



# TREE PROTECTION SCHEME

(ARB. METHOD STATEMENT & TREE PROTECTION PLAN)

CLIENT - Mark Ottolini  
PROJECT - Church Lane, Cheveley  
DOC. REF - P3291-TPS01 V1  
PLANNING REF - n/a  
CREATION DATE - 01/09/2023

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## PURPOSE OF DOCUMENT

This document details the methodology behind the installation of any required tree protection measures, and any demolition and construction activities with the potential to cause harm to the site's trees.

The methods outlined in this document must be implemented as per this document. Failure to do so may result in a breach of planning or significant fines.

## ARBORICULTURAL DOCUMENT REGISTER

Planning Documents		Version Issued	
Document	Ref.	Current Version	Document Date
Tree Survey (BS 5837)	P3291-TS01	V1	01/09/2023
Arb. Site Plan (Existing)	P3291-ASP01	V2	30/08/2023
Arb. Site Plan (Proposed)	P3291-ASP02	V1	01/09/2023

Technical Documents		Version Issued	
Document	Ref.	Current Version	Document Date
Tree Protection Scheme	P3291-TPS01	V1	01/09/2023

## 1. GENERAL INFORMATION

### 1.1. USE OF DOCUMENT

- 1.1.1. This document has been produced to assist key design and construction personnel in ensuring the satisfactory protection of all important trees present within the development site.

### 1.2. SITE

- 1.2.1. The site discussed within this report is located at:

Church Lane, Cheveley  
Newmarket  
CB8 9DJ

## 2. ADMINISTRATIVE DETAILS

### 2.1. SCOPE OF DOCUMENT

- 2.1.1. This document consists of the following:

- Arboricultural Method Statement

- 2.1.2. Appendices included with this report are:

- Tree Protection Plan (P3291-TPP01)
- CEZ Notice
- Schedule of Arboricultural Supervision

### 2.2. PROJECT CONTACTS

Role	Name	Telephone	Email
Arboricultural Consultant	Jennifer Sinclair	01284 598008	<a href="mailto:jennifer@lignaconsultancy.co.uk">jennifer@lignaconsultancy.co.uk</a>

### 2.3. AUTHOR

- 2.3.1. Jennifer Sinclair is a technician member of the Arboricultural Association. She has worked in arboriculture for over twelve years, including supervisory roles undertaking both domestic and commercial arboricultural work. She possesses a level 3 extended diploma in arboriculture, LANTRA Professional Tree Inspection training and is currently furthering her academic knowledge by undertaking a level 6 professional diploma in arboriculture. A full CV and list of experience and CPD is available on request.

## 2.4. SUMMARY OF TERMS

Term	Definition
Species	The type of tree.
Stem	The main woody upright portion of a tree that is supported by the roots and supports the crown.
Branch Spread	The length of a tree's branches from stem to tip measured from the north, east, south and western sides of the crown.
BS 5837	The commonly used name for the official guidance document relating to trees and development ( <i>BS 5837:2012 - Trees in relation to design, demolition and construction – Recommendations</i> )
Canopy / Crown	The branches, leaves, and reproductive structures extending from the trunk or main stems of a tree/trees.
DBH	Diameter of a tree's stem, measured as per BS 5837:2012
RPA	The root protection area (RPA) is a layout design tool indicating the minimum area around a tree deemed to contain sufficient roots and rooting volume to maintain the tree's viability, and where the protection of the roots and soil structure is treated as a priority.
Facilitation Tree Works	Tree pruning/felling required in order to facilitate the implementation of the proposed development.
Tolerance	The relative tolerance the species can show to construction related activities such as root-loss, soil compaction and other development pressures.
Category (Cat.)	Categorisation of the tree's value based on the methodology shown in Appendix 1, A1.4. This rating takes into account the size, quality, condition, estimated remaining life expectancy and legal status of each tree.

## 2.5. LIMITATIONS

- 2.5.1. Any engineering solutions presented within this document are recommendations for their suitability from an arboricultural viewpoint. The architect and structural engineers should make the final decision on the suitability of the methods advised.
- 2.5.2. Information provided by third parties, considered in the creation of this report, is assumed to be correct.

## 2.6. COPYRIGHT

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## 3. RESPONSIBILITIES

### 3.1. DISTRIBUTION

- 3.1.1. It is important to ensure everyone involved in the planning and design of the proposed development is aware of this report and has access to a copy as soon as it is released.

