

**TREWORKS AT COTTAGE IN THE WOODS PATH (IVER HEATH)  
AND AREA OUTSIDE 45B, HIGH STREET, IVER**

**Background**

**024/24 TREE WORKS AT COTTAGE IN THE WOODS PATH (IVER HEATH) AND AREA OUTSIDE 45B, HIGH STREET**

*The report of the Deputy Clerk was received concerning tree work required at these two locations and it was Agreed that the Deputy Clerk seek three quotes for the work to be brought to the next meeting. The Deputy Clerk made a recommendation to the Committee that following a decision to carry out tree works which will mean a significant portion of the budget for 24/25 will have been spent and therefore consideration will be needed to vire money to this budget line in consultation with the Full Council and the Responsible Finance Officer.*

**Quotes for Remedial Work**

The Deputy Clerk has attempted to seek 3 quotes as per the requirements of the adopted Financial Regulations:

<b>Contractor 1</b>	£9,100.00 ex VAT
<b>Contractor 2</b>	£3,100.00 ex VAT
<b>Contractor 3</b>	£8,190.00 ex VAT

Decision required:

The committee is asked to make a decision on which contractor to award the work to.

**Finances 2024/25**

2024/25 Full Year Budget:	£18,000
2024/25 spend to 17 <sup>th</sup> July 2024:	£12,420 *
2024/25 Balance:	£5,580

(\* Does not include any commitment to the work detailed above)

The spend has been on remedial work completed during this financial year noting no tree surveys have been carried out / charged during this financial year to date.

The Officers recommendation is that this committee recommends to Full Council (September) that a further **£12,000** is added to the Treework budget line from general reserves based on the following observations:

- We have 5 remaining open spaces that require trees surveys at an estimated £3,000 ex VAT and these should be carried out in 2024/25
- There will be some remedial work to be carried out from the outstanding tree surveys and some of that may be identified as 'urgent', 'complete in 3 months' or complete in '6 months'. Where immediate or 3 month work is required it will undoubtedly need carrying out in the 2024/25 financial year

- Depending on the decision above the current 2024/25 budget maybe be exceeded immediately once a Purchase Order is approved and the cost become committed
- With our current climate a storm may give rise to the need to carry out emergency tree work in the second half (winter) of the year
- Fulfilling the need to maintain our trees effectively and spending the right amount of budget future proofs tree conditions and prevents any risk of future litigation should a poorly maintained tree cause physical or structural damage to any person and council or residential property.

**Jeremy Day**  
**Deputy Clerk – Open Spaces & Highways**  
**July 2024**



Client: 7213799

26-Jun-2024

The Ivers Parish Council  
Attn: Jeremy Day  
45B High street  
Iver  
SLO 9ND



Proposal For Tree Care Services

Pinewood Close, Footpath, Iver SLO 0QT

NOTICE TO CLIENT:

[REDACTED] has entered this property for the specific purpose of writing this proposal, pursuant to the owner's request. [REDACTED] makes no warranties and accepts no responsibility regarding the potential risks involving any trees on this property. [REDACTED] recommends having a qualified arborist inspect your property periodically to assist you in identifying potential risks or hazardous conditions related to your trees and shrubs. THIS IS NOT AN INVOICE.

EXECUTIVE SUMMARY:

Group	Recommendation	Number of Trees	Amount
	Pruning	1	£7,800.00
	Equipment	1	£1,300.00
TOTAL		2	£9,100.00
TOTAL VAT:			£1,820.00
TOTAL:			£10,920.00

