



## **Arboricultural Site Visits**

### **Tuffin Ferraby Taylor (TFT) Ltd.**

Sovereign Harbour Retail Park,  
Pevensy Bay Road,  
Eastbourne,  
BN23 6JH.

19 April 2024

Matthew Middle Dip., (Arb.), Tech.Arbor.A.

## Table of Contents

*If this report has been released electronically the appendices referred to herein can be found in the annexed zip folder/s as .pdf files. If this report has been released in hard copy the appendices will be bound into the back of this report. Plans are annexed separately as A0, A1, A2 or A3 as appropriate.*

1. Introduction .....	3
2. General Information .....	3
3. Sequencing of works .....	4
4. Site Management.....	5
5. Arboricultural Site Visits .....	6
Appendix 1: Contact Details .....	10
Appendix 2: Arboricultural Site Visit Record Sheet.....	12
Document Production Record .....	14

## 1. Introduction

Arbtech Consulting Limited (Arbtech) received written instruction on 9<sup>th</sup> April 2024 from Tuffin Ferraby Taylor (TFT) Ltd. to attend Sovereign Harbour Retail Park, Pevensey Bay Road, Eastbourne, BN23 6JH; grid reference, TQ 63868 02185 (site) to undertake an arboricultural site meetings (pre-commencement & arboricultural completion), arboricultural monitoring visits and arboricultural supervision in line with the approved arboricultural method statement; document number, Arbtech AMS 02 (02) dated 31<sup>st</sup> October 2022 and tree protection plan drawing number, Arbtech TPP 02 dated October 2022 and to produce this report to be able to allow the sign off of condition 3 “an auditable scheme of arboricultural site supervision and record keeping”.

## 2. General Information

Client: Tuffin Ferraby Taylor (TFT) Ltd.

Site: Sovereign Harbour Retail Park, Pevensey Bay Road, Eastbourne, BN23 6JH.

Planning application reference: 220877

Table 1: Documents referred to.

Document	Reference No.
British Standard 5837:2012	“BS5837”
Tree Survey Schedule	Arbtech TS 01
Tree Constraints Plan	Arbtech TCP 01
Arboricultural Impact Assessment	Arbtech AIA 02
Tree Protection Plan	Arbtech TPP 02
Arboricultural Method Statement	Arbtech AMS 02 (02)

### 3. Sequencing of works

A logical sequence of events is to be observed and shall be phased as follows.

Table 2: Sequence of Events

Stage	Event
Stage 1	Carry out tree works as specified within the summary of tree works
Stage 2	Installation of protective measures in accordance with the approved tree protection plan
Stage 3	Pre-commencement site meeting
Stage 4	Installation of site set up
Stage 5	Undertake and complete demolition works
Stage 6	Undertake and complete construction works
Stage 7	Undertake external landscaping works outside of the construction exclusion zones
Stage 8	Removal of all machinery and materials from site
Stage 9	Arboricultural approval to dismantle and remove tree protection measures
Stage 10	Dismantle and removal of protective measures
Stage 11	Undertake external landscaping works within the construction exclusion zones
Stage 12	Sign off from project arboriculturist

## 4. Site Management

The site manager will be responsible for briefing and inducting all personnel who will be working on any stage of this development and especially those who will be working within or adjacent to the canopies and or RPAs of retained trees (1, 2, 3, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, G1 and G2); and will make them aware of, and provide a copy of the approved arboricultural method statement, document Arbtech AMS 02 (02) and tree protection plan, drawing number Arbtech TPP 02; this is to include but not exclusively the movement and or operation of plant, excavations, unloading deliveries, mixing and or pouring of cement and concrete.

The site manager will be responsible for the day to day running and protection of all retained trees and for liaising with the project arborist about any tree related matters and prior to any works that may or will affect the RPAs or canopies of retained trees; this is to include but not exclusively the movement and or operation of plant, excavations, unloading deliveries, mixing, pouring and storage of all caustic materials that may cause harm to retained trees.

Any incidents of damage to retained trees or to the tree protection measures will be initially documented by the site manager who will then report these incidents to the project arboriculturist immediately and make sure that works within this area cease until the project arboriculturist has had an opportunity to inspect the damage and where appropriate, agree a mitigation plan with the local planning authority tree officer.

The site manager may designate another person to take charge of briefing and inducting process of new site personnel or visitors.

