

**FINDON PARISH COUNCIL
34 NORMANDY LANE
EAST PRESTON VILLAGE
WEST SUSSEX BN16 1LY**

TO: ALL MEMBERS OF THE COUNCIL

You are hereby summoned to attend the meeting of Findon Parish Council (FPC) to be held on **Monday 28 July 2025** at **7.30pm** in **Nepcote Hall** for the purpose of transacting the following business.

THIS IS AN OPEN MEETING AND MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

Miss Fiona MacLeod
Clerk to the Parish Council
22/7/2025

AGENDA

25.80 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

25.81 CHAIRMAN'S ANNOUNCEMENTS

25.82 DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA

Members and Officers are reminded to make any declarations of personal and/or prejudicial/pecuniary interests they may have in relation to items on this Agenda.

The interest should be declared by stating:

- a) the item you have the interest in
- b) whether it is a personal interest and the nature of the interest
- c) whether it is also a prejudicial/pecuniary interest
- d) if it is a prejudicial/pecuniary interest, whether you will be exercising your right to speak under Public Question Time

Members and Officers will then need to re-declare any prejudicial/pecuniary interest at the commencement of the item or when the interest becomes apparent.

**25.83 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETINGS
HELD ON 23 JUNE AND 26 JUNE 2025.**

**25.84 UPDATE ON IMPLEMENTATION OF ACTIONS NOT COVERED
ELSEWHERE ON THE AGENDA**

To note the update report.

**25.85 TO RECEIVE VERBAL REPORTS FROM WEST SUSSEX COUNTY COUNCIL
(WSCC) AND ARUN DISTRICT COUNCIL (ADC) COUNCILLORS**

25.86 PUBLIC QUESTION TIME OF UP TO FIFTEEN MINUTES

The Question Time is the only opportunity for the public to address the meeting, make representations, answer questions and give evidence in respect of any item within the remit of the Council, and not limited to matters of the agenda for that meeting. (Standing Order 1d). Where it is not possible to give immediate answers, the answers will be given at the next Meeting or, if preferred, sent direct to the questioner.

25.87 CO-OPTION OF COUNCILLOR(S) AND VACANCIES

To update and consider co-option to fill vacancies on the Council if appropriate.

**25.88 REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES FOR
NOTING/RATIFYING**

- a) Open Spaces Working Group
- b) Trees Working Group including Community Orchard (including Pond Green tree and biannual tree survey costs)
- c) Allotment Gardens
- d) Village Hall Trust

- e) Community Resilience Plan
- f) Roads/Parking/Village Signage Working Group
- g) Assets of Community Value
- h) Wattle House Feasibility Study Working Group
- i) Findon Village Pre-School Portacabin Working Group
- j) Community Infrastructure Levy (CIL) Working Group
- k) Street Lighting Working Group

25.89 FPC AND THE PRE-SCHOOL – A LONG-TERM PLAN

To consider a Working Group to formulate the above.

25.90 REPLACEMENT DEFIBRILLATOR AT NEPCOTE

To consider the above and agree a nominal electrical payment to the landowner.

25.91 FPC STALL IN WATTLE HOUSE FOR SHEEP FAIR

To agree management of the stall and liaison with local historian

25.92 CLERKS REPORT

To note the report and consider any items for ratification/approval.

25.93 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING

- a) Planning.
- b) Finance & Governance.

25.94 FINANCE

- a) To note Receipts and Bank Reconciliations as circulated.
- b) To approve Payments as circulated.
- c) To note quarterly budget if available

25.95 ITEMS TO BE REFERRED TO NEXT AGENDA

Thurston House
Soldiers Field Lane
Findon
West Sussex
BN14 0SH
15th July 2025

Miss F. MacLeod
Clerk
Findon Parish Council
34 Normandy Lane
East Preston
West Sussex
BN16 1LY

Traffic Calming: Nepcote Lane

Dear Fiona

My wife and I, together with some other village neighbours, have recently had cause to check the speed limits applying to Nepcote Lane occasioned by a serious cycle accident just above the top of Nepcote Green - near to the small car park and sealed off green area.

As a purely informal group we have received a response to our Freedom of Information Request made to WSCC with the result confirming that the section of Nepcote Lane running from the junction with Nepcote to Cissbury Ring (formally named Cissbury Ring Road) is de-restricted throughout its entire length, whereas the majority of other roads in Findon are subject to a 20 MPH speed limit introduced under an Order passed in 2018. As a result the relevant National Road limit applies of 60 MPH which we feel is both very excessive and has already proved dangerous.

Gary and Jane Proudlock who live at "Thistledown" (the house adjoining Nepcote Green) believe the Council has previously supported representation for a change to the speed limit and therefore on Friday it was agreed we should write to you in the first instance to share our thoughts and intended approach. Very briefly we propose seeking a 20 MPH limit from the junction of Nepcote Lane and Nepcote to a point 100 yards beyond Ring House (on the left side of the road above Thistledown travelling towards Cissbury) to apply in both directions, and beyond Ring House – where visibility is better, a limit of 30 MPH again in both directions. This 30 MPH limit coincidentally applies to Nepcote from its junction with the A24 for a distance of 175 metres eastwards to Cissbury House.

There are a great number of reasons why these changes are necessary and we believe would receive the overwhelming support of the community. Our thoughts, therefore, are that ideally we should meet with Council members to run through these, at the same time benefit from the knowledge of previous attempts made to achieve changes. In the meantime we are making a further FOI request to West Sussex Police to find out reported incidences of any accidents which might further support our case.

Perhaps you would be kind enough to raise this letter at the next Council meeting with a view to proceeding from there. Many thanks.

Yours sincerely

Ian Hollyhomes

Report to	Findon Parish Council
Meeting Date	28 July 2025
From	Councillor Paula Whitby
Title of Report	Update on Open Spaces
Purpose of Report	To Note/Ratify and Clarify

1. Updates for noting/background

1.1 Saturday Working Party. Work Completed & Planned Work

- Preparation and painting of Village Noticeboards at Community Shop and Village Hall completed.
- Painting and necessary repair work to be carried out on the two village bus shelters within the next few weeks.