### 3.2. RESPONSIBILITIES

- 3.2.1. Successful implementation of tree protection measures and long-term tree retention depends on coordination between the client and key personnel involved in the development.

- 3.2.2. The client and agent shall ensure that:

<ul style="list-style-type: none"> <li>The site manager and all other personnel are provided with this document.</li> </ul>
<ul style="list-style-type: none"> <li>All planning conditions relating to underground works, services, trees, and landscaping are cleared before development commences.</li> </ul>
<ul style="list-style-type: none"> <li>All requirements of this Tree Protection Plan are adhered to.</li> </ul>
<ul style="list-style-type: none"> <li>The site manager is updated of any approved changes or variations to this document</li> </ul>

- 3.2.3. The client and site manager shall ensure that:

<ul style="list-style-type: none"> <li>A copy of this document with the plan is easily accessible for site personnel to refer to before and during the time construction activity is taking place.</li> </ul>
<ul style="list-style-type: none"> <li>All personnel working on the site are made aware of the tree protection plan and arboricultural method statements covering any activities they will undertake. This duty includes delegating the task of briefing personnel in the absence of the site manager.</li> </ul>
<ul style="list-style-type: none"> <li>The tree protection measures are left in place until the construction phase of development is completed, except with the written consent of the LPA.</li> </ul>
<ul style="list-style-type: none"> <li>Site personnel are updated of any approved changes or variations to the approved tree protection measures.</li> </ul>
<ul style="list-style-type: none"> <li>All personnel must work in accordance with this document at all times, or in accordance with approved variation.</li> </ul>

**3.3. PROCEDURES FOR INCIDENTS**

3.3.1. If any breach of the approved tree protection measures occurs the site manager must:

<ul style="list-style-type: none"> <li>• The Local Planning Authority Tree officer or other Planning Officer and the Author of this report shall be notified.</li> </ul>
<ul style="list-style-type: none"> <li>• The site manager must be informed immediately.</li> </ul>
<ul style="list-style-type: none"> <li>• Swift action must be taken to halt the breach and prevent any further breach.</li> </ul>
<ul style="list-style-type: none"> <li>• Damage mitigation measures appropriate to the scale of the incident will be deployed where required.</li> </ul>

**3.4. PROHIBITED ACTIVITIES**

3.4.1. The following must not be carried out under any circumstances:

<ul style="list-style-type: none"> <li>• Cutting down, uprooting, damaging or otherwise destroying any retained tree.</li> </ul>
<ul style="list-style-type: none"> <li>• Lighting a fire within 10 metres of the canopy of any retained tree.</li> </ul>
<ul style="list-style-type: none"> <li>• Equipment, signage, fencing, tree protection barriers, materials, components, vehicles or structures shall not be attached to or supported by a retained tree.</li> </ul>
<ul style="list-style-type: none"> <li>• Mixing cement, chemical toilets and other use or storage of anything that would be harmful to trees shall not take place within, or close to a Root Protection Area (RPA). The distance away from the RPA must be sufficient, and the slope of the site must be such that contamination of soil in the RPA would not occur if there were spillage, seepage or displacement.</li> </ul>
<ul style="list-style-type: none"> <li>• No plant or equipment or vehicle with a hydraulic arm such as a mini digger shall be operated within striking distance of the stem and branches or the RPA of any retained tree unless otherwise specified in this report.</li> </ul>

3.4.2. No alterations or variations shall be made to the approved tree protection measures without written approval from the LPA.

## 4. PHASING

### 4.1. PHASING OF DEVELOPMENT

- 4.1.1. The development should be carried out in the following order (see table 1) unless otherwise agreed in writing with the LPA. Each step should be completed before moving onto the next.
- 4.1.2. The general responsibilities described in section 3 of the report must be implemented for the entire time that the site is undergoing development related works. However, the additional precautions detailed in the following arboricultural guidance notes (AGN) must be implemented at the stage indicated below.

