

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779
Email: enquiries@meopham-pc.gov.uk Website: www.meopham-pc.gov.uk



A Civility & Respect
Pledge Council

To all Members of Meopham Parish Council

You are hereby summoned to attend an Extra meeting of the **Full Council** of **Meopham Parish Council** on **Tuesday 9th September 2025 at 7:00pm** to be held at **Meopham Cricket Pavilion, Wrotham Road, DA13 0PZ**. Papers have been circulated for items marked with (*)

Yours faithfully

Lisa Winter

Lisa Winter
Clerk and Responsible Financial Officer
Date of Issue: Tuesday 2nd September

AGENDA

1. **Apologies for Absence:** To receive and accept apologies
2. **Declarations of Members' Interests:** To receive declarations of pecuniary and non-pecuniary interests for this meeting
3. **Minutes of Previous Meeting:** To approve the minutes of the meeting held on 29.07.25. *This item is to confirm the accuracy of the minutes and not to raise matters arising (*)*
4. **Community Grants:** To consider applications received for the Community Grant Scheme for the 2025-2026 financial year (*)
5. **Meopham Windmill Trust:** To consider granting permission to the Windmill Trust to attach Christmas lights to the flagpole (*)
6. **Arboricultural Survey:** To consider and choose a contractor from the quotes(*)
7. **Judsons Pavilion:** To note that we have not received a set of keys from the leaseholders for the Pavilion and decide a course of action

8. **Pitfield Green Toilets:** Receive update and advise on course of action
9. **Public Session & External Reports**
 - 9.1 **Public Session**
 - 9.2 **Borough Councillors and County Councillor**
 - 9.3 **Police**
10. **Service Contract:** To consider the final draft specification for the tender of the service contract (*)
11. **Council Budget for 2026-2027:** To review the draft budget for the 2026-2027 financial year (*)
12. **Financial Matters**
 - 12.1 **Approval of Payments:** To approve the payments made since the last meeting up to 31 August 2025 (*)
 - 12.2 **Receipts & Payments Report:** To note the receipts and payments report up to 31 August 2025 (*)
 - 12.3 **Bank Statements:** To note the Unity, Cambridge and Redwood statements and the supporting Bank Reconciliation as of 31 August 2025(*)
 - 12.4 **Council Reserves:** To note the reserves balance as of 31 August 2025(*)
 - 12.5 **Expenses:** To approve expenses claimed by the Clerk including correction of mileage allowance from expenses claimed in December 2024(*)
 - 12.6 **New Accounts:** To agree the opening of 2 new accounts and the banking signatories (*)

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779

Email: enquiries@meopham-pc.gov.uk

Website: www.meopham-pc.gov.uk



A Civility & Respect
Pledge Council

Minutes of the Parish Council Meeting held on Tuesday 29 July at 7:00pm at the Meopham Cricket Pavilion, Meopham Green, DA13 0DQ

Members Present:

Cllr S Buchanan
Cllr D Bramer
Cllr R Collings
Cllr D Fisher
Cllr S Gofton
Cllr P Haslam – Vice-Chairman
Cllr D Johnson
Cllr J McNamara
Cllr D Sims – Chairman
Cllr B Wade
Cllr P Watson

In Attendance:

L Winter – Clerk
18 members of the public

Meeting commenced 19:02

Item 1: Apologies for Absence: To receive and accept apologies

F.C. 52 Apologies were received and accepted from Cllr S Johnson (prior work commitment).

Item 2: Declarations of Members' Interests: To receive declarations of pecuniary and non-pecuniary interests for this meeting

F.C. 53 Cllr Bramer, Cllr Buchanan, Cllr Sims, Cllr Wade and Cllr Watson declared for all the closed session items.

Item 3: To approve minutes of the of the meeting held on 08.07.2025

F.C. 54 Cllr Haslam referred to F.C.50 and stated that he had not volunteered to coordinate and the Councillors that had offered to help were Cllr Buchanan, Cllr Fisher and Cllr Wade.

Cllr Haslam referred to F.C.51 and stated that Cllr McNamara needed adding as a councillor who had offered to help.

RESOLVED that: The minutes of the full Council Meeting of 08.07.2025 be agreed.

Item 4: Land at Blackthorn Farm, Culverstone Green: To consider meeting with Esquire Developments

F.C. 55 RESOLVED that: Councillors were happy to meet with Esquire Developments and requested some options for an evening meeting.

Item 5: Basal Cutting: To agree the basal cutting at Meopham Green, Hook Green and Edmund Green as per the quote

F.C. 56 RESOLVED that: The quote of £850 plus VAT be accepted.

Item 6: Streetlights: Column 36 – To accept the quote from UK Power Networks

F.C. 57 RESOLVED that: The quote of £3694 plus VAT be accepted.

Item 7: Hook Green: To consider correspondence received requesting further works at Hook Green, Meopham

F.C. 58 RESOLVED that:

1. Elite Tree Care be requested to give their recommendation of scope of works required to the trees that encroached over Weavers Cottage at Hook Green;
2. A request be submitted to the conservation officer at Gravesham Borough Council following the recommended scope of works;
3. Three quotes be obtained following approval of the works from Gravesham Borough Council;
4. The parishioner affected by the trees be kept in the loop regarding the process and timescales.

Item 8: Standing Orders: To review and approve the Council's Standing Orders for the 2025/2026 municipal year

F.C. 59 RESOLVED that:

- 3(f) public participation be changed to twenty minutes;
3(v) Add The quorum of a Full Council meeting shall be five.

PROPOSED: Cllr Wade. SECONDED: Cllr D Johnson. All in favour.

Item 9: New Website: To agree the additional cost for uploading the remaining documents to the new website

F.C. 60 Councillor Haslam enquired if a high resolution picture and logo had been located to use on the new website. The Clerk advised that they had not but Councillor Collings may be able to help with producing new ones.

RESOLVED that: The additional cost of £700 be approved.

Item 10: MeophamHub: To receive an invitation to the MeophamHub

F.C. 61 Councillor Wade explained the concept of the MeophamHub and that it was something that Meopham Parish Council may like to fund in full or part going forward as a replacement of the Meopham Review or a newsletter. If Councillors were interested we would invite the editor to present the business plan/idea to the next full council meeting.

RESOLVED that: Meopham Parish Council were very interested in the project and invited the editor to present the idea at a future meeting.

Item 11: Judson's Pavilion: To consider the correspondence received from the trustees of The Colts and agree any actions

F.C. 62 Trustees: Keith Walters and Bob Heming were in attendance for this item who gave some background information. Councillors were advised that booking the Pavilion was now through a WhatsApp group administered by Keith. The trustees also agreed to get a set of keys to Meopham Parish Council.

Item 12: Pitfield Green Toilets: To consider the report and decide the next steps

F.C. 63 Following the opinion of each Councillor present the Chairman asked the members of the public present to offer their input.

A member of the public congratulated the chairman on his handling of the topic. This was followed by a number of opinions from the public present with a variety of views on reopening, refurbishment and the need to balance the requirements of parishioners who pay the precept and visitors.

RESOLVED that: Option 1: Re-open with no building upgrades be agreed. Requirements: reinstatement of electricity supply; drainage survey; deep clean; hand washer/dryer and installation; electrical safety check; asbestos survey; legionella testing; service contract (hours to be clearly defined);

Cllr D Johnson PROPOSED and Cllr Buchanan SECONDED. There were 8 votes for and 2 against. Motion was carried.

Item 13: Public Session & External Reports

13.1 Public Session

Disclaimer: The statements made during the Public Session reflect the opinion of the speaker(s) and are not necessarily accurate or factual information.

F.C. 64 A member of the public advised that the Meopham Parish Council logo was located in the dropbox.

F.C. 65 Suspension of Standing Order 3(x) – a meeting shall not exceed a period of two hours.

PROPOSED: Cllr Wade. SECONDED: Cllr Buchanan. All in favour.

13.2 Borough Councillor and County Councillor

F.C. 66 There were no Borough Councillor or County Councillor present.

13.3 Police

F.C. 67 There were no Police present.

F.C. 68 Closed Session – all public and press were asked to leave the meeting.

Cllr Gofton, following a discussion with the Clerk, declared an interest in the closed session items.

Cllr D Johnson stated to all the councillors who had declared an interest that they should leave the meeting, however, under the extenuating circumstances, they were invited to remain in the public seating area to listen to the reasoned decisions being proposed and the ensuing debate, as they were all affected by the decisions. However, they must not take part and everything must remain confidential.

PROPOSED: Cllr Haslam. SECONDED: Cllr D Johnson. All in favour.

Councillor Haslam was Chairman for the remainder of the meeting.

CLOSED SESSION

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that due to the confidential nature of the next item, the public and press were asked to leave the meeting

Item 14: Personnel Committee:

14.1 To receive the draft minutes of the Personnel Committee meeting held on 23.07.25

F.C. 69 The draft minutes of the Personnel Committee meeting of 23.07.25 be received and noted.

14.2 To receive and accept the recommendations of the Personnel Committee

F.C. 70 The HR matter was discussed and resolved fully.

Item 15: Employment Tribunal: To review the letter from DAS Law and consider entering into settlement negotiations

F.C. 71 This item was not required following the acceptance of 14.2.

Item 16: Fraudulent Email: To consider the findings of an internal investigation and to consider taking appropriate action

F.C. 72 This item was not required following the acceptance of 14.2.

The meeting ended at 21:52.

GRANT APPLICATIONS RECEIVED
MPC GRANT BUDGET FOR 2025-26 £ 3000

REF NO	ORGANISATION	PROJECT	AMOUNT REQUESTED	PROJECT COSTS	PREVIOUS GRANTS	CLERKS RECOMMENDATION
			REQUESTED		APPROVED	
					BY MPC	
GR1	HARVEL VILLAGE HALL	EXPANSION OF CAR PARK TO PROVIDE 2 EXTRA SPACES	£500	£1,117.00	£0 (24-25) £500 (23-24)	£975
GR2	MEOPHAM WINDMILL TRUST	VIDEO MONITOR FOR GROUND FLOOR TO ALLOW LESS ABLED PEOPLE TO VIEW UPSTAIRS	£500	£525.13	£500 (24-25)	£525
GR3	KENT AIR AMBULANCE	ONGOING PROVISION OF EMERGENCY MEDICAL CARE	£500	£56,000	£250 (24-25)	£250
GR4	MEOPHAM CARERS	ONGOING PROVISION OF THE SUPPORT OF CARERS THROUGH THE GROUP	£1,000	£2,138.22	£1500 (24-25) £500 (23-24) £450 (22-23)	£1,250

We have received 4 requests as listed above.

The grant requests are permissible within the legislation governing Parish Councils :

- GR1 S133 of Local Government Act 1972
- GR2 S133 of Local Government Act 1972
- GR3 S137 of Local Government Act 1972
- GR4 S19 of Local Governmen Act (Miscellaneous Provisions) 1976

Item 4

Item 5



Re: Meopham Windmill - Flagpole , Christmas tree

From Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>

Date Mon 04/08/2025 2:36 PM

To [REDACTED]

[REDACTED]

I have printed your email off and will put the request to Full council. Hopefully this will be the September meeting, but this is rapidly becoming a large agenda, so may get pushed to the October meeting.

Kind Regards,

The Parish Council Officers

Lisa Winter (Clerk and RFO) and Tracey Hanlon (Finance & Grants Officer)

Meopham Parish Council - www.meopham-pc.gov.uk

From [REDACTED]

Sent: Monday, August 4, 2025 2:28 PM

To: Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>

Cc: Meopham Windmill Trust [REDACTED]

Subject: Meopham Windmill - Flagpole , Christmas tree

Dear Lisa,

As Chair of the Windmill Trust, I'm writing to request permission to attach Christmas lights to the flagpole which, as you know, is owned by Meopham Parish Council.

The lights would be strung along the guide wires, with additional strings of lights attached near the top of the flagpole, extending to the ground, creating a cone-shaped "Christmas tree" of lights.

These lights would be installed in early December and remain in place throughout the holiday season, with removal in early January.

I welcome your thoughts and advice regarding this request. If necessary, a site visit can be arranged at your convenience.

Regards,

[REDACTED]

Sent from my iPhone

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779
Email: enquiries@meopham-pc.gov.uk Website: www.meopham-pc.gov.uk



A Civility & Respect
Pledge Council

Agenda Item	Item 6
Meeting Date	9 th September 2025
Report Title	Arboricultural Survey
Recommendation/s	Quotes – choose contractor
Prepared By	Clerk – Lisa Winter
Detailed Information	
In the event of a tree causing injury/damage a full arboricultural report would be required by our insurers. This is required every 2 years. Quotes were sought on the following specification – - Visit Parish Council owned sites to carry out a ground level inspection of all trees with the boundary of the sites. We have 102 recorded trees and the strip of woodland at the front of Southdown Shaw with an unknown quantity of trees; - Produce a comprehensive arboricultural safety report for each site, listing works necessary in the interests of health and safety, to satisfy Meopham Parish Council's duty of care. Quotes were received from: Crown Tree Consultancy: Survey & Report £1350+ VAT Indigo Surveys Ltd: Survey & Ordnance Survey site plan £1440+VAT. Plus purchasing of 9x ordnance survey site plans £540+VAT. Total £1980+VAT Arbtech.co.uk: Total £5540+VAT Recommendation: To consider the options and choose a contractor. NOTE: Meopham Parish Council has a arboricultural survey budget 25/26 provision of £1650 and earmarked reserves of £1500.	

Tree Survey & Report Quotation

to assess the safety of your trees



Reference: Proposed Tree Condition Survey at various locations in Meopham Parish, DA13.

Quote ref: 2508111



Crown Consultants Ltd is registered in England and Wales. Company registration number 6477035.

VAT registration number 929 7741 74. Director Ivan Button N.C.H. (Arb), FDSc (Arb), BSc. (Hons), P.G.C.E. M. Arbor. A.



Branching out through England and Wales

Date: 28/08/2025

Meopham Parish Council

Wrotham Road
Meopham
Gravesend
DA13 0AA

Dear Meopham Parish Council,

Thank you for contacting Crown Tree Consultancy, one of the United Kingdom's leading arboricultural consultancies.

I understand that a Tree Condition Survey and report is required at various locations in Meopham Parish. The report shall inform landowners (and future landowners) of the condition and liability of trees within the site and the works necessary to maintain the trees in an acceptable condition. We regularly produce such reports for homeowners, local authorities, education facilities and site managers, helping them manage their tree stock cost-effectively. Crown Tree Consultancy does not undertake tree surgery operations, removing any concern of being recommended unnecessary, expensive tree work.

If you have any queries about this quotation or would like to speak with one of our consultants, please do not hesitate to contact me on [08000 141330](tel:08000141330) or via email to info@crowntrees.co.uk.

Warmest regards,

Megan Reynolds
Quotes Team

On behalf of **Ivan Button N.C.H. (Arb), FDS (Arb), BSc. (Hons), P.G.C.E. M. Arbor A.**



Principal Consultant, Director

Specification & Quotation

We shall survey the site as indicated by the yellow line shown in the accompanying image. Particular attention will be paid to trees adjacent to areas of higher public usage, such as houses, gardens, roads, etc. The survey shall be carried out from ground level. The trees shall be assessed using the VTA system endorsed by the Arboricultural Association and the British Standards Institute. The level of inspection shall accord with recommended best practices². Binoculars and probes shall be used where required. We shall examine the trunk, stem base, scaffold branches and branch junctions for defects, disease or symptoms of inner decay which might structurally compromise the trees³.

We shall record information and plot the positions of all trees which are deemed to present an unacceptable risk to the public or users of the site¹. We shall also record and plot trees which require work to prevent such risks from developing.

¹ Where trees are growing in remote or overgrown areas, the level of inspection shall be reduced according to recommended best practice (see footnote 2), and tree works shall rarely be recommended.

² *Common Sense Risk Management of Trees* by National Tree Safety Group and *Management of the Risk from Falling Trees* by The Health and Safety Executive.

³ Where appropriate, a more detailed inspection, such as a climbed inspection or decay detection, will be recommended.



The table below sets out the specification of each service with fees on the following page.

Essential Documents	
Service A: Tree Condition Survey and Report	Our findings will be presented in a comprehensive, easily understood report. This shall include the following: 1. Tree Schedule – For each tree <i>that requires works</i>, this shall indicate its age, species, height, crown height, crown spread (dimensions shall be approximate and for indicative purposes only), physiological and structural condition, amenity value, life expectancy, form, vigour, history, defects, recommended works and priority. 2. Tree Location Plan – Indicating approximate tree positions, crown spread, and highlighting a colour-coded safety category. Plans indicating tree location shall be provided in PDF and DWG format. In the absence of plans with tree locations already plotted, satellite imagery or Ordnance Survey plans shall be used as a base, and approximate tree locations shall be overlaid. Occasional other trees or landmarks will be plotted, as appropriate, in order to assist future users of the report and drawings. Where this is not obvious from our drawing, these trees shall be tagged with a sturdy aluminium numbered tag. 3. Discussion – An overview of the trees on the site, an in-depth account of any significant defects found, and discussing management options. 4. Recommendations – Remedial works shall be recommended to ensure trees do not pose an unacceptable risk. A priority shall be allocated to each recommendation as follows: Urgent – to be carried out immediately. Very high – to be carried out within 1 month. High – to be carried out within 3 months. Moderate – to be carried out within 1 year. Low – to be carried out within 3 years. 5. Inspection Schedule – Indicating future inspection frequencies required. 6. Prioritised Recommendations – These shall be made to reduce all risks to acceptable levels.
You may also wish to consider	
Service B: Statutory Tree Protection Check	If you would like to confirm the statutory protection status of the trees on your property. 1. We will enquire on your behalf to determine if the property is within a Conservation Area and whether any trees are subject to a Tree Preservation Order 2. If such statutory designations exist, we will advise you of your rights and how you may be affected.
Additional Services (as requested, if necessary)	
Expedited Survey	Fees for the following are issued upon request. 1. Survey and report within one week 2. Survey and report within two weeks
Additional Meetings and Reporting	Fees for the following are also available upon request. 1. Additional on-site meetings 2. Detailed pruning schedules for specific trees 3. Application to work on a tree in a conservation area or one that has a Tree Preservation Order (TPO)

Service and additional info	Price (not inc. VAT)
Service A: Tree Condition Survey and Report	1,350.00
Service B: Statutory Tree Protection Check If required	50.00

All prices are subject to VAT. Quote valid for 28 days.

Please check: Property boundary

The image provided alongside this quote indicates the extent of the proposed survey, according to our understanding.

If this does not represent the area that requires surveying, you must inform us.

Book Your Survey

To instruct Crown Tree Consultancy, please email info@crowntrees.co.uk stating which of the services (listed in the table above) you are instructing for. You can always add more services, like the Detailed Pruning Schedule, at a later date.

What to Expect Next

Upon instruction, we shall arrange access (with you or a person designated by you) to undertake the tree survey at a mutually convenient time. To keep environmental impacts to a minimum, we schedule surveys by location, and surveys are *usually* booked 2-4 weeks from the date of instruction. If you require your survey or report by a specific date, please call **08000 141330** or email info@crowntrees.co.uk to discuss expedited fees and availability.

If you require an expedited survey or report production, we can usually accommodate this after checking our consultant's schedules.

Please call [08000 141330](tel:08000141330) or email info@crowntrees.co.uk to discuss expedited fees and availability.



Licensed User

Choosing an Arboricultural Consultant

An arboricultural consultant's recommendations can contribute to the longevity of your trees and the safety of your site. Please ensure the level of service provided satisfies your requirements when comparing quotations.

Dedicated Staff

At every level of engagement, our dedicated team of tree experts take pride in the quality of work, expert advice and extremely professional service. Our office team are on hand to answer your enquiries, facilitate arranging the survey, and keep the project details organised. You can [find out more about our team](#) on our website.



Qualification and Professional Membership

All our consultants have level five qualifications in arboriculture and extensive experience working with trees and authoring BS5837 reports. They have each passed their LANTRA Professional Tree Inspection course and are Professional Members of the Arboricultural Association. Projects are overseen by our principal consultant, Ivan Button N.C.H. (Arb), FDSc (Arb), BSc. (Hons), P.G.C.E. M. Arbor A., was recently recognised by the Arboricultural Association as a longstanding Professional Member. Ivan is also a member of the International Society of Arboriculture and the Consulting Arborist Society. Our [consultants' qualifications webpage](#) has further details.

Reputation, Experience & Value

A sub-standard tree survey or report will fail to meet your mortgage lender's or insurer's criteria and may cause costly delays. You should choose a consultant with many years of experience authoring BS5837 reports, and a good reputation amongst Local Authorities. The cheapest tree survey service does not always provide the best value for money. We attract a lot of repeat business, [esteemed clients](#) and [excellent reviews](#).



Quality Reporting

Our reports are esteemed among homeowners, mortgage providers and insurers because they are comprehensive and easy to navigate. Please see our [reports and documentation page](#) for further details, and feel free to request additional examples if there are other types of report you would like to see.

Insurance

Crown Tree Consultancy carries £5 million Professional Indemnity cover, £5 million Public Liability cover, and £10 million Employer Liability cover.



Terms, Conditions and Copyright

1. These terms are published for the guidance of Clients of Crown Consultants Ltd.

A Service

1. We reserve the right to refuse, or cease work on, any project if disagreeable circumstances arise that were not originally disclosed. Costs incurred up to that point will be charged at the normal rate and settled as item C in these terms.
2. We cannot be held responsible for information not being divulged, or incorrect information being supplied, to the Company by any third party.
3. We cannot accept liability for any works undertaken by any other companies or contractors.
4. The customer acknowledges and agrees that Crown may, at its discretion, engage third-party specialists to conduct tree surveys on its behalf. Crown will subsequently analyse the data collected and provide the final reports to the customer. By instructing Crown, the customer consents to the sharing of relevant customer information with these third parties solely for the purpose of arranging and conducting the necessary surveys.

B Assignments

1. If the client, or their agent, fails to provide the agreed access to the site, we reserve the right to charge appropriate costs.
2. Our reports are subject to copyright law and cannot be copied, amended or distributed to third parties without permission. "Distribution" does not apply to parties directly involved with the property, such as contractors instructed by you to carry out recommended works.

C Payments & Fees

1. **It is the responsibility of the client, or their agent, to ensure that the correct invoicing details are supplied to us upon instruction. Unless explicitly stated otherwise, the person or company, providing instruction shall be held liable for payment.**
2. Payment of invoices must be settled within **fourteen days** of the invoice unless otherwise stated and agreed. Late payment may affect the timely delivery of your report.
3. Invoice queries should be notified to Crown within seven (7) days of the invoice date.
4. In accordance with the Late Payment of Commercial Debts Regulations (2002), we reserve the right to charge interest on any outstanding amount after the payment due date. We reserve the right to charge interest at 3% over the bank base rate on 4. overdue invoices.
5. It is our policy to recover all debts, associated costs, and legal fees incurred in so doing.

D Late Cancellation Fee Policy

1. We kindly request a minimum of 48 hours' notice for any cancellations or rescheduling of appointments. This allows us to allocate time to other clients who may be waiting for expert advice or site visits.
2. Fees are applied to cover the time allocated and any travel or administrative preparation already undertaken.
3. If an appointment is cancelled or rescheduled within the 48-hour notice period, you will be charged 50% of the quoted service fee.
4. Cancellations must be made by phone (01422 316660) or email (info@crowntrees.co.uk).
5. We understand that unexpected events can arise. Exceptions may be made at our discretion in genuine cases of emergency, illness or extreme weather conditions.
6. By scheduling an arborist consultation/survey with Crown Trees you acknowledge and accept the terms of this late cancellation fee policy.

Tree Condition Report

& Management Recommendations



Branching out through England and Wales

Arboricultural Report for:

Crown Ref:

Site:

Date:

Author: Ivan Button N.C.H. (Arb), FDS Sc (Arb), BSc. (Hons), P.G.C.E. M. Arbor A.

Contents

1. Introduction	3
1.1. Instructions and References	3
1.2. Scope and Purpose of the Report	3
1.3. Tree Survey and Tree Data Schedule	3
1.4. Brief Site Description	3
1.5. Supporting Information	3
1.6. Author	3
2. Tree Condition and Recommendations	4
2.1. Trees to Remove	4
2.2. Pruning Hazardous Trees	4
2.3. Ash Dieback Disease	5
2.4. Decay Detection Required	5
2.5. Cable Bracing	5
2.6. Removing Foreign Objects	6
2.7. Summary	6
2.8. Work Priority and Future Inspections	7
2.9. Statutory Protection	7
Appendix 1: Safety Categories	11
Appendix 2: Survey Methodology	11
Appendix 3: Explanation of Tree Data and Glossary	12
Appendix 4: Author's Qualifications	18
Appendix 5: Tree Data Schedule and Tree Location Plan	19

Arboricultural Report for:

Crown Ref:

Site:

Date:

Author: Ivan Button N.C.H. (Arb), FDSc (Arb), BSc. (Hons), P.G.C.E. M. Arbor A.

1. Introduction

1.1. Instructions and References

1.1.1. I am instructed by [redacted] of [redacted] to conduct an Arboricultural Survey at [redacted] and produce my findings in a report.

1.1.2. I have plotted tree positions to enable them to be identified from the Tree Location Plan in Appendix 5.

1.2. Scope and Purpose of the Report

1.2.1. The purpose of the report is to highlight any issues which may be of concern from a safety perspective. All hazards and potential hazards are recorded, and appropriate recommendations are made in order to reduce risk to acceptable levels.

1.2.2. Only trees where remedial works have been recommended are included within this report. Other trees which have been surveyed but require no remedial works are marked on the Tree Location Plan.

1.3. Tree Survey and Tree Data Schedule

1.3.1. The *Tree Location Plan* and *Tree Data Schedule* in Appendix 5 contain information gathered for each tree during a ground-level survey undertaken on the [redacted] of [redacted] 2022 during clear, dry weather conditions. The survey was conducted by Ivan Button and Carl Lothian. No climbed inspections or specialist decay detection were undertaken.

1.3.2. The Schedule includes scaled tree images based on the sizes recorded for stem diameter, crown spread, crown height and overall height. Their purpose is to indicate, at a glance, the relative dimensions of each tree. These dimensions were estimated and should be treated as indicative only.

1.4. Brief Site Description

1.4.1. The trees surveyed are growing within and adjacent to the grounds of [redacted]. Areas surveyed include a car park, playgrounds, sports field and a wildlife garden.

1.5. Supporting Information

1.5.1. A definition of the Safety Categories can be found in Appendix 1. All other terms used within the Tree Data Schedule are defined and explained in Appendix 3.

1.6. Author

1.6.1. This report was compiled by Ivan Button N.C.H. (Arb), FDSc (Arb), BSc (Hons), P.G.C.E., M. Arbor. A. Details of the author's experience that qualify him to produce such a report are detailed in Appendix 4.

2. Tree Condition and Recommendations

In this section, I have grouped all of the trees according to the type of work recommended. The table at Appendix 5 includes all trees in chronological order. The Tree Location Plan can also be found there.

