

Arboricultural Report

Arboricultural Impact Assessment, Tree Protection Plan & Arboricultural Method Statement

BS5837:2012

Trees in relation to design, demolition and construction – Recommendations

Birch House,
Courtmead Road,
Cuckfield,
RH17 5LR.

22 November 2025

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If this report has been released electronically the appendices referred to herein can be found in the annexed zip folder/s as .pdf files. If this report has been released in hard copy the appendices will be bound into the back of this report. Plans are annexed separately as A0, A1, A2 or A3 as appropriate.

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1. Introduction

LM Arboriculture (LMA) received written instruction on 30th September 2024 from Mr. and Mrs. McLeod to attend Birch House, Courtmead Road, Cuckfield, RH17 5LR; grid reference, TQ 30602 24619 (site) to undertake an arboricultural survey a to BS5837:2012 guidance to assess trees, hedges and major shrub groups growing on and within influencing distance of the site and to produce a schedule of trees, tree constraints plan, arboricultural impact assessment, arboricultural method statement and tree protection plan.

2. Executive Summary

This report describes the extent and effect of the proposed development at Birch House, Courtmead Road, Cuckfield, RH17 5LR (“site”) on individual trees and groups of trees within and adjacent to the site.

Trees within the site were surveyed; using a methodology guided by British Standard 5837:2012 ‘Trees in relation to design, demolition and construction – Recommendations’ (“BS5837”).

Subsequently, this report has been produced, balancing the layout of the proposed development against the competing needs of trees. This report comprises all of the requisite elements of an arboricultural implications assessment, method statement and supporting plans.



Figure 1: Aerial image (Google Maps)

Checklist for Submission to Local Planning Authority

Tree survey	✓
Tree constraints plan	✓
Arboricultural method statement	✓
Tree protection plan	✓

This report and its appendices precisely follow the strategy for arboricultural appraisal intended to provide local planning authorities with evidence that trees have been properly considered throughout the development process.

It is the conclusion of this report that the overall quality and longevity of the amenity contribution provided for by the trees and groups of trees within and adjacent to the site will not be adversely affected as a result of the local planning authority consenting to the proposed development. It is considered that any issues raised in this report, or beyond the scope of it can be dealt with by planning conditions.

3. General Information

Client: Mr. Christopher Rice

Site: 103 Barrack Cottages, Brook Street Cuckfield, West Sussex, RH17 5JL.

Brief proposal description: Side extension.

Table 1: Documents referred to.

Document	Reference No.
Survey base drawing	OS Tile
Proposed layout drawing	0224.SP04 0224.P02
British Standard 5837:2012	“BS5837”
Tree Survey Schedule	LMA TS 01
Tree Constraints Plan	LMA TCP 01
Tree Protection Plan	LMA TPP 01

4. Tree Survey

Survey: An arboricultural survey to BS5837 of all trees within impacting distance of the site was undertaken by Matthew Middle on 30th August 2025.

A total of eleven (11) individual trees, three (3) groups of trees and shrubs and one (1) hedge were surveyed. Details for each of the trees surveyed are provided in the Schedule of Trees (see Appendix 1).

Table 2: Documents upon which this tree survey has been based.

Document	Originator	Reference Number	Title
OS Tile	-	-	-

Limitations: The survey was made at ground level using visual observation only. Detailed examinations, such as climbing inspections and decay detection equipment were not employed, though may form part of the survey's management recommendations. Measurements were taken using specialist tapes, laser and GPS devices. Where this was not possible, measurements are estimated.

Scope: Pre-development tree surveys make arboricultural management recommendations based exclusively upon the individual tree or group of trees condition relative to their present context (*i.e. not in relation to the proposed development*).

Legal Status: No statutory protection check has been performed. BS5837 does not draw any distinction between trees subject to statutory protection, such as a Tree Preservation Order ("TPO"), and those trees without. This is principally because a detailed planning consent overrides any TPO protection. Consequently, we do not seek to offer any comparison between or infer any difference in the quality or importance of TPO trees and other trees.

* For more information on the surveyed trees please see LM Arboriculture, Tree Survey Schedule (Appendix 1), Tree Survey Report and Tree Constraints Plan.

5. Arboricultural Impact Assessment

Table 3: Documents upon which this assessment has been based.

Document	Originator	Reference Number	Title
OS Tile	-	-	-
Proposed Plan	LM Associates	0224.SP04	Site Layout Plan
		0224.P02	Proposed Elevations Floor & Roof Layout

There are a number of issues that may need to be addressed in an arboricultural impact assessment between the trees and the proposed development, these are as follows:

- The effect and extent of the proposed development within the root protection areas (RPAs) of retained trees;
- The potential conflicts of the proposed development with canopies of retained trees; and
- The likelihood of any future remedial works to retained trees beyond which would have been scheduled as a part of usual management.

Table 4: Summary of Impacts upon retained trees.

