

# Schedule of Arboricultural Monitoring



at

**18 Well Walk  
London  
NW3 1LD**



**Dated  
20<sup>th</sup> May 2024**



**CROWN  
Consultants**

Tree consultants throughout England and Wales

## Contents

<b>1.</b>	<b>Introduction</b>	<b>3</b>
1.1.	Instruction	3
1.2.	Site Induction	3
<b>2.</b>	<b>Monitoring Schedule</b>	<b>3</b>
2.1.	Key Personnel and Responsibilities	3
2.2.	Schedule of Inspections	4
2.3.	Reporting to the Local Authority	4
2.4.	Variations and Incidents	4
<b>3.</b>	<b>Inspection Records</b>	<b>5</b>
3.1.	Inspection 1	5
3.2.	Inspection 1 Photographs	6
3.3.	Inspection 2	7
3.4.	Inspection 2 Photographs	8
3.5.	Inspection 3	9
3.6.	Inspection 3 Photographs	10
3.7.	Inspection 4	11
3.8.	Inspection 4 Photographs	12
3.9.	Inspection 5	13
3.10.	Inspection 5 Photographs	14
3.11.	Inspection 6	15
3.12.	Inspection 6 Photographs	16
3.13.	Inspection 7	17
3.14.	Inspection 7 Photographs	18
3.15.	Inspection 8	19
3.16.	Inspection 8 Photographs	20
	<b>Appendix 1: Arborists Qualifications</b>	<b>21</b>

## 1. Introduction

### 1.1. Instruction

1.1.1. We are instructed by to produce a schedule of monitoring to ensure that retained trees are adequately protected from potentially damaging construction activity.

1.1.2. This document may be used to assist with the discharge of any relevant planning conditions.

### 1.2. Site Induction

1.2.1. The site manager shall be responsible for inducting all contractors (including those providing connections to underground services) and making sure they are aware of all tree protection requirements. This shall include provision of a printed copy of the Arboricultural Method Statement and Tree Protection Plan as well as a verbal account of all restrictions that apply within the Construction Exclusion Zone and Restricted Activity Zones.

## 2. Monitoring Schedule

### 2.1. Key Personnel and Responsibilities

2.1.1. The details of relevant personnel and their responsibilities are detailed below:

Position	Name	Contact Phone & email	Roles
<b>Project Manager</b>	TBC at Pre-Start Meeting	Insert Details	<p>Liaising with site manager &amp; project arborist regarding any potential issues relating to trees (including pre-start clarification of the Arboricultural Method Statement).</p> <p>Scheduling of meetings, excavations and inspections (including project arborist and local authority tree officer where applicable).</p> <p>Overseeing this monitoring schedule.</p> <p>Instructing the project arborist and arranging access.</p> <p>Liaising with local authority regarding discharge of planning conditions and variances to the Arboricultural Method Statement.</p> <p>Reporting to the local authority following site inspections and any variation or incidents.</p>
<b>Site Manager</b>	TBC at Pre-Start Meeting	Insert Details	<p>Day to day monitoring of tree protection measures.</p> <p>Induction of all contractors.</p> <p>Reporting to the Project Manager and the Appointed Arborist of any incidents or potential variations to the agreed tree protection measures.</p>
<b>Project Arborist</b>	Crown Tree Consultancy	08000 14 13 30 0203 797 7449 Info@crowntrees.co.uk	<p>Liaising with LPA Tree Officer over technical arboricultural matters.</p> <p>Upon instruction the arborist shall inspect the tree protection barriers including ground protection measures and produce a short report for the project manager to submit.</p> <p>Upon instruction the arborist shall attend any specified site visits and inspections and produce a short report for the project manager to submit.</p>
<b>Local Authority</b>	London Borough of Camden	Insert Details	<p>Approval of the Arboricultural Method Statement and site monitoring reports.</p> <p>Liaising with the appointed arborist on all technical arboricultural matters.</p> <p>Liaising with the Project Manager to agree suitability of tree protection measures and any variations.</p> <p>Enforcement.</p> <p>Discharge of planning conditions relating to trees.</p>
<b>Additional Contact</b>	Insert Details	Insert Details	Insert Details

