

# Coed Caerdydd - Cardiff's Urban Forest

## Pilot Project Overview Document



December 2020



## **Coed Caerdydd –: Cardiff's Urban Forest**

This document provides an overview to the Cardiff Council led submission for ENRaW funding, submitted December 2020.

The project forms part of a 10-year programme aiming to increase canopy cover in Cardiff from 18.9% to 25% by the year 2030, in line with the city's One Planet Cardiff ambitions and is based on baseline information acquired through the Council's investment in survey work over the past 2 years.

The document describes the overall Coed Caerdydd programme, the ENRaW project element and other projects and work streams that support the application for ENRaW funding.

Supplementary information described in the ENRaW Project Plan (application form part 2) is provided in the detailed appendices to this document.



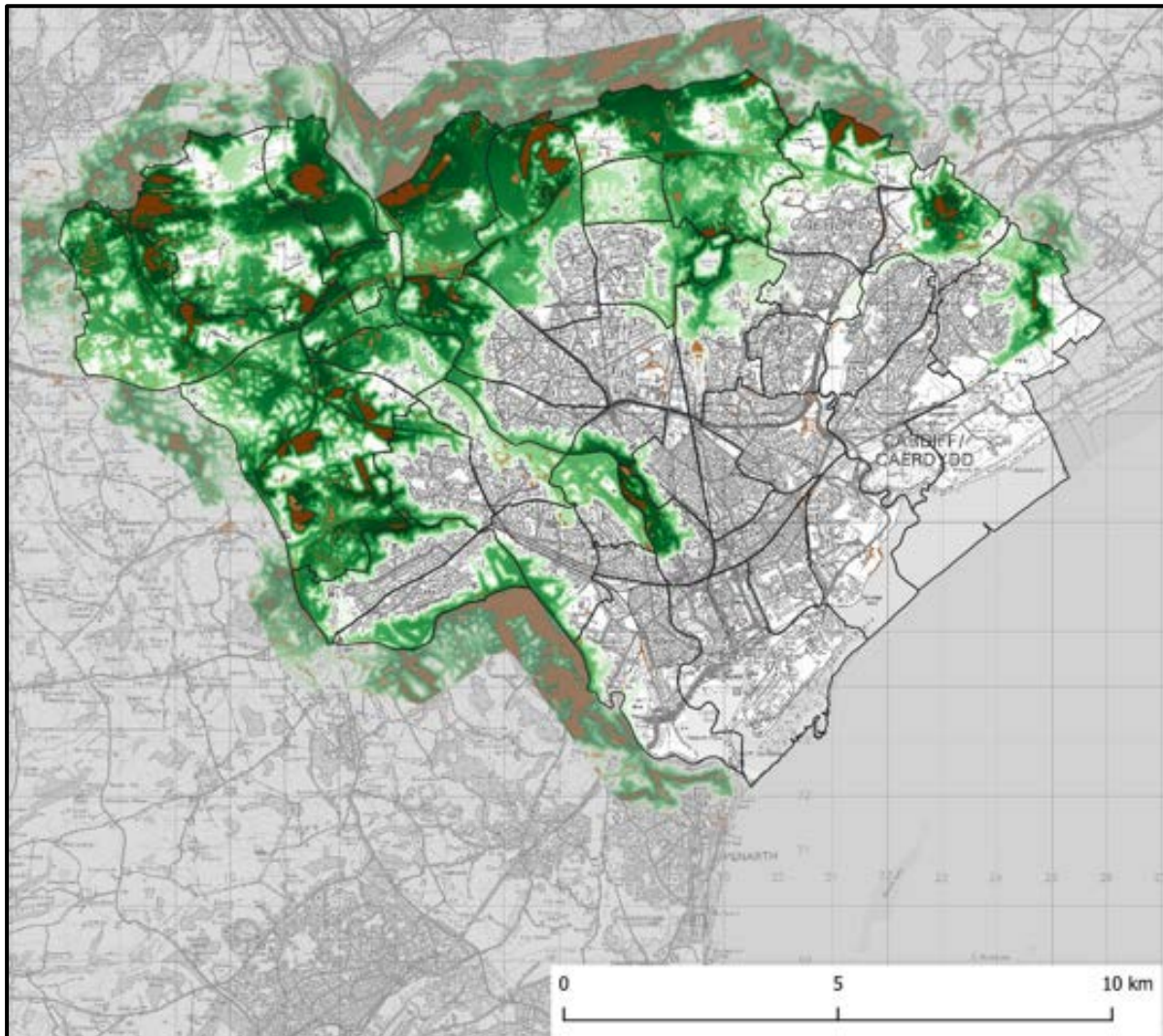
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## 1.0 The Rationale for Coed Caerdydd

Cardiff is one of the greenest cities in the UK and the recent Cardiff i-tree study, carried out in 2018 by Forest Research, estimated that 18.9% of the area of the city is tree canopy, which is more than many other cities in the UK. This canopy extends across private gardens, agricultural land, public open space and street trees as well as areas of woodland and scrub in many ownerships. The extent of this canopy is illustrated in Figure 1, the majority of which is to the north and west of the city.



*Figure 1: Canopy cover extent in Cardiff (source Cardiff Green Infrastructure Accessible Greenspace and Habitat Connectivity Mapping Report, Prepared by Environment Systems, October 2019)*

The One Planet Cardiff Strategy (OPC), published in October 2020, is the city's response to the Climate emergency, with a stated goal of becoming the city carbon neutral by 2030.

It is widely acknowledged that increasing tree canopy is one way of locking up carbon and the OPC strategy has set out an ambition of a 6% increase in tree canopy to 25% by 2030, which sounds small, but is an ambitious target, representing an additional 839 hectares of tree canopy across the city's land area.

Cardiff Council owns and manages more than 1500 hectares of open space, which includes some of the woodland areas in the north (shown in green in Figure 2 overleaf).

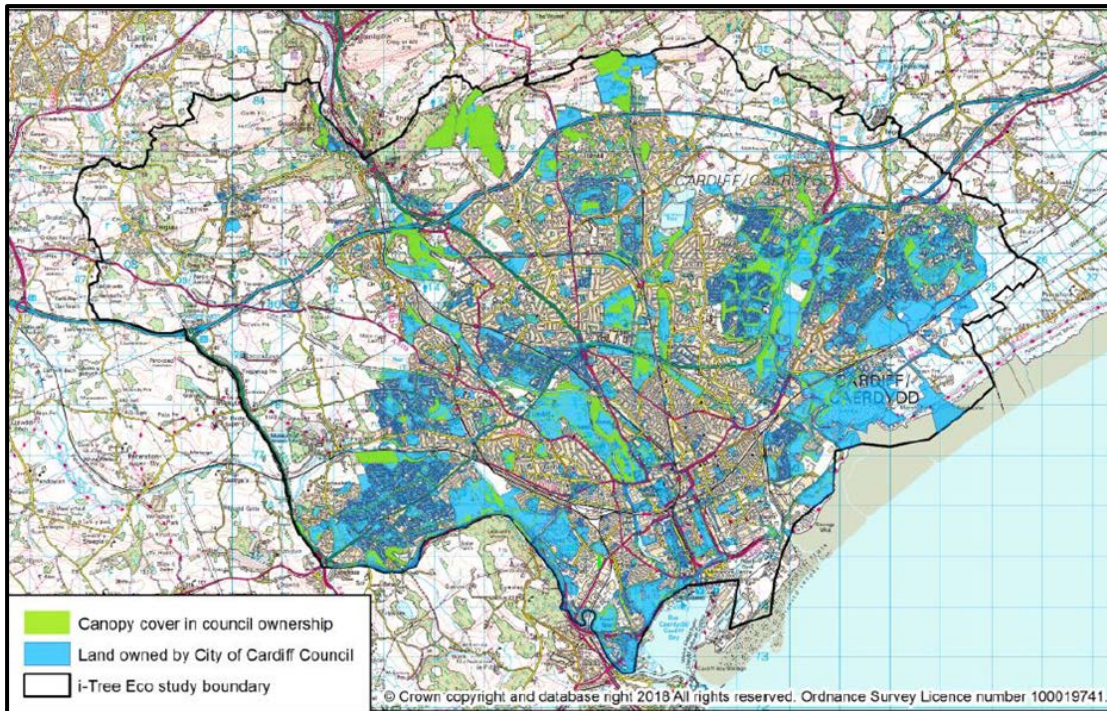


Figure 2: Canopy extent in Council ownership

Although the Council owns and manages significant areas of woodland, it is evident from the plan that much of the existing area of tree canopy is not in Council ownership.

In order to visualise the extent of tree canopy required to achieve the 6% uplift in canopy cover (839 additional hectares of tree canopy) by 2030, the extent of land required is approximately equivalent to the total areas of the three Council electoral divisions of Caerau, Adamsdown and Splott, shown shaded in Figure 3.

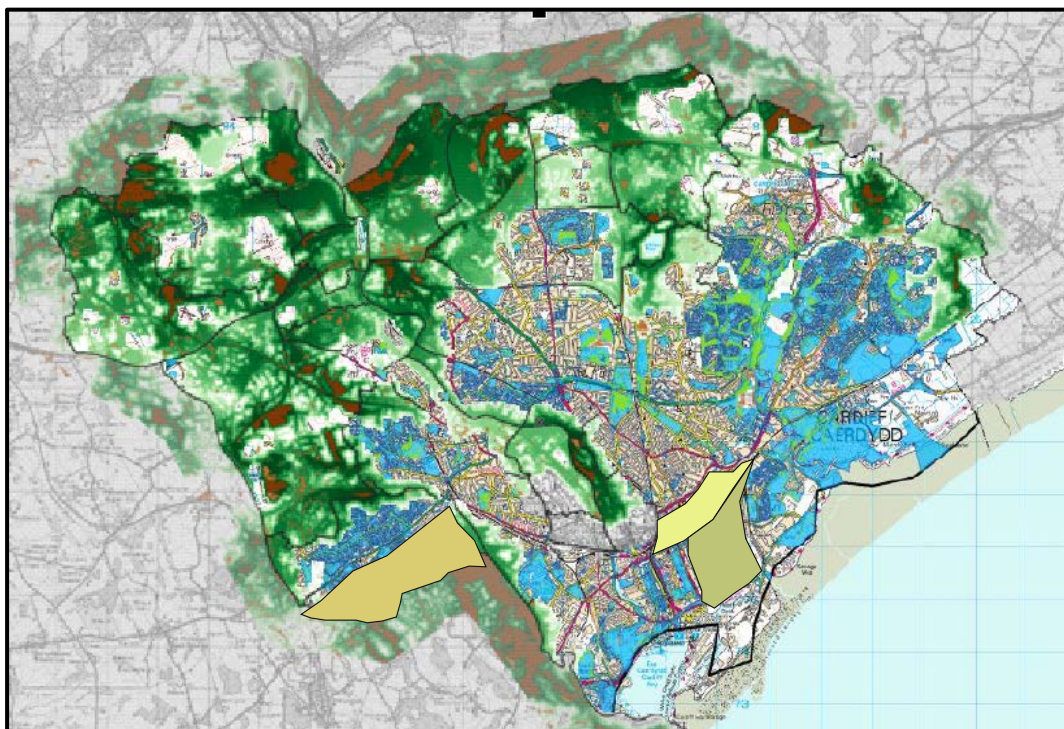


Figure 3: Illustration of the area of canopy required to meet 25% canopy cover



In order to achieve this ambition, it is important to have a realistic appreciation of some of the issues around tree planting.

- 1) The UK is already dealing with significant potential tree loss through Chalara ash die back; and if trees die, they no longer lock away carbon. Cardiff's tree population is 11% ash, which is also the most dominant tree in the city, so loss of these trees will be significant and will raise the bar for additional canopy cover.
- 2) The Council cannot achieve the 25% target on its own land; partnership working will be essential, including the involvement of other landowners.
- 3) The ambition cannot be achieved through simply setting targets of tree numbers - the area of planting required is huge and there must be plans in place to maintain and manage trees that are planted to mitigate against climate change.
- 4) All actions need to count and in order to be able to understand the impact of these actions, everything will need to be recorded (both tree planting and tree removal) in order to be able to record progress and calculate the benefits of planting into the future and beyond 2030. Both figures will have to be able to account for canopy cover, rather than number of trees planted in order for records to be kept, so a means of calculating this will have to be developed.

It is within this context that the Coed Caerdydd Programme was devised, initially as a long-term potential project discussed as a concept within the Council's Green Infrastructure group in autumn 2019. Subsequently this was developed into a pilot project because of the potential for funding through ENRaW in October 2019 and parallel engagement with potential partners, including the Woodland Trust, Cardiff University and the Wildlife Trust of South and West Wales.



## 2.0 Coed Caerdydd – Cardiff's Urban Forest Programme

From the outset, the Coed Caerdydd Urban Forest programme has been devised to deliver the ambition of increased canopy cover in the city and provide a framework to co-ordinate activity that can be used to take advantage of multiple funding opportunities and raise the profile of the importance of trees to the city.

The overall programme includes the following elements:

- 1) **New tree planting across the city** at every scale from individual trees in parks, new and replacement street trees and mass woodland planting; and across every type of land ownership
- 2) **Pests and diseases (ash die back)**
- 3) **A structured team** to plan and manage the tree planting programme and aftercare (initially based on a funded pilot project)
- 4) **Partnership working** with a wide range of organisations. Indications of support have already been received from the Woodland Trust, Cardiff University, the Wildlife Trust of South and West Wales, Cardiff and Vale Public Health Board, neighbouring authorities and the private sector
- 5) **A Coed Caerdydd branded identity for all new planting** that promotes the purpose and benefits of tree planting across the city in whatever form
- 6) **New volunteering opportunities** through the creation of supported Local Tree Wardens involved with planting and helping to maintain their local woodland areas
- 7) **The creation of a range of funding opportunities for new tree planting** including public and private sponsorship of woodland, carbon offsetting and individual donations
- 8) **Tree Nursery at Forest Farm** to develop and increase the availability of local provenance trees. This will build on the development of Forest Farm as a Centre of Excellence for volunteer activity and training. The tree nursery will initially focus on the growing on of bought in trees to a size suitable for planting, but will also facilitate the collection of tree seed and the propagation of tree stock from Cardiff woodlands by staff and volunteers. In parallel, the Council's plant nursery at Bute Park will continue to expand its propagation of non-native hardy tree and shrub stock for Cardiff parks, building on the expertise that already exists in house.
- 9) **Re-start of the timber-recycling project.** This funded work ended following the loss of external funding, but the equipment still exists to prepare and mill timber arising from woodland management and arboricultural work around the city. In the first instance, funding will be sought to commission a report to review the project and consider the achievability and benefits of using milled timber to continue the locking up of carbon from felled tree and how this can be resourced.
- 10) **Engagement with academic research** The Council has a strong connection with Cardiff University and other academic institutions in the city and beyond. The links between tree planting, biodiversity and carbon capture are research areas that are attracting a great deal of interest and the programme will provide many opportunities for the city to contribute to this work.

## **Benefits of the programme**

- Delivery of One Planet Cardiff and Capital Ambition objectives
- Links to current Welsh Government initiatives around Green Infrastructure, the National Forest programme and the Better Woodlands for Wales initiative and delivery of statutory BRED commitments on biodiversity (with monitoring evidence)
- Ability to contribute to academic research and benefit from the latest information available about the environmental benefits of tree planting and biodiversity and adapt techniques to take best advantage of this information
- Enhanced and extended partnership working with public, private and voluntary sectors, including cross boundary working with neighbouring Local Authorities
- Potential of future income to support tree planting and for development of offshoot business activity using recycled timber and managed woodland (including coppice and willow production)
- Enhancement of the city's green image and development of new accessible woodland areas for recreation, tourism, health and biodiversity benefit

### **3.0 Coed Caerdydd Programme Delivery – current projects**

#### **3.1 Coed Caerdydd: Scoping the ground for an urban forest**

Natural Resources Wales has made an allocation of £25,000 for each of the Public Service Boards in Wales to assist with delivery of environmental commitments required as a Statutory Duty under the Wellbeing of Future Generations Act (Wales).

The Cardiff and Vale PSB funding from NRW for 20/21 has been allocated to a scoping project that will:

- a) Identify land that can be incorporated into planting proposals linked to the delivery of the Coed Caerdydd planting programme, covering land in the different ownerships of the Public Service Board, including preliminary biodiversity survey work with the Wildlife Trust of South and West Wales
- b) Pay for the initial development of a 'Coed Caerdydd' brand that can begin to be used to identify activities carried out in the last quarter of 2020/21 linked to the programme. The brand will continue through into the main programme, with adaptation as needed as the project progresses.
- c) Carry out a small 'green wall' project on a PSB building, e.g. a health centre (this aspect of the grant will be unrelated to the main Coed Caerdydd programme and will essentially be used to take the project value to the full £25k allocation, with the balance of this element made up from another fund)

The scoping project will be completed by the end of March 2021 and will provide valuable information that can be used to deliver planting within the ENRaW funded pilot project.

