



ARBORICULTURAL REPORT

**St Pauls Catholic College
Jane Murray Way
Burgess Hill
West Sussex**

Conversion of Caretaker House to Offices

19th December 2024

Prepared by: **Andrew Day HND Arb. M.Arbor.A, CEnv**

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Scope

The purpose of this report is to provide Arboricultural advice in relation to identifying the constraints of trees on site and neighbouring land, in relation to the proposed construction works associated with:

Conversion of the caretaker's house to offices.

Providing advice on how the trees could be impacted and protection measures to be implemented for those to be retained, using the guidelines and principles of BS5837:2012 to safeguard them from construction pressures.

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1 INTRODUCTION

1.1 Brief:

This report has been prepared at the request of Barker Associates the project architect on behalf of the school, to identify the constraints of the trees on site and in neighbouring land and how they could be impacted during the construction works to convert the residential property into office space. Advising on what protection measures will need to be implemented to safeguard the trees to be retained from construction pressures during development of the site.

1.2 Qualifications and experience:

I have based this report on my site observations and the provided information, and I have come to conclusions in the light of my experience. I have experience and qualifications in arboriculture and list the details in **Appendix 1**.

1.3 Documents and information provided:

A proposed layout plan of the site.

1.4 Relevant background information:

G2 is located in neighbouring land.

1.5 Scope of this report:

This report is only concerned with trees located on site and neighbouring land that could be impacted by construction works to implement the proposed layout, and the measures required to provide protection for them as best prescribed in the guidance of BS5837: 2012 'trees in relation to design, demolition and construction'. Any issues regarding construction methods etc. is outside the remit of an Arborist and remedy should be sought with suitably qualified persons, for example builder, engineer etc. For the purposes of this report an Arborist / Arboriculturalist is someone who through training and experience has the knowledge to assess trees and their condition in a competent manner. Trees with a dbh of less than 75mm have not been included as per the guidance in BS5837:2012 or species considered to be shrub specimens.

2 APPRAISAL

2.1 Brief site description:

The focus of this site is the caretakers house within the school grounds, which is a detached property that has a drive providing parking out of the way of the main school activities and a small a garden area at the front laid to lawn. To the rear an old decking extends from the rear of the house onto an overgrown garden area covered with lawn and brambles. Adjacent to the site I the school grounds is hard surfacing and parking spaces. Beyond the rear boundary is a public footpath.

2.2 Condition of the trees:

The trees appear to have a healthy vigour with no signs of pests or diseases commonly associated with the species. Those in third party ownership could be assessed as far as could be achieved from the confines of the site.

A more detailed analysis of the trees can be found in **Appendix 3**.

2.3 Suitability of the trees for location and management requirements at present:

The trees could be considered suitably for the location, I am not aware of any conflict with the structures or usage of the site that is due to the presence of the trees. However, I would suggest that T1 is reduced to a height of about 3m and the sides brought in by approximately 1m to revert this back to a hedge and manage accordingly to be more suitable for the site.

However, no management works are considered necessary at this time.

2.4 Potential effects of development on the trees:

To implement the planning permission being sought no trees will need to be removed or worked on, but as mentioned above I suggest G1 is managed to form a robust hedge line.

The main construction works associated with this project will be internally so the only external construction works will be to create the two new parking bays in the front garden space. This is outside of the RPA (Root Protection Area) of G1 and so this will not be directly impacted. Two small Cherry trees with stem diameters under 10cm will need to be removed, these are under size of those required to be included in a BS5837:2012 survey and are of low quality and could easily be replicated with new planting elsewhere in the school grounds if required.

To ensure G1 & T1 are protected from construction pressures such as material storage, mixing or contractor parking, protection fencing as shown on the Tree Protection Plan in **Appendix 5** will be set up before construction works begin. Once the protection measures have been set up, material storage, mixing, contractor parking etc. will be confined to areas of the site at least 1m outside of the RPA to prevent indirect damage to the trees from happening.

By adhering to the tree protection method statement in **Appendix 3**, will ensure further that the trees to be retained can and will be suitably protected whilst construction works are being undertaken to complete the project.

There is space outside of the protected areas to accommodate such actions as material storage, mixing, contractor parking placing etc, so that the trees to be retained will not be impacted. This will need to be policed by the site manager, but long as the protection measures highlighted within this report are adhered to then it is possible that the trees shown to be retained will not be detrimentally impacted by the development proposal.