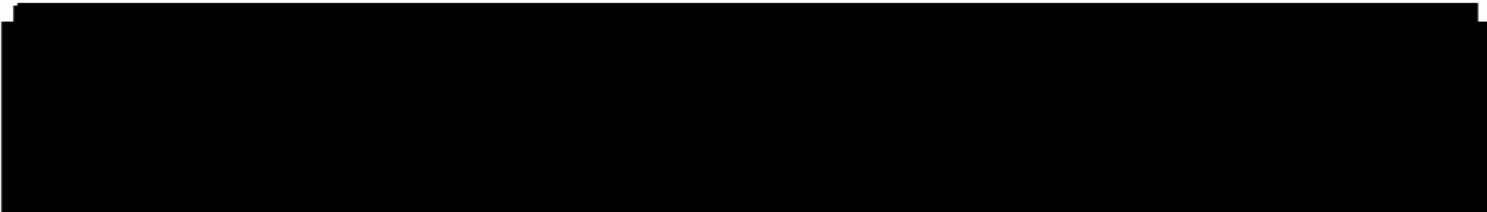
: Tree and Shrub Work

Pruning

Species	Location
Mixed Species Group	Pinewood close footpath / Council Office

Goals:

- Reduce size of crown
- Reduce spread of crown



**Client: 7213799**

**26-Jun-2024**

- Maintain size and shape
- Improve appearance
- Remove deadwood 1.5" and larger
- Reduce risk of branch failure

**Specifications:**

- Reduce and/or remove dead, live branches as needed
- Remove all debris

**Arborist Notes:**

- This proposal is for the 6 months works to the trees located at Pinewood Close footpath and at the Council Office and includes a mixture of pruning works and removals as listed below.

All material will be left on site, logs will be stacked neatly in the overgrowth and branches will be fly chipped in to the overgrowth, this will help attract insects in to the area and will cause less disturbance to the insects already in the area.

**PINEWOOD CLOSE TREES -**

T13 3447 - Oak - Remove deadwood over footpath

T17 3451 - Oak - Reduce south facing crown section by 2-3m to suitable growth points, grading into remaining crown and remove deadwood over footpath and sever Ivy at base

T18 3452 - Oak - remove significant deadwood over footpath and sever Ivy at base

T20 3453 - Pine - Remove dead specimen

T21 3454 - Horse Chestnut - Reduce crown by 2m to suitable growth points

T26 3459 - Pine - Remove dead specimen

T27 3460 - Pine - Remove dead specimen

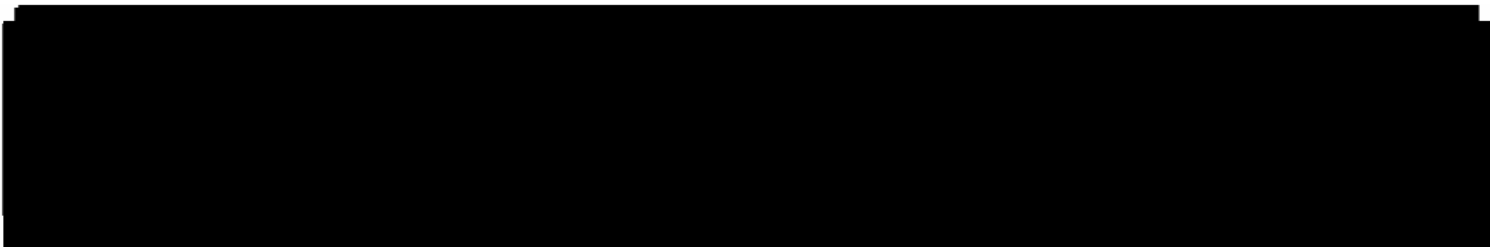
T32 3464 - Oak - Remove significant deadwood

T34 3466 - Ash - Remove significant deadwood

G4 Mixed species - Remove west facing stem on Sycamore on western edge of group

**OFFICE COUNCIL TREE**

T6 3441 - Sycamore - Remove significant deadwood



Client: 7213799

26-Jun-2024

T8 3442 - Sycamore - Remove significant deadwood

Amount: £7,800.00

VAT: £1,560.00

Equipment

This proposal is for the hire of a 27M MEWP to carry the works out safely to the trees that are dead and not safe to climb

Amount: £1,300.00

VAT: £260.00

For the Sum of: £9,100.00

Total VAT: £1,820.00

Total: £10,920.00

SCHEDULE OF WORK PROPOSED:

Once accepted and scheduled, [REDACTED] will coordinate all job planning and scheduling; equipment requirements, and work crew staffing and direction pertaining to safe, professional execution of the service or services offered.

