



ARBORICULTURAL METHOD STATEMENT

in relation to development proposals at:

**Land North of Lake Lane
Barnham
Bognor Regis
PO22 0AJ**

Reference: 2409/67/AMS

8 January 2025

Prepared by: N R Beardmore F.Arbor.A



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Tree Protection Plans Ref: 2409/67/AMS

Please note that abbreviations introduced in [square brackets] are used throughout this report



1.0 Instructions:

- 1.1 I am instructed by Mr Mark Folkes on behalf of Property Sphere Development Limited to provide guidance on the measures that are required to ensure the safeguarding of trees during the re-development of the site.
- 1.2 This guidance will follow the principles set out in BS5837:2012 *Trees in relation design, demolition and construction – Recommendations* (BS5837) and include the following:
- an Arboricultural Method Statement (AMS)
 - a Tree Protection Plan (TPP)
 - a schedule of arboricultural supervision
- 1.2 This method statement should be read in conjunction with our Arboricultural Impact Assessment Report, reference 2409/67/AIA, dated November 2024.
- 1.3 Contact details:

Contact:	Name:	Organisation:	Contact number / email:
Client	Mark Foulkes	Property Sphere Development	[REDACTED]
Project Manager	TBC		
Tree Consultant	Nick Beardmore	Oakwood Tree Consultants	[REDACTED]
LPA Tree Officer	Mark Warwick	Arun District Council	TBC

2.0 Tree Protection - General Principles

- 2.1 The tree survey data provides the basis for calculating the recommended root protection areas (RPA) for each tree to be retained, these are shown on the tree protection plan [TPP].
- 2.2 The RPAs of retained trees shall be protected from the effects of development by the installation of vertical protective barriers and, where appropriate, ground protection boards. The position of protective barriers may also be influenced by the presence of tree canopies that extend beyond the RPA which may also be at risk of damage by construction works.
- 2.3 Protective barriers shall be in accordance with BS5837 figure 2 unless otherwise specified. The recommended specification for barriers can be found at Appendix 2.



- 2.4 The area within the protected area, the 'Construction Exclusion Zone' [CEZ] is to be regarded as sacrosanct and protective fences and barriers should not be taken down without the written approval of the Local Planning Authority, or where present, the supervising Arboricultural Consultant.
- 2.5 Where it is necessary to permit vehicular or pedestrian access within the RPA for specifically approved activities, retained trees shall be further protected by a combination of barriers and ground protection as shown at Appendix 3. In areas of heavy and/or continued usage it is advised that the protection plates or mats are linked or connected and that they are placed over a bed of bark or wood chippings (100 to 150mm depth).
- 2.6 Ground protection shall be of sufficient strength and rigidity to prevent disturbance or compaction to the soil underneath, for example Ground Guard's 'MultiTrak' (<https://www.ground-guards.co.uk>).
- 2.7 Ground protection boarding may also be incorporated into scaffolding where this is used.
- 2.8 Contamination of the soil by any substances shall be prevented by the use of geotextile fabric.
- 2.9 Where existing hard surfaces can be retained intact within root protection areas, it is possible for these surfaces to be retained for the duration of the construction works and used as ground protection. It is essential, however, that the surface does not break up and permit damage to be caused to roots underneath, or that any toxic substances are permitted to pass to the soil beneath.
- 2.10 Where existing hard surfaces are to be retained for use as ground protection they shall only be removed as part of the post-construction landscaping of the site.
- 2.11 Do not raise or lower soil levels or strip topsoil around trees - even temporarily.
- 2.12 Do not light fires near trees.
- 2.13 Do not attach notice boards, telephone cables or other services to any part of a tree.
- 2.14 No construction materials shall be stored within root protection areas unless specifically approved. Toxins such as diesel, petrol or cement should be suitably stored to prevent such substances leaching into the soil.



- 2.15 Particular care and planning will be required to ensure that the booms and buckets of excavators and unloading and lifting machinery (including their loads) do not come into contact with tree stems or branches. The use of such equipment has the potential to cause incidental, but potentially serious, damage to trees and can usually be easily avoided.
- 2.16 Any movement of plant and materials in close proximity to trees shall be conducted under the supervision of a banksman to ensure that adequate clearance from trees is maintained at all times.

