DAVID ARCHER ASSOCIATES

ARBORICULTURE | ECOLOGY | LANDSCAPE

Tree Planning Report

12 Forest Mews

Horsham

West Sussex

RH12 4GG

Client: Elements Architectural/ Rich

Date: February 2026

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Contents

Appendices

1. Introduction

1.1 This tree planning report ('TPR') details the actions to be taken in order to prevent unacceptable damage being caused to the retained trees on this and the adjacent site during the proposed Extension and refurbishment at 12 Forest Mews, Horsham, West Sussex, RH12 4GG.

1.2 This TPR complies with the recommendations of British Standard BS 5837: 2012, *Trees in relation to design, demolition and construction – Recommendations* ('BS 5837'). It is designed to reflect the principles of the tree protection required for the proposed development, and should not be read as a definitive engineering or construction statement for this site. If required, matters relating to the construction detail or engineering performance of any protective measures specified should be referred to a qualified architect or structural engineer, for further information and specification which may be necessary for their practical implementation in a manner that satisfactorily ensures their protective intention or function.

1.3 The trees on the site were surveyed by David Archer Associates, and their details are set out in the tree schedule in **Appendix 1**.

1.4 Based on this survey, the trees' locations and the constraints associated with them, specifically the extents of their canopies, their root protection areas ('RPAs'), have been drawn in accordance with BS 5837 recommendations, producing a tree constraints plan ('TCP') to assess the implications of the proposal.

1.5 The TPR should be read in conjunction with, and is to be considered an essential part of, the tree protection plan ('TPP'), which is attached to it at **Appendix 2.**

2. Pre-start requirements, liaison & communication

2.1 Before any works of any description take place on the site, the applicant, landowner or promoter of the proposed development ('the developer') shall appoint a suitably qualified arboricultural consultant to act as the supervising arboriculturist for the project, in order to ensure that the specified tree protection measures are carried out during the entire construction process. Confirmation of this appointment, and details of the supervising arboriculturist appointed, shall be provided to the Local Planning Authority ('LPA') before any works commence.

2.2 Before any works commence on site, the developer shall convene a pre-start meeting. This should be attended by the developer or project manager, the site manager, the groundwork contractor, and the supervising arboriculturist and, if so required by the LPA, the LPA tree officer. The meeting will be led by the supervising arboriculturist, who will ensure that the sequence and methods of tree protection specified in this statement are fully explained and understood by all parties. Reporting procedures, arboricultural supervision requirements, and frequency of monitoring visits (as detailed in **Section 7** and *Table 1* of this TPR) will be discussed and agreed, and relevant contact details exchanged. Any modifications to this statement arising from this meeting will be recorded and the revisions circulated to all parties.

2.3 The developer shall inform the supervising arboriculturist if at any time during the construction process, the site manager is replaced. In this event, the supervising arboriculturist will, within 5 days, arrange a meeting with the new site manager to review all remaining or outstanding aspects of this method statement.

2.4 A copy of this method statement, together with the TPP, shall be given to all personnel who have control over works of any nature within the root protection areas (RPAs) of the trees which are to be retained. The developer will ensure that adequate instruction is given for the implementation of the protection measures outlined within this statement.

3. Tree removals and pruning

3.1 No pruning or felling of the retained trees is required to permit construction of the proposed extension and refurbishment.

4. Protective fencing

4.1 No vehicles of any kind shall enter the site, nor any works commence, until the root protection areas of the retained trees, as shown on the TPP, have been protected by the erection of protective fencing to the specification found in BS 5837, Section 6.2. The location of the fencing is denoted by the continuous bold purple lines on the TPP.

4.2 The protective fencing shall be at least 2.1m in height and comprise standard 'Heras' welded mesh fence panels mounted on rubber or concrete feet. The panels shall be fixed to each other with at least two anti-tamper clamps, installed so that they can only be removed from inside the fence.

