



ARBORICULTURAL IMPACT ASSESSMENT, METHOD STATEMENT AND TREE PROTECTION PLAN

**45 Newlands
Balcombe
Haywards Heath
West Sussex
RH17 6JA**

Document date: 20th February 2025

Document ref: PJC/6772/25-02 Rev -

Sussex Office
Rocks Yard, Victoria Road
Herstmonceux, East Sussex.
BN27 4TQ.

PJC Consultancy Ltd
www.pjcconsultancy.com
contact@pjcconsultancy.com
01233 225365 - 01323 832120

Kent Office
The Watermill, The Mill
Business Park, Maidstone
Road, Ashford, Kent.
TN26 1AE

This report has been prepared by
PJC Consultancy Ltd
on behalf of
Douglas Butcher

Document author

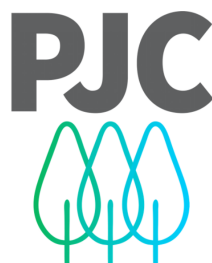
Nick Hollett Level 3 BTEC ND Forestry and Arboriculture

Nick has a level 3 National Diploma in Forestry and Arboriculture, and Level 2 BTEC Foundation Diploma Countryside and Environment. He has fifteen years experience in the arboricultural industry, and started his career as a forestry worker and Millworker before progressing as a tree surgeon, working in both the private and commercial sectors. He is a LANTRA accredited professional tree inspector.

Checked by

Peter Davies FdSc Arboriculture M.Arbor.A

Peter has a Foundation Degree in Arboriculture from the University of Brighton and is a professional member of the Arboricultural Association. He has over ten years' experience in the arboricultural industry, originally working as a groundsman and feller, and progressing into consultancy. He is a LANTRA accredited professional tree inspector.



arboriculture . ecology . landscape



CONTENTS

EXECUTIVE SUMMARY	5
1 INTRODUCTION	6
1.1 Instruction	6
1.2 Objectives of report.....	6
1.3 Contents of report	6
1.4 Documents and information provided.....	6
1.5 Limitations of report	7
2 ARBORICULTURAL IMPACT ASSESSMENT	8
2.1 Site visit.....	8
2.2 Site layout.....	8
2.3 The proposals	8
2.4 Tree works	8
2.5 Building footings in proximity to T2 and T7	9
2.6 Gabions in proximity to T2.....	12
2.7 Hardstanding in proximity to trees	12
2.8 Services	12
2.9 Landscaping in proximity to trees	12
3 ARBORICULTURAL METHOD STATEMENT.....	13
3.1 General requirements	13
3.2 Phasing of works	13
3.3 Initial tree works.....	14
3.4 Tree protection barriers	14
3.5 Storage and handling of harmful chemicals.....	15
3.6 Contractor facilities.....	15
3.7 Demolition of existing conservatory adjacent to T2.....	16
3.8 Constructing new gabion cages within root protection area of T2	16
3.9 Excavating building footings within root protection areas of T2 and T7	16
3.10 Replacing existing hardstanding within root protection areas of H1, T2, T3 and T7..	16
3.11 Constructing new patio within the root protection area of T7	17
3.12 Soft landscaping within root protection areas	17
3.13 Pre-commencement meeting.....	17
3.14 Arboricultural supervision	18
3.15 Arboricultural monitoring.....	18
3.16 Process if an unforeseen issue relating to trees arises.....	18
Appendix 1: Tree Constraints Plan	19



Appendix 2: Tree Survey Schedule	20
Appendix 3: Tree Retention Plan	21
Appendix 4: Root Protection Area Incursions Plan	22
Appendix 5: Tree Protection Plan.....	23
Appendix 6: Tree Protection Fencing Specification	24
Appendix 7: Example Protective Fencing Sign	25



EXECUTIVE SUMMARY

PJC Consultancy has been instructed by Douglas Butcher to provide an arboricultural impact assessment and arboricultural method statement to support planning application Ref: DM/25/0146, for the demolition of existing conservatory, erection of a single-storey side extension with pitched roof and gable end and associated landscaping at 45 Newlands Balcombe Haywards Heath West Sussex RH17 6JA.

This report complies with the planning policies of Mid Sussex District Council and complies with the recommendations of British Standard BS5837: 2012 Trees in relation to design, demolition and construction – Recommendations.

The tree survey was carried out on 30th January 2025. The tree constraints plan and tree survey schedule can be found at Appendix 1 and Appendix 2 respectively.

No tree preservation order protects trees at this site, and the site is not located within a conservation area.

The proposed layout has been overlaid with the tree constraints plan in order to identify the impacts to the trees to inform this impact assessment and this information has formed the basis of the tree retention plan at Appendix 3, the root protection area incursions plan at Appendix 4 and the tree protection plan at Appendix 5.

No trees/shrubs require removal to facilitate the proposals. However, minor access facilitation pruning will be required to T2, G4 and G9 to provide adequate space for the construction of the proposed extension and the installation of a gabion wall and replacement hardstanding.

The proposed single storey extension foundation marginally encroaches the root protection areas of T2 and T7. Due to the small percentage of encroachment, it is considered that the loss of rooting area will not have a significant impact on the structural integrity or physiological health of the T2 or T7.

An existing bank is to be excavated, and new gabion walls installed on the periphery of the root protection area of T2. Sympathetic construction methodologies described in this report must be implemented to minimise the impact on the trees.

A small section of new hardstanding will be constructed within the root protection area of T7, and existing hard standing will be replaced within the root protection areas of H1, T2, T3 and T7. This must be undertaken sensitively as described in the arboricultural method statement.

Provided the exclusion zones and methodologies described in the arboricultural method statement at section 3 and tree protection plan are followed, trees proposed for retention can be protected during the construction phase and successfully integrated into the site post development.



