



MARK WELBY
CONSULTING ARBORISTS

Arboricultural Report

Including a tree survey, impact assessment and method statement
for a workshop extension at

Springfield, Trowe's Lane, Swallowfield, RG7 1RN

Reference: MW.2508.STL.AIA
Client: Mr & Mrs Meakin
Date: 27 August 2025
Revision: -



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Executive Summary

Trees are a consideration in this planning application for an extension to the existing workshop. Therefore, this report has been drafted to provide the information required to enable the local planning authority to meet the duty placed upon them by section 197 of the Town and Country Planning Act (as amended, 2021).

A BS5837:2012 compliant tree survey, an arboricultural impact assessment, and a tree protection strategy are included.

The existing conifers are to be retained and protected. This will require protection barriers and sensitive excavation for the pad foundations.

Provided the protection strategy is implemented as outlined, this application has a low arboricultural impact and is thus acceptable.



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1. Instructions and Terms of Reference

- 1.1. In July 2025, I was instructed by Mr & Mrs Meakin to undertake a tree survey and produce this report to accompany a planning application for an extension to the existing workshop at Springfield, Trowe's Lane, Swallowfield, RG7 1RN.
- 1.2. Following the recommendations of the British Standard¹, this report includes the necessary information to enable the local planning authority to meet the duty placed upon them by section 197 of the Town and Country Planning Act (as amended, 2021).
- 1.3. It demonstrates that the proposal's impact, both direct and indirect, has been assessed, and mitigation, compensation, and tree protection have been proposed where appropriate.
- 1.4. Correctly implementing the tree protection specified in this report is critical for ensuring the retained trees are successfully protected throughout construction.
- 1.5. The assessment considers the proposal's impact on the constraints of trees retained within the site and those on adjacent land. Such impact can be caused directly through construction damage and indirectly from post-development resentment and pressure to detrimentally prune or remove the trees. The latter is often due to a poor juxtaposition between the proposal and the trees.
- 1.6. A tree's root protection area (RPA) represents a minimum area in m² that shall be left undisturbed around it. This is initially represented by a circle but is fundamentally an area of rooting volume. It is often adjusted to account for constraints to root growth within the site (primarily highways and buildings). The British Standard provides recommendations regarding the protection of existing trees during the construction process. This is achieved by ensuring a tree protection strategy is implemented before any demolition or construction on site.

Documents Supplied

- Proposed: 25.12-100 2025.07.22 Planning Drawings.dwg

¹BS5837:2012 Trees in relation to design, demolition and construction

2. Statutory & Other Relevant Constraints

Local Planning Authority	Wokingham Borough Council
Tree Preservation Orders https://experience.arcgis.com/experience/	No
Conservation Areas https://experience.arcgis.com/experience/	No
Forestry Act (1967)	Gardens are exempt
Ancient Semi-Natural Woodland (ASNW) https://magic.defra.gov.uk/MagicMap.aspx	None
Ancient Tree Inventory https://ati.woodlandtrust.org.uk/tree-search/?v=	None
Obvious veteran trees	None
Sites of special scientific interest (SSSI) https://magic.defra.gov.uk/MagicMap.aspx	No
Legal covenants and outstanding planning conditions	Not known

Table: Constraints checked at the time of writing

Ecology

- 2.1. The Natural Environment and Rural Communities Act 2006 places a duty on public authorities to have regard to conserving biodiversity when carrying out their functions. This includes protecting trees that provide habitats for wildlife. The Wildlife and Countryside Act 1981 also provides protection for certain species of plants and animals, making it an offence to intentionally damage or destroy their habitats.

3. Survey Scope & Methodology

- 3.1. Tree survey data can be found on the appended plan.
- 3.2. The tree survey has been carried out following the recommendations of The British Standard and the trees are assessed objectively and without reference to any site layout proposals. Categories are based on each tree's health and condition, together with an assessment of its life expectancy if its surroundings were to be unchanged.
- 3.3. The reference numbers of surveyed trees and groups of trees are shown on the tree reference plan, which is appended to this report and based on the supplied survey drawing. Stem locations within groups may be estimated, and indicative of canopy only.
- 3.4. The tree survey was carried out from ground level only, with the aid of binoculars as necessary, following the Visual Tree Assessment² (VTA) method.

