

Good morning Natalie,

Thank you for passing on these questions. Here are our answers:

- 1) We have been advised that planning permission is not required for internal changes to the premises.
- 2) I do not recall mentioning any foundation issues however the contractor who priced the work suggested that their price for the new ramp may need to be adjusted should there be any support issues from the existing ground once the area is uncovered. Though unlikely this might require excavation to a greater depth than originally envisaged however this is a cost rather than delivery issue.
- 3) The new toilet will connect into the existing foul drainage stack and via this into the existing underground drainage network. The additional toilet is likely to add no more effluent to the drainage network than an increase in membership would do. The existing underground pipework has adequate capacity.
- 4) This is a relatively small club solely managed by volunteer members. We have in the past considered pay and play but unless there is significant call for this in the local area the administrative, supervision and safeguarding burden is considered to be too great to run this as a continuously available option. We do have the facility for any member to bring non-members to the club to play with them on payment of a guest fee. We invite anyone interested in trying the sport, refreshing their previous skills or to see if they like the club to a couple of supervised whole weekend events during the early part of the season and on every Saturday during the season; there is no cost for attending these sessions.

We have in recent years approached most of the care homes/facilities in the area inviting their residents to the try-bowls events and offering them the opportunity to arrange social bowling events for their residents with some take-up. Similarly we have invited local schools to use the facilities and this has shown fruit with one local school regularly holding staff social evenings on the green and at the club; this invitation has also been offered informally to the parish council. Sadly very few young people seem interested in the sport and many care facility users are not flexible or strong enough to play without causing significant damage to the green.

5) We have a longstanding offer of additional funds if needed that we regularly refresh.

6) The figure of £30,000 in our application was based on a budget estimate secured before our request was submitted in July last year. Since that time we received a single response to our enquiry some 6 months later which came in at £32,719.56 based on the works being carried out over the 2024-5 winter post season period. Given the delays in determining our request the work can now only be carried out this autumn after the current season finishes and we anticipate an increase in cost as a result of recent government decisions and other inflationary pressures. The Building Cost Information Service predicts that tender prices will rise by 2.3% this year. This would suggest that the cost of this work may rise to nearer £33,500.

Hopefully the committee will now feel that they can make their recommendation to full Council. It is my intention to attend the meeting and be available should other questions arise; perhaps you could confirm to me the date, time and location of the meeting.

Please do not hesitate to contact me should anything be unclear or you have further questions.

Kind regards

David Evans

Treasurer

Sunningdale Bowling Club

On 04/04/2025 09:46, Clerk wrote:

Good morning, David

The Finance Committee was held as planned on Tuesday and your application was discussed. I have been asked to send some questions to you about the application for clarification so that the Finance Committee can put forward their recommendation to Council.

1. Can you advise if Planning permission has been granted.

1. You mention the Foundation may need to be looked at later – could you provide some more detail
2. A query about the drains and how these are connected or permission to add to the network. Could you share some more information on this please.
3. Would you consider a pay and play option, to ensure it is not a closed facility
4. Are you in a position to pay any outstanding cost if the contractor sees extra cost occurring when work starts?
5. Please can we clarify the costs of the works – is it £30,000 or is it £32,719.56

Kind regards

Natalie Hayes

Natalie Hayes | Clerk | Sunningdale Parish Council | The Pavilion | Broomhall Lane |
Sunningdale | SL5 0QS | 01344 874268 | Clerk@sunningdale-pc.gov.uk Office Opening
Hours Monday, Tuesday, Thursday, Friday 9am-3pm

NB – I am on Annual Leave from 9 – 11 April

Copy of email received 12th June 2025

Good morning Natalie,

Our management committee has considered the additional information that the council has requested and our response is as follows:

1. Approximately one sixth of our current membership resides in Sunningdale. This is not altogether surprising as our catchment area also covers Sunninghill, Ascot, Cheapside, and the proportion of North Ascot that is within Bracknell Forrest. The nearest alternative clubs for this population are, Windsor Great Park, Wraysbury, Egham, Windlesham and Bracknell.
2. We have told you previously that it is a generally recognised procurement principle that it is bad practice to seek tenders when not in a position to go ahead with the works involved. It is possible that our difficulty in obtaining tenders is a result of our diverging from our principles at your insistence and we do not intend to damage our reputation further by seeking more tenders until we can be sure the project can go ahead. At the moment we have a single tender that was submitted last year. Given the time that it has taken the council to make a decision we suspect that prices will have risen and our request for £30,000 will be less than we need to deliver the project; it is already less than the one quote that we have though that figure includes some provisional items. We have already investigated sources of top-up funding but as time moves on we cannot be so sure of offers we have previously received.
3. The club is very keen to encourage members of the community to come to the club and see if bowls might be a sport for them. Members of the club are present on every Saturday morning and two additional full weekends during the outdoor season and signs at the club and on social media extend a welcome to anyone who wants to try the sport of bowling. In the outdoor close season we encourage people to try short mat bowls and this is available three days most weeks and new bowlers are always welcome. Coming to one of these to give it a try does not incur a charge. It is our hope that once tried bowling is something that people want to continue playing and become members of the club. In this respect we are no different to organisations such as Scouts, Guides, cricket clubs and football clubs.

Experienced bowlers are welcome to use our facilities as guests for a small fee when the green is not fully in use by members and provided there is a member present at the club to 'sign' them in and secure the premises when they leave. We are not able to operate a general pay-and-play arrangement. In addition we welcome local organisations who have used our facilities for social and team building events; one local school has taken advantage of this on several occasions. Our belief is that the facilities at the club are very available to the community and we wish that more would come along and try them.

It is now almost one year since our request for CIL funding was submitted to the council. Since then it has been on the agenda at two council meetings at which we were made aware for the first time that additional information is required of us. We have attempted to respond positively to all your requests; hopefully this latest response will be sufficient for you to make a favourable decision.

Regards

David

David Evans

Treasurer

Sunningdale Bowling Club

Appendix 1

Request for CIL Funding Form for Projects

Name of Proposer: SUNNINGDALE BOWLING CLUB	Date: 16 July 2024.
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Project Description

Project Title:	DISABLED ACCESS PROJECT
Project Location:	
Description of the project:	Modifications to the clubhouse and site to provide wheel chair access & disabled toilet facilities

Project Justification:

Does the project support the delivery of infrastructure as listed in the Business Plan?	Yes	☒	No	☐
Which category does it fall under?	SF1 ≠ SF5			
What is the legal power under which we can implement this project? [If S137, please provide statement showing that this amount falls within our annual allowance] [If relying on another authority's power, please provide details]	The site is owned by the club and we are advised that only building regulation approval would be required			
Explain the problem, issue or need that the project addresses.	The English bowls governing bodies are keen to promote bowls as a sport for disabled people as it is a low impact form of exercise that can continue well into old age.			
In what way does the project resolve these issues?	The project will provide proper access and suitable facilities to allow the club to confidently promote bowls to the disabled community			
Who are the likely beneficiaries of the project?	1. Disabled residents interested in taking part in the sport 2. Disabled residents interested in any social events that the club holds			
What evidence do you have of consultation with the community or stakeholders for this project?	We have found no means of securing data on the likely population that these changes might benefit. As a matter of principle we believe we should be able to cater for disabled people.			
Would the project lead to any income generation? Provide forecasts of this.	All members of the club pay playing and membership fees which is designed to cover the operating costs.			

Current Status of the Project

Aside from funding, is the project ready to commence?	Yes	☒	No
If the project is not ready to commence, please list briefly the main constraints.	The project is fully designed. Tenders for the work will be invited once funding is secured.		

Funding for the Project

Please indicate the total cost of the project	£30,000		
Please provide a detailed breakdown of the costs for the project	1. Internal remodelling & installation of disabled toilet ÷ £21,000 2. Replacement exterior door & glazing ÷ £8,000 3. Access ramp ÷ £1,000		
How much funding does the project currently have?	The club has already committed £600 to produce the design for the works. We have verbal indications from two other sources of potential funding - see below		
Please provide a detailed summary of the total CIL funding required?	£30,000		
Would the scheme be fully funded if the CIL contribution is agreed?	Yes	☒	No

Please indicate in the table below the source of additional funding that has been secured / is being sought.

Source	Amount	Conditions attached	Use by date	Funding confirmed?*
ROUND TABLE	up to £5000	No	Both offers dependent on sufficient funding to allow the project to proceed & also dependent on other demands that the sources may have on their funds at that time.	
SUNNINGHILL TRUST	up to £1000	No		

*If no, please provide a date of when a decision is expected.

Delivery Timescale

What is the current delivery timescale for the project?	Immediate	
	Within current year	
	Up to 2 years	✓
	Up to 5 years	
	5-10 years	
Please provide further details on the programme for delivering the project, including start and completion dates?		
Playing commitments mean that the works should only take place during the outdoor close-season: October to March. This is an ample time for the works but timing will depend on funding being available. We do not intend to invite tenders for the work until funding is confirmed.		

Constraints and Risks

Please explain the risks involved in the project (e.g. delivery risks, financial risks, reputational risks etc) and identify how these can be overcome	This project is straightforward building works with little unusual risks involved. It is possible that external work will be affected by weather or ground conditions but effect will be limited.
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Signed: 	Date: 16. July 2024
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Appendix 2

Request for CIL Grant Form

Name of Proposer/ Grant Funding Agency Name SUNNINGDALE BOWLING CLUB /SUNNINGDALE P.C.	Date: 16 . July 2024
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Grant Description

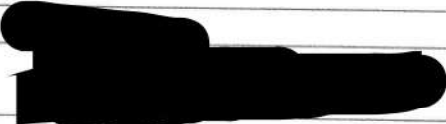
Grant Title:	Bowling Club disabled project
Objective/Purpose of the Grant	Increasing availability of the sport to residents particularly those with disabilities

Justification:

Does the grant support the delivery of SPC strategic objectives?	Yes	☒	No	
Which category does it fall under?	SFI → SF5			
What is the legal power under which we can implement this project? [If S137, please provide statement showing that this amount falls within our annual allowance] [If relying on another authority's power, please provide details]	Local Government (Misc Provisions) Act 1976 Section 19.			
What are the tangible benefits of this grant?	Facilities available to the whole population			
Who are the likely beneficiaries?	1. Disabled residents 2. The Club through increased membership			

Funding Request

Total Projected Cost	£30,000
Amount Sought	£30,000
When is the funding required? Please explain any phasing for this funding request.	We would like to start work no later than January next year so funding would need to be confirmed no later than 1. Sept 2024 to allow tenders to be invited in the confidence that a contract could be agreed.

Signed: 	Date: 16 July 2024
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Background to funding request and supplementary Notes

Background.

Sunningdale bowling Club has been active in the village for over 100 years. The land on which it stands was formerly part of the Cahally Estate and was gifted to the club by Mrs Kruse to be developed as the club pleases; the only condition being that it may only be used as a bowling green or as a sports ground.

Lawn bowls is a low impact form of exercise that has considerable health maintenance properties as people age. We have several members in their eighties and have only this year lost our 94 year old member who has moved away from the area; he is still bowling. In summer months bowls is played in a green outdoor venue surrounded by trees and flowering shrubs. In the close season we play a form called Short Mat inside the clubhouse.

Current situation

We are a thriving club but are not able to accommodate members with physical disabilities. Our clubhouse is accessed via a flight of steps and we do not have disabled toilet facilities. Our car park is only partly hard paved and does not have a smooth surface; indeed we use part of our frontage that has no paved surface which whilst being possible during the summer months any rainy weather during the closed season months makes life more difficult and can result in damage to the grassy area. This is a particular issue when, during this part of the year, the area is used by the public as a suitable start point for local walks

Proposals

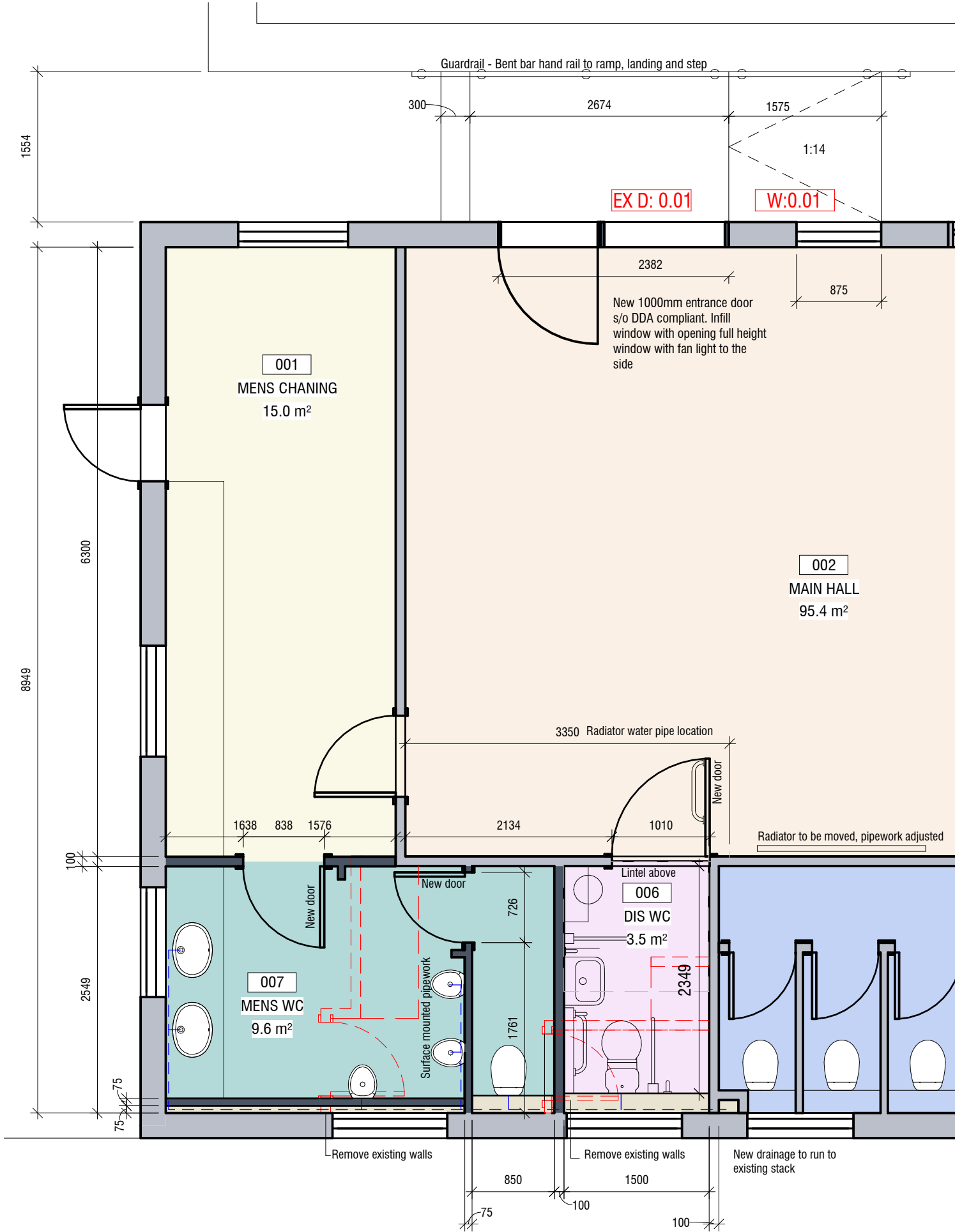
We want to make changes to our facilities so that we can accommodate members of the community with physical difficulties. This fits in with the Fit for the Future strategy of our national body Bowls England and our own views that bowls should be an activity that the whole population can derive benefit from. We have prepared a scheme of works that will provide disabled toilet facilities and suitable accesses to the clubhouse and have been advised that a suitable budget for the works is £30,000.

Special wheelchairs are available for those who are unable or find difficulty in walking. We would like to purchase such a wheel chair so that any wheelchair users who might be interested in the sport can try it out and hopefully join our friendly club. These chairs cost in the region of £1,200 and separate funding is being sought for this purchase.

Car Parking

Ideally our roadside car parking area which is used regularly by the public as well as club members and visiting players from other clubs should be provided with a smooth long lasting surface suitable for wheel chairs and be extended to the full extent of our frontage to reduce any nuisance to neighbouring properties. The total area involved is approximately 400 square metres and we have not identified a budget cost of this work as much will depend on a full technical investigation of the existing construction and the construction specification finally selected. We are also aware that the Council is about to create a public footpath from this land continuing north along Whitmore Lane.

We know that much of the area is compacted stone which is believed to be some 250 thick. A minimum specification would be to level off and grade the existing substrate filling any un-stoned areas and any depressions to produce a suitable profile and then the preparation of the surface to make it suitable for disabled access. Whatever final specification is decided upon it will need to tie in with whatever the Council decides to do. The area is regularly used by local residents as a parking place when they take walks in the area. We do not object to nor do we seek to formally restrict this use though it does cause problems when there are matches against visiting teams at the club. As the area is designated Adopted Highway then perhaps the Parish Council would consider using CIL money to improve this area particularly as the new footpath may increase public demand for car parking.



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W:0.01

PPC Aluminum windows. Double glazed with 16mm argon gas and soft coat low E glass or similar approved. Sills to project minimum of 40mm. Overall u value of 1.4 w/m2k.
Finish: To match existing
Ironmongery: TBC and client approved
Part Q compliant
Safety glass
Sills to project minimum 40mm
All window junctions to be foam filled and silicone pointed with Dow Corning. Colour to match windows

EX D: 0.01

PPC Aluminum doors u value 1.4 w/m2k Glass to be toughened or laminated safety glass. Ironmongery to match existing. 5 point locking system and 1 dead lock. Locks to be Pas 24 compliant. Colour to match existing.
Full height side light with opening fan light
Ironmongery: TBC
Flush thresholds, part M compliant 1000mm dr
Sills laid on Hyload DPC

INTERNAL DOORS
New doors to be match existing
Ironmongery to be 100mm ball and raced to match existing, to be approved by client. Doors to be fitted with Dormer self closer's

Cubicle doors to be fitted with thumb turn indicators for mens changing

SAFETY GLAZING
All glazing in critical locations to be toughened or laminated safety glass to BS EN 14179 or BS EN ISO 12543-1 and part K of current building regulations.

Part Q GLAZING
Any part of a window or doorway, which is within 2m vertically of an accessible level surface such as the ground should;id be secure windows in accordance with paragraph 2.2 and 2.3 of approved document Q. Windows to be made to a design that has been shown by test to meet the security requirements of British Standards publication PAS 24:2016

ABOVE GROUND VENTILATION
All new above ground drainage and plumbing to comply with BS EN12056-2 for sanitary pipework. All drainage to be in accordance with Part H of the Building Regulations. Wastes to have 75mm deep anti vac bottle traps and rodding eyes to be provided at changes of direction

Size of wastes pipes and max length of branch connections (if max length is exceeded then anti vacuum traps to be used)
Wash basin - 1.7m for 32mm pipe 3m for 40mm pipe
W/c - 6m for 100mm pipe for single WC
All branch pipes to connect to 110mm soil and vent pipe terminating min 900mm above any openings within 3m. Or to 110mm upvc soil pipe with accessible internal air admittance valve complying with BS EN 12380, placed at a height so that the outlet is above the trap of the highest fitting.
Waste pipes not to connect on to SVP within 200mm of the WC connection.

SOIL AND VENT PIPE
Svp to be extended up in 110mm dia UPVC and to terminate min 900mm above any openings within 3m. Provide a long radius bend at foot of SVP.

AUTOMATIC AIR VALVE
Ground floor fittings from WC to be connected to new 110mm UPVC soil pipe with accessible internal air admittance valve complying with BS EN 12380, placed at a height so that the outlet is above the trap of the highest fitting and connected to underground quality drainage encased with pea gravel to a depth of 150mm.

PIPEWORK THROUGH WALLS
Where new pipework passes through external walls form rocker joints either side wall face of max length 600mm with flexible joints with short length of pipe bedded in wall.
Alternatively provide 75mm deep pre-cast concrete plank lintels over drain to form opening in wall to give 50mm space all round pipe: mask opening both sides with rigid sheet material and compressible sealant to prevent entry of fill or vermin.

Radiator pipework to be adjusted where necessary. Heating and water pipework to be fed with suitable sized copper piping. Min 22mm pipework for all primary feeds. Plastic pipework only allowed where not visible.

SANITARY ITEMS
All sanitary to be supplied by client. Please find sanitary lists below:
Contractor to fit all and provide all sundries/pipework etc. Contractor to fully silicon seal all with Mapei/Dow Corning sanitary grade silicon

1No: Wall mounted wc
3No: Urinals
2No: Basins
Full length basin unit
Mirror

PART M Pack (wall mounted)
Notes:
Wall and floor finishes must contrast visually
Emergency lighting must be provided
Sensor activated tap supplied
Doors to be fitted with light action privacy bolts with emergency release mechanism
The WC pan is capable of accepting variable height toilet seats
Fire alarm emits a visual and audible signal to warn occupants with hearing or visual impairments
Emergency assistance alarm system:
i, Visual and audible indicators to confirm that an emergency call has been received.
ii, A reset control reachable from a wheelchair and the WC or from the wheelchair and the shower/changing seat.
iii, A signal that is distinguishable visually and audibly from fire alarm

FLOORING
Non slip vinyl to all wet areas

MECHANICAL VENTILATION
Bathrooms to have a mechanical vent ducted to external air to provide min 6 litres/sec extractions. Vent to be connected to light switch and to have 15 mins over run if no window in the room.

Ventilation - Internal doors should be provided with a 10mm Gap below the door to aid air circulation

PAINTING
All colours to be confirmed by client
Provide mist coat to all new plaster
Provide a minimum of full coats to all surfaces

Walls -Dulux Diamond Mat, colour to be selected
Ceilings- Dulux trade emulsion
Timber - Dulux trade satin wood

ELECTRICS
ALL electrical work required to meet the requirements of Part P must be designed installed, inspected and tested by a competent person registered under a competent person self certification scheme such as BRE certification LTD, BSI NICEIC Certification services or Zurich Ltd. An appropriate BS7671 Electrical installation certificate is to be issued for the work by a person competent to do so. A copy of a certificate will be given to building control prior to completion.

All lighting to be low energy light fittings that only take lamps having a luminous efficiency greater than 45 lumens per circuit watt and a total output greater that 400 lamps lumens. Ensure all downlights are fire rated or are fitted with fire hoods

Male toilets lights to be IP44

PARTITIONS
Internal stud partitions thickness varies refer to plans
75x50mm softwood treated timbers studs at 400 centres with 50x75mm head and sole plates and solid intermediate horizontal noggins at 1/3 Height or 450mm. Provide min 10Kg/m3 density acoustic soundproof quilt tightly packed (eg 50mm Isowool in all voids the full width of the stud. Walls faced throughout with 12.5mm moisture resistant plaster board with skim finish. Taped and jointed complete with beads and stops.

Partitions- built of DPC on thickened concrete slab.

GUARDRAIL TO ENTRANCE:
DDA Compliant 42mm Tube PVC galvanised steel guardrail to ramp, step and landing. Rail to be between 900-1000mm of the ramp/pitch line, secondary rail to be at 600mm from pitch line/ramp. 900-1100mm from landing. Rail to extend 300mm beyond base of ramp and step. 50mm vertical posts. Ensure guardrail to be continuous across, ramp, landings and step and must be visually contrasting.

A	Client revision	VB	11/4/23
Rev:	Description	By:	Date

[REDACTED]
Sunningdale Bowling Club, Whitmore Lane
Sunningdale, Ascot
SL5 0NA

18 December 2024

[REDACTED]

We are pleased to submit the following estimate as requested for works to be carried out at Sunningdale Bowling Club, Whitmore Lane, Sunningdale, Ascot, SL5 0NA.

As you may already be aware, we have many years of experience in the building trade and we also keep up to date with the latest techniques and materials, so we are able to provide the best possible job satisfaction for our customers.

We have based the estimate on the plans provided.

Our emphasis is on consistent quality, whether the job is large or small, and if you decide to change your instructions, or have any amendments to these plans, we can swiftly provide you with alternative costs.

We ensure our works are accurately priced; we include detailed reports and a full written estimate so you can see exactly what has been allowed and have clear concise information to further assist with the smooth running of your building project.

When the job is underway, we will aim to keep you informed throughout the build and provide careful project management so you will always be kept up to date on the progress of your project.

Yours sincerely,
[REDACTED]

We have based the estimate on the following works:

Site Setup

Site clearance and disposal.

Within our site set up we have allowed for a WC to be installed on site and any site preparation works required to start the project.

Foundations

We have allowed for trench foundations 1m deep and 600mm wide, leaving the top of the concrete approximately 300mm below ground level.

We've allowed for the removal and disposal of all soils from the site, for the above excavations.

Please note building control officers will inspect foundations and may require changes in foundation depths. If changes need to be made, this would be an additional cost to this quotation.

We have assumed that ground conditions are satisfactory and have therefore not allowed for shoring of the foundations.

Ground Floor

Walls up to DPC

External walls (walls up from foundations to DPC level)

Build outer and inner external walls with Celcon hi-7 aerated 7.3n concrete block 440 x 215 x 100mm buildingmaterials.co.uk blocks and allowance per thousand bricks £600.00, bricks up to DPC level, leaving the outer leaf down below face work.

Vegetation soils (topsoil)

Remove all vegetation soil from oversite area. We have allowed up to 300mm of topsoil to be removed from the oversite area.

DPC (damp proof course)

We have allowed for the installation of a DPC to the base of all ground floor walls to the minimum of 150mm above ground level.

Block and beam

We have allowed for beam and block floors where required, beams set at 0.45 lm centres. builder should ensure that this meets building control approval. if local authority building control require a design change, there will be a change to material and install costs. all ventilation requirements have been catered for with telescopic ventilation products.

Walls

External leaf

All external wall construction has been based on information provided within the specification and drawings provided including cavity insulation. if any brickwork is required, the cost used will be an allowance for the brick per 1000.

Masonry partition walls

All internal walls that are required to be blockwork construction will be medium dense block or 7n if load bearing (unless otherwise stated).

Lintels / steelwork

To be fitted to all new openings with minimum required bearings and to suit cavity width. Structural steelwork costed is an allowance due to steel market fluctuations and we have no liability for the design and its structural implications.

Scaffolding

Above Ground Floor: (All floors above the ground floor)

Windows / Doors**External windows and doors**

The costs provided are based on a price per M2 for windows and doors, unless these costs have been obtained and supplied for inclusion within this estimate, this is due to client's design requirements and may be different to those shown on the drawings.

Roof Structure**Roof:****Trusses / rafters (roof structure)**

Whether a trussed or a cut roof has been specified these costs are all included.

Guttering & down pipes

Half round guttering and downpipes, colour to client's choice.

Flat Roof Covering

The covering is an allowance per M2 due to different construction methods and designs.

First Fix Carpentry: (All Internal Carpentry works required before plastering)**Plasterboard**

All plaster boarding to ceilings and stud walling.

Window boards (board fitted to the internal ledge of window)

MDF is generally used unless otherwise stated, this is fitted to all rooms except for kitchen, bathroom, utility, en-suites and WC as these are classed as wet areas and would normally be tiled.

Stud partition walls (internal timber framed walls)

All timber or metal stud partitions are generally non load bearing with acoustic roll between studs.

Plumbing

We have allowed a provisional sum of £7,000.00 for plumbing.

Your current heating/water system will need to comply with current regulations. This will need to be checked before work commences.

Electrics

We have allowed a provisional sum of £2,000.00 for electrics.

All electrics will need to comply with current regulations - existing fuse board and earth will need to be checked before work commences.

Plastering:

Masonry walls

Dot and dab to external masonry perimeter walls and internal masonry walls with a plaster finish.

All external corners to walls and opening reveals we have appropriate corner beads. We have also allowed for the fitting of scrim reinforcement tape to all plasterboard joints and fixings.

Second Fix Carpentry: (All Internal Finished Carpentry required after plaster works)

Internal doors

These will be an allowance for both fire rated, and standard doors installed to manufacturers recommendations, unless style stated in specification, including all door furniture and door closers where required.

Skirting boards and architraves

Will be fitted to both sides of all new walls and door openings, generally in MDF unless otherwise stated.

Drainage

All drainage shown on the drawings that is within the boundary of the property is included with in the estimate, any drainage that is off site will not be included due to obtaining permissions and licences for the works required.

Pathways and Driveways

All driveways and pathways are to the specification supplied, including all sub-base material and plant hire for carrying out the works.

Decorating

All new walls, ceiling and woodwork that require decoration have been accounted for in the decorating. This will be emulsion for the walls and ceilings with undercoat and gloss to the woodwork. No windows have been costed for painting as the price included for these items is a pre-finished product and no decoration is required.

If external roof items are uPVC, then the decoration will not be included as not required.

Finishes

All wall and floor tiling products are an allowance due to the vast range of tiles available to the market and the total cost will be adjusted when chosen.

Other Provisional Sums

Upon completion of works, all building materials and debris will be removed from site and disposed of. Any items that were deemed a provisional sum or allowance should be agreed before the commencement of those works as there will be cost differences for these items for plant, labour and materials.

Alterations:

All internal demolition works, forming opening etc. supporting necessary walls and making good to disturbed walls and ceilings.

please be aware that these works can be a dusty process, all possible precautions will be taken to keep the work and surrounding area debris-free but this cannot be guaranteed.

Total Estimate Price £27,266.30 + VAT £5,453.26

Total price £32,719.56

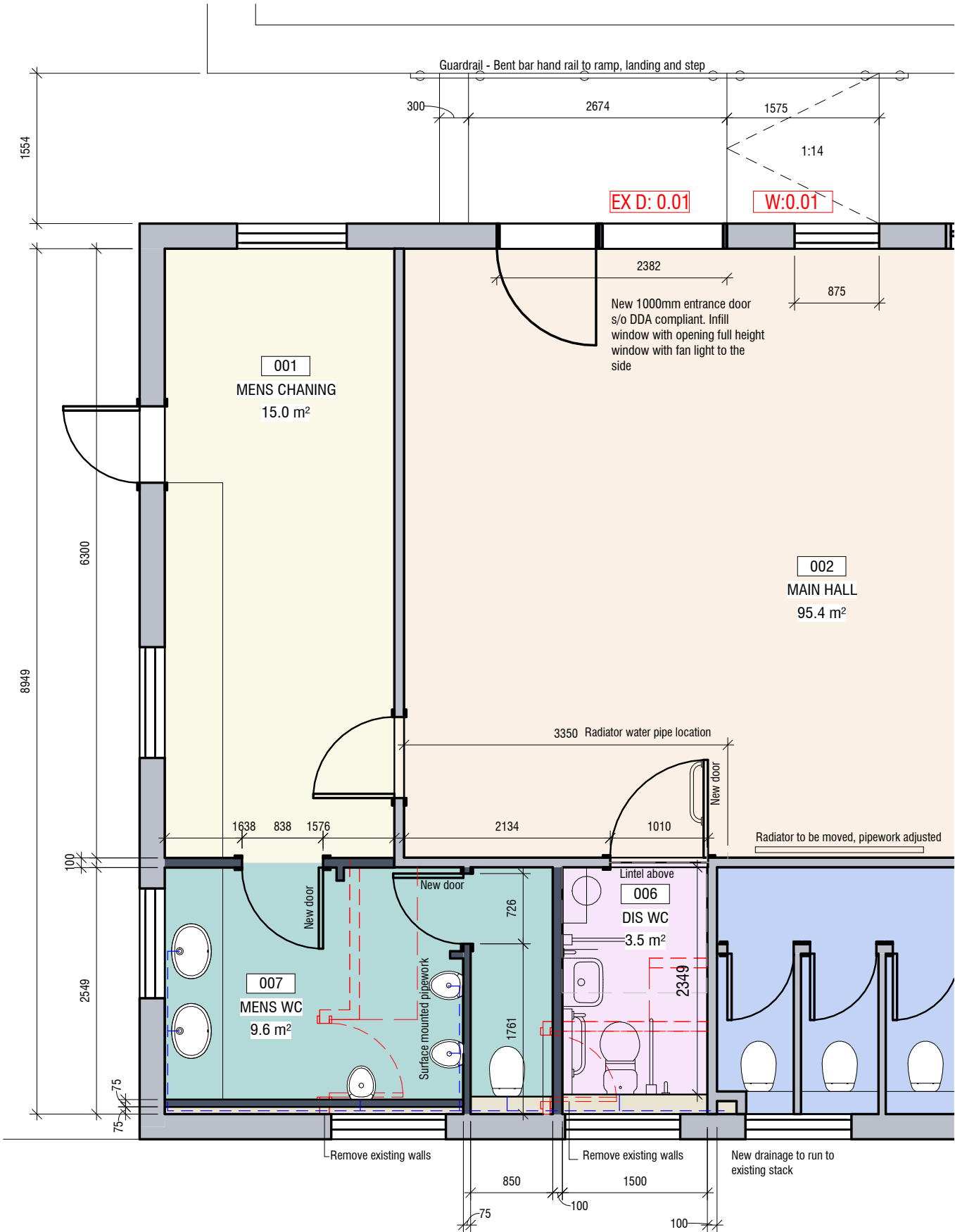
All building work will be carried out in accordance with building regulations.

Please note, the above estimate costs are based on that stated above and if you have any queries, please do not hesitate to contact us.

The price of the goods shall be that prevailing at the date of delivery of the goods. The price is exclusive of vat which shall be due at the rate ruling on the date of a vat invoice. We cannot accept liability for damage caused by supplier's delivery vehicles, or for compaction damage caused by plant.

Client's responsibilities:

We will need access to water and electricity, it would be useful if you could inform us where the stop valve is for the water, and if you know where the electric, phone line and any other service lines are located.



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W:0.01

PPC Aluminum windows. Double glazed with 16mm argon gas and soft coat low E glass or similar approved. Sills to project minimum of 40mm. Overall u value of 1.4 w/m2k.
Finish: To match existing
Ironmongery: TBC and client approved
Part Q compliant
Safety glass
Sills to project minimum 40mm
All window junctions to be foam filled and silicone pointed with Dow Corning. Colour to match windows

EX D: 0.01

PPC Aluminum doors u value 1.4 w/m2k Glass to be toughened or laminated safety glass. Ironmongery to match existing.
5 point locking system and 1 dead lock. Locks to be Pas 24 compliant. Colour to match existing.
Full height side light with opening fan light
Ironmongery: TBC
Flush thresholds, part M compliant 1000mm dr
Sills laid on Hyload DPC

INTERNAL DOORS
New doors to be match existing
Ironmongery to be 100mm ball and raced to match existing, to be approved by client. Doors to be fitted with Dormer self closer's

Cubicle doors to be fitted with thumb turn indicators for mens changing

SAFETY GLAZING
All glazing in critical locations to be toughened or laminated safety glass to BS EN 14179 or BS EN ISO 12543-1 and part K of current building regulations.

PART Q GLAZING
Any part of a window or doorway, which is within 2m vertically of an accessible level surface such as the ground should,ld be secure windows in accordance with paragraph 2.2 and 2.3 of approved document Q. Windows to be made to a design that has been shown by test to meet the security requirements of British Standards publication PAS 24:2016

ABOVE GROUND VENTILATION
All new above ground drainage and plumbing to comply with BS EN12058-2 for sanitary pipework. All drainage to be in accordance with Part H of the Building Regulations. Wastes to have 75mm deep anti vac bottle traps and rodding eyes to be provided at changes of direction

Size of wastes pipes and max length of branch connections (if max length is exceeded then anti vacuum traps to be used)
Wash basin - 1.7m for 32mm pipe 3m for 40mm pipe
W/c - 6m for 100mm pipe for single WC
All branch pipes to connect to 110mm soil and vent pipe terminating min 900mm above any openings within 3m. Or to 110mm upvc soil pipe with accessible internal air admittance valve complying with BS EN 12380, placed at a height so that the outlet is above the trap of the highest fitting.
Waste pipes not to connect on to SVP within 200mm of the WC connection.

SOIL AND VENT PIPE
Svp to be extended up in 110mm dia UPVC and to terminate min 900mm above any openings within 3m. Provide a long radius bend at foot of SVP.

AUTOMATIC AIR VALVE
Ground floor fittings from WC to be connected to new 110mm UPVC soil pipe with accessible internal air admittance valve complying with BS EN 12380, placed at a height so that the outlet is above the trap of the highest fitting and connected to underground quality drainage encased with pea gravel to a depth of 150mm.

PIPEWORK THROUGH WALLS
Where new pipework passes through external walls form rocker joints either side wall face of max length 600mm with flexible joints with short length of pipe bedded in wall.
Alternatively provide 75mm deep pre-cast concrete plank lintels over drain to form opening in wall to give 50mm space all round pipe: mask opening both sides with rigid sheet material and compressible sealant to prevent entry of fill or vermin.

Radiator pipework to be adjusted where necessary. Heating and water pipework to be fed with suitable sized copper piping. Min 22mm pipework for all primary feeds. Plastic pipework only allowed where not visible.