1 INTRODUCTION

1.1 Instruction

1.1.1 PJC Consultancy has been instructed by Douglas Butcher to provide an arboricultural impact assessment and arboricultural method statement to support planning application Ref: DM/25/0146, for the demolition of existing conservatory, erection of a single-storey side extension with pitched roof and gable end and associated landscaping at 45 Newlands Balcombe Haywards Heath West Sussex RH17 6JA.

1.1.2 This report complies with the planning policies of Mid Sussex District Council and complies with the recommendations of British Standard BS5837: 2012 Trees in relation to design, demolition and construction – Recommendations (the British Standard).

1.2 Objectives of report

1.2.1 This report has been undertaken with the following objectives:

- To identify the tree removals and pruning works that will be required as a result of the proposed development and to assess the impact of the tree works.
- To assess the potential impact the proposed construction works will have on retained trees and provide recommendations for mitigation measures to reduce the impact on the trees.
- To provide a protection methodology for retained trees throughout the demolition and construction period, including the above ground and below ground parts of the trees as well as their rooting medium.

1.3 Contents of report

1.3.1 This report includes:

- A tree constraints plan and tree survey schedule at Appendices 1 & 2 respectively.
- An arboricultural impact assessment at section 2, a tree retention plan at Appendix 3 and a root protection area incursions plan at Appendix 4.
- An arboricultural method statement at section 3 and a tree protection plan at Appendix 5.

1.4 Documents and information provided

1.4.1 The following documents were used to aid the preparation of this report:

- PJC Initial Arboricultural Report Ref: 6772/25-01
- Block Plan Ref:100.1
- Existing Plan Ref: 101.2
- Proposed Plan Ref: 201.2
- Proposed Elevation Ref: 201.3
- Proposed Plan 1:20 Ref: 201.4
- Proposed Roof Plan Ref: 201.5
- Proposed Sections Ref: 201.6
- Proposed Ground works Ref:201.8



1.5 Limitations of report

- 1.5.1 The following arboricultural impact assessment and method statement have been prepared for the proposal stated in section 1.1 and using the plans and information listed in section 1.4. The report should not be relied upon if the stated proposal or proposed design changes unless the author confirms the changes do not have a bearing on the arboricultural impacts or recommended mitigation measures.



2 ARBORICULTURAL IMPACT ASSESSMENT

2.1 Site visit

- 2.1.1 The survey was carried out on 30th January 2025. The tree constraints plan and tree survey schedule can be found at Appendix 1 and Appendix 2 respectively.

2.2 Site layout

- 2.2.1 The site is located to the north of Newlands. The site comprises of a semi-detached dwelling with small conservatory. A small patio area is situated on the south side of the dwelling and grass and shrub areas occupy the east and west.

2.3 The proposals

- 2.3.1 The proposed layout has been overlaid with the tree constraints plan in order to identify the impacts to the trees to inform this impact assessment and this information has formed the basis of the tree retention plan at Appendix 3, the root protection area incursions plan at Appendix 4 and the tree protection plan at Appendix 5.
- 2.3.2 The proposals are to demolish the existing conservatory and construct a single storey extension on a marginally bigger footprint. Two areas will be levelled with gabion walls constructed to retain earth to provide a more usable garden space. Existing hardstanding will be replaced and extended into the new levelled areas.

2.4 Tree works

- 2.4.1 No trees/shrubs require removal to facilitate the proposals.
- 2.4.2 Access facilitation pruning will be required on several trees/shrubs. A summary of the proposed pruning required to enable the proposals is shown at Table 1 below.

Table 1: Summary of access facilitation pruning

Tree number	Species	Works required	Reason for works
T2	Apple	Crown lift to provide 3m clearance and laterally reduce north aspect by 1m as indicated by the red line in figure 1.	To provide adequate space for demolition of the conservatory and the construction of the extension and related construction activities.
G4	Mixed (cherry laurel, holly)	Laterally reduce northwest aspect by 2m.	To provide adequate space for the construction of the gabion wall.
G9	Mixed (privet, dog rose, blackthorn,)	Laterally reduce west aspect back to retaining wall.	To provide adequate space for the installation of replacement hardstanding.



Figure 1: Red line indicating small section of T2 to be removed.

- 2.4.1 All works are to be carried out in accordance with BS3998: 2010 Tree works – Recommendations.
- 2.4.2 Based on the information currently available, it is anticipated that the crowns of all remaining retained trees will be located a sufficient distance from proposed construction activities and expected construction access routes so as not to require pruning.
- 2.4.3 Any additional requirements for pruning that cannot be predicted at this stage in the design process shall be discussed at the pre-commencement meeting with the project arboriculturist and agreed with the local authority arboricultural officer.
- 2.5 Building footings in proximity to T2 and T7**
 - 2.5.1 The existing conservatory is to be demolished adjacent to the root protection area of T2. This must occur sensitively as described in the arboricultural method statement.
 - 2.5.2 The proposed single storey extension partially encroaches the root protection areas of T2 and T7, both are small heavily pruned semi mature apple trees in fair condition. T2 and T7 can be seen in figures 2-4 below.



Figure 2: Stem of T2 located in raised planter.



Figure 3: Deciduous crown of T2 over conservatory.



Figure 4: Espalier style T7.

- 2.5.3 The level of encroachment of the new extension into the root protection areas of T2 and T7 can be seen in the areas hatched pink on the root protection area incursions plan.
- 2.5.4 The percentage of encroachment of the new foundation into the root protection areas of T2 and T7 is only considered minor, (0.8m² or 4.5% of the root protection area of T2 and 0.3m² or 3% of the root protection area of T7). Due to the minor encroachment into the root protection areas, it is considered that the encroachment will not have a significant detrimental impact on the structural integrity or physiological health of the T2 or T7.
- 2.5.5 The foundations are to be excavated to a proposed depth of 1000mm. It is important that excavations are not battered further into the root protection areas of T2 or T7. Therefore, it may be necessary to install shoring to the side of the excavations.
- 2.5.6 The specification for the foundations of the new extension has been provided and can be seen below in figure 5.

