

Room 2, 8 Astley House
Cromwell Business Park
Banbury Road
Chipping Norton
Oxon
OX7 5SR



T: 01608 692 705

E: info@treefrontiers.com

My Ref: 26-2669

Pauline Rigby
Clerk to Ilmington Parish Council
Warwickshire

By Email: Clerk@ilmington-pc.gov.uk

27th March 2026

Dear Pauline

Tree Condition Assessment / Ilmington Parish Council land

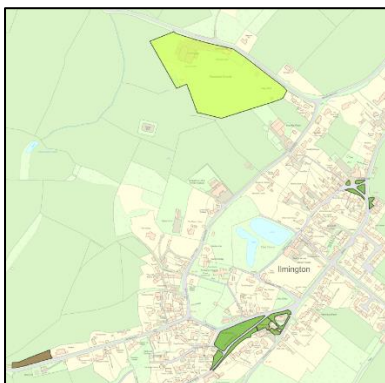
Thank you for the opportunity to assist with the tree condition resurvey for Ilmington Parish Council

SCOPE

The Parish Council is seeking to fulfil its duty of care as a landowner in relation to the management of trees, and is therefore looking to instruct a tree condition assessment that will include:

- A resurvey of all trees within the boundary of land owned by the council, and
- A report with recommendations for mitigating any identified hazards.

At the last survey in July 2024, you provided me with plan of the council owned land, an extract of which is copied below. This proposal is provided on the basis of surveying all the land within the hatched areas.



Environmentally Focussed Tree Management Solutions



Registered Address: Stone Farm, Lidstone, Chipping Norton, OX7 4HL
Company No: 7257165 VAT No: 991 5181 95



PROPOSAL

To fulfil the scope, I propose that the following steps are undertaken:

Task 1: Tree Condition Survey

A tree condition resurvey will be undertaken of all trees that are within the boundaries defined in the scope. This will include all trees within the land holding although the full extent may be limited if access to trees is not possible due to vegetation or other impediments. These will be noted as part of the survey records.

The survey will be undertaken by me. I am an arboricultural consultant with over 20 years' experience in the sector. I am qualified to undertake tree risk/condition surveys using the International Society of Arboriculture's tree risk assessment methodologyⁱ and the UK VALID tree risk assessment systemⁱⁱ. I am a registered consultant of both the Arboricultural Associationⁱⁱⁱ and the Institute of Chartered Foresters^{iv}.

The survey will be a review of the structural and (subject to time of year) physiological condition of each tree. The purpose of the inspection is to identify significant defects and to make recommendations for the management of trees with the intent of reducing the potential for any identified hazard to cause harm. The survey will be undertaken as a ground based, walk by survey and will be a visual inspection only, utilising the Visual Tree Assessment methodology in accordance with best practice standards. No invasive tools are used during a condition assessment and no advanced technologies employed. However, standard surveying tools will be used which includes binoculars, a nylon hammer for sound testing, a metal probe for basic cavity inspections and a high lumens torch.

The survey will be undertaken on a negative basis meaning that while every tree will be reviewed, only details of those trees that have any actionable defects will be noted. An actionable defect is one where further action is required, either to remove or mitigate a hazard, to provide further details to enable a more informed decision to be made, or to advise of an ongoing monitoring regime.

The following data will be collected during the course of the survey:

- Unique reference number (subject to access, each recorded tree will have a small aluminium tag nailed to it at approximately 2m)
- Tree species
- Height (recorded to full metres)
- Stem diameter at 1.5m (rounded up to full cm/10mm)
- Radial crown spread (averaged and rounded up to full metre)
- Age class (young, early mature, semi-mature, mature, overmature, veteran, ancient, or dead)
- Observations (including details of defects and potential targets)
- Recommendations (to include remedial works or details of more advanced assessments that may be required)
- Timeframe for recommended actions to be completed

- Recommended timeframe for next inspection

The location of each recorded tree will be marked on a tree location plan. The location will be recorded using the inbuilt GPS on a tablet and should be accurate to +/-3m. To aid in identification, a minimum of one photograph of each recorded tree will be taken.

Task 2: Tree Works Recommendations Report

On completion of the survey, I will prepare and submit a report that will include:

- A schedule of all recorded trees and recommendations with at least one photograph of each tree. This will include a hyperlink to Google Maps to aid with locating the tree.
- A summary of the methodology adopted in the survey.
- A location plan to identify where each tree. I can also provide a KML file with the same data that can be sent to any contractor for the purpose of quoting. This file can be opened on any computer or smart device with Google Maps installed.
- A summary of any statutory protection afforded to trees. This will be taken from open-source data held by the local planning authority.

