

8 July 2021 Westbourne Parish Council Agenda item 18: Correspondence list

- Email from Lisa Troop at Chichester District Council about the name of Sheepwash Lane, Aldsworth:

As promised (albeit some time ago) – I have collated all of the information I can find regarding SHEEPWASH LANE within Westbourne parish.

You will note when looking through the attachments that most data sets have not allotted a street name to the individual addresses at present. I imagine this is historical as it is not best practice today and there certainly would be a strong case to add the street name into the address fields to comply with the current standards (BS7666). Most of the mapping i.e West Sussex County Council, Land Registry etc *does* seem to indicate that Sheepwash Lane *does* exist as the street name, although it should be noted that they are not the statutory street naming bodies.

Adding a street name to an address and registering it with Royal Mail does not come without a certain amount of encumbrance. For instance, as soon as I add a street name into the address, the postcode is likely to change as a postcode is unique to the street. This is something I have no influence or control over and is entirely up to Royal Mail but should be taken into account, especially as it may have an impact on residents and businesses.

Therefore, when/if establishing **Sheepwash Lane** as the street address we need to be certain that this is in fact **Sheepwash Lane** as looking at the mapping it could be seen as a continuation of **Aldsworth Common Road**.

Let me know your thoughts and discuss with your councillors in the first instance. Any questions, do let me know and I will do my best to help.

- Correspondence from residents about a Highways scheme, with Green Westbourne, to encourage wildflowers and wildlife on the verges of Whitechimney Row. Vegetation is obstructing visibility for vehicles which residents have reported to Highways.
- West Sussex Transport Plan 2022-2036 consultation to take place from 16 July – 8 October and two webinars available as part of the consultation on 22 July and 8 September. More information at <https://yourvoice.westsussex.gov.uk/west-sussex-transport-plan-review>
- June rural crime update from Sussex Police.
- Letter from OFWAT regarding the Chichester Harbour and the issues that are faced.

- Briefing note from the Thorney Island Project about the Habitat Creation Scheme. It aims to allow new intertidal habitat to develop to compensate for the loss of this important habitat in Chichester Harbour and the wider Solent.
- Updates from CDC and WSCC regarding the Covid-19, vaccination programme and the delivery of services.

Social Nights
Pubs and Clubs

Shopping Trips
Havant & Emsworth
shop round trip

Train Link
Friday p.m. to
Havant station

Bourne Bus Project

Thorney
Island &
Local Villages

Westbourne
Friday local bus
service - residents

After School
Youth club, sports
art and activities

Southbourne
Friday local bus
service - residents

Local village challenges

- Rail stations: Southbourne, Nutbourne, Emsworth
- A259 East-West served by regular 700 service bus
- Few buses running north-south to any village areas
- Westbourne local minibus paused due to COVID
- Many older people do not have car access for travel
- Some people nervous about big bus public transport
- Villages only have small shops, Coops or Tesco Extra
- Demand to get to larger retail shopping centres
- Local need for education, doctors, dentists, trips out

Bourne Bus Community Project



Local Bourne Bus 1: Tuesday & Thursday

FREE



“Bourne Shopper”

- Village community bus service for local transport
- Pick up points in local villages and on main roads
- Southbourne/ Westbourne/ Hambrook/ Emsworth
- Aim to use local bus stops and Havant bus station
 - 08.30 - 09.30 (for fast trip into town)
 - 10.30 - 11.30 (for fast trip and two hour trips)
 - 13:30 - 14:30 (for fast trip and four hour trip)
 - 15:30 - 16:30 (for fast, three and six hour trips)
- Shops, doctor, dentist, café, pub, leisure, 700 bus

Local Bourne Bus 2: Friday

FREE



- Village community bus service for local transport
- Pick up points in local villages and on main roads
- Southbourne/ Westbourne/ Hambrook/ Emsworth
- Uses local bus stops and local bus stations

- 08.30 - 14:00 (return trip to towns & villages)
- 16:00 - 17:30 (return from towns & villages)

- Shops, doctor, dentist, café, pub, leisure, 700 bus

Bourne Bus Research: Thorney & Parishes

JUNE



Local round trips & 1-way trips
Web and phone booking system
Initially three days a week
Specific routes on each day

Potential use needs proving in advance of funds:

- Initial research at Baker Barracks with tri forces
- Which of the four bus routes would you use?
 - 1 2 3 4 (yes/no)
- How many times a month would you use each one?
 - Weekly Once a fortnight Monthly Never
- How would you want to book a minibus seat?
 - Mobile Website Phone call Noticeboard
- What are the main places you would want to go?
 - Havant Emsworth Portsmouth Chichester Other

Bourne Bus: Online and Phone Booking

Book a
ride



Local round trips & 1-way trips
Web and phone booking system
Initially three days a week
Specific routes on each day

Online website

- Mobile friendly website can be built for c.£2,000
- Website designed to create hourly booking slots
- Initially would have a page for each of four routes
- Option to add in new pages, routes and minibuses

Minibus booking system

- Allows anyone to book a seat online in timed slots
- If Thorney manages bookings this allows calls too
- Local Parishes could have a phone number to call

Bourne Bus: Decisions to be made

Next?



What happens next for the Bourne Bus?

Services - are the bus services proposed suitable?

Routes - where do Parish residents want to go?

Will Tuesday / Thursday / Friday suit initially?

Research - does it show a defined Parish need?

Is the Parish OK with a bus cost of 1k-£2k a year

? Do you prefer a bus service website at launch?

Seat booking - via parish, online or by phone?

Who will take this project forward and when?

**Report to Westbourne Parish Council Meeting
8 July 2021**

**Progress Update - Mill Road Affordable Housing Project
Report of the Chair of Westbourne Community Trust**

1.0 Introduction

1.1 Westbourne Community Trust has continued to press forward with its proposals for the provision of affordable housing and related community projects for the land currently used as a park at Mill Road, Westbourne. The most recent report to the Parish Council on the project was a joint report from the Chair of the Trust and the Chair of the Parish Council and was considered at the November 2020 Council Meeting. It provided an update on the progress of the scheme and addressed the anticipated obligations of the Parish Council in relation to its land and property interests and outlined the financial commitments that the Parish could make to the project.

1.2 That report covered the following key issues

- A review of the background to the project and the public consultation that had taken place to shape the proposals
- An update on the current position with the planning application and the various technical reports that had been prepared to support the application which was submitted to Chichester DC in March 2020
- A description of the main elements of the scheme including the range of community benefits that would be provided alongside the affordable housing
- A review of the leasing and funding implications for the Parish Council
- A summary of the proposals directly relevant to the Parish Council in terms of the future of the park, replacement and improvement of the play equipment and the provision of a new storage unit for Parish Council purposes
- A summary of the anticipated ongoing maintenance requirements for the Parish Council in relation to the residual park area, post completion of the development

1.3 In considering and approving the recommendations the Parish Council agreed to the future leasing and maintenance arrangements envisaged in the report and to make financial contributions to the scheme in relation to the cost of the storage building (£30K) and in relation to the proposed play equipment (£25K).