Stage	Arboricultural Guidance Note	Plan
Facilitative Tree Works	* Works should be undertaken by suitably qualified and insured arborists, in line with 'BS 3998:2010 Tree Work Recommendations'	Arb Site Plan (Proposed) (P3291-ASP02 V1)
Pre-Commencement	AGN1 – Installation of Tree Protection Barriers AGN2 – Installation of Temporary Ground Protection	Tree Protection Plan (P3291-TPP01 V1)
Site Clearance & Demolition	AGN3 – Demolition of Structures Near Trees	Tree Protection Plan (P3291-TPP01 V1)
Groundworks & Installation of Foundations	AGN4 – Installation of Driveway	Tree Protection Plan (P3291-TPP01 V1)
Construction		
Removal of Tree Protection Measures	* Tree protection measures may be removed	
Landscaping		

Table 1 – Timing and implementation of specific arboricultural measures

## 5. TREE WORKS

### 5.1. TREE WORK REQUIREMENTS

5.1.1. The following tree work should be undertaken following acceptance of planning permission. These works should be undertaken by suitably qualified and insured arborists.

5.1.2. Work specification:

Tree Ref.	Tree Works
T6-T8	Remove
T14	Reduce northern crown by 1-1.5m
T23	Reduce overall crown by up to 1/3 both in height and laterally to suitable growth points.
T24-T27	Remove
G1	Reduce crown by 1-1.5m (See ASP02 for location required)
G2	Remove
H5	Remove

*Table 2 – Facilitation Tree Works*

5.1.3. The location of the trees can be seen on the Arboricultural Site Plan (P3291-ASP02). Trees selected for removal will be shown with a red canopy fill.



## 6. ARBORICULTURAL GUIDANCE NOTES

### AGN1 – INSTALLATION OF TREE PROTECTION BARRIERS

#### OUTLINE

*Tree protection barriers must be installed so as to ensure that damage does not occur to the rooting areas, stems, and canopies of retained trees.*

#### INSTALLATION METHODOLOGY

- i) The barriers shall be installed and removed in accordance with the timing of operations in section 4.1 and laid out in accordance with the appended Tree Protection Plan.
- ii) The “CEZ Notice” provided, should be used to create weather-proof notices that must be attached to the tree protection barriers at suitable intervals.
- iii) If any panel or support becomes damaged, immediate reinforcement must occur by adding panels in, compliant with the specification detailed below.
- iv) The default heavy-duty tree protection barrier specification is a vertical and horizontal scaffold framework, braced to resist impacts, as per *Figure 1*. The vertical tubes are spaced at a maximum interval of 3 metres and these are driven securely into the ground. Welded mesh panels are securely attached to the frame. During installation, it is important to consider the position of below ground services and structural roots, which must not be damaged. Where these constraints prevent the use of this specification, an alternative specification is given below.
- v) Alternative heavy-duty tree protection barrier design - 2-metre-tall welded mesh panels standing in rubber or concrete feet joined using a minimum of two anti-tamper couplers installed, so they can only be removed from inside the protected area. The fence couplers should be spaced at least 1 metre apart, but uniformly across the whole barrier. These panels must be supported within the protected area with struts attached to a base plate secured by ground pins as per *Figure 2a*.
- vi) Where the fencing is installed above retained hard surfacing and/or it is otherwise not feasible to use ground pins (e.g. due to underlying services or structural roots), the struts can be mounted on a block tray as per *Figure 2b*.
- vii) Arboricultural Sign-off – Following the installation of the barriers, the project’s arboricultural expert must confirm that they have been correctly laid out.

