



Tree Survey Report

For
VTCT Skills,
Annealing Close,
Eastleigh,
SO50 9PX

The analysis and recommendations of the ground level visual inspection of trees.

Dated 19/11/2025

Inspector - Tom Munday



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To Whom It May Concern,

Thank you for using Countrywide Grounds Maintenance to carry out a professional tree survey on your site.

Within this pack you will find:

- A description of how the survey has been carried out, legal framework to take into consideration before during and after the survey. Recommendations on what you can do to mitigate any risks to person or property. A summary of your site and an introduction into whom has asked for the survey and why it is being undertaken.
- You will find a key to relate to when looking through the spreadsheet of the trees surveyed to get a better understanding of what data's been recorded and to let you know what the abbreviations mean
- The survey itself in spreadsheet form
- Map of trees located on site – Trees mapped by GPS and in some cases trees will be also physically tagged.
- Photographs if deemed necessary by the tree inspector

If you have any further questions, please do not hesitate to contact me on the details found at the top of this letter.

We look forward to working with you,

Best regards,

Tom Munday

LANTRA Professional Tree Inspector

Level 3 Extended Diploma in Arboriculture

TREE HEALTH
VISUAL TREE ASSESSMENT/SURVEY

CLIENT: VTCT Skills

DATE: 19/11/2025

REFERENCE NUMBER: VTCT-CW-001

SITE ADDRESS: Annealing Close, Eastleigh, SO50 9PX

DATE OF VISIT: 19/11/2025

SURVEY COMPLETED BY: Tom Munday

The Tree Inspector

- Level 3 Extended Diploma in Arboriculture
- LANTRA Award Professional Tree Inspector
- 10+ years industry experience as an arborist

Limitations & Scope of Tree Works

In reading and understanding the contents of this report it should be remembered that no tree can be deemed risk free. Within the natural environment, trees are subject to unpredictable forces such as extreme weather, disease, and man's influence. We investigate every obvious and available facet of the tree's structure and its surroundings to reach a conclusion in respect to a level of safety. These conclusions and recommendations seek to assess the level of risk that the trees may pose that could be considered acceptable, given the tree's location, site use, and owners' acceptance of the level of risk within the perception of its value to the environment. No tree can ever be considered completely hazard free, and regular monitoring of the tree and its surroundings should be undertaken by the owner and their appointed specialist advisors, where necessary on a cyclic and recorded basis.

This survey is compiled in a report with arboricultural aspects of the site only.

Ground surveys only, carried out with binoculars, probes and sounding hammer. Any aerial surveys will be noted separately to the related tree in the attached detailed spreadsheet.

All recommendations of remedial work are to be carried out to BS3998:2010 Tree Work Recommendations. All works carried out need to be done so by a qualified arborist.

Introduction

Leanne Meyrick the Corporate Service Manager for VTCT, has asked for a Visual Tree Assessment (VTA) to assess the vigour and safety of the trees. This survey is included in the contract for grounds maintenance. Each tree has been plotted on the attached map, all allocated a number prefixed with T for single trees and G for trees in a group; plan reference number VTCT-CW-001.

Data collected in this report will cover the overall condition of singular trees, recommended remedial work (in conjunction with BS3998:2010), and time scale of when work needs to be carried out and when the next inspection maybe needed. These findings will all be described on the survey sheet attached, pictures, if provided, will also have a reference and will be used to show significant defects in the tree in question.

Site visit date – 19/11/2025

VTCT

VTCT is an office building in Eastleigh with a reasonable size grounds, host to 7 mature trees. 5 located in car park and 2 around the back on the only grass area.

Legislation Regarding Management of the Trees

The trees on site are subject to a Tree Preservation Order (TPO) made in the 1990's also The Town and Country **Planning (Tree Preservation, England) Regulations 2012**. An application to local planning authority needs to be granted before remedial work can be carried out. The premises manager has been made aware of this factor. All factors will be taken within the guidelines of BS5837. Occupiers Liability Act 1984 is the common duty of care to all visitors, Health and Safety at Work Act 1974 s.3 health and safety to 3rd parties are other legislations that need to be adhered to, and any persons who are involved in this process will be made aware from reading this tree survey.