1.4 The purpose of this report is to update to Parish Council on the current position with the project and the next steps that Westbourne Community Trust anticipate towards successful delivery.

2.0 Current Position with the Planning Application

2.1 During the period from March 2020, when the application was submitted through to December 2020, the Trust and its architects responded to all of the issues raised by the Council's planning team, the requirements of the statutory consultees on the planning application and also to the various representations submitted by the public. Additional information was provided, and various amendments were made to the proposals on issues such as:

- screening and landscaping of the development,
- improvements in the provision of car parking,
- improvements to the layout of the access from Mill Road into the site,
- the provision of a travel plan to encourage sustainable forms of transport and
- the inclusion of various nature conservation features to encourage biodiversity.

2.2 However whilst the Trust was able to respond to these issues of detail without much difficulty, in November 2020 a completely new issue of some significance was raised by Chichester DC Planning Team. This issue relates to the need to provide some form of mitigation to offset the impact of nitrate emission caused by new residential development.

2.3 The need for Nitrate Mitigation now affects all types of residential development in the Solent area. Natural England will object to all new residential development where the surface and waste water drains ultimately into the Solent, unless Nitrate Mitigation can be provided. To overcome this objection, it must be demonstrated that the proposal is "nitrate neutral". Over many years, excess nitrate emissions have been causing high levels of concentration in the Solent waters with an adverse impact on their quality and biodiversity. Existing and new residential use and agricultural use generate significant nitrate emissions which cannot be removed through sewage processing at wastewater treatment plants or through normal surface water drainage. The approach that Chichester District Council and Natural England now require is to find a way of mitigating any additional nitrate emission from all new residential development. The requirement to make residential development "nitrate neutral" generally involves finding a way of minimising the level of emission as far as possible through the design of the development and then mitigating any residual nitrate emission by setting aside agricultural land and using it for nature conservation purposes.

2.4 The Trust has now identified a solution to this by agreeing with a local agricultural landowner that a portion of land on the farm can be set aside for tree planting/rewilding. The area of land is sufficient to mitigate the additional nitrate generation from the proposed development at Mill Road. The proposals have been agreed by Natural England and Chichester District Council.

2.5 So, with this matter now resolved, the Trust has been advised by Chichester District Council that we have satisfactorily dealt with the technical information they require

to make a decision on the planning application and that they are minded to approve our proposals. During the last few months, the Trust's solicitors have been in discussion with Chichester over the terms of a legal agreement that would be attached to the grant of planning permission. This agreement will ensure amongst other things, that the site can only be developed for socially rented affordable housing and that the nitrate mitigation scheme described above is carried out to their satisfaction. We are also in discussion about the basis upon which the land at Mill Road will be transferred to the Trust.

3.0 Funding for the Project

- 3.1 Now that the position with the planning application is clear and reaching a positive outcome, the Trust is turning its attention to how the construction work can be funded. The first step in this work has been to commission a review of the costs of the scheme taking into account the current market conditions and the implications of the various additional elements in the scheme that were introduced during the planning process.
- 3.2 The Trust had already retained a reputable firm of Quantity Surveyors to make an assessment of the overall cost of the project during the earliest stages of preparing the design of scheme. This company has now revised the costing taking into account the additional requirements that have arisen from the planning process and current market conditions. So, we now have an improved understanding of the current likely cost of the scheme and therefore how much funding we need to raise.
- 3.3 In addition to the funding that has been committed by the Parish Council, the Trust anticipates that significant contributions will also be made available in the form of grant funding from the following organisations.
 - Homes England – Affordable Homes Programme 2021 – 2026
 - Chichester District Council – Community Led Affordable Housing Fund
 - Chichester District Council – S106 Developer Contributions Fund
 - South Downs National Park Authority – Community Led Affordable Housing Fund
- 3.4 The Trust has entered into discussions with each of the above funding organisations to establish that it is eligible to receive funding and is currently preparing to make applications for grant funding to each of them.
- 3.5 There are also a number of charitable funders or specialist funding organisations that will consider bids from organisations like Westbourne Community Trust. These will be approached for funding in relation to the community elements of the scheme such as the play equipment and sports elements.
- 3.6 In addition to the funding sources mentioned above the Trust will have an assured income from the rental stream of the proposed affordable housing once it is completed and occupied. The value of this rental income net of management and

overhead costs will be available to service a loan from a bank or similar financial institution. The Trust will be approaching appropriate organisations to secure a loan that will be sufficient to close the gap between the total cost of the scheme and amount of funding that is likely to be raised in direct grants from the organisations mentioned above in para 3.3.

3.7 There remains a significant amount of work to be undertaken in preparing an effective and viable financial plan for this project but the work is well advanced. The Trust's specialist affordable housing adviser, who is experienced in preparing funding plans for projects of this kind, is assisting closely in this work. He has advised that the scheme is viable and deliverable. The Trust remains confident that the project can be delivered and in very general terms the current programme is as follows.

Anticipated Programme for Mill Road Affordable Housing Project

July – Sept 21	<ul style="list-style-type: none"> • Continue to review costs • Determine approach to procurement • Prepare for funding bids and loan finance • Complete S106 Agreement, secure planning permission and land transfer from Chichester DC • Complete all pre tendering specifications
Sept – December 21	<ul style="list-style-type: none"> • Submit funding bids / loan application • Commence competitive tendering process • Select contractor for design and build contract • Secure commitment from funders for all necessary funding to implement the scheme • Finalise leasing and related arrangements with Parish Council in relation to residual park area
January to March 22	<ul style="list-style-type: none"> • Finalise arrangements for commencement of construction
April 22	<ul style="list-style-type: none"> • Anticipated start of construction
April to June 23	<ul style="list-style-type: none"> • Anticipated completion of construction

4.0 Conclusion

4.1 The Trust's planning application for the proposed affordable housing and associated community projects at Mill Road, Westbourne has reached an advanced position. Chichester District Council has indicated that it is prepared to grant planning permission, subject to a S106 agreement being signed to ensure that the proposed housing is restricted to affordable social rented accommodation and that other key provisions such as the nitrate mitigation scheme are delivered. Work on the details of the legal agreement is ongoing through the Trust's solicitors.

4.2 The Trust has now turned its focus on the question of securing the necessary funding for the scheme. The cost of the scheme has been reviewed and continues to be updated, discussions have been initiated with potential funding agencies and bids for funding are currently being prepared. A provisional high-level programme has been developed and the Trust is confident that the scheme is viable and deliverable.

5.0 Recommendation

5.1 That the Parish Council note the contents of the report and the Chair of the Trust will be present at the Council Meeting to answer any questions from councillors.