#### **3.2 Coed Caerdydd: Establishing the framework for an urban forest**

Woodland Trust, one of the partners supporting the Coed Caerdydd programme, has invited the Council to apply to their newly established Emergency Tree Fund, set up to provide support for Local Authorities to overcome barriers to tree planting and woodland creation activities. This is part of the pilot tranche of their funding programme in 2021/22, for a 15-month project term, to be completed in March 2022.

The three elements for which funding has been applied are:

- a) Tree planting over two planting seasons in five electoral divisions in Cardiff on Council owned and managed land. This will include street tree planting carried out by the Council's in house arboricultural team and woodland creation / community orchard planting with the involvement of the Council's Community Ranger team and local volunteers.
- b) Development of a Cardiff based tree nursery at Forest Farm to raise local provenance tree stock. This will be a pilot project utilising an area of land that can be supported through existing in house staff team and volunteer workers, including the raising of tree seedlings from locally sourced seed.

The third element applied for may not fit the criteria of the scheme, but has been submitted speculatively and will be the subject for further bids for funding from other sources if not successful in this application:

- c) Commissioning of a report into the potential re-start of timber processing work at Forest Farm with a view to the practical use of timber arising from woodland management and

arboricultural activities to prolong carbon storage for as long as possible. This will allow a further bid to be made for funding from an as yet unidentified source to restart the timber processing operation at Forest Farm.

The application was made in autumn 2020, before clarification of the ENRaW stage 1 bid success, and the intention of the application was to ensure that the Coed Caerdydd programme made progress in 2020/21, even if the pilot project had been rejected.

Indications are that the funding bid will be approved with or without the final element (c) and confirmation should be received on this shortly before Christmas.2020

### **3.3 Coed Caerdydd: Cardiff's Urban Forest pilot project**

The original ENRaW funding bid for this pilot project was submitted November 2019, but was rejected due to lack of funding. The application was re-framed and submitted in March 2020 and was given stage 1 approval in October 2020. This document forms part of the stage 2 submission detailing and supplementing the information prided in the application form.

Subject to approval, the pilot project will fund:

- Two posts to manage the pilot project within the Park Ranger Team
- Development of a Coed Caerdydd brand
- Vehicles, tools and equipment
- Trees, plant protection and publicity materials
- Two seasons of tree planting across the city across a wide range of land holdings
- Preparation of Tree Strategy and Soil Strategy for the city
- Monitoring and collation of data on tree planting and removal
- Registration of appropriate new woodland with the Carbon Code (required to authenticate carbon capture)
- Development and management of a new Tree Warden volunteer programme (including training for volunteers) and co-ordination of widespread volunteer activity
- Preparation of a forward plan for the rest of the programme – including future funding requirements and post pilot seminar

If approved, the project will run from April 2021 until June 2023.

#### **Programme funding to date**

An outline profile of funding for these bids and other related project activity and copies of the two grant submissions is provided in Appendix 1 on page 27.

## 4.0 Engagement with partners

There has been significant interest in the Coed Caerdydd proposal that has resulted in the development of new and upgraded partnerships and indications of support from a number of well-respected organisations, both local and national. Copies of letter of support are provided in Appendix 2, page 35.

### 1. Woodland Trust

At the time of the first ENRaW submission in autumn 2019, Woodland Trust had been drawn into a number of local issues surrounding trees in Cardiff. The subsequent dialogue with the Council resulted in formal partnership discussions and the inclusion of Woodland Trust as a partner in the original bid. The Trust has supported the Council in preparing and developing the bid with advice from both John Tucker, the Director of Woodland Trust and Sharon Thomas, the Woodland Outreach manager for Wales Directo. Sharon Thomas, has agreed to sit on the Pilot Project Board. A letter of support has been provided by the Trust in Appendix 2 (2.1, page 35) and the formal nature of the partnership is under discussion pending the outcome of the award of funding for the Woodland Trust Emergency Tree Fund project described on the previous pages.

### 2. Natural Resources Wales

Cardiff Council has a long standing working relationship with many areas of work within NRW, which have been based on shared environmental objectives as well as funding partnerships. The area based working in NRW has provided opportunities to link in with the Public Service Board, resulting in the scoping project, which has the support of the Area Statement team in NRW. A representative from that team will sit on the Pilot Project Board and NRW has offered in the form of advice and evidence to Cardiff such as use of the Welsh Information for Nature-based Solutions (WINS) layers available on the information portal. As the project develops this partnership will expand as the project aligns with NRW's Place priorities. The project has the potential to provide best practice and evidence to support neighbouring authorities and feed into the development of Area Statements. A letter of support is provided in Appendix 2 (2.2, page 36)

### 3. Forest Research

Dr Kieran Doick, Head of the Urban Forest Research Group in Forest Research UK, was involved in the preparation of the i-tree Ecosystems report for Cardiff and is keen to continue links with the development of the city's tree canopy. Dr Doick has agreed to sit on the project board and link the project into UK wide projects of a similar nature, including current and future research initiatives. A letter of support is provided in Appendix 2 (2.3, page 39).

Dr Doick is also engaged with a submission for UK Research and Innovation (UKRI) to support a research project focussed on improving understanding of the importance of urban trees, in association with Loughborough University, the University of York and the Open University (OU). If the bid is successful, Cardiff Council has been invited to participate in this research programme, which will complement and inform the Coed Caerdydd programme.

### 4. Cardiff and Vale University Health Board

The Cardiff and Vale UHB has indicated support for the pilot project. The Director of Public Health, Dr Fiona Kinghorn has expressed her support for new initiatives around social prescribing and the improvement of public health through environmental activity. Initial discussions around partnership involvement took place in March 2020, but the subsequent Covid-19 pandemic has delayed any further, more detailed discussions on the nature and implementation of such partnership involvement. However, Dr Kinghorn has provided a letter of support (Appendix 2, 2.4, page 41) and

will re-engage with the project later in 2021, when the Covid-19 public health emergency is at level that is more predictable.

## **5. Cardiff University**

The Community Ranger Team has long-standing links with Cardiff University, having supported a number of initiatives and research projects in the past. Nicola Hutchinson, Parks Conservation and Community Development Manager, sits on the Cardiff University Ecosystem Resilience and Biodiversity Action Plan Steering Committee alongside Professor Mike Bruford and Dr Angelina Sanderson Bellamy, who as Dean and associate Dean for Environmental Sustainability, are co-chairs the steering group, based within the School of Biosciences. They have provided a joint letter of support on behalf of that group (page 42).

A second letter of support has been received from Adrian Chappell, Professor of Climate Change impacts in the School of Earth and Environmental Sciences (page 44). Professor Chappell is leading a second multi- departmental research proposal submitted to the NERC/AHRC/ERSC funding call on 'The Future of UK Treescapes'. The team will include arts, social and environmental sciences and aims to understand how trees are valued in the context of the Welsh Government's 'Woodland for Wales' key outcomes, with part of the project focussing on Cardiff City urban treescapes.

This is one major element of potential research, but there is scope within the work streams of the University for other areas of partnership, which will benefit both the research teams and the Coed Caerdydd Programme.

## **6. The Wildlife Trust of South and West Wales**

As with other partners, the Council has long standing working arrangements with the Trust, particularly in the provision of habitat assessments. The Trust has assisted with the preparation of the bid and provided estimated costs for the assessment and monitoring work to be carried out as part of the scoping process, although these work packages will be tendered in line with Council standing orders for procurement at the appropriate time.

The Trust is engaged in the current scoping process for PSB land, funded through NRW, which will help to develop the scoping process and has provided a letter of support for the programme (Appendix 2.6 page 45). The Trust will be represented on the project working group.



## 5.0 Project Management

### 5.1 Project governance

A project board, chaired by the Cabinet member for Parks, will oversee the project and will comprise a maximum of 12 individuals including:

- Project partners:
  - Woodland Trust
  - Cardiff University
  - Natural Resource Wales (Area Statement Team / Woodland Team)
  - Forest Research
- Cardiff and Vale UHB Public Health Team
- Senior Responsible Officer (Jon Maidment, Operational Manager Cardiff Parks and Harbour Authority)
- Cardiff Friends Forum representative (Chair)
- Project Manager (Coed Caerdydd)
- Volunteer Co-ordinator (Coed Caerdydd)
- Bid co-ordinators (Nicola Hutchinson and Rosie James)

The project board will meet on a quarterly basis and will provide direction for the project and a high-level link between all partners.

A **project-working** group will also be convened to provide a monthly forum for in house staff and partners to support the project. This will comprise:

- Project manager (Coed Caerdydd) - Chair
- Volunteer co-ordinator (Coed Caerdydd)
- Parks Conservation and Community Development Manager -Nicola Hutchinson
- Parks Arboricultural Manager – Kevin Matthews
- Parks Operations manager – Rob Jones
- Cardiff Council Highways representative
- Cardiff Council Housing representative
- Cardiff Council Strategic Estates representative
- Cardiff Council Green Infrastructure team representative
- Other partner representation as required (will be linked to live projects and issues)
- Community / volunteer groups as required
- Other Council Officer representation as required (Finance / Communications / Estates etc.)

### 5.2 Project team

The project team will be based at Forest Farm with the Community Ranger service and Woodlands team. A structure chart for the Parks service is provided in Appendix 3 (page 47), demonstrating the support network for the project.

Forest Farm is being developed as a hub for environmental volunteering and training activity and the team based there support volunteering and community activity across the city as well as having responsibility for many of the nature conservation sites in Cardiff. Figure 4, overleaf gives an indication of the network of Friends groups and volunteering supported through the team. This also demonstrates the existing level of citywide activity linked to the natural environment and the potential for engagement with existing groups to support the new Tree Warden volunteer force.

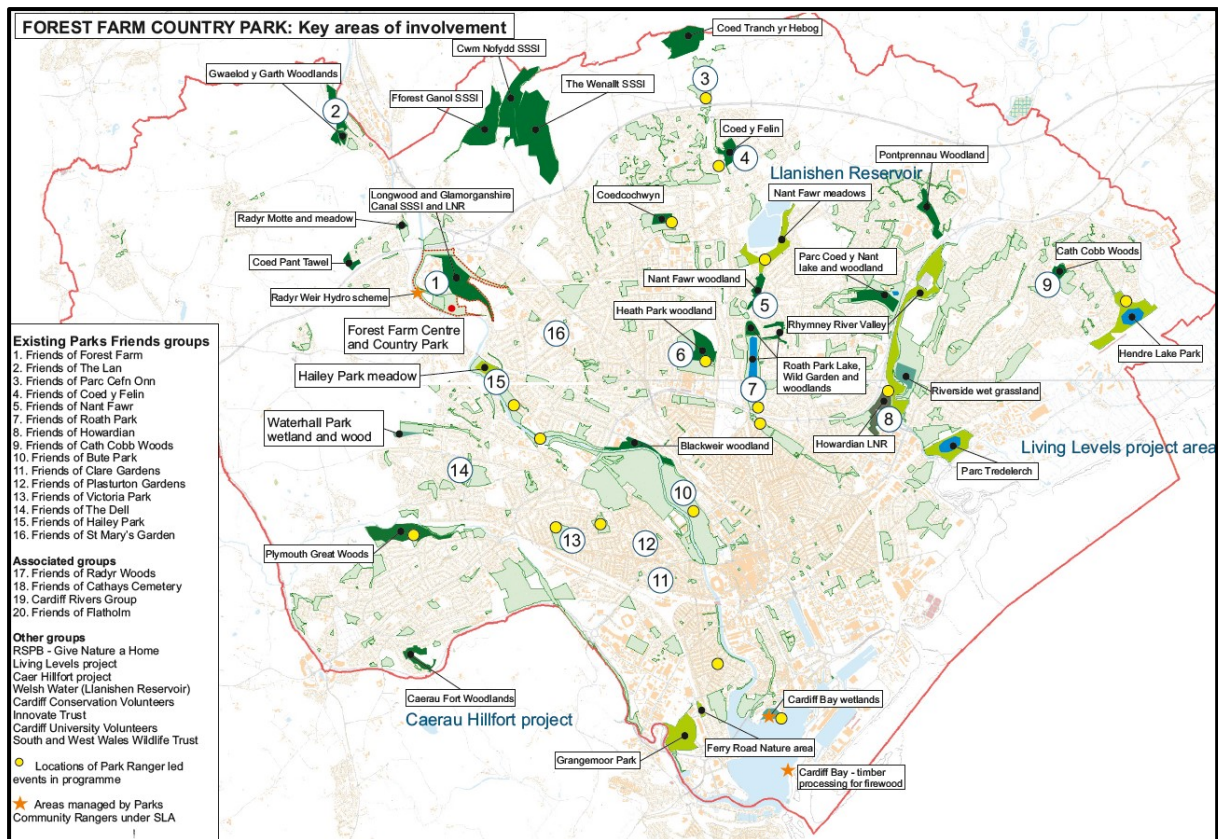


Figure 4: Forest Farm citywide network of volunteer and environmental activity

The project team will also be supported by the administrative functions of the Parks Service for correspondence, health and safety, processes and standard procedures.

The new appointments made to form the Coed Caerdydd pilot project team will be:

### Project manager

This post holder will drive the project and will sit on the Project Board and chair the Project Working Group. The post holder will be expected to have experience in leading a project of this nature, will have a background in an appropriate environmental discipline and be accustomed to working on practical delivery of environmental projects with a range of delivery mechanisms (contractors, in-house staff and volunteers). They will be required to have good people skills and the ability to work and engage with a wide range of project partners.

A job description for this post is provided in Appendix 5.1 (page 53). The post is nominally graded at Scale 8, but this will be subject to Job Evaluation.

### Volunteer co-ordinator

This post holder will be primarily engaged with the recruitment, development and ongoing work with volunteers to develop the Tree Warden volunteer force, but will also support and develop the expansion of existing volunteer activity around tree planting – including the upskilling of existing staff from other service areas to support volunteering activity. The post holder will be expected to have a proven track record in delivering volunteering activities linked to tree planting and is most likely to have worked in an environmental fields and be qualified in an environmental discipline.

A job description for this post is provided in Appendix 5.2 (page 56). The post has been job evaluated at Grade 6.

### 5.3 Commissioned work

The pilot project includes commissions for two pieces of work, which will help to guide the future of tree planting in the city.

#### 1) Tree Strategy

The need for this work was identified in the Council's Green Infrastructure Delivery plan to provide a framework that can be used to guide the sustainable planting and management of trees across the city in whatever context.

The strategy will be required to characterise and quantify the source material available about the city's tree stock, set the context for the importance of trees to the city and identify the threats to the resource. It will identify what existing policies and strategies currently help to protect the resource and finally, identify how the Council can work better to protect and enhance the resource for the future.

This work will be tendered to appropriately qualified consultants and the council will be able to draw upon the expertise of the Woodland Trust in developing an appropriate brief to deliver the outcomes required.

#### 2) Soil Strategy

As with the Tree Strategy, the need for a Soil Strategy was also identified within the Green Infrastructure Delivery Plan, although this is an area that has few precedents in a citywide context and there are a limited number of consultants who can provide this service in the context of the urban soil resource.

The Soil Strategy will be required to characterise and quantify the soil resource in the city using baseline data, summarise the importance of the resource to the city and identify the main threats to the resource. As with the Tree Strategy it will also identify any existing policies and strategies that serve to protect the resource and identify what actions the Council can take to better protect and enhance the soil resource for different functions.

An outline of the brief for each strategy is provided in Appendix 6 (page 59). The resulting Strategies will help to inform tree planting and maintenance activities both within the pilot project and beyond the timescale and influence of the project, including future developments within the city.

### 5.5 Project monitoring

#### 1. Scoping of land

Land data will be collated in a simple spreadsheet for analysis and will be mapped on GIS using a '**Land collation layer**' for land identified with planting potential and a '**Land scoped for planting**' layer mapping the land that is appropriate for planting.

The scoping process for land will be developed as part of the NRW funded project which is currently ongoing. The scoping will review the potential of land identified for different types of tree planting. The Council will be working with the Wildlife Trust of South and West Wales to determine thresholds for habitat survey and appropriate uses for land available for planting.