In this case the potential impact of the proposal in relation to the trees is considered low, with specific measures being able to be implemented to ensure that construction pressures do not adversely affect their health or longevity. The trees can be sufficiently protected by following the principles and measures contained within this report and those within the method statement in **Appendix 3**.

2.5 Potential effects of the trees to be retained on the development:

Leaf litter drop could become a problem if it causes drains or gutters to become blocked, that could impact in other ways on the building, or if left on access surfaces where they could become a slip hazard. To address this gutter guards could be installed to prevent build-up of leaf litter that could become a problem, or regular cleaning of the gutters employed. Regular clearing of falling leaves on the access route, especially in times of wet weather will address any potential slip hazards caused by this seasonal occurrence. Shadow cast will not be an issue given the orientation of the building and its usage for no habitation purposes.

The conflicts normally encountered with having buildings near to trees can be addressed with scheduled maintenance.

2.6 Proposed solutions to safeguard the trees to remain during construction works:

2.6.1 Protective fencing & Ground Protection

Protective fencing and ground protection will be placed in the locations shown on the tree protection plan in **Appendix 5** prior to works commencing on site. The fencing will be retained at times, will be heras panels as shown in **Diagram 1** within **Appendix 3** and construction activities will not be permitted beyond this.

2.6.2 Services

No details relating to service runs have been provided to me at the time of writing this report. I would assume no new services will be required. The project architect will confirm this, and any locations of new service runs if required. If new service runs are needed and given the space outside of the RPA, I do not envisage this being an issue. Any new service trenches will be located outside of the RPA of the trees where possible. If this is not possible hand digging / air spade works will be used within the RPA with an arborist on site to supervise proceedings. Alternatively, trenchless techniques to install the services will be used and approved by the local authority.

2.6.3 Site facilities and material storage

Care will have to be taken to identify the type of materials required and the access of any machinery, vehicles or plant needed to move them, as these can cause collision damage to aerial parts of the trees as well as soil contamination or compaction if on soft ground. The site manager will provide details on this aspect of the project and will demonstrate how care and attention will be applied to protect the trees from direct and indirect construction activities. There is space outside of the RPA for this.

2.6.4 Works within RPA (Root Protection Area)

No works are required in this protected area to construct the proposed layout.

2.6.5 Site supervision

The site manager will provide a timetable of works on the site, listing all the key stages of development, starting with the placing of protection fencing / hoarding around the trees, establishing site facilities, through to completion of the site. Arboricultural supervision will take place prior to works commencing on site to ensure protection measures are understood and implemented with a pre-commencement meeting with the site manager and other relevant personnel.

In this case I do not think that regular visits will be required, therefore I suggest a supervision visit is undertaken at the beginning of the project to ensure the protective fencing is in the correct place and the site manager understands the protection methods to be implemented, then one midway through and one towards the end to ensure they have been maintaining the protection measures outlined within this report. Arboricultural supervision will always be present during excavation works in the RPA.

If this is not to the tree officer's satisfaction, then site supervision will be undertaken by a suitably qualified arborist on a monthly basis until the completion of the project, and at key stages in the development such as erection of the protective fencing.

Prior to work, all key personnel connected with the site will be briefed by an arborist with regard to the importance of the tree protection and methods of ensuring that the tree is protected during the construction period.

A record of all arboricultural related site meetings will be made, signed off and available for inspection by the local authority if required. Any personnel inducted on site will be made aware of the tree protection measures and will be responsible for their own actions in maintaining them and not breaching them in any way. Failure to do so could result in legal action taken against the person responsible and the site owner, including any financial remuneration involved.

2.6.6 Site completion

Once work has been completed, an arborist will inspect the trees and comment on their condition and prescribe any mitigation works required. The tree protection measures are expanded upon in **Appendix 3**. Any proposed landscaping works will be discussed with the supervising arborist to ensure this does not conflict with the tree protection measures.