2.1. Trees to Remove

2.1.1. Trees recommended for removal are listed below:

Reference G = Group H = Hedge	Age & Species	Height (m)	Crown Ht (m)	Diameter (cm)	Crown Spread (m)	Scaled Tree Diagram (m)	Notes	Recommendations	Vigour		Amenity Value	
									Physiological Condition		Life Expectancy (yrs)	
									Priority	Inspect Freq (yrs)	Structural Condition	Safety Class
T8	Semi-Mature Ash Fraxinus excelsior.	10	2	21	3.5	6	Tag No: 00164. Form: Regrowth from a formerly collapsed tree. History: No evidence of significant pruning. Defects: Major decay at base.	Remove.		High	Low	
								Moderate	N/A	Fair	<10	3
G9	Young Sycamore Acer pseudoplatanus.	av 10	av 0	av 18	4.5	3	Tag No: 00857. Form: Group of close growing specimens. History: No evidence of significant pruning. Defects: Growing into fence.	Remove.		Moderate	Low	
								Low	N/A	Fair	10-20	2
G11	Semi-Mature Poplar Populus sp.	av 11	av 1	av 15	5	6	Tag No: Not tagged. Form: Dense group of approximately 30 stems. All 10 - 20cm diameter. History: No evidence of significant pruning. Defects: Many are leaning and some damaged by recent tree collapse.	Remove.		High	Low	
								Low	N/A	Fair	<10	2
G12	Semi-Mature Ash Fraxinus sp.	av 12	av 2	av 20	5	4	Tag No: 07600. Form: Group of three close growing specimens. History: No evidence of significant pruning. Defects: Infected with ash dieback.	Remove.		Low	Moderate	
								Moderate	N/A	Poor	<10	3
T13	Mature Ash Fraxinus excelsior.	20	4	87	8	9	Tag No: 00941. Form: Multi-stemmed at 4m with a balanced crown. Defects: Heavily infected with ash dieback. Other: Recent large branch failure. Wood pecker holes throughout main stems.	Remove.		Low	Moderate	
								High	N/A	Very Poor	<10	4

Additional Notes: Modern good practice dictates that habitat and sequestered carbon should be retained wherever possible. With this in mind, some of the trees recommended for removal need not be felled to ground level but may be felled close enough to ground level to clear the target area. The aim of such pruning is to safely retain a volume of valuable habitat, rather than keep the tree alive and healthy. The stems and large branches of felled trees may also be left on the ground, in wooded areas, to create and improve habitat value.

2.2. Pruning Hazardous Trees

2.2.1. Trees where pruning works and deadwood removal have been recommended are listed below:

Reference G = Group H = Hedge	Age & Species	Height (m)	Crown Ht (m)	Diameter (cm)	Crown Spread (m)	Scaled Tree Diagram (m)	Notes	Recommendations		Vigour	Amenity Value		
								Priority	Inspect Freq (yrs)	Physiological Condition	Structural Condition	Life Expectancy (yrs)	Safety Class
T2	Semi-Mature Sycamore	11	4	30	4	5	Tag No: 00934 Form: Twin-stemmed at ground level with an unbalanced crown. History: Occasional pruning wounds due to crown lifting. Two stems removed. Defects: Major dead wood (approximately 80mm) at approximately 5m above ground level on southern most stem. Other: Situated on third party land.	Dead wood.		Moderate	Moderate		
	Acer pseudoplatanus.					0.5		High	1.5	Fair	20-40	3	
T3	Mature Sycamore	15	2	46	9	4	Tag No: 00935. Form: Multi-stemmed at ground level with an unbalanced crown. History: Occasional pruning wounds due to crown lifting. Defects: One stem leaning significantly over car park with included bark at base. The stem is also deforming around the boundary fence. Other: Situated on third party land.	Reduce stem leaning over car park by 50%.		Moderate	Moderate		
	Acer pseudoplatanus.					5		Moderate	1.5	Fair	20-40	3	
T6	Mature Oak	12	4.5	108	8.5	8.5	Tag No: 00938. Form: Single stemmed and vertical with a balanced crown. History: No evidence of significant pruning. Defects: Minor dead wood scattered throughout crown.	Dead wood.		Moderate	High		
	Quercus robur.					8.5		Low	1.5	Fair	40+	2	

Additional Notes: Tree T2 is considered to be particularly hazardous with a high occupancy target area so should have the deadwood removed as a matter of high priority. See Photograph 2

Arboricultural Report for:

Crown Ref: 274420 Site: 1995 Date: 23/11/2017
 Author: Ivan Button N.C.H. (Arb), FDSO (Arb), BSc. (Hons), P.G.C.E. M. Arbor A.

2.3. Ash Dieback Disease

2.3.1. Trees which are likely to be infected with the terminal disease known as chalara ash dieback, and require more regular professional inspections (or removal) are listed below:

Reference G = Group H = Hedge	Age & Species	Height (m)	Crown Ht (m)	Diameter (cm)	Crown Spread (m)	Scaled Tree Diagram (m)	Notes	Recommendations	Vigour	Amenity Value	Life Expectancy (yrs)	Safety Class
					W N E S			Priority Inspect (yrs)	Physiological Condition	Structural Condition		
T4	Early-Mature Ash	19	8	85	8 10		Tag No: 00936. Form: Multi-stemmed at 3m with an unbalanced crown. History: Multiple pruning wounds due to crown reduction. Defects: Suspected to be infected with ash dieback.	Reinspect every six months or remove.	Moderate	Fair	Moderate	10-20
	Fraxinus excelsior.							Moderate 0.5	Fair	Fair	3	
T5	Early-Mature Ash	19	6	90	8 10		Tag No: 00937. Form: Single stemmed and vertical with an unbalanced crown. History: Multiple pruning wounds due to crown reduction. Defects: Suspected to be infected with ash dieback.	Reinspect every six months or remove.	Moderate	Fair	Moderate	10-20
	Fraxinus excelsior.							Moderate 0.5	Fair	Fair	3	

Additional Notes: We recommend that these trees (See Photograph 5) are professionally inspected at least once every 6 months or removed. This is because the disease will soon cause branches to die and ultimately cause the death of the whole tree.

2.4. Decay Detection Required

2.4.1. T10 has extensive decay present (See Photograph 10) that requires a more detailed inspection with specialist decay detection equipment as described below:

Reference G = Group H = Hedge	Age & Species	Height (m)	Crown Ht (m)	Diameter (cm)	Crown Spread (m)	Scaled Tree Diagram (m)	Notes	Recommendations	Vigour	Amenity Value	Life Expectancy (yrs)	Safety Class
					W N E S			Priority Inspect (yrs)	Physiological Condition	Structural Condition		
T10	Mature Lime	19	3	111	8.5 8.5		Tag No: 00939. Form: Multi-stemmed at 3m with a balanced crown. History: No evidence of significant pruning. Defects: Significant decay on north west side around 2m above ground level.	Picus survey around main stem at 1.8m above ground level.	High	Good	Moderate	40+
	Tilia sp.							Moderate 1.5	Fair	Fair	3	

Additional Notes: The use of a Picus Tomograph, is required to map out the extent of decay. Please contact Crown Tree Consultancy to arrange for such an inspection.

2.5. Cable Bracing

2.5.1. The installation of a cable brace is recommended for T1 to prevent the failure of a fork weakened by included bark (see Photograph 1) as described below:

Reference G = Group H = Hedge	Age & Species	Height (m)	Crown Ht (m)	Diameter (cm)	Crown Spread (m)	Scaled Tree Diagram (m)	Notes	Recommendations	Vigour	Amenity Value	Life Expectancy (yrs)	Safety Class
					W N E S			Priority Inspect (yrs)	Physiological Condition	Structural Condition		
T1	Mature Sycamore	17	3.5	100 @ Base	7 7		Form: Twin-stemmed at ground level with a balanced crown. History: Occasional pruning wounds due to crown lifting. Defects: Major Included bark at base. (See photograph 1). Other: Situated on third party land.	Install cable brace between two main stems at height of approximately 8 - 9m.	Moderate	Good	High	20-40
	Acer pseudoplatanus.							High 1.5	Very Poor	Very Poor	4	

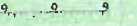
Additional Notes: Included bark occurs in 'v' shaped notches where stresses are concentrated. The bark that is trapped between the two stems/branches results in a weakened attachment that is liable to failure. Included bark is a very common cause of structural failure. By connecting the two affected stems/branches with a brace, failure can be prevented. When installing a cable brace, a sympathetic system such as the Cobra™ system should be utilised. Such systems utilise a padded sleeve to prevent damage to the bark and are flexible enough to allow the tree to flex in windy conditions. Bracing systems will need to be maintained and adjusted periodically (circa every five years).

Arboricultural Report for:

Crown Ref: Site: Date:
 Author: Ivan Button N.C.H. (Arb), FDSc (Arb), BSc. (Hons), P.G.C.E. M. Arbor A.

2.6. Removing Foreign Objects

2.6.1. T7 requires the removal of a metal bench, as described below:

2.6.1. T7 requires the removal of a metal bench, as described below:														
Reference G = Group H = Hedge	Age & Species	Height (m)	Crown Ht (m)	Crown Spread (m)		Scaled Tree Diagram (m)	Notes	Recommendations		Vigour	Physiological Condition	Structural Condition	Amenity Value	Life Expectancy (yrs)
				N	E			Priority	Inspect Freq (yrs)					
T7	Mature Sycamore	12	3	95	9	9		Tag No: 00025. Form: Single stemmed and vertical with a well-formed crown. History: No evidence of significant pruning. Defects: Metal bench strangling stem.	Cut and remove metal bench.	Low	Fair	Fair	High	10-20
	Acer pseudoplatanus.								Moderate	1.5				

Additional Notes: The bench is fastened around and girdling the stem of T7 and may eventually choke the tree and kill it. It is therefore recommended that this bench is carefully removed and the tree re-inspected. See Photograph 7

2.6.2. All other trees within the survey area are deemed to be in an acceptable condition, and no further works have been recommended.

2.7. Summary

- 2.7.1. Trees that are potentially hazardous and recommended for removal are T8, G9, G11, G12, and T13.
- 2.7.2. Trees that are potentially hazardous and require pruning works to make them safe are T2, T3 and T6.
- 2.7.3. Trees T4 and T5 are likely to be infected with the terminal disease known as chalarash dieback. At present, they are in an acceptable condition. However, it is recommended they are inspected regularly (every six months) or removed.
- 2.7.4. T10 requires further inspection with specialist decay detection equipment to accurately assess the extent of the decay.
- 2.7.5. T1 requires the installation of a cable brace to strengthen the primary fork.
- 2.7.6. T7 has a metal bench growing around it that is becoming embedded in the stem. We recommend that this bench is cut and carefully removed.

2.8. Work Priority and Future Inspections

- 2.8.1. In order to assist with the budgeting of funds, all works have been allocated a priority based on the perceived risk associated with each defect. A schedule is proposed below for the timing of operations. Works may be undertaken sooner, though it is not recommended that the suggested timescales are extended.

Work Priority	Definition	Tree Number
Urgent	As soon as possible	None
Very High	Within 1 month	None
High	Within 3 months	T1, T2, T13
Moderate	Within 1 year	T3, T4, T5, T7, T8, T10, G12
Low	Non-essential works	T6, G9, G11

- 2.8.2. Following completion of these works, the trees shall be in an acceptable condition. However, trees are dynamic organisms and should be inspected regularly. The table below suggests a schedule of future inspections based on the condition and location of each tree:

Inspection Frequency (years)	Tree Number
0.5	T4, T5
1	None
1.5	T1, T2, T3, T6, T7, T10
3	None

- 2.8.3. The trees should be inspected sooner if there is a noticeable decline in their condition, or following extreme weather events.

2.9. Statutory Protection

- 2.9.1. Heavy fines exist for carrying out unauthorised works to protected trees. We advise that thorough checks are made to determine if the trees are covered by a tree preservation order or lie within a conservation area. This may be done by either writing to your local authority or studying their website. The procedure varies according to the particular authority. Crown Tree Consultancy can determine the statutory protection status on your behalf if desired. We charge £75+ vat¹ for this service. Simply write to info@crowntrees.co.uk or call 08000 141330.

¹ Very occasionally, local authorities will make a charge for specific information. In which case Crown Tree Consultancy will let you know before incurring any additional charges.

3. Photographs

Photo 1. Major included bark at the base of T1.



Photo 2. Major deadwood on southern most stem of T2.



Photo 3. Significant lean of stem of T3 over car park.



Photo 4. Deformation of T3's stem around boundary fence.

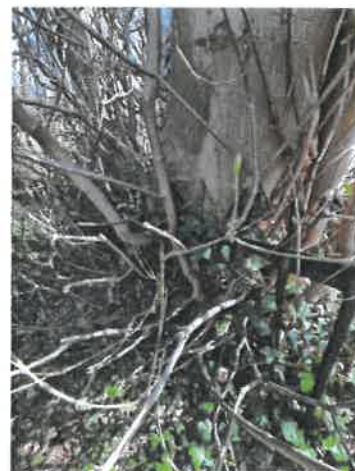


Photo 5. T4 and T5, suspected to be infected with ash dieback.



Photo 6. Showing T6 with minor scattered deadwood throughout.



Arboricultural Report for:

Crown Ref:

Site:

Date:

Author: Ivan Button N.C.H. (Arb), FDSc (Arb), BSc. (Hons), P.G.C.E. M. Arbor A.

Photo 7. Bench girdling the stem of T7.

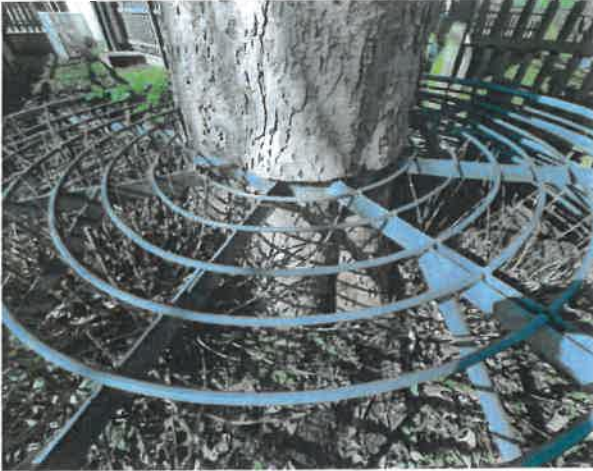


Photo 8. Major decay at the base of T8.



Photo 9. Showing G9, which are growing into a fence.



Photo 10. Significant decay of T10 requiring decay detection.



Photo 11. Minor exudates of red horse chestnut (adjacent G11).



Photo 12. Showing of G11.



Arboricultural Report for:

Crown Ref:

Site:

Date:

Author: Ivan Button N.C.H. (Arb), FDSc (Arb), BSc. (Hons), P.G.C.E. M. Arbor A.

Photo 13. Showing of G12



Photo 14. Evidence of ash dieback disease from G12 specimen.



Photo 15. Woodpecker holes on T13.



Photo 16. Recent branch failure of T13.



Photo 17. Example of included bark on mature beech trees (adjacent G12).



Appendix 1: Safety Categories

A *Safety Class* has been assigned to each tree according to its condition, defects observed, and the works that have been recommended. An explanation of each category is offered below:

- Safety Class 1:** Trees in good condition. No defects apparent or likely to develop in the foreseeable future. No significant works are required to maintain them in an acceptable condition.
- Safety Class 2:** Trees with **minor defects**. Pruning works are usually required to ensure that they are in an acceptable condition (unless they are remotely located).
- Safety Class 3:** Trees with **significant defects**. Works are usually necessary in order to bring them into an acceptable condition (unless they are remotely located).
- Safety Class 4:** Trees with **major defects**. These trees often require removal or significant pruning works (unless they are remotely located).

It should be noted that not every tree falls neatly into one of the 4 categories listed above. Trees are complex organisms and often have multiple defects. In which case, the category deemed to be most appropriate is selected.

Appendix 2: Survey Methodology

- A2.1 A ground-level visual survey was carried out using the *Visual Tree Assessment* technique described by Mattheck and Broeler (1994) and endorsed by the Arboricultural Association (LANTRA Professional Tree Inspection course, 2007).
- A2.2 Structural condition was assessed by inspecting the stem and scaffold branches from all angles looking for weak branch junctions or symptoms of decay. Particular attention was paid to the stem base. Cavities were explored using a metal probe in order to assess the extent of any decay. If this was not possible further inspection was recommended in the form of a climbed inspection or using specialist decay detection equipment.
- A2.3 The physiological condition was assessed by inspecting the stem, branches and foliage for symptoms of disease. The overall vigour of the tree was also taken into account.
- A2.4 Where the condition of a tree was deemed to be unacceptable, recommendations were made according to a scale of priority in order to reduce the liability of the owner. The position of the tree and its potential targets were taken into account.
- A2.5 Measurements were obtained using a diameter tape, clinometer, distometer and loggers tape. Where this was not practical measurements were estimated.
- A2.6 Some trees were surveyed as groups, though this was avoided close to areas likely to be developed.
- A2.7 Finally, a *safety category* was allocated as described in section 2.

Appendix 3: Explanation of Tree Data and Glossary

This section explains the terms used in the **Tree Data Schedule**.

A3.1 General Observations

A3.1.1 Numbering System: Each item of vegetation has its own unique number prefixed by a letter such that T1 = Tree 1, G2 = Group 2, H3 = Hedge 3 and W4 = Woodland 4.

A3.1.2 Age Categories:

Young Usually less than 10 years old.

Semi-Mature Significant future growth to be expected, both in height and crown spread (typically below 30% of life expectancy).

Early-Mature Full height almost attained. Significant growth may be expected in terms of crown spread (typically 30-60% of life expectancy).

Mature Full height attained. Crown spread will increase but growth increments will be slight (typically 60% or more of life expectancy).

Veteran A level of maturity whereby significant management may be required in order to keep the tree in a safe condition.

Over Mature As for veteran, except management is not considered worthwhile.

A3.1.3 Species: Common names and Latin names are given.

A3.1.4 Height: Measured from ground level to the top of the crown.

A3.1.5 Stem Diameter: Taken at 1.5m above ground level where possible. On multi-stemmed trees this measurement may be taken at ground level though usually an indication of the number of stems and average diameter is given, e.g. 3 x 30cm.

A3.1.6 Crown Height: Measured from ground level to the height at which the main crown begins. Where the crown is unbalanced it is measured on the side deemed to be most relevant. This is usually the side facing the area of anticipated development.

A3.1.7 Tree Diagram: This scaled drawing is computer-animated based on measurements taken for stem diameter, crown height and spread and overall height. It is designed to help the reader rapidly assess the data. It is not an accurate representation of the form of the tree.

A3.1.8 Crown Spread: Measured north, east, south and west. This is taken from the centre of the stem and usually rounded up to the nearest metre.

A3.1.9 Observations: If a tree's position is considered to be relevant it will be commented upon (e.g. overhanging a children's play area). Tree form and pruning history are also recorded along with an account of any significant defects. Defects and descriptive terms are dealt with in more detail at the end of this section.

A3.1.10 Recommendations: Usually based on any defects observed and intended to ensure that the tree is in an acceptable condition.

A3.1.11 Priority Scale: Depending upon the threat posed by the tree, and the likelihood of failure, recommendations should be carried out according to the following priority scale:

Urgent	To be carried out as soon as possible.
Very High	To be carried out within 1 month.
High	To be carried out within 3 months.
Moderate	To be carried out within 1 year.
Low	To be carried out within 3 years.

A3.1.12 Inspection Frequency: An interval of 6 months, 1 year, 1.5 years or 3 years is allocated before the next inspection is due. Wherever practical, consideration should be given to seasonal changes

Arboricultural Report for:

Crown Ref:

Site:

Date:

Author: Ivan Button N.C.H. (Arb), FDSoc (Arb), BSc. (Hons), P.G.C.E. M. Arbor A.

so that deciduous trees are not always surveyed in winter when they have no leaves, or in summer when leaves may obscure branches within the upper crown.

A3.1.13 Vigour (An indication of growth rate and the tree's ability to cope with stresses):

High	Having above average vigour.
Moderate	Having average vigour.
Low	Having below average vigour.
Very Low	Tree is struggling to survive and may be dying.

A3.1.14 Physiological Condition:

Good	Healthy and with no symptoms of significant disease.
Fair	Disease present or vigour is impaired.
Poor	Significant disease present or vigour is extremely low.
Very Poor	Tree is dying.

A3.1.15 Structural Condition:

Good	Having no significant structural defects.
Fair	Some defects observed though no high priority works are required.
Poor	Significant defects found. Tree requires monitoring or remedial works.
Very Poor	Major defects which will usually require significant remedial works or tree removal.

A3.1.16 Amenity Value:

Very High	Exceptional specimen, observable by a large number of people.
High	Attractive specimen, observable by a significant number of people.
Moderate	One of the above factors is not applicable.
Low	Unattractive specimen or largely hidden from view.

A3.1.17 Life Expectancy: The estimated number of years before the tree may require removal. Classified as (<10), (10 – 20), (20 – 40), or (40+).

A3.1.18 Safety Category: These are explained in detail in Appendix 1.

A3.2 Evaluation of Defects

A3.2.1 Cavities, wounds, deadwood etc are all evaluated as follows:

Major	Such that structural integrity is, or will become, compromised and the tree is, or will inevitably become, hazardous.
Significant	A defect that may over time become a major defect, though not necessarily so. This will depend on the vigour of the tree and its ability to deal with decay etc.
Minor	A defect that is not likely to compromise the structural integrity of the tree.

Arboricultural Report for:

Crown Ref:

Site:

Date:

Author: Ivan Button N.C.H. (Arb), FDSc (Arb), BSc. (Hons), P.G.C.E. M. Arbor A.

General Glossary

Adaptive growth	In tree biomechanics, the process whereby wood formation is influenced both in quantity and quality by the action of gravitational forces and mechanical stresses on the cambial zone.
Aerobic	Conditions in which oxygen is freely available, or to biomechanical processes that depend on the presence of oxygen.
Anaerobic	A condition marked by the absence of oxygen; Generally such areas are unsuitable for normal life and growth of plant tissues. These sites tend to be populated by bacteria capable of surviving low oxygen conditions often associated with Slime Flux.
Arboricultural Implication Assessment	The early involvement of an arborist on a development site can avoid costly delays and mistakes whilst allowing a site to achieve its full potential and retain important trees.
Arboriculture	The culture and management of trees as groups and individuals primarily for amenity and other non-forestry purposes.
Arborist	A person possessing the technical competence through experience and related training to provide management of trees or other woody plants in a landscape setting. Generally involved with the development or management of trees for visual amenity or land management rather than the growth of trees for product or profit.
Ariel Inspection	The science of inspection is continually evolving, however, there can be little substitute for close inspection of a particular feature. We are happy to undertake a full Ariel inspection service, compliant with all health and safety legislation.
Barrier zone	A layer within an annual increment of wood which contains abnormal xylem cells, laid down by the cambium in response to wounding or other trauma.
Biomechanics	This area of tree care has come to the fore in recent years, enabling a more accurate assessment of tree stability to be undertaken. Often trees previously condemned, can be managed and confidently retained to offer ongoing benefits.
Body language	In trees, the outward display of growth responses and or deformation in response to mechanical stress.
Bole	Or Trunk, the main stem of a tree below its first major branch.
Bracket	A type of fruiting body produced by various fungal species, plate like to hoof like in shape and often a one sided attachment to the wood or bark.
Branch bark ridge	A ridged area located at the union of a branch to a trunk or stem.
Branch Collar	Trunk tissue that forms around the base of a branch between the main stem and the branch, or between a main branch and a lateral branch. As a branch decreases in vigour or begins to die, the collar usually becomes more pronounced and completely encircles the branch.
Brown Rot	Form of decay where cellulose is degraded, while lignin is only modified.
Buttress Root	Roots that emerge from the base of the tree stem, normally large and well developed that rapidly reduce in diameter to create the Root Plate this offers structural support for the tree. Buttress roots divide rapidly forming the connection between the stem and the transport roots.
Cabling Bracing	Installation of steel cables, attached to lag screws or bolts placed in tree limbs, to provide additional support or to limit movement and stress of limbs. Recent developments have established non-injurious flexible systems that enable the partial movement of parts within reasonable limits enabling the trees to produce Reaction growth and forms an excellent alternative to Propping The installation of such features does require legal interpretation.
Callus	Undifferentiated cells often formed at the edges of recent injuries. This tissue quickly becomes differentiated, forming cells of the type characteristic of that position on the tree (e.g. forming wood, bark, roots, etc.) see wound response tissue.
Cambium	A thin layer of actively growing and dividing cells, located between the xylem (sapwood) and bark of a plant; the part responsible for radial growth of a tree stem or branch.
Canopy	The topmost layer of twigs and foliage in a woodland, tree or group of trees.
Cellulose	A carbohydrate consisting of molecules bonded in strings to create filaments; a key component of plant cell walls. May be selectively destroyed by fungi.
Canker	A localised area of dead bark and cambium on a stem or branch, caused by fungal or bacterial organisms, characterised by woundwood development on the periphery. This may be annual or perennial.
Cavity	An open and exposed area of wood, where the bark is missing and internal wood has been decayed and dissolved.
Chlorotic	Also Chlorosis. A condition of the plant marked by yellowing of normally green foliage, often indicating nutrient deficiency or plant dysfunction.
Clinometer	Devices that measures vertical angles, and provides direct height measurements of objects by triangulation.
Co-dominant stems/trunk	Are forked branches or trunks of nearly the same size in diameter and lacking a normal branch union.
Compacted soils	Soils in which the air-space (oxygen space) has been reduced or eliminated, reducing water infiltration and percolation, reducing root presence and inhibiting new root development.
Compartmentalisation	The physiological process that creates the chemical and mechanical boundaries that act to limit the spread of disease and decay organisms.
Compression Failure	Localised buckling of fibres and other longitudinal elements produced by compression of wood along the grain; compression failures sometimes develop in standing trees.
Compression Strength	The ability of a material or structure to resist failure when subjected to compressive loading; measurable in trees using special drilling devices
Compression Wood	Abnormal wood formed on the lower side of branches and curved stems, with physical properties different from normal wood.
Conservation Area	In Great Britain, designated areas of architectural or historical interest, in which there are special procedures for planning applications. Additionally tree works cannot generally be undertaken without prior notification (Currently 6 weeks) to the relevant local planning authority. See also Tree Preservation Orders.
Core Sample	A sample of wood extracted from a trunk or branch, using an increment borer tool. The resulting core can be analysed for characteristics of growth, wood strength, structure, decay, and for species identification.
Crotch	The union of two or more branches; the auxiliary zone between branches.

Arboricultural Report for:

Crown Ref: Site: Date:
 Author: Ivan Button N.C.H. (Arb), FDS (Arb), BSc. (Hons), P.G.C.E. M. Arbor A.