The scoping process will result in a 'bank' of land identified as appropriate for tree planting (and other uses).

## **2. Tree planting and removal**

A simple Excel spreadsheet will be used to record tree planting and removal so that increases in canopy can be monitored as the project progresses. A sample sheet is provided in Appendix 7, page 61, but this will be refined as the project progresses to ensure the right level of data is being captured.

## **3. Volunteer data**

The Council already captures data on volunteer hours and this will be refined to ensure that hours related to tree planting activity is being collected. The establishment of the new volunteer 'Tree Warden' force will facilitate data capture about the location and profile of volunteers involved in the programme.

Other data will be captured as the programme progresses and the raw data captured in the above formats will be used to calculate some of the less tangible outputs such as the carbon capture potential of non-woodland code planting.

## 6.0 Project costs, value for money and procurement

### 6.1 Project costs

Full details of project costs are provided in Appendix 8.1 on page 63.

The project term has changed from the first submission due to the delays caused by the Covid-19 pandemic. The original estimated start date of September 2020 would have given three planting seasons in the project, so the project costs have been revised to deliver the same benefits over a shorter term.

In the original submission, a go-ahead for work to commence in September 2020 would have given a very short window of opportunity to plan for the 20/21 planting season. The commencement date of April 20/21, means that there is a clear six-month planning period for the 21/22 planting season. This, coupled with the benefit of the NRW (confirmed) funding and the Woodland Trust Emergency Tree Fund grant (to be confirmed), this will allow a more concentrated effort on tree planting which should deliver extended canopy within the expected range of 70-200 ha despite the reduced timescales.

### 6.2 Value for money

The project budget is based on a number of assumptions, which are outlined below, and link to the budget shown in Appendix 8.1.

1. **Staff costs:** Staff costs are based on *current* pay scales for Cardiff Council including on-costs and allowance for weekend working for the volunteer co-ordinator post to enable community engagement. The posts will go through the Councils Job Evaluation process to confirm grades and ensure they are appropriate for the work required prior to recruitment.

A copy of the Council's pay grade structure and information about the calculation of on costs on salaries is provided in Appendix 9 on page 67.

2. **Training:** The allocation for training per person has been slightly increased from the amount put into the EOI together with an increased capacity for volunteer training to deliver workshops in each year. Costs have been based on training workshops, which have taken place in the recent past at Forest Farm, where the trainer was hired in for at a cost of £500 per day session.

Staff training costs have been biased to years 1 and 2 only. Volunteer training is included in the final stage of the project in year 3 to continue to build capacity and resilience for the legacy of the project beyond the term of the funding.

3. **Establishment costs:** An allocation for uniform and PPE has been estimated per person based on current uniform costs from Council suppliers. The uniform will be branded with the Coed Caerdydd logo.
4. **Meetings and conferences:** Costs have been included for the provision of public consultation, workshops and an end of project conference. This funding will be used for room hire, refreshments and any other costs.

5. **Travel and subsistence:** This figure has been increased from the original Stage 1 bid to include volunteer expenses to assist with the removal of barriers to volunteers being able to engage with the project. This is in line with the council's policy on volunteer engagement.
6. **Publicity and promotion:** Development of the Coed Caerdydd brand will be key to establishing and underpinning the project. The initial steps to establish the brand will be developed as part of the PSB project, funded by NRW, this will enable the brand to be used from April onwards to build recognition of the project. The brand will be refined further and given an online presence and will also be promoted through various media outlets working with the Council's communication and design teams and other project partners. As part of this work stream, the development of interpretation and products to promote the project will be undertaken. Costs have been estimated based on known costs for branded goods and interpretation materials purchased for previous projects.

Installation of marker discs and posts at planting sites will help to establish a consistent city wide brand project identity as well as identifying where young trees are planted. Costs are based on signage and discs that have been purchased for other outdoor projects and rights of way style discs. Interpretation boards will provide information about the importance of trees to local communities, linking the activities of volunteers to their environmental impact.

The post project consultation will provide an update of the consultation carried out in 2019 to assess changes in the perception of trees by citizens of Cardiff. The costs allow for a write up of the raw data for presentation purposes.

7. **Mobile phones and telephony:** These costs have been increased from the original submission to cover the hardware cost of providing lap tops rather than PC's to ensure home-working capabilities which is part of the Covid-19 resilience built into the project to manage potential risks. Laptops also enable staff to undertake talks and presentations easier to raise awareness of the project.

The costs provided are based on up to date actual ICT costs from the Council's online purchasing directory of approved equipment.

8. **Overheads:** Woodland code project validation costs are based on outline costs for validation of between £750 - £1150 per site, so the overall cost provided for each year assumes 5-6 sites per year being put forward for validation in years 1 and 2 and 3 additional sites in year 3 (planted in the late stages of year 2). Quotations will be obtained from appointed validators prior to orders being placed. Batch validation may also be possible.
9. **External consultation and consultancy:** The estimated costs for the Tree Strategy and Soil Strategy are both based on similar commissions procured by the Council. The post project habitat assessment is based on prices provided by the consultant who carried out the original assessment to update the survey.

In the original submission, costs for monitoring habitat were included under the 'other costs' heading, but having discussed this with The Wildlife Trust of South and West Wales (TWTSSW), this area of work will be tendered in accordance with the Council's standard procedures, with TWTSSW submitting prices in competition with others.

- 10. Durable goods (infrastructure):** The total quantity of planting has been reduced from the stage 1 submission due to the reduced project time frame from 3yrs to 27 months. This has led to the loss of 1 planting season however the budget has been amended to provide increased vehicle hire to increase planting capacity to minimise the loss of delivery.

The cost of trees and materials is based on previous order costs from approved suppliers although the exact costs of supply of trees will depend on the species and size of tree stock purchased. The estimated costs for street trees are based on a standard cost for tree pit and plant protection, planting, five aftercare visits including watering and the costs of the heavy standard, which can cost from around £100 to £250 dependent upon variety. The costs also include whip planting for stock size 60-80cm, which can range from approx. 20p-£1.50 depending on species. Selection of types of planting will be site specific working on the premise 'right tree right location' and includes the full range of tree planting from individual street trees, orchard planting and standards and woodland creation with biodiversity at the heart (e.g. dormouse friendly planting mix or fruiting mixes). Woodland creation planting estimates are based on a planting density of 2500 trees per hectare.

Plant protection, tree guards, fencing etc. have been estimated based on known costs from previous orders and from the approved suppliers website. Where possible items sourced will be biodegradable in particular with respect to spiral guards for whip planting.

All orders for materials will be confirmed with tenders/quotes in accordance with the procurement procedures, utilising suppliers from the approved framework supplier list which will have been checked to ensure compliance with Council policy and the Welsh Procurement Framework. Wherever possible, British grown stock will be used to minimise any risks of disease.

All planting will be carried out by in house staff or by volunteers supervised by the project team.

- 11. Durable goods (equipment):** Due to the shortened time frame of the project, the cost of an extra tail lift tipper has been included in addition to the crew cab van for transporting tools and volunteers to increase capacity in planting season. (also this will help with social distancing if required). The costs are known costs from current Parks operations, and include the cost of fuel under current lease arrangements for vehicles.

All other tools, equipment and PPE will be purchased through the Council's approved supplier list in line with the Council's Procurement Policy.

- 12. Consumables:** Nominal cost included to cover stationery and printing costs over the 27 months period of the project. The project team will have access to the main printer and all photocopying will be coded to the individuals via the Council's print management system. The project team will also be assigned a budget code for use to purchase consumables to allow monitoring of spend.

### 6.3 Procurement

Procurement will be in accordance with the Council's Standing orders for procurement, provided in Appendix 10 on page 69.





## 7.0 Project Exit Strategy

Following the launch of consultation on the One Planet Cardiff Strategy in October 2020, a detailed outline of potential future revenue requirements for Coed Caerdydd has been calculated and provided to Council decision makers. The funding profile emphasises the need to sustain the staff base to support canopy extension activities, in order to be able to take advantage of external funding investment in planting materials. Without this core of expertise, it will be difficult to support the citywide ambition and maintain records to demonstrate success. It is anticipated that the citywide scale of activity will in turn drive the programme and draw in support from other partners and funders as the project progresses. At this pre-pilot stage, it is anticipated that the project team could be funded through another funding stream or mainstreamed into the Council's Community Ranger Team based at Forest Farm. These options will be scoped as the pilot project progresses and every opportunity will be taken to extend the lifetime of the project towards the 2030 target.

Within the pilot project and the longer term programme there is also some potential for income generation through provision of expertise and supervision to external groups and the sale of woodland products and services. These potential areas of income generation will be investigated as the project progresses to increase the financial viability of the in house support team. Any income generated through the project will be used to sustain the programme.

Details of the future revenue needs for the next 5 years as presented to the One Planet Cardiff delivery team are provided in Appendix 11, page 71.



## Project Appendices

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## Appendix 1: Coed Caerdydd Programme funding December 2020

### 1.1 Funding overview

Project	Funder	Funding	Activity	Timescale	Status
Scoping the land project	NRW	£20,000	Identification and mapping of land for tree planting (and other beneficial uses)	December 2020 – March 2021	Approved
			Initial development of Coed Caerdydd brand	December 2020 – March 2021	Approved
Preparing the Ground project	Woodland Trust (Emergency Tree Fund)	£228,862	Phase 1 tree planting (5 wards)	December 2020 – March 2021	Awaiting funding approval
			Development of tree nursery	December 2020 – March 2022	Awaiting funding approval
			Scoping report on timber recycling / carbon capture	January – September 2021	Awaiting funding approval
			Volunteer engagement	April 2021 – March 2022	Awaiting funding approval
			Phase 2 tree planting (5 wards)	October 2021 – March 2022	Awaiting funding approval
Street tree planting (2020/21)	CCC Revenue	£10,000	Street tree planting (internal match to Woodland Trust funding)	December 2020 – March 2021	Funding in place - in progress
Tree planting	Trees for cities	£1950	Tree planting in Llanrumney Ward (Fishponds Wood)	December 2020 – March 2021	Approved – yet to start
Pentwyn Orchard trees project	External (with local AM)	In kind	Planting of 80 orchard trees in the Llanedeyrn estate	December 2020 – March 2021	In discussions
Tree planting (North Cardiff)	External (with local MP)	In kind	Planting of 350 trees on north Cardiff housing land	December 2020 – March 2021	In discussions
Tree planting (North Cardiff)	External (1000 trees project)	In kind	Planting of 1000 trees on land in north Cardiff (donated trees)	October 2020 – March 2021	In discussions
Tree planting at Forest Farm (Phase 2)	Network Rail	£1000	Woodland creation and habitat restoration	January – March 2021	In progress
Ash die-back timber extraction (Woodland – citywide)	Welsh Government Forestry Industry Recovery Scheme	£31,444	Purchase of machinery for timber extraction in woodland areas	December 2020 – March 2021	Approved
Coed Caerdydd Pilot project	WG (ENRaW)	£735,000	Setting up and running project team	April 2021 – June 2023	Funding allocated - will be awaiting approval
			Refine branding	April – September 2021	

Project	Funder	Funding	Activity	Timescale	Status
			Preparation of Woodland / tree strategy	April – December 2021	(due March 2021) after submission of stage 2 in December 2020.
			Preparation of Soil Strategy	April – December 2021	
			Community engagement and setting up of Tree Warden scheme (including equipment purchase and training)	April 2021 – June 2023	
			Design and produce publicity	April 2021 – June 2023	
			Tree planting phase 1	October 2021 – March 2022	
			Tree planting phase 2	October 2022 – March 2023	
			Public consultation	April 2022 – June 2023	
			Seminar / workshop	April – June 2023	
Street tree planting (2021/22)	CCC Revenue	£10,000	Street tree planting (internal match to Woodland Trust funding)	April 2021 – March 2022	Confirmed budget
Ash die back (2021/22)	CCC Revenue (financial pressure request)	£40,000	Replanting following removal of dead and dying ash trees	April 2021 – March 2022	Awaiting approval

## 1.2 NRW funding for scoping work



**Annex 1 -  
Strategic Allocated Funding Checklist**

**Section 1: Project of Work**

**Programme of Work/Project – Overview of the programme of work/project, what will be delivered, how and where.**

**Land use Scoping for Biodiversity Enhancement Food Growing and tree planting Opportunities:**  
The project will be to undertake a scoping exercise of PSB partners owned land to identify opportunities for Biodiversity enhancement, food growing and tree planting. Land identified as potential for tree planting will feed in to the preparatory work for the Coed Caerdydd project which is currently being developed. Coed Caerdydd is a partnership project which is building on the work carried out within the i-tree eco study for Cardiff and is aimed at increasing tree canopy in Cardiff from 19% to 25% by 2030. The commitment for this has been stated within One Planet Cardiff and is part of Cardiff Councils response to the declared Climate Emergency. Planting to meet this aspiration cannot be done on Council owned land alone and work with PSB partners, private land owners will be key to meeting the aspiration of a canopy cover of 25% in the urban environment of Cardiff. This work will also seek to build on habitat connectivity within Cardiff and across borders and land ownership to strengthen biodiversity resilience. The scoping exercise will generate an opportunities map for biodiversity enhancement and food growing placing values to land holdings that go beyond just financial but also reflects the positive multiple benefits that the natural environment and connect with nature can offer in relation to health and well being. An aspiration for the development of a tree nursery to provide local provenance tree stock forms part of the Coed Caerdydd Project and builds on the work of the i-tree eco report for Cardiff. The scoping exercise will assist with identifying a location to develop the tree nursery for Cardiff.

The project will involve an increase in hours of 2 days a week for an existing team member in order set up meetings, review and collate data on available land that may be suitable for biodiversity enhancement, tree planting and food growing in association with other members of the PSB in order to establish partnership working. The project will provide a laptop and mapping software (Map Info) and appropriate 'top-up' training to the team member, all of which will be then carried forward into the main Coed Caerdydd project as it develops and will allow any activity that takes place before the main project is established to be recorded and accounted for in feedback.

**Coed Caerdydd Brand Development:**  
The development of the brand and comms plan within this project will also help to establish familiarity with the goals and project purpose of Coed Caerdydd. It will help with promotion of the importance of tree planting in delivering climate change mitigation and carbon capture and create a recognisable brand used for all tree planting in Cardiff that is implemented towards the 25% canopy cover target working across land ownership.

**Green walls Project on PSB partner building:**  
Green walls can be installed at a building owned by a PSB partner where the potential benefits to improved connectivity to biodiversity and air quality can be identified. Through funding from the Local Places for Nature, Greening the Council Estate a project to install green walls at two sites located in areas with poor air

quality are being developed. As part of this we are working with regulatory services to monitor the air quality and developing a citizen science project to work with communities to survey for pollinators with the Wildlife Trust of South and West Wales. With funding through this scheme we would expand the project to install 10 green walls at a PSB partner building and continue the monitoring and engagement project including an interpretation panel to understand the benefits to air quality and biodiversity in the urban environment.

Overall Programme/Project Activity/Outputs/Outcomes/Evidence			
Programme/Project Start Date	1 December 2020 (or earlier)	Programme/Project End Date	31 March 2020
Activity (what you will do during your project)	Outputs (concrete deliverables from your project)	Outcomes (the broader change that these deliverables will achieve)	Evidence (how you will know that your project is delivering on the changes it is intended to achieve)
Extension of contract for existing member of staff for two days a week between December 2020 and March 2021 to: <ul style="list-style-type: none"> <li>Scope the viability of potential PSB land for tree planting/biodiversity enhancement opportunities</li> <li>Develop this as a mapped database (initial mapping exercise of PSB land undertaken a number of years ago – this will be used as source data)</li> <li>Oversee the development of the Coed Caerdydd brand so that any future tree planting in the city can use a common brand that reflects the Coed Caerdydd project, irrespective of land ownership.</li> <li>Build on green walls project currently being developed on Council owned buildings</li> </ul>	<ol style="list-style-type: none"> <li>Establishment of Coed Caerdydd partnership with PSB members</li> <li>Mapped database of PSB land that is suitable for tree planting/biodiversity opportunities</li> <li>Coed Caerdydd brand developed, in agreement with PSB partners</li> <li>Location on PSB partners estate identified for installation of Green Walls</li> </ol>	<ol style="list-style-type: none"> <li>Establishment of common goals and ways of working to achieve increased tree canopy levels in Cardiff</li> <li>Methodology for recording tree canopy increase</li> <li>Establishment of formal Coed Caerdydd partnership</li> <li>Green walls installed at a PSB building e.g. hospital etc</li> </ol>	<ol style="list-style-type: none"> <li>Measure of land identified to contribute to the increased tree canopy cover by 31 March</li> <li>Use of Coed Caerdydd brand on tree planting schemes across the PSB partnership</li> <li>Feedback questionnaire undertaken in March 2021</li> </ol>

through Local Places for Nature funding offering green walls to a PSB building			
<b>If you are requesting more than one claim period for the programme/project, please also list the Activity/Outputs/Outcomes/Evidence per claim period:</b>			
<b>Claim Period 1 Activity/Outputs/Outcomes/Evidence</b>			
<b>Claim Period 1 Start Date</b>		<b>Claim Period 1 End Date</b>	
<b>Inputs – tasks/activity details</b>	<b>Outputs</b>	<b>Outcomes</b>	<b>Evidence</b>
<b>Claim Period 2 Activity/Outputs/Outcomes/Evidence</b>			
<b>Claim Period 2 Start Date</b>		<b>Claim Period 2 End Date</b>	
<b>Inputs – tasks/activity details</b>	<b>Outputs</b>	<b>Outcomes</b>	<b>Evidence</b>
<i>Please insert additional claim periods if needed</i>			
<b>Risk Management – Please outline the programme/project level risks and how you will mitigate against them.</b>			
<b>Risk Type</b>	<b>Mitigation</b>		
Staff member is taken ill with Coronavirus	Meetings will be held online and staff will be home working in accordance with Council policy to reduce the risk of infection / transmission. Any training required will also be online.		