Frank Campbell

Chair of Westbourne Community Trust

June 2021

**ST JOHN THE BAPTIST WESTBOURNE
CHURCHYARD WALL AND LYCHGATE REPAIRS**

SITE MEETING NO 1

25 June 2021 at Westbourne

Present	Trevor Couzens	Trevor Couzens & Sons
	Simon Dyson	Hanslip & Co Ltd
	Stewart Taylor	Westbourne PCC

1 WALL

- 1.1 Report from arboriculturist (Beechwood Consulting) reviewed and agreed that the recommendations in this will be observed during building works.
- 1.2 TC advised that demolition of affected section of wall and exploration of tree root positions could start shortly after necessary third party permissions had been obtained.
- 1.3 Agreed that at this stage it was not possible at this stage to determine how the wall will be rebuilt. It is hoped that this could be completed before the winter sets in.

2 LYCH GATE

- 2.1 It is hoped that excavation of the wall will make it possible to reveal the base of the East post and assess its condition.
- 2.2 Various options for repair were discussed. It is likely that some kind of steel reinforcement of posts will be involved. Spec to be reviewed when more is known.

3 THIRD PARTIES

- 3.1 WSCC Permission to Work on Highway required. (Subsequent to meeting, ST has submitted application on WSCC website. Site position grid reference given as X 475572, Y 107363)
- 3.2 Diocesan List B application to be submitted. Two stages: (a) investigation, (b) repairs. ST Permission for (a) must be obtained before any work can start. ST has shown the Archdeacon the site when he visited on 20th June.
- 3.3 Church insurance company (Ecclesiastical Insurance) to be informed. ST
- 3.4 WSCC TPO officer, Henry Whitby, to be informed (will send arboriculture report). ST
- 3.5 Westbourne Parish Council has a number of volunteer Tree Champions. Beechwood report to be sent to Chairman of Parish Council. ST
- 3.6 ST has consulted Archaeologist George Anelay, who said that he does not need to be involved at this stage but is available to advise if remains are uncovered.

4 CONTACTS

- 4.1 See overleaf

5 NEXT MEETING

- 5.1 To be arranged after wall demolition.

CONTACT LIST			
Stewart Taylor	Project Leader	Treasurer, Westbourne PCC	023 9258 0672 07551 901427 stewart.m.taylor@btinternet.com
Simon Dyson	Supervising Architect	Hanslip & Co Ltd	01243 530 322 sdyson@hanslip.co
Trevor Couzens	Building contractor	T Couzens & Sons Ltd	01243 372671 office@tcouzens.co.uk
Jonathan Rodwell	Arboriculturist	Beechdown Arboriculture Ltd	01243 814740 7941 156 492 jonathan.rodwell@beechdown.com
Peter Wilmott	Structural Engineer	Archibald Shaw	01243 786471 07768 584615 peter@archibaldshaw.co.uk
George Anelay	Archaeological adviser	West Sussex Archaeology	07720 060700 enquiries@wsarch.co.uk
Henry Whitby	Local authority Tree Officer	Chichester District Council	01243 534734 hwhitby@chichester.gov.uk

ARBORICULTURAL REPORT

St. John the Baptist's Church,
Westbourne Road, Westbourne,
Emsworth PO10 8UL

Prepared by

Jonathan Rodwell Cert Arb L4(ABC); TechArborA

June 2021



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Appendices:

1- Tree survey schedule. 2 - Definition of terms. 3 - BS 5837 grading categories. 4 - Tree survey plan. 5 - Tree protection plan. 6 - Protective barriers. 7- Site visit and arboricultural supervision record. 8 – Record of arboricultural monitoring.

1.0 INTRODUCTION

1.1 I have received instruction from Stewart Taylor, Treasurer at St. John the Baptist's Church, to provide arboricultural consultancy in relation to partial reconstruction of the boundary wall adjacent to the lychgate at St. John the Baptist's Church, Westbourne Road, Westbourne, Emsworth PO10 8UL.

1.2 The purpose of the instruction was to:

- **Assess the quality of the two mature yews that could be affected by demolition and reconstruction of the boundary wall.**
- **Comment on possible impact of tree growth on boundary wall and evaluate effects of the planned demolition and reconstruction.**
- **Prepare a method statement and tree protection plan.**

1.3 The survey was conducted and the report prepared with reference to the guidelines detailed in BS 5837:2012 "Trees in relation to design, demolition and construction – Recommendations" and according to good arboricultural practice.

2.0 DOCUMENTS PROVIDED

2.1 No documents provided.

3.0 SURVEY FORMAT

3.1 Trees included in the survey were those with the potential to be affected by the demolition/construction and with a stem diameter, at 1.5m high, greater than 75mm. The trees were inspected from the ground only and no specialist decay detection was undertaken. Trees were assessed from within the site or from public areas.

3.2 The tree identification numbers used are for the purpose of this report and may not reflect numbering used in previous surveys or Tree Preservation Orders.

- 3.3 Data was recorded on a handheld computer, the individual trees plotted via GPS and their positions marked on the 1:200 @ A3 tree survey plan (**Appendix 4**).
- 3.4 A detailed tree survey sheet is shown as **Appendix 1** with an explanation of the terms and categories covered as **Appendix 2**.
- 3.5 The extent of the survey was limited to collecting sufficient data to inform upon the feasibility of the planned renovation work, it was not a detailed tree hazard or risk assessment and, unless specified, no guarantee, expressed or implied, can be given regarding the safety of the trees or their suitability for safe long-term retention.

4.0 GRADING CATEGORIES

- 4.1 The quality of the surveyed trees was assessed and they were categorised to reflect the criteria recommended in Table 1 of BS 5837:2012 as detailed at **Appendix 3**.
- 4.2 The following is a breakdown of the number of trees in each BS category:

Category U	0 trees
Category A	2 trees
Category B	0 trees
Category C	0 trees

5.0 STATUTORY CONTROLS

- 5.1 Consultation with the Local Planning Authority confirmed that St. John the Baptist's Church is within a designated Conservation Area and that trees within the grounds are subject to a Tree Preservation Order number **95/01063/TPO**.

6.0 TREE SURVEY

- 6.1 The surveyed trees were both in the grounds of St. John the Baptist's Church and are the northernmost pair of an ancient yew avenue thought to have been planted in the late 1400s. The other six trees are beyond influence of the renovation works and have not been recorded.

7.0 ROOT PROTECTION AREA (RPA)

- 7.1 Section 3.7 of BS 5837: 2012 states that – *“The Root Protection Area (RPA) is a layout design tool indicating the minimum area around a tree deemed to contain sufficient roots and rooting volume to maintain the tree's viability, and where the protection of the roots and soil structure is treated as a priority. “*
- 7.2 The RPA calculations have been produced using the information gathered from the tree survey and section 4.6.1 of BS 5837:2012. This indicates the RPA in m² and the minimum required all round radial distances for rooting zone protection and allows a view to be taken as to whether the trees can be retained safely without undue damage to their root systems. The RPA calculations are detailed in the appended tree survey and the initial dimensions marked on the 1:200 @ A3 survey plan (**Appendix 4**).
- 7.3 Tree root morphology can be affected by numerous factors; availability of water, aeration, soil type, temperature and structure, compacted or impervious surfaces and proximity to buildings and other structures all affect the way roots develop and although the RPAs are marked on the plan as uniform polygons the actual root systems will be far more irregular. Root mapping or hand excavation under arboricultural supervision could determine whether significant roots extend beyond the RPAs and require greater protection in relation to construction or whether it may be possible to develop within the RPA without a negative impact on the rooting environment.
- 7.4 The 1:200 @ A3 survey plan (**Appendix 4**) shows the nominal RPAs of the recorded trees as a uniform polygon centred around the main trunks. It is likely that the impervious and compacted surface of the road, immediately beyond the boundary wall, will have had some impact on root morphology and that root development is probably more extensive to the south. Either way, demolition and reconstruction of the wall will take place fully within the RPA.

