



KINGSCOTE PLACE
EAST GRINSTEAD

ARBORICULTURAL
METHOD
STATEMENT

for

RANGEFORD
EAST GRINSTEAD
LTD.

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1. Introduction

- 1.1. ACD Environmental Ltd (ACD) was instructed by Rangeford East Grinstead Ltd. in April 2026, to prepare the following report to ensure protection for all retained trees on the development site at Kingscote Place, East Grinstead. Implementation of the protection methods and other details within this report are integral to achieving this goal.
- 1.2. This Method Statement is to be made available to all operatives on site during the construction process, so that they understand the scope and importance of the measures set out for tree protection.
- 1.3. For details of trees to be retained, and locations and types of special protection methods, reference should be made to the latest revision of Tree Protection Plan (ref: PRI25178-03), which should be displayed prominently on site for all staff to see.
- 1.4. To ensure accuracy and avoid future costly adjustments, the Tree Protection Fence and Ground Protection must be set out by a surveyor with all node points being marked clearly on site for the fencing contractor to work to. The AutoCAD version of the Tree Protection Plan is available on request.
- 1.5. The information contained within this Arboricultural Method Statement is in line with BS5837:2012 'Trees in relation to design, demolition and construction - Recommendations'.
- 1.6. The controlling authority is Mid Sussex District Council, who can be contacted at: Oaklands, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS, Tel: 01444 458166.
- 1.7. Any questions relating to the content of this report should be directed in the first instance to: ACD Environmental Ltd, Unit 7, Godalming Business Centre, Woolsack Way, Godalming, GU7 1XW, 01483 425714, quoting the site address and report reference number.
- 1.8. The following abbreviations have been used throughout this document:
 - Root Protection Area – RPA.
 - Construction Exclusion Zone – CEZ.
 - Tree Protection Plan – TPP.
 - Tree Protection Fencing – TPF.

2. Phasing of Operations for Tree Protection

- 2.1. Implementation of tree protection measures on the site must be carried out in the following order:
- 1) Tree surgery
 - 2) Line of tree protection fence to be set out to node points by surveyor.
 - 3) Accurate erection of tree protection fence and ground protection.
 - 4) **Pre-commencement site meeting with project arboriculturist, Local Authority Tree Officer, site manager and groundworkers.**
 - 5) Site accessible to construction/demolition traffic.
 - 6) Demolition/site clearance.
 - 7) Construction Phase.
 - 8) Secondary position of fencing applied.
 - 9) Removal of tree protection fencing.
 - 10) Remedial tree surgery (if required).
- 2.2. The above phasing must not be changed without approval from the project arboriculturist and agreement with the Council.

3. Site Supervision

- 3.1. The development process will be subject to arboricultural supervision where construction work inside the construction exclusion zone is required, and for the installation of any special detail (e.g., no-dig surface). Therefore, input and supervision from the project arboriculturist will be required at the following stages:
- 1) Installation of no-dig surfacing
 - 2) Sensitive excavations.
- 3.2. Arboricultural supervision is to be carried out at all crucial stages throughout the development process to ensure detailed tasks are carried out as per the approved methodology, and during any other, unplanned incursions into protection areas, for whatever reason.
- 3.3. This supervision will require the arboriculturist to be present throughout the task, to ensure all the arboricultural objectives are met.
- 3.4. If the task is to take a long period of time, provided the arboriculturist is satisfied, and after an initial 'toolbox talk', the supervision may be reduced to telephone contact between the site foreman/contractor and arboriculturist.

4. Tree Protection Areas

- 4.1. Based on tree survey data, tree protection areas have been determined for every retained tree. These areas are designed to protect at least a functional minimum of tree root mass in order to ensure that the trees survive the construction process.
- 4.2. It is the responsibility of everyone engaged in the construction process to respect the tree protection measures and observe the necessary precautions within and adjacent to them.