Crown	The upper canopy of a tree, including upper trunk, scaffold branches, secondary branches, stems and leaves.
Crown lifting / raising	Crown Lift The removal of the lowest branches, usually to a given height. It allows more residual light and greater clearance underneath for vehicles etc.
Crown reduction	The reduction of a tree's height or spread while preserving its natural shape.
Crown thinning	The removal of some of the density of a tree's crown, usually 5-25% allowing more light through its canopy and reducing wind resistance.
Deadwood (noun)	Deadwood is often present within the crown or on the stems of trees. In some instances it may be an indication of ill health, however, it may also indicate natural growth processes. If a target is present beneath the tree, deadwood may fall and cause injury or damage and should be removed, otherwise deadwood can remain intact for conservation purposes (insects, fungi, birds etc.).
Deadwood (verb)	The removal of dead branches from a tree's canopy, usually of a specified size (in diameter).
Decay	Progressive deterioration of organic tissues, usually caused by fungal or bacterial organisms, resulting in loss of cell structure, strength, and function. In wood, the loss of structural strength.
Decay Detection	The assessment of decay within a tree has been traditionally difficult, but recent advances have made it possible to achieve accurate representations of the internal section of a tree in both 2D and 3D, removing doubt over the condition of the tree and allowing accurate management decisions.
Decurrent	In trees a system of branching in which the crown is borne on a number of major widely spreading limbs of similar size. In fungi relates to toadstools whose gills run down the stem and leaves and other plant organs, which extend down the stem.
Defect	In relation to tree hazards, any feature of a tree which detracts from the uniform distribution of mechanical stress, or which makes the tree mechanically unsuited to its environment.
Defoliation	The losing of plants foliage.
Dieback	Progressive death of buds, twigs and branch tissues, on individual limbs resulting in Deadwood, or throughout the canopy, extreme cases can result in Stag Heading.
Dripline	A projected line on the ground that corresponds to the spread of branches in the canopy; the farthest spread of branches.
Epicormic shoots	Fast growing, weakly attached shoots/branches that often grow as a response to stress factors upon a tree or branch removal.
Excurent	In trees, a system of branching that a single leader remains dominant, through the control of lateral branches.
Failure	In connection with tree hazards, a partial or total fracture within the wood tissue or loss of cohesion between roots and soil. (In total failure affected parts will snap or tear away completely, Partial failure there is a crack or deformation, which results in an altered distribution of mechanical stress.
Felling Licence	In Great Britain, a permit to fell trees in excess of a certain size or total volume.
Feeder Roots	Fine fibrous Water and nutrient absorbing roots located in the outer root system.
Flush-Cut	In trees and shrubs, a pruning cut close to the parent stem, which removes the branch bark ridge.
Foliage	The live leaves or needles of the tree; the plant part primarily responsible for photosynthesis.
Formative pruning	The trimming of a tree to remove weaknesses and irregularities which may lead to problems. The formative pruning operation is aimed at reducing the potential for future weaknesses or problems within the tree's crown.
Gall	An abnormal, disorganised growth of plant tissues, caused by parasitic or infectious organisms such as insects, fungi, bacteria, or viruses.
Girdling	In woody plants, any form of damage that destroys the bark and / or the Cambium all the way around the stem, branch or root, normally resulting in death of the damaged section.
Girdling Root	In woody plants, a root that grows across the buttress, or across other roots, eventually causing constriction of the radial growth.
Growth Increment	The incremental growth added as new annual ring develops each season over existing wood. This is seen as (growth) rings in cross-sections of wood.
Hazard beam	An upwardly curved branch in which strong internal stresses may occur without the compensatory formation of extra wood (longitudinal splitting may occur in some cases).
Heartwood	Inner non functioning tissues that provide structural support to trunk.
Heave	In relation to shrinkable clay soils, expansion due to rewetting of a volume of soil previously subjected to the removal of water by plant / trees following felling or root severance. Also in relation to root growth, the lifting of pavements and other structures by radial expansion. Also in relation to tree stability, the lifting of one side of a wind rocked root plate.
Herbicide	A chemical compound that causes the death of a plant.
Included Bark	Bark that becomes embedded in a crotch between branch and trunk or between co-dominant stems, usually found in narrow or tight crotches, and causes a weak structure.
Increment Borer	A tool that cuts and extracts a narrow cylinder of wood from a tree for analysis of the wood tissue and growth increments.
Internodal	The part of a twig between two nodes, or points of beginning of annual twig growth. The node is formed at the end of each year's growth.
Leader	The primary terminal shoot or trunk of a tree.
Lignin	The hard cement like constituent of wood cells found within the Cellulose matrix. Lignification is the addition of lignin to the cellulose filaments. Lignin can be specifically removed by certain fungi.
Limb	A large lateral branch growing from the main trunk or from another larger branch.
Lion Tailing	Often the result of poor pruning practices; the main leader or branches are largely devoid of side branches, growth is restricted to the end of branches and is likely to suffer damage through end loading.
Live Crown Ratio	The proportion of the total height of the tree that is represented by live branch growth within the canopy. Used as an indicator of potential vitality, when compared as a ratio to the woody mass of the tree.
Lopping	In trees, a general term that related to the removal of branches from a tree.
Macronutrient	One of six elements required in relatively large quantities by a plant for metabolic processes; essential to plant health. (See micronutrient)
Micronutrient	One of seven elements required in small quantities by a plant for metabolic processes; essential to plant health. (See macronutrient)

Arboricultural Report for:

Crown Ref:

Site:

Date:

Author: Ivan Button N.C.H. (Arb), FDSc (Arb), BSc. (Hons), P.G.C.E. M. Arbor A.

Monitoring	Due to the relative life span of trees in relation to our own, long-term monitoring provides a valuable insight to the health of trees, identifying decline and or stabilisation and or improvement.
Mulch	A material laid over the root system of a tree to help conserve moisture within the soil. Additionally it may help control the development of weeds close o the tree.
Mycelium	A mass of growing filaments (hyphae) formed by fungi.
Mycorrhizae	A term given to the symbiotic relationship between roots and certain beneficial fungi. Mycorrhizae are the combined root / fungal growth.
Natural Pruning	The shedding of a branch or twig that has died back naturally and has become decayed at or near its base.
Necrosis	The failure and subsequent death of a branch, leader or tree.
Negligence	A failure to take reasonable action to deal with a hazard to prevent damage to property or person.
Node	The point were a leaf is connected to a shoot, the point were an auxiliary bud may develop
Nutrient	Substances that are absorbed by living organisms for the maintenance of internal processes.
Occluding tissue	The general term of wood, cambium and bark that develop around the site of a wound on a woody plant
Pathogen	A microorganism that causes diseases within another organism.
Petiole	The stem of the leaf, attaching the leaf blade to the twig.
Phloem	The principle conductive tissue that the products of Photosynthesis are transported around the plant
Photosynthesis	The process were light energy is used to create energy (Carbohydrate) for use within the plant.
Pollard	A term for a pollarded tree.
Pollard head	The swollen section of branch / stem that forms behind the pollarding cut.
Pollarding	The complete or partial removal of the crown of a young tree so as to encourage the development of numerous branches either for amenity or historically as fodder, repeated management is required cyclically to maintain the feature
Propping	The use of artificial apparatus to support living sections of a tree that may be prone to failure. The installation of such features does require legal interpretation.
Prune or Pruning	Selective removal of woody plant parts of any size, using saws, Loppers, Secateurs, or other pruning tools.
Rams Horn	In connection with wounds on trees, a roll of wound wood or occluding tissues that has a spiral appearance in cross section. Opposing faces may result in the formation of cracks as they connect.
Reaction Wood	Wood with distinctive anatomical and physical characteristics, formed in parts of leaning or crooked stems and in branches to provide additional strength / support. In hardwoods, tension wood usually forms. In conifers, compression wood is usually found.
Reaction Zone	A zone normally darker than surrounding wood that denoted the boundary often a defensive one between functional sapwood and dysfunctional or decaying wood.
Re-grading	The raising or lowering of a soil profile from its original grade.
Rejuvenation pruning	Where historically or environmentally important trees are to be retained, their life spans can be significantly extended through the adoption of particular pruning regimes.
Rejuvenation root treatment	Management of the root zone can have a significant positive effect upon the health of trees. Physical, mechanical and biological approaches are available and can be prescribed in accordance within the constraints of individual sites.
Remedial Action	In tree hazard management, action to mitigate or remove the risk of injury to persons or property.
Remedial pruning	The removal of old stubs, deadwood, epicormic growth, rubbing or crossing branches and other unwanted items from the tree's crown.
Resistograph	Invasive decay detection technique whereby the resistance offered by the timber to a spinning probe is measured and plotted. Invasive though very small hole diameter.
Rib	In tree body language, a long narrow, axial protuberance which often over lays a crack.
Ring Barking	Artificial Girdling of the stem, to result in the death of a tree. May be used in habitat creation were the retention of dead standing trees is required.
Risk	The likelihood of potential damage occurring to a feature or a hazard resulting in harm.
Rod Bracing / Bolting	Traditionally, this has relied upon the installation of steel rods or bolts through the stems or limbs, to reduce twisting or splitting of the wood. The installation of such features does require legal interpretation.
Root Barriers	Both Buildings and services can benefit from the installation of root barriers to protect a soil volume from the ingress of roots.
Root Collar	The basal area of the tree; transition zone from trunk to root. Also sometimes called trunk flare.
Root Crown	The area where the trunk turns into the roots, usually at soil level, the trunk tapers out at the base.
Root Plate	The primary support area for the tree; an area of the root system close to the base that structurally anchors the tree to the soil.
Root Rot	Either a general term for decay within the wood of the lower stem / buttress roots, or a disease in which the fine roots are killed.
Root System	The portion of the tree containing the root organs, including buttress roots, transport roots, and fine absorbing roots; all underground parts of the tree.
Root Zone	The area and volume of soil around the tree in which roots are expected. May extend to three or more times the branch spread of the tree, or several times the height of the tree.
Sail Area	In arboriculture, a general description for the wind intercepting area of a trees live crown. This can vary with both orientation and season.
Sanitation	In plant disease control, the removal of material that could a source of infection by a pathogen. Removal of diseased plant parts, such as fallen leaves and twigs, and pruning of dead and diseased branches. Diseased parts should be burned or buried under soil or active compost.
Sapwood	Xylem wood tissue, usually light in colour, representing the outer growth rings of the wood. Usually living, reactive wood tissue, in a healthy tree. See heartwood
Scaffold limbs / scaffold Branches	The branches that from the main network framework of the crown of a tree.
Senescent	A decline in growth and vigour due to age or stress factors.
Shrub	A woody plat that branches at or close to the ground level and so does not have a single stem.
Slime Flux	Relating to a toxic condition from the spreading of bacteria or their products from a source of infection; characterised by malodorous gases, or salt deposits upon the bark. If these products enter the sap stream, localised vessel necrosis can result, usually associated with anaerobic conditions.
Snag	In a woody plant, a portion of cut or broken stem which extends beyond any growing point or dormant bud.

Arboricultural Report for:

Crown Ref:

Site:

Date:

Author: Ivan Button N.C.H. (Arb), FDS Sc (Arb), BSc. (Hons), P.G.C.E. M. Arbor A.

Soft Rot	A kind of wood decay, where a fungi degrades cellulose within the cell wall, without causing overall degradation.
Soil Compaction	The compression of soil, causing a reduction of pore space and an increase in the density of the soil. Air is squeezed out and nutrients become locked. Tree roots cannot grow in compacted soil.
Soil Profile	The characteristics of a soil as regards to relative depth; the changes in soil texture and composition that occur with depth.
Soil Texture	The classification of the constituent particles of soil; includes sand, silt and clay particles. Directly related to soil porosity, permeability, and aeration.
Sonic Decay Detection	Non invasive method whereby sound waves are passed through the tree and the speed is measured. Slow speeds indicate decay and a tomography picture representing the inner stem is produced.
Sprout	Also Epicormic shoot. A shoot or stem that grows from the bark of a tree; adventitious or secondary growth generally the result of physiological stress.
Stag Heading	In a tree, a state of dieback where dead branches protrude beyond the current living crown.
Stress	In plant physiology, conditions where one or more physiological functions are not working within normal parameters.
Stump Grinding	The removal of a tree stump using a specialist grinding machine.
Subsidence	In relation to vegetation, the removal of water by plant growth resulting in localised shrinkage in the soil volume.
Sucker	Same as sprout.
Suppressed	Trees which are dominated by surrounding vegetation and whose crown development is restricted from above.
Systemic	Affecting the whole plant or organism. A systemic compound is carried throughout the entire plant to all parts through the vascular system.
Target	Any person or object within reach of a falling tree or part of a tree that may be injured or damaged.
Target Pruning	The pruning of a branch where the wound affects only branch material, often results in a target shaped wound.
Tension Wood	Reaction wood typically formed on the upper side of limbs or curved stems; characterised by lack of cell wall lignifications (higher ratios of cellulose to lignin).
Thermography	The use of very sensitive equipment can detect small temperature changes within the volume of a tree, these small changes are used to identify the location of decay, faults and water pockets. Totally non-invasive.
Tight Union / Tight Crotch	Also, narrow crotch. A crotch with a narrow angle between branches, often having included bark.
Tomography	The comparison of sound or stress waves through the tree allows the creation of a 2D or 3D representation of the internal structure of a stem or branch section and highlights areas of damage. Virtually non-injurious.
Topography	The configuration of surface features, including the vertical and horizontal relationships or positions of the ground and other features.
Topping	The practice of cutting large limbs back severely, without regard to form or habit of the tree. Cuts are usually made between lateral branch nodes. This practice is extremely injurious to trees, and promotes decay and structural weakness within the canopy.
Tree	A woody plant that typically has a single stem, at maturity has a height of at least 4 metres and a stem diameter at breast height of at least 75mm.
Tree Preservation Order	In Great Britain, an order made by the local planning authority, where consent must be gained before undertaking all but exempt works to a tree.
Trunk Flare	The basal area of the trunk that flares or widens, and merges with the main roots. See root collar
Veteran Tree	Veteran trees are often found in large parks or estates and commonly affected by extensive decay or have been subject to extensive works. These trees are retained for historical importance and often pose greater risk than normal, which is generally justified. Such trees need careful management and often propping or bracing to support them, some require fencing to limit access.
Vigour	Active, healthy growth of plants: ability to respond to stress factors.
Visual Tree Assessment (VTA)	An assessment of the mechanical condition of trees based upon their 'body language'. Trees are dynamic and respond to faults / decay / environmental factors in various ways, these responses can be indicative of structural integrity.
Wetwood	An infection caused by bacteria living inside the plant tissues. The bacteria ferment the plant fluids, resulting in death of nearby cells, and often causing exudations of fluid from the bark, often referred to as a Slime Flux.
White Rot	A kind of wood decay where a fungi attacks the lignin within the wood matrix
Wind Loading	Forces placed upon tree canopy, branches, trunk and roots of a tree under windy conditions.
Wind Throw	The failure of a tree due to wind loading.
Witches Broom	A deformed or unusual growth of twigs from adventitious buds, caused by insects, disease, or dieback of twigs and buds.
Wood	Secondary Xylem; the main structural support and water conducting tissue of trees and shrubs.
Woodland Structure	The vertical and horizontal arrangement of trees within a group or woodland i.e. Dominant - trees with a crown above the upper layer of the canopy, Co dominant - trees that define the general upper edge of the canopy, Intermediate - trees that have been largely overgrown by others, Suppressed - trees that have been overgrown and occupy an under storey position and grow slowly, often severely asymmetrical.
Wound Response Tissue	Also Occluding Tissue, Wound Wood or Callus. Differentiated wood tissue that grows around the margins of a wound or injury.
Wound Wood	Wood with atypical anatomical features, formed in the vicinity of a wound and a term to describe the occluding tissues around a wound
Xylem	Plant tissues with special function of translocation of water and dissolved nutrients.

Arboricultural Report for:

Crown Ref:

Site:

Date:

Author: Ivan Button N.C.H. (Arb), FDSc (Arb), BSc. (Hons), P.G.C.E. M. Arbor A.

Appendix 4: Author's Qualifications

Qualifications & Experience of Ivan Button N.C.H. (Arb), FDSc (Arboriculture), BSc (Hons), P.G.C.E., M. Arbor. A., Lantra Approved Tree Inspector

Between 1983 and 1995 Ivan worked primarily within the construction industry and received training in a broad range of practical building skills and general construction principles. During this time he obtained a BSc (Hons) at Leeds University followed by a P.G.C.E at The University of Wales.

In 1995, Ivan obtained a NCH (Arboriculture) at the University of Lincoln and became a member of the Arboricultural Association. He then worked for an Arboricultural Consultancy for one year before establishing a tree surgery and landscaping business in 1998. In 2005 Ivan commenced full time employment with a leading Arboricultural Association approved consultancy and soon adopted a senior role responsible for five consultants.

He obtained a FDSc in arboriculture at the University of Lancashire, which he passed with distinction and is now a Director and Principal Consultant of Crown Consultants Ltd. He is accredited as a *LANTRA Professional Tree Inspector*. A qualification produced in association with the Arboricultural Association and generally recognised as appropriate for all levels of tree inspection.

Ivan is a professional member of the Arboricultural Association, the International Society of Arboriculture and the Consulting Arborist Society.

Ivan is trained and licensed in QTRA (Quantified Tree Risk Assessment). He has undertaken professional expert witness training provided by Bond Solon and has been registered as a Sweet and Maxwell Checked Expert Witness from 2008-2017, after which the service was no longer offered.

Throughout 2009 acted as the principal Tree Officer for Barnsley Metropolitan Borough Council.

Ivan has produced several hundred Arboricultural Reports for the purposes of Development, Safety, Management, Mortgage, Subsidence, Mitigation and Litigation.

Qualifications & Experience of Emma Hoyle FDSc (Arboriculture), ED (Forestry & Arboriculture), M. Arbor. A., Lantra Approved Tree Inspector

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

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

Qualifications & Experience of Joe Taylor - MArborA, FdSc (Arboriculture), Lantra Approved Tree Inspector

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

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

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

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

Arboricultural Report for:

Crown Ref:

Site:

Date:

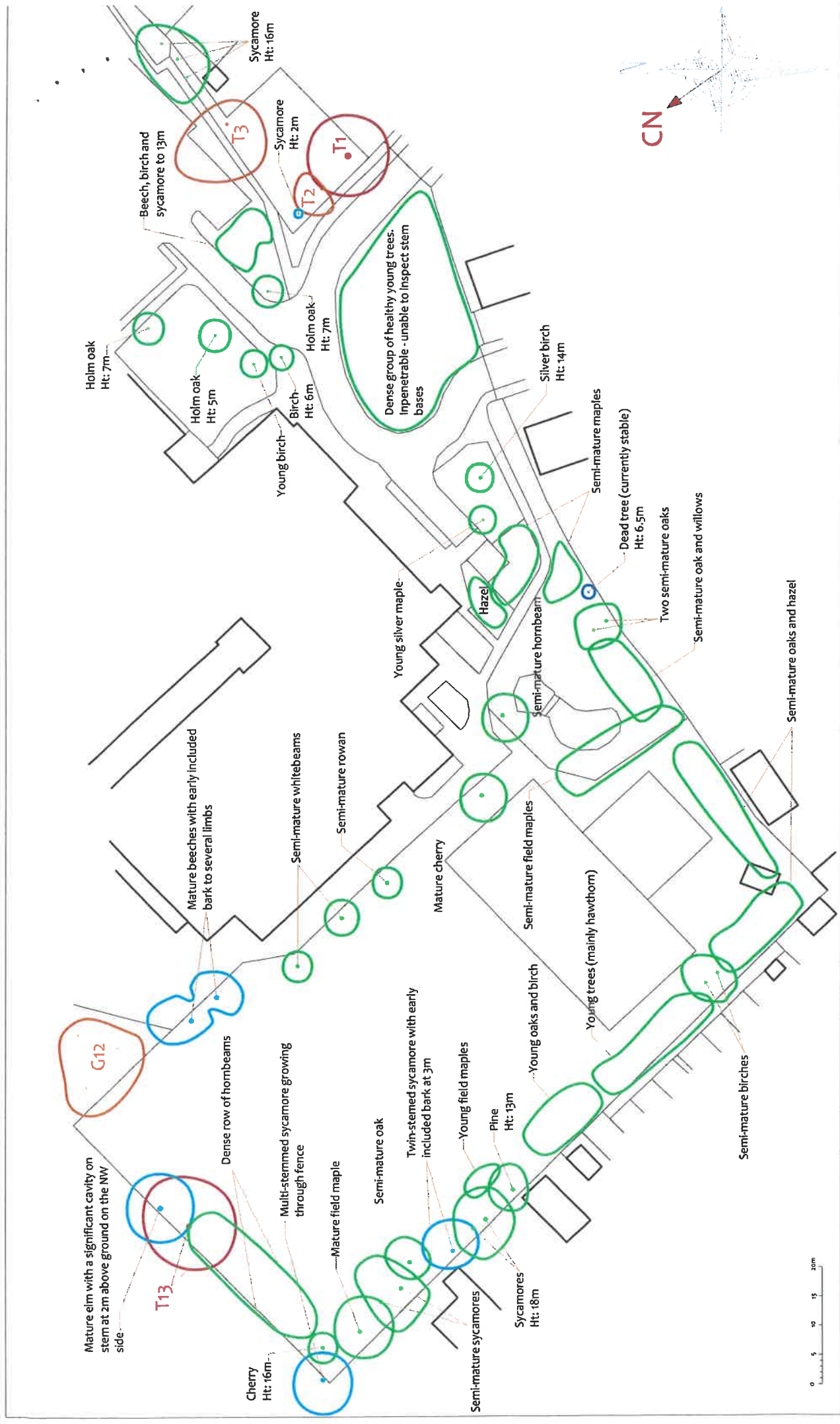
Author: Ivan Button N.C.H. (Arb), FDSc (Arb), BSc. (Hons), P.G.C.E. M. Arbor A.

Appendix 5: Tree Data Schedule and Tree Location Plan

The Tree Data Schedule and any drawings accompanying this report follow this page.

Reference	Age & Species	Height (m)	Crown Ht (m)	Diameter (cm)	Crown Spread (m)	Scaled Tree Diagram (m)	Notes	Recommendations		Vigour		Amenity Value	
								Priority	Inspect Freq (yrs)	Physiological Condition	Structural Condition	Life Expectancy (yrs)	Safety Class
T1	Mature							Install cable brace between two main stems at height of approximately 8 - 9m.	High 1.5	Moderate	High	High	
	Sycamore	17	3.5	100 @ Base	7		Form: Twin-stemmed at ground level with a balanced crown. History: Occasional pruning wounds due to crown lifting. Defects: Major included bark at base. (See photograph 1). Other: Situated on third party land.			Good		20-40	
	Acer pseudoplatanus.				7					Very Poor		4	
T2	Semi-Mature									Moderate	Moderate	Moderate	
	Sycamore	11	4	30	5		Tag No: 00934 Form: Twin-stemmed at ground level with an unbalanced crown. History: Occasional pruning wounds due to crown lifting. Defects: Major dead wood (approximately 80mm) at approximately 5m above ground level on southern most stem. Other: Situated on third party land.	Dead wood.		Fair	Poor	20-40	
	Acer pseudoplatanus.				0.5				High 1.5			3	
T3	Mature									Moderate	Moderate	Moderate	
	Sycamore	15	2	46	11		Tag No: 00935. Form: Multi-stemmed at ground level with an unbalanced crown. History: Occasional pruning wounds due to crown lifting. Defects: One stem leaning significantly over carpark with included bark at base. The stem is also deforming around the boundary fence. Other: Situated on third party land.	Reduce stem leaning over car park by 50%.		Fair	Poor	20-40	
	Acer pseudoplatanus.				5				Moderate 1.5			3	
T4	Early-Mature									Moderate	Moderate	Moderate	
	Ash	19	8	85	8		Tag No: 00936. Form: Multi-stemmed at 3m with an unbalanced crown. History: Multiple pruning wounds due to crown reduction. Defects: Suspected to be infected with ash dieback.	Reinspect every six months or remove.		Fair	Fair	10-20	
	Fraxinus excelsior.				8				Moderate 0.5			3	
T5	Early-Mature									Moderate	Moderate	Moderate	
	Ash	19	6	90	8		Tag No: 00937. Form: Single stemmed and vertical with an unbalanced crown. History: Multiple pruning wounds due to crown reduction. Defects: Suspected to be infected with ash dieback.	Reinspect every six months or remove.		Fair	Fair	10-20	
	Fraxinus excelsior.				8				Moderate 0.5			3	
T6	Mature									Moderate	Moderate	Moderate	
	Oak	12	4.5	108	8.5		Tag No: 00938. Form: Single stemmed and vertical with a balanced crown. History: No evidence of significant pruning. Defects: Minor dead wood scattered throughout crown.	Dead wood.		Fair	Good	40+	
	Quercus robur.				8.5				Low 1.5			2	
T7	Mature									Low	Low	High	
	Sycamore	12	3	95	9		Tag No: 00025. Form: Single stemmed and vertical with a well-formed crown. History: No evidence of significant pruning. Defects: Metal bench strangling stem.	Cut and remove metal bench.		Fair	Fair	10-20	
	Acer pseudoplatanus.				9				Moderate 1.5			2	

Reference	Age & Species	Height (m)	Crown Ht (m)	Diameter (cm)	Crown Spread (m)	Scaled Tree Diagram (m)	Notes	Recommendations		Vigour	Physiological Condition	Amenity Value	Life Expectancy (yrs)	Safety Class
								Priority	Inspect Freq (yrs)					
T8	Semi-Mature Ash Fraxinus excelsior.	10	2	21	6		Tag No: 00164. Form: Regrowth from a formerly collapsed tree. History: No evidence of significant pruning. Defects: Major decay at base.	Remove.	N/A	High	Fair	Low	<10	3
G9	Young Sycamore Acer pseudoplatanus.	av	av	av	1		Tag No: 00857. Form: Group of close growing specimens. History: No evidence of significant pruning. Defects: Growing into fence.	Remove.	N/A	Moderate	Fair	Low	10-20	2
T10	Mature Lime Tilia sp.	19	3	111	7		Tag No: 00939. Form: Multi-stemmed at 3m with a balanced crown. History: No evidence of significant pruning. Defects: Significant decay on north west side around 2m above ground level.	Picus survey around main stem at 1.8m above ground level.	1.5	High	Good	Moderate	40+	3
G11	Semi-Mature Poplar Populus sp.	av	av	av	3		Tag No: Not tagged. Form: Dense group of approximately 30 stems. All 10 - 20cm diameter. History: No evidence of significant pruning. Defects: Many are leaning and some damaged by recent tree collapse.	Remove.	N/A	High	Fair	Low	<10	2
G12	Semi-Mature Ash Fraxinus sp.	av	av	av	4		Tag No: 07600. Form: Group of three close growing specimens. History: No evidence of significant pruning. Defects: Infected with ash dieback.	Remove.	N/A	Low	Poor	Moderate	<10	3
T13	Mature Ash Fraxinus excelsior.	20	4	87	7		Tag No: 00941. Form: Multi-stemmed at 4m with a balanced crown. Defects: Heavily infected with ash dieback. Other: Recent large branch failure. Wood pecker holes throughout main stems.	Remove.	N/A	Low	Very Poor	Moderate	<10	4



 CROWN Arboricultural Consultants	Site: XXXXXXXX XXXX Ref No: XXXXXX / TLP / JS Revision: 1 Scale: 1:500 Paper Size: A3	T1 G2	Tree number 1 Group number 2	Class 1: Trees in good condition (green) or acceptable condition (blue). No defects apparent or likely to develop in the foreseeable future. No significant works recommended. Class 2: Trees with minor defects. Pruning works are usually required to ensure that they are in an acceptable condition (unless they are rametals (marked))	Class 3: Trees with significant defects. Works are usually necessary in order to bring them into an acceptable condition (unless they are remotely located). Class 4: Trees with major defects. These trees often require removal or significant pruning works (unless they are rametals (marked))	Class 3: Trees with significant defects. Works are usually necessary in order to bring them into an acceptable condition (unless they are remotely located). Class 4: Trees with major defects. These trees often require removal or significant pruning works (unless they are rametals (marked))	Class 3: Trees with significant defects. Works are usually necessary in order to bring them into an acceptable condition (unless they are remotely located). Class 4: Trees with major defects. These trees often require removal or significant pruning works (unless they are rametals (marked))	Class 3: Trees with significant defects. Works are usually necessary in order to bring them into an acceptable condition (unless they are remotely located). Class 4: Trees with major defects. These trees often require removal or significant pruning works (unless they are rametals (marked))	Class 3: Trees with significant defects. Works are usually necessary in order to bring them into an acceptable condition (unless they are remotely located). Class 4: Trees with major defects. These trees often require removal or significant pruning works (unless they are rametals (marked))	Class 3: Trees with significant defects. Works are usually necessary in order to bring them into an acceptable condition (unless they are remotely located). Class 4: Trees with major defects. These trees often require removal or significant pruning works (unless they are rametals (marked))	Class 3: Trees with significant defects. Works are usually necessary in order to bring them into an acceptable condition (unless they are remotely located). Class 4: Trees with major defects. These trees often require removal or significant pruning works (unless they are rametals (marked))
--	--	---------------------	--	---	--	--	--	--	--	--	--

CN = Canopy North:
Canopy spreads are measured to an approximate north which is defined by site features. This is often more accurate, especially where rows of trees are not aligned N-S or E-W.