Impacts	Number of trees
Trees to be removed	5
Groups / Hedges to be removed (Partial removal of groups /Hedges)	0 (0)
Trees with proposed incursions into RPAs	2
Groups / Hedges with proposed incursions into RPAs	0
Trees that require pruning	2
Groups that require pruning	0
Trees to be transplanted	0
Groups / Hedges to be transplanted	0

Table 5: Impacts upon the RPAs of retained trees.

Tree Number	Species	Proposed structure	RPA	Incursion	
2	Cappadocian maple	Retaining wall	141.87m ²	0.93m ²	0.65%
4	Portuguese	Garage & retaining wall	30.04m ²	10.73m ²	35.73%

Tree works

Five (5) individual trees are required to be removed and two (2) are to be pruned as a part of this development.

A breakdown of all tree works can be seen in Table 9: Summary of Tree Works

Table 6: Number of individual trees to be removed.

U	A	B	C
0	0	0	5

Table 7: Number of groups to be removed.

U	A	B	C
0 (0)	0 (0)	0 (0)	0 (0)

() = partial removal of a group

Canopy cover is ecologically important and the loss of canopy cover by this tree will be mitigated with planting within the development.

6. Arboricultural Method Statement

The purpose of this method statement is to demonstrate how any aspect of the development that has potential to result in loss or damage to a tree may be implemented and provide an adequate level of protection for those trees that are to be retained during the proposed works.

Details of key site personnel, including site / project manager will be submitted to the Council's Tree Officer prior to the commencement of site works.

This method statement is to be approved and agreed to in writing by all key personnel prior to the commencement of site works.

No site personnel are to be present and no demolition, site clearance, building work or delivery of materials is to occur until the protective measures are in accordance with this method statement and the Tree Protection Plan drawing number LMA TPP 01.

Protective measures should be in accordance with this method statement and the Tree Protection Plan; drawing number LMA 01 will remain unaltered and in situ, unless otherwise specified, for the entire duration of the construction.

Table 8: Documents upon which this assessment has been based.

Document	Originator	Reference Number	Title
OS Tile	-	-	-
Proposed Plan	LM Associates	0224.SP04	Site Layout Plan
		0224.P02	Proposed Elevations Floor & Roof Layout

Tree Works

For reasons of public safety, all tree works referred to herein must be carried out prior to any site personnel commencing works or any building materials being delivered.

Table 9: Summary of Tree Works.

No.	Species	Works	Category
2	Cappadocian maple	Crown lift E canopy to 4.5m above ground level	B
4	Portuguese laurel	Reduce to 1m above ground level	C
5	Pine <i>sp.</i>	Fell to ground level; grind out stump	C
6	Pine <i>sp.</i>	Fell to ground level; grind out stump	C
7	Cypress <i>sp.</i>	Fell to ground level; grind out stump	C
8	Cypress <i>sp.</i>	Fell to ground level; grind out stump	C
9	Portuguese laurel	Fell to ground level; grind out stump	C

Notes

All tree work is to be undertaken in accordance with British Standard BS 3998:2010, Recommendations for tree work. All arising's are to be removed, and the site is to be left as found. Care is to be taken of the ground around retained trees to make sure that it does not become compacted as a result of tree surgery operations. No equipment or vehicles such as timber Lorries, tractors, excavators or cranes shall be parked or driven beneath the crowns of any retained trees, to prevent subsequent compaction and root death.

Tree removal

A tree should be felled in one piece only when there is no significant risk of damage to people, property or protected species (see Annex A).

Where restrictions (e.g. lack of space, buildings, other features, land ownership or use, or other trees which are to be retained) cannot be overcome, trees should be dismantled in sections.

This also applies where a tall stump is being retained but where branches are to be removed/pruned.

Extensively decayed trees can be unpredictable when they are being felled, and special precautions should therefore be taken, such as the use of a winch to guide the direction of fall.

Stump removal – stump grinding

Stump grinding should be to a minimum of 300mm deep or to extend through the base of the stump leaving the major roots disconnected if the intention is to reduce the potential for the spread of Honey fungus.

The grinding residue should be treated as arising's and removed from site.

NOTE Mechanical destruction of a stump by stump grinding is less disruptive to the site than digging out.

After stump removal

The hole left by stump removal, whether by digging out or grinding, should be filled with soil or other material. The filling should be appropriate for future site usage and for any surface treatment that is to be installed.

Where future plant growth is desired, the back fill material should be firmed in 150mm layers by treading, avoiding excessive compaction and destruction of the soil structure.

Sequencing of works

A logical sequence of events is to be observed and shall be phased as follows.

