

# Arboricultural Method Statement

*relating to provision of temporary sales area at  
Duckmoor  
Wooddale Lane  
Billingshurst*

Client  
Bellway Homes

December 2025

## **2480-KC-CA-YTREE-MethodStatement-RevA**

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### Document history

Revision	Issue Status	Details	Approved/Date
Rev0	Final	Initial report	JK / 13 October 2025
RevA	Final	Updated Arboricultural Method Statement	JK / 10 December 2025

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## ABSTRACT

Protective barriers are required throughout the construction process necessary to establish the sales area to protect the retained trees on the site.

Scrub removal is required.

No utility installation is required within root protection areas.

## 1.0 Statement of purpose

- 1.1 The purpose of this method statement is to demonstrate how works will be undertaken to construct the temporary sales area at land at Duckmoor, Wooddale Lane, Billingshurst, to avoid unacceptable arboricultural impact and provide an adequate level of protection for those trees that are to be retained.
- 1.2 This method statement has been produced for Bellway Homes in order to inform the construction team and satisfy the requirements of the Local Planning Authority (LPA), Horsham District Council. The works are the subject of a planning application and this arboricultural method statement has been prepared to support the application.
- 1.3 This method statement merely considers the systems of work in relation to the health and safety of retained trees. It does not address requirements of the Health and Safety Executive that should be considered in detail by those parties involved.

## 2.0 Related documents and drawings

- 2.1 This method statement should be read in conjunction with the documents in Table 1 below.

Table 1: Documents referred to

Originator	Title/Reference
British Standards Institute	<i>BS5837:2012 Trees in relation to design, demolition and construction – Recommendations</i>
SJA Trees	<i>Arboricultural Implications Report dated December 2020</i>

and the following drawings in Table 2

Table 2: Drawings referred to

Originator	Drg No	Title
DHA Architecture Ltd	022207-BEL-SL-SALES-01	Sales Centre
Allen Pyke	3360-APA-ZZ-XX-LA-L-1003 Rev P01	Sales Area Landscape Masterplan
SJA Trees	SJA air 20517-01	Tree Survey
Keen Consultants	2266-KC-CA-YTREE-TPPO1RevA	Tree Protection Plan

### **3.0 Arboricultural issues & implications**

- 3.1 Detail of the trees and their protection are discussed and detailed in the documents, and shown on the drawings, listed above and should be read in conjunction with this method statement.
- 3.2 The sales cabin, parking and footpath access are remote from retained trees and can therefore be constructed using conventional construction techniques.
- 3.3 Scrub removal is required.
- 3.4 Utility provision can be accommodated outside root protection areas and therefore be installed conventionally.
- 3.5 Monitoring of works is required.

### **4.0 Facilitation tree works**

- 4.1 Scrub removal is required to accommodate the proposed development.
- 4.2 Details of the tree work are given in the schedule on the Tree Protection Plan referred to in Table 2 above.
- 4.3 All tree work shall be undertaken in accordance with *BS3998:2010:Tree Work – Recommendations*.

### **5.0 General site care**

- 5.1 To ensure that the trees to be retained are afforded an adequate degree of protection during the works, the following general precautions will be observed:
  - 5.1.1 No fires will be lit on site
  - 5.1.2 No access will be permitted within the temporarily barriered areas, unless and only where otherwise approved herein. Ground levels will not be changed within them and existing vegetation and topsoil will be left undisturbed but may be treated with approved herbicides if eradication is required.

- 5.1.3 No materials, equipment or debris will be stored within any of the barriered areas and no chemicals, petrol or diesel will be allowed to spill where they may contaminate the root protection areas of retained trees.
- 5.1.4 All heavy plant, machinery, cranes and delivery vehicles shall be excluded from the areas demarcated for protection on the Tree Protection Plan.

## 6.0 Sequencing of works

- 6.1 A logical sequence of events is to be observed as follows:

- Stage 1 Pre-commencement site meeting (See Section 12).
- Stage 2 Undertake tree works.
- Stage 3 Erect protective barriers as shown on the drawing in Table 2 (specifications given in Section 7).
- Stage 4 Implement construction access.
- Stage 7 Take down protective barriers and complete soft landscape works.

## 7.0 Protective barriers and ground protection

- 7.1 Temporary barriers will be erected as indicated on the Tree Protection Plan listed in Table 2. The specification for this barriers will be in accordance with the recommendations given in *BS5837:2012 Trees in relation to design, demolition and construction – Recommendations* Section 6.2 and will comprise 2.0m mesh barriers (Heras type panels are a simple, readily available solution) attached to a scaffold framework. Support scaffolds will be attached to the scaffold framework as necessary at an angle of 45 degrees on the side of the trees and anchored by further scaffold poles carefully firmed into the ground. Alternatively, the alternative specification of Heras type panels, fitted with stabiliser struts as per Figure 3 of BS5837, may be used. Clear signs will be attached at 6 metre intervals along the line of barriers stating 'Tree Protection Area – No Access'.