² Mattheck, C. & Breloer, H., 1998. The Body Language of Trees: A Handbook for Failure Analysis. London: H.M.S.O.

- 3.5. Where trees are located on neighbouring land, an estimated appraisal of their quality and dimensions has been made.
- 3.6. Where stems or branches are obscured by ivy or other materials a full assessment of those parts will not be possible.
- 3.7. Tree heights were measured with a clinometer or estimated in relation to those measured.
- 3.8. Trunk diameters are measured at 1.5m above ground level, where this is not possible, then Figure C.1 of the British Standard is followed.
- 3.9. Tree canopies were markedly asymmetrical, and were measured (or estimated by pacing) in four directions using a laser measure. Symmetrical canopies are measured in one direction only, with dimensions in the remaining directions assumed to be similar. For the canopies of groups of trees, the maximum radius for each compass point is measured (more complicated groups will have further notes taken and an accurate representation will be shown on the plan).
- 3.10. All estimated dimensions are noted in the data.



Fig 1: Existing workshop and conifer group #01

4. Arboricultural Impact Assessment

Proposal

- 4.1. It is proposed to extend the existing workshop to the north, the layout of which can be seen on the appended plan.

Tree Removals

- 4.2. No trees are to be removed.

Tree Surgery

- 4.3. There are no plans for any tree surgery work at this stage.

Construction Impact

- 4.4. The existing conifers are to be retained and protected.
- 4.5. Although the ground where the new pad foundations are to be created is already somewhat compacted through historic material storage, a sensitive approach will be used. This is detailed in the following method statement and requires careful excavation and retention of roots greater than 25 mm in diameter.

Supervision & Monitoring

- 4.6. Some sites require more arboricultural involvement during the construction process than others. This is typically commensurate with the pressure on retained trees and the complexity of the tree protection strategy.
- 4.7. Neither site supervision nor regular monitoring visits would be necessary for this project.

Barrier Type

- 4.8. As the proposed construction work is comparatively 'low impact', the default British Standard tree protection specification seems somewhat onerous. Therefore, it is my opinion that an adequate level of protection can be provided with a lesser specification.
- 4.9. Alternative specifications can be found in [Appendix i](#). TPF 2 or TPF 3 are proposed.

Summary

- 4.10. Provided the tree protection strategy is implemented as outlined in the following method statement, this application has a low arboricultural impact and is thus acceptable.

5. Arboricultural Method Statement

- 5.1. The tree protection on this site is subject to implementation as detailed in the following sections.
- 5.2. The recommendations of the British Standard have been applied where viable. Where deviations from the preferred approach are required, the impact on any retained trees is minimised through a combination of supervision from an arboriculturist and adherence to the associated method statement.
- 5.3. Once permission is granted, the strategy must be followed to avoid impacting the trees and adhere to any planning conditions.
- 5.4. The information within this section must be passed to the site foreman and cascaded to all relevant personnel involved in the project.
- 5.5. Any questions about the content or its implementation shall be directed to **Mark Welby Consulting Arborists at 01730 239492** before action is taken.
- 5.6. A tree protection plan showing the types of tree protection and their locations is appended. It includes the tree survey data, existing site features and the approved construction. The plan must be read in conjunction with this method statement.

Phasing

- 5.7. It is essential that the following phasing is followed if trees are to be effectively protected throughout construction.

1	Installation of protection barriers (Appendix i: TPF 2 or 3)
2	Confirmation that tree protection barriers are installed to be sent to LPA
3	Site clearance phase
4	Sensitive pad foundation excavation (see method statement)
5	Construction Phase
6	Removal of tree protection barriers upon completion of work

Table 1: Timing of operations in relation to trees

- 5.9. Shall any of the protection measures prove incompatible with elements of the build program, contact the project arboriculturist to discuss options.

