


<p>In compliance with: BS 5837: 2012 Trees in relation to design, demolition and construction – Recommendations</p>	<p>Schedule of Construction Site Monitoring for the Protection of Trees at the Royal Botanic Gardens, Kew</p>	
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Site Monitoring and Site supervision

BS 5837:2012 - 6.3 Site monitoring

Wherever trees on or adjacent to a site have been identified within the tree protection plan for protective measures, there should be an auditable system of arboricultural site monitoring. This should extend to arboricultural supervision whenever construction and development activity is to take place within or adjacent to any RPA.

NOTE Existing planning regulations include the provision for local authorities to enforce planning requirements. The project arboriculturist appointed by the developer can help monitor site activity, but enforcement is the responsibility of the local authority.

Kew will adopt the following schedule of construction site monitoring for protecting trees during demolition and construction on any construction project where there are trees of importance due to their, scientific, heritage landscape or arboricultural value.

Arboricultural Supervision

Tree protection measures on all construction sites at Kew will be monitored, from the outset, by an appropriately qualified and experienced Kew Arboriculturist in accordance with BS 5837: 2012.

The Kew Arboriculturist shall be the retained Arboricultural Consultant (*details in Appendix A*) and shall attend an initial pre-commencement site meeting with the Project Manager and the Site Manager prior to the commencement of any works on site. At this meeting the programme of works will be reviewed and an outline schedule of visits by the Arboriculturist will be determined and agreed. In addition, the type and extent of tree protection measures agreed by LBRuT will be reviewed and set out on site. (*See Agenda items for this meeting in Appendix C.*)

The Kew Arboriculturist will carry out an induction for all site personnel in relation to Arboricultural matters.

A list of key contact names and contact numbers will be made available as set out in Appendix A

The Kew Arboriculturist will liaise with the contractor installing the tree protection until it is completed satisfactorily.

During construction work, to comply with any approved Method Statements, the Kew Arboriculturist will attend the site on a regular basis to ensure that tree protection measures are being carried out to the required specifications.

Any further site visits by the Kew Arboriculturist should coincide with key stages of the development and any operations that could affect trees both during and after construction and in particular:

- Any works within RPAs such as the removal of hard surfaces or installation of underground services or new hard surfaces.
- Any change in site or project manager personnel.
- Where there has been a failure in the maintenance of approved tree protection measures, such as the removal of barriers or ground protection.
- Variations or non-approved incursions into the construction exclusion zones as detailed in the approved Arboricultural Method Statement.
- In the event of unforeseen conflicts with trees.
- At the request of the Local Planning Authority, LBRuT.
- The soft landscaping and tree planting

The Kew Arboriculturist will make ongoing visits at his discretion and keep a written log of the timings and results of all site inspections and note any changes to the schedule of site visits. Any contraventions of the tree protection measures or other incidents that may affect the well-being of retained trees shall be brought to the attention of the Kew Arboriculturist verbally and in the form of a written report. Copies of the inspection log and any contravention reports will be available at the site for inspection by LBRuT at all times. Any required actions and outcomes will also be recorded. Follow-up site inspections may be required to ensure compliance and assess results.

An auditable trail of site supervision will be made available to the LBRuT planning/tree officer by using and completing the forms in *Appendix B and D* of this schedule.

Name of Project: Community Roundhouse			
Signed		Date	15 July 2024
Position	Head of tree collection & arboriculture		

APPENDIX A

List of key personnel with contact details for Arboricultural matters

Name of Project: Community Roundhouse	
Kew Personnel	Contact details
Head of tree collection & Kew Arboriculturist	
Kevin Martin	Landline: 0208 332 5558 Mobile: 07826 858307
Kew Project Manager	
Nigel Bryant	Mobile: 07736 679589
Main Contractor: Name	Contact details
Contracts Manager	
James Millard.	07894 301882
Site Managers	
James Millard	
LBRuT Tree Officer	Contact details
Craig Ruddick	Landline: 0208 487 5358 Mobile: 07775 713913
LBRuT Assistant Tree Officer	
	Landline: Mobile:

APPENDIX B

Schedule of Actions Prior to Work Starting on Site and on completion of Project

ACTION	DATE	KEW PERSONNEL	CONTRACTOR
Tree management prior to work starting on site			
Pre-commencement site meeting with Head of Arboretum, Gardens and Horticultural Services, Kew Arboriculturist, construction site manager & project manager	17/06/24	Kevin Martin Nigel Bryant	James Millard.
Review any updated proposals to the Arboricultural Method Statements	17/06/24	Kevin Martin Nigel Bryant	James Millard.
A list of contact details for all relevant parties is available	17/06/24	Kevin Martin Nigel Bryant	James Millard.
Induction procedures carried out with all contractors prior to any commencement of works on site	17/06/24	Kevin Martin Nigel Bryant	James Millard.
Site operations prior to work starting on site			
All necessary preliminary tree works are carried out by the Kew Arboricultural team.	17/06/24	Kevin Martin Nigel Bryant	James Millard
All the RPA's are clearly marked out on the ground.	17/06/24	Kevin Martin Nigel Bryant	James Millard
Completed installation of tree protection measures (barriers and ground protection)	17/06/24	Kevin Martin Nigel Bryant	James Millard
Site operations post completion of project			
Site clear of materials and removal of tree protection measures	17/06/24	Kevin Martin Nigel Bryant	James Millard
All remedial works to existing, protected trees are carried out. Ensure RPA's are tidy and suitably aerated and dressed.	17/06/24	Kevin Martin Nigel Bryant	James Millard
Ensure that all newly planted nursery stock is adequately mulched and irrigated.	17/06/24	Kevin Martin Nigel Bryant	James Millard

Appendix C

Agenda Items for the Pre-commencement Site Meeting –

Agenda

1. Review programme of works -
2. Determine and agree an outline schedule of visits by the Kew Arboriculturist -
3. Identification of individual responsibilities and key personnel –
4. Delegation of responsibilities and powers –
5. Timing and methods of visits –
6. Procedures for dealing with variations and incidents –
7. Preliminary arboricultural works and the installation of tree protection measures

APPENDIX D

Register of Arboricultural related site visits

Project Name: [Community Roundhouse](#)

DATE	REASON FOR SITE VISIT	OUTCOME	KEW PERSONNEL	CONTRACTOR
26/07/24	Weekly site check	No issues raised	Kevin Martin	James Millard
2/08/24	Weekly site check	No issue raised	Kevin Martin	James Millard
9/08/24	Weekly site check	No issues raised	Kevin Martin	James Millard
16/08/24	Weekly site check	No issues raised	Kevin Martin	James Millard
23/08/24	Weekly site check	No issues raised	Kevin Martin	James Millard
30/08/24	Weekly site check	No issues raised	Kevin Martin	James Millard
6/09/24	Weekly site check	No issues raised	Kevin Martin	James Millard
17/09/24	Final inspection and site sign off	Over all well managed project	Kevin Martin	James Millard