London | Birmingham | Chester
T: 0333 123 7080
F: 0333 123 7081
E: info@indigosurveys.co.uk

Ref: 251749 / A1
Date: 29 August 2025

RE: Arboricultural Consultancy
SITE: St Johns Centre, DA13 0AA

Dear Tracey,

Thank you for your enquiry into our arboricultural consultancy services and for the opportunity to quote for this project.

The necessary undertaking will therefore include:

- £540 + VAT Purchase and use of 9x Ordnance Survey site plans (in .dwg format for our use for plan production)
- £1,440 + VAT Cost for all sites, H&S tree risk survey, to map all trees using an Ordnance Survey site plan and provide a tree location plan (*also can be used in future for updates following tree works*), tree survey data table, and tree risk and maintenance recommendations report (*urgent works, works to schedule and recommended optional works*)

Survey currently 18th and 19th September, urgent works notified within 24 hours of survey, report within 10 days.

I am contactable with any queries and look forward to your response.

Sincerely, Andrew

A handwritten signature in blue ink, appearing to read 'A. Turnbull'.

Andrew Turnbull **FDSc MARborA**
Director & Principal Arboriculturist

Mobile: 07921 154 286

Terms & Conditions of Business: 2024

1. The headings in the Terms are for convenience only and shall not affect their interpretation.

"Terms" refers to this single page document headed 'terms and conditions of business: 2010' in its entirety.

"Company" Indigo Surveys Ltd is a private limited company registered in England and Wales under company number 7006057.

"Client" is the person, firm or corporate body countersigned below instructing the Company.

"Quote" is the document supplied by the Company to the Client containing the proposed Service, associated Product, Cost and estimated Timescale. This is valid unless informed otherwise for a period of ninety days.

"Service" means the service(s) the Company shall provide the Client as set out in the Quote.

"Product" refers to any advice, information or documentation supplied by the Company to the Client as laid out in the Quote.

"Cost" the amount in pounds sterling that the Company shall provide the Service and supply the Product to the Client.

"Timescale" means the estimated delivery date(s) the Company shall provide the Service and supply the Product to the Client.

"Business Day" refers to a day (excluding Saturdays and Sundays) on which banks are generally open for the transaction or undertaking of normal banking business operations.

"Agreement" is defined as receipt by the Company of a written instruction by email or letter from the Client accepting both the Terms and the Quote with supply of the necessary Client Material.

"Client Material" refers to any information, data, documentation and/or assistance supplied by the Client to the Company.

"Intellectual Property Rights" refers to all patents, rights to interventions, utility models, copyright and related rights, trade marks, service marks, trade, business and domain names, rights in trade dress or get-up, rights in goodwill or to sue for passing off, unfair competition rights, rights in designs, rights in computer software, database rights, topography rights, moral rights, rights in confidential information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications for renewals or extensions of such rights, and all similar or equivalent rights or forms of protection in any part of the world.

2. Application:

2.1 The Terms shall apply to the provision of the Service and supply of the Product by the Company to the Client.

2.2 Acceptance of the Terms and the Quote by the Client in writing by email or letter constitutes the entire Agreement between the Company and the Client, supersedes any previous agreement or understanding specifically relating to the Service or Product and may not be varied unless agreed in writing by email or letter between both the Company and the Client.

2.3 If any part of the Agreement is found to be invalid or unenforceable, the rest is unaffected.

3. Supply

3.1 With effect from the Agreement date the Company shall provide the Service and supply the Product to the Client subject to the Terms.

3.2 Any alteration or addition to the Service, Product or the Terms must be agreed in writing by email or letter by the Client and the Company.

3.3 On the Agreement date the Company will supply a Timescale to the Client. If for any reason the Service or Product is unlikely to be provided or delivered within the Timescale the Company shall notify the Client at the earliest opportunity of the delay and provide a revised Timescale.

3.4 The Client shall ensure all necessary Client Material is accurate and received by the Company within a sufficient timeframe to enable the provision of the Service and delivery of the Product in accordance with the Agreement.

3.5 The Company may subcontract any of its obligations under the Agreement without any prior written consent of the Client unless otherwise requested and agreed to by the Company in writing by email or letter prior to confirmation of the Agreement.

3.5 The Company shall use reasonable care and skill to perform the Service or additional services agreed upon as part of the Agreement.

3.6 All Products are supplied by the Company electronically unless otherwise requested by the Client and agreed in writing by email or letter by the Company.

3.7 Any query or complaint by the Client relating to the Agreement must be received in writing by email or letter by a Company director within ten Business Days of the completed Service or Product or services / products resulting as per clause 4.3.

4. Charges

4.1 All charges payable by the Client pursuant to the Agreement are exclusive of any value added tax for which the Client shall be additionally liable at the applicable rate.

4.2 Unless agreed in writing by email or letter by the Client and the Company, the Client shall pay the Company the Cost and any additional sums which are incurred in the undertaking of the Agreement as a result of the Client's instructions or lack thereof, the inaccuracy of any Client Material or any other cause attributed towards the Client.

4.3 Any demand on the Company in addition to the Service or Product will be charged incremental to the Cost on a time charge basis in accordance with our standard hourly rate (currently forty-five pounds per hour).

5. Payment

5.1 The Company shall be entitled to invoice the Client for the Service and Product and any charges as per clause 4.3 pursuant to the Agreement or at any other time or times agreed in writing by email or letter by the Client and the Company.

5.2 The charges payable to the Company shall be paid by the Client in their entirety (inclusive of value added tax and without deduction) within twenty-one days of the date of the invoice.

5.3 If payment is not received by the Company for the full amount of invoice by the due date the Company shall at its discretion assign the account to its debt collection agents.

5.4 The Client shall be exclusively liable for any charges, costs, interest or fees associated with the recovery of defaulted debt including any interest accrued on the balance in accordance with 'The Late Payment of Commercial Debt Act 1998'.

6. Liability

6.1 All warranties, conditions and other terms implied by statute or common law are, to the fullest extent permitted by law, excluded from this agreement.

6.2 Nothing in this agreement limits or excludes the liability of the Company: (a) for death or personal injury resulting from negligence; or (b) for any damage or liability incurred by the Client as a result of fraud or fraudulent misrepresentation by the Company.

6.3 Subject to clause 6.1 and 6.2: (a) the Company shall not be liable for: (i) loss of profits; or (ii) loss of business; or (iii) depletion of goodwill and/or similar losses; or (iv) loss of contract; or (v) any special, indirect, consequential or pure economic loss, costs, damages, charges and expenses; and (b) the Company's total liability in contract, tort (including negligence or breach of statutory duty), misrepresentation, restitution or otherwise arising in connection with the performance or contemplated performance of this agreement shall be limited to the Cost.

6.4 The Company shall not be liable for any decision made by the Client acting on the Product(s) or Service(s).

6.5 The Company shall not be liable to the Client or be deemed in breach of the Agreement by reason of any delay in performing, or any failure to perform any of its obligations in relation to the Agreement if the delay or failure was due to any cause beyond the reasonable control of the Company.

7. Intellectual Property

7.1 Any Product or Intellectual Property Rights therein will remain the property of the Company until all invoices raised in relation to the Agreement have been paid in full. Until such time no Product shall be copied or distributed by the Client or third party without written consent by email or letter from a Company director.

7.2 The Company reserves all Intellectual Property Rights over any Product associated with the provision of Services by the Company for the Client. The Company reserves the right to take such action as may be appropriate to restrain or prevent infringement of such Intellectual Property Rights.

7.3 The Client shall keep in strict confidence all technical or commercial know-how, specifications, interventions, processes or initiatives which are of a confidential nature and have been disclosed to the Client by the Company, its employees, agents, consultants or subcontractors and any other confidential information concerning the Company's business or its products and services which the Client may obtain.

8. Termination

8.1 Either the Client or the Company may at any time cancel the Agreement by giving written notice by email or letter to the other party if the Other breaches the Terms, goes into liquidation or becomes bankrupt, makes a voluntary arrangement with its creditors or has a receiver or administrator appointed.

8.2 In the event of the cancellation of the Agreement the Company will serve an invoice to the Client for the apportioned Cost and/or incremental charges as per clause 4.3 of services completed up to the time of notification.

9. Other

9.1 The Agreement and any dispute or claim arising out of or in conjunction with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales. The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle and dispute or claim that arises out of or in connection with the Agreement or its subject matter or formation.

To accept the Quotation and the Terms to form an Agreement and hence instruct the Company to proceed with the work as set out in the Quotation, please complete the following and return a copy to us either by mail or email.

NAME: _____

COMPANY: _____

POSITION: _____

TELEPHONE: _____

EMAIL: _____

INVOICE
ADDRESS: _____

PURCHASE
ORDER: _____

I confirm that I have read and understood the enclosed Quotation and the Terms and I have completed, signed and returned this copy as my formal instruction to proceed with the work set out in the Quotation.

QUOTE REF: _____

SIGNATURE: _____

Our Approach to Tree Risk Assessment Using VALID

Active Assessment is when we're looking for risks that might not be **Acceptable** or **Tolerable**.

Active Assessment has three levels that increase in depth of evaluation.

The three levels are **Basic > Detailed > Advanced**. Risk ratings have limitations that depend on the level of assessment at which they're made. For instance, when we carry out **Active Assessment** at a **Basic** level.

If there are no **obvious tree risk features** (See Tree Risk-Benefit Management Strategy), the risk is **Acceptable** at that level of assessment.

A **Detailed** or **Advanced Assessment** is a more thorough evaluation than a **Basic Assessment**, as they might find features that weren't apparent at a **Basic** level, and the risk could be higher. However, carrying out a higher level of assessment, with the additional costs when there's no obvious feature to trigger it, isn't reasonable, proportionate or reasonably practicable.

Basic Assessment

At a **Basic** level of assessment, we're looking for trees with obvious features where the risk might not be **Acceptable** or **Tolerable**. We're also looking for features that might increase the likelihood of failure.

We can evaluate the significance of these features with **VALID's Tree Risk app** and will carry out a **Detailed Assessment** when necessary. Emergency work occurs rarely, and we'll let you know about it as soon as we can.

If there are any trees we need to get a closer look at but can't because of climbing plants, undergrowth, hedgerows, boundaries, or basal growth, or because the ground is too difficult, we'll let you know.

Unless a tree has a feature that triggers carrying out a **Detailed Assessment**, the risk is **Acceptable** at this **Basic** level of assessment.

Detailed Assessment

We'll carry out a **Detailed Assessment** on trees we've picked up during a Basic Assessment as needing a closer look or where we've been asked to carry out a **Detailed Assessment**. The assessment is done from the ground level using **VALID's Tree Risk app**.

The app prints an easy-to-understand one-sided PDF report for each tree recorded. The report includes the risk rating, risk review year, risk reduction work (if necessary), and any general management advice that will help.

Advanced Assessment

We can carry out an **Advanced Assessment** if we need more information about the likelihood of failure.

We'll often want to do this because you have a valuable tree with extensive decay. The tree may have significant strength loss, and we want to find out whether the tree is strong enough. Or, an aerial inspection is necessary to look at the upper stem and branches.

When a tree needs an **Advanced Assessment**, we'll let you know and go through the options with you.

If the costs are substantial, we can help you decide whether the tree has enough value and future benefits to justify the investment. We'll produce a report that'll include the risk rating, risk review year, any risk reduction work options, and management advice.



Fees Table for Arboricultural Risk Assessment

Key Information

Thank you for giving Arbtech the opportunity to support your tree risk management.

You are being quoted for a **VALID tree risk assessment** and a **Tree Risk-Benefit Management Strategy**.

Why Should You Choose Arbtech?

Established in 2005, Arbtech is the UK's leading ecology consultancy, employing over 100 members of staff who exclusively serve clients in need of **rapid** solutions to planning constraints relating to ecology and arboriculture.

Our team is scattered across every county in the UK and works from a combination of office and home. Over the last 19 years, we've forged great relationships with local planning officers who we can **leverage** to your advantage. The hybrid working model we've created gives you all the benefits of a local company that knows your patch like the back of its hand but with the reliability, brand recognition and reach of a premier, national firm.

Arbtech's USP is **speed**. Our 'Rapid', 'Next Working Day' and 'Same Day' upgrades enable even the most time-pressed clients to access our expertise when they need it most and avoid the costs, delays and hassle that comes with having your planning application refused or withdrawn.

Anything Else I Should Know?

Last year alone, over **7,000** people just like you trusted Arbtech to support their planning applications. To date, we have done more than **50,000** surveys around the UK, in the Crown Dependencies, and throughout parts of Europe.

Between Google Reviews, Trustpilot and Reviews.io, we have more than **1,000** independent reviews, and hundreds more on our own website. If you want to see for yourself, simply search 'Arbtech reviews' in your internet browser.

We specialise in taking complete ownership of your tree, ecology and BNG-related planning issues so you can get planning permission fast. In fact, here's a cast iron guarantee: if you follow our recommendations to the letter, you **get planning, or your money back**.

Fees

VALID tree risk assessment and a Tree Risk-Benefit Management Strategy	Fees/Disbursements	
VALID tree risk assessment and a Tree Risk-Benefit Management Strategy: <50 Trees What we'll do ⇒ All trees on your site will be inspected closely by one of our experts. ⇒ Not all trees will be recorded within the report—only those that constitute a risk that is Not Acceptable or Not Tolerable. ⇒ We will then provide management options to manage the risk to Acceptable levels, which may mean removing the tree. ⇒ The report includes a map of the trees recorded and a schedule for each recorded tree that details the risk rating, risk review year, risk reduction work (if necessary), and any general management advice that will help. ⇒ The report contains the strategy, which provides a position statement of how risks are being managed and is the gold standard for ensuring you meet your Duty of Care while preserving valuable trees ⇒ If there are any trees we need to get a closer look at, but can't because of climbing plants, undergrowth, hedgerows, boundaries, or basal growth, or because the ground is too difficult, we'll let you know. ⇒ Unless a tree has a feature that triggers carrying out a Detailed Assessment, the risk is Acceptable at this Basic level of assessment. ⇒ If a scaled plan is required, we will require a Geo-Referenced Digital Ordnance Survey (OS) tile in .dwg or .dxf format to cover the survey area.	Standard Survey within 2-4 weeks	£689+VAT
	Rapid Survey within 2-5 days	£1,089+VAT
	Next Working Day As 'Rapid' with report guaranteed by 5pm next working day	£1,449+VAT
	Same Day If instructed by 10am: survey and report guaranteed by 5pm same day	N/A
Important: Our survey prices are banded by the number of trees you have within the influencing distance of your site. This includes off-site trees. The overwhelming majority of our clients fit into one of three categories: <20 trees, 21-50 trees, and 51-100 trees. As a general rule, we are very flexible and accommodating. However, if the number of trees on your site is meaningfully different to your advice you gave us at the time of quotation, we may need to accommodate the incremental demand on our resources with an uplifted fixed fee. We will always seek your authority before undertaking any work that will incur additional fees.		
General notes: (1) Most report products undergo a thorough quality control review. (2) Reports for large and complex sites, or those relating to multiday-day surveys may take longer than usual to prepare and also take longer to undergo the quality control review. You will be advised by your consultant at the outset of our work if this is the case. (3) Next working day and same day report products are issued by 17:00 the next or same day. (4) Normally, reports instructed as standard and rapid are delivered a few working days after the date of survey. (5) Some report products are not possible to prepare within the next working day or same day timeframe and where appropriate this will be denoted 'N/A' in the place of our fee. (6) We have limited slots for all types of report product and offer clients our upgraded services on a first-come, first-served basis. (7) Occasionally, all available slots for our standard report products sell out and where appropriate this will be denoted 'Sold Out' with an estimated timeframe in lieu of the normal 2-4 week timeframe. (8) Draft reports are issued (to be updated) if third-party data is not available in time.		



Fees Table for Arboricultural Risk Assessment

Key Information

Thank you for giving Arbtech the opportunity to support your tree risk management.

You are being quoted for a **VALID tree risk assessment** and a **Tree Risk-Benefit Management Strategy**.

Why Should You Choose Arbtech?

Established in 2005, Arbtech is the UK's leading ecology consultancy, employing over 100 members of staff who exclusively serve clients in need of **rapid** solutions to planning constraints relating to ecology and arboriculture.

Our team is scattered across every county in the UK and works from a combination of office and home. Over the last 19 years, we've forged great relationships with local planning officers who we can **leverage** to your advantage. The hybrid working model we've created gives you all the benefits of a local company that knows your patch like the back of its hand but with the reliability, brand recognition and reach of a premier, national firm.

Arbtech's USP is **speed**. Our 'Rapid', 'Next Working Day' and 'Same Day' upgrades enable even the most time-pressed clients to access our expertise when they need it most and avoid the costs, delays and hassle that comes with having your planning application refused or withdrawn.

Anything Else I Should Know?

Last year alone, over **7,000** people just like you trusted Arbtech to support their planning applications. To date, we have done more than **50,000** surveys around the UK, in the Crown Dependencies, and throughout parts of Europe.

Between Google Reviews, Trustpilot and Reviews.io, we have more than **1,000** independent reviews, and hundreds more on our own website. If you want to see for yourself, simply search 'Arbtech reviews' in your internet browser.

We specialise in taking complete ownership of your tree, ecology and BNG-related planning issues so you can get planning permission fast. In fact, here's a cast iron guarantee: if you follow our recommendations to the letter, you **get planning, or your money back**.

Fees

VALID tree risk assessment and a Tree Risk-Benefit Management Strategy	Fees/Disbursements	
VALID tree risk assessment and a Tree Risk-Benefit Management Strategy: <20 Trees What we'll do ⇒ All trees on your site will be inspected closely by one of our experts. ⇒ Not all trees will be recorded within the report—only those that constitute a risk that is Not Acceptable or Not Tolerable. ⇒ We will then provide management options to manage the risk to Acceptable levels, which may mean removing the tree. ⇒ The report includes a map of the trees recorded and a schedule for each recorded tree that details the risk rating, risk review year, risk reduction work (if necessary), and any general management advice that will help. ⇒ The report contains the strategy, which provides a position statement of how risks are being managed and is the gold standard for ensuring you meet your Duty of Care while preserving valuable trees ⇒ If there are any trees we need to get a closer look at, but can't because of climbing plants, undergrowth, hedgerows, boundaries, or basal growth, or because the ground is too difficult, we'll let you know. ⇒ Unless a tree has a feature that triggers carrying out a Detailed Assessment, the risk is Acceptable at this Basic level of assessment. ⇒ If a scaled plan is required, we will require a Geo-Referenced Digital Ordnance Survey (OS) tile in .dwg or .dxf format to cover the survey area.	Standard Survey within 2-4 weeks	£539+VAT
	Rapid Survey within 2-5 days	£989+VAT
	Next Working Day As 'Rapid' with report guaranteed by 5pm next working day	£1,359+VAT
	Same Day If instructed by 10am: survey and report guaranteed by 5pm same day	N/A
Important: Our survey prices are banded by the number of trees you have within the influencing distance of your site. This includes off-site trees. The overwhelming majority of our clients fit into one of three categories: <20 trees, 21-50 trees, and 51-100 trees. As a general rule, we are very flexible and accommodating. However, if the number of trees on your site is meaningfully different to your advice you gave us at the time of quotation, we may need to accommodate the incremental demand on our resources with an uplifted fixed fee. We will always seek your authority before undertaking any work that will incur additional fees.		
General notes: (1) Most report products undergo a thorough quality control review. (2) Reports for large and complex sites, or those relating to multiday-day surveys may take longer than usual to prepare and also take longer to undergo the quality control review. You will be advised by your consultant at the outset of our work if this is the case. (3) Next working day and same day report products are issued by 17:00 the next or same day. (4) Normally, reports instructed as standard and rapid are delivered a few working days after the date of survey. (5) Some report products are not possible to prepare within the next working day or same day timeframe and where appropriate this will be denoted 'N/A' in the place of our fee. (6) We have limited slots for all types of report product and offer clients our upgraded services on a first-come, first-served basis. (7) Occasionally, all available slots for our standard report products sell out and where appropriate this will be denoted 'Sold Out' with an estimated timeframe in lieu of the normal 2-4 week timeframe. (8) Draft reports are issued (to be updated) if third-party data is not available in time.		



Fees Table for Arboricultural Risk Assessment

Key Information

Thank you for giving Arbtech the opportunity to support your tree risk management.

You are being quoted for a **VALID tree risk assessment** and a **Tree Risk-Benefit Management Strategy**.

Why Should You Choose Arbtech?

Established in 2005, Arbtech is the UK's leading ecology consultancy, employing over 100 members of staff who exclusively serve clients in need of **rapid** solutions to planning constraints relating to ecology and arboriculture.

Our team is scattered across every county in the UK and works from a combination of office and home. Over the last 19 years, we've forged great relationships with local planning officers who we can **leverage** to your advantage. The hybrid working model we've created gives you all the benefits of a local company that knows your patch like the back of its hand but with the reliability, brand recognition and reach of a premier, national firm.

Arbtech's USP is **speed**. Our 'Rapid', 'Next Working Day' and 'Same Day' upgrades enable even the most time-pressed clients to access our expertise when they need it most and avoid the costs, delays and hassle that comes with having your planning application refused or withdrawn.

Anything Else I Should Know?

Last year alone, over **7,000** people just like you trusted Arbtech to support their planning applications. To date, we have done more than **50,000** surveys around the UK, in the Crown Dependencies, and throughout parts of Europe.

Between Google Reviews, Trustpilot and Reviews.io, we have more than **1,000** independent reviews, and hundreds more on our own website. If you want to see for yourself, simply search 'Arbtech reviews' in your internet browser.

We specialise in taking complete ownership of your tree, ecology and BNG-related planning issues so you can get **planning permission** fast. In fact, here's a cast iron guarantee: if you follow our recommendations to the letter, you **get planning, or your money back**.

Fees

VALID tree risk assessment and a Tree Risk-Benefit Management Strategy	Fees/Disbursements	
VALID tree risk assessment and a Tree Risk-Benefit Management Strategy: <20 Trees What we'll do ⇒ All trees on your site will be inspected closely by one of our experts. ⇒ Not all trees will be recorded within the report—only those that constitute a risk that is Not Acceptable or Not Tolerable. ⇒ We will then provide management options to manage the risk to Acceptable levels, which may mean removing the tree. ⇒ The report includes a map of the trees recorded and a schedule for each recorded tree that details the risk rating, risk review year, risk reduction work (if necessary), and any general management advice that will help. ⇒ The report contains the strategy, which provides a position statement of how risks are being managed and is the gold standard for ensuring you meet your Duty of Care while preserving valuable trees ⇒ If there are any trees we need to get a closer look at, but can't because of climbing plants, undergrowth, hedgerows, boundaries, or basal growth, or because the ground is too difficult, we'll let you know. ⇒ Unless a tree has a feature that triggers carrying out a Detailed Assessment, the risk is Acceptable at this Basic level of assessment. ⇒ If a scaled plan is required, we will require a Geo-Referenced Digital Ordnance Survey (OS) tile in .dwg or .dxf format to cover the survey area.	Standard Survey within 2-4 weeks	£539+VAT
	Rapid Survey within 2-5 days	£989+VAT
	Next Working Day As 'Rapid' with report guaranteed by 5pm next working day	£1,359+VAT
	Same Day If instructed by 10am: survey and report guaranteed by 5pm same day	N/A
Important: Our survey prices are banded by the number of trees you have within the influencing distance of your site. This includes off-site trees. The overwhelming majority of our clients fit into one of three categories: <20 trees, 21-50 trees, and 51-100 trees. As a general rule, we are very flexible and accommodating. However, if the number of trees on your site is meaningfully different to your advice you gave us at the time of quotation, we may need to accommodate the incremental demand on our resources with an uplifted fixed fee. We will always seek your authority before undertaking any work that will incur additional fees.		
General notes: (1) Most report products undergo a thorough quality control review. (2) Reports for large and complex sites, or those relating to multiday-day surveys may take longer than usual to prepare and also take longer to undergo the quality control review. You will be advised by your consultant at the outset of our work if this is the case. (3) Next working day and same day report products are issued by 17:00 the next or same day. (4) Normally, reports instructed as standard and rapid are delivered a few working days after the date of survey. (5) Some report products are not possible to prepare within the next working day or same day timeframe and where appropriate this will be denoted 'N/A' in the place of our fee. (6) We have limited slots for all types of report product and offer clients our upgraded services on a first-come, first-served basis. (7) Occasionally, all available slots for our standard report products sell out and where appropriate this will be denoted 'Sold Out' with an estimated timeframe in lieu of the normal 2-4 week timeframe. (8) Draft reports are issued (to be updated) if third-party data is not available in time.		



Fees Table for Arboricultural Risk Assessment

Key Information

Thank you for giving Arbtech the opportunity to support your tree risk management.

You are being quoted for a **VALID tree risk assessment** and a **Tree Risk-Benefit Management Strategy**.

Why Should You Choose Arbtech?

Established in 2005, Arbtech is the UK's leading ecology consultancy, employing over 100 members of staff who exclusively serve clients in need of **rapid** solutions to planning constraints relating to ecology and arboriculture.

Our team is scattered across every county in the UK and works from a combination of office and home. Over the last 19 years, we've forged great relationships with local planning officers who we can **leverage** to your advantage. The hybrid working model we've created gives you all the benefits of a local company that knows your patch like the back of its hand but with the reliability, brand recognition and reach of a premier, national firm.

Arbtech's USP is **speed**. Our 'Rapid', 'Next Working Day' and 'Same Day' upgrades enable even the most time-pressed clients to access our expertise when they need it most and avoid the costs, delays and hassle that comes with having your planning application refused or withdrawn.

Anything Else I Should Know?

Last year alone, over **7,000** people just like you trusted Arbtech to support their planning applications. To date, we have done more than **50,000** surveys around the UK, in the Crown Dependencies, and throughout parts of Europe.

Between Google Reviews, Trustpilot and Reviews.io, we have more than **1,000** independent reviews, and hundreds more on our own website. If you want to see for yourself, simply search 'Arbtech reviews' in your internet browser.

We specialise in taking complete ownership of your tree, ecology and BNG-related planning issues so you can get planning permission fast. In fact, here's a cast iron guarantee: if you follow our recommendations to the letter, you **get planning, or your money back**.