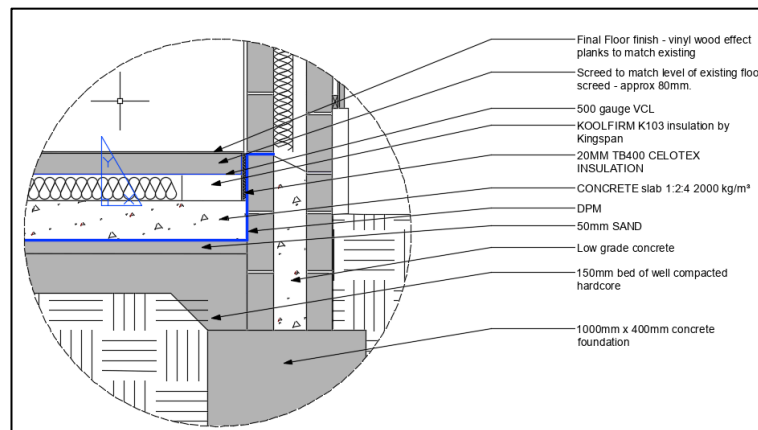


Figure 5: Foundation specification.



2.6 Gabions in proximity to T2

- 2.6.1 An existing grass bank is to be excavated to create a level platform for a new patio to be installed to tie in with the level of an existing paved path. New gabion cages are to be installed to retain the existing bank once a level area has been excavated. The southern tip the new gabion cages will partially encroach the root protection area of T2 in the area hatched cyan on the root protection area incursions plan. This will be a very minor encroachment (0.2m³ or 1.1% of the total root protection area). Care must be taken to ensure no over dig occurs further into the root protection area.

2.7 Hardstanding in proximity to trees

- 2.7.1 A new section of patio will be constructed within the root protection area of T7 in the area highlighted purple on the root protection area incursion plan. This area will require minor soil stripping to enable the new section of patio to tie in with the level of the existing footpath/patio. The works in this area shall be undertaken carefully by hand as described in the arboricultural method statement. The wearing course for the new patio will be Indian stone paving (or similar permeable surface) to allow continued moisture ingress and gaseous diffusion with the rooting medium.
- 2.7.2 The existing patio will be replaced from within the root protection areas of H1, T2, T3 and T7 in the areas hatched orange on the root protection area incursions plan. This must be undertaken sensitively as described in the arboricultural method statement.

2.8 Services

- 2.8.1 It is anticipated that the existing services for the property will be utilised for the proposed extension, therefore no works are expected to be carried out within root protection areas.

2.9 Landscaping in proximity to trees

- 2.9.1 The detailed specification for soft landscaping is to be confirmed on the date of this report, however it is anticipated that shrub planting will occur within the root protection areas of retained trees. In order to protect both tree roots and the condition of the rooting medium, these works must occur sensitively as described in the arboricultural method statement.



3 ARBORICULTURAL METHOD STATEMENT

3.1 General requirements

- 3.1.1 The arboricultural method statement and tree protection plan shall remain on site for the duration of demolition, construction and landscaping works and be available to site operatives at all times. All operatives at the site shall be briefed about tree related factors as part of their site induction.
- 3.1.2 Any variation from the methodology described in this method statement shall be discussed with the supervising arboriculturist and agreed with the local authority arboricultural officer.

3.2 Phasing of works

- 3.2.1 To ensure trees are protected throughout the development, the proposed development shall occur in the following order:

Table 2: Phasing of works

Works Order	Operation	Notes
1	Initial tree works.	The tree works contractor shall undertake the access facilitation pruning specified in the arboricultural impact assessment.
2	Installation of tree protection barriers.	Tree protection fencing and temporary ground protection shall be installed in the locations shown on the tree protection plan and to the specification described in this method statement.
3	Pre-commencement meeting.	The project arboriculturist shall attend a site meeting with the appointed contractor. The local authority arboricultural officer shall be notified so they may also attend. The above pre-start arboricultural works shall be signed off by the project arboriculturist during the meeting. The meeting shall occur before any plant activity, ground works or demolition/construction activities begin.
4	Demolition phase.	The tree protection barriers shall be maintained, and the construction exclusion zones observed throughout the demolition phase. The existing conservatory shall be removed sensitively from the root protection area of T2 as described in this method statement.
5	Earth and gabion works	The tree protection barriers shall be maintained, and the construction exclusion zones observed throughout the earth works and gabion installation phase.
6	Construction phase.	The tree protection barriers shall be maintained, and the construction exclusion zones observed throughout the construction phase. Temporary ground protection shall be removed when the new hardstanding is constructed within the root protection area of T7. The new extension shall be constructed sensitively within the root protection areas of T2 and T7 and new/existing hardstanding shall be constructed as described in this method statement.



Works Order	Operation	Notes
7	Soft landscaping phase.	The tree protection barriers shall be dismantled when external construction and hard landscape operations have been completed, and plant machinery or excess construction materials have been removed from site. Soft landscape operations shall occur sensitively as described in this method statement.