## 2.2. Schedule of Inspections

2.2.1. The table below specifies when the appointed arborist shall attend the site and oversee operations.

Inspection	Site Attendees	Comments
<b>Pre-Start Desk-top</b> To occur prior to any works taking place on the site.	N/A.	Project Manager and Site Manager to study this Method Statement & contact the Project Arborist to clarify all protection measures.
<b>Pre-Start Meeting</b> After tree works completed & tree protection barriers / ground protection measures installed and prior to any other activity, inc. demolition & soil stripping.	Project Manager, Site Manager, Project Arborist, relevant contractors. Tree Officer invited.	Tree protection fencing locations & specification checked. Ground protection measures checked. Contractors to be inducted to all relevant aspects of the Arboricultural Method Statement. Responsibilities checked and acknowledged. Adherence to the Arboricultural Method Statement to be discussed and agreed. Report on findings to be provided by the arborist and sent to the local authority tree officer by the project manager.
<b>Monthly Inspection and Reporting</b> To occur once per calendar month throughout the entirety of the project until the local authority agree that tree protection measures may be removed.	Site Manager and Project Arborist.	Tree protection fencing locations & specification checked. Ground protection measures checked. Past month, present and future month – activities and adherence to Arboricultural Method Statement discussed and checked. Report on findings to be provided by the Project Arborist and sent to the local authority by the Project Manager.
<b>Any other ground disturbance in Restricted Zones &amp; Construction Exclusion Zones</b> Including demolition, soil stripping, removal of hard surfaces, excavation for new surfacing, foundations, service trenches etc.	Site Manager, Project Arborist.	Two week's notice to be given prior to commencement. Excavation to be as specified in this Method Statement. Excavations to be recorded and photographed. Mitigation measures to be employed specified by the project arborist.
<b>Post-Construction Meeting</b> Post external construction activity but prior to removal of fencing & landscaping operations.	Site Manager, Project Arborist. Tree Officer invited.	Retained trees inspected. Ground conditions assessed and mitigation measures agreed where appropriate. Further landscaping operations and restrictions to be agreed.

## 2.3. Reporting to the Local Authority

2.3.1. Following each site visit the appointed arborist shall compile a report on all observations, variations and proposed mitigation. This shall include photographs of protection measures and relevant supervised works. This shall be issued to our client to issue to the local authority.

## 2.4. Variations and Incidents

2.4.1. In the event of any previously unforeseen circumstances requiring a variation of any restriction within the Arboricultural Method Statement, the site manager shall report to the appointed arborist who will liaise with the local authority tree officer to formally agree appropriate mitigation measures.

## 3. Inspection Records

### 3.1. Inspection 1

<b>Inspection Date</b>	
<b>Inspector Name</b>	
<b>Reason for Inspection</b>	Pre-Commencement Meeting. Check protection measures. Induct Site manager.
<b>Persons Present</b>	
<b>Protection fencing</b>	
<b>Ground Protection</b>	
<b>Other Comments</b>	
<b>Actions Required</b>	

### 3.2. Inspection 1 Photographs

Photo 1.

Photo 2.

Photo 3.

Photo 4.

Photo 5.

Photo 6.

Additional Photos in Appendix 2  
See photos \_\_\_\_\_ to \_\_\_\_\_



### 3.3. Inspection 2

<b>Inspection Date</b>	
<b>Inspector Name</b>	
<b>Reason for Inspection</b>	Monthly Visit
<b>Persons Present</b>	
<b>Protection fencing</b>	
<b>Ground Protection</b>	
<b>Other Comments</b>	
<b>Actions Required</b>	

### 3.4. Inspection 2 Photographs

Photo 1.

Photo 2.

Photo 3.

Photo 4.

Photo 5.

Photo 6.

Additional Photos in Appendix 2  
See photos \_\_\_\_\_ to \_\_\_\_\_



### 3.5. Inspection 3

<b>Inspection Date</b>	
<b>Inspector Name</b>	
<b>Reason for Inspection</b>	Monthly Visit
<b>Persons Present</b>	
<b>Protection fencing</b>	
<b>Ground Protection</b>	
<b>Other Comments</b>	
<b>Actions Required</b>	

### 3.6. Inspection 3 Photographs

Photo 1.

Photo 2.

Photo 3.

Photo 4.

Photo 5.

Photo 6.

Additional Photos in Appendix 2  
See photos \_\_\_\_\_ to \_\_\_\_\_

### 3.7. Inspection 4

<b>Inspection Date</b>	
<b>Inspector Name</b>	
<b>Reason for Inspection</b>	Monthly Visit
<b>Persons Present</b>	
<b>Protection fencing</b>	
<b>Ground Protection</b>	
<b>Other Comments</b>	
<b>Actions Required</b>	

### 3.8. Inspection 4 Photographs

Photo 1.

Photo 2.

Photo 3.

Photo 4.

Photo 5.

Photo 6.