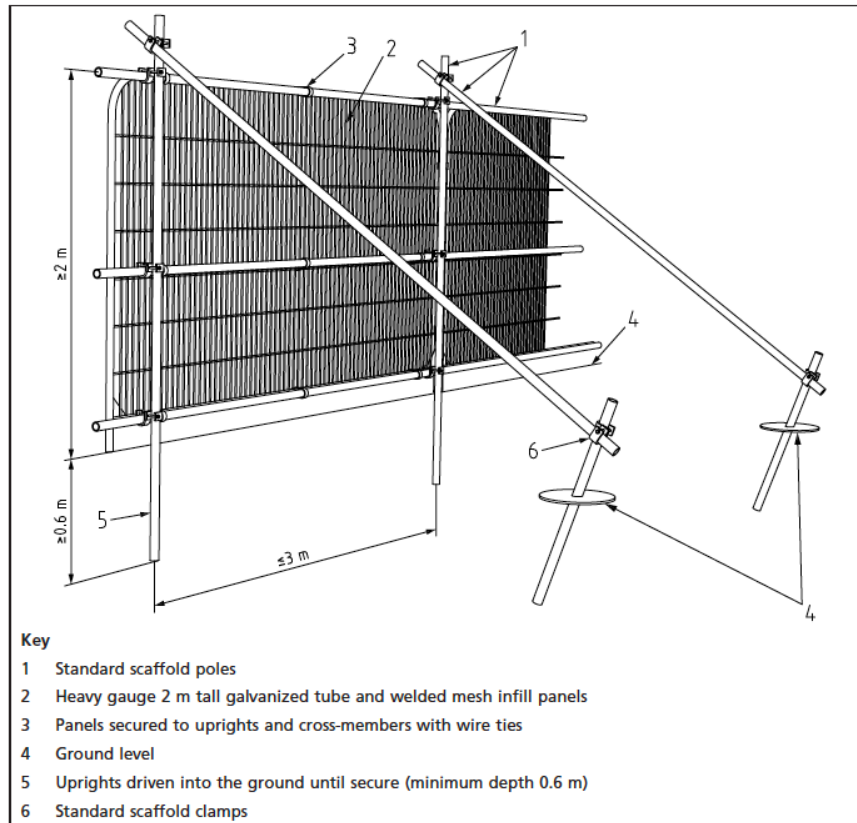


Figure 1 – Conventional tree protection barrier specification (source - BS 5837:2012 Section 6)

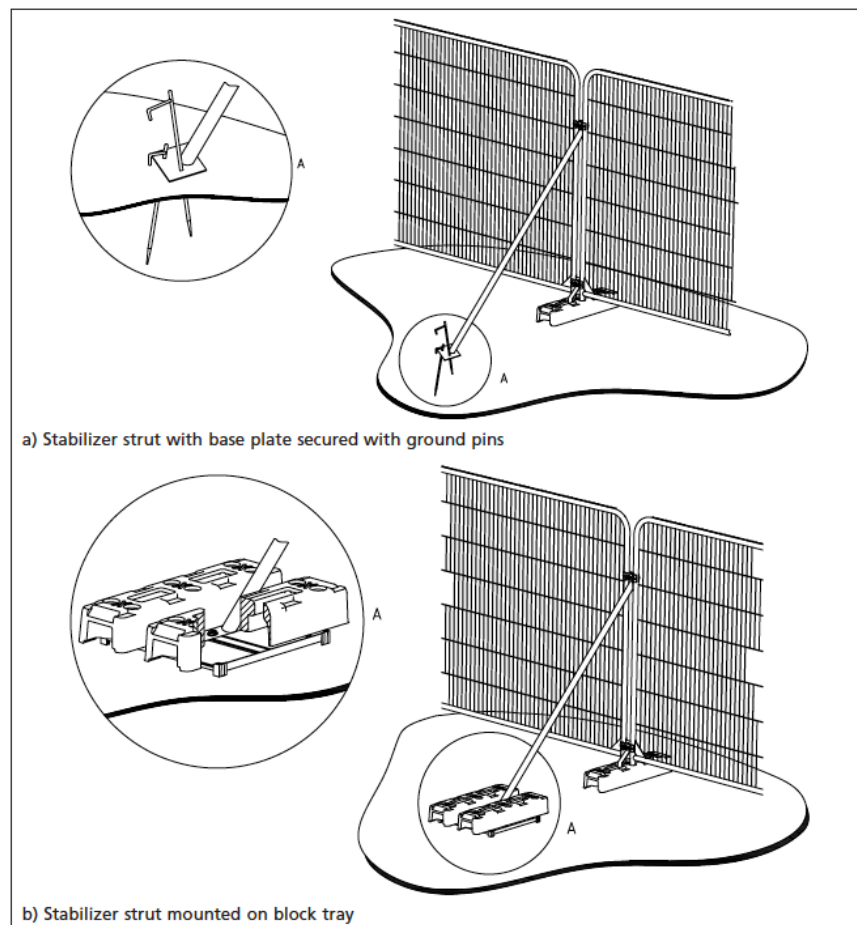


Figure 2 – Above ground stabilising systems (source - BS 5837:2012 Section 6)

## AGN2 – INSTALLATION OF TEMPORARY GROUND PROTECTION

### OUTLINE

Prior to the start of any demolition or construction activities, temporary ground protection measures must first be installed as per the associated Tree Protection Plan. This will prevent any construction traffic from causing compaction damage to tree roots during the construction process.

### INSTALLATION METHODOLOGY

- i) A geotextile membrane must be laid over the area to be protected with temporary ground protection.
- ii) A compression layer of 100mm deep coarse building sand or woodchip must be spread over the geotextile membrane.
- iii) Interlocking ground protection matting or two overlapping layers of 12mm thick plywood must then be installed atop the compressive layer.
- iv) Once installed, this should be signed-off by the project's arboricultural consultant.