8.0 APPRAISAL

- 8.1 Individual tree details and comments are listed in the appended BS 5837 survey schedule detailed at **Appendix 1**.
- 8.2 The northern boundary wall is brick & flint construction with stone coping and around 1.4m high. Ground level in the churchyard is

300mm higher than the street (by the lychgate) and rises to within 300mm of the top of the wall by the War Memorial. The brick pier and a 2m section of wall – to the east of the lychgate – leans out over the road. The brick pier and section of wall extending beyond the trunk of T2 – to the west of the lychgate – is upright but shows signs of more recent repair.

- 8.3 The timber-framed lychgate leans to the south and is supported by Acrow props.

9.0 COMMENT

- 9.1 The root flare and buttresses at the base of the trees indicate that the ground level has not increased significantly since they were planted and shows either that the wall was built as a retaining wall; that the wall pre-dates the trees and there has been an increase in soil level since its construction or a combination of both with the ground level to the east increasing more than that by the path.
- 9.2 The section of wall to the east of the lychgate may be leaning due pressure exerted by direct root contact; pressure exerted by the raised soil compressed in the space between **T1** and the wall due to an incremental increase in the diameter of the main stem and structural roots or due to poor construction of the wall with possibly little or no foundation. At other points around the perimeter of the churchyard – well beyond the influence of any trees – the wall leans both in and out so the trees by the lychgate may be a contributory factor to the leaning section rather than wholly responsible.
- 9.3 **T1** is 1000mm from the boundary wall (measured at 500mm above ground level) and **T2** is 650mm away. Most trees progress through three phases of growth – formative, mature and senescent – and there are formulas, based on recorded tree sizes and various data, that can estimate the age of trees and potential growth rates; however, yew is unusual in that it can return to formative rates of growth at any point in its life so estimating age is a lot harder. With stem diameters recorded in excess of 3m, and as long as the trees remain viable, it is very possible that the trunks will eventually come into direct contact with the boundary wall but this is unlikely to occur for the next 150 to 200 years or so.
- 9.4 Careful hand demolition of the short section of leaning wall will expose whatever foundation is there; with subsequent hand digging showing a rooting pattern that will determine how reconstruction of

the wall may progress. If there is only a shallow foundation or no foundation at all it is possible that fairly large-diameter roots may extend directly under the wall; if there is a deep foundation impeding root development it is more likely that roots will be extending laterally inside the churchyard and tight against the wall.

- 9.5 The foundation type can only really be decided on once the section of wall has been demolished and the existing foundation and rooting pattern established. I think it highly unlikely that excavation for a strip foundation will be possible and that a piled foundation, or individual concrete pads located to avoid major roots or root masses, with lintels bridging across will be the likely solution.
- 9.6 One other option may be to remove the leaning section of wall and replace it with ornamental wrought ironwork linking the remainder of the wall to the lychgate, when repaired.

10.0 CONCLUSION

- **The recorded trees are the northernmost pair of an ancient yew avenue thought to have been planted in the late 1400s. They are prominent trees of historical importance and contribute significantly to the local landscape and character of the village.**
- **Tree growth and root development is more likely to be a contributory factor in the collapse of the wall rather than wholly responsible.**
- **Careful hand demolition of the short section of leaning wall will show whether foundations are present, identify the rooting pattern and determine what foundation and construction techniques could be employed during the reconstruction.**
- **The correct use of protective barriers, precautionary measures and arboricultural supervision to prevent damage and potentially negative effects on the current and long-term health of these locally prominent and important trees must be employed.**

11.0 DETAILS

- 11.1 Date of tree survey - 25th May 2021

- 11.2 Present at tree survey - Jonathan Rodwell Cert Arb L4(ABC); TechArborA
- 11.3 Date of report - 15th June 2021
- 11.4 Contact details:

CONTACT	NAME	DETAILS
Local Planning Authority	Chichester District Council	Tel – 01243 785166 Email – Dclanning@chichester.gov.uk
Arboricultural Consultants	Beechdown Arboriculture Ltd	Tel – 01243 814740 Email – jonathan.rodwell@beechdown.com

References

Roberts, J. Jackson, N. Smith, M. (2006). *Tree Roots in the Built Environment*. The Stationery Office
BSI British Standards (2012) *BS 5837:2012 Trees in relation to demolition and construction – Recommendations, Fourth (Present) Edition*. BSI

Jonathan Rodwell Cert Arb L4(ABC); TechArborA
 Beechdown Arboriculture Ltd

15th June 2021

ARBORICULTURAL METHOD STATEMENT

The arboricultural method statement includes the following plans:

Appendix 5	1:100@A3	Tree protection plan
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12.0 PROTECTIVE BARRIERS AND CONSTRUCTION EXCLUSION ZONE.

- 12.1 All demolition and construction work should take place from the hard-surfaced road to the north of the boundary wall rather than from the unsurfaced, vulnerable RPA within the churchyard.
- 12.2 Prior to the commencement of demolition or construction work, protective barriers, marked as a **light purple broken line** on the tree protection plan (**Appendix 5**), must be erected, around the vulnerable Root Protection Area (RPA) to create a construction exclusion zone beyond the working area.
- 12.3 The construction exclusion zone, shown as **light green horizontal hatching** on the tree protection plan, will be afforded protection at all times during the development process; strictly no access, construction activities, mixing materials or storage will be allowed.
- 12.4 The protective barriers should be positioned in accordance with the tree protection plans and would typically be constructed as per figure 2 of BS 5837:2012 (shown at **Appendix 6**) and consist of a vertical and horizontal scaffold framework, well braced to resist impacts with vertical tubes spaced at a maximum interval of 3m and driven securely into the ground and onto which weld mesh panels would be fixed with wire or scaffold clamps. In this case, with planned demolition and construction to take place from the road rather than the unsurfaced churchyard, Heras type fence panels mounted on a block tray, constructed similarly to figure 3 b) of BS 5837:2012 and positioned to protect the main stems of T1 and T2 will provide an appropriate barrier.

13.0 DEMOLITION

- 13.1 Demolition of the section of leaning wall should be undertaken with hand tools and working from the hard-surfaced road to the north of the boundary wall. Dismantling of the lower section of the wall – at

and below ground level – should be carried out under arboricultural supervision.