**Section 2: Finance**

**PROGRAMME/PROJECT TOTAL**

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Name of Programme/Project	Amount (£)	Financial Years
		Yr1
Coed Caerdydd Scoping and Development project		

**PROGRAMME/PROJECT BREAKDOWN**

Category of Expenditure	Estimated Programme/Project Expenditure (£) excluding VAT	
	Financial Year 1	
Landuse scoping project		£14,584.07
Greenwalls project		£6,665.93
Brand development and comms plan		£3,750.00
<b>Totals</b>		<b>£25,000.00</b>

**ANY OTHER FUNDING FOR THE PROGRAMME/PROJECT**

Name of Funder	Amount (£)	Secured Y/N


**PROFILE FOR NRW PAYMENTS**

Amount of instalment (£)	Output delivered and evidenced	Payment date

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## Appendix 1.3: EOI for Emergency Tree Grant from Woodland Trust



**Emergency Tree Fund -  
Expression of Interest Form**

<b>1. Project Title</b>	
<b>1.1 Project Title</b> (No more than 15 words)	
Coed Caerdydd: Cardiff's Urban Forest (Preparing the Ground)	
<b>2. Applicants Information</b>	
<b>2.1 What is the name of your local authority?</b>	
Cardiff Council	
<b>2.2 What is the primary address for your local authority?</b>	
Address	County Hall
Town/City	Atlantic Wharf
County	Cardiff
Postcode	CF10 4UW
<b>2.3 Who is the main contact for your project?</b>	
Name	Nicola Hutchinson
Position in organisation	Conservation and Community Engagement Manager
E-mail	nhutchinson@cardiff.gov.uk
Telephone / Mobile number	02920448903 / 07976011878
<b>2.4 What is the address for your main contact? (if different from above)</b>	
Address	Forest Farm Conservation Centre,
Town/City	Whitchurch
County	Cardiff
Postcode	CF14 7JJ
<b>3. Tell us about your plan/project/proposal</b>	
<b>3.1 What do you want to do? (400 words max)</b>	
Coed Caerdydd is part of Cardiff Council's response to the declared climate emergency ambition to <b>increase tree canopy cover from 18.9% to 25% by 2030</b> , (One Planet Cardiff Strategy adopted October 2020). This equates to <b>839 additional hectares of tree canopy over the next decade</b> across the extent of the city and at all scales from specimen and street trees to extended and new woodlands.	
Woodland Trust has been involved in preliminary discussions around partnership in the programme, linked to the Emergency Tree Plan. The programme will have significant impact and make demonstrable local	

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difference, both in terms of scale and social impact, through a **proactive approach to tree planting** harnessing public awareness and directing this into structured action with measurable benefits. The Council faces significant financial challenges in resourcing, planning and sustaining tree planting, following budget cuts, loss of staff and over-reliance on external funding. This programme will promote tree planting and develop partnerships to join up activity and sustain future work. It will initially be reliant on external funding, but will help evidence the case for sustainable funding.

£735,000 is allocated from the Welsh Government ENRaW scheme for a 27 month pilot, including staffing and volunteer co-ordination, commencing April 2021 (final approval awaited). £20,000 sought from Natural Resources Wales, via the Public Service Board (PSB), to identify PSB land suitable for tree planting by March 2021. The NRW allocation supports PSB environmental commitments within the Walling of Future Generations Act, including the development of local wellbeing plans. These requests for funding demonstrate the Council's vision for the wider impact of the programme as an exemplar urban tree project for Wales's capital city.

This EOI for additional works, complements the pilot project:

- **Two seasons of tree planting activity, commencing January 2021**, in 5 wards (Ely, Llanrumney, Splott, Caerau, and Rhiwbina) including engagement with volunteers and local communities to include new and replacement street trees connecting habitat and improving air quality, specimen trees and creation of new woodland in parks and public open spaces.
- **Establishment of a tree Nursery at Forest Farm Conservation Centre** supporting local sourcing of native plant material and volunteer involvement, which will complement and benefit from the expertise in the Council's in-house horticultural nursery.
- **Commissioning a report to re-examine the use of material arising from tree and woodland management and refocus on the practical after-use of arisings** in ways that prevent or delay carbon release.

**3.2 Where do you want to do it? (400 words max) do you have a geographical location, wards etc.**

Coed Caerdydd is an overarching programme designed to deliver across the geographical extent of Cardiff.

This EOI will involve **tree planting activity** on Council owned land within 5 Cardiff communities. The characteristics of each area help to inform how the project activity addresses the range of the issues associated with tree planting. 4 are areas of high deprivation, the other is a more affluent area:

1. **Ely**  
Contains one of 26 Welsh Lower Super Output Areas (LSOA) with deep-seated deprivation, according to the Wales Index of Multiple Deprivation (WIMD). Mainly 1920s housing estate with multiple, poorly purposed open spaces, surrounded by newer private estates in the west. Borders the Vale of Glamorgan Council and contains a significant public woodland – Plymouth Great Woods. WIMD average ranking 340/1909 (average of 10 LSOAs in the ward, ranking range 14-1394)
2. **Caerau**  
Predominantly 1950-60s Council housing, includes two large areas of public open space / woodland, Treilai Park and Caerau Fori, linking to the Vale of Glamorgan. WIMD average ranking 25/1909 (average of 7 LSOAs in the ward, ranking range 27-613)
3. **Llanrumney**  
Predominantly 1960s housing estate with large areas of barren open space and relic woodland. WIMD average ranking 409/1909 (average of 7 LSOAs, ranking range 75-1013)
4. **Splott**  
Inner city ward with Victorian terraced housing and 1920s housing estates including two inner-city public parks. WIMD average ranking 227/1909 (average of 8 LSOAs, ranking range 12-535)

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**5. Rhiwbina**

A 'garden village' suburb in the more affluent north of the city, with huge support for tree planting activity, but limited resources to turn this into effective action. WIMD average ranking 1790/1909 (average of 7 LSOAs, ranking range 1703-1860)

The establishment of a local provenance native **tree nursery at Forest Farm Conservation Centre** to enhance the existing volunteer base. The selected location will be secure and will benefit from the existing site-based team. This would be a pilot and future expansion would be an ambition either at this site or elsewhere in the city.

Through the EOI, the adjacent timber yard at Forest Farm will be scoped with a view to reinstating and refocussing the dormant timber-recycling operation to **re-use material extracted from woodland management to extend carbon fixing**. This report will form the basis to apply for further funding to develop an innovative, sustainable model for the effective after-use of this material, linking to the wider carbon footprint of operations.

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**3.4 What are you aiming to achieve (your top 3 objectives)? (400 words max)**

*Think about community engagement, canopy cover, habitat connectivity etc.*

1. **Deliver the ambition of the One Planet Cardiff Strategy to increase Cardiff's tree canopy cover from 18.9% to 25% by 2030**

Cardiff adopted the tree canopy ambition within the One Planet Cardiff Strategy in October 2020 as recommended in the 2019 Cardiff I-tree report. Coed Caerdydd is an innovative response to this, co-ordinating activity within multiple projects and building partnerships to achieve this ambition; a model that is developed for the capital city, but can be adapted for use elsewhere. This EOI would initiate the tree planting programme in the current planting season (2020/21), ahead of the pilot project (delayed due to Covid) and provide funding for further planting in 2021/22, including planting and tree removal from the 2020/21 planting season. New woodland planting will be located to increase connectivity of habitat based on Cardiff's Accessible Greenspace and Habitat Connectivity Mapping Report (November 2019). Reducing the use of plastic materials in tree planting will also be scoped.

2. **Develop a local tree nursery facilitating the sourcing of local provenance planting material for the Coed Caerdydd programme**

This EOI will develop a tree nursery at Forest Farm Centre. The **availability of locally grown trees will increase the sustainability of the Coed Caerdydd programme**, raising the profile of Forest Farm as a **centre of excellence for sustainable environmental action**. Initially the nursery will grow on bought-in stock from UK-certified suppliers, but will move towards collection of local tree seed for propagation, drawing on in-house expertise in the Bute Park nursery, where propagation of ornamental hardy stock is already undertaken. The scale of production will grow with the project, in line with the capacity of the project to support the operation and will be expanded as demand increases.

3. **Produce a report scoping after-use of materials arising from woodland management to reduce the release of fixed carbon**

In 2002, the Council set up a timber-recycling project, investing in milling machinery to process woodland management timber into planks for sea: slats, signage and other timber products. Funding ended in 2005 and the operation continued using in-house staff but ceased to operate from 2010 due to lack of resources. This EOI presents an opportunity to commission a scoping report to bring this existing, underutilised infrastructure back into use and reduce the carbon footprint of woodland/arboricultural operations. The report will underpin future funding bids to re-establish this as part of a holistic, sustainable woodland operation.

**3.5 What do you hope to gain from your objectives (your outcomes)? (400 words max)**

*Improved community cohesion, increased accessible green space, climate resilience etc.*

1. **To deliver the ambition of the One Planet Cardiff Strategy to increase Cardiff's tree canopy cover from 18.9% to 25% by 2030 - this EOI will provide a measurable increase in canopy cover over two planting seasons.**

Delays to the ENRaW funded pilot for Coed Caerdydd, have effectively lost a planting season for the programme. This EOI will facilitate a significant input of **targeted tree planting to be carried out in advance of the pilot project**, which mitigate the impacts of the delay. The impacts of the EOI will then develop further during the second year of planting with increased community involvement supported by the Coed Caerdydd project team. Data from the project will be added to the main programme spreadsheet that records the increase of canopy arising from the project. This will provide a measure of how tree planting in the 5 wards (Llanrumney, Splott, Caerau, Ely

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and Rhiwbina) contributes to the increased canopy pledge in One Planet Cardiff over two planting seasons. The materials used for tree planting will be researched to identify ways of reducing the use of plastic in tree planting as far as possible and this information will be used to promote a shift away from plastic and other unsustainable materials in tree and woodland operations in the programme.

**2. To develop a local tree nursery to provide local provenance planting material for the Coed Caerdydd programme**

The funding outcome will be the establishment of a sustainable City tree nursery on land already identified at Forest Farm to provide locally sourced tree planting material to supply the City's tree canopy expansion requirements. The tree nursery will be developed further as the programme progresses and demands for trees increase.

**3. To produce a report that scopes the use of material arising from woodland management across the city in a way that reduces the release of fixed carbon**

The report will underpin future funding bids (internal and external) to re-establish the timber processing function at Forest Farm as an exemplar sustainable wood and timber processing centre for quality products, reducing the quantity of waste wood being sold for firewood or biomass. This report will seek to establish the carbon footprint of the operation and will also consider the potential for growing and producing alternative woodland/forest products such as short-rotation coppice, charcoal and orchard crops, which in turn would feed back into planting mix decisions.

**3.6 How would you ensure the sustainability of your plan/project/proposal? (400 words max)**

*How do you propose to maintain and manage in the short/medium and long-term. Will you be including Friends of groups, volunteer networks etc.*

The ENRaW-funded pilot establishes the structure for the Coed Caerdydd Programme, but this alone will not achieve the levels of tree planting needed to reach the 839ha target. Partnership working is essential; the Council currently owns and manages 1500ha of open space in total (including existing woodlands) so further land is needed. The pilot will demonstrate the viability of the ambition and raise the profile of the project activity citywide. Success will be evidenced through rigorous monitoring of both tree planting and removal. A post-project seminar/evaluation will consider the project outcomes and future direction.

NRW and this EOI funding support the programme by establishing partnership working prior to commencement of the pilot project. This EOI commences tree planting one year earlier than the pilot project, which will improve the quality of the monitoring data. This will help to develop and demonstrate practical and cost-effective ways of engaging with partners and landowners to support, promote, deliver and monitor tree planting.

Future bids will be submitted to funders; Trees for Cities, Welsh Government (Wales National Forest) and NRW and others, for further phases. Other funding streams such as the Woodland Carbon Code funded planting, linked to offsetting, are already of interest to local businesses who have expressed support. Private donation and sponsorship of trees will also be explored within the pilot.

Adaptive management will deal with ongoing issues such as storm damage and Ash dieback. Decisions on types of planting will consider these when determining planting priorities, to underpin resilience and deliver high outcomes for nature.

Volunteering is key to project success, through the existing network of community/Friends groups/Local Nature Partnership and the development of a new volunteer 'tree warden' role through the pilot. Providing tree planting activities and opportunities to help sustain new trees will ensure they provide increasing benefits into the future. Project branding will raise local awareness of tree planting and help communicate its benefits to communities.

There is significant interest in volunteer activity around tree planting. The programme will support communities to access small seed-funding pots for tree planting that can be recorded in the monitoring, allowing all activity to be counted, irrespective of scale or land ownership.

This 10+ year integrated programme (including a 25+ year commitment to maintaining tree planting), is intended to provide the evidence needed to secure a permanent Council-based team to support and manage proactive tree planting and woodland throughout Cardiff.

**3.7 What top 3 risks have you identified? (400 words max)**

**1. Overcommitment**

Post-Covid, there is public enthusiasm for tree planting, but efforts that concentrate on 'numbers of trees' are unhelpful because these focus on the planting activity not the long-term sustaining of trees.

Public awareness of the need for tree planting is helpful, but this can lead to pressure 'just to plant trees' without understanding:

- the suitability of sites for tree planting
- how trees will be managed to achieve desired outcomes.

Community sourced funding for tree planting currently puts pressure on the Council to find areas where these 'free' trees can be planted, but maintaining the trees once planted is overlooked. The Coed Caerdydd programme is an attempt to establish the framework to be able to support this demand as well as developing opportunities for communities to take responsibility for new tree planting in places where this is appropriate and sustainable.

**2. Long term security for the project**

Success will only be achieved if the planting can be maintained into the future and that will rely on either a series of back to back funded programmes/short term funding that can continue the work, or significant new funding streams that can sustain the work. There will also be reliance on the enthusiasm and dedication of volunteers, who will need expert support which in turn means that funding for the support will also need to be sustained.

**3. Missing the canopy target**

Cardiff is under economic pressure to develop. The extent of the city is limited, the woodlands around the city provide a buffer to further expansion, so it is important to secure significant new areas of land for extensive woodland expansion as well as new tree planting in urban areas (street trees, specimen trees and new woodland).

The Council's Local Development Plan (LDP) commits to protection of existing natural resources including the surrounding woodland areas. A new LDP is under development; this will continue to promote the creation of high quality accessible greenspaces, which support the health and well-being of local communities and incorporate the canopy ambitions of One Planet Cardiff, in an environment where there is much competing pressure on land.

Ash die-back, other diseases and storm damage all impact on the ability to maintain and sustain increased canopy, but the programme will provide a means of monitoring the impact of this, as far as it can be, to help focus attention on those areas that require remediation and re-planting.

**3.8 When would you like your plan/project/proposal to start and finish? (200 words max)**

*We are looking for projects that are able to finish within the next two planting seasons (2021 & 21/22)*

EOI project activity will commence as soon as approval is given in December 2020.

**Tree planting work**

1. Purchase of trees December 2020
2. Programme of ward-based planting work during January – March 2021.
3. Over the summer period, volunteer engagement and planning for the 2021/22 planting season will take place.
4. The second phase of ward-based planting will take place between October – March 2022.