3.0 Arboricultural Supervision

- 3.1 The successful integration of any development within or adjacent to retained trees relies on those trees being properly protected throughout all periods of the development process, from site clearance or demolition through to post development landscaping and completion.
- 3.2 To ensure that this is achieved, BS5837 advocates the retention of an appropriately qualified Arboriculturist to oversee all matters relating to trees for the duration of the construction period.
- 3.3 As part of this process, the Arboriculturist shall attend a pre-commencement site meeting with the Project Manager and the Site Manager prior to any site works, including site clearance, begin. The Council's Tree Officer shall be invited to attend this meeting.
- 3.4 At this meeting the programme of works will be reviewed and the schedule of visits by the Arboriculturist will be determined and agreed, an initial, outline schedule is provided at Appendix 5. Any changes, variations or amendments shall be submitted to the LPA by email or in writing for approval.
- 3.5 All site personnel shall attend an induction meeting where the requirements regarding tree protection and other matters relating to the safeguarding of trees are explained.
- 3.6 The varied nature of the different aspects of the development and the proposed phasing of certain elements makes it likely that different contractors will be employed at various times during the project. It is essential that all those employed in works in proximity to trees are properly briefed in relation to arboricultural matters.



- 3.7 Site visits by the Arboriculturist shall coincide with tree-related key stages of the development and in particular:
- any preliminary arboricultural works or site clearance
 - The installation of tree protection measures
 - Any works within Construction Exclusion Zones [CEZs] such as the removal of hard surfaces or installation of underground services or new hard surfaces.
 - Any change in site or project manager personnel
- 3.8 Particular attention must be given to any works of any nature that have to be undertaken within CEZs. These must be carried out under the direct supervision of the Arboriculturist.
- 3.9 In addition, routine site visits shall be made by the Arboriculturist to ensure adherence to the approved tree protection measures.
- 3.10 The Arboriculturist shall be available to attend any site meetings at the request of the LPA or in the event that any unexpected conflicts with trees arise.
- 3.11 The Arboriculturist will keep a record of all site visits, a template of the site inspection record can be found at Appendix 6. Any contraventions of tree protection measures or other incident that may prejudice the well-being of retained trees shall be included within the report and brought to the attention of the site manager. Copies of the inspection log will be available for inspection at all times.

4.0 Facilitation Tree Works

- 4.1 Prior to the commencement of any other site clearance, demolition or construction works, the tree works specified in the schedule at Appendix 1, shall be carried out by an appropriately qualified and insured tree contractor.
- 4.2 All works shall be in accordance with British Standard 3998: 2010 '*Tree work - Recommendations*' and current best practice.
- 4.3 No other tree works shall be undertaken without further consultation with the local planning authority.
- 4.4 Works shall be carried out in a manner that avoids damage or disturbance to trees to be retained and particular care shall be taken to avoid ground compaction within the root protection areas.
- 4.5 Where access within RPAs is required, tracked brushwood chippers may be used with the aid of temporary ground boards (see Appendix 3) on soft ground.



5.0 Tree Protection Barriers

- 5.1 Tree protection barriers, in accordance with BS5837, figure 2 (Appendix 2) shall be installed in the positions shown on the Tree Protection Plan. These barriers demarcate the 'Construction Exclusion Zone' [CEZ] and shall carry clearly identifiable all-weather notices with words such as 'Tree Protection Area – Keep out'. Examples of suitable notices are provided at Appendix 4.
- 5.2 Tree protection barriers shall be installed in the positions indicated by the purple dashed lines on the Tree Protection Plan.
- 5.3 Ground protection boards such Ground Guard's 'MultiTrak' (<https://www.ground-guards.co.uk>) shall be installed in the positions indicated by the purple striped blocks on the TPP. Ground boards shall be sufficiently robust to bear the weight of any anticipated loads without buckling or moving.
- 5.4 In the event that the access adjacent to trees T2 and G3 is improved prior to main construction works commencing, the ground boards indicated on the TPP in this area may not be required.
- 5.5 Ground boards may be incorporated into any system of scaffolding used to provide access to higher levels where required.
- 5.6 Tree protection barriers shall only be fully removed when main construction works are complete and post development landscaping is to be carried out.