1.2 Wednesday Working Party. Work Completed & Planned Work

- This past month the WP have been concentrating exclusively on A24 footpath clearance.
- Vegetation clearance planned for School Hill within the next few weeks.

1.3 Benches

- Installation of the new “Forbes” bench has taken place on Nepcote. Mr Forbes is very grateful to have it in place and says “It looks superb in its new surroundings”
- Concrete plinth to be put into place shortly for the “Sheep Fair” bench. This is to ensure that the bench is secured safely to the ground. Costs are being met by the Sheep Fair.

1.4 Dog Waste and Litter Bins

- Dog bin newly installed at the bottom of Cross Lane. The litter bin at this location has been removed due to it being an incorrect placement.
- All new bins agreed with Arun have now been installed. Arun have advised they will not now be charging FPC for the purchase of the bins.
Waste emptying costs will be pro rata for the rest of this financial year.
New Bins that have been installed this year:
 - 3 Dog Bins @ Cross Lane, Stable Lane, top of Cissbury.
 - 1 Litter Bin on The Oval.

1.5 Key Schedule

- Cllr Whitby is finalising an up-to-date schedule of all Councillors/Workers/Volunteers holding keys on behalf of FPC. This will include keyholders for padlocks, gates, posts, sheds and buildings.

2. Issues for discussion/ratification by full Council

2.1 Wattle House Keys

- Two ex-members of the Sheep Fair Committee hold keys to the Wattle House. FPC are to consider if they would like them to remain as keyholders?
At present there are five Wattle House keyholders. This includes the two keyholders mentioned above.

Date	Jun-25												Agenda item 25.94 a June 2025			
	Receipt ID	From	Details	Precept	Interest and credits	Allotment Gardens	Sheep Fair	Open Spaces/ misc	SDNPA	tbc	tbc	VAT reclaim	Total Receipts			
				31000.00	90.72	0.00	1719.90	0.00	0.00	0.00	0.00	0.00	32810.62			
29/06/2025	cr	HSBC	interest		44.55								44.55			
				31000.00	135.27	0.00	1719.90	0.00	0.00	0.00	0.00	0.00	32855.17			

Date	Jun-25																
	Pmnt ID	Paid to	Details	Salary & Tax	Admin incl subs	BT & SSE	Grants	Pond Green CIL	Open Spaces	Public Works	Dog and Litter bins	Parking and	Pre-school	Sheep Fair	Wattle House	Web site, Teams,	Total Payments
				2688.00	699.97	531.75	0.00	0.00	5589.93	0.00	0.00	0	0	2206.72	1722.24	240	13678.61
01/06/2025	PaP BP	HMRC	Clerk May tax	268.80													268.80
	PaP BP	F MacLeod	Clerk May salary	1075.20													1075.20
	PaP BP	F MacLeod	Clerk May exps		50.85												50.85
02/06/2025	BP	Findon Swimming Club	grant				500.00										500.00
03/06/2025	BP	Citizens Advice	grant				50.00										50.00
09/06/2025	PaP BP	Findon Garden Machinery	services						284.59								284.59
	PaP BP	AC Gardens (Sussex) Ltd	tree services Pond Green						480.00								480.00
	PaP BP	Findon Village Hall	hall hire		24.75												24.75
19/06/2025	dd	HSBC	charges		5.00												5.00
23/06/2025	dd	SECOM	WH security											50.49			50.49
24/06/2025	BP	WSALC Ltd	subs		760.78												760.78
	BP	P Whitby	OS exps						237.16								237.16
	BP	J Wilson	exps		57.49				79.63								137.12
	BP	Arun Business Supplies	office supplies		10.56												10.56
26/06/2025	BP	Gallagher Ins	mower ins renewal		255.83												255.83
27/06/2025	dd	SSE energy	services			42.97											42.97
				4032.00	1865.23	574.72	550.00	0.00	6671.31	0.00	0.00	0.00	0.00	2257.21	1722.24	240.00	17912.71

Bank reconciliation

Balance as at 30/6/2025

CA 69792.79

DA 32028.15

101820.94

Balance B/forward

Receipts

Payments

106010.49

44.55

4234.10

101820.94

**Agenda Item 25.88
b**

Report to	Findon Parish Council
Meeting Date	28 July 2025
From	Fiona MacLeod, Clerk
Title of Report	Trees update
Purpose of Report	For information and consideration

1. Background

- 1.1 Councillors will recall that urgent action was taken in May/June 2025 regarding the dangerous bough on the large Sycamore tree on Pond Green. A survey was subsequently undertaken by tree specialists Connick Tree Care regarding the future of the tree and this is attached as Appendix 1 to the report.
- 1.2 The recommendation is to fell the tree within the next three months. A Dead/Dangerous/Dying Tree application will need to be submitted to the South Downs National Park Authority for approval – the tree has a TPO on it and is in a Conservation Area.
- 1.3 Prominent yellow posters have been placed on the tree and in the Parish Council Notice Board explaining the situation.
- 1.4 FPC has a bi-annual tree survey of all trees on FPC land and this is due late autumn this year. Connick Tree Care previously produced a very comprehensive tree survey and a quote for this year's survey is attached as Appendix 2 to the report.

2. Issues for consideration/ratification by full Council

- 2.1 Does FPC wish the Clerk to obtain two quotes for the felling of the tree as per para 1.2 of the report ?
- 2.2 Does FPC wish to instruct Connick Tree Care to carry out the survey as per para 1.4 of the report at a cost of £680.00 excl VAT ?
- 2.3 Cllr Wilson to liaise with Connick Tree Care regarding the survey.



Connick Tree Care
Specialists in the Preservation and Maintenance of Trees

Arboricultural Condition Assessment

Our Reference
223340/JH

Client
Findon Parish Council

Site
Findon Village Green, Findon, BN14 0TE

Survey & Report By
Mr Joe Howard

Date
15th July 2025

Date Of Inspection
15th July 2025



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1 INTRODUCTION

1.1 INSTRUCTION

- 1.1.1 Connick Tree Care were instructed by Mr John Wilson of Findon Parish Council to undertake a ground level visual assessment and report of a single tree located on the Findon Village Green. This report will detail the condition of the tree assessed, including any recommended management requirements.
- 1.1.2 The principal objective of the survey was to identify if the tree or part of the tree is in a hazardous condition and to advise remedial action to ameliorate the risk it could represent to people or property.