**Tree Nursery**

1. Planning for the nursery will commence in December 2020
2. Ground preparation and security installed January – March 2021
3. Nursery stocked (bought-in material) from end of March 2021
4. Further enhancements to layout over the summer period, plus volunteer engagement with tree stock maintenance
5. Implementation of seed collection commencing Summer – Autumn 2021
6. Sowing and propagation of seedlings (based at Bute Park Nursery) from Autumn 2021
7. Planting out new seedling trees in nursery January – March 2021

**Timber recycling report**

1. Commissioning of report January – March 2021
2. Report preparation April – September 2021

All works funded through the EOI will be completed by the end of March 2022.

Please include any maps and additional information to support your application as appropriate.

**4. Project Costs**

**4.1 Outline the amount you are applying for with a breakdown of costs using the attached proforma**

*Outline the total costs (materials, stock, trees etc)*

Total Costs £228,862.00 being applied for including the two planting seasons 2020/21 and 2021/22. The breakdown is in the table below.

		2020	2021	2022	
<b>Staff Salary Costs</b>	See Detailed sheet attached	0	50,748	27,724	78,472
<b>Tree Planting</b>	street trees, parks, housing and whip planting sourcing british stock sourced in line with welsh procurement rules- UNISG where possible.	0	51,500	800	52,300
<b>Tree protection</b>	tree pits, stakes, tree ties, rabbit guards etc	23,196	36,394	0	59,590
<b>Specific Projects</b>	tree nursery development	0	25,000	5,000	30,000
<b>Consultancy</b>	feasibility study for after use of timber and carbon capture	0	5,000	0	5,000
<b>Specific Projects</b>	tools and equipment	2,500	1,000	0	3,500
<b>Total</b>		25896.00	169,642.00	33,524.00	228,862.00

**4.2 How will you be adding value to this bid?**

*Partner to deliver volunteer funds, gift in kind, Forestry Commission grants, volunteer time etc.*

Match funding	2020	2021	2022	2023	Total
ENRaW grant: funding from Welsh Government. Through competitive stage to full application stage. Application due to be submitted 16th December 2020. grant covers period from March 2021-June 2023		245,000	326,667	163,333	735,000
Trees for cities		1,900			1,900
Parks tree planting budget	10,000				10,000
NRW Public Service Board allocated funding	8,820	9,515			18,334

[				
<b>4.3 Outline any additional funding streams you believed might be applied for (or have been applied for) in order to help deliver your plan/project/proposal. (200 words max)</b>				
<p><b>Current secured or applied for funding</b>                  ENRaW Welsh Government (Coed Caerdydd pilot project) April 2021 – June 2023 - £735,000                  NRW Public Service Board (scoping P59 land potential) – December – March 2021 - £20,000                  Trees for Cities Funding – (tree planting in Llanrumney) – November – March 2021. £1950                  Tree planting budget for street trees (Cardiff Council) £10,000 (annually)</p> <p><b>Future funding potential</b>                  Woodland Carbon code (offsetting)                  Private sponsorship                  Tree donation schemes (corporate and individual)                  Welsh Government National Forest funding                  Ash dieback funding (Council revenue bid)</p>				
<b>5. Eligibility Criteria</b>				
<b>Please complete all sections:</b>				
	Yes	No	N/A	Comments
<b>5.1</b> You are prepared to undertake a review of your current practice in line with our <a href="#">Emergency Tree Plan</a> and ensure you have an appropriate action plan based on this exercise. This should include having a tree and woodland strategy (or equivalent).	Yes			Strategy commissioned through ENRaW funded pilot project
<b>5.2</b> A strategy is in place within your local authority to reduce carbon emissions rather than using the Fund to mitigate carbon emissions without corrective action	Yes			i-tree report has been carried out. One Planet Cardiff Strategy launched October 2020 in response to Climate Emergency declaration
<b>5.3</b> You can demonstrate full management control or consent to use the land for the duration of the agreement*. Where you are planting on other people's land you have or will have a suitable agreement in place with the landowner. Land must be open to the public (at least in part) unless otherwise agreed	Yes			Council land only within this project (other funding will be used for land in other ownership)

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<b>5.4</b> There are no requirements to mitigate the impacts of development under a planning consent that relate to the site or proposal unless otherwise agreed.	Yes			All the land in this project will be public open space with no mitigation obligations
<b>5.5</b> Where relevant you are prepared to enter into discussion with the Woodland Trust about the carbon sequestration opportunities and how they might be recorded and allocated.	Yes			
<b>5.6</b> For woodland creation you must be capable of meeting the requirements of the <a href="#">UK Forest Standard</a> and must endeavour to use UKISG stock whether whips or standards unless otherwise agreed. Where sourcing of appropriate tree stock is a concern for urban planting (including street trees) evidence of supply chain and adherence to biosecurity best practice will be required by agreement with the Trust.	Yes			This may not be possible for street trees, and may not be possible under current Council procurement arrangements, but UK provenance stock will be sourced wherever possible and future procurement arrangements will take this into account
<b>5.7</b> You are willing to discuss with the Woodland Trust opportunities in your area for identifying and enhancing the protection of ancient woodland and ancient and veteran trees. Where relevant to include the updating of the respective inventory.	Yes			

**Find out what we're doing for woods and trees:**

Any personal details you have provided to the Woodland Trust will be used to carry out our work protecting, restoring and creating woodland across the UK. Would you like to know more? Check out our online [statement](#) at [woodlandtrust.org.uk/legitimate-interests](http://woodlandtrust.org.uk/legitimate-interests). We may contact you by post and telephone about our work and how you can support us unless you tell us not to.

Your privacy is our priority. We promise to keep your details safe and will never sell them. Need extra reassurance? Our online [privacy policy](#) [woodlandtrust.org.uk/privacy-policy](http://woodlandtrust.org.uk/privacy-policy) explains all. If you would like to change the way you hear from us, how we use your information or do not want to receive any marketing from us – just email [supporters@woodlandtrust.org.uk](mailto:supporters@woodlandtrust.org.uk) or call 0330 333 3300.

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Please return your form by 5pm on 6<sup>th</sup> November to Rob Daulby, Woodland Trust, Kempton Way, Grantham, Lincolnshire, NG31 6LL or via email to [ETF@woodlandtrust.org.uk](mailto:ETF@woodlandtrust.org.uk) copying in your main Woodland Trust contact.

Signature  Date 6<sup>th</sup> November 2020

\*For proposals involving street tree planting a demonstration of agreement from the relevant council department is required.

Street tree planting is included in the bid. This is being carried out by our Arboricultural Team who co-ordinate this work across the city and manage the street trees in Cardiff.

The Woodland Trust is a registered charity in England and Wales no. 294344 and in Scotland no. SC039895.



## Appendix 2: Letters of Support

### Appendix 2.1 - Woodland Trust: Sharon Thomas, Woodland Outreach Manager for Wales



**COED CADW  
WOODLAND  
TRUST**

 Coed Cadw  
The Woodland Trust  
Llys y Castell  
6 Heol yr Eglwys Gadeiriol  
Caerdydd CF11 9LJ

Castle Court  
6 Cathedral Road  
Cardiff CF11 9LJ

 0292 002 7732

 [coedcadw.org.uk](http://coedcadw.org.uk)  
[woodlandtrust.org.uk](http://woodlandtrust.org.uk)

Jon Maidment  
County Hall  
Cardiff  
CF10 4UW

**Please reply:**  
FAO Sharon Thomas  
[sharonthomasg@woodlandtrust.org.uk](mailto:sharonthomasg@woodlandtrust.org.uk)

14 December 2020

Dear Jon,

**Letter of Support for Coed Caerdydd bid**

Thank you for asking the Woodland Trust to provide a letter of support for your ENRaW bid to create a Coed Caerdydd.

The Woodland Trust has recently published its Emergency Tree Plan which sets out key recommendations for national and local governments across the UK to look after the trees we have; create new policies, capacity and funding for woods and trees; and to take local authority action to identify land for trees and increase canopy cover.

Cardiff Council has started to take important steps towards meeting these challenges. Their iTree assessment outlines a number of recommendations for the Council to address and the One Planet Cardiff Strategy, adopted in October 2020, outlines how the Council plans to link with businesses and residents to make the changes necessary to adapt to the climate change emergency.

The ambitions the Council has for Coed Caerdydd to increase tree canopy cover from 18.9% to 25% by 2030 are both significant and exciting. There are short-term actions to address and I'm pleased to see the Council is also considering long-term sustainability by involving partners and local communities. Achieving the ambitions of Coed Caerdydd will make Wales' capital city a green and sustainable city and one which will truly lead the way for others to follow.

I wish you the best of luck with the bid.

Yours sincerely,



Sharon Thomas  
Woodland Outreach Manager (Wales)

Elusen gofrestrdedig Rhif 294344. Cwmni di-elfw a gyfngjir o dan warant. Cofrestrwyd yn Lloegr Rhif 1962673.  
Swyddfa'n Gofrestrdedig: Kempton Way, Grantham, Lincolnshire NG31 6LL. Mae logo Coed Cadw (the Woodland Trust) yn nod masnachu cofrestrdedig.  
Registered Charity No. 294344. A non-profit making company limited by guarantee. Registered in England No. 1962673.  
Registered office: Kempton Way, Grantham, Lincolnshire, NG31 6LL. The Woodland Trust logo is a registered trademark.

## Appendix 2.2 - Natural Resources Wales: Michael Evans, Head of Operations South Wales Central



### South Wales Central Area Statement

Valuing the Natural Environment, Building Equitable Partnerships,  
Putting the Environment at the Heart of Decision Making

Michael Evans,  
Natural Resources Wales,  
Rivers House, CF3 0EY

[Michael.Evans@cyfoethnaturiolcymru.gov.uk](mailto:Michael.Evans@cyfoethnaturiolcymru.gov.uk)

Jon Maidment  
Operational Manager- Parks, Sport and Harbour Authority  
Cardiff Parks, Sport and Harbour Authority,  
Queen Alexandra House  
Cargo Road  
Cardiff  
CF10 4LY

14<sup>th</sup> December 2020

Dear Mr Maidment,

#### Letter of Support for Coed Caerdydd

I am writing to express Natural Resources Wales' support for Cardiff Council's Coed Caerdydd (Principle officer Nichola Hutchinson) proposal being submitted to WG ENRaW funding.

NRW, the overarching environmental body for Wales, came into being in 2013 through the amalgamation of Forestry Commission Wales, Countryside Council for Wales and Environment Agency Wales. From its outset NRW has been championing natural resource management as an integrated area-based, eco-system approach. NRW's purpose is to "pursue sustainable management of natural resources" and "apply the principles of sustainable management of natural resources" as stated in the Environment (Wales) Act 2016.

The Environment (Wales) Act 2016 also made it a duty for Natural Resources Wales (NRW) to produce Area Statements in collaboration with others. The legislative framework, and collaborative nature, provides the opportunity to rethink the way our natural resources are managed and used, to make Wales more ecologically resilient, more biodiverse and ensure benefits we get from nature can continue for future generations.

#### Area Statements

A priority of the Natural Resources Policy is to take a place-based approach. Area Statements set out evidence on the natural resources in a place, the pressures upon them and benefits they can provide, and from this, identify the opportunities for implementing the Natural Resources Policy, so they can continue to deliver benefits now and in the future.

Area Statements identify priorities for each locality, setting out what NRW and others can do, including driving NRW's work programmes locally, influencing national policy, funding streams and partners.

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Alongside the wellbeing of Future Generations Act, Area Statements encourage us to take a collaborative approach and to identify (new ways of working) how we can work together, how we do things differently to achieve our desired goals to build the resilience of our ecosystems and enhance the benefits they provide.

Area Statements will influence the way that NRW works in an Area and how Welsh government implements the Natural Resources Policy. National and local development plans, National parks, ANOBs must have regard to Area Statements. Area statements will also influence Schemes such as Farming & Sustainable Land Management and public authorities' delivery of section 6 duties.

The South Wales Central Area Statement which consists of five key themes – sets out to address the legacies of the past along with the challenges and opportunities of the future can be found online <https://naturalresources.wales/about-us/area-statements/south-central-wales-area-statement/?lang=en> .

### **Coed Caerdydd**

The project proposal is the start of a longer term pledge to increase canopy cover in the city boundary from 18.9% to 25% by 2030 which is in Cardiff's One Planet commitment. The land scoping element is well supported in the current policy framework in Wales.

To date the project team has discussed the proposal with the NRW leads developing Area Statements in South Wales Central. The output to include increasing canopy cover will include planting looking at increasing carbon capture as well as enhancing biodiversity, air quality, and other benefits with opportunities for community engagement. These outputs aligns closely with all the Area Statement themes addressing some of the key challenges in south wales central using nature based solutions as identified in the South Wales Central Area Statement and the Welsh Government Natural Resources Policy.

The Area Statement building resilient ecosystems theme identifies developing a Local Approach to Woodland Creation as a key action to deliver decarbonisation goals (to support resource efficiency and the circular economy), and also deliver multifunctional aspects of the priorities of the Natural Resources Policy.

Trees and Woodlands have a vital role to play in meeting carbon targets, in terms of carbon substitution carbon sequestration. The NRP also recognises the importance of trees for helping society to adapt (e.g. to provide shade for people, livestock and wildlife, flood risk and drought mitigation, to stabilise soils and minimise erosion).

### **NRW project support**

Area Statements have started to influence NRW's priorities in South Wales Central, one of which is to develop a local approach to woodlands and trees. As part of this approach NRW people and places team are working with partners in Local Authorities and others to meet their goals of increasing tree cover. NRW will be able to support the project by advising on the project board, providing advice and evidence to Cardiff such as use of the Welsh Information for Nature-based Solutions (WINS) layers available on the [information portal](#), explore use of NRW managed land and provide guidance and expertise on tree and woodland creation and management.

Area Statements provide the opportunity to link agendas, using these tools and levers to ensure that the role of the natural environment will be prominent in all discussions. Through Area Statements, NRW will be able to develop equitable partnerships and ensure that where public authorities make decisions, they include the natural environment in their decision making.

As public service board partners and through the Public Service Board, NRW have been able to support the first phase of the Coed Caerdydd project. The provision of a small grant has facilitated the collaboration between PSB partners to survey publicly owned assets and develop the branding of Coed Caerdydd.

This project has the potential to raise the profile of and deliver the Sustainable Management of Natural Resources in a highly urban area, connecting people and decision makers with nature and benefits it provides.

As the project develops more resources can be made as the project aligns with NRW's Place priorities, providing best practice and evidence to support neighbouring authorities and feed into the development of Area Statements.


NRW are pleased to offer our open access data, which are free data that anyone can view, re-use or re-publish, provided that the original source is attributed (available under the [Open Government Licence \(OGL\)](#)); to support this work.

Your NRW contact for this proposal, and any subsequent related project, is Geoff Hobbs, Area Statement lead South Wales Central.

I look forward to hearing that the project has been successful in obtaining support.

**Please note that this letter should not be construed as a legally binding offer or agreement. If the application is successful, we may need to enter into a formal agreement governing the contributions, roles, responsibilities and liabilities of the participants.**

Yn gywir / Yours sincerely



Mr Michael Evans  
Head of Operations South Wales Central



## Appendix 2.3 - Forest Research - Dr Kieran Doick Head of Urban Forest Research Group



**Forest Research**

Alice Holt Lodge  
Wrecclesham  
Farnham, Surrey  
GU10 4LH, UK

Tel +44 (0)300 067 5600  
kieron.doick@forestresearch.gov.uk

Jon Maidment  
Operational Manager- Parks Sport and Harbour  
Queen Alexandre House  
Ferry Road  
Cardiff  
CF11 0LE

**Chief Executive**  
Professor James Pendlebury

9<sup>th</sup> December 2020

To whom it may concern,

**Letter of support for the Coed Caerdydd (Cardiff's urban forest)**

I am writing in support of the Cardiff Council led partnership bid for ENRaW funding to fund a 27-month pilot project: Coed Caerdydd- Cardiff's urban forest.

Coed Caerdydd is a 10+ year programme for long term changes in tree canopy across the Cardiff Unitary authority which aims to increase tree canopy cover in Cardiff from 18.9% to 25% by 2030 in line with the stated ambitions of the recently launched draft One Planet Cardiff Strategy to reduce carbon emissions to net zero by 2030.