3.3 Initial tree works

- 3.3.1 The access facilitation pruning specified in the arboricultural impact assessment shall be carried out as the first stage of development. Any requirements for access facilitation pruning which have not been anticipated on the date of this report shall be discussed at the pre-commencement meeting with the project arboriculturist and be communicated to the local authority arboricultural officer.
- 3.3.2 If bonfires are lit to dispose of arisings from the vegetation or tree clearance works, an assessment of wind direction and strength shall be made to ensure flames cannot extend within 5m of any part of a retained tree. No bonfires shall be lit within a root protection area.
- 3.3.3 Trees should be checked for protected species before works are undertaken. It is against the law to disturb bats or their roosts under the Conservation of Habitat and Species Regulations. Nesting birds are protected by the Wildlife and Countryside Act. If protected species are discovered, Natural England should be contacted for advice.
- 3.3.4 The tree works contractors should carry out all tree works to BS3998: 2010 Tree works – recommendations as modified by research that is more recent. They should also carry relevant, adequate and up to date insurance.
- 3.3.5 It is suggested that an Arboricultural Association approved contractor carry out all tree works. Approved contractors are expected to work to industry best standards. The Arboricultural Association website (www.trees.org.uk) contains contact details and information on engaging a suitable contractor.

3.4 Tree protection barriers

- 3.4.1 The root protection areas of retained trees must be left free from disturbance, and protected from contamination or compaction during the proposed works. Protection shall comprise a combination of tree protection fencing and temporary ground protection.
- 3.4.2 The tree protection fencing and temporary ground protection shall be installed and signed off by the project arboriculturist before any plant activity, ground works or demolition/construction activities commence at the site. They shall be maintained in situ until the soft landscaping phase of development when all other construction activities in the vicinity have been completed, and excess construction materials and plant machinery have been removed from site. Any damage that occurs to the tree protection barriers during the construction period must be rectified immediately, prior to other construction activities recommencing in the vicinity.
- 3.4.3 The specification for tree protection fencing shall be metal welded mesh panels (e.g. Heras panels), in concrete or rubber feet. The panels shall be supported by metal stabiliser struts mounted on either a base plate secured by ground pins, or in a block tray (refer to Appendix 6). Any variation from this specification for tree protection fencing shall be discussed with the project arboriculturist and agreed in writing with the local authority arboricultural officer.



- 3.4.4 Signs shall be affixed to the fencing as shown in Appendix 7 to explain its purpose. The signs shall be affixed at a reasonable size and frequency to ensure they are easily visible to operatives at the site.
- 3.4.5 The specification for ground protection within the root protection area of T7 shall be a single thickness of scaffold boards (or equivalent boards), on a compressible layer (100mm woodchip or sharp sand), spread across a geotextile membrane. This specification is designed to support pedestrian loads only. If larger loads need to be supported, a more robust ground protection specification shall be agreed with the project arboriculturist.
- 3.4.6 The areas protected by tree protection fencing (highlighted yellow on the tree protection plan) or temporary ground protection shall be referred to as the construction exclusion zones. The following restrictions shall apply within the construction exclusion zones:
- No vehicular access shall be permitted unless on adequate temporary ground protection measures that have been agreed with the project arboriculturist.
 - Regular pedestrian access shall be restricted unless on suitable ground protection measures agreed with the project arboriculturist.
 - No storage of construction materials shall occur.
 - No storage of building spoil or construction debris (including short-term temporary stockpiling) shall occur.
 - No harmful chemicals shall be stored or handled.
 - No fires shall be permitted.
 - No mechanical excavation including regrading of levels shall occur.
 - There shall be no change in ground level unless undertaken under the supervision of the project arboriculturist.
 - No construction activities including installation of new permanent hard standing shall be undertaken unless otherwise specified in this method statement.

3.5 Storage and handling of harmful chemicals

- 3.5.1 Provision must be taken to prevent the storage and handling of harmful chemicals within the root protection areas of retained trees. Harmful chemicals include fuels, oils, bitumen, builder's sand (which has a high salt content) and cement. Provision shall also be made to prevent the storage and handling of harmful chemicals in areas proposed for further planting if the existing soil is intended to be retained.
- 3.5.2 Cement mixing shall always occur outside the construction exclusion zones. If cement mixing is to occur close to the construction exclusion zones, or there is the potential for cement washings to leech into a root protection area, adequate, bunded ground protection measures must be used. This could comprise impermeable plastic sheeting under wooden boards (to prevent tears) surrounded by a raised lip.
- 3.5.3 All other chemicals that are harmful to trees must be stowed in suitable containers and stored away from the construction exclusion zones unless adequate, bunded ground protection measures are implemented to prevent spillages leeching into root protection areas.

3.6 Contractor facilities

- 3.6.1 The construction access route will be thorough a removed fence panel at the entrance of the site. This entrance will accommodate the movement of construction materials and plant machinery. Upon entry, there is a large area that is to be used for the storage of construction materials which is located outside the root protection area of retained trees.



- 3.6.2 Care must be taken when unloading from flatbed lorries close to H1 to avoid damage. As such, a designated banksman must always be utilised to ensure the hedge is not contacted when plant machinery is used to access site or unloading a vehicle with a hi-ab arm.

3.7 Demolition of existing conservatory adjacent to T2

- 3.7.1 Demolition of the above ground parts of the conservatory adjacent to T2 must occur carefully to avoid accidental contact with the trees. Where possible the conservatory shall be dismantled by hand, however if plant machinery is used, a banksman must always be present to spot overhanging branches that are not visible to the machine operator.

3.8 Constructing new gabion cages within root protection area of T2

- 3.8.1 New gabions are to be installed within the root protection area of T2. This will require minor excavation. The excavation in this area shall occur by hand. Roots revealed shall be cleanly pruned using secateurs to leave the smallest feasible wound. Small clean pruning wounds require less energy from the tree to heal and reduce the chance of infection by tree pathogens. Roots over 25mm diameter must not be pruned unless the project arboriculturist has first been consulted to assess the potential impact on the tree.
- 3.8.2 The new gabion cages shall be installed and constructed either by hand in situ or lowered into place by an excavator. Materials for the gabion cages shall be stockpiled outside the root protection areas of retained trees. If tree protection barriers need to be dismantled to install the gabion cages, then the extents of the root protection area shall be made clear to operatives at the site by other means (e.g. ground marker paint or similar) and the area will have temporary ground protection installed.

