



**Oversight and Governance**

Chief Executive's Department

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## Delegated Decisions

### Delegated Executive/Officer Decisions

Delegated Executive and Officer decisions are published every Wednesday and are available at the following link - <https://tinyurl.com/ms6umor>

Cabinet decisions subject to call-in are published at the following link - <http://tinyurl.com/yddrql6>

Notice of call-in for non-urgent decisions must be given to the Democratic Support Unit by 4.30 pm on Wednesday 30 November 2022. Please note – urgent decisions and non-key Council Officer decisions cannot be called in. Copies of the decisions together with background reports are available for viewing as follows:

- on the Council's Intranet Site at <https://modgov/mgDelegatedDecisions.aspx>
- on the Council's website at <https://tinyurl.com/jhnax4e>

The non-key Council Officer decision below may be implemented immediately.

## **Delegated Decisions**

### **I. Council Officer Decision - Anthony Payne (Strategic Director for Place):**

- I.1. Plymouth and South Devon Community Forest – Winter Tree Planting Programme Contract Award **(Pages 1 - 52)**

# EXECUTIVE DECISION

made by a Council Officer



## REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER

Executive Decision Reference Number – *COD31 22/23*

Decision	
1	<p><b>Title of decision:</b> Plymouth and South Devon Community Forest – Winter Tree Planting Programme Contract Award</p>
2	<p><b>Decision maker (Council Officer name and job title):</b> Anthony Payne, Strategic Director for Place</p>
3	<p><b>Report author and contact details:</b> Peter Hawking-Sach peter.hawking-sach@plymouth.gov.uk</p>
4a	<p><b>Decision to be taken:</b> Approve the award of the 22/23 Winter Tree planting programme contracts as per Contract Award Reports:</p> <ul style="list-style-type: none"> <li>It is recommended that a contract be awarded to the highest scoring Tenderer, Barcham Trees Plc, as set out in the Contract Award Report 23698 for the supply of standard trees for the 2022/23 Community Forest Tree Planting Programme.</li> <li>It is recommended that a contract be awarded to the following suppliers for the specific products mentioned in the Contract Award Report (23930-37/39) for saplings and additional materials for the tree planting programme – Serpells, Endsleigh Gardens Nursery, The Grower, Ornamental Trees, Scot Plants Direct, Adam's Apples, Trees Direct and Habitat Aid.</li> </ul>
4b	<p><b>Reference number of original executive decision or date of original committee meeting where delegation was made:</b> <b>Executive decision for Plymouth and South Devon Community Forest: L45 21/22</b></p>
5	<p><b>Reasons for decision:</b> This year's Winter Tree Programme is an integral part of the delivery of Plymouth and South Devon Community Forest's tree planting within Plymouth. The planting provides Plymouth's contribution to the 500 hectares of planting through to 2025, which will see the project secure up to £8.8m from the Trees for Climate fund.</p>

	The funding is reliant upon tree planting targets being met. Plymouth's planting is a significant proportion of the wider Community Forest target, and will contribute to goals set out in the JLP, Corporate Plan and Plymouth's Plan for Trees.			
<b>6</b>	<p><b>Alternative options considered and rejected:</b></p> <p>Do nothing, do not plant trees within Plymouth for Winter 22/23.</p> <p>Deliver similar scale tree planting across Plymouth reliant on partners' and local organisations sponsoring trees. Rejected as we have secured Trees for Climate funding to facilitate the planting of trees in Plymouth.</p>			
<b>7</b>	<p><b>Financial implications and risks:</b></p> <p>Contract award total 2022/2023 - £58,597.00</p> <p>Trees for Climate fund (Capital) 2022/2023 - £934,192</p> <p>Trees for Climate fund (Revenue) 2022/2023 - £220,000</p> <p>The risk that the award presents is low as all funding is secured and provides for all capital items against all planting.</p>			
<b>8</b>	<p><b>Is the decision a Key Decision?</b> (please contact <a href="#">Democratic Support</a> for further advice)</p>	<b>Yes</b>	<b>No</b>	<b>Per the Constitution, a key decision is one which:</b>
			x	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total
			x	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1million</b>
			x	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
<b>8b</b>	<b>If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a></b>	N/A		
<b>9</b>	<b>Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:</b>	<p><b>Corporate Plan</b></p> <ul style="list-style-type: none"> <li>A green, sustainable city that cares about the environment</li> </ul> <p><b>Joint Local Plan</b></p> <ul style="list-style-type: none"> <li>DEV026 Protecting and enhancing biodiversity and geological conservation,</li> <li>DEV028 Trees, woodlands and hedgerows</li> </ul>		

		<b>Plymouth Plan</b> <ul style="list-style-type: none"> <li>• SO1 – Delivering a healthy city</li> <li>• HEA7 - Optimising the health and wellbeing benefits of the natural environment</li> </ul>
10	<b>Please specify any direct environmental implications of the decision (carbon impact)</b>	<p>This programme of works aligns with and supports the delivery of the Plymouth Climate Emergency Action Plan by delivering a programme of works that will enhance and add resilience to the city's green estate.</p> <p>Plymouth currently has just under 400,000 trees which contribute £4.6m of annual benefits to the city through the Ecosystem Services that they provide, including £1.1 million of carbon storage and £2.9 million of pollution removal (i-Tree Eco survey 2020). This work will enhance this service provision.</p> <p>The community forest planting will increase carbon capture/CO2 by 83% from current levels, once fully established, helping us in our fight to become carbon neutral by 2030.</p>

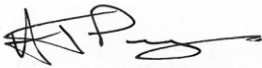
### Urgent decisions

11	<b>Is the decision urgent and to be implemented immediately in the interests of the Council or the public?</b>	<b>Yes</b>		(If yes, please contact <a href="#">Democratic Support</a> for advice)
		<b>No</b>	x	(If no, go to section 13a)
12a	<b>Reason for urgency:</b>			
12b	<b>Scrutiny Chair signature:</b>		<b>Date</b>	
	<b>Scrutiny Committee name:</b>			
	<b>Print Name:</b>			

### Consultation

13a	<b>Are any other Cabinet members' portfolios affected by the decision?</b>	<b>Yes</b>		
		<b>No</b>	x	(If no go to section 14)
13b	<b>Which other Cabinet member's portfolio is affected by the decision?</b>	NA		
13c	<b>Date Cabinet member consulted</b>	NA		
14	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>	<b>Yes</b>		If yes, please discuss with the Monitoring Officer
		<b>No</b>	x	

15	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Anthony Payne					
		<b>Job title</b>	Strategic Director for Place					
		<b>Date consulted</b>	08/11/2022					
<b>Sign-off</b>								
16	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DS74 22/23					
		<b>Finance (mandatory)</b>	pl.22.23.285					
		<b>Legal (mandatory)</b>	MS/39403/18.11.22.					
		<b>Human Resources (if applicable)</b>	NA					
		<b>Corporate property (if applicable)</b>	NA					
		<b>Procurement (if applicable)</b>	HG/PS/660/ED/1122					
<b>Appendices</b>								
17	<b>Ref.</b>	<b>Title of appendix</b>						
	A	Briefing report for publication ( <i>mandatory</i> ) – 221110 Winter Tree Programme Briefing Report 2022-23						
	B	Equalities Impact Assessment ( <i>where required</i> ) 221110 Winter Tree Programme EIA 2022-23						
	C	Contract Award Report 1 - 23698 - Community Forest - Contract Award Report - Part 1						
	D	Contract Award Report 2 - Community Forest Contract Award Report - Final						
<b>Confidential/exempt information</b>								
18a	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>	<input checked="" type="checkbox"/>	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below.				
		<b>No</b>	<input type="checkbox"/>					
		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
18b	<b>Confidential/exempt briefing report title:</b>  23698 - Community Forest - Contract Award Report - Part 2			x				
<b>Background Papers</b>								
19	Please list all unpublished, background papers relevant to the decision in the table below.  Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of							

the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
Title of background paper(s)	Exemption Paragraph Number						
	1	2	3	4	5	6	7
Council Officer Signature							
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.						
<b>Signature</b>			<b>Date of decision</b>		18/11/2022		
<b>Print Name</b>	Anthony Payne						