Table 10: Sequence of Events

Stage	Event
Stage 1	Carry out tree works as specified within the summary of tree works
Stage 2	Installation of protective measures in accordance with the approved tree protection plan
Stage 3	Pre-commencement site meeting
Stage 4	Installation of site set up
Stage 5	Undertake and complete construction works
Stage 6	Undertake external landscaping works outside of the construction exclusion zones
Stage 7	Removal of all machinery, materials and waste from site
Stage 8	Arboricultural approval to dismantle and remove tree protection measures
Stage 9	Dismantle and removal of protective measures
Stage 10	Undertake external landscaping works within the construction exclusion zones
Stage 11	Sign off from project arboriculturist

Protective Measures

Protective measures are to be installed immediately following the completion of the tree works and are to be sited and aligned in accordance with the tree protection plan (LMA TPP 01) prior to the commencement of any works or the introduction of any machinery or material to site.

Upon installation of the protective measures around the retained trees the project arboriculturist will visit the site to inspect and document the position and specifications of the protective measures.

In the event that the protective measures and their positions do not comply with this Arboricultural Report document number A-0924-01 (22 November 2025) and tree protection plan drawing number LMA TPP 01, the project arboriculturist shall inform the client and fencing contractor so adjustments can be made.

When the protective measures comply with document number A-0924-01 (22 November 2025) and tree protection plan drawing number LMA TPP 01, the project arboriculturist will sign off the protective measures in writing to the client and will send a copy to the fencing contractor, site agent and local authority tree officer.

If the protective measures become damaged or there is any accident or emergency involving trees, these areas are to be cordoned off immediately with high-visibility plastic mesh fencing. The site agent is to photograph and document the damage and inform the project arboriculturist immediately after the incident and all work within this area is to cease until the project arboriculturist has made a visit to the site. Any and all damaged sections of protective measures shall be replaced within 48 hours of the initial incident.

The protected area is sacrosanct and will not be invaded by the storage of materials, mixing of concrete or other products, accessed by machinery, equipment or pedestrians or in any other way disturbed by construction activity.

The protective measures will remain in place until the completion of stage 8 (see Sequencing of Works), thereafter they will be carefully dismantled only with the agreement of the project arboriculturist and or the local authority tree officer.

The existing site boundary measures are to be retained for the duration of the development. If for any reason the existing boundary measures are not to be used protective barrier fencing is to be installed along the line of the boundaries and is only to be removed upon the written permission of the project arboriculturist or LPA tree officer upon the completion of the development or immediately prior to the installation of the permanent boundary measures.

No equipment, vehicles or plant shall operate beyond the tree protection fencing. Booms, hoists and rigs should be kept as far away from the canopies of retained trees at all times. Where it is

necessary to operate within 5m of a tree canopy, it will be done with the utmost caution and under the control of a banks man. Damage to trees will be considered a breach of this tree protection plan, which in turn could be a breach of planning permission.

Protective Barrier Fencing

Protective barrier fencing should be appropriate for the intensity and proximity of the development to protect trees where development activity is in close proximity.

Default specification: To comprise either 2.4m wooden site hoarding; or a 2.3m high scaffold framework, well braced to resist impacts, with uprights to be spaced at a maximum of 3.0m intervals and driven into the ground by a minimum of 600mm. On to this, standard anti-climb welded mesh panels are to be securely fixed to each other with at least two scaffold clamps and to the scaffold frame work with wire.