3.9 Excavating building footings within root protection areas of T2 and T7

- 3.9.1 The new single storey extension encroaches the root protection areas of T2 and T7 in the areas hatched pink on the tree protection plan. The excavation in these areas shall occur by hand to the required depth. Roots revealed shall be cleanly pruned using secateurs to leave the smallest feasible wound. Small clean pruning wounds require less energy from the tree to heal and reduce the chance of infection by tree pathogens. Roots over 25mm diameter must not be pruned unless the project arboriculturist has first been consulted to assess the potential impact on the tree.

3.10 Replacing existing hardstanding within root protection areas of H1, T2, T3 and T7

- 3.10.1 The existing paved surface within the root protection areas of H1, T2, T3 and T7 shall provide ground protection for construction traffic. Vehicular access across the root protection areas shall be prohibited between the time the existing surface is removed, and the new surface is installed.
- 3.10.2 The existing wearing course shall be broken up using controlled hand tools (e.g. pneumatic breaker) and removed from the root protection areas by hand. If it is deemed impractical or unsafe to achieve this using hand tools only, plant machinery operated under the supervision of the project arboriculturist may be used instead. The machine must be fitted with a grading bucket (without teeth) and be operated from outside the root protection areas unless on a retained area of hard standing. If roots are revealed during this operation, use of the machine must immediately cease and the operation shall be continued by hand.
- 3.10.3 The existing sub-base shall be reused (augmented as necessary) for the new surface. If it is deemed necessary to remove any of the sub-base to enable the correct levels for the finished surface (these must first be signed off by the project arboriculturist), removal of the



sub-base must occur carefully in shallow increments following the same methodology required for removing the wearing course.

3.11 Constructing new patio within the root protection area of T7

- 3.11.1 A new patio is to be constructed within the root protection area of T7 in the area hatched purple on the root protection area incursions plan. This area requires minor soil stripping to ensure the levels tie in with the existing footpath/patio. The soil stripping shall occur carefully by hand. Minor roots revealed shall be cleanly pruned using secateurs to leave the smallest feasible wound. Small clean pruning wounds require less energy from the tree to heal and reduce the chance of infection by tree pathogens. Roots over 25mm diameter must not be pruned unless the project arboriculturist has first been consulted to assess the potential impact on the tree.

3.12 Soft landscaping within root protection areas

- 3.12.1 Soft landscaping within the root protection areas of retained trees shall occur as the final phase of development, when all other construction activities in the vicinity have been completed and it is safe to dismantle the tree protection barriers. The detailed specification for soft landscaping is to be confirmed but will potentially include tree/shrub planting within root protection areas.
- 3.12.2 All planting stock, topsoil and other soft landscaping materials shall be stockpiled outside the root protection areas of retained trees. When the tree protection barriers have been dismantled, the extents of the root protection areas shall be made clear to operatives at the site by other means (e.g. ground marker paint or similar). The standard restrictions to works within the construction exclusion zones will still apply during the soft landscaping phase of development.
- 3.12.3 When soil or other materials are transported across a root protection area in wet conditions, scaffold board pathways must be used to prevent compaction of the rooting medium. It should be noted that even pedestrian traffic can compact the soil in wet conditions.
- 3.12.4 All planting pits within root protection areas shall be individually hand excavated (no trench planting). Care must be taken to avoid severing or damaging roots with a diameter greater than 25mm.

3.13 Pre-commencement meeting

- 3.13.1 A pre-commencement meeting shall be held between the contractors and the project arboriculturist. The local authority arboricultural officer shall be given reasonable notice of the pre-commencement meeting so they may also attend. The purpose of the pre-commencement meeting shall be:
1. To clarify the tree protection methodology with the site manager.
 2. To discuss the chronology and phasing of the project with the site manager.
 3. To sign off that the pre-commencement tree works have been completed as specified in the arboricultural impact assessment, and to discuss any requirements for any further pruning which had not been anticipated prior to the meeting.
 4. To sign off that the tree protection fencing and ground protection have been installed in the correct locations and to the agreed specification.
 5. To agree with the local authority arboricultural officer the type and timings of arboricultural monitoring necessary.



- 3.13.2 Following this meeting, if the local authority arboricultural officer has not been able to attend, an email outlining the actions discussed will be sent to the tree officer for approval. If necessary, a revised tree protection plan and method statement will be issued for approval.

3.14 Arboricultural supervision

- 3.14.1 The project arboriculturist shall supervise the foundation excavation within the root protection areas of T2 and T7 if plant machinery is used and the pruning of roots over 25mm in diameter if revealed.

3.15 Arboricultural monitoring

- 3.15.1 The site manager shall provide a monthly update to the project arboriculturist including photographic evidence that the tree protection barriers are intact and that the construction exclusion zones have been observed.
- 3.15.2 In addition to the above, a system and programme of onsite monitoring by the appointed arboricultural consultant shall be agreed with the Local Authority Arboricultural Officer. The form and frequency of site monitoring shall be agreed at the pre-commencement meeting.

3.16 Process if an unforeseen issue relating to trees arises

- 3.16.1 If significant root growth is disturbed during construction activities that are not within the scope of this report, the work shall cease until the project arboriculturist has been consulted. Roots greater than 25mm in diameter or dense/matted fibrous roots shall be considered significant root growth. It should be remembered that whilst root protection areas are part of industry best practice, tree root growth is influenced by a number of factors and may not conform to expected ideals.
- 3.16.2 If at any time during the construction process, damage is inadvertently caused to a tree, the project arboriculturist shall be notified to assess the likely implications and to prescribe potential remedial measures to be implemented. Damage can be in the form of chemical or fuel spillage, mechanical damage to either the above ground parts of the tree or the roots, fire or any other unforeseen circumstance.
- 3.16.3 The supervising arboriculturist shall be appointed by the contractor. It will be necessary for the arboriculturist to report to the local planning authority on the outcome of the site visits as well as any unforeseen tree related issues.



