



HEYWOOD CIVIC CENTRE, HEYWOOD, ROCHDALE

For

Rochdale Development Agency

ARBORICULTURAL METHOD STATEMENT

Issue 01 – Sept 23

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ARBORICULTURAL METHOD STATEMENT (AMS) FOR THE SUCCESSFUL TREE RETENTION IN THE CONTEXT OF DEVELOPMENT

1.0 Overview

- 1.1 The Arboricultural Method Statement (AMS) specifies all measures to be undertaken to ensure the ongoing health and viability of trees to be retained within the proposed development to provide an extension to the front of the existing Heywood Civic Centre.
- 1.2 This AMS is in compliance with *British Standard 5837: 2012 Trees in relation to design, demolition and construction – Recommendations*. Accompanying this document is a plan that shows the position of protective fencing and any additional special measures that are required. This plan is referred to as the **Tree Protection Plan (TPP), drawing no. 2472_02**.
- 1.3 The AMS shall be considered a 'working document'. It shall be made available to the site owner/developer, any site manager, and Local Planning Authority in the event of the proposals being constructed on site. A copy of this document and drawing 2472_02 shall be kept on site at all times during any works taking place. All site operatives shall be briefed on the main contents of this document.

Report Aims

- 1.4 The AMS aims to provide guidance on the range of processes that are involved during the proposed development, namely the construction of a new extension to the civic centre and the making good of surrounding surfaces and landscape. It aims to address potential issues and conflicts that may arise during the development, providing solutions that resolve all arboricultural constraints in accordance with current arboricultural good practice guidance.
- 1.5 No development or site clearance shall take place until the Local Planning Authority has agreed the measures in writing, and these measures shall then be implemented full in accordance with the above details.

General tree management

- 1.6 If construction is undertaken all contractors and visitors to the site shall be briefed about the general site considerations provided within this document. In addition to these general considerations, all contractors whose works are associated with, or will influence the effective protection of retained trees on site shall be briefed about methodology and directed to the specifications contained within this method statement.

Summary of Previous Reports Produced

- 1.7 A tree survey and report was prepared by Appletons in September 2023 in accordance with the guidance and recommendations provided by *BS 5837: 2012 Trees in relation to design, demolition and construction – Recommendations*. Information regarding temporary protective fencing and ground protection measures was included as part of this report. The report was prepared to inform a planning application for the extension works and subsequently an Arboricultural Method Statement was requested.

2.0 Site Preparation

- 2.1 The aim of this phase is to ensure that all trees to be retrained as part of the proposals are protected from potentially adverse effects of the development work. This relates to all parts of the tree including branches, stem and root.
- 2.2 It is the responsibility of the contractor in possession of the site for the construction works to ensure that the detail of this AMS and tree protection are known and understood by site managers and all site personnel. A copy of this AMS and the TPP shall be available for reference on site and will form the basis of the management of all works relating to the trees on the site following commencement of the project. The site manager shall induct all personnel who could have an impact on trees on the content of this document. Alternatively, an arboricultural site briefing and induction meeting with all contractors involved in establishing tree protection measures shall be undertaken prior to works starting on site by an named Arboricultural Clerk of Works (ACoW). The purpose of this meeting is to brief the site agent/ contract's manager on the following:
- arboricultural issues to be considered and the potential causes for tree damage which is a key factor in the success of the tree protection scheme;
 - agree a programme of work;
 - agree the location of tree protection fencing;
 - establish the supervision of contractors and sub-contractors;
 - and
 - establish lines of communication and personnel who are responsible for ensuring tree protection.
- 2.3 Pre-development and access enablement for tree pruning if required shall take place prior to any site operations. Tree protection fencing shall be installed prior to tree works taking place unless it is practically difficult to do so. Once tree works are complete all remaining fencing shall be erected.
- 2.4 All works to the existing trees shall be carried out by a fully qualified tree surgeon and in accordance with *British Standard 3998: 2010 Recommendations for Tree Work*.