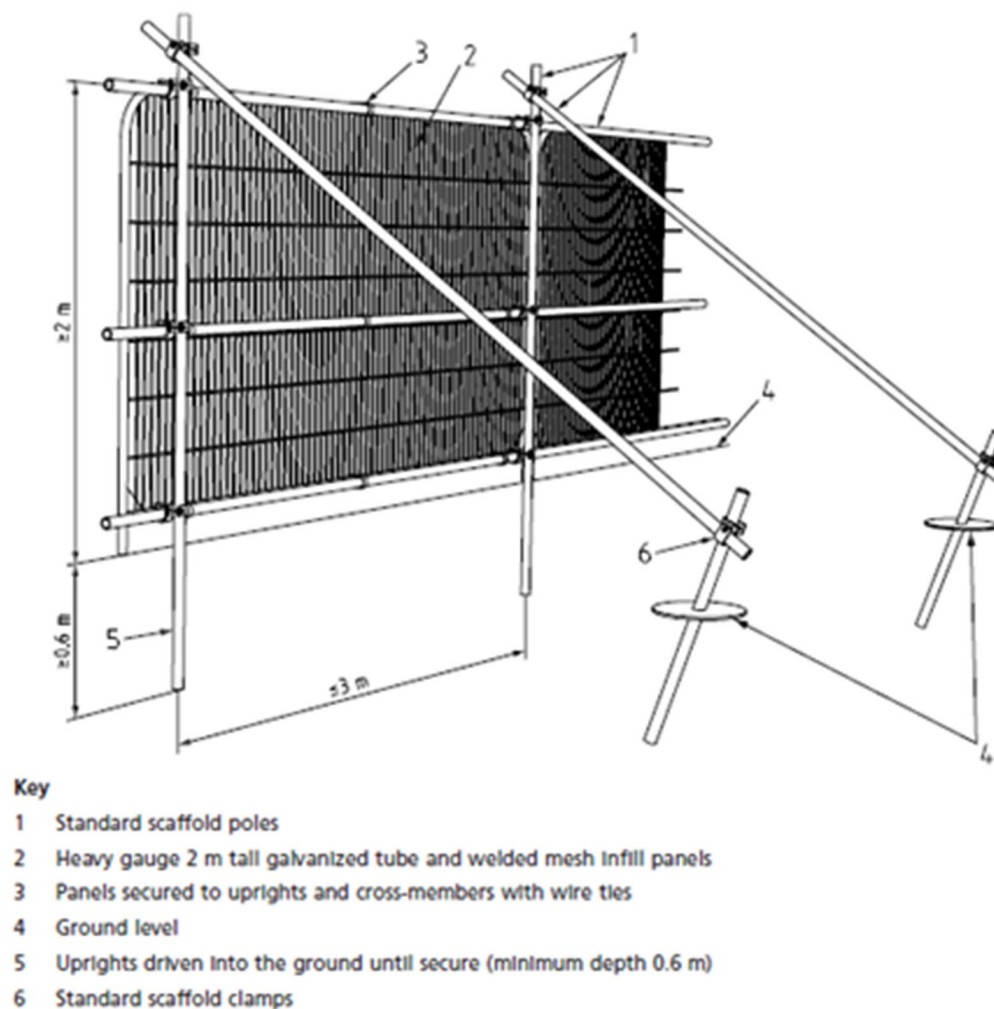


Figure 3: BS5837:2012 - Figure 2, Default specification for protective barriers.

Secondary specification: To comprise of 2m tall, welded mesh panels on rubber or concrete feet. Panels are to be joined together using a minimum of two anti-tamper couplers, installed so that they can only be removed from inside the fence. The panels should be supported on the inner side by stabiliser struts, which should be attached to a base plate and secured with ground pins.

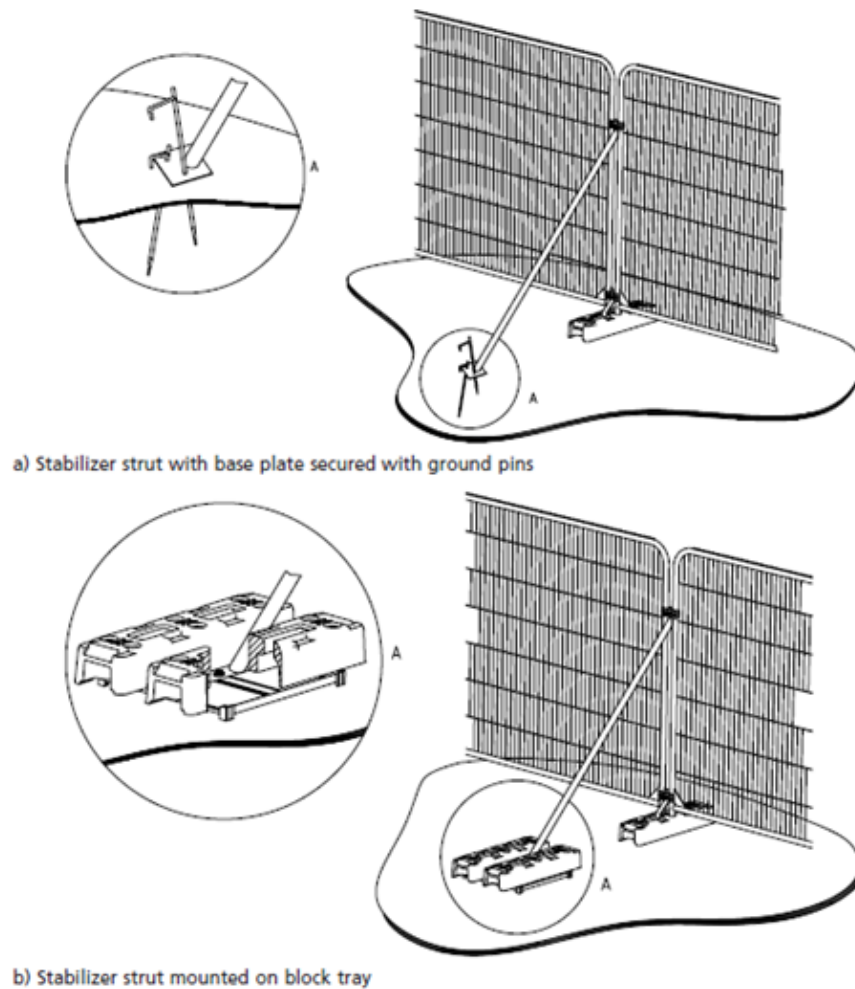


Figure 4: BS5837:2012 - Figure 3, Examples of above-ground stabilising systems.