6.0 Site Access and Storage of Materials

- 6.1 Access to the site shall be directly off the public highway and into the wider site.
- 6.2 There is ample scope for the storage of materials well away from the RPAs of retained trees.
- 6.3 Under no circumstances shall machinery operate from or traverse across unprotected soils within RPAs.
- 6.4 Great care shall be taken to ensure that the booms of excavators and all machinery used in the delivery or movement of materials do not damage the crowns or stems of retained trees. All activities close to trees shall be carefully planned and controlled.
- 6.5 Precautions shall be taken to ensure that no toxic materials are permitted to leach into the soils within RPAs and that ground compaction is avoided during any stage of the delivery, storage and use of all materials.



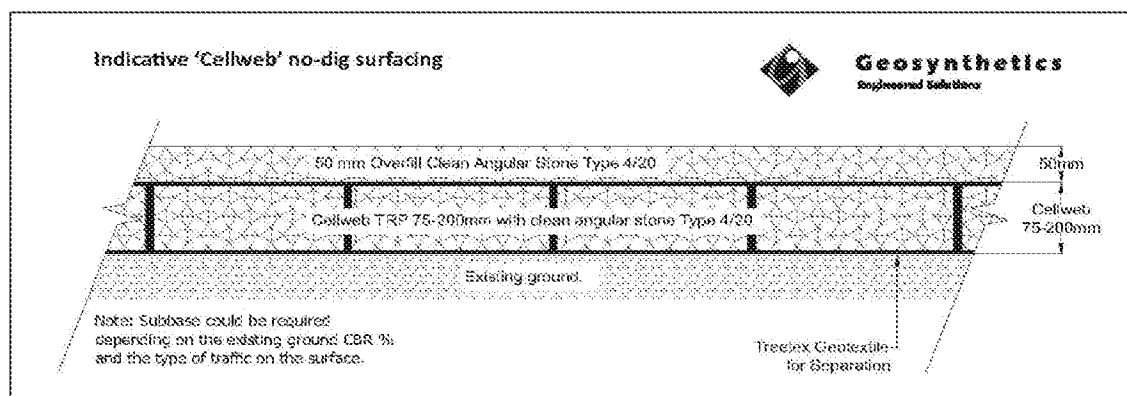
7.0 Site Clearance / Demolition

- 7.1 Prior to the commencement of site clearance works, tree protection barriers shall be installed in accordance with section 5 above and as indicated on the TPP. Barriers may be temporarily adjusted to allow the removal of any items within the RPAs of retained trees.
- 7.2 All works to remove any existing features or surfacing within the RPAs of retained trees shall be carried out with great care to minimise impact on trees.
- 7.3 The excavation of existing surfaces shall not extend into the soil or root zone underneath. Any excavator used in these works shall be fitted with a grading bucket without 'teeth'. The bucket must be used so that the cutting edge is horizontal to minimise disturbance of the underlying soil. Great care shall be taken to avoid tearing roots back towards the tree stem.
- 7.4 Whilst existing surface vegetation may be removed there shall be no grading of the underlying soil surface.
- 7.5 Under no circumstances shall machinery work from or traverse across unprotected soil surfaces within the RPA. No materials shall be stockpiled within the RPA of any tree.
- 7.6 Overall ground levels within the RPA shall remain as existing. Minor dips and hollows may be brought up to surrounding levels with good quality top soil compatible with BS3882:2015 'Specification for Top Soil'.
- 7.7 Any exposed tree roots should be covered with good quality top soil immediately to prevent them drying out. Any damaged roots should be cut cleanly with a hand saw or secateurs.
- 7.8 Works shall be carefully planned to ensure that the booms and buckets of excavators or any other machinery do not damage the stem or crown of any tree to be retained.
- 7.9 Site clearance works within RPAs shall be closely monitored by the arboriculturist.
- 7.10 Following the removal of structures from within RPAs, tree protection barriers shall be re-instated in the positions indicated on the TPP.