3.0 Wildlife issues and timing of operations

Bats

3.1 The Wildlife and Countryside Act 1981 together with the amendments of 1985 and 1991, with subsequent variations to the schedule orders, and strengthening amendments made within the Countryside and Rights of Way Act 2001, form the basis for legislation protecting Britain's flora and fauna. It should be noted that all species of bats and their roosts are afforded statutory protection. Sheltering, roosting or hibernating bats within trees are also afforded protection. Therefore work to tree, including felling and pruning, must take account of bat species. It is an offence to:-

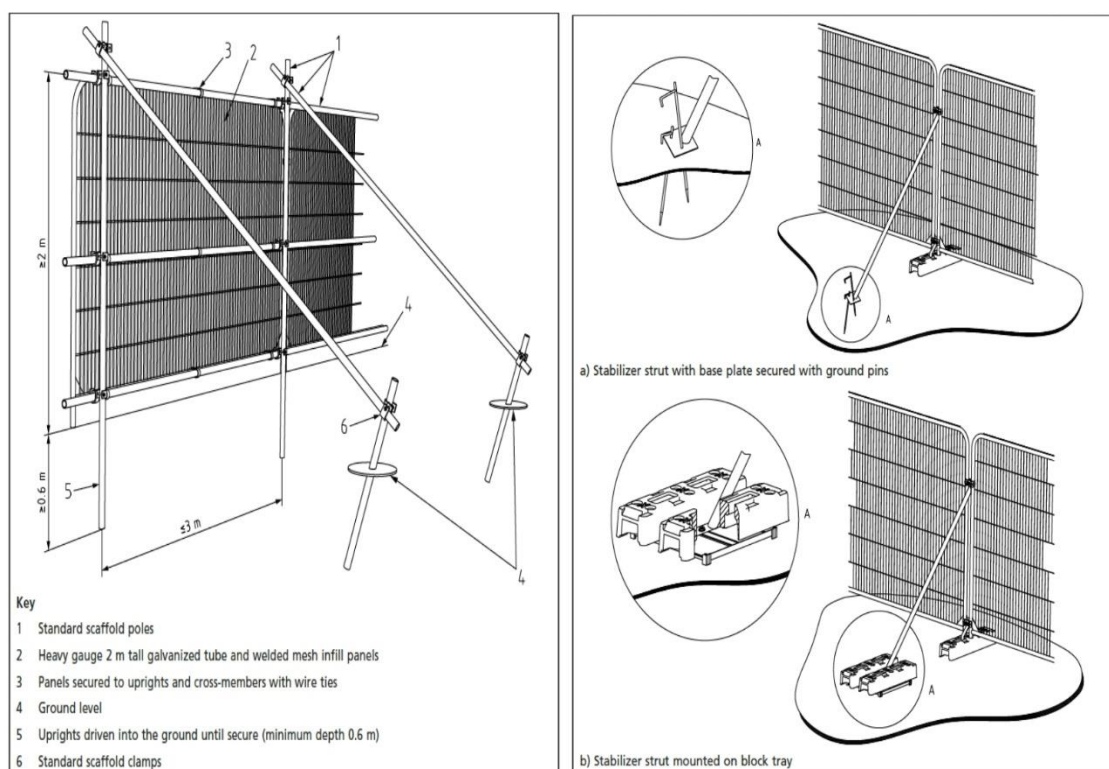
- *intentionally or recklessly disturb, kill, injure or take a bat;*
- *damage or block access to the resting place of any bat;*
- *sell, barter or exchange a bat, dead or alive;*
- *be in possession or control of a bat or anything derived from them;*

Birds

3.2 It is also an offence to kill, injure or take any wild bird, or take, damage or destroy the nest of any wild bird while it is in use or being built. Therefore, work to trees likely to disturb nesting birds should be avoided from late March to August. In general terms, it is recommended that removal of trees or tree works are not carried out during the period of March to September unless it can be confirmed by a suitably qualified person that there will be no disturbance to nesting birds. Trees scheduled to be removed within the nesting season shall be inspected by a qualified ecologist and trees removed within 2 days of confirmation that trees are free from nesting birds. If birds are nesting no works shall be carried out which will disturb nesting until the offspring have fledged.