Additional Photos in Appendix 2  
See photos \_\_\_\_\_ to \_\_\_\_\_

### 3.9. Inspection 5

<b>Inspection Date</b>	
<b>Inspector Name</b>	
<b>Reason for Inspection</b>	Monthly Visit
<b>Persons Present</b>	
<b>Protection fencing</b>	
<b>Ground Protection</b>	
<b>Other Comments</b>	
<b>Actions Required</b>	

### 3.10. Inspection 5 Photographs

Photo 1.

Photo 2.

Photo 3.

Photo 4.

Photo 5.

Photo 6.

Additional Photos in Appendix 2  
See photos \_\_\_\_\_ to \_\_\_\_\_

### 3.11. Inspection 6

<b>Inspection Date</b>	
<b>Inspector Name</b>	
<b>Reason for Inspection</b>	Monthly Visit
<b>Persons Present</b>	
<b>Protection fencing</b>	
<b>Ground Protection</b>	
<b>Other Comments</b>	
<b>Actions Required</b>	



### 3.12. Inspection 6 Photographs

Photo 1.

Photo 2.

Photo 3.

Photo 4.

Photo 5.

Photo 6.

Additional Photos in Appendix 2  
See photos \_\_\_\_\_ to \_\_\_\_\_

### 3.13. Inspection 7

<b>Inspection Date</b>	
<b>Inspector Name</b>	
<b>Reason for Inspection</b>	Monthly Visit
<b>Persons Present</b>	
<b>Protection fencing</b>	
<b>Ground Protection</b>	
<b>Other Comments</b>	
<b>Actions Required</b>	

### 3.14. Inspection 7 Photographs

Photo 1.

Photo 2.

Photo 3.

Photo 4.

Photo 5.

Photo 6.

Additional Photos in Appendix 2  
See photos \_\_\_\_\_ to \_\_\_\_\_

### 3.15. Inspection 8

<b>Inspection Date</b>	
<b>Inspector Name</b>	
<b>Reason for Inspection</b>	Post Construction Visit.
<b>Persons Present</b>	
<b>Protection fencing</b>	
<b>Ground Protection</b>	
<b>Other Comments</b>	
<b>Actions Required</b>	

### 3.16. Inspection 8 Photographs

Photo 1.

Photo 2.

Photo 3.

Photo 4.

Photo 5.

Photo 6.

Additional Photos in Appendix 2  
See photos \_\_\_\_\_ to \_\_\_\_\_

## Appendix 1: Arborists Qualifications

### Qualifications & Experience of Ivan Button N.C.H. (Arb), FDSc (Arb), BSc (Hons), P.G.C.E., M. Arbor. A.

#### Early Career

Before and whilst attending college and university (1983 – 1990) Ivan worked as a gardener and also within the building industry where he received training in a broad range of building skills. In 1989 Ivan obtained a BSc (Hons) in psychology at Leeds University followed by a P.G.C.E at The University of Wales in 1990. After one year of teaching he returned to the construction activity and worked on new builds, refurbishments and groundworks until 1995.

#### Arboriculture

In 1996 Ivan obtained a NCH (Arboriculture) at the University of Lincoln and became a member of the Arboricultural Association. He then received further arboricultural consultancy training with Peter Wynn Associates for one year before establishing a tree surgery and landscaping business in 1998.

In 2005 Ivan commenced full time employment with JCA Ltd, an Arboricultural Association registered consultancy where he soon adopted a senior role responsible for five consultants. During this time he obtained a FDSc (Arboriculture) at the University of Lancashire, which he passed with distinction.

Since 2013, Ivan has been the Director and Principal Consultant of Crown Consultants Ltd which provides Arboricultural Reports for the purposes of Development, Safety, Management, Mortgage, Subsidence, Mitigation and Litigation. In 2015, he acted as tree officer for Barnsley Council and has since provided consultancy services to other local authorities.

He has obtained the LANTRA *Professional Tree Inspector* Qualification promoted by the Arboricultural Association and recognised as appropriate for all levels of tree inspection.

He is a long-standing member of the Consulting Arborist Society and has obtained CAS accreditations for Tree Inspection, Planning, Mortgage Reports (Subsidence Risk Assessment) and for his expert witness work.

At the time of writing, he has written approximately thirty CPR compliant reports (civil and criminal) covering a range of subjects including Subsidence Damage, Personal Injury, Direct Root Damage, Professional Negligence, TPO Breaches.

He has given written and oral evidence.

Ivan is a long-standing professional member of the Arboricultural Association and the International Society of Arboriculture.

He is a licensed Quantified Tree Risk Assessment user.