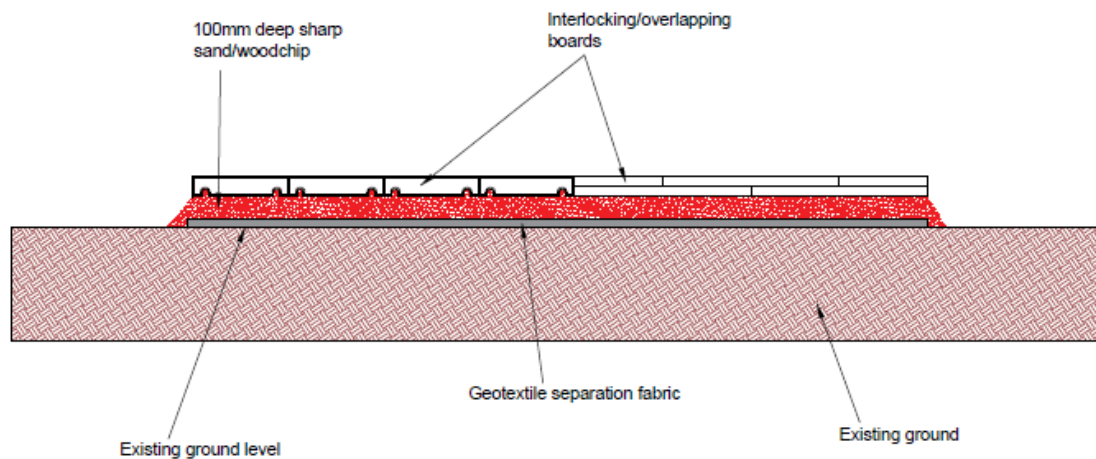


Figure 3 – Diagram of temporary ground protection setup.

## AGN3 – DEMOLITION OF STRUCTURES NEAR TREES

### OUTLINE

*To ensure that nearby trees are not damaged during the demolition of the existing garage, the following methodology must be used.*

### METHODOLOGY

- i) Roof – The roof of the building to be demolished must be dismantled manually.
- ii) Walls – The walls of the building may be demolished using plant equipment.
- iii) Any plant and vehicles engaged in demolition works must either operate from outside the RPA of all trees or from atop existing surfacing.
- iv) The demolition should be undertaken inwards, within the footprint of the existing building (often referred to as "top down, pull back" demolition).
- v) Below ground structure – If possible, the existing foundations should be left in-situ, so as to avoid unnecessary rooting area disruption.
- vi) Should the retention of the existing foundations be unfeasible, their removal must be accomplished via excavation on the internal edge of the building's foundations. Excavations on the outer edge of the foundations should be avoided. This must be done under the supervision of an arboriculturalist.
- vii) Temporary ground protection matting must be installed atop the removed building footprint as per the Tree Protection Plan.

## AGN4 – INSTALLATION OF DRIVEWAY

### OUTLINE

Owing to the positioning of the proposed driveway, the excavations for the foundations will cause a moderate RPA incursion of 19% for T23. Owing to the likelihood that the tree will withstand this level of incursion specialist construction methods are not deemed necessary.

However, to prevent damage from occurring, the following methodology must be used:

### INSTALLATION METHODOLOGY

- i) During the excavations, should any roots >20mm in diameter be discovered, they must be pruned by the projects arboriculturalist.
- ii) Prior to the casting of concrete, an impermeable membrane must be installed within the shuttering, to prevent chemical (cement) damage to any underlying roots.