4.3 The fencing shall be supported on the side closest to the retained trees by stabiliser struts braced to the ground at an angle of 45 degrees, and attached to a base plate secured to the ground with ground pins. Where the fencing is to be erected on retained hard surfacing or it is otherwise unfeasible to use ground pins, e.g. due to the presence of underground services, the stabiliser struts should be mounted on a block tray. Notices stating *"Tree Protection Zone – Keep Out"* will be attached with cable ties to every other panel.

4.4 No activity of any kind shall be undertaken behind the protective fencing; there shall be no topsoil stripping, no storage of materials, no access for vehicles or personnel, and no excavation or changes in soil level of any kind.

4.5 Areas for storing or mixing of fuels, oils or cement shall be agreed at the pre-start meeting. None of these areas shall be within the area behind the protective fencing, and where possible, shall not be within 10m of any retained tree.

4.6 No fixtures of any nature shall be attached to the retained trees, and no fires shall be lit in any position where heat could affect their foliage or branches.

4.7 When the installation of the protective fencing is complete, the supervising arboriculturist shall be informed so that they may come and inspect it. If it complies with this statement, the supervising arboriculturist will record the fact and notify the client and LPA.

4.8 The protective fencing will not be moved, dismantled or relocated without the prior approval of the supervising arboriculturist. When the construction period is complete, the fencing may then be removed, but only after first informing the supervising arboriculturist of this intention.

5. Underground services

5.1 Detailed drawings of proposed underground services have not been produced at this stage of the planning process; any potential impacts between trees shown retained on the TPP and proposed services have not been identified. It is likely, however, that service connections to the existing house will be capable of re-use to serve the new extension.

6. Landscaping

6.1 Within the RPAs the following principles will be maintained:

- Existing ground levels shall not be substantially altered.
- No plant or vehicles shall enter the RPA.
- No fuels or chemicals shall be stored within any of these areas.
- Any excavation required for fence posts, log retaining walls or any other landscape structures shall be undertaken by hand, under direct arboricultural supervision. If roots are encountered then the position of the excavation shall be moved to a new location. If this is not possible then any roots with a diameter less than 25mm may be cut cleanly by hand. Any exposed roots shall be re-covered within 24hrs of excavation.
- No structure shall be fastened in any way to the trunks of the retained trees.
- No drainage or irrigation pipes shall be installed within the RPAs of the retained trees.
- Any unwanted vegetation shall be removed by hand.

7. Supervision & monitoring

7.1 At the start of the construction process, the supervising arboriculturist shall visit the site on the occasions specified to inspect the tree protection measures (fencing) as installed. If these measures comply with the specifications detailed in this method statement, statements of compliance shall be sent to the developer and copied to the LPA.

7.2 The supervising arboriculturist shall then visit the site , as agreed at the pre-start meeting, or when specifically required as set out in *Table 1* below, to ensure that the tree protection measures are kept in place and functioning as designed. Regular contact will be maintained with the site manager to determine any forthcoming operations that may make an impact on these tree protection measures and if arboricultural supervision is required. A record of all monitoring visits will be kept, and copies sent to the developer and the LPA upon request.

7.3 The site manager shall give at least 48 hours' notice to the supervising arboriculturist of any operations which may make an impact on the RPAs of the retained trees.

7.4 Any alterations or variations in drawings for the site that are in, or within, the RPAs of the retained trees shall be referred in the first instance to the supervising arboriculturist for advice. If these changes make any kind of impact on the retained trees the supervising arboriculturist shall suggest changes that will either avoid damage to the retained trees or offer solutions to minimise the impact. Following these consultations, the supervising arboriculturist shall issue revisions to the TPP that reflect the changes.

7.5 Where any operations carried out by the developer deviate substantially from this TPR, work must cease immediately, and the LPA be informed in writing. A meeting will be convened between the developer, the supervising arboriculturist, and the site manager to determine the best method to mitigate any damage that may have occurred. Work shall not be recommenced until appropriate action has been agreed to the LPA's satisfaction.