Legal Framework

'A duty of care'

A duty of care in relation to tree inspection is owed to persons who may reasonably (by the tree owners, those responsible for managing trees and the tree inspector) be affected by their action or inaction. This duty means that the actions of these persons need to meet a standard of care. If they do not, then negligence in common law may be proved and may result in future claims.

It is a tree owners' responsibility to look after and tend to trees on their property. Other laws that come into play are listed below:

- Occupiers Liability Act 1957 and 1984 (duty of care)
- The Health and Safety at Work Act etc 1974
- The Highways Act and Local Government (Miscellaneous Provisions) Act 1976
- The Wildlife and Countryside Act 1981
- Countryside Rights of Way Act 2000
- Conservation of Habitats and Species Regulations 2010
- The Town and Country Planning Act 1990 and The Town and Country Planning (Tree Preservation) (England) Regulations 2012
- The Town and Country Planning Act 2008

Methodology

The survey and this report are concerned with the Arboricultural aspects of the site only.

This survey is restricted to trees within the site or those outside the site that may be affected. No other trees were inspected.

It is based on a ground level tree assessment and examination of external features only – described as the ‘Visual Tree Assessment’ method expounded by Mattheck and Breloer (The Body Language of Trees, DoE booklet Research for Amenity Trees No. 4, 1994).

If needed probe will be used to test for sound wood from an open cavity.

Other references:

Updated Field Guide for Visual Tree Assessment – C. Mattheck

The Body Language of Trees – C. Mattheck, K. Bethge, K. Weber

An Arborists’ Field to Tree Pests and Diseases – Arboricultural Association

Modern Arboriculture – Alex Shigo

Manual of Wood Decays in Trees – K. Weber, C. Mattheck

Collins Tree Guide

Collins Fungi Guide

Diagnosis of Ill Health in Trees – R. G. Strouts, T.G. Winter

Principles of Tree Hazard Assessment and Management – David Lonsdale

Tree Works

The tree works to be carried out are listed on the spreadsheet attached. All surveys produced state that a site will be re-surveyed on a 12-month basis unless stated differently on the attached spreadsheet.

The attached spreadsheet lists all trees and groups of trees individually, with remedial action stated if needed.

If there are any defects which the Arboricultural Contractor observes during the works that additional advice is required, then they should contact me to discuss further, so an alternative procedure can be determined.

Prior to commencement of any tree work it will be necessary to contact the Local Authority to determine if there are any restrictive orders affecting the site and if necessary submit an application to which this report can be used in support.

A copy of this report should be made available to the tree contractors who are providing quotes for the recommended works.

All recommended work should be carried out to meet current B.S. 3998 2010. The work should be carried out by a competent and qualified professional arborist complying with the latest health and safety requirements.

Summary

The site is host to 7 trees concluding 3 different species all mature in size and age. Most of the trees on site need remedial works to increase their longevity, and to maintain the well-presented nature of the site. It is noticeable that some arboricultural work has been carried out on site, all previous remedial action undertaken has been to a very high standard. It is extremely important that the work recommended in this report is carried out before the next inspection in 12 months' time (or otherwise stated), and the work is to be carried out by a skilled arboricultural specialist. This will help prolong the trees lifespan and reduce the risks of failure.

The purpose of carrying out this Health and Safety Tree Survey and the recommending the necessary works is to comply with the legal aspects under the Occupiers Liability Act 1957 & 1984, Chapter 3, in addition to comply with the insurance conditions imposed upon sites. Failure to uphold these conditions could result in prosecution of the senior site person and exclusion for insurance cover. The latter section comes under the Corporate Manslaughter and Corporate Homicide Act (2007) Chapter 19 (Corporate Homicide in Scotland) companies or organisations whose gross negligence causes death of an individual could now face prosecution for manslaughter. The fines are unlimited. Immunity from prosecution from the Crown has been removed.

Please Note – Guidance in the HSE leaflet AFAG 401: Tree climbing operations states, "A minimum of two people must be present during all tree-climbing operations. One of the ground team must be available, competent and equipped to perform aerial rescue without delay.