14.0 FOUNDATION CONSTRUCTION WITHIN THE RPA

14.1 Foundation type should be determined by a structural engineer, following arboricultural advice, once the wall has been dismantled and the rooting pattern established.

14.2 If there is enough space between the roots for concrete pads supporting lintels as a foundation for the wall, initial excavation should be undertaken under arboricultural supervision. If roots are encountered during excavation -

- Careful use of hand tools will avoid bark damage of retained roots at the edge of the foundation if present;
- exposed roots or fibrous root masses that are to be retained should be immediately covered – with hessian or similar - to prevent drying;
- individual roots less than 25mm diameter that need to be removed should be cleanly severed, with secateurs or a pruning saw, far enough back from the edge of the foundation (>100mm) that the effects of uncured cement do not impact tree health;
- the project arboriculturalist will determine whether it is possible to sever roots greater than 25mm diameter or whether bridging with a lintel may be necessary;
- use of impermeable membranes to line the excavations before the concrete is poured will help prevent damage by the alkaline properties of cement.

14.3 If a piled foundation is needed to support the wall, the location of the individual piles should follow hand excavation or compressed air soil displacement, to a depth of at least 600mm, to avoid significant roots or root masses and prevent root severance.

- use of the smallest sized pile possible will both reduce the risk of hitting and damaging significant roots and limit the size of the piling rig required;
- the piles will be sleeved to a depth of 3m to reduce friction and the potential for heave; the sleeved piles will also reduce the potentially harmful effects of uncured concrete on tree roots;

15.0 ADDITIONAL PRECAUTIONS

- 15.1 No storage or mixing of materials to take place within the construction exclusion zone or in the ground protected RPA.
- 15.2 No storage or mixing of materials will take place in any location where they may leak into the construction exclusion zone or RPA.
- 15.3 Materials which may contaminate the soil will not be discharged within 10m of the tree stems or mixed in any location where gradients allow contaminants to run towards RPAs.

16.0 SUPERVISION AND MONITORING

- 16.1 An arboriculturalist should be appointed to monitor tree protection measures and address any arboricultural issues that may arise.
- 16.2 The project arboriculturalist should mark the positions of the protective barriers and inspect them once erected and prior to site work commencing.
- 16.3 In addition to any scheduled supervision, regular site visits to inspect the protective barriers may be required. Frequency of the visits is dependent on the progress of the development but should take place every two to four weeks of continuous site activity.
- 16.4 A copy of a site visit and arboricultural supervision record is shown at **Appendix 7**.
- 16.5 A copy of an arboricultural monitoring record is shown at **Appendix 8**.
- 16.6 Should circumstances arise where unscheduled work may impact upon trees or tree protection the work should cease until the project arboriculturalist has been consulted and the local planning authority arboricultural officer informed.

BS5837:2012 Tree Survey

Beechdown Arboriculture Ltd

Client: St. John the Baptist, Westbourne
 Project: Boundary wall and lychgate
 Survey Date: 25/05/2021
 Surveyor: Jonathan Rodwell Cert Arb L4(ABC); TechArborA

Club Cottage, Top Road
 Slindon
 Arundel
 West Sussex
 BN18 0RP
 Phone: 01243 814740

Tree and Tag No Species	Hght (m)	Stems		Crown		Age	RP A (m ²) R (m)	Phys Condition	Structural Condition	Preliminary Recommendations Survey Comment	Cat ERC																								
		No	Ø (mm)	Spread (m)	Clear (m)																														
T1																																			
Common Yew <i>Taxus baccata</i>	17	1	970	N	6	3	M	A: 425.7 R: 11.64	Good	C: Good S: Good B: Good	A.1.2.3 >40 yrs Evidence of ancient crown reduction at around 5m with subsequent multi-stemmed regrowth; more recent pruning to raise crown over lych gate, road and path; little significant deadwood in crown.																								
T2																																			
Common Yew <i>Taxus baccata</i>	16.5	1	1150	N	7	3	M	A: 598.4 R: 13.8	Good	C: Fair S: Fair B: Good	A.1.2.3 >40 yrs Evidence of ancient crown reduction at around 5m with subsequent multi-stemmed regrowth; more recent pruning to raise crown over lych gate, road and path; little significant deadwood in crown; bark wounds on main ascending stems typical of ancient yews.																								
<table style="width: 100%; border: none;"> <tr> <td style="width: 15%;">Age Classifications:</td> <td style="width: 10%;">N Newly planted</td> <td style="width: 10%;">EM Early Mature</td> <td style="width: 10%;"></td> <td style="width: 10%;">Condition:</td> <td style="width: 10%;">C Crown</td> <td style="width: 10%;">Stems:</td> <td style="width: 10%;">Ø Diameter</td> </tr> <tr> <td></td> <td>Y Young</td> <td>M Mature</td> <td></td> <td></td> <td>S Stem</td> <td></td> <td>(Eq) Equivalent stem diameter using BS5837:2012 definition</td> </tr> <tr> <td></td> <td>SM Semi-mature</td> <td>OM Over Mature</td> <td></td> <td></td> <td>B Basal area</td> <td>ERC:</td> <td>Estimated Remaining Contributio</td> </tr> </table>												Age Classifications:	N Newly planted	EM Early Mature		Condition:	C Crown	Stems:	Ø Diameter		Y Young	M Mature			S Stem		(Eq) Equivalent stem diameter using BS5837:2012 definition		SM Semi-mature	OM Over Mature			B Basal area	ERC:	Estimated Remaining Contributio
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	SM Semi-mature	OM Over Mature			B Basal area	ERC:	Estimated Remaining Contributio																												

Appendix 2 – tree survey definition of terms

<u>Category</u>	<u>Definition</u>	
Tree ID/tag	Identification number and/or tree tag number.	
Species	Common and/or scientific name.	
Height	To the nearest 0.5m below 10m; to the nearest 1m above 10m.	
Ø/No. of stems	Stem diameter measured at 1.5m or equivalent with reference to Annex C of BS5837:2012.	
First branch	Height above ground level and direction of first significant branch.	
Crown spread	Measured at the cardinal points in metres.	
Canopy height/clearance	Crown clearance in metres above ground level at the cardinal points.	
RPA	Root protection area (m ²) and length of radial protection (m).	
Age class	Young	Less than approximately 10 years old.
	Semi-mature	Less than 1/5 of typical life expectancy.
	Mature	Between 1/5 and 5/5 of typical life expectancy.
	Over-mature	Tree having reached its maximum life span and declining in health and size.
	Veteran	A tree that is of interest biologically, aesthetically or culturally because of its age, size or condition.
Structural/physiological condition	General condition of tree crown, stem and basal area structure and form - assessed as:	
	Good	Good form, structure and vitality; no apparent signs of decay, structural weakness, decline in health, pests or diseases.
	Fair	Moderate form and structure.

Appendix 2 – tree survey definition of terms

	Poor	Poor form or structure; significant decay, structural weakness or decline in vitality.
BS 5837 category (Cat)		BS grading category described in detail at appendix 3.
ERC		Estimated remaining contribution.