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**PLYMOUTH & SOUTH DEVON  
COMMUNITY FOREST – Winter Tree  
Programme 2022/23  
BRIEFING PAPER**



**Background**

Plymouth and South Devon Community Forest is a partnership programme consisting of PCC, South Hams and West Devon, National Trust, and Woodland Trust. In 2020, a council project mandate was signed and the partnership submitted an expression of interest to England's Community Forests (ECF) team to access DEFRA's 'Trees for Climate' funding package to deliver new woodland and tree planting through March 2025. In 2021, DEFRA and ECF accepted Plymouth and South Devon Community Forest's proposal, and PSDCF has since become England's 11<sup>th</sup> Community Forest with the vision:

***A new 21<sup>st</sup> century woodland network created by young people to inspire and support future generations of Plymouth and SW Devon. PCF will create space for nature, encourage enterprise, deliver a positive transition to net zero and enable young people to influence their futures.***

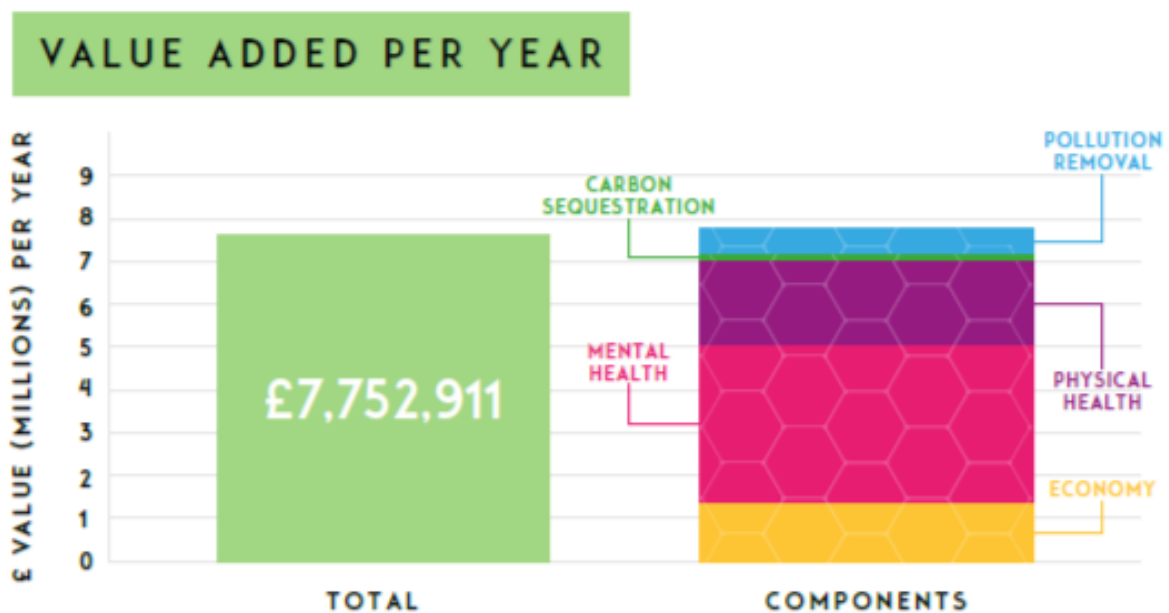
Delivery against the ambition of 500 hectares of planting will see the project secure up to £8.830m from the Trees for Climate Fund through March 2025.

It accesses a significant and unrivalled source of funding for PCC and its partners to achieve objectives set out in the Joint Local Plan, Corporate Plan, Climate Emergency Action Plan (CEAP) and Plymouth's Plan for Trees.

The Winter Tree programme 2022-23 enables PCC to fulfil its tree planting programme across the city in year 2 of the programme, contributing to the 500 hectare target of the Community Forest, utilising the DEFRA 'Trees for Climate' fund as its capital and revenue budget resource.

**Benefits and risks**

Many of the benefits of the Community Forest have been modelled and are significant, especially in terms of health and wellbeing value to local communities. This is shown in Figure 1 below.



**Fig 1. Monetary value added per year from PSDCF (Vivid Economics, 2021)**

The objectives of the Winter Tree Planting 2022/23 as part of the Community Forest project are wide-ranging and capture social, economic and environmental outcomes. These are set out in Table 1 below.

The greatest risks/ challenges for the project now are:

1. to ensure it delivers Plymouth's committed tree planting in this year, to contribute to the overall programme targets
2. to appropriately plan the planting pipeline and ensure community buy-in and participation in all eligible planting schemes, within the annual tree planting season of November 22 – March 23.

### **Links to other areas of work**

The PSDCF Plymouth Winter Tree Planting programme supports the delivery of a number of projects and areas of work including:

- **Habitat Banking** – linked to the new approach to biodiversity net gain required by the Environment Act. Funding secured through the sale of 'biodiversity units' as part of a developing habitat banking market linked to the new requirements of the Environment Act 2021.
- **National Marine Park** – the Community Forest is the green arc of the strategic natural space space encircling the city and complements the ambition of the NMP to have people at its heart.
- **Sustainable Urban Drainage (SUDs)** – potential payment scheme linked to a new approach to surface water management, delivering new SUDs features throughout the City.

5 year priorities for the Community Forest	Target Year 2025 (500 hectares)	Full establishment 2034 (1600ha)	Activities - how we will achieve the targets
<b>Urban &amp; rural regeneration</b>	Local economy uplift: <ul style="list-style-type: none"> <li>▪ Operational business model for PCF</li> <li>▪ Estimated creation of 64.7 job years in forestry and 16.8 job years in services to building and landscape including 5 apprentices</li> <li>▪ Business case for sawmill/firewood</li> <li>▪ Included in 'Destination Plymouth' visitor strategy</li> <li>▪ Recognisable branding of PCF as tourism destination</li> </ul>	Local economy uplift: <ul style="list-style-type: none"> <li>▪ 200 green jobs created</li> <li>▪ £1,384,111 local property value uplift per year</li> <li>▪ Destination for ecotourism</li> </ul>	<ul style="list-style-type: none"> <li>▪ Training and education programmes targeted at local residents.</li> <li>▪ Create high quality community forest which attracts inward investment.</li> <li>▪ Sawmill/firewood Community Interest Company (CIC)</li> <li>▪ Future Forester Apprenticeship programme in place</li> <li>▪ Agroforestry enterprises</li> <li>▪ Branding and marketing strategy developed</li> <li>▪ Reintroduction of beavers and red squirrels</li> <li>▪ Creation of suitable nesting sites for white-tailed eagle and osprey</li> </ul>
<b>Supporting local communities</b> (Engagement & involvement & access)	<ul style="list-style-type: none"> <li>▪ 320ha publicly accessible woodland</li> <li>▪ Intergenerational participation with emphasis on young people</li> </ul>	Health uplift Value: <ul style="list-style-type: none"> <li>▪ Mental health value £3,685,801 per year</li> <li>▪ Physical health value £2,018,627 per year</li> </ul>	<ul style="list-style-type: none"> <li>▪ Network of cycle and walking paths</li> <li>▪ Designated areas for recreation such as mountain biking</li> <li>▪ Youth Panel steering creation and management of PCF</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Reduced health inequalities across the city</li> </ul>	<ul style="list-style-type: none"> <li>▪ Projected 300,000 recreational visits per year</li> </ul>	<ul style="list-style-type: none"> <li>▪ Promotion/marketing of PCF and ways to use it through comms strategy coordinated with partners</li> <li>▪ Innovative interpretation and creation of art and culture trails</li> </ul>
<b>Carbon</b>	<ul style="list-style-type: none"> <li>▪ Local carbon sequestration monitoring framework in place</li> <li>▪ PCF approved as seller of carbon credits</li> <li>▪ Established and enacted impact monitoring programme</li> </ul>	<ul style="list-style-type: none"> <li>▪ Increase of 10,000 tons of carbon sequestered per year through PCF</li> </ul>	<ul style="list-style-type: none"> <li>▪ Defined areas left to naturally regenerate to maximize carbon sequestration</li> <li>▪ Increase in local goods and services to enhance the development of a low carbon circular economy for Plymouth</li> </ul>
<b>Improved habitats for wildlife</b>	<ul style="list-style-type: none"> <li>▪ 320 ha community woodland planted</li> <li>▪ 110ha private woodland</li> <li>▪ 70 ha urban woodland/street trees</li> <li>▪ 2.5km hedgerow</li> <li>▪ Improved connectivity between existing woodland habitats</li> <li>▪ Enhancements to 100% existing woodland blocks</li> <li>▪ Riparian buffer strips enhanced</li> <li>▪ Improved water quality demonstrated by monitoring</li> <li>▪ Establishment of priority habitat</li> <li>▪ Established and enacted impact monitoring programme</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1100 hectares of additional native broadleaf woodland, orchards and hedgerow</li> <li>▪ Rewilding principles being applied</li> <li>▪ Species reintroduction programmes in place including Eurasian beavers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Combination of re-wilding, enhancing existing woodlands and tree planting</li> <li>▪ Focus on enhancing riparian corridors</li> </ul>

