

DATED

16th December

2001

BROADLAND DISTRICT COUNCIL

- AND -

CARE PRINCIPLES LIMITED

- AND -

NORFOLK COUNTY COUNCIL

- AND -

BARCLAYS BANK PLC

AGREEMENT

Made pursuant to Section 106 of the Town
and Country Planning Act (as amended) 1990
and any other enabling power relating to the
development of land at Red House School
Marsham Norfolk

THIS AGREEMENT is made the sixteenth day of December Two thousand and one **BETWEEN BROADLAND DISTRICT COUNCIL** of Thorpe Lodge Yarmouth Road Thorpe St Andrew Norwich in the County of Norfolk (hereinafter called "The Council") of the first part and CAREPRINCIPLES LIMITED of Beech House Fordham Road Newmarket Suffolk CB8 7LF (hereinafter called "The Owners") of the second part and NORFOLK COUNTY COUNCIL of County Hall Martineau Lane Norwich Norfolk (hereinafter called "the County") of the third part and Barclays Bank PLC of Barclays Loan Servicing Centre 90 Tottenham Court Road London W1P 0EP (hereinafter called "the Mortgagee") of the fourth part

RECITALS

(A) (1) In this Agreement unless the context otherwise requires the following words shall have the following meanings:-

"Application" means the application for planning permission to develop the Land and dated 29th May 2001 submitted to the Council in accordance with the Application plans and other materials deposited with the Council and bearing reference no 01.0721

"Commencement" means the commencement of development within the meaning of Section 54 of the Act

"Development" means the development permitted by the Permission

"Permission" means the outline planning permission granted pursuant to the Application together with any renewal or modification thereof



Broadland

District Council

Ask for : Mr P Courtier
Direct dial : (01603) 703300
Fax : (01603) 700339
Date : 09 November 2001

Taylor Young Healthcare Planning
& Architecture
51 Brookfield Road
Cheadle
Cheshire SK8 1DQ

Application Number:

010721

Date of Decision: 05 SEP 2001

**Description: DEMOLITION OF EXISTING BUILDINGS 2. ERECTION OF
SPECIALIST RESIDENTIAL CARE FACILITY.**

Location: RED HOUSE SCHOOL, MARSHAM

Applicant: TAYLOR YOUNG HEALTHCARE PLANNING & ARCHITECTURE

Town and Country Planning Act 1990

The Council in pursuance of powers under this Act GRANTS PLANNING PERMISSION for the development referred to above, in accordance with the submitted plans and application forms, and subject to the following conditions.

- 1) The development hereby permitted shall be begun before the expiration of 5 years from the date of this permission.
- 2) The premises shall be used for a specialised residential care facility and for no other purpose (including any other purpose in Class C2 of the Schedule of the Town and Country Planning (Use Classes) Order 1987), or in any provision equivalent to that Class in any statutory instrument revoking and re-enacting that Order with or without modification.
- 3) The number of specialised care bed spaces shall be limited to 84 unless otherwise agreed in writing with the Local Planning Authority.
- 4) Full details of all external materials to be used in the development shall be submitted to and approved in writing by the Local Planning Authority before the development is commenced.
- 5) Full details of the proposed security fence associated with the medium secure unit shall be submitted to and approved in writing by the Local Planning Authority before development is

commenced.

- 6) No demolition material shall be removed from the site until the means of access shown on Drawing 1062/A10C has been constructed to the satisfaction of the Local Planning Authority. Once constructed, all means of the access and egress for construction and demolition traffic shall be via the new access road.
- 7) Means of vehicular access to the development shall be from the C264, Buxton Road only.
- 8) The grading of the vehicular access shall not exceed 1/20 for the first 15 metres into the site as measured from the near edge of the highway carriageway.
- 9) Notwithstanding the provision of Class A of Schedule 2, Part 2 of the Town and Country Planning (General Permitted Development) Order 1995, (or any Order revoking, amending or re-enacting that Order) no gates shall be erected across the approved access as shown on Drawing 1062/A10C closer than 15 metres from the near edge of the adjoining highway carriageway unless details have first been submitted to and approved in writing by the Local Planning Authority.
- 10) Prior to the first occupation of the development hereby permitted the proposed access/on-site parking/servicing/loading area shall be laid out, demarcated, levelled and surfaced in accordance with the approved plan and retained thereafter free from any impediment to that specific use.
- 11) The access shall be constructed with adequate drainage measures to prevent surface water run-off on to the adjacent carriageway, such measures shall be to the satisfaction of the Local Planning Authority in consultation with the Highway Authority.
- 12) Prior to the commencement of the development hereby permitted full details of the proposed slab levels of all the buildings hereby permitted shall be submitted to and approved in writing by the Local Planning Authority. Following written approval the development shall be carried out in accordance with the approved details.
- 13) Prior to the commencement of the development or the placing of huts, plant machinery on the site the existing trees shall be enclosed by chestnut pale fencing at least 1.5 metres high erected in accordance with the requirements specified in the attached Policy Note No. 3. Such fencing shall remain in place for the duration of the building works and the areas enclosed shall remain free of all obstructions, building materials, machinery, equipment and excavations.

Reasons:

- 1) Required to be imposed pursuant to Section 91 of the Town and Country Planning Act, 1990.

Application Number:

010721

- 2) To ensure the satisfactory development of the site.
- 3) To ensure the satisfactory development of the site.
- 4) To ensure the satisfactory development of the site.
- 5) To ensure the satisfactory development of the site.
- 6) In the interests of highway safety and to safeguard the amenities of adjacent residential properties.
- 7) In the interests of highway safety.
- 8) In the interests of highway safety.
- 9) In the interests of highway safety.
- 10) To ensure the permanent availability of the parking/manoeuvring area, in the interests of highway safety.
- 11) To prevent extraneous material being deposited on the highway, in the interests of highway safety.
- 12) To ensure the satisfactory development of the site.
- 13) To maintain as far as possible the appearance of the site and the retention of its natural features.

Informative:

The applicant is advised of the following matters:

This development involves work to the public highway that will require approval of the County Council as Highway Authority. It is an offence to carry out any works within the public highway which includes a public right of way, without the permission of the Highway Authority.

It should be noted that it is the applicant's responsibility to ensure that, in addition to planning permission, any necessary consents or approvals under the Highways Act 1980 and the New Road and Street Works Act 1991 are also obtained from the County Council. Advice on this matter can be obtained from the County Council's Area Engineer.

Public utility apparatus may be affected by this proposal. The applicant is therefore advised to contact the appropriate utility service to reach agreement on any necessary alterations which have to be carried out at the expense of the developer.

Application Number:

010721

The site is served by a private sewerage treatment plant and the applicant must ensure that the existing sewerage treatment plant has sufficient capacity to deal with any increase in flow and loading which will occur as the result of this development.

Any culverting or works affecting the flow of the watercourse requires the prior written consent of the Environment Agency under the terms of the Land Drainage Act 1991/Water Resources Act 1991. The Environment Agency seeks to avoid the culverting and its consent for such works will not normally be granted except as a means of access.

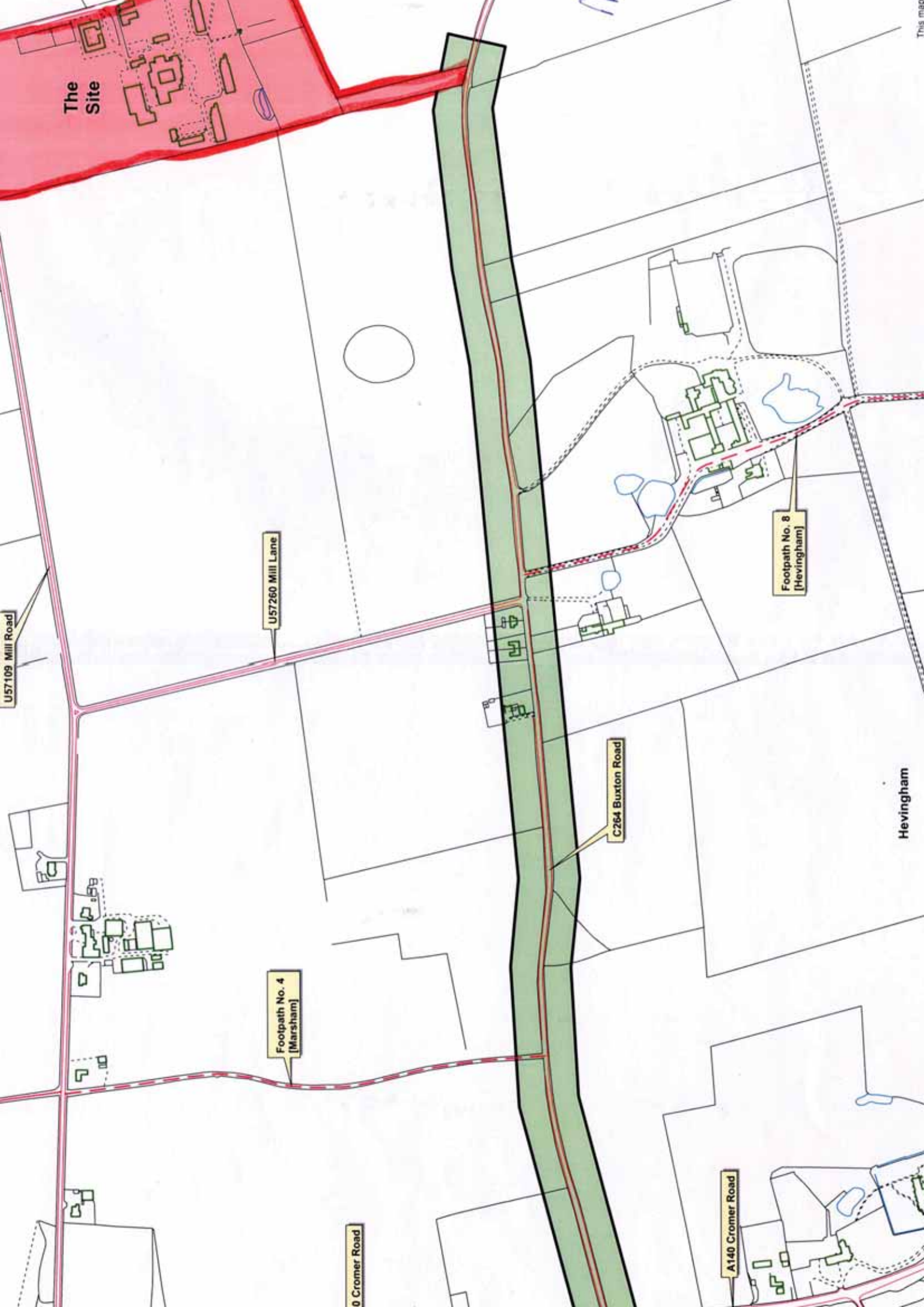
Signed

N George

Head of Planning

Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich, NR7 0DU

Draft



“Travel Plan”

means a scheme for the application of those measures set out in Schedule 2 to this agreement (or such other matters as the County may from time to time specify) to the Land and the Development in so far as is practicable but using all reasonable endeavours to do so taking into account the guidance set out in Schedule 2

“1990 Act”

means the Town and Country Planning Act 1990 (as amended)

(2) In this Agreement unless the context otherwise requires:

- (i) words importing the masculine gender shall where appropriate include the feminine gender and the neuter gender or vice versa as the case may be and words importing the singular number shall where appropriate include the plural number and vice versa
- (ii) “party” or “parties” means a party or parties to this Agreement
- (iii) references to any party shall include the successors in title and assigns of that party
- (iv) where a party includes more than one person any obligations of that party shall be joint and several
- (v) headings in this Agreement shall not form part of or affect its construction
- (vi) references to clauses and schedule are references to clauses in and schedules to this Agreement

- (vii) where a party or any officer or employee is required to give its consent approval or agreement in any specific provision in this Agreement such approval or agreement shall not be unreasonably withheld or delayed
- (viii) any mention herein of any Act or of any Section Regulation or Statutory Instrument shall be deemed to refer to the same source as at any time amended and where such Act, Section, Regulation or Statutory Instrument has been replaced, consolidated or re-enacted with or without amendment such mention shall be deemed to refer to the relevant provision of the updating consolidating or re-enacting Act or Section or Regulation or Statutory Instrument

WHEREAS:-

- (1) The obligations imposed by this Agreement are planning obligations for the purpose of section 106 of the Town & Country Planning Act 1990 (hereinafter called "The 1990 Act") as amended by Section 12 of the Planning and Compensation Act 1991.
- (2) The Council and the County are Local Planning Authorities for the purposes of the 1990 Act and the County is the Highway Authority within the meaning of the Highways Act 1980 ("the Highways Act") for the area within which the Land is situated
- (3) The Owners are registered as Proprietors with absolute title of the land (hereinafter called "the Land") shown for the purpose of identification only edged red on the plan annexed hereto as the same is registered with Title Number NK 95806 subject to the matters contained in the Charges Register for that Title Number but otherwise free from encumbrances

- (4) The Mortgagee is the registered proprietor of a Registered Charge dated the day 13th of December 2000 and registered on the 27th day of December 2000
- (5) The Owners have applied to The Council under reference number 01.0721 for planning permission for development (hereinafter called "The Development") to be carried out on the Land.
- (6) The Council has agreed in principle to grant full planning permission for The Development in the form of the draft planning permission annexed hereto subject to The Owners entering into a planning obligation on the terms and conditions hereinafter appearing.
- (7) The County wishes to secure the implementation of a Travel Plan in order to mitigate the traffic implications of the Development
- (8) The Council and the County have agreed to enter into this agreement in manner hereinafter appearing

NOW THIS DEED WITNESSES as follows:-

- 1.1 This Agreement and the covenants that appear hereinafter are made pursuant to Section 106 of the 1990 Act Section 111 of the Local Government Act 1972 Section 33 of the Local Government (Miscellaneous Provisions) Act 1982 and all other enabling powers
- 1.2 The covenants that appear hereinafter are planning obligations for the purposes of Section 106 of the 1990 Act and are enforceable by the Council and the County
- 1.3 This Agreement is a Deed and may be modified or discharged in part or in total at any time after the date of this Agreement by agreement between the parties in the form of a Deed

- 1.4 This Agreement is a local land charge and upon completion shall be registered by the Council as such
- 1.5 No waiver (whether express or implied) by the Council or the County of any breach or default by the Developers in performing or observing any of the covenants in this Agreement shall constitute a continuing waiver and no such waiver shall prevent the Council or the County from enforcing any of the covenants or from acting upon any subsequent breach or default in respect thereof
- 1.6 Any provision of this Agreement which is or may be unlawful void or unenforceable shall to the extent of such unlawfulness invalidity or unenforceability be deemed severable and shall not affect any other provision of this Agreement
- 1.7 This Agreement shall be governed by the laws of England
- 1.8 No party shall be liable for any breach of the covenants restrictions or obligations contained in this Agreement after that party has parted with its interest in the Land or the part of the Land in respect of which such breach occurs provided that liability will still remain for any breach occurring prior to the parting of any party's interest in the Land or any part thereof in respect of which any such breach has taken place
- 1.10 This Agreement shall cease to have effect if the Permission is quashed revoked or otherwise withdrawn

1.11 NOTICES

- 1.11.1 Any notices or other written communication to be served or given by one party upon or to any other party under the terms of this Agreement shall be deemed to have been validly served or given if received by facsimile, delivered by hand or

sent by recorded delivery post to the party upon whom it is to be served or to whom it is to be given or as otherwise notified for the purpose by notice in writing provided that the notice or other written communication is addressed and delivered or sent by facsimile or by recorded delivery post to the address of the party concerned as nominated in sub-clause

1.11.2 The address for any notice or other written communication in the case of each party to this Agreement shall be as follows:-

The Council	The Strategic Director (Community Services) Thorpe Lodge Yarmouth Road Thorpe St Andrew Norwich
The County	The Director of Planning and Transportation County Hall Martineau Lane Norwich Norfolk
The Owner	Beech House Fordham Road Newmarket Suffolk CB8 7
The Mortgagee	Barclays Loan Servicing Centre 90 Tottenham Court Road London W1P 0EP

1.11.3 Any notice or other written communication to be given by the Council shall be deemed to be valid and effective if on its face it is signed on behalf of the Council by a duly authorised officer

2. GENERAL

2.1 The Owner ^{and The Mortgagee} ~~and The Mortgagee~~ HEREBY FURTHER AGREE that any rights to claim compensation arising from any limitations or restrictions on the planning use of the Land under the terms of the Agreement are hereby waived