SANITARY ITEMS
The existing mens sanitary items will be reused. Items to be carefully removed and safely stored. Contractor to fit in revised location Contractor to Supply and fit the Part M Pack. Please find sanitary lists below:
Contractor to fit all and provide all sundries/pipework etc. Contractor to fully silicon seal all with Mapei/Dow Corning sanitary grade silicon

1No: Wall mounted wc
3No: Urinals
2No: Basins
Full length basin unit
Mirror

PART M Pack (wall mounted)
Notes:
Wall and floor finishes must contrast visually
Emergency lighting must be provided
Sensor activated tap supplied
Doors to be fitted with light action privacy bolts with emergency release mechanism
The WC pan is capable of accepting variable height toilet seats
Fire alarm emits a visual and audible signal to warn occupants with hearing or visual impairments
Emergency assistance alarm system:
i. Visual and audible indicators to confirm that an emergency call has been received.
ii. A reset control reachable from a wheelchair and the WC or from the wheelchair and the shower/changing seat.
iii. A signal that is distinguishable visually and audibly from fire alarm

FLOORING
Non slip vinyl to all wet areas

MECHANICAL VENTILATION
Bathrooms to have a mechanical vent ducted to external air to provide min 6 litres/sec extractions. Vent to be connected to light switch and to have 15 mins over run if no window in the room.

Ventilation - Internal doors should be provided with a 10mm Gap below the door to aid air circulation

PAINTING
All colours to be confirmed by client
Provide mist coat to all new plaster
Provide a minimum of three full coats to all surfaces, depending on coverage.
Refer to Manufacturers instructions

Walls -Dulux Diamond Mat, colour to be selected
Application : Brush,roller or spray . STIR THOROUGHLY BEFORE USE. New or bare surfaces should be prepared with an appropriate Dulux Trade product. We recommend Drywall Primer Sealer or a thinned first coat of Vinyl Matt or Diamond Matt. The normal finishing process is 2 coats of Dulux Trade Diamond Matt, however for significant colour change additional coats may be required. Refer to manufactures instructions

Ceilings- Dulux trade emulsion
2 full coats on previously painted surfaces in good condition. Refer to manufactures instructions

Timber - Dulux trade satin wood
Application : Apply by brush or roller. For best results use good quality synthetic (nylon polyester) brush or short pile synthetic/mohair roller designed for the application of water-based paints. STIR THOROUGHLY BEFORE USE. The normal finishing process is 2 full coats of Dulux Trade Diamond Satinwood. Where a strong colour change is involved then a coat of Dulux Trade Quick Dry Undercoat may be required. Refer to Manufactures instructions

ELECTRICS
ALL electrical work required to meet the requirements of Part P must be designed installed, inspected and tested by a competent person registered under a competent person self certification scheme such as BRE certification LTD. BSI NICEIC Certification services or Zurich Ltd. An appropriate BS7671 Electrical installation certificate is to be issued for the work by a person competent to do so. A copy of a certificate will be given to building control prior to completion.

All lighting to be low energy light fittings that only take lamps having a luminous efficiency greater than 45 lumens per circuit watt and a total output greater than 400 lamps lumens. Ensure all downlights are fire rated or are fitted with fire hoods

Male toilets lights to be IP44

PARTITIONS
Internal stud partitions thickness varies refer to plans
75x50mm softwood treated timbers studs at 400 centres with 50x75mm head and sole plates and solid intermediate horizontal noggins at 1/3 Height or 450mm. Provide min 10kg/m3 density acoustic soundproof quilt lightly packed (eg 50mm Iso wool in all voids the full width of the stud. Walls faced throughout with 12.5mm moisture resistant plaster board with skim finish. Taped and jointed complete with beads and stops.

Partitions- built off DPC on thickened concrete slab.

GUARDRAIL TO ENTRANCE:
DDA Compliant 42mm Tube PVC galvanised steel guardrail to ramp, step and landing. Rail to be between 900-1000mm of the ramp/pitch line, secondary rail to be at 600mm from pitch line/ramp. 900-1100mm from landing. Rail to extend 300mm beyond base of ramp and step. 50mm vertical posts. Ensure guardrail to be continuous across, ramp, landings and step and must be visually contrasting.

B Spec. notes updated 2/12/24
A Client revision VB 11/4/23

Rev: Description By: Date

Sunningdale bowls club

David

GROUND FLOOR PLAN

1 : 50

434

JOB NUMBER:
DATE:
Issue Date

GA0100

DRAWING NO:
DRAWN BY:

REVISION:

B

rjha

t: 01344 374469
e: email@rjha.co.uk
w: www.rjha.co.uk

6a Station Parade
London Road
Sunningdale
SL5 0EP

Charters School Retractable Seating CIL Application



CURRENT SITUATION

At Charters School, we believe every student should feel inspired to become anything they wish — an engineer designing the future, a musician moving an audience, or an actor telling stories that matter.



Yet, in a building designed in 1958, our facilities limit how far that inspiration can reach.

Our talented musicians often perform unseen by their peers.



And our lecture theatre is unable to accommodate more than 60 students, limiting the reach of external speakers.



It costs around £7,000 to hire temporary seating for each school production, which allows us to open our doors to the local community. These community performances bring people together across generations and backgrounds in a way few other activities can .



VISION

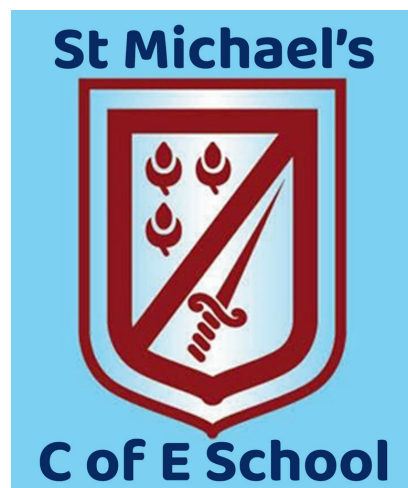
With the right space, we could remove barriers and create a vibrant hub where creativity, collaboration, and community come together every week — not just once a year.



COMMUNITY IMPACT



"The lack of tiered seating stops us hiring the space." Theatre Group



"We'd love to bring our pupils for shared performances." Local Primary Head



"Our residents rarely attend local events - this could change that." Care Home Manager

*ocean
theatre
company*

LONG TERM VALUE

Investing in retractable seating is not just a practical improvement – it's a financially responsible one.

At present, there are costs involved in hiring tiered seating to complement the annual school production. A one-time investment from the Sunningdale Parish Council would eliminate these ongoing expenses, saving tens of thousands of pounds over the next decade.

More importantly, it would unlock the hall for regular community use, transforming it from an occasional venue into a vibrant, income-generating space.

Local groups, theatre companies, and partner schools could use the facility throughout the year, allowing the project to sustain itself financially while enriching our wider community.

The investment in retractable seating would be transformational for the residents of Sunningdale, as there is no other space within the parish which currently has these facilities.

We thank the Sunningdale Parish Council for considering our CIL grant application.





Seating Proposal: Charters School

For
Mr P Stephenson
Deputy Headteacher
Charters School
Charters Road
Sunningdale
Ascot
SL5 9QY



Introducing Audience Systems



Our Pedigree

Established in 1972, Audience Systems is the UK market leader for audience seating. With our headquarters and manufacturing facility in the UK, we employ over 100 people who design, manufacture and install upwards of 100 seating systems every year. Our seats are found in schools, universities, theatres, sports venues and arenas worldwide.

Our Products

We are frequently recommended by our customers for the quality, durability and reliability of our products. Specifically designed for low maintenance and low lifetime cost, many of our seating systems have been in place for 20 years or more.

Our Service

We offer every customer a completely bespoke seating design, no matter how large or small the project. Our site visits, expert advice, CAD design service and BIM models are all provided free of charge. Once you have placed an order, a dedicated Project Manager and site team will ensure your seating is delivered and installed to your total satisfaction.

Peace of Mind for Life

Our friendly, knowledgeable service team are there to assist customers throughout the lifetime of their seating, providing annual servicing, parts, maintenance and advice to customers all over the world.



Audience Systems Ltd

Washington Road, West Wilts Trading Estate, Westbury, Wiltshire, BA13 4JP, UK
Tel: +44(0)1373 865050 Email: enquiries@audiencesystems.com Web: www.audiencesystems.com



Our Proposal



Summary and Points of Note

Dear Paul

Further to your quotation request, we have the pleasure of presenting our seating proposal.

To Supply, deliver and install a TX Travelling Retractable seating system with two alternative configurations.

I have proposed a travelling system as this is free standing and therefore can sit in front of the windows and can be moved forward when in use allowing for access into the room but parked further back when closed.

Alternative A – Standard row depth unit with 244 Seat places using the Accolade chair – please see drawing **AS/11609/01a**

Alternative B - Double row depth unit with 260 Seat places using the Accolade chair - Please see drawing **AS/11609/03a**

Travelling units are power operated so can be set up quickly by just one person without the need for any heavy lifting.

The chairs have the added option of gas struts these provide mechanical assistance to lift the chairs and a soft damped close.

The Riser fixed chairs can be removed in pairs which they provide a wheel chair position when required.

An option for partial opening has also been provided this enables the unit to be opened to a set number of rows rather than either closed or fully opened which provide in greater flexibility.

A full breakdown of our proposal is included within this quotation, please also see accompanying drawings, floor loading information and supporting documents.

It is important to note that our Retractable system was designed to be extremely quiet in operation by having no metal-to-metal contact, as such they are ideal for Auditoriums and halls. Many of the alternative systems available have a more basic design and rely on metal-to-metal contact. There are several disadvantages to this with the main one being these units are far noisier and can creak when the audience moves also, they feel far less solid and stable.

As the market leader in our field there are many advantages to installing an Audience Systems TX retractable seating unit including:



- **Tru-Line parallel guidance** system ensures the system opens and closes without twisting.
- **Spring loaded locking system** (not gravity reliant) to ensure each row of platform locks in place when opened. This eliminates the “spongy” feel with lower cost bleacher systems.
- **Row to row cushioning** to dampen sound when the audience walks across the decks.
- Built in **adjustable cantilever arms** as against welded so that, if necessary, the tolerance gap between rows can be adjusted during routine maintenance.
- Unrivalled **10-year under-structure warranty** with units in operation for 30-40 years.
- **The Accolade Chair is tested and certified to the highest level** of strength standard BS EN 12727 (2000) Grade 4 (severe). Now the required standard by the Department for Education.
- Our systems are **100% UK manufactured** in our large manufacturing facility located in Westbury, Wiltshire, meaning any replacement parts are readily available and all British standards are adhered to.
- We boast the only dedicated **Service and Spares department** in the industry who will look after your seating once it has been installed. We currently employ 20 people based in various areas around the country. Whilst under warranty (this continues with future servicing contracts) we are on call 24/7.

Our service includes a full site survey, submittal of CAD layout drawings prior to manufacture, submittal of all necessary risk assessments/method statements and attendance of all necessary site meetings.

We trust that we have interpreted your requirements correctly, and we look forward to receiving your further instructions.

Contact Details

We welcome the opportunity to answer any questions that you may have about this proposal, and to provide any clarification that you may need.

Your dedicated Sales Manager for this project is:



Gavin Ward
Head of Sales
+44 (0)1373 865050
gward@audiencesystems.com



Madhav Yeggireddy
Sales and Customer Support Co-ordinator
+44 (0)1373 865050
myeggireddy@audiencesystems.com

E&OE



Prices

To provide TX Telescopic Platform System.

Alternative A

Travelling, single row depth, power operated system.

222 Accolade fold down chairs.

22 Accolade row 1 riser fixed chairs, 4 of which are removable.

Alternative B

Travelling, double row depth, power operated system.

240 Accolade fold down chairs.

20 Accolade row 1 riser fixed chairs, 4 of which are removable.

Delivery and installation.

Included

Total Price – Alternative A	£100,421.00
Alternative B	£119,871.00

Supplied, delivered and installed.

TX System Optional Prices

To provide integral fascia panels and removable aisle infill panels to enhance the appearance of the seating system.	Alternative A	£2,464.00
	Alternative B	£1,622.00

To provide 1 trolley for storing and transporting removable aisle infill panels.		£616.00
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To fit a variable 'partial opening' mechanism to the TX Telescopic System.	Alternative A	£565.00
	Alternative B	£851.00

Chair Optional Prices

To provide seat numbers.	Alternative A	£362.00
	Alternative B	£385.00

To provide aisle letters.	Alternative A	£75.00
	Alternative B	£89.00

Please Note:

Throughout this quotation document, photographs are used to illustrate specific aspects of the product(s) specified. It is likely that not all details of the products pictured (for example fabric colour, armrest specification, seating layout etc.) will be an



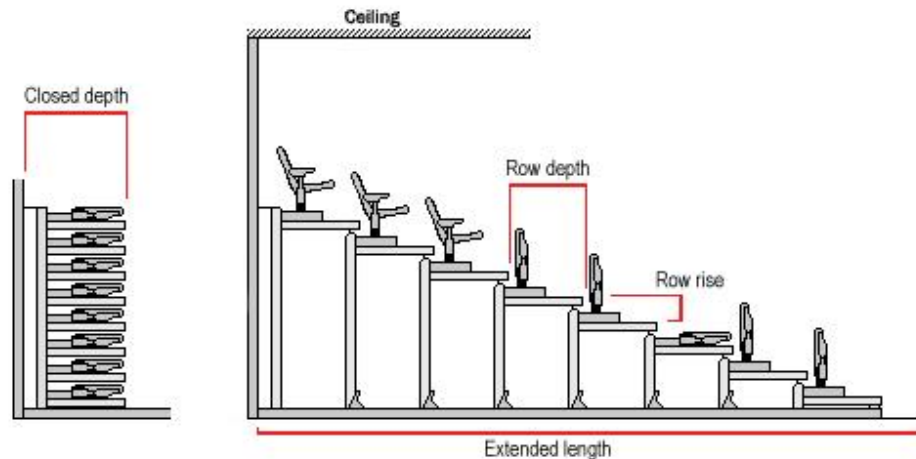
exact match with the products we have specified for you, and because we offer so many variations, the photo may be a 'close match' to the feature described. Please check the written details to confirm the exact specification for your products.



Product Specification

TX Telescopic Platform System

Note: The diagram below is used only to illustrate the terminology used on this page and is not a representation of the system we have specified for your project.



	Alternative A	Alternative B
Number of banks	1	1
Bank width	12140mm	11830mm
Height to top deck*	2599mm	1680mm
Overall closed system height	3889mm	2970mm
Rows of seating	11	13
Number of platform rows	10	6
Row depth	850mm	1800mm
Row rise	260mm	280mm
Extended length (not including front step [§])	9143mm	11646mm
Extended length (including front step [§])	9226mm	11754mm
Closed depth	1493mm	2647mm
Access aisles	1 @ 1100mm wide	2 @ 1100mm wide
Chair width (measured between seat centres)	460mm	460mm
Seating capacity	222 FD + 22 R1 = 244 total	240 FD + 20 R1 = 260 total

* Note that there should be a minimum of 2.1m between the top deck and the ceiling of the room.

[§] For health and safety reasons, a detachable front step is provided for each aisle. This should be fixed in front of the aisle to allow audience members to safely step onto and off the first row.

Power operated systems require an interlocked isolatable power supply to be provided, at a position close to the TX Telescopic Platform System. The electrical socket position must be agreed with Audience Systems prior to manufacture of the seating system. The socket should be similar to the one pictured. Full electrical specification available on request.



TX Features

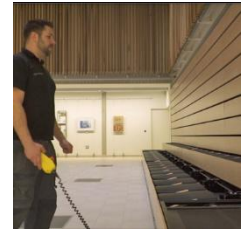
Unit type

'V' ("Travelling" system which can be moved 8 to 20 metres depending on specification to a separate location once closed, using a motor, which is operated using a hand controller).



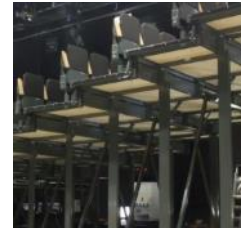
Operation

Power operated – system to be opened and closed using a single hand controller and up to three power drives. Please refer to our Technical data sheet – TX power operation system for further details.



Platform understructure

All to be powder coated smooth matt finish, colour black RAL 9005.



Deck

To be carpeted using Heckmondwike Supacord carpet, colour to be chosen from Audience Systems' standard range. Full specification available on request.

Half steps and aisle trim

'Half Steps' to be included on each row of the aisle. A detachable half step will be provided for the front row.

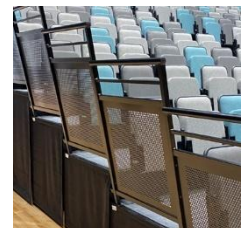
Fluted aluminium nosing to be fitted to the front and side of each aisle step tread, and to the front edge of each row in the aisle position.



Side rails

Alternative A

To include 2 sets of "self-storing" safety rails for the sides of the telescopic system. Rails to be steel with powder coated smooth matt finish, colour black RAL 9005, with perforated steel infill panel.



Alternative B

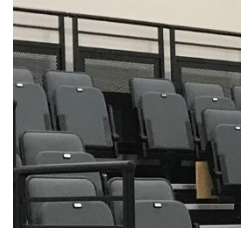
To include 2 sets of removable safety rails for the sides of the telescopic system. Rails to be steel with powder coated smooth matt finish, colour black RAL 9005, with perforated steel infill panel.

The telescopic system will include anchor points to facilitate the use of a standard restraint belt to comply with the **Working at Height Regulations 2005** when installing or removing rails.



Rear rails

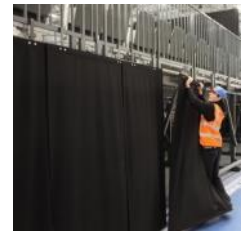
To include safety rails for the rear of the telescopic system. Rails to be steel with powder coated smooth matt finish, colour black RAL 9005, with perforated steel infill panel.

**Side drapes**

To include 2 sets of removable fabric drapes for the side of the telescopic system. Fabric to be fire retardant Dimout material, colour black (alternative colours can be selected from Audience Systems' standard range if requested).

**Rear drapes**

To include removable fabric drapes for the rear of the telescopic system. Fabric to be fire retardant Dimout material, colour black (alternative colours can be selected from Audience Systems' standard range if requested).

**Rail trolleys****Alternative B**

To include 2 trolleys for storing and transporting removable rails.

**Removable plinth**

To include 1 removable plinth, which fits over 4 folded down chairs to create a 'clear area' on the TX Telescopic Platform System.



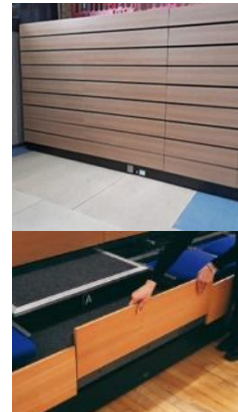
Optional TX Features

Fascia panels with aisle infills

To provide integral fascia panels.

Fascias include removable aisle infill panels. Both fascias and infill panels to be Melamine Faced MDF with finish chosen from Audience Systems standard range and matching edge banding.

Upper picture shows fascias finished in oak melamine, lower picture illustrates aisle infills finished in beech veneer.



Panel trolleys

To provide 1 trolley for storing and transporting removable aisle infill panels.



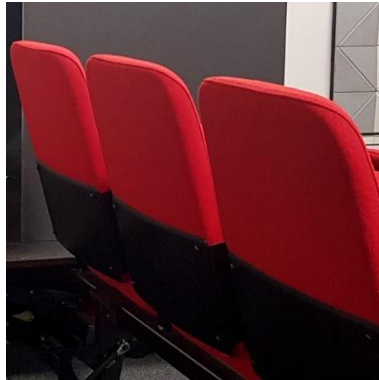
Partial opening

To provide a system fitted with a 'partial opening' mechanism. The system can either be fully opened, or a fixed number of front platform rows only can be opened (three settings).



Chairs

Accolade



Accolade with fully upholstered seat pan and backrest. Colours and finishes will vary.

General description A versatile and economical upholstered chair designed for multipurpose environments such as schools, studio theatres and arenas.

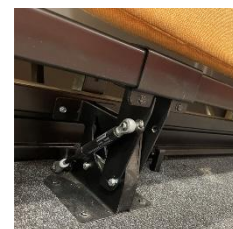
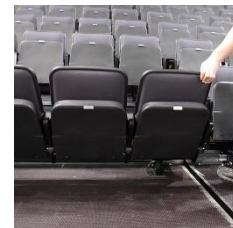
Standards compliance **Strength and stability**

The Accolade chair satisfies the requirements of BS EN 12727 at Grade 4 (severe). **This is the highest level of test of the standard and we recommend that only a Grade 4 chair be used in demanding environments such as schools, colleges, theatres, arenas and sports venues.**

Flammability

Upholstery fabric and foam comply with...
BS EN 1021-1:2006 (cigarette)
BS EN 1021-2:2006 (match)
BS 5852:2004 Section 4 Ignition Source 5
BS7176:2007 Medium Hazard.

Types **Manual fold down in groups of up to four assisted by gas springs.**



An additional row of seating will be fixed to the riser of the front row, 4 of which are removable in pairs.

To include gap closure panels fitted to the front row behind the chairs. Constructed from Melamine Faced MDF with Kronospan Black finish and matching edge banding.



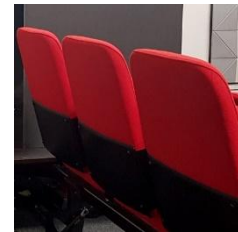
Chair width 460mm between seat centres.

Tip-up mechanism Automatic seat tipping mechanism using a spring.

Seat To consist of a timber core, with CMHR polyurethane foam, fully upholstered.



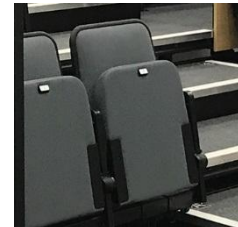
Back To consist of a timber core with CMHR polyurethane foam, fully upholstered, with a steel protection plate to the lower part of the outer backrest.



Fabric Fabric to be one colour chosen from the Camira Xtreme or X2 ranges.

Steelwork All steelwork to have a powder coated finish, colour black RAL 9005.

Plastic fittings, end caps and fastenings to be black.



Armrests Not included.

Seat numbers Not included.

Row letters Not included.



Optional Chair Features

Seat numbers

To provide seat numbers.



Aisle letters

To provide aisle letters.



Important: Maintenance



It should be noted that any telescopic seating system must be regularly inspected and maintained throughout its life. This will not only keep the system running smoothly, it will also guard against potentially dangerous damage caused by misuse or vandalism and ensure the validity of Audience Systems' 10 year understructure warranty.

UK customers purchasing a telescopic seating system must also be aware of the relevant section of the **PUWER (Provision and Use of Work Equipment) Regulations**, which apply to telescopic seating.

These regulations require that any machinery, apparatus, tool or installation for use at work should be maintained in an efficient state, in efficient working order and in good repair. Specifically, work equipment should be regularly inspected by a competent person, and records should be kept of these inspections.

Audience Systems' After Sales department will be there to help you throughout the life of your seating. We offer regular servicing* for your seating which comprises:

- A comprehensive maintenance and spares inspection
- Replacement of small parts and lubrication where needed
- A full written report and quotation for any remedial works
- A certificate of inspection (provided any safety-critical work has been carried out). This will prove that you have fulfilled your obligations under PUWER regulations, will satisfy your insurance company's requirements, and give you peace of mind.

Our inspections are carried out by experienced engineers with access to genuine replacement parts. Failure to identify and rectify faulty components is likely to result in additional costly damage to the system and the risk of injury to occupants of the seating.

Our After Sales department can also provide:

- Replacement parts
- Full cleaning / deep cleaning service
- Upholstery and re-upholstery services
- Accessories and extra seating and staging
- Solutions to enhance your seating
- Any advice or assistance you need concerning your seating.

**Please note that if specified as part of a TX telescopic platform system, MasterMover power trucks require additional six-monthly service inspections, which should be organised directly with the manufacturer.*



Notes

Please read the following notes carefully, as some of the conditions mentioned here may affect the price or lead time for your system.

Despatch Information

The date for commencement of installation of product is to be mutually agreed prior to receipt of order, and will assume the following:

- The final specification is agreed both by you and by Audience Systems.
- Any drawings receive prompt written approval from you.
- We are able to obtain sufficient information from our site survey. This means that the build must be sufficiently advanced to allow us to measure all key parts of the building that our system interfaces with (including, walls, floors, balconies and ducting). Alternatively, if it is impossible for us to survey the site when the build is sufficiently advanced, it must be agreed that certain critical dimensions essential for the accommodation of the seating will be maintained during construction.
- You have made any required selections of fabrics or colours.
- Any required payment terms and credit references are in place.
- Any required deposit payment has been received.
- Our manufacturing schedule will still accommodate your order at the time when your order is placed.

Please note that until all outstanding information is received, the manufacturing process cannot commence, and availability of goods may be delayed.

We require a minimum of six weeks' notice to alter the agreed installation commencement date, with a view to avoiding the need to charge storage costs for fabricated materials and the need to charge for any additional costs incurred. A revised installation commencement date must then be agreed in accordance with Audience Systems' manufacturing schedule. If the required installation date changes within six weeks of the previously agreed and scheduled installation commencement date, for reasons beyond our control, Audience Systems cannot guarantee to meet the new requested installation commencement date and reserves the right to charge for storage and for any additional costs incurred. Additional costs may be incurred for but are not limited to: increase in the cost of raw materials, increase in the cost of haulage and shipping (where applicable), increase in the cost of storage for any period required. Payment for any additional charges will become due in accordance with the agreed payment terms, based on the original despatch date.

To minimise any disruption, we ask that we are included on the build schedule and issued with any updates so that we can accommodate any changes at the earliest possible time. We also require soft copies of the architect's drawings for the build area, and of the overall site for delivery purposes.

Site Conditions

The price stated is based on the following on-site conditions at the time of installation. Variations from these conditions may incur additional costs to Audience Systems, and we reserve the right to charge for any additional costs incurred. Please inform us as soon as possible of any such variations, so that we can keep any additional costs to a minimum.

- Unimpeded access being available between the nearest suitable unloading area and the area where the product is to be installed. (We use 40' trailers unless otherwise agreed, and an area of hard standing no more than 10m from the build area, and on the same level, would normally be required).
- Power and lighting being provided in our working area, plus heating when dictated by the prevailing weather conditions.
- The whole area in which the materials are laid out and the seating is being installed being provided for us to assemble the product, for a period of up to 8 (Alternative A), 6 (Alternative B) continuous working days. This area must be available for our sole use during the installation period. Note that the continuous installation period includes bank holidays and weekends.



- The site being ready for us in a clean state. Whilst we will clean up any dust etc produced by our own installation, we would strongly recommend that our installation takes place during the final stages of the build. Whilst our seating is designed for easy cleaning, large quantities of dust, paint and other materials may be difficult to remove from seats and platforms. Where necessary, our quotation includes a quantity of non-fire retardant hardboard floor protection for use during the installation period.
- The purchaser can provide an authorized signatory on site to confirm all delays, which will be logged on a case by case basis and charged accordingly.
- The purchaser ensures that relevant authorized person(s) are available for any training or handover procedures at the time of completion of installation by Audience Systems. All other installation terms will be as per the programme endorsed by you prior to commencement.

Floor Compatibility

Please read the following conditions carefully, as they may affect the prices quoted above.

- The telescopic units are designed to operate on flat, smooth and level hard floors. "Level" in this context refers to a tolerance of $\pm 2\text{mm}$ over 2m. This quotation is subject to our approval of the floor surface you propose to use - please do not hesitate to contact us for assistance on this point.
- It is important to ensure that the floor construction and finish can sustain the imposed point loadings transferred by the castors of the telescopic units, whether in their unladen or fully occupied modes. Audience Systems can supply guidance on this issue, and a floor loading diagram if required.
- It is essential that no underfloor services or heating elements are present in the fixing zone, as it will not be possible to affix and subsequently commission the product. If applicable, details must be provided at tender stage to allow us the opportunity to assist with a possible solution.

Layout / Specification

- While every effort has been made to ensure our products and the proposed layout comply with the relevant local authority's requirements, Audience Systems cannot accept responsibility for gaining approvals from Building Control / Licensing and Fire departments. However, Audience Systems' Technical Department would be happy to provide full assistance to support our customers to allow them to apply for and gain the necessary approvals.
- Unless noted otherwise, our seating and retractable units comply with British Standards of design, construction and fire retardance as stated on our product data sheets.
- Deckboards and timber panels can be supplied to fire retardant grades (BS476 class 1 or class 0) if required. Please contact our sales department should you require a quotation for this option.
- Audience Systems' free CAD layout and design service is subject to a reasonable use policy. Should a client request more than six revisions to drawings, we reserve the right to make a fair charge for our time.

Pricing

Prices quoted:

- Are supplied, delivered and installed.
- Are open for acceptance for a period of 30 days from the date of this quotation.
- Are exclusive of any main contractor's discount.
- Are exclusive of VAT. VAT will be added at the ruling rate at the time of invoicing.
- Are based on installation being carried out in one visit, with appropriate site conditions and a compatible floor as described above. Any additional visits will be chargeable at a net cost of £355.00 per day exclusive of travel, accommodation and other expenses.
- Do not include for
 - any heavy lifting equipment which we may need to use to safely offload the delivery vehicle(s) and / or move the product to the installation area.



- any skips to dispose of waste material, which we have assumed will be provided by others - please advise us if this is not the case. We can provide skips at additional price if instructed and given reasonable notice. Multiple / separate skips may be required to segregate different types of waste material as necessary.
- installation of product on a different elevation / floor level to the point of offloading, where the route from the point of offloading to the installation area involves the use of stairs and / or lifts / elevators.
- delivery of goods on a weekend or bank holiday.
- protection / covering of the finished product(s) after installation.
- Are based upon continuous working practice. If the installation is scheduled to take place over a weekend, and weekend working is not available to us, then extra travel time for our installation teams will be charged.
- Do not include for any delays occurring during product delivery, prior to the installation of our seating. Any demurrage or other unforeseen delivery surcharges incurred for reasons beyond our control will be chargeable.
- Do not include for any delays occurring after product delivery, either prior to, or during the installation of our seating. These will be chargeable at a weekday work rate of £355.00 (£535.00 for weekends and bank holidays) per man per 10 hour day.
- Do not include, unless specifically noted, any site induction costs, including, but not limited to site induction training. Any such training will be undertaken on a day work basis and charged at the rate of £355.00 per man per day.
- Include for a hard copy of an Operation and Maintenance manual in our standard format in the English language. If special formats or languages are required, we reserve the right to charge an additional cost.
- Are based on completion prior to 30th April 2025.

Conditions of Sale

In placing your order, we assume that you have read and understood our conditions of sale, which can be viewed at www.audiencesystems.com/conditions.

Insurance

It is the responsibility of the client to ensure that product supplied by Audience Systems is insured from the point at which installation starts, to a value not less than the full selling price agreed with Audience Systems, together with any taxes due and payable.

Payment Terms

BASES (The British Association of Seating Equipment Suppliers) STANDARD PAYMENT TERMS

Stage payments:	25%	deposit within 14 days of receipt of the order,
	50%	payment (cleared funds) 2 weeks prior to dispatch of goods,
	25%	within 30 days of delivery (supplied and delivered orders) or within 30 days on practical completion of the seating installation (supplied, delivered and installed orders).

These standard payment terms are subject to Audience Systems Limited terms and conditions;

Subject to acceptable credit checks / trade references.

The guarantee does not come into effect until full and final payment is made.



Project Examples – Education



Project Examples – Auditoria



Project Examples – Sport



Audience Systems Ltd

Washington Road, West Wilts Trading Estate, Westbury, Wiltshire, BA13 4JP, UK

Tel: +44(0)1373 865050 Email: enquiries@audiencesystems.com Web: www.audiencesystems.com



Project Examples – Arenas



Registered number: 08208767

Charters School

(A Company Limited by Guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2024

CHARTERS SCHOOL
(A Company Limited by Guarantee)

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CHARTERS SCHOOL
(A Company Limited by Guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 AUGUST 2024

Members

Mr Stephen Humphrey
Mrs Mary Breen (term ended 19 September 2023)
Mrs Roisin Toner
Mr Phil Patient
Mr Jacques Van Eedem

Trustees

Mr Richard Evans (term ended 26 September 2023)
Mr Peter Barralet
Mrs Sandy Walia (term ended 6 March 2024)
Mr Andy Smith
Mrs Martine Dodwell Bennett
Mr Richard Tyler
Mr James Toney Vice Chair
Mrs Nabila Tayub
Ms Sally Graham (Chair from 27 September 2023)
Mrs Helen Holroyd
Mrs Stefanie McGeoghan
Dr Katrin Augustin
John Kearney (joined 28 November 2023)
Rachel Roberts (joined 28 November 2023)

Headteacher

Mr Jonathan Fletcher

Company Secretary

Mrs Julie Mitchell

Senior Management Team

Mr Ivan Wright	Deputy Headteacher	
Mr Paul Stephenson	Deputy Headteacher	
Mrs Julie Mitchell	Business Manager	
Mrs Cindy Henley	Deputy Headteacher	
Miss Catt Torlop	Assistant Headteacher	
Mrs Kate Hill	Assistant Headteacher	
Mr Chris Cook	Assistant Headteacher	
Mrs Claire Rowthorn	Assistant Headteacher	(joined 1 September 2023)
Mrs Kirstie Hartwell	Assistant Headteacher	

Company Name

Charters School

Principal and Registered Office

Charters Road, Sunningdale, Ascot, Berkshire, SL5 9QY

Company Registered Number

08208767 (England & Wales)

Independent Auditor

MHA, Building 4, Foundation Park, Roxborough Way, Maidenhead, SL6 3UD.

CHARTERS SCHOOL
(A Company Limited by Guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS (continued)
FOR THE YEAR ENDED 31 AUGUST 2024

Bankers

Lloyds (Windsor & Eton Branch), PO Box 1000, BX1 1LT

Solicitors

Browne Jacobson 15th Floor, 6 Bevis Marks, London, EC3A 7BA

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2024

The Trustees present their annual report together with the financial statements and auditors' reports of the charitable company for the year 1 September 2023 to 31 August 2024. The annual report serves the purposes of both a trustees' report, and a directors' report under company law.

The trust operates an academy for students aged 11 to 18 serving a catchment area in Sunningdale, Berkshire. It has a pupil capacity of 1740 and had a roll of 1712 in the school census in October 2023 including 345 in the sixth form.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

Charters School is a company limited by guarantee and an exempt charity. The charitable company's memorandum and articles of association are the primary governing documents of the Academy Trust.

The Trustees (governors) of the Charters Academy Trust are also the directors of the charitable company for the purposes of company law. The charitable company is known as Charters school. Details of the trustees who served throughout the year are included in the Reference and Administrative Details on pages 1 and 2.

Members' Liability

Each member of the charitable company undertakes to contribute to the assets of the charitable company in the event of it being wound up while they are a member, or within one year after they cease to be a member, such amount as may be required, not exceeding £10, for the debts and liabilities contracted before they ceased to be a member.

Trustees' Indemnities

Trustees benefit from indemnity insurance to cover the liability of the Trustees which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default or breach of trust or breach of duty of which they may be guilty in relation to the Academy Trust. The cost of this insurance in the year was included in the Risk Protection Arrangement.

Method of Recruitment and Appointment or Election of Trustees

The Board of Trustees regularly reviews the mix of skills they possess. New Trustees will be recruited with the aim of improving the skills set of the Board. It is also the intention to draw most of the Board of Trustees from the local community. Trustee election take place as parent trustees terms come to an end.

Community trustees are appointed by the Board of Trustees after they are approved by the Members. Co-opted Trustees are appointed by the Board of Trustees where a specific skills gap has been identified. Parent trustees are appointed via an election process of the parents and caregivers. A parent trustee must be the parent or carer of a registered pupil of Charters School.

A Trustee's term of office, apart from the Headteacher, shall be four years. Any trustee may be re-appointed or re-elected. Currently, we have two community trustee who are serving their second term.

Policies and Procedures Adopted for the Induction and Training of Trustees

All new Trustees meet with the Chair and the Vice Chair of the Board of Trustees to discuss the role of Trustees and meet the Headteacher to be briefed about the school's aims, purposes, and context. A comprehensive induction document has been produced with all the relevant information and forms included. New trustees attend a four-part induction which is held in person and is led by Governor Services through Achieving for Children. Additionally, individual trustees attend additional training courses and conferences organised by appropriate bodies and the school to develop their knowledge and understanding of the Trustees' role and latest educational developments and requirements. Occasionally, bite size training is provided before the Full Trustee Board meetings. The school continues to procure Governor Support Services from Achieving for Children part of RBWM, the local authority. The school has a gold membership with the National Governance Association and subscribes to their learning link training services.

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2024

Organisational Structure

The Trustees have responsibility for setting and monitoring the overall strategic direction of the charitable company, approving decisions reserved to Trustees and appointing key members of staff.

The Trustees meet as a Full Board of Trustees four times each year. All decisions reserved to the Trustees are taken by the Full Board of Trustees as a whole. Trustee committees meet three or four times each year to consider detailed matters and recommend decisions to the Full Trustee Board. There is also a strategy committee that meets three times per year and an Effective Governance committee that meets once a year to document the progress made and look for areas of improvement, this committee will meet in the Autumn term 2024/25 to reflect on Governance effectiveness in 2023/24.

The function of all committees is to exercise the delegated powers (as listed under functions) and to report and make recommendations to the Full Board of Trustees. There are two such committees: Resources, and Curriculum. The committee structure works well and the terms of reference for each committee are reviewed annually.

Arrangements for setting pay and remuneration of key management personnel

The Trustees' Remuneration Committee has been delegated responsibility by the Full Board of Trustees to:

- 1) Review the Headteacher's performance against set targets, review the Headteachers' pay, and set performance targets for the academic year.
- 2) Receive and consider the Headteacher's report about the performance review and recommendations on pay for the Senior Leadership Team with regard to the previous academic year, as well as scrutinising their targets for the new academic year.
- 3) The Remuneration Committee reports activity back to the Full Board of Trustees.