3 CONCLUSIONS

- To implement this development no trees will need to be removed, apart from two young cherries with stem diameters less than 10cm. These can easily be replicated with new planting elsewhere on site if required.
- The focus of the construction works will be internal to the building. Where the parking bays will be constructed this is outside the constraints offered by the trees.
- Protective fencing will be installed to prevent unnecessary access into the protected areas of the trees. The locations of this fencing are shown on the tree protection plan in **Appendix 5**.
- Material storage and mixing will be contained to areas outside of the RPA of the trees, so as not to impact on them indirectly.
- The trees shown to be retained can be adequately protected from construction pressures by implementing and adhering to the protection measures provided in the method statement in **Appendix 3**. The proposal is unlikely to have any detrimental impact on these trees as long as the protection measures are implemented.
- Further details to the method statement already provided may be requested from the local authority, such as precise locations for material storage, service runs etc. These can be added once this information is known and conditioned as part of a planning consent.

4 OTHER CONSIDERATIONS

4.1 Trees subject to statutory controls:

I do not know if the trees are protected by a TPO (Tree Preservation Order) or other restrictions. I suggest the local authority is contacted to confirm this and kept updated with any proposed tree works so as to form a good working relationship and to prevent misunderstandings or contravention of protection measures. This is an advisory for readers of this report and not meant as a confirmation as to the protection status of the trees commented on.

*Andrew Day HND Arb
For Andrew Day Arboricultural Consultancy Ltd.*

Brief qualifications and experience of Andrew Day

I hold a Higher National Diploma in Arboriculture. I have been working in the field of arboriculture for approximately 20 years, spending time as a contracting arborist undertaking all aspects of practical arboriculture both in the UK and Europe. I have also worked within local government as a tree officer working for a variety of local authorities. I have a broad experience of both the practical and theoretical aspects of arboriculture having worked within the public and private sector. I am currently a consulting arborist for Andrew Day Arboricultural Consultancy.

1. Qualifications:

Higher National Diploma in Arboriculture (1996)

NPTC (National Proficiency Training Council) units 20, 21 and 22

Lantra professional tree inspection certificate

2. Practical experience:

Prior to establishing my company, I worked for a private Arboriculture company for three years undertaking many practical aspects of Arboriculture. I moved on from this to become a local authority tree officer for five years, my duties included consultation on planning matters with regard to trees, advice to the general public, managing the council's tree stock and liaising with other professionals on Arboricultural related issues. I was approached by an established tree contracting and consulting company in Essex to develop and run the consultancy department as their principal consultant which I did for three years.

SITE PHOTOGRAPHS



Showing G1 from outside the site



Showing T1, G1 & G2



Showing G2 and rear garden



Showing frontage with young Cherry trees and G1

SITE SPECIFIC INFORMATION

Explanatory Notes

Tree Survey

Tree Protection Method Statement and Protection Criteria

Informatives for protection fencing.

Arboricultural Considerations notice for site hut and inducted personnel.

Explanatory Notes

Measurements/estimates: All dimensions are measured unless access is not possible, then they are estimated.

Species: The species identification is based on visual observations and the common English name of what the tree appeared to be is listed first, with the botanical name after in brackets. In some instances, it may be difficult to identify a particular tree quickly and accurately without further detailed investigations. Where there is some doubt of the precise species of tree, it is indicated it with a '?' after the name in order to avoid delay in the production of the report. The botanical name is followed by the abbreviation sp if only the genus is known. The species listed for groups and hedges represent the main component and there may be other minor species not listed.

Height: Height is estimating height to the nearest metre.

Spread: The maximum crown spread is visually estimated to the nearest metre of the total crown spread diameter. It should be noted that the crown of some trees can be one side, however this usually indicated within the report.

Diameter: These figures relate to 1.5m above ground level and are recorded in centimetres. Estimate measurements are banded 0-10cm, 11-20, 21-30 etc. If appropriate, diameter is measure with a diameter tape. 'M' indicates trees or shrubs with multiple stems. 'AV' indicates average and is the average of two stems when dealing with twin stem trees.

Estimated Age: Age is assessed as **M** mature (last one third of life expectancy), **EM** early mature (one third to two thirds life expectancy) and **Y** young (less than one third life expectancy).

FSB: First significant branch from ground level (direction shown on tree protection / constraints plan)

SULE: This is the estimated Safe Useful Life Expectancy of the tree. Trees can live longer than this value but can pose a risk to persons or property.