Visit no.	Trees affected/ relevant	Timing of visit	Function carried out
1	All	Before the start of any construction works.	To lead the pre-start meeting. To check that protective fencing has been installed in the correct locations and to the correct standard.
2	All	Frequency of monitoring to be determined during the pre-start meeting.	To check that the protective fencing remains in place and that activities which would be harmful to trees are not being carried out.
3	All	At any other time which is sensitive in arboricultural terms.	To ensure retained trees are protected from development activities.

Table 1 - **Timings of supervision and monitoring visits**

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FdSc Dip Arb M.Arbor.A.

February 2026

APPENDIX 1 – Tree Schedule

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Notes for the Tree Schedule

This schedule is based on a tree survey carried out in accordance with the recommendations of British Standard, BS 5837 (2012) "Trees in relation to design, demolition and construction - Recommendations" ('BS 5837') by Michael Roberts on Thursday, the 5th February 2026. Weather conditions at the time were overcast with persistent rain. Deciduous trees were not in leaf.
The information contained in this schedule reflects the condition of the trees at the time of the survey, based on visual inspection from the ground only; they were not climbed, and no internal investigations were undertaken. A BS 5837 survey for planning or development purposes is not a detailed tree hazard or risk survey. As such, no guarantee is given as to the structural integrity or safety of any trees included.
As trees are dynamic organisms and subject to continual growth and change, no dimensions expressed in this schedule may be relied upon for development planning purposes for more than 24 months from the date of survey. Estimated dimensions are marked 'est'.

1. **No.:** Expressed in sequential order starting from number 1 – woodlands, groups & hedges are prefixed as W, G, & H respectively.
2. **Species:** The common name as given in "Collins Tree Guide", Johnson & More (2004).
3. **Height:** Estimated with the aid of a 'Disto' laser rangefinder and expressed in metres, to the nearest metre.
4. **Trunk Diameter:** Measured at 1.5m above ground level and expressed in millimetres to the nearest 10mm; where multiple stems are present they are measured individually, and an aggregated equivalent single trunk diameter is calculated in accordance with BS 5837, in order to derive the tree's root protection area ('RPA').
5. **Radial Crown Spread:** Distance in metres from the centre of the trunk to the outermost edge of the crown at each cardinal point of the compass, rounded up to the nearest half metre; or in the case of uniform or symmetrical crowns, the average distance from the centre of the trunk to the outermost edge of the crown.
6. **Crown Clearance:** Mean height, in metres, from adjacent ground level to the lowest point of the live crown.
7. **Height to First Branch:** Height, in metres, of the first significant branch (>100mm diameter), or to crown break from ground level.
8. **Life Stage:** Young, Semi-mature, Mature, Over-mature, Veteran/Ancient.
9. **Physiology:** The tree's health and vigour in comparison to a typical specimen of the same species and age: Good, Average, Below average, Poor, Dead.
10. **Structure:** The tree's structural condition based on assessment of any visible roots, and of its trunk, main branches and crown, noting the presence of any obvious defects or decay: Good, Average, Below average, Poor, Hazardous.
11. **Landscape Value:** An assessment of the tree's visual importance in the local landscape in its present context: High, Moderate, Low, Nil.
12. **Estimated Years:** Estimate of the tree's likely remaining contribution expressed in years: <10, 10-20, 20-40, 40+.
13. **Comments:** Notes relating to the tree's health and condition, structure and form, estimated life expectancy and importance within the local landscape; including notes of any restrictions to access for inspection, presence of potential habitat features (natural or artificial), or other significant observations.
14. **Category: -** A rating given to trees based on Table 1 in BS 5837, summarised below:

Category 'U' - Trees in such a condition that any existing value would be lost within 10 years and which should, in the current context, be removed for reasons of sound arboricultural management.
Category 'A' - Trees of high quality and value; in such a condition as to be able to make a substantial contribution (normally a minimum of 40 years).
Category 'B' - Trees of moderate quality and value; those in such a condition as to make a significant contribution (normally a minimum of 20 years).
Category 'C' - Trees of low quality and value; currently in adequate condition to remain until new planting could be established (normally a minimum of 10 years), or young trees with a stem diameter below 150mm.
Sub-categories (where appropriate); 1 – Mainly arboricultural qualities: 2 – Mainly landscape qualities: 3 – Mainly cultural values, including conservation.

