



HELENSBURGH TREE CONSERVATION TRUST

Patron: Sir Malcolm Colquhoun

Operational Plan 2020 to 2025

VISION

To conserve a healthy, botanically diverse, socially acceptable and aesthetically pleasing collection of street trees extending throughout Helensburgh

Based on Seven Objectives

1. To maintain, improve and expand the area of street trees throughout the whole of Helensburgh.
2. To develop key partnerships in order to better manage and co-ordinate the collection of street trees.
3. To develop a detailed list of suitable street trees for Helensburgh.
4. To develop a funding plan to deliver the key aims and objectives.
5. To develop an ecosystem service approach to promote an understanding of the values and benefits of Helensburgh's street trees to guide their sustainable future use and management.
6. To promote the social, environmental and economic value of the street tree heritage locally and nationally.
7. To regularly monitor the delivery of the HTCT objectives and activities and report progress and achievements annually to the members AGM.

Helensburgh Tree Conservation Trust is a member of the National Tree Collections of Scotland.

Revised following Covid 19 restrictions 2020

Objective One	To maintain, improve and expand the area of street trees throughout Helensburgh					
Lawrence Hill						
Target	Actions	Activity	Priority	Target Date	Budget	Support
1.1 The health of the street trees is improved through a continued replacement and planting scheme.	1.1.1 Develop an annual planting plan. 1.1.2 Develop an annual removal plan. 1.1.3 Work closely with Council and others to manage removals, agree lead to maintain contact.	By 30 th August each year annual plan to be agreed. Minimum 30 new trees/year to be planted. Remove up to 15 trees/year based on traffic light system. Annual liaison with Council and others? Luss Estates, residents and other stakeholders.	A B B	August 2020	N/A £xx £xx N/A	ALL to agree final plan.
1.2 Ten-year plan (reviewed after five years) developed together with a fully developed traffic light system for the replacement and new planting of street trees	1.2 Develop a traffic light system and associated plan. Red Immediate action required. Amber Requires regular monitoring and remedial action. Green Normal monitoring and maintenance.	Review every five years and maintain updated digital plan.	A	March 2021	N/A	JS



Objective Two	To develop key partnerships in order to better manage and co-ordinate the collection of street trees					
Sandy Kerr						
Target	Actions	Activity	Priority	Target date	Budget	Support
2.1 Volunteer policy guidance developed	2.1.1 Develop a Volunteer Policy	Completion of a Volunteer guidance document.	A	April/May 2021	N/A	Find a suitable trustee
	2.1.2 Develop an annual Volunteer programme and publish by 30 th April each year.	To include:- <ul style="list-style-type: none"> • Work parties (agreed dates) • Approved Training (tool box) • Series of annual Events e.g. annual Tree Guardian Event. What sort of event? Briefings and demonstrations. 	B	Jan 2021	£xx	
	2.1.3 Establish suitable volunteer tool bank.	Agreed list of tools (tool list and each tool to be branded) Hand tools	A	Jan 2021	£xx	
	2.1.4 Formulate a Health and Safety Plan	Produce draft Method Statements complete with Risk Assessments.	AA	Before next work party	N/A	
2.2 Key partnerships/ stakeholders in place together with partnership agreements.	2.2.1 Develop a list of all maintenance tasks and marry these against potential partners/stakeholders	Compile database of tasks and list potential partners	B	2021	N/A	Find a suitable trustee
	2.2.2 Develop a list of key management task and marry these against potential partners	Compile database of tasks and list potential partners	B			LH

	<p>2.2.3 Develop a basic partnership agreement</p> <p>2.2.4 Maintain directory of contacts/partners and update annually.</p>	<p>Potential partners to be listed and to inc.:- Argyll & Bute Council (A&BC) education and Amenity Luss -Estates Company Local residents' associations.</p> <p>Allocate each contact to a Trustee to ensure regular communication and links are maintained. Partners to inc: -</p> <ul style="list-style-type: none"> • Tree Guardian- promotion (does Ann need someone to take this on) Should Ann be asked to carry on? • A&BC Amenity Services and tree officer. • A&BC Planning • ACT Who? • National tree collections • Scottish Forestry • Woodland Trust 	<p>B</p> <p>C</p>	<p>2022</p>		
<p>2.3 Suppliers for a more diverse range of trees identified and links established</p>	<p>2.3.1 Development of a tool to help manage supplier details To include:</p> <ul style="list-style-type: none"> • Suppliers of trees • Supply and plant trees • Maintenance of trees • Tree donors 	<p>Development of a database</p> <p>List of potential suppliers to include:</p> <ul style="list-style-type: none"> • Tree nurseries • Royal Botanic Garden Edinburgh • Hillier Arboretum • Alnwick Gardens • Scottish Heritage Fruit Trees (John Hancox) National Tree Collections of Scotland 	<p>B</p>	<p>April 2021</p>	<p>N/A</p>	<p>JS</p>

2.4 Statement on best practice for tree maintenance and management produced	2.4.1 Research a suitable best practice/standard for tree management	Discuss and agree approach at April 2021 meeting	A	April 2021	N/A	JS
	2.4.2 Agree tree guard design	Adopt best practice/standard	B	August 2020		