4.0 Tree protective barrier fencing

- 4.1 Protective tree barrier fencing shall be erected prior to any site operations in accordance with BS 5837:2012. The protective fencing is essential to prevent root severance or compaction of the soil in the Root Protection Areas (RPA), and so give the best chance of continued good health of the retained trees. The fencing shall establish the Construction Exclusion Zone (CEZ) which is an area of the development site from which all pedestrian and vehicular movements are excluded to ensure the wellbeing of trees and their rooting zones, during site works. The location of tree protection fencing is indicated on the **Tree Protection Plan (TPP), drawing no. 2472_02 at Appendix 1.**
- 4.2 Barriers should comprise a vertical and horizontal scaffold framework which is braced to withstand impacts. The vertical tubes should be spaced at a maximum interval of 3m and driven securely into the ground. Welded mesh panels (such as Heras) shall be securely fixed onto this frame.



- 4.3 Care must be taken when locating vertical poles to avoid underground services and, in the case of bracing poles, also to avoid contact with structural roots. If the presence of underground services prevents the use of driven poles, an alternative specification should be prepared; such alternatives could include the attachment of the panels to a free-standing scaffold support framework. Where protective fencing is to be erected close to a hedge or tree group there may be no space for the placement of horizontal supports and driven upright posts must be used instead.

- 4.4 The final location of the protection fencing shall be agreed with the tree officer at Rochdale Council or their delegated person.

Removal of protective fencing

- 4.5 Tree protection fencing shall only be removed once all construction activity has been completed. The date of the removal of the protective fencing shall be confirmed in writing and shall indicate the completion of the scheme of tree protection.

5.0 General requirements

- 5.1 Any damage that may occur to trees due to failure to observe the method statement must be reported to the Local Planning Authority and arboricultural advice must be sought.
- 5.2 No pruning, lopping, felling or severance of roots shall take place without prior consent of the local authority or unless in compliance with specifications included within the Method Statement.
- 5.3 The ground levels within the protected areas, be they fenced or special working areas, shall neither be raised nor excavated unless specifically in compliance with requirements within this Method Statement.
- 5.4 No ropes, cables, services, or notice boards shall be fixed to existing trees.
- 5.5 Fires should not be permitted, or else not lit where flames could extend to within 10m of the foliage, branches or trunk of any trees (it should be noted that local environmental health authorities may have specific restrictions on fires),
- 5.6 Should temporary access within the Root Protection Area be required that is not included within the Method Statement, an agreement, in advance, with the consultant and the LPA must be made. The fence may need to be re-aligned and the ground surface protected. For vehicular access this protection will need to be specifically detailed and agreed.
- 5.7 Care shall be taken in regard to tall or wide loads, or use of plant with booms, jibs and counterweights. Where machinery may be required to operate in the vicinity of trees a banksman shall ensure that no direct physical damage is caused to trees. It shall be checked that any materials or vehicles entering the site are able to do so without causing damage to adjacent trees.
- 5.8 Any material that will contaminate soil (e.g. concrete mixings, and vehicle washings) shall not be discharged within 10m of any Root Protection Area. If diesel and fuel containers are used or stored on site, they shall be kept within a plastic container bund to prevent any ground contamination and spill kits shall be kept available to remediate any spillage).
- 5.9 Where trenching may be required for the placing of underground services all works shall adhere to Volume 4: NJUG Guidelines for the Planning, Installation and Maintenance of Utility Apparatus in Proximity to Trees (NJUG4). National Joint Utilities Group, 2007. This document is freely available online (www.njug.org.uk/publications/).

6.0 Root Protection Area – general requirements for avoiding and minimising root damage

- 6.1 Any cultivation required for final soft landscaping proposals should be undertaken carefully by hand or pedestrian controlled light machinery to minimise damage to tree, particularly the roots. Detailed specification for vehicular and pedestrian surfaces shall be agreed with the Local Planning Authority.
- 6.2 The removal of any existing soft ground cover surfaces over rooting areas e.g. grass and or vegetation, shall be conducted by using appropriate herbicide. Herbicides that leach through the soil shall **not** be used. Loose organic matter and turves shall be removed carefully using hand tools.
- 6.3 Wherever possible new surfaces shall be laid at the existing ground level; the new surface shall be established on top of the existing level. Where excavation must take place i.e. along the edges of tree groups, within the Root Protection Area care shall be taken not to disturb tree roots that may be present. All excavations within the Root Protection Area shall proceed using hand tools such as: hand held breaker, narrow spade, fork, breaker bar, secateurs, handsaw (folding and bow), hand trowel, small stiff brush and hessian sacking. Hand digging shall be undertaken with care in order to retain and avoid damage to as many roots as possible. Therefore, closer supervision than normal shall be required and an understanding by all operatives and staff of what exactly is expected of them.
- 6.4 Routes for services within hard surfaces shall be on the outer extremities of the Root Protection Areas.