Appendix 1: Tree Constraints Plan



- Key:**
- Root protection area for category B* tree
 - Root protection area for category C* tree
 - Tree canopy
 - Boundary

* Tree categorised in accordance with BS 5837:2012 'Trees in relation to design, demolition and construction - Recommendations'.

Tree survey schedule contains further information for each tree.

This drawing should be viewed in colour.

No topographical survey with measured tree positions was provided. The tree positions were approximately plotted during the site visit, so must not be scaled from for detailed design purposes.

Drawing no: PJC/6772/25/A Rev: - Sheet number: 1 of 1

Site:
45 Newlands
Balcombe
Haywards Heath
West Sussex
RH17 6JA

Drawing title: Tree Constraints Plan

Date drawn: 04/02/2025

Scale: 1:200 at A4

Drawn by: NH **Checked by:** PD



Appendix 2: Tree Survey Schedule

Site: 45 Newlands
Survey date: 30/01/2025
Surveyor: N.Hollett

Tree Survey Schedule



Tree ref.	Species	Height (m)	Stem diameter (mm)	Branch spread (m)	Crown clearance (m)	Age class	Physiological condition	Structural condition	Comments	Management recommendation	Category grading	Root Protection Area (m ²)	Root Protection Radius (m)
H1	Cotoneaster (Cotoneaster sp.)	1-1.5 average	Under 75 average	1 average	0 average	Semi mature	Good	Good	Small boundary hedgerow. Ivy clad. Provides screening to site.	No action required.	C2	2.5 average	0.9 average
T2	Apple (Malus sp.)	4	120, 110, 110	N: 2 E: 1 S: 2 W: 2	Crown: 2 west Branch: 1 average	Semi mature	Good	Fair	Multi stemmed from 1m. Located within a 0.5m raised planter. Basal wound on north base. Regularly pruned north for conservatory.	Crown lift to provide 2m clearance and laterally reduce north aspect by 1m.	C1	17.5	2.4 (Amended on tree constraints plan due to foundations of bricked conservatory).
T3	Bay laurel (Laurus nobilis)	6	150 est	N: 2 E: 2 S: 3 W: 3	Crown: 0 average Branch: 0 average	Semi mature	Good	Good	Multi stemmed from base with suckers present. Entangled within neighbouring canopys. Provides screening to site.	No action required.	C1+2	10.2	1.8
G4	Mixed (cherry laurel, privet)	4-5 average	80 average	1-3 average	0 average	Semi mature	Good	Good	Mixed boundary group providing screening to site. Pruned east over third party property. West side of crown overhanging conservatory.	Laterally reduce northwest aspect by 2m.	B2	2.9 average	1.0 average
G5	Mixed (cherry laurel, holly)	4-5 average	Up to 150 average	1-2 average	0 average	Semi mature	Good	Fair	Heavily laterally pruned to site boundary. Growing against building. Located on site boundary providing screening benefits.	No action required.	B2	10.2 average	1.8 average
T6	Ash (Fraxinus excelsior)	8	220 est	N: 3 E: 3 S: 3 W: 3	Crown: 2 east Branch: 2 east	Semi mature	Good	Good	Previously crown lifted. No direct access to tree due limited access from shed. Minor squirrel damage.	No action required.	C1+2	21.9	2.6

Site: 45 Newlands

Survey date: 30/01/2025

Surveyor: N.Hollett

Tree Survey Schedule



Tree ref.	Species	Height (m)	Stem diameter (mm)	Branch spread (m)	Crown clearance (m)	Age class	Physiological condition	Structural condition	Comments	Management recommendation	Category grading	Root Protection Area (m ²)	Root Protection Radius (m)
T7	Apple (Malus sp.)	5	150 est	N: 1 E: 0 S: 1 W: 0.5	Crown: 0 west Branch: 0 average	Semi mature	Good	Fair	Espalier style fruit tree pruned against building. No major visible defects.	No action required.	C1	10.2	1.8 (Amended on tree constraints plan due to building foundations).
G8	Mixed (rose, spindle, camellia, willow, hazel, Pieris, privet)	0-1 average	Under 75 average	0-1 average	0 average	Young	Good	Good	Mixed shrubs. Formatively pruned and arranged.	No action required.	C2	2.5 average	0.9 average
G9	Mixed (privet, dog rose, blackthorn,)	0.5-3 average	Under 75 average	0-1 average	0 average	Young - semi mature	Good	Good	Mixed unmaintained group. Provides screening to site. Little arboricultural merit.	Laterally reduce west aspect back to retaining wall.	C2	2.5 average	0.9 average



Appendix 3: Tree Retention Plan



- Key:**
- Root protection area for category B* tree to be retained
 - Root protection area for category C* tree to be retained
 - Canopy of tree to be retained
 - Canopy of category B* tree to be removed
 - Canopy of category C* tree to be removed
 - Boundary

* Tree categorised in accordance with BS 5837:2012 'Trees in relation to design, demolition and construction - Recommendations'.

Tree survey schedule contains further information for each tree.

This drawing should be viewed in colour.

No topographical survey with measured tree positions was provided. The tree positions were approximately plotted during the site visit, so must not be scaled from for detailed design purposes.