Coed Caerdydd offers the potential for a strong delivery framework for sustaining long-term improvements in tree canopy within the city. Representing the Urban Forest Research Group at Forest Research, I am – through my Group's long list of academic and public publications – very aware of the multiple benefits that trees provide to urban society, including in carbon capture, improved air quality, reduced risk of surface-flooding, local and regional climate regulation, increased resilience for biodiversity, broad community engagement, increased opportunities for volunteering, extensive collaborative working opportunities, and *all* the consequent benefits to the health and wellbeing of the citizens of Cardiff.

This pilot project will establish a Coed Caerdydd project team and develop partnerships across different sectors in the city. Forest Research supports the aims of both the pilot project and the long term Coed Caerdydd programme and is committed to working with Cardiff Council to form a meaningful partnership to help deliver this important goal.

The Urban Forest Research Group is composed of urban foresters and GIS specialists who produce national policy and practice guidance on: the UK's urban forests and urban green infrastructure. My team and I are highly active in detailing and disseminating the positive impacts of urban forests and urban green infrastructure, quantifying natural capital and valuing the ecosystem services it provides to society – such as in the improvement of urban air quality. For example, we are at the forefront of i-Tree Eco implementation in the UK.

Delivering innovative applied science  
to promote sustainable forestry.

[www.forestresearch.gov.uk](http://www.forestresearch.gov.uk)





Currently, I Chair the CAVAT Executive Board, am a member of TDAG (Trees and Design Action Group), and am a member of both the FC-England's Urban Forestry and Woodlands Advisory Committee's Network and the London Forestry and Woodlands Advisory Committee. Through involvement in Coed Caerdydd, FR will gain extended impact for their own climate change mitigation, urban forest, GI and i-Tree work, as well as expand their partnership and dissemination networks.

Forest Research are pleased to support this important project. We are offering in-kind support of staff time to provide expertise (knowledge, consultation and/or participation in meetings) and access to extended networks and user groups. We will promote the project and contribute to the disseminations of outputs. Our staff input alone is valued at £3,560.

I look forward to hearing that the project has been successful in obtaining support.

Yours sincerely,

A handwritten signature in black ink that reads "Doick".

Kieron J. Doick, PhD

**Head, Urban Forest Research Group  
Forest Research**

## Appendix 2.4 – Cardiff and Vale University Health Board: Dr Fiona Kinghorn Executive Director of Public Health



Bwrdd Iechyd Prifysgol  
Caerdydd a'r Fro  
Cardiff and Vale  
University Health Board

### Executive Headquarters / Pencadlys Gweithredol

Woodland House  
Maes-y-Coed Road  
Cardiff  
CF14 4HH

Ty Coedtir  
Ffordd Maes-y-Coed  
Caerdydd  
CF14 4HH



Iechyd Cyhoeddus  
Cymru  
Public Health  
Wales

Eich cyf/Your ref:  
Ein cyf/Our ref: Fk-jtf-12-014  
Welsh Health Telephone Network: 02921 836004  
Direct Line/Llinell uniongychol: 02921 836004

**Fiona Kinghorn – Executive Director of Public Health**

14<sup>th</sup> December 2020

Mr Jon Maidment  
Head of Parks & Cardiff Harbour Authority  
Sent via email to: [JMaidment@cardiff.gov.uk](mailto:JMaidment@cardiff.gov.uk)

Dear Mr Maidment

**Re: Bid for Coed Caerdydd – Cardiff's Urban Forest Funding**

We are writing in support of the Cardiff Council led partnership bid for ENRaW funding to fund a 27 month pilot project: 'Coed Caerdydd- Cardiff's urban forest'.

Coed Caerdydd is a 10+ year programme for long term changes in tree canopy across the Cardiff Unitary authority which aims to increase tree canopy cover in Cardiff from 18.9% to 25% by 2030 in line with the stated ambitions of the recently launched draft One Planet Cardiff Strategy to reduce carbon emissions to net zero by 2030.

Coed Caerdydd offers the potential for a strong delivery framework for sustaining long-term improvements in tree canopy within the city, resulting in multiple benefits for carbon capture, improved air quality, increased resilience for biodiversity, broad community engagement, increased opportunities for volunteering, extensive collaborative working opportunities and consequent benefits to the health and wellbeing of the citizens of Cardiff.

This pilot project will establish a Coed Caerdydd project team and develop partnerships across different sectors in the city. Cardiff and Vale University Health Board is fully supportive of the aims of the both the pilot project and the long term Coed Caerdydd programme and is committed to working with Cardiff Council to form a meaningful partnership to help deliver this important goal.

In particular we would be keen to work with you to maximise the improvements to air quality the project can bring, and with potential benefits to physical activity and mental wellbeing, to pilot social prescribing initiatives in Cardiff within the context of the project.

Yours sincerely

**Fiona Kinghorn**  
Executive Director of Public Health

Bwrdd Iechyd Prifysgol Caerdydd a'r Fro yw enw gweithredol Bwrdd Iechyd Ufaol Prifysgol Caerdydd a'r Fro. Cardiff and Vale University Health Board is the operational name of Cardiff and Vale University Local Health Board.

Croeso i'r Bwrdd oherald yn Gymraeg neu Saesneg. Sicrhawn byddwn yn cyfathrebu â chi yn eich dewis iaith. Ni fydd gobeith yn Gymraeg yn creu unrhyw oedi. The Board welcomes correspondence in Welsh or English. We will ensure that we will communicate in your chosen language. Correspondence in Welsh will not lead to a delay.



## Appendix 2.5.1 - Cardiff University Ecosystem Resilience and Biodiversity Action Plan Steering Committee: Professor Mike Bruford and Dr Angelina Sanderson Bellamy

Cardiff School of Biosciences  
Head of School Professor Jim Murray PhD FLSW

*Ysgol y Biowyddorau, Caerdydd*  
Pennaeth Ysgol Yr Athro J.A.H. Murray PhD



Cardiff University  
The Sir Martin Evans Building  
Museum Avenue  
Cardiff CF10 3AX  
Wales UK

Tel Ffôn +44(0)29 2087 4312  
[www.cardiff.ac.uk/bios/](http://www.cardiff.ac.uk/bios/)  
Email E-bost BrufordMW@cardiff.ac.uk

Prifysgol Caerdydd  
Adeliedd Syr Martin Evans  
Rhodfa'r Amgueddfa  
Caerdydd CF10 3AX  
Cymru, Y Deyrnas Gyfunol

3<sup>rd</sup> December 2020

Dear Mr Jon Maidment,

On behalf of the Cardiff University Ecosystem Resilience and Biodiversity Action Plan (ERBAP) Steering Committee, we write in support of the Cardiff Council led partnership bid for ENRaW funding for a 27-month pilot project: 'Coed Caerdydd- Cardiff's urban forest'. Coed Caerdydd is a 10+ year programme for long term changes in tree canopy across the Cardiff Unitary authority that aims to increase tree canopy cover in Cardiff from 18.9% to 25% by 2030 in line with the stated ambitions of the recently launched draft One Planet Cardiff Strategy. Coed Caerdydd offers the potential for a strong delivery framework for sustaining long-term improvements in tree canopy within the city, resulting in multiple benefits for carbon capture, improved air quality, increased resilience for biodiversity, broad community engagement, increased opportunities for volunteering, extensive collaborative working opportunities and consequent benefits to the health and wellbeing of the citizens of Cardiff.

This pilot project will establish a Coed Caerdydd project team and develop partnerships across different sectors in the city. The Cardiff University ERBAP team is fully supportive of the aims of both the pilot project and the long-term Coed Caerdydd programme and is committed to working with Cardiff Council to form a partnership to help deliver this important goal. We have already engaged with Cardiff Council over the development and implementation of the Cardiff University ERBAP, which complements the work that Coed Caerdydd seeks to achieve. We support extending this partnership to support the work of Coed Caerdydd in the following ways: (1) engagement with Cardiff University staff and students and surrounding communities around tree planting activities with the aims of both building awareness and participation, as well as including different voices in the coproduction of our future landscapes; (2) working together to more fully achieve Natural Resources Wales attributes for ecosystem resilience (DECCA) across the Cardiff cityscape, so that we ultimately have a more connected green corridor of a diversity of trees that provide

Cardiff School of Biosciences  
Head of School Professor Jim Murray PhD FLSW

*Ysgol y Biowyddorau, Caerdydd*  
Pennaeth Ysgol Yr Athro J.A.H. Murray PhD



Cardiff University  
The Sir Martin Evans Building  
Museum Avenue  
Cardiff CF10 3AX  
Wales UK

Tel Ffôn +44(0)29 2087 4312  
[www.cardiff.ac.uk/bios/](http://www.cardiff.ac.uk/bios/)  
Email E-bost [BrufordMW@cardiff.ac.uk](mailto:BrufordMW@cardiff.ac.uk)

Prifysgol Caerdydd  
Adeilad Syr Martin Evans  
Rhoadfa'r Amgueddfa  
Caerdydd CF10 3AX  
Cymru, Y Deyrnas Gyfunol

important habitat for at-risk species found across University estates. The objectives of the Coed Caerdydd project align very well with our ERBAP as well as further promoting opportunities for partnership working between the University and Cardiff Council. We are excited to work together on these activities.

Prof Mike Bruford  
Dean of Environmental Sustainability  
Co-chair of ERBAP Steering Committee  
Cardiff University

Dr Angelina Sanderson Bellamy  
Associate Dean for Environmental Sustainability  
Co-chair of ERBAP Steering Committee  
Cardiff University

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## Appendix 2.5.2 - Cardiff University School of Earth and Environmental Sciences: Professor Adrian Chappell

Adrian Chappell  
Professor in Climate Change Impacts  
School of Earth and Environmental Sciences  
Tel: +44-29-2087 0642  
Email: chappella2@cardiff.ac.uk



Cardiff University  
Main Building  
Park Place  
Cardiff CF10 3AT  
Wales UK

Tel/Fôn ++44(0)29 2087 0642  
Fax/Ffôn ++44(0)29 2087 4326

[www.earth.cf.ac.uk](http://www.earth.cf.ac.uk)

Prifysgol Caerdydd  
Prif Adeilad  
Plas y Parc  
Caerdydd CF10 3YE  
Cymru Y Derymas Gyfunol

3 December, 2020

Nicola Hutchinson & Rosie James  
Cardiff City Council  
Cardiff

Dear Nicola,

I am writing to support your funding application to establish a Coed Caerdydd project team.

Thanks for taking the time to discuss your Cardiff Council led partnership bid for ENRaW funding to fund a 27 month pilot project: 'Coed Caerdydd-Cardiff's urban forest'. I understand that Coed Caerdydd is a 10+ year programme for long term changes in tree canopy across the Cardiff Unitary authority which aims to increase tree canopy cover in Cardiff from 18.9% to 25% by 2030 in line with the stated ambitions of the recently launched draft One Planet Cardiff Strategy to reduce carbon emissions to net zero by 2030.

I think there are many opportunities for Cardiff University to partner with Cardiff Council from the research perspective of environmental monitoring and prediction through to urban architectural design and human comfort and many other less obvious applications. In particular, I would like to emphasise the potential opportunity to collaborate with a large grant application I am leading to the NERC/AHRC/ESRC funded 'The Future of UK Treescapes'. This project will work across arts, social and environmental sciences to understand how treescapes are valued to support the Welsh Government's 'Woodland for Wales' key outcomes. Part of our project will focus on Cardiff City urban treescapes and in particular to ensure that urban woodlands and trees deliver a full range of benefits. If funded, we will measure a range of environmental properties and estimate across a range of scales structural characteristics of the urban canopy using ground-based, airborne and satellite information to support the stewardship of future treescapes.

The co-benefits of treescapes are well established, but there remains considerable uncertainty about how to e.g., increase cover. In any case, I think it is essential that future treescapes are co-produced with stakeholders to assure their future sustainability.

I wish you well with your application and I look forward to discussing the details of opportunities for developing a partnership with Cardiff Council.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Chappell', written in a cursive style.

Adrian Chappell  
Professor in Climate Change Impacts

## Appendix 2.6 - The Wildlife Trust of South and West Wales: Kerry Rogers Conservation Manager

**TO:**  
**Jon Maidment,**  
**OM Parks,**  
**Cardiff Council**

### **Coed Caerdydd- Cardiff's urban forest**

We are writing in support of the Cardiff Council led partnership ENRaW funding bid for a 27 month pilot project: 'Coed Caerdydd- Cardiff's urban forest'.

Coed Caerdydd is a 10+ year programme for long term changes in tree canopy across the Cardiff Unitary authority which aims to increase tree canopy cover in Cardiff from 18.9% to 25% by 2030 in line with the stated ambitions of the recently launched draft One Planet Cardiff Strategy to reduce carbon emissions to net zero by 2030.

Coed Caerdydd offers the potential for a strong delivery framework for sustaining long-term improvements in woodland and urban tree cover within the city, resulting in multiple benefits for carbon capture, ecosystem services (such as improved air quality, temperature moderation, sustainable drainage and soil condition), increased resilience for biodiversity, broad community engagement, increased opportunities for volunteering, extensive collaborative working opportunities and consequent benefits to the health and wellbeing of the citizens of Cardiff.

This pilot project will establish a Coed Caerdydd project team and develop partnerships across different sectors in the city. The Wildlife Trust of South and West Wales (WTSWW) is fully supportive of the aims of the both the pilot project and the long term Coed Caerdydd programme and is committed to working with Cardiff Council to form a meaningful partnership to help deliver this important goal.

In addition to contributing directly to the project by providing advice, support and delivery for the practical elements, WTSWW will seek to integrate the project into the wider work we do in Cardiff such as our Reserve management, community engagement and education activities, volunteer coordination and, in particular, our youth engagement work through our Climate Action Funded project Climate Change Cymru. The project also links very strongly with our targets of 30% of Wales being well managed for wildlife by 2030, providing nature based solutions and encouraging green infrastructure.

The Wildlife Trust of South and West Wales support this project proposal and look forward to working with Cardiff Council on its delivery.

Kerry Rogers,  
Conservation Manager, WTSWW



**The Wildlife Trust of  
South and West Wales**  
The Nature Centre  
Fountain Road  
Tondu  
Bridgend  
CF32 0EH  
01656 724100  
info@welshwildlife.org  
www.welshwildlife.org

Also at:

The Welsh Wildlife Centre  
Cilgerran  
Cardigan  
SA43 2TB  
01239 621212

Reg Charity  
No. 1091562

Company No.  
4398959

Chief Executive:  
Sarah Kessell



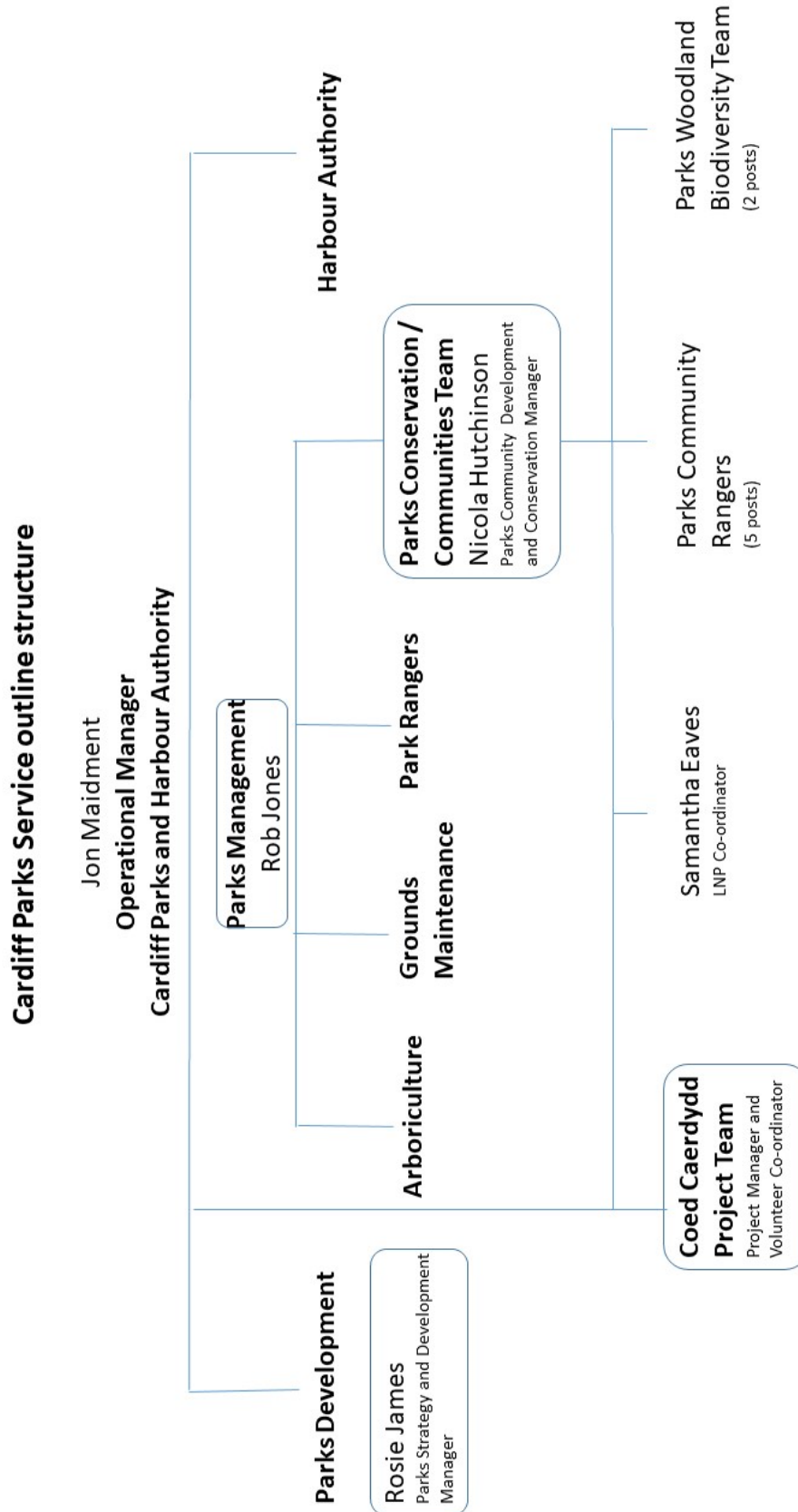
Gwarchod Natur ar gyfer y Dyfodol  
Protecting Wildlife for the Future