8.0 Construction of Access and Car Port Surfaces (plots 2 and 7)

- 8.1 For the most part, the construction of the access and other hard surfaces present no direct risk to retained trees.
- 8.2 The hard surfaces within the car ports attached to plots 2 and 7 will however lie partially within the RPAs of the southernmost tree within G4 and tree T18. In addition the access will pass through the eastern edge of the RPA of tree T9. To minimise impact on those trees it is essential that all works in these areas are carried with great care and that unnecessary disturbance to soils is avoided.
- 8.3 A similar level of care will be required for any resurfacing or improvement of the existing part of the access where it passes over the RPAs of trees T2 and G3.
- 8.4 Where these surfaces lie within RPAs, they shall be constructed above existing soil levels using low invasive or 'no dig' methodology.
- 8.5 Depending on loading, the new no-dig surfacing may require the use of a 'cellular confinement system' [CCS] such as Geosynthetics' 'Cellweb TRP' to reduce compaction of the underlying soil surface. The surface should also be permeable to permit the passage of water and gasses to the soils below, this will require the use of a 'no-fines' aggregate for the infilling of the CCS. A typical specification for this type of surfacing is shown below. The final specification, including the depth of the cellular confinement web, shall be determined by a suitably qualified engineer.



- 8.6 Any dips or hollows within RPAs shall be built up to match surrounding levels rather than cutting into higher areas.





- 8.7 Should adjacent areas of soft landscape need to be built up this shall be achieved using good quality top soil compatible with BS3882:2015 'Specification for Top Soil'.
- 8.8 Great care shall be taken to prevent any toxic materials from spilling into to the RPA.

9.0 Installation of New Underground Services

- 9.1 The installation of new underground services can present a particular risk of damage to trees. Even relatively shallow excavations, if carried out without appropriate care, can cause considerable damage to roots.
- 9.2 It is anticipated that new services will be routed in to the site from the the public highway via the existing access and adjacent to trees T2 and G3. To minimise impact on those trees, they shall be located as close to the west side of the access as possible, a suggested route is shown on the TPP.
- 9.3 To facilitate installation, ground protection boards within this part of the access may be temporarily removed.
- 9.4 There is ample scope for all other services to be installed outside the RPAs of all trees.
- 9.5 The arboriculturist shall be consulted to assist with the planning and installation of services.
- 9.6 All works shall be in accordance with National Joint Utilities Group Guidelines (2007) Volume 4 'Guidance for the Planning, Installation and Maintenance of Utility Apparatus in Proximity to Trees' [NJUG].

Appendix 1 Schedule of Tree Protection and Facilitation Tree Works

 Tree to be retained  Tree to be removed

No.	Species	Retained Yes/No	Tree protection requirements (in addition to protective barriers as shown on TPP)	Facilitation tree works (NOTE: no other tree works to be carried out with prior consultation with Planning Authority)
T1	Himalayan Birch	Yes	None	None
T2	Pittosporum	Yes	New hard surfacing within RPA to be constructed in accordance with section 8 of the AMS New underground services to be installed in accordance with section 9 of the AMS	None
G3	Ash	Yes	New hard surfacing within RPA to be constructed in accordance with section 8 of the AMS New underground services to be installed in accordance with section 9 of the AMS	None
G4	Hawthorn	Yes	New hard surfacing within RPA to be constructed in accordance with section 8 of the AMS	None
T5	Alder	Yes	None	None
T6	Silver Birch	Yes	None	None
G7	Hawthorn & Goat Willow	Yes	None	Prune west side of canopy to clear 1m behind edge of access
T8	Lombardy Poplar	Yes	None	None
T9	Willow	Yes	New hard surfacing within RPA to be constructed in accordance with section 8 of the AMS	Remove split branch, prune west side of canopy to clear 1m behind edge of access
T10	Willow	Yes	None	Prune west side of canopy to clear 1m behind edge of access
T11	Oak	Yes	None	None
G12	Alder	Yes	None	None
G13	Mixed species	Yes	None	None