1.2 SCOPE OF REPORT

- 1.2.1 The inspection was carried out from ground level using the Visual Tree Assessment (VTA) method (Mattheck, C and Breloer, H, 1994) examining the external features of the tree. All measurements, proportions and assessments of age are approximate, except where stated.
- 1.2.2 The report and recommendations relate to the condition of the tree and its surroundings at the time of inspection. Trees are living organisms whose health and condition can change rapidly and all trees even healthy ones, are at risk from unpredictable climatic and man-made events.
- 1.2.3 The conclusions and recommendations in this report are only valid for one year. Any changes to the site as it stands at present will invalidate this report, e.g. construction works, excavation works, importing of soils, extreme weather events etc.
- 1.2.4 The re-inspection frequency is specified on title page of this report and is recorded in the detailed survey data in **Appendix II**.
- 1.2.5 Additional decay detection was carried out by using an IML Residrill PD400. The device was used only where necessary to further examine decay in specific locations on the stem of the tree.

1.3 SUMMARY OF LEGAL OBLIGATIONS

- 1.3.1 A considerable body of case law has established that, to be in a position to foresee and attempt to prevent harm arising from a tree failure, it is necessary to subject the tree in question to 'regular inspection'. This inspection should be undertaken by someone competent both to identify any defects present and to interpret their significance for public safety.
- 1.3.2 Within the United Kingdom the owner of the land in which a tree stands has a duty in relation to the health and safety of those on or near that land. This duty is covered by both civil and criminal law and would leave the owner responsible for any liabilities arising from the falling of a tree or branch either financially or through prosecution (NTSG, 2011).

The breach of or infringement of this duty can lead to potential liabilities to pay damages within civil law under the Occupiers' Liability Act 1957 and 1984 or to the risk of prosecution within criminal law under the Health and Safety at Work etc Act 1974.

1.4 **QUALIFICATIONS AND EXPERIENCE**

- 1.4.1 I have based this report on my site observations and investigations. I have come to the conclusions in light of my qualifications gained and experience obtained whilst working in the field of arboriculture. I have qualifications and practical experience in arboriculture and list the details of these in **Appendix I**.

1.5 **LIMITATIONS AND USE OF COPYRIGHT**

- 1.5.1 All rights in this report are reserved. No part of it may be reproduced or transmitted, in any form or by any means without our written permission. Its contents and format are for the exclusive use of the client. It may not be sold, lent out or divulged to any third party not directly involved in this situation without the written consent of Connick Tree Care.
- 1.5.2 **DISCLAIMER:** I have no connection with any of the parties involved in this situation that could influence the opinions expressed in this report.

2 ARBORICULTURAL SURVEY AND RECOMMENDATIONS

2.1 SITE VISIT

- 2.1.1 A site visit was undertaken on the 15th of July 2025 by the author of this report, Mr J Howard. I am a qualified arboriculturist. The weather at the time of inspection was rainy with strong winds and fair visibility.

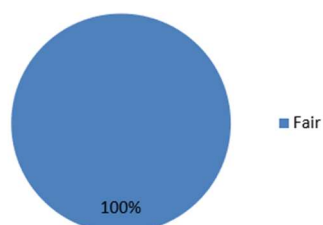
2.2 SITE DISCRIPTION

- 2.2.1 The site is located on Findon Village Green, which sits at the heart of Findon village. The green is a small public amenity space commonly used for dog walking and features seating areas. A variety of trees are present on the green, ranging from newly planted specimens to semi-mature individuals. The green is bordered by private residential properties, with a village parking area situated to the southwest.
- 2.2.2 The tree assessed in this report is a Sycamore, located near the southern boundary of the green. A desktop search via the Findon Parish Council website confirms that the tree is protected under Tree Preservation Order TPO/FN/3/61 and also falls within the Findon Conservation Area.
- 2.2.3 The site is considered to experience high footfall, particularly in the vicinity of the tree. The risk level is assessed as medium to high due to the potential hazard the tree poses to nearby parking areas in the event of partial or total structural failure.

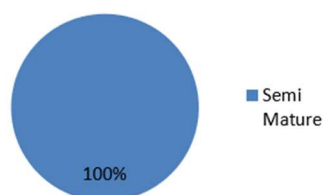
2.3 TREE SURVEY & DISCUSSION

- 2.3.1 The survey was carried out from ground level using the Visual Tree Assessment method (Mattheck, C and Breloer, H, 1994), examining the external features of each individual tree. The tree survey data was recorded at the time of inspection on purpose made Arboricultural software and digital mapping using a handheld tablet.
- 2.3.2 The information obtained during the survey process is recorded within the tree survey schedule attached as **Appendix II**. A summary of the tree surveyed is presented below for quick reference.

Overall Condition



Life Stage



The tree location is identifiable on the tree location plan attached as **Appendix III** as T001.

- 2.3.3 The area surrounding the tree consisted of short grass, providing clear visibility of the tree's basal and rooting area.



Photo of T001 looking North



Photo of T001 looking South

- 2.3.4 The tree, a semi-mature Sycamore (*Acer pseudoplatanus*), displays an asymmetrical crown with a northerly bias. The crown has previously sustained primary scaffold limb failure on the southern side, resulting in two stems being pruned back to the main union at approximately 2 metres above ground level. Deadwood is present within the crown, likely resulting from natural shading. The deadwood appears stable, with no signs of thinning or instability at the points of attachment.
- 2.3.5 The main stem divides into six secondary stems at the crown break, approximately 2 metres above ground level. All stem unions are acute and show evidence of included bark, which may compromise structural integrity. The unions also contain an accumulation of degraded foliar material. Several long, extended limbs emerge from the main union. Signs of torsion stress, likely associated with wind loading and structural weakness, are visible within the primary union, most notably at the eastern and southern branch unions, where partial separation is evident.