Fees

VALID tree risk assessment and a Tree Risk-Benefit Management Strategy	Fees/Disbursements	
VALID tree risk assessment and a Tree Risk-Benefit Management Strategy: <20 Trees What we'll do ⇒ All trees on your site will be inspected closely by one of our experts. ⇒ Not all trees will be recorded within the report—only those that constitute a risk that is Not Acceptable or Not Tolerable. ⇒ We will then provide management options to manage the risk to Acceptable levels, which may mean removing the tree. ⇒ The report includes a map of the trees recorded and a schedule for each recorded tree that details the risk rating, risk review year, risk reduction work (if necessary), and any general management advice that will help. ⇒ The report contains the strategy, which provides a position statement of how risks are being managed and is the gold standard for ensuring you meet your Duty of Care while preserving valuable trees ⇒ If there are any trees we need to get a closer look at, but can't because of climbing plants, undergrowth, hedgerows, boundaries, or basal growth, or because the ground is too difficult, we'll let you know. ⇒ Unless a tree has a feature that triggers carrying out a Detailed Assessment, the risk is Acceptable at this Basic level of assessment. ⇒ If a scaled plan is required, we will require a Geo-Referenced Digital Ordnance Survey (OS) tile in .dwg or .dxf format to cover the survey area.	Standard Survey within 2-4 weeks	£539+VAT
	Rapid Survey within 2-5 days	£989+VAT
	Next Working Day As 'Rapid' with report guaranteed by 5pm next working day	£1,359+VAT
	Same Day If instructed by 10am: survey and report guaranteed by 5pm same day	N/A
Important: Our survey prices are banded by the number of trees you have within the influencing distance of your site. This includes off-site trees. The overwhelming majority of our clients fit into one of three categories: <20 trees, 21-50 trees, and 51-100 trees. As a general rule, we are very flexible and accommodating. However, if the number of trees on your site is meaningfully different to your advice you gave us at the time of quotation, we may need to accommodate the incremental demand on our resources with an uplifted fixed fee. We will always seek your authority before undertaking any work that will incur additional fees.		
General notes: (1) Most report products undergo a thorough quality control review. (2) Reports for large and complex sites, or those relating to multiday-day surveys may take longer than usual to prepare and also take longer to undergo the quality control review. You will be advised by your consultant at the outset of our work if this is the case. (3) Next working day and same day report products are issued by 17:00 the next or same day. (4) Normally, reports instructed as standard and rapid are delivered a few working days after the date of survey. (5) Some report products are not possible to prepare within the next working day or same day timeframe and where appropriate this will be denoted 'N/A' in the place of our fee. (6) We have limited slots for all types of report product and offer clients our upgraded services on a first-come, first-served basis. (7) Occasionally, all available slots for our standard report products sell out and where appropriate this will be denoted 'Sold Out' with an estimated timeframe in lieu of the normal 2-4 week timeframe. (8) Draft reports are issued (to be updated) if third-party data is not available in time.		



Fees Table for Arboricultural Risk Assessment

Key Information

Thank you for giving Arbtech the opportunity to support your tree risk management.

You are being quoted for a **VALID tree risk assessment** and a **Tree Risk-Benefit Management Strategy**.

Why Should You Choose Arbtech?

Established in 2005, Arbtech is the UK's leading ecology consultancy, employing over 100 members of staff who exclusively serve clients in need of **rapid** solutions to planning constraints relating to ecology and arboriculture.

Our team is scattered across every county in the UK and works from a combination of office and home. Over the last 19 years, we've forged great relationships with local planning officers who we can **leverage** to your advantage. The hybrid working model we've created gives you all the benefits of a local company that knows your patch like the back of its hand but with the reliability, brand recognition and reach of a premier, national firm.

Arbtech's USP is **speed**. Our 'Rapid', 'Next Working Day' and 'Same Day' upgrades enable even the most time-pressed clients to access our expertise when they need it most and avoid the costs, delays and hassle that comes with having your planning application refused or withdrawn.

Anything Else I Should Know?

Last year alone, over **7,000** people just like you trusted Arbtech to support their planning applications. To date, we have done more than **50,000** surveys around the UK, in the Crown Dependencies, and throughout parts of Europe.

Between Google Reviews, Trustpilot and Reviews.io, we have more than **1,000** independent reviews, and hundreds more on our own website. If you want to see for yourself, simply search 'Arbtech reviews' in your internet browser.

We specialise in taking complete ownership of your tree, ecology and BNG-related planning issues so you can get planning permission fast. In fact, here's a cast iron guarantee: if you follow our recommendations to the letter, you **get planning, or your money back**.

Fees

VALID tree risk assessment and a Tree Risk-Benefit Management Strategy	Fees/Disbursements	
VALID tree risk assessment and a Tree Risk-Benefit Management Strategy: <20 Trees What we'll do ⇒ All trees on your site will be inspected closely by one of our experts. ⇒ Not all trees will be recorded within the report—only those that constitute a risk that is Not Acceptable or Not Tolerable. ⇒ We will then provide management options to manage the risk to Acceptable levels, which may mean removing the tree. ⇒ The report includes a map of the trees recorded and a schedule for each recorded tree that details the risk rating, risk review year, risk reduction work (if necessary), and any general management advice that will help. ⇒ The report contains the strategy, which provides a position statement of how risks are being managed and is the gold standard for ensuring you meet your Duty of Care while preserving valuable trees ⇒ If there are any trees we need to get a closer look at, but can't because of climbing plants, undergrowth, hedgerows, boundaries, or basal growth, or because the ground is too difficult, we'll let you know. ⇒ Unless a tree has a feature that triggers carrying out a Detailed Assessment, the risk is Acceptable at this Basic level of assessment. ⇒ If a scaled plan is required, we will require a Geo-Referenced Digital Ordnance Survey (OS) tile in .dwg or .dxf format to cover the survey area.	Standard Survey within 2-4 weeks	£539+VAT
	Rapid Survey within 2-5 days	£989+VAT
	Next Working Day As 'Rapid' with report guaranteed by 5pm next working day	£1,359+VAT
	Same Day If instructed by 10am: survey and report guaranteed by 5pm same day	N/A
Important: Our survey prices are banded by the number of trees you have within the influencing distance of your site. This includes off-site trees. The overwhelming majority of our clients fit into one of three categories: <20 trees, 21-50 trees, and 51-100 trees. As a general rule, we are very flexible and accommodating. However, if the number of trees on your site is meaningfully different to your advice you gave us at the time of quotation, we may need to accommodate the incremental demand on our resources with an uplifted fixed fee. We will always seek your authority before undertaking any work that will incur additional fees. General notes: (1) Most report products undergo a thorough quality control review. (2) Reports for large and complex sites, or those relating to multiday-day surveys may take longer than usual to prepare and also take longer to undergo the quality control review. You will be advised by your consultant at the outset of our work if this is the case. (3) Next working day and same day report products are issued by 17:00 the next or same day. (4) Normally, reports instructed as standard and rapid are delivered a few working days after the date of survey. (5) Some report products are not possible to prepare within the next working day or same day timeframe and where appropriate this will be denoted 'N/A' in the place of our fee. (6) We have limited slots for all types of report product and offer clients our upgraded services on a first-come, first-served basis. (7) Occasionally, all available slots for our standard report products sell out and where appropriate this will be denoted 'Sold Out' with an estimated timeframe in lieu of the normal 2-4 week timeframe. (8) Draft reports are issued (to be updated) if third-party data is not available in time.		



Fees Table for Arboricultural Risk Assessment

Key Information

Thank you for giving Arbtech the opportunity to support your tree risk management.

You are being quoted for a **VALID tree risk assessment** and a **Tree Risk-Benefit Management Strategy**.

Why Should You Choose Arbtech?

Established in 2005, Arbtech is the UK's leading ecology consultancy, employing over 100 members of staff who exclusively serve clients in need of **rapid** solutions to planning constraints relating to ecology and arboriculture.

Our team is scattered across every county in the UK and works from a combination of office and home. Over the last 19 years, we've forged great relationships with local planning officers who we can **leverage** to your advantage. The hybrid working model we've created gives you all the benefits of a local company that knows your patch like the back of its hand but with the reliability, brand recognition and reach of a premier, national firm.

Arbtech's USP is **speed**. Our 'Rapid', 'Next Working Day' and 'Same Day' upgrades enable even the most time-pressed clients to access our expertise when they need it most and avoid the costs, delays and hassle that comes with having your planning application refused or withdrawn.

Anything Else I Should Know?

Last year alone, over **7,000** people just like you trusted Arbtech to support their planning applications. To date, we have done more than **50,000** surveys around the UK, in the Crown Dependencies, and throughout parts of Europe.

Between Google Reviews, Trustpilot and Reviews.io, we have more than **1,000** independent reviews, and hundreds more on our own website. If you want to see for yourself, simply search 'Arbtech reviews' in your internet browser.

We specialise in taking complete ownership of your tree, ecology and BNG-related planning issues so you can get planning permission fast. In fact, here's a cast iron guarantee: if you follow our recommendations to the letter, you **get planning, or your money back**.

Fees

VALID tree risk assessment and a Tree Risk-Benefit Management Strategy	Fees/Disbursements	
VALID tree risk assessment and a Tree Risk-Benefit Management Strategy: <20 Trees What we'll do ⇒ All trees on your site will be inspected closely by one of our experts. ⇒ Not all trees will be recorded within the report—only those that constitute a risk that is Not Acceptable or Not Tolerable. ⇒ We will then provide management options to manage the risk to Acceptable levels, which may mean removing the tree. ⇒ The report includes a map of the trees recorded and a schedule for each recorded tree that details the risk rating, risk review year, risk reduction work (if necessary), and any general management advice that will help. ⇒ The report contains the strategy, which provides a position statement of how risks are being managed and is the gold standard for ensuring you meet your Duty of Care while preserving valuable trees ⇒ If there are any trees we need to get a closer look at, but can't because of climbing plants, undergrowth, hedgerows, boundaries, or basal growth, or because the ground is too difficult, we'll let you know. ⇒ Unless a tree has a feature that triggers carrying out a Detailed Assessment, the risk is Acceptable at this Basic level of assessment. ⇒ If a scaled plan is required, we will require a Geo-Referenced Digital Ordnance Survey (OS) tile in .dwg or .dxf format to cover the survey area.	Standard Survey within 2-4 weeks	£539+VAT
	Rapid Survey within 2-5 days	£989+VAT
	Next Working Day As 'Rapid' with report guaranteed by 5pm next working day	£1,359+VAT
	Same Day If instructed by 10am: survey and report guaranteed by 5pm same day	N/A
Important: Our survey prices are banded by the number of trees you have within the influencing distance of your site. This includes off-site trees. The overwhelming majority of our clients fit into one of three categories: <20 trees, 21-50 trees, and 51-100 trees. As a general rule, we are very flexible and accommodating. However, if the number of trees on your site is meaningfully different to your advice you gave us at the time of quotation, we may need to accommodate the incremental demand on our resources with an uplifted fixed fee. We will always seek your authority before undertaking any work that will incur additional fees.		
General notes: (1) Most report products undergo a thorough quality control review. (2) Reports for large and complex sites, or those relating to multi-day surveys may take longer than usual to prepare and also take longer to undergo the quality control review. You will be advised by your consultant at the outset of our work if this is the case. (3) Next working day and same day report products are issued by 17:00 the next or same day. (4) Normally, reports instructed as standard and rapid are delivered a few working days after the date of survey. (5) Some report products are not possible to prepare within the next working day or same day timeframe and where appropriate this will be denoted 'N/A' in the place of our fee. (6) We have limited slots for all types of report product and offer clients our upgraded services on a first-come, first-served basis. (7) Occasionally, all available slots for our standard report products sell out and where appropriate this will be denoted 'Sold Out' with an estimated timeframe in lieu of the normal 2-4 week timeframe. (8) Draft reports are issued (to be updated) if third-party data is not available in time.		



Fees Table for Arboricultural Risk Assessment

Key Information

Thank you for giving Arbtech the opportunity to support your tree risk management.

You are being quoted for a **VALID tree risk assessment** and a **Tree Risk-Benefit Management Strategy**.

Why Should You Choose Arbtech?

Established in 2005, Arbtech is the UK's leading ecology consultancy, employing over 100 members of staff who exclusively serve clients in need of **rapid** solutions to planning constraints relating to ecology and arboriculture.

Our team is scattered across every county in the UK and works from a combination of office and home. Over the last 19 years, we've forged great relationships with local planning officers who we can **leverage** to your advantage. The hybrid working model we've created gives you all the benefits of a local company that knows your patch like the back of its hand but with the reliability, brand recognition and reach of a premier, national firm.

Arbtech's USP is **speed**. Our 'Rapid', 'Next Working Day' and 'Same Day' upgrades enable even the most time-pressed clients to access our expertise when they need it most and avoid the costs, delays and hassle that comes with having your planning application refused or withdrawn.

Anything Else I Should Know?

Last year alone, over **7,000** people just like you trusted Arbtech to support their planning applications. To date, we have done more than **50,000** surveys around the UK, in the Crown Dependencies, and throughout parts of Europe.

Between Google Reviews, Trustpilot and Reviews.io, we have more than **1,000** independent reviews, and hundreds more on our own website. If you want to see for yourself, simply search 'Arbtech reviews' in your internet browser.

We specialise in taking complete ownership of your tree, ecology and BNG-related planning issues so you can get planning permission fast. In fact, here's a cast iron guarantee: if you follow our recommendations to the letter, you **get planning, or your money back**.

Fees

VALID tree risk assessment and a Tree Risk-Benefit Management Strategy	Fees/Disbursements	
VALID tree risk assessment and a Tree Risk-Benefit Management Strategy: <20 Trees What we'll do ⇒ All trees on your site will be inspected closely by one of our experts. ⇒ Not all trees will be recorded within the report—only those that constitute a risk that is Not Acceptable or Not Tolerable. ⇒ We will then provide management options to manage the risk to Acceptable levels, which may mean removing the tree. ⇒ The report includes a map of the trees recorded and a schedule for each recorded tree that details the risk rating, risk review year, risk reduction work (if necessary), and any general management advice that will help. ⇒ The report contains the strategy, which provides a position statement of how risks are being managed and is the gold standard for ensuring you meet your Duty of Care while preserving valuable trees ⇒ If there are any trees we need to get a closer look at, but can't because of climbing plants, undergrowth, hedgerows, boundaries, or basal growth, or because the ground is too difficult, we'll let you know. ⇒ Unless a tree has a feature that triggers carrying out a Detailed Assessment, the risk is Acceptable at this Basic level of assessment. ⇒ If a scaled plan is required, we will require a Geo-Referenced Digital Ordnance Survey (OS) tile in .dwg or .dxf format to cover the survey area.	Standard Survey within 2-4 weeks	£539+VAT
	Rapid Survey within 2-5 days	£989+VAT
	Next Working Day As 'Rapid' with report guaranteed by 5pm next working day	£1,359+VAT
	Same Day If instructed by 10am: survey and report guaranteed by 5pm same day	N/A
Important: Our survey prices are banded by the number of trees you have within the influencing distance of your site. This includes off-site trees. The overwhelming majority of our clients fit into one of three categories: <20 trees, 21-50 trees, and 51-100 trees. As a general rule, we are very flexible and accommodating. However, if the number of trees on your site is meaningfully different to your advice you gave us at the time of quotation, we may need to accommodate the incremental demand on our resources with an uplifted fixed fee. We will always seek your authority before undertaking any work that will incur additional fees.		
General notes: (1) Most report products undergo a thorough quality control review. (2) Reports for large and complex sites, or those relating to multiday-day surveys may take longer than usual to prepare and also take longer to undergo the quality control review. You will be advised by your consultant at the outset of our work if this is the case. (3) Next working day and same day report products are issued by 17:00 the next or same day. (4) Normally, reports instructed as standard and rapid are delivered a few working days after the date of survey. (5) Some report products are not possible to prepare within the next working day or same day timeframe and where appropriate this will be denoted 'N/A' in the place of our fee. (6) We have limited slots for all types of report product and offer clients our upgraded services on a first-come, first-served basis. (7) Occasionally, all available slots for our standard report products sell out and where appropriate this will be denoted 'Sold Out' with an estimated timeframe in lieu of the normal 2-4 week timeframe. (8) Draft reports are issued (to be updated) if third-party data is not available in time.		



Fees Table for Arboricultural Risk Assessment

Key Information

Thank you for giving Arbtech the opportunity to support your tree risk management.

You are being quoted for a **VALID tree risk assessment** and a **Tree Risk-Benefit Management Strategy**.

Why Should You Choose Arbtech?

Established in 2005, Arbtech is the UK's leading ecology consultancy, employing over 100 members of staff who exclusively serve clients in need of **rapid** solutions to planning constraints relating to ecology and arboriculture.

Our team is scattered across every county in the UK and works from a combination of office and home. Over the last 19 years, we've forged great relationships with local planning officers who we can **leverage** to your advantage. The hybrid working model we've created gives you all the benefits of a local company that knows your patch like the back of its hand but with the reliability, brand recognition and reach of a premier, national firm.

Arbtech's USP is **speed**. Our 'Rapid', 'Next Working Day' and 'Same Day' upgrades enable even the most time-pressed clients to access our expertise when they need it most and avoid the costs, delays and hassle that comes with having your planning application refused or withdrawn.

Anything Else I Should Know?

Last year alone, over **7,000** people just like you trusted Arbtech to support their planning applications. To date, we have done more than **50,000** surveys around the UK, in the Crown Dependencies, and throughout parts of Europe.

Between Google Reviews, Trustpilot and Reviews.io, we have more than **1,000** independent reviews, and hundreds more on our own website. If you want to see for yourself, simply search 'Arbtech reviews' in your internet browser.

We specialise in taking complete ownership of your tree, ecology and BNG-related planning issues so you can get planning permission fast. In fact, here's a cast iron guarantee: if you follow our recommendations to the letter, you **get planning, or your money back**.

Fees

VALID tree risk assessment and a Tree Risk-Benefit Management Strategy	Fees/Disbursements	
VALID tree risk assessment and a Tree Risk-Benefit Management Strategy: <20 Trees What we'll do ⇒ All trees on your site will be inspected closely by one of our experts. ⇒ Not all trees will be recorded within the report—only those that constitute a risk that is Not Acceptable or Not Tolerable. ⇒ We will then provide management options to manage the risk to Acceptable levels, which may mean removing the tree. ⇒ The report includes a map of the trees recorded and a schedule for each recorded tree that details the risk rating, risk review year, risk reduction work (if necessary), and any general management advice that will help. ⇒ The report contains the strategy, which provides a position statement of how risks are being managed and is the gold standard for ensuring you meet your Duty of Care while preserving valuable trees ⇒ If there are any trees we need to get a closer look at, but can't because of climbing plants, undergrowth, hedgerows, boundaries, or basal growth, or because the ground is too difficult, we'll let you know. ⇒ Unless a tree has a feature that triggers carrying out a Detailed Assessment, the risk is Acceptable at this Basic level of assessment. ⇒ If a scaled plan is required, we will require a Geo-Referenced Digital Ordnance Survey (OS) tile in .dwg or .dxf format to cover the survey area.	Standard Survey within 2-4 weeks	£539+VAT
	Rapid Survey within 2-5 days	£989+VAT
	Next Working Day As 'Rapid' with report guaranteed by 5pm next working day	£1,359+VAT
	Same Day If instructed by 10am: survey and report guaranteed by 5pm same day	N/A
Important: Our survey prices are banded by the number of trees you have within the influencing distance of your site. This includes off-site trees. The overwhelming majority of our clients fit into one of three categories: <20 trees, 21-50 trees, and 51-100 trees. As a general rule, we are very flexible and accommodating. However, if the number of trees on your site is meaningfully different to your advice you gave us at the time of quotation, we may need to accommodate the incremental demand on our resources with an uplifted fixed fee. We will always seek your authority before undertaking any work that will incur additional fees. General notes: (1) Most report products undergo a thorough quality control review. (2) Reports for large and complex sites, or those relating to multiday-day surveys may take longer than usual to prepare and also take longer to undergo the quality control review. You will be advised by your consultant at the outset of our work if this is the case. (3) Next working day and same day report products are issued by 17:00 the next or same day. (4) Normally, reports instructed as standard and rapid are delivered a few working days after the date of survey. (5) Some report products are not possible to prepare within the next working day or same day timeframe and where appropriate this will be denoted 'N/A' in the place of our fee. (6) We have limited slots for all types of report product and offer clients our upgraded services on a first-come, first-served basis. (7) Occasionally, all available slots for our standard report products sell out and where appropriate this will be denoted 'Sold Out' with an estimated timeframe in lieu of the normal 2-4 week timeframe. (8) Draft reports are issued (to be updated) if third-party data is not available in time.		



Fees Table for Arboricultural Risk Assessment

Key Information

Thank you for giving Arbtech the opportunity to support your tree risk management.

You are being quoted for a **VALID tree risk assessment** and a **Tree Risk-Benefit Management Strategy**.

Why Should You Choose Arbtech?

Established in 2005, Arbtech is the UK's leading ecology consultancy, employing over 100 members of staff who exclusively serve clients in need of **rapid** solutions to planning constraints relating to ecology and arboriculture.

Our team is scattered across every county in the UK and works from a combination of office and home. Over the last 19 years, we've forged great relationships with local planning officers who we can **leverage** to your advantage. The hybrid working model we've created gives you all the benefits of a local company that knows your patch like the back of its hand but with the reliability, brand recognition and reach of a premier, national firm.

Arbtech's USP is **speed**. Our 'Rapid', 'Next Working Day' and 'Same Day' upgrades enable even the most time-pressed clients to access our expertise when they need it most and avoid the costs, delays and hassle that comes with having your planning application refused or withdrawn.

Anything Else I Should Know?

Last year alone, over **7,000** people just like you trusted Arbtech to support their planning applications. To date, we have done more than **50,000** surveys around the UK, in the Crown Dependencies, and throughout parts of Europe.

Between Google Reviews, Trustpilot and Reviews.io, we have more than **1,000** independent reviews, and hundreds more on our own website. If you want to see for yourself, simply search 'Arbtech reviews' in your internet browser.

We specialise in taking complete ownership of your tree, ecology and BNG-related planning issues so you can get planning permission fast. In fact, here's a cast iron guarantee: if you follow our recommendations to the letter, you **get planning, or your money back**.

Fees

VALID tree risk assessment and a Tree Risk-Benefit Management Strategy	Fees/Disbursements	
VALID tree risk assessment and a Tree Risk-Benefit Management Strategy: <20 Trees What we'll do ⇒ All trees on your site will be inspected closely by one of our experts. ⇒ Not all trees will be recorded within the report—only those that constitute a risk that is Not Acceptable or Not Tolerable. ⇒ We will then provide management options to manage the risk to Acceptable levels, which may mean removing the tree. ⇒ The report includes a map of the trees recorded and a schedule for each recorded tree that details the risk rating, risk review year, risk reduction work (if necessary), and any general management advice that will help. ⇒ The report contains the strategy, which provides a position statement of how risks are being managed and is the gold standard for ensuring you meet your Duty of Care while preserving valuable trees ⇒ If there are any trees we need to get a closer look at, but can't because of climbing plants, undergrowth, hedgerows, boundaries, or basal growth, or because the ground is too difficult, we'll let you know. ⇒ Unless a tree has a feature that triggers carrying out a Detailed Assessment, the risk is Acceptable at this Basic level of assessment. ⇒ If a scaled plan is required, we will require a Geo-Referenced Digital Ordnance Survey (OS) tile in .dwg or .dxf format to cover the survey area.	Standard Survey within 2-4 weeks	£539+VAT
	Rapid Survey within 2-5 days	£989+VAT
	Next Working Day As 'Rapid' with report guaranteed by 5pm next working day	£1,359+VAT
	Same Day If instructed by 10am: survey and report guaranteed by 5pm same day	N/A
Important: Our survey prices are banded by the number of trees you have within the influencing distance of your site. This includes off-site trees. The overwhelming majority of our clients fit into one of three categories: <20 trees, 21-50 trees, and 51-100 trees. As a general rule, we are very flexible and accommodating. However, if the number of trees on your site is meaningfully different to your advice you gave us at the time of quotation, we may need to accommodate the incremental demand on our resources with an uplifted fixed fee. We will always seek your authority before undertaking any work that will incur additional fees. General notes: (1) Most report products undergo a thorough quality control review. (2) Reports for large and complex sites, or those relating to multiday-day surveys may take longer than usual to prepare and also take longer to undergo the quality control review. You will be advised by your consultant at the outset of our work if this is the case. (3) Next working day and same day report products are issued by 17:00 the next or same day. (4) Normally, reports instructed as standard and rapid are delivered a few working days after the date of survey. (5) Some report products are not possible to prepare within the next working day or same day timeframe and where appropriate this will be denoted 'N/A' in the place of our fee. (6) We have limited slots for all types of report product and offer clients our upgraded services on a first-come, first-served basis. (7) Occasionally, all available slots for our standard report products sell out and where appropriate this will be denoted 'Sold Out' with an estimated timeframe in lieu of the normal 2-4 week timeframe. (8) Draft reports are issued (to be updated) if third-party data is not available in time.		

Fees Table for Arboricultural Risk Assessment

Key Information

Thank you for giving Arbtech the opportunity to support your tree risk management.

You are being quoted for a **VALID tree risk assessment** and a **Tree Risk-Benefit Management Strategy**.

Why Should You Choose Arbtech?

Established in 2005, Arbtech is the UK's leading ecology consultancy, employing over 100 members of staff who exclusively serve clients in need of **rapid** solutions to planning constraints relating to ecology and arboriculture.

Our team is scattered across every county in the UK and works from a combination of office and home. Over the last 19 years, we've forged great relationships with local planning officers who we can **leverage** to your advantage. The hybrid working model we've created gives you all the benefits of a local company that knows your patch like the back of its hand but with the reliability, brand recognition and reach of a premier, national firm.

Arbtech's USP is **speed**. Our 'Rapid', 'Next Working Day' and 'Same Day' upgrades enable even the most time-pressed clients to access our expertise when they need it most and avoid the costs, delays and hassle that comes with having your planning application refused or withdrawn.

Anything Else I Should Know?

Last year alone, over **7,000** people just like you trusted Arbtech to support their planning applications. To date, we have done more than **50,000** surveys around the UK, in the Crown Dependencies, and throughout parts of Europe.

Between Google Reviews, Trustpilot and Reviews.io, we have more than **1,000** independent reviews, and hundreds more on our own website. If you want to see for yourself, simply search 'Arbtech reviews' in your internet browser.

We specialise in taking complete ownership of your tree, ecology and BNG-related planning issues so you can get **planning permission fast**. In fact, here's a cast iron guarantee: if you follow our recommendations to the letter, you **get planning, or your money back**.