<b>Investment</b>	<ul style="list-style-type: none"> <li>▪ Fund attracting investment of targeted £100k per year through sale of carbon and biodiversity credits</li> </ul>	<ul style="list-style-type: none"> <li>▪ Investment fund attracting ongoing and increased investment to sustain growth and management of PCF</li> </ul>	<ul style="list-style-type: none"> <li>▪ PCF investment fund and strategy established</li> </ul>
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**Table 1 – Objectives for PSDCF**

### **Summary and Recommendations**

The opportunities presented by the partnership being able to access the Trees for Climate funding are significant and provide dedicated resource to meet a range of Corporate objectives linked to social, economic and environmental outcomes. There is a recognised need and ambition to achieve and this provides opportunity to realise this.

It is therefore recommended that the Strategic Director for Place:

1. Approves the contract award for this year's Winter Tree Planting programme to continue PCC's planting contribution to this year's 54 hectare target as part of Plymouth and South Devon Community Forest, utilising the £934,192 capital programme budget allocated from DEFRA and ECF

*Reason: To enable the Council and its partners to maintain the Community Forest's participation in the 'Trees for Climate' delivery programme, and ensures PCC continues its progress to achieving net zero by 2030.*

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**PROCUREMENT GATEWAY 3 -  
CONTRACT AWARD REPORT -  
PART I**



**2022/23 Community Forest Winter  
Tree Planting Programme**

**Procurement Reference No.  
23698**

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## 1. INTRODUCTION

This contract award report is in relation to the procurement for the supply of standard trees for the 2022/23 Community Forest Tree Planting Programme.

This contract will be executed under PS0027.v2 PCC Goods Terms & Conditions and will run for the full contract duration.

Contract Duration: Duration of the contract is for 7 months

## 2. BACKGROUND

The Plymouth and South Devon Community Forest (P&SDCF), was chosen to become England's 11th Community Forest after submitting an EOI to England's Community Forest and DEFRA in 2021.

The Community Forest partners have now been provided with the funding agreement which provides access to DEFRA's Trees for Climate funding programme for the next 4 years.

The Plymouth and South Devon Community Forest will stretch from the heart of the city to the edge of the moor. It will encompass 1,900 hectares of tree planting amongst a much wider landscape to form a mosaic of different forest habitats within the urban and rural areas. It is a long-term project with 30-40 year objectives with an ambition to deliver 500 hectares of new forest creation in the first 5 years.

The new planting will be on both public and private land with a landowner offer formed to provide the Community Forest to act as a grant awarding body under landowner agreements. Delivery against the ambition of 500 hectares of planting will see the project secure £8.830m from the Trees for Climate Fund for Yr. 21/22 and the next three financial years.

The Council intend to purchase an initial quantity of 322 trees for its Yr. 22/23 winter programme which is outlined in the Procurement Documentation, Appendix A – Tree Order Specification and Pricing Spreadsheet.

## 3. PROCUREMENT PROCESS

In line with the Council's Contract Standing Orders and based on the anticipated contract value, this requirement sat within the 'Over £25k – relevant Government Procurement (GPA) thresholds' and was therefore subject to the requirement for a competitive procurement exercise to be undertaken and seek three formal quotations (non-verbal) / tenders: Two from PL Postcodes where possible.

## 4. TENDER EVALUATION CRITERIA

The following information concerning the evaluation criteria and scoring methodology was included in the ITT instructions.

A suitability assessment (also known as the selection stage) and an award stage.

### **Suitability Assessment Evaluation Methodology**

#### For Information Only Schedules

The following schedules were for information only and were not evaluated.

#### **Schedule - Suitability Assessment**

- SA Section I: Tenderer Information

Pass/Fail Questions

The following Schedules and questions were evaluated on a pass or fail basis. In the event of the Tenderer being awarded a 'fail' on any of the below criteria, the remainder of the Tender would not be evaluated and the Tenderer would be eliminated from the process. The Tender would be disqualified if a Tenderer failed submit these completed Schedules and questions.

Wherever possible the Council permitted Tenderers to self-certify they met the minimum PASS/FAIL requirements without the need to attach evidence or supporting information. However where the Council regarded the review of certain evidence and supporting information, as critical to the success of the procurement this would be specifically requested.

The return document clearly indicated whether 'Self-certification' is acceptable or whether 'Evidence is required' for each question.

Where Tenderers were permitted to self-certify, evidence would be sought from the successful Tenderer at contract award stage. Please note the successful Tenderer must to be able to provide all evidence to the satisfaction of the Council at contract award stage within a reasonable period, if the successful Tenderer is unable to provide this information the Council reserves the right to award the contract to the next highest scoring Tenderer and so on.

**Schedule - Suitability Assessment**

- SA Section 2: Insurance
- SA Section 3: Economic and Financial Standing

**Award Evaluation Criteria and Methodology**

Tenderers satisfactorily meeting the Suitability Assessment evaluation had their Tender responses evaluated by the Council to determine the most economically advantageous Tender based on the non-price and price criteria that are linked to the subject matter of the contract.

This section assessed how the Tenderer proposed to deliver the requirements as detailed in the specification.

The Council intends to award any Contract based on the most economically advantageous offer.

The Council would not be bound to accept the lowest price of any Tender submitted.

All responses were assessed against the Evaluation Criteria set out below:

**High-Level Award Criteria**

The high-level award criteria for the project was as follows:

**Exact Requirements (Excluding Fruit Trees)**

Award Criteria		Proportion of Weighting		
		Tier 1	Tier 2	Tier 3
Price		40%		
Non-Price		60%		
	<b>1. Availability</b>		30%	
	<i>1.1 Species Match</i>			10%
	<i>1.2 Growing Format Match</i>			10%
	<i>1.3 Rooting Match</i>			5%

	<i>1.4 Size Match</i>			5%
	<b>2. Delivery</b>			25%
	<b>3. Quality</b>			5%
		100%	100%	100%

### **Exact Requirements (Fruit Trees Only)**

Award Criteria		Proportion of Weighting		
		Tier 1	Tier 2	Tier 3
<b>Price</b>		<b>40%</b>		
<b>Non-Price</b>		<b>60%</b>		
	<b>1. Availability</b>		30%	
	<i>1.1 Species Match</i>			7.5%
	<i>1.2 Growing Format Match</i>			5%
	<i>1.3 Rooting Match</i>			5%
	<i>1.4 Root Stock</i>			7.5%
	<i>1.5 Size Match</i>			5%
	<b>2. Delivery</b>		25%	
	<b>3. Quality</b>		5%	
		100%	100%	100%

In the event no Tenders are received for the Exact Requirements (the Council's preference), or in the event the number of trees available for any of the Exact Requirements does not satisfy the Councils required quantities for any specific line then the following award criteria will be applied to Substitutes offered.