Objective Three	To develop a detailed list of suitable street trees for Helensburgh					
Jon Simmons						
Target	Actions	Activity	Priority	Target date	Budget	Support
3.1 Tree selection Criteria developed and agreed	3.1.1 Develop tree selection criteria	Approval of selection criteria by Trustees	A	Nov 2020	N/A	
3.2 Database of suitable street trees developed	3.2.1 Develop a database of suitable street trees 3.2.2 Allocate each street with suitable trees using database	<ul style="list-style-type: none"> • Draft list produced • Approval of tree selection Agree a target of five streets per year.	A	April 2021	N/A	ALL

Objective Four	To develop a funding plan to deliver the key aims and objectives					
Sandy Kerr						
Target	Actions	Activity	Priority	Target date	Budget	Support
4.1 An agreed annual funding plan	4.1.1 Develop an annual funding plan to deliver agreed activities and works 4.1.2 Review plan annually 4.1.3 Consider fund raising to appoint a short-term post holder to assist with the development of the Trust	<ul style="list-style-type: none"> Funding plan template agreed Using agreed template agree annual works and activity list to be funded Agree lead to take funding plan forward Review and update annual funding plan Discuss and agree 	A A A B C	Nov 2020 Nov 2020 Nov 2020 Nov 2020 2023	N/A 	LH ALL RW ALL
4.2 An annual basic budget to deliver the operational plan	4.2.1 Agree basic costs against each objective 4.2.2 Manage budget	<ul style="list-style-type: none"> Develop annual agreed budget allocation. Report on budget at each directors meeting and the AGM 	A	2020	N/A	RW RW

<p>4.3 Annual sponsors located to fund and promote HTCT objectives.</p>	<p>4.3.1 Develop a sponsorship plan looking at promotional and funding opportunities</p> <p>4.3.2 Manage and review sponsors annually</p>	<ul style="list-style-type: none"> • Agree who to take the lead 	<p>C</p>	<p>2024</p>	<p>£xx</p>	<p>TBC</p>
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Objective Five	To develop an ecosystem service approach to understanding the values and benefits of Helensburgh's street trees to guide their sustainable future use and management					
Rolf Krezdorn						
Target	Action	Activity	Priority	Target date	Budget	Support
5.1 Develop a full ecosystem services assessment of the street tree collection using an existing tool such as iTree.	5.1.1 Develop a brief for the delivery of this work. 5.1.2 Raise funds and/or work in partnership (University)	<ul style="list-style-type: none"> Outline proposal to be developed together with timeline and actions Initial assessment of current trees (to be undertaken in house) Canopy study of current trees (in house) Eco Study complete CAVAT Survey to be considered 	C	2024	N/A £xx £xx £xx £xx	
5.2 A sustainable guide for the tree collection	5.2.1 Following the completion of 5.1 use the information gathered by the ecosystem services assessment to develop a guide for the future sustainable management of the tree collection.	<ul style="list-style-type: none"> Develop a brief for the works First draft of sustainable management of Helensburgh street trees Final draft Publish & disseminate 	C	2024	£xx	
5.3 A monitoring programme that continues to feed into and develop our understanding of the widest possible 'value' of the collection is developed.	5.3.1 Implement monitoring programme following the completion of 5.1 & 5.2.a 5.3.2 Review every five years	<ul style="list-style-type: none"> Develop a monitoring programme Appoint a lead Once assessment complete use info. to inform Objectives 3, 4 & 6 	C	2024	£	TBC

Objective Six	To promote the social, environmental and economic value of the street tree heritage locally and nationally					
Sandy Kerr						
Target	Actions	Activity	Priority	Target Date	Budget	Lead
6.1 An annual communication plan to promote the HTCT	6.1.1 Develop a communications plan 6.1.2 Agree and review annual targets	<ul style="list-style-type: none"> • Example communication plan • Trustees to approve and agree media list • Set annual targets and allocation of tasks • Agree Lead 	A	April 2021 May 2021 May 2021 April 2021	N/A	ALL
6.2 An annual educational event with local schools	6.2.1 Organise an annual schools event in partnership with local schools each year	<ul style="list-style-type: none"> • Agree activity based around eco schools or Annual Earth Day (22nd April) • Agree Lead • Approach schools and agree • Allocation of funds • Organise annual event 	C	2021	£xx	ALL
6.3 An up to date and active web site	6.3.1 Annual update the website to be undertaken	<ul style="list-style-type: none"> • Appoint IT expert and Lead. Launch new layout • Allocate and agree revised content • Monitor and review every six months 	A	2020	£xx	ID

<p>6.4 Additional accolades for the tree collection to ensure greater protection</p>	<p>6.4.1 Consider other awards and collection status to help raise the Street tree profile and significance</p>	<ul style="list-style-type: none"> • Consider and discuss developing a National Collection of trees (Plant Heritage), The Queens Commonwealth canopy, etc. • Appoint Lead 	<p>C</p>	<p>2024</p>	<p>£?</p>	<p>ALL TBC</p>
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Objective Seven	The delivery of the HTCT objectives and activities is regularly monitored and progress and achievements are reported annually to the members AGM					
Iain Duncan						
Target	Actions	Activity	Priority	Target Date	Budget	Support
7.1 To regularly monitor the progress and achievements and report them annually to members	7.1.1 An annual report on progress in achieving objectives issued to members	<ul style="list-style-type: none"> • Agree Lead • Produce newsletter at least twice a year • Agree annual monitoring report layout • 1st draft report ready by April each year • <u>Completed report ready for AGM and print copies for distribution</u> 	A	Nov 2020 Nov 2020 Nov 2020 April 2021 May 2021	£xx	TBC