The Committee consists of three Trustees, one of whom must have received appropriate performance management training. The Chair of this committee is nominated by the Trustees. The remaining two members of the Committee are selected by the Board of Trustees at the last Full Board of Trustees meeting of the previous academic year held in July. The Committee will review the Headteachers' performance and pay and set new performance targets. The committee will meet with the Headteacher to review their performance and discuss provisional targets. This meeting takes place before the 31st December each academic year. Subsequently, the Committee will review the Headteacher's performance, make decisions about any performance awards and set targets for the coming year. Evidence will be gathered from the Headteacher's written review of their performance and discussion with the Headteacher during the meeting. The Headteacher will ensure that the Committee also receive written performance management reviews and targets for the Senior Leadership Team, including any pay recommendations, prior to their meeting. At the meeting of the Committee, the Headteacher will present their report on the Senior Leadership Team and the Committee will receive and consider any pay recommendations and targets for the academic year. When considering the Headteacher's recommendations the Committee will apply the criteria set out in the School Teachers' Pay and Conditions Document (STPCD) and the school's Pay Policy.

All performance awards will be made in the context of affordability and the constraints on the school's annual budget. Budgetary difficulties will not, however, be used as a reason for not making pay progression awards. The amount received from specific government grant for performance pay each year will be supplemented (or not as determined by the Trustees) from the school's own resources and the total thus allocated will be identified as a separate heading in the school's budget.

CHARTERS SCHOOL
(A Company Limited by Guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2024

Trade union facility time

Relevant union officials

Number of employees who were relevant union officials during the relevant period	Full-time equivalent employee number
2	2

Percentage of time spent on facility time

Percentage of time	Number of employees
0	Nil
1%-50%	Nil
51%-99%	Nil
100%	Nil

Percentage of pay bill spent on facility time

Provide the total cost of facility time	Nil
Provide the total pay bill	Not Applicable
Provide the percentage of the total pay bill spent on facility time, calculated as: (total cost of facility time ÷ total pay bill) x 100	Not Applicable

Paid trade union activities

Time spent on paid trade union activities such as a percentage of total paid facility time hours calculated as:	Nil
(total hours spent on paid trade union activities by relevant union officials during the relevant period ÷ total paid facility time hours) x 100	Not Applicable

Related Parties and other Connected Charities and Organisations

There are no related parties or other connected Charities and Organisations.

CHARTERS SCHOOL
(A Company Limited by Guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2024

Objects and Aims

Charters School's object ("the Object") is specifically restricted to the following:

- (a) To advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing by establishing, maintaining, carrying on, managing, and developing a school offering a broad and balanced curriculum.
- (b) To promote for the benefit of the inhabitants of Windsor and Maidenhead and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship, or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

Objectives, Strategies and Activities

The school's main targets for 2023/24 were to:

1. Develop our curriculum to ensure it meets the needs of, and sufficiently challenges all students.
2. Promote and foster positive attitudes across the school, amongst all stakeholders.
3. To broaden and enrich opportunities for personal development and promote physical and mental wellbeing for all.
4. To foster and develop consistently high quality and positive school leadership at all levels, with a specific focus on the laser sharp use of assessment information to inform high quality targeted support.

The Trustees use the following key measures to assess the success of the activities of the charitable company:

- Examination results measured against targets set at the beginning of each academic year and against national benchmarks, Charters consistently in the top 10% for all progress and attainment measures.
- Student behaviour and attendance is in line with student academic outcomes and national benchmarks, where appropriate. Progress is made against the outcomes identified in the School Improvement Plan.
- The School Self-Evaluation Form and annual Senior Leadership Team monitoring programme and any additional Headteacher reports to Trustees covering the main aspects of school operations, including school provision outside of academic qualifications.

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2024

Public Benefit

The Trustees of the Academy Trust have complied with their duty to have due regard to the guidance on Public Benefit published by the Charity Commission in exercising their powers and duties. The activities undertaken to further the Academy Trust's purpose for the Public Benefit include:

Benefits and Beneficiaries

In accordance with its charitable objectives, the charitable company strives to advance the education of the pupils attending the school. The charitable company's primary beneficiaries are therefore the pupils, and benefits to pupils are provided through continuing to maintain a high standard of education throughout the school.

Trustees' Assessment of Public Benefit

In order to determine whether or not the charitable company has fulfilled its charitable objectives for public benefit, the trustees gather evidence of the success of Charters School's activities

In setting our objective and planning out activities the trustees have carefully considered the Charity Commission's general guidance on public benefit.

STRATEGIC REPORT

Achievement and Performance

Following a period of grade instability due to Covid measures and inflated results, GCSE and A Level results returned to pre-pandemic levels in 2023 and again in 2024. This can be clearly seen when viewing the national data set at both KS4 and KS5.

At Key Stage 5, 55.5% of A level grades awarded were A*-B. The 2023 figure was 51.8%. There was a similar improvement at A*/A with a 2024 figure of 27.6% compared to 24.2% in 2023.

At Key Stage 4, some key attainment measures were lower than 2023. In 2024, 64.8% of all students achieved grades 9 – 5 in both English and Maths GCSE, in 2023 this figure was 67.4%. The 2024 attainment 8 grade is 5.53 compared to 5.70 in 2023. 78% of all students achieved 5 standard passes (9-4) including English and Maths. In 2023 this figure was 86%. The indicative Progress 8 measure remains positive at +0.32. It is important to be aware that for the next two years there will not be any progress measures as the students did not complete their KS2 SATs due to the pandemic. School attainment data remains very positive overall, 38% of all grades were 7 or above (34.2% in 2023 & 16.3% above 2024 national figure) and 85% of all grades were 4+ (85.6% in 2023 & 17.6% above 2024 national figure).

Key Performance Indicators

The School uses the School Resource Management Self- Assessment dashboard to enable informed decision in relation to effective resource management, in addition, the Trustees receive and review benchmarking and integrated curriculum financial planning information annually.

The key financial performance indicator for the school was to maintain the current level of educational performance within a balanced budget. The school had set a deficit budget, but this was due to capital investment in solar panels; performance was as expected. In addition, the following financial key performance indicators are regularly monitored, staff costs, total staff costs to ESFA income, staff cost to total income and staff costs as a proportion of total expense, teacher contact time, expenditure on curriculum and non-curriculum support staff. Performance against these indicators was, as expected or better than expected. The school makes good use of integrated curriculum financial planning to inform curriculum and financial planning

In 2023-24, student applications for places at the school continued to be strong. There is a waiting list for all year groups, applications to the sixth form also remain strong with an increase in students joining the sixth form in year 12 in September 2024. Student numbers are monitored regularly by Trustees.

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2024

Going Concern

After making appropriate enquiries, the board of trustees has a reasonable expectation that the academy trust has adequate resources to continue in operational existence for the foreseeable future. For this reason, it continues to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Statement of Accounting Policies.

FINANCIAL REVIEW

Most of Charters School's income comes from the Educational and Skills Funding Agency (ESFA) in the form of recurrent grants, the use of which is restricted to particular purposes. These grants and the associated expenditure are shown as restricted general funds in the statement of financial activities.

Charters School also receives grants from the ESFA for capital expenditure and in accordance with the Charities Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities', such grants are shown in the Statement of Financial Activities as restricted income in the fixed asset fund. The restricted fixed asset fund balance is reduced by annual depreciation charges over the expected useful life of the assets concerned.

Other sources of income are 'unrestricted', and these are mainly monies collected from parents for learning resources, school trips, outings, and other extra-curricular activities. Also included in 'unrestricted' funds are voluntary donations made by parents to support school life, lettings income and surplus cash funds transferred from RBWM at the time of conversion.

Charters School held fund balances on 31 August 2024 of £20,489,405 comprising £131,006 of restricted funds including a pension reserve deficit of (£1,509,000) and restricted fixed assets of £20,856,332, and unrestricted funds of £1,011,067. The reserves at the end of the financial year are greater than anticipated, as a number of planned projects could not complete during the financial year, this includes phase 2 of a fire door replacement project and asbestos removal. The planned works will take place during the next financial year and reserves will reduce accordingly. The Trustees believe the fund balances are adequate to provide sufficient working capital in times of possible future funding turbulence, to provide a cushion to deal with unexpected emergencies and to fulfil the objectives detailed in the School Development Plan.

As detailed in note 25 to the accounts, the Trust has taken on a deficit in the Local Government Pension Scheme. This will result in the school having to make additional contributions in future years. The Trustees believe they will be able to fund this deficit in the coming years.

CHARTERS SCHOOL
(A Company Limited by Guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2024

Reserves Policy

The Trust holds reserves to provide sufficient working capital in times of possible future funding turbulence, to provide a cushion to deal with unexpected emergencies and to fulfil the objectives detailed in the School Development Plan.

On 31 August 2024 the total funds comprised:

Unrestricted		1,011,067
Restricted:	Fixed asset funds	20,856,332
	GAG	138,446
	Pension reserve	(1,509,000)
	Other, including SALIX loan	(7,440)
		<u>£20,489,405</u>

The deficit on the pension reserve relates to the non-teaching staff pension scheme where, unlike the teacher's scheme, separate assets are held to fund future liabilities as discussed in note 25. The deficit has increased by £175,000 during the 2023/24 financial year, this is as a result of changes to financial assumptions. The deficit can be met in the longer term from any combination of increased employer or employee contributions, increased government funding or changes to scheme benefits. The restricted funds of £131,006 includes SALIX loan liability of £29,800 which will be met from GAG funds over a period of years as per notes 18 and 19. Therefore, excluding this liability, restricted revenue funds are £160,806, which will be spent in accordance with the terms of the particular funds.

Investment Policy

The Trustees' investment powers are set down in the Memorandum and Articles of Association which permit the investment of monies of Charters School that are not immediately required for its purposes in such investments as may be thought fit subject to any restrictions which may from time to time be imposed or required by law.

Charters School's current policy is to invest surplus funds in a combination of short-term cash deposits for fixed periods of no longer than six weeks and longer-term deposit accounts up to one year. Periodically, the management will review interest rates and compare with other investment opportunities. Any change in policy requires the approval of Trustees. The Trust currently has a number of deposit investments of varying terms.

Principal Risks and Uncertainties

The Academy Trust practices through its Board of Trustees and the constituted committees, risk management principles. Any major risks highlighted at any sub-committee are brought to the main Board with proposed mitigating actions and they continue to be reported until the risk is adequately mitigated.

The Board of Trustees accepts managed risk as an inevitable part of its operations but maintains an objective not to run unacceptable levels of risk in any area. The subjective nature of this process requires major risks to be resolved by the Governing Body collectively, whilst more minor risks are dealt with by senior executive officers. The School maintains a Risk Register and Risk Management Action Plan that is reviewed regularly by Trustees at the Resource Committee Meetings and presented annually to the full Trustee Board. The risk register has due regard for the Trust's estate ensuring it is safe, well maintained and complies with current regulations.

The following key risks have been identified by Trustees:

- Reduction in funding associated with any reduction in pupil numbers
- Baseline funding rates do not meet the statutory increases for staff and other core costs
- Inflationary pressures both to the school and upon the families of students
- Recruitment and retention of staff

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2024

FUNDRAISING

The School engages in fundraising throughout the school year, both for specific projects and to augment the annual education budget. Funds are raised in a number of ways including, regular giving, fundraising events, letting the school facilities, project specific campaigns and sponsorship. Where appropriate the school also applies for grants from local and national organisations.

All fundraising activity is monitored by the Headteacher and School Business Manager to ensure it is coordinated appropriately. Trustees and the SLT are mindful that each families' financial circumstances are different and therefore parents are asked only for contributions that are practical and affordable.

The school does not work with professional fundraisers and has not received any complaints.

PLANS FOR FUTURE PERIODS

FOCUS 1: To continue to deliver a consistent approach to safeguarding, driven by data and the needs of our students

Priority:

1. To continue to reinforce and refine CPOMS reporting features
2. To develop peer mentoring opportunities for the student leadership team
3. To develop a strategy towards improving EBSA
4. To improve preventative work, education and CPD on online safeguarding risks

FOCUS 2: To ensure there is a consistent approach in all aspects of our curriculum offer.

Priority:

1. To embed the instructional coaching programme with implementation of phase 2 of the 3-year programme.
2. Quality Assurance Review Phase 2 further embedded and refined to support all departments.
3. To further embed the Whole School Reading & Literacy strategy with a focus on 'Reading for Enjoyment'.
4. Review of the home learning policy and its consistent implementation across the school .
5. To further combine assessment, progress and target setting at KS3 and 4.
6. To ensure consistency of ITT Mentoring aligned with partnership schools and DoE requirements.
7. To embed and extend structured support programme for Overseas Teachers joining Charters School.
8. Full review of PiXL Membership and its impact on Quality of Education.
9. To ensure CPD programme supports Whole School Improvement Plan, including promotion of Whole School Pedagogical Approach and Career Development Opportunities.

FOCUS 3: Implementation of the new Behaviour & Relationships Policy (Attachment and Trauma Aware)

Priority:

1. Introduction of the Charters new Relationships & Behaviour Policy (Attachment & Trauma Aware)
2. Completion of the RBWM Attachment Aware Schools Silver Award
3. CPD pathway focussing on behaviour and attitudes and SEND.
4. Development of a Learning to Behave Curriculum (L2B) to support URE and Charters Character Pillars.
5. Development of rewards system to positively reinforce behaviour.
6. Transition from ClassCharts to Arbor for all behaviour reporting (positive and negative) and seating plans.
7. Review and development of key pastoral procedures.
8. Consistent approach of pastoral practices across all Yr. groups.
9. Continued development of Alternative Curriculum.

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2024

PLANS FOR FUTURE PERIODS (continued)

FOCUS 4: Review all aspects of the current provision of Personal Development, looking at the curriculum and enrichment offers.

Priority:

1. Review of Personal Development Lessons considering the updated PSHEC Curriculum.
2. Development of support for PP students.
3. Review of the school Examinations process.
4. Renewed focus upon engagement with parent body.
5. Continue to develop an already strong Careers Education and IAG offer.
6. Review the Development and Implementation of taught Character in our whole curriculum.
7. Continued Development of the Outdoor Education opportunities available to Charters students.
8. Review of current Enrichment offer with new options and opportunities explored
9. Review of system for school colours
10. Review and subsequent Development of Student Leadership opportunities across the school

FOCUS 5: Change leadership to ensure the school responds to changing demands

Priority:

1. Informal due diligence process as to whether to join the WLP. Followed by formal due diligence if required.
2. EN review of needs across the school to enable staff development and accommodation to reflect the changing circumstances of school in relation to ESBA and SEMH – this is also linked into the new Behaviour policy .
3. Review of the use of the Maine Centre and services to ensure that students at risk of suspension and exclusion are supported.
4. Plan for an expected income loss of circa £180K as the '300' year group leave next year. Hit in 2025 /2026.
5. Move towards a BYOD ecosystem for school with a phased implementation date of September 2027.
6. Project looking at how AI can be used in the development of the curriculum and save staff time with assessment tasks.
7. Investigation into changing the structure, timings and length of the school day.
8. Continue to innovate in the way that we recruit trying to ensure that we have a cost-effective staff.

FOCUS 6: Cohesion of the Sixth Form and development of confident resilient adults ready to take the next steps.

Priority:

1. Developing community cohesion across the sixth form.
2. Development of external links to support post 18 provision.
3. Development of Character of a sixth form students.
4. Review efficacy of Up learn.

FUNDS HELD AS CUSTODIAN TRUSTEE ON BEHALF OF OTHERS

Charters School does not hold cash or assets as a custodian for any third party.

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 AUGUST 2024

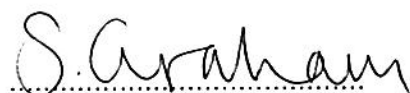
AUDITOR

MHA have indicated their willingness to continue in office.

Insofar as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Trustees' report, incorporating a strategic report, was approved by order of the board of trustees, as the company directors, on 25 November 2024 and signed on the board's behalf by:



S Graham
Chair of Trustees

CHARTERS SCHOOL
(A Company Limited by Guarantee)

GOVERNANCE STATEMENT
FOR THE YEAR ENDED 31 AUGUST 2024

The Academy Trust has an established Senior Leadership Team that has instituted a thorough and effective system of internal control measures to ensure the appropriate management of the resources for which we are responsible.

SCOPE OF RESPONSIBILITY

As trustees we acknowledge we have overall responsibility for ensuring that Charters School has an effective and appropriate system of control, financial and otherwise. However, such a system is designed to manage rather than eliminate the risk of failure to achieve business objectives and can provide only reasonable and not absolute assurance against material misstatement or loss.

The Board of Trustees has delegated the day-to-day responsibility to the Headteacher (Jonathan Fletcher), as accounting officer, for ensuring financial controls conform with the requirements of both propriety and good financial management and in accordance with the requirements and responsibilities assigned to it in the funding agreement between Charters School and the Secretary of State for Education. He is also responsible for reporting to the Board of Trustees any material weaknesses or breakdowns in internal control.

As trustees, we have reviewed and taken account of the guidance in DfE's Governance Handbook and competency framework for governance.

The Board of Trustees has delegated the day-to-day responsibility to the Headteacher (Jonathan Fletcher), as accounting officer, for ensuring financial controls conform with the requirements of both propriety and good financial management and in accordance with the requirements and responsibilities assigned to it in the funding agreement between Charters School and the Secretary of State for Education. He is also responsible for reporting to the Board of Trustees any material weaknesses or breakdowns in internal control.

GOVERNANCE

The information on governance included here supplements that described in the Trustees' Report and in the Statement of Trustees' Responsibilities. The **board of trustees** has formally met **four** times during the year. Attendance during the year at meetings of the board of trustees was as follows:

Trustee	Meetings attended	Out of a possible
Mr Richard Evans (term ended 26 September 2023)	0	1
Mr Peter Barralet	3	4
Mrs Nabila Tayub	3	4
Mrs Sally Graham	4	4
Mr Jonathan Fletcher	4	4
Mrs Sandy Walia (term ended 6 March 2024)	2	2
Mr Andy Smith	2	4
Dr Katrin Augustin	3	4
Mrs Martine Dodwell Bennett	3	4
Mrs Stefanie McGeoghan	4	4
Mr James Toney (Vice Chair)	1	4
Mr Richard Tyler	2	4
John Kearney (joined 28 November 2023)	2	2
Rachel Roberts (joined 28 November 2023)	2	2

GOVERNANCE STATEMENT (continued)
FOR THE YEAR ENDED 31 AUGUST 2024

GOVERNANCE (continued)

The board of trustees comprises:

- a. up to three Community Trustees
- b. three co-opted trustees (more can be appointed if needed)
- c. a minimum of four Parent Trustees.
- d. the Head
- e. any Additional Trustees, if appointed under Article 62, 62A or 68A; and
- f. any Further Trustees, if appointed under Article 63 or Article 68A.

In the year 2023/24 we have 3 Community Trustees, and a full complement of 7 Parent Trustees and 2 co-opted trustees.

The Chair, governance professional and the Head meet regularly with our members to update them of what is going on with the school and the board of trustees

We achieve good data quality through the following:

- **Governance and leadership** - defined roles and responsibilities to ensure accountability for data quality with policies and procedures in place to support the process
- **Systems and processes** - are in place that secure the quality of data, data is discussed in a timely manner at the next meeting.
- **People and skills** - train staff so they have the appropriate knowledge, competencies, and capacity for their roles
- **Education and training** Trustees regularly attend training sessions offered through RBWM and the NGA
- **Data use** - the purpose of collecting and reporting robust, good quality data is to inform management, make improvements to teaching and learning outcomes and to promote accountability to parents, stakeholders, local residents and government
- **Data security** - data collected must be secure and should only be used for authorised purposes

All management information, including financial and performance information, is used by the trustees to manage its performance. External bodies use this information to assess our performance and stakeholders need accessible and reliable information to make informed decisions.

The sources of data about academic progress and attainment are from published results and independent, third-party evaluations compared to other schools nationally, for example, Analyse School Performance; Alps; Fischer Family Trust.

The board finds the quality of data acceptable because they accurately reflect performance and give reliable pointers to where we can improve as a school.

GOVERNANCE STATEMENT (continued)
FOR THE YEAR ENDED 31 AUGUST 2024

GOVERNANCE (continued)

The **Curriculum Committee** is a sub-committee of the main Board of Trustees. Its purpose is to monitor and evaluate rates of progress and standards of achievement by pupils; and to review, monitor and evaluate the curriculum offer and in doing so ensure a broad and balanced curriculum that is relevant to the needs of all pupils at Charters School. The attendance at meetings in the year was as follows:

Trustee	Meetings attended	Out of a possible
Mr Richard Tyler (Chair)	2	3
Katrin Augustin	2	3
Mrs Helen Holroyd	3	3
Stefanie McGeoghan	1	3
Mrs Martine Dodwell Bennett	2	3
Mr James Toney	3	3
Nabila Tayub	2	3
Rachel Roberts	1	1

The **Resources Committee** is a sub-committee of the main Board of Trustees. Its purpose is to ensure that the Academy Trust complies with the ESFA Academies Financial Handbook, to provide guidance and assistance to the Headteacher and Trustees in all matters relating to budgeting and finance, and to provide support and guidance for the Board of Trustees and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.

Attendance at meetings in the year was as follows:

Trustee	Meetings attended	Out of a possible
Mr Andy Smith (Chair)	4	4
Mr Peter Barralet (Vice Chair)	3	4
Ms Sally Graham	4	4
Mrs Sandy Walia	0	2
Mr Jonathan Fletcher	4	4
Mr John Kearney	2	2

Conflicts of interest

Annual declarations of interest are made by each Trustee for the Trust's register of interests. If any Trustee has an interest in any matter discussed at Board meetings, they are required to disclose such conflicts and do not participate in related discussions or decisions.

GOVERNANCE STATEMENT (continued)
FOR THE YEAR ENDED 31 AUGUST 2024

GOVERNANCE (continued)

Governance reviews:

The effectiveness of the board during the 2023/24 academic year will be conducted during the Autumn term. Using a self-evaluation template provided by the National Governance Association.

REVIEW OF VALUE FOR MONEY

As accounting officer, the Headteacher, Jonathan Fletcher, has responsibility for ensuring that Charters School delivers good value in the use of public resources. The accounting officer understands that value for money refers to the educational and wider societal outcomes, as well as estates safety and management, achieved in return for the taxpayer resources received.

The accounting officer considers how the trust's use of its resources has provided good value for money during each academic year, and reports to the Board of Trustees where value for money can be improved, including the use of benchmarking data where appropriate. The accounting officer for the academy trust has delivered improved value for money during the year by taking a wide range of steps, linked to the School Improvement Plan, to ensure the Academy's sustained excellent performance as measured by outcomes for students. A relentless focus on the quality of learning and teaching has ensured that students have continued to exceed expectations. There continues to be a focus on pastoral support and student wellbeing.

In terms of financial efficiency, during the 2023/24 academic year the school has continued to monitor staff costs, carefully considering any appointments, and making savings where appropriate. Several contracts have been renegotiated delivering costs savings or improved services, this includes photocopying and energy contracts. Teaching staff have continued to provide cover support during the year where appropriate and during periods of staff illness. End of life equipment has been replaced and the school continues to make use of government procurement frameworks where appropriate, including IT devices, telephony and photocopying. The school also works collaboratively with other local secondary schools to achieve best value.

The School has an established Estate Strategy that plans and priorities maintenance and development. During the course of the 2023/24 financial year the school has invested in energy efficient measures such as LED lighting and solar panels. Compliance checks are carried out in a timely manner and reported to the Resources Committee at each meeting. Any work highlighted as a result of compliance checks is prioritised and completed in line with the criteria set out in the Estate Strategy, this prioritises health and safety matters. Trustees receive a report on compliance activities at each Resources meeting with any issues reported separately. During the last financial year Trustees have approved funding for solar panels, asbestos removal and phase 2 of a fire door replacement project.

THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can, therefore, only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of Academy Trust policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in Charters School Academy Trust for the period 1 September 2023 to 31 August 2024 and up to the date of approval of the annual report and financial statements.

GOVERNANCE STATEMENT (continued)
FOR THE YEAR ENDED 31 AUGUST 2024

CAPACITY TO HANDLE RISK

The board of trustees has reviewed the key risks to which the Academy Trust is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The board of trustees is of the view that there is a formal on-going process for identifying, evaluating and managing the Academy Trust's significant risks that has been in place for the period 1 September 2023 to 31 August 2024 and up to the date of approval of the annual report and financial statements. This process is regularly reviewed by the board of trustees.

THE RISK AND CONTROL FRAMEWORK

The academy trust's system of internal control is based on a framework of regular management information and administrative procedures including the segregation of duties and a system of delegation and accountability. In particular it includes:

- comprehensive budgeting and monitoring systems with an annual budget and periodic financial reports which are reviewed and agreed by the Board of Trustees
- regular reviews by the Resources Committee of reports which indicate financial performance against the forecasts and of major purchase plans, capital works and expenditure programmes
- setting targets to measure financial and other performance
- clearly defined purchasing (asset purchase or capital investment) guidelines
- delegation of authority and segregation of duties
- identification and management of risks
- regular review of the Contracts Register by the Resources Committee.

In 2023/24, the board of trustees have appointed School Business Services to provide internal review services.

The **reviewer's** role includes giving advice on financial matters and performing a range of checks on the Academy Trust's financial systems. In particular, the checks carried out in the current period included:

- testing of recruitment processes
- testing of payroll procedures, including authorising appointments, changes to pay.
- testing of procurement procedures, including testing delegated authority and segregation of duties is in place
- testing of control account/ bank reconciliations
- testing the period closedown processes and management accounts

On an annual basis, the **reviewer** reports to the board of trustees, through the **Resources Committee incorporating the Risk and Audit Committee** on the operation of the systems of control and on the discharge of the board of trustees' financial responsibilities and annually prepares an annual summary report to the committee outlining the areas reviewed, key findings, recommendations and conclusions to help the committee consider actions and assess year on year progress. During 2023/24 the work was delivered as planned. No major control issues were identified.

In addition to testing of financial controls an additional review of attendance were also undertaken some low-risk actions were identified, these were discussed by Trustees and actions taken where appropriate. Attendance remains a key priority for the Trust.

GOVERNANCE STATEMENT (continued)
FOR THE YEAR ENDED 31 AUGUST 2024

REVIEW OF EFFECTIVENESS

As the accounting officer Headteacher, Jonathan Fletcher has responsibility for reviewing the effectiveness of the system of internal control. During the year in question the review has been informed by:

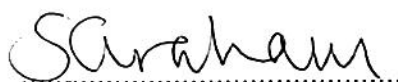
- the work of the external auditor
- the work of the internal reviewer
- the financial management and governance self-assessment process
- the work of the executive managers within the academy trust who have responsibility for the development and maintenance of the internal control framework

The accounting officer has accepted the recommendations of the external audit and a plan to address weaknesses and ensure continuous improvement of the system has been implemented as appropriate.

Conclusion

Based on the advice of the audit and risk committee and the accounting officer, the board of trustees is of the opinion that the academy trust has an adequate and effective framework for governance, risk management and control.

Approved by order of the Members of the Board of Trustees on 25 November 2024 and signed on its behalf by:



S Graham
Chair of Trustees



J Fletcher
Accounting Officer

**STATEMENT ON REGULARITY, PROPRIETY AND COMPLIANCE
FOR THE YEAR ENDED 31 AUGUST 2024**

As Accounting Officer of Charters School, I have considered my responsibility to notify Charters School Board of Trustees and the Education & Skills Funding Agency (ESFA) of material irregularity, impropriety and non-compliance with terms and conditions of funding, including for estates safety and management, under the funding agreement in place between Charters School and the Secretary of State for Education. As part of my consideration, I have had due regard to the requirements of the Academies Trust Handbook 2023, including responsibilities for estates safety and management.

I confirm that I and the academy trust board of trustees are able to identify any material irregular or improper use of funds by Charters School, or material non-compliance with the terms and conditions of funding under the Charters School's funding agreement and the Academies Trust Handbook 2023.

I confirm that no instances of material irregularity, impropriety or funding non-compliance have been discovered to date. If any instances are identified after the date of this statement, these will be notified to the board of trustees and ESFA.



J Fletcher
Accounting Officer

25 November 2024

CHARTERS SCHOOL
(A Company Limited by Guarantee)

STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 AUGUST 2024

The Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with the Academies Accounts Direction published by the Education and Skills Funding Agency, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial . Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

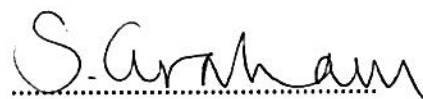
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP 2019 and the Academies Accounts Direction 2023 to 2024;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for ensuring that in its conduct and operation the charitable company applies financial and other controls, which conform with the requirements both of propriety and of good financial management. They are also responsible for ensuring grants received from ESFA/DfE have been applied for the purposes intended.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by order of the members of the Board of Trustees and signed on its behalf by:



S Graham
Chair of Trustees

Date: 25 November 2024

**INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF
CHARTERS SCHOOL**

Opinion

We have audited the financial statements of Charters School (the 'academy trust') for the year ended 31 August 2024 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law, United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', the Charities SORP 2019 and the Academies Accounts Direction 2023 to 2024 issued by the Education and Skills Funding Agency.

In our opinion the financial statements:

- give a true and fair view of the state of the Academy Trust's affairs as at 31 August 2024 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities SORP 2019 and the Academies Accounts Direction 2023 to 2024 issued by the Education and Skills Funding Agency.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Academy Trust in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Academy Trust's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

CHARTERS SCHOOL
(A Company Limited by Guarantee)

**INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF
CHARTERS SCHOOL (CONTINUED)**

Other information

The other information comprises the information included in the Annual Report other than the financial statements and our Auditor's Report thereon. The Trustees are responsible for the other information contained within the Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report including the Strategic Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report and the Strategic Report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the Academy Trust and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report including the Strategic Report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

**INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF
CHARTERS SCHOOL (CONTINUED)**

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the Trustees (who are also the directors of the Academy Trust for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Academy Trust's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Academy Trust or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- Enquiry of management around actual and potential litigation and claims;
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias;
- Reviewing minutes of meetings of those charged with governance;
- Reviewing internal audit reports;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

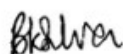
A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditor's Report.

CHARTERS SCHOOL
(A Company Limited by Guarantee)

**INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL STATEMENTS TO THE MEMBERS OF
CHARTERS SCHOOL (CONTINUED)**

Use of our report

This report is made solely to the Academy Trust's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Academy Trust's members those matters we are required to state to them in an Auditor's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Academy Trust and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



BIANCA SILVA BA ACA DChA (Senior Statutory Auditor)

for and on behalf of

MHA, Statutory Auditor

Maidenhead, United Kingdom

Date: 20 December 2024

MHA is the trading name of MacIntyre Hudson LLP, a limited liability partnership in England and Wales (registered number OC312313)

CHARTERS SCHOOL
(A Company Limited by Guarantee)

INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO CHARTERS SCHOOL AND THE EDUCATION AND SKILLS FUNDING AGENCY

In accordance with the terms of our engagement letter dated 20 August 2024 and further to the requirements of the Education and Skills Funding Agency (ESFA) as included in the Academies Accounts Direction 2023 to 2024, we have carried out an engagement to obtain limited assurance about whether the expenditure disbursed and income received by Charters School during the year 1 September 2023 to 31 August 2024 have been applied to the purposes identified by Parliament and the financial transactions conform to the authorities which govern them.

This report is made solely to Charters School and ESFA in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to Charters School and ESFA those matters we are required to state in a report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Charters School and ESFA, for our work, for this report, or for the conclusion we have formed.

Respective responsibilities of Charters School's accounting officer and the reporting accountant

The accounting officer is responsible, under the requirements of Charters School's funding agreement with the Secretary of State for Education dated 20 October 2011 and the Academy Trust Handbook, extant from 1 September 2023, for ensuring that expenditure disbursed and income received is applied for the purposes intended by Parliament and the financial transactions conform to the authorities which govern them.

Our responsibilities for this engagement are established in the United Kingdom by our profession's ethical guidance and are to obtain limited assurance and report in accordance with our engagement letter and the requirements of the Academies Accounts Direction 2023 to 2024. We report to you whether anything has come to our attention in carrying out our work which suggests that in all material respects, expenditure disbursed and income received during the year 1 September 2023 to 31 August 2024 have not been applied to purposes intended by Parliament or that the financial transactions do not conform to the authorities which govern them.

CHARTERS SCHOOL
(A Company Limited by Guarantee)

INDEPENDENT REPORTING ACCOUNTANT'S ASSURANCE REPORT ON REGULARITY TO CHARTERS SCHOOL AND THE EDUCATION & SKILLS FUNDING AGENCY (CONTINUED)

Approach

We conducted our engagement in accordance with the Framework and Guide for External Auditors and Reporting Accountant of Academy Trusts issued by ESFA. We performed a limited assurance engagement as defined in our engagement letter.

The objective of a limited assurance engagement is to perform such procedures as to obtain information and explanations in order to provide us with sufficient appropriate evidence to express a negative conclusion on regularity.

A limited assurance engagement is more limited in scope than a reasonable assurance engagement and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in a reasonable assurance engagement. Accordingly, we do not express a positive opinion.

Our engagement includes examination, on a test basis, of evidence relevant to the regularity and propriety of the Academy Trust's income and expenditure.

The work undertaken to draw to our conclusion includes:

- reviewing the minutes of the meetings of the Governing Body and other evidence made available to us, relevant to our consideration of regularity;
- a review of the objectives and activities of the Academy, with reference to the income streams and other information available to us as auditors of the Academy;
- testing of a sample of payroll payments to staff;
- testing of a sample of payments to suppliers and other third parties;
- consideration of governance issues;
- evaluating the internal control procedures and reporting lines, and testing as appropriate;
- making appropriate enquiries of the Accounting Officer.

Conclusion

In the course of our work, nothing has come to our attention which suggest in all material respects the expenditure disbursed and income received during the year 1 September 2023 to 31 August 2024 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.



Reporting Accountant
MHA, Statutory Auditor

Maidenhead, United Kingdom

Date: 20 December 2024

CHARTERS SCHOOL
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 AUGUST 2024**

	Note	Unrestricted funds 2024 £	Restricted funds 2024 £	Restricted fixed asset funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income from:						
Donations and capital grants	3	29,695	34,033	35,109	98,837	164,550
Other trading activities	5	36,576	-	-	36,576	65,238
Investments	6	45,035	-	-	45,035	21,812
Charitable activities	4	702,771	11,218,073	-	11,920,844	11,154,234
Total income		814,077	11,252,106	35,109	12,101,292	11,405,834
Expenditure on:						
Charitable activities	7	521,969	11,222,962	1,010,940	12,755,871	11,953,701
Total expenditure		521,969	11,222,962	1,010,940	12,755,871	11,953,701
Net income/ (expenditure)		292,108	29,144	(975,831)	(654,579)	(547,867)
Transfers between funds	18	(434,907)	24,188	410,719	-	-
Other recognised gains/(losses):						
Actuarial (losses)/gains on defined benefit pension schemes	25	-	(147,000)	-	(147,000)	808,000
Net movement in funds		(142,799)	(93,668)	(565,112)	(801,579)	260,133
Reconciliation of funds:						
Total funds brought forward		1,153,866	(1,284,326)	21,421,444	21,290,984	21,030,851
Net movement in funds		(142,799)	(93,668)	(565,112)	(801,579)	260,133
Total funds carried forward		1,011,067	(1,377,994)	20,856,332	20,489,405	21,290,984

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 31 to 60 form part of these financial statements.

CHARTERS SCHOOL
(A Company Limited by Guarantee)
REGISTERED NUMBER: 08208767

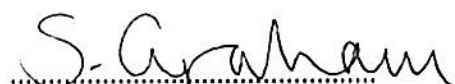
BALANCE SHEET
AS AT 31 AUGUST 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	13	20,360,752	20,926,989
		<u>20,360,752</u>	<u>20,926,989</u>
Current assets			
Debtors	14	425,283	538,810
Investments	15	1,229,943	1,201,504
Cash at bank and in hand		1,078,516	1,137,222
		<u>2,733,742</u>	<u>2,877,536</u>
Creditors: amounts falling due within one year	16	(1,096,089)	(1,149,741)
Net current assets		<u>1,637,653</u>	<u>1,727,795</u>
Total assets less current liabilities		<u>21,998,405</u>	<u>22,654,784</u>
Creditors: amounts falling due after more than one year	17	-	(29,800)
Net assets excluding pension liability		<u>21,998,405</u>	<u>22,624,984</u>
Defined benefit pension scheme liability	25	(1,509,000)	(1,334,000)
Total net assets		<u><u>20,489,405</u></u>	<u><u>21,290,984</u></u>
Funds of the Academy Trust			
Restricted funds:			
Fixed asset funds	18	20,856,332	21,421,444
Restricted income funds	18	131,006	49,674
Pension reserve	18	(1,509,000)	(1,334,000)
Total restricted funds	18	<u>19,478,338</u>	<u>20,137,118</u>
Unrestricted income funds	18	<u>1,011,067</u>	<u>1,153,866</u>
Total funds		<u><u>20,489,405</u></u>	<u><u>21,290,984</u></u>

CHARTERS SCHOOL
(A Company Limited by Guarantee)
REGISTERED NUMBER: 08208767

BALANCE SHEET (CONTINUED)
AS AT 31 AUGUST 2024

The financial statements on pages 27 to 60 were approved and authorised for issue by the Trustees and are signed on their behalf, by:



S Graham
Chair of Trustees

Date: 25 November 2024

The notes on pages 31 to 60 form part of these financial statements.