5. Restrictions Within Tree Protection Areas

5.1. Inside the exclusion area of the fencing, the following shall apply:

- No mechanical excavation whatsoever.
- No excavation by any other means without arboricultural site supervision.
- No hand digging without a written method statement having first been approved by the project arboriculturist.
- No lowering of levels for any purpose (except removal of grass sward using hand tools).
- No storage of plant or materials.
- No storage or handling of any chemical including cement washings.
- No vehicular access.
- No fire lighting.

5.2. In addition to the above, further precautions are necessary adjacent to trees:

- No substances injurious to tree health, including fuels, oil, bitumen, cement (including cement washings), builders' sand, concrete mixing and other chemicals shall be stored or used within or directly adjacent to the protection area of retained trees.
- No fire shall be lit such that flames come within 5m of tree foliage.

6. Avoiding Damage to Stems and Branches

6.1. Care shall be taken when planning site operations in proximity of retained trees to ensure that wide or tall loads, or plant with booms, jibs and counterweights, can operate without coming into contact with retained trees. Such contact can result in serious injury to them and might make their safe retention impossible.

6.2. Consequently, any transit or traverse of plant in proximity of trees shall be conducted under the supervision of a banksman, to ensure that adequate clearance from trees is at all times maintained. In some circumstances, it may be impossible to achieve this without pruning works known as 'access facilitation pruning'.

6.3. Access facilitation pruning shall be kept to the barest minimum necessary to facilitate development and shall be carried out in strict accordance with the guidance below (Tree Surgery). Under no circumstances shall construction personnel undertake any tree pruning operations.

7. Tree Protection Fencing

7.1. The Tree Protection Plan (see the latest revision of: PRI25178-03) shows the alignment of Tree Protection Fencing (TPF), which is to be installed prior to any of the following taking place:

- Demolition.
- Plant and material delivery.
- Soil stripping.
- Utility installation.
- Construction works.
- Landscaping.

7.2. Stages for installation of TPF:

- 1) Hand clearance of any vegetation to allow clear working access.
- 2) Setting out of fencing points.
- 3) Fencing erected.
- 4) Site accessible to demolition/construction traffic.
- 5) Secondary position of fencing applied.

7.3. To ensure accuracy and avoid future costly adjustments, the Tree Protection Fence must be set out by a surveyor with all node points being marked clearly on site for the fencing contractor to work to.

7.4. Once erected, all TPF will be regarded as sacrosanct, and will only be removed to its secondary location as shown on the TPP immediately prior to the commencement of the associated nearby works.

7.5. The specification shall comprise of Heras type panels on 'boots', well braced by attachment to scaffold pole uprights driven firmly into the ground.

7.6. Should any alternative method of barrier construction be proposed, the design should be approved by the local planning authority.

7.7. Once the exclusion zone has been protected by barriers and/or ground protection, construction work can commence.

7.8. All weather notices should be erected on the barriers (for example see figure below).



Tree protection sign (download from) <http://www.acdenvironmental.co.uk>

8. Site Storage, Parking and Welfare Facilities

- 8.1. The site will require provision for; site storage, contractor parking, welfare facilities, temporary services/drainage, material drop of points, etc.
- 8.2. No details of these provisions are available at the time of writing of this report.
- 8.3. None of the above provisions will be sited within RPAs of retained trees without the input or the project arboriculturist and the consent of the Local Authority.

9. Tree Surgery

- 9.1. The following surgery works are to be carried out:

Tree number	Species	Operation
W49	Various	Crown lift where canopy overhangs the proposed footprint to 3m.
G50	Various	Prune western aspect to facilitate 1m of working room for the construction of the walled garden.