No.	Species	Height	Trunk Dia.	Radial Crown Spread	Crown Clear-ance	Height to 1st Branch	Life Stage	Physi-ology	Structure	Landscape Value	Est. Years	Comments	Cate-gory
1	English Oak	19m	800mm est	N6m E9m S7m W8.5m	9m	4m	Mature	Below average	Below average	High	40+	Off-site tree; twin-stemmed from 2m; many non-occluded pruning wounds on trunk; crown has been severely lifted in past; crown has been heavily reduced or topped in past.	B (1)
2	Holly	5m	200mm	1m	2.5m	2.5m	Semi-mature	Average	Below average	Low	20-40	Twin-stemmed from 2m; growing from an old sycamore stump; of limited potential.	C (12)
3	Holly	6.5m	165mm 150mm	N1.5m E1.5m S1.5m W1.5m NW2m	2.5m	2.5m	Semi-mature	Average	Average	Low	20-40	Twin stemmed from base; of moderate quality, but currently of low value due to small size.	C (1)
4	English Oak	18.5m	755mm	N9m E8m S9m SW11m W9m	N7m E7m S7m SW5m W7m	5.5m SW	Mature	Average	Average	High	40+	Crown has been lifted in past; many non-occluded pruning wounds on trunk; crown has been reduced in the past; no significant structural defects found at time of survey; good example of species.	B (12)
5	Beech	6.5m	300mm est	N3m E3m S3m W3m	2m	2m	Semi-mature	Average	Below average	Low	20-40	Off-site tree; historically topped and retained as screening; of limited potential.	C (12)
6	Scots Pine	17m	275mm est 150mm est 375mm est	4m	7.5m	5.5m	Semi-mature	Average	Below average	Moderate	20-40	Off-site tree; three stemmed; drawn-up specimen; at risk of failure if companion shelter removed.	B (2)
G1	Lawson Cypress and Yew	Min 3m Max 6.5m	Min 75mm Max 200mm est	N2m E2.5m S2m W3.5m	2m	2m	Semi-mature	Average	Average	Low	10-20	Off-site group of trees; of only low-level screening value.	C (12)

APPENDIX 2 – Tree Protection Plan

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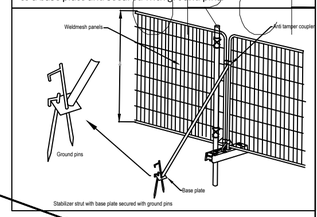
PROTECTIVE FENCING

To comprise of 2m tall welded mesh panels on rubber or concrete feet. Panels are to be joined together using a minimum of two anti-tamper couplers, installed so that they can only be removed from inside the fence. The panels should be supported on the inner side by stabiliser struts, which should be attached to a base plate and secured with ground pins.



PROTECTIVE FENCING

3 Holly

4 TPO English Oak

2 Holly

1 TPO English Oak

HOLLY END

PROTECTIVE FENCING

G1 Lawson Cypress & Yew

5 Beech

G1 Lawson Cypress & Yew

6 Scots Pine

EXISTING PATHWAY SURFACE TO REMAIN

11

10

FOREST MEWS

0m 2m 4m 6m 8m 10m

1:100@A2

DAVID ARCHER ASSOCIATES

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Project: 12 Forest Mews, Horsham, West Sussex, RH12 4GG

Client: Elements Architectural

Drawing: TREE PROTECTION PLAN

Based on: OS Plan + Proposed Site Plan

Drawing No: TPP 01 | -----

Date: Feb 2026 | Scale: 1:100 @ A2 | Drawn: MR

	Tree nos.:	● 1	Canopies of trees:		
Category 'B' RPA:		Category 'C' RPA:		TPO Tree:	TPO
	Protective fencing:		Existing hard surfacing:		

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