CHARTERS SCHOOL
(A Company Limited by Guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 AUGUST 2024

	Note	2024 £	2023 £
Cash flows from operating activities			
Net cash provided by operating activities	20	364,024	239,885
Cash flows from investing activities	22	(392,930)	(1,151,800)
Cash flows from financing activities	21	(29,800)	(29,799)
Change in cash and cash equivalents in the year		(58,706)	(941,714)
Cash and cash equivalents at the beginning of the year		1,137,222	2,078,936
Cash and cash equivalents at the end of the year	23, 24	<u>1,078,516</u>	<u>1,137,222</u>

The notes on pages 31 to 60 form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024

1. Accounting policies

A summary of the principal accounting policies adopted (which have been applied consistently, except where noted), judgements and key sources of estimation uncertainty, is set out below.

1.1 Basis of preparation of financial statements

The financial statements of the Academy Trust, which is a public benefit entity under FRS 102, have been prepared under the historic cost convention in accordance with the Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS 102), the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)), the Academies Accounts Direction 2023 to 2024 issued by ESFA, the Charities Act 2011 and the Companies Act 2006.

Charters School is a company limited by guarantee incorporated in England and Wales. The address of the registered office, principal place of operations and registered number are detailed on page 1. The nature of the Academy Trust's operations and principal activity are detailed in the Trustees' Report.

The Financial Statements are prepared in British Pound Sterling (£), the functional and presentational currency, rounded to the nearest £1.

1.2 Fund accounting

Unrestricted income funds represent those resources which may be used towards meeting any of the charitable objects of the Academy Trust at the discretion of the Trustees.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted fixed asset funds are resources which are to be applied to specific capital purposes imposed by the funders where the asset acquired or created is held for a specific purpose.

Restricted general funds comprise all other restricted funds received with restrictions imposed by the funder/donor and include grants from the Department for Education Group.

Investment income, gains and losses are allocated to the appropriate fund.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024

1. Accounting policies (continued)

1.3 Income

All incoming resources are recognised when the Academy Trust has entitlement to the funds, the receipt is probable and the amount can be measured reliably.

- **Grants**

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of meeting any performance-related conditions there is not unconditional entitlement to the income and its recognition is deferred and included in creditors as deferred income until the performance-related conditions are met. Where entitlement occurs before income is received, the income is accrued.

General Annual Grant is recognised in full in the Statement of Financial Activities in the year for which it is receivable and any abatement in respect of the year is deducted from income and recognised as a liability.

Capital grants are recognised when there is entitlement and are not deferred over the life of the asset on which they are expended. Unspent amounts of capital grant are reflected in the balance in the restricted fixed asset fund.

- **Donations**

Donations are recognised on a receivable basis (where there are no performance-related conditions) where the receipt is probable and the amount can be reliably measured.

- **Other income**

Other income, including the hire of facilities, is recognised in the year it is receivable and to the extent the Academy Trust has provided the goods or services.

- **Donated fixed assets (excluding transfers on conversion or into the Academy Trust)**

Where the donated good is a fixed asset it is measured at fair value, unless it is impractical to measure this reliably, in which case the cost of the item to the donor should be used. The gain is recognised as 'Income from Donations and Capital Grants' and a corresponding amount is included in the appropriate fixed asset category and depreciated over the useful economic life in accordance with the Academy Trust's accounting policies.

1.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024

1. Accounting policies (continued)

1.4 Expenditure (continued)

- **Charitable activities**

Expenditure on charitable activities are costs incurred on the Academy Trust's educational operations, including support costs and costs relating to the governance of the Academy Trust apportioned to charitable activities.

All resources expended are inclusive of irrecoverable VAT.

1.5 Going concern

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Academy Trust to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Academy Trust has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Academy Trust's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

1.6 Tangible fixed assets

Assets costing £3,000 or more are capitalised as tangible fixed assets and are carried at cost, net of depreciation and any provision for impairment.

Where tangible fixed assets have been acquired with the aid of specific grants, either from the government or from the private sector, they are included in the Balance Sheet at cost and depreciated over their expected useful economic life to estimated residual values. Where there are specific conditions attached to the funding requiring the continued use of the asset, the related grants are credited to a restricted fixed asset fund in the Statement of Financial Activities and carried forward in the Balance Sheet. Depreciation on the relevant assets is charged directly to the restricted fixed asset fund in the Statement of Financial Activities.

Depreciation is provided on all tangible fixed assets other than freehold land and assets under construction, at rates calculated to write off the cost of each asset on a straight-line basis over its expected useful life, as follows:

Depreciation is provided on the following bases:

Long leasehold buildings	- 50 years on cost
Fixtures, fittings and equipment	- 10 years on cost
Computer equipment	- 3 years on cost
Motor vehicles	- 5 years on cost

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024

1. Accounting policies (continued)

1.7 Leased assets

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight-line basis over the lease term.

1.8 Taxation

The Academy Trust is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

Accordingly, the Academy Trust is potentially exempt from taxation in respect of income or capital gains received within categories covered by Part 11, chapter 3 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

1.9 Debtors

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid.

1.10 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.11 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the Academy Trust anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are recognised when the Academy Trust pension obligation at the reporting date as a result of a past event which it is probable will result where transfer of economic benefits and the obligation can be estimated reliably.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024

1. Accounting policies (continued)

1.12 Financial instruments

The Academy Trust only holds basic financial instruments as defined in FRS 102. The financial assets and financial liabilities of the Academy Trust and their measurement bases are as follows:

Financial assets - trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost as detailed in note 14. Prepayments are not financial instruments.

Cash at bank is classified as a basic financial instrument and is measured at face value.

Financial liabilities - trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost as detailed in notes 16 and 17. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument.

1.13 Pensions

Retirement benefits to employees of the Academy Trust are provided by the Teachers' Pension Scheme ("TPS") and the Local Government Pension Scheme ("LGPS"). These are defined benefit schemes.

The TPS is an unfunded scheme and contributions are calculated so as to spread the cost of pensions over employees' working lives with the Academy Trust in such a way that the pension cost is a substantially level percentage of current and future pensionable payroll. The contributions are determined by the Government Actuary on the basis of quadrennial valuations using a prospective unit credit method. TPS is an unfunded multi-employer scheme with no underlying assets to assign between employers. Consequently, the TPS is treated as a defined contribution scheme for accounting purposes and the contributions recognised in the period to which they relate.

The LGPS is a funded multi-employer scheme and the assets are held separately from those of the Academy Trust in separate trustee administered funds. Pension scheme assets are measured at fair value and liabilities are measured on an actuarial basis using the projected unit credit method and discounted at a rate equivalent to the current rate of return on a high quality corporate bond of equivalent term and currency to the liabilities. The actuarial valuations are obtained at least triennially and are updated at each Balance Sheet date. The amounts charged to operating surplus are the current service costs and the costs of scheme introductions, benefit changes, settlements and curtailments. They are included as part of staff costs as incurred. Net interest on the net defined benefit liability/asset is also recognised in the Statement of Financial Activities and comprises the interest cost on the defined benefit obligation and interest income on the scheme assets, calculated by multiplying the fair value of the scheme assets at the beginning of the period by the rate used to discount the benefit obligations. The difference between the interest income on the scheme assets and the actual return on the scheme assets is recognised in other recognised gains and losses.

Actuarial gains and losses are recognised immediately in other recognised gains and losses.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024

2. Critical accounting estimates and areas of judgement

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The Academy Trust makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

The present value of the Local Government Pension Scheme defined benefit liability depends on a number of factors that are determined on an actuarial basis using a variety of assumptions. The assumptions used in determining the net cost or income for pensions include the discount rate. Any changes in these assumptions, which are disclosed in note 25, will impact the carrying amount of the pension liability. Furthermore a roll forward approach which projects results from the latest full actuarial valuation performed at 31 March 2022 has been used by the actuary in valuing the pensions liability at 31 August 2024. Any differences between the figures derived from the roll forward approach and a full actuarial valuation would impact on the carrying amount of the pension liability.

Critical areas of judgement:

The judgements that have had a significant effect on amounts recognised in the financial statements are those concerning the choice of depreciation policies and asset lives.

3. Income from donations and capital grants

	Unrestricted funds 2024 £	Restricted funds 2024 £	Restricted fixed asset funds 2024 £	Total funds 2024 £
Donations	29,695	34,033	-	63,728
Capital Grants	-	-	35,109	35,109
	<u>29,695</u>	<u>34,033</u>	<u>35,109</u>	<u>98,837</u>

CHARTERS SCHOOL
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

3. Income from donations and capital grants (continued)

	<i>Unrestricted funds 2023 £</i>	<i>Restricted funds 2023 £</i>	<i>Restricted fixed asset funds 2023 £</i>	<i>Total funds 2023 £</i>
Donations	37,340	25,828	-	63,168
Capital Grants	-	-	101,382	101,382
	<u>37,340</u>	<u>25,828</u>	<u>101,382</u>	<u>164,550</u>

4. Funding for the Academy Trust's charitable activities

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
DfE/ESFA grants			
General Annual Grant (GAG)	-	10,229,391	10,229,391
Other DfE/ESFA grants			
Pupil premium	-	154,224	154,224
Teachers pay	-	145,592	145,592
Teachers pension	-	165,138	165,138
Mainstream schools additional grant	-	289,598	289,598
Others	-	54,231	54,231
	<u>-</u>	<u>11,038,174</u>	<u>11,038,174</u>
Other Government grants			
Local Authority - other grants	-	8,150	8,150
Local Authority SEN income	-	152,662	152,662
Other income from the Academy Trust's educational operations	702,771	-	702,771
COVID-19 additional funding (DfE/ESFA)			
Other DfE/ESFA COVID-19 funding	-	19,087	19,087
	<u>702,771</u>	<u>11,218,073</u>	<u>11,920,844</u>

CHARTERS SCHOOL
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024

4. Funding for the Academy Trust's charitable activities (continued)

	<i>Unrestricted funds 2023 £</i>	<i>Restricted funds 2023 £</i>	<i>Total funds 2023 £</i>
DfE/ESFA grants			
General Annual Grant (GAG)	-	9,702,882	9,702,882
Other DfE/ESFA grants			
Pupil premium	-	155,710	155,710
Teachers pay	-	118,948	118,948
Teachers pension	-	72,975	72,975
Supplementary grant	-	244,541	244,541
Others	-	58,262	58,262
	-	10,353,318	10,353,318
Other Government grants			
Local Authority SEN income	-	165,896	165,896
Other income from the Academy Trust's educational operations	582,593	-	582,593
COVID-19 additional funding (DfE/ESFA)			
Other DfE/ESFA COVID-19 funding	-	52,427	52,427
	582,593	10,571,641	11,154,234

5. Income from other trading activities

	<i>Unrestricted funds 2024 £</i>	<i>Total funds 2024 £</i>
Lettings and rental income	34,826	34,826
Other income	1,750	1,750
	36,576	36,576

CHARTERS SCHOOL
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

5. Income from other trading activities (continued)

	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Lettings and rental income	32,070	32,070
Other income	33,168	33,168
	<u>65,238</u>	<u>65,238</u>

6. Investment income

	<i>Unrestricted funds 2024 £</i>	<i>Total funds 2024 £</i>
Bank interest receivable	<u>45,035</u>	<u>45,035</u>

	<i>Unrestricted funds 2023 £</i>	<i>Total funds 2023 £</i>
Bank interest receivable	<u>21,812</u>	<u>21,812</u>

7. Expenditure

	Staff Costs 2024 £	Premises 2024 £	Other 2024 £	Total 2024 £
Academy's educational operations:				
Direct costs	7,835,460	-	984,774	8,820,234
Allocated support costs	1,259,973	914,170	1,761,494	3,935,637
	<u>9,095,433</u>	<u>914,170</u>	<u>2,746,268</u>	<u>12,755,871</u>

CHARTERS SCHOOL
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

7. Expenditure (continued)

	<i>Staff Costs 2023 £</i>	<i>Premises 2023 £</i>	<i>Other 2023 £</i>	<i>Total 2023 £</i>
Academy's educational operations:				
Direct costs	7,187,562	-	993,908	8,181,470
Allocated support costs	1,336,861	909,980	1,525,390	3,772,231
	<u>8,524,423</u>	<u>909,980</u>	<u>2,519,298</u>	<u>11,953,701</u>

8. Analysis of expenditure by activities

	<i>Activities undertaken directly 2024 £</i>	<i>Support costs 2024 £</i>	<i>Total funds 2024 £</i>
Academy's educational operations	<u>8,820,234</u>	<u>3,935,637</u>	<u>12,755,871</u>

	<i>Activities undertaken directly 2023 £</i>	<i>Support costs 2023 £</i>	<i>Total funds 2023 £</i>
Academy's educational operations	<u>8,181,470</u>	<u>3,772,231</u>	<u>11,953,701</u>

CHARTERS SCHOOL
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024

8. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Total funds 2024 £	Total funds 2023 £
Pension finance costs	-	10,625
Teaching educational support staff costs	7,709,777	7,187,562
Educational supplies	306,836	292,831
Examination fees	220,999	200,501
Educational consultancy	71,413	64,559
Other staff costs	125,367	70,655
Other direct costs	385,842	354,737
	8,820,234	8,181,470

Analysis of support costs

	Total funds 2024 £	Total funds 2023 £
Pension finance costs	62,000	66,375
Support staff costs	1,385,656	1,336,861
Depreciation	1,010,940	978,724
Technology costs	149,374	144,486
Premises costs	914,170	899,669
Other support costs	389,769	323,918
Governance costs	23,728	22,198
	3,935,637	3,772,231

CHARTERS SCHOOL
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

9. Net income/(expenditure)

Net income/(expenditure) for the year includes:

	2024 £	2023 £
Operating lease rentals	59,338	44,590
Depreciation of tangible fixed assets	1,010,940	978,724
Fees paid to auditor for:		
- audit	14,250	11,500
- other services	4,250	8,100
	<u>14,250</u>	<u>11,500</u>

10. Staff

a. Staff costs and employee benefits

Staff costs during the year were as follows:

	2024 £	2023 £
Wages and salaries	6,713,797	6,292,374
Social security costs	703,513	635,455
Pension costs	1,589,064	1,523,709
Other employee benefits	-	-
	<u>9,006,374</u>	<u>8,451,538</u>
Agency staff costs	89,059	64,213
Staff restructuring costs	-	8,672
	<u>89,059</u>	<u>8,672</u>
	<u>9,095,433</u>	<u>8,524,423</u>

Staff restructuring costs comprise:

	2024 £	2023 £
Severance payments	-	8,672
	<u>-</u>	<u>8,672</u>

Severance payments include contractual payments, statutory payments and special staff severance payments. Special staff severance payments are amounts paid to employees outside of statutory and contractual requirements.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024

10. Staff (continued)

b. Severance payments

The Academy Trust paid - severance payments in the year (2023 - 1), disclosed in the following bands:

	2024 No.	2023 No.
£0 - £25,000	-	1
	<u> </u>	<u> </u>

c. Staff numbers

The average number of persons employed by the Academy Trust during the year was as follows:

	2024 No.	2023 No.
Teaching	113	111
Administration and support	103	99
Management	2	2
	<u>218</u>	<u>212</u>

d. Higher paid staff

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2024 No.	2023 No.
In the band £60,001 - £70,000	3	3
In the band £70,001 - £80,000	5	2
In the band £80,001 - £90,000	3	3
In the band £110,001 - £120,000	-	1
In the band £130,001 - £140,000	1	-
	<u> </u>	<u> </u>

e. Key management personnel

The key management personnel of the Academy Trust comprise the Trustees and the senior management team as listed on page 1. The total amount of key management personnel benefits (including employer pension contributions and employer national insurance contributions) received by key management personnel for their services to the Academy Trust was £1,142,866 (2023 - £1,073,695).

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024

11. Related Party Transactions – Trustees' remuneration and expenses

One or more Trustees has been paid remuneration or has received other benefits from an employment with the Academy Trust. The principal and other staff Trustees only receive remuneration in respect of services they provide undertaking the roles of principal and staff members under their contracts of employment. The value of Trustees' remuneration and other benefits was as follows:

		2024	2023
		£	£
J Fletcher	Remuneration	130,000 - 135,000	115,000 - 120,000
	Pension contributions paid	30,000 - 35,000	25,000 - 30,000

Details for Trustees resigning before 1 September 2023 are not shown.

During the year ended 31 August 2024, no Trustee expenses have been incurred (2023 - £NIL).

12. Trustees' and Officers' insurance

The Academy Trust has opted into the Department of Education's risk protection arrangement (RPA), an alternative to insurance where UK government funds cover losses that arise. This scheme protects Trustees and officers from claims arising from negligent acts, errors or omissions occurring whilst on academy business, and provides cover up to £10,000,000. It is not possible to quantify the Trustees and officers indemnity element from the overall cost of the RPA scheme membership.

CHARTERS SCHOOL
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

13. Tangible fixed assets

	Long leasehold land and buildings £	Fixtures, fittings and equipment £	Computer equipment £	Total £
Cost or valuation				
At 1 September 2023	27,408,060	1,325,089	992,199	29,725,348
Additions	13,697	327,122	103,884	444,703
At 31 August 2024	<u>27,421,757</u>	<u>1,652,211</u>	<u>1,096,083</u>	<u>30,170,051</u>
Depreciation				
At 1 September 2023	7,386,409	541,400	870,550	8,798,359
Charge for the year	764,688	170,403	75,849	1,010,940
At 31 August 2024	<u>8,151,097</u>	<u>711,803</u>	<u>946,399</u>	<u>9,809,299</u>
Net book value				
At 31 August 2024	<u>19,270,660</u>	<u>940,408</u>	<u>149,684</u>	<u>20,360,752</u>
At 31 August 2023	<u>20,021,651</u>	<u>783,689</u>	<u>121,649</u>	<u>20,926,989</u>

Included within long leasehold land and buildings is leasehold land at valuation of £2,515,448 (2023 - £2,515,448), which is not depreciated.

14. Debtors

	2024 £	2023 £
Due within one year		
Trade debtors	55,233	106,931
Other debtors	302	681
Prepayments and accrued income	282,191	143,620
VAT recoverable	87,557	287,578
	<u>425,283</u>	<u>538,810</u>

CHARTERS SCHOOL
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

15. Current asset investments

	2024 £	2023 £
Bank deposit accounts	1,229,943	1,201,504

16. Creditors: Amounts falling due within one year

	2024 £	2023 £
Salix Loan	29,800	29,799
Trade creditors	170,806	452,153
Other taxation and social security	159,063	156,865
Other creditors	225,255	191,156
Accruals and deferred income	511,165	319,768
	<u>1,096,089</u>	<u>1,149,741</u>

	2024 £	2023 £
Deferred income at 1 September 2023	119,602	115,879
Resources deferred during the year	203,385	119,602
Amounts released from previous periods	(119,602)	(115,879)
	<u>203,385</u>	<u>119,602</u>

This year's deferred income for the academy trust relates to government grant income and trips that are due to take place during the 2024/2025 academic year.

The SALIX loan is from the ESFA which is provided interest free and repayments will be made through a reduction in revenue payments.

17. Creditors: Amounts falling due after more than one year

	2024 £	2023 £
Salix Loan	-	29,800

The SALIX loan is from the ESFA and is provided interest free and repayments will be made through a reduction in revenue payments over an 8 year payback.

CHARTERS SCHOOL
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

18. Statement of funds

	Balance at 1 September 2023 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 August 2024 £
Unrestricted funds						
Designated funds						
Project fund	25,672	-	-	-	-	25,672
General funds						
Unrestricted funds	1,128,194	814,077	(521,969)	(434,907)	-	985,395
Total Unrestricted funds	1,153,866	814,077	(521,969)	(434,907)	-	1,011,067
Restricted general funds						
General Annual Grant (GAG)	92,782	10,229,391	(10,207,915)	24,188	-	138,446
Other DfE/ESFA revenue grants	3,572	808,783	(812,355)	-	-	-
Other Local Authority Grants	-	160,812	(160,812)	-	-	-
SALIX loan	(59,598)	-	29,798	-	-	(29,800)
Other DfE/ESFA COVID-19	-	19,087	(19,087)	-	-	-
Other income	12,918	34,033	(24,591)	-	-	22,360
Pension reserve	(1,334,000)	-	(28,000)	-	(147,000)	(1,509,000)
	(1,284,326)	11,252,106	(11,222,962)	24,188	(147,000)	(1,377,994)

CHARTERS SCHOOL
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

18. Statement of funds (continued)

	Balance at 1 September 2023 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 August 2024 £
Restricted fixed asset funds						
Fixed asset fund	20,926,989	-	(1,010,940)	444,703	-	20,360,752
ESFA/DfE grants	494,455	35,109	-	(33,984)	-	495,580
	<u>21,421,444</u>	<u>35,109</u>	<u>(1,010,940)</u>	<u>410,719</u>	<u>-</u>	<u>20,856,332</u>
Total Restricted funds	<u>20,137,118</u>	<u>11,287,215</u>	<u>(12,233,902)</u>	<u>434,907</u>	<u>(147,000)</u>	<u>19,478,338</u>
Total funds	<u>21,290,984</u>	<u>12,101,292</u>	<u>(12,755,871)</u>	<u>-</u>	<u>(147,000)</u>	<u>20,489,405</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024

18. Statement of funds (continued)

The specific purposes for which the funds are to be applied are as follows:

All general funds are held for the purposes of education in line with the Academy's objectives.

The General Annual Grant (GAG) represents the core funding for the educational activities of the school that has been provided to the academy via the Education and Skills Funding Agency and the Department for Education. The GAG fund has been set up because the GAG must be used for the normal running costs of the Academy.

The local authority restricted fund represents other funding received from local government received in relation to specific purposes such as SEN funding.

The SALIX loan fund represents a SALIX loan received for boiler replacement work. Repayments will be made through a reduction in revenue payments over a 8 year payback.

The pension reserve represents the separately identifiable pension scheme deficit inherited from the local authority upon conversion to Academy status, and through which all the pension scheme movements are recognised.

Other restricted income funds represents donations and miscellaneous educational income which must be used for the purposes agreed.

The restricted fixed asset fund represents the net book value of inherited fixed assets and fixed assets purchased since conversion.

The DfE/ESFA capital grant fund relates to restricted devolved capital income awarded to the Academy and the relevant restricted expenditure recorded against this.

The transfer between unrestricted, restricted funds and restricted fixed asset funds represents amounts capitalised during the period and funded from income reserves. The transfer of £24,188 to GAG from unrestricted represents amounts spent from donations received.

Due to the unexpected delay in procuring some goods and services the Trustees are designated funds to ensure the following projects are completed in 2022/23: Sixth Form canopy, replace hanging tiles on sixth form block, relocate and replace long jump pit, health and safety works to various paths, masonry repairs. The balance not yet spent at 31 August 2024 is £25,672.

Under the funding agreement with the Secretary of State, the Academy Trust was not subject to a limit on the amount of GAG it could carry forward at 31 August 2024.

CHARTERS SCHOOL
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

18. Statement of funds (continued)

Comparative information in respect of the preceding year is as follows:

	<i>Balance at 1 September 2022 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Gains/ (Losses) £</i>	<i>Balance at 31 August 2023 £</i>
Unrestricted funds						
Designated funds						
Project fund	25,672	-	-	-	-	25,672
General funds						
Unrestricted funds	880,107	706,983	(458,896)	-	-	1,128,194
Total Unrestricted funds	905,779	706,983	(458,896)	-	-	1,153,866
Restricted general funds						
General Annual Grant (GAG)	193,007	9,702,882	(9,435,202)	(367,905)	-	92,782
Other DfE/ESFA revenue grants	15,870	650,436	(662,734)	-	-	3,572
Other Local Authority Grants	-	165,896	(165,896)	-	-	-
SALIX loan	(89,398)	-	-	29,800	-	(59,598)
Other DfE/ESFA COVID-19	-	52,427	(52,427)	-	-	-
Other income	1,912	25,828	(14,822)	-	-	12,918
Pension reserve	(1,957,000)	-	(185,000)	-	808,000	(1,334,000)
	(1,835,609)	10,597,469	(10,516,081)	(338,105)	808,000	(1,284,326)

CHARTERS SCHOOL
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024

18. Statement of funds (continued)

	<i>Balance at 1 September 2022 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Gains/ (Losses) £</i>	<i>Balance at 31 August 2023 £</i>
Restricted fixed asset funds						
Fixed asset fund	21,532,223	-	(978,724)	373,490	-	20,926,989
ESFA/DfE grants	428,458	101,382	-	(35,385)	-	494,455
	<u>21,960,681</u>	<u>101,382</u>	<u>(978,724)</u>	<u>338,105</u>	<u>-</u>	<u>21,421,444</u>
Total Restricted funds	<u>20,125,072</u>	<u>10,698,851</u>	<u>(11,494,805)</u>	<u>-</u>	<u>808,000</u>	<u>20,137,118</u>
Total funds	<u>21,030,851</u>	<u>11,405,834</u>	<u>(11,953,701)</u>	<u>-</u>	<u>808,000</u>	<u>21,290,984</u>

CHARTERS SCHOOL
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

19. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2024 £	Restricted funds 2024 £	Restricted fixed asset funds 2024 £	Total funds 2024 £
Tangible fixed assets	-	-	20,360,752	20,360,752
Current assets	1,172,001	1,066,161	495,580	2,733,742
Creditors due within one year	(160,934)	(935,155)	-	(1,096,089)
Provisions for liabilities and charges	-	(1,509,000)	-	(1,509,000)
Total	1,011,067	(1,377,994)	20,856,332	20,489,405

Analysis of net assets between funds - prior period

	Unrestricted funds 2023 £	Restricted funds 2023 £	Restricted fixed asset funds 2023 £	Total funds 2023 £
Tangible fixed assets	-	-	20,926,989	20,926,989
Current assets	1,153,866	1,229,215	494,455	2,877,536
Creditors due within one year	-	(1,149,741)	-	(1,149,741)
Creditors due in more than one year	-	(29,800)	-	(29,800)
Provisions for liabilities and charges	-	(1,334,000)	-	(1,334,000)
Total	1,153,866	(1,284,326)	21,421,444	21,290,984

CHARTERS SCHOOL
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024

20. Reconciliation of net expenditure to net cash flow from operating activities

	2024 £	2023 £
Net expenditure for the period (as per Statement of Financial Activities)	(654,579)	(547,867)
Adjustments for:		
Depreciation	1,010,940	978,724
Capital grants from DfE and other capital income	(35,109)	(101,382)
Decrease/(increase) in debtors	113,527	(218,275)
Increase/(Decrease) in creditors	(53,652)	(34,503)
Dividends, interest and rents from investments	(45,103)	(21,812)
Pension adjustments	28,000	185,000
Net cash provided by operating activities	364,024	239,885

21. Cash flows from financing activities

	2024 £	2023 £
Repayments of borrowing	(29,800)	(29,799)
Net cash used in financing activities	(29,800)	(29,799)

22. Cash flows from investing activities

	2024 £	2023 £
Purchase of tangible fixed assets	(444,703)	(373,490)
Purchase of investments	-	(901,504)
Capital grants from DfE Group	35,109	101,382
Investment income	16,664	21,812
Net cash used in investing activities	(392,930)	(1,151,800)

CHARTERS SCHOOL
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

23. Analysis of cash and cash equivalents

	2024 £	2023 £
Cash in hand and at bank	1,078,516	1,137,222
Total cash and cash equivalents	1,078,516	1,137,222

24. Analysis of changes in net debt

	At 1 September 2023 £	Cash flows £	At 31 August 2024 £
Cash at bank and in hand	1,137,222	(58,706)	1,078,516
Debt due within 1 year	(29,799)	(1)	(29,800)
Debt due after 1 year	(29,800)	29,800	-
Liquid investments	1,201,504	28,439	1,229,943
	2,279,127	(468)	2,278,659

25. Pension commitments

The Academy Trust's employees belong to two principal pension schemes: the Teachers' Pension Scheme England and Wales (TPS) for academic and related staff; and the Local Government Pension Scheme (LGPS) for non-teaching staff, which is managed by Royal County of Berkshire. Both are multi-employer defined benefit schemes.

The latest actuarial valuation of the TPS related to the period ended 31 March 2020 and of the LGPS 31 March 2022.

Contributions amounting to £197,390 were payable to the schemes at 31 August 2024 (2023 - £163,291) and are included within creditors.

Teachers' Pension Scheme

The Teachers' Pension Scheme (TPS) is a statutory, contributory, defined benefit scheme, governed by the Teachers' Pension Scheme Regulations 2014. Membership is automatic for full-time teachers in academies. All teachers have the option to opt-out of the TPS following enrolment.

The TPS is an unfunded scheme to which both the member and employer makes contributions, as a percentage of salary - these contributions are credited to the Exchequer. Retirement and other pension benefits are paid by public funds provided by Parliament.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024

25. Pension commitments (continued)

Valuation of the Teachers' Pension Scheme

The Government Actuary, using normal actuarial principles, conducts a formal actuarial review of the TPS in accordance with the Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014 published by HM Treasury every 4 years. The aim of the review is to ensure scheme costs are recognised and managed appropriately and the review specifies the level of future contributions.

Actuarial scheme valuations are dependent on assumptions about the value of future costs, design of benefits and many other factors. The latest actuarial valuation of the TPS was carried out as at 31 March 2020. The valuation report was published by the Department for Education on 27 October 2023, with the SCAPE rate, set by HMT, applying a notional investment return based on 1.7% above the rate of CPI. The key elements of the valuation outcome are:

- employer contribution rates set at 28.68% of pensionable pay (including a 0.08% administration levy). This is an increase of 5% in employer contributions and the cost control result is such that no change in member benefits is needed.
- total scheme liabilities (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £262,000 million and notional assets (estimated future contributions together with the notional investments held at the valuation date) of £222,200 million, giving a notional past service deficit of £39,800 million

The result of this valuation will be implemented from 1 April 2024. The next valuation result is due to be implemented from 1 April 2028.

The employer's pension costs paid to TPS in the year amounted to £1,294,923 (2023 - £1,117,200).

A copy of the valuation report and supporting documentation is on the Teachers' Pensions website (<https://www.teacherspensions.co.uk/news/employers/2019/04/teachers-pensions-valuation-report.aspx>).

Under the definitions set out in FRS 102, the TPS is an unfunded multi-employer pension scheme. The Academy Trust is unable to identify its share of the underlying assets and liabilities of the plan. Accordingly, the academy trust has taken advantage of the exemption in FRS 102 and has accounted for its contributions to the scheme as if it were a defined contribution scheme. The Academy Trust has set out above the information available on the scheme.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024

25. Pension commitments (continued)

Local Government Pension Scheme

The LGPS is a funded defined benefit pension scheme, with the assets held in separate trustee-administered funds. The total contribution made for the year ended 31 August 2024 was £434,000 (2023 - £427,000), of which employer's contributions totalled £340,000 (2023 - £320,000) and employees' contributions totalled £94,000 (2023 - £107,000). The agreed contribution rates for future years are 22.6 per cent for employers and 5.5% and 12.5% per cent for employees.

As described in note the LGPS obligation relates to the employees of the Academy Trust, who were the employees transferred as part of the conversion from the maintained school and new employees who were eligible to, and did, join the Scheme in the year. The obligation in respect of employees who transferred on conversion represents their cumulative service at both the predecessor school and the Academy Trust at the balance sheet date.

As described in note 1.13 the LGPS obligation relates to the employees of the Academy Trust, who were the employees transferred as part of the conversion from the maintained school and new employees who were eligible to, and did, join the Scheme in the year. The obligation in respect of employees who transferred on conversion represents their cumulative service at both the predecessor school and the Academy Trust at the balance sheet date.

Parliament has agreed, at the request of the Secretary of State for Education, to a guarantee that, in the event of academy closure, outstanding Local Government Pension Scheme liabilities would be met by the Department for Education. The guarantee came into force on 18 July 2013 and on 21 July 2022, the Department for Education reaffirmed its commitment to the guarantee, with a parliamentary minute published on GOV.UK.

Principal actuarial assumptions

	2024	2023
	%	%
Rate of increase in salaries	3.80	3.90
Rate of increase for pensions in payment/inflation	2.80	2.90
Discount rate for scheme liabilities	5.05	5.35
Inflation assumption (CPI)	2.80	2.90
RPI increase	3.15	3.40

The current mortality assumptions include sufficient allowance for future improvements in mortality rates. The assumed life expectations on retirement age 65 are:

CHARTERS SCHOOL
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024

25. Pension commitments (continued)

	2024	2023
	Years	Years
<i>Retiring today</i>		
Males	20.7	20.7
Females	23.6	23.6
<i>Retiring in 20 years</i>		
Males	22.0	22.0
Females	25.0	25.0

Sensitivity analysis

	2024	2023
	£000	£000
Discount rate +0.1%	(131)	(114)
Discount rate -0.1%	134	116
Mortality assumption - 1 year increase	(223)	(194)
Mortality assumption - 1 year decrease	230	199
CPI rate +0.1%	130	112
CPI rate -0.1%	(127)	(109)

CHARTERS SCHOOL
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

25. Pension commitments (continued)

Share of scheme assets

The Academy Trust's share of the assets in the scheme was:

	At 31 August 2024 £	At 31 August 2023 £
Equities	4,272,000	3,714,000
Corporate bonds	736,000	739,000
Property	504,000	549,000
Cash and other liquid assets	136,000	43,000
Alternative assets and other	574,000	428,000
Total market value of assets	6,222,000	5,473,000

The actual return on scheme assets was £(34,000) (2023 - £225,000).

The amounts recognised in the Statement of Financial Activities are as follows:

	2024 £	2023 £
Current service cost	(301,000)	(424,000)
Interest cost	(62,000)	(77,000)
Administrative expenses	(5,000)	(4,000)
Total amount recognised in the Statement of Financial Activities	(368,000)	(505,000)

Changes in the present value of the defined benefit obligations were as follows:

	2024 £	2023 £
Opening defined benefit obligation	6,807,000	6,744,000
Current service cost	301,000	424,000
Interest cost	365,000	286,000
Employee contributions	94,000	107,000
Benefits paid	(61,000)	(159,000)
Actuarial (gains)/ losses	225,000	(595,000)
Closing defined benefit obligation	7,731,000	6,807,000

CHARTERS SCHOOL
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

25. Pension commitments (continued)

Changes in the fair value of the Academy Trust's share of scheme assets were as follows:

	2024 £	2023 £
Opening fair value of scheme assets	5,473,000	4,787,000
Interest on assets	303,000	209,000
Return on assets less interest	78,000	(225,000)
Employer contributions	340,000	320,000
Employee contributions	94,000	107,000
Benefits paid	(61,000)	(159,000)
Administrative expenses	(5,000)	(4,000)
Other actuarial gains/(losses)	-	438,000
Closing fair value of scheme assets	6,222,000	5,473,000

The amount shown in the Statement of Financial Activities is:

	2024 £	2023 £
Changes in financial assumptions	(259,000)	1,715,000
Return on assets excluding amounts included in net interest	78,000	213,000
Experience loss/(gain) on defined benefit obligation	34,000	(1,120,000)
Actuarial gains/(losses) on defined benefit pension schemes	(147,000)	808,000

The amount shown in the Balance Sheet is:

	2024 £	2023 £
Present value of defined benefit obligation	(7,731,000)	(6,807,000)
Fair value of scheme assets	6,222,000	5,473,000
Net pension liability	(1,509,000)	(1,334,000)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024

26. Operating lease commitments

At 31 August 2024 the Academy Trust had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2024	2023
	£	£
Not later than 1 year	50,051	37,107
Later than 1 year and not later than 5 years	44,463	33,408
	94,514	70,515

27. Members' liability

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £10 for the debts and liabilities contracted before he/she ceases to be a member.

28. Related party transactions

Owing to the nature of the Academy Trust and the composition of the Board of Trustees being drawn from local public and private sector organisations, transactions may take place with organisations in which the trustees have an interest. All transactions involving such organisations are conducted in accordance with the requirements of the Academy Trust Handbook, including notifying the ESFA of all transactions made on or after 1 April 2019 and obtaining their approval where required, and with the Academy Trust's financial regulations and normal procurement procedures relating to connected and related party transactions.

No other related party transactions took place in the period of account, other than certain Trustees' remuneration and expenses already disclosed in note 12.



husseyseatway
PUBLIC SEATING SYSTEMS

P05888.1-25 Charters School

RETRACTABLE SEATING QUOTATION

HUSSEY SEATWAY
3 CENTURION WAY, CRUSADER PARK
WARMINSTER, WILTSHIRE BA12 8BT
+44 (0) 1985 847200
www.husseyseatway.com



Mr Rebecca Herbert
Marketing Manager
Charters School

By Email: R.Herbert@charterssschool.org.uk

14 May 2025

Re: Retractable Seating for Main Hall

Dear Rebecca

Following our recent correspondence please find enclosed our quotation for the provision of Retractable Seating within the main hall.

As discussed, we have changed the seat type from benches to chairs, after speaking with our designers we can use a lower tier height with the chairs which allows us to squeeze an extra row in giving an overall capacity of 244. This achieves a clear height of 2091mm on the rear row so very slightly below the 2100mm but allowing far greater clearance than our competitors proposal. The 244 includes a row bolted to the front of the unit, to reduce the closed depth further these could be omitted, see alternative 2 drawing taking capacity back to 222.