Upon acceptance of this proposal, this work can be scheduled to take place during the week/weeks of 26 Jun 2024 and should be completed by 26 Jun 2024.

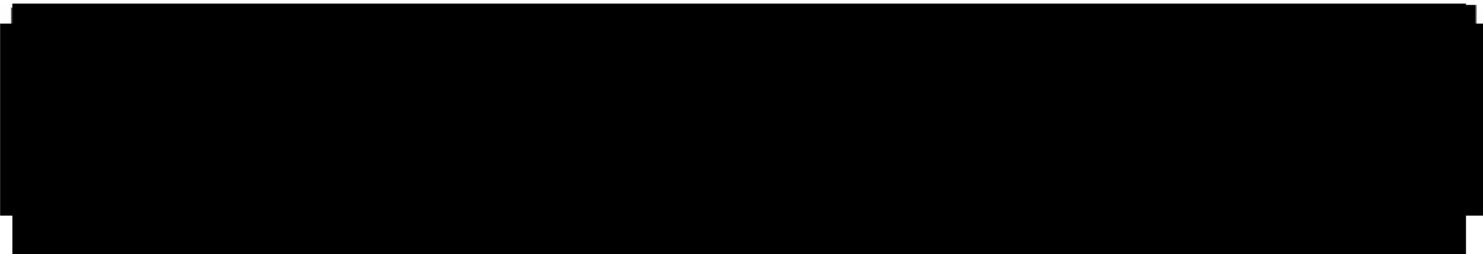
SCHEDULE OF PAYMENT:

[REDACTED] offers to perform the work specifications at the work location listed above at the following rates:

Owner agrees to pay a total price of: £10,920.00

NOTICE OF RIGHT TO CANCEL:

You, the client, may cancel this transaction, without penalty or obligation, at any time prior to midnight of the third business day after the date of the acceptance of this proposal. To cancel your acceptance of this proposal within this time, you may notify [REDACTED] [REDACTED], in writing of your intent to do so, referencing the work location and project.



**ADDITIONAL TERMS AND CONDITIONS:**

After reviewing the terms and conditions attached, which become part of this agreement, please sign the enclosed copy and return in the enclosed envelope. In the event that the client should issue additional work authorization terms, if agreed upon, such terms will be incorporated into this agreement. In the event that such terms conflict with this agreement, then the terms of this agreement shall govern over any conflicting language. The original document should be retained for your reference. Should you have any questions or need further information, please contact me directly at <cell phone>.

**OFFER:**

will perform the above referenced service in a safe, professional manner, in accordance with all laws, rules, regulations, and industry standards governing tree care.

Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_ 26-Jun-2024

Printed Name: \_\_\_\_\_

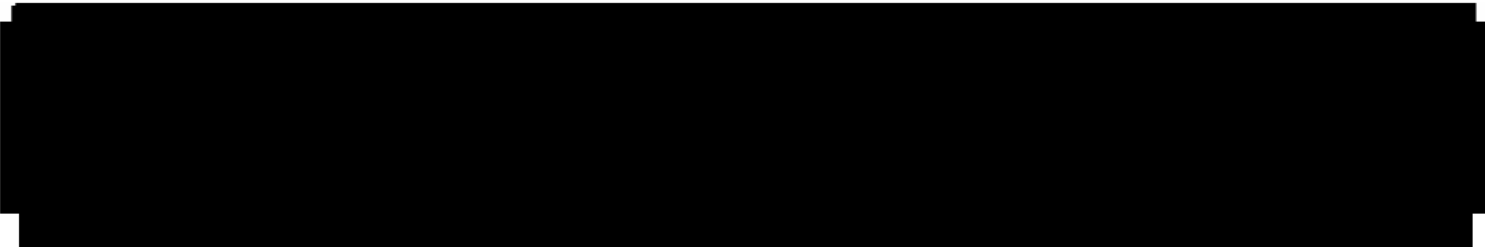
**AUTHORIZATION TO PROCEED:**

I hereby authorize to perform the above services. Unless otherwise agreed upon in writing by , I agree to make total payment of the estimated costs and all authorized additional costs upon completion of the work.