Roots greater than 25 mm diameter

- 6.5 As hand digging proceeds all roots greater than 25 mm diameter shall be retained and worked around. Should severance be unavoidable roots shall be cleanly cut with a proprietary cutting tool such as a hand saw or secateurs. Leaving the smallest wound possible. ROOTS SHALL NOT BE RIPPED. Great care shall be taken to minimise damage to retained roots, including the bark around the roots. They must not be severed without the advice of the developer's consultant Arboriculturalist, who should respond within one working day.

Roots less than 25 mm diameter

- 6.6 Where mats of smaller roots (including fibrous roots) are found these shall be retained. During excavation great care shall be taken to minimise damage to retained roots. It is often possible to displace or lower roots to accommodate construction levels for paving and services. This is more likely in the case of mats of fibrous roots. Where it is necessary to remove large sections of fibrous roots from within the Root Protection Area to achieve the required levels for construction, this

shall not be done without first obtaining the advice of the developer's consultant Arboriculturalist.

Exposed roots

- 6.7 Whereas larger roots have a bark layer which provides some protection against desiccation and temperature change, fine roots are vulnerable to desiccation once they are exposed to the air. The greatest risk to fine roots occurs when there are rapid fluctuations in air temperature around them, e.g. winter diurnal temperatures. It is important therefore, to protect exposed roots where an area of work is to be left open overnight and when there is a risk of frost. In winter, before leaving the site at the end of the day, the exposed roots shall be covered immediately with soil or sand or wrapped with dry sacking. This sacking shall be removed before the trench is backfilled. In the summer months desiccation of roots can occur quickly due to exposure to direct sunlight or wind. In these conditions the roots shall also be covered with damp sacking at all times during the excavation. The sacking shall remain in place until just before backfilling commences.

Kerb edging and edge restraint to surfaces/steps/ramps

- 6.8 Where a kerb section conflicts with the position of roots which is not possible to remove without endangering the health of the tree, consideration should be given to:
- reducing the kerb section;
 - creating a gap in the kerb to accommodate the root;
 - bridging the kerb/edging over the root; or
 - constructing a kerbside build-out.

Materials

- 6.9 The backfill material around roots shall be a fine, granular material that is not susceptible to frost heave, such as sharp sand. Builders sand shall not be used as this has a high salt content that is toxic to trees. Tree roots, especially the small fibrous ones are particularly affected by soil compaction and can also be damaged by the mechanical action of tamping down. It shall be recognized that these features of roots impose restrictions on compaction methods of any fine unbound granular material (finefill) that may be used. Sub-base material shall be compacted over the backfill material by hand tamping wherever possible to the required standard for footway traffic to avoid damage to the roots and to secure local aerated zone enabling the roots to survive.

Backfilling in soft areas

- 6.11 Backfilling of non-paved areas shall be carried out using the excavated soil. This shall not be compacted but lightly "tamped" and left slightly proud of the surrounding surface to allow natural settlement. Other materials shall not be incorporated into the backfill.

7.0 Site specific requirements for Trees T1 and T2

- 7.1 The following precautions shall be employed to address the specific requirements to minimise root damage to tree T1 and pruning works to Trees T1 and T2 as indicated the **Tree Constraints Plan drawing no. 2472_01**.

Pruning Works

- 7.2 Tree T1 (Sycamore).

It is likely that some pruning back of the canopy on the tree's western and southern edges would be required to avoid contact with the extension façade. In this event some pruning on other aspects of the canopy may be required to balance the crown and improve the aesthetics of the tree.

Tree T2 (Sycamore).