7.2 The barriers shall remain in place until soft landscape operations require their full or partial removal (see section 11). No other construction activity associated with this project will take place within those areas formerly protected by the barriers (see Section 5).

## **8.0 Treatment of existing hard surfaces**

8.1 No existing hard surfaces are present within the root protection area.

## **9.0 Creation of new hard surfacing within root protection areas**

9.1 No new areas of hard surface are proposed within the root protection area of retained trees.

## **10.0 Excavations proximate to root protection areas**

10.1 Excavations are remote from the root protection area of retained trees and can therefore proceed conventionally.

10.2 Whilst there are no proposals to install services or utilities as part of these proposals, if they are required within root protection areas they shall utilise specialist techniques including:

- excavation using hand-held tools, air spade or vacuum.
- trenchless installation techniques such as moling, thrust boring, directional drilling etc.

## **11.0 Reinstatement and landscaping**

11.1 Within root protection areas, final grading to marry in new levels with existing ground will be achieved by importing topsoil and spreading by hand equipment only. The newly graded areas will be grass seeded or turfed by hand.

11.2 All tree and shrub planting pits will be dug by hand within the root protection areas of existing trees.

## **12.0 Planning, communication and supervision**

- 12.1 A list of useful contacts is attached at Appendix 1.
- 12.2 A pre-commencement meeting will take place on site attended by the appointed arboricultural consultant, the tree contractor and the site manager. The purpose of this meeting is to ensure that everyone fully understands the implications of the arboricultural method statement and to agree on finer points of detail prior to any works commencing.
- 12.3 The appointed arboricultural consultant shall monitor the works at the following key stages:
- 12.5.1 Confirmation that protective measures are in place.
- 12.4 It shall be the duty of the client to notify the arboricultural consultant when the works are ready for inspection.
- 12.5 At the completion of each monitoring visit the appointed arboricultural consultant will circulate a short monitoring report to the client, site and the local authority arboricultural officer to confirm that works are progressing satisfactorily.
- 12.6 Should any problems arise on site, the site manager will immediately inform the appointed arboricultural consultant who will assess the situation and make recommendations accordingly. If any modifications to the method statement are proposed, the arboricultural consultant will immediately advise the local authority arboricultural officer.
- 12.7 The site manager will brief all site personnel on the implications of the arboricultural method statement. A copy of this method statement will be available on site at all times. The progress reports detailed in Section 12.5 will be kept with the method statement so that both are readily available for inspection.

## 13.0 Transgression

- 13.1 Failure to adhere to the requirements in this method statement may result in a Stop Notice being issued by the local authority. This will bring all operations at the site to a halt until the local authority permits resumption.
- 13.2 The following measures will be required, but do not absolve the perpetrator from action, if the identified transgression occurs:
- a) Breakage of branches – the damaged shall be assessed by an arboriculturist, they shall advise on requirements and any pruning shall be undertaken in accordance with BS3998:2010 to remove the damaged section.
  - b) Damage to bark – the damage shall be assessed by an arboriculturist and they shall advise on the measures that can be taken to optimise the reparation of the damage. Some paring back of damage may be required.
  - c) Damage to roots – the damage shall be assessed by an arboriculturist and they shall advise on the pruning or reparation required.
  - d) Compaction of soil – where machinery operates outside of ground protection and hard surfaces, leading to the compaction of soil, the compaction shall be alleviated by using compressed air injected to circa 1m deep to create fissures in the ground and lift the compacted areas. The compaction shall be assessed by an arboriculturist. A specialist company (for example Terrain Aeration Ltd) shall be appointed by the contractor to undertake the work.
- 13.4 All items of transgression shall be reported to the Local Authority tree officer to consider if action should be taken.

## 14.0 Conclusion

- 14.1 If the provisions of this arboricultural method statement are complied with in full, the proposed works will be able to proceed without detrimental impact to retained trees.

# Appendix 1

List of contacts

### List of contacts

<b>Site Address:</b>	Land at Duckmoor, Wooddale Lane, Billingshurst, RH14 9DZ	
<b>Site Manager:</b>	To be decided (TBD)	Tele No:
<b>Builder:</b>	Bellway Homes Limited (South London)	
<b>Address:</b>	1st Floor, Regent House 1-3 Queensway Redhill Surrey RH1 1QT	
<b>Contact Name:</b>	TBD	
<b>Arboricultural Consultant:</b>	Jago Keen	
<b>Address:</b>	Keen Consultants The Studio Timbers Gables Road Church Crookham Fleet Hampshire GU52 6QY	
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<b>Local Authority</b>	Horsham District Council	
<b>Email address:</b>	trees@horsham.gov.uk	
<b>Telephone No.:</b>	01403 215100	