2.2 All works and activities to be carried out under the terms of this Agreement (including for the avoidance of doubt such works as are of a preparatory ancillary or of a maintenance nature) are (save where expressly provided

Handwritten signatures and initials:
A circular stamp with initials inside.
A signature that appears to be "N.A.L."
The initials "JRM" written in blue ink.
A stylized signature or set of initials below "JRM".

otherwise) to be at the sole expense of the Developers and at no cost to the Council or the County

- 2.3 All consideration given and payments made in accordance with the provisions of this Agreement shall be exclusive of any VAT properly payable in respect thereof and in the event of VAT becoming chargeable at any time in respect of any supply made in accordance with the terms of this Agreement then to the extent that VAT had not presently been charged in respect of that supply the person making the supply shall raise a VAT invoice to the person to whom the supply was made and the VAT shall be paid accordingly

3. ARBITRATION

- 3.1 Any dispute or difference arising between the parties as a result of this Agreement shall be referred to the arbitration or a single arbitrator to be agreed upon between the parties, or failing agreement within fourteen days after any of the parties has given to the other parties a written request requiring the appointment of an Arbitrator, to a person to be appointed at the request of any of the parties by the President of The Institution of Civil Engineers for the time being
- 3.2 Any reference to arbitration shall be undertaken in accordance with and subject to the provisions of the Arbitration Act 1996 save as follows:-
- (a) the seat of the arbitration shall be at the Council's offices in Norwich
 - (b) where appropriate the Arbitrator may consolidate arbitral proceedings;
 - (c) with the parties agreement the Arbitrator may appoint experts or legal advisers
- 3.3 Any of the parties mentioned in clause 3.1 concerned in any such dispute or difference arising from this Agreement wishing to refer any such dispute or

difference to arbitration shall notify the other parties in writing of such intention without delay

- 3.4 The Arbitrator shall act as a referee and not as an expert except in any case where the parties to a dispute or difference agree on the Arbitrator when such parties may also agree that such Arbitrator shall act as an expert

Subject to Sections 67, 68 and 69 of the Arbitration Act 1996, the parties agree to be bound by the decision of the Arbitrator

4. COVENANTS

The Owner

- 4.1 The Owner hereby covenants and undertakes with the Council and the County so as to bind the Land and each and every part thereof to carry out and comply with the obligations set out in this Agreement

The Mortgagee

- 4.2 The Mortgagee hereby consents to the giving of the obligations on the part of the owner and hereby agrees to be bound by the said Obligations only in the event that it becomes a mortgagee in possession and that such liability will cease once it has parted with its interest in the Land.

5. THE OBLIGATIONS

- 5.1 SUBJECT to planning permission being granted in consequence of application number 01.0721 in the terms of the annexed draft planning permission (hereinafter such permission is called "the Permission") and pursuant to the said Section 106 as amended the Owners hereby **AGREE DECLARE AND COVENANT** for themselves and their successors in title with The Council and

the County with the intention of binding the Land and each and every part of it into whosoever's hands the same may come as follows

- (A) (i) The Owner shall implement all the works as set out and described in the a report entitled Landscape Character Strategy prepared by Taylor Young Healthcare Planning and Architecture and associated consultants as referred to therein (hereinafter called "the Plan") a copy of which is annexed hereto as Schedule 1 in accordance with the details as set out in that Report
- (ii) The Owner shall submit to the Council for approval within six months of the date hereof a scheme for the planting and maintenance of further trees on the Land and upon approval such Scheme shall be deemed to be incorporated into the terms of this agreement
- (B) Following the approval of the Scheme the Owner will as often as may be necessary appoint an arboricultural consultant who shall be approved in writing by the Director to
 - (a) prepare ongoing management plans every four years which shall be submitted to and approved by the Council to ensure the proper distribution of species and age mix to take into account :-
 - (i) natural regeneration
 - (ii) removal of over mature/dying trees
 - (iii) replanting
 - (iv) to undertake maintenance inspections as recommended
 - (b) to undertake maintenance inspections every two years from the completion of the works to implement the Scheme and to identify all works that are necessary to ensure that the Scheme is implemented successfully and to prepare a timetable for their implementation

5.2 No part of the Development shall be occupied for the purposes authorised by the Planning Permission unless the Owners shall have in their employment a person charged with responsibility for preparing and implementing a Travel Plan and shall have notified the County of such person and provided to the County a copy of their contractual duties with respect to the Travel Plan

5.3 Within six months of first occupation of the Development the Owners shall

5.3.1 have undertaken a survey to determine the routes and method of transport to and from the Development and the places or residence of those employed there to the reasonable satisfaction of the County

5.3.2 have prepared a Travel Plan including

- (a) measures to promote encourage and reinforce changes in travel methods by those employed at visiting or delivering goods or other articles to the Development
- (b) targets for reducing car use and increasing the use of public transport
- (c) arrangements to monitor and review the said measures and targets annually

for the approval of the County such approval not to be unreasonably withheld or delayed

5.4 the Owners will monitor and review the Travel Plan in accordance with the approved arrangements on the first to the fourth anniversaries of the County's first approval of the Travel Plan and report to the County accordingly including where the targets set pursuant to clause 5.3.2(b) have not been met revised measures to achieve the targets

5.5 the Owners will implement and maintain the Travel Plan in operation as approved or as reviewed and further approved from time to time

- 5.6 the Owners will pay to the County the sum of £500 on the County's first approval of the Travel Plan and on each fourth anniversary thereof (such sum to be increased by the increase if any in the retail prices index from the date hereof to the date of the first such payment and then on subsequent payments from the date the previous payment was due to the date of the next payment) as a contribution to the Councils costs of reviewing and approving the Travel Plan

6. FURTHER OBLIGATIONS TO THE COUNTY

- 6.1 Prior to Commencement the Owner shall in conjunction with the County undertake a survey of the highway within the area shown shaded green on the attached plan (the "Road")
- 6.2 during the carrying out of the works authorised by the Planning Permission (the "Works") the Road will be kept clean and clear of all soil sand gravel oil or other substances or materials whatsoever arising from the Land or vehicles accessing or egressing the Land in connection with the Works
- 6.3 within six months of practical completion of the Works (as evidenced under the contract for their construction) to restore the Road to the same state and condition of repair and order as it was prior to Commencement to the reasonable satisfaction of the County
- 6.4 to pay to the County its reasonable and proper costs as certified by its Director of Planning and Transportation in carrying out the survey referred to in clause 6.1 and in monitoring compliance with clauses 6.2 and 6.3
7. The Owner shall pay the County Councils reasonable legal costs on this Agreement
8. The Contracts (Rights of Third Parties) Act 1999 shall not apply to this Agreement and no person who is not a party to this Agreement (other than a

successor in title to one of the original parties) shall be entitled in that person's own right to enforce any provisions of this Agreement pursuant to the provisions of the said Act

9. The Owners hereby covenant that they are the freehold owners of the Land and have full power to enter into this Agreement that the land is free from all mortgages charges or other encumbrances other than the said Registered Charge and that there is no person having any interest in the Land other than as appears in the register entries to title no.

NK 95806

10. This document is executed as a Deed and is delivered on the date stated at the beginning of this document

SCHEDULE 1

LANDSCAPE CHARACTER STRATEGY

C10721

BROADLAND
DISTRICT COUNCIL

04 JUN 2001

PLANNING CONTROL

Landscape Character Strategy

Development Tree Report

Tree Survey Schedule

Tree Survey

Prepared in support of
Outline Planning Application at
Red House
Buxton
Norwich

Taylor Young Healthcare
Planning and Architecture

TAYLOR YOUNG

**LANDSCAPE CHARACTER STRATEGY
FOR
RED HOUSE SCHOOL
BUXTON
NORWICH**

**TO BE READ IN CONJUNCTION WITH
DRAWING NO 1905/2.062 – Site Layout**

RED HOUSE SCHOOL, BUXTON, NORWICH

EXISTING SITE CHARACTER

The existing site comprises 17 acres and is dominated by a redundant care facility. The building mass occupies the southern half of the site. The existing buildings are linked by roads and large areas of hard standing. The remaining landscape associated with the buildings is formed of large areas of unmanaged grass and intermittent unmaintained and overgrown shrub beds. There are intermittent groups of largely ornamental non native trees interspersed around the buildings.

The majority of trees found on the site are mature or over mature and require attention. Please refer to separate tree survey and report.

The North part of the site consists of rank unmanaged pasture, flanked by unmanaged, dilapidated hedgerow, interspersed with hedgerow trees.

Beyond the southern tree line is a small unmanaged pasture which is fenced to the north and is flanked by an established hedgerow to the south.

SPATIAL DEVELOPMENT

The concept for the new care facility is to create a place laid out with the scale & character of a formal country house. The buildings are arranged to form a series of courtyard spaces and gardens.

The building mass is grouped to reflect the status of the buildings. Administration buildings will be larger buildings with a more formal elevation. These buildings relate to the formal entrance courtyard that serves to organise the circulation through the site and accommodates the car parking for the development. This arrangement is centred on a large green. The entrance court is approached from the south, via a new access road that comprises a formal avenue of oak trees.

Accommodation will be in the form smaller buildings that are more domestic in scale. These buildings are arranged to enclose formal garden spaces. These are important spaces which provide the exterior setting for the buildings and the daily living spaces for the residents. They are designed to be non institutional in feel. For our residents the enclosed space affirms a psychological sense of security and well being. Practically the courtyards give the ability to observe and control, they also promote community within the secure facility.

LANDSCAPE PROPOSALS - APPROACH

The approach to the redevelopment of the landscape for the proposed development will be to retain, protect and reinforce existing important landscape features. Further, to introduce a strong structure and landscape design with detailed management proposals for the future sustainability of the landscape.

The proposed development can be divided into distinct character areas with differing functions and these areas will be discussed separately, explaining the landscape design and methodology in order to achieve these aims.

AREA 1 – NORTH FIELD and all existing hedgerows and hedgerow trees.

Landscape Aims

This area is currently unmanaged rank pasture flanked by dilapidated hedgerows and intermittent hedgerow trees, many of which are in need of arboricultural attention.

We proposed to renovate the field from its present unmanaged condition. We will introduce blocks of native tree and shrub planting which will serve to screen the development from the road to the north of site.

In the future, playing fields may be introduced as a facility in this area.

Methodology

All debris and remnants of previous uses to be removed. Area to be regraded where appropriate.

Area to be mown with forage harvester or similar and arisings removed.

Existing sward to be maintained to a height of 250mm, or if appropriate leased for grazing.

Existing hedgerows to be renovated and relaid where gaps occur with native species appropriate to the locality.

Existing hedgerow trees to receive surgery work in accordance with detailed tree condition report by Simon Holmes. See separate tree report.

Trees in proximity to building operations will be protected where applicable in accordance with tree report by Simon Holmes and Table 1 of BS 5378. See separate tree report.

Additional tree and shrub planting to be carried out using native species appropriate to the locality.

AREA 2 a – GARDEN COURT – 52 BED SPECIALISED LOW SECURE CARE FACILITY

Landscape Aims

This area will form an enclosed communal garden comprising hard and soft landscape spaces. It will allow for occasional vehicular access, including provision for turning a fire appliance. It will provide quiet sitting areas and allow for group activities. It will be formed as a series of garden rooms and will allow for easy circulation through the

Methodology

This space will be designed as a series of garden rooms providing a differing range of environments and provide passive and active areas within the space.

There will be large areas of shrub planting and formal lawns.

Trees planting will be carried out. Trees will be in keeping with the scale of the space and of a species appropriate for coexistence with the user. Care will be taken when siting trees in proximity to the new buildings.

The planting will be predominantly evergreen and will have a strong emphasis on seasonal interest. Species will be carefully selected to avoid toxicity, danger from thorns, irritant sap, berries etc.

There will be garden structures and seating within the space.

The necessary appearance of vehicular access within the courtyard will be defined by the use of different material textures in the design.

The low secure area will be bounded by a 2.0m close board fence.

AREA 2b and 2c – POTTAGER GARDENS

Landscape aims

These will be peaceful enclosed spaces, providing an important recreational facility for our patients.

From experience of our other sites, we have found that a horticultural facility is a popular and therapeutic activity in which many of our residents wish to participate.

Methodology

These will be separate fenced areas for supervised access.

They will comprise hard walkways defining allotment beds.

There will be provision for a potting shed, a greenhouse, coldframes, compost bins and fruit cages.

Fruit trees and bushes will also be planted.

Greenhouse and coldframes will be constructed in appropriate shatterproof materials.

space. It will give a pleasing outlook from within the surrounding buildings and will be designed to be safe for the user.

AREA 3 – ENTRANCE COURTYARD

Landscape Aims

This area is the point of arrival and organising space for the development.

The administration buildings relate to this space.

Access into the secure facilities is from this space.

All deliveries arrive into this space.

All car parking is provided in this space

The rehabilitation block relates to this space.

Pedestrian access into other parts of the site will be through this space.

This area will serve to accommodate a variety of functions as described. The entrance courtyard will be treated as an important site feature and an opportunity to extend the existing tree cover across the site. The car parking will be easily accessible. There will be easy pedestrian access into other areas of the site. The formal 'green' will provide a pleasant pedestrian link to buildings around the court.

Methodology

The one way circulatory traffic pattern around the green will allow for ease of parking and movement in and out of the site.

The parking layout provides parking near to all buildings.

The mass of the car park is reduced by the introduction of the 'green' which serves as a circulatory route and a recreational space for staff use.

The car park is further enhanced by the frequent use of planting stations between parking bays that will be densely shrub planted to achieve heights in accordance with requirements for visibility.

It is intended that the tree cover in the site be complemented by the addition of large trees throughout the car park area.

Careful consideration will be given to signage, to direct visitors upon arrival. There will be a comprehensive system of link paths leading to all other parts of the site.

An approved lighting scheme will be submitted comprising high level lighting to car park areas and lower level lighting to footways.

AREA 4 – GARDEN COURT - 32 BED SPECIALISED MEDIUM SECURE CARE FACILITY

Landscape Aims

This area will form an enclosed communal garden. Comprising both hard and soft landscape spaces. It will allow for occasional vehicular access, including provision for turning a fire appliance. It will provide quiet sitting areas and allow for group activities. It will be formed as a garden room and will allow for easy circulation through the space. It will give a pleasing outlook from within the surrounding buildings and will be designed to be safe for the user.

Methodology

This space will be designed as a garden room providing a peaceful safe environment.

There will be large areas of shrub planting and formal lawns.

Tree planting will be carried out. Trees will be in keeping with the scale of the space and of a species appropriate for coexistence with the user. Care will be taken when siting trees in proximity to the new buildings.

The planting will be predominantly evergreen and will have a strong emphasis on seasonal interest. Species will be carefully selected to avoid toxicity, danger from thorns, irritant sap, berries etc.

The necessary appearance of vehicular access within the courtyard will be diminished by the use of different material textures in the design.

The medium secure area will be bounded by a 5.2m mesh security fence.

AREA 5 – EXISTING TREES TO SOUTH

Landscape Aims

The existing trees to this boundary will be retained and protected in accordance with detailed tree condition survey and report by Simon Holmes. Please refer to separate tree report.

It is our intention to supplement the existing mature tree group along this boundary.

Methodology

Tree 244 an over mature oak tree which after decay detection has been identified as extensively decayed and is recommended to be felled. We intend to reduce the tree by removal of all limbs and leave the tree bole standing as a potential roost for bats and habitat for woodpeckers.

We intend to extend the tree cover and species interest of this tree line by the addition of an extensive tree belt comprising majority oak and Scots pine. We will reinstate a species rich native hedgerow to this boundary in place of the dilapidated fence line.

AREA 6 – NEW APPROACH ROAD

Landscape Aims

The new approach road will provide easy and safe access into the site and eliminate conflict with neighbouring properties regarding existing shared access arrangements.

The road will form an attractive approach along an avenue of oak trees rising up to the site.

Methodology

Existing offsite mature trees adjacent to new access road will be protected by temporary fencing in accordance with tree report by Simon Holmes and Table 1 BS5378. Detailed protection proposals will be submitted for approval prior to operations.

Requirements for visibility will be adhered to at points of ingress and egress.

Lighting will be provided along the length of the road.

Succession planting of oak trees at appropriate intervals between the existing oak trees will be carried out to ensure this avenue is maintained after the existing trees are no longer viable.