RPR: Radius of root protection area around the tree /group

RPA: Root protection area for tree or group

BS 5837 2012 - On the basis of this assessment, trees can be divided into one of the following categories:

A - Trees whose retention is most desirable, High category

B - Trees where is desirable, Moderate category

C - Trees which could be retained, Low category

U - Trees that cannot realistically be retained; Fell category

Tag	Name	Age	Diameter	Height	Crown Hgt	FSB Hgt	Crown Spread (N S E W) (m)				Life Exp	Recommendations	Category	RPR	RPA
G1	Acer campestre (Field Maple)	EM	150	8(1)	1	1(N)	3	3	3	3	20+	No works required at present.	C2	1.8	10.18
T1	Acer platanoides (Norway Maple)	EM	150	8(2)	2	2(N)	2	3	2	2	20+	No works required at present.	C2	1.8	10.18
G2	Acer campestre (Field Maple), Prunus (Prunus species)	EM	150	10(1)	1	1(N)	3	3	3	3	20+	No works required at present. In third party ownership.	C2	1.8	10.18

Method Statement for Tree Protection Measures

PROJECT: St Paul's Catholic College, Jane Murray Way, Burgess Hill, West Sussex

CLIENT: Barker Associates

1.1 Brief

Provide protective measures specification for trees located on site and neighbouring land, to be retained and protected using the guidelines and principles prescribed in BS5837: 2012 'trees in relation to design, demolition and construction'.

1.2 Protective Fencing and Site Supervision

An important factor in providing protection for the tree during the construction works is the chronological order in which development tasks are undertaken. Before work continues on site, the following issues will be addressed and submitted to the council for approval.

- A suitably qualified arborist will be retained to oversee tree protection measures where required and liaise with the tree officer as required. The contact information of this arborist will be made available to the council tree officer prior to works starting on site.
- A pre- commencement meeting with a suitably qualified arborist will take place with the site manager and other relevant site personnel, to debrief them on the importance of the protection measures and to assist in setting up of the protection fencing etc. before work commences on site.
- The protection fencing and ground protection will be set up after the tree surgery works and prior to works commencing on site.
- The arboricultural site supervision schedule will be compiled at the pre-commencement meeting and will be the responsibility of the site manager to ensure that it is carried out and maintained for the duration of the works.
- All tree surgery will be done prior to works commencing on site and will be undertaken in accordance with BS3998:2010, taking into account all relevant wildlife legislation.

1.2.1

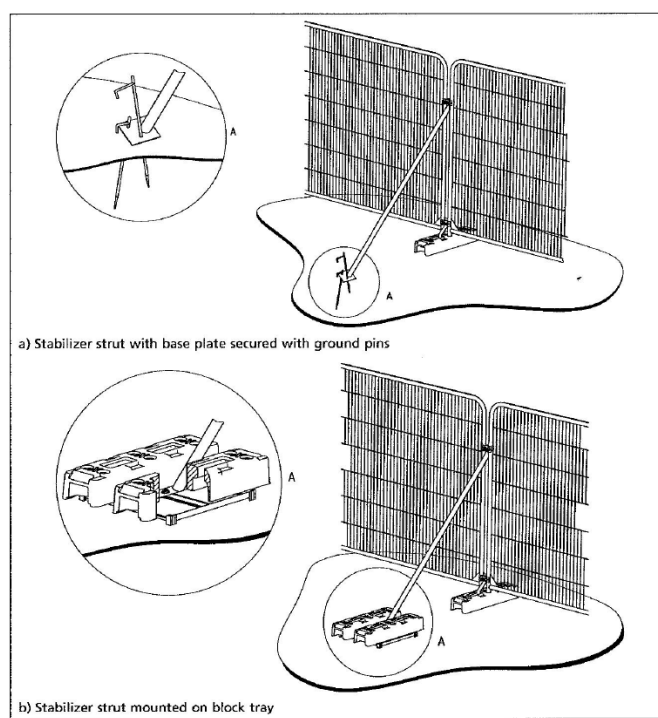
Protective fencing will be as shown in **diagram 1** or similar that is fit for purpose and will be placed in the locations as shown on the tree protection plan in **Appendix 5**, prior to works commencing on site.

The informatives provided will be attached to the fencing to highlight its importance at a height of 1.5m and at 5m intervals along the line of fencing, or in locations that can demonstrate they are clearly visible to identify the purpose of the fencing in relation to the project. Once erected the fencing will not be removed unless works on site have been completed.

1.2.2

If access is required within the RPA over soft ground, then the relevant permissions will be in place and ground protection will be installed as set out in 1.7 before access into the protected area is allowed. An arborist will be present to supervise works and the relevant permissions will be in place.