Client's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_



Client: 7213799

26-Jun-2024

Our prices are subject to VAT at the standard rate. Please read the enclosed terms and conditions of the contract. All works will be carried out within the guidelines of British Standards 3998:2010 "Recommendations for Tree Works."

Please note that all of our staff are direct employees of the company and NOT sub contractors or self-employed unless otherwise stated. For your protection, all our work is covered by comprehensive insurance and I enclose a copy of our insurance coverage certificate as evidence of our cover.

The client has confirmed in accepting this quotation that any sub surface obstructions, services and utilities, on or serving their properties have been as accurately as possible disclosed to this office and the on site workforce, and that the client accepts liability for any costs that could arise from damage to such services that subsequently might be found, during our works.

Please complete and return the enclosed acceptance form or hand to the crew leader on the day the work is carried out.

\* VAT added where applicable. Prices are guaranteed if accepted within twenty eight days.

All accounts are net payable upon receipt of invoice.

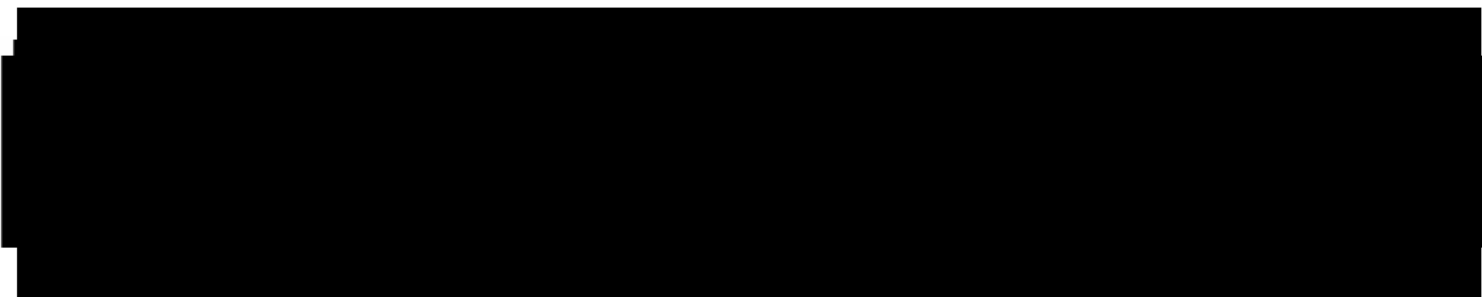
**PLEASE NOTE; PAYMENT IS DUE ON RECEIPT OF OUR INVOICE**

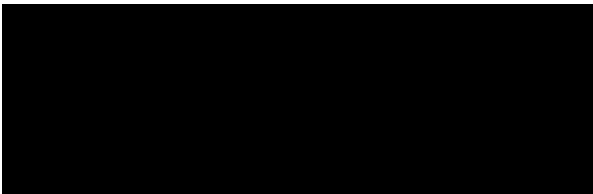
**PREFERRED PAYMENT: ALL MAJOR CREDIT/DEBIT CARDS ACCEPTED**



**FOR FURTHER INFORMATION REGARDING OUR SERVICES**

**PLEASE VISIT OUR NEW WEB SITE ON:**





QUOTATION

QUOTE REF: 04851  
DATE: 01/07/2024

The Ivers Parish Council  
The High Street  
Iver  
SL0 9ND

Site Reference 45b, High Street, Iver, SL0 9ND & Cottage in the Woods Path, Iver Heath, SL0 0QQ  
Contact Name: Jeremy Day                      Contact Tel: 01753 655331  
Contact Email: [deputyclerk@iversparishcouncil.gov.uk](mailto:deputyclerk@iversparishcouncil.gov.uk)

After our recent site survey, we have pleasure in submitting our proposal for the following works.