Protective Barrier Fencing (Pedestrian)

To comprise of 100mm driven round timber stakes set at 5m spacing's with a top 'straining' wire, with 1.2m to 1.4m tall cleft chestnut paling fencing affixed to the posts and straining wire.



Figure 5: Cleft chestnut paling fencing

Signage denoting the words “*tree protection area*” at 5.0m intervals should be fixed to the protective barrier fencing (See Appendix 4).

Protective fencing is to be removed **ONLY** with the written permission of the arboricultural consultant and approval of the local planning authority (LPA).

Ground boarding

New temporary ground protection should be capable of supporting any traffic entering or using the site without being distorted or causing compaction of underlying soil.

Where it is determined by the project engineer that the any hard surfacing is not adequate protection from any expected loading, ground boarding is to be installed to the engineer's specification on top of the hard surfacing within the root protection areas of retained trees.

Where machinery will be stored or used from the ground boarding within the RPAs of the retained trees an impervious barrier and or bunding to prevent oils, fuel or chemicals is to be installed to prevent leaching into the soil within or adjacent to the RPAs.

Note The ground protection might comprise of one of the following:

- a) for pedestrian movements only, a single thickness of scaffold boards placed either on top of a driven scaffold frame, as to form a suspended walkway, or on top of a compression-resistant layer (e.g. 100mm depth of woodchip), laid onto a geotextile membrane;
- b) for pedestrian-operated plant up to a gross weight of 2t, proprietary inter-linked ground protection boards placed on top of a compression-resistant layer (e.g. 150mm depth of woodchip), laid onto a geotextile membrane;
- c) for wheeled or tracked construction traffic exceeding 2t gross weight, an alternative system (e.g. proprietary system or pre-cast reinforced concrete slabs) to an engineering specification designed in conjunction with arboricultural advice, to accommodate the likely loading to which it will be subjected.

For any situations other than those described in a) or b) (as above), the ground boarding is to be designed by a suitably qualified person to an engineering specification in conjunction with arboricultural advice, to be suitable of supporting the expected loading to be placed upon it.

In all cases, the objective of the ground boarding is to avoid compaction of the soil beneath, so that tree root functions remain unimpaired.

At this stage, no contractors have been approached so it is not possible to know exactly what equipment they have available and will be using.

Due to the various sizes of demolition and construction plant available and the potential requirements for material storage within the site the final specifications for the ground boarding is to be designed and supplied to the LPA tree officer for their approval by the project engineer a minimum of ten (10) working days before its installation.

Construction

Prior to the construction of the proposed development, a copy of the construction method statement should have been submitted and approved by the project arboriculturist and LPA tree officer, to ensure that there is no conflict with this method statement.

All excavations and construction work within or immediately adjacent to RPAs or canopies of retained trees is to be undertaken under the direct on-site supervision of an arboriculturist.

Garage and retaining wall

It is understood that the proposed garage and retaining wall will be constructed using a traditional mass concrete foundation.

All excavations for the proposed garage and retaining wall are to be undertaken under direct onsite arboricultural supervision.

Any machinery that is to be used should be situated outside of any RPAs of the retained trees or on top of ground boarding that has been designed by the project engineer and is capable of supporting with the likely loading that will be placed upon it.

Concrete foundations

Prior to concrete being poured to form the foundations within or immediately adjacent to the RPAs of retained trees the excavation is to be lined and sealed to prevent any leaching of the concrete into the soil and causing desiccation of retained roots by concrete run off.

Supervised excavation

All excavations within and immediately adjacent to RPAs are to be undertaken under direct on-site arboricultural supervision.

Any roots that are to be cut will be cleanly severed by the project arboriculturist using a suitable hand saw or secateurs. The edge of all excavation closest to the retained trees will be covered over with damp hessian to prevent drying out, and where necessary be shuttered to prevent soil collapse or contamination by concrete.

If appropriate soil beneath the depth of the excavation may be sheet piled, tegular piled or have individual piles installed.

Manual excavation:

Excavations within the RPAs will be initially undertaken by hand under direct on-site arboricultural supervision to a minimum of 600mm deep (to be confirmed by the project arboriculturist), whether it is for proposed foundations, hard surfacing or underground services. The soil is to be loosened with the use of a fork or pick and or air-spade and then cleared with a shovel and or the aid of an air-spade and air-vac.

Mechanical excavation:

Excavation within the RPAs will consist of a mixture of mechanical and manual excavation.

Where an excavator is used it will be fitted with a suitably sized toothless grading bucket; using a grading / scrapping motion rather than a digging motion. During each motion, the excavator will not be permitted to removing no more than 10 - 20mm deep of soil in any one pass.

If any roots are discovered, mechanical excavation will immediately be stopped and manual excavation will take over to expose the root. Upon the root being uncovered and either severed or protected the excavations can then continue.

Any excavator or other machinery that is to be used will be situated outside of the RPAs of all retained trees or on top of a suitable ground protection.