If the site manager is replaced or is absent from site for more than three consecutive working days the project arboriculturist will be informed and a prestart meeting will be held with the new or acting site manager.

It is the responsibility of the site manager to ensure that the planning conditions attached to the planning consent are adhered to at all times and that a monitoring regime and supervision of any works within or adjacent to the RPAs are adopted.

If at any time pruning works are required other than those previously approved, permission must be sought from the LPA tree officer and once permission is granted they are to be carried out by a suitably qualified person in accordance with BS3998:2010 Tree work – Recommendations.

## 5. Arboricultural Site Visits

The development's tree protection measures are to be monitored and all demolition and construction works to be undertaken within or adjacent to the canopies and RPAs of retained trees are to be supervised by project arboriculturist, who should be retained to record and report observations to the council at appropriate intervals.

A record of all arboricultural site visits (meetings, monitoring and supervision) will be recorded within the Arboricultural Site Visit Record Sheet (Appendix 2).

Any faults or issues identified during these visits will be recorded on an Arboricultural Monitoring Incident Record sheet.

All details of any arboricultural supervision visits will be recorded on an Arboricultural Supervision Record sheet.

These records will be kept, and copied to the site agent/manager, client/developer and local planning authority in a digital format within 10 working days of the completion of the visit and in line with Arbtech's terms of business.

Where there are no tree or tree protection related issues the visit will be recorded only within the Arboricultural Site Visit Record Sheet and released upon the completion of the project.

### **Pre-commencement site meeting**

Prior to the commencement of any works or machinery and materials arriving on site all tree protection measures are to be installed as per the approved tree protection plan and a pre-commencement site meeting involving the project arborist, land owner or agent, site manager, contractors and engineer (as appropriate) and the relevant LPA officers will be held to inspect the tree protection measures and to ensure that all aspects of the arboricultural method statement and tree protection are understood and for all parties to swap contact details (see Appendix 1).

### **Monitoring and supervision schedule**

If the approved tree protection measures were not installed, not installed as per the approved tree protection plans and not approved at the arboricultural pre-commencement site meeting, the initial monitoring visit will be to re-inspect and check that the tree protective measures are in the correct location and as specified within the approved method statement.

Once the tree protection measures are as per the approved arboricultural method statement and tree protection plan this will be recorded, documented and released to the LPA tree officer and case officer, so to 'sign off' the installation.

There after monitoring visits are to take place at regular intervals, to ensure that tree protection measures are in place and are functioning as designed, check the retained trees conditions and discuss the progress, any upcoming works that have the potential to affect trees and or if there

are any issues with the existing tree protection set-up. The frequency of the monitoring visits is to be undertaken every 8 weeks (bi-monthly).

Arboricultural supervision visits are required for all works (demolition, construction, landscaping, etc.), that have either been identified within the approved arboricultural method statement and tree protection plan or have been identified since the completion of these documents. All arboricultural supervision visits need to be pre-booked with the arboricultural consultant and Arbtech need to be given appropriate notice that their attendance is required onsite.

## **Supervision**

The arboricultural consultant will be required to attend site to directly supervise all demolition and construction works that are to be undertaken within or adjacent to the RPAs of all retained trees and will be advised a minimum of 72 hours prior to the commencement of any works that require his attendance, these will include:

1. Pre-commencement site meeting;
2. Location of protective measures;
3. Supervised demolition and removal of hard surfacing, kerb edging and associated foundations (where required) within and adjacent to RPAs of tree numbers 1, 2, 19, 22, 24, 26, 27, 28, 29, 30 and 31;
4. Relocations of tree protective fencing upon completion of demolition of hard surfacing (per area);
5. Supervised excavations of kerb edging, hard surfacing and fence posts within and adjacent to RPA of tree number 1, 2, 3, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 and 32;
6. Installation of replacement hard surfacing within and adjacent to the RPAs of tree numbers 19, 22, 24, 26, 27, 28, 29, 30 and 31;
7. Any demolition and or excavations within or adjacent to RPAs, including foundations, hard surfacing or underground services (a non-exhaustive list).
8. Arboricultural sign off and removal of protective measures.

## **Completion meeting**

Once all development works (demolition, construction & landscaping) have been completed all materials and machinery has been removed from site the project arborist shall be informed and will invite the LPA tree officer to meet on site to discuss the process and discuss any final remedial works that may be required and to sign the development off so that the protective measures may be removed.