There may be the need to tip back the south-eastern canopy of tree T2 to allow a workable construction zone in this area.

- 7.3 All pruning shall be undertaken by an appropriately qualified tree surgeon, preferably accredited ARB Approved Contractor with the necessary third party insurances. All works shall be carried out in accordance with BS 3998: 2010 Tree Work – Recommendations. Any pruning cuts shall not exceed one third of that of the parent branch and stem. Branch removal shall utilise a cut from the branch bark ridge to the branch collar to minimise entering the wound. Pruning shall take place from late spring through summer when the leaves have flushed and hardened.
- 7.4 Prunings may be chipped or shredded on site but shall be removed from site to a suitable recycling centre.

Excavation in rooting zones

- 7.5 There may also be limited impact on the rooting zone of tree T2 (sycamore) due to the foundations and the construction work zone. All excavations shall be undertaken by hand digging using hand tools such as: hand held breaker, narrow spade, fork, breaker bar, secateurs, handsaw (folding and bow), hand trowel, small stiff brush and hessian sacking. Hand digging shall be undertaken with care in order to retain and avoid damage to as many roots as possible. Methodologies detailed in paras. 6.5 – 6.7 shall be undertaken in relation to removal of roots. Therefore, closer supervision than normal shall be required.
- 7.6 Surfaces which fall within Root Protection Areas shall include porous block paving, porous asphalt, loose gravel, gravel retention systems (e.g.'Grid Force' or equal approved), resin bound gravel or astro turf where at all practicable.

8.0 **Arboricultural monitoring**

- 8.1 The arboricultural consultant or Rochdale Council's Tree Officer shall be consulted whenever an unexpected issue occurs that involves any retained tree on site including access within the Protection Areas.
- 8.2 It is strongly recommended that during the construction phase of the development that an Arboricultural Clerk of Works is engaged to inspect and monitor the works on site in compliance with this method statement. The role of the ACoW shall be to:
 - 8.2.1 Assess the specification and methodology of the proposed works and ensure these works have the minimum impact on retained trees;
 - 8.2.2 Brief the workers and supervisory staff on protection of retained trees;
 - 8.2.3 Ensure that the agreed methodology is followed by direct on-site supervision;
 - 8.2.4 Direct any root or branch pruning that may be required is carried out to the recommendations of BS 3998:2010.
 - 8.2.5 Provide direction on tree protection issues as they might arise;
 - 8.2.6 Monitor, report and photograph works undertaken as a chronological record.
- 8.3 In particular the ACoW shall ensure that construction exclusion zones (CEZ) are maintained, protective fencing and ground protection is intact, that sensitive work within Root Protection Areas (RPAs) shall be conducted by or under a watching brief of a suitably qualified and experienced arborist or the ACoW assigned to the Works and that general site considerations in respect of maintaining the health of retained trees are being adhered to.
- 8.4 No amendments shall be made to the methods detailed in this Arboricultural Method Statement without the agreement of the consultant or local planning authority Tree Officer.
- 8.5 If the contract's manager is at all unclear about exact compliance with any of the above requirements, or if requested by any other party, then a pre-start meeting shall be arranged with the architect, site agent, local authority tree officer and arboricultural consultant in attendance as necessary.

9.0 **Health and safety issues**

- 9.1 All operations shall be carried out with full regard to and in compliance with current Health and Safety legislation (Health and Safety at Work etc. Act 1974). Due to the diverse nature of recommendations included (e.g. tree felling works, construction etc.) it is necessary that supervisors of those undertaking recommended operations undertake risk assessments prior to starting the relevant works. It shall be the Site Managers/developers responsibility to ensure that risk assessments are submitted prior to undertaking relevant works. All personal undertaking tree works shall have appropriate qualifications for undertaking the work including holding valid third party insurance and certificates for the use of chain saws and the like.
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10.0 Development Implementation Phases