## Appendix 3 – Project management

### Appendix 3.1: Parks Service staff structure

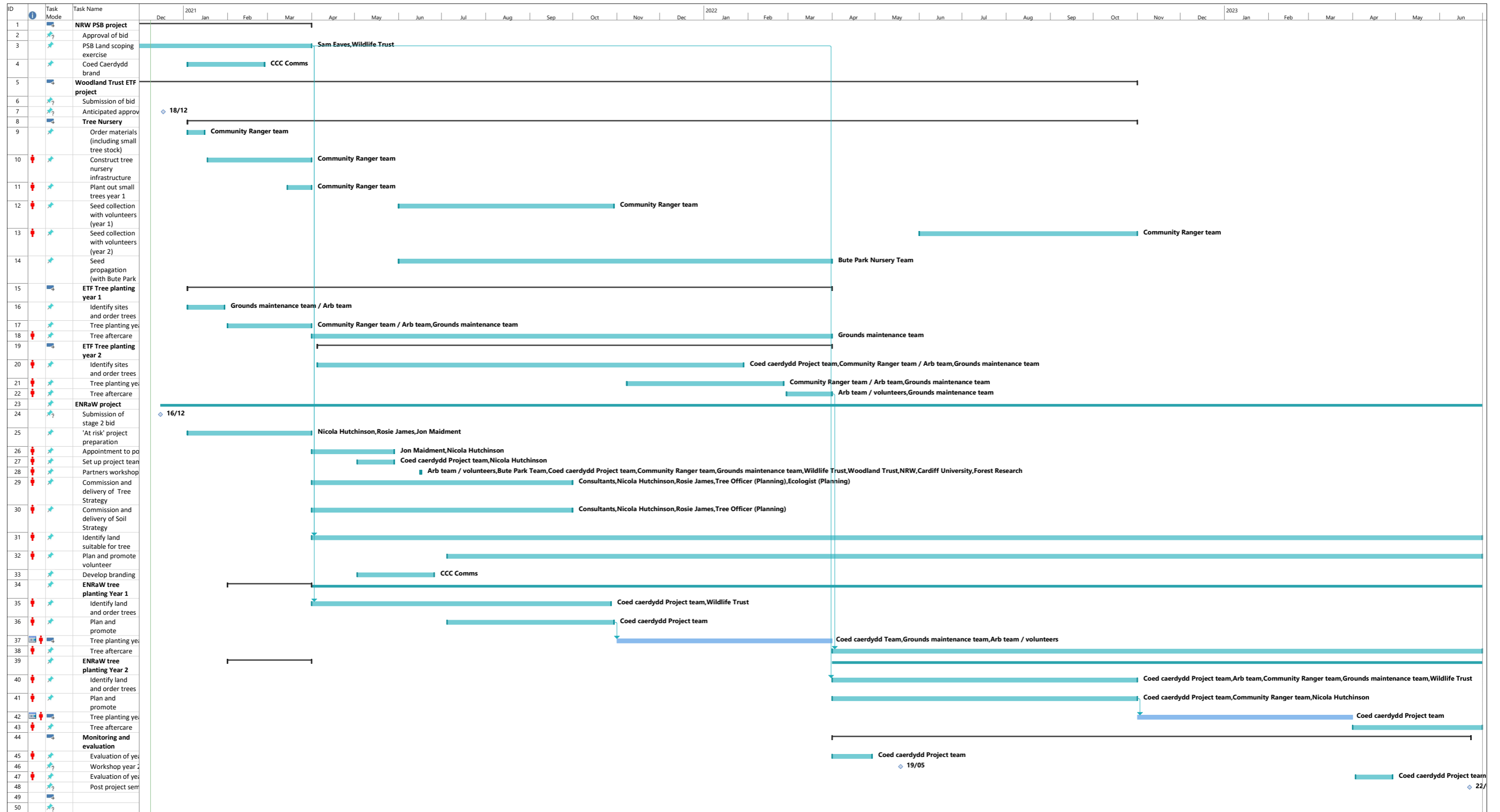




## **Appendix 4 – Project programme Gant chart**

See over page (A3)







## Appendix 5: Project team job descriptions

### 5.1 Project manager (Coed Caerdydd)



#### JOB DESCRIPTION

<b>Job Title:</b> Project Manager ( Coed Caerdydd )	<b>Directorate:</b> Economic Development
<b>Section:</b> Parks Management	<b>Reporting to:</b> Operational Manager ( Parks & Harbour Authority )
<b>Grade:</b> TBC subject to job evaluation	<b>Hours per Week:</b> 37
<b>Post Number:</b> TBC	<b>Number of Employees:</b> 1
<b>Special Conditions:</b>	<b>Location of Post:</b> Forest Farm
<p><b>Job Purpose:</b></p> <p>The Project Manager will be responsible for:</p> <ul style="list-style-type: none"> <li>• Lead, successfully plan and manage complex and multiple project work streams within the Coed Caerdydd Programme to enable delivery of project outcomes, working towards canopy cover target.</li> <li>• Develop skills, capabilities and capacity within the local community and stakeholder groups.</li> <li>• To establish and maintain effective governance arrangements that relate to all aspects of the Coed Caerdydd pilot project.</li> </ul>	

## **Duties and Responsibilities**

### **Job Specific Requirements**

1. To develop, plan and implement complex and multiple project work streams in accordance with agreed governance arrangements for the ENRaW pilot project.
2. To proactively manage, deliver, deploy and monitor all resources within budget limits.
3. To establish, develop and maintain effective relationships with all project partners and internal / external stakeholders to ensure delivery of pilot project objectives.
4. To developing robust processes for the identification of suitable land for tree planting.
5. To provide support, advice and direction to community groups and stakeholders in respect of tree planting and aftercare.
6. To develop communication plans to ensure that the project and wider benefits are understood.
7. To initiate, lead and develop forums and networks that contribute to the delivery of project objectives.
8. To create and maintain detailed project documentation in accordance with programme and project governance requirements.
9. To carry out the timely evaluation of project activity to determine post project strategy that ensures the continued delivery of tree canopy target beyond the lifetime of the pilot project.
10. To procure goods and services in accordance with standing orders and financial regulations.
11. Take personal responsibility for own health and safety and promote compliance within the team, ensuring a safe working environment.

### **Corporate Requirements**

1. To participate actively in supporting the principles and practice of equality of opportunity as stated in the Council's Equal Opportunities Policy.



2. To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate.
3. As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation.
4. Although you will be provided with a base, you will be required to work from various locations in accordance with the needs of the role.

**DATE COMPLETED:** \_\_\_\_\_ **AGREED BY:** \_\_\_\_\_  
(Recruiting Manager)

**Date Received by Post holder:** \_\_\_\_\_

**Signature of Post holder:** \_\_\_\_\_

## 5.2 Volunteer Co-ordinator (Coed Caerdydd)

### CARDIFF COUNCIL

### JOB DESCRIPTION (DRAFT)



**Service Area:** Economic Development

**Division/Section:** Parks Management

**Job Title:** Volunteer Co-ordinator ( Coed Caerdydd )

**Post Ref No:** TBC

**Grade:** Grade 6

\*subject to job evaluation

**Hours:** 37

**Special Conditions Applying:**

Requirement to work evenings and weekends to meet the demands of the role.

**Reporting arrangements:**

Reports to Project Manager ( Coed Caerdydd )

**Job Purpose:**

To engage local communities and volunteers in supporting the development and delivery of the Coed Caerdydd Programme enabling an increase in tree canopy through community-focussed activity centred on planting and aftercare.

**Duties and Responsibilities**

**Job Specific**

1. To develop and facilitate partnerships and networks that increases the engagement of local communities and volunteers in the management and development of the city's tree stock.
2. To design, develop and facilitate programmes of work / work days for volunteers, volunteer groups and corporate bodies.
3. To establish systems that ensure the accurate and timely collection, storage and retrieval of data relating to programme activity.
4. To, support the development and delivery of project work streams within the programme in conjunction with internal and external stakeholders.
5. To ensure the effective deployment of staff, volunteers, vehicles, plant, machinery and material resources linked to project activity.
6. To recruit, induct, develop and support volunteers and volunteer groups ensuring the sustainability of the programme.

7. To support in the planning and co-ordination of activities / events at a local level and linked to national campaigns.
8. To seek to promote programme and partner activity through the use of communication platforms, including social media ensuring the relevant and timely release of information.

**Corporate**

1. To participate actively in supporting the principles and practice of equality of opportunity as laid down in the organisation's Equal Opportunities Policy.
2. To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate.
3. As a term of your employment, you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation.

**(DATE COMPLETED**

**AGREED BY:** .....

**Date Received by Post holder:** .....

**Signature of Post holder:** .....

## Appendix 6: Commissioned work

### 6.1 Tree Strategy outline brief

The Commission will be tendered to suitably qualified Arboricultural Consultancies (including multi-disciplinary practices with an experienced Arboricultural Team)

The successful consultant will be required to:

- Characterise and quantify the tree resource across the city using available data. This will include the itree eco study, the Wales Canopy Cover study, Parks data, desk top study and mapping)
- Summarise the importance of trees to Cardiff in terms of a range of ecosystem services, with a view to understanding the contribution of trees and arboriculture to green infrastructure
- Identify the main threats to the tree resource (e.g. development, disease, poor or inadequate soil volume, lack of staff resource, lack of aftercare, inappropriate species selection, climate change etc.).
- Identify what existing policies, strategies etc. help to protect the tree resource – e.g. GI SPG, Planning Policy Wales etc.
- Identify how the Council, can work better to protect and enhance the resource, for example (not exhaustive):
  - tree planting projects
  - appropriate use of natural regeneration and succession(e.g. in secondary woodland areas)
  - tree species selection based on clearly defined criteria
  - clear planting and aftercare methodologies and strategies
  - highway surfacing strategy (e.g. increasing all planting hole openings for street trees to minimum 1.5m x 1.5m
  - outreach and awareness raising
- Framework for developing an action plan

The Strategy should be brief, clear and with relatively simple targets and plenty of graphics, to increase its impact and legibility.

## 6.2 Soil Strategy outline brief

The Commission will be tendered to suitably qualified Soil Science Consultancies with experience of soil resource surveys in an urban context.

The successful consultant will be required to:

- Characterise and quantify the soil resource in Cardiff using available baseline data (from mapping, Soil Survey of England & Wales, Cranfield data, MAFF, NRW and Soil Resource Surveys).
- Summarise the importance of the soil resource to Cardiff (e.g. biodiversity, water and pollutant management, supporting vegetation, microclimatic amelioration, carbon sink).
- Identify the main threats to the soil resource directly and indirectly (soil removal, erosion, compaction, contamination, sealing, climate change etc.).
- Identify what existing policies, strategies etc., help to protect the soil resource – e.g. GI SPG, Planning Policy Wales etc.
- Identify how the Council can work better to protect and enhance the soil resource for different functions – e.g. to support biodiversity, to manage water and pollutants. An example might be to de-compact soils in a heavily used urban park by the use of remediation and amelioration (e.g. Terraventing, planting understorey vegetation, Biochar application, mulching, temporary fencing of locations with high footfall etc.)
- Framework for developing an action plan

The Strategy should be brief, clear and with relatively simple targets and plenty of graphics, to increase its impact and legibility.

## 7.0 Data capture – Monitoring of planting and tree removal

### Master Data entry page

Sample data shown

	A	B	C	D	E	F	G	H	I
1	Date	Site	Ward	OS ref	Map info ref (Coed caerdydd table)	Ownership	Description	Area of additional planting (ha)	Area of tree removal (ha)
2							<b>TOTALS</b>	0.01	0.0025
3	Sample data								
4	20/01/2021	Pentwyn orchard	Pentywn			Housing	Orchard project	0.01	
5	21/01/2021	Radyr woodland	Radyr & Morganstown			Parks	Ash removal		0.0025
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									

### Collation page

	A	B	C	D	E	F	G
1	Electoral Division	Area of additional planting (ha)	Area of tree removal (ha)	Tree canopy gain / loss			
2	Citywide						
3	Master	0.01	0.0025	0.0075			
4							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
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51							
52							





## **Appendix 8 – Pilot project costs**

See over page (A3)



ENRAW funding	April 2021 - March 2022		April 2022 - March 2023		April 2023 - June 2023		Revised totals		
Cost heading	Year 1	Yr 1 totals	Year 2	Yr 2 totals	Year 3	Yr 3 totals	Total	Capital	Revenue
Staff		£ 95,000.00		£ 95,000.00		£ 23,000.00	£ 213,000.00		£ 222,500.00
1 x scale 8	£ 50,000.00		£ 50,000.00		£ 12,000.00				
1 x scale 6	£ 45,000.00		£ 45,000.00		£ 11,000.00				
<b>Training</b>		£ 6,000.00		£ 5,000.00		£ 1,500.00	£ 12,500.00		£ 12,500.00
Staff training	£ 3,000.00		£ 2,000.00		£ -				
Volunteer training	£ 3,000.00		£ 3,000.00		£ 1,500.00				
<b>Establishment costs</b>		£ 2,000.00		£ 500.00		£ 500.00	£ 3,000.00		£ 2,000.00
Uniforms and protective clothing for staff	£ 2,000.00		£ 500.00		£ 500.00				
<b>Meeting and conference</b>		£ 2,500.00		£ 2,500.00		£ 5,000.00	£ 10,000.00		£ 9,000.00
Workshop / seminar	£ 2,500.00		£ 2,500.00						
Host end of pilot conference	£ -		£ -		£ 5,000.00				
<b>Travel and subsistence</b>		£ 1,750.00		£ 1,750.00		£ 450.00	£ 3,950.00		£ 1,500.00
Mileage and travel for conferences etc	£ 500.00		£ 500.00		£ 200.00				
volunteer expenses	£ 1,250.00		£ 1,250.00		£ 250.00				
<b>Publicity and promotion</b>		£ 17,700.00		£ 20,700.00		£ 7,700.00	£ 46,100.00		
Brand development	£ 2,000.00		£ 2,000.00						£ 1,500.00
Promotional materials	£ 5,000.00		£ 5,000.00		£ 1,000.00				
Interpretation boards	£ 5,000.00		£ 10,000.00		£ 5,000.00			£ 25,000.00	
Discs for marker posts	£ 4,000.00		£ 2,000.00		£ 1,000.00				£ 7,000.00
Marker posts (additional posts)	£ 1,500.00		£ 1,500.00		£ 500.00			£ 3,500.00	
Consultation	£ 200.00		£ 200.00		£ 200.00				£ 600.00
<b>ICT and telephony</b>		£ 3,500.00		£ 600.00		£ 100.00	£ 4,200.00		£ 1,900.00
Mobile phones and IT	£ 3,500.00		£ 600.00		£ 100.00				
<b>General project management</b>		£ -		£ -					
<b>Legal and professional</b>	£ -	£ -	£ -	£ -					
<b>Overheads</b>		£ 6,000.00		£ 6,000.00		£ 1,500.00	£ 13,500.00		£ 13,500.00
Woodland code project validation costs	£ 6,000.00		£ 6,000.00		£ 1,500.00				
<b>External contracts / consultancy</b>		£ 42,500.00		£ 27,500.00		£ 12,875.00	£ 82,875.00		
Tree strategy commission	£ 10,000.00		£ -					£ 10,000.00	
Soil strategy commission	£ 5,000.00		£ -					£ 5,000.00	
Biodiversity Assesment and monitoring costs	£ 27,500.00		£ 27,500.00		£ 6,875.00				
Recommissioning of data for post project reporting					£ 6,000.00				£ 6,000.00
<b>Durable goods (infrastructure)</b>		£ 150,000.00		£ 196,750.00			£ 346,750.00		
Street trees (planting and consumables inc	£ 50,000.00		£ 80,000.00					£ 50,000.00	£ 100,000.00
Other tree planting (woodlands orchards e	£ 30,000.00		£ 46,750.00					£ 75,000.00	
Trees for other landholders	£ 25,000.00		£ 25,000.00					£ 55,000.00	
Plant protection (new fencing , posts and s	£ 45,000.00		£ 45,000.00		£ 10,000.00			£ 95,000.00	
<b>Durable goods (equipment)</b>		£ 25,000.00		£ 25,500.00		£ 6,500.00	£ 57,000.00		
Vehicle (lease)	£ 17,000.00		£ 17,500.00		£ 4,500.00				£ 19,500.00
PPE and tools	£ 8,000.00		£ 8,000.00		£ 2,000.00				£ 15,000.00
<b>Consumables</b>		£ 1,000.00		£ 1,000.00		£ 500.00	£ 2,500.00		£ 2,500.00
General printing, stationery etc	£ 1,000.00		£ 1,000.00		£ 500.00				
<b>Other</b>		£ -		£ -		£ -	£ -		£ 61,875.00
Monitoring costs (Wildlife Trust)									
<b>TOTAL</b>	<b>£ -</b>	<b>£ 352,950.00</b>		<b>£ 382,800.00</b>		<b>£ 59,625.00</b>	<b>£ 795,375.00</b>	<b>£ 318,500.00</b>	<b>£ 476,875.00</b>