Where an excavator or any other machinery is to be used within RPAs or beneath canopies the project arboriculturist will clearly instruct the operator about what they want and expect to happen prior to any works may commence.

Prohibition

- Mechanical digging or scraping is not permitted within a defined root protection area or within areas cordoned off by protective barrier fencing.
- No access will be permitted within the protected areas;
- No materials, equipment or debris will be stored within any of the fenced areas, or against the fencing;
- Fires are not permitted within 10m of any vegetation.
- Leaning objects against or attaching of objects to a tree is not permitted.
- Machinery, plant and vehicles are not permitted to be washed down within 10m of vegetation.
- Chemicals and materials are not to be transported, stored, used or mixed within a root protection area or within areas cordoned off by protective barrier fencing.
- Cement silos, mixing site to be situated within a bunded area to prevent pillage/leaking of chemicals harmful to trees. These areas are to be sited well clear of protected trees.
- Refuelling of plant or machinery is prohibited within 10m of the construction exclusion zones.
- It is essential that allowance should be made for the slope of the ground so that damaging materials such as concrete washings, mortar or diesel oil cannot run towards trees.
- Where machinery is to be used within 5m of retained tree canopies a banks man will be required at all times whilst setting up, moving or operating within this distance of retained trees canopies.
- Storage of all caustic material and chemicals are to be situated well clear of protected areas and preferably on lower ground if slopes are present, or to be situated within a bonded area to prevent any spills or leaks entering the ground.

Site Management

The site manager will be responsible for briefing and inducting all personnel who will be working on any stage of this development and especially those who will be working within or adjacent to the canopies or RPAs of retained trees; and will make them aware of, and provide a copy of this method statement and tree protection plan drawing number LMA TPP 01; this is to include but not exclusively the movement and or operation of plant, excavations, unloading deliveries, mixing and or pouring of cement and concrete.

The site manager will be responsible for the day to day running and protection of all retained trees and for liaising with the project arborist about any tree related matters and prior to any works that may or will affect the RPAs or canopies of retained trees; this is to include but not exclusively the movement and or operation of plant, excavations, unloading deliveries, mixing, pouring and storage of all caustic materials that may cause harm to retained trees.

Any incidents of damage to retained trees or of tree protection measures will be documented by the site manager who will then report these incidents to the project arboriculturist immediately and make sure that works within this area cease until the project arborist has had an opportunity to inspect the damage and where appropriate, agree a mitigation plan with the local planning authority tree officer.

The site manager may designate another person to take charge of the briefing and inducting process of new site personnel or visitors in his absence.

If the site manager is replaced or is absent from the site for more than three consecutive working days, the project arborist will be informed, and a pre-start meeting will be held with the new or acting site manager.

It is the responsibility of the site manager to ensure that the planning conditions attached to the planning consent are adhered to at all times and that a monitoring regime and supervision of any works within or adjacent to the RPAs are adopted.

If at any time pruning works are required other than those previously approved, permission must be sought from the LPA tree officer and once permission is granted, they are to be carried out by a suitably qualified person in accordance with BS3998:2010 Tree work – Recommendations.

Services

Detailed drawings of proposed underground services are not available at this time; hence it is not possible to identify any specific potential impacts associated with the scheme at this stage.

It is understood that there are no services associated with this development. However, should there be a requirement there is adequate space for service trenches to be installed outside and away from the RPAs of all retained trees.

Existing services within the site should be retained wherever possible. Where existing services within RPAs require upgrading, the utmost care must be taken to minimise disturbance, and where feasible trenchless techniques are to be employed, and only where necessary should open excavations be considered.

Where new services are to be introduced into the site they should be located outside of RPAs, where they will not interfere with tree roots. If any excavations are required within the RPAs all trenches are to be excavated by hand and radially to the tree trunks under direct on-site arboricultural supervision and are to be carried out under NJUG guidelines.

Final positions of any proposed services should be verified and approved by the arboricultural consultant and local authority tree officer before implementation.

Landscaping

The ratio of trees removed to trees replanted should not necessarily be 1:1. Instead, the ratio should take into consideration the available space for tree growth and development in order to ensure the trees are physically suited to the site at maturity. A specification for and notation relating to the precise alignment of replacement trees will be contained in the landscape proposals.

Landscaping around retained trees may only be carried out once all tree protection measures have been removed (planting, turfing, fencing etc.).

All excavations within the Root Protection Areas shall be undertaken by hand and without reducing current ground levels unless it is agreed in writing with the LPA. At no time is the use of a rotavator permitted within the RPAs of retained tree.

Any tree roots discovered will be left in-situ and shall not be cut or otherwise damaged. Where possible, the soil structure within the Root Protection area shall be preserved.

No works will be carried out within the RPAs of any trees if the soil moisture is of such a level that soil compaction may be likely. Should the soil become compacted or has poor structure which would hinder the development of the existing trees and plants or any new plantings the arboriculturist should be consulted about soil decompaction techniques.