Fees

VALID tree risk assessment and a Tree Risk-Benefit Management Strategy	Fees/Disbursements	
VALID tree risk assessment and a Tree Risk-Benefit Management Strategy: <20 Trees What we'll do ⇒ All trees on your site will be inspected closely by one of our experts. ⇒ Not all trees will be recorded within the report—only those that constitute a risk that is Not Acceptable or Not Tolerable. ⇒ We will then provide management options to manage the risk to Acceptable levels, which may mean removing the tree. ⇒ The report includes a map of the trees recorded and a schedule for each recorded tree that details the risk rating, risk review year, risk reduction work (if necessary), and any general management advice that will help. ⇒ The report contains the strategy, which provides a position statement of how risks are being managed and is the gold standard for ensuring you meet your Duty of Care while preserving valuable trees ⇒ If there are any trees we need to get a closer look at, but can't because of climbing plants, undergrowth, hedgerows, boundaries, or basal growth, or because the ground is too difficult, we'll let you know. ⇒ Unless a tree has a feature that triggers carrying out a Detailed Assessment, the risk is Acceptable at this Basic level of assessment. ⇒ If a scaled plan is required, we will require a Geo-Referenced Digital Ordnance Survey (OS) tile in .dwg or .dxf format to cover the survey area.	Standard Survey within 2-4 weeks	£539+VAT
	Rapid Survey within 2-5 days	£989+VAT
	Next Working Day As 'Rapid' with report guaranteed by 5pm next working day	£1,359+VAT
	Same Day If instructed by 10am: survey and report guaranteed by 5pm same day	N/A
Important: Our survey prices are banded by the number of trees you have within the influencing distance of your site. This includes off-site trees. The overwhelming majority of our clients fit into one of three categories: <20 trees, 21-50 trees, and 51-100 trees. As a general rule, we are very flexible and accommodating. However, if the number of trees on your site is meaningfully different to your advice you gave us at the time of quotation, we may need to accommodate the incremental demand on our resources with an uplifted fixed fee. We will always seek your authority before undertaking any work that will incur additional fees. General notes: (1) Most report products undergo a thorough quality control review. (2) Reports for large and complex sites, or those relating to multiday-day surveys may take longer than usual to prepare and also take longer to undergo the quality control review. You will be advised by your consultant at the outset of our work if this is the case. (3) Next working day and same day report products are issued by 17:00 the next or same day. (4) Normally, reports instructed as standard and rapid are delivered a few working days after the date of survey. (5) Some report products are not possible to prepare within the next working day or same day timeframe and where appropriate this will be denoted 'N/A' in the place of our fee. (6) We have limited slots for all types of report product and offer clients our upgraded services on a first-come, first-served basis. (7) Occasionally, all available slots for our standard report products sell out and where appropriate this will be denoted 'Sold Out' with an estimated timeframe in lieu of the normal 2-4 week timeframe. (8) Draft reports are issued (to be updated) if third-party data is not available in time.		

Item 10

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779

Email: enquiries@meopham-pc.gov.uk

Website: www.meopham-pc.gov.uk



A Civility & Respect
Pledge Council

September 2025

MEOPHAM PARISH COUNCIL SERVICE CONTRACT

Meopham Parish Council is seeking to establish a Service Contract with a contractor for the attached specification and draft contract. The contract will start 1st November 2025 and we would welcome quotes to be submitted to the Parish Office no later than noon on Friday 17th October 2025.

The quotes submitted for this Service Contract will be considered by Full Council on Tuesday 28th October 2025.

If you require any further details please contact the office via email or telephone using the details at the top of this letter.

Kind regards

Lisa Winter

Clerk and Responsible Financial Officer

SERVICE CONTRACT – SPECIFICATION – 1st November 2025 – 31st October 2028

Southdown Shaw Allotments	• 2 x rough grass cuts at the allotment site per annum (Mar/Apr and Sept/Oct)
Village Greens (General)	• Remove fallen branches at the request of officers • Maintenance of parish council's 25 benches (by cleaning, staining or painting, as appropriate) whether memorial or otherwise, once a year • Check the village sign on Hook Green for movement, four times a year • Clearing leaves on Edmund Green monthly from October to January • Monitor vegetation around village greens and preventing encroachment by performing hedge trims, notifying officers prior to works commencing • Performing replacement of Village Green posts, as per the agreed replacement schedule set by Council (separate budget provided)
Judsons Recreation Ground & Play Area	• Weekly clearance of leaves and debris from play area • Play equipment to be washed at least once per month • Wetpour and MUGA surface to be brushed once a month; removing moss and leaves from play area more frequently in the Autumn • Remove any graffiti, particularly on play area, MUGA and pavilion • MUGA metalwork and basketball frames to be washed twice a year • Keep grass and edges in the fenced play area trimmed and tidy on a regular basis during the growing season • Keep the hedges behind the play area trimmed and tidy to avoid encroachment on the play area • Report any damage, potential trip hazards etc, by email with photographs, immediately to the Parish Office, for the recreation ground, fenced in play area, MUGA and the two car park areas, including the access road and Judson Pavilion • Keep drains around the pavilion clear and free from silt. • Monitor the soil level at the MUGA, fenced in play area entrances, entrances to the recreation ground car park and around the teen shelter on a monthly basis and report any issue to the parish office by email with photographs

Litter-Picking	• Twice weekly clearance of litter from Judsons Recreation Ground • Twice weekly clearance of litter from Meopham and Pitfield Green • Weekly clearance of litter from Hook Green, Harvel Green, Priestwood Green, Edmund Green and Culverstone Green • Cut grass and trim hedges when necessary (especially in preparation for the Remembrance Day) • Remove any graffiti • Report any damage, by email with photos, immediately to the Parish Office. • Weekly removal of leaves and debris from drinking fountain • Monthly cleaning • Revarnishing when necessary
Meopham Green War Memorial	• Four maintenance visits per year to clear the pond of algae and vegetation, trim, cut back and maintain the area around the pond and maintain the duck house • Trim lower branches of trees as necessary to maintain good site lines • Maintain the fence as required
Meopham Green Drinking Fountain	• Weekly sweeping and removal of litter • Removal of graffiti, vegetation encroachment and fly posters when advised by officers • Sweeping and clearing of debris after damage when advised by officers
Noticeboards (x 6)	• Clearance of Pond Green, Melliker Green and Fowlers Stone Green • Snow clearing on Meopham Parish Council property • Repairing minor damage to property or equipment including reseeding of damaged areas on greens • Temporarily securing property after damage • Basic maintenance to playground equipment • Remove fly posters as necessary from any council assets • Erect and remove banners and signs for the Council • Raising the soil level around the entrances to the MUGA, fenced in play area entrances, entrances to the recreation ground car park and around the teen shelter • Any emergency work as a result of storm damage
Harvel Pond	
Bus Shelters	
Ad-Hoc Tasks – as and when instructed by officers or undertaken as an emergency (charged at the separate ad hoc hourly rate of £25.00 per hour and emergency rate per hour £50.00) In addition, please report anything that you come across or that needs attention to officers, with photographs if possible.	

SERVICE CONTRACT

BETWEEN

MEOPHAM PARISH COUNCIL

St Johns Centre

Wrotham Road

Meopham

Kent DA13 0AA

And

(insert contractors name and address)

Meopham Parish Council – Service Contract

SERVICE CONTRACT

1. Introduction.

1.1 This agreement is between Meopham Parish Council and **(insert contractors name)** to establish a routine Service Contract with an element of ad hoc tasks within Meopham Parish Council.

1.2 The Contract will initially be based on a 6 month trial period, commencing 1st November 2025 until 30th April 2026 with a review to extend the contract for a further 30 months until 31st October 2028. There will be a review and exit clause at each contract year-end (carried out within one month prior to the 31st October 2026 and 31st October 2027). The Supplier will provide their own transport, materials and equipment and no additional payment will be paid for any expenses.

2. Provision of the Service

The specification for the contract comprises a number of routine tasks and some ad hoc tasks as listed in Appendix 1.

3. Tender Price

Routine Tasks

Fixed price year 1: £ (per calendar month)

Fixed price year 2: £ (per calendar month)

Fixed price year 3: £ (per calendar month)

Ad Hoc Tasks Rate: Hourly: £ 25.00.

Emergency Rate: Hourly: £50.00.

4. Terms and Conditions

4.1 The Contractor shall perform the service with all reasonable care, skill and diligence, and in accordance with good industry practice, complying with current legislation. Any third persons engaged by the Contractor for the performance of the service shall have the qualifications, skill and experience necessary for the proper performance of the service. The work shall not be subcontracted without the prior approval of Meopham Parish Council. The work will be monitored on a monthly basis by the Parish Clerk, who will serve as the contract administrator, on instruction from the Parish Council. The contractor shall submit monthly to the Clerk an itemised list of work carried out.

Meopham Parish Council – Service Contract

4.2 If Meopham Parish Council informs the Contractor that it considers any part of the service to be inadequate, the Contractor shall at their own expense re-schedule and perform the work correctly, within 5 working days, to the satisfaction of Meopham Parish Council. In the event of a dispute about the quality of work, either party may refer the matter to mediation or adjudication to determine an appropriate course of action. In this case, Meopham Parish Council may charge to the Contractor any cost reasonably incurred in respect of the provision of any part of the service by a third party.

4.3 The Contract shall not be varied or amended unless the Meopham Parish Council and the contractor agree such variation or amendment in writing.

4.4 Should the Contractor become aware of any investigation being undertaken by a person or body empowered to conduct such investigation and/or of any proceedings instituted in connection with any matter relating to the Contractor being in contravention of any equalities or health and safety legislation, the Contractor

- shall forthwith fully inform Meopham Parish Council of the investigation and/or proceedings
- co-operate fully and promptly in every way required by the person or body conducting such investigation during the course of that investigation.
- Respond promptly to any enquiry by Meopham Parish Council as to the progress of such investigation or proceedings.
- Indemnify Meopham Parish Council in respect to all costs charges and expenses (including legal and administrative expenses) it incurs including compensation paid to third parties as a result of any breach of the aforesaid legislation or of an investigation of or proceedings arising out of any such breach or alleged breach.

4.5 Neither party shall be liable to the other party for any delay in or failure to perform its obligations under the Contract (other than a payment of money) if such delay or failure results

4.6 This Contract shall be governed by and interpreted in accordance with English law and the parties submit to the exclusive jurisdiction of the courts of England and Wales.

4.7 The Contractor warrants that the information, representations and other information provided to the Meopham Parish Council by the Contractor in connection with or arising out of this Contract are true and complete in all material respects.

4.8 The Contract constitutes the entire agreement between the parties relating to the subject matter of the Contract. The Contract supersedes all prior negotiations, representations and undertakings, whether written or oral, except that this Clause shall not exclude liability in respect of any fraudulent misrepresentation.

Meopham Parish Council – Service Contract

5. Indemnities and Insurance

5.1 Neither party excludes or limits liability to the other party for death or personal injury caused by its negligence or for any breach of any obligations implied by the Supply of Goods and Services Act 1982.

5.2 The Contractor shall indemnify and keep indemnified Meopham Parish Council against injury (including death) to any persons or loss of or damage to any property which may arise out of the act default or negligence of the Contractor, any sub-Contractor or their respective employees or agents, and against all claims demands proceedings damages costs charges and expenses whatsoever in respect thereof or in relation thereto arising from the provision of the Services. Without thereby limiting their responsibilities under Clause 4.1 the Contractor, shall before commencing the execution of the Contract insure with a reputable insurance company against all loss of and damage to property and injury to persons (including death) arising out of or in the consequence of the Contractor's obligations under the Contract and against all actions claims demands costs and expenses in respect thereof. The contractor shall procure and maintain Public Liability Insurance for a minimum of £5,000,000 (Five million pounds) per claim or series of claims so as effectually to indemnify Meopham Parish Council against all claims.

5.3 If applicable, the Contractor shall procure and maintain Employers Liability insurance with a minimum level of £5,000,000 per claim or series of claims.

5.4 Prior to commencement of contract, the Contractor shall furnish Meopham Parish Council with Certificates of Insurance together with the receipt or receipts for premiums evidencing that all relevant insurances are in force. The Contractor will also be required to produce the renewal certificates annually with the receipt or receipts for premiums evidencing that all relevant insurances remain in force. Failure to provide will automatically deem the contract to be in breach and terminated forthwith.

6. Termination of Contract.

6.1 Either the council or the Contractor may terminate this contract on giving 30 days notice in writing such notice to be posted to or left at the address given at the head of this contract for the relevant party or such other address as they notify in writing to the other party. The notice to be effective from the date that it is delivered to the specified address.

6.2 Meopham Parish Council may cancel the contract and recover from the Contractor the amount of any loss resulting from the cancellation if at any time there are reasonable grounds to believe that the Contractor or any person employed by the Contractor or acting on his behalf whether with or without the knowledge of the Contractor has:

- offered, given or agreed to give any inducement or reward to any person or body in relation to the obtaining or execution of this Contract.
- committed a criminal offence in relation to this contract

Meopham Parish Council – Service Contract

6.3 The Contractor must notify Meopham Parish Council if he/she is the subject of any formal process because of insolvency (for example a bankruptcy petition) whereupon the Council may terminate the Contract with immediate effect whether or not it has given notice of termination under Clause 6.1.above".

6.4 Meopham Parish Council may terminate the Contract by written notice to the Contractor with immediate effect if the Contractor fails to provide the contracted service.

DRAFT

APPENDIX 1 -

1. Routine Tasks

a. **Southdown Shaw Allotments**

- 2 x rough grass cuts at the allotment site per annum (Mar/Apr and Sept/Oct)

b. **Village Greens (General): Locations Please see appendix 2**

- Remove fallen branches at the request of the officers
- Maintenance of parish council's **25** benches (by cleaning, staining or painting, as appropriate) whether memorial or otherwise, once a year
- Check the village sign on Hook Green for movement, four times a year
- Clearing leaves on Edmund Green monthly from October to January
- Monitor vegetation around village greens and preventing encroachment by performing hedge trims, basal cutting, notifying officers prior to works commencing
- Performing replacement of Village Green posts, as per the agreed replacement schedule set by Council (separate budget provided)

c. **Judsons Recreation Ground & Play Area**

- Weekly clearance of leaves and debris from play area
- Play equipment to be washed at least once per month
- Wetpour and MUGA surface to be brushed once a month; removing moss and leaves from play area more frequently in the Autumn
- Remove any graffiti, particularly on play area, MUGA and pavilion
- MUGA metalwork and basketball frames to be washed twice a year
- Keep grass and edges in the fenced play area trimmed and tidy on a regular basis during the growing season
- Keep the hedges behind the play area trimmed and tidy to avoid encroachment on the play area
- Report any damage, potential trip hazards etc, by email with photographs, immediately to the Parish Office, for the recreation ground, fenced in play area, MUGA and the two car parks, including the access road and Judson Pavilion
- Keep drains around the pavilion clear and free from silt
- Monitor the soil level at the MUGA, fenced in play area entrances, entrances to the recreation ground car park and around the teen shelter on a monthly basis and report any issue to the parish office by email with photographs

d. **Litter-Picking**

- Twice weekly clearance of litter from Judsons Recreation Ground
- Twice weekly clearance of litter from Meopham and Pitfield Green
- Weekly clearance of litter from Hook Green, Harvel Green, Priestwood Green, Edmund Green and Culverstone Green

Meopham Parish Council – Service Contract

e. **Meopham Green War Memorial**

- Cut grass and trim hedges when necessary (especially in preparation for the Remembrance Day – 1st week of November)
- Remove any graffiti
- Report any damage, by email with photos, immediately to the Parish Office.

f. **Meopham Green Drinking Fountain**

- Weekly removal of leaves and debris from drinking fountain

g. **Noticeboards (x6)** (Locations appendix 2)

- Monthly cleaning of noticeboards
- Revarnishing when necessary

h. **Harvel Pond**

- Four maintenance visits per year to clear the pond of algae and vegetation, trim, cut back and maintain the area around the pond and maintain the duck house
- Trim lower branches of trees as necessary to maintain good sight lines
- Maintenance of fencing as required

i. **Bus Shelters** (Locations appendix 2)

- Weekly sweeping and removal of litter
- Removal of graffiti, vegetation encroachment and fly posters when advised by officers
- Sweeping and clearing of debris after damage when advised by officers

2. Ad Hoc Tasks – as and when instructed by officers or undertaken as an emergency (charged at the separate ad hoc hourly rate of £25.00 per hour)

In addition, please report anything that you come across or that needs attention to officers, with photographs if possible.

Ad Hoc tasks may include, but will not be limited to, such tasks as:

- Clearance of Pond Green, Melliker Green and Fowlers Stone Wood
- Snow clearing on Meopham Parish Council property
- Repairing minor damage to property or equipment including reseeding of damaged areas on greens
- Temporarily securing property after damage
- Basic maintenance to playground equipment
- Remove fly posters as necessary from any council assets
- Erect and remove banners and signs for the council
- Raising the soil level around the entrances to the MUGA, fenced in play area entrances, entrances to the recreation ground car park and around the teen shelter
- Any emergency work as a result of storm damage

APPENDIX 2 - Locations

Southdown Shaw Allotments: Junction of Park Hill & Wrotham Road, Meopham

Village Greens:

Culverstone Green	Wrotham Road, Culverstone, Meopham
Edmund Green	Edmund Close, Meopham
Fowlers Stone Green	Junction of Whitepost Lane and Harvel Road
Harvel Green	Corner of Dean Lane and White Horse Lane, Harvel
Hook Green	Wrotham Road, Meopham
Melliker Green	Melliker Lane, Meopham (Junction of Longfield Road)
Meopham Green	Steeles Lane, Meopham
Pitfield Green	Opposite Meopham Green/War Memorial
Pond Green	Wrotham Road, Meopham
Priestwood Green	Priestwood Road, Meopham

Benches:

Culverstone Green:	1 x plaswood
Harvel Green:	2 x wood, 1 x wood & stone, 1 x plaswood
Hook Green:	1 x wood & metal and 2 x wood
Meopham Green:	Opposite 6 Wellington Cottage (wood) War Memorial (wood x 4) Opposite Langton House (wood) Chestnut Trees/Green Farm Cottages (wood x 2) Adjacent to Pitfield Lodge (wood) Corner opposite Kings Arms (Minels) (wood) Near Cricket Pavilion (metal) Side green opposite War Memorial (wood) Side green in front of the Andersons House (wood)
Pitfield Green:	Located on corner
Priestwood Green:	3 x wood

Judsons Recreational Ground & Play Area: Wrotham Road, Meopham, DA13 0HX

War Memorial & Drinking Fountain: Meopham Green

Noticeboards:

Camer Parade (near tesco)
Culverstone (near telephone box)
Harvel Village Hall
Judson Pavilion Building
Meopham Green (near War Memorial)
Neville Parade (outside Post Office)

Bus shelter locations:

1. Station Approach (Railway Tavern)
2. Station Approach/New Road
3. Cheshunt Close/Norwood Lane

Meopham Parish Council – Service Contract

4. Denesway – by Catholic Church
5. Huntingfield Road/Camer Corner
6. Meopham Primary School (marked as Camer Corner)
7. The George PH,
8. Meopham Secondary School (on school side of road)
9. Meopham Secondary school (opposite school)
10. Meopham Green
11. Ridley Turning (corner of Chapman Hill / Wrotham Road)
12. Culverstone Green Primary School
13. Opposite Newlands Lane

(Note - a separate contract is in place to clean both the inside and outside once a month).

MEOPHAM PARISH COUNCIL

Signed by
Chairman, Meopham Parish Council

Signed by
Vice Chairman, Meopham Parish Council

Witnessed by: Lisa Winter, Parish Clerk

Signed

Address: Meopham Parish Council, St Johns Centre, Wrotham Road, Meopham, Kent
DA13 0AA

CONTRACTOR:

Signed by:.....

Name (In Block Capitals).....

ADDRESS

Witnessed by (Name in block capitals)

Signed

Address:

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779

Email: enquiries@meopham-pc.gov.uk

Website: www.meopham-pc.gov.uk



A Civility & Respect
Pledge Council

Agenda Item	Item 11
Meeting Date	9 th September 2025
Report Title	Draft Budget 2026-2027
Recommendation/s	To review the draft budget for the 2026-2027 financial year
Prepared By	Clerk – Lisa Winter
Detailed Information	
Please find attached a draft budget, based on year-to-date expenditure. Councillors are invited to comment on/suggest amendments at this meeting and a further draft budget will be brought to the 28th October Full Council. The Clerk will take the comments from both draft budget meetings away for consideration, in consultation with the Chairman and Vice-Chairman of Council. The revised/final budget will be submitted to the 25th November 2025 Full Council meeting for final agreement/sign off.	

MEOPHAM	PARISH	COUNCIL
PROPOSED BUDGET FOR 2026/27		

Council Projects & Events		Information
Community Events	£1,000	Remembrance £500, Carols on the Green and Christmas Tree £500
Meopham Windmill	£5,000	Rolling provision in the event that the Windmill Trust need financial support due to KCC selling the Windmill
Library Service	£7,500	Rolling provision due to the likely devolving of services to Parish Councils
School Close Parking	£5,000	Rolling provision due to the likely devolving of services to Parish Councils
TOTAL - Council Projects	£18,500	

Council Services		Information
Service Contract	£20,000	Provisional figure tender to be issued
Arboricultural Survey - Rolling Provision	£1,500	Required every 2 years.
Judsons Play Area	£2,000	Rolling provision for replacement of play equipment
Pitfield Green Toilets	£15,000	Service Contract and annual maintenance inspections, Water & Electricity Bills - provisional figure tender to be issued
Tree Maintenance	£15,000	102 trees (£9180 spent on 6 lime trees and basal cutting) - prior provision too low
Village Green Maintenance	£10,000	Post replacement and general maintenance - prior provision too low
Allotment Maintenance	£10,000	Rolling provision for fencing maintenance, boundary trees & shrubbery maintenance - no prior provision. This year entrance driveway needs renewing approx. £3000 and boundary fencing very poor. Need to start provisioning.
Community Grants Scheme	£3,000	This figure has been static for a number of years
Families and Young People	£6,000	This figure remains the same as 25/26
Community Engagement	£3,000	May not be required depending on Strategic Plan
Bus Shelter Cleaning	£1,950	Uplift for rising costs. New contract 2026.
Village Sign & Flagpole	£1,000	This figure remains the same as 25/26
Judsons Pavilion	£500	The Colts have indicated they are happy with the self repair lease. So nominal allowance for things that fall within MPC as landlord remit.
Water Fountain	£110	Water Bill approx £25 per quarter with 10% uplift
Streetlights Maintenance	£10,000	Maintenance Contract due for renewal and repair costs
TOTAL - Council Services	£99,060	

Council Administration		Information
Staff Salaries, Tax & NIC	£88,101	No adjustments made yet as recruiting
Staff Pension	£15,000	No adjustments made yet as recruiting
Cllrs and Staff Expenses	£400	
Officer Training	£2,620	CILCA £300 + £450 qualification, ILCA £120, £1000 misc. training courses/webinars - Data Protection, H&S, First Aid, Finance
Councillor Training	£1,560	12x£65x2
Conferences	£500	Officers and Councillors - planning, clerks, chairmans
Professional Memberships	£4,816	SLCC £1000 (4 officers) and KALC £
HR Support Package		Contract with CHRGS
Litigation	£50,000	External Auditors - need to budget for outstanding grievance and possible litigation from councillors and ex-councillors
EAP	£780	
Chairman's Allowance	£100	
Insurance	£3,600	Uplift and increase due to current claims
Office Rent	£6,828	RPI increase per year
Venue Hire for Meetings	£500	Harvel Village Hall, Meopham Village Hall, St Johns Centre
Office Supplies	£600	Reduced costs for 26/27.
Meeting Refreshments	£500	Annual Parish Meeting and Training Events
Software Licences	£1,800	Scribe Accounting, Website address, Microsoft, Email addresses
Internal & External Audit Fees	£1,440	External Audit £ Internal Audit x2 £
Payroll Services	£360	Based on 4 staff
Annual Subscription-ICO	£50	
Elections	£20,000	Earmarked budget used. Need to replace plus rolling provision for elections in 2027
Bank Charges	£230	Reduced due to changing accounts
Professional Services	£6,000	
Photocopier Contract	£770	
Communications & IT	£2,100	
Total - Council Administration	£208,655	

TOTAL ALL	£326,215
Income (See Below)	£5,096
Receipts (Transfer from General Reserves)	£100,000
PRECEPT (Total expenditure less income and receipts)	£221,119
TAX BASE 2026-27	3,064
Amount Payable per Band D Household for the previous year	£ 63.44
Amount Payable per Band D Household for the year shown	£ 72.17
Increase/(Decrease) per Household (£.p per annum)	£ 8.73
Increase/(Decrease) per Household (% per annum)	14%
Estimated Income	
Income source	Amount
Allotment Association - Rent	£525
Judsons Pavilion - Rent	£200
Wayleave - EDF	£170
Cricket Club rent	£1
Bank Interest	£4,200
Total	£5,096

Recommend using some reserves - necessary due to the litigation, as recommended by the external auditors, not good enough just to say have enough in reserves, have to show if highly likely then budget for it - removed from last years budget as thought settled, should have remained in. In addition forecasting for devolution which will happen must be shown in the budget.

New lease to be negotiated for 1st April 2026. They are about to increase plot fees from £35 to £40. 160 plots with 3 on waiting list.

The rent review is at ten-year mark which would be 2030

The wayleave figure is not adjustable

The lease provides only for charging a peppercorn rent.

Uplifted due to interest rates on new accounts

Meopham Parish Council
PAYMENTS LIST

1 September 2025 (2025-2026)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
55 Communications & IT	01/07/2025	CONTRACT	Unity Trust Bank		REMOTE SUPPORT	HELOCENTRIX/MICROSOF	S	70.13	14.03	84.16
59 Staff Salaries Tax & NIC	07/07/2025		Unity Trust Bank		Salary	L Winter	X	120.13		120.13
60 Staff Salaries Tax & NIC	07/07/2025		Unity Trust Bank		Salary	T Hanlon	X	31.14		31.14
57 Communications & IT	07/07/2025	CONTRACT	Unity Trust Bank		Phone System	HELOCENTRIX/MICROSOF	S	173.43	34.69	208.12
56 Bank Charges	07/07/2025		Lloyds Bank		BANK CHARGES	Lloyds Bank	Z	4.25		4.25
58 ANNUAL SUBSCRIPTION	07/07/2025	CONTRACT	Unity Trust Bank		ANNUAL SUBSCRIPTION	ICO	X	47.00		47.00
61 Bank Charges	08/07/2025		Unity Multipay Card		BANK CHARGES	Unity Bank	Z	6.00		6.00
73 Bank Charges	10/07/2025		Lloyds Bank		BANK CHARGES	Lloyds Bank	Z	4.25		4.25
67 New Website Project	21/07/2025	FC249	Unity Trust Bank		WEBSITE RENEWAL	NARKE DESIGN	Z	225.00		225.00
68 New Website Project	21/07/2025	FC249	Unity Trust Bank		WEBSITE RENEWAL	NARKE DESIGN	Z	479.00		479.00
63 Staff Salaries Tax & NIC	21/07/2025		Unity Trust Bank		Salary	L Winter	Z	1,867.12		1,867.12
64 Staff Salaries Tax & NIC	21/07/2025		Unity Trust Bank		Salary	T Hanlon	Z	644.69		644.69
66 Staff Pensions	21/07/2025		Unity Trust Bank		Pension Contributions	KCC	X	592.70		592.70
65 Office Rent	21/07/2025	CONTRACT	Unity Trust Bank		Office Rent	St Johns Centre	X	543.75		543.75
62 Venue Hire for Meetings	21/07/2025	Delegated Authority	Unity Trust Bank		MEETING ROOM HIRE	Meopham Village Hall	X	11.20		11.20
69 JUDSONS MAINTENANCE	28/07/2025	Delegated Authority	Unity Trust Bank		DRAIN REPAIR	Andrew Day	Z	220.00		220.00
70 Staff Salaries Tax & NIC	28/07/2025		Unity Trust Bank		PAYE Contributions	HMRC	X	3,003.06		3,003.06
71 Drinking Fountain	29/07/2025	CONTRACT	Unity Trust Bank		Water Supply	Business Stream	Z	25.82		25.82
72 Bank Charges	31/07/2025		Unity Trust Bank		BANK CHARGES	Unity Bank	Z	8.55		8.55
90 Bus Shelter Cleaning	04/08/2025		Unity Trust Bank		Bus Shelter Cleaning	Element UK	S	221.54	44.31	265.85
74 Streetlights	04/08/2025	FC57	Unity Trust Bank		Electricity Supply	UK POWER NETWORKS	S	3,694.00	738.80	4,432.80
89 Internal & External Audit Fees	04/08/2025		Unity Trust Bank		AUDIT COSTS	Mulberry & Co	S	120.00	24.00	144.00
79 Staff Pensions	11/08/2025		Unity Trust Bank		Pension Contributions	KCC	X	687.51		687.51
75 Communications & IT	11/08/2025	CONTRACT	Unity Trust Bank		Phone System	HELOCENTRIX/MICROSOF	S	169.20	33.84	203.04
76 Communications & IT	11/08/2025	CONTRACT	Unity Trust Bank		REMOTE SUPPORT	HELOCENTRIX/MICROSOF	S	70.13	14.03	84.16
80 Trees	18/08/2025	Delegated Authority	Unity Trust Bank		Cricket Club - Repairs	Meopham Cricket Club	X	360.00		360.00
81 Office Supplies	18/08/2025	Delegated Authority	Unity Multipay Card		OFFICE SUPPLIES	Amazon	S	46.77	9.36	56.13
82 Bank Charges	18/08/2025		Unity Multipay Card		BANK CHARGES	Lloyds Bank	Z	6.00		6.00
77 Staff Salaries Tax & NIC	20/08/2025	CONTRACT	Unity Trust Bank		Salary	L Winter	X	2,152.64		2,152.64
78 Staff Salaries Tax & NIC	20/08/2025	CONTRACT	Unity Trust Bank		Salary	T Hanlon	X	747.84		747.84
84 Trees	21/08/2025	FC56	Unity Trust Bank		TREE MAINTENANCE	Elite Trees	S	850.00	170.00	1,020.00
83 Office Rent	21/08/2025	CONTRACT	Unity Trust Bank		Office Rent	St Johns Centre	X	543.75		543.75
85 ELECTIONS	26/08/2025	FC60	Unity Trust Bank		ELECTION	Gravesham Borough Count	Z	8,921.40		8,921.40

Item 12.1

Meopham Parish Council
PAYMENTS LIST

1 September 2025 (2025-2026)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
87 Photocopier Contract	29/08/2025		Unity Trust Bank		Photocopier Lease & Printing C	Smart Office Solutions	S	12.95	2.59	15.54 *
86 Bank Charges	31/08/2025		Unity Trust Bank		BANK CHARGES	Unity Bank	Z	8.70		8.70
88 Bank Charges	31/08/2025		Lloyds Bank		BANK CHARGES	Lloyds Bank	Z	4.25		4.25
Total								26,693.90	1,085.65	27,779.55

To be
refunded.