## Appendix 9- Current salary scales and staff overhead costings

### Salary scales

Salary Scales									
SCP	Job Evaluation Scores (GLPC scheme)	FTE SALARY	MONTHLY	HOURLY (National Living Wage 68.72 from 01/04/2020)	Hourly Living Wage £9.30 from 01/04/2020	SCP	FTE SALARY	MONTHLY	HOURLY
<b>NJC for Local Government (as at 1st April 2020)</b>					£17,942	<b>JNC CHIEF OFFICERS (as at 1st April 2020)</b>			
<b>GRADE 1</b>						<b>OM2</b>			
1	1 - 247	17842	1486.83	9.25		1	47832	3986.00	24.79
<b>GRADE 2</b>						2	50348	4195.67	26.10
2	248 - 286	18198	1516.50	9.43	3	52538	4378.17	27.23	
3		18562	1546.83	9.62	4	55157	4596.42	28.59	
<b>GRADE 3</b>						5	57779	4814.92	29.95
3	287 - 327	18562	1546.83	9.62	<b>OM1</b>				
4		18933	1577.75	9.81	1	59445	4870.42	30.29	
5		19312	1609.33	10.01	2	61692	5141.00	31.98	
6		19698	1641.50	10.21	3	64940	5411.67	33.66	
<b>GRADE 4</b>						4	68010	5667.50	35.25
6	328 - 369	19698	1641.50	10.21	5	71224	5935.33	36.92	
7		20092	1674.33	10.41	<b>Chief Officer/Assistant Director</b>				
8		20493	1707.75	10.62	1	88985	7415.42	46.12	
9		20903	1741.92	10.83	<b>Chief Digital Officer</b>				
11		21748	1812.33	11.27	1	105052	8754.33	54.45	
<b>GRADE 5</b>						<b>Director</b>			
11	370 - 409	21748	1812.33	11.27	1	130859	10904.92	67.83	
12		22183	1848.58	11.50	<b>Corporate Director</b>				
14		23080	1923.33	11.96	1	141764	11813.67	73.48	
15		23541	1961.75	12.20	<b>JNC CHIEF EXECUTIVE (as at 1st April 2020)</b>				
17		24491	2040.92	12.69	<b>Chief Executive</b>				
19		25481	2123.42	13.21	1	185385	15448.75	96.09	
<b>GRADE 6</b>						<b>NATIONAL MINIMUM WAGE (as at 1st April 2020)</b>			
19	410 - 454	25481	2123.42	13.21	<b>NMW - Point 1 (16 to 17 years of age)</b>				
20		25991	2165.92	13.47	1	8778	731.50	4.55	
22		27041	2253.42	14.02	<b>NMW - Point 2 (18 to 20 years of age)</b>				
23		27741	2311.75	14.38	2	12444	1037.00	6.45	
24		28672	2389.33	14.86	<b>NMW - Point 3 (21 to 24 years of age)</b>				
25		29577	2464.75	15.33	3	15820	1318.33	8.20	
<b>GRADE 7</b>						<b>NMW - Point 4 (25 years and above)</b>			
25	455 - 499	29577	2464.75	15.33	4	16823	1401.92	8.72	
26		30451	2537.58	15.78	<b>Apprentice Rate</b>				
27		31346	2612.17	16.25	1	8006	667.17	4.15	
28		32234	2686.17	16.71					
29		32910	2742.50	17.06					
30		33782	2815.17	17.51					
<b>GRADE 8</b>									
30	500 - 544	33782	2815.17	17.51					
31		34728	2894.00	18.00					
32		35745	2978.75	18.53					
33		36822	3076.83	19.14					
34		37890	3157.50	19.64					
<b>GRADE 9</b>									
34	545 - 589	37890	3157.50	19.64					
35		38890	3240.83	20.16					
36		39880	3323.33	20.67					
37		40876	3406.33	21.19					
<b>GRADE 10</b>									
37	590 +	40876	3406.33	21.19					
38		41881	3490.08	21.71					
39		42821	3568.42	22.20					
40		43857	3654.75	22.73					
Other		0	0.00	0.00					

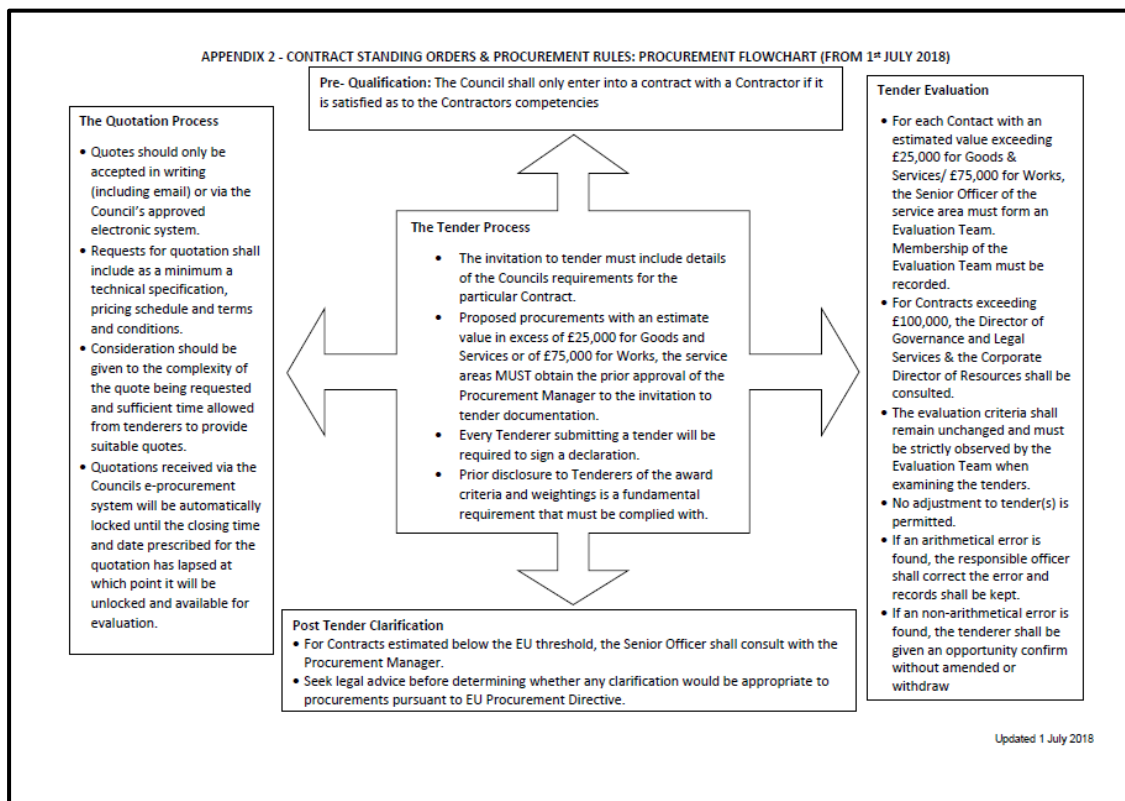
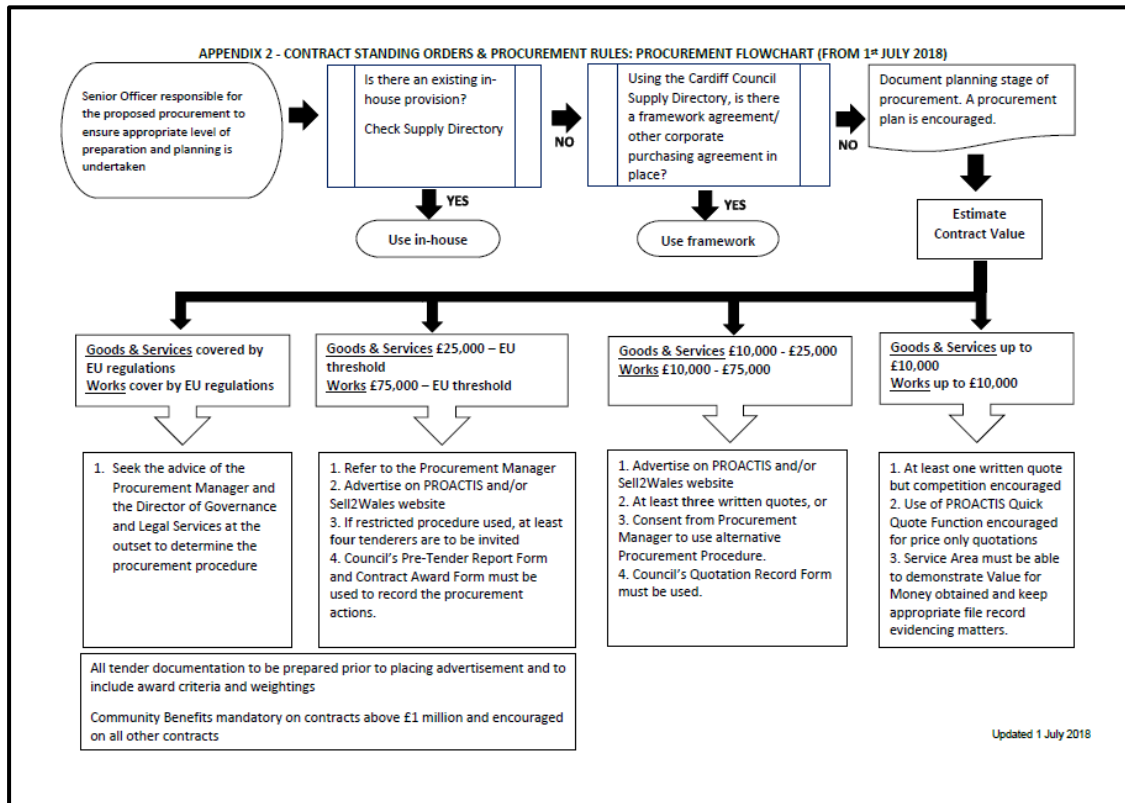
\* SCP 10, 13, 16, 18 & 21 are not in use

## Calculation of on costs for posts

2020/21				
		scp25	scp	scp
		<b>Grade 6</b>	<b>grade 7</b>	<b>grade 8</b>
Pay	29,577.00	33,782.00	37,890.00	
Weekend Shift Night Standby Overtime	2,998.00			
on-costs	10,036.03	10,442.00	11,859.00	
	<b>42,611.03</b>	<b>44,224.00</b>	<b>49,749.00</b>	

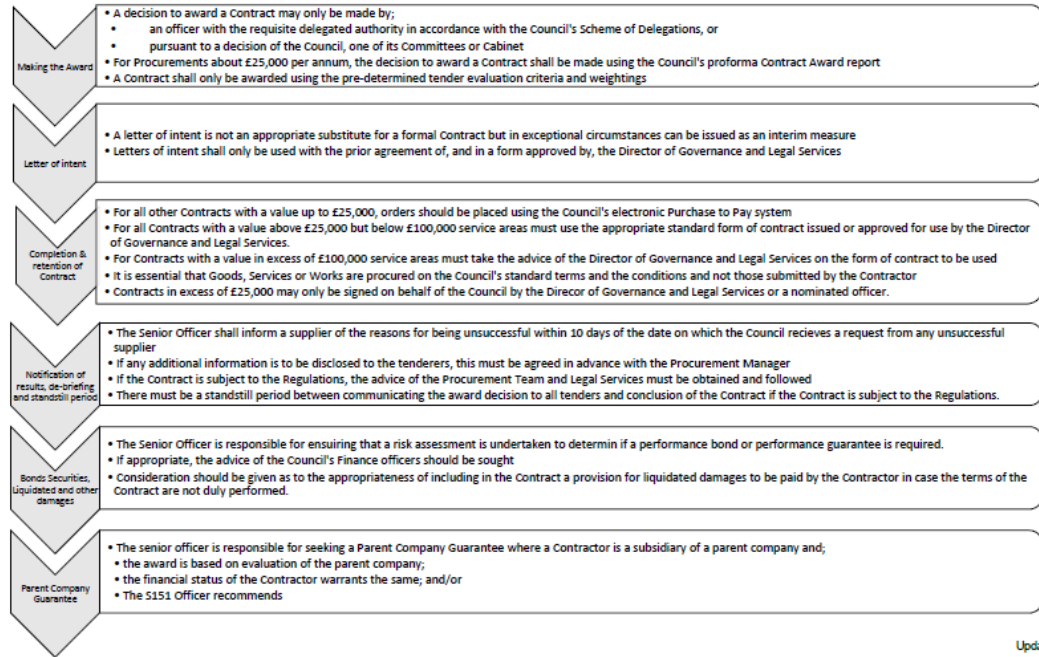
## Appendix 10 - Council Standing Orders on Procurement

The full document is available on request – these charts summarise the Council's procurement framework, adopted July 2018



APPENDIX 2 - CONTRACT STANDING ORDERS & PROCUREMENT RULES: PROCUREMENT FLOWCHART (FROM 1<sup>st</sup> JULY 2018)

**Awarding Contracts**



Updated 1 July 2018



## Appendix 11 – Post project costs

Draft costs prepared for One Planet Cardiff Strategy, November 2020.

		TOTALS															
		B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
			2021/22	22/23	Capital 23/24	24/25	25/26	2021/22	22/23	23/24	24/25	25/26	2021/22	22/23	23/24	24/25	25/26
1	<b>One Planet Cardiff - future projects</b>																
2																	
3																	
4																	
5	<b>Local Nature partnership</b>																
6	LNP co-ordinator post																
7	<b>Coed Caerdydd canopy programme</b>																
8	Programme support																
9	3 day week supporting the project																
10	Programme team costs																
11	Staff costs																
12	Trainee woodland ranger																
13	Training																
14	Mileage																
15	Uniforms																
16	IT and phones																
17	Machinery and equipment																
18	Vehicle hire																
19	Tree nursery																
20	Trainee propagator																
21	Timber recycling project																
22	Grant priming																
23	Staff costs (using existing setup)																
24	Arboricultural team																
25	Staff costs (additional team)																
26	PPE																
27	Machinery and equipment																
28	Vehicle hire																
29	Trailer and chipper																
30	New / replacement tree planting																
31																	
32	<b>TOTALS</b>																
		£ -	£ 51,000.00	£ 100,000.00	£ 100,000.00	£ -	£ -	£ 34,512.00	£ 141,673.00	£ 366,087.00	£ 392,437.00	£ 361,437.00	£ 472,394.00	£ 341,600.00	£ 54,980.00	£ -	£ -