Pre-start Confirmation

- 5.10. The most important step in the tree protection process: confirmation that the tree protection barriers are in place must be forwarded to the LPA before any external work starts. This may be a photographic record sent via email.

Construction Exclusion Zone (CEZ)

- 5.11. The CEZ is a root-sensitive area where construction activities are to be excluded. The default method of doing so is through the installation of tree protection barriers. If construction access is required in the CEZ then ground protection can be used to facilitate this.
- 5.12. Everyone engaged in the construction process is responsible for respecting the tree protection measures and observing the necessary precautions within and adjacent to them.
- 5.13. Inside the exclusion zone, the following shall apply:
- No mechanical excavation whatsoever;
 - No excavation by any other means without arboricultural site supervision;
 - No hand digging without a written method statement having first been approved by the project arboriculturist;
 - No lowering of levels for any purpose (except removal of grass sward using hand tools);
 - No storage of plant or materials;
 - No storage or handling of any chemical including cement washings;
 - No vehicular access (unless ground protection is installed);
 - No fire lighting.
- 5.14. In addition to the above, further precautions are necessary adjacent to trees:
- No substances injurious to tree health, including fuels, oil, bitumen, cement (including cement washings), builder's sand, concrete mixing and other chemicals shall be stored or used within or directly adjacent to the protection area of retained trees;
 - No fire shall be lit such that flames come within 5m of tree foliage.
- 5.15. Variations from the above may be specified in the following sections of this method statement. This is only acceptable where detailed and will typically be subject to supervision by the arboriculturist.

Protection Barriers

- 5.16. Barriers must be fit to exclude construction activity and appropriate to the degree and proximity of work around the retained tree(s). Barriers shall be maintained to ensure that they remain rigid and complete.
- 5.17. See Appendix i for barrier specifications.
- 5.18. On this project, types TPF 2 or TPF 3 are to be used.

Site Induction

- 5.19. All site staff are to be briefed on the tree protection strategy for the site as part of the general site induction procedure. This can be carried out by the site manager once he has been briefed by the project arboriculturist.

5.20. In general, this will include the following:

1. Explanation of the purpose of the tree protection barriers and any ground protection
2. Explanation of the demolition procedures near trees
3. Explanation of the sensitive/supervised excavation areas
4. What to do if access is needed within a protected area for any reason
5. What to do if damage occurs to any tree protection barriers and how to contact the project arboriculturist if necessary.

Pad Foundations in RPA

5.21. Excavation within the areas marked on the appended plan must be carried out as follows.

5.22. Stages of excavation:

1. Identify sensitive areas as shown on the appended plan;
2. Using hand tools, or a very sensitively applied small excavator, start to excavate;
3. If roots are found, clear by hand around them;
4. Roots smaller than 25mm in diameter may be cleanly severed with bypass secateurs, loppers or pull cut saw at right angles to the root. Avoid tearing or ripping the root;
5. If roots found are greater than 25mm in diameter, then wrap with damp hessian to provide at least a 50% diameter increase and keep moist.
6. Keep hessian moist until the foundation is ready to be cast.
7. Remove the hessian covering and sleeve with a poly pipe of a diameter sufficient to cover the hessian (cut longitudinally along it and work it over the root taking care not to damage the bark). Pipe plastic to be impermeable with a slit facing down to protect the root bark from cement contamination.
8. If root mass/shape is incompatible with the above poly-pipe solution, then a non-permeable flexible barrier must be used. Bubble-wrap type insulation may be appropriate.
9. Cast foundation as required.
10. If the root is at a level above the foundations, within the brickwork, then a lintel must be used to bridge over the root.