In the base price we have allowed for a travelling unit which will enable you to move the seating up and down the hall as required, see video link below. As discussed this would enable you to move the seating all the way down the hall as a closed block and store in front of the stage allowing the fire exit on the opposite end wall to remain clear. As discussed we could supply the rear panel as a white laminate panel to enable you to project onto it.

https://www.dropbox.com/scl/fi/zqaor6hoixn1zm4pi9ngo/DSC_0094.MOV?rlkey=w7mhrnu3rk2r1s8gujje6209k&st=xdwxi1jc&dl=0

The retractable structure is manufactured in the UK in accordance with EN1090 execution class 2. A 1-year warranty is provided as standard which we extend to 10 years on the basis it is serviced annually.

For more information or advice, please do not hesitate to contact me on 01985 847200 or email cblack@husseyseatway.com.

Yours sincerely,

Chris Black
Director

ALTERNATIVE 1 – 244 SEATS**MODEL – SEATWAY TP RETRACTABLE SEATING**

1 Bank	Type	TP-F (Travelling)
	Operation	Integral power C/W 'Soft Start'
	Width	11,920mm, Including rails
	Number of Seat Rows	11, Including row 0 chairs
	Number of Platforms	10
	Row Rise	245mm
	Row Depth	850mm

DETAILS

System Finish	Deck	Carpet, Standard Eurocord Range
	Metalwork	Powder Coated
Aisles	Number	1 No. 1100mm wide is included
	Intermediate steps	Included
	Contrasting trim	Included for all aisle nosing
	Row Letters	Included
	Aisle Lights	Not included
Rails	Side Rails	2 No. sets of self-storing rails are included
	Front Rails	Not required
	Rear Rails	Included
Seating	Model	Centura
	Backrest/Seat Pan	Upholstered
	Fabric	From the Xtreme Range by Camira
	Arms	Not included
	Quantity	244
	Seat Centre	460mm
	Seat Numbers	Included
Miscellaneous	Front Fascias	Not Included
	Side drapes	See options
	Rear drapes	See options

ALL FOR THE SUM OF**£92,316.00****OPTIONS**

1.	To provide 2 sets of side drapes to cover off the visible understructure when extended. Note these are automatic and don't have to be removed. For the additional sum of...	£1,955.00
2.	To provide laminate panels to close off the rear of the system. For the additional sum of...	£3,675.00
3.	To provide a partial opening feature to enable the system to be extended to any number of rows. For the additional sum of...	£641.00

ALTERNATIVE 2 – 222 SEATS**MODEL – SEATWAY TP RETRACTABLE SEATING**

1 Bank	Type	TP-F (Travelling)
	Operation	Integral power C/W 'Soft Start'
	Width	11,920mm, Including rails
	Number of Seat Rows	10
	Number of Platforms	10
	Row Rise	245mm
	Row Depth	850mm

DETAILS

System Finish	Deck	Carpet, Standard Eurocord Range
	Metalwork	Powder Coated
Aisles	Number	1 No. 1100mm wide is included
	Intermediate steps	Included
	Contrasting trim	Included for all aisle nosing
	Row Letters	Included
	Aisle Lights	Not included
Rails	Side Rails	2 No. sets of self-storing rails are included
	Front Rails	Not required
	Rear Rails	Included
Seating	Model	Centura
	Backrest/Seat Pan	Upholstered
	Fabric	From the Xtreme Range by Camira
	Arms	Not included
	Quantity	222
	Seat Centre	460mm
	Seat Numbers	Included
Miscellaneous	Front Fascias	Not Included
	Side drapes	See options
	Rear drapes	See options

ALL FOR THE SUM OF**£88,392.00****OPTIONS**

4.	To provide 2 sets of side drapes to cover off the visible understructure when extended. Note these are automatic and don't have to be removed. For the additional sum of...	£1,955.00
5.	To provide laminate panels to close off the rear of the system. For the additional sum of...	£3,675.00
6.	To provide a partial opening feature to enable the system to be extended to any number of rows. For the additional sum of...	£641.00

PRODUCT

1. We make every effort to ensure that our products and proposed layouts meet with the local regulatory requirements. However, we cannot be ultimately responsible for gaining approval, although we will assist where possible.
2. It is the responsibility of the owner/client to ensure that the floors are capable of withstanding the point loads imposed by the system. Hussey Seatway can provide information [including drawings] regarding the load levels and position of these loads, and will co-operate fully where needed. Various floor types are suitable, but a level, smooth and hard surface is required, i.e. deviation must not be greater than 5mm over 3m. Note – in the case of recessed unit installations, the floor type/finish must be the same in the recessed zone as the main floor and to be continuous, i.e. no thresholds.
3. It is essential that no underfloor heating or services are present in the fixing zone, as it will not be possible to fix and subsequently commission the product. Please contact us during the early stages of construction so we can produce drawings that indicate the fixing locations.
4. Please note, carpeted floors are not acceptable under any circumstances, unless running boards are also purchased – this to be discussed with our technical department.
5. Deckboards and wood panels can be supplied to fire retardant grades BS476 class 1 or class 0 if required. Please contact us for further information.
6. All upholstery complies with BS5852, 2006, Part 1 & Part 2 Ignition source 5 in respect of flame retardancy.
7. Unless specifically asked pull out tests on masonry fixings will not be completed. The quality of masonry must be of a standard to accept good fixings where required.
8. On health and safety grounds it is advised that the provision of front rails to row 1 is considered to discourage public access on and off the front of the telescopic unit, without accessing the aisles. Please contact us for further information

PRICES QUOTED

1. Are exclusive of VAT which will be charged at the ruling rates.
2. Are open for acceptance for a period of 30 days.
3. Assume the installation is carried out during term time, works to take 5 days.
4. Are based on delivery/installation by 31st December 2025 latest, with the installation period to be in one continuous period.
5. Our quoted price is based on raw material costs prevailing at the date of this quotation. Given the uncertainty of global economic conditions that we are experiencing at present, we reserve the right to pass on any significant and unforeseen cost rises that we experience between the date of this document and the start of the manufacturing period (which is typically 10 weeks prior to the despatch date) to you in full. If we do not contact you prior to commencing the manufacturing of the product, then the price detailed above remains valid.
6. Include for insurance of the material up to delivery to site. Once the goods are on site it is the client's responsibility to insure the goods.
7. Are based on delivery vehicles being: -
 - a. 40ft containers or trailers.
 - b. The delivery vehicle being able to park within 30m of the room where the seating is to be installed.

Note – if both of the above cannot be achieved, extra charges will apply.
8. Our price does not include for any storage of the goods should installation be delayed from a previously agreed installation commencement date extra charges may apply.

DELIVERY/INSTALLATION

1. At present 12-14 weeks from receipt of order, colour selections and agreement of product specification.
2. Once an installation date is agreed we need 4 weeks' notice to change the previously agreed dates. Note – any storage charges incurred due to a delay will be passed on.
3. On completion of the installation we ask for the relevant person(s) to be available for a detailed handover, to include product specific training. If this is not possible and a return visit to site is required, this will be chargeable at a rate of £300.00 per man day, plus mileage, subsistence and if applicable accommodation.

PAYMENT TERMS

25% Deposit to be paid within 14 days of order/instruction

50% Payable 2 weeks prior to delivery of goods to site

25% Balance payment within 30 days of practical completion of installation and handover

CONDITIONS OF SALE

1. The Title of any goods supplied does not pass from Hussey Seatway Ltd until full payment is received.
2. Our standard Conditions of Sale will apply, full details will be provided on request.







Ark Soane Academy, London UK
8 tier 238 retractable Seating System



Harris Academy, Sutton UK
12 tier 225 retractable Seating System



Irlam School, Manchester, UK
7 tier 204 retractable Seating System



Brackenhale Academy, UK
9 tier 237 retractable Seating System



Little Heath School, Reading UK
7 tier 194 retractable Seating System



Newman School, Carlisle UK
13 tier 184 retractable Seating System

Rebecca Herbert
Charters School
Sunningdale, Ascot SL5 9QY

29th May 2025

Site Address: As Above

Dear Rebecca,

RE: Retractable Seating Quotation – Charters School

Thank you for your recent invitation to quote we are delighted to confirm our pricing for the supply delivery, installation, commissioning and user demonstration of the retractable benches at the above school.

This document outlines the proposed seating specification based on the design configuration for the proposed ground floor level system and our proposal drawings included in this proposal.

The options quoted for are as follows:

Option 1 – Fabric Upholstered bench seats with and without backs in Camira Target

Option 2 – Ply bench seats with and without backs

Option 3 – Vinyl Upholstered bench seats with and without backs in Spradling Valencia C5

We will also supply a 1,3, & 5 year service quotation for review

Our pricing herein is comprehensive and includes dedicated project management and after sales support/care.

We hope the following information meets your approval and look forward to your feedback.

Yours sincerely
For and on behalf of
SIS Global Seating Ltd

Ben Cowen

Ben Cowen
Director of Sales
Tel: +44 (0) 1288 35 45 12
UK Mob: +44 (0)7793970882

SIS Global Seating Ltd
Kings Hill Industrial Estate
Bude Cornwall EX23 8QN
United Kingdom
T: +44 (0) 1288 35 45 12
E: sales@sisglobalseating.com
W: sisglobalseating.com

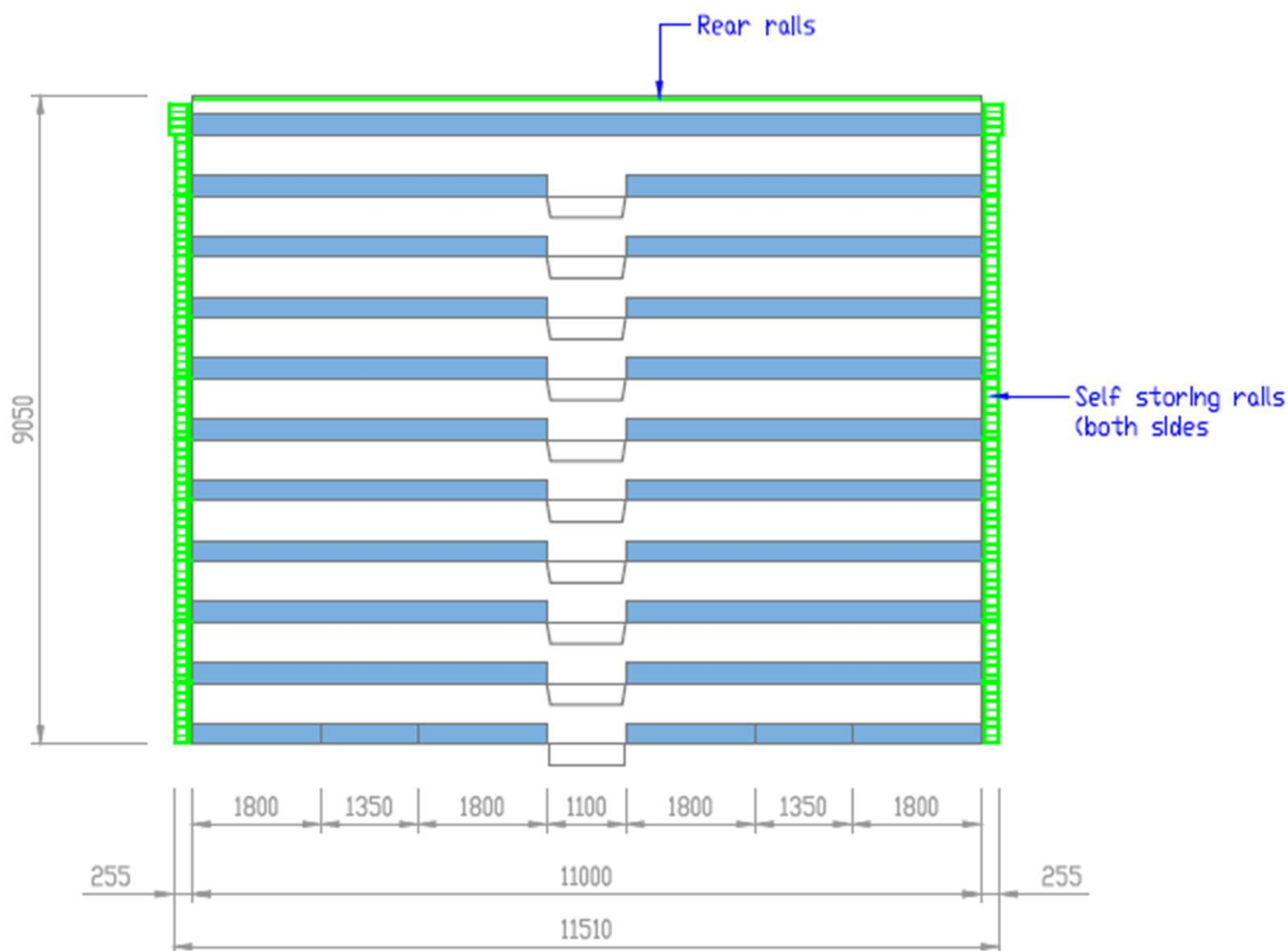
Specialists In Seating

Power supply - by others:

16amp single phase with a compatible socket as per the current regulations BS7671
(16amp single phase 240V industrial plug to BS EN 60309, commonly known as a commando socket) at 1.2mtr above floor level.
(Located on seating side of the wall)

SIS control panel:

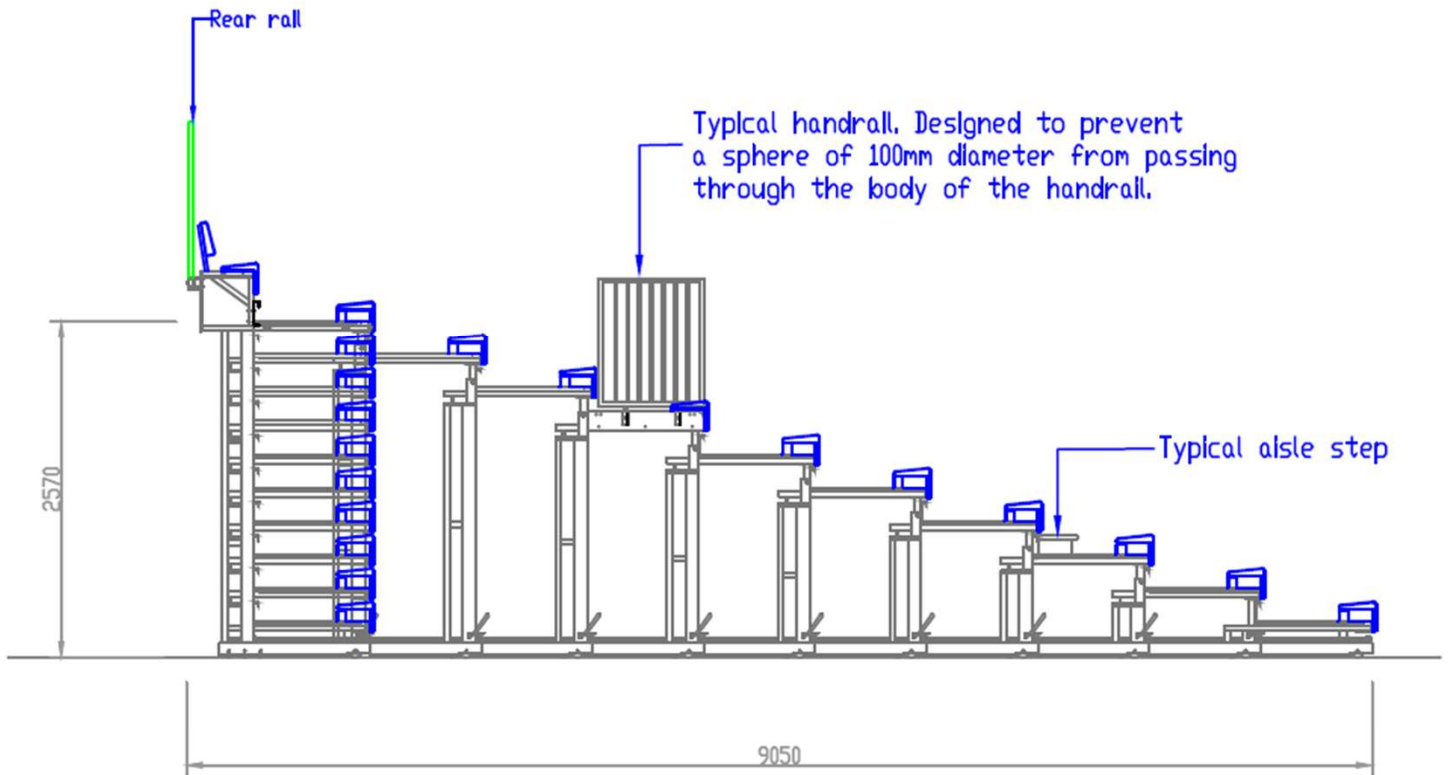
Supplied with 1mtr lead and a 16amp single phase 240V Industrial plug to BS EN 60309 (formally BS433 IP44)
(Location TBC)



PLAN VIEW OF RETRACTABLE SEATING SYSTEM

Total seating capacity 244N^o seat places, spaced at 450mm centres





TYPICAL SECTION THROUGH RETRACTABLE BENCH SEATING
10 TIERS / 11 SEAT ROWS

<u>SPECIFICATION</u>	
Unit Type	Travelling
Operation	Power Operated
Metalwork Colour	RAL 7021 - Dark Grey
Metalwork Finish	P1 - 30 - 40% Gloss
Nº of units / Motors	2/2 motors
Width of unit	1100mm plus rails
Number of tiers / seat rows	10/11 rows
Rise per row	255mm (275mm first tier)
Row depth	850mm
Open / closed depth	9050mm / 1400mm
Height (to top deck)	2570mm
Access aisle	1@ 1100mm
Aisle trim	As Standard
Deck finish - Carpet	Heckmondwicke Iron Duke
Side rails	Yes - self storing
Rear rails	Yes
FR plywood	Option
Side drapes - demount	Option - both sides
Side drapes - self store	Option - both sides
4 / 2 wheels	Option
Partial opening	Option
Seat model Bench seat NO backrest	
Various bench options	See quotation
Ply panels to rear	Option
Fabric	Camira Target fabric

Description	Seat Qty	Total Price Supplied, Delivered & Installed
B850 power operated travelling Retractable Upholstered bench system without backs 11000mm width 10 Tiers, 11 rows 1 Central Aisle Self Storing and Rear Rails included Heckmondwike Iron Duke Carpet and aisle trims / nosing included	244	Product, Delivery & Installation £69,473.00 Excluding VAT
Optional Upholstered Backs		£4,214.00
Optional Laminated Seats		£1,740.00
Optional Laminated Seats & Backs		£8,715.00
Optional Vinyl Upholstered Seat only, no backs		£5,325.00
Optional Vinyl Upholstered Seat & backs		£10,750.00
Optional Demountable Drapes		£933.00
Optional Self Storing Drapes		£2,500.00
Optional upcharge to B-s1, d0 Fire Retardant ply for all deck boards		£6,253.00
Optional Ply Panels to rear in Standard Ply		£324.00
Optional Ply Panels to rear in B-s1, d0 Fire Retardant ply		£1,464.00
*Please note, optional items ordered may require installation cost to be revised		

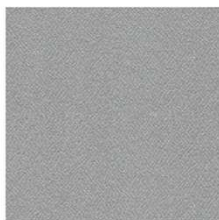


Target

camira



PUK82
Scuba



PUK94
Slip



PUK11
Montserrat



PUK71
Osumi



PUK81
Blizzard



PUK10
Ocean



PUK26
Costa



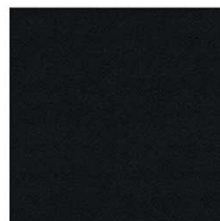
PUK46
Sombrero



PUK05
Belize



PUK84
Tarot



PUK09
Havana

Abrasion Resistance

Heavy duty, 10 year guarantee, independently certified to >100,000 Martindale cycles

Flammability

- ✓ EN1021 – 1&2 (cigarette and match)
- ✓ BS7176 Low Hazard
- ✓ BS5852 Ignition Source 5
- ✓ BS7176 Medium Hazard
- ✓ The Furniture and Furnishing (Fire Safety) Regulations 1988 (UK domestic cigarette and match)

Composition

100% Polyester

Environmental

Certified to STANDARD 100 by OEKO-TEX
Certified to Indoor Advantage Gold



VALENCIA™ C5

New	Peach 238-9245 +/- 17-1...	New	Cognac 238-0002 18-933 T...	New	Azure 238-0370 +/- 19-4...	New	Scuba 238-0337 19-4234...	New	Cactus 238-8438 16-0213 ...
New	Misty 238-8415 15-5205...	New	Pine 238-5451 18-0312 ...	New	Eucalyp... 238-6438 16-5807...	New	Everest 238-2008 14-4201 ...	New	Cloud 238-5032 15-4703 ...
New	Fungi 238-2522 15-4503...		Avocado 238-2110 16-0540...		Squash 238-2111 14-0846...		Night 238-2108 19-4110 ...		Lotus 238-2113 13-1504 ...
	Rosé 238-2114 14-1508 ...		Chestnut 238-2115 19-1230 ...		Camel 238-2116 16-1144 ...		Pure w... 238-9607 11-4800		Cashme... 238-2117 16-1334
	Ultra Vi... 238-2118 18-3838		Warm ... 238-4044 16-0205...		Petrol 238-5065 18-4214		Coral 238-2106 15-4309...		Skylight 238-2107 14-4210 ...
	Teal 238-2119 19-4517		Safran 238-6012 15-1054 ...		Melone 238-6013 15-1237 ...		Orange 238-6019 16-1260 ...		Terraco... 238-0035 17-1340 ...
	Sonne 238-2020 13-0755 ...		Buche 238-0033 19-1217 ...		Praliné 238-0001 19-1015 ...		Taupe 238-0034 17-1310 ...		Beige 238-1050 16-1010 ...
	Leinen 238-1049 14-1107 ...		Sisal 238-1048 14-1107 ...		Weiss 238-8032 13-0905...		Auster 238-4040 14-4002...		Perle 238-4045 17-5102 ...

	Platin 238-4043 18-4005...		Lichtgrau 238-4052 18-0510 ...		Graphite 238-4003 19-3906...		Schwarz 238-9035 19-0000...		Laurel 238-4002 17-0510 ...
	Meteor 238-4041 19-0810 ...		Mocca 238-0020 19-1314 ...		Port 238-2062 19-1532 ...		Kirsche 238-2074 18-1658 ...		Rot 238-2075 18-1655 ...
	Pink 238-2021 17-2227 ...		Berry 238-2002 19-2432 ...		Amethy... 238-7001 19-3220 ...		Titan 238-4042 18-4215 ...		Lavendel 238-3001 17-3923 ...
	Baltic 238-3069 18-4032...		Delft 238-3067 19-4044...		Marine 238-3068 19-3920 ...		Türkis 238-5057 17-5421 ...		Jade 238-5056 16-5422...
	Apfel 238-5041 16-0237 ...		Olive 238-5001 18-0332 ...		Grün 238-5069 19-5513 ...		Silver 238-4020 MET 14-...		Ivory 238-1020 13-0401 ...
	Pearles... 238-8020 11-4301 ...								

DESIGN:

Faux Leathers

COMPOSITION:

Vinyl / Urethane Topcoat

SUSTAINABILITY:

Carbon Neutral Certified
EcoSense
Greenguard Certified
Indoor Air Emissions A+ Certified
Indoor Air Quality Certified
ISO 14001 Certified
ISO 45001 Certified
Reach Compliant
RoHs Compliant

WARRANTY:

5 Years 

BACKING:

100% Cotton

WIDTH:

137.00 cm

ROLL LENGTH:

30.00 m

WEIGHT:

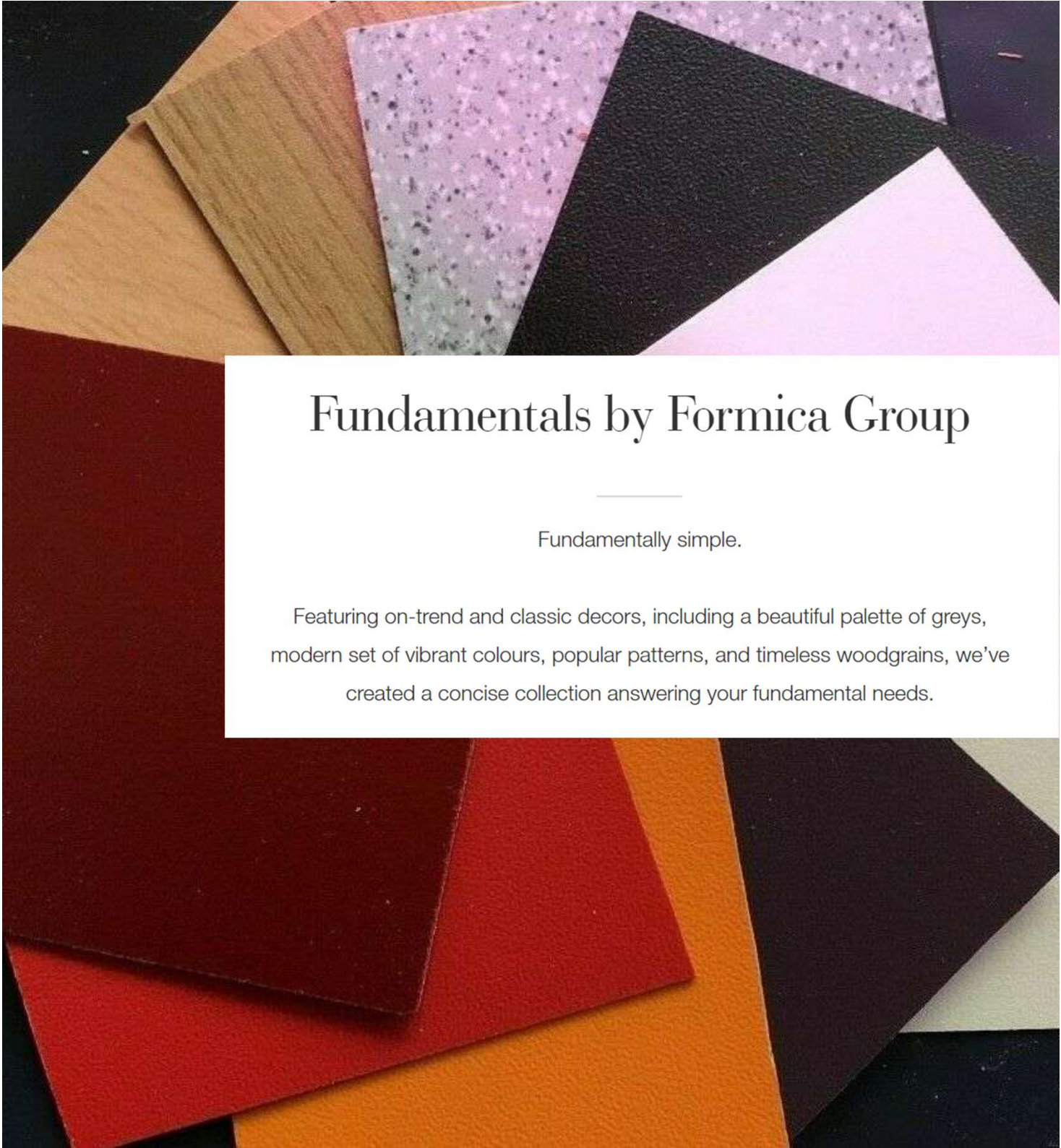
665.00 gr/m2

FINISHES AND TREATMENTS

- PERMABLOK3[®]
- >300.000 cycles Martindale (EN ISO 12947:1999 Part 2)
- UV-resistance: ISO 105 B02 $\geq$ 7/8 (Blue Wool Scale)
- EN 71-3 Safety of Toys (Migration of certain elements)
- Cold Crack -23°C
- Antibacterial Protection
- Anti-stain Finish
- Mildew resistant backing and face
- Sulfide Stain Resistant
- Anti-static Finish

FLAME RETARDANCY¹

- AT: ÖNORM A 3800 Teil 1, Qualmbildungsklasse Q1 - schwachqualmend
- AT: ÖNORM B 3825, Gruppe 1 - Schwerbrennbares Verhalten
- DE: DIN 4102 B2
- EU: EN 1021 Part 1 & 2
- FR: NF D 60-013 (art. AM 18)
- FR: NF P 92-503/M2
- IT: UNI 9175 (1987) / UNI 9175/FA1 (1994) Classe 1.IM (UNO I EMME)
- UK: BS 5852 Part 2 CRIB 5
- UK: BS 7176 Medium Hazard
- US: CAL TB 117-2013, Section E
- US: FAR 25/853
- US: FMVSS 302
- US: NFPA 260 - Class 1



Fundamentals by Formica Group

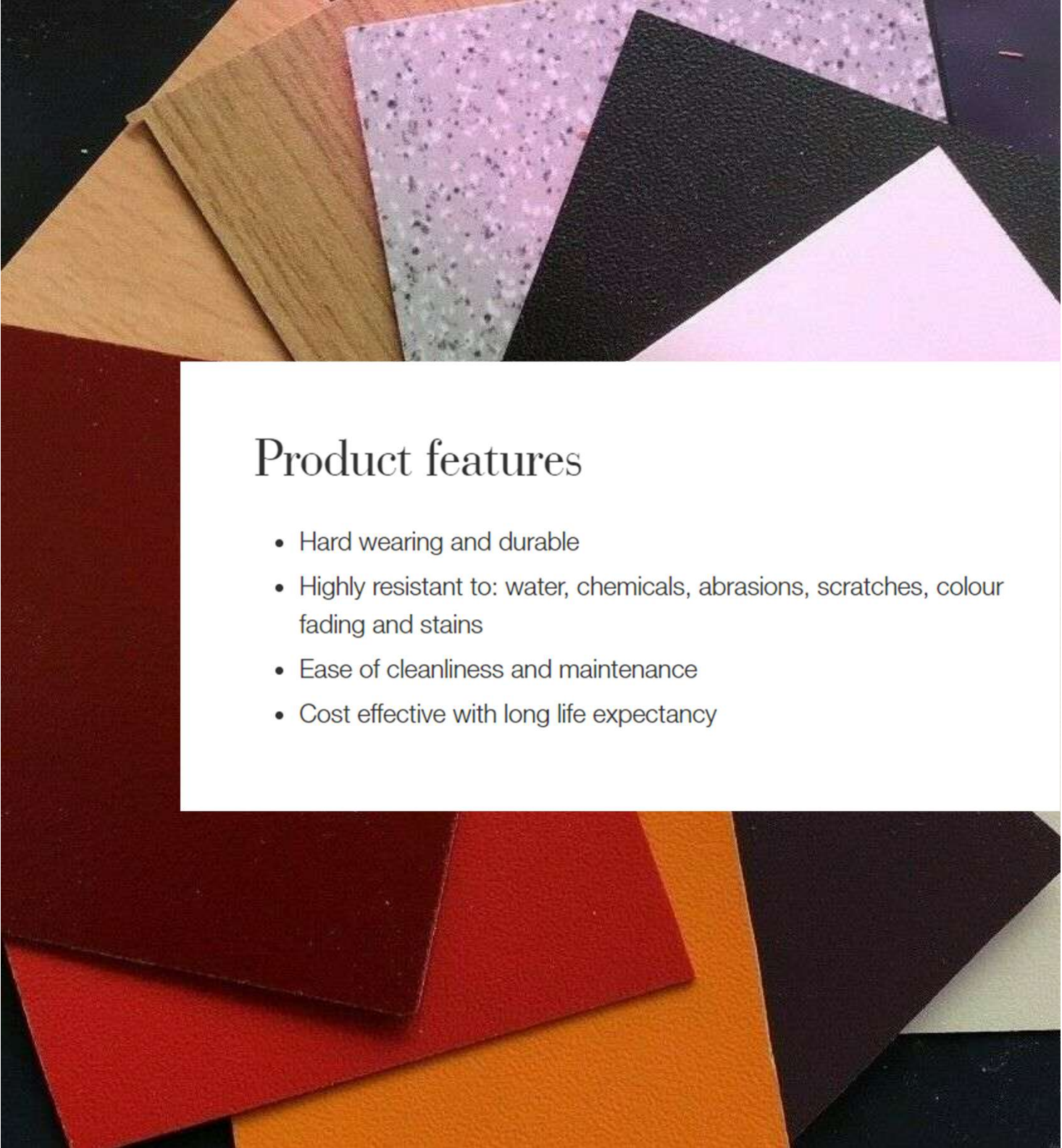
Fundamentally simple.

Featuring on-trend and classic decors, including a beautiful palette of greys, modern set of vibrant colours, popular patterns, and timeless woodgrains, we've created a concise collection answering your fundamental needs.



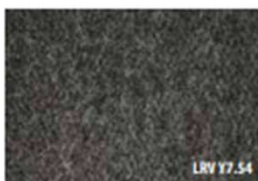




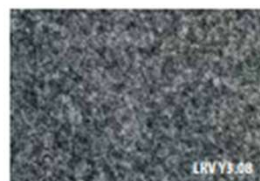


Product features

- Hard wearing and durable
- Highly resistant to: water, chemicals, abrasions, scratches, colour fading and stains
- Ease of cleanliness and maintenance
- Cost effective with long life expectancy



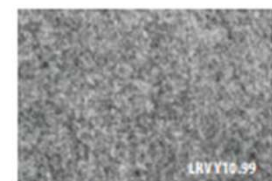
ANTHRACITE



CHARCOAL



FLINT



DOVE GREY



PETROL BLUE



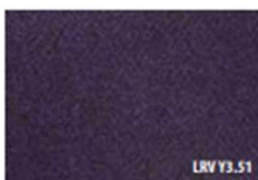
BLUE MOON



BLUE



AMETHYST



PURPLE



BLUEBERRY



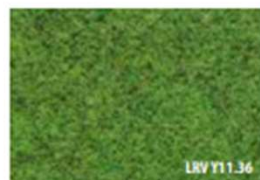
CLARET



ARABIAN RED



LINCOLN GREEN



WILLOW



CHESTNUT



PEBBLE

Heavy Duty – Iron Duke

Pricing Validity: The quoted prices are valid for a period of 30 days from the date of this proposal.

Payment Terms: 30% within 7 days of order, 60% 7 days before delivery, 10% 7 days from installation completion

Terms of Delivery DAP only, price does not include import duties or VAT (Ireland jobs only)

Delivery Requirements: Delivery is contingent upon accommodating a maximum truck size of 13.6 meters.

Client-Provided Equipment: The client is responsible for providing a Forklift Truck or Telehandler, including an operator, at no additional cost to SIS Global Seating. If the client cannot provide this equipment, we will arrange delivery using a vehicle equipped with a Moffett, incurring an additional cost to the client.

Installation Costs: Installation costs will be revalidated once we have detailed information regarding the site conditions, i.e Site Access, size of delivery trucks allowed on site, location of the room to the delivery point, room location in the building (ground, 1st floor, 2nd) etc

Assumes continuous work through Saturday

Site Delays: Any delays at the site that are beyond our control and subsequently extend our installation time will be promptly communicated to the client, and extra charges may apply.

Return Visits: If return visits to the site are necessitated by factors outside our control, the client will be required to make payment in advance of our return visit.

Specialists In Seating

Registered No: 10242553 England Registered Address: Unit 11 – Kings Hill Industrial Estate – Bude – Cornwall – EX23 8QN VAT No: GB257088479

SIS Global Seating Ltd

Kings Hill Industrial Estate

Bude Cornwall EX23 8QN

United Kingdom

T: +44 (0) 1288 35 45 12

E: sales@sisglobalseating.com

W: sisglobalseating.com

Offices: USA | UK | MEA | APAC



The seating experts

For over 30 years **SIS – Specialists in Seating** has been a leader in delivering world-class seating solutions, from concept and space design, through to on-site product installation, both nationally and internationally.

All our seating systems are custom designed, manufactured to rigorous international standards and installed with attention to detail. Our commitment and mission is to provide optimal project solutions along with the best and most attentive service in the industry.

We work with a wide range of clients from small community theatres, schools, universities and sporting venues, to large convention centres and arenas



- ✓ All SIS retractable and fixed tier structure units comply with BS EN 1090-1:2009 +A1:2011 & BS EN 1090-2:2018 – Execution of Steel Structures and Aluminium Structures.
- ✓ All SIS retractable and fixed tier structure units have their respective CE Marking Certification.
- ✓ SIS has CHAS Certification (Contractors Health and Safety Assessment Scheme) – SSISP.
- ✓ SIS has Constructionline Certification – Gold Member – Construction Supply Chain Compliance – SSISP.
- ✓ SIS Global Seating has been officially certified and operates an accredited ISO 9001: 2015 Quality Management System.
- ✓ SIS Global Seating has been officially certified and operates an accredited ISO 14001: 2015 Environmental Management System.
- ✓ These certifications mean that everything that SIS Global Seating design, manufacture and installs meet with these high exacting standards.



For Future Generations

Sustainable furniture manufacturing is something that we are passionate about, aiming to reduce environmental impact through responsible sourcing, production, and disposal practices. Our approach integrates eco-friendly materials where possible and ethical labour standards to create products that are both durable and environmentally friendly. We are ISO14001 accredited ensuring compliance with these practices throughout the group.

Making a difference today

One of the cornerstones of our sustainable furniture manufacturing is the use of responsibly sourced materials. This includes wood certified by the Forest Stewardship Council FSC, ensuring that the timber is harvested from forests managed in a way that preserves biodiversity and supports local communities.

Additionally, we increasingly utilise reclaimed or recycled materials where possible, reducing the demand for new resources and minimising waste.



Product Lifecycle

End-of-life considerations are equally important to us. We design sustainable furniture to be durable and timeless, reducing the need for frequent replacement. When furniture does reach the end of its life, we can provide recycling according to POPS regulations and design products that are easy to disassemble and recycle, thus closing the loop in the product's lifecycle.