Torsion splits and union separation



- 2.3.6 Two areas of stem damage were observed on the lower trunk. The first is located on the north side at approximately 100 mm above ground level, and the second on the south side at around 300 mm above ground level. Both wounds measure approximately 50 mm in width by 75 mm in length. Each wound displays around 15 mm of healthy callus tissue forming around the margins, and the exposed heartwood is hard to the touch, indicating a degree of compartmentalisation.

- 2.3.7 Prominent buttress formations are present on the south and south-west sides of the tree, where notable damage is also evident, likely caused by lawnmowing. Similar damage is observed on shallow surface roots extending to the south, suggesting repeated mechanical impact in this area.
- 2.3.8 No fungal fruiting bodies or significant external indicators of decay were observed during the visual inspection. However, given the tree's proximity to the village parking area and to support the visual assessment, a microdrill investigation was undertaken at 1.7m above ground level below the main union. Mainly to identify and separation or decay within the union.
- 2.3.9 The investigation was carried out using an IML Resi PD-Series microdrill, which employs a fine (2–3 mm) drill needle inserted at a constant speed and pressure, penetrating to a maximum depth of 400 mm. The device measures the resistance encountered during drilling, producing detailed resistance profiles. These graphs help identify variations in wood density, including potential internal decay or structurally compromised areas. A significant drop in resistance may indicate voids or pockets of decay, while consistent resistance typically reflects sound wood.
- 2.3.10 The resistance graphs from the investigation are presented in **Appendix IV** for reference and interpretation.

Drilling Locations



Drilling at 1700mmH
North



Drilling at 1700mmH
East



Drilling at 1700mmH
South



Drilling at 1700mmH
West

2.4 CONCLUSIONS

- 2.4.2 The Sycamore exhibits structural concerns that may impact its long-term stability and suitability within this setting. The presence of co-dominant stems with included bark, visible union separation, and signs of torsional stress raise concerns about the integrity of the main union, particularly under wind loading. Historical scaffold limb failure and asymmetrical crown development have further altered the tree's balance, potentially increasing mechanical stress.

2.4.1 The microdrill investigation supports the observations made during the Visual Tree Assessment (VTA), suggesting a zone of compromised wood within the union, likely related to included bark and long-term mechanical stress. Given the presence of torsional cracks and crown asymmetry, the union should be considered a structural weakness.

2.4.2 Following the assessment, the Sycamore is considered to be in generally fair to poor condition.

2.5 RECOMMENDATION

2.5.1 Management recommendations were identified during the survey and are detailed in the Tree Survey Schedule, included as Appendix II.

2.5.2 Due to its current structural condition, the tree is assessed as having no future potential. The remaining stems present a high risk of further failure. It is therefore recommended that the tree be felled to a 1-metre-high stump, followed by appropriate treatment to prevent regrowth. This work should be completed within the next three months to mitigate potential hazards.

2.5.3 A replacement tree should be planted in close proximity to the location of the felled tree to maintain canopy cover and visual amenity. It is recommended that a species with seasonal or structural interest be selected, such as *Ginkgo biloba*, *Liriodendron tulipifera* (Tulip Tree), or *Liquidambar styraciflua* (Sweet Gum), subject to site conditions and local authority approval.

2.5.4 All works should be undertaken by appropriately qualified Arboricultural Contractors. This should be to BS3998 Recommendations for Tree Work 2010 or current Industry Best Practice.

2.5.5 **The Local Planning Authority has not yet been contacted to establish if a Tree Preservation Order (TPO) covers any of the trees or to determine if the site is situated within a Conservation Area (CA). It would be necessary to determine whether either of these planning controls are in place before any work commence. Should they be in place, the appropriate notification or permission will need to be obtained from the local planning authority.**

TREE RISK MANAGEMENT PROCESS (General advice)

- 2.5.6 The level of risk of harm or damage rises as the use of a site increases.
- 2.5.7 The re-inspection frequency for the whole site is based upon my assessment of the level of risk in relation to the trees surveyed.
- 2.5.8 A qualified Arboriculturist is required to perform the formal scheduled inspection, while the homeowner could undertake intermediate inspections. The arboriculturist may be called in (other than for the specified inspection) if there was a situation in which the owner was unsure of how to proceed.
- 2.5.9 A walk-round survey following any major storm event should be undertaken to identify from lay-persons perspective, new hazards, root plate movement, branch fractures, breaking out of parts of the crown etc.
- 2.5.10 Any emergency situations would require action immediately generally without consulting the Arboriculturist. The Arboriculturalist should be informed of these situations as it may impact the future safety of the tree.
- 2.5.11 The above approach allows the day-to-day management of tree risk to be with those who are in close proximity to it and who can respond quickly. The overall strategic risk and detailed assessment of risk associated with individual trees is kept at the technical level during the formal inspections.
- 2.5.12 This system allows a detailed picture of the condition of the tree to be recorded over time. It then becomes possible to provide more accurate analysis of the hazards and level of risk associated with the tree. This approach assists with planning works and finances rather than reactionary works which maybe more costly.
- 2.5.13 Risk Management Strategy is now a common policy area for all those who are involved in managing any public or private facility. The assessment of the hazard associated with trees and the management of the risk is no different than that of ensuring that buildings are in good repair and that action is taken to prevent accidents that would be considered 'reasonably foreseeable'.

3 REFERENCES and BIBLIOGRAPHY

Anon, British Standard BS 3998 (2010), "Recommendations for Tree Work", British Standards Institute. London.

DOE, "Tree Preservation Orders - A guide to the law and good practice", Department of Environment, 1994.

David Lonsdale. (2001), Principles of Tree Hazard Assessment and Management. London, HMSO.

Mattheck, C. and Breloer, H. (1994) The body language of trees, Research for Amenity Trees No.4 HMSO.

National Tree Safety Group. (2011), Common sense risk management of trees, Guidance on trees and public safety in the UK for owners, managers and advisers. Edinburgh, The Forestry Commission.