Phase	Requirements	Method
1 Site Preparation	Establish access routes, lines of communication, induction of staff, programme of works, location of tree protection fencing.	Engage ACoW. Liaison with developer and LPA if required. Site meeting.
2 Prior to any construction activities on site	Erection of Tree Protection Fencing Barrier where practically possible to dark blue hatched line on drawing 2472_02 , Undertake demolition works and approved tree pruning.	Refer to drawing 2472_02 for tree pruning works (Trees T1 and T2).
3 Prior to construction work on site	Erection of any remaining Tree Protection Fencing Barrier to dark blue line on drawing 2472_02 Retain throughout works on site until all works are completed.	Comply with drawing 2472_02 for alignment of fencing. Place warning signs on fencing at 15m intervals. Comply with general requirements 4.5 -5.9. 
4 Prior to construction work on site	Site visit by consultant arboriculturist/tree officer to confirm and verify correct erection of fencing.	Written confirmation to be processed and/or adjustments to fencing before works can proceed. Construction of main building works may proceed. No works or level changes to occur within the tree protection barrier (Construction Exclusion Zone – CEZ).
5 During works on site	Check alignment of fencing on a weekly basis to ensure conformity with drawing 2472_02 .	Written confirmation to be processed by site manager and passed to arboriculturalist/tree officer.
6 During construction	Hand dig to excavate of Root Protection Area for foundations and working zone. Excavation shall not place within the Construction Exclusion Zone.	Comply with Excavations in Root Protection Area – avoiding and minimising root damage 6.1-6.8.
7 During construction	Installation of ‘no-dig’ porous surfaces over rooting zones where possible. Full extent to be agreed with architect.	Adjoining levels must marry existing levels.
8 Completion of construction phase	Dismantle fencing and remove off site.	Ground levels within the root protection area shall not be altered with ground level marrying into the edge of the protected areas. Any new landscaping around retained trees shall be undertaken in a manner that shall not impact on the tree and its rooting system. Hand digging to cultivate the soil for planting, seeding and turfing shall be undertaken within rooting zones.



APPENDIX 1



APPENDIX 2



**PROTECTIVE FENCING. THIS
FENCING MUST BE
MAINTAINED IN ACCORDANCE
WITH THE APPROVED PLANS
AND DRAWINGS FOR THIS
DEVELOPMENT.**



**TREE PROTECTION AREA
KEEP OUT !**

**(TOWN & COUNTRY PLANNING ACT 1990)
TREES ENCLOSED BY THIS FENCE ARE PROTECTED BY
PLANNING CONDITIONS AND/OR ARE THE SUBJECTS OF A
TREE PRESERVATION ORDER.
CONTRAVENTION OF A TREE PRESERVATION ORDER MAY
LEAD TO CRIMINAL PROSECUTION**