The existing hedgerow will be maintained in accordance with good horticultural practice.

AREA 7 – SOUTH Paddock

Landscape Aims

This area is currently unmanaged rank pasture flanked by dilapidated hedgerow and intermittent trees, many of which are in need of arboricultural attention.

We proposed to renovate the paddock from its present unmanaged condition. We will introduce blocks of native tree and shrub planting which will serve to screen the development from the road to the south of site.

Methodology

All debris and remnants of previous uses to be removed. Area to be regraded where appropriate.

Area to be mown with forage harvester or similar and arisings removed.

Existing sward to be maintained to a height of 250mm, or if appropriate leased for grazing.

Existing hedgerows to be renovated and relaid where gaps occur with native species appropriate to the locality. New hedgerows to be laid adjacent to new access road to include hedgerow tree planting.

Existing boundary trees to receive surgery work in accordance with detailed tree condition report by Simon Holmes. See separate tree report.

Additional tree and shrub planting to be carried out using native species appropriate to the locality.

DEVELOPMENT TREE REPORT

FOR RED HOUSE SCHOOL,

BUXTON, NORWICH

trees and allow us to erect sufficient area of fencing to successfully protect them during the construction phase.

Category B trees

Total 11 no. trees to be felled that are affected either by our spatial arrangement or cannot practically be protected from construction operations.

276, 277, 283, 284, 285, 296, 333, 335, 339, 344, 345.

8 native trees

3 ornamental trees

Please refer to initial tree report regarding tree numbers 344 and 345 regarding existing cavities and fungal bodies in this tree group and the reference to the sites history of beech failure.

Category C trees

Total 24 no. trees to be felled that are affected either by our spatial arrangement or cannot practically be protected from construction operations.

221, 224, 262, 279, 280, 282, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 317, 318, 337, 338, 340, 342, 343, 346.

7 native trees

17 non native trees

Please refer to initial tree report regarding tree numbers 280 and 282 regarding existing cavities and history of decay in these trees

Category D trees

Total 33 no. trees to be felled that are identified as being in a condition where they are required to be felled. Please refer to initial tree survey report.

214, 218, 219, 222, 223, 229, 230, 231, 232, 234, 244, 247, 251, 253, 254, 258, 261, 278, 281, 297, 302, 303, 325, 329, 330, 331, 332, 334, 336, 341, 352, 370, 372.

Tree 352, is off site and is our neighbours tree. It has been surveyed due to its size, condition and proximity to our development. Decay detection has been carried out. The tree is diseased and in a dangerous condition. The owner has been informed. We propose to fell this tree as part of our schedule of works.

Please note that it is our intention to remove all limbs but to retain the bole of tree 244 due to its potential as a wildlife habitat for woodpeckers or bats.

7.0 - SUMMARY OF CARE PRINCIPLES TREE POLICY FOR THE SITE.

Existing trees to be retained.

Care Principles consider existing trees within their sites to be a valuable asset.

We will implement a biannual arboricultural inspection of all our trees. This is our standard practice and this is detailed in our maintenance plans for all our sites.

In addition to the necessary felling of dead and diseased trees within the site, we will implement the extensive surgery programme as outlined in the initial tree report. This will serve to ensure the future viability and vigour of the dilapidated existing trees to be retained.

All our tree work will be carried out by an approved arboricultural specialist and carried out in accordance with BS 3998 and will be in accordance with the schedule of work and timing set out in initial tree condition report.

We will ensure that hedgerows to our existing boundaries are maintained. They will be reinforced where necessary with additional hedgerow planting of native species appropriate to the locality.

Tree protection

Protective fencing to trees to be retained within the site in the proximity of construction operations will be erected **prior** to any other works on site. Please refer to preliminary protective fencing drawing.

Protective fencing will conform to recommendations in tree survey report and table 1 of BS5837.

New Tree Planting

We have inherited a site comprising of a majority of unmaintained, mature trees most of which require surgery.

We propose to renovate the tree cover over the site by implementing an extensive tree planting programme.

We propose to reinstate species rich native hedgerows where they show gaps, are over mature or largely lost and supplement them with additional native hedgerow trees. Please refer to Landscape Character Strategy.

We propose to introduce extensive areas of additional native tree and shrub planting to the southern boundary and north field. We anticipate that many of these trees will be oak and Scots pine which feature historically through site. Please refer to Landscape Character Strategy.

We propose to plant more than 300 new trees throughout the development area. We anticipate that the majority of these trees will be native species. Please refer to Landscape Character Strategy.

We propose to supplement the line of oaks to the existing approach road with succession trees to ensure the avenue of oaks remains in the future, after the mature trees are no longer viable. Please refer to Landscape Character Strategy.

We currently preparing documentation in order to enter into a Section 106 Agreement with Broadlands District Council to provide a maintenance framework for our existing site trees into the future.

BS Red House School 10/11

TREE SURVEY SCHEDULE

13 February 2001

RED HOUSE SCHOOL
BUXTON
NORWICH

Instructions

Unless otherwise instructed this tree survey includes all significant individual and groups of trees that would be affected by the proposal.

Site: Red House School, Buxton, Norwich

I am instructed by Richard Ravencroft acting as agent for Care Principals Ltd and Annie McCarthy to carry out a condition survey upon the trees at Red House School, as part of a planning application for the above site. I am further instructed to advise on the proposed new buildings with regards to the impact on adjacent trees, together with any mitigating measures.

I have been supplied with copies of the following documents:

- Existing site layout plan (no ref, no date, no scale).
- Site layout drawing ref. 2.020
- Proposed access road drawing 1062/a10B
- Faxes from R. Ravencroft Tree Surgeon
- E mail from Annie mccarthy 01.03.01
- E mail from Annie mccarthy 06.03.01

Survey date: 13 February 2001

Decay detection 8 March 2001

Surveyed by: Simon Holmes

Decay detection by: Simon Holmes

Our ref: SPH/02

Tree Survey

This tree survey has been undertaken to the recommendations of BS 5837:1991 British Standard Guide for Trees in Relation to Construction. In making this assessment, consideration has been given to:

- ❖ the health, vigour and condition of each tree
- ❖ any structural defects in each tree, and its safe life expectancy
- ❖ the size and form of each tree and its suitability within the context of the proposed development
- ❖ the location of each tree relative to existing site features

Tree Survey Plan

The tree survey plan indicates the tree number and crown size. Where requested, the plan has been colour coded to indicate the condition of individual or groups of trees. Where trees are scheduled under a Tree preservation Order (TPO) the TPO number if known will be shown.

The trees were tagged the numbers starting at 0200 and concluding with 0372. I have numbered the trees according to my work method, starting at the site entrance on the lane and working anti clockwise around the site. The tree numbers appear adjacent to their positions on the original site plan (no ref).

A second drawing (no ref) was compiled with the colour coding as specified I have not made a copy of this drawing, as it was too large to be copied.

Tree Survey Codes

NO	Tree number on survey plan
SPECIES	Common/English name
HT	Height class
	S Small (<6m)
	M Medium (7<12m)
	L Large (>12m)
RAD	Crown spread radius (metres)
DBH	Trunk diameter (centimetres) at breast height (1.5m)
AGE	Age class
	Y Young – Less then one third life expectancy
	MI Middle age – One to two thirds life expectancy
	M Mature – More than two thirds life expectancy
	OM Overmature – Very limited life expectancy
VIG	Vigour
	N Normal vigour
	L Low vigour

Code A High category (green on plan)

Trees whose retention is most desirable

- ❖ vigorous healthy trees, of good form and in harmony with proposed space and structures
- ❖ healthy young trees of good form, potentially in harmony with proposed development
- ❖ trees for screening or softening the effect of existing structure in the near vicinity, or of particular visual importance to the locality
- ❖ trees of particular historical, commemorative or other value, or good specimens of rare or unusual species

Trees in this category are the best trees on the site and should be retained where possible.

Code B Moderate category (blue on plan)

Trees whose retention is desirable.

- ❖ trees that may be included in the high category, but because of their numbers or slightly impaired condition, are downgraded in favour of the best individuals.
- ❖ immature trees, with potential to develop into the high category.

Code C Low category trees (brown on plan)

Trees which could be retained.

- ❖ trees in adequate condition, or which can be retained with minimal tree surgery, but are not worthy of inclusion in category A or B.
- ❖ immature trees or trees of no particular merit.

Trees in this category should not be retained in isolation but only as part of a group of, preferably, better quality (Code A/B) trees. They should only be retained where they are not a significant constraint on development.

Code D Fell category (red on plan)

Trees for removal.

- ❖ dead or structurally dangerous trees
- ❖ trees with insecure roothold.
- ❖ trees with significant fungal decay at the base or on the main bole.
- ❖ trees that will become dangerous after the removal of other trees

Trees in this category must be felled in any event

Comments

General comments on the form and condition of the tree. In some cases a more detailed inspection may be recommended to determine the tree's safety and suitability to be retained.

Tree Protection

Table 1 of BS 5837:1991 recommends a minimum protected area around each tree based on its size, age and vigour. This distance is the minimum requirement for protective fencing and excavation likely to sever roots and is measured from the centre of the trunk.

The tree survey data should be used to determine the minimum protected area for individual trees. However where applicable I have made specific comments as appropriate regarding protective measures. I was unable to plot the protective fencing, as the plan has no scale. A scaled drawing should be produced showing the appropriate fencing.

Table 1 Distances – Trees of Normal Vigour
(BS 5837:1991 – extract)

Tree Age	Trunk Diameter (cm) – dbh	Distance (m)	One Side Only (m)
Young	<20	2.0	1.4
	20 < 40	3.0	2.0
	>40	4.0	2.7
Middle Age	<25	3.0	2.0
	25 < 50	4.5	3.0
	> 50	6.0	4.0
Mature	<35	4.0	2.7
	35 <75	6.0	4.0
	>75	8.0	5.4

Table 1 Distances – Trees of Low Vigour
(BS 5837:1991 – extract)

Tree Age	Trunk Diameter (cm) – dbh	Distance (m)	One Side Only (m)
Young	<20	3.0	2.0
	20 < 40	4.5	3.0
	>40	6.0	4.0
Middle Age	<25	5.0	3.4
	25 < 50	7.5	5.0
	> 50	10.0	6.7
Mature and Overmature	<35	6.0	4.0
	35 <75	9.0	6.0
	>75	12.0	8.0

No:	Species	HT	RAD	DBH	AGE	VIG	Code	Comments
201	Oak	S	7	.2	Y	N	C	Ditto
202	Oak	S	7	.1	Y	N	C	Ditto
205	Oak	M	10	.45	M	N	B	Ditto
206	Oak	S	6	.3	M	N	B	Ditto
207	Oak	L	15	1.2	M	N	C	Ditto
208	Oak	L	14	1.1	M	N	C	Ditto
209	Oak	L	15	1.3	M	N	C	Ditto
210	Oak	L	15	1.2	M	N	B	Ditto
213	Oak	M	12	.6	M	N	B	Ditto

217	Oak	L	20	1.4	M	N	B	Ditto
221	Oak	S	3	.1	Y	N	C	Ditto
224	Laburnum	S	6	.1	M	N	C	Ditto
235	Oak	L	20	1.7	OM	N	B	Ditto
237	Laburnum	S	9	.2	M	N	B	Ditto
238	Birch	M	6	.3	M	N	B	Ditto
241	H. Elm	S	4	.1	M	N	C	Ditto
248	Alder	S	3	.1	SM	N	B	Ditto
249	Alder	S	3	.1	SM	N	B	Ditto
250	Alder	S	2	.1	SM	N	B	Ditto
252	Alder	S	2	.1	SM	N	B	Ditto
255	Alder	OM	20	1.7	OM	N	B	Ditto
262	Birch	S	4	.2	M	N	C	Ditto
263	Sycamore	M	5	.35	M	N	C	Ditto
264	Cherry	S	4	.15	M	N	C	Ditto
265	Cherry	S	12	.45	M	N	B	Ditto
266	Beech	M	5	.2	M	N	C	Ditto
267	Beech	M	4	.2	M	N	C	Ditto
268	Sycamore	M	6	.2	M	N	B	Ditto
269	Beech	M	2	.1	M	N	C	Ditto

270	Beech	M	2	.1	M	N	B	Ditto
271	Beech	M	2	.1	M	N	B	Ditto
272	L.Cypress	M	4	.2	M	N	B	Ditto
273	Beech	M	2	.1	M	N	B	Ditto
274	Beech	M	2	.1	M	N	B	Ditto

299	Cherry	M	12	.5	M	N	B	Ditto
300	Apple	S	3	.1	M	N	C	Ditto
301	Cherry	M	9	.5	M	N	B	Ditto

304	Cherry	S	1	.1	SM	N	B	Ditto
306	Cherry	M	6	.25	M	N	B	Ditto
307	Cherry	M	10	.7	M	N	C	Ditto
308	Cherry	S	8	.2	M	N	B	Ditto

314	Cherry	S	8	.2	M	N	B	Ditto
315	Cherry	S	10	.6	M	N	B	Ditto

357 Oak L 10 .7 M N B Ditto

357 Oak L 10 .7 M N B Ditto

369 Maple S 1 .1 SM N B Ditto

371 Cherry S 6 .2 M N B Ditto

Public views:

The site is visible from a number of vantage points, however it is screened by mature trees to the north, south and west. A number of private dwellings converge on the eastern boundary and screen the site from the east.

The effect of the current proposal on existing trees on site and on the landscape generally:

The footprint drawing 2.020 requires the felling of a number of trees and may impact upon others, most significantly:

Trees 217, 235, 236 to 240.

Following a revision to the footprint (drawing 2.021 A) tree 259 now moves into the red category and will require felling, this survey has been amended accordingly.

Post development stress is a major factor to be considered when retaining trees, as with all development projects. All the trees should be assessed not only on their potential benefit, but also upon their potential safe useful life expectancy.

I surveyed the trees and marked them on the original site plan supplied to Mr Ravencroft. They were surveyed from and travelling in an anti-clockwise direction around the site. They were tagged at breast height where possible.

An arboriculturalist must be employed to advise and oversee any works within 2m of the exclusion zones, together with any works that may breach the zones. The removal of any protective fencing must be done under the supervision of a suitably qualified arboriculturalist.

The loss of several mature trees within the centre of this site may be acceptable given that there are numerous mature trees screening the site within the site boundaries. These trees contribute to the amenity and landscape character, helping to break up the site outline and buffer the site from all angles.

Reducing the impact and further mitigating measures for implementation:

All protective fencing should comply with BS 5837: 1991 section 8.2.2, be at least 1.2m high, constructed on a vertical and horizontal scaffold framework, braced to resist impact. Attached to the framework should be cleft chestnut pale fencing to BS 1772: part 4.

No construction work is to be undertaken within the protection zones, nor should materials or buildings be placed within the protected areas. Care should be taken to avoid spillage and run off from washings and other liquids. Any fires allowed on site should be a minimum distance of 20m from any of the trees.

A reduction in the level of soil compaction is essential for good root establishment and a suitable de-compaction system should be employed to alleviate any compaction following completion on site.

During the construction phase any roots greater than 1.5 cm in diameter must be retained intact. Any roots below 1.5 cm should be cut cleanly and the cut surface prevented from drying out, back filling should be undertaken as soon as is practicably possible.

Any pruning works must be carried out in accordance with British Standard 3998:1989 'Recommendations for Tree Work'.

The submission of a method statement in accordance with British Standard 5837 (1991) should be provided to the local Planning Authority including details such as:

Timing and phasing of arboricultural works eg. Tree/root pruning.
Implementation, monitoring and supervision of the Tree Protection Scheme and any approved development works or construction activities within the defined exclusion zones.
Provision for qualified arboricultural supervision for the duration of the construction period.

N.B. Several mature trees on site require individual attention due to their size, age, condition and position.

Tree 217 In particular protective fencing should be erected at a point no less than 3m outside the drip line and any construction excluded within 15m of the main stem.

In particular protective fencing should be erected at a point no less than 3m outside the drip line of tree 235. The footprint shows a proposed dwelling in close proximity to this tree and should be re-sited to take account of the trees size and condition, as the original plan has no scale on it, I would advise that the building be kept at least 15m from this tree.

Trees 236, 237, 238, 239, 240, 242, 243 should be treated as a group and afforded protection with a fence at least 3m outside the drip line.