6. Limitations of Use and Copyright.

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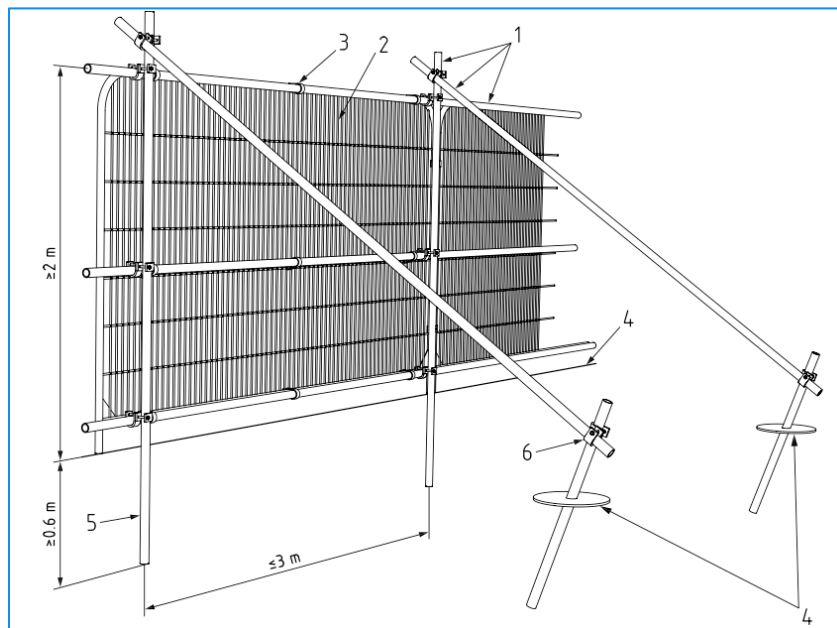


Appendix



i.

Tree Protection Barriers



1 Standard scaffold poles

2 Heavy gauge 2 m tall galvanised tube and welded mesh infill panels

3 panels secured to up rights 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 clamps

TPF1: Default specification for protective barrier (Fig 2 from BS5837:2012)



TPF 2: Alternative fencing option: scaffold uprights with backstay



TPF 3: Alternative fencing option: on boots with backstay



TPF 4: Plastic barrier for low intensity areas of construction



TPF 5: Chain-link for low intensity areas on large projects

ii.

Tree Categories Explained

BS5837:2012 Table 1 -Cascade chart for tree quality assessment			
Category and definition	Criteria (including subcategories where appropriate)		
Trees unsuitable for retention (see Note)			
Category U Those in such a condition that they cannot realistically be retained as living trees in the context of the current land use for longer than 10 years	*Trees that have a serious, irremediable, structural defect, such that their early loss is expected due to collapse, including those that will become unviable after removal of other category U trees (e.g. where, for whatever reason, the loss of companion shelter cannot be mitigated by pruning) *Trees that are dead or are showing signs of significant, immediate, and irreversible overall decline *Trees infected with pathogens of significance to the health and/or safety of other trees nearby, or very low quality trees suppressing adjacent trees of better quality <i>NOTE Category U trees can have existing or potential conservation value which it might be desirable to preserve; see 4.5.7.</i>		
	1 Mainly arboricultural qualities	2 Mainly landscape qualities	3 Mainly cultural values, including conservation
Trees to be considered for retention			
Category A Trees of high quality with an estimated remaining life expectancy of at least 40 years	Trees that are particularly good examples of their species, especially if rare or unusual; or those that are essential components of groups or formal or semi-formal arboricultural features (e.g. the dominant and/or principal trees within an avenue)	Trees, groups or woodlands of particular visual importance as arboricultural and/or landscape features	Trees, groups or woodlands of significant conservation, historical, commemorative or other value (e.g. veteran trees or wood-pasture)
Category B Trees of moderate quality with an estimated remaining life expectancy of at least 20 years	Trees that might be included in category A, but are downgraded because of impaired condition (e.g. presence of significant though remediable defects, including unsympathetic past management and storm damage), such that they are unlikely to be suitable for retention for beyond 40 years; or trees lacking the special quality necessary to merit the category A designation	Trees present in numbers, usually growing as groups or woodlands, such that they attract a higher collective rating than they might as individuals; or trees occurring as collectives but situated so as to make little visual contribution to the wider locality	Trees with material conservation or other cultural value
Category C Trees of low quality with an estimated remaining life expectancy of at least 10 years, or young trees with a stem diameter below 150mm	Unremarkable trees of very limited merit or such impaired condition that they do not qualify in higher categories	Trees present in groups or woodlands, but without this conferring on them significantly greater collective landscape value; and/or trees offering low or only temporary/transient landscape benefits	Trees with no material conservation or other cultural value