Drawing no: PJC/6772/25/B Rev: - Sheet number: 1 of 1

Site:
45 Newlands
Balcombe
Haywards Heath
West Sussex
RH17 6JA

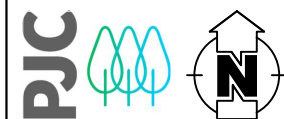
Drawing title: Tree Retention Plan

Date drawn: 20/02/2025

Scale: 1:200 at A4

Drawn by: NH

Checked by: PD



PJC Consultancy
Rocks Yard, Victoria Road,
Herstmonceux, Hailsham, East
Sussex, BN27 4TQ.
t: 01323 832120
e: contact@pjcconsultancy.com
w: www.pjcconsultancy.com



Appendix 4: Root Protection Area Incursions Plan



- Key:**
- Root protection area for category B* tree to be retained
 - Root protection area for category C* tree to be retained
 - Canopy of tree to be retained
 - Area of excavation within root protection areas
 - Gabion wall within root protection area
 - New hardstanding to be constructed within root protection areas
 - Existing hardstanding to be replaced within root protection areas
 - Boundary

* Tree categorised in accordance with BS 5837:2012 'Trees in relation to design, demolition and construction - Recommendations'.

Tree survey schedule contains further information for each tree.

This drawing should be viewed in colour.

No topographical survey with measured tree positions was provided. The tree positions were approximately plotted during the site visit, so must not be scaled from for detailed design purposes.

Drawing no: PJC/6772/25/C **Rev:** - **Sheet number:** 1 of 1

Site:
45 Newlands
Balcombe
Haywards Heath
West Sussex
RH17 6JA

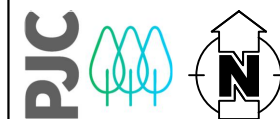
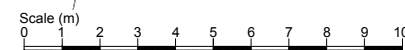
Drawing title: Root Protection Area Incursions Plan

Date drawn: 20/02/2025

Scale: 1:200 at A4

Drawn by: NH

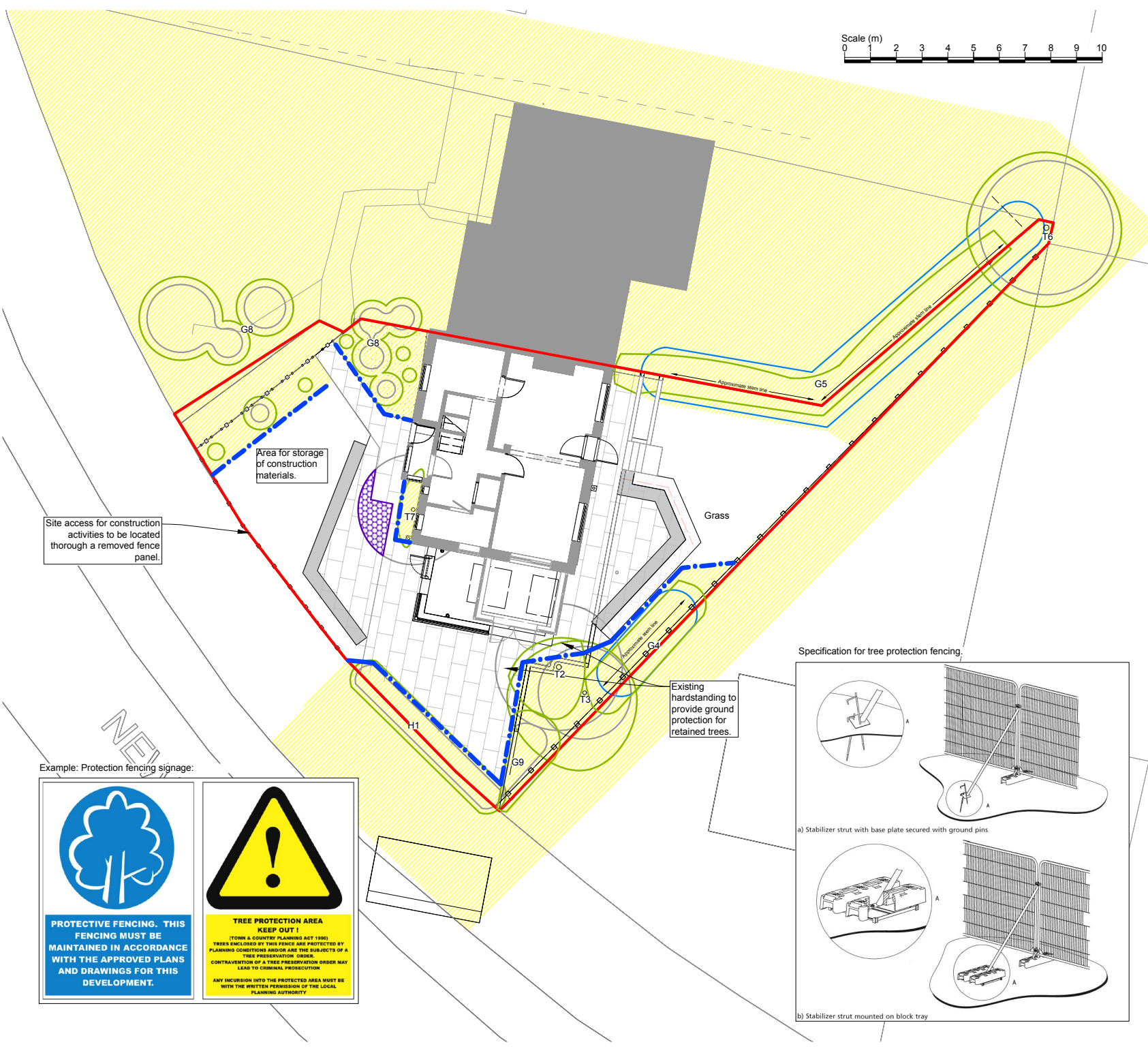
Checked by: PD



PJC Consultancy
Rocks Yard, Victoria Road,
Herstmonceux, Hailsham, East
Sussex, BN27 4TQ.
t: 01323 832120
e: contact@pjcconsultancy.com
w: www.pjcconsultancy.com



Appendix 5: Tree Protection Plan



- Key:**
- Root protection area for category B* tree to be retained
 - Root protection area for category C* tree to be retained
 - Canopy of tree to be retained
 - Tree protection fencing
 - Temporary ground protection
 - Construction exclusion zone
 - Boundary

* Tree categorised in accordance with BS 5837:2012 'Trees in relation to design, demolition and construction - Recommendations'.