Simon P Holmes
Principal Consultant Arborcare Associates

APPENDIX



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TREE SURVEY
ON TREES AT
RED HOUSE SCHOOL
BUXTON
NORWICH

Prepared for:
Mr R W Ravencroft
Tree Surgeon
6 Repham Road
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NR20 5SL
18th February 2001

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Tree Care Specialists, Training Providers
Consultants: Surveys, Reports, Decay Detection, Expert Witness Service

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Instructor No. 222

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PRINCIPAL SURVEY

Tree Survey

18-Feb-01

Date	Client	Area	Address	Tree No	Species	DBH	Height	Age	con	A	HR	Action	Comments	P
13/02/01	Mr R W Ravencroft	Buxton	Red House School	200	Fraxus sargenti	.50m	5.00m	M	1	B	0	Prune	Suppressing small oak tree, formative prune and crown clean	2
13/02/01	Mr R W Ravencroft	Buxton	Red House School	201	Quercus robur	.20m	3.00m	Y	2	C	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	202	Quercus robur	.20m	3.00m	Y	2	C	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	203	Quercus robur	1.20m	18.00m	M	3	B	0	Decay Detection & Prune	Carry out decay detection to determine extent of decay, storm damage and deadwood to be removed	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	204	Quercus robur	1.40m	20.00m	M	2	B	0	Decay Detection & Prune	Carry out decay detection to determine extent of decay, storm damage and deadwood to be removed	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	205	Quercus robur	.45m	8.00m	M	2	B	0	Prune	Remove co dominant stem, including between main stems, crown lift to clear highway.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	206	Quercus robur	.30m	8.00m	M	2	B	0	Prune	Crown clean, remove storm damage	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	207	Quercus robur	1.20m	20.00m	M	2	B	0	Decay Detection & Prune	Carry out decay detection to establish extent of decay, storm damage and deadwood to be removed	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	208	Quercus robur	1.00m	18.00m	M	2	B	0	Decay Detection & Prune	Carry out decay detection to establish extent of decay, storm damage and deadwood to be removed	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	209	Quercus robur	1.30m	20.00m	M	2	B	0	Decay Detection & Prune	Carry out decay detection to establish extent of decay, storm damage and deadwood to be removed	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	210	Quercus robur	1.20m	20.00m	M	2	B	0	Decay Detection & Prune	Carry out decay detection to establish extent of decay, storm damage and deadwood to be removed, cut ivy at base.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	211	Quercus robur	1.00m	20.00m	M	2	B	0	Prune	Crown Clean, cut ivy at base.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	212	Quercus robur	.70m	18.00m	M	2	B	0	Prune	Crown lift and clean, remove storm damage, cut ivy at base.	1

Arborecare Associates

Date	Client	Area	Address	Tree No	Species	DBH	Height	Age	con	A	HR	Action	Comments	P
13/02/01	Mr R W Ravencroft	Buxton	Red House School	213	Quercus robur	.60m	16.00m	M	2	C	0	Prune	Poor form, some storm damage, crown clean	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	214	Quercus robur	.60m	16.00m	OM	4	D	0	Fell	Almost dead, hazardous, fell to ground level.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	215	Quercus robur	1.00m	19.00m	M	2	B	0	Prune	Crown Clean, remove storm damage.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	216	Quercus robur	1.30m	20.00m	M	2	B	0	Prune	Crown Clean, remove storm damage.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	217	Quercus robur	1.40m	20.00m	M	2	B	0	Decay detection and prune	Basal cavity, deadwood and storm damage, iron pipe at 5m	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	218	Malus spp.	.30m	3.00m	D	4	D		Fell	Poor form no crown, fell to ground level	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	219	Malus spp.	.45m	4.00m	D	4	D		Fell	Poor form, fell to ground level	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	220	Quercus robur	1.10m	20.00m	M	2	B	0	Prune	Very heavy lvs, 33kV lines adjacent, thin crown, crown clean.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	221	Quercus robur	.10m	4.00m	Y	1	C	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	222	Lahurnum	.10m	4.00m	M	2	B	0	prune	Formative prune	2
13/02/01	Mr R W Ravencroft	Buxton	Red House School	223	Lahurnum	.10m	4.00m	M	2	B	0	prune	Formative prune	2
13/02/01	Mr R W Ravencroft	Buxton	Red House School	224	Lahurnum	.10m	4.00m	M	2	B	0	prune	Formative prune	2
13/02/01	Mr R W Ravencroft	Buxton	Red House School	225	Betula pendula	.30m	9.00m	M	2	B	0	prune	Crown lift to 4.5m	2
13/02/01	Mr R W Ravencroft	Buxton	Red House School	226	Salix chrysantha	.35m	8.00m	M	2	B	0	Prune	Crown clean	2
13/02/01	Mr R W Ravencroft	Buxton	Red House School	227	Crataegus monogyna	.10m	4.00m	M	2	B	0	None		0

Date	Client	Area	Address	Tree No	Species	DBH	Height	Age	con	A	HR	Action	Comments	P
13/02/01	Mr R W Ravencroft	Buxton	Red House School	228	Betula pendula	.30m	9.00m	M	2	B	0	Prune	Crown lift to 4.5m	2
13/02/01	Mr R W Ravencroft	Buxton	Red House School	229	Malus spp.	.30m	5.00m	OM	4	C	0	Fell	Poor form, extensive wounds, fell to ground level	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	230	Malus spp.	.30m	5.00m	OM	4	C	0	Fell	Poor form, extensive wounds, fell to ground level	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	231	Malus spp.	.30m	5.00m	OM	4	C	0	Fell	Poor form, extensive wounds, fell to ground level	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	232	Malus spp.	.30m	5.00m	OM	4	C	0	Fell	Poor form, extensive wounds, fell to ground level	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	233	Betula pendula	.30m	5.00m	M	2	B	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	234	Laburnum	.35m	5.00m	M	3	C	0	Fell	Poor form, basal damage, including stems. Fell to ground level.	0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	235	Quercus robur	1.70m	20.00m	OM	3	C	0	Decay detection & prune	Large basal wound, decay at base, gnomerms fungi, storm damaged, carry out decay detection.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	236	Betula pendula	.30m	5.00m	M	2	B	0	None	Basal damage from strimmers	0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	237	Laburnum	.20m	4.00m	M	3	B	0	None	Multi stemmed from 350mm including stems.	0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	238	Betula pendula	.30m	5.00m	M	2	B	0	None	Basal damage from strimmers.	0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	239	Quercus robur	.70m	18.00m	M	3	C	0	Prune	Storm damage and deadwood, crown clean.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	240	Castanea sativa	.45m	12.00m	M	2	B	0	prune	Multi stemmed from ground level. Crown raise to 3.5m	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	241	Castanopsis monophylla	.10m	4.00m	M	2	B	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	242	Fagus sylvatica	.45m	15.00m	M	2	B	0	prune	Twins stemmed at 1.3m, crown lift to 3m	1

Date	Client	Area	Address	Tree No	Species	Diam	Height	Age	con	A	HR	Action	Comments	P
13/02/01	Mr R W Ravencroft	Buxton	Red House School	243	Fagus sylvatica	.40m	15.00m	M	2	B	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	244	Quercus robur	1.20m	20.00m	M	2	B	0	Decay detection & prune	Carry out decay detection to establish extent of decay, remove storm damage and crown clean possible crown reduction.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	245	Tilia spp.	.45m	15.00m	M	2	B	0	prune	Remove basal suckers, crown clean	2
13/02/01	Mr R W Ravencroft	Buxton	Red House School	2455	Quercus robur	.80m	17.00m	M	2	B	0	Prune	ivy covered, cut at ground level, crown lift by removal of lowest lateral.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	246	Pinus sylvestris	.45m	18.00m	M	2	B	0	Prune	Stem wound include in top team naturally, crown clean.	2
13/02/01	Mr R W Ravencroft	Buxton	Red House School	247	Fraxinus excelsior	.20m	8.00m	M	3	C	0	None	Group of trees safe cut to 23kw lines, heavily pruned.	0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	248	Alnus cordata	.10m	5.00m	SM	2	B	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	248	Alnus cordata	.10m	5.00m	SM	2	B	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	249	Alnus cordata	.10m	5.00m	SM	2	B	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	249	Alnus cordata	.10m	5.00m	SM	2	B	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	250	Alnus cordata	.10m	5.00m	SM	2	B	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	250	Alnus cordata	.10m	5.00m	SM	2	B	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	251	Alnus cordata	.10m	5.00m	SM	4	C	0	Fell	Poor form fell to ground level	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	251	Alnus cordata	.10m	4.00m	SM	3	C	0	Fell	Poor form, fell to ground level	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	252	Alnus cordata	.10m	4.00m	SM	2	B	0	None		0

Date	Client	Area	Address	Tree No	Species	DBH	Height	Age	con	A	HR	Action	Comments	P
13/02/01	Mr R W Ravencroft	Buxton	Red House School	252	Alnus cordata	.10m	5.00m	SM	2	B	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	253	Alnus cordata	.10m	5.00m	SM	3	C	0	Fell	Poor form fell to ground level.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	253	Alnus cordata	.10m	4.00m	SM	3	C	0	Fell	Poor form fell to ground level.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	254	Alnus cordata	.10m	4.00m	SM	3	C	0	Fell	Poor form fell to ground level.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	254	Alnus cordata	.10m	5.00m	SM	3	C	0	Fell	Poor form fell to ground level.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	255	Quercus robur	.80m	15.00m	M	2	B	0	Prune	Excessive lvs, cut at base. Crown clean, crown lift by removal of lowest lateral	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	256	Quercus ilex	1.70m	10.00m	M	3	C	0	Prune	Main stem split, two large horizontal laterals with new crown developed. Reduce crown and lateral growth by 30%	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	257	Quercus robur	.90m	18.00m	M	2	B	0	Prune	Crown clean	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	258	Aesculus hippocastanum	.20m	5.00m	M	3	C	0	Fell	Adjacent to 33kV lines. Poor form, included limbs broken away, fell to ground level.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	259	Viburnum sibiricum	.50m	15.00m	M	2	B	0	Prune	Basal wound. Low voltage OHL lines, crown clean.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	260	Quercus robur	1.30m	20.00m	M	2	B	0	Prune	Crown clean, crown raise to 5.5m, cut lvs at base.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	261	Acer platanoides	.35m	10.00m	M	3	C	0	Fell	Poor form, heavily suppressed, crown lvs due to LV OHL lines. Fell to ground level.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	262	Betula pendula	.20m	6.00m	M	2	C	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	263	Acer pseudoplatanus	.25m	10.00m	M	2	B	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	264	Prunus spp.	.15m	6.00m	M	2	B	0	Prune	Crown clean	2

Date	Client	Area	Address	Tree No	Species	DBH	Height	Age	con	A	HIR	Action	Comments	P
13/02/01	Mr R W Ravencroft	Buxton	Red House School	265	Prunus spp.	.45m	9.00m	M	2	B	0	Prune	Formative prune to clear adjacent trees.	2
13/02/01	Mr R W Ravencroft	Buxton	Red House School	266	Fagus sylvatica	.20m	8.00m	M	3	C	0	None	poor form.	0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	267	Fagus sylvatica	.20m	8.00m	M	3	C	0	None	twin stemmed at 1m	0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	268	Acer pseudoplatanus	.20m	9.00m	M	2	B	0	None	Ivy covered	0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	269	Fagus sylvatica	.10m	8.00m	M	3	C	0	None	part of hedgrow, not maintained	0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	270	Fagus sylvatica	.10m	8.00m	M	3	C	0	None	part of hedgrow, not maintained	0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	271	Fagus sylvatica	.10m	8.00m	M	3	C	0	None	part of hedgrow, not maintained	0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	271	Fagus sylvatica	.10m	8.00m	M	3	C	0	None	part of hedgrow, not maintained	0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	272	Chaenactis parviflora	.20m	8.00m	M	2	B	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	273	Fagus sylvatica	.10m	7.00m	M	3	C	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	274	Fagus sylvatica	.10m	7.00m	M	3	C	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	275	Ilex aquifolium	.20m	7.00m	M	2	B	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	276	Acer glaberrimum	.10m	5.00m	SM	2	B	0	Prune	Formative prune to improve form.	2
13/02/01	Mr R W Ravencroft	Buxton	Red House School	277	Quercus robur	.60m	17.00m	M	2	B	0	Prune	Cut ivy at base, crown clean.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	278	Castanea sativa	.10m	5.00m	M	2	B	0	None		0

Date	Client	Area	Address	Tree No	Species	DBH	Height	Age	con	A	HR	Action	Comments	P
13/02/01	Mr R W Ravencroft	Buxton	Red House School	279	Quercus robur	.30m	10.00m	M	2	B	0	Prune	Crown clean	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	280	Quercus robur	.50m	17.00m	M	3	C	0	Decay detection & prune	Carry out decay detection to establish extent of decay, crown clean.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	281	Acer pseudoplatanus	.10m	5.00m	SM	3	C	0	Fell	Poor form, numerous basal suckers, fell to ground level.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	282	Quercus robur	1.00m	13.00m	M	3	B	0	Decay detection & prune	Carry out decay detection to establish extent of decay, crown clean.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	283	Alnus cordata	.10m	4.00m	SM	2	B	0	Prune	Formative prune	2
13/02/01	Mr R W Ravencroft	Buxton	Red House School	284	Betula pendula	.10m	5.00m	SM	2	B	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	285	Alnus cordata	.20m	7.00m	M	2	B	0	Prune	Formative prune	2
13/02/01	Mr R W Ravencroft	Buxton	Red House School	286	Populus nigra Italica	.15m	8.00m	SM	2	C	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	287	Populus nigra Italica	.15m	8.00m	SM	2	C	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	288	Populus nigra Italica	.15m	8.00m	SM	2	C	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	289	Populus nigra Italica	.15m	8.00m	SM	2	C	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	290	Populus nigra Italica	.10m	6.00m	SM	2	C	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	291	Populus nigra Italica	.10m	6.00m	SM	2	C	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	292	Populus nigra Italica	.10m	5.00m	SM	2	C	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	293	Populus nigra Italica	.10m	5.00m	SM	2	C	0	None		0

Date	Client	Area	Address	Tree No	Species	DIBH	Height	Age	con	A	HR	Action	Comments	P
13/02/01	Mr R W Ravencroft	Buxton	Red House School	294	Acer platanoides	.10m	4.00m	SM	2	C	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	295	Acer platanoides	.10m	4.00m	SM	3	C	0	Fell	Poor form, fell to ground level.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	296	Alnus cordata	.10m	5.00m	SM	3	C	0	Prune	Including limbs. Crown lift to 1.5m	2
13/02/01	Mr R W Ravencroft	Buxton	Red House School	297	Betula pendula	.10m	4.00m	SM	3	C	0	Fell	Overhead BT line, poor form, fell to ground level.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	298	Prunus spp.	.25m	6.00m	M	2	B	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	299	Prunus spp.	.50m	7.00m	M	2	B	0	Prune	Crown lift over access road by removing lowest laterals	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	300	Malus spp.	.10m	3.00m	M	2	C	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	301	Prunus spp.	.50m	7.00m	M	2	B	0	Prune	prune to clear overhead lines	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	302	Prunus spp.	.10m	4.00m	M	3	C	0	Fell	Including stems at ground level, fell to ground level.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	303	Quercus robur	.10m	4.00m	SM	3	C	0	Fell	Poor form, fell to ground level.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	304	Prunus spp.	.10m	3.00m	SM	2	C	0	None	Overhead bt lines	0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	305	Malus spp.	.10m	3.00m	M	2	C	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	306	Prunus spp.	.25m	5.00m	M	2	B	0	Prune	Basal suckers to remove, prune to clear overhead lines	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	307	Prunus spp.	.60m	6.00m	M	2	B	0	Prune	Nectria on stem, crown clean and monitor.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	308	Prunus spp.	.20m	4.00m	M	2	C	0	None	Including at ground level, twin stems.	0