ASSUMPTIONS AND LIMITATIONS

The proposal has been prepared based on the following assumptions/limitations. If any of these are incorrect, I may need to revise this proposal:

- **Scope:** The proposed fee for this project only covers the scope as detailed above. Any additional services required, such as meetings or more detailed assessments, will be subject to additional fees that would be agreed upon in advance.
- **Statutory Constraints:** No allowance has been made for liaising with local planning authorities for any consents that may be required for tree works, although the report will be written in such a way that it can be used for a TPO or Section 211 submission.
- **Contractor Liaison:** No allowance has been made for liaising with tree work contractors that may be engaged to complete the recommended works.
- **Access to Trees:** It is assumed that there will be clear access to all trees, allowing for accurate data capture using calibrated tree surveying tools and equipment. If access is not possible, any recorded data will be estimated and clearly noted as such in the schedule, along with the reason for the lack of access.
- **Site Accessibility:** You will arrange access to the site on an agreed date. It is assumed that the site will be accessible for the duration of the survey. Any restrictions on access should be communicated in advance to avoid delays. Details of livestock or other elements that may restrict access must be details in advance. Should the site visit be postponed or cancelled once I have started my journey or arrived on site due to restrictions not communicated in advance, a fee will be charged for an abortive site visit.
- **Site Visits:** Only one site visit has been allowed for. Any additional site visits will be subject to further charges to be agreed in advance.

- **Electronic Communication:** All liaisons will take place through electronic media, including email, telephone calls, or video conferencing. No allowance has been made for site meetings or other face-to-face meetings so if such meetings are required, they will be subject to additional charges agreed upon in advance.
- **Dependencies on Third-Party Data:** The accuracy of the survey and subsequent reports may depend on data provided by third parties, for example statutory protection for trees will be based upon information available in the public domain (local planning authority websites). No warranty will be provided for third party information.
- **Document Printing:** No allowance has been made for the printing of hard copies of any documents. If printing is required, it will be subject to additional charges to cover printing and postage.
- **Client Responsibilities:** The client is responsible for providing all necessary information, including site plans, access details, and any relevant permissions. Any delays in providing this information may impact the project timeline.
- **Disclaimer:** This proposal is based on the information available at the time of writing. Any changes to the project scope, site conditions, or other relevant factors may require revisions to the proposal. Tree Frontiers will not be held liable for any inaccuracies or omissions resulting from factors beyond our control.
- **Professional Practice:** Tree Frontiers Ltd is an independent arboricultural practice, and our consultants are members of professional organizations including the Arboricultural Association and the Institute of Chartered Foresters. Our work and advice are provided in accordance with the Professional Codes of Practice of these organizations. While we will work with you to assist in achieving your objectives, our opinions and recommendations will be impartial, based on sound professional judgment and best practice guidance.

TIMING

The last survey was carried out in July 2024 with a recommendation for the next survey to be completed between October and December 2026. This proposal has been prepared in advance of the required data to assist with budgeting and if instructed, I would schedule the survey for within this timeframe. The report with findings will be provided within five working days of completion of the survey.

INVOICING

My fee for undertaking the survey and providing the required report is set out in the table below:

Task	Fee (inclusive of expenses)
Tree Survey & reports	£780

The fee is inclusive of reasonably anticipated expenses but will be subject to VAT at the prevailing rate at the time of invoicing. Invoices will be submitted at the end of each month that work is undertaken, and payment will be due within 30 days of the invoice date.

This proposal is valid for a period of 60 days from the date stated at the start of the document. If instructed, this constitutes a Work Instruction for the purposes of our Terms and Conditions, which have been previously supplied.

I trust that the above summarises your needs and that the proposed approach aligns with your expectations of the services offered. Please do not hesitate to contact me if you have any questions.

Yours sincerely

A handwritten signature in black ink that reads "Nicholas Bolton".

Nicholas Bolton BA Hons BSc Hons MArborA MICFor RCarborA
Director

ⁱ [International Society of Arboriculture](#)

ⁱⁱ [VALID](#)

ⁱⁱⁱ [Arboricultural Association](#)

^{iv} [ICF](#)