Ethical Work Practices

Ethical labour practices are paramount in our sustainable furniture manufacturing. Ensuring fair wages and safe working conditions for all employees not only supports social sustainability but also fosters a more committed and productive workforce.



Environmental, Social & Economic Impact

In summary, our approach to sustainable furniture manufacturing is holistic, considering environmental, social, and economic factors. We strive to create products that are kind to the planet and beneficial for society. Through responsible material sourcing, ethical labour practices, and thoughtful end-of-life strategies, we are leading the way towards a more sustainable future.



Product

- SIS product configurations are in accordance with the relevant standards and local authority requirements however, it is the customer's responsibility to obtain the necessary building control and licensing approvals in the context of the project.
- The design of the chair product meets the requirements of BS EN12727. SIS Global Seating Ltd strives to continuously improve its products and manufacturing methods. The Company reserves the right to make changes without notice when, in the opinion of the Company, such changes improve the product or its performance. We reserve the right to amend the specification at any time.

Unless specifically referred to in this quotation, SIS seating systems offered comply with British standards of design and fire retardancy [BS5852/crib 5]. Full details are available on the relevant product technical data sheets.

Where applicable plywood decking is in accordance with FSC/PEFC standards and carpet is FR compliant with Euroclass Cf1-15

- Colour Selections are needed at time of order in order to achieve the delivery requirements, i.e. upholstery material, powder coating etc. For orders fewer than 500 seats in any non-standard colour there will be a surcharge per colour.
- Each element is interchangeable and steel can be recycled. Timber parts are manufactured from renewable resources while powder coatings are environmentally friendly throughout.
- Products herein are warranted against all defects in parts and workmanship for a period of 10 years for metal structure, subject to an annual service being carried out by our engineers and fair wear and tear. Only an SIS approved technician must service / repair / modify an SIS seating system, if any work has been done by others the retractable seating system will be void of all warranties and SIS reserve the right to decline and requests / orders for further servicing and repairs. For interior products, the warranty for the upholstery and fabric is a minimum of one year or for the fabric element upon the fabric manufacturer's warranty, the warranty of all electrical items and associated parts is 1 year from installation. Our warranty terms and conditions are available on request A full after sales service including servicing is available to keep your system running smoothly. Please contact our sales office for further information.
- A full after sales service including servicing is available to keep your system running smoothly. Please contact our sales office for further information

Prices Quoted

- Are exclusive of VAT or any other sales tax / Duties. If VAT applicable, will be added at the ruling rates at time of invoicing
- Are Valid for 30 days and is priced for shipment through 45 days. Add 1% per quarter for shipment after this date. Price includes all packaging to site to be disposed by the client
- If material prices increase by more than 5%, we have the right to revalidate the pricing on order placement.
- Are supplied, delivered and installed unless noted otherwise. Include full training and induction of customer operational staff on handover. Additional training sessions can be quoted and arranged as required. Authorised signatory must be available to accept the installation as complete.
- Exclusive of any main contractor discounts [MCD] unless noted otherwise
- Assume the installation being carried out in 1 continuous visit with unimpeded access
- Exclude waste and pallet disposal, will place in client provided skips
- Do not include out of hours delivery [public holiday or weekends]
- Do not include unless specifically agreed extended Health Safety or contractor required inductions. If additional time is required additional daywork charges may be applicable
- Include Insurance of the material / product up to delivery on site. Upon handover and acceptance of the seating as supplied, all liabilities shall pass to the new owners. It will be implicitly agreed that maintenance of the seating will be the sole responsibility of your Client. It is accepted that the seating be checked from time to time due to the possibility of tampering or meddling by users. If this occurs faults should be rectified. SIS Global seating will not be liable for injury or loss caused to another arising from any failure by your Client to rectify and maintain the seating in good condition
- Exclude allowances for site security as site conditions are beyond our control
- Assume adequate site access, this to include for our containers or lorries to be placed next to the building close to the point of assemble, furniture components will be unloaded by SIS and placed nearby assembly position to allow efficient assembly. If the access is restricted then the delivery may be aborted until clear access is available, this will be charged extra prior to rescheduling delivering. It is assumed access to the area of assembly will be entirely unhindered during the delivery of the product
- Excludes any storage costs. Eight weeks' notice is required to change any previously agreed delivery date. We reserve the right to recover any costs incurred within this period as a result of the date changes i.e. storage. Any change of date will result in the full payment becoming immediately due, less any delivery costs
- Include the product being shipped in broken down sub – assemblies unless provided for within the quotation

Site Conditions

- The assembly area must be clear and free of debris, rubbish and dirt, free of other trades in whole area of the floor where the seating will be installed and the floor protected prior to our arrival
- Safe accessible ground floor installation and exclude specialist off loading and heavy lifting equipment if required
- The area must be available to us for our sole use during the complete installation period with no other contractors materials and / or workforce in the direct vicinity
- General power and sufficient lighting required to the installation / working area. Heating may also be required in prevailing weather conditions
- Finished floor to be laid and fully protected by others prior to our arrival on site
- As part of this project, the power supply requested for the seating unit must be installed and live prior to the commencement of our installation. This is necessary to complete the installation and commission of the system. If this is not achieved and a return visit is required, this will be chargeable at a contractors' £0 per man per day, plus travel, mileage and if applicable, accommodation.
- Subsequent return visits will also be chargeable at a rate of £650 per man per day, plus travel, mileage and if applicable, accommodation.
- The retractable system is designed to work on a flat, smooth, hard and load bearing floor. The floor compatibility is key, and you should advise us of the floor type you intend to use. We can advise on flatness tolerances, point loadings and wheel path information. No underfloor services such as heating should present in the attachment area of the seating bank. Please contact SIS technical team for guidance should you have any concerns or question

Payment Terms (Standard SIS)

30% Deposit with order within 7 days

60% On completion of Manufacture, cleared funds 7 days prior to despatch.

10% 7 days from completion of installation. Should install be delayed, payment due based on original install date

Notes:

- Subject to acceptable credit checks or trade references

Delivery and Installation

- Product delivery is typically 12-14 weeks from start of manufacture which can only commence after receipt of written order and/or signed contracts, selection of all applicable finishes, drawing approval and receipt of agreed payments
- A specific date will be discussed and mutually agreed for the commencement of installation [where applicable] at the point of order indicating key milestone dates
- In the event of project site delays, we will require a minimum of 6 weeks' notice to rearrange a delivery date in accordance with SIS' manufacturing schedule. Within the 6-week time period, SIS will require payment in line with the original programme and contract
- If at point of Installation, SIS Global Seating finds the building architecture / dimensions to be different to that of the relevant project drawings and as a result requires modifications to be required to product, SIS Global Seating reserves the right to charge for these modifications

Conditions of Sale

- Title and ownership of the product does not pass until full payment is made
- Warranty benefit is effective only on receipt of final payment
- SIS Global Seating Ltd standard Terms and conditions apply and are available upon request

Specialists In Seating

SIS Global Seating Ltd

Kings Hill Industrial Estate

Bude Cornwall EX23 8QN

United Kingdom

T: +44 (0) 1288 35 45 12

E: sales@sisglobalseating.com

W: sisglobalseating.com

At SIS Global Seating our CE Marking, ISO 9001 Quality Assurance and ISO 14001 Environmental Management System accreditations, along with our Constructionline Gold Level and CHAS certifications ensure that everything we design, manufacture and install meets with the industry standards.

All our retractable / telescopic seating systems fully comply to all the necessary audience, furniture, seating and fire safety, strength and durability standards, including the EN 1090 Structural Steelwork requirement standard (fully UKAS certified) and all associated British and European Standards (such as EN 13200-5 Product characteristics: Telescopic seating systems, EN 12727:2016 Furniture. Ranked seating. Requirements for safety, strength and durability and BS 5852:2006 Methods of test for assessment of the ignitability of upholstered seating by smouldering and flaming ignition sources – Crib 5). These standards are quoted and elaborated more in section 4.1. Standards.

Our welders are also suitably qualified and supervised by a welding coordinator as required by the EN 1090-2 standard, and all our steelwork is coated in Polyester powder by a specialised, ISO 9001 and ISO 14000 certified company.

The metallic structure of the retractable seating has been calculated in respect to NF P 90-501 & EN 13200-5 standards which is more demanding than other national codes. Specific certificates will be supplied according to technical specification:

- Admissible Load: 500 kg/m² on Stand
- Maximum deflection 1/200 of the span
- Horizontal Load: 6 % of vertical load,
- Horizontal load on Guardrail: 170 daN/m (NF P 01-012)

Retractable & Fixed Tiering quality complies with:

- ✓ BS EN 1090-1:2009 + A1 2011 Execution of steel structures and aluminium structures. Requirements for conformity assessment of structural components
- ✓ BS EN 1090-2:2018 Execution of steel structures and aluminium structures. Technical requirements for steel structures
- ✓ BS EN 12727:2016 Furniture. Ranked seating. Requirements for safety, strength and durability
- ✓ BS 5852:2006 Methods of test for assessment of the ignitability of upholstered seating by smouldering and flaming ignition sources
- ✓ BS EN ISO 14122:2016 Safety of machinery, permanent means of access to machinery – working platforms and walkways
- ✓ BS EN 1991-1-7:2006 + A1:2014 Loading for buildings. Code of practice for dead and imposed loads
- ✓ EN 13200: Installation for spectators
- ✓ EN 13200-1: Characteristics for spectator viewing areas
- ✓ EN 13200-4: Seats
- ✓ EN 13200-5: Product characteristics: Telescopic seating system
- ✓ EN 12727 level 4 & BS 5852 Crib 5.
- ✓ EN 1991: Eurocode 1 - Actions on structures
- ✓ EN 1993: Eurocode 3 - Design of steel structures
- ✓ EN 287-1: Welder qualification Fusion welding
- ✓ EN 15614: Description and qualification of a welding operating procedure
- ✓ NF P 90-501

We strive for industry leading quality by identifying and satisfying customer expectations, developing exceptional products, executing predictably and focusing on continuous improvement. We are committed to earning our customers' trust and loyalty. This is detailed in our Quality Management Systems (Doc No. 854 Rev 5).

As a respected, market-leading, international manufacturer, SIS Global Seating Ltd takes its environmental responsibilities extremely seriously. Our commitment to the Environment is embodied in our Environmental Management System (Doc No. 852 Rev 8) and sits at the heart of our business. We are constantly exploring how to minimise the environmental impacts of our products and operations through increased product longevity, better material selection, responsible design, more sustainable design and manufacturing processes and improved waste management. Careful consideration of design, raw materials, packaging, production and installation processes all come into play as we seek to develop solutions that are not only the seating of the future – they are also the seating of a sustainable future.³

At SIS Global Seating our aim as detailed in our Health and Safety Management System (Doc No. 910 Rev 3) is to ensure, so far as is reasonably practicable, not only the health, safety and welfare of our employees during the design, manufacturing and installation processes while they are at work, but also the health, safety and welfare of our customers and our customers customer (the end user) who may be affected by our undertakings and or supplied product. We have a commitment and intent to comply with the Health and Safety at Work etc. Act 1974 and have numerous accreditations for our Health and Safety System within the construction industry showing our compliance.

We understand the principles of health and safety throughout the Company and are committed to complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the Company subscribes. We constantly assess the risks to safety and health of our employees and others who may be affected by our activities and implement controls to minimise such risks, to provide and maintain a safe working environment.

We also continually strive to improve the performance of our Health and Safety Management System, by devoting the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of our employees and our customers, seeking expert help where the necessary skills are not available within the Company.

Our retractable and fixed tiering seating systems are installed on site by our team of qualified technicians in accordance with health and safety and environmental standards. Prior to installation, a site inspection and risk assessments will be carried out to ensure required conditions are met and this is documented within our Project Risk Assessments and Method Statements (RAMS). Once installation is complete, a further inspection will be carried out by our technicians to ensure the system operates seamlessly and more importantly safely.

Electrical Compliance

SIS power operated systems and electrical components are made and tested in compliance with EN 13200-5 and comply with relevant National Electrical Standards and specifications.

General Tree Assessment (Detailed)

Tree ID: G01	A Group					Tag:		Assessor: Luke Maylin		
	- -					TPO:		Date: 07-Oct-25		
						Tree Comment:				
						Survey Comment:		A group of small trees. Maple species along the site boundary. Any work recommendations for individual trees within the group have been plotted separately.		
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
								N/A	07-Jan-27	
Observations	Root			Stem		Branch		Leaf/Bud		
						Minor dead wood				
Work	Category			Action				Priority		Done
	No action			No action						No

Tree ID: T01		Lawson Cypress <i>Chamaecyparis lawsoniana</i>				Tag: TPO:		Assessor: Luke Maylin Date: 07-Oct-25			
Tree Comment: Survey Comment:											
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	11 m	3 m	1	170 mm	Semi-mature			N/A	07-Jan-27	Good	
Observations	Root			Stem		Branch		Leaf/Bud			
	No visual defects			No visual defect		No visual defects		Normal			
Work	Category			Action						Priority	Done
	No action			No action							No

General Tree Assessment (Detailed)

Tree ID: T02	Lawson Cypress <i>Chamaecyparis lawsoniana</i>					Tag: TPO:			Assessor: Luke Maylin Date: 07-Oct-25		
	Tree Comment:					Survey Comment:					
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	12 m	4 m	3	180 mm	Semi-mature			N/A	07-Jan-27	Good	
Observations	Root			Stem		Branch			Leaf/Bud		
	No visual defects			Trifurcated		Minor dead wood Old pruning wounds			Normal		
Work	Category			Action					Priority	Done	
	No action			No action						No	

Tree ID: T03	Norway Maple <i>Acer platanoides</i>					Tag: TPO:			Assessor: Luke Maylin Date: 07-Oct-25		
	Tree Comment:					Survey Comment: Tight stem union at approximately five metres.					
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	11 m	4 m	1	160 mm	Semi-mature			N/A	07-Jan-27	Good	
Observations	Root			Stem		Branch			Leaf/Bud		
	No visual defects			Tight union		No visual defects			Normal		
Work	Category			Action					Priority	Done	
	No action			No action						No	

Tree ID: T04	Common Pear <i>Pyrus communis</i>					Tag: TPO:			Assessor: Luke Maylin Date: 07-Oct-25		
	Tree Comment:					Survey Comment: Wound on the stem at 1.5 metres. To be monitored in subsequent inspections for any signs of deterioration.					
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	8 m	2 m	1	160 mm	Young			N/A	07-Jan-27	Fair	
Observations	Root			Stem		Branch			Leaf/Bud		
	No visual defects			Jagged wound		Old pruning wounds			Normal		
Work	Category			Action					Priority	Done	
	Re-inspect			See Comment					By Next Insp.	No	

General Tree Assessment (Detailed)

Tree ID: T05

Common Pear
Pyrus communis

Tag:

TPO:

Tree Comment:

Survey Comment:

Assessor: Luke Maylin

Date: 07-Oct-25

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	8 m	2 m	1	160 mm	Young			N/A	07-Jan-27	Good	
Observations	Root			Stem		Branch			Leaf/Bud		
	No visual defects			No visual defect		Old pruning wounds			Normal		
Work	Category			Action						Priority	Done
	No action			No action							No

Tree ID: T06

Norway Maple
Acer platanoides

Tag:

TPO:

Tree Comment:

Survey Comment:

Assessor: Luke Maylin

Date: 07-Oct-25

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	8 m	2 m	1	170 mm	Young			N/A	07-Jan-27	Good	
Observations	Root			Stem		Branch			Leaf/Bud		
	No visual defects			No visual defect		Old pruning wounds			Normal		
Work	Category			Action						Priority	Done
	No action			No action							No

Tree ID: T07

Norway Maple
Acer platanoides

Tag:

TPO:

Tree Comment:

Survey Comment:

Assessor: Luke Maylin

Date: 07-Oct-25

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	8 m	2 m	1	170 mm	Young			N/A	07-Jan-27	Good	
Observations	Root			Stem		Branch			Leaf/Bud		
	No visual defects			No visual defect		Old pruning wounds			Normal		
Work	Category			Action						Priority	Done
	No action			No action							No

General Tree Assessment (Detailed)

Tree ID: T08	Common Pear <i>Pyrus communis</i>					Tag: TPO:		Assessor: Luke Maylin Date: 07-Oct-25		
						Tree Comment:				
						Survey Comment:				
Details	Height 8 m	Spread 2 m	Stems 1	Ø 15 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root			Stem		Branch		Leaf/Bud		
	No visual defects			No visual defect		Minor dead wood		Normal		
Work	Category			Action				Priority		Done
	No action			No action						No

Tree ID: T09	Common Pear <i>Pyrus communis</i>					Tag: TPO:		Assessor: Luke Maylin Date: 07-Oct-25			
						Tree Comment: Survey Comment:					
Details	Height 8 m	Spread 2 m	Stems 1	Ø 15 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good	
Observations	Root			Stem		Branch		Leaf/Bud			
	No visual defects			No visual defect		Minor dead wood		Normal			
Work	Category			Action				Priority			Done
	No action			No action							No

Tree ID: T10	Norway Maple <i>Acer platanoides</i>					Tag: TPO:		Assessor: Luke Maylin Date: 07-Oct-25			
						Tree Comment:					
						Survey Comment:					
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	8 m	2 m	1	150 mm	Young			N/A	07-Jan-27	Good	
Observations	Root			Stem		Branch		Leaf/Bud			
	No visual defects			No visual defect		No visual defects		Normal			
Work	Category			Action						Priority	Done
	No action			No action							No

General Tree Assessment (Detailed)

Tree ID: T11	Norway Maple <i>Acer platanoides</i>	Tag: TPO:	Assessor: Luke Maylin Date: 07-Oct-25							
		Tree Comment: Survey Comment:								
Details	Height 8 m	Spread 2 m	Stems 1	Ø 150 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem No visual defect		Branch No visual defects		Leaf/Bud Normal			
Work	Category No action		Action No action				Priority		Done No	

Tree ID: T12	Common Pear <i>Pyrus communis</i>	Tag: TPO:	Assessor: Luke Maylin Date: 07-Oct-25							
		Tree Comment: Survey Comment:								
Details	Height 8 m	Spread 2 m	Stems 1	Ø 15 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem No visual defect		Branch Minor dead wood		Leaf/Bud Normal			
Work	Category No action		Action No action				Priority		Done No	

Tree ID: T13	Common Pear <i>Pyrus communis</i>	Tag: TPO:	Assessor: Luke Maylin Date: 07-Oct-25							
		Tree Comment: Survey Comment:								
Details	Height 8 m	Spread 2 m	Stems 1	Ø 15 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects		Stem No visual defect		Branch Minor dead wood		Leaf/Bud Normal			
Work	Category No action		Action No action				Priority		Done No	

General Tree Assessment (Detailed)

Tree ID: T14	Norway Maple <i>Acer platanoides</i>	Tag:	Assessor: Luke Maylin
		TPO:	Date: 07-Oct-25
		Tree Comment:	
		Survey Comment:	
Details	Height 8 m	Spread 2 m	Stems 1
	Ø 170 mm	Maturity Young	Bat
		Con Area	Prev Insp N/A
		Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects	Stem No visual defect	Branch No visual defects
			Leaf/Bud Normal
Work	Category No action	Action No action	Priority
			Done No

Tree ID: T15	Norway Maple <i>Acer platanoides</i>	Tag:	Assessor: Luke Maylin
		TPO:	Date: 07-Oct-25
		Tree Comment:	
		Survey Comment:	
Details	Height 8 m	Spread 2 m	Stems 1
	Ø 180 mm	Maturity Young	Bat
		Con Area	Prev Insp N/A
		Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects	Stem No visual defect	Branch No visual defects
			Leaf/Bud Normal
Work	Category No action	Action No action	Priority
			Done No

Tree ID: T16	Common Pear <i>Pyrus communis</i>	Tag:	Assessor: Luke Maylin
		TPO:	Date: 07-Oct-25
		Tree Comment:	
		Survey Comment:	
Details	Height 8 m	Spread 2 m	Stems 1
	Ø 15 mm	Maturity Young	Bat
		Con Area	Prev Insp N/A
		Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects	Stem No visual defect	Branch Minor dead wood
			Leaf/Bud Normal
Work	Category No action	Action No action	Priority
			Done No

General Tree Assessment (Detailed)

Tree ID: T17	Norway Maple <i>Acer platanoides</i>	Tag:	Assessor: Luke Maylin
		TPO:	Date: 07-Oct-25
		Tree Comment:	
		Survey Comment:	
Details	Height 8 m	Spread 2 m	Stems 1
	Ø 180 mm	Maturity Young	Bat
		Con Area	Prev Insp N/A
		Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects	Stem No visual defect	Branch No visual defects
			Leaf/Bud Normal
Work	Category No action	Action No action	Priority
			Done No

Tree ID: T18	Norway Maple <i>Acer platanoides</i>	Tag:	Assessor: Luke Maylin
		TPO:	Date: 07-Oct-25
		Tree Comment:	
		Survey Comment:	
Details	Height 8 m	Spread 2 m	Stems 1
	Ø 170 mm	Maturity Young	Bat
		Con Area	Prev Insp N/A
		Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects	Stem No visual defect	Branch No visual defects
			Leaf/Bud Normal
Work	Category No action	Action No action	Priority
			Done No

Tree ID: T19	Common Pear <i>Pyrus communis</i>	Tag:	Assessor: Luke Maylin
		TPO:	Date: 07-Oct-25
		Tree Comment:	
		Survey Comment:	
Details	Height 8 m	Spread 2 m	Stems 1
	Ø 150 mm	Maturity Young	Bat
		Con Area	Prev Insp N/A
		Next Due 07-Jan-27	Condition Good
Observations	Root No visual defects	Stem No visual defect	Branch Minor dead wood
			Leaf/Bud Normal
Work	Category No action	Action No action	Priority
			Done No

General Tree Assessment (Detailed)

Tree ID: T20	Common Pear <i>Pyrus communis</i>					Tag: TPO: Tree Comment: Survey Comment:			Assessor: Luke Maylin Date: 07-Oct-25		
Details	Height 8 m	Spread 2 m	Stems 1	Ø 170 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good	
Observations	Root			Stem		Branch		Leaf/Bud			
	No visual defects			No visual defect		Minor dead wood		Normal			
Work	Category			Action						Priority	Done
	No action			No action							No

Tree ID: T21		Norway Maple <i>Acer platanoides</i>				Tag: TPO: Tree Comment: Survey Comment:			Assessor: Luke Maylin Date: 07-Oct-25		
Details		Height 8 m	Spread 2 m	Stems 1	Ø 180 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations		Root No visual defects			Stem No visual defect		Branch Minor dead wood		Leaf/Bud Normal		
Work		Category No action			Action No action					Priority	Done No

Tree ID: T22	Norway Maple <i>Acer platanoides</i>					Tag: TPO:		Assessor: Luke Maylin Date: 07-Oct-25			
						Tree Comment:					
						Survey Comment:					
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	8 m	2 m	1	150 mm	Young			N/A	07-Jan-27	Good	
Observations	Root			Stem		Branch		Leaf/Bud			
	No visual defects			No visual defect		No visual defects		Normal			
Work	Category			Action						Priority	Done
	No action			No action							No

General Tree Assessment (Detailed)

Tree ID: T23

Common Pear
Pyrus communis

Tag:

TPO:

Assessor: Luke Maylin

Date: 07-Oct-25

Tree Comment:

Survey Comment: Small bark wounds observed at the base of the stem.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition		
	8 m	2 m	1	150 mm	Young			N/A	07-Jan-27	Good		
Observations	Root			Stem		Branch			Leaf/Bud			
	No visual defects			Bark wounds		No visual defects			Normal			
Work	Category			Action						Priority	Done	
	No action			No action							No	

Tree ID: T24

Common Pear
Pyrus communis

Tag:

TPO:

Assessor: Luke Maylin

Date: 07-Oct-25

Tree Comment:

Survey Comment:

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition		
	8 m	2 m	1	160 mm	Young			N/A	07-Jan-27	Good		
Observations	Root			Stem		Branch			Leaf/Bud			
	No visual defects			No visual defect		Minor dead wood			Normal			
Work	Category			Action						Priority	Done	
	No action			No action							No	

Tree ID: T25

Norway Maple
Acer platanoides

Tag:

TPO:

Assessor: Luke Maylin

Date: 07-Oct-25

Tree Comment:

Survey Comment:

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition		
	8 m	2 m	1	180 mm	Young			N/A	07-Jan-27	Good		
Observations	Root			Stem		Branch			Leaf/Bud			
	No visual defects			No visual defect		No visual defects			Normal			
Work	Category			Action						Priority	Done	
	No action			No action							No	

General Tree Assessment (Detailed)

Tree ID: T26		Norway Maple <i>Acer platanoides</i>				Tag: TPO: Tree Comment: Survey Comment:			Assessor: Luke Maylin Date: 07-Oct-25		
Details		Height 8 m	Spread 2 m	Stems 1	Ø 170 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations		Root No visual defects			Stem No visual defect		Branch No visual defects		Leaf/Bud Normal		
Work		Category No action			Action No action					Priority	Done No

Tree ID: T27	Common Pear <i>Pyrus communis</i>					Tag: TPO: Tree Comment: Survey Comment:			Assessor: Luke Maylin Date: 07-Oct-25		
Details	Height 8 m	Spread 2 m	Stems 1	Ø 160 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good	
Observations	Root			Stem		Branch		Leaf/Bud			
	No visual defects			No visual defect		Minor dead wood		Normal			
Work	Category			Action						Priority	Done
	No action			No action							No

Tree ID: T28	Common Pear <i>Pyrus communis</i>					Tag: TPO:		Assessor: Luke Maylin Date: 07-Oct-25			
						Tree Comment:					
						Survey Comment:					
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	8 m	2 m	1	160 mm	Young			N/A	07-Jan-27	Good	
Observations	Root			Stem		Branch		Leaf/Bud			
	No visual defects			No visual defect		Minor dead wood		Normal			
Work	Category			Action						Priority	Done
	No action			No action							No

General Tree Assessment (Detailed)

Tree ID: T29		Norway Maple <i>Acer platanoides</i>				Tag: TPO: Tree Comment: Survey Comment:				Assessor: Luke Maylin Date: 07-Oct-25		
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
		8.5 m	2 m	1	210 mm	Young			N/A	07-Jan-27	Good	
Observations		Root				Stem				Branch		Leaf/Bud
		No visual defects				No visual defect				No visual defects		Normal
Work		Category				Action				Priority		Done
		No action				No action						No

Tree ID: T30		Norway Maple <i>Acer platanoides</i>				Tag: TPO: Tree Comment: Survey Comment:				Assessor: Luke Maylin Date: 07-Oct-25		
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
		8.5 m	2 m	1	230 mm	Young			N/A	07-Jan-27	Good	
Observations		Root				Stem				Branch		Leaf/Bud
		No visual defects				No visual defect				No visual defects		Normal
Work		Category				Action				Priority		Done
		No action				No action						No

Tree ID: T31		Mountain Ash <i>Sorbus aucuparia</i>				Tag: TPO: Tree Comment: Survey Comment: Snapped out section of stem potentially leaving side branches vulnerable. Reassess condition in the next inspection.				Assessor: Luke Maylin Date: 07-Oct-25		
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
		6 m	2 m	1	140 mm	Young			N/A	07-Jan-27	Fair	
Observations		Root				Stem				Branch		Leaf/Bud
		No visual defects				Bark wounds				Minor dead wood Old pruning wounds		Normal
Work		Category				Action				Priority		Done
		No action				No action						No

General Tree Assessment (Detailed)

Tree ID: T32		Mountain Ash <i>Sorbus aucuparia</i>				Tag: TPO:				Assessor: Luke Maylin Date: 07-Oct-25	
						Tree Comment: Survey Comment: Slight stem lean towards the footpath.					
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	5 m	2 m	1	130 mm	Young			N/A	07-Jan-27	Fair	
Observations	Root			Stem		Branch			Leaf/Bud		
	No visual defects			Bark wounds Leaning		Old pruning wounds			Normal		
Work	Category			Action					Priority		Done
	No action			No action							No

Tree ID: T33		Mountain Ash <i>Sorbus aucuparia</i>				Tag: TPO:				Assessor: Luke Maylin Date: 07-Oct-25	
						Tree Comment: Survey Comment: Minor bark wounds on the base of the tree.					
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	5 m	1 m	1	70 mm	Young			N/A	07-Jan-27	Good	
Observations	Root			Stem		Branch			Leaf/Bud		
	No visual defects			Bark wounds		No visual defects			Normal		
Work	Category			Action					Priority		Done
	No action			No action							No

Tree ID: T34		Mountain Ash <i>Sorbus aucuparia</i>				Tag: TPO:				Assessor: Luke Maylin Date: 07-Oct-25	
						Tree Comment: Survey Comment:					
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	5.5 m	2 m	1	130 mm	Young			N/A	07-Jan-27	Good	
Observations	Root			Stem		Branch			Leaf/Bud		
	No visual defects			No visual defect		Old pruning wounds			Normal		
Work	Category			Action					Priority		Done
	No action			No action							No

General Tree Assessment (Detailed)

Tree ID: T35	Mountain Ash <i>Sorbus aucuparia</i>	Tag:	Assessor: Luke Maylin
		TPO:	Date: 07-Oct-25
		Tree Comment:	
		Survey Comment: Significant cavity on the west side of the stem at 1.5 to 1.8 metres. Internal decay but good reaction wood around the edges. The trees small size presents minimal risk. Reassess the cavity in the next inspection.	

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	5 m	2 m	1	110 mm	Young			N/A	07-Jan-27	Good
Observations	Root	Stem				Branch			Leaf/Bud	
	No visual defects	Cavities				Old pruning wounds			Normal	
Work	Category	Action							Priority	Done
	Re-inspect	See Comment							By Next Insp.	No

Tree ID: T36	Mountain Ash <i>Sorbus aucuparia</i>	Tag:	Assessor: Luke Maylin
		TPO:	Date: 07-Oct-25
		Tree Comment:	
		Survey Comment:	

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	5 m	2 m	1	140 mm	Young			N/A	07-Jan-27	Good
Observations	Root	Stem				Branch			Leaf/Bud	
	No visual defects	No visual defect				Minor dead wood Old pruning wounds			Normal	
Work	Category	Action							Priority	Done
	No action	No action								No

General Tree Assessment (Detailed)

Tree ID: T37	Mountain Ash <i>Sorbus aucuparia</i>					Tag: TPO:		Assessor: Luke Maylin Date: 07-Oct-25		
						Tree Comment:				
						Survey Comment:				
Details	Height 5 m	Spread 2 m	Stems 1	Ø 80 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 07-Jan-27	Condition Good
Observations	Root			Stem		Branch		Leaf/Bud		
	No visual defects			No visual defect		Old pruning wounds		Normal		
Work	Category			Action				Priority		Done
	No action			No action						No

Tree ID: T38	Mountain Ash <i>Sorbus aucuparia</i>					Tag: TPO:		Assessor: Luke Maylin Date: 07-Oct-25		
						Tree Comment:				
						Survey Comment:				
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	5 m	2 m	1	130 mm	Young			N/A	07-Jan-27	Fair
Observations	Root			Stem		Branch		Leaf/Bud		
	No visual defects			No visual defect		Minor dead wood Old pruning wounds		Normal		
Work	Category			Action				Priority		
	No action			No action				Done		
								No		

Tree ID: T39		Crab Apple <i>Malus sylvestris</i>				Tag: TPO:			Assessor: Luke Maylin Date: 07-Oct-25		
Tree Comment:											
Survey Comment: Red sentinel crab apple.											
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
		6 m	2 m	1	160 mm	Young			N/A	07-Jan-27	Good
Observations		Root			Stem		Branch			Leaf/Bud	
		No visual defects			No visual defect		Old pruning wounds			Normal	
Work		Category			Action			Priority			Done
		No action			No action						No

General Tree Assessment (Detailed)

Tree ID: T40		Crab Apple <i>Malus sylvestris</i>				Tag: TPO:				Assessor: Luke Maylin Date: 07-Oct-25	
Tree Comment: Survey Comment: Red sentinel crab apple.											
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	6 m	2 m	1	190 mm	Young			N/A	07-Jan-27	Good	
Observations	Root			Stem		Branch			Leaf/Bud		
	No visual defects			No visual defect		Old pruning wounds			Normal		
Work	Category			Action					Priority		Done
	No action			No action							No

Tree ID: T41		Crab Apple <i>Malus sylvestris</i>				Tag: TPO:				Assessor: Luke Maylin Date: 07-Oct-25	
Tree Comment: Survey Comment:											
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	5 m	2 m	1	250 mm	Young			N/A	07-Jan-27	Good	
Observations	Root			Stem		Branch			Leaf/Bud		
	No visual defects			No visual defect		Old pruning wounds			Normal		
Work	Category			Action					Priority		Done
	No action			No action							No

Tree ID: T42		Sycamore <i>Acer pseudoplatanus</i>				Tag: TPO:				Assessor: Luke Maylin Date: 07-Oct-25	
Tree Comment: Survey Comment:											
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	17 m	4 m	1	300 mm	Mature			N/A	07-Jan-27	Good	
Observations	Root			Stem		Branch			Leaf/Bud		
	No visual defects			No visual defect		Minor dead wood			Normal		
Work	Category			Action					Priority		Done
	No action			No action							No

General Tree Assessment (Detailed)

Tree ID: T43		Sycamore <i>Acer pseudoplatanus</i>				Tag: TPO:		Assessor: Luke Maylin Date: 07-Oct-25			
Tree Comment: Survey Comment: Tree located to the south of the bench. Remove the suspended broken branch in the canopy overhanging the bench. Ivy obstructing visual inspection of one of the tree stems.											
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
		17 m	5 m	2	320 mm	Mature			N/A	07-Jan-27	Good
Observations		Root			Stem			Branch		Leaf/Bud	
		No visual defects			Ivy covered Bifurcated					Normal	
Work		Category			Action					Priority	Done
		Ivy			Sever only					1 Month	No
		Remove			Suspended or broken branches					1 Month	No

Tree ID: T44	Sycamore <i>Acer pseudoplatanus</i>					Tag: TPO:		Assessor: Luke Maylin Date: 07-Oct-25		
						Tree Comment:				
						Survey Comment:				
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	17 m	4 m	1	350 mm	Mature			N/A	07-Jan-27	Good
Observations	Root			Stem		Branch		Leaf/Bud		
	No visual defects			No visual defect		Minor dead wood		Normal		
Work	Category			Action					Priority	Done
	No action			No action						No

General Tree Assessment (Detailed)

Tree ID: T45	Sycamore <i>Acer pseudoplatanus</i>	Tag:	Assessor: Luke Maylin		
		TPO:	Date: 07-Oct-25		
		Tree Comment:			
		Survey Comment:			
Details	Height 17 m	Spread 5 m	Stems 1	Ø 350 mm	Maturity Mature
				Bat	Con Area
				Prev Insp N/A	Next Due 07-Jan-27
					Condition Good
Observations	Root		Stem	Branch	Leaf/Bud
	No visual defects		No visual defect	Minor dead wood	Normal
Work	Category		Action		Priority
	No action		No action		Done No

Tree ID: T46	Sycamore <i>Acer pseudoplatanus</i>	Tag:	Assessor: Luke Maylin		
		TPO:	Date: 07-Oct-25		
		Tree Comment:			
		Survey Comment:	Located close to the mesh fence on the site boundary. The stem bifurcates at 0.5 metres.		
Details	Height 17 m	Spread 4 m	Stems 2	Ø 260 mm	Maturity Semi-mature
				Bat	Con Area
				Prev Insp N/A	Next Due 07-Jan-27
					Condition Good
Observations	Root		Stem	Branch	Leaf/Bud
	No visual defects		Bifurcated	Minor dead wood	Normal
Work	Category		Action		Priority
	No action		No action		Done No

Tree ID: T47	Sycamore <i>Acer pseudoplatanus</i>	Tag:	Assessor: Luke Maylin		
		TPO:	Date: 07-Oct-25		
		Tree Comment:			
		Survey Comment:			
Details	Height 17 m	Spread 4 m	Stems 1	Ø 300 mm	Maturity Mature
				Bat	Con Area
				Prev Insp N/A	Next Due 07-Jan-27
					Condition Good
Observations	Root		Stem	Branch	Leaf/Bud
	No visual defects		No visual defect	Minor dead wood	Normal
Work	Category		Action		Priority
	No action		No action		Done No

General Tree Assessment (Detailed)

Tree ID: T48 Sycamore
Acer pseudoplatanus

Tag:
TPO:

Assessor: Luke Maylin
Date: 07-Oct-25

Tree Comment:
Survey Comment: Remove minor dead wood overhanging the bench at the end of the footpath.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	17 m	5 m	1	360 mm	Mature			N/A	07-Jan-27	Good
Observations	Root	Stem		Branch		Leaf/Bud				
	No visual defects	No visual defect		Minor dead wood		Normal				
Work	Category	Action		Priority		Done				
	Remove	Minor dead wood		3 Months		No				

Tree ID: T49 Sycamore
Acer pseudoplatanus

Tag:
TPO:

Assessor: Luke Maylin
Date: 07-Oct-25

Tree Comment:
Survey Comment:

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	17 m	4 m	1	300 mm	Mature			N/A	07-Jan-27	Good
Observations	Root	Stem		Branch		Leaf/Bud				
	No visual defects	No visual defect		Minor dead wood Major dead wood		Normal				
Work	Category	Action		Priority		Done				
	Remove	Major dead wood		3 Months		No				