### **Substitutes (Excluding Fruit Trees)**

The high level award criteria is as follows:

Award Criteria		Proportion of Weighting		
		Tier 1	Tier 2	Tier 3
<b>Price</b>		<b>20%</b>		
<b>Non-Price</b>		<b>80%</b>		
	<b>1. Availability</b>		50%	
	<i>1.1 Species Match (Crown habit and size of tree)</i>			20%
	<i>1.2 Growing Format Match</i>			10%

	<i>1.3 Rooting Match</i>			10%
	<i>1.4 Size Match</i>			10%
	<b>2. Delivery</b>			25%
	<b>3. Quality</b>			5%
		100%	100%	100%

### **Substitutes (Fruit Only)**

The high level award criteria is as follows:

Award Criteria	Proportion of Weighting		
	Tier 1	Tier 2	Tier 3
<b>Price</b>		<b>20%</b>	
<b>Non-Price</b>	<b>80%</b>		
<b>1. Availability</b>		50%	
<i>1.1 Species Match (Crown habit and size of tree)</i>			20%
<i>1.2 Growing Format Match</i>			5%
<i>1.3 Rooting Match</i>			5%
<i>1.4 Root Stock</i>			15%
<i>1.5 Size Match</i>			5%
<b>2. Delivery</b>		25%	
<b>3. Quality</b>		5%	
	100%	100%	100%

A Tender may not have been accepted if it significantly failed to satisfy any specific criterion, even if it scored relatively well against all other criteria.

In the event that evaluating officers, acting reasonably, considered that a Tender is fundamentally unacceptable on any issue, then regardless of the Tender's other merits or its overall score, and regardless of the weighting scheme, that Tender may have been rejected.

### **Price**

Applies to both Exact Requirements and Substitutes.

Evaluation made against comparison of pricing schedules on a line by line basis.

### **PRI Total Tender Sum**

The Tenderer's Total Tender Sum will be evaluated using the scoring system below:

$$\left( \frac{\text{Lowest Total Tender Sum}}{\text{Tenderer's Total Tender Sum}} \right) \times \text{Weighting} = \text{Weighted score}$$

The Tenderer with the lowest price was awarded the full score available for each criteria stated, with the remaining Tenderers gaining pro-rata scores in relation to how much higher their prices were when compared to the lowest price.

### Non-Price - Availability

Applied to both Exact Requirements and Substitutes.

Tenderers were asked to provide responses to the availability criteria contained within Schedule 2 of the ITT Return Document on a line by line basis, which was intended to indicate how they will meet specific requirements.

Each line item was identified as being evaluated on the following basis.

#### Species Match (Exact Requirements Only)

Criteria	Score
Yes = Species & Specific Variety match	5
No = No Match	0

#### Species Match (Substitutes Only)

Criteria	Score
Alternative Species matching Crown habit and size of tree at Maturity	3
Leaf Colour match only	2
Genus match only	1

#### Growing Format Match

Criteria	Score
Direct Match	5
Partial match	3
No Match	1

#### Rooting Match

Criteria	Score
Containerised	5
Root ball	3
Bare root	1

**Size Match**

Criteria	Score
8 – 12cm if clear/single stem / 2-2.5m if multi stem	5
12 – 14cm if clear/single stem / 1-1.5m if multi stem	4
14 – 16cm	3
16 – 18cm	2
Feather/Shrub/Half Standard	1

**Exception Note:** For the following species *Castanea sativa*, *Ilex aquifolium*, and *Quercus robur* Size Match evaluation was evaluated on the following basis.

Criteria	Score
1.75 – 2.5m clear / single stem	5
1.2 – 1.75m clear / single stem	4

**Exception Note:** For the following species, *Pinus sylvestris* Size Match evaluation was evaluated on the following basis.

Criteria	Score
1.2 – 1.75m clear / single stem	5
1.75 – 2.5m clear / single stem	4

**Exception Note:** For the following species *Sambucus nigra* (Black Lace) Size Match evaluation was evaluated on the following basis.

Criteria	Score
1.5 – 2.25m Multi stem	5
1.2 – 1.5m Multi stem	4

**Root Stock (Fruit Trees only)**

Criteria	Score
MM106	5
M9/M26/Quince C	4
M27	3

MMIII	2
M25	1

### Non-Price – Delivery & Quality

Tenderers were asked to provide method statements within the ITT Return Document, which were intended to explain how they would meet specific requirements.

Each method statement was scored on a scale of 0 to 5 points, in accordance with the following scheme:

Response	Score	Definition
Excellent	5	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement/outcomes and provides details of how the requirement/outcomes will be met in full.
Very good	4	Response is particularly relevant. The response is precisely detailed to demonstrate a very good understanding of the requirements and provides details on how these will be fulfilled.
Good	3	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements/outcomes will be fulfilled.
Satisfactory	2	Response is relevant and acceptable. The response addresses a broad understanding of the requirements/outcomes but lacks details on how the requirement/outcomes will be fulfilled in certain areas.
Poor	1	Response is partially relevant and poor. The response addresses some elements of the requirements/outcomes but contains insufficient/limited detail and explanation to demonstrate how the requirements/outcomes will be fulfilled.
Unacceptable	0	No or inadequate response. Fails to demonstrate an ability to meet the requirement/deliver the required outcomes.

Tenderers had to achieve an average score of 2 or more for each scored item. Any scored criteria item receiving less than 2 would result in the Tender being rejected and Tenderer being disqualified from the process.

Tenderers scores for each method statement were multiplied by the relevant weighting to result in a 'weighted score' for that method statement. The weighted scores were then totalled, with the total expressed as an overall score out of 30.

Method Statement	Weighting
<b>MS1 – Delivery</b>	<b>25.00%</b>
MS1.1 – Tree Delivery	25.00%
<b>MS2 – Quality</b>	<b>5.00%</b>
MS2.1 – Quality of Tree Stock	5.00%

<b>Total</b>	<b>30%</b>
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### **Moderation**

Moderation will be undertaken where there is a difference in evaluator scoring of more than 1 point. Moderation may also be undertaken where the Council deems it necessary. This is to ensure no errors have been made in the evaluation process. An example has been provided below:

E.g. Scores received of 3, 3 and 4= No moderation undertaken

Scores received of 2, 3 and 4= moderation undertaken

## **5. SUMMARY OF EVALUATION**

The Invitation to Tender was published electronically via, The Supplying the South West Portal – the Council’s chosen procurement portal on 22<sup>nd</sup> September 2022 with a Tender submission date of 1200hrs, 30<sup>th</sup> September 2022.

The Tender opportunity was issued to 3 organisations of whom had a history of providing the requirement to local authorities. Unfortunately, there were no organisations identified within the PL postcode area that could provide the requirements. Of the 3 organisations invited to Tender, 2 submitted Tenders, and 1 not providing a Tender response.

The received Tender submissions, were evaluated in accordance with the overall evaluation strategy set out above, and were independently evaluated by Council Officers, all of whom had the appropriate skills and experience, in order to ensure transparency and robustness in the process.

In order to ensure fairness of the process the evaluation Non-Price, and Price were split, with Price information being held back from the Non-Price evaluators.