Voucher 55



Heliocentrix Ltd
Beech House
Thorn Road
Marden, Kent TN12 9EJ
01732 600170

Bill To:
Meopham Parish Council Attn: Tracey Hanlon St Johns Centre Wrotham Road Meopham, DA13 0AA United Kingdom

Date	Invoice
31/07/2025	27589

Terms	Due Date	PO Number	Reference
Net 15 days	15/08/2025		

Services	Work Type	Hours	Rate	Amount
Billable Services				
Technician	Support - Remote	0.75	93.50	£70.13 GBP
Total Services:				£70.13 GBP

Payment can be made by BACS or Direct Debit. If you would like information on how to setup a Direct Debit, please contact sales@heliocentrix.co.uk. For payment by BACS use Heliocentrix Limited, Sort Code: 60-83-71 & Account Number: 56471596. Please ensure that you use either your company name or invoice number as a reference. A breakdown of the time entries can be found on page 2.	Invoice Subtotal:	£70.13 GBP
	UK-VAT @ 20%:	£14.03 GBP
	Invoice Total:	£84.16 GBP
	Payments:	£0.00 GBP
	Credits:	£0.00 GBP
Balance Due:		£84.16 GBP

Registered in England & Wales at above address 6608801
VAT Registration Number GB 971 7999 48

Invoice Time Detail

Invoice Number: 27589
Company: Meopham Parish Council

Location: Main Charge To: Meopham Parish Council / New Councillors needing help to set up email

Notes	Bill	Hours	Rate	Ext Amt
Service Ticket: 257288 Summary: New Councillors needing help to set up email Contact: Winter, Lisa	Y	0.50	93.50	£46.75
Service Ticket: 257288 Summary: New Councillors needing help to set up email Contact: Winter, Lisa	Y	0.25	93.50	£23.38

Subtotal: £70.13

Invoice Time Total: **Billable Hours:** 0.75

Voucher 57



Heliocentrix Ltd
Beech House
Thorn Road
Marden, Kent TN12 9EJ
01732 600170

Bill To:
Meopham Parish Council Attn: Tracey Hanlon St Johns Centre Wrotham Road Meopham, DA13 0AA United Kingdom

Date	Invoice
01/07/2025	27438

Terms	Due Date	PO Number	Reference
Net 15 days	16/07/2025		Monthly Billing for July

Managed Services Details	Quantity	Price	Amount
Agreement Microsoft 365 - Monthly Licenses			
Microsoft Teams Phone with Calling Plan for 3000 UK Minutes	4.00	£15.72 GBP	£62.88 GBP
Microsoft Teams Phone Resource Account (Monthly\NCE)	10.00	£0.00 GBP	£0.00 GBP
Microsoft 365 - Business Standard License, includes: - Microsoft Office Desktop and Mobile - Exchange Email - OneDrive \ SharePoint - Microsoft Teams	3.00	£11.52 GBP	£34.56 GBP
Microsoft 365 Business Basic - Exchange Email up to 50GB - Teams - OneDrive \ SharePoint	13.00	£5.52 GBP	£71.76 GBP
Microsoft 365 Business Basic (Monthly\NCE) - Prorate for 23/06/2025-15/07/2025	1.00	£4.23 GBP	£4.23 GBP
Total Managed Services Details:			£173.43 GBP
Payment can be made by BACS or Direct Debit. If you would like information on how to setup a Direct Debit, please contact sales@heliocentrix.co.uk. For payment by BACS use Heliocentrix Limited, Sort Code: 60-83-71 & Account Number: 56471596. Please ensure that you use either your company name or invoice number as a reference.	Invoice Subtotal:	£173.43 GBP	
	UK-VAT @ 20%:	£34.69 GBP	
	Invoice Total:	£208.12 GBP	
	Payments:	£0.00 GBP	
	Credits:	£0.00 GBP	
Balance Due:		£208.12 GBP	

Registered in England & Wales at above address 6608801
VAT Registration Number GB 971 7999 48

Voucher 67

this is your invoice



Invoice Date 04/07/2025
Due Date 14/07/2025
Invoice Number INV1034106

Phone 01908 507848
Fax 01280 812 653
E-mail info@narkedesign.com
www.narkedesign.com

Meopham Parish Council
St Johns Centre
Wrotham Road
DA13 0AA

Ref Hosting
Phone 01474 813779
E-mail enquiries@meopham-pc.gov.uk

description	qty	price	amount
Parish Web Hosting: Parish Hosting, including unlimited email accounts - Unlimited Support & Training package. meopham-pc.gov.uk	1	£225.00	£225.00
			NET £225.00
			TOTAL £225.00

payment advice

Paying by cheque: Please write the invoice number on the back and post to: Narked Ltd, c/o Balmer Accountants, 11 Little Balmer, Buckingham, MK18 1TF.

Important: When Paying By Bacs - Please reference the transaction with your invoice number. Thank you for your business!

Thank you for your business!

For cheques: Please post to, Narked Ltd, C/O Balmer Accountants, 11 Little Balmer, Buckingham, MK18 1TF.

Bank Barclays
Bank Account 83799387
Sort code 205740
Reference INV1034106
Name on Account Narked Ltd

Cheques payable to Narked Ltd

Customer Meopham Parish Council
Invoice Number INV1034106
Due Date: 14/07/2025
Amount Due £225.00
Amount Enclosed _____

Voucher 68

this is your invoice



Invoice Date 04/07/2025
Due Date 14/07/2025
Invoice Number INV1034105

Phone 01908 507848
Fax 01280 812 653
E-mail info@narkedesign.com
www.narkedesign.com

Meopham Parish Council
St Johns Centre
Wrotham Road
DA13 0AA

Ref Website
Phone 01474 813779
E-mail enquiries@meopham-pc.gov.uk

description	qty	price	amount
Parish Website: Construction of Parish website meopham-pc.gov.uk	1	£479.00	£479.00
			NET £479.00
			TOTAL £479.00

payment advice

Paying by cheque: Please write the invoice number on the back and post to: Narked Ltd, c/o Balmer Accountants, 11 Little Balmer, Buckingham, MK18 1TF.

Important: When Paying By Bacs - Please reference the transaction with your invoice number. Thank you for your business!

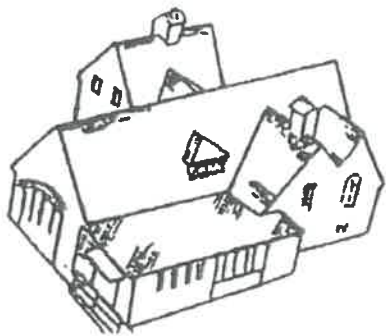
Thank you for your business!

For cheques: Please post to, Narked Ltd, C/O Balmer Accountants, 11 Little Balmer, Buckingham, MK18 1TF.

Bank Barclays
Bank Account 83799387
Sort code 205740
Reference INV1034105
Name on Account Narked Ltd

Cheques payable to Narked Ltd

Customer Meopham Parish Council
Invoice Number INV1034105
Due Date: 14/07/2025
Amount Due £479.00
Amount Enclosed _____



Voucher 62

**Meopham Village Hall
Charitable Trust**

Charity No 302802

www.meophamvillagehall.co.uk

enquiries@meophamvillagehall.co.uk

Telephone: 07888 368521

INVOICE

Invoice No: 25/078

Invoice Date: 16/07/2025

FUNCTION: Parish Council Meeting

Hire Date: Wednesday 23/07/2025

Booked by: Lisa Winter

Hire Time: 19:00 – 21:00

Main Hall	£	
Small Hall	£	
Committee Room	£ 11.20	(2 hrs @ £5.60 ph)
Kitchen	£	
Crockery	£	
Damage Deposit (refundable **)	£	
Amount Due	£ 11.20	

Please make payment to: Meopham Village Hall Management Fund

Lloyds Bank Sort Code: 30-93-60 Account Number: 00429156

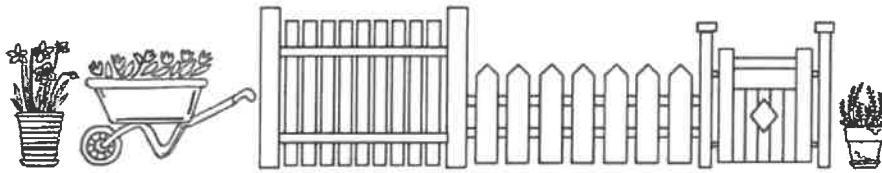
Please put the date of the event as the reference on payments

A £30 deposit per hall, per day, will secure the date. The balance is due **4 WEEKS** before the event.

*** CANCELLATION** In the event of cancellation, the booking deposit will be forfeited unless the Booking Secretary is notified at least **3 MONTHS** prior to the hire date. In this event an administration fee of £10 will be deducted. Please see the Hire Terms and Conditions for our full cancellation policy.

**** DAMAGE DEPOSIT** If you have paid a damage deposit, email enquiries@meophamvillagehall.co.uk with your **bank sort code, account number and account name** so that we can refund it after the hire, which will be done provided the hall is left in good order and is vacated by the end of the hiring period.

Voucher 69



A DAY'S LANDSCAPING & FENCING

Invoice

23rd July 2028

Removal of old man hole cover and
erecting a new plastic made to measure
cover.

Fee £220.00

A stylized handwritten signature, likely belonging to Andy Day, the contact person mentioned in the footer.

Contact Andy Day

Address: 'Shirley', Longfield Road, Longfield Hill, Kent, DA3 7AP.

Tel: 07706 991 627 or 01474 813303

Email: dayjames91@yahoo.com Facebook: A Days Landscaping and Fencing



Drinking Fountain

Voucher 71

business stream

A SCOTTISH WATER COMPANY

**business-stream.co.uk**

For emergencies, please contact your:
Water wholesaler: Southern Water
 Visit business-stream.co.uk/emergencies

Customer reference / invoice no**2720578 / 8374207****Your reference: Water Fountain****Invoice / tax point date: 15 July 2025**

Supply address: MEOPHAM PARISH COUNCIL
DRINKING FOUNTAIN MEOPHAM, GRAVESEND
KE, DA13 0UF

Water supply point ID: 3019271231W12**Our VAT number: 945 8508 85**

Page 1 of 3

Water efficiency toolkit

We're committed to supporting our customers to reduce their water usage. Download our free water efficiency workplace tools at business-stream.co.uk/water-efficiency

Your water services invoice

15 April - 14 July 2025 (91 days, average £0.28 per day)**Your account summary**

Your previous balance	£22.84	
Payments received	£22.84	CREDIT
Your balance brought forward	£0.00	

Your charges this period (see page 2 for details)

Water services charges	£25.82
VAT	£0.00
Total charges this period	£25.82

Your new account balance £25.82

Thanks for paying by Direct Debit. You don't need to do anything - we'll collect £25.82 from your account on 29 July 2025.

Your water consumption and carbon emissions

The year to date (YTD) water consumption for your site is 1.00m³. Based on the billing period and using UK Government statistics, your annual carbon emissions are 1.37kgCO₂e/yr.

Ways to pay**Direct Debit**

Paying by Direct Debit is the quickest and easiest way to pay your bills. Visit business-stream.co.uk/direct-debit or call us on 0330 123 2000.

Online

Visit business-stream.co.uk/payonline with your debit or credit card details.

By phone

Call 0330 123 2000 to pay over the phone using your debit or credit card details.

By bank transfer

Sort code: 30-00-02.
Account number: 03029919.
Account name: Business Stream Revenue Account. Please include this reference number: 2720578 / 8374207

You can also find other ways to pay at business-stream.co.uk/ways-to-pay

PO Box 17381, Edinburgh, EH12 1GT | business-stream.co.uk*Naturally different.*

Scottish Water Business Stream Limited trading as Business Stream. Registered in Scotland. Company no. SC294924. Registered office address and principal place of business: 1-3 Lochside Crescent, Edinburgh, EH12 9SE. Ofwat, the Water Services Regulation Authority, is the regulator of the water sector in England and Wales. For more information visit ofwat.gov.uk. Unless otherwise agreed, Scottish Water Business Stream Ltd provides services to you in accordance with our standard terms and conditions, a copy of which is available at business-stream.co.uk/terms. Copies are also available on request. Through your continued receipt and acceptance of our services, you are deemed to have accepted our standard terms and conditions.

Your charges in detail

Meter number / meter size: AF451666 / 15mm

Water charges		Units	Rate	VAT	Charge
Fixed water charge					
Yearly fee £92.47	15 Apr 25 - 14 Jul 25	91 days	0.253342	Z	£23.05

This is a fee for the upkeep of external pipes and pumps that supply water to your premises.

Volumetric water charge					
Estimated reading	15 Jul 25	344			
Estimated reading	15 Apr 25	343			
= volume used this period		1 m ³			
Charges	15 Apr 25 - 14 Jul 25	1 m ³	2.7702	Z	£2.77

This is a charge for the amount of water you've used, as recorded by your water meter. The rate you are charged can vary based on your location and your water consumption.

Total water charges **£25.82**

Subtotal **£25.82**

Total charges this period **£25.82**

Voucher 90

TAX INVOICE

Meopham Parish Council

Invoice Date
31 Jul 2025

Invoice Number
INV-139865

Reference
June 2025

VAT Number
783101056

Element UK Limited
Unit 53
Mackley Industrial Estate
Henfield Road
Small Dole
Henfield
West Sussex
BN5 9XR
T: 0208 694 8844
E:
accounts@cleaningmanagement.co.uk
VAT Number: 783101056

Description	Quantity	Unit Price	VAT	Amount GBP
Cleaning OF Meopham Bus Shelters on 10 June 2025	1.00	221.54	20%	221.54
			Subtotal	221.54
			TOTAL VAT 20%	44.31
			TOTAL GBP	265.85

Due Date: 28 Aug 2025

BACS payment details:
Lloyds Bank
Sort Code: 30-91-54
Account No.: 02066347

To assist with identification please state on your payment advice both our name and the invoices you are paying.

Terms: Strictly within 28 days from invoice date

BACS payments should be sent to Sort Code 30-91-54, Account Number 02066347 and the remittances sent by email to accounts@cleaningmanagement.co.uk

Voucher 74

Schedule

Correspondence Address		Job Details		
Mr. Ken Bonner Meopham Parish Council St Johns Centre Wrotham Road Kent Meopham DA13 0AA		Quotation Number 3700030285		
		Quotation Expiry Date 31 August 2025		
		Highway Service Co-ordinator Josephine Starr		
Site Address : Tradescant Drive / DA13 0EF				
Unit Description		Qty	Unit Price	Total Price
Transfer of an existing unmetered electricity supply to a different position. This includes the: - Excavation of a hole to expose the single phase service cable in a typical footway surface; for example paving slabs (The size of the hole will allow our engineers to safely work on the cable) - Electrical works within the hole to alter the existing route of the service cable - Installation of the main fuse in the new position - Electrical safety testing of UK Power Networks' equipment - Removal of UK Power Networks' redundant equipment - Reinstatement of the hole and relaying of the surface material; for example paving slabs Excludes non-standard Distribution Networks as defined in Terms & Conditions.		1	£1,354.00	£1,354.00
New cable installation within an existing trench and duct. This is charged per metre and includes the: - Provision and Installation of new single phase service cable into the duct.		3	£14.00	£42.00
Placement of traffic cones at the kerb side to stop vehicles parking in the area in the area of works. These cones are used where there are no parking bays that can be suspended via the Local Authority and will be set-up prior to the works starting on site		1	£134.00	£134.00
Footway closure for the duration of works. This includes the: - Design of traffic and pedestrian management requirements including site meeting with Local Authority - Set up of footway closure including warning signage - Additional cones/signage - Maintenance checks on the closure throughout the course of the works - Dismantle and remove the signage and cones		1	£1,173.00	£1,173.00

This does not include any Local Authority charges			
The charge for a temporary traffic regulation order (TTRO). A TTRO is usually required for road, footpath, and/or cycle lane closures or parking sensitive locations. This is a pass through charge from the Local Authority and their charge includes the: - Liaison with emergency services (such as to ensure ambulances aren't routed via closed roads) - Setting up advance warnings two weeks before the works - Alert the local media - Administrate the request from UK Power Networks.	910	£1.00	£910.00
Costs associated with traffic management on the public highway.	1	£1.00	£1.00
Cost of noticing per asset for the time on site for UK Power Networks and its sub-contractors. This charge accounts for the management of the noticing of each asset even if multiple assets are requested under the same notice	1	£80.00	£80.00
Total Excluding VAT			£3,694.00
VAT @ 20%			£738.80
Total (including VAT)			£4,432.80
Completion date			29 November 2025

The works referred to in this quotation will be completed by the end of the date shown above. This date is subject to the date of your acceptance of this quotation, and any further discussions we may have with you regarding the programming of the works, and the completion of works by others, as stated in the prerequisite to the completion of our works but are not our responsibility to complete.

Payment

You can pay either by credit card, cheque or BACS / CHAPS. By making payment in full you are entering into a contract with us and you will be deemed to accept the Terms and Conditions.

You can make payment by one of the following methods:

- **Credit or Debit Card:** please call **0203 282 0610** - open Monday to Friday 8.30am to 4.30pm.or email BillingTeam-Networks@ukpowernetworks.co.uk

We accept all major credit and debit cards with the exception of American Express.

- **Cheque:** please complete and return the Acceptance Slip attached to the address given on the Acceptance Slip.
- **BACS/CHAPS:** HSBC Bank Plc, Sort Code 40-05-30, Account Number 02302934. Use your Quotation Number (as shown in the top right hand corner of the Schedule) as a reference to ensure that payment gets processed correctly.

Acceptance Slip for Cheque Payments

UK Power Networks, Energy House, Carrier Business Park, Three Bridges, Crawley, RH10 1EX

Please make cheques payable to: "UK Power Networks" making reference to the Quote number shown below and returning this slip.

Payee Name: Meopham Parish Council	Job No:	3700030285
Address: St Johns Centre Wrotham Road Kent,	Quotation Expires on:	31 August 2025
Postcode: DA13 0AA	Full Payment of the price:	£4,432.80
	Customer Name:	Meopham Parish Council
	Site Address:	Tradescant Drive / DA13 0EF

Please Sign Here:

Name of Receiver:

Have the test certificates been forwarded ready for works to commence? Please tick: ☐ Yes ☐ No



Voucher 89

TAX INVOICE

Meopham Parish Council
The Windmill, Wrotham Road
Meopham Green
Meopham
Kent
DA13 0QA
UNITED KINGDOM

Invoice Date
31 Jul 2025

Invoice Number
INV-1383

VAT Number
GB464103811

Mulberry Local Authority
Services Limited
Eastgate House
Dogflud Way
Farnham
Surrey
GU9 7UD
UNITED KINGDOM
Mobile 07428 647069
Office 03303 450596
e anna@mulberrylas.co.uk

Description	Quantity	Unit Price	VAT	Amount GBP
Services rendered in connection with the provision of restatement from R&P to I&E during July 2025 Fee based on time spent 1.5 hours at £50ph	1.00	75.00	20%	75.00
Mileage 100 miles charged at 45p per mile	1.00	45.00	20%	45.00
Subtotal				120.00
TOTAL VAT 20%				24.00
TOTAL GBP				144.00

Due Date: 30 Aug 2025

PLEASE NOTE MULBERRY LOCAL AUTHORITY SERVICES LIMITED HAS ITS OWN BANK ACCOUNT, REMITTANCES SHOULD NOT BE SENT TO MULBERRY & CO

Cheque remittances: please make cheques payable to "Mulberry Local Authority Services Limited" For bacs/on-line payment: bank name: Lloyds bank plc; sort code: 30-54-66; account number: 10998068



PAYMENT ADVICE

To: Mulberry Local Authority Services Limited
Eastgate House
Dogflud Way
Farnham
Surrey
GU9 7UD
UNITED KINGDOM

Customer Meopham Parish Council
Invoice Number INV-1383
Amount Due 144.00
Due Date 30 Aug 2025
Amount Enclosed

Enter the amount you are paying above

Voucher 75



Heliocentrix Ltd
Beech House
Thorn Road
Marden, Kent TN12 9EJ
01732 600170

Bill To:
Meopham Parish Council Attn: Tracey Hanlon St Johns Centre Wrotham Road Meopham, DA13 0AA United Kingdom

Date	Invoice
01/08/2025	27544

Terms	Due Date	PO Number	Reference
Net 15 days	16/08/2025		Monthly Billing for August

Managed Services Details	Quantity	Price	Amount
Agreement Microsoft 365 - Monthly Licenses			
Microsoft Teams Phone with Calling Plan for 3000 UK Minutes	4.00	£15.72 GBP	£62.88 GBP
Microsoft Teams Phone Resource Account (Monthly\NCE)	10.00	£0.00 GBP	£0.00 GBP
Microsoft 365 - Business Standard License, includes: - Microsoft Office Desktop and Mobile - Exchange Email - OneDrive \ SharePoint - Microsoft Teams	3.00	£11.52 GBP	£34.56 GBP
Microsoft 365 Business Basic - Exchange Email up to 50GB - Teams - OneDrive \ SharePoint	13.00	£5.52 GBP	£71.76 GBP
Total Managed Services Details:			£169.20 GBP
Payment can be made by BACS or Direct Debit. If you would like information on how to setup a Direct Debit, please contact sales@heliocentrix.co.uk. For payment by BACS use Heliocentrix Limited, Sort Code: 60-83-71 & Account Number: 56471596. Please ensure that you use either your company name or invoice number as a reference.	Invoice Subtotal:	£169.20 GBP	
	UK-VAT @ 20%:	£33.84 GBP	
	Invoice Total:	£203.04 GBP	
	Payments:	£0.00 GBP	
	Credits:	£0.00 GBP	
Balance Due:			£203.04 GBP

Registered in England & Wales at above address 6608801
VAT Registration Number GB 971 7999 48

Voucher 76



Heliocentrix Ltd
Beech House
Thorn Road
Marden, Kent TN12 9EJ
01732 600170

Bill To:
Meopham Parish Council Attn: Tracey Hanlon St Johns Centre Wrotham Road Meopham, DA13 0AA United Kingdom

Date	Invoice
30/06/2025	27390

Terms	Due Date	PO Number	Reference
Net 15 days	15/07/2025		

Services	Work Type	Hours	Rate	Amount
Billable Services				
Technician	Support - Remote	0.75	93.50	£70.13 GBP
Total Services:				£70.13 GBP

Payment can be made by BACS or Direct Debit. If you would like information on how to setup a Direct Debit, please contact sales@heliocentrix.co.uk. For payment by BACS use Heliocentrix Limited, Sort Code: 60-83-71 & Account Number: 56471596. Please ensure that you use either your company name or invoice number as a reference. A breakdown of the time entries can be found on page 2.	Invoice Subtotal:	£70.13 GBP
	UK-VAT @ 20%:	£14.03 GBP
	Invoice Total:	£84.16 GBP
	Payments:	£0.00 GBP
	Credits:	£0.00 GBP
Balance Due:		£84.16 GBP

Registered in England & Wales at above address 6608801
VAT Registration Number GB 971 7999 48

Invoice Time Detail

Invoice Number: 27390
Company: Meopham Parish Council

Location: Main Charge To: Meopham Parish Council / New Councillor email set up

Notes	Bill	Hours	Rate	Ext Amt
Service Ticket: 255066	Y	0.50	93.50	£46.75
Summary: New Councillor email set up				
Contact: Winter, Lisa				

Subtotal: £46.75**Location: Main Charge To: Meopham Parish Council / New email Address**

Notes	Bill	Hours	Rate	Ext Amt
Service Ticket: 255370	Y	0.25	93.50	£23.38
Summary: New email Address				
Contact: Hanlon, Tracey				

Subtotal: £23.38

Invoice Time Total:	Billable Hours:	0.75
----------------------------	------------------------	-------------

Voucher 80

**KENT CRICKET
GROUNDSMAN'S ASSOCIATION
INVOICE**

Meopham Parish Council

**11th August 2025
GA25/03a**

To Repair Outfield damage at Meopham Cricket Club as discussed with club officials. Work to include provision of equipment, materials and expenses.