- 9.2. If any further tree surgery works are required, a proposed specification will be submitted to and approved by the Local Planning Authority before any works are carried out.
- 9.3. All work will be carried out in accordance with BS 3998:2010 Recommendations for Tree Work, industry best practice and in line with any works already agreed with the Council.
- 9.4. The tree surgery contractor is responsible for carrying out any relevant health and safety risk assessment, and insurance, prior to any work being carried out.
- 9.5. The statutory protection afforded by the Wildlife and Countryside Act and Countryside and Rights of Way Act will be adhered to. If further advice is required, particularly if bats are discovered during tree work, it will be obtained from Natural England or other competent persons and recommendations adhered to.
- 9.6. The stumps of any trees removed from within the Construction Exclusion Zone or the RPAs of retained trees will be either; cut flush to ground level and left in situ or ground out using a stump grinder. They will not be winched out.
- 9.7. All operations shall be carefully carried out to avoid damage to the trees being treated or neighbouring trees. No trees to be retained shall be used for anchorage or winching purposes.

10. Soft Landscaping within RPA

- 10.1. All landscaping and associated ground preparation within exclusion zones will be carried out sensitively to ensure root damage is mitigated as much as is practicable. At no time is any heavy plant to be used within any protected area. Removal of existing vegetation will be carried out by hand; turf may be removed using a mechanical turf stripper or by hand.

11. Turfing

- 11.1. Stages for turfing gardens and open spaces:

No plant machinery¹ to be used in the area for whatever reason

- 1) Remove TPF to allow access to area.
- 2) Do not reduce any high spots or excavate in any way.
- 3) Existing poor-quality turf may be removed with a turf stripper.
- 4) Use good quality topsoil to level any low-lying areas and hollows and provide a fine tilth to lay turf on. This imported soil must not result in a level increase of more than 100mm in any area.
- 5) Import turves by hand in wheelbarrow.
- 6) Lay turves as required.

12. Planting

- 12.1. Should the soil be compacted or have a poor structure which may hinder the development of any new planting, soil decompaction techniques may be used upon consultation with the project arboriculturist.

- 12.2. Stages for planting within tree protection areas:

No plant machinery to be used in the area for whatever reason

- 1) Remove TPF to allow access to area.
 - 2) Remove existing vegetation by hand, turf may be removed using a mechanical turf stripper.
 - 3) Do not reduce any high spots or excavate in any way.
 - 4) Import good quality topsoil by hand (with wheelbarrow) into area.
 - 5) Level to a depth of no more than 100mm with hand tools.
 - 6) Dig individual planting pits for each plant by hand (including hedging which must not be trench planted).
 - 7) Any mulch should also be imported and spread by hand.
- 12.3. No works will be carried out within any protected areas if the soil moisture is of a level likely to allow compaction to occur.

¹ Including rotovators

13. Remediation for Planting Areas

- 13.1. Planting areas to be clearly defined prior to remedial works.
- 13.2. Area to be assessed for compaction and other damage.
- 13.3. Trial pit to be excavated to assess current soil quality.
- 13.4. If current soil quality is acceptable but compacted, then decompaction methods are to be employed. For example, rotovating to a depth equal to planting depth or tilling of soil with air excavation tool.
- 13.5. With poor quality soil in planting area, whole scale replacement of planting area soil is to be implemented. Provide as necessary to make up any removed topsoil and to complete the work. Soil grade should be Premium as advised by BS3882 and compacted under foot.

14. Installation of underground services within RPAs

- 14.1. If for whatever reason installation within RPAs is required, the project arboriculturist and local authority must be notified prior to any tree protection barrier removal and the following details adhered to.

- 14.2. Stages for installing services within tree protection areas:

No plant machinery to be used in the area for whatever reason

- 1) Contact project arboriculturist to hold pre-start site meeting and 'toolbox' talk before starting work.
 - 2) Remove just enough tree protection fencing to allow access to area and facilitate trenching.
 - 3) Remove any surface vegetation or existing hard surfaces using hand tools.
 - 4) Excavate the trench using hand tools only, keeping to minimum dimensions required.
 - 5) Roots below 25mm should preferably be retained, however if required can be cut cleanly using secateurs or hand saw.
 - 6) Roots over 25mm diameter will be retained and kept damp by covering with hessian (re-wetted as required).
 - 7) Feed in services.
 - 8) Back fill trench with 200-300mm depth of excavated soil, or a mixture of excavated and imported top-soil (to BS3882:2015), firming down with heels.
 - 9) Repeat step 7 until trench is filled.
 - 10) Re-erect tree protection fencing as per approved plan.
- 14.3. An alternative to the method of excavation above, for trenching within RPA's, is by using an 'air-spade' or similar. This tool utilises compressed air to remove soil from around tree roots causing minimal damage and can be run off a typical site compressor. ACD can provide details of contractors supplying air-spade services if required.
 - 14.4. Alternatively, trenchless technology such as thrust boring can be used in some instances and is particularly effective as it can pass directly under the tree, at a depth which is likely to avoid almost all impact on roots of the subject tree. As no access/thrust pits will be located within the RPAs of the subject trees, the need for arboricultural supervision is limited.

- 14.5. Reference can be made to National Joint Utilities Group Publication Volume 4 (NJUG Vol 4) for guidance, but any approach must be approved by the project arboriculturist.

15. Installation of No-Dig Road Surface

- 15.1. To ensure that tree roots, within the ground under this proposed surface, continue to survive during and after construction a cellular system such as CellWeb (Geosynthetics Ltd, 01455 617139, www.geosyn.co.uk) of 200mm depth is to be used².

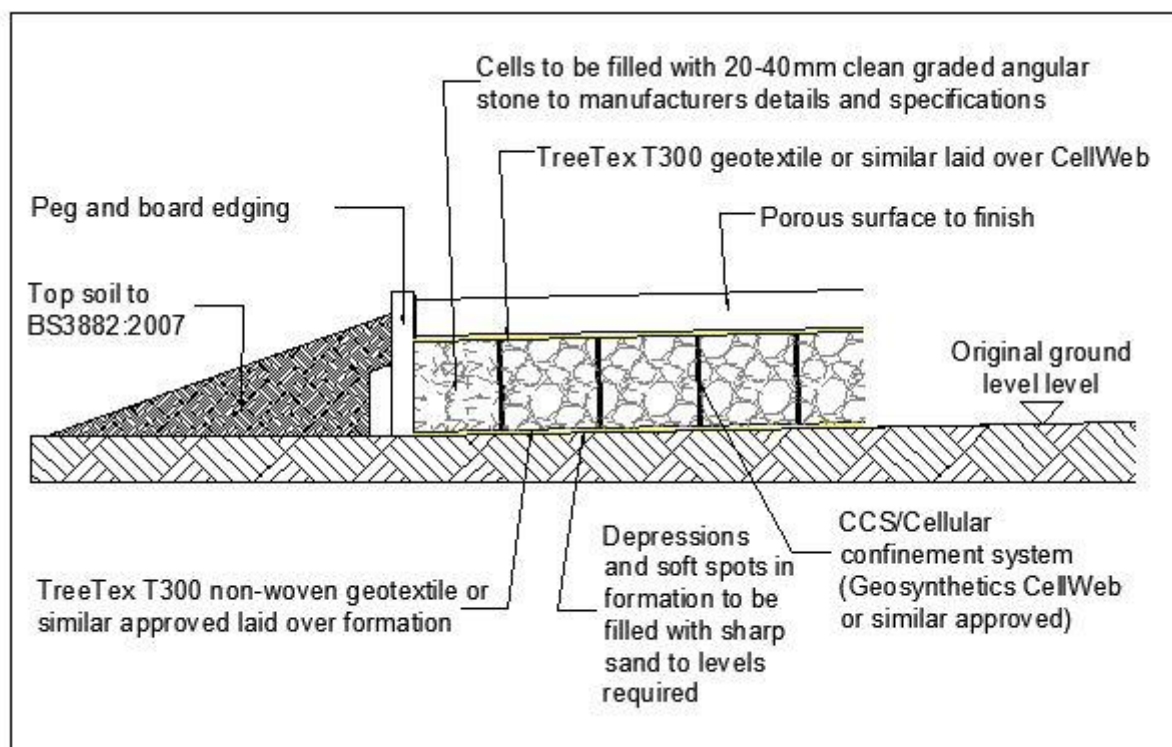


Figure 1: Cellular system profile

- 15.2. Stages for Installation of the cellular confinement surface:

- 1) Contact project arboriculturist to hold pre-start site meeting and 'toolbox' talk before starting work.
- 2) Dismantle TPF and re-erect in secondary location as shown on TPP.
- 3) Remove existing vegetation by using a specific herbicide (as advised by a specialist) or manual removal with hand tools only. Agreed removal of shrubs, saplings or trees, within the protected areas of retained trees are to be cut or ground out to just below ground level rather than grubbed or winched out, which can damage roots of retained trees.
- 4) Retain all original ground levels after vegetation removal. No excavation whatsoever.
- 5) Remove any existing hard surfaces (paving, tarmac etc.) Hand tools should be used if possible. If machinery is required for this operation, it must be used only on existing surfaces or outside the protection areas and tree canopies (approval from project arboriculturist must be sought before using machinery). The sub-base of existing surfaces or foundations should be left in situ where possible to avoid unnecessary root disturbance and provide a base for the new surface.

²This approach describes installation of a typical no-dig surface. The author of this report is not an engineer and therefore detailed engineering design and analysis must be carried out before installation.

- 6) Install a non-woven Geotextile (such as Fibretex F4M) directly over soil grade level (levelled where necessary, by non-compacted washed sand) and fix in place.
- 7) Lay the cellular system over the Geotextile, which is secured open under tension during the infill process with steel staples or wooden pegs.
- 8) Install kerbs and edgings directly on top of existing soil grade level. For light structures, a treated peg and board may be acceptable. For more substantial structures, railway sleepers, haunched concrete with road pins, drilled kerbstones, gabions or cast in situ kerbs will be appropriate.
- 9) Fill the cellular system ensuring any machinery works only on already filled areas. Typical infill consists of no fines angular granular material 20-40mm, which will remain un-compacted.
- 10) Install porous wearing surface.
 - Small Block Paving.
 - Lay a second layer of Geotextile separation fabric over the infill.
 - Lay a sharp sand-bedding layer to recommended depth.
 - Place block paviors as per manufacturer's instructions.
 - Washed Gravel.
 - Place second layer of Geotextile separation fabric over the filled cellular confinement system.
 - Place pea shingle/ gravel to required depth.
 - Porous Asphalt.
- 15.3. Any variation to the above specification must meet the following design criteria for low-invasive surfaces to provide the conditions for continued tree survival and growth:
 - Maintain oxygen diffusion through new surface to rooting area (5-12% by volume³).
 - Maintain sufficient passage of water to the rooting area (12-40% by volume⁴).
 - Maintain existing ground levels to avoid root damage (severance and/or asphyxiation).
 - Avoid compaction by maintaining a soil structure sufficient to sustain root growth (soil bulk density below 1.4g/cc⁵).
- 15.4. Site analysis of the soil type and its structural characteristics will be required prior to determining the specific depth of products to be adopted for example, footpaths normally require a depth of 100mm and, 150mm to 200mm depths are used for residential driveways, while greater depths may be required for the passage of heavier traffic such as for construction access and delivery vehicles.
- 15.5. If ground levels are to be raised more than 150mm this should be achieved by the use of a granular material, which does not inhibit vertical gaseous diffusion. For example: no-fines gravel, washed aggregate, structural soil (min. 20% sand content) or cobbles.

³ Tree Roots in the Built Environment 2006, Roberts Jackson Smith HSO

⁴ Tree Root Growth Requirements, Dr Kim. D. Coder, University of Georgia. July 2000

⁵ Arboriculture, Tree Management of Shade Trees and Vines 2004, Harris, Clarke, Matheny

- 15.6. Ideally, the surface should be installed between May and October when the ground is driest and least prone to compaction. The approved wearing course is to be laid over the Cellular System. Where it covers in excess of 20% of the RPA or is wider than 3m within the RPA, the new surface should be constructed in a manner to permit infiltration of moisture and gaseous diffusion (pervious). Where the wearing course is in excess of 20% of the RPA or wider than 3m, a specially engineered surface will need to be designed to meet the above criteria.