The resulting Non-Price, and Price scores are contained in the confidential paper.

## **6. FINANCIAL IMPLICATIONS**

Financial provision has been made for this contract within the project budget. Details of the contractual pricing are contained in the confidential paper.

## **7. RECOMMENDATIONS**


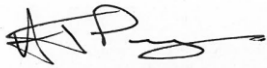
It is recommended that a contract be awarded to the highest scoring Tenderer, Barcham Trees Plc, for a total value of £39,426.00 for the supply of standard trees for the 2022/23 Community Forest Tree Planting Programme. Details of the successful Tenderer have been set out in the confidential paper.

This award will be provisional and subject to the receipt from Barcham Trees Plc of the satisfactory self-certification documents detailed in the suitability assessment questionnaire.

In the event Barcham Trees Plc cannot provide the necessary documentation, the Council reserves the right to award the contract to the second highest scoring Tenderer.



**8. APPROVAL****Authorisation of Contract Award Report**

<b>Author (Responsible Officer / Project Lead)</b>			
<b>Name:</b>	Peter Hawking-Sach		
<b>Job Title:</b>	Natural Infrastructure Officer		
<b>Additional Comments (Optional):</b>			
<b>Signature:</b>		<b>Date:</b>	08/11/2022
<b>Head of Service / Service Director</b>			
<b>[Signature provides authorisation to this award report and award of Contract]</b>			
<b>Name:</b>	Anthony Payne		
<b>Job Title:</b>	Strategic Director – Place		
<b>Additional Comments (Optional):</b>			
<b>Signature:</b>		<b>Date:</b>	18.11.22

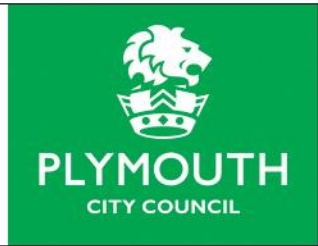
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The following relates to exempt or confidential matters (Para(s) 1, 2, 3 of Part 1, Schedule 12A of the Local Govt Act 1972). A breach of confidentiality could prejudice the Council/person/body concerned & might amount to a breach of the councillors /employees codes of conduct.

Document is Restricted

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**PROCUREMENT GATEWAY 3 -  
CONTRACT AWARD REPORT**



**2022/23 Community Forest Winter  
Tree Planting Programme**

**Procurement Reference No.  
23930-37/39**

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## 1. INTRODUCTION

This contract award report is in relation to the procurement for the supply of standard trees for the 2022/23 Community Forest Tree Planting Programme including sundries.

This contract will be executed under the suppliers Terms & Conditions and will run for the full contract duration.

Contract Duration: Duration of the contract is for dates from 18/11/2022 until 30/04/2023

## 2. BACKGROUND

The Plymouth and South Devon Community Forest (P&SDCF), was chosen to become England's 11th Community Forest after submitting an EOI to England's Community Forest and DEFRA in 2021.

The Community Forest partners have now been provided with the funding agreement which provides access to DEFRA's Trees for Climate funding programme for the next 4 years.

The Plymouth and South Devon Community Forest will stretch from the heart of the city to the edge of the moor. It will encompass 1,900 hectares of tree planting amongst a much wider landscape to form a mosaic of different forest habitats within the urban and rural areas. It is a long-term project with 30-40 year objectives with an ambition to deliver 500 hectares of new forest creation in the first 5 years.

The new planting will be on both public and private land with a landowner offer formed to provide the Community Forest to act as a grant awarding body under landowner agreements. Delivery against the ambition of 500 hectares of planting will see the project secure £8.830m from the Trees for Climate Fund for Yr. 21/22 and the next three financial years.

The requirements contained within are for tree protection across all schemes, collaborative planting with Plymouth Natural Grid, and a handful of plantings for Community Groups the Council is working with on Community led schemes, all of which warrant the purchase of specialist stock.

## 3. PROCUREMENT PROCESS

A desktop review was undertaken over the course of several weeks carried out via a combination of internet research and direct supplier engagement, based on specialist stock knowledge, and historical data held by the department following previous tenders.

The following 8 suppliers were invited to quote:-

Endsleigh Gardens Nursery,

The Grower,

Ornamental Trees,

ScotPlantsDirect,

Trees Direct,

Habitat Aid,

Adams Apples,

Serpells

Quotations were requested for each type of tree:-

Item	Qty.
Malus sp.	10
Sorbus Sargentiana	1
Sorbus aucuparia	1
Quercus robur	2
Cryptomeria Elegans	3
Prunus Pink Passion	1
Acer Campastre	6
Alder Incana	2
Betula tritis	13
Craetaegus Autumn glory	1
Metasequoia glyptostroboides	1
Prunus padus	1
Liriodendron sp.	1
Tilia cordata	2
Sorbus 'aria lutschens'	1
Quercus sp.	5
Liriodendron sp.	2
Malus sp.	2
Pinus sylvestris	2
Acer Palmatum 'crimson king'	2
Amelanchier x Graniflora	1
Crataegus monogyna	1
Magnolia kobus	1
Corylus avellana	1
Prunus 'amanogawa'	1
Prunus 'snow goose'	1
Sambucus nigra 'black lace'	1
Picea pungens 'edith'	1
Fagus sylvatica 'dawyck purple'	1
Prunus mume 'beni-chidori'	1
Betula utilis sub sp. jacquemontii	4
Magnolia acuminata 'baby blue'	2
Acer Palmatum 'autopurpureum'	1
Prunus nipponica ruby	1
Acer pseudoplatanus sp.	1
Malus sp. bens red	1
Cherry Dun	1
Cherry Kordia	1
Medlar Breadase Reus	1
Plum Czar	1
Plum Marjories Seedling	1
Pulum Farleigh Damson	1
Plum Mirabelle De Nancy	1
Plum Oullins Golden Gage	1



Pear Beurre Hardy	1
Pear Triumph of Vienna	1
Pear Conference	1
Quince Vranja	1
Acer campestre	25
Betula pendula	5
Carpinus betulus	15
Euonymus europaeus	5
Populus nigra	10
Populus tremula	10
Prunus padus	10
Quercus robur	10
Salix alba	5
Salix caprea	15
Sorbus aucuparia	15
Tilia cordata	10
Viburnum opulus	5
Malus sylvestris	10
Sorbus aria	10
Alnus glutinosa	5
Betula pubescens	5
Frangula alnus	10
Quercus petraea	10
Rhamnus cathartica	10
Viburnum lantana	10
Juniperus communis	5
Sorbus torminalis	10
50m Dog wire	15
5ft 3"/4" 1.65m stakes	14250

Each tree type was sourced on a case by case basis. As the value of each tree type was under £5k one quotation was obtained from local suppliers in line with contract standing orders.