Monitoring and Supervision

Where trees have been identified within this method statement and tree protection plan drawing number LMA TPP 01 for retention, there should be an auditable system of arboricultural monitoring. This is to extend to arboricultural supervision whenever demolition or construction activity is to take place within or adjacent to any canopy or RPA.

The development's tree protection measures are to be monitored, and all demolition and construction works to be undertaken within or adjacent to the RPAs of retained trees are to be supervised by project arboriculturist, who should be retained to record and report observations to the council at appropriate intervals.

Pre-commencement site meeting

Prior to the commencement of any works or machinery and materials arriving on site a pre-commencement site meeting involving the project arborist, land owner or agent, site manager, contractors and engineer (as appropriate) and the relevant LPA officers will be held to ensure that all aspects of the arboricultural method statement and tree protection are understood and for all parties to swap contact details (see Appendix 5).

Monitoring and supervision schedule

The initial monitoring visit will be to check that the tree protective measures are in the correct location and as specified within the approved method statement; if so to sign off their installation.

There after monitoring visits are to take place at regular intervals, to ensure that tree protection measures are in place and are functioning as designed or whenever necessary to undertake works to be carried out under arboricultural supervision. The frequency of the monitoring visits is to be determined with the LPA tree officer at the pre-commencement site meeting.

A record of all arboricultural monitoring and supervision visits will be kept and any faults will be logged, this will then be copied to the site agent, developer and local planning authority in a digital format.

If during the course of the development it is necessary for areas to be re-designed so that they would require changes to the approved arboricultural method statement or tree protection plan and so affecting retained trees the project arborist and LPA tree officer will be invited to attend a site meeting with all relevant parties. Prior to any changes being implemented these must have been approved in writing by the LPA tree officer.

Supervision

The arboricultural consultant will be required to attend site to directly supervise all demolition, and construction works that are to be undertaken within or adjacent to the RPAs of all retained trees and will be advised a minimum of 72 hours prior to the commencement of any works that require his attendance, these will include:

1. Pre-commencement site meeting;
2. Location of protective measures;
3. Supervised excavation of foundations and services for the garage and retaining wall within and adjacent to the RPAs of tree numbers 1, 2 and 4.
4. Any demolition and or excavations within or adjacent to RPAs, including foundations, hard surfacing or underground services (a non-exhaustive list).
5. Arboricultural sign off and removal of protective measures.

Completion meeting

Once all construction works have been completed all materials and machinery has been removed from site the project arborist shall be informed and will invite the LPA tree officer to meet on site to discuss the process and discuss any final remedial works that may be required and to sign the development off so that the protective measures may be removed.

Arboricultural Monitoring and Supervision Sign Off Checklist

103 Barrack Cottages, Brook Street, Cuckfield, West Sussex, RH17 5JL

Tree Number	Task	Date Completed	Signed (Project arboriculturist)	Signed (Site Manager)
All	Pre-commencement site meeting			
All	Sign off of the location and specification of the protective measures			
1	Supervised excavation for the retaining wall, garage and services			
2				
4				
All	Any additional excavations within and adjacent to RPAs (as required)			
All	Completion of groundworks			
All	Completion of construction			
All	Removal of machinery, materials and waste from site			
All	Arboricultural approval to dismantle & removal of protective measures			
All	Completion of Landscaping			
All	Sign off from project arboriculturist			

Appendix 1: Tree Survey Schedule

Tree Survey Schedule
Birch House, Courtmead Road, Cuckfield, RH17 5LR

Client Mr. and Mrs. McLeod
Survey Date 30th August 2025
Weather Conditions Clear, dry and bright
Surveyor Matt Middle

Key:

Tree Number A unique number or reference to identify trees or groups as shown on associated plans.

Species Common and or taxonomic names.

Height The height of the tree in meters (m).

Trunk Diameter The stem diameter in millimetres (mm) taken at 1.5m above ground level unless otherwise specified.

Canopy Spread The extent of the canopy taken in meters (m) to the principle points of the compass, North (N), East (E), South (S) and West (W).

Crown Clearance The height of canopy clearance above ground level to the lowest point of the canopy, taken in meters (m).

Age Class Age classification; Young (Y), Middle Aged (MA), Mature (M), Late Mature (LM), Veteran (V).

Physiological Condition The general physiological condition of the tree; Average, Below average, Low, Dead.

Structural Condition The general structural condition of the tree; Good, Moderate, Indifferent, Poor, Hazardous.

Comments Notes and general comments on the structural condition of the tree, its environment and its estimated remaining contribution.

Category The retention category refers to the quality and useful contribution in years; **U** = <10yrs; **A** = >40yrs; **B** = >20yrs; **C** = >10yrs. The retention subcategory refers to the amenity type; 1 = Arboricultural; 2 = Landscape; 3 = Cultural including conservation.