Trees unsuitable for retention

<u>Category</u>	<u>Definition</u>
Category U	Trees 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 – shown in dark red on plans.

Trees to be considered for retention

<u>Category</u>	<u>Definition</u>
Category A	Trees of high quality with an estimated remaining life expectancy of at least 40 years - shown in light green on plans. <i>1 - Mainly arboricultural qualities</i> – trees that are good examples of their species, especially if rare or unusual; or those that are essential components of groups, formal or semi-formal arboricultural features. <i>2 - Mainly landscape qualities</i> – trees, groups or woodlands of particular visual importance as arboricultural and/or landscape features. <i>3 - Mainly cultural values, including conservation</i> – trees, groups or woodlands of significant conservation, historical, commemorative or other value.
Category B	Trees of moderate quality with an estimated life expectancy of at least 20 years - shown in mid blue on plans. <i>1 - Mainly arboricultural qualities</i> – trees that might be included in category A but are downgraded because of impaired condition (e.g. presence of significant but remediable defects) to the extent that they are unlikely to be suitable for retention beyond 40 years; or trees lacking the particular quality necessary for category A designation. <i>2 - Mainly landscape qualities</i> – trees present in numbers, usually growing as groups or woodlands, that attract a higher collective rating than they might as individuals; or groups of trees situated so as to make little visual contribution to the wider locality.

Appendix 3 – BS 5837 grading categories

	<p><u>3 - Mainly cultural values, including conservation</u> – trees with material conservation or other cultural values.</p>
<i>Category C</i>	<p>Trees of low quality with an estimated remaining life expectancy of at least 10 years, or young trees with a stem diameter under 150mm - shown in grey on plans.</p> <p><u>1 - Mainly arboricultural qualities</u> – unremarkable trees of very limited merit or such impaired condition that they do not qualify in higher categories.</p> <p><u>2 - Mainly landscape qualities</u> – 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 landscape benefits.</p> <p><u>3 - Mainly cultural values, including conservation</u> – trees with no material conservation or other cultural values.</p>

Beechdown Arboriculture Ltd

Club Cottage, Slindon, Arundel BN18 0RP

Tel - 01243 814740 Mob - 07941 156492
Email - jonathan.rodwell@beechdown.com
Web - www.beechdown.com

**St. John the Baptist
Appendix 4 - tree survey plan**

SCALE : 1 : 200 @ A3 DATE : 15/06/2021



Beechdown ref: B/0319/21
St. John the Baptist - BS5837 tree survey/report - June 2021

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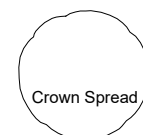
T2
B

T1
B

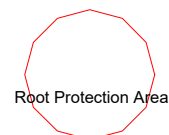
**St John the Baptist's
Church (C of E)**

Key:

 Unrecorded yew avenue



Crown Spread



Root Protection Area



Category 'A'



Category 'B'



Category 'C'



Category 'U'



Beechdown Arboriculture Ltd
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St. John the Baptist
Appendix 5 - tree protection plan

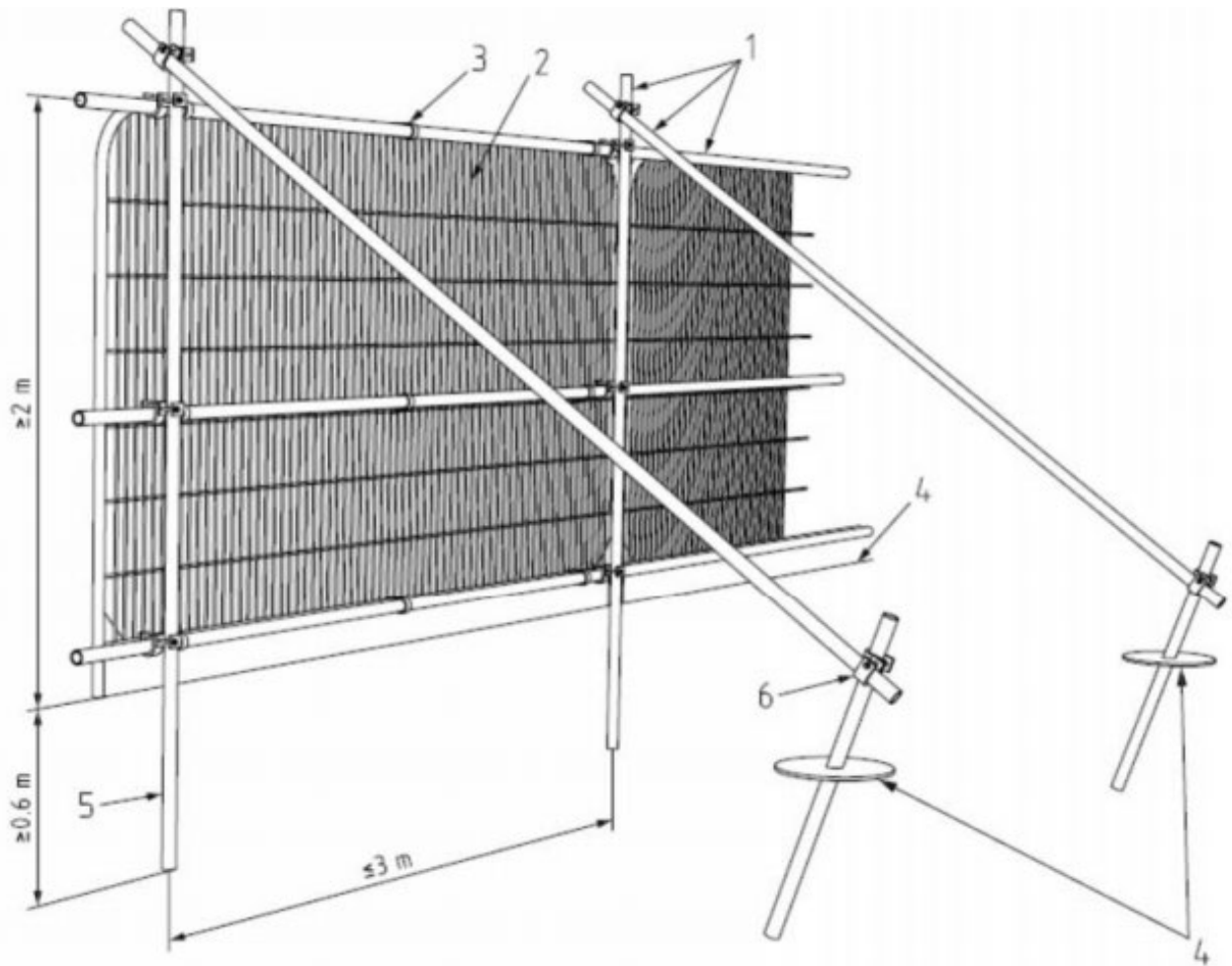
SCALE : 1 : 100 @ A3 DATE : 15/06/2021

Beechdown ref: B/0319/21
 St. John the Baptist - BS5837 tree survey/report - June 2021