KCGA Equipment Hire (incl Groundsman Spiker, Roller, Cyclone Spreader and SISIS dropspreader). £177.50

Materials (Grass seed, Fertiliser and Top Dressing) £150.00

Expenses (Fuel and Travel Costs) £32.50

Labour and hand tools Free Issue

Total Due £ 360.00

**BACS payments should be to:
Kent Cricket Groundsmans' Association
Sort Code: 30-98-97
Account Number: 88270263
Quoting above Invoice number as reference**

**Alternatively please send a cheque made payable to – "Kent Cricket Groundsmans' Association" to:
Peter Aylott, 8 Breach Lane, Lower Halstow, Kent, ME9 7DH**

Voucher 84

Elite Tree Care and Gardening Services Ltd

13 Montpellier Avenue

Bexley

KT

DA53AP

+0132251797007522088482

elitetreecare@hotmail.com

VAT Registration No.: 461957070


Elite Tree Care
 & Gardening Services LTD
VAT Invoice
 INVOICE TO
 TRACY HANLON
 STEELES LANE
 MEOPHAM
 DA13 0PZ

 INVOICE 2119
 DATE 19/08/2025
 TERMS Due on receipt
 DUE DATE 19/08/2025

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
10/07/2025	Tree Surgery	To remove all Basal growth (suckers/shoots) from the base of each tree located at the three specified locations. This will include: . Careful removal of all Basal and epicormic growth from the lower trunks to improve tree health, aesthetics, and access. . Work to be carried out sensitively, ensuring no damage to the main stem or root flare. . Strimming around the base of each tree where necessary to allow full access and ensure a tidy finish All green waste to be removed from site and disposed of.	1	850.00	850.00

Details for payment -

 Barclays Bank
 Elite tree care & gardening services ltd
 Account : 73442926
 Sort Code : 20-06-72

SUBTOTAL 850.00

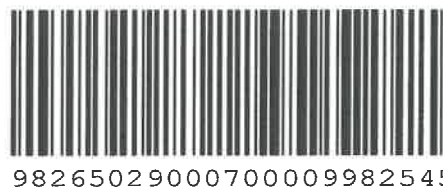
VAT TOTAL 170.00

TOTAL 1,020.00

VAT NUMBER - 461957070

BALANCE DUE **£1,020.00****VAT SUMMARY**

	RATE	VAT	NET
	VAT @ 20%	170.00	850.00



Invoice No.: **0998254J**

Sheet 1 of 4

Meopham Parish Council
c/o Lisa Winter, ~Meopham Parish Council, St Johns Center
Wrotham Road, Meopham
DA13 0AA

Contact: Georgia Looker
Email: georgia.looker@gravesham.gov.uk
Telephone No.: 01474 337316

Customer A/c No.: 13032
Date Of Issue: 21 Aug 2025
Tax Point Date: 21 Aug 2025
VAT Registration No. GB204 273500

Invoice

Description		AMOUNT EXCL. VAT	VAT RATE
		£ p	%
Staffing Costs		712.52	0.00
Presiding Officers x 2			
Staffing Costs		492.68	0.00
Poll Clerks x 2			
Staffing Costs		125.98	0.00
Postal vote issuing and opening			
Staffing Costs		212.42	0.00
Counters and staff at count			
Due By: 27/09/2025			
Payment received: £0.00			
Balance Outstanding: £8,921.40		Continued	

Invoice

[illegible]

Invoice

[illegible]

Invoice

[illegible]

Details on How to Make Payment are Given Overleaf

Meopham Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

1 September 2025 (2025-2026)

Council Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Staff Salaries Tax & NIC				88,101.00	18,557.09	69,543.91	69,543.91 (78%)
25	Staff Pensions				13,600.00	3,058.32	10,541.68	10,541.68 (77%)
26	Cllr & Staff Expenses				400.00		400.00	400.00 (100%)
28	Professional Memberships				4,816.00		4,816.00	4,816.00 (100%)
29	Chairman's Allowance				100.00		100.00	100.00 (100%)
30	Training					410.00	-410.00	-410.00 (N/A)
33	Photocopier Contract				700.00	356.20	343.80	343.80 (49%)
34	Communications & IT				2,100.00	1,560.40	539.60	539.60 (25%)
87	Insurance				3,000.00	2,234.88	765.12	765.12 (25%)
88	Office Rent				6,525.00	2,773.13	3,751.87	3,751.87 (57%)
89	Venue Hire for Meetings				720.00	133.40	586.60	586.60 (81%)
90	Office Supplies				1,200.00	153.01	1,046.99	1,046.99 (87%)
91	Software Licences				1,800.00	419.99	1,380.01	1,380.01 (76%)
92	Internal & External Audit Fees				1,200.00	343.75	856.25	856.25 (71%)
93	Payroll Services				360.00	84.00	276.00	276.00 (76%)
104	Bank Charges				372.00	93.70	278.30	278.30 (74%)
105	Professional Services				5,000.00	4,532.40	467.60	467.60 (9%)
110	Water Supply							(N/A)
111	Reserve Transfer 24							(N/A)
112	Other Office expenses: 90							(N/A)
113	Multipay Card Payment							(N/A)
114	ANNUAL SUBSCRIPTION					47.00	-47.00	-47.00 (N/A)
116	SURVEYS AND REPORTS							(N/A)
118	Village Poll 117							(N/A)
122	KALC CONFERENCE FEE							(N/A)
123	RESERVES							(N/A)
129	EAP-EMPLOYMENT ASSISTAN				780.00		780.00	780.00 (100%)
132	ELECTIONS					15,178.75	-15,178.75	-15,178.75 (N/A)
133	NEW BANK ACCOUNT							(N/A)
SUB TOTAL					130,774.00	49,936.02	80,837.98	80,837.98 (61%)

Council Projects & Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Community Events				7,000.00		7,000.00	7,000.00 (100%)
82	Health & Wellbeing							(N/A)
100	Village Greens - Post Replacem							(N/A)
102	New Website Project					704.00	-704.00	-704.00 (N/A)
103	Camer Parade - Highways Sche							(N/A)
109	Harvel Bench							(N/A)
124	MEOPHAM WINDMILL				5,000.00		5,000.00	5,000.00 (100%)
125	JUDSONS PAVILLION				6,000.00		6,000.00	6,000.00 (100%)
126	LIBRARY SERVICES				12,500.00		12,500.00	12,500.00 (100%)
127	SCHOOL CLOSE				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL					35,500.00	704.00	34,796.00	34,796.00 (98%)

Meopham Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

1 September 2025 (2025-2026)

Council Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Defibrillator Maintenance				150.00		150.00	150.00 (100%)
8	Service Contract & Litter Collecti				20,000.00		20,000.00	20,000.00 (100%)
13	Trees				3,300.00	1,260.00	2,040.00	2,040.00 (61%)
16	Community Grants Scheme				3,000.00		3,000.00	3,000.00 (100%)
17	Families and Young People				6,000.00	6,000.00		(0%)
19	Community Toilet Scheme							(N/A)
22	Bus Shelter Cleaning				1,200.00	443.08	756.92	756.92 (63%)
68	Streetlights				11,040.00	4,829.56	6,210.44	6,210.44 (56%)
83	Community Engagement				3,000.00		3,000.00	3,000.00 (100%)
85	Village Sign & Flagpole				1,000.00		1,000.00	1,000.00 (100%)
106	Harvel Pond							(N/A)
107	Former Toilet Block				15,000.00	19.16	14,980.84	14,980.84 (99%)
108	Drinking Fountain					48.66	-48.66	-48.66 (N/A)
115	YOUTH PROVISION.17							(N/A)
128	ARBORICULTURAL SURVEY - I				1,650.00		1,650.00	1,650.00 (100%)
130	SPEEDWATCH				1,500.00		1,500.00	1,500.00 (100%)
131	BASAL CUTTING							(N/A)
134	JUDSONS MAINTENANCE					220.00	-220.00	-220.00 (N/A)
SUB TOTAL					66,840.00	12,820.46	54,019.54	54,019.54 (80%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45	Bank Interest Received	20.00	690.26	670.26				670.26 (3351%)
46	Precept	231,570.00	231,570.00					(0%)
49	Wayleaves	170.00		-170.00				-170.00 (-100%)
50	Rental Income	634.00	241.00	-393.00				-393.00 (-61%)
94	VAT Reclaim							(N/A)
95	Other Income							(N/A)
119	BT CREDIT REFUND							(N/A)
120	EVENTS INCOME							(N/A)
121	Insurance Excess Refund		400.00	400.00				400.00 (N/A)
SUB TOTAL		232,394.00	232,901.26	507.26				507.26 (0%)

Summary

NET TOTAL	232,394.00	232,901.26	507.26	233,114.00	63,460.48	169,653.52	170,160.78 (36%)
V.A.T.		5,158.70			2,578.19		
GROSS TOTAL		238,059.96			66,038.67		

Meopham Parish Council**BANK ACCOUNTS**

Lloyds Bank	£53,780.00
Unity Trust Bank	£158,065.55
Unity Multipay Card	
CAMBRIDGE BUILDING SOCIETY	£84,406.54
REDWOOD BANK	£80,690.26
Total in Banks	376,942.35
Cash	
GRAND TOTAL (Banks and Cash)	£376,942.35

Meopham Parish Council
Current T2
 60-83-01 • 20405821

Balance Available
£ 158,065.55 £ 158,065.55

Balances are correct as of 10:48 on 01 Sep 2025.

↓ Date	Description	Paid in	Paid out	Balance
31/08/25	Service Charge		-8.70	158,065.55
29/08/25	Direct Debit (SMART OFFICE SOLU) • ARC00240		-15.54	158,074.25
27/08/25	B/P to: Gravesham Borough • 0998254J		-8,921.40	158,089.79
22/08/25	B/P to: ELITE TREE CARE • INV-2119		-1,020.00	167,011.19
20/08/25	S/O to: Meopham PCC • MEOPHAM PC		-543.75	168,031.19
20/08/25	S/O to: L Winter • MEOPHAM PC		-2,152.64	168,574.94
20/08/25	S/O to: KCC Pension Fund • MEOPHAM PC		-687.51	170,727.58
20/08/25	S/O to: Tracey Hanlon • SALARY MPC		-747.84	171,415.09
18/08/25	B/P to: KENT CRICKET • MPC - GRDSM GA25/03A		-360.00	172,162.93
18/08/25	Direct Debit (LLOYDS • 80000029478III3973 CORP CARD)		-62.13	172,522.93
14/08/25	B/P to: HELIOCENTRIX LTD • INV 27544		-203.04	172,585.06
14/08/25	B/P to: HELIOCENTRIX LTD • INV 27589		-84.16	172,788.10
05/08/25	B/P to: UK POWER NETWORKS • 3700030285		-4,432.80	172,872.26
04/08/25	B/P to: LISA WINTER • MPC BACK PAY 25		-120.13	177,305.06
04/08/25	B/P to: Tracey Hanlon • MPC BACK PAY 25		-31.14	177,425.19
04/08/25	B/P to: Element UK Limited • 139865		-265.85	177,456.33
04/08/25	B/P to: MULBERRY LOCAL ATH • MPC - 1383		-144.00	177,722.18
31/07/25	Service Charge		-8.55	177,866.18
29/07/25	B/P to: A Day • JULY 25		-220.00	177,874.73
29/07/25	Direct Debit (SCOTTISH WATER BUS) • 662899		-25.82	178,094.73
25/07/25	MEOPHAM COLTS FC • INV 10 MCFC RENT	240.00		178,120.55
24/07/25	Direct Debit (HMRC SDDS) • 0000340636		-3,003.06	177,880.55

22/07/25	B/P to: Meopham Village Ha • 25/078 MPC	-11.20	180,883.61
22/07/25	B/P to: NARKE DESIGN • MPC - 1034106	-225.00	180,894.81
22/07/25	B/P to: NARKE DESIGN • MPC-1034105	-479.00	181,119.81
21/07/25	S/O to: Meopham PCC • MEOPHAM PC	-543.75	181,598.81
21/07/25	S/O to: L Winter • MEOPHAM PC	-1,867.12	182,142.56
21/07/25	S/O to: KCC Pension Fund • MEOPHAM PC	-592.70	184,009.68
21/07/25	S/O to: Tracey Hanlon • SALARY MPC	-644.69	184,602.38
16/07/25	Meopham Cricket Cl • MEOPHAM CC RENT	1.00	185,247.07
16/07/25	Direct Debit (LLOYDS • 80000029478III3973 CORP CARD)	-155.99	185,246.07
11/07/25	HMRC VAT • 314795487	1,492.54	185,402.06
08/07/25	ZURICH INS/RECS • 12220050787	400.00	183,909.52
07/07/25	B/P to: HELIOCENTRIX LTD • INV 27438	-208.12	183,509.52
04/07/25	Direct Debit (ICO) • ZA437474	-47.00	183,717.64
02/07/25	B/P to: HELIOCENTRIX LTD • INV 27390	-84.16	183,764.64
30/06/25	Service Charge	-7.95	183,848.80
24/06/25	B/P to: Geosphere Ltd • 29UG004-0005	-324.00	183,856.75
24/06/25	B/P to: Meopham V Hall • 25/069 MPC	-11.20	184,180.75
24/06/25	B/P to: SMART OFFICE SOL • 649706	-150.70	184,191.95
20/06/25	S/O to: Meopham PCC • MEOPHAM PC	-543.75	184,342.65
20/06/25	S/O to: L Winter • MEOPHAM PC	-1,827.27	184,886.40
20/06/25	S/O to: KCC Pension Fund • MEOPHAM PC	-619.31	186,713.67
20/06/25	S/O to: Tracey Hanlon • SALARY MPC	-634.31	187,332.98
17/06/25	B/P to: Gravesham Borough • 0995768E	-6,257.35	187,967.29
17/06/25	B/P to: DM Payroll • 4414	-84.00	194,224.64
16/06/25	Direct Debit (LLOYDS • 80000029478III3973 CORP CARD)	-456.78	194,308.64
10/06/25	B/P to: Streetlights • MEOPHAM PC- 15397	-144.00	194,765.42
10/06/25	B/P to: REDWOOD BANK • MEOPHAM PC	-79,000.00	194,909.42
09/06/25	B/P to: REDWOOD BANK • MEOPHAM PC	-1,000.00	273,909.42
09/06/25	B/P to: HELIOCENTRIX LTD • INV 26919	-196.42	274,909.42
09/06/25	B/P to: HELIOCENTRIX LTD • INV 27140	-673.24	275,105.84

09/06/25 B/P to: MULBERRY LOCAL ATH • MPC - 1271

-54.00 275,779.08



Account Details

Manage your account

Your Account

Instant Access

CB01477687 Council Saver

Meopham Parish Council

Balance: £84,406.54

Available: £84,406.54

Accrued interest (not paid): £1,151.05

Interest rate: 1.90%

[Transactions](#)

[Future Payment](#)

Transactions

Period from

to

Filter

Download Transactions

Date	09/01/2025
Description	RECEIPT BY PRODUCT SWITCH
In (£)	84,406.54
Out (£)	
Balance (£)	84,406.54
Date	09/01/2025
Description	WITHDRAWAL BY PRODUCT SWITCH
In (£)	
Out (£)	84,406.54
Balance (£)	0.00
Date	09/01/2025
Description	GROSS INTEREST
In (£)	44.38
Out (£)	
Balance (£)	84,406.54
Date	31/12/2024
Description	GROSS INTEREST
In (£)	362.16
Out (£)	
Balance (£)	84,362.16
Date	31/10/2024

Description	RECEIPT BY CHEQUE
In (£)	84,000.00
Out (£)	
Balance (£)	84,000.00
Date	21/10/2024
Description	PAYMENT REVERSED - CHEQUE
In (£)	
Out (£)	84,000.00
Balance (£)	0.00
Date	16/10/2024
Description	RECEIPT BY CHEQUE
In (£)	84,000.00
Out (£)	
Balance (£)	84,000.00

[Latest](#)

Contact Us

Please contact our Customer Contact Centre on 0345 601 3344. Please see our website for opening times.

[Request a Call](#)

[Store Locator](#)

Message Centre

Send us a secure message.

[Manage your secure messages](#)

Account Details

Manage your account

35 Day Notice Account (Issue 13)-Monthly Interest

80202762 35 Day Notice Account (Issue 13)-Monthly Interest

Meopham Parish Council

Tax status: Gross

Nominated account: 608301 20405821

[Edit account details](#)

Balance: £80,690.26

Available: £80,690.26

Accrued interest (not paid): £0.00

Interest rate: 3.78%

[Make a payment](#)

[Transfer money](#)

[Transactions](#)

[Future Payments](#)

Transactions

Period from

to

[Filter](#)

Download transactions

Date	31/08/2025
Description	Gross Interest
In (£)	258.47
Out (£)	
Balance (£)	80,690.26
Date	31/07/2025
Description	Gross Interest
In (£)	257.64
Out (£)	
Balance (£)	80,431.79
Date	30/06/2025
Description	Gross Interest
In (£)	174.15
Out (£)	
Balance (£)	80,174.15
Date	10/06/2025
Description	Receipt by Bank Transfer
In (£)	79,000.00
Out (£)	
Balance (£)	80,000.00
Date	09/06/2025
Description	Receipt by Bank Transfer
In (£)	1,000.00
Out (£)	
Balance (£)	1,000.00
Date	09/06/2025
Description	Funds Allocated

In (£)	
Out (£)	1,000.00
Balance (£)	0.00
Date	09/06/2025
Description	Funds Received - not allocated
In (£)	1,000.00
Out (£)	
Balance (£)	1,000.00

Latest



[Terms & Conditions](#) [Privacy](#) [Cookies](#)

© 2024 Redwood Bank Limited.

Registered in England and Wales under company registration no. 09872265 at Suite 101, The Nexus Building, Broadway, Letchworth Garden City, Hertfordshire, SG6 3TA. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Meopham Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 31/08/2025		
	Cash in Hand 01/04/2025		204,921.06
	ADD Receipts 01/04/2025 - 31/08/2025		238,300.96
			443,222.02
	SUBTRACT Payments 01/04/2025 - 31/08/2025		66,038.67
	Cash in Hand 31/08/2025 (per Cash Book)		377,183.35
B	Cash in hand per Bank Statements		
	Petty Cash 30/06/2025	0.00	
	Lloyds Bank 30/06/2025	53,780.00	
	Unity Trust Bank 30/06/2025	158,065.55	
	Unity Multipay Card 30/06/2025	0.00	
	CAMBRIDGE BUILDING SOCIETY 30/06/2025	84,406.54	
	REDWOOD BANK 30/06/2025	80,690.26	
			376,942.35
	Less unrepresented payments		
			376,942.35
	Plus unrepresented receipts		241.00
	Adjusted Bank Balance		377,183.35
	A = B Checks out OK		

Meopham Parish Council
RECONCILIATION - Unity Trust Bank 31-08-2025

From Accounts	£158,306.55
-------------------------	-------------

Payments not cashed Add	
Receipts not entered Subtract	£241.00

Statement should be	£158,065.55
--------------------------------------	--------------------

Meopham Parish Council
RECONCILIATION - CAMBRIDGE BUILDING SOCIETY 31-08-2025

From Accounts	£84,406.54
-------------------------	------------

Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£84,406.54
--------------------------------------	-------------------

Meopham Parish Council
RECONCILIATION - REDWOOD BANK 31-08-2025

From Accounts	£80,690.26
-------------------------	------------

Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£80,690.26
--------------------------------------	-------------------

Meopham Parish Council
RECONCILIATION - Lloyds Bank 31-08-2025

From Accounts	£53,780.00
---------------------	------------

Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£53,780.00
----------------------------------	-------------------

Meopham Parish Council
Reserves Balance up to 31st Aug 2025
2025-2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Judsons Play Area	14,000.00				14,000.00
Memorial Bench Donations	5,500.00				5,500.00
Elections	6,838.24	-6,838.24			0.00
Arboricultural Survey	1,500.00				1,500.00
Judsons Legal Fees - Earmarked	1,200.00				1,200.00
Post Replacements - Earmarked					0.00
All Council Strategic Day - Earmarked	683.70				683.70
Harvel Green Bench - Earmarked					0.00
Total Earmarked	29,721.94	-6,838.24			22,883.70
TOTAL RESERVE	29,721.94	-6,838.24			22,883.70
GENERAL FUND					354,058.65
TOTAL FUNDS					376,942.35

MEOPHAM PARISH COUNCIL

Claim for Expenses : Staff

Period covered :16.01.25 – 31-08.25.....

Mileage allowance	Date	No of miles	Claim @ £0.65 per mile
<i>Notice board mileage</i>	16.01.25	7	4.55
<i>Notice board mileage</i>	24.01.25	7	4.55
<i>Notice board mileage</i>	06.02.25	7	4.55
<i>Notice board mileage</i>	13.02.25	7	4.55
<i>Notice board mileage</i>	27.02.25	7	4.55
<i>Notice board mileage</i>	13.03.25	7	4.55
<i>Notice board mileage</i>	17.03.25	7	4.55
<i>Notice board mileage</i>	01.04.25	7	4.55
<i>Notice board mileage</i>	10.04.25	7	4.55
<i>Notice board mileage</i>	29.04.25	7	4.55
<i>Notice board mileage</i>	16.05.25	7	4.55
<i>Notice board mileage</i>	23.05.25	7	4.55
<i>Notice board mileage</i>	05.06.25	7	4.55
<i>Notice board mileage</i>	12.06.25	7	4.55
<i>Notice board mileage</i>	19.06.25	7	4.55
<i>Notice board mileage</i>	03.07.25	7	4.55
<i>Notice board mileage</i>	18.07.25	7	4.55
<i>Notice board mileage</i>	24.07.25	7	4.55
<i>Attending meetings (out of Parish)</i>			
<i>Election Count @ Civic Centre, Gravesend</i>	11.04.25	10.2	6.63
<i>Training</i>	10.07.25	68	44.20

Other (please give details)			
Pitfield Green Toilets – roof measurements with Mr Ferrin	03.02.25	1.6	1.04
Pitfield Green Toilets – Demolition company	07.02.25	1.6	1.04
Pitfield Green Toilets – Surveyor	22.02.25	4.2	2.73
Saturday from home			
Pitfield Green Toilets – UKPN	03.04.25	1.6	1.04
Pitfield Green Toilets – UKPN	04.04.25	1.6	1.04
Site Visit – Edmund Green (reports of debris)	02.06.25	2.4	1.56
Site Visit – Edmund Green (complaint re sight lines)	16.06.25	2.4	1.56
Meet the Secretary and Chairman of MDAA at the Allotments (access driveway, fencing and grass cutting) Attend Hook Green and Meopham Green – re Basal cutting Attend Pitfield Green Toilets (disabled toilet emergency pull cord)	19.08.25	5.1	3.32
Site Visit – Edmund Green (check if basal cut back)	26.08.25	2.4	1.56
Sub-total			£147.62

Other expenses

	Amount claimed
<i>Telephone calls (please attach copy of itemised bill, with relevant calls highlighted)</i>	
<i>Postage (please give details including receipts if available)</i>	
Other (please give details and attach receipts)	
Parking @ Meopham Station – 03.04.25	£5.60
Train Ticket – 03.04.25 – Meeting with Stephanie Bennett, Mentoring	£25.60
Parking @ Civic Centre, Gravesend – 11.04.25 – Election Count	£3.20
Sub-total	£34.40

Grand total	£182.02
--------------------	----------------

Name LSA WINTER Date 31.8.25

Signed 

Your claim will be paid by bank transfer. Please provide your bank details below: -

Bank Account Number	
Sort Code	
Payee Name	

For Office Use Only	

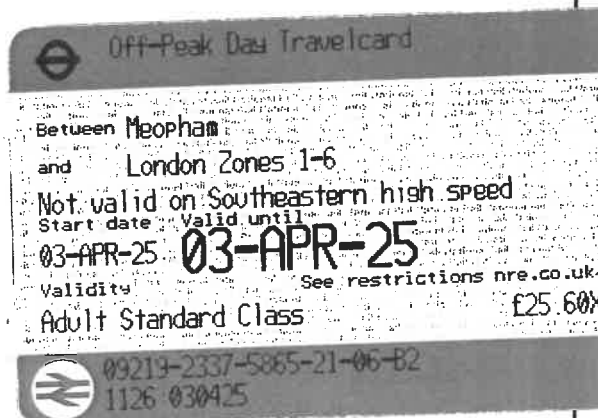


VAT Receipt

The VAT number for this purchase is 726 9410 24
APCOA Customer Services 0344 332 1236

Date of Issue:	03/04/25 11:43
Issued to:	-
Account Number:	447775995606
Purchase date:	03/04/25
Vehicle:	LN24SVD
Location:	Meopham, Meopham
Start date:	03/04/25 11:42 AM
End date:	04/04/25 03:59 AM
Reference :	74981488
Cost:	£4.67
VAT Rate:	20.00%
VAT Net:	£0.93
Total:	£5.60

All amounts in : £
Tax point as per receipt date



APCOA Parking (UK) Ltd
Wellington House, 4-10 Cowley Road
Uxbridge, Middlesex, UB8 2XW
Registered in England, Company Number 2572947

Subject RingGo Parking Summary
From <noreply@myringgo.com>
To: <lisabirch30@yahoo.co.uk>
Date 11 Apr at 10:53

Dear RingGo customer,

Note: This is not a VAT receipt. If you need a VAT receipt for this session, the easiest way to obtain this is via the iPhone or Android app. If you don't have a smartphone you can log into our website.

This is your parking summary for:

Location: Parrock Street Car Park,
Gravesham (36700)

Vehicle: LN24SVD

Start time: 09:29 on Fri
11/04/2025

End time: 11:29 on Fri 11/04/2025

Cost: £ 3.20

Thank you for using RingGo

Kind Regards,

The RingGo Customer Care Team

For questions about your transaction, please visit www.myringgo.com/help to search our knowledge base. To adjust your notification settings login to your account at RingGo and choose Accounts > Settings.

Follow us on Twitter
[@RingGo_Parking](https://twitter.com/RingGo_Parking)

Previous Claim - Incorrect Mileage Claimed - difference to be agreed.

MEOPHAM PARISH COUNCIL

Claim for Expenses : Staff

Period covered :01.04.24 – 12.12.24.....

Mileage allowance	Date	No of miles	Claim @ £0.45 per mile
Notice board mileage	03.06.24	7	£3.15
Notice board mileage	10.06.24	7	£3.15
Notice board mileage	26.06.24	7	£3.15
Notice board mileage	24.07.24	7	£3.15
Notice board mileage	30.07.24	7	£3.15
Notice board mileage	15.08.24	7	£3.15
Notice board mileage	04.09.24	7	£3.15
Notice board mileage	05.09.24	7	£3.15
Notice board mileage	11.09.24	7	£3.15
Notice board mileage	12.09.24	7	£3.15
Notice board mileage	18.09.24	7	£3.15
Notice board mileage	10.10.24	7	£3.15
Notice board mileage	14.11.24	7	£3.15
Notice board mileage	05.12.24	7	£3.15
Notice board mileage	12.12.24	7	£3.15
Attending meetings (out of Parish)			
Clerks meeting @ Cobham Meadow Rooms	11.04.24	5.4	£2.43
SLCC Training @ Kings Hill	11.06.24	20.4	£9.18
Gravesham's Significant Anniversaries @ Gad's Hill School, Higham	13.09.24	16.4	£7.38
Clerks meeting @ Vigo Village Hall	19.09.24	6	£2.70
Sub-total			£68.94

0.65 per mile

99.58

Please turn over

Other expenses

	Amount claimed
Telephone calls (please attach copy of itemised bill, with relevant calls highlighted)	
Postage (please give details including receipts if available)	
Other (please give details and attach receipts)	
Sub-total	

Grand total	£68.94	99.58
--------------------	-------------------	-------

Name Lisa Winter Date 12.12.24.....

Signed Lisa Winter.....

£30.64
Difference
31.8.25
Lisa Winter

Your claim will be paid by bank transfer. Please provide your bank details below: -

Bank Account Number	
Sort Code	
Payee Name	

For Office Use Only	

Item 12.6

New Account options:

Hinckley & Rugby - Minimum £1000

45 day notice 2.20% - None without notice period

90 day notice 2.90% - None without notice period

Easy Access 1.75% - Anytime withdrawals

Hampshire Trust Bank - £5000 - £750,000

Easy Access – 3.91% - unlimited withdrawals

95 day Notice – 3.95% - None without notice period

1 year fixed – 4.22% - no withdrawals before maturity

2 year fixed – 4.11% - no withdrawals before maturity

3 year fixed – 4.07% - no withdrawals before maturity