Tree No.	Species	Height (m)	Trunk Diameter (mm)	Canopy Spread (m)	Crown Clearance (m)	Age Class	Physiological Condition	Structural Condition	Comments	Category
1	Cappadocian maple	9m	3 stems @ 120mm 6 stems @ 140mm	6m	1.5m	Middle aged	Average	Moderate	Growing out of the side of a bank; multi-stemmed from base; intermeshing canopy with adjacent tree.	B (1)
2	Cappadocian maple	12m	560mm @ 250mm	N6.5m E6.5m S7m W6.5m	N4m E2m S4.5m	Mature	Average	Moderate	Large dominant tree; situated in the upper garden, c.1m above drive; cracking and deformation of the brick retaining wall.	B (1)
3	Boxelder	7m	320mm	N7.5m E5m S4m W4m	3m	Middle aged	Average	Moderate	Growing within the lawn of the upper garden; one-sided crown as suppressed by adjacent vegetation.	B (1)
4	Portuguese laurel	4.5m	100mm 100mm 80mm 200mm	N4.5m E4.5m S2.5m W5m	0m	Middle aged	Average	Moderate	Multi-stemmed from base; one-sided crown as managed around climbing frame.	C (1)
5	Pine sp.	2m	120mm @ 1m	N0m E2.5m SE3m S2m W0m	E1.5m SE2m S1.5m	Young	Average	Indifferent	Growing within upper garden; heavily leaning trunk to SE; one-sided suppressed crown.	C (1)
6	Pine sp.	3m	40mm 50mm 80mm	N0m SE3.5m S3.5m SW0.5m	S2m	Young	Below average	Poor	Three stemmed from base; growing horizontally along the ground before starting to correct 2.5m from base.	C (1)

Tree No.	Species	Height (m)	Trunk Diameter (mm)	Canopy Spread (m)	Crown Clearance (m)	Age Class	Physiological Condition	Structural Condition	Comments	Category
7	Cypress sp.	8m	150mm 130mm 110mm 110mm 170mm	E2m S2.5m SW3m W2m NW3.5m	1m	Middle aged	Below average	Indifferent	Multi-stemmed from base; ornamental tree; above average amounts of deadwood.	C (1)
8	Cypress sp.	11m	400mm Over ivy	2.5m	1m	Mature	Below average	Indifferent	Large buttress root; ivy covered to over 3/4 height; slightly sparsely foliated; above average amounts of fragile deadwood.	C (1)
9	Portuguese laurel	4m	180mm @ 1.25m	N1.5m E3.5m S3.5m W1.5m	0m	Middle aged	Average	Moderate	Slightly one-sided crown as suppressed by adjacent trees.	C (1)
10	Sitka spruce	14m	300mm	3.5m	1m	Middle aged	Below average	Moderate	Slightly sparsely foliated.	B (1)
11	Scots pine	14m	580mm Over ivy	5m	2m	Middle aged	Average	Moderate	Ivy covered to over 3/4 height.	B (12)
G1	Various	4.5m	Max. 150mm #	2m	0m	Young to middle aged	Average	Moderate	Boundary group; running alongside the driveway; regularly trimmed as a hedge; species include: Laurel, Hornbeam and Bay.	C (2)
G2	Various	4.5m	Max. 230mm #	2.5m	0m	Young to middle aged	Average	Moderate	Regularly trimmed boundary hedge; species include: Laurel, Hornbeam, Bay, Cappadocian maple, Portuguese laurel, Hawthorn, Holly and Sycamore.	C (2)

Tree No.	Species	Height (m)	Trunk Diameter (mm)	Canopy Spread (m)	Crown Clearance (m)	Age Class	Physiological Condition	Structural Condition	Comments	Category
G3	Various	5m	Max. 180mm #	3m	0m	Young to middle aged	Average	Moderate	Group of three small trees; species include: Kohuhu and Bay.	C (2)
H1	Hornbeam	2.5m	Max. 60mm #	1m	0m	Young to middle aged	Average	Moderate	Regularly trimmed hedge.	C (2)



Appendix 2: Tree Protection Notice

(To be printed at A3 or larger)

Tree Protection Area **KEEP OUT**

Do not move this fence

(TOWN & COUNTRY PLANNING ACT 1990)

**TREES ENCLOSED BY THIS FENCE ARE PROTECTED BY PLANNING CONDITIONS AND/OR
ARE THE SUBJECT OF A TREE PRESERVATION ORDER.**

**CONTRAVENTION OF A TREE PRESERVATION ORDER MAY LEAD TO CRIMINAL
PROSECUTION**

**ANY INCURSION INTO THE PROTECTED AREA MUST BE WITH THE WRITTEN PERMISSION
OF THE LOCAL PLANNING AUTHORITY**



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Appendix 3: Contact Details

Name	Position	Company	Contact
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	Tree Officer		
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	Site Manager		
	Main contractor		

Document Production Record

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