iii.

Protection Plan



See the following page

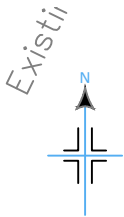
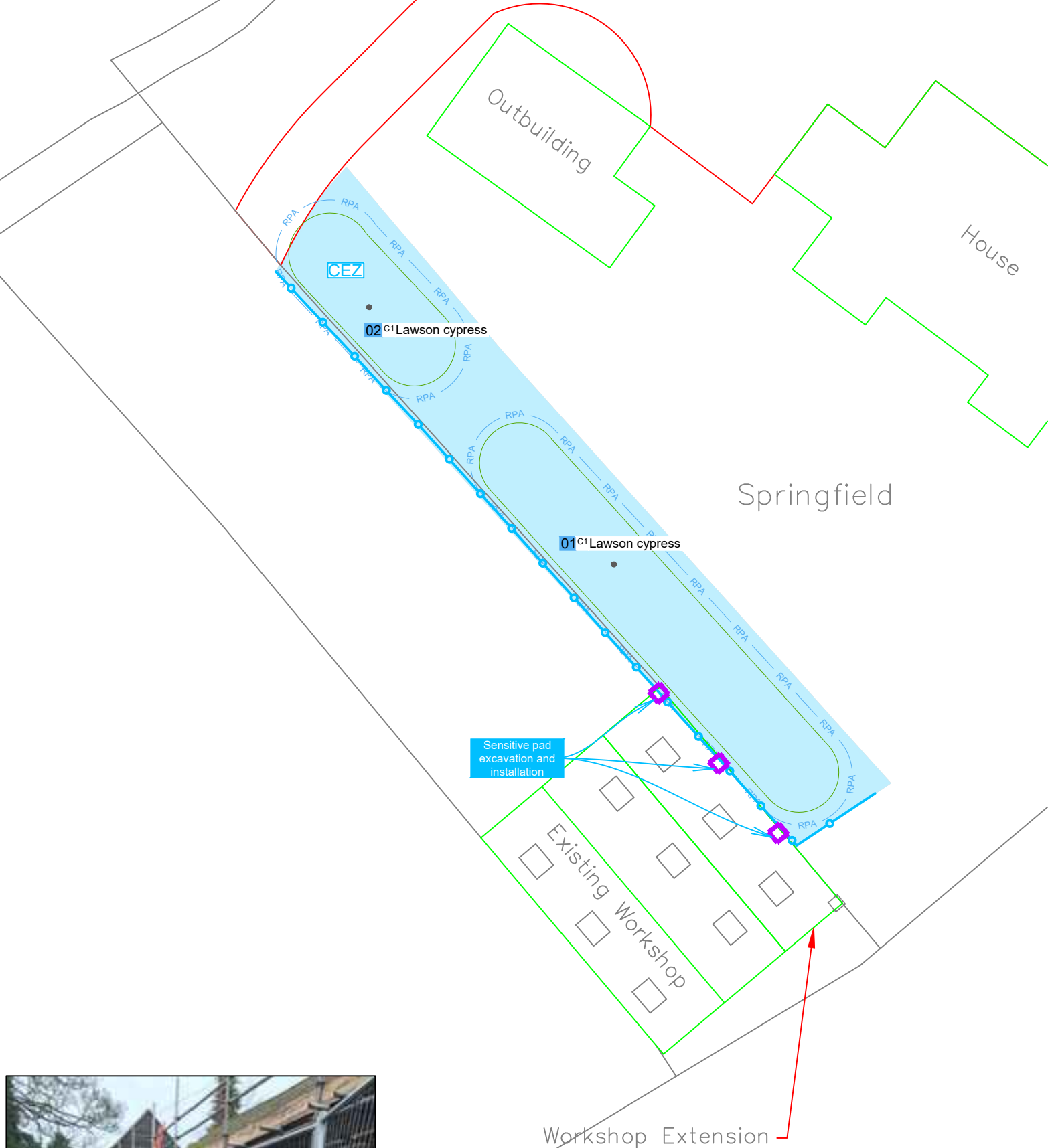
BS5837 Tree Survey: Trees & Groups to be Retained