R.G.Strouts & T.G Winter (2009), Diagnosis of ill-health in trees. The Stationary Office – Research for Amenity Trees No.2

O.Johnson & D More (2004), Tree Guide. Collins

T. Moy (2018). TMA Fungi. Software application

APPENDIX I QUALIFICATIONS AND EXPERIENCE

Subjects	Level	Dates
Technician member of the Arboricultural Association		2023 ongoing
Professional Tree Inspection (LANTRA)	Pass	April 2023
Level 3 diploma in forestry and arboriculture	Distinction	2015
NPTC cs30, cs31, cs38, cs39	Pass	from 2015 ongoing.

2. CAREER SUMMARY

I began my career in forestry and arboriculture in 2015 by completing a Level 3 Diploma through a two-year college course. This provided me with the essential knowledge and practical skills needed to enter the industry. After qualifying, I started work as an arborist with a local arboricultural company, where I gained hands-on experience in tree care and management.

Over time, I developed my skills further and took on greater responsibilities, eventually progressing to a team management role. This position helped build both my technical and leadership abilities as I oversaw tree operations and coordinated projects.

To advance my career, I pursued additional training and became a certified professional tree inspector, which expanded my opportunities within the field. With this qualification and a solid foundation of practical experience, I moved into a consultancy role at Connick Tree Care.

As an Arboricultural Consultant, I now provide expert advice to clients on managing their tree assets safely and sustainably, drawing on my years of field experience and ongoing professional development.

3. AREAS OF EXPERTISE

Tree hazard risk assessments for tree owners
 Decay assessment and mapping
 Tree management reports on prioritizing maintenance programs.
 Diagnosis of tree disorders
 General arboricultural advice
 Trees in relation to subsidence
 Arboricultural surveys to BS5837

APPENDIX II

TREE SURVEY SCHEDULE



Tree ID	Tree Tag No	Species	Type	Measurements	Ownership	Survey Notes	Physiological Condition	Structural Condition	Overall Condition	Inspection Limitations	Inspected	Inspection Due	Google Maps	Recommendations
T001	Not Tagged	Sycamore (<i>Acer pseudoplatanus</i>)	Tree	Height (m): 6 -10 Crown Radius (m): 6 DBH (mm): 570 Life Stage: Semi Mature	Owned by the estate.	<p>The tree is located south of the village green, with its crown overhanging parking bays. The lawn beneath is frequently used for dog walking.</p> <p>Mower damage is present on shallow surface roots and the southwest buttress. Bark wounds are noted at 300mm (south) and 100mm (north), both showing healthy callus tissue. Exposed heartwood is hard and sound.</p> <p>The main stem divides into six co-dominant stems at 2m. Overextended leaders from the main union are likely contributing to observed torsional splits.</p> <p>Recent removal of two primary scaffold limbs, due to central union failure has left the crown asymmetrical with a northerly bias.</p> <p>A scaffold limb to the east shows significant separation at its union, indicating a high risk of further failure.</p> <p>All unions within the main structure contain included bark, reducing structural stability.</p> <p>Micro-drilling was conducted at all cardinal points to assess internal wood condition.</p>	Good	Poor	Fair	None	15-Jul-2025	15-Jul-2027	https://www.google.com/maps/search/?api=1&query=50.868007593840744,-0.40653708627176643	Fell to ground level and treat stump. Timescale: 15-Oct-2025 (3 Months)