If you have any further questions, please do not hesitate to contact me.

Tom Munday

LANTRA Professional Tree Inspector and Qualified Arborist

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VTCT Skills

Tree Survey Results Key

Tree Number – number of tree or group i.e. T1 or G1 or tagged (4 digit number in results table)

Species – Common name and Latin name

Age Class – NP – Newly Planted

Y – Sapling / Young Tree

SM – Semi Mature

M – Mature

OM – Over Mature

V – Veteran

Condition

- Good – Healthy all-round crown and stem, no significant defects
- Fair – Generally healthy with some low significant defects, may have some dieback, leaf wilt, pruning wounds, cambium damage, but nothing overly significant
- Satisfactory – Tree showing signs of losing vigour and vitality, significant defects are present, more noticeable than what is described in fair condition
- Poor – very low vitality and vigour, very noticeable significant defects, deadwood, gaps in canopy and significant die back and cambium damage. Signs of energy stores weakened showing in lack of wound occlusion.
- Dead / Dangerous – Loss of high percentage of structural integrity, large number of significant defects – urgent remedial action required.

Remedial Action – recommended works that need to be carried out.

Work Priority – these will be colour coded on survey spreadsheet to deem what needs to be carried out promptly and which can wait. (the key for the colour coding is to make it easier to identify on the report)
The remedial work recommended takes into account the rate of risk, this being hazard – something with potential to cause harm for example, a tree with a significant defect.

Target – in order for there to be risk there has to be a target; people and property constitute as a target, where no property exists, or people cannot go there can be no target: therefore, no risk.

Risk – the probability that harm will be caused to persons or property by the tree with a significant defect.

- White – no remedial action required
- Low (green) – remedial work to be completed within 12 months (next inspection)
- Medium (Yellow) – remedial work to be completed within 6 months
- High (Red) – remedial work to be completed within 3 months

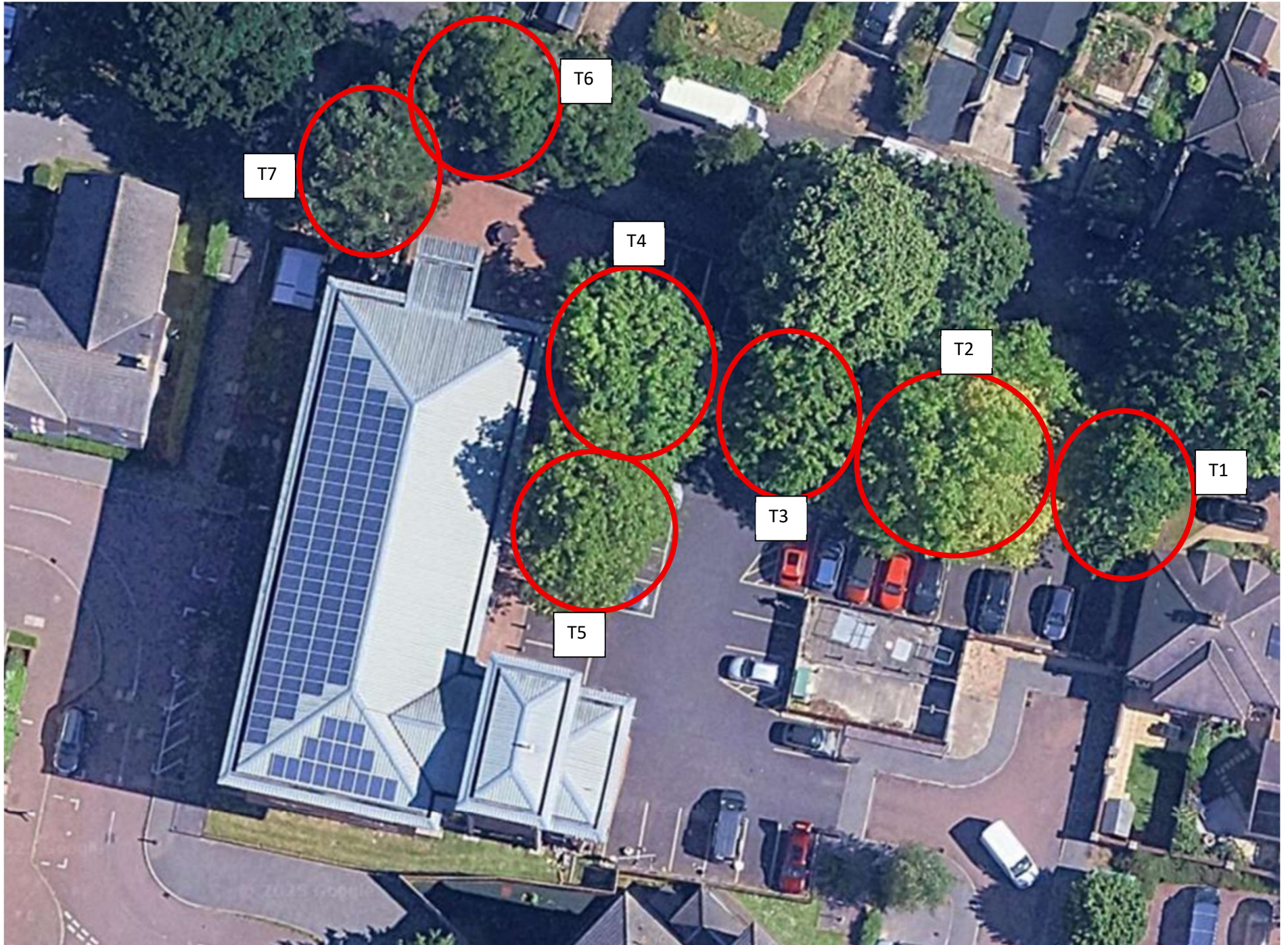
If it is deemed necessary to carry out remedial works sooner than the time frames above, then it will be stated on results page and in the body of the report.