Tree ID: T50 Sycamore
Acer pseudoplatanus

Tag:
TPO:

Assessor: Luke Maylin
Date: 07-Oct-25

Tree Comment:
Survey Comment:

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	17 m	4 m	1	340 mm	Mature			N/A	07-Jan-27	Good
Observations	Root	Stem		Branch		Leaf/Bud				
	No visual defects	No visual defect		Minor dead wood		Normal				
Work	Category	Action		Priority		Done				
	No action	No action				No				

General Tree Assessment (Detailed)

Tree ID: T51		Sycamore <i>Acer pseudoplatanus</i>				Tag: TPO:		Assessor: Luke Maylin Date: 07-Oct-25		
		Tree Comment:								
		Survey Comment:								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	17 m	4 m	1	300 mm	Mature			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		No visual defect		Minor dead wood		Normal			
Work	Category		Action				Priority		Done	
	No action		No action						No	

Tree ID: T52		Common Oak <i>Quercus robur</i>				Tag: TPO:		Assessor: Luke Maylin Date: 07-Oct-25		
		Tree Comment:								
		Survey Comment: Remove the debris and soil which is left around the base of the tree.								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	18 m	6 m	1	520 mm	Mature			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		No visual defect		Minor dead wood		Normal			
Work	Category		Action				Priority		Done	
	See Comment		See Comment				3 Months		No	

Tree ID: T53		Sycamore <i>Acer pseudoplatanus</i>				Tag: TPO:		Assessor: Luke Maylin Date: 07-Oct-25		
		Tree Comment:								
		Survey Comment: Remove the debris and soil which is left around the base of the tree.								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	17 m	4 m	2	280 mm	Mature			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		Cracked / included bark Bifurcated Tight union		Minor dead wood		Normal			
Work	Category		Action				Priority		Done	
	See Comment		See Comment				3 Months		No	

General Tree Assessment (Detailed)

Tree ID: T54		Sycamore <i>Acer pseudoplatanus</i>				Tag: TPO:		Assessor: Luke Maylin Date: 07-Oct-25			
Tree Comment:											
Survey Comment: Minor vertical surface cracks on the southernmost stem at approximately six metres. Reassess their condition in the next inspection or after periods of extreme weather to determine for any further deterioration.											
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
		17 m	4 m	2	230 mm	Mature			N/A	07-Jan-27	Good
Observations		Root			Stem		Branch		Leaf/Bud		
		No visual defects			Cracked / included bark Bifurcated		Minor dead wood		Normal		
Work		Category			Action			Priority			Done
		Re-inspect			See Comment			By Next Insp.			No

Tree ID: T55	Common Oak <i>Quercus robur</i>					Tag: TPO:		Assessor: Luke Maylin Date: 07-Oct-25			
						Tree Comment:					
						Survey Comment:					
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	17 m	6 m	1	450 mm				N/A	07-Jan-27	Good	
Observations	Root			Stem		Branch		Leaf/Bud			
	No visual defects			No visual defect		Minor dead wood		Normal			
Work	Category			Action						Priority	Done
	No action			No action							No

General Tree Assessment (Detailed)

Tree ID: T56	Common Oak <i>Quercus robur</i>					Tag: TPO:		Assessor: Luke Maylin Date: 07-Oct-25		
						Tree Comment:				
						Survey Comment:				
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	17 m	6 m	2	330 mm	Mature			N/A	07-Jan-27	Good
Observations	Root			Stem		Branch		Leaf/Bud		
	No visual defects			Bifurcated		Minor dead wood Major dead wood		Normal		
Work	Category			Action		Priority				Done
	Remove			Major dead wood		3 Months				No

Tree ID: T57		Common Oak <i>Quercus robur</i>				Tag: TPO:		Assessor: Luke Maylin Date: 07-Oct-25			
Tree Comment:											
Survey Comment: Tree located within the horse enclosure so access not possible at the time of the inspection. Measurements are estimated.											
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
		15 m	6 m	1	340 mm	Semi-mature			N/A	07-Jan-27	Good
Observations		Root			Stem		Branch		Leaf/Bud		
		No visual defects			No visual defect		Minor dead wood		Normal		
Work		Category			Action					Priority	Done
		No action			No action						No

General Tree Assessment (Detailed)

Tree ID: T58

Common Oak
Quercus robur

Tag:

TPO:

Assessor: Luke Maylin

Date: 07-Oct-25

Tree Comment:

Survey Comment: Tree located within the horse enclosure so access not possible at the time of the inspection. Measurements are estimated.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	17 m	6 m	1	430 mm	Mature			N/A	07-Jan-27	Good
Observations	Root	Stem				Branch			Leaf/Bud	
	No visual defects	Ivy covered				Minor dead wood Major dead wood			Normal	
Work	Category	Action				Priority			Done	
	Remove	Major dead wood				6 Months			No	

Tree ID: T59

Common Oak
Quercus robur

Tag:

TPO:

Assessor: Luke Maylin

Date: 07-Oct-25

Tree Comment:

Survey Comment: Group of three oak tree stems. Close to the wooden horse enclosure fence. Large dead wood limbs present, but low target area.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	18 m	8 m	3	520 mm	Mature			N/A	07-Jan-27	Good
Observations	Root	Stem				Branch			Leaf/Bud	
	No visual defects	Ivy covered				Minor dead wood Major dead wood			Normal	
Work	Category	Action				Priority			Done	
	Remove	Major dead wood				6 Months			No	

General Tree Assessment (Detailed)

Tree ID: T60		Common Oak <i>Quercus robur</i>				Tag: TPO:			Assessor: Luke Maylin Date: 07-Oct-25		
						Tree Comment: Survey Comment:					
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
		18 m	6 m	1	480 mm	Mature			N/A	07-Jan-27	Good
Observations		Root			Stem		Branch		Leaf/Bud		
		No visual defects			Ivy covered		Minor dead wood Stubs		Normal		
Work		Category			Action				Priority		Done
		No action			No action						No

Tree ID: T61	Common Oak <i>Quercus robur</i>					Tag: TPO:			Assessor: Luke Maylin Date: 07-Oct-25			
	Tree Comment:											
	Survey Comment:											
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition		
	18 m	6 m	1	480 mm	Mature			N/A	07-Jan-27	Good		
Observations	Root			Stem		Branch			Leaf/Bud			
	No visual defects			Ivy covered		Minor dead wood Major dead wood			Normal			
Work	Category			Action					Priority			Done
	Remove			Major dead wood					6 Months			No

Tree ID: T62	Common Oak <i>Quercus robur</i>					Tag: TPO:			Assessor: Luke Maylin Date: 07-Oct-25		
						Tree Comment:					
						Survey Comment:					
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	18 m	8 m	2	240 mm	Mature			N/A	07-Jan-27	Fair	
Observations	Root				Stem				Branch	Leaf/Bud	
	No visual defects			Ivy covered			Minor dead wood			Normal	
Work	Category				Action					Priority	Done
	No action			No action							No

General Tree Assessment (Detailed)

Tree ID: T63

Common Oak
Quercus robur

Tag:

TPO:

Tree Comment:

Survey Comment:

Assessor: Luke Maylin

Date: 07-Oct-25

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	17 m	6 m	1	400 mm	Mature			N/A	07-Jan-27	Good
Observations	Root	Stem				Branch			Leaf/Bud	
	No visual defects	Ivy covered				Minor dead wood			Normal	
Work	Category	Action							Priority	Done
	Ivy	Sever only							6 Months	No

Tree ID: T64

Common Oak
Quercus robur

Tag:

TPO:

Tree Comment:

Survey Comment:

Assessor: Luke Maylin

Date: 07-Oct-25

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	17 m	5 m	1	310 mm	Semi-mature			N/A	07-Jan-27	Good
Observations	Root	Stem				Branch			Leaf/Bud	
	No visual defects	No visual defect				Minor dead wood			Normal	
Work	Category	Action							Priority	Done
	No action	No action								No

General Tree Assessment (Detailed)

Tree ID: T65

Common Oak
Quercus robur

Tag:

TPO:

Assessor: Luke Maylin

Date: 07-Oct-25

Tree Comment:

Survey Comment: Tree located south of the mesh fence. Ownership unknown.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	20 m	8 m	1	1100 mm	Mature			N/A	07-Jan-27	Good
Observations	Root	Stem		Branch		Leaf/Bud				
	No visual defects	No visual defect		Minor dead wood Old pruning wounds Stubs		Normal				
Work	Category	Action		Priority		Done				
	No action	No action				No				

Tree ID: T66

Common Oak
Quercus robur

Tag:

TPO:

Assessor: Luke Maylin

Date: 07-Oct-25

Tree Comment:

Survey Comment: The tree is showing symptoms of poor health, undergoing retrenchment with large areas of the canopy as dead wood. Large fruiting body of beefsteak fungus at the base of the tree to the northwest, suggesting internal dysfunction. Recommended to conduct a PICUS test to assess the extent of internal decay. Remove the major deadwood.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	19 m	7 m	1	800 mm	Over Mature			N/A	07-Jan-27	Poor
Observations	Root	Stem		Branch		Leaf/Bud				
	No visual defects	Fungus or decay		Apical die back Minor dead wood Major dead wood		Small / sparse				
Work	Category	Action		Priority		Done				
	Further inspection	On internal trunk decay.		3 Months		No				
	Remove	Major dead wood		3 Months		No				

General Tree Assessment (Detailed)

Tree ID: T67

Grey Poplar
Populus canescens

Tag:

TPO:

Assessor: Luke Maylin

Date: 10-Oct-25

Tree Comment:

Survey Comment: Third party tree south a full assessment of the tree could not be made. Stem bifurcates at 1.5 metres. One stem leans towards the cemetery grounds. It is recommended that a full assessment of the tree be conducted to determine the stability of the limb unions.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	21 m	8 m	2		Mature			N/A	10-Jan-27	Fair
Observations	Root	Stem				Branch			Leaf/Bud	
	No visual defects	Leaning Bifurcated				Minor dead wood			Normal	
Work	Category	Action				Priority			Done	
	See Comment	See Comment				1 year			No	

General Tree Assessment (Detailed)

Report selection criteria.

Projects.

Sunningdale Parish Council.

--->
---> By Next Insp.
---> 1 year
---> 1 Month
---> 3 Months
---> 6 Months

Date Range.

Any Date

Work types.

----> Further inspection :: On internal trunk decay.
----> Ivy :: Sever only
----> No action :: No action
----> Re-inspect :: See Comment
----> Remove :: Major dead wood
----> Remove :: Minor dead wood
----> Remove :: Suspended or broken branches
----> See Comment :: See Comment

Latest Survey.

All surveys for the selected trees.
---> Last survey for each selected tree.

Work Completed.

---> Work Completed
---> Work Not Completed

Number of trees in selected Project(s) 155

Number of trees in Report selection 68

General Tree Assessment (Detailed)

Tree ID: AL01		Austrian Pine <i>Pinus nigra ssp. Nigra</i>				Tag: TPO:		Assessor: Luke Maylin Date: 07-Oct-25		
		Tree Comment:								
		Survey Comment:								
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	12 m	4 m	1	350 mm	Semi-mature			N/A	07-Jan-27	Good
Observations	Root			Stem		Branch			Leaf/Bud	
	No visual defects			No visual defect		Minor dead wood Old pruning wounds			Normal	
Work	Category			Action					Priority	Done
	No action			No action						No

Tree ID: AL02		Common Oak <i>Quercus robur</i>		Tag: TPO:		Assessor: Luke Maylin Date: 07-Oct-25				
Tree Comment: Survey Comment: Old pruning wounds from limb removal on the east side to provide clearance from the overhead cables.										
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	17 m	7 m	1	340 mm	Mature			N/A	07-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		No visual defect		Minor dead wood Old pruning wounds		Normal			
Work	Category		Action				Priority		Done	
	No action		No action						No	

General Tree Assessment (Detailed)

Tree ID: AL03	Bay <i>Laurus nobilis</i>					Tag: TPO:		Assessor: Luke Maylin Date: 07-Oct-25			
						Tree Comment:					
						Survey Comment:					
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	5 m	2 m	9	110 mm	Young			N/A	07-Jan-27	Good	
Observations	Root			Stem		Branch		Leaf/Bud			
	No visual defects			No visual defect		Old pruning wounds		Normal			
Work	Category			Action				Priority			Done
	No action			No action							No

Tree ID: AL04		Common Oak <i>Quercus robur</i>				Tag: TPO:		Assessor: Luke Maylin Date: 09-Oct-25			
Tree Comment:						Survey Comment: Third party tree. Located within the preschool grounds.					
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
		21 m	7 m	1	750 mm	Mature			N/A	09-Jan-27	Good
Observations		Root			Stem		Branch		Leaf/Bud		
		No visual defects			No visual defect		Minor dead wood Old pruning wounds		Normal		
Work		Category			Action					Priority	Done
		No action			No action						No

Tree ID: AL05	Common Lilac <i>Syringa vulgaris</i>					Tag: TPO:		Assessor: Luke Maylin Date: 09-Oct-25		
						Tree Comment:				
						Survey Comment:				
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	3 m	2 m	1	120 mm	Semi-mature			N/A	09-Jan-27	Good
Observations	Root			Stem		Branch		Leaf/Bud		
	No visual defects			No visual defect		No visual defects		Normal		
Work	Category			Action				Priority		
	No action			No action				Done		
								No		

General Tree Assessment (Detailed)

Tree ID: AL06		Common Oak <i>Quercus robur</i>		Tag: TPO:		Assessor: Luke Maylin Date: 09-Oct-25					
Tree Comment:											
Survey Comment: Considering its location on the site boundary adjacent to the school. It is recommended to remove the dead wood.											
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
		20 m	8 m	4	400 mm	Mature			N/A	09-Jan-27	Good
Observations		Root		Stem		Branch		Leaf/Bud			
		No visual defects		Multi stemmed		Minor dead wood		Normal			
Work		Category		Action		Priority		Done			
		Remove		Minor dead wood		3 Months		No			

Tree ID: AL07	Common Oak <i>Quercus robur</i>					Tag: TPO:		Assessor: Luke Maylin Date: 09-Oct-25		
						Tree Comment:				
						Survey Comment: The tree is displaying signs of reduced vitality with deadwood developing on smaller benches. Fruiting body observed at the base of the stem can indicate internal dysfunction. Re-assess the trees condition in 12 months.				
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	16 m	6 m	1	650 mm	Mature			N/A	09-Jan-27	Fair
Observations	Root			Stem		Branch		Leaf/Bud		
	No visual defects			Fungus or decay		Minor dead wood		Normal		
Work	Category			Action					Priority	Done
	Re-inspect			See Comment					1 year	No

General Tree Assessment (Detailed)

Tree ID: AL08

Common Oak
Quercus robur

Tag:

TPO:

Assessor: Luke Maylin

Date: 09-Oct-25

Tree Comment:

Survey Comment: Remove major deadwood overhanging the allotments.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	20 m	8 m	1	900 mm	Mature			N/A	09-Jan-27	Fair
Observations	Root	Stem		Branch		Leaf/Bud				
	No visual defects	Ivy covered		Minor dead wood Major dead wood		Normal				
Work	Category	Action		Priority		Done				
	Ivy	Sever only		3 Months		No				
	Remove	Major dead wood		3 Months		No				

Tree ID: AL09

Common Oak
Quercus robur

Tag:

TPO:

Assessor: Luke Maylin

Date: 09-Oct-25

Tree Comment:

Survey Comment: Remove major deadwood overhanging the allotments. The tree is undergoing retrenchment with a sparse upper canopy with dead wood.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	18 m	8 m	1	800 mm	Mature			N/A	09-Jan-27	Fair
Observations	Root	Stem		Branch		Leaf/Bud				
	No visual defects	Ivy covered		Apical die back Minor dead wood Major dead wood		Normal				
Work	Category	Action		Priority		Done				
	Remove	Major dead wood		3 Months		No				

General Tree Assessment (Detailed)

Tree ID: AL10		Common Oak <i>Quercus robur</i>		Tag: TPO:		Assessor: Luke Maylin Date: 09-Oct-25					
Tree Comment:											
Survey Comment: No major dead wood overhanging the allotments. The tree is showing reduced vitality and undergoing retrenchment. Reassess its condition in the next inspection.											
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
		13 m	4 m	1	600 mm	Over Mature			N/A	09-Jan-27	Fair
Observations		Root			Stem		Branch		Leaf/Bud		
		No visual defects			No visual defect		Minor dead wood Major dead wood		Small / sparse		
Work		Category			Action		Priority			Done	
		Re-inspect			See Comment		By Next Insp.			No	

Tree ID: AL11		Lawson Cypress <i>Chamaecyparis lawsoniana</i>				Tag: TPO:		Assessor: Luke Maylin Date: 09-Oct-25				
Tree Comment:												
Survey Comment: Tree located close to the allotment gates.												
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
		16 m	4 m	5	200 mm	Mature			N/A	09-Jan-27	Good	
Observations		Root				Stem		Branch		Leaf/Bud		
		No visual defects				No visual defect		Minor dead wood		Normal		
Work		Category				Action				Priority		Done
		No action				No action						No

General Tree Assessment (Detailed)

Tree ID: ALG01

A Group

--

Tag:

TPO:

Tree Comment:

Survey Comment: A group of third-party trees, mainly oak and holly located past the fence/allotment boundary. Any trees with work recommendations have been plotted separately.

Assessor: Luke Maylin

Date: 09-Oct-25

Details

Height

Spread

Stems

Ø

Maturity

Bat

Con Area

Prev Insp

Next Due

Condition

Observations

Root

Stem

Branch

Leaf/Bud

Work

Category

No action

Action

No action

Priority

Done

No

General Tree Assessment (Detailed)

Report selection criteria.

Projects.

Sunningdale Parish Council.

--->

---> By Next Insp.

---> 1 year

---> 3 Months

Date Range.

Any Date

Work types.

----> Ivy :: Sever only

----> No action :: No action

----> Re-inspect :: See Comment

----> Remove :: Major dead wood

----> Remove :: Minor dead wood

Latest Survey.

All surveys for the selected trees.

---> Last survey for each selected tree.

Work Completed.

---> Work Completed

---> Work Not Completed

Number of trees in selected Project(s) **155**

Number of trees in Report selection **12**

General Tree Assessment (Detailed)

Tree ID: BR01	Narrowleaf Ash <i>Fraxinus angustifolia</i>					Tag:	Assessor: Luke Maylin			
						TPO:	Date: 08-Oct-25			
						Tree Comment:				
						Survey Comment:				
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	15 m	6 m	1	300 mm	Mature			N/A	08-Jan-27	Good
Observations	Root				Stem				Leaf/Bud	
	No visual defects			No visual defect			Minor dead wood Old pruning wounds			Normal
Work	Category				Action				Priority	Done
	No action			No action						No

Tree ID: BR02	Crab Apple <i>Malus sylvestris</i>					Tag:	Assessor: Luke Maylin			
						TPO:	Date: 08-Oct-25			
						Tree Comment:				
						Survey Comment:				
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	5.5 m	2 m	1	120 mm	Semi-mature			N/A	08-Jan-27	Good
Observations	Root				Stem				Leaf/Bud	
	No visual defects			No visual defect			No visual defects			Normal
Work	Category				Action				Priority	Done
	No action			No action						No

General Tree Assessment (Detailed)

Tree ID: BR03

Italian Cypress
Cupressus sempervirens

Tag:

TPO:

Assessor: Luke Maylin

Date: 08-Oct-25

Tree Comment:

Survey Comment: Thin covering of Ivy on the lower section of the stem. Old pruning wounds on the stem from lower limb removal. Minor leaf sparsity and apical dieback at the top of the tree. Recommended to add a layer of mulch around the tree to add soil nutrients for uptake. Tree to be reassessed in the next inspection.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	16 m	6 m	1	1050 mm	Mature			N/A	08-Jan-27	Fair
Observations	Root				Stem				Branch	Leaf/Bud
	No visual defects				Old pruning wounds Ivy covered				Minor dead wood	Normal
Work	Category				Action				Priority	Done
	See Comment				See Comment				6 Months	No

Tree ID: BR04

Common Pear
Pyrus communis

Tag:

TPO:

Assessor: Luke Maylin

Date: 08-Oct-25

Tree Comment:

Survey Comment:

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	5 m	2 m	1	100 mm	Semi-mature			N/A	08-Jan-27	Good
Observations	Root				Stem				Branch	Leaf/Bud
	No visual defects				No visual defect				Minor dead wood	Normal
Work	Category				Action				Priority	Done
	Remove				Minor dead wood				6 Months	No

General Tree Assessment (Detailed)

Tree ID: BR05	Norway Maple <i>Acer platanoides</i>					Tag: TPO:		Assessor: Luke Maylin Date: 08-Oct-25			
						Tree Comment:					
						Survey Comment:					
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	12 m	4 m	1	210 mm	Semi-mature			N/A	08-Jan-27	Good	
Observations	Root			Stem		Branch		Leaf/Bud			
	No visual defects			No visual defect		Minor dead wood		Normal			
Work	Category			Action				Priority			Done
	No action			No action							No

Tree ID: BR06		Weeping Willow <i>Salix chrysocoma</i>				Tag: TPO:		Assessor: Luke Maylin Date: 08-Oct-25				
Tree Comment:												
Survey Comment: Old pruning wounds from historic limb reduction.												
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
		12 m	5 m	1	600 mm	Semi-mature			N/A	08-Jan-27	Fair	
Observations		Root			Stem		Branch		Leaf/Bud			
		No visual defects			No visual defect		Old pruning wounds		Normal			
Work		Category			Action						Priority	Done
		No action			No action							No

Tree ID: BR07	Weeping Willow <i>Salix chrysocoma</i>					Tag: TPO:		Assessor: Luke Maylin Date: 08-Oct-25			
						Tree Comment: Survey Comment:					
	Details	Height 8 m	Spread 3 m	Stems 1	Ø 180 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 08-Jan-27	Condition Good
	Observations	Root No visual defects		Stem No visual defect		Branch No visual defects		Leaf/Bud Normal			
Work	Category Remove			Action Planting stakes and ties			Priority 6 Months			Done No	

General Tree Assessment (Detailed)

Tree ID: BR08		Myrobalan Plum <i>Prunus cerasifera</i>				Tag: TPO: Tree Comment: Survey Comment:			Assessor: Luke Maylin Date: 08-Oct-25			
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
		4 m	2 m	1	90 mm	Young			N/A	08-Jan-27	Good	
Observations		Root			Stem		Branch		Leaf/Bud			
		No visual defects			No visual defect		No visual defects		Normal			
Work		Category			Action						Priority	Done
		Remove			Planting stakes and ties						6 Months	No

Tree ID: BR09		Norway Maple <i>Acer platanoides</i>				Tag: TPO: Tree Comment: Survey Comment:			Assessor: Luke Maylin Date: 08-Oct-25		
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
		11 m	5 m	1	280 mm	Semi-mature			N/A	08-Jan-27	Good
Observations		Root			Stem		Branch		Leaf/Bud		
		No visual defects			No visual defect		No visual defects		Normal		
Work		Category			Action					Priority	Done
		No action			No action						No

Tree ID: BR10		Weeping Willow <i>Salix chrysocoma</i>				Tag: TPO: Tree Comment: Survey Comment:				Assessor: Luke Maylin Date: 08-Oct-25	
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
		15 m	6 m	1	650 mm	Mature			N/A	08-Jan-27	Good
Observations		Root			Stem		Branch			Leaf/Bud	
		No visual defects			No visual defect		Minor dead wood			Normal	
Work		Category			Action			Priority			Done
		Remove			Minor dead wood			6 Months			No

General Tree Assessment (Detailed)

Tree ID: BR11

Goat Willow
Salix caprea

Tag:

TPO:

Assessor: Luke Maylin

Date: 08-Oct-25

Tree Comment:

Survey Comment:

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	8 m	3 m	1	200 mm	Young			N/A	08-Jan-27	Good	
Observations	Root			Stem		Branch			Leaf/Bud		
	No visual defects			No visual defect		Old pruning wounds			Normal		
Work	Category			Action						Priority	Done
	No action			No action							No

Tree ID: BR12

Common Oak
Quercus robur

Tag:

TPO:

Assessor: Luke Maylin

Date: 08-Oct-25

Tree Comment:

Survey Comment:

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	18 m	8 m	1	750 mm	Mature			N/A	08-Jan-27	Good	
Observations	Root			Stem		Branch			Leaf/Bud		
	No visual defects			No visual defect		Minor dead wood Major dead wood			Normal		
Work	Category			Action						Priority	Done
	Remove			Major dead wood						3 Months	No
	See Comment			See Comment						3 Months	No

General Tree Assessment (Detailed)

Tree ID: BR13 Common Alder
Alnus glutinosa

Tag:
TPO:

Assessor: Luke Maylin
Date: 08-Oct-25

Tree Comment:
Survey Comment: The tree is located to the south of the wooden bridge. Ivy obstructing full stem inspection.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	14 m	5 m	2	300 mm	Semi-mature			N/A	08-Jan-27	Good	
Observations	Root			Stem		Branch			Leaf/Bud		
	No visual defects			Ivy covered		Minor dead wood			Normal		
Work	Category			Action						Priority	Done
	Ivy			Sever only						6 Months	No

Tree ID: BR14 Common Alder
Alnus glutinosa

Tag:
TPO:

Assessor: Luke Maylin
Date: 08-Oct-25

Tree Comment:
Survey Comment:

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	13 m	3 m	1	150 mm	Young			N/A	08-Jan-27	Good	
Observations	Root			Stem		Branch			Leaf/Bud		
	No visual defects			No visual defect		Minor dead wood			Normal		
Work	Category			Action						Priority	Done
	No action			No action							No

Tree ID: BR15 Common Alder
Alnus glutinosa

Tag:
TPO:

Assessor: Luke Maylin
Date: 08-Oct-25

Tree Comment:
Survey Comment:

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	7 m	3 m	1	120 mm	Young			N/A	08-Jan-27	Good	
Observations	Root			Stem		Branch			Leaf/Bud		
	No visual defects			No visual defect		Old pruning wounds			Normal		
Work	Category			Action						Priority	Done
	No action			No action							No

General Tree Assessment (Detailed)

Tree ID: BR16		Common Alder <i>Alnus glutinosa</i>				Tag: TPO: Tree Comment: Survey Comment:			Assessor: Luke Maylin Date: 08-Oct-25		
Details		Height 8 m	Spread 3 m	Stems 1	Ø 120 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 08-Jan-27	Condition Good
Observations		Root No visual defects			Stem No visual defect		Branch Old pruning wounds		Leaf/Bud Normal		
Work		Category No action			Action No action					Priority	Done No

Tree ID: BR17		Common Alder <i>Alnus glutinosa</i>				Tag: TPO: Tree Comment: Survey Comment:			Assessor: Luke Maylin Date: 08-Oct-25		
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
		13 m	3 m	1	150 mm	Young			N/A	08-Jan-27	Good
Observations		Root			Stem		Branch		Leaf/Bud		
		No visual defects			No visual defect		Minor dead wood		Normal		
Work		Category			Action					Priority	Done
		No action			No action						No

Tree ID: BR18		Common Alder <i>Alnus glutinosa</i>				Tag: TPO: Tree Comment: Survey Comment:			Assessor: Luke Maylin Date: 08-Oct-25			
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
		8 m	3 m	1	120 mm	Young			N/A	08-Jan-27	Good	
Observations		Root			Stem		Branch		Leaf/Bud			
		No visual defects			No visual defect		Old pruning wounds		Normal			
Work		Category			Action						Priority	Done
		No action			No action							No

General Tree Assessment (Detailed)

Tree ID: BR19		Common Alder <i>Alnus glutinosa</i>				Tag: TPO:		Assessor: Luke Maylin Date: 08-Oct-25			
Tree Comment: Survey Comment: The tree is dead. Part of BRG02											
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
		8 m	2 m	1	130 mm	Dead			N/A	08-Jan-27	Poor
Observations		Root			Stem		Branch		Leaf/Bud		
		No visual defects			No visual defect		Major dead wood		All dead / absent		
Work		Category			Action					Priority	Done
		Fell			Fell to ground level					3 Months	No

Tree ID: BR20		Common Hazel <i>Corylus avellana</i>				Tag: TPO:			Assessor: Luke Maylin Date: 08-Oct-25		
Tree Comment: Survey Comment:											
Details		Height 4 m	Spread 3 m	Stems	Ø	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 08-Jan-27	Condition Good
Observations		Root No visual defects			Stem Multi stemmed		Branch No visual defects		Leaf/Bud Normal		
Work		Category No action			Action No action					Priority	Done No

Tree ID: BR21	Common Oak <i>Quercus robur</i>					Tag: TPO:		Assessor: Luke Maylin Date: 08-Oct-25		
						Tree Comment:				
						Survey Comment:				
Details	Height 10 m	Spread 3 m	Stems 1	Ø 140 mm	Maturity Young	Bat	Con Area	Prev Insp N/A	Next Due 08-Jan-27	Condition Good
Observations	Root No visual defects			Stem No visual defect		Branch No visual defects		Leaf/Bud Normal		
Work	Category No action			Action No action						Priority No

General Tree Assessment (Detailed)

Tree ID: BR22		Pin Oak <i>Quercus palustris</i>				Tag: TPO: Tree Comment: Survey Comment:				Assessor: Luke Maylin Date: 08-Oct-25	
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	13 m	4 m	1	360 mm	Semi-mature			N/A	08-Jan-27	Good	
Observations	Root				Stem		Branch		Leaf/Bud		
	No visual defects				No visual defect		Minor dead wood Old pruning wounds		Normal		
Work	Category				Action		Priority				Done
	No action				No action						No

Tree ID: BR23		Grey Alder <i>Alnus incana</i>				Tag: TPO: Tree Comment: Survey Comment:				Assessor: Luke Maylin Date: 08-Oct-25	
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	5.5 m	2 m	1	90 mm	Young			N/A	08-Jan-27	Good	
Observations	Root				Stem		Branch		Leaf/Bud		
	No visual defects				No visual defect		Minor dead wood		Normal		
Work	Category				Action		Priority				Done
	No action				No action						No

Tree ID: BR24		Ash 'Diversifolia' <i>Fraxinus diversifolia</i>				Tag: TPO: Tree Comment: Survey Comment: The tree has minor ash dieback. Recommended to monitor annually when the tree is in leaf.				Assessor: Luke Maylin Date: 08-Oct-25	
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	6 m	2 m	1	140 mm	Young			N/A	08-Jan-27	Fair	
Observations	Root				Stem		Branch		Leaf/Bud		
	No visual defects				No visual defect		Minor dead wood		Normal		
Work	Category				Action		Priority				Done
	See Comment				See Comment		1 year				No

General Tree Assessment (Detailed)

Tree ID: BR25		Common Oak <i>Quercus robur</i>		Tag: TPO:		Assessor: Luke Maylin Date: 08-Oct-25				
		Tree Comment:		Survey Comment:						
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	9 m	4 m	1	260 mm	Semi-mature			N/A	08-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		No visual defect		Minor dead wood Old pruning wounds		Normal			
Work	Category		Action		Priority		Done			
	Remove		Minor dead wood		3 Months		No			

Tree ID: BR26		Sweet Chestnut <i>Castanea sativa</i>				Tag: TPO:		Assessor: Luke Maylin Date: 08-Oct-25			
		Tree Comment: Survey Comment:									
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
		8 m	4 m	1	200 mm	Semi-mature			N/A	08-Jan-27	Fair
Observations		Root			Stem		Branch		Leaf/Bud		
		No visual defects			No visual defect		Minor dead wood		Normal		
Work		Category			Action					Priority	Done
		No action			No action						No

Tree ID: BR27		Pin Oak <i>Quercus palustris</i>				Tag: TPO:			Assessor: Luke Maylin Date: 08-Oct-25			
						Tree Comment:						
						Survey Comment:						
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
		11 m	4 m	1	220 mm	Semi-mature			N/A	08-Jan-27	Good	
Observations		Root		Stem		Branch		Leaf/Bud				
		No visual defects		No visual defect		Minor dead wood Old pruning wounds		Normal				
Work		Category		Action						Priority	Done	
		No action		No action							No	

General Tree Assessment (Detailed)

Tree ID: BR28		Common Beech <i>Fagus sylvatica</i>				Tag: TPO:			Assessor: Luke Maylin Date: 08-Oct-25		
						Tree Comment: Survey Comment:					
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	10 m	4 m	1	210 mm	Young			N/A	08-Jan-27	Good	
Observations	Root			Stem		Branch			Leaf/Bud		
	No visual defects			No visual defect		No visual defects			Normal		
Work	Category			Action					Priority		
	No action			No action					Done		
									No		

Tree ID: BR29	Sweetgum <i>Liquidamber styraciflua</i>					Tag: TPO:			Assessor: Luke Maylin Date: 08-Oct-25		
	Tree Comment:										
	Survey Comment:										
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	13 m	3 m	1	180 mm	Semi-mature			N/A	08-Jan-27	Good	
Observations	Root			Stem		Branch			Leaf/Bud		
	No visual defects			No visual defect		No visual defects			Normal		
Work	Category			Action					Priority		Done
	No action			No action							No

Tree ID: BR30		Common Oak <i>Quercus robur</i>				Tag: TPO:			Assessor: Luke Maylin Date: 08-Oct-25		
Tree Comment:											
Survey Comment: Tree located withing the grounds of the women's institute.											
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
		20 m	7 m	2	550 mm	Mature			N/A	08-Jan-27	Good
Observations		Root			Stem			Branch		Leaf/Bud	
		No visual defects			No visual defect			No visual defects		Normal	
Work		Category			Action			Priority			Done
		No action			No action						No

General Tree Assessment (Detailed)

Tree ID: BR31		Common Holly <i>Ilex aquifolium</i>		Tag: TPO:		Assessor: Luke Maylin Date: 08-Oct-25		Tree Comment: Survey Comment:			
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	10 m	3 m	1	180 mm	Semi-mature			N/A	08-Jan-27	Good	
Observations	Root			Stem		Branch			Leaf/Bud		
	No visual defects			No visual defect		No visual defects			Normal		
Work	Category			Action					Priority	Done	
	No action			No action						No	
Tree ID: BR32		English Elm <i>Ulmus procera</i>		Tag: TPO:		Assessor: Luke Maylin Date: 08-Oct-25		Tree Comment: Survey Comment: Dead tree located to the rear of the parish council building.			
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	16 m	3 m	1	350 mm	Dead			N/A	08-Jan-27	Poor	
Observations	Root			Stem		Branch			Leaf/Bud		
	No visual defects			No visual defect		Major dead wood			All dead / absent		
Work	Category			Action					Priority	Done	
	Fell			Fell to ground level					1 Month	No	
Tree ID: BR33		Common Oak <i>Quercus robur</i>		Tag: TPO:		Assessor: Luke Maylin Date: 08-Oct-25		Tree Comment: Survey Comment: Third party tree. Located west of the mesh fence. Deadwood overhanging the recreation ground, with structures below.			
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	21 m	8 m	1	550 mm	Mature			N/A	08-Jan-27	Fair	
Observations	Root			Stem		Branch			Leaf/Bud		
	No visual defects			No visual defect		Minor dead wood Major dead wood			Normal		
Work	Category			Action					Priority	Done	
	Remove			Major dead wood					3 Months	No	

General Tree Assessment (Detailed)

Tree ID: BR34		Common Oak <i>Quercus robur</i>		Tag: 0281 TPO:		Assessor: Luke Maylin Date: 08-Oct-25				
		Tree Comment:		Survey Comment:						
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	20 m	7 m	1	650 mm	Mature			N/A	08-Jan-27	Good
Observations	Root		Stem		Branch		Leaf/Bud			
	No visual defects		No visual defect		Minor dead wood Major dead wood		Normal			
Work	Category		Action		Priority		Done			
	Remove		Major dead wood		3 Months		No			

Tree ID: BR35		Common Oak <i>Quercus robur</i>		Tag: 0287 TPO:		Assessor: Luke Maylin Date: 08-Oct-25				
		Tree Comment:		Survey Comment: Stem bifurcates at approximately four metres.						
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	20 m	7 m	1	730 mm	Mature			N/A	08-Jan-27	Good
Observations	Root			Stem		Branch		Leaf/Bud		
	No visual defects			Bifurcated		Minor dead wood Major dead wood		Normal		
Work	Category			Action				Priority		Done
	Remove			Major dead wood				3 Months		No

General Tree Assessment (Detailed)

Tree ID: BR36		Common Oak <i>Quercus robur</i>		Tag: TPO:		Assessor: Luke Maylin Date: 10-Oct-25					
Tree Comment:											
Survey Comment: Third party tree. Remove the dead wood overhanging the parish council office grounds.											
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
		20 m	7 m	1	650 mm	Mature			N/A	10-Jan-27	Good
Observations		Root		Stem		Branch		Leaf/Bud			
		No visual defects		Bifurcated		Minor dead wood Major dead wood		Normal			
Work		Category		Action		Priority		Done			
		Remove		Major dead wood		3 Months		No			

Tree ID: BRG01		A Group				Tag:		Assessor: Luke Maylin			
		- -				TPO:		Date: 08-Oct-25			
						Tree Comment:					
						Survey Comment:		A group of smaller, young trees close to the mesh fence. Recommended to prune growth clear of the streetlight by approximately one metre.			
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
									N/A	08-Jan-27	
Observations		Root		Stem		Branch		Leaf/Bud			
Work		Category		Action				Priority		Done	
		Prune		From buildings/structure/tree by 1.0m				6 Months		No	

General Tree Assessment (Detailed)

Tree ID: BRG02		A Group				Tag:		Assessor: Luke Maylin		
		- -				TPO:		Date: 08-Oct-25		
						Tree Comment:				
						Survey Comment:		A group of small and young trees, mainly alder and oak, on the edge of the recreation ground to the north of the wooded area. Any trees with work recommendations have been plotted separately.		
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
								N/A	08-Jan-27	
Observations	Root			Stem		Branch			Leaf/Bud	
Work	Category			Action					Priority	Done
	No action			No action						No

Tree ID: BRG03		A Group				Tag:		Assessor: Luke Maylin		
		--				TPO:		Date: 08-Oct-25		
						Tree Comment:				
						Survey Comment:		A group of small and young trees, mainly alder and oak, on the edge of the recreation ground to the north of the wooded area. Any trees with work recommendations have been plotted separately.		
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
								N/A	08-Jan-27	
Observations	Root			Stem		Branch			Leaf/Bud	
Work	Category			Action					Priority	Done
	No action			No action						No

General Tree Assessment (Detailed)

Tree ID: BRG04	A Group					Tag:		Assessor: Luke Maylin		
	- -					TPO:		Date: 08-Oct-25		
	Tree Comment:									
	Survey Comment: A group of small and young trees, on the edge of the recreation ground to the north of the wooded area. Any trees with work recommendations have been plotted separately.									
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
								N/A	08-Jan-27	
Observations	Root			Stem			Branch		Leaf/Bud	
Work	Category			Action					Priority	Done
	No action			No action						No

Tree ID: BRG05	A Group					Tag:		Assessor: Luke Maylin		
	- -					TPO:		Date: 10-Oct-25		
						Tree Comment:				
						Survey Comment:		Three third-party trees noted close to the recreation ground boundary. Two oak, one alder. The trees have areas of major dead wood and showing decline. Recommended to conduct a full assessment of these trees for work recommendations to be made.		
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
								N/A	10-Jan-27	
Observations	Root			Stem		Branch			Leaf/Bud	
Work	Category			Action			Priority			Done
	See Comment			See Comment			6 Months			No

General Tree Assessment (Detailed)

Tree ID: BRW01	A Group					Tag:		Assessor: Luke Maylin		
	--					TPO:		Date: 08-Oct-25		
						Tree Comment:				
						Survey Comment:		Wooded area between the main recreation grounds and the mesh fence to the south. Species include hornbeam. Made of mostly mature and semi mature specimens. An informal footpath is located between the trees and fence. Any trees with work recommendations have been plotted separately.		
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
								N/A	08-Jan-27	
Observations	Root			Stem		Branch			Leaf/Bud	
Work	Category			Action					Priority	Done
	No action			No action						No

Tree ID: BRWG01	A Group		Tag: 0283				Assessor: Luke Maylin			
	- -		TPO:				Date: 08-Oct-25			
			Tree Comment:							
			Survey Comment: A group of six oak trees located along the informal footpath. Tagged tree is the middle of three trees in a row. Remove the major deadwood from these trees overhanging the footpath.							
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp N/A	Next Due 08-Jan-27	Condition
Observations	Root		Stem		Branch			Leaf/Bud		
Work	Category		Action				Priority		Done	
	Remove		Major dead wood				3 Months		No	

General Tree Assessment (Detailed)

Report selection criteria.