APPENDIX III

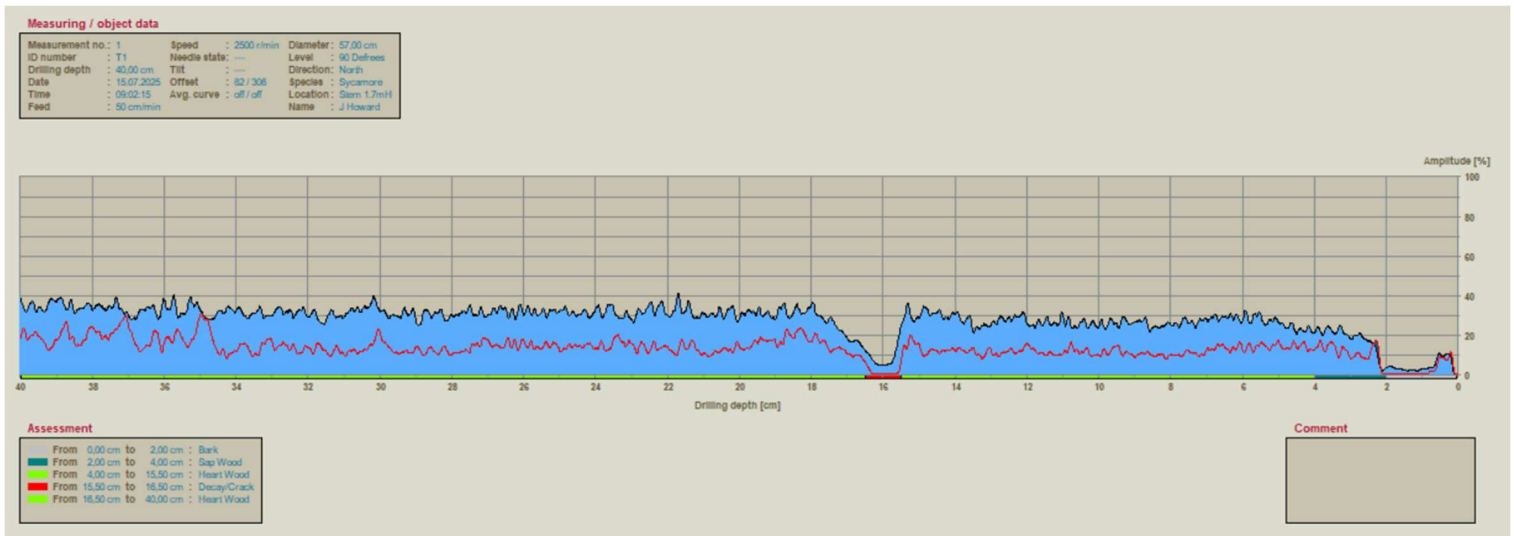
TREE LOCATION PLAN



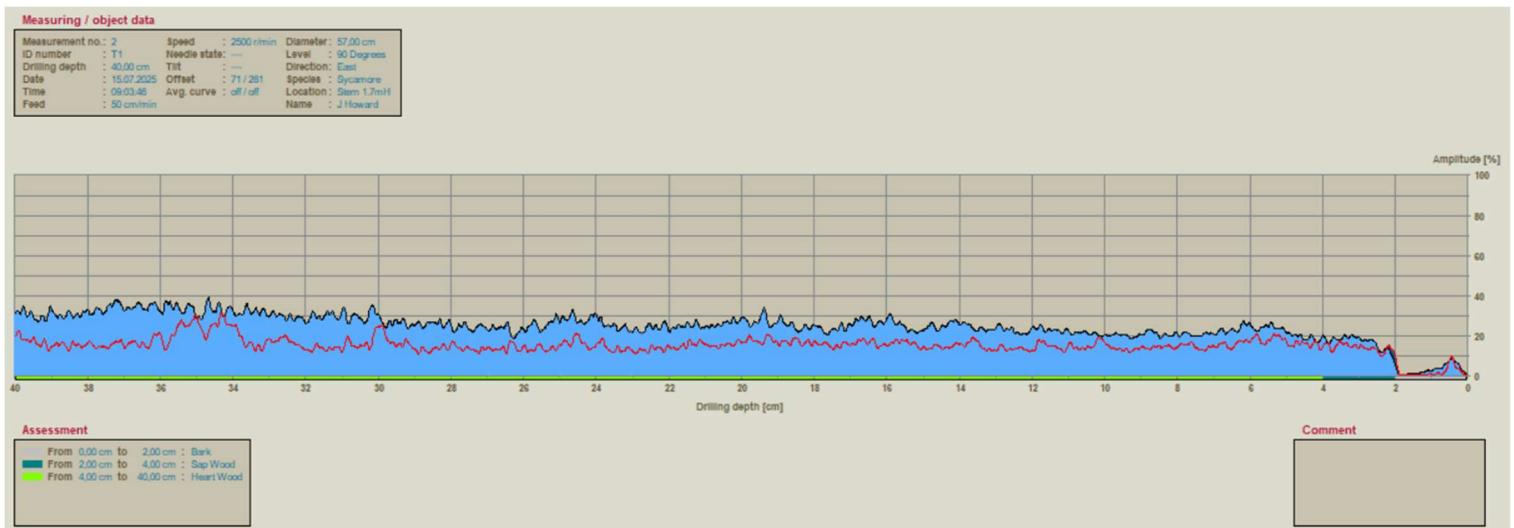
APPENDIX IV

MICRODRILL GRAPH DATA

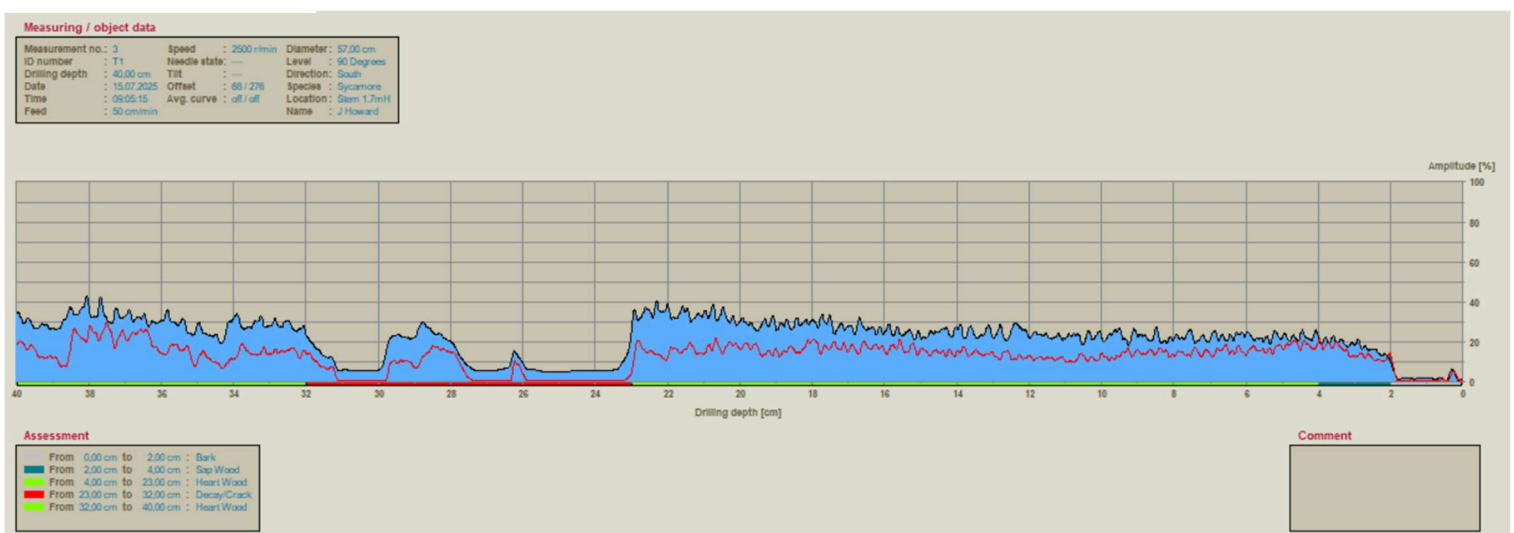
North at 1700mmH



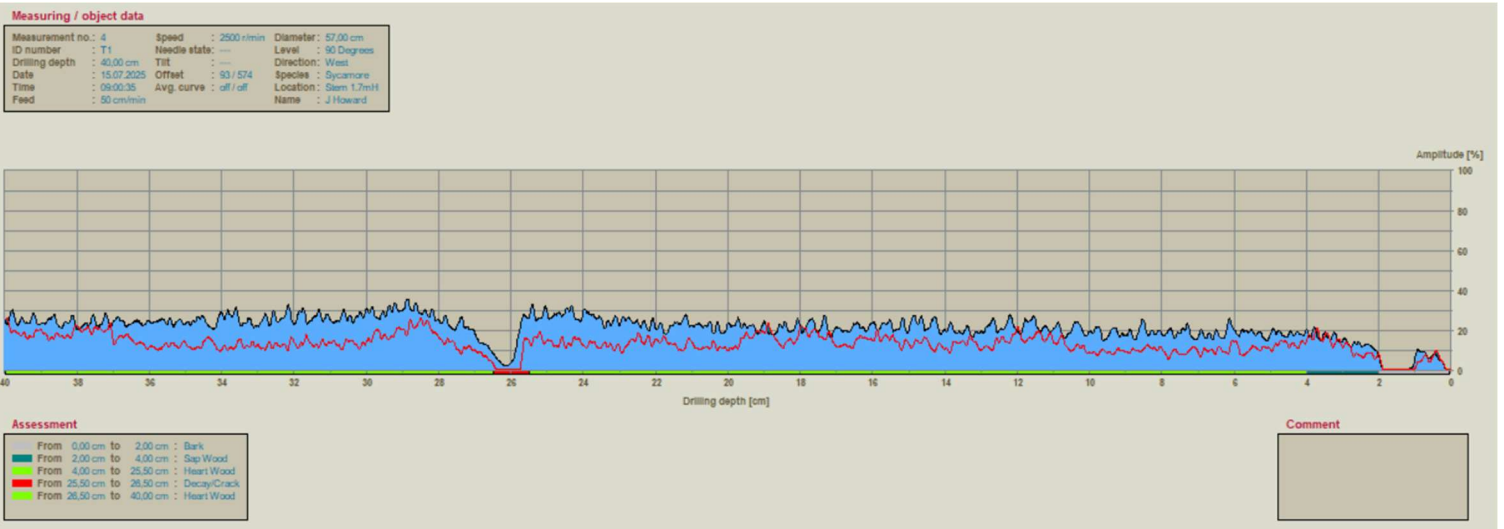
East at 1700mmH



South at 1700mmH



West at 1700mmH





Connick Tree Care

Specialists in the Preservation and Maintenance of Trees

Address:

New Pond Farm,
Woodhatch Road
Reigate,
Surrey
RH2 7QH

Telephone:

01737 779191

Email:

info@connicktreecare.co.uk

2025/26 BUDGET LINE LEDGERS Pmnt months

incl VAT where applicable

ADMIN	APRIL	MAY	JUNE	Q1	BUDGET	%AGE
clerk salary/tax	1344.00	1344.00	1344.00	4032.00	17500.00	23.04%
Clerk Exps	33.75	54.21	50.85	138.81	450.00	30.85%
clerk storage	70.00	0.00	0.00	70.00	280.00	25.00%
cartridges/office supplies	11.94	37.99	68.05	117.98	350.00	33.71%
website, IT support, licences	150.00	90.00	0.00	240.00	4200.00	5.71%
int/ext audit	0.00	0.00	0.00	0.00	1000.00	0.00%
Chairman allowance	210.00	0.00	0.00	210.00	500.00	42.00%
training	0.00	48.00	0.00	48.00	400.00	12.00%
insurance	0.00	0.00	255.83	255.83	2600.00	9.84%
subs	0.00	0.00	760.78	760.78	850.00	89.50%
BT services	328.66	0.00	0.00	328.66	1750.00	18.78%
SSE	161.55	41.54	42.97	246.06	750.00	32.81%
legal costs	0.00	0.00	0.00	0.00	1000.00	0.00%
Public Works Loan	0.00	0.00	0.00	0.00	7000.00	0.00%
cllr exps (1)	0.00	0.00	0.00	0.00	50.00	0.00%
grants	0.00	0.00	550.00	550.00	3500.00	15.71%
hall hire	86.64	119.44	24.75	230.83	1000.00	23.08%
Monthly total	2396.54	1735.18	3097.23	7228.95	43180.00	16.74%

1. travel & subsistence costs meetings, training etc

2025/26 BUDGET LINE LEDGERS Pmnt months

incl VAT where applicable