#### 4. TENDER EVALUATION CRITERIA

The criteria used to assess the suitability of the suppliers to provide the required goods was:

- Experience of delivering same/similar goods on projects of a similar nature and size
- Track record on delivering goods to the required standard
- Holding the appropriate insurances with the necessary minimum level of cover

The criteria used to determine the award of the contracts was:

- The capability to deliver the goods to the required standard i.e. stock of appropriate size and condition
- The capacity to fulfil the contract within the required timescales i.e. stock availability and delivery timescales
- Lowest price

- Value for money- consideration of the diversity of stock available to limit the number of orders needed
- Minimisation of the impact of delivery on the environment – i.e. Proximity of supplier to the delivery address

## 5. SUMMARY OF EVALUATION

The criteria above was applied to each of the 8 suppliers invited to quote and the results were as follows:

Item	Qty.	Total Qty.	Awarded Supplier
Malus sp.	10		Endsleigh Gardens Nursery
Sorbus Sargentiana	1		Endsleigh Gardens Nursery
Sorbus aucuparia	1		Endsleigh Gardens Nursery
Quercus robur	2		Endsleigh Gardens Nursery
Cryptomeria Elegans	3		Endsleigh Gardens Nursery
Prunus Pink Passion	1		Endsleigh Gardens Nursery
Acer Campastre	6		Endsleigh Gardens Nursery
Alder Incana	2		Endsleigh Gardens Nursery
Betula tritis	13		Endsleigh Gardens Nursery
Craetaegus Autumn glory	1		Endsleigh Gardens Nursery
Metasequoia glyptostroboides	1		Endsleigh Gardens Nursery
Prunus padus	1		Endsleigh Gardens Nursery
Liriodendron sp.	1		Endsleigh Gardens Nursery
Tilia cordata	2		Endsleigh Gardens Nursery
Sorbus 'aria lutschens'	1		Endsleigh Gardens Nursery
Quercus sp.	5	51	Endsleigh Gardens Nursery
Liriodendron sp.	2		The Grower
Malus sp.	2		The Grower
Pinus sylvestris	2		The Grower
Acer Palmatum 'crimson king'	2		The Grower
Amelanchier x Graniflora	1		The Grower
Crataegus monogyna	1		The Grower
Magnolia kobus	1	11	The Grower
Corylus avellana	1		Ornamental Trees
Prunus 'amanogawa'	1		Ornamental Trees
Prunus 'snow goose'	1		Ornamental Trees
Sambucus nigra 'black lace'	1		Ornamental Trees

Picea pungens 'edith'	1		Ornamental Trees
Fagus sylvatica 'dawy purple'	1		Ornamental Trees
Prunus mume 'beni-chidori'	1		Ornamental Trees
Betula utilis sub sp. jacquemontii	4	11	Ornamental Trees
Magnolia aciminata 'baby blue'	2		ScotPlantsDirect
Acer Palmatum 'autopurpureum'	1		ScotPlantsDirect
Prunus nipponica ruby	1		ScotPlantsDirect
Acer pseudoplatanus sp.	1	5	ScotPlantsDirect
Malus sp. bens red	1		Adams Apples
Cherry Dun	1		Adams Apples
Cherry Kordia	1		Adams Apples
Medlar Breadase Reus	1		Adams Apples
Plum Czar	1		Adams Apples
Plum Marjories Seedling	1		Adams Apples
Pulum Farleigh Damson	1		Adams Apples
Plum Mirabelle De Nancy	1		Adams Apples
Plum Oullins Golden Gage	1		Adams Apples
Pear Beurre Hardy	1		Adams Apples
Pear Triumph of Vienna	1		Adams Apples
Pear Conference	1		Adams Apples
Quince Vranja	1	13	Adams Apples
Acer campestre	25		Trees Direct
Betula pendula	5		Trees Direct
Carpinus betulus	15		Trees Direct
Euonymus europaeus	5		Trees Direct
Populus nigra	10		Trees Direct
Populus tremula	10		Trees Direct
Prunus padus	10		Trees Direct
Quercus robur	10		Trees Direct
Salix alba	5		Trees Direct
Salix caprea	15		Trees Direct
Sorbus aucuparia	15		Trees Direct
Tila cordata	10		Trees Direct
Viburnum opulus	5		Trees Direct
Malus sylvestris	10		Trees Direct
Sorbus aria	10		Trees Direct

Alnus glutinosa	5	165	Trees Direct
Betula pubescens	5		Habitat Aid
Frangula alnus	10		Habitat Aid
Quercus petraea	10		Habitat Aid
Rhamnus cathartica	10		Habitat Aid
Viburnum lantana	10		Habitat Aid
Juniperus communis	5		Habitat Aid
Sorbus torminalis	10	60	Habitat Aid
50m Dog Wire	15	15	Serpells
5ft 3"/4" 1.65m stakes	14250	14250	Serpells

## 6. FINANCIAL IMPLICATIONS

Financial provision has been made for this contract within the project funding budget.

The contract pricing is as follows:

Item	Qty.	Total Qty.	Supplier	Scheme	Order Value
Malus sp.	10		Endsleigh Gardens Nursery	UTCF Replacements	
Sorbus Sargentiana	1		Endsleigh Gardens Nursery	UTCF Replacements	
Sorbus aucuparia	1		Endsleigh Gardens Nursery	UTCF Replacements	
Quercus robur	2		Endsleigh Gardens Nursery	UTCF Replacements	
Cryptomeria Elegans	3		Endsleigh Gardens Nursery	UTCF Replacements	
Prunus Pink Passion	1		Endsleigh Gardens Nursery	UTCF Replacements	
Acer Campastre	6		Endsleigh Gardens Nursery	UTCF Replacements	
Alder Incana	2		Endsleigh Gardens Nursery	UTCF Replacements	
Betula tritis	13		Endsleigh Gardens Nursery	UTCF Replacements	
Craetaegus Autumn glory	1		Endsleigh Gardens Nursery	UTCF Replacements	
Metasequoia glyptostroboides	1		Endsleigh Gardens Nursery	UTCF Replacements	
Prunus padus	1		Endsleigh Gardens Nursery	UTCF Replacements	
Liriodendron sp.	1		Endsleigh Gardens Nursery	UTCF Replacements	
Tilia cordata	2		Endsleigh Gardens Nursery	UTCF Replacements	
Sorbus 'aria lutschens'	1		Endsleigh Gardens Nursery	UTCF Replacements	
Quercus sp.	5	51	Endsleigh Gardens Nursery	UTCF Replacements	£1,959.40
Liriodendron sp.	2		The Grower	CF Replacements	
Malus sp.	2		The Grower	CF Replacements	
Pinus sylvestris	2		The Grower	CF Replacements	
Acer Palmatum 'crimson king'	2		The Grower	CF Replacements	

Amelanchier x Graniflora	1		The Grower	CF Replacements	
Crataegus monogyna	1		The Grower	CF Replacements	
Magnolia kobus	1	11	The Grower	CF Replacements	£1,253.00
Corylus avellana	1		Ornamental Trees	Pathfields	
Prunus 'amanogawa'	1		Ornamental Trees	Pathfields	
Prunus 'snow goose'	1		Ornamental Trees	Pathfields	
Sambucus nigra 'black lace'	1		Ornamental Trees	Pathfields	
Picea pungens 'edith'	1		Ornamental Trees	Pathfields	
Fagus sylvatica 'dawy purple'	1		Ornamental Trees	Pathfields	
Prunus mume 'beni-chidori'	1		Ornamental Trees	Pathfields	
Betula utilis sub sp. jacquemontii	4	11	Ornamental Trees	Pathfields	£881.81
Magnolia aciminata 'baby blue'	2		ScotPlantsDirect	Pathfields	
Acer Palmatum 'autopurpureum'	1		ScotPlantsDirect	Ridgeway	
Prunus nipponica ruby	1		ScotPlantsDirect	Ridgeway	
Acer pseudoplatanus sp.	1	5	ScotPlantsDirect	Ridgeway	£135.54
Malus sp. bens red	1		Adams Apples	Downhorn Park	
Cherry Dun	1		Adams Apples	Downhorn Park	
Cherry Kordia	1		Adams Apples	Downhorn Park	
Medlar Breadase Reus	1		Adams Apples	Downhorn Park	
Plum Czar	1		Adams Apples	Downhorn Park	
Plum Marjories Seedling	1		Adams Apples	Downhorn Park	
Pulum Farleigh Damson	1		Adams Apples	Downhorn Park	
Plum Mirabelle De Nancy	1		Adams Apples	Downhorn Park	
Plum Oullins Golden Gage	1		Adams Apples	Downhorn Park	
Pear Beurre Hardy	1		Adams Apples	Downhorn Park	
Pear Triumph of Vienna	1		Adams Apples	Downhorn Park	
Pear Conference	1		Adams Apples	Downhorn Park	
Quince Vranja	1	13	Adams Apples	Downhorn Park	£322.53
Acer campestre	25		Trees Direct	LNR'S (PNG project lead)	
Betula pendula	5		Trees Direct	LNR'S (PNG project lead)	
Carpinus betulus	15		Trees Direct	LNR'S (PNG project lead)	
Euonymus europaeus	5		Trees Direct	LNR'S (PNG project lead)	
Populus nigra	10		Trees Direct	LNR'S (PNG project lead)	