Mr Button has undertaken extensive legal training provided by Bond Solon, including Excellent in Report Writing, Civil Law and Procedure, Courtroom Skills, and Cross Examination. He successfully passed all elements and was awarded the prestigious University of Cardiff Expert Witness Certificate.

### Qualifications & Experience of Emma Hoyle FDSc (Arboriculture), ED (Forestry & Arboriculture), M. Arbor. A.

Emma is a qualified Arboricultural Consultant educated to Level 5 in Arboriculture at Askham Bryan College, is a professional member of the Arboricultural Association and is a LANTRA accredited *Professional Tree Inspector*. She has worked for Crown Consultants since 2015 and has since written numerous reports relating to all aspects of arboriculture including; planning and development, vegetation related subsidence, tree preservation orders and tree risk assessment. Emma regularly attends seminars and events in order to keep abreast with current knowledge and best practise in Arboriculture.

Prior to becoming an arboricultural consultant, Emma worked for two reputable tree surgery firms from 2008 and became an NPTC Qualified tree surgeon after completing a Level 3 Extended Diploma in Forestry and Arboriculture at Askham Bryan College. Emma also has experience in other areas of arboriculture such as forest clearance, tree planting, tree maintenance and landscaping.

### Qualifications & Experience of Joe Taylor - MArborA, FdSc (Arboriculture)

Joe began his career in Arboriculture as a tree surgeon/climber. During his time as a tree surgeon, Joe has achieved City & Guilds NPTC qualifications in Chainsaw Maintenance and Cross Cutting, Tree Climbing and Rescue, Safe Use of Manually Fed Wood-chipper and Supporting Colleagues Undertaking Tree Related Operations.

Joe obtained a Foundation Degree in Arboriculture at Askham Bryan College in 2015 which he passed with merit. Joe is a professional member of the Arboricultural Association, the International Society of Arboriculture and the Royal Forestry Society and regularly attends industry related seminars in order to keep abreast of industry best practice.

Studying at Askham Bryan College reinforced Joe's passion for trees and drove his enthusiasm to learn more. Learning how trees interact with their surrounding environment and their importance within our urban and rural landscapes highlighted an interest in pursuing a career in consultancy.

Since working for Crown Consultants Joe has undertaken numerous surveys and produced numerous reports for the purpose of planning (BS 5837), tree condition surveys, subsidence risk assessments, root surveys and decay detection investigations.

**Qualifications & Experience of Sarah Alway - TechArborA, FdSc (Arboriculture).**

Sarah recently obtained an FdSc in Arboriculture and Tree Management at the University of Central Lancashire which she passed with distinction. She is a member of the Arboricultural Association and regularly attends seminars and events to keep abreast developments in industry knowledge and current best practise in Arboriculture.

Sarah has been working closely alongside the principal consultant and managing director of Crown Consultants since the company was established in 2008. During that time, she has gained experience in all aspects of the business such as reporting, CAD, administration, accounting, and business management. Additionally, she has assisted consultants with numerous reports relating to all aspects of arboriculture including BS:5837 planning and development, vegetation related subsidence, tree preservation orders and tree risk assessment. She has also assisted with tree surveys for several years and since qualifying has been undertaking her own surveys.

In addition to working for Crown Tree Consultants Ltd producing reports, Sarah also likes to expand her knowledge of the wider Arboricultural industry by training in other areas of tree services and management. She has recently completed a training programme in tree-planting and volunteer management, including education in tree planting and natural dam building to help mitigate against the risks of heavy flooding (Natural Flood Management). Sarah also regularly volunteers with two local climate action groups who plant trees and build leaky dams.

As Sarah's career develops, she intends on focusing her attention on sustainable innovation in arboriculture and how green urban spaces could pave the way for the forests of the future.

**Qualifications & Experience of Carl Lothian – BSc (Hons) (Arboriculture).**

Carl began his career undertaking a Level 3 extended diploma in arboriculture and forestry at Merrist Wood College in 2015. Upon completion of his diploma, Carl worked with several tree surgery firms completing a range of arboricultural works. In 2018 Carl began his BSc (Hons) in arboriculture and urban forestry, graduating with a first-class degree and attaining the Institute of Chartered Foresters student of the year award.

After graduating, Carl worked as a TreeRadar technician where he carried out tree root and decay surveys with specialist ground-penetrating radar equipment. During this time Carl was fortunate enough to work at prestigious sites, such as the Palace of Westminster and the National Maritime Museum.

Whilst working at Crown, Carl has undertaken a range of tree surveys and written reports relating to development, safety, subsidence, and decay detection. Carl is a professional member of the Consulting Arborist Society and an associate member of the Institute of Chartered Foresters.