Retained Trees / Groups

Ref	Common Name	Height	Stem Diameter	Crown Clearance	Age Class	Observations	Est. Remaining Contribution	Date Surveyed	BS Cat
01	Lawson cypress	7m	250#mm		Early-Mature	Low quality screen of limited wider value. Compacted ground between trees and existing barn	10 Years	26/8/2025	C1
02	Lawson cypress	7m	250#mm		Early-Mature	Low quality screen of limited wider value. Compacted ground between trees and existing barn	10 Years	26/8/2025	C1

Survey by Mark Welby DipArb(RFS), TechCert(ArborA), FArborA
Arboricultural Association Registered Consultant
www.mwelby.com

denotes estimated dimension. Typically due to the tree being inaccessible.
Where dimensions are not listed please refer to the plan graphics for an indicative representation (typically for groups).



REV:	DATE:	UPDATES:	DRAWN:

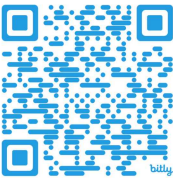
NOTES
This Tree Survey has been undertaken within the recommendations of British Standards 5837:2012 and current arboricultural best practice.

- The reference numbers of surveyed trees and groups of trees are shown. Stem locations within groups may be estimated, and indicative of canopy only.
- The tree survey was carried out from ground level only, with the aid of binoculars as necessary, following the Visual Tree Assessment (VTA) method.
- Where trees are located on neighbouring land an estimated appraisal has been made of their quality and dimensions.
- Where stems or branches are obscured by ivy or other materials a full assessment of those parts will not be possible.
- Height dimensions are estimated and are given in metres.
- Trunk/stem diameters are measured in mm at 1.5 metres above ground level, unless otherwise stated. Where this is not possible, then Figure C.1 of the British Standard is followed.
- Tree canopies are graphically represented on the plan. They, where markedly asymmetrical, were measured (or estimated by pacing) in four directions using a laser measure. Symmetrical canopies are measured in one direction only, with dimensions in the remaining directions assumed to be similar. For the canopies of groups of trees, the maximum radius for each compass point is measured (more complicated groups will have further notes taken and an accurate representation will be shown on the plan).

- 01^{C1} Oak**
TPO ref
- RPA**
Root protection area
- CEZ**
CEZ extent. To be protected with temporary protective barriers or ground protection to allow construction access. See insets and method statement for details.
- Sensitive pad excavation close to trees**
See method statement for details.

- BS 5837:2012 Tree Quality Categories**
- Category A - High quality
 - Category B - Moderate quality
 - Category C - Low quality
 - Category U - Unsuitable for retention

Guidance on the implementation and use of this information, along with its limitations and more can be downloaded here: <https://bit.ly/5837FAQ>
Or scan this QR code:



This plan has been drafted in colour. A monochrome version must not be relied upon

Tree Protection

Workshop Extension
Springfield, Trowe's Lane,
Swallowfield, RG7 1RN

Date: 27/08/2025 Scale: 1:250 @A3

DWG Ref: MW.2508.STL.TPP

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