Tree No	Species/Genus	Proposed Management	Cost £
T6	Sycamore x 1 ( <i>Acer pseudoplatanus</i> )	Iver Parish council offices. Christmas lights installed in crown. Remove moderate/major dead wood (20mm and above).	£3,100.00
T8	Sycamore x 1 ( <i>Acer pseudoplatanus</i> )	Iver Parish council offices. Christmas lights installed in crown. Remove hanging dead wood.	
T13	English Oak x 1 ( <i>Quercus robur</i> )	Iver footpath by Pinewood Close. Remove moderate/major dead wood over footpath (20mm and above).	
T17	English Oak x 1 ( <i>Quercus robur</i> )	Iver footpath by Pinewood Close. Sever Ivy at base of the tree removing a 30cm strip. Reduce South facing section crown 2-3m to suitable growth points, grading the remaining crown. Remove moderate/major dead wood over footpath (30mm and above).	
T18	English Oak x 1 ( <i>Quercus robur</i> )	Iver footpath by Pinewood Close. Remove moderate/major dead wood over footpath (20mm and above). Sever Ivy at the base of the tree by removing a 30cm strip.	
T20	Scots Pine x 1 ( <i>Pinus sylvestris</i> )	Iver footpath by Pinewood Close. Tree has died. Fell by sectional dismantle.	
T21	Horse Chestnut x 1 ( <i>Aesculus hippocastanum</i> )	Iver footpath by Pinewood Close. Crown reduction removing up to 2m to suitable pruning points.	
T26	Scots Pine x 1 ( <i>Pinus sylvestris</i> )	Iver footpath by Pinewood Close. Tree has died. Fell by sectional dismantle.	
T27	Scots Pine x 1 ( <i>Pinus sylvestris</i> )	Iver footpath by Pinewood Close. Tree has died. Fell by sectional dismantle.	
T32	English Oak x 1 ( <i>Quercus robur</i> )	Iver footpath by Pinewood Close. Remove moderate/major dead wood over footpath (20mm and above).	
T34	Ash x 1 ( <i>Fraxinus excelsior</i> )	Iver footpath by Pinewood Close. Remove moderate/major dead wood over footpath (20mm and above).	
G4	Mixed Species Group	Iver footpath by Pinewood Close. Remove West facing stem of Sycamore on Western edge of group.	
Please Note: If OPM (Oak Processionary Moth) is detected whilst working on Oak(s) there will be an additional cost of £350 + VAT for climbing inspection per tree and £25 + VAT per nest removal and disposal. Costs are based on crown size, inspection and volume of nests.			
All arisings to be processed, removed and recycled (Unless otherwise Stated)			
SUBTOTAL			£3,100.00
Plus VAT @ 20%			£620.00
TOTAL			£3,720.00





All work shall be completed in line with BS3998:2010 -Recommendations for Tree Work where appropriate  
[REDACTED] will check all TPO and Conservation Area clearance if not already in place

## QUOTATION/WORK SCHEDULE

<b>Client:</b> Jeremy Day Iver Parish Council 63 Chequers Orchard Iver Buckinghamshire, SL0 9NJ		<b>Site address:</b> Cottage in the Woods Path, Iver Heath. (Behind Pinewood Green) SL0 0QQ	
<b>Our Ref:</b>	31521	<b>Date:</b>	16th July 2024
		<b>Purchase Order No:</b>	

Details of Work Required/Recommended	Price £
Carry out various works as per Cottage in the woods  T13 £1000 T17 £750 T18 £500 T20 £500 T21 £1000 T26 £750 T27 £750 T32 £750 T34 £750 G4 £400	£7,150.00
All resulting brushwood and logs will be transported to our recycling depot awaiting transfer to be used as bio-fuel <b>(unless otherwise stated in work description above).</b>	
Sub total	£7,150.00
VAT @ 20%	£1,430.00
<b>Total Cost</b>	<b>£8,580.00</b>