Date	Client	Area	Address	Tree No	Species	DBH	Height	Age	con	A	HR	Action	Comments	P
13/02/01	Mr R W Ravencroft	Buxton	Red House School	309	Prunus spp.	.15m	4.00m	M	2	C	0	prune	Basal suckers to remove	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	310	Quercus robur	.10m	4.00m	SM	2	C	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	311	Quercus robur	.20m	4.00m	SM	2	B	0	Prune	Formative prune	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	312	Prunus spp.	.35m	6.00m	M	2	B	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	313	Prunus spp.	.10m	3.00m	SM	2	B	0	Prune	Formative prune	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	314	Prunus spp.	.20m	4.00m	M	2	B	0	None	twins trimmed at ground level, including union monitor.	2
13/02/01	Mr R W Ravencroft	Buxton	Red House School	315	Prunus spp.	.60m	5.00m	M	2	C	0	Prune	Very large including co dominant limb, crown clean	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	316	Quercus robur	.10m	4.00m	SM	2	B	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	317	Betula pendula	.10m	7.00m	SM	2	B	0	None	Row of trees by sports hall, could be transplanted.	0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	318	Acer platanoides	.10m	7.00m	SM	2	B	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	319	Acer platanoides	.10m	7.00m	M	2	B	0	Prune	Including union, formative prune	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	320	Acer platanoides	.10m	7.00m	M	2	B	0	Prune	Including union, formative prune	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	321	Acer platanoides	.10m	7.00m	M	2	B	0	Prune	Including unions, basal damage, formative prune	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	322	Acer platanoides	.10m	7.00m	M	2	B	0	Prune	Including unions, basal damage, formative prune	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	323	Acer platanoides	.10m	6.00m	M	2	B	0	Prune	Including unions, basal damage, formative prune	1

Date	Client	Area	Address	Tree No	Species	DHI	Height	Age	con	A	HR	Action	Comments	P
13/02/01	Mr R W Ravencroft	Buxton	Red House School	324	Acer platanoides	.10m	6.00m	M	2	B	0	None	Basal damage monitor	2
13/02/01	Mr R W Ravencroft	Buxton	Red House School	325	Malus spp.	.40m	9.00m	OM	3	C	0	Decay detection & Prune	Numerous large cavities, carry out decay detection and report.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	326	Pinus sylvestris	.40m	9.00m	M	2	B	0	Prune	Crown clean and crown lift, part of a group of 3 trees.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	327	Pinus sylvestris	.50m	9.00m	M	2	B	0	Prune	Crown clean and crown lift, part of a group of 3 trees.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	328	Pinus sylvestris	.35m	7.00m	M	2	B	0	Prune	Crown clean and crown lift, part of a group of 3 trees. Naiman lean self correcting.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	329	Sorbus spp.	.20m	5.00m	M	2	B	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	330	Lathyrum	.20m	5.00m	M	3	C	0	Fell	Poor form, fell to ground level.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	331	Chamaecyparis lawsoniana	.20m	9.00m	M	2	C	09	prune	Multis stemmed, overhangs building, reduce overhang from building.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	332	Lathyrum	.10m	4.00m	M	3	C	0	Fell	Poor form fell to ground level.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	333	Acer platanoides	.20m	5.00m	SM	2	B	0	Prune	Formative prune	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	334	Prunus spp.	.20m	5.00m	SM	3	B	0	Prune	Co dominant from ground level. Crown clean.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	335	Euonymus spp.	.10m	3.00m	M	2	C	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	336	Acer platanoides	.15m	4.00m	SM	2	B	0	Prune	Basal damage, including unions, formative prune.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	337	Acer platanoides	.10m	4.00m	SM	2	B	0	None	Split on stem included, some basal damage, monitor.	0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	338	Prunus spp.	.10m	3.00m	SM	2	C	0	Prune	Poor form, formative prune, remove sucker growth.	1

Date	Client	Area	Address	Tree No	Species	DBH	Height	Age	con	A	IRR	Action	Comments	P
13/02/01	Mr R W Ravencroft	Buxton	Red House School	339	Pinus terristris Pissardii	.20m	5.00m	M	2	B	0	Prune	Crown thin, crown clean. Some basal damage.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	340	Cotoneaster	.25m	5.00m	M	2	B	0	Prune	Entwined co-dominant limb to remove. Formative prune.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	341	Acer platanoides	.10m	4.00m	M	3	C	0	Fell	Poor form, wire in stem, fell to ground level.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	342	Acer platanoides	.10m	4.00m	M	3	C	0	Fell	poor form, fell to ground level.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	343	Acer platanoides	.20m	5.00m	M	3	C	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	344	Fagus sylvatica	.55m	18.00m	M	2	B	0	None	Part of group planting (3 trees)	0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	345	Fagus sylvatica	.55m	18.00m	M	2	B	0	Decay detection	Some die back, cavity at main fork, carry out decay detection. Site has history of beech failure	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	346	Fagus sylvatica	.70m	18.00m	M	3	C	0	Decay detection	Carry out decay detection, large basal wound, some die back, old fruiting bodies near cavity.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	347	Pinus sylvestris	.40m	15.00m	M	2	B	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	348	Pinus sylvestris	.50m	15.00m	M	2	B	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	349	Ilex aquifolium	.20m	6.00m	M	2	B	0	None		0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	350	Quercus robur	1.80m	20.00m	M	3	B	0	Decay detection & prune	Carry out decay detection and report, storm damaged, cavity at base, dead wood in canopy	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	351	Quercus robur	1.30m	20.00m	M	3	B	0	Decay detection & prune	Carry out decay detection and report, storm damaged, dead wood in canopy, large dead limb over road.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	352	Quercus robur	1.20m	20.00m	M	3	B	0	None	Tree in private ownership, extensively decayed, owner notified following decay detection test.	0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	353	Quercus robur	.70m	17.00m	M	2	C	0	Prune	Cut ivy at base, crown clean	1

Date	Client	Area	Address	Tree No	Species	DBH	Height	Age	con	A	HR	Action	Comments	P
13/02/01	Mr R W Ravencroft	Buxton	Red House School	354	Quercus robur	.70m	16.00m	M	2	C	0	Prune	Suppressed by 355 heavy natural lean, cut ivy at base and crown clean	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	355	Quercus robur	.70m	18.00m	M	2	C	0	Cut ivy	Cut ivy at base	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	356	Quercus robur	.80m	18.00m	M	2	C	0	Decay detection & prune	Cavity at base, carry out decay detection, cut ivy at ground level crown clean	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	357	Quercus robur	.70m	18.00m	M	2	C	0	Decay detection & prune	cavity at ground level, extensive ivy on stem, storm damage, crown clean	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	358	Quercus robur	.80m	18.00m	M	2	C	0	Prune	Crown clean, stem damaged.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	359	Quercus robur	.70m	18.00m	M	2	C	0	Decay detection & Prune	Carry out decay detection and report, crown clean, cut ivy at base	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	360	Quercus robur	.65m	18.00m	M	2	C	0	Decay detection & Prune	Carry out decay detection and report, crown clean, cut ivy at base	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	361	Quercus robur	.60m	18.00m	M	2	C	0	Prune	Crown clean, cut ivy at base	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	362	Quercus robur	.50m	18.00m	M	2	C	0	None	monitor	2
13/02/01	Mr R W Ravencroft	Buxton	Red House School	363	Quercus robur	.50m	18.00m	M	2	C	0	prune	stem divides at 3m, extensive ivy, cut at ground level. Crown clean	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	364	Quercus robur	.60m	18.00m	M	2	C	0	prune	stem divides at 4m, extensive ivy, cut at ground level. Crown clean	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	365	Quercus robur	.70m	18.00m	M	2	C	0	decay detection & prune	Cavity at base, carry out decay detection and report. Fork at 4m extensive ivy, cut at ground level, some die back in canopy.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	366	Quercus robur	.70m	18.00m	M	2	C	0	Prune	extensive ivy, cut at ground level, some die back in canopy crown clean.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	367	Quercus robur	.60m	18.00m	M	2	C	0	Decay detection & Prune	Cavity at base, carry out decay detection and report. Extensive die back, deadwood, poor form.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	368	Quercus robur	.70m	18.00m	M	2	C	0	Decay detection & Prune	Extensive die back, deadwood, crown clean, poor form.	1

decay + clean
decay

clean

clean

decay + clean
decay

clean

decay + clean
decay

decay + clean
decay

Date	Client	Area	Address	Tree No	Species	Diameter	Height	Age	can	A	THR	Action	Comments	P
13/02/01	Mr R W Ravencroft	Buxton	Red House School	369	Acer platanoides	.10m	4.00m	SM	2	C	0	None	Twin stem at 1.9m	0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	370	Prunus spp.	.20m	6.00m	M	3	C	0	Fell	Poor form, several including stems fell to ground level.	1
13/02/01	Mr R W Ravencroft	Buxton	Red House School	371	Prunus spp.	.20m	6.00m	M	2	C		None	Poor form	0
13/02/01	Mr R W Ravencroft	Buxton	Red House School	372	Fagus sylvatica	.20m	6.00m	M	2	C	0	Fell	Poor form, ivy covered, twin stemmed. Fell to ground level.	1

Trees in need of attention immediately

Trees / Shrubs For Immediate Attention

18-Feb-01

Client	Area	Address	Tree No	Species	Action	Comments
Mr R W Ravencroft	Buxton	Red House School	209	Quercus robur	Decay Detection & Prune	Carry out decay detection to establish extent of decay, storm damage and deadwood to be removed
Mr R W Ravencroft	Buxton	Red House School	231	Malus spp	Fell	Poor form, extensive wounds, fell to ground level
Mr R W Ravencroft	Buxton	Red House School	230	Malus spp	Fell	Poor form, extensive wounds, fell to ground level
Mr R W Ravencroft	Buxton	Red House School	229	Malus spp	Fell	Poor form, extensive wounds, fell to ground level
Mr R W Ravencroft	Buxton	Red House School	219	Malus spp	Fell	Poor form, fell to ground level
Mr R W Ravencroft	Buxton	Red House School	218	Malus spp	Fell	Poor form no crown, fell to ground level
Mr R W Ravencroft	Buxton	Red House School	217	Quercus robur	Decay detection and prune	Head cavity, deadwood and storm damage, iron pipe at 5m
Mr R W Ravencroft	Buxton	Red House School	216	Quercus robur	Prune	Crown Clean, remove storm damage
Mr R W Ravencroft	Buxton	Red House School	215	Quercus robur	Prune	Crown Clean, remove storm damage
Mr R W Ravencroft	Buxton	Red House School	245	Quercus robur	Prune	Ivy covered, cut at ground level, crown lift by removal of lowest lateral
Mr R W Ravencroft	Buxton	Red House School	210	Quercus robur	Decay Detection & Prune	Carry out decay detection to establish extent of decay, storm damage and deadwood to be removed, cut ivy at base
Mr R W Ravencroft	Buxton	Red House School	239	Quercus robur	Prune	Storm damage and deadwood, crown clean

Client	Area	Address	Tree No	Species	Action	Comments
Mr R W Ravencroft	Buxton	Red House School	208	Quercus robur	Decay Detection & Prune	Carry out decay detection to establish extent of decay, storm damage and deadwood to be removed
Mr R W Ravencroft	Buxton	Red House School	207	Quercus robur	Decay Detection & Prune	Carry out decay detection to establish extent of decay, storm damage and deadwood to be removed
Mr R W Ravencroft	Buxton	Red House School	206	Quercus robur	Prune	Crown clean, remove storm damage
Mr R W Ravencroft	Buxton	Red House School	205	Quercus robur	Prune	Remove co dominant stems, including between main stems, crown lift to clear highway
Mr R W Ravencroft	Buxton	Red House School	204	Quercus robur	Decay Detection & Prune	Carry out decay detection to determine extent of decay, storm damage and deadwood to be removed
Mr R W Ravencroft	Buxton	Red House School	203	Quercus robur	Decay Detection & Prune	Carry out decay detection to determine extent of decay, storm damage and deadwood to be removed
Mr R W Ravencroft	Buxton	Red House School	261	Acer platanoides	Fell	Poor form, heavily suppressed, crown ill due to LV OH lines. Fell to ground level.
Mr R W Ravencroft	Buxton	Red House School	260	Quercus robur	Prune	Crown clean, crown raise to 5.5m, cut ivy at base.
Mr R W Ravencroft	Buxton	Red House School	256	Quercus ilex	Prune	Main stem split, two large horizontal laterals with new crown developed. Reduce crown and lateral growth by 30%.
Mr R W Ravencroft	Buxton	Red House School	214	Quercus robur	Fell	Almost dead, hazardous, fell to ground level.
Mr R W Ravencroft	Buxton	Red House School	333	Acer platanoides	Prune	Formative prune
Mr R W Ravencroft	Buxton	Red House School	367	Quercus robur	Decay detection & Prune	Cavity at base, carry out decay detections and report. Extensive die back, deadwood, poor form.
Mr R W Ravencroft	Buxton	Red House School	365	Quercus robur	Decay detection & prune	Cavity at base, carry out decay detection and report. Fork at 4m extensive ivy, cut at ground level, some die back in canopy.
Mr R W Ravencroft	Buxton	Red House School	361	Quercus robur	Prune	Crown clean, cut ivy at base

Client	Area	Address	Tree No	Species	Action	Comments
Mr R W Ravencroft	Buxton	Red House School	360	Quercus robur	Decay detection & Prune	Carry out decay detection and report, crown clean, cut ivy at base
Mr R W Ravencroft	Buxton	Red House School	359	Quercus robur	Decay detection & Prune	Carry out decay detection and report, crown clean, cut ivy at base
Mr R W Ravencroft	Buxton	Red House School	357	Quercus robur	Decay detection & prune	cavity at ground level, extensive ivy on stem, storm damage, crown clean
Mr R W Ravencroft	Buxton	Red House School	356	Quercus robur	Decay detection & prune	Cavity at base, carry out decay detection, cut ivy at ground level crown clean
Mr R W Ravencroft	Buxton	Red House School	351	Quercus robur	Decay detection & prune	Carry out decay detection and report, storm damaged, dead wood in canopy, large dead limb over road
Mr R W Ravencroft	Buxton	Red House School	350	Quercus robur	Decay detection & prune	Carry out decay detection and report, storm damaged, cavity at base, dead wood in canopy
Mr R W Ravencroft	Buxton	Red House School	232	Salix spp	Fell	Poor form, extensive wounds, fell to ground level
Mr R W Ravencroft	Buxton	Red House School	245	Fagus sylvatica	Decay detection	Some die back, cavity at main fork, carry out decay detection. Site has history of beech failure
Mr R W Ravencroft	Buxton	Red House School	235	Quercus robur	Decay detection & prune	Large basal wound, decay at base, canker fungi, storm damaged, carry out decay detection
Mr R W Ravencroft	Buxton	Red House School	330	Lathyrus	Fell	Poor form, fell to ground level
Mr R W Ravencroft	Buxton	Red House School	325	Malus spp	Decay detection & Prune	Numerous large cavities, carry out decay detection and report
Mr R W Ravencroft	Buxton	Red House School	301	Prunus spp	Prune	prune to clear overhead lines
Mr R W Ravencroft	Buxton	Red House School	205	Acer platanoides	Fell	Poor form, fell to ground level
Mr R W Ravencroft	Buxton	Red House School	252	Quercus robur	Decay detection & prune	Carry out decay detection to establish extent of decay, crown clean

Client	Area	Address	Tree No	Species	Action	Comments
Mr R W Ravencroft	Huxton	Red House School	281	Acer pseudoplatanus	Fell	poor form, numerous basal suckers, fell to ground level.
Mr R W Ravencroft	Huxton	Red House School	280	Quercus robur	Decay detection & prune	Carry out decay detection to establish extent of decay, crown clean.
Mr R W Ravencroft	Huxton	Red House School	244	Quercus robur	Decay detection & prune	Carry out decay detection to establish extent of decay, remove storm damage and crown clean possible crown reduction.
Mr R W Ravencroft	Huxton	Red House School	368	Quercus robur	Decay detection & Prune	Extensive die back, deadwood, crown clean, poor form.
Mr R W Ravencroft	Huxton	Red House School	346	Fagus sylvatica	Decay detection	Carry out decay detection, large basal wound, some die back, old fruiting bodies near cavity

