your data is shared electronically with third parties for the purpose of providing this service.

Our system uses Secure Socket Layer (SSL) certificates to verify our identity to your browser and to encrypt any data you give us.

All personal data is encrypted for security both in transit and at rest to prevent unauthorised access and disclosure.

Our system uses only essential cookies for you to navigate our system, to prevent data loss, and to keep you logged in. We capture IP (Internet Protocol) addresses in order to validate them, and browser versions are stored. All such data is stored only for the duration of your time spent in our system and is destroyed once you have exited the system.

## Release of information

The FC is required to release information, which may include personal data and commercial information, to comply with the Environmental Information Regulations 2004 and the Freedom of Information Act 2000. This may include details such as name and address of the applicant, property, grant recipient, type of grant and grant value.

However, the FC will not permit any unwarranted breach of confidentiality, nor will it act in contravention of its obligations under the Data Protection Act and UK GDPR.

The FC may also publish additional information on the assistance it has given on its own or other government websites.

## Your rights

The FC is a Data Controller under the Data Protection Act 2018 (Registration No: Z6542658).

Our Privacy Policy complies with the law in the United Kingdom, specifically with the Data Protection Act 2018, accordingly incorporating the EU General Data Protection Regulation and the Privacy and Electronic Communications Regulations.

The FC's Personal Information Charter provides additional information about our Privacy Policy regarding how we process your personal data and your rights. You can [read our Personal Information Charter](#).

You have a number of rights under the Data Protection Act 2018, which are listed out in full on the Information Commissioner's website. You have the right to lodge a complaint with a supervisory authority: [Information Commissioners' Office](#).

## Contact us

You can contact us in relation to data protection and privacy.

By post:

Information Rights – Commissioners' Office Forestry Commission  
620 Bristol Business Park  
Coldharbour Lane  
Bristol, BS16 1EJ

By email: [informationrights@forestrycommission.gov.uk](mailto:informationrights@forestrycommission.gov.uk)

By telephone: 0300 067 4000

## Document checklist

### Before submitting your form, please ensure that you have:

- completed all relevant parts of the form and agreed to the declarations
- completed the Project Cost Calculator
- clearly marked commercially sensitive data accordingly. FC is required to release information via [eAlert](#) and/or updates to the published [LATF Grant Manual \(on gov.uk\)](#), as detailed under Section 6 above, but will not permit any unwarranted breach of confidentiality
- attached written confirmation from key confirmed delivery partners

## Next steps

Applicants will receive a confirmation of receipt via email within 5 working days of FC receiving your application.

The LATF team will maintain communications with the 'Point of Contact' via email in most cases or [eAlert](#) where stated below (you can [subscribe to eAlerts here](#)). FC will:

- notify you of changes to any part of the application process prior to application deadline (via eAlert)
- provide clarification on significant changes to application criteria to ensure fairness and openness
- provide timescales for a decision on your application
- notify you of the outcome of your application
- where successful, provide other relevant communications relating to your grant including inspection, claim and reporting requests

If you wish to clarify anything about the application requirements or process, please email [LATF@forestrycommission.gov.uk](mailto:LATF@forestrycommission.gov.uk), we will respond within 10 working days. If we consider information requests relevant to any applicant, we will provide additional guidance to all interested applicants via eAlert or email to ensure fairness and openness. We may be unable to respond to other support requests as this is a competitive bid process.