OPEN SPACES PMNTS	APRIL	MAY	JUNE	Q1	BUDGET	%AGE
AC Gardens grass cuts	0.00	4320.00	0.00	4320.00	9000.00	48.00%
general maintenance, mower	0.00	40.95	284.59	325.54	1000.00	32.55%
wild flowers group	0.00	20.94	0.00	20.94	500.00	4.19%
tree/hedge management	0.00	0.00	480.00	480.00	1000.00	48.00%
winter maint	0.00	0.00	0.00	0.00	3000.00	0.00%
Allotments	900.00	0.00	0.00	900.00	450.00	200.00%
volunteer equipment	205.14	120.90	316.79	642.83	750.00	85.71%
Pre-School building	0.00	0.00	0.00	0.00	2500.00	0.00%

dog/litter bin maintenance		0.00	0.00	0.00	0.00	2480.00	0.00%
Xmas lights		0.00	0.00	0.00	0.00	500.00	0.00%
Community Resilience incl defibs		0.00	0.00	0.00	0.00	250.00	0.00%
Parking and Signage		0.00	0.00	0.00	0.00	750.00	0.00%
Monthly total		1105.14	4502.79	1081.38	6689.31	22180.00	30.16%

Allotments spend of £900 authorised by FPC

AC Gardens monthly inv incl £360.00 VAT

Pre-School excludes CIL spending

Job Ref: 223317/MH

Ms Fiona MacLeod
Findon Parish Council
Coachmans, 2 Nepcote
Findon
WORTHING
West Sussex
BN14 0SD

09 July 2025



Dear Ms MacLeod

Re. Site Address - Findon Parish Council, 34 Normandy Lane, East Preston Village, BN16 1LY

We have pleasure in submitting our quotation for the work as follows:

Arboricultural Consultancy Services in relation to Findon Parish Council.

To undertake a ground level visual assessment of all trees located within the grounds of the site and assess their condition in accordance with the needs of the site owners to meet their duty of care and produce a report of our findings. The full inventory tree condition assessment survey will cover all trees over 150mm in stem diameter, measured at 1.5m above ground level.

