



Arboricultural Consultant's Site Supervision & Monitoring (PROFORMA)

<p>1. Development Site Address:</p> <p>13 Maze Road Kew Richmond TW9 3DA</p> <p>Job No. 22.6006</p>	<p>2. Local Planning Authority (LPA):</p> <p>Environment Directorate / Development Management London Borough of Richmond upon Thames</p> <p>2.1. LPA Case Officer: Roberta Henriques 2.2. LPA Tree Officer: 2.3. Application ref.: 24/0733/HOT 2.4. Applicant: Mr & Mrs D Kennerley 2.5. Agent: c/o John Rich Architects 6a Royal Parade, Kew Gardens, Richmond, TW9 3QD F.A.O: Athena Young Tel: 07421 835070 Email: athena@johnricharchitects.com</p>
<p>3. Proposal:</p> <p>Ground Floor Side Extension, part demolition of a garage, new widened driveway opening and addition of telescopic driveway gate, addition of conservation roof lights, upgrade of all windows, addition of ASHP and PV Panels</p>	
<p>4. Project Arboricultural Consultant's Details:</p> <p>Company Name/Address: Billin Tree Solutions 14 Cotton End Lace Hill Buckingham MK18 7RJ</p> <p>Consultant's Name: Paul Billin BSc MICFor</p> <p>M: 07505 431590 E: paul@billintreesolutions.co.uk</p>	
<p>5. Project Schedule of Works and Supervision</p> <p>Condition U0181170 Submitted Arboricultural details states:</p> <p><i>A. The development hereby approved shall not be implemented other than in accordance with the principles and methodology as described within the approved Arboricultural details "Arboricultural Impact Assessment and Arboricultural Method Statement Ref: PB/5837&AIA-24/01.04/Rev A_AMS Date: 18/04/2024", unless otherwise previously agreed in writing with the local planning authority.</i></p> <p><i>B. Prior to commencement of works, confirmation of the appointment of a retained Arboricultural consultant to conduct and submit an auditable system of site supervision</i></p>	

and monitoring shall be submitted to and approved by the Local Planning Authority.

C. Illustrated monitoring reports concerning the condition of retained trees shall be submitted to and approved by the Local Planning Authority, upon commencement and completion of works hereby approved. REASON: To ensure that the tree(s) are not damaged or otherwise adversely affected by demolition, building operations, excavations and soil compaction.

Supervision is therefore required for key stages during development where these have greatest potential to result in tree damage if carried out incorrectly. This supervision should be provided by the designated Arboricultural Consultant (AC).

An arboricultural consultant (AC) should be appointed to advise on the tree management for the site, and to participate via a 'Teams' Meeting in a **Pre-commencement Meeting** that must be held between the Arboricultural Consultant (AC) and the site works manager to consider tree protection measures, their implementation and sequencing.

A written record is to be prepared, following the **Site Supervisory Visit & Monitoring Form** template below In Section 6, of site findings and conditions with a photographic record; identification of individual responsibilities and key personnel; induction and personnel awareness of arboricultural matters, and procedures for dealing with variations and incidents.

All subsequent monitoring could be achieved by a photographic record sent from the site works manager to the AC, recording: site findings and observations with a photographic record; objective opinions concerning the tree protection, and whether it is being provided in accordance with the approved scheme; details of any observed damage to the trees or their roots, root protection or other breaches of tree protection measures, and to recommend mitigation or amelioration measures required.

The proposed schedule detailing the scope of arboricultural supervision visits and timetable of events is detailed below in **Appendix Table 1: Schedule of works and supervision**. This schedule is intended to minimise the potential for development to result in damage to the retained tree, providing a logical sequence of works.

6. Site Supervisory Visit & Monitoring Form (PROFORMA)

6.1. Developer's / Site Contractor's Details:

Company Name/Address:

Site Works Manager's Name:

Tel:

Email:

6.2. Other attendees:

Name:

Representing:

1)

2)

3)

6.3. Identification of individual responsibilities and key personnel:

<p>6.4. Induction and personnel awareness of arboricultural matters given to:</p> <p style="margin-left: 40px;">Name:</p> <p style="margin-left: 40px;">Name:</p> <p>6.5. Findings:</p> <p>6.6. Action Taken:</p> <p>6.7. Specific tree protection mitigation in place:</p> <ul style="list-style-type: none"> • Temporary protection barrier: • Temporary ground protection: <p>6.8. Further mitigation or remediation action required or further recommendations for dealing with variations or non-approved incursions into the construction exclusion zones as detailed in the approved Arboricultural Method Statement.:</p> <p>6.9. Additional comments:</p> <p>6.10. Photographic record:</p>
<p>6.11. Is an Additional site visit required?</p> <p style="margin-left: 40px;">YES / NO</p> <p>6.12. Scheduled Date of next site visit:</p>
<p>Date sent to LPA case office:</p>

7. Queries

Any queries regarding this document should be addressed, in the first instance, to:

billin Tree Solutions
14 Cotton End
Lace Hill
Buckingham
MK18 7RJ

Telephone: 07505 431590
Email: paul@billintreesolutions.co.uk



Paul Billin BSc (Hons) For, MICFor
Chartered Arboriculturist

APPENDIX - Table 1: Schedule of works and supervision

RESPONSIBILITIES

A qualified arboriculturist will be retained as Arboricultural Consultant (AC) for supervision and monitoring of tree protection during demolition and construction activity.

It is the responsibility of the main contractor (Contractor Site Works Manager) to ensure that the planning conditions attached to the planning consent are adhered to at all times and that a monitoring regime, with regard to tree protection, is adopted on site.

The main contractor will be responsible for contacting the Local Planning Authority at any time issues are raised related to the trees on site.

If at any time additional pruning works are required, permission must be sought from the Local Planning Authority first and then carried out in accordance with BS3998:2010 *Tree Works – Recommendations* and industry best practice.

The main contractor will ensure the build sequence is appropriate to ensure that no damage occurs to the trees during the construction processes. Temporary protection barriers and temporary ground protection will remain in position until the completion of ALL construction works on the site.

The barrier and signs must be maintained in position at all times and checked on a regular basis by an on-site person designated with that responsibility.

Sequence	Events	Supervision responsibility
1	Erect <i>Tree Protection Barrier</i> and <i>Ground protection - temporary</i> , including: T1 and T6 box construction; T3, T5 and T7 on the highway verge as required <i>[AMS¹ section 3.5.3]</i>	Contractor Site Works Manager with advice from Project AC
2	The 'Pre-commencement meeting' will be required immediately prior to demolition	Contractor Site Works Manager with advice from Project AC
3	Part demolition of the garage, break up and removal, widening of driveway <i>[AMS¹ section 3.5.4]</i>	Contractor Site Works Manager with advice from Project AC
4	Storage of materials and waste skip <i>[AMS¹ section 3.6.1]</i>	Contractor Site Works Manager with advice from Project AC
5	Excavation and construction of the 'No-dig' foundations for the Ground Floor Side Extension <i>[AMS¹ 3.5.5]</i>	Contractor Site Works Manager with advice from AC
6	Installation of brick piers and telescopic driveway gate <i>[AMS¹ section 3.5.6]</i>	Contractor Site Works Manager with advice from Project AC
7	The excavation and construction of the permeable paving. <i>[AMS¹ section 3.5.7]</i>	Contractor Site Works Manager with advice from Project AC
7	Removal of all tree protection following completion of all development.	Contractor Site Works Manager with advice from Project AC
8	Assessment of tree condition post-development.	Project AC

¹ AMS = Arb Report – Ref. PB/5837&AIA-24/01.04/Rev A_AMS