Trees in need of attention within 12 months

Trees / Shrubs In Need Of Attention In The Next 6 Months

18-Feb-01

Client	Area	Address	Tree No	Species	Action	Comments
Mr R W Ravencroft	Buxton	Red House School	213	Quercus robur	Prune	Poor form, some storm damage, crown clean
Mr R W Ravencroft	Buxton	Red House School	251	Alnus cordata	Fell	Poor form fell to ground level
Mr R W Ravencroft	Buxton	Red House School	309	Prunus spp	prune	Basal suckers to remove
Mr R W Ravencroft	Buxton	Red House School	307	Prunus spp.	Prune	Nectar on stem, crown clean and monitor
Mr R W Ravencroft	Buxton	Red House School	306	Prunus spp	Prune	Basal suckers to remove, prune to clear overhead lines
Mr R W Ravencroft	Buxton	Red House School	303	Quercus robur	Fell	Poor form, fell to ground level
Mr R W Ravencroft	Buxton	Red House School	302	Prunus spp	Fell	Including stems at ground level, fell to ground level
Mr R W Ravencroft	Buxton	Red House School	299	Prunus spp	Prune	Crown lift over access road by removing lowest laterals
Mr R W Ravencroft	Buxton	Red House School	297	Rosa pendula	Fell	Overhead HT line, poor form, fell to ground level
Mr R W Ravencroft	Buxton	Red House School	279	Quercus robur	Prune	Crown clean
Mr R W Ravencroft	Buxton	Red House School	277	Quercus robur	Prune	Cut ivy at base, crown clean
Mr R W Ravencroft	Buxton	Red House School	242	Fagus sylvatica	prune	Twin stemmed at 1.3m, crown lift to 3m

Client	Area	Address	Tree No	Species	Action	Comments
Mr R W Raveneroff	Buxton	Red House School	313	Prunus spp	Prune	Formative prune
Mr R W Raveneroff	Buxton	Red House School	220	Quercus robur	Prune	Very heavy ivy, 31kV lines adjacent, thin crown, crown clean
Mr R W Raveneroff	Buxton	Red House School	315	Prunus spp	Prune	Very large including co dominant limb, crown clean
Mr R W Raveneroff	Buxton	Red House School	212	Quercus robur	Prune	Crown lift and clean, remove storm damage, cut ivy at base
Mr R W Raveneroff	Buxton	Red House School	211	Quercus robur	Prune	Crown Clean, cut ivy at base
Mr R W Raveneroff	Buxton	Red House School	259	Pinus sylvestris	Prune	Basal wound Low voltage OHL lines, crown clean
Mr R W Raveneroff	Buxton	Red House School	258	Arcutius hypocastanum	Fell	Adjacent to 31kV lines Poor form, included limb broken away, fell to ground level #
Mr R W Raveneroff	Buxton	Red House School	257	Quercus robur	Prune	Crown clean
Mr R W Raveneroff	Buxton	Red House School	255	Quercus robur	Prune	Extensive ivy, cut at base Crown clean, crown lift by removal of lowest lateral
Mr R W Raveneroff	Buxton	Red House School	254	Alnus cordata	Fell	Poor form fell to ground level
Mr R W Raveneroff	Buxton	Red House School	253	Alnus cordata	Fell	Poor form fell to ground level
Mr R W Raveneroff	Buxton	Red House School	251	Alnus cordata	Fell	Poor form, fell to ground level
Mr R W Raveneroff	Buxton	Red House School	254	Alnus cordata	Fell	Poor form fell to ground level
Mr R W Raveneroff	Buxton	Red House School	253	Alnus cordata	Fell	Poor form fell to ground level

Client	Area	Address	Tree No	Species	Action	Comments
Mr R W Raveneroff	Buxton	Red House School	240	Castanea sativa	prune	Multi stemmed from ground level. Crown raise to 3.5m
Mr R W Raveneroff	Buxton	Red House School	336	Acer platanoides	prune	Basal damage, including unions, formative prune.
Mr R W Raveneroff	Buxton	Red House School	370	Prunus spp	fell	Poor form, several including stems fell in ground level
Mr R W Raveneroff	Buxton	Red House School	366	Quercus robur	prune	extensive ivy, cut at ground level, some die back in canopy crown clean
Mr R W Raveneroff	Buxton	Red House School	364	Quercus robur	prune	stem divides at 4m, extensive ivy, cut at ground level. Crown clean
Mr R W Raveneroff	Buxton	Red House School	363	Quercus robur	prune	stem divides at 3m, extensive ivy, cut at ground level. Crown clean
Mr R W Raveneroff	Buxton	Red House School	358	Quercus robur	prune	Crown clean, storm damaged
Mr R W Raveneroff	Buxton	Red House School	355	Quercus robur	Cut ivy	Cut ivy at base
Mr R W Raveneroff	Buxton	Red House School	354	Quercus robur	prune	Suppressed by 355 heavy natural lean, cut ivy at base and crown clean
Mr R W Raveneroff	Buxton	Red House School	353	Quercus robur	prune	Cut ivy at base, crown clean
Mr R W Raveneroff	Buxton	Red House School	342	Acer platanoides	fell	poor form, fell to ground level
Mr R W Raveneroff	Buxton	Red House School	341	Acer platanoides	fell	Poor form, wire in stem, fell to ground level
Mr R W Raveneroff	Buxton	Red House School	340	Cornusaster	prune	Truncated co-dominant limb to remove formative prune
Mr R W Raveneroff	Buxton	Red House School	311	Quercus robur	prune	Formative prune

Client	Area	Address	Tree No	Species	Action	Comments
Mr R W Ravencroft	Buxton	Red House School	338	Prunus spp	Prune	Poor form, formative prune, remove sucker growth
Mr R W Ravencroft	Buxton	Red House School	372	Fagus sylvatica	Fell	Poor form, ivy covered, twin stemmed, fell to ground level
Mr R W Ravencroft	Buxton	Red House School	334	Prunus spp	Prune	C/o dominant from ground level. Crown clean.
Mr R W Ravencroft	Buxton	Red House School	332	Laburnum	Fell	Poor form fell to ground level.
Mr R W Ravencroft	Buxton	Red House School	331	Chamaecyparis lawsoniana	prune	Milds stemmed, overhangs building, reduce overhang from building.
Mr R W Ravencroft	Buxton	Red House School	328	Pinus sylvestris	Prune	Crown clean and crown lift, part of a group of 3 trees. Natural lean self correcting.
Mr R W Ravencroft	Buxton	Red House School	327	Pinus sylvestris	Prune	Crown clean and crown lift, part of a group of 3 trees
Mr R W Ravencroft	Buxton	Red House School	326	Pinus sylvestris	Prune	Crown clean and crown lift, part of a group of 3 trees
Mr R W Ravencroft	Buxton	Red House School	323	Acer platanoides	Prune	Including unions, basal damage, formative prune
Mr R W Ravencroft	Buxton	Red House School	322	Acer platanoides	Prune	Including unions, basal damage, formative prune
Mr R W Ravencroft	Buxton	Red House School	321	Acer platanoides	Prune	Including unions, basal damage, formative prune
Mr R W Ravencroft	Buxton	Red House School	320	Acer platanoides	Prune	Including unions, formative prune
Mr R W Ravencroft	Buxton	Red House School	319	Acer platanoides	Prune	Including unions, formative prune
Mr R W Ravencroft	Buxton	Red House School	330	Pinus cericea Picea	Prune	Crown thin, crown clean. Some basal damage

Trees in need of attention within 24 months

Trees / Shrubs In Need Of Attention In The Next 12 Months

18-Feb-01

Client	Area	Address	Tree No	Species	Action	Comments
Mr R W Raveneroff	Huxton	Red House School	264	Prunus spp	Prune	Crown clean
Mr R W Raveneroff	Huxton	Red House School	222	Laburnum	prune	Formative prune
Mr R W Raveneroff	Huxton	Red House School	223	Laburnum	prune	Formative prune
Mr R W Raveneroff	Huxton	Red House School	224	Laburnum	prune	Formative prune
Mr R W Raveneroff	Huxton	Red House School	225	Hedera pendula	prune	Crown lift to 4.5m
Mr R W Raveneroff	Huxton	Red House School	226	Salix chrysoeua	Prune	Crown clean
Mr R W Raveneroff	Huxton	Red House School	228	Hedera pendula	Prune	Crown lift to 4.5m
Mr R W Raveneroff	Huxton	Red House School	200	Prunus vulgaris	Prune	Suppressing small oak tree, formative prune and crown clean
Mr R W Raveneroff	Huxton	Red House School	246	Pinus sylvestris	Prune	Stem wound included, top branches naturally, crown clean
Mr R W Raveneroff	Huxton	Red House School	362	Quercus robur	None	monitor
Mr R W Raveneroff	Huxton	Red House School	265	Prunus spp	Prune	Formative prune to clear adjacent trees
Mr R W Raveneroff	Huxton	Red House School	276	Acer platanoides	Prune	Formative prune to improve form

Client	Area	Address	Tree No	Species	Action	Comments
Mr R W Ravencroft	Duxton	Red House School	283	<i>Alnus cordata</i>	Prune	Formative prune
Mr R W Ravencroft	Duxton	Red House School	285	<i>Alnus cordata</i>	Prune	Formative prune
Mr R W Ravencroft	Duxton	Red House School	296	<i>Alnus cordata</i>	Prune	Including limbs. Crown lift to 1.5m
Mr R W Ravencroft	Duxton	Red House School	314	<i>Prunus spp</i>	None	tree stemmed at ground level, including limb monitor
Mr R W Ravencroft	Duxton	Red House School	324	<i>Acer platanoides</i>	None	Basal damage monitor
Mr R W Ravencroft	Duxton	Red House School	245	<i>Tilia spp</i>	Prune	Remove basal suckers, crown clean

Survey Key

01189 860795

0118 214 756 jmc

Date: Day on which trees inspected

Client: Instruction received from

Area: Nearest town/village or county

Address: Site specific address

Tree No: Tag number on main stem

Species: Latin or English name

DBH: Stem diameter at breast height

Height: Estimated or measured height from ground level

Age: Y = young, sm = semi mature, m = mature, om = over mature

Condition: 1 = good, 2 = defects may be rectified, 3 = defects cannot be rectified but may be retained, 4 = dangerous tree.

Amenity value: A = tree of high quality, B = Good specimen, C = Reasonable tree, D = Poor.

Hazard rating: Not applicable on this survey

Action: Summary of main requirement IE, Prune

Priority 0 = nothing, 1 = immediate, 1 = within 12 months, 2 = within 24 months, 3 = within 36 months.

SCHEDULE 2

Travel Plans

Components of a Travel Plan

Tips

DRAFT



Guidance Notes for the Submission of Travel Plans



TRAVELWISE®

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National Policy Background

The UK Government is committed to encouraging a change in travel behaviour in favour of more environmentally friendly transport and less travel overall. (Haines changes to company car taxation and general vehicle taxation among other things). Travel Plans are one way to encourage more sustainable transport habits. The Government White Paper 'A New Deal for Transport' refers to Travel Plans and identifies their promotion as one of the six key objectives of Local Transport Plans. In March 2001 the UK Government published

Introduction

This advice is intended primarily to assist potential developers submitting a travel plan in support of a planning application. However, advice in this guidance is also relevant to an existing employer wishing to improve access for employees at an established site, as part of a relocation scheme or as an extension of an existing operation.

Purpose of a Travel Plan

The purpose of a travel plan is to deliver the most sustainable access strategy to a given site or area.

The ongoing management of, and the measures within, the travel plan seek to reduce the need to travel at all, achieve a modal shift away from single-occupancy car use towards more sustainable forms of transport and to reduce the environmental impact of travel.

A travel plan can be a freestanding commitment, part of a wider environmental management agenda, or a contribution towards minimising the transportation impact of new development.

The adoption of a travel plan often makes sound commercial sense as congestion delays business operations, can impact negatively on staff morale and productivity and make deliveries and customer visits difficult. A travel plan can also reduce the need for car parking, releasing land for other uses.

A good travel plan can offer real cost savings for the business and car users, reduce the costs of congestion, improve the quality of employees journeys to work and reduce the area of the site given over to car parking.

"Experience in the US shows that plans can reduce vehicle trips to individual sites by as much as 30 or 40 per cent. But reductions of 15% - 20% are more typical of what successful schemes have achieved" (Changing Journeys to Work, Transport 2000).

Whatever the reason for preparing one, it is better to think of travel plans in terms of a *process* rather than a document that sits on the shelf. Travel plans only deliver benefits if they are integrated with other management systems, well thought out, sufficiently resourced and adequately promoted on an ongoing basis. Travel plans should operate in perpetuity.

National Policy Background

The UK Government is committed to encouraging a change in travel behaviour in favour of more environmentally friendly transport and less travel overall. (Hence changes to company car taxation and general vehicle taxation among other things.) Travel Plans are one way to encourage more sustainable transport habits. The Government White Paper "*A New Deal for Transport*" refers to Travel Plans and identifies their promotion as one of the six key objectives of Local Transport Plans. In March 2001 the UK Government published

Planning Policy Guidance Note 13. The Guidance Note says the following about travel plans:

23. Where developments will have significant transport implications, Transport Assessments should be prepared and submitted alongside the relevant planning applications for development....Where appropriate, a travel plan should be included.

87. The Government wants to help raise awareness of the impacts of travel decisions and promote the widespread use of travel plans amongst businesses, schools, hospitals and other organisations. Local authorities are expected to consider setting local targets for the adoption of travel plans by local businesses and other organisations and to set an example by adopting their own plans.

88. There is no standard format or content for travel plans, and they may have a variety of names (such as green transport plans, company travel plans and school travel plans). However, their relevance to planning lies in the delivery of sustainable transport objectives, including:

- reductions in car usage (particularly single occupancy journeys) and increased use of public transport, walking and cycling;
- reduced traffic speeds and improved road safety and personal security particularly for pedestrians and cyclists; and
- more environmentally friendly delivery and freight movements, including home delivery services.

89. The Government considers that travel plans should be submitted alongside planning applications which are likely to have significant transport implications, including those for:

- all major developments comprising jobs, shopping, leisure and services (using the same thresholds as set out in annex D [of PPG 13]);
- smaller developments comprising jobs, shopping, leisure and services which would generate significant amounts of travel in, or near to, air quality management areas, and in other locations where there are local initiatives or targets set out in the development plan or local transport plan for the reduction of road traffic, or the promotion of public transport, walking and cycling. This particularly applies to offices, industry, health and education uses;
- new and expanded school facilities which should be accompanied by a school travel plan which promotes safe cycle and walking routes, restricts parking and car access at and around schools, and includes on-site changing and cycle storage facilities; and
- where a travel plan would help address a particular local traffic problem associated with a planning application, which might otherwise have to be refused on local traffic grounds.

However, unacceptable development should never be permitted because of the existence of a travel plan.

90. Where travel plans are to be submitted alongside a planning application, they should be worked up in consultation with the local authority and local transport providers. They should have measurable outputs, which might relate to targets in the local transport plan, and should set out the arrangements for monitoring the progress of the plan, as well as the arrangements for enforcement, in the event that agreed objectives are not met. They might be designed for the applicant only, or be part of a wider initiative, possibly organised by the local authority, involving other developments in the area.

91. The weight to be given to a travel plan in a planning decision will be influenced by the extent to which it materially affects the acceptability of the development proposed and the degree to which it can be lawfully secured. Under certain circumstances some or all of a travel plan may be made binding either through conditions attached to a planning permission or through a related planning obligation. Conditions attached to a planning permission will be enforceable against any developer who implements that permission and any subsequent occupiers of the property. Planning obligations will be enforceable against the person who entered into the obligation and any person deriving title from that person.

For a full copy of the guidance go to <http://www.planning.dtlr.gov.uk/ppg/ppg13/pdf/ppg13.pdf>.

Local Policy Background

Norfolk County Council's Planning and Transportation Environmental Policy, March 2001, states that Planning & Transportation is committed to promoting the quality of life in Norfolk through the application of environmentally sustainable policies. One of the prime goals is to achieve sustainable patterns of transport and land use so that Norfolk's quality of life is enhanced.

When is a Travel Plan Needed With a Planning Application?

In Norfolk we are generally following the guidance set out in point 89 of the Planning Policy Guidance Note 13. If the answer to any of the following questions is "yes," a travel plan will be required:

- **Is a Transport Assessment required?**
- **Would a travel plan help address a particular local traffic problem associated with the planning application, which might otherwise have to be refused on local traffic grounds?**
- **Is it a major development comprising jobs, shopping, leisure or services?**

Major developments are defined as follows in PPG13, Annex D (maximum parking standards):

Use	Threshold (gross floor space)
Food retail	1000m ²
Non food retail	1000m ²
Cinemas and conference facilities	1000m ²
D2 (other than cinemas, conference facilities and stadia)	1000m ²
B1 including offices	2500m ²
Higher and further education	2500m ²
Stadia	1500 seats

- Is it a smaller development comprising jobs, shopping, leisure or services which would generate significant amounts of travel in, or near to, air quality management areas¹ (AQMAs)?
- Is it a smaller development outside an AQMA where there are local initiatives or targets set out in the development plan or local transport plan for the reduction of road traffic, or the promotion of public transport, walking and cycling? (Applies particularly to offices, industry, health and education uses)

¹ As of September 2001 there are no AQMAs in Norfolk, although it is possible that they might be introduced in some urban areas in the future.