Diagram 1



1.2.3

A pre-commencement inspection by the supervising arborist will take place to ensure the protective measures are understood and a schedule of arboricultural site monitoring is formulated at the start of the project, this will consist of a visit by a suitably qualified arborist once at the start of the project, once mid-way through and once towards the end of the project. If this is not to the tree officer's satisfaction, supervision visits will be on a monthly basis, and at times when works where the trees are more likely to be at risk of damage. A log of these visits and any actions required will be kept and made available to the council on request. **It will be the responsibility of the site manager or other named person to ensure this is maintained for the duration of the project.**

1.2.4

The placing of tree protection measures works within the construction timescale will not be altered and it is re-emphasised that this is to take place prior to any other activities.

1.2.5

All personnel inducted on site will be made aware of the tree protection measures and will be responsible for their own actions in maintaining these and ensuring that they do not cause any damage to the trees.

1.3 Forbidden activities within RPA.

1.3.1 Within the root protection area, the following activities will be prohibited, unless the local authority in writing grants specific permission:

No storage of chemicals or other substances likely to leach and cause harm to the trees to be stored.

No storage of heavy plant or materials likely to cause further soil compaction.

No ground disturbance works, apart from what has been approved by any planning permissions or specifically from the council.

No activities that could indirectly affect the trees such as bonfires etc.

1.3.2 No ground disturbance works apart from those granted in the planning permission is to be undertaken within the confines of the RPA without the written permission of the local authority.

The protected area is not to be breached at any time, unless the local authority has granted permission, and a qualified arborist has been consulted and supervises any work activities that need to take place.

1.4 Storage of chemicals / mixing of materials

- 1.4.1 Storage of chemicals will be placed in a sealed bund / area, with no discharge allowed onto the ground or watercourses. The area containing these materials will have an impervious surface and stored **if possible** 10m away from the RPA. If accidental spillage of chemicals or other damage to the trees takes place the local authority is to be notified as soon as possible, and a suitably qualified arborist is consulted as to the best actions to take to mitigate any damage that may have occurred as a result of the accident and these works to be undertaken to mitigate the situation as soon as possible.

1.5 Works in the RPA

- 1.5.1 No works are proposed in this protected area.
- 1.5.2 If works or access in the RPA is required suitable protection measures will be in place and the appropriate permissions in place.

1.6 Material storage / site parking

- 1.6.1 Particular attention will be made to the type of materials to be stored, and the type of machinery needed to move them, ensuring that sufficient protection measures in accordance with this method statement and space are provided to prevent damage to the trees to remain. The details outlined in 1.4 above will be adhered to.
- 1.6.2 **At no point will materials be allowed to be stored in the RPA. The site manager will strictly police this.**

1.7 Ground Protection

- 1.7.1 If access across the RPA on soft ground is needed the following ground protection measures will be implemented as required, and the appropriate consents in place.

For pedestrian traffic:

A single thickness of scaffold boards placed on top of a scaffold frame so as to form a suspended walkway (similar to diagram 2), or boards laid on to a geotextile membrane with a layer of wood chips 100mm in thickness.

For pedestrian operated plant, up to 2 tonnes:

Interlinked ground protection boards of plywood or similar at least 2.5cm thick, laid onto a geotextile membrane on a bed of wood chip 150mm in depth.

For wheeled or tracked traffic exceeding 2 tonnes gross weight:

Metal tracking designed and fit for purpose, pre-cast concrete slabs or similar, laid to an engineering specification on a compression resistant layer e.g., wood chips that will likely spread the weight of the load and prevent compression of the soil underneath.

- 1.7.2 **AT NO POINT WILL THE GROUND WITHIN THE RPA BE LEFT UNPROTECTED IF ACCESS IS REQUIRED IN THIS AREA.**

1.8 Completion

- 1.8.1 Once all of the construction activities on the site have been completed and a suitably qualified arborist will assess the condition of the tree and liaise with the local authority accordingly if any works are considered necessary. Any proposed landscaping will be discussed with the supervising arborist to ensure this will not conflict with tree protection measures.