Inspection Frequency – this is usually 12 months from date of inspection unless notified on the report.

	Professional Health and Safety Tree Survey	Site: VTCT Skills			Date - 19/11/2025		
	Species						
Tree ID	Common Name	Latin Name	Age Class	Condition	Remedial Action	Work Priority	Inspection Frequency
T1	Oak	Quercus robur	M	Good	Remove deadwood from canopy. Both car park and over neighbouring property.	By next inspection	12 months from date of inspection.
T2	Pin Oak	Quercus palustris	M	Good	Reduce canopy by 2-3m, this will improve shape and reduce spread over car park, increasing the longevity of the tree.	By next inspection	12 months from date of inspection.
T3	Pin Oak	Quercus palustris	M	Good	Reduce lateral branches by 1-2m to promote a more aesthetic look. The tree has started to become to widespread.	By next inspection	12 months from date of inspection.
T4	Pin Oak	Quercus palustris	M	Good	Works have already been carried out to prune away from building, this is still a sufficient distance. Recommended works now are to selectively reduce the height and remaining lateral branches to improve aesthetic look.	By next inspection	12 months from date of inspection.
T5	Pin Oak	Quercus palustris	M	Good	Full crown reduction of 3m all over apart from building side, to promote a more aesthetic shape and reduce sail size.	By next inspection	12 months from date of inspection.

T6	Scots Pine	Pinus sylvestris	M	Good	Severy ivy at the base and remove to a height of 2 metres. To also remove deadwood canopy.	By next inspection	12 months from date of inspection.
T7	Scots Pine	Pinus sylvestris	M	Good	Severy ivy at the base and remove to a height of 2 metres. To also remove deadwood canopy.	By next inspection	12 months from date of inspection.

White Row - No Remedial Action Required
Green Highlighted Row- Remedial Action to Be Completed Within 12 Months
Yellow Highlighted Row - Remedial Action to be Completed Within 6 Months
Red Highlighted Row - Remedial Action to be Completed Within 3 Months
Please note - If it has been stated otherwise that the work needs to be carried out sooner than the time frames above it'll be noted in the final written report and given a different colour.



T6

T7

T4

T2

T1

T3

T5