### Priorities

U – Within 2 weeks (If necessary, fencing/taping off the hazard until work can be carried out)  
A – Within 3 months    B – Within 12 months    C – Within 2 years    ON - Owner's discretion

Tree Preservation Order/Conservation area status: [REDACTED]

### Please note:

- All measurements are approximate.
- Any additional work to that detailed in your quote must be discussed with the office a minimum of 2 working days to our team's arrival. We are not able to accommodate changes on the day.
- Our minimum charge as per our terms and conditions is £250+VAT.
- We can only hold the price of this quotation for 30 days from the date above, unless otherwise agreed in writing.

Sometimes it is necessary to have access to a neighbouring property and/or their trees, particularly when branches overhang. It is your responsibility to inform neighbours of your intention to have work carried out and the date on which it will take place. If a neighbour's property and/or trees are affected, it is your responsibility to get the neighbour consent form completed, signed, and returned to us before work starts.

**Our formal Terms and Conditions are attached for your reference. Any acceptance of this quotation assumes our terms and conditions have been accepted.**

[REDACTED]

All work shall be completed in line with BS3998:2010 -Recommendations for Tree Work where appropriate  
[REDACTED] will check all TPO and Conservation Area clearance if not already in place

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## QUOTATION/WORK SCHEDULE

<b>Client:</b> Jeremy Day Iver Parish Council 63 Chequers Orchard Iver Buckinghamshire, SL0 9NJ		<b>Site address:</b> Outside the Parish Council Office at 45b, High Street, Iver. SL0 9ND	
<b>Our Ref:</b>	31520	<b>Date:</b>	16th July 2024
		<b>Purchase Order No:</b>	

Details of Work Required/Recommended	Price £
Carry out various works as per 'Council offices'  T6 £750 T8 £290	£1,040.00
All resulting brushwood and logs will be transported to our recycling depot awaiting transfer to be used as bio-fuel ( <b>unless otherwise stated in work description above</b> ).	
Sub total	£1,040.00
VAT @ 20%	£208.00
<b>Total Cost</b>	<b>£1,248.00</b>

### Priorities

U – Within 2 weeks (If necessary, fencing/taping off the hazard until work can be carried out)  
A – Within 3 months    B – Within 12 months    C – Within 2 years    ON - Owner's discretion

Tree Preservation Order/Conservation area status: [REDACTED].

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[REDACTED] will check all TPO and Conservation Area clearance if not already in place

# Expenditure Ledger

Start of year 01/04/24

Tn no	Invoice no	Invoice date	Paid date	Cheque	Gross	Vat	Net	Details
Multi-part transaction - multiple headings								
4455	41862331-0	03/06/24	11/06/24	FPS240611 BT	£492.00	£82.00	£410.00	Caterpillar Defoliator Treatment - 2 trea
4484	41862332-0	11/06/24	21/06/24	FPS240621 BT	£492.00	£82.00	£410.00	Caterpillar Defoliator Treatment - 2 trea
7833 Tree works								
4545	41901975-0	15/05/24			£744.00	£124.00	£620.00	Swan Meadow, Iver SL0 9NQ, 1 Syc
4385	41778765-0	09/04/24	01/05/24	FPS240501 BT	£12,240.00	£2,040.00	£10,200.00	To complete Treeworks at St Leonard'
4456	41906447-0	03/06/24	11/06/24	FPS240611 BA	£468.00	£78.00	£390.00	2 treatments of OPM preventative spra
4485	41906448-0	11/06/24	21/06/24	FPS240621 BA	£468.00	£78.00	£390.00	2 treatments of OPM preventative spra
Unpaid Total					£0.00	£0.00	£0.00	
Paid Total					£0.00	£0.00	£0.00	
Total					£14,904.00	£2,484.00	£12,420.00	