Travel plans may be required to accompany an application to extend existing development as well as to accompany new development proposals.

In the case of new developments, it is vital to build in certain physical measures during the design and construction phases (e.g. cycle facilities, showers, access paths of the correct size and in the optimum locations) as they can be much more difficult and expensive to construct retrospectively. Such measures are likely to be secured by Condition.

Components of a Travel Plan

Although a Travel Plan will be unique to any given site, all plans should contain the following:

- **Background** – explaining the site, location, numbers of people, measures already in place, current modal share (if known, if not a staff survey will be needed), and the motivation for producing the plan
- **Scope of the Plan** – identifying the travel elements of the organisation's activity the Plan is addressing (commuter journeys, business travel, customer access, deliveries, fleet management and/or other issues)
- **Objectives** – stating what the Plan is trying to achieve (e.g. % reduction in single car users, % increase in public transport use, % reduction in business mileage)

- **Actions** – detailing the proposed actions and measures for achieving the stated objectives
- **Targets** – identifying targets against which the effectiveness of each measure will be reviewed. (Including short-term, medium-term and long-term milestones)
- **Monitoring** – setting out arrangements for the review and monitoring of the Travel Plan on an ongoing basis to determine whether the objectives are being met (and noting the reporting mechanism to the County Council for Section 106 Agreements)
- **Promotion** – noting how the Plan itself and specific measures will be promoted to staff and union representatives
- **Dissemination** – a communications strategy noting the process by which the benefits of a Travel Plan, successes and progress against targets will be communicated (e.g. internally via newsletter, email, intranet, department or team briefings, notice boards, and externally via internet, the press and other media)

For ease of assessment it is recommended that the Applicant sets out the travel plan as shown above.

Of the above, Actions, Targets and Monitoring deserve particular attention in the plan and fuller explanation here.

Actions

It is particularly important that the measures to meet the stated objectives are set out as fully as possible. To a large extent, these measures will determine the potential of the plan to bring about modal shift. The travel plan will be assessed based upon its potential to bring about a change in modal share and mitigate the transport implications of the development.

Depending on the local circumstances of a development, organisation or business a Travel Plan might include the following (this list is not exhaustive):

- **Measures that encourage cycling and walking to work**
 - Clear signage, street lighting, safe crossings, better access
 - Showers, lockers and clothes drying facilities
 - Emergency "Get You Home" service (e.g. arrangement with taxi firm)
 - Conveniently located, secure cycle parking
 - Cycle hire or loan schemes
 - Bicycle Users Group, Cycling Buddy and/or Bike Doctor schemes
 - Policy for cycle allowances for work-related journeys to ensure equity for the bicycle alongside other travel allowances
- **Measures that encourage travel to work by public transport**
 - Provision of up to date public transport information
 - Negotiated discounts from bus or rail companies, loans for season tickets
 - Subsidy from company for works buses or to improve or re-route existing public transport services
 - Flexible working hours

- **Measures that reduce the need to travel**
 - Creating a car-sharing database, backed up with preferential parking spaces for car sharers and an emergency "Get You Home" service
 - Introducing pool cars and pool bicycles so staff can get to meetings etc during the day and do not need to bring their own vehicles in to work
 - Providing facilities on site that reduce the need for off-site travel during the day (e.g. staff restaurant, recreation facilities, dry cleaning pick up, banking)
 - Investing in information technology (e.g. video conferencing to reduce business travel, emailing facilities to enable home working or telecommuting from satellite offices)
 - Altering eligibility for relocation allowances to encourage newly-appointed staff to move nearer to the workplace and on public transport routes
 - Compressing the working month into fewer days (e.g. 9-day fortnights)
- **Parking, Vehicle and Emissions Reduction Measures**
 - Introducing parking controls or restrictions
 - Paying staff to give up their parking space or introducing parking charges to reflect the true cost (revenues can fund other initiatives)
 - Changing company car policy - devising a flexible benefits package to provide alternatives to the company car (e.g. public transport subsidy, extra holidays (reduces commuter trips), health care or leisure club membership)
 - Reducing single car use in urban areas by arranging for off-site parking and providing a shuttle bus for staff
 - Enhancing the fuel efficiency of the vehicle fleet
 - Favouring more economical company vehicles and/or the use of alternative fuels
 - Reducing the availability of car allowances and reviewing mileage rates to favour more economical vehicles generally
 - Reviewing standard working hours to reduce commuting at peak times
 - Encouraging rail use for business travel

Targets

Targets should be site-specific, measurable, achievable, realistic and time-related. They may be phased year on year and can be "aim" type (e.g. percentage using non-car modes by...) or "action" type targets (e.g. appoint a Travel Co-ordinator by...) Clear linkages should be made between the proposed measures and targets and the process by which progress is monitored should be robust.

For existing developments, current travel patterns can be surveyed to provide baseline data. The survey should provide qualitative as well as quantitative data to assist in decision making. A sample Staff Travel Survey is shown in Annex B. For new or speculative developments, targets will be based on the contextual aspects of the development:

- the location of the development
- surrounding site characteristics
- the land use proposed

- typical travel generation for that land use
- level of parking proposed
- public transport availability to the site

Monitoring

The local authority will review progress annually for at least five years. The success of the travel plan will be assessed in terms of the effect the implemented measures have had on the achievement of targets and evidence of continuing management support. A Monitoring Report should be submitted to the local authority annually, quantifying any changes in how employees/customers get to the site and noting actions taken throughout the past year and planned for the next.

The main indicator is likely to be the percentage of people travelling alone to the site by car. If modal share targets have been set within the plan, then the monitoring report should show the extent to which these targets have been met. An annual Staff Travel Survey would effectively capture this information. Alternatively, a traffic count of the number and classification of vehicles, pedestrians and cyclists entering the site might be undertaken annually. (Connections to automatic traffic counting equipment can be built in to site entrances.) Staff should be surveyed or traffic counted at the same time of year every year, the time to be agreed with the authority. In some circumstances, for substantial developments, the applicant may be required to undertake more detailed monitoring, recording trips to the site by time period as well as mode.

Once submitted, the local authority will review the Monitoring Report and may suggest modifications to the original initiatives.

Enforcement action may be taken for failure to submit a Travel Plan or for failure to implement the measures in the Plan as approved.

Assessment Criteria

The travel plan will be assessed by the local authority based upon the potential to mitigate the transport implications of the development and bring about a change in modal share.

Research suggests that:

- The most successful plans incorporate a comprehensive range of measures, both "carrots" and "sticks" with incentives introduced first
- A plan containing only marketing and promotion is unlikely to achieve a modal shift
- A plan with adequate marketing and promotion plus car-sharing and cycling measures may achieve 3-5% reduction in drive-alone commuting
- One with the above measures plus large discounts (30% or more) on public transport tickets and additional public transport links can achieve a 10% reduction
- A plan with all of the above plus disincentives for car use can achieve a larger reduction of 15-30%

There is clearly an element of subjectivity in the assessment of plans and how effective they might be. To reduce this as much as possible, an Assessment Table has been developed showing the weightings given to the different elements of the travel plan and noting the minimum requirements in different situations. The table is shown in Annex A. Applicants are strongly recommended to refer to the Assessment Table and to follow the format set out in "Components of a Travel Plan" above.

Section 106 Agreements

A plan will normally be secured through embodiment in a Section 106 Agreement of the Town and Country Planning Act 1990. The use of a S.106 Agreement will emphasise the importance of clearly set targets and it will formalise the role of the local authority in working **in partnership** with the organisation concerned.

A Section 106 Agreement gives elected representatives, officers and the company itself a greater sense of purpose and confidence in what has been agreed since it:

- Helps to ensure that individual plans do not work to the disadvantage of one area compared to another or are more restrictive on one applicant than another
- Gives the organisation a strong argument in detailed negotiations with staff e.g. over difficult issues such as car parking charges
- Promotes the application of high standards and accelerates the development of best practice
- Focuses the mind of all those involved

Ways of Implementing and Enforcing Travel Plans

There are four recognised ways of facilitating the implementation and enabling the enforcement of a travel plan, two by Condition and two by Agreement:

By Condition

1. The developer shall agree a travel plan acceptable to the Highway Authority by (date) and implement it prior to occupation of the development.
2. The developer shall implement all elements of the agreed travel plan (dated) prior to occupation of the development. (Where the travel plan has already been agreed)

By Agreement

3. Prior to the commencement of development, the developer shall enter into and implement a travel plan acceptable to the Highway Authority to coverX,Y,Z. (Where the precise details of the travel plan have yet to be agreed.)
4. Prior to occupation of the development, the developer shall implement all elements of the travel plan (dated) agreed with the Highway Authority, including (for example):

- shower facilities
- cycle parking
- car sharing database
- public transport information board
- shuttle bus service to railway station for employees

The travel plan may be attached as an annex to the Agreement.

It should be noted that options 1 and 2 (by Condition) are only likely to be appropriate for smaller developments.

Travel Plans for Speculative Developments

Where the end user of the development is unknown, the process of negotiating the details of the travel plan may need to be done at a later stage. In these cases it is likely that the following clauses will be included into the Section 106 Agreement:

Developers Covenant

The developer shall provide a travel plan for the approval of the County Highway Authority and implement the approved plan prior to or upon occupation of the development.

Definition Clause within the Recitals of the Deed

The expression "the developer" shall include any successors in title and assigns, in respect of all or part of the development.

Covenants

The developer shall annex a copy of the completed Section 106 Agreement to any contract for sale or lease, for all or part of the development, and shall expressly bring to the attention of any purchaser or lessee the obligations therein.

The developer shall inform the Highways Authority of the identity of purchasers and lessees of the development within one month of any signed contract.

Conclusion

This Guide has identified the important elements of a Travel Plan and suggested a format for presentation that will expedite the consideration of this element of the Planning Application. Moreover, following the guidance will ensure that all the necessary components are included in your plan in a logical format that is easy to follow and can be built on year on year.

Acknowledgements

Surrey County Council and Hertfordshire County Council for assistance in the compilation of this guidance.

Annex A - Assessment Table

By the developer, to identify the basic requirements of a travel plan to identify the relative value of the measures provided.

By the local authority, as a check list to ensure that the basic requirements have been included, and as a method of giving a value to the plan, which may be used as an indication of how much weight to afford to the plan.

How to Use the Table

The minimum requirements for a small-scale development (below 1000m ²) are shown first in each section (bold text).	
The measures listed below are those which are most likely to be effective in reducing travel time and cost.	
Other measures, listed after the above, will add significant weight to the value of any plan. The most effective and comprehensive plans will be those that include these measures in addition to the minimum requirements. The plan should include a number of these measures with a combined weighting of 25 or more.	

There are 12 sections. The weighting score indicates the importance of each item within the plan. The score is determined by the need for the item to be considered, set out in the Travel Plan or, in the case of Action, the potential to bring about a change in travel time.

Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12 are mandatory - bold and when used items in these sections must be included in the travel plan (12 is not for small-scale developments).

Sections 2, 4 and 8 refer to actions to promote walking, cycling and public transport use. It is recognised that not all actions will be equally relevant to each site. The Authority may waive some of these minimum requirements for practical reasons. It is the responsibility of the applicant to justify any non-inclusion of these items. Conversely, circumstances may dictate that a travel plan is not considered comprehensive enough, even where minimum requirements have been met.

The overall minimum acceptable score, including at least 25 points for unweighted 'other' measures, is 125 for smaller developments and 175 for larger developments.

The measures should not be considered exhaustive. Since every site is different, and there are many possible ways to reduce the environmental impact of travel and reduce the need to travel to and for work at all, not every possible measure has been included. Applicants are encouraged to include other measures as appropriate.

Annex A - Assessment Table

The assessment table may be used in two ways:

By the developer: to identify the basic requirements of a travel plan to identify the relative value of the measures provided

By the local authority: as a check list to ensure that the basic requirements have been included; and as a method of giving a value to the plan, which may be used as an indication of how much weight to afford to the plan

How to Use the Table

The minimum requirements for a small-scale development (below 1000m²) are shown first in each section [bold text]
Travel Plans for larger scale development should include the above PLUS these darker shaded measures [white text]
Other measures, listed after the above, will add significant weight to the value of any plan. The most effective and comprehensive plans will be those that include these measures in addition to the minimum requirements. The Plan should include a number of these measures with a combined weighting of 25 or more.

There are 12 Sections. The weighting score indicates the importance of each item within the plan. The score is determined by the need for the item to be considered / set out in the Travel Plan or, in the case of Actions, the potential to bring about a change in modal share.

Sections 1, 2, 6, 7, 8, 9, 10, 11 and 12 are mandatory – bold and white text items* in these sections must be included in the travel plan. (*Just bold for small-scale developments.)

Sections 3, 4 and 5 refer to actions to promote walking, cycling and public transport use. It is recognised that not all actions will be equally relevant to each site. The Authority may waive some of these minimum requirements for practical reasons. It is the responsibility of the Applicant to justify any non-inclusion of these items. Conversely, circumstances may dictate that a travel plan is not considered comprehensive enough, even where minimum requirements have been met.

The overall minimum acceptable score, including at least 25 points for unshaded “other” measures, is 126 for smaller developments and 176 for larger developments.

The measures should not be considered exhaustive. Since every site is different, and there are many possible ways to reduce the environmental impact of travel and reduce the need to travel to and for work at all, not every possible measure has been included. Applicants are encouraged to include other measures as appropriate.

Section 1- Background

Weighting

No. of staff / customers / pupils on site	1
Description of employee working hours and job requirements	2
Number of parking spaces available / proposed	1
Clear identification of: walking routes	1
cycle routes	1
train routes / times	1
bus routes / times, together with an assessment of the accessibility to the site by public transport, noting potential improvements	1
Illustration of employee / pupil / customer catchment area using postcodes (if existing development)	4
Motivation for producing the plan (e.g. to improve operational efficiency of the site, improve the health of staff, improve customer access)	1
Survey of existing staff travel habits OR if new development, illustration of likely employee / pupil / customer catchment area	5
Existing traffic flows on surrounding roads (may be contained in Transport Assessment)	2
Accident record in near vicinity (may be contained in Transport Assessment)	2

Section 2 - Scope of the Plan & Objectives

Weighting

What the plan is addressing (e.g. commuter journeys, business travel)	1
Objectives (e.g. % increase in public transport use, % reduction in business mileage)	5

Section 3 - Actions - Promotion of Walking

Weighting

Provision of adequate lighting, convenient footpaths and site access points	3
Provision of emergency Get You Home service	1
Exclude people within walking distance from obtaining parking permit (unless disabled, security considerations due to shift work etc)	4
Identification of safe walking routes	4
Pedestrian priority measures	4

Section 4 - Actions - Promotion of Cycling

Weighting

Provision of suitably lit, convenient cycle paths and site access points	3
Provision of conveniently-located, secure, well-lit cycle parking facilities	3
Showering and changing facilities, lockers	4
Interest-free loan to purchase bicycle and safety equipment (or free hire of company bicycles etc)	3
Display and distribution of cycle route information	3
Provision of pool bicycles for employee / pupil use	5
Introduction of business mileage rate for cycling	5
Bicycle Users Group, Cycling Buddy scheme/cycle training to build confidence in new and returning cyclists, "Bike Doctor" scheme	5
Financial incentives for cyclists (e.g. reduced lunch cost, free bike breakfasts)	5

Section 5 - Actions - Promotion of Public Transport Use

Weighting

Display, promote and distribute up to date train, bus etc timetable information together with pedestrian routes to stops/stations	4
Interest free loans for season tickets or discounted season tickets	4
Provision of company shuttle service to bus / rail station	5
Financial incentive for non-car users	5
Partnership with public transport operator / contribution towards improving existing service / priority to bus access over private car within the site layout	5
Company Bus provided	5