16. No-Dig Footpath Construction

- 16.1. To ensure that tree roots, within the ground under this proposed surface, continue to survive during and after construction a cellular system such a CellWeb (Geosynthetics Ltd, 01455 617139, www.geosyn.co.uk) of 200mm depth is to be used⁶.

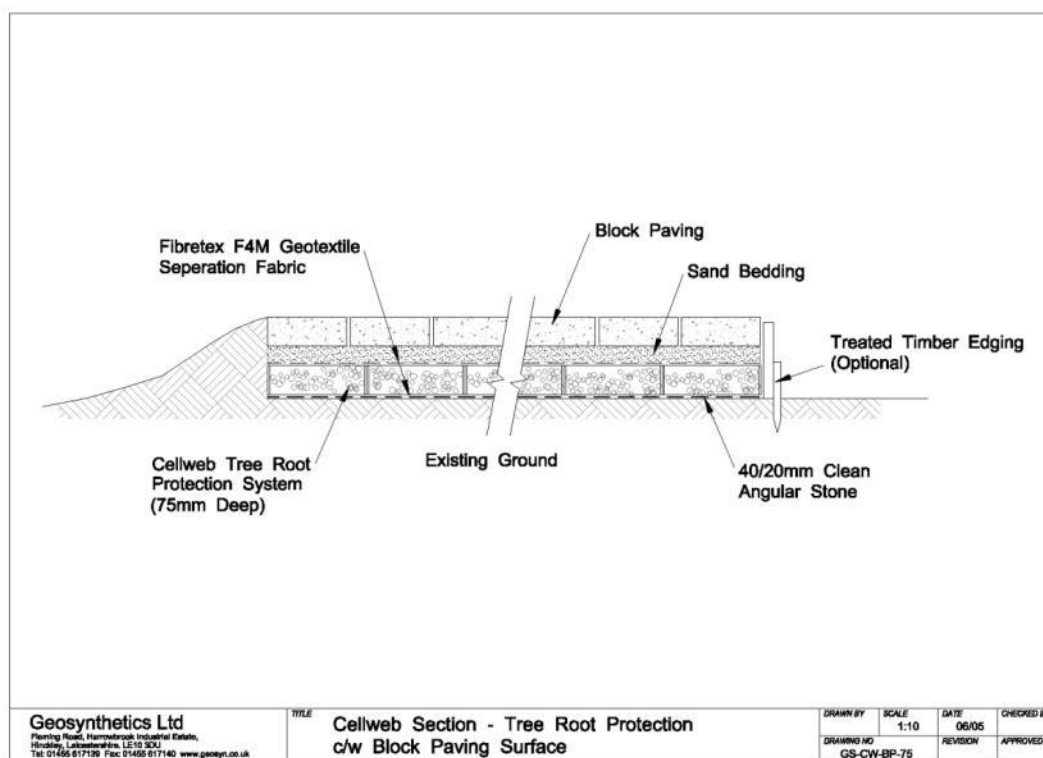


Figure 2 Cellular system profile

- 16.2. Stages for Installation of the cellular confinement surface:

- 1) Contact project arboriculturist to hold pre-start site meeting and 'toolbox' talk before starting work.
- 2) Dismantle TPF and re-erect in secondary location.
- 3) Remove existing vegetation by using a specific herbicide (as advised by a specialist) or manual removal with hand tools only. Agreed removal of shrubs, saplings or trees, within the protected areas of retained trees are to be cut or ground out to just below ground level rather than grubbed or winched out, which can damage roots of retained trees.
- 4) Retain all original ground levels after vegetation removal. No excavation whatsoever.