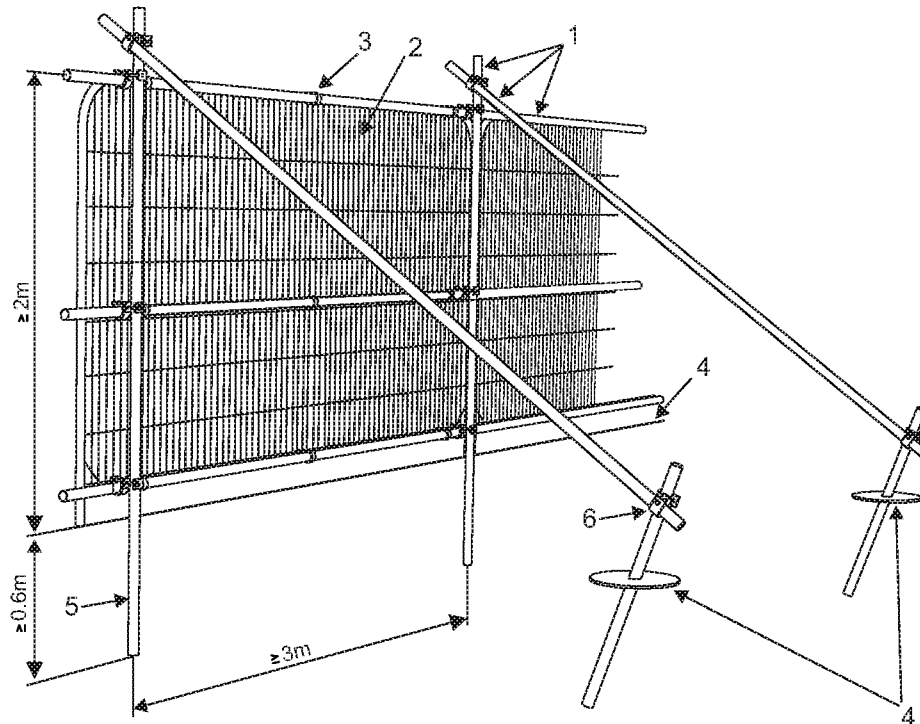
No.	Species	Retained Yes/No	Tree protection requirements (in addition to protective barriers as shown on TPP)	Facilitation tree works (NOTE: no other tree works to be carried out with prior consultation with Planning Authority)
T14	Horse Chestnut	Yes	None	None
T15	Sycamore	Yes	None	None
T16	Lime	Yes	None	None
T17	Sycamore	Yes	None	None
T18	Horse Chestnut	Yes	New hard surfacing within RPA to be constructed in accordance with section 8 of the AMS	Reduce east side of crown by 2 to 2.5m
T19	Sycamore	Yes	None	Reduce east side of crown by 2 to 2.5m
T20	Oak	Yes	None	Reduce east side of crown by 2 to 2.5m
T21	Hornbeam	Yes	None	Reduce east side of crown by 4m
T22	Goat Willow	No	N/A	Remove to facilitate development
T23	Ash	Yes	None	None
T24	Leyland Cypress	Yes	None	None
T25	Cherry	Yes	None	None
T26	Cherry	Yes	None	None
T27	Cherry	Yes	None	None

Notes:

1. Refer to Arboricultural Method Statement for full details of tree protection measures
2. All tree works shall be in accordance with British Standard 3998: 2010 '*Tree work - Recommendations*' and current best practice.
3. Only those tree works described above, that are required to implement the proposed development, shall be undertaken without further consultation with the local planning authority.