**ANY INCURSION INTO THE PROTECTED AREA MUST BE
WITH THE WRITTEN PERMISSION OF THE LOCAL
PLANNING AUTHORITY**



APPENDIX 3

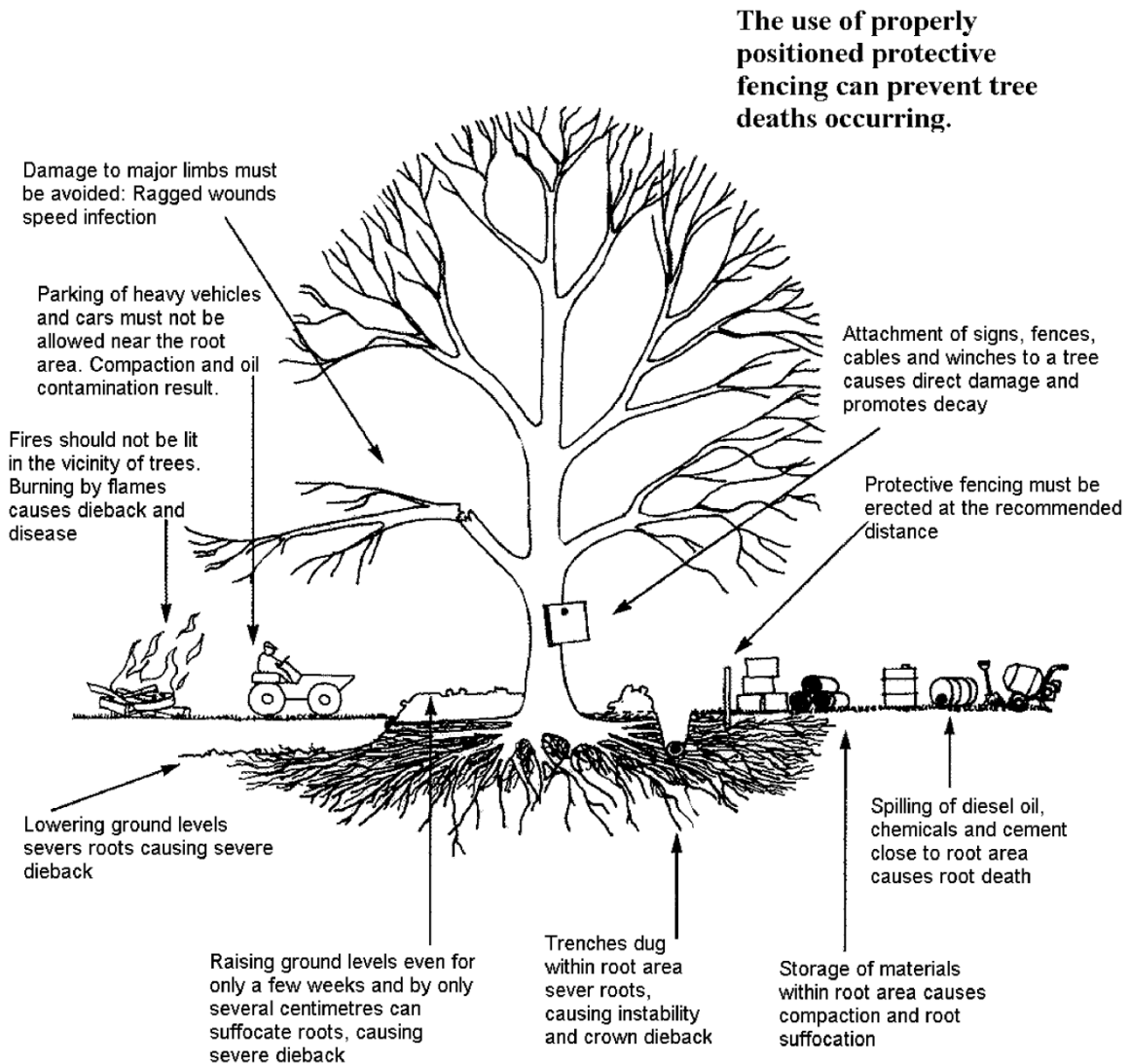
Arboricultural Site Considerations

This information is to be displayed on the notice board in site office and issued to all contractors at their arboricultural site briefing.

The following site considerations must be observed at all times during the development process, from demolition, through construction to landscaping.

- Protective fencing must be regarded as sacrosanct, and must not be removed or altered without prior consultation with either the Local Planning Authority (LPA) or the arboricultural consultant/ Arboricultural Clerk of Works responsible for the site supervision.
- Ground protection must not be lifted or removed without prior consultation with either the LPA or the arboricultural consultant responsible for the site supervision.
- Damage caused to protective fencing or ground protection must be reported to the site supervisor to ensure efficient repair.
- No materials, chemicals, machinery or vehicles must be stored within the tree's Root Protection Area (RPA) as defined on the Tree Constraints Plan (TCP) and identified on site by fencing and above ground root protection.
- No materials must be rested against a tree's trunk or machinery chained to it.
- No pruning of trees may be undertaken by anyone other than an arborist, and all work must be approved by the supervising arboricultural consultant.
- Any physical damage caused to a tree retained on site must be reported to the site manager so remedial work can be undertaken without delay.
- Builder's sand, which contains salt, must not be used to back fill excavation within or in close proximity to tree roots, as this can have a toxic affect. Sharp sand can be used instead.
- Material that will contaminate the soil, e.g. concrete mixings, diesel oil and vehicle washings, must not be discharged within 10m of a tree stem.
- Fires must not be lit in a position where their flames can extend to within 5m of foliage, branches or trunk. This will depend on the size of the fire and wind direction.
- Notice boards, telephone cables or other services must not be attached to any part of a tree.

Common causes of Tree Death



Please use copies of this as an on-site poster for personnel