ANDREW DAY
ARBORICULTURAL CONSULTANCY LTD

REDUCING COSTS BY DELIVERING PRACTICAL SOLUTIONS

TREE PROTECTION ZONE

**DO NOT CROSS WITHOUT
PERMISSION**

**BREACHING THIS BARRIER CAN
RESULT IN THE FOLLOWING:**

- **SHUT DOWN OF THE JOB**
- **FINANCIAL IMPLICATIONS**
- **CRIMINAL PROCEEDINGS**

ARBORICULTURAL SITE CONSIDERATIONS

THIS NOTICE IS TO BE DISPLAYED IN THE SITE OFFICE OR A SUITABLE LOCATION WHERE IT IS CLEARLY VISIBLE AND ISSUED TO ALL PERSONNEL INDUCTED ONTO SITE

The following site considerations must be observed at all times during the development process, from site preparations through to completion.

- ❖ The protected area of the RPA must be regarded as sacrosanct and not breached except where to implement the planning permission granted, without prior consultation with either the local planning authority or the supervising arborist.
- ❖ Ground protection must not be lifted or removed without prior consultation with either the local planning authority or the supervising arborist.
- ❖ Damage caused to ground protection must be reported to the site manager to ensure suitable repair or actions are taken.
- ❖ No materials, chemicals, machinery, or vehicles to be stored within the RPA (root protection area) as defined on the tree protection plan and on site by fencing and ground protection.
- ❖ No materials etc. must be rested against or machinery chained to trees.
- ❖ No pruning of trees may be undertaken by anyone other than a qualified arborist and approved by the supervising arborist and local authority tree officer.
- ❖ Any physical damage caused to a tree to be retained must be reported to the site manager immediately so that suitable remedial works can be commissioned without delay.
- ❖ Builder's sand (which contains high levels of salt) must not be used to back fill excavations within or in close proximity to tree roots, as it has a toxic effect and can cause root desiccation. Sharp sand must be used under such circumstances.
- ❖ Soil contaminants such as concrete mixings, diesel oil and vehicle washings must be kept suitably contained, preferably within bunded areas. Any spillages within 2m of a fenced area must be reported to the site manager and supervising arborist immediately so that suitable mitigation works can be commissioned.
- ❖ Fires must not be lit in positions where their flames can extend to within 5m of foliage, branches, or trunks. Wind direction and size of fires will impact on this.
- ❖ Notice boards, telephone cables or other services etc. must not be attached to any part of a tree.

Remember the tree officer can turn up at any time or neighbours may report any poor practice or threats to the trees.

Site Personnel Contact Information

As far as I am aware the only personnel associated with this site at the time of writing this report is the project architect. Table 1 shows the contact details of the project architect who is to be contacted if any enquires relating to this project need answering.

Table 1

Name	Relation to Site	Contact Details
Barker Associates	Project Architect	01279 701965

LIMITATIONS AND QUALIFICATIONS

LIMITATIONS AND QUALIFICATIONS

Unless specifically mentioned the report will only be concerned with ground inspections. No below ground inspections will be carried out without prior confirmation from the client that such works should be undertaken. This report is for the purposes of identifying the constraints of trees in relation to development and not a health and safety assessment of the trees. A cursory assessment of the trees health and condition will be recorded, but this is not to be taken as a detailed assessment of its structural condition, health, and management recommendations in relation to this. A separate tree inspection regime focusing on these aspects will need to be undertaken if this is required.

The validity, accuracy and findings of this report will be directly related to the accuracy of the information made available during the inspection process. No checking of independent data will be undertaken, Andrew Day Arboricultural Consultancy will not be responsible for the recommendations within this report where essential data are not made available or are inaccurate.

This report will remain valid for one year from the date of inspection but will become invalid if any tree works not recommended within the report are undertaken, soil levels around the trees are altered in any way and if any building works which were not disclosed during the inspection are undertaken. If extreme weather changes occur such as heavy winds, snow etc., the trees will need to be re-inspected to ensure their condition has not been affected or has altered from the initial inspection details obtained.

If any of the above occurs, then it is strongly recommended that a new tree inspection is carried out.

It will be appreciated, and deemed to be accepted by the client that the formulation of the recommendations for the management of the trees will be guided by the following:

1. The need to avoid reasonably foreseeable damage.
2. The arboricultural considerations – Tree safety, good Arboricultural practise and aesthetics.

The client is deemed to have accepted the limitation placed on the recommendations by the sources quoted in the attached report. Where time constraints or the client limits sources, this may lead to an incomplete quantification of the risk.

TREE PROTECTION PLAN

(This plan is for reference only; please refer to the separate A3 plan for scaling if required)