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Appendix 6 – Protective Barrier

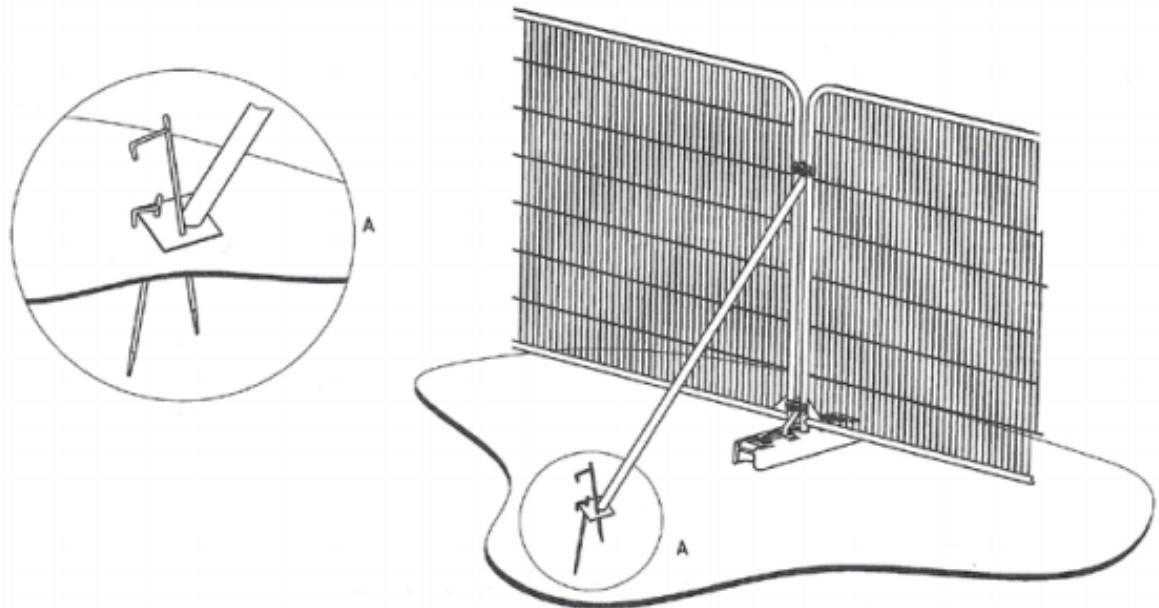


Key

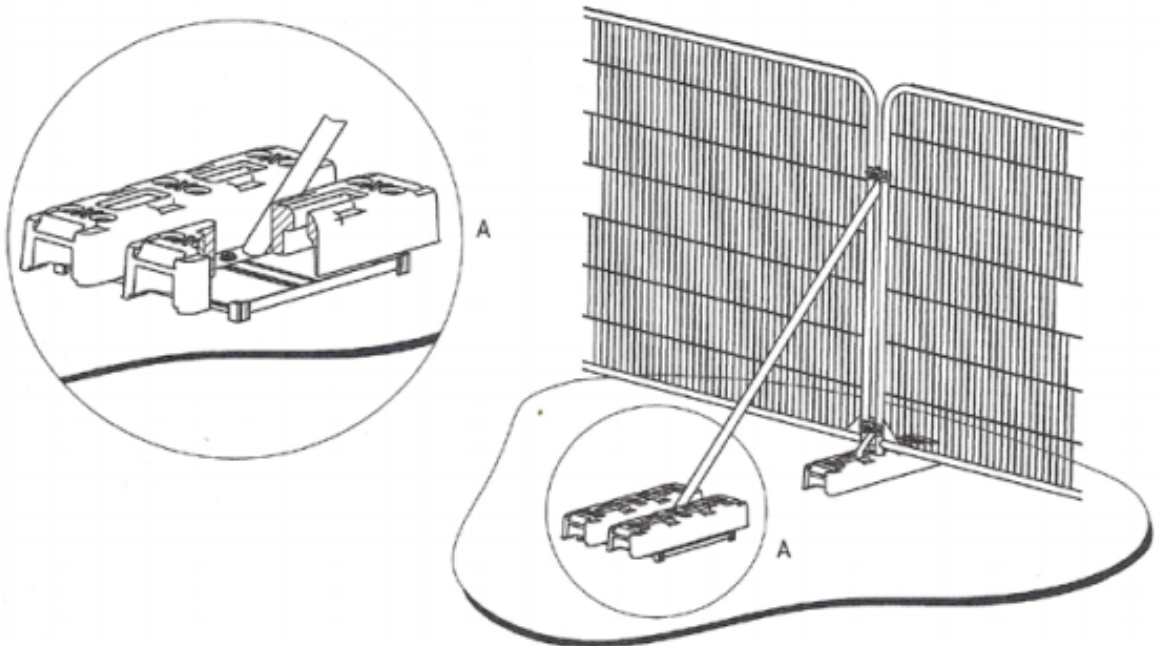
- 1 Standard scaffold poles
- 2 Heavy gauge 2 m tall galvanized tube and welded mesh infill panels
- 3 Panels secured to uprights and cross-members with wire ties
- 4 Ground level
- 5 Uprights driven into the ground until secure (minimum depth 0.6 m)
- 6 Standard scaffold clamps

Default specification for protective barrier as per Figure 2 of BS 5837:2012 Trees in relation to demolition and construction – Recommendations, Fourth (Present) Edition. BSI

Appendix 6 – Protective Barrier



a) Stabilizer strut with base plate secured with ground pins



b) Stabilizer strut mounted on block tray

Examples of above-ground stabilising systems as per Figure 3 of BS 5837:2012 *Trees in relation to demolition and construction – Recommendations, Fourth (Present) Edition*. BSI

Appendix 7 - Record of Site Visits and Arboricultural Supervision

Client		Location	
	St. John the Baptist's Church		Westbourne Road, Westbourne, Emsworth PO10 8UL
Local planning authority	Chichester District Council		
Planning application	-		
Development	Partial reconstruction of boundary wall.		

Stage of development	Action required
Pre-construction	Mark position of protective barrier forming construction exclusion zone.

Notes	
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Arboriculturalist	
Signed	
Date	

NOTE - COPY OF COMPLETED FORM TO BE SCANNED AND SENT TO LPA ARBORICULTURAL OFFICER

Appendix 7 - Record of Site Visits and Arboricultural Supervision

Client		Location	
	St. John the Baptist's Church		Westbourne Road, Westbourne, Emsworth PO10 8UL
Local planning authority	Chichester District Council		
Planning application	-		
Development	Partial reconstruction of boundary wall.		

Stage of development	Action required
Pre-construction	Site visit to check position of protective barrier prior to construction activity.

Notes	
--------------	--

Arboriculturalist	
Signed	
Date	

NOTE - COPY OF COMPLETED FORM TO BE SCANNED AND SENT TO LPA ARBORICULTURAL OFFICER

Appendix 7 - Record of Site Visits and Arboricultural Supervision

Client		Location	
	St. John the Baptist's Church		Westbourne Road, Westbourne, Emsworth PO10 8UL
Local planning authority	Chichester District Council		
Planning application	-		
Development	Partial reconstruction of boundary wall.		