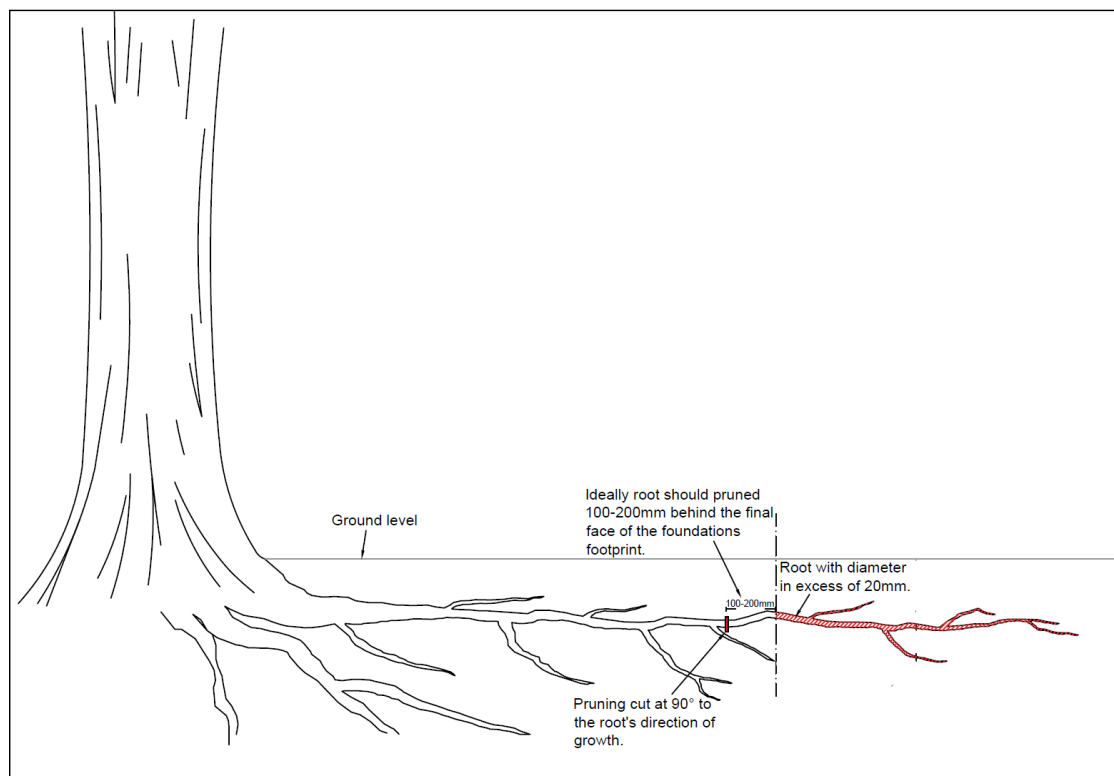


Figure 4 - Root pruning diagram

## 7. APPENDICES

### 7.1. APPENDICES

7.1.1. The following appendices should be used in conjunction with this document:

Appendix	Document	Reference
1	Tree Protection Plan	P3291-TPP01 V1
2	CEZ Notice	n/a
3	Schedule of Arboricultural Supervision	n/a

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# APPENDIX 1

## TREE PROTECTION PLAN

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# APPENDIX 2 CEZ NOTICE

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# NO ENTRY



## CONSTRUCTION EXCLUSION ZONE

This area contains trees which must be protected as part of the planning permission. Additional legal protection may also apply e.g. a Tree Preservation Order.

Removing or damaging trees in this area may be a breach in planning permission. Damage to protected trees may lead to a criminal conviction and / or a fine.

Should any issues arrive regarding the tree protection or its layout, please contact Ligna Consultancy Ltd for advice:

info@lignaconsultancy.co.uk  
01284 598008

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# APPENDIX 3

## SCHEDULE OF SUPERVISION

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**APPENDIX 3 – SCHEDULE OF ARBORICULTURAL SUPERVISION**

Date: \_\_\_\_\_ Planning Ref: \_\_\_\_\_

This statement is to confirm that ..... of ..... has undertaken the following supervision activities for the development at Church Lane, Cheveley; ensuring that any deviation from the approved tree protection scheme is recorded and appropriate action is undertaken.

Liability for any failure of compliance will remain with the client.

**Arboricultural Sign-Off**

The correct installation of the approved tree protection measures must be confirmed by the project’s arboriculturalist in the table below. No further demolition or construction activities may occur until approval has been given by the project’s arboriculturalist.

Failure to abide by the following schedule may result in a breach of planning. Any deviation from the agreed upon protection measures must be reported to the project arboriculturalist immediately.

Activity	Remote Supervision	Date	Protection Measures Compliant	Remedial Action Required
Pre-commencement site meeting	YES			
Sign-off of correct installation of tree protection measures (pre-demolition)	YES			
Sign-off of correct installation of tree protection measures (pre-construction)	YES			
Installation of Driveway	NO			

**Note – Remote video call or photographic supervision may be suitable in some instances. Where this is suitable, ‘Yes’ will be displayed in the ‘Remote Supervision’ column in the table above.**



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