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Dear Steve,

PROPOSED MORTIMER TO BURGHFIELD FOOTWAY AND CYCLEWAY: PROVISION OF ARBORICULTURAL PLANNING SERVICES

Per our meeting with representatives of Stratfield Mortimer Parish Council and Mr Thomas of West Berkshire Council of the 11th January, I write to provide a breakdown of fees and services for consideration.

Proposed Scope of Work

Option 1: A streamlined and standardised approach with options for supporting works to be instructed separately; this option is commensurate to standard planning application requirements, and comprises the following:

- British Standard 5837:2012 survey of all trees within influence of the preferred route only (citing Ridge Drawing 501459-RDG-XX-XX-DR-C-0002). The trees will be identified by reference to a scaled tree constraints plan and supporting schedule, with locations shown in accordance with those recorded on the topographical survey.
- Preparation of an Arboricultural Impact Assessment and supporting tree retention and removal strategy. Underpinned by a presumption against avoidable tree loss and reliance on mitigation where effective. This fee allows for a single overlay of the proposals prior to fixing the route.
- Assumes 2no. surveyors for up to 2no weeks on site, commencing late February with survey deliverables circulated in early March. Final reports for planning submission will require a two week lead in from reaching a fixed layout.

The following works are also recommended, and may be instructed separately in addition to Option 1 i.e to suit both budget and strategy.

- Tree Tagging: A metal disk will be attached to each of the surveyed trees at the time of the BS5837:2012 survey, facilitating cross reference with all schedules and plans. Of particular use when setting out the route, identifying trees to be removed or to receive construction mitigation, and managing tree works in response to a Duty of Care. Because of the difficulties of retrospectively tagging trees that have been surveyed previously, there is a premium applied for instructions to tag trees outside of a survey taking place.
- Visual Tree Assessment: Tree risk assessment based on diagnosis of structural defects and the evaluation of their significance from visible signs and the application of biomechanical

criteria. Presented as a schedule of recommended tree works and plan corresponding to location and priority of risk.

Option 2: A comprehensive suite of detail, wherein efficiency savings from combining tree tagging and VTA work with an instruction under option 1 can be passed on. This approach will also assist with refining future unknown costs connected to tree protection during construction and linked with future management of tree risk. Whilst not strictly of benefit to the likelihood of a successful planning application, Option 2 does have added support from the Council's Tree Officer owing to the additional context provided for decision-making purposes and for achieving technical confidence for tree safeguarding measures.

Proposed Fee Options

To provide you with the above work, I recommend the following fee options. Should it be required, I have also included a standalone cost to cover virtual meeting attendances (see bullet four).

Option 1:

Design and Planning Deliverables	Fee
BS5837 Tree survey (assumes 2no surveyors for up to 2no weeks)	£6,400
Scaled Tree Constraints Plan, Tree Schedule and Searches	£850
Design review comprising 1no. layout revision	No fee
Arboricultural Impact Assessment and Tree Protection and Removal Plan	£2,125
Subtotal to take to planning (excluding VAT):	£9,735
Supporting work, if instructed separately:	
Tree Tagging at time of survey	£500
Tree Tagging retrospectively	£1,800
Visual Tree Inspection:	£4,750
Grand totals for staggered instructions (i.e. minus efficiency savings):	£14,985 – 16,285

Option 2:

Design and Planning Deliverables	Fee
BS5837 Tree survey inc. VTA and Tagging (assumes 2no surveyors for up to 3no weeks)	£9,600
Scaled Tree Constraints Plan, Tree Schedule and Searches	£850
Design review comprising 2no. layout revisions	£500
Arboricultural Impact Assessment and Tree Protection and Removal Plan	£2,125
Total combined fee with efficiency savings (excluding VAT):	£13,075

Notes:

- The above figures **exclude VAT**, which would be charged as per the enclosed Terms of Business.
- This figure assumes the provision of a topographical survey base plan.

- All necessary access arrangements will be undertaken by the client. Any time spent by Aspect Arboriculture organising and arranging access will be charged on a time-spent basis as per the enclosed Terms of Business. Should access to all parts of the site not be available on the same day then additional site visits may be required, which will be charged on a time-spent basis.
- If required, virtual team meeting attendance will be charged in addition at £650 per meeting (assumed at 1.5hrs + 30mins preparation).

I hope that our proposal meets with your approval. Should you choose to appoint Aspect to assist you, I would be grateful for confirmation by email. If you have any questions or wish to discuss our proposal ahead of making an instruction, then please do not hesitate to contact me.

Yours Sincerley,



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