Section 6 - Actions – Reducing the Need to Travel

Weighting

Car sharing database	4
Parking priority for car sharers	3

Guaranteed "get you home" arrangement for car sharers	4
Pool cars for business use	3
Relocation Policy biased towards dwellings near the site / on public transport route	5
Home working arrangements	4
Shop / Refreshments	3
Encouraging rail use for business travel	3
Compressed working week (9-day fortnight, 4-day week etc)	5
Flexible Working Hours	2
Investment in information technology e.g. video conferencing, home PC's, email	4
Investment in on-site facilities:	4
Cash Point	5
Staff Restaurant	2
Gym	2
Crèche	2
Dry cleaning collection point	2
Shop	4

Section 7 - Actions – Parking, Vehicle and Emissions Reduction Measures Weighting

Car parking provided in line with local authority parking strategy	3
Company Car Policy review (flexible benefits package, priority to more economical vehicles, review of mileage rates)	5
Parking controls and restrictions (e.g. needs-based permits, no parking space if live within two miles of work place, barrier entry)	5
Car parking charges / financial incentives for using other modes	5
Parking "cash out" scheme (where employees are given a cash option instead of their parking space)	5
Policy for scheduled replacement of the existing fleet / pool vehicles with alternatively fuelled vehicles	4
Enhancing the fuel efficiency of the vehicle fleet, and favouring more economical / alternative fuel company vehicles through incentives	4
Off-site parking and shuttle bus	4

Section 8 - Targets

Weighting

Identify targets, against which the effectiveness of each measure will be reviewed, including :	
Short-term (<1 year)	5
Medium term (1-3 year) and	5
Long-term (4 year +) milestones	5

Section 9 - Monitoring

Weighting

Agreed Method for Monitoring	3
Modal Share Targets Set	5
Review Meetings Arranged (at least annually)	2
Annual Monitoring Report to be submitted to NCC & District or Borough (containing results of agreed surveys)	5

Section 10 – Promotion & Communication

Weighting

How the plan itself and specific measures will be promoted to staff, customers etc	3
Communication Strategy noting the process by which the benefits of a travel plan, successes and progress against targets will be communicated internally and externally	3

Section 11 – Other Management Issues

Weighting

Demonstrate senior management backing for the travel plan, including allocation of sufficient resources and identification of people responsible for the plan	5
Arrangements for annual Staff Travel Survey showing modal split (also used for monitoring)	4
Appointment of Plan Co-ordinator	5
Travel Plan incorporated into the Business Plan	5

Section 12 - Enforcement

Weighting

Implementation of Plan included within Section 106 Agreement	5
Financial or other incentives for target compliance (contained within S106)	5

Annex B - Sample Staff Travel Survey Questionnaire

All staff are being surveyed on the way they travel to, from and at work. The data will be used to develop and promote measures to improve work-related travel for all employees. Individual information will not be highlighted.

Mode of Travel and Journey Details

1. How do you MOSTLY travel to and from work during a typical week?

(please tick only one)

- ☐ Car (you driving)
- ☐ Car (as passenger)
- ☐ Bus
- ☐ Train
- ☐ Motorbike/scooter
- ☐ Cycle
- ☐ Walk
- ☐ Other, or Combination of Modes (e.g. car / rail / on foot in a single journey)

2. Which of the following do you OCCASIONALLY use instead of your usual mode of transport? (tick all that apply)

- ☐ No alternative used
- ☐ Car (you driving)
- ☐ Car (as passenger)
- ☐ Bus
- ☐ Train
- ☐ Motorbike/scooter
- ☐ Cycle
- ☐ Walk
- ☐ Other, or Combination of Modes (e.g. car / rail / on foot in a single journey)

3. How far do you travel to work?

..... miles or kilometres

4. What is your typical travel time, door to door, in minutes?

	Usual Mode	Occasional Mode(s)
To work/.....
From work/.....

Questions 5-7 for Driver Commuters only.
Others go to Question 8.

5. Is your car / van

- ☐ Petrol?
- ☐ Diesel?
- ☐ Other

6. What is the engine size?

..... CC

7. Where do you park? (tick all that apply)

- ☐ At workplace
- ☐ In a nearby street
- ☐ In a commercial car park
- ☐ Park & Ride
- ☐ Wherever I happen to be working that day

Personal Transport Options

8. How often is a car available to you for commuting to work?

- ☐ Most days
- ☐ Occasionally
- ☐ Never

Questions 9 & 9a) for Driver Commuters only. Others go to Question 10.

9. If you use a car / van to get to work, what are your reasons for doing so?

(tick all that apply)

- ☐ Car/van provided by employer
- ☐ No alternative
- ☐ Time savings
- ☐ Cheaper
- ☐ Carrying heavy loads, papers etc
- ☐ Irregular hours of work
- ☐ Car/van essential to perform job
- ☐ Health reasons
- ☐ Get a lift
- ☐ Dropping off / collecting children
- ☐ Go out for lunch
- ☐ Go to the bank / Post Office
- ☐ Go shopping
- ☐ Need vehicle after work
- ☐ Other

9 a) If you commute by car/van because you need it before / after work / at lunchtime, how many days a week does this apply? (tick one only)

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5 + days a week

10. If you DO NOT use a car/van to get to work, why do you travel to work the way you do? (tick all that apply)

- ☐ No alternative
- ☐ Cheapest way
- ☐ Quickest way
- ☐ Avoids congestion
- ☐ Reliable journey time
- ☐ No car parking space at work
- ☐ Health / fitness reasons
- ☐ Environmental concerns
- ☐ Other

11. Do you consider you live within cycling distance of work?

- ☐ Yes
- ☐ No

12. How often is a bicycle available to you for commuting to work?

- ☐ Most days
- ☐ Occasionally
- ☐ Never

13. Which of the following would encourage you to cycle to work more? (tick all that apply)

- ☐ Improved cycle paths
- ☐ Improved cycle parking at work
- ☐ Clothes lockers at work
- ☐ Improved changing / showering facilities
- ☐ Discounts on bicycles and safety equipment at local shops
- ☐ Interest-free loan to buy a bicycle and safety equipment
- ☐ Cycle training / refresher course
- ☐ Bicycle User Group at work
- ☐ "Bike Doctor" maintenance sessions at work
- ☐ Nothing
- ☐ Other

14. Which of the following would encourage you to use the bus or train more to get to work? (tick all that apply)

- ☐ More direct bus routes
- ☐ More frequent bus services
- ☐ Better facilities at bus shelters
- ☐ Discount tickets/passes available at work
- ☐ More convenient bus drop-off points
- ☐ More frequent rail services
- ☐ Better connections from home to the rail station
- ☐ Better connections from the rail station to work
- ☐ Better public transport information at work
- ☐ Nothing
- ☐ Other

Annex B

15. Do you currently give a colleague a lift to or from work?

- ☐ Yes - Every day
- ☐ Yes - Most days
- ☐ Yes - Occasionally
- ☐ No

16. What would encourage you to participate in an organised car sharing scheme? (tick all that apply)

- ☐ Database of potential sharers
- ☐ Guaranteed ride home
- ☐ Preferential car parking space
- ☐ Flexibility to car share only some days per week
- ☐ Opportunity to share costs
- ☐ Availability of pool car for work trips
- ☐ Nothing
- ☐ Other

17. How have your commuting work habits changed in the last 12 months?

- ☐ No change
- ☐ Drive less
- ☐ Drive more
- ☐ Use public transport more
- ☐ Use public transport less
- ☐ Walk or cycle more
- ☐ Walk or cycle less
- ☐ Other

17 a) Why have your commuting habits changed?

- ☐ No change
- ☐ Alternatives encouraged at work
- ☐ Moved house
- ☐ Health reasons
- ☐ Difficulties of alternatives
- ☐ Other

Work Details

18. Work Department/Section:

...../.....

19. Place of Work:

.....

20. Job Title:

21. What hours do you usually work?

Start time:

Finish time:

22. Do you work flexi-time?

- ☐ Yes
- ☐ No

23. Would you be interested if different working patterns were available? (e.g. 9-day fortnight, earlier start, later finish)

- ☐ Yes
- ☐ No

24. Given the right equipment, could you work from home?

- ☐ Yes - regularly
- ☐ Yes - occasionally
- ☐ No - not at all
- ☐ I already work from home

24.a) If possible, would you consider working from home?

- ☐ Yes
- ☐ No
- ☐ Not applicable

25. Do you use a vehicle in the course of your work?

- ☐ Yes
- ☐ No

25 a) If Yes, how often do you use it? (tick one)

- ☐ More than once a day
- ☐ One or two days a week
- ☐ Three or more days a week
- ☐ Once or twice a month
- ☐ Less often

26. Do you ever use public transport for work trips?

- ☐ Yes
☐ No
☐ Not applicable

27. Do you ever use a bicycle for work trips?

- ☐ Yes
☐ No
☐ Not applicable

27 a) If No, would a better cycle allowance for work trips encourage you to use one?

- ☐ Yes
☐ No
☐ Not applicable

28.If Pool Bicycles were available for work trips would you use one?

- ☐ Yes
☐ No
☐ Not applicable

29. Do you ever use a Pool Car or Hire Car for work trips?

- ☐ Yes
☐ No
☐ Not applicable

Demographic Details

30. Gender

- ☐ Male
☐ Female

31. Age

- ☐ 24 or under
☐ 25 - 34
☐ 35 - 44
☐ 45 - 54
☐ 55 or over

32. Do you have a disability that affects your choice of transport?

- ☐ Yes ☐ No

33. Where do you live?

Post Code:

Over to You

Your opportunity to suggest improvements :

[illegible]

Data Protection

34. Data gathered through this survey will be used to help develop the Travel Plan. Summary data, that does not contain personal details, may also be shared with public transport providers solely for the purposes of enhancing services

- ☐ I consent to data being used as outlined above

Full Name

.....

Thank you for taking the time and trouble to complete this questionnaire

Annex C - Further Information

1. Travel Plans

Association for Commuter Transport (ACT)

An association for employers and a source of advice and information on travel plans. For advice or information about joining ACT contact Andy Costain, Association for Commuter Transport (ACT), 1 Vernon Mews, Vernon Street, London W14 0RL.

Tel: 020 7348 1970
Fax: 020 7348 1989
Email: mail@act-uk.com
Web: www.act-network.demon.co.uk

EEBPP - Energy Efficiency Best Practice Programme

The Energy Efficiency Best Practice Programme offers Site Specific Advice, a free, Government-funded service. You can get up to five days free advice to help you get a Travel Plan up and running. Look up the website at www.energy-efficiency.gov.uk/transport or call the Environment and Energy Helpline on Freephone 0800 585794.

You can ring this number to order a free copy of "A Travel Plan Resource Pack for Employers" the essential guide to developing, implementing and monitoring a travel management strategy. The EEBPP also has numbered guides called General Information Reports. Five guides refer to Travel Plans and all can be downloaded as PDF files from www.energy-efficiency.gov.uk/eebpp or can be sent by post:

- 73 Travel Plans - New Business Opportunities for Public Transport Operators
- 74 Travel Plans - Business Opportunities for Service Providers to Cyclists and Walkers
- 80 Travel Plans - New Business Opportunities for Suppliers of Information and Communication Technology
- 81 Travel Plans - The Role of Human Resources Staff and Trades Union Representatives in Supporting Travel Plans
- 84 Travel Plans - A Guide for Developers

Tel: Helpline 0800 585794
Web: www.energy-efficiency.gov.uk/transport
www.energy-efficiency.gov.uk/eebpp

Toolbox

Useful interactive, web-based tool box designed to help companies develop their own mobility plans (travel plans). Developed by a consortium of European specialists in mobility management, it incorporates examples, a "Quick Solution Catalogue" with suggestions to solve particular problems, a "Decision Support System" for those experiencing more than

one problem and step by step instructions on the implementation of measures. The tool also estimates what the costs and benefits would be. Also available on CD-ROM.

Web: www.mobilitymanagement.be

Email: bd@traject.be (Mr Bart Desmedt, project Co-ordinator at Traject)

Tax Relief

An employer can claim relief for capital expenditure on Travel Plans. If an employer buys computer equipment or related software to set up and monitor the Travel Plan, this would qualify as 'machinery or plant' for which capital allowances are available. Works buses attract relief from tax and National Insurance Contributions as do some subsidies for public bus services and season ticket loans. Bicycles and related safety equipment provided by the employer attract relief. There is an extra-statutory concession to encourage car sharing re "get you home in an emergency" costs. Further information is available in Leaflet **IR176** from the Inland Revenue. Get a free copy by phoning their order line on 0845 9000 404 or download it from the internet at www.inlandrevenue.gov.uk.

2. Sustainable Transport

Car Sharing

There is a car sharing database specifically for Norwich and Norfolk set up by Norfolk County Council and Norwich City Council and powered by Liftshare.com. (Will be launched in November 2001). The lift matching database is free to all and covers the whole of the UK. Groups of people (e.g. employees, people on the same industrial estate, villagers) to form car sharing communities open to everyone. Public Groups are free to set up. There is a small charge for companies setting up Private Groups (£300 set up on including link to internet or intranet site, plus £100 a year software licence). There is a Call Centre for people without access to the internet to find car sharing partners, set up car pools etc.

Tel: Call Centre 08700 11 11 99 (9-5 Monday to Friday)

Web: www.carshare.to

Electronic Staff Travel Surveys

Norfolk County Council has helped to develop an electronic travel survey in conjunction with Norwich-based company Freeboon to offer organizations and companies a quick, easy, cost-effective alternative to traditional paper surveys. The sample survey can be viewed at www.freeboon.com/travelsurvey. Surveys can be tailored to suit individual requirements. Freeboon is a commercial company and a charge is made. For further information contact Martin Kentish, Freeboon Advanced Survey Processing Systems, Swan Yard, King Street, Norwich NR1 1PG.

Tel: 01603 627810

Fax: 01603 629437

Email: martink@freeboon.com

Web: www.freeboon.com

Green Fleet Awards

The aim of the Green Fleet Awards is to promote all that is good about the environmentally friendly activity being carried out by UK fleets of all types and sizes and via a handbook that is published after the event, to share that information with others.

Green Fleet has been chosen to promote the awards to participants in the PowerShift and Motorvate programmes.

Abbey Publishing & Exhibitions (UK) Ltd, APEX House, 28 Ruskin Avenue, Waltham Abbey
EN9 3BP

Tel: 01992-651514
Fax: 01992-651517
Email: mail@abbeypublishing.co.uk
Web: www.abbeypublishing.co.uk/green_fleet_awards.htm

Motorvate

Motorvate is a Government-backed award scheme designed to help companies cut their fleet travel costs and at the same time help the environment. Motorvate's aim is to encourage and assist organisations to cut their CO₂ emissions. Setting simple goals to be achieved in stages, the scheme's core target is a reduction of 12% of CO₂ emitted by a fleet over a 3 year period. At least 3% of this reduction must be attributed to reduced business mileage.

Tel: Motorvate helpline 0808 100 9 100
Email: Motorvate@aeat.co.uk
Web: www.greenerfleet.org.uk

PowerShift

PowerShift is an Energy Saving Trust programme (www.est.co.uk) to help establish a sustainable market for alternative, clean fuel vehicles in the UK. PowerShift offers grants worth 40% to 75% of the additional cost of buying a clean fuel vehicle or converting an existing vehicle, provided it is on their register and less than five years old. It provides grants towards the additional cost of purchasing new gas (liquefied petroleum gas and natural gas) and electric vehicles that offer air quality benefits over their petrol or diesel equivalents.

Tel: 0345 277200
Web: www.est-powershift.org.uk

TransportAction

The TransportAction website is a gateway to third party web sites offering practical solutions in the drive to promote environmentally sustainable mobility. TransportAction is run on behalf of, and mainly funded by, the Government Department of Transport, Local

IN WITNESS whereof The Council and the Owners have executed this deed the day
and year first before written

THE COMMON SEAL of)
BROADLAND DISTRICT COUNCIL)
was hereunto affixed in the presence of:)

[Signature]

*Head of Corporate Services
& Monitoring Officer*



5287

THE COMMON SEAL of)
NORFOLK COUNTY COUNCIL)
was hereunto affixed in the presence of:)

[Signature]

authorised to sign
on behalf of:

Director of Corporate Resources



SIGNED AS A DEED on behalf of)

CARE PRINCIPLES LIMITED)

By :)

J R MAHADEVAN Director

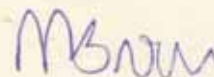


N G SMITH Secretary



SIGNED AS A DEED BY)

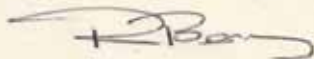
Mark Brown.



AS ATTORNEY AT BARCLAYS)

BANK PLC)

Witnessed by



R BERRY