⁶This approach describes installation of a typical no-dig surface. The author of this report is not an engineer and therefore detailed engineering design and analysis must be carried out before installation.

- 5) Install a non-woven Geotextile (such as Fibretex F4M) directly over soil grade level (levelled where necessary, by non-compacted washed sand) and fix in place.
- 6) Lay the cellular system over the Geotextile, which is secured open under tension during the infill process with steel staples or wooden pegs.
- 7) Install kerbs and edgings directly on top of existing soil grade level. For light structures, a treated peg and board may be acceptable. For more substantial structures, railway sleepers, haunched concrete with road pins, drilled kerbstones, gabions or cast in situ kerbs will be appropriate.
- 8) Fill the cellular system ensuring any plant machinery stands only on already filled areas. Typical infill consists of no fines angular granular material 20-40mm, which will remain un-compacted.
- 9) Install porous wearing surface.

- Small Block Paving.

- Lay a second layer of Geotextile separation fabric over the infill.
- Lay a sharp sand-bedding layer to recommended depth.
- Place block paviors as per manufacturer's instructions.

- Washed Gravel.

- Place second layer of Geotextile separation fabric over the filled cellular confinement system.
- Place pea shingle/ gravel to required depth.

- Porous Asphalt.

16.3. Any variation to the above specification must meet the following design criteria for low-invasive surfaces to provide the conditions for continued tree survival and growth:

- Maintain oxygen diffusion through new surface to rooting area (5-12% by volume⁷).
- Maintain sufficient passage of water to the rooting area (12-40% by volume⁸).
- Maintain existing ground levels to avoid root damage (severance and/or asphyxiation).
- Avoid compaction by maintaining a soil structure sufficient to sustain root growth (soil bulk density below 1.4g/cc⁹).

16.4. Site analysis of the soil type and its structural characteristics will be required prior to determining the specific depth of products to be adopted, for example: footpaths normally require a depth of 100mm and, 150mm to 200mm depths are used for residential driveways, while greater depths may be required for the passage of heavier traffic such as for construction access and delivery vehicles.

16.5. If ground levels are to be raised more than 150mm this should be achieved by the use of a granular material, which does not inhibit vertical gaseous diffusion. For example: no-fines gravel, washed aggregate, structural soil (min. 20% sand content) or cobbles.

⁷ Tree Roots in the Built Environment 2006, Roberts Jackson Smith HSO

⁸ Tree Root Growth Requirements, Dr Kim. D. Coder, University of Georgia. July 2000

⁹ Arboriculture, Tree Management of Shade Trees and Vines 2004, Harris, Clarke, Matheny

16.6. Ideally, the surface should be installed between May and October when the ground is driest and least prone to compaction. The approved wearing course is to be laid over the cellular confinement system. Where it is in excess of 20% of the RPA or is wider than 3m within the RPA, the new surface should be constructed in a manner to permit infiltration of moisture and gaseous diffusion (pervious). Where the wearing course is in excess of 20% of the RPA or wider than 3m, a specially engineered surface will need to be designed to meet the above criteria.

17. Installation of wall foundations within RPAs

17.1. Stages for wall foundations:

No plant machinery to be used in the area for whatever reason

- 1) Contact project arboriculturist to hold pre-start site meeting and 'toolbox' talk before starting work.
- 2) Remove TPF to allow access to area.
- 3) Dig post holes using hand tools, avoiding damage to the protective bark covering larger roots. Roots smaller than 25mm diameter may be pruned back using either secateurs or a hand saw, leaving a clean cut.
- 4) Dig foundations using hand tools. Roots under 25mm diameter to be pruned.
- 5) Roots 25mm diameter and over to be assessed and if required pruned by the project arboriculturist, with the size and quantity of roots recorded for a further assessment.

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21 August 2026

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A large, stylized leaf graphic in a dark green color, positioned on the left side of the page. It has a prominent central vein and several smaller veins branching off, creating a sense of organic growth.

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