Appendix 2 - Tree Protection Barriers

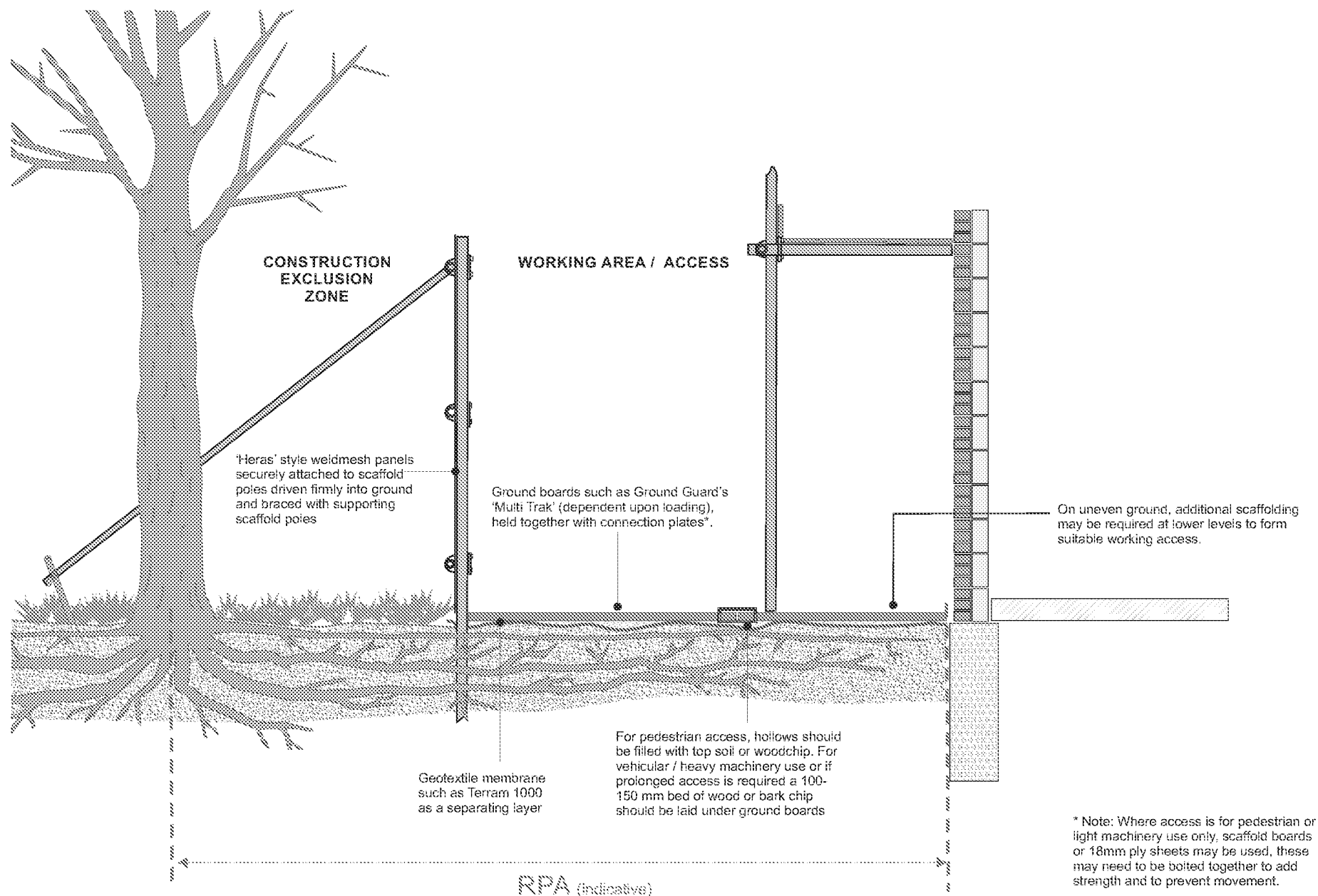
Figure 2 Default specification for protective barrier (taken from BS5837:2012)

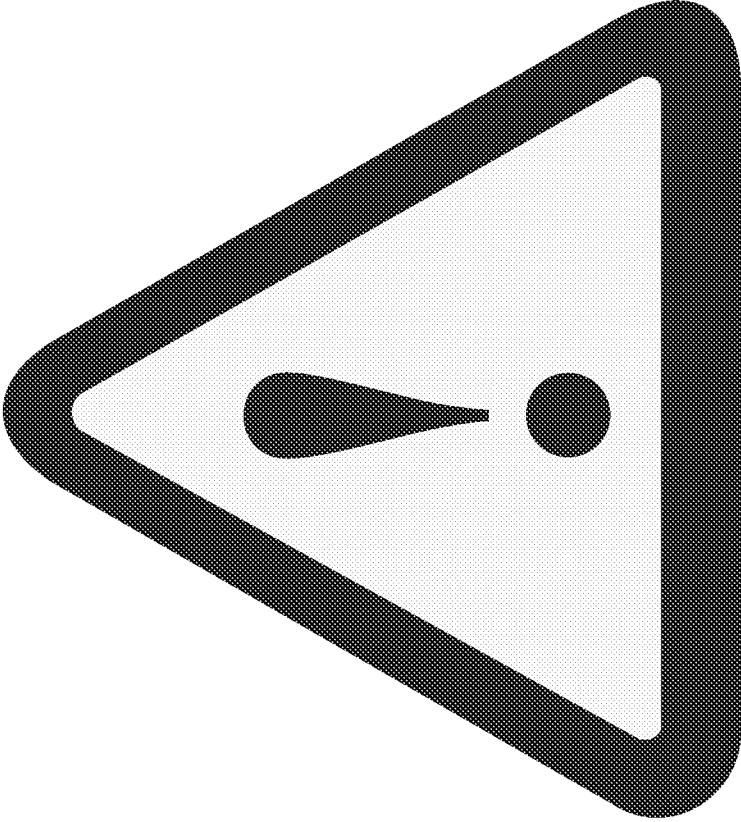


Key

- 1 Standard scaffold poles
- 2 Heavy gauge 2 m tall galvanized tube and welded mesh infill panels
- 3 Panels secured to uprights and cross-members with wire ties
- 4 Ground level
- 5 Uprights driven into the ground until secure (minimum depth 0.6 m)
- 6 Standard scaffold clamp

Appendix 3 Tree Protection Barriers and Ground Protection





TREE PROTECTION AREA
KEEP OUT !