Populus tremula	10		Trees Direct	LNR'S (PNG project lead)	
Prunus padus	10		Trees Direct	LNR'S (PNG project lead)	
Quercus robur	10		Trees Direct	LNR'S (PNG project lead)	
Salix alba	5		Trees Direct	LNR'S (PNG project lead)	
Salix caprea	15		Trees Direct	LNR'S (PNG project lead)	
Sorbus aucuparia	15		Trees Direct	LNR'S (PNG project lead)	
Tila cordata	10		Trees Direct	LNR'S (PNG project lead)	
Viburnum opulus	5		Trees Direct	LNR'S (PNG project lead)	
Malus sylvestris	10		Trees Direct	LNR'S (PNG project lead)	
Sorbus aria	10		Trees Direct	LNR'S (PNG project lead)	
Alnus glutinosa	5	165	Trees Direct	LNR'S (PNG project lead)	£4,064.00
Betula pubescens	5		Habitat Aid	LNR'S (PNG project lead)	
Frangula alnus	10		Habitat Aid	LNR'S (PNG project lead)	
Quercus petraea	10		Habitat Aid	LNR'S (PNG project lead)	
Rhamnus cathartica	10		Habitat Aid	LNR'S (PNG project lead)	
Viburnum lantana	10		Habitat Aid	LNR'S (PNG project lead)	
Juniperus communis	5		Habitat Aid	LNR'S (PNG project lead)	
Sorbus torminalis	10	60	Habitat Aid	LNR'S (PNG project lead)	£791.95
50m Dog Wire	15	15	Serpells	All Urban	£4725.00
5ft 3"/4" 1.65m stakes	14250	14250	Serpells	All Urban	£4987.50

Implications if not approved could result in issues around funding and future funding could be withdrawn for the council.

## 7. RECOMMENDATIONS

It is recommended that a contract be awarded to the following suppliers for the specific products mentioned:-

Item	Qty.	Total Qty.	Supplier	Scheme	Order Value
Malus sp.	10		Endsleigh Gardens Nursery	UTCF Replacements	
Sorbus Sargentiana	1		Endsleigh Gardens Nursery	UTCF Replacements	
Sorbus aucuparia	1		Endsleigh Gardens Nursery	UTCF Replacements	
Quercus robur	2		Endsleigh Gardens Nursery	UTCF Replacements	
Cryptomeria Elegans	3		Endsleigh Gardens Nursery	UTCF Replacements	
Prunus Pink Passion	1		Endsleigh Gardens Nursery	UTCF Replacements	
Acer Campastre	6		Endsleigh Gardens Nursery	UTCF Replacements	
Alder Incana	2		Endsleigh Gardens Nursery	UTCF Replacements	
Betula tritis	13		Endsleigh Gardens Nursery	UTCF Replacements	
Craetaegus Autumn glory	1		Endsleigh Gardens Nursery	UTCF Replacements	
Metasequoia glyptostroboides	1		Endsleigh Gardens Nursery	UTCF Replacements	
Prunus padus	1		Endsleigh Gardens Nursery	UTCF Replacements	
Liriodendron sp.	1		Endsleigh Gardens Nursery	UTCF Replacements	
Tilia cordata	2		Endsleigh Gardens Nursery	UTCF Replacements	
Sorbus 'aria lutschens'	1		Endsleigh Gardens Nursery	UTCF Replacements	
Quercus sp.	5	51	Endsleigh Gardens Nursery	UTCF Replacements	£1,959.40
Liriodendron sp.	2		The Grower	CF Replacements	
Malus sp.	2		The Grower	CF Replacements	
Pinus sylvestris	2		The Grower	CF Replacements	
Acer Palmatum 'crimson king'	2		The Grower	CF Replacements	
Amelanchier x Graniflora	1		The Grower	CF Replacements	
Crataegus monogyna	1		The Grower	CF Replacements	
Magnolia kobus	1	11	The Grower	CF Replacements	£1,253.00
Corylus avellana	1		Ornamental Trees	Pathfields	
Prunus 'amanogawa'	1		Ornamental Trees	Pathfields	
Prunus 'snow goose'	1		Ornamental Trees	Pathfields	
Sambucus nigra 'black lace'	1		Ornamental Trees	Pathfields	
Picea pungens 'edith'	1		Ornamental Trees	Pathfields	
Fagus sylvatica 'dawy purple'	1		Ornamental Trees	Pathfields	
Prunus mume 'beni-chidori'	1		Ornamental Trees	Pathfields	
Betula utilis sub sp. jacquemontii	4	11	Ornamental Trees	Pathfields	£881.81
Magnolia acuminata 'baby blue'	2		ScotPlantsDirect	Pathfields	



Acer Palmatum 'autopurpureum'	1		ScotPlantsDirect	Ridgeway	
Prunus nipponica ruby	1		ScotPlantsDirect	Ridgeway	
Acer pseudoplatanus sp.	1	5	ScotPlantsDirect	Ridgeway	£135.54
Malus sp. bens red	1		Adams Apples	Downhorn Park	
Cherry Dun	1		Adams Apples	Downhorn Park	
Cherry Kordia	1		Adams Apples	Downhorn Park	
Medlar Breadase Reus	1		Adams Apples	Downhorn Park	
Plum Czar	1		Adams Apples	Downhorn Park	
Plum Marjories Seedling	1		Adams Apples	Downhorn Park	
Pulum Farleigh Damson	1		Adams Apples	Downhorn Park	
Plum Mirabelle De Nancy	1		Adams Apples	Downhorn Park	
Plum Oullins Golden Gage	1		Adams Apples	Downhorn Park	
Pear Beurre Hardy	1		Adams Apples	Downhorn Park	
Pear Triumph of Vienna	1		Adams Apples	Downhorn Park	
Pear Conference	1		Adams Apples	Downhorn Park	
Quince Vranja	1	13	Adams Apples	Downhorn Park	£322.53
Acer campestre	25		Trees Direct	LNR'S (PNG project lead)	
Betula pendula	5		Trees Direct	LNR'S (PNG project lead)	
Carpinus betulus	15		Trees Direct	LNR'S (PNG project lead)	
Euonymus europaeus	5		Trees Direct	LNR'S (PNG project lead)	
Populus nigra	10		Trees Direct	LNR'S (PNG project lead)	
Populus tremula	10		Trees Direct	LNR'S (PNG project lead)	
Prunus padus	10		Trees Direct	LNR'S (PNG project lead)	
Quercus robur	10		Trees Direct	LNR'S (PNG project lead)	
Salix alba	5		Trees Direct	LNR'S (PNG project lead)	
Salix caprea	15		Trees Direct	LNR'S (PNG project lead)	
Sorbus aucuparia	15		Trees Direct	LNR'S (PNG project lead)	
Tila cordata	10		Trees Direct	LNR'S (PNG project lead)	
Viburnum opulus	5		Trees Direct	LNR'S (PNG project lead)	
Malus sylvestris	10		Trees Direct	LNR'S (PNG project lead)	
Sorbus aria	10		Trees Direct	LNR'S (PNG project lead)	
Alnus glutinosa	5	165	Trees Direct	LNR'S (PNG project lead)	£4,064.00
Betula pubescens	5		Habitat Aid	LNR'S (PNG project lead)	
Frangula alnus	10		Habitat Aid	LNR'S (PNG project lead)	
Quercus petraea	10		Habitat Aid	LNR'S (PNG project lead)	
Rhamnus cathartica	10		Habitat Aid	LNR'S (PNG project lead)	