Upon completion of the arboricultural completion meeting and the removal of the tree protection measures all documents relating to the arboricultural site visits (arboricultural site visit record sheet, arboricultural monitoring incident record sheet, arboricultural supervision record sheet and a certificate of arboricultural completion) will be compiled and combined into a single report and released in line with Arbtech's terms of business.

## Arboricultural Monitoring and Supervision Sign Off Checklist

Sovereign Harbour Retail Park, Pevensey Bay Road, Eastbourne, BN23 6JH

Tree Number	Task	Date Completed	Signed (Project arboriculturist)	Signed (Site Manager)
All	Pre-commencement site meeting			
All	Sign off of the location and specification of the protective measures			
1 & 2	Supervised demolition and removal of hard surfacing, kerb edging and associated foundations (where required)			
19 to 27				
28 to 30				
31 & 32				
All	Relocation of protective fencing			
	Additional demolition (as required)			
All	Completion of demolition			
31	Supervised excavation for hard surfacing & kerb edging			
19 to 27	Installation of replacement hard surfacing, kerb edging and sub – base (where required)			
28 to 30				
31 & 32				
1, 2 & 3	Manual excavation of fence posts			
19 to 26				
28, 29				
30				
31 & 32				
All	Decompaction of planting areas			



Tree Number	Task	Date Completed	Signed (Project arboriculturist)	Signed (Site Manager)
	Additional excavations (as required)			
All	Completion of ground works			
All	Completion of construction			
All	Removal of machinery and materials from site			
All	Dismantle & removal of protective measures			
All	Completion of Landscaping			
All	Sign off from project arboriculturist			

## Appendix 1: Contact Details

Name	Position	Company	Contact
	Client	Tuffin Ferraby Taylor (TFT) Ltd.	
	Agent / Project Manager		
Mark Pullen	Tree Officer	Lewes and Eastbourne Councils	<a href="mailto:mark.pullen@lewes-eastbourne.gov.uk">mark.pullen@lewes-eastbourne.gov.uk</a>
Matt Middle	Arboricultural Consultant	Arbtech Consulting Ltd.	07872 127681 <a href="mailto:mm@arbtech.co.uk">mm@arbtech.co.uk</a> 01244 661170 <a href="https://arbtech.co.uk">https://arbtech.co.uk</a>
	Site Manager		
	Main contractor		

## Appendix 2: Arboricultural Site Visit Record Sheet

## Arboricultural Site Visit Record Sheet

Sovereign Harbour Retail Park, Pevensey Bay Road, Eastbourne, BN23 6JH

**Client / Site Agent:**

	Date	Consultant	Visit Type	Comments / Notes
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

**Consultant:** AS – Alan Smith; AT – Alan Thompson; AJ – Anthony Jones; AN – Aran Nearn; CM – Charlie Moore; CP - Chris Poplett; CW – Chris Wren; DM – Dean Meadows; EK – Emily Kempson; FG - Fearghus Gage; JG – Jim Green; JH – Jon Hartley; ME – Matt Edwards; MM – Matt Middle; PG – Phil Power; RD – Rob Dennis; SR – Shaun Rowe; TR - Tom Ramm; TB – Tom Baron

**Visit Type:** SM – Site Meeting; MV – Monitoring visit; SV – Supervision Visit

## Document Production Record

Document number	Editor	Signature	Position	Issue number	Date
Arbtech ASV 01	Matthew Middle		Principal Arboricultural Consultant	01	19/04/24

### Limitations

Arbtech Consulting Ltd has prepared this Report for the sole use of the above named Client/Agent in accordance with our terms of business, under which our services were performed. No other warranty, expressed or implied, is made as to the professional advice included in this Report or any other services provided by us. This Report may not be relied upon by any other party without the prior and express written agreement of Arbtech Consulting Ltd. The assessments made assume that the sites and facilities will continue to be used for their current purpose without significant change. The conclusions and recommendations contained in this Report are based upon information provided by others and upon the assumption that all relevant information has been provided by those parties from whom it has been requested. Information obtained from third parties has not been independently verified by Arbtech Consulting Ltd.

### Copyright

© This Report is the copyright of Arbtech Consulting Ltd. Any unauthorised reproduction or usage by any person other than the addressee is strictly prohibited.