Stage of development	Action required
Construction	Supervise demolition of lower section of boundary wall and excavation for piled or pad foundations.

Notes	
--------------	--

Arboriculturalist	
Signed	
Date	

NOTE - COPY OF COMPLETED FORM TO BE SCANNED AND SENT TO LPA ARBORICULTURAL OFFICER

Appendix 8 - Arboricultural Monitoring Form

Client		Location
St. John the Baptist's Church		Westbourne Road, Westbourne, Emsworth PO10 8UL
Local planning authority	Chichester District Council	
Planning application	-	
Development	Partial reconstruction of boundary wall.	

Area inspected	Comments	Action required
Protective barriers		
Construction exclusion zone		
Site storage/material mixing		
Other		
Additional Comments		

Arboriculturalist	
Signed	
Date	

NOTE - COPY OF COMPLETED FORM TO BE SCANNED AND SENT TO LPA ARBORICULTURAL OFFICER

Beechdown ref: B/0319/21
 St. John the Baptist – BS 5837 tree survey/report – June 2021

Westbourne Parish Council, 8 July 2021
Agenda item 17: Payments for approval

(DD: payment made by Direct Debit, IB: payment made by Internet Banking, C: cheque payment including number, PC: payment made by petty cash, *movement of an earmarked reserve, ** paid from No 2 account)

Payments for approval		Total	Net	VAT
	EE&T Mobile Parish Council and			
DD	Westbourne Help lines	41.53	34.61	6.92
IB	Confidential payments	1,370.94	1,370.94	0.00
IB	WSCC LGPS April 21	432.41	432.41	0.00
IB	Microshade cloud storage	53.70	44.75	8.95
IB	MS 365	9.48	7.90	1.58
DD	SSE street light electricity	76.99	73.33	3.66
	Westbourne Weekend community chest			
IB	grant	433.00	433.00	0.00
	Longmeadows quarter 1, Monk's Hill			
IB	and Mill Road grounds maintenance	3,028.00	3,028.00	0.00
IB	Viking printer cartridges (full set)	74.99	62.49	12.50
	L Mortimer reimbursement plants for			
IB	troughs The Square	29.54	24.61	4.93
IB	Westcotec SID bracket set x 2	115.00		
		5,665.58	5,512.04	38.54

Payments for retrospective approval

	Surrey Hills Solicitor Monk's Hill land			
IB	registration	120.00	100.00	20.00
IB	Media 3 summer newsletter delivery	313.30	297.28	16.02
		433.30	397.28	36.02

1. Treasurers account number 1

Balance per statement 30/06/21	179,740.90
Less outstanding payments	0.00
Outstanding receipts	0.00
Add petty cash	0.00
Revised bank	179,740.90

Cashbook control

Balance forward 01/04/21	148,685.96
Add total receipts to date	52,248.68
Less total payments to date	21,193.74
Cashbook at 30/06/21	179,740.90

Westbourne Parish Council 2021-22: Budget monitoring report

1. Profit and loss budget v actuals

	2020-21	2021-22		
			<u>YTD</u>	<u>Budget % of Budget</u>
<u>Income</u>				
Rent	£775.00	£250.00	£750.00	33.3%
Admin/grants	£13,009.34	£63.68		
Precept	£101,000.00	£51,935.00	£103,869.00	50.0%
NP	£293.62	£0.00		
VAT reimbursed	£3,736.91	£0.00		
Total income:	£118,814.87	£52,248.68	£104,619.00	49.9%
<u>Expenditure</u>				
Subs, S137, S142. donations	£2,990.99	£800.00	£2,888.00	27.7%
Running costs	£25,723.82	£5,948.55	£26,747.00	22.2%
Capital costs and repair (sinking fund)	£0.00	£0.00	£17,000.00	0.0%
Capital schemes	£218.90	£350.00	£13,200.00	0.0%
Services	£888.80	£1,543.58	£2,600.00	59.4%
Communications	£1,645.22	£297.28	£2,250.00	13.2%
Administration	£21,188.25	£6,878.25	£19,426.00	35.4%
Clerks salary	£16,207.96	£4,059.81	£20,357.60	19.9%
Contingency fund	£24.99	£0.00	£150.00	0.0%
Grants/ER	£27,811.74	£0.00		
NP	£285.00	£0.00		
VAT to claim on expenditure	£7,115.27	£1,316.27		
Total expenditure:	£104,100.94	£21,193.74	£104,618.60	20.3%
Income over expenditure	£14,713.93	31,054.94	0.40	

2. Earmarked reserves

	2020-21	2021-22			
Balance forward (Bfwd)	£133,972.03	£148,685.96			
Income	£118,814.87	£52,248.68			
Expenditure	-£104,100.94	-£21,193.74			
Carry forward (Cfwd)	£148,685.96	£179,740.90			
	Bfwd	Income	Expenditure	Transfers	Cfwd
General reserve	£31,804.90	£19,248.68	-£19,126.74	£0.00	£31,926.84
New initiatives fund	£73,139.14	£17,000.00			£90,139.14
Play equipment Monk's Hill	£0.00	£3,000.00			£3,000.00
Play equipment Mill Road	£8,296.42	£3,000.00			£11,296.42
Office equipment	£0.00				£0.00
Scope/design environmental enhancement village square	£2,500.00				£2,500.00
Tree survey	£0.00	£2,000.00	-£350.00		£1,650.00
Chairman's expenses	£35.88				£35.88
Councillors expenses	£256.80				£256.80
Staff absence	£2,000.00				£2,000.00
Vandalism and insurance excess	£800.00				£800.00
Monk's Hill car park	£6,145.00				£6,145.00
War memorial	£420.00				£420.00
Churchyard wall	£4,170.00				£4,170.00
Footway lighting renewals	£500.00				£500.00
Finger post signs	£1,076.00				£1,076.00
Waste bin	£300.00				£300.00
Equipment for an emergency	£1,000.00				£1,000.00
Election costs	£4,146.50				£4,146.50
Village gateways	£150.00				£150.00
Pump priming CLT	£0.00				£0.00
WNPSG	£2,000.00				£2,000.00
Planning/highway consultant	£0.00	£6,000.00	-£1,617.00		£4,383.00
Legal advice/professional fees	£4,217.00	£2,000.00	-£100.00		£6,117.00
CDC New Homes Bonus 2014 (village gateways)	£1,161.92				£1,161.92
CDC New Homes Bonus 2019 (Monk's Hill play/sports)	£0.00				£0.00
S106 Monk's Hill recreation ground 2020	£0.00				£0.00
CDC New Homes Bonus 2020	£2,492.38				£2,492.38
SDNPA CIL 2019	£2,074.02				£2,074.02
Total of earmarked reserves					£147,814.06
Final balances	£148,685.96	£52,248.68	-£21,193.74	£0.00	£179,740.90