(TOWN & COUNTRY PLANNING ACT 1990)
 TREES ENCLOSED BY THIS FENCE ARE PROTECTED BY
 PLANNING CONDITIONS AND/OR ARE THE SUBJECTS OF A
 TREE PRESERVATION ORDER.
 CONTRAVENTION OF A TREE PRESERVATION ORDER MAY
 LEAD TO CRIMINAL PROSECUTION

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



**PROTECTIVE FENCING. THIS
 FENCING MUST BE
 MAINTAINED IN ACCORDANCE
 WITH THE APPROVED PLANS
 AND DRAWINGS FOR THIS
 DEVELOPMENT.**

Appendix 5 Works Sequencing and Supervision

Construction stage	Action	Personnel
Pre-commencement	Method Statements and Tree Protection Plans to be issued to site manager and other key personnel	Project Manager
Pre-commencement	Site meeting of all parties (including LPA if desired) to confirm tree protection requirements and potential risks to trees. Finalise schedule of planned site visits	Project Manager, Site Manager, Tree Officer and AC
Pre-commencement	Arboricultural induction	AC and site staff
Preparation	Tree works to be undertaken	AC to monitor
Preparation	Erection of tree protection barriers	AC to inspect
Site Clearance	AC to monitor works within RPAS	AC to monitor
Construction	Scheduled site visits every 2 to 4 weeks throughout period of construction to monitor tree protection measures.	AC to monitor
Construction	To attend site in the event that any unplanned works within construction exclusion zones are proposed (and approved by LPA)	AC to advise, supervise and report
Post Construction	Removal of tree protection barriers	AC to monitor
Post Construction	Inspection of trees to assess condition and determine any further maintenance requirements	AC to inspect and report
Post Construction	Post development landscaping	AC to brief contractors / supervise
Post Construction	Final inspection and signing off	AC to inspect and report

Notes:

AC = Arboricultural Consultant

This schedule may be subject to change. Any changes only to be made following consultation with, and approval of, the LPA Tree Officer.

Appendix 6

Site Inspection Record – Template

Site:	Planning Application Ref:																								
Date:	Time:																								
<p>Those present in addition to Arboriculturist:</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"> Client/Agent <input type="checkbox"/> </div> <div style="width: 30%;"> Project Manager <input type="checkbox"/> </div> <div style="width: 30%;"> Site Manager <input type="checkbox"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"> LPA Officer <input type="checkbox"/> </div> <div style="width: 30%;"> Specify: </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"> Other <input type="checkbox"/> </div> <div style="width: 30%;"> Specify: </div> </div>																									
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 10%; text-align: center;">Yes</th> <th style="width: 10%; text-align: center;">No</th> <th style="width: 20%; text-align: center;">Action Required? (See notes below)</th> </tr> </thead> <tbody> <tr> <td>Tree protection measures in place in accordance with TPP?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Any disturbance within construction exclusion zone?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Any materials stored within construction exclusion zone?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Any evidence of damage to tree roots, stems or canopies?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Following discussion with site personnel are any works programmed before next planned visit that may affect retained trees?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> <p style="margin-top: 20px;"><u>Notes / action to be taken (continue on reverse if necessary):</u></p> <p>Photograph reference numbers (if appropriate):</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 55%;"> Additional site visit required to ensure compliance with any required action as a result of this inspection? (Y/N) </div> <div style="width: 40%;"> <input type="checkbox"/> Proposed date: </div> </div>			Yes	No	Action Required? (See notes below)	Tree protection measures in place in accordance with TPP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any disturbance within construction exclusion zone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any materials stored within construction exclusion zone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any evidence of damage to tree roots, stems or canopies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Following discussion with site personnel are any works programmed before next planned visit that may affect retained trees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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