Tree survey schedule contains further information for each tree.

This drawing should be viewed in colour.

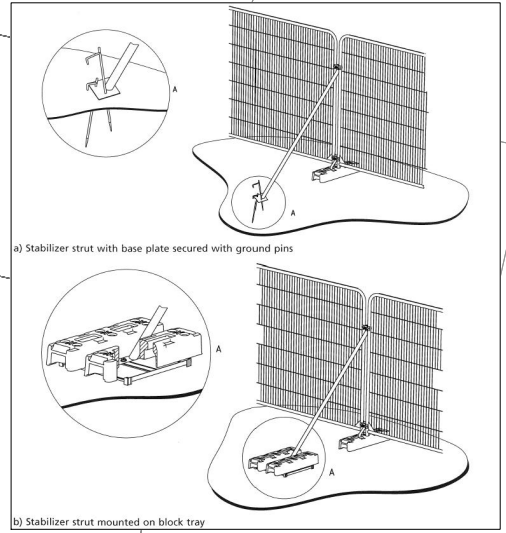
No topographical survey with measured tree positions was provided. The tree positions were approximately plotted during the site visit, so must not be scaled from for detailed design purposes.

Site access for construction activities to be located through a removed fence panel.

Area for storage of construction materials.

Existing hardstanding to provide ground protection for retained trees.

Specification for tree protection fencing.



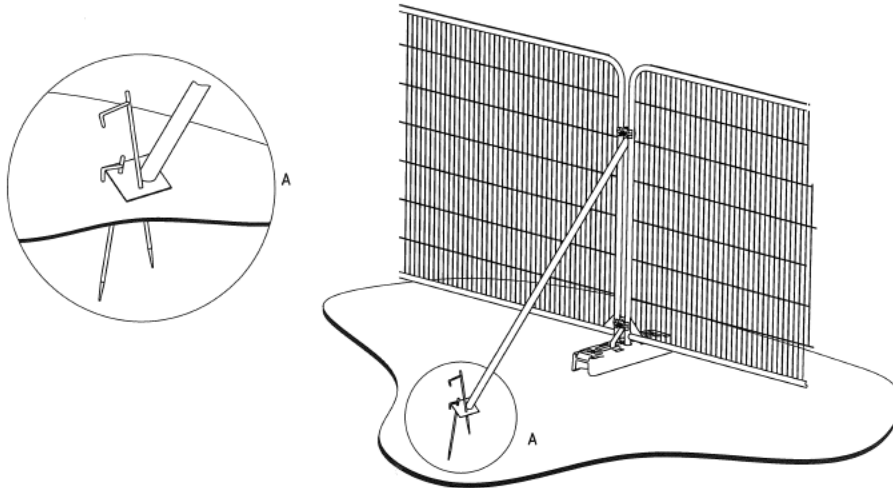
Example: Protection fencing signage:



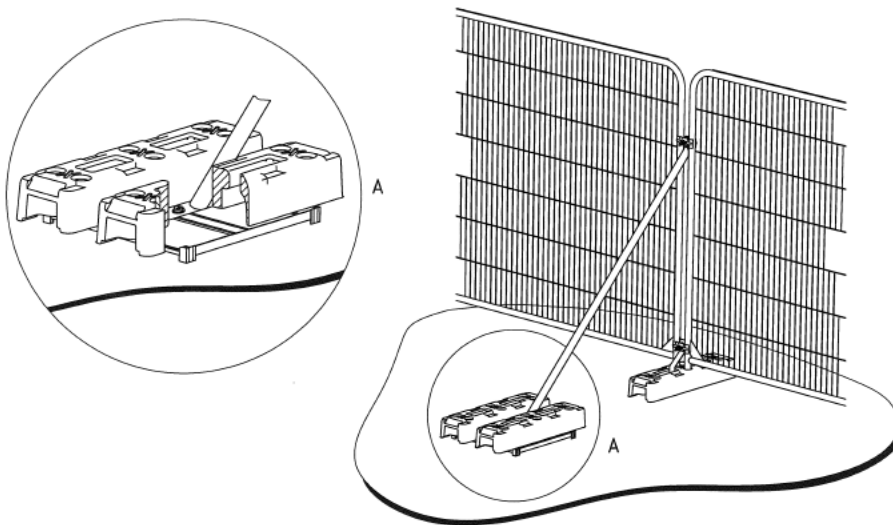
Drawing no: PJC/6772/25/D	Rev: -	Sheet number: 1 of 1
Site: 45 Newlands Balcombe Haywards Heath West Sussex RH17 6JA		
Drawing title: Tree Protection Plan		
Date drawn: 20/02/2025		
Scale: 1:200 at A4		
Drawn by: NH	Checked by: PD	



Appendix 6: Tree Protection Fencing Specification



a) Stabilizer strut with base plate secured with ground pins



b) Stabilizer strut mounted on block tray



Appendix 7: Example Protective Fencing Sign





CONTACT DETAILS

Sussex Office:

Rocks Yard
Victoria Road
Herstmonceux
Hailsham
East Sussex
BN27 4TQ

Tel: 01323 832120

Kent Office:

The Watermill
The Mill Business Park
Maidstone Road
Ashford
Kent
TN26 1AE

Tel: 01233 225365

Author: N. Hollett

Date: 20th February 2025

E-mail: n.hollett@pjconsultancy.com