Viburnum lantana	10		Habitat Aid	LNR'S (PNG project lead)	
Juniperus communis	5		Habitat Aid	LNR'S (PNG project lead)	
Sorbus torminalis	10	60	Habitat Aid	LNR'S (PNG project lead)	£791.95
50m Dog Wire	15	15	Serpells	All Urban	£4725.00
5ft 3"/4" 1.65m stakes	14250	14250	Serpells	All Urban	£4987.50

## 8. APPROVAL

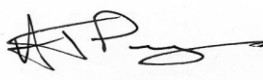
### Authorisation of Contract Award Report

Author (Responsible Officer / Project Lead)	
<b>Name:</b>	Chris Avent
<b>Job Title:</b>	Green Estate Manager
<b>Additional Comments (Optional):</b>	
<b>Signature:</b>	 <b>Date:</b> 18/11/2022
Head of Service / Service Director [Signature provides authorisation to this award report and award of Contract]	
<b>Name:</b>	Anthony Payne
<b>Job Title:</b>	Strategic Director – Place
<b>Additional Comments (Optional):</b>	
<b>Signature:</b>	 <b>Date:</b> 08/11/2022

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# EQUALITY IMPACT ASSESSMENT – [PLYMOUTH AND SOUTH DEVON WINTER TREE PROGRAMME 2022-23]

## SECTION ONE: INFORMATION ABOUT THE PROPOSAL

<b>Author(s):</b> This is the person completing the EIA template.	Peter Hawking-Sach	<b>Department and service:</b>	Place. Environmental Planning	<b>Date of assessment:</b>	10/11/2022
<b>Lead Officer:</b> Please note that a Head of Service, Service Director, or Strategic Director must approve the EIA.	Anthony Payne	<b>Signature:</b>		<b>Approval date:</b>	08/11/2022
<b>Overview:</b>	<p>Plymouth and South Devon Community Forest is a partnership programme consisting of PCC, South Hams and West Devon, National Trust, and Woodland Trust. The Community Forest has been allocated funding from DEFRA through its 'Trees for Climate' fund for delivery against the ambition of 500 hectares of planting, seeing the project secure up to £8.830m from the Trees for Climate Fund through March 2025.</p> <p>The Winter Tree Programme 2022-23 is PCC's 22/23 contribution to the 500 hectare planting target through the delivery of tree planting schemes across the city from November 2022 – March 2023. The programme will contribute to Plymouth's own ambitions towards net zero carbon by 2030.</p>				
<b>Decision required:</b>	Approval of the contract award for tree stock provision for the Winter Tree Planting programme 2022-23				

## SECTION TWO: EQUALITY IMPACT ASSESSMENT SCREENING TOOL

<b>Potential external impacts:</b> Does the proposal have the potential to negatively impact service users, communities or residents with protected characteristics?	<b>Yes</b>		<b>No</b>	X
<b>Potential internal impacts:</b> Does the proposal have the potential to negatively impact Plymouth City Council employees?	<b>Yes</b>		<b>No</b>	X
Is a full Equality Impact Assessment required? (if you have answered yes to either of the questions above then a full impact assessment is required and you must complete section two)	<b>Yes</b>		<b>No</b>	X
If you do not agree that a full equality impact assessment is required, please set out your justification for why not.	There is no negative impact to service users, communities or residents with protected characteristics, nor any PCC			

	employees, the project is open to all, and enhanced tree planting will contribute to the health and wellbeing of residents and communities across Plymouth.
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### SECTION THREE: FULL EQUALITY IMPACT ASSESSMENT

Protected characteristics (Equality Act, 2010)	Evidence and information (e.g. data and consultation feedback)	Adverse impact	Mitigation activities	Timescale and responsible department
<b>Age</b>	<p>Plymouth</p> <ul style="list-style-type: none"> <li>• 16.4 per cent of people in Plymouth are children aged under 15.</li> <li>• 65.1 per cent are adults aged 15 to 64.</li> <li>• 18.5 percent are adults aged 65 and over.</li> <li>• 2.4 percent of the resident population are 85 and over.</li> </ul> <p>South West</p> <ul style="list-style-type: none"> <li>• 15.9 per cent of people are aged 0 to 14, 61.8 per cent are aged 15 to 64.</li> <li>• 22.3 per cent are aged 65 and over.</li> </ul> <p>England</p> <ul style="list-style-type: none"> <li>• 17.4 per cent of people are aged 0 to 14.</li> <li>• 64.2 per cent of people are aged 15 to 64.</li> </ul>			

	<ul style="list-style-type: none"> <li>18.4 per cent of people are aged 65 and over.</li> </ul> <p>(Data sourced from the 2021 Census)</p>			
<b>Disability</b>	10 per cent of our population have their day-to-day activities limited a lot by a long-term health problem or disability (2011 Census).			
<b>Gender reassignment</b>	<p>There are no official estimates for gender reassignment at either national or local level (awaiting 2021 Census data).</p> <p>However, in a study funded by the Home Office, the Gender Identity Research and Education Society (GIRES) estimate that between 300,000 and 500,000 people aged 16 or over in the UK are experiencing some degree of gender variance.</p>			
<b>Marriage and civil partnership</b>	<p>There were 234,795 marriages in England and Wales in 2018.</p> <p>In 2020, there were 7,566 opposite-sex civil partnerships formed in England and Wales, of which 7,208 were registered in England and 358 were registered in Wales.</p> <p>There were 785 civil partnerships formed between same-sex couples in England and Wales in 2020, of which 745 were registered in England and 40 were registered in Wales.</p>			
<b>Pregnancy and maternity</b>	There were 640,370 live births in England and Wales in 2019, a decrease			

	<p>of 2.5 per cent since 2018. The mid-year 2019 population estimates show that there were 2,590 births in Plymouth.</p> <p>The total fertility rate (TFR) for England and Wales decreased from 1.70 children per woman in 2018 to 1.65 children per woman in 2019.</p>			
<b>Race</b>	<p>92.9 per cent of Plymouth's population identify themselves as White British. 7.1 per cent identify themselves as Black, Asian or Minority Ethnic.</p> <p>Census data suggests at least 43 main languages are spoken in the city, showing Polish, Chinese and Kurdish as the top three (2011 Census).</p>			
<b>Religion or belief</b>	<p>Christianity is the biggest faith in the city with more than 58 per cent of the population (148,917). 32.9 per cent (84,326) of the Plymouth population stated they had no religion (2011 Census).</p> <p>Those who identified as Muslim were just under 1 per cent while Hindu, Buddhist, Jewish or Sikh combined totalled less than 1 per cent (2011 Census).</p>			
<b>Sex</b>	<p>51 per cent of our population are women and 49 per cent are men (2021 Census).</p>			
<b>Sexual orientation</b>	<p>There is no precise local data on sexual orientation in Plymouth (awaiting 2021 Census data).</p>			

**SECTION FOUR: HUMAN RIGHTS IMPLICATIONS**

<b>Human Rights</b>	<b>Implications</b>	<b>Mitigation Actions</b>	<b>Timescale and responsible department</b>

**SECTION FIVE: OUR EQUALITY OBJECTIVES**

<b>Equality objectives</b>	<b>Implications</b>	<b>Mitigation Actions</b>	<b>Timescale and responsible department</b>
<b>Celebrate diversity and ensure that Plymouth is a welcoming city.</b>			
<b>Pay equality for women, and staff with disabilities in our workforce.</b>			
<b>Supporting our workforce through the implementation of Our People Strategy 2020 – 2024</b>			
<b>Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.</b>			
<b>Plymouth is a city where people from different backgrounds get along well.</b>			

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