The survey and report will include the following aspects:

The undertaking of a site visit to assess all trees over 150mm in stem diameter at 1.5m. All trees identified within the survey will be individually marked using metal tree tags were appropriate.

All tree data obtained on site including their locations will be recorded using secure data capture software.

The production of an OS map based tree location plan of the site, showing all trees surveyed and identifiable with sequential numbering.

The production of a tree survey schedule showing the following information on each tree inspected.

Tree number: to cross reference info in site plan with info on schedule

Species: listed by common name and including scientific name.

Tree height: approx. in metres

Tree spread: approx. in metres

Stem diameter: in mm taken at 1.5m above ground level

Age class: Young, semi-mature, early mature, mature & over mature

Overall condition: good, fair, poor

Physiological condition: good, fair, poor, dead

Structural condition: good, fair, poor.

Comments: specific comments relating to each tree

Management recommendation and Priority rating: required management proposal identified within specified time frames.

A written report detailing the findings from the survey process and a management plan. The management plan will include priorities of all works identified for reasons of health and safety and sound Arboricultural management, including any legally actionable nuisances.

The cost to provide the tree condition assessment and report is

£680.00



Approved Contractor
The Arboricultural Association is an organisation Concerned with raising the standards of tree care in Britain. To ensure high standards in technical competence and adequate insurance protection, the Association has approved Connick Tree Care.



Cont'd
Connick Tree Care is the trading style of
Connick Tree Care Services Ltd.
Registered in England No. 04885914
Vet No. 850 589 990

ALL WORKS COVERED BY £10 MILLION PROFESSIONAL INDEMNITY INSURANCE.

Total Nett Amount:	£680.00
Total VAT @ 20.00%:	£136.00
Total Amount:	£816.00

I trust this quotation is clear & acceptable. If you have any queries, please contact us on the number shown below.

A copy of our Terms and Conditions are attached.

Yours Sincerely

Mark Haddock

Consultancy Administrator - Rachel Hart - 01737 859 743



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Cont'd

Terms and Conditions of Service for Connick Tree Care (The Contractor)

'The Contractor' - the business undertaking the works & 'The Client' – the person or business instructing the works (and in so doing and accepting the quote, agrees to / accepted the following terms and conditions.)

1. Notice of the Right to Cancel "Cooling off period". The client has a minimum 14 days to cancel the contract (in writing) from acceptance date. In the event of cancellation at short notice, costs may be proportionally incurred by the client.
 - 2) This quotation / estimate is valid for 90 days and takes into account any 'value' (monetary or otherwise) the arisings may have unless stated differently.
 - 3) Where possible, all works will be in accordance with the current British Standard 3998 'Tree Work Recommendations 2010'. Dimensions specified are approximate and will be to the nearest suitable pruning point.
 - 4) In the event of a variation to the quotation cost or specification as a result of;
 1. Amendments to works required prior to arriving on site,
 2. Changes in site / ground conditions since the original visit and / or
 3. Additional works requested / required whilst on site,
 4. Discovery of OPM (Oak Processionary Moth) infestation or nests within the trees crown,
- The quotation will be revised accordingly, either electronically in advance or handwritten on the day(s) of work. Amendments to original specifications and/or changes in costs, shall be agreed electronically or in writing by the Contractor and the Client before commencement of the specified works.
- 5) It may be necessary for the client to arrange special access or provision of parking facilities, and will form part of the quotation. Should these requirements fail to be met by the client, **additional costs or an abortive visit fee may be incurred.**
 - 6) Stump grinding will be to a depth of 200mm below the immediately adjacent ground level and will include the removal of the stump and buttress roots. There is no chasing of lateral roots unless specified. Subsequent debris from stump grinding will be left on site unless otherwise specified. It is the responsibility of the client to advise the Contractor of any underground services in the vicinity of the stump prior to starting the job.
 - 7) All arisings (Inc. twigs / branches / woodchip / logs / trunks / foliage, etc.) will be removed from site and become the property of the Contractor unless specifically stated otherwise in the quotation.
 - 8) An invoice will be raised on completion of the works. Payment is required within 7 days. Unsatisfactory completed work MUST be immediately notified, in writing or via email, to the Contractor within a minimum period of 48 hours.
 - 9) Following written / verbal instructions from the client, the Contractor will check with the Local Planning Authority (LPA):
 1. Whether the tree(s) are the subject of a Tree Preservation Order.
 2. Whether the tree(s) are located within a Conservation Area.

The Contractor will also consider whether a Felling Licence is required from the Forestry Commission (FC) or if any other permissions / consultations are required, i.e., Natural England / Environmental Agency.

- 10) Where works are proposed to third party trees, for example, trees in adjacent properties, the Contractor will require written confirmation from the tree owner (the neighbours) that the works are agreed and where necessary, that access is permitted. If works only apply to overhanging branches that can be pruned from ground level within the clients' property, then permission is not required, however, the neighbour should be advised, as a matter of courtesy, and the debris offered back (please also see 9 above as this may also apply.)

11) The Contractor has £15 million Public Liability insurance and a copy of the certificate is available on request. The Contractor will operate in accordance with industry good practice, their Health & Safety Policy and Procedures, and undertake Site Specific Risk Assessments. The outcome of the Risk Assessments may place constraints on the site whilst works are in progress, for example, the client may not be able to access parts of their property without prior arrangement from ground staff.

- 12) The site will be left 'clean, tidy and safe'.

- 13) If the work is scheduled over multiple days, the site will be left in a safe condition, at the end of each working day.

- 14) The Contractor will undertake the works as scheduled, but is aware of / may be constrained by ecological and wildlife legislation including:
 1. Wildlife and Countryside Act 1981.
 2. Countryside and Rights of Way Act 2000.
 3. Conservation of Habitats and Species Regs. 2012 (amendment)

This legislation requires the Contractor to assess the impact of the works which may result in works being delayed as a result of nesting birds, roosting bats or similar being present. **Additional costs or an abortive visit fee may be incurred.**



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