Projects.

Sunningdale Parish Council.

--->
---> 1 year
---> 1 Month
---> 3 Months
---> 6 Months

Date Range.

Any Date

Work types.

----> Fell :: Fell to ground level
----> Ivy :: Sever only
----> No action :: No action
----> Prune :: From buildings/structure/tree by 1.0m
----> Remove :: Major dead wood
----> Remove :: Minor dead wood
----> Remove :: Planting stakes and ties
----> See Comment :: See Comment

Latest Survey.

All surveys for the selected trees.
---> Last survey for each selected tree.

Work Completed.

---> Work Completed
---> Work Not Completed

Number of trees in selected Project(s) 155

Number of trees in Report selection 43

General Tree Assessment (Detailed)

Tree ID: WL01	Common Oak <i>Quercus robur</i>					Tag: 0015 TPO:		Assessor: Luke Maylin Date: 08-Oct-25		
	Tree Comment: Survey Comment:									
Details	Height 17 m	Spread 5 m	Stems 1	Ø 500 mm	Maturity Mature	Bat	Con Area	Prev Insp N/A	Next Due 08-Jan-27	Condition Fair
Observations	Root No visual defects			Stem Cavities		Branch Minor dead wood Major dead wood		Leaf/Bud Normal		
Work	Category Remove			Action Major dead wood			Priority 3 Months			Done No

Tree ID: WL02	Common Alder <i>Alnus glutinosa</i>					Tag: 0011 TPO:		Assessor: Luke Maylin Date: 08-Oct-25		
	Tree Comment:									
	Survey Comment: Noted for small/sparse leaf canopy cover and major dead wood. Low risk target area in the event of limb/stem failure. Visible from the recreation ground. Fruiting bodies found at the base of the tree.									
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	18 m	8 m	4	350 mm	Over Mature			N/A	08-Jan-27	Poor
Observations	Root			Stem		Branch		Leaf/Bud		
	No visual defects			Fungus or decay Cavities		Minor dead wood Major dead wood		50% dead / absent Small / sparse		
Work	Category			Action					Priority	Done
	Fell			Fell to safe height					6 Months	No

General Tree Assessment (Detailed)

Tree ID: WL03

Common Alder
Alnus glutinosa

Tag: 0047

TPO:

Assessor: Luke Maylin

Date: 09-Oct-25

Tree Comment:

Survey Comment: The tree is a standing stem, with the canopy snapped off. Fell the tree to ground level to remove the risk of stem failure.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	16 m	1 m	1	400 mm	Dead			N/A	09-Jan-27	Poor
Observations	Root	Stem				Branch			Leaf/Bud	
	No visual defects	Fungus or decay Jagged wound				Major dead wood			All dead / absent	
Work	Category	Action				Priority			Done	
	Fell	Fell to ground level				3 Months			No	

Tree ID: WL04

Common Alder
Alnus glutinosa

Tag: 0050

TPO:

Assessor: Luke Maylin

Date: 09-Oct-25

Tree Comment:

Survey Comment: The stem is leaning towards the recreation ground. Tree should be monitored after periods of strong weather conditions for any signs of stem movement.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	14 m	4 m	1	300 mm	Mature			N/A	09-Jan-27	Good
Observations	Root	Stem				Branch			Leaf/Bud	
	No visual defects	Leaning				No visual defects			Normal	
Work	Category	Action				Priority			Done	
	See Comment	See Comment				By Next Insp.			No	

General Tree Assessment (Detailed)

Tree ID: WL05		Common Alder <i>Alnus glutinosa</i>		Tag: 0046 TPO:		Assessor: Luke Maylin Date: 09-Oct-25					
Tree Comment:											
Survey Comment: The stem is leaning towards the recreation ground. Tree should be monitored after periods of strong weather conditions for any signs of stem movement.											
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
		18 m	5 m	1	550 mm	Mature			N/A	09-Jan-27	Good
Observations		Root			Stem		Branch		Leaf/Bud		
		No visual defects			Leaning		No visual defects		Normal		
Work		Category			Action		Priority			Done	
		See Comment			See Comment		By Next Insp.			No	

Tree ID: WL06	Common Alder <i>Alnus glutinosa</i>					Tag: 0032 TPO:		Assessor: Luke Maylin Date: 09-Oct-25		
	Tree Comment:									
	Survey Comment: Fruiting bodies located at the base of the tree, indicating internal dysfunction. Recommended to reduce the crown by approximately 3 metres to reduce the wind sail effect and the risk of stem failure.									
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	18 m	6 m	3	430 mm	Mature			N/A	09-Jan-27	Fair
Observations	Root			Stem		Branch		Leaf/Bud		
	No visual defects			Fungus or decay Jagged wound Trifurcated		Minor dead wood		Normal		
Work	Category			Action				Priority		Done
	Reduce crown(s)			By 20%				3 Months		No

General Tree Assessment (Detailed)

Tree ID: WL07

Common Holly
Ilex aquifolium

Tag: 0286

TPO:

Assessor: Luke Maylin

Date: 09-Oct-25

Tree Comment:

Survey Comment: One stem has snapped and is suspended on the ground. The remaining stem is mostly dead.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	13 m	4 m	2	360 mm	Over Mature			N/A	09-Jan-27	Poor
Observations	Root	Stem		Branch		Leaf/Bud				
	No visual defects	Bark wounds Cracked / included bark Cavities Jagged wound		Damage / wounding Minor dead wood Major dead wood		50% dead / absent Small / sparse				
Work	Category	Action		Priority		Done				
	Fell	Fell to ground level		3 Months		No				

Tree ID: WL08

Common Oak
Quercus robur

Tag: 1601

TPO:

Assessor: Luke Maylin

Date: 09-Oct-25

Tree Comment:

Survey Comment: Dead tree within the woodland, evidence of ground movement and fruiting bodies at the base of the tree. The lean of the stem means that the stem will fail within the woodland, and not in the direction of the footpath. Considered viable to retain the feature considering its setting.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	14 m	4 m	1	500 mm	Dead			N/A	09-Jan-27	Poor
Observations	Root	Stem		Branch		Leaf/Bud				
	Soil erosion Trenching / excavations	Fungus or decay Bark wounds Cracked / included bark		Major dead wood		All dead / absent				
Work	Category	Action		Priority		Done				
	No action	No action				No				

General Tree Assessment (Detailed)

Tree ID: WL09		Common Oak <i>Quercus robur</i>				Tag: 0028 TPO:		Assessor: Luke Maylin Date: 09-Oct-25				
Tree Comment:												
Survey Comment: The tree has moderate internal decay and fruiting bodies located at the base of the tree close to the area of missing bark. The stem is leaning towards the pathway. Remove major dead wood on the side of the tree facing the footpath.												
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
		14 m	4 m	1	500 mm	Over Mature			N/A	09-Jan-27	Fair	
Observations		Root				Stem		Branch		Leaf/Bud		
		Fungus or decay				Fungus or decay Bark wounds Leaning Jagged wound		Minor dead wood Major dead wood		25% dead / absent Small / sparse		
Work		Category				Action				Priority		Done
		Remove				Major dead wood.				3 Months		No

Tree ID: WL10	Common Oak <i>Quercus robur</i>					Tag: 0029 TPO:		Assessor: Luke Maylin Date: 09-Oct-25		
	Tree Comment:									
	Survey Comment: The tree is dead. Within falling distance of the footpath. Fell to ground level.									
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	15 m	4 m	1	680 mm	Dead			N/A	09-Jan-27	Poor
Observations	Root			Stem		Branch		Leaf/Bud		
	No visual defects			Bark wounds Cracked / included bark		Major dead wood		All dead / absent		
Work	Category			Action					Priority	Done
	Fell			Fell to ground level					1 Month	No

General Tree Assessment (Detailed)

Tree ID: WL11

Common Hazel
Corylus avellana

Tag: 0054

TPO:

Assessor: Luke Maylin

Date: 09-Oct-25

Tree Comment:

Survey Comment: Tree located next to the footpath. It's lean and location will leave it exposed if the adjacent trees are removed following recommended work. It is recommended to coppice the tree to two metres to reduce the risk of stem failure.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	12 m	3 m	3	200 mm	Mature			N/A	09-Jan-27	Fair
Observations	Root	Stem				Branch			Leaf/Bud	
	No visual defects	Leaning Cavities				Minor dead wood			Normal	
Work	Category	Action				Priority			Done	
	Coppice	To 2.0m stumps				1 Month			No	

Tree ID: WL12

Common Oak
Quercus robur

Tag:

TPO:

Assessor: Luke Maylin

Date: 09-Oct-25

Tree Comment:

Survey Comment: Tree located next to the footpath with a private property sign on it. West side of the footpath. Remove the dead wood.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	17 m	3 m	1	400 mm	Mature			N/A	09-Jan-27	Fair
Observations	Root	Stem				Branch			Leaf/Bud	
	No visual defects	No visual defect				Minor dead wood Major dead wood			Normal	
Work	Category	Action				Priority			Done	
	Remove	Major dead wood				1 Month			No	

General Tree Assessment (Detailed)

Tree ID: WL13

Silver Birch
Betula pendula

Tag: 0236

TPO:

Assessor: Luke Maylin

Date: 09-Oct-25

Tree Comment:

Survey Comment: Tree located next to footpath

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	18 m	5 m	1	430 mm	Mature			N/A	09-Jan-27	Fair
Observations	Root	Stem		Branch		Leaf/Bud				
	No visual defects	Ivy covered		Minor dead wood Major dead wood		Normal				
Work	Category	Action		Priority		Done				
	Ivy	Sever only		3 Months		No				
	Remove	Major dead wood		3 Months		No				

Tree ID: WL14

Common Alder
Alnus glutinosa

Tag: 0109

TPO:

Assessor: Luke Maylin

Date: 08-Oct-25

Tree Comment:

Survey Comment: Large dead tree within stem falling distance of the recreation ground. Fell the tree to a safe height of approximately 1.5 metres. Fruiting bodies of Ganoderma found on the stem.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	18 m	5 m	2	480 mm	Dead			N/A	08-Jan-27	Poor
Observations	Root	Stem		Branch		Leaf/Bud				
	No visual defects	Fungus or decay		Major dead wood		All dead / absent				
Work	Category	Action		Priority		Done				
	Fell	Fell to safe height		3 Months		No				

General Tree Assessment (Detailed)

Tree ID: WL15

Common Alder
Alnus glutinosa

Tag:

TPO:

Assessor: Luke Maylin

Date: 09-Oct-25

Tree Comment:

Survey Comment: Tree located to the immediate south of WL14. Large cavities at the base of the stem, with reaction growth around it. Small fruiting bodies at the base of the cavity. Fell to a safe height of approximately 1.5 metres.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	16 m	4 m	1	200 mm	Semi-mature			N/A	09-Jan-27	Fair
Observations	Root	Stem				Branch			Leaf/Bud	
	No visual defects	Fungus or decay Major cavities				Minor dead wood			Normal	
Work	Category	Action				Priority			Done	
	Fell	Fell to safe height				3 Months			No	

Tree ID: WL16

Common Alder
Alnus glutinosa

Tag: 0125

TPO:

Assessor: Luke Maylin

Date: 09-Oct-25

Tree Comment:

Survey Comment: One of the two stems has historically failed. The remaining stem shows sparse leaf canopy cover and major dead wood. Fell to a safe height of 1.5 metres.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	19 m	5 m	2	420 mm	Mature			N/A	09-Jan-27	Poor
Observations	Root	Stem				Branch			Leaf/Bud	
	No visual defects	Fungus or decay Jagged wound				Minor dead wood Major dead wood			50% dead / absent Small / sparse	
Work	Category	Action				Priority			Done	
	Fell	Fell to safe height				3 Months			No	

General Tree Assessment (Detailed)

Tree ID: WL17

Common Alder
Alnus glutinosa

Tag: 0114

TPO:

Assessor: Luke Maylin

Date: 08-Oct-25

Tree Comment:

Survey Comment: Limb with dead wood leaning towards the recreation ground and footpath below. The limb has decay at its base, recommended to fell the limb to a height of 1.5 metres.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	16 m	5 m	2	380 mm	Mature			N/A	08-Jan-27	Fair
Observations	Root	Stem				Branch			Leaf/Bud	
	No visual defects	Cracked / included bark Cavities Ivy covered				Minor dead wood Major dead wood			Normal Small / sparse	
Work	Category	Action				Priority			Done	
	Remove	Faulted stems				1 Month			No	

Tree ID: WL18

Common Alder
Alnus glutinosa

Tag: 0079

TPO:

Assessor: Luke Maylin

Date: 10-Oct-25

Tree Comment:

Survey Comment: Tree has a small/ sparse leaf cover with major dead wood. Remove the dead wood. Considered viable for retention within the woodland setting.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	18 m	5 m	2	310 mm	Mature			N/A	10-Jan-27	Fair
Observations	Root	Stem				Branch			Leaf/Bud	
	No visual defects	Bifurcated				Minor dead wood Major dead wood			Normal Small / sparse	
Work	Category	Action				Priority			Done	
	Remove	Major dead wood				6 Months			No	

General Tree Assessment (Detailed)

Tree ID: WL19		Common Alder <i>Alnus glutinosa</i>				Tag: 0134 TPO:			Assessor: Luke Maylin Date: 10-Oct-25		
Tree Comment:											
Survey Comment: Standing dead tree.											
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
		18 m	4 m	1	500 mm	Dead			N/A	10-Jan-27	Poor
Observations		Root			Stem		Branch		Leaf/Bud		
		No visual defects			No visual defect		Minor dead wood Major dead wood		All dead / absent		
Work		Category			Action			Priority			Done
		Fell			Fell to ground level			3 Months			No

Tree ID: WL20		Common Alder <i>Alnus glutinosa</i>				Tag: 0137 TPO:		Assessor: Luke Maylin Date: 10-Oct-25			
Tree Comment:											
Survey Comment: Large cavity noted at the base of the tree. Re-assess its condition in the next inspection.											
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
		16 m	4 m	1	450 mm	Mature			N/A	10-Jan-27	Fair
Observations		Root			Stem		Branch		Leaf/Bud		
		No visual defects			Cavities		Minor dead wood		Normal		
Work		Category			Action		Priority			Done	
		Re-inspect			See Comment		By Next Insp.			No	

Tree ID: WL21		Common Alder <i>Alnus glutinosa</i>			Tag: 0141 TPO:			Assessor: Luke Maylin Date: 10-Oct-25			
Tree Comment:											
Survey Comment: Tree with notable stem lean, to be monitored.											
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
		15 m	4 m	1	370 mm	Mature			N/A	10-Jan-27	Fair
Observations		Root			Stem		Branch		Leaf/Bud		
		No visual defects			Leaning		Minor dead wood		Normal		
Work		Category			Action					Priority	Done
		No action			No action						No

General Tree Assessment (Detailed)

Tree ID: WL22		Common Alder <i>Alnus glutinosa</i>		Tag: 0183 TPO:		Assessor: Luke Maylin Date: 10-Oct-25					
Tree Comment:											
Survey Comment: Standing dead tree, within stem falling distance of the recreation ground.											
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
		17 m	3 m	1	400 mm	Dead			N/A	10-Jan-27	Poor
Observations		Root		Stem		Branch		Leaf/Bud			
		No visual defects		Fungus or decay		Major dead wood		All dead / absent			
Work		Category		Action				Priority		Done	
		Fell		Fell to ground level				1 Month		No	

Tree ID: WL23	Common Alder <i>Alnus glutinosa</i>					Tag: 0185 TPO:		Assessor: Luke Maylin Date: 10-Oct-25		
	Tree Comment:									
	Survey Comment: The tree has a jagged wound from historic stem failure. A fruiting body of Ganoderma observed on the tree below the snapped stem. Reassess the trees condition in the next inspection.									
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	17 m	4 m	1	380 mm	Mature			N/A	10-Jan-27	Fair
Observations	Root			Stem		Branch		Leaf/Bud		
	No visual defects			Fungus or decay Jagged wound		Minor dead wood		Normal		
Work	Category			Action				Priority		Done
	Re-inspect			See Comment				By Next Insp.		No

General Tree Assessment (Detailed)

Tree ID: WL24

Common Alder
Alnus glutinosa

Tag: 0195

TPO:

Assessor: Luke Maylin

Date: 10-Oct-25

Tree Comment:

Survey Comment: Tree in poor condition. Ganoderma fruiting body observed at the base of the stem.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	16 m	4 m	1	320 mm	Mature			N/A	10-Jan-27	Poor
Observations	Root	Stem			Branch			Leaf/Bud		
	No visual defects	Fungus or decay Bark wounds Ivy covered			Apical die back Minor dead wood Major dead wood			50% dead / absent Small / sparse		
Work	Category	Action			Priority			Done		
	Fell	Fell to ground level			3 Months			No		

Tree ID: WL25

Common Oak
Quercus robur

Tag:

TPO:

Assessor: Luke Maylin

Date: 10-Oct-25

Tree Comment:

Survey Comment: Ivy obstructing full stem inspection.

Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	14 m	5 m	1	300 mm	Semi-mature			N/A	10-Jan-27	Fair
Observations	Root	Stem			Branch			Leaf/Bud		
	No visual defects	Ivy covered			Minor dead wood			Normal		
Work	Category	Action			Priority			Done		
	Ivy	Sever only			3 Months			No		

General Tree Assessment (Detailed)

Tree ID: WL26		Common Oak <i>Quercus robur</i>		Tag: TPO:		Assessor: Luke Maylin Date: 10-Oct-25					
				Tree Comment:							
				Survey Comment:		Fallen tree which has fallen over the fence at the site boundary. Recommended to cut into log piles and move so that a new section of boundary fence can be installed.					
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
				1		Dead			N/A	10-Jan-27	Poor
Observations		Root		Stem		Branch		Leaf/Bud			
Work		Category		Action				Priority		Done	
		See Comment		See Comment				1 year		No	

Tree ID: WL27		Common Oak <i>Quercus robur</i>		Tag: 0156 TPO:				Assessor: Luke Maylin Date: 10-Oct-25		
Tree Comment:										
Survey Comment: Noted fallen large tree.										
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
					Dead			N/A	10-Jan-27	
Observations	Root		Stem		Branch			Leaf/Bud		
Work	Category		Action		Priority					Done
	No action		No action							No

Tree ID: WL28		Common Holly <i>Ilex aquifolium</i>			Tag: 0089 TPO:			Assessor: Luke Maylin Date: 10-Oct-25		
Tree Comment:										
Survey Comment:										
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
	11 m	2 m	1	160 mm	Dead			N/A	10-Jan-27	Poor
Observations	Root			Stem		Branch		Leaf/Bud		
	No visual defects			No visual defect		Major dead wood		All dead / absent		
Work	Category			Action					Priority	Done
	Fell			Fell to ground level					6 Months	No

General Tree Assessment (Detailed)

Tree ID: WL29	Common Holly <i>Ilex aquifolium</i>					Tag:	Assessor: Luke Maylin				
						TPO:	Date: 10-Oct-25				
						Tree Comment:					
						Survey Comment: Tree located right up against the larger oak which is part of WLG01. The tree is dead and has pushed over the adjacent holly. Fell to ground level.					
Details	Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
	10 m	2 m	1	150 mm	Dead			N/A	10-Jan-27	Poor	
Observations	Root			Stem		Branch		Leaf/Bud			
	No visual defects			Jagged wound		Major dead wood		All dead / absent			
Work	Category			Action				Priority		Done	
	Fell			Fell to ground level				6 Months		No	

Tree ID: WL30		Common Oak <i>Quercus robur</i>		Tag: 1801 TPO:		Assessor: Luke Maylin Date: 10-Oct-25					
				Tree Comment:							
				Survey Comment:		Veteran tree. Large bark wounds on the stem at multiple points. Small fruiting bodies observed at the base of the stem where the bark is missing and internal decay present. Not considered within falling distance of the footpath.					
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
		16 m	7 m	1	850 mm	Veteran			N/A	10-Jan-27	Poor
Observations		Root			Stem		Branch		Leaf/Bud		
		No visual defects			Fungus or decay Bark wounds Jagged wound		Minor dead wood Major dead wood		Normal Small / sparse		
Work		Category			Action				Priority		Done
		No action			No action						No

General Tree Assessment (Detailed)

Tree ID: WL31		Common Holly <i>Ilex aquifolium</i>				Tag: 1802 TPO:		Assessor: Luke Maylin Date: 10-Oct-25				
Tree Comment: Survey Comment: The tree is heavily leaning. The stem divides so that one is growing upright, the other growing westwards. Remove the smaller westward facing stem at the point of bifurcation to remove end weight on the tree.												
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition	
		14 m	3 m	1	300 mm	Mature			N/A	10-Jan-27	Fair	
Observations		Root				Stem		Branch		Leaf/Bud		
		No visual defects				Bark wounds Leaning Jagged wound Bifurcated		Minor dead wood Major dead wood		Normal		
Work		Category				Action				Priority		Done
		Remove				Faulted stems				3 Months		No

Tree ID: WLG01		A Group				Tag: 0091		Assessor: Luke Maylin			
		- -				TPO:		Date: 10-Oct-25			
						Tree Comment:					
						Survey Comment:		A group of 4 mature oak in a line north to south. Tree with tag 0091 is the northernmost of these trees. Remove major dead wood from all four trees.			
Details		Height	Spread	Stems	Ø	Maturity	Bat	Con Area	Prev Insp	Next Due	Condition
						Veteran			N/A	10-Jan-27	
Observations		Root			Stem		Branch			Leaf/Bud	
Work		Category			Action					Priority	Done
		No action			No action						No

General Tree Assessment (Detailed)

Report selection criteria.

Projects.

Sunningdale Parish Council.

--->
---> By Next Insp.
---> 1 year
---> 1 Month
---> 3 Months
---> 6 Months

Date Range.

Any Date

Work types.

----> Coppice :: To 2.0m stumps
----> Fell :: Fell to ground level
----> Fell :: Fell to safe height
----> Ivy :: Sever only
----> No action :: No action
----> Reduce crown(s) :: By 20%
----> Re-inspect :: See Comment
----> Remove :: Faulted stems
----> Remove :: Major dead wood
----> Remove :: Major dead wood.
----> See Comment :: See Comment

Latest Survey.

All surveys for the selected trees.
---> Last survey for each selected tree.

Work Completed.

---> Work Completed
---> Work Not Completed

Number of trees in selected Project(s) 155

Number of trees in Report selection 32

Key

- Critical / 1 Month.
- 3 Months.
- 6 Months.
- 1 Year / By next Insp.
- No Work Required.
- Tree Group



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**Sunningdale PC;
Kiln Lane Cemetery**

SCALE :
1 : 400

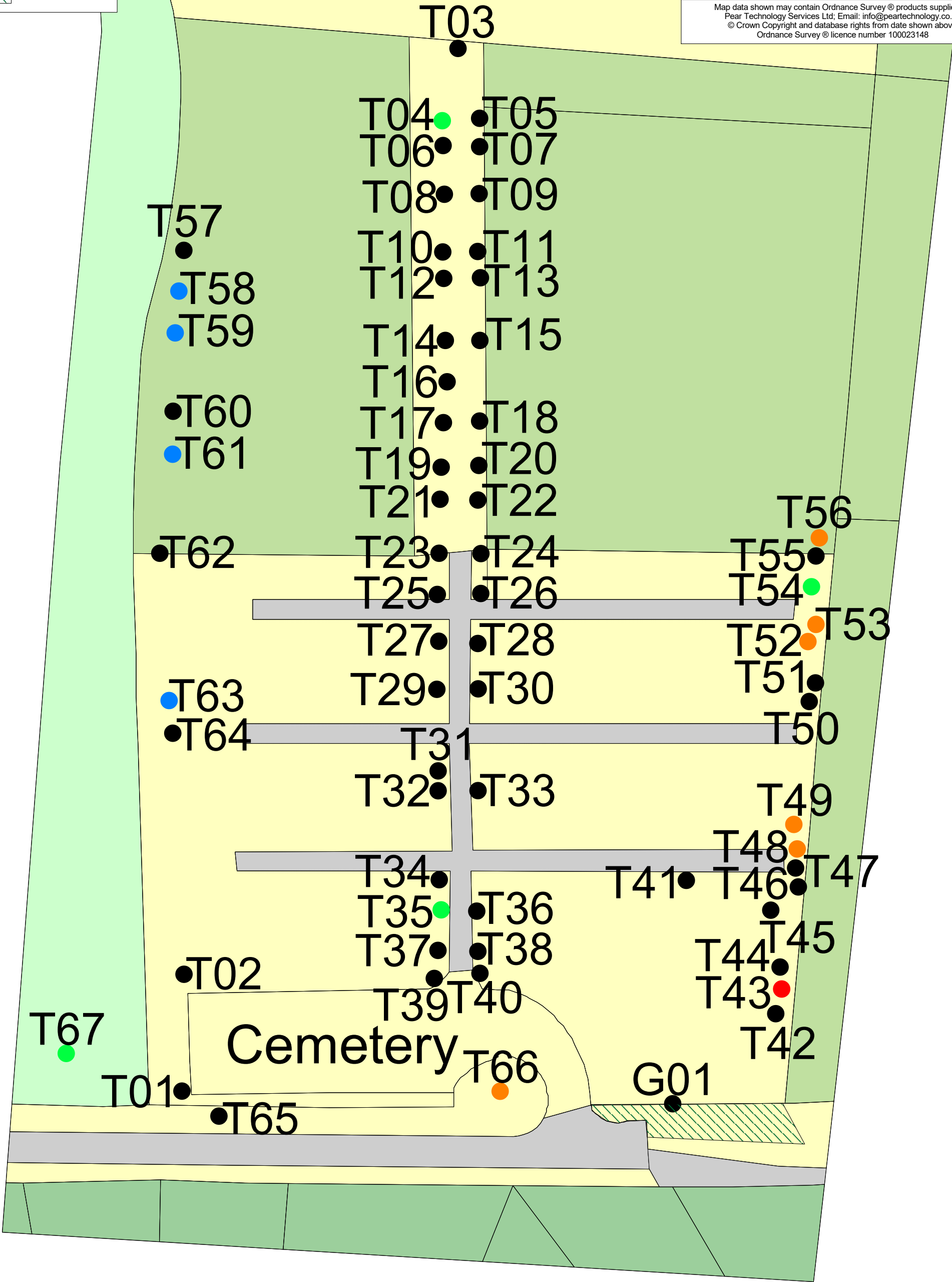
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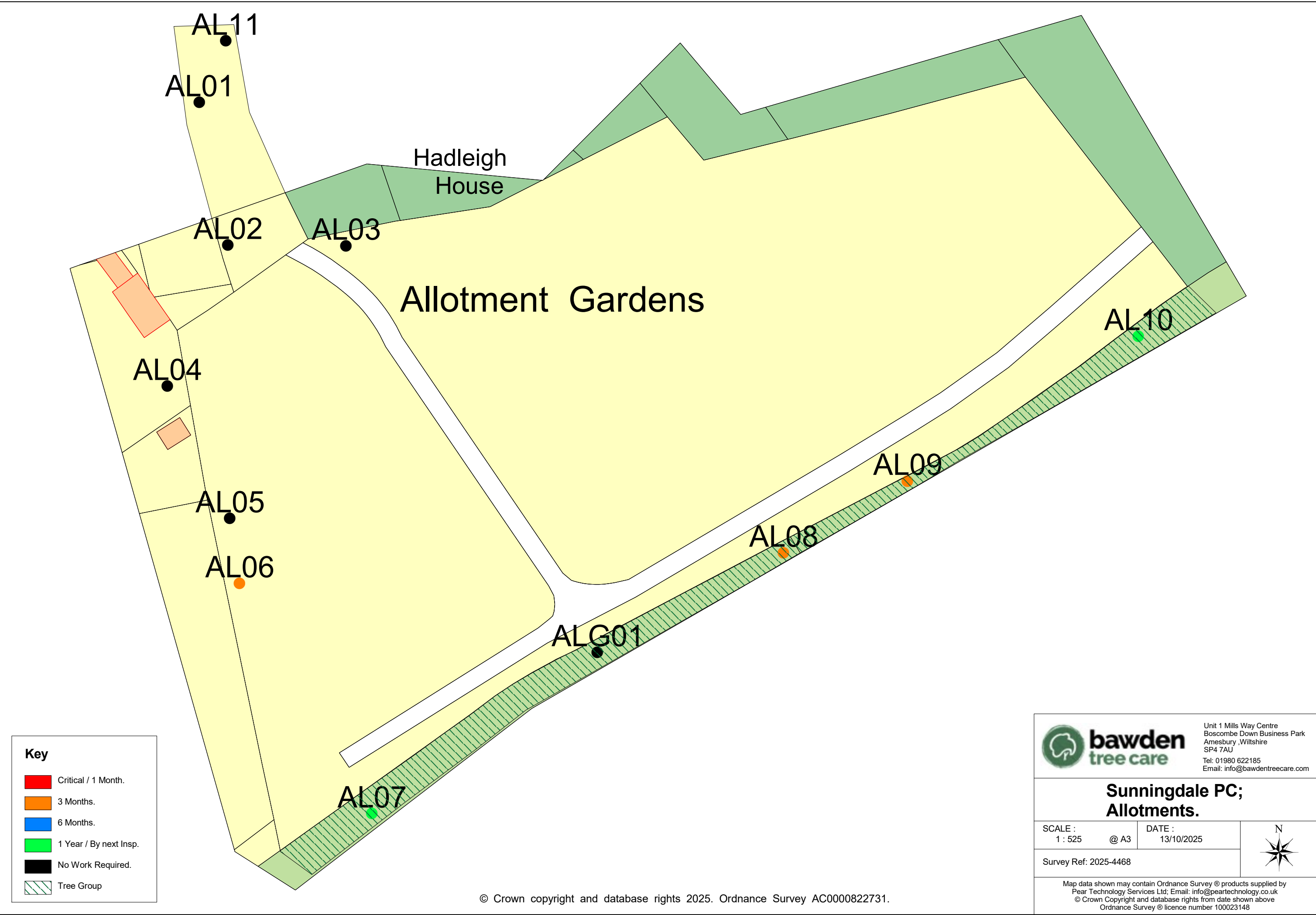
DATE :
13/10/2025



Survey Ref: 2025-4468

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Sunningdale PC;
Broomhall Rec and woodland.

SCALE :
1 : 1000

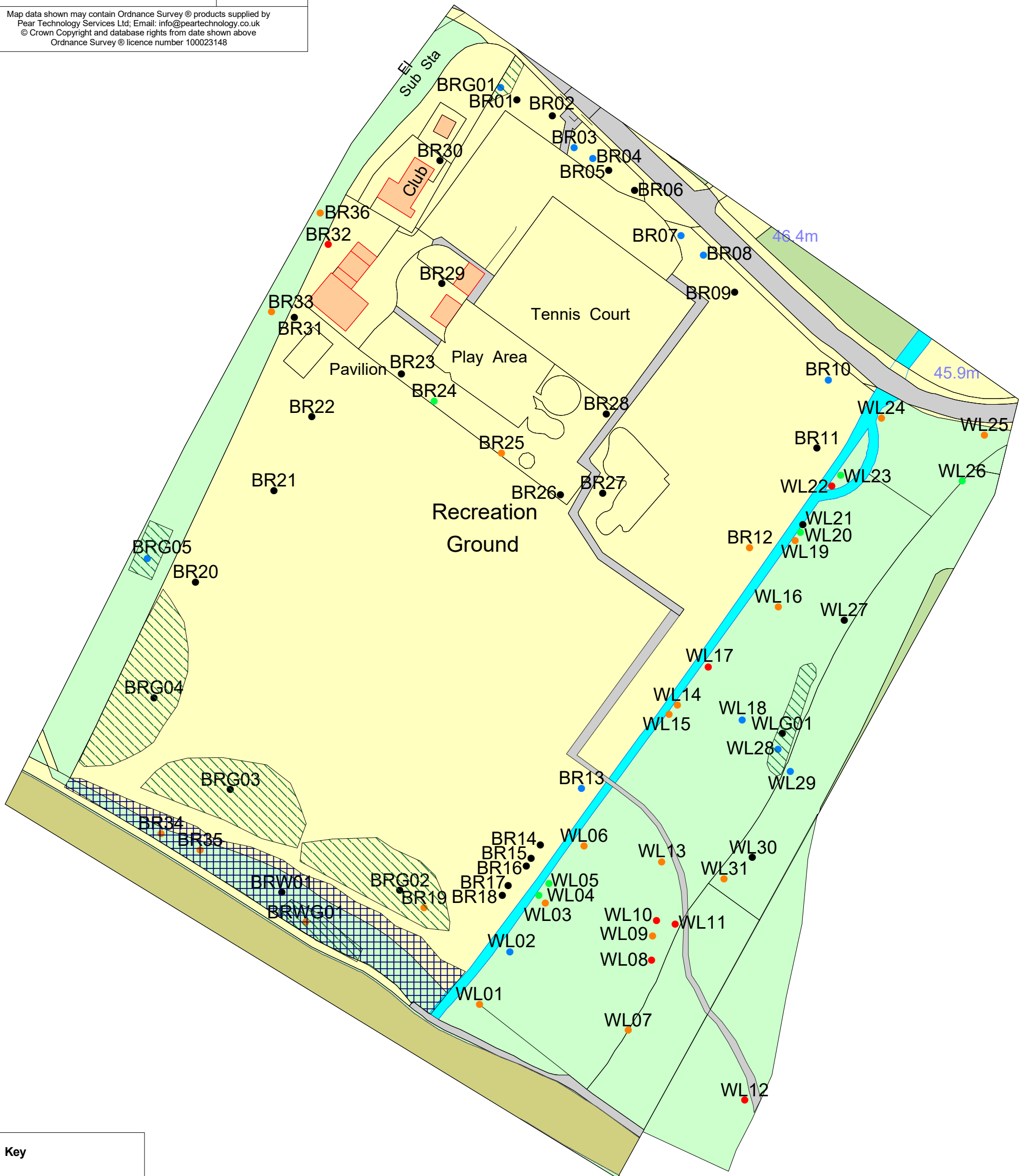
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DATE :
14/10/2025

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Survey Ref:2025-4468

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Key

 Critical / 1 Month.

 3 Months.

 6 Months.

 1 Year / By next Insp.

 No Work Required.

 Tree Group

 Woodland Area



bawden **tree care**

Full Tree Condition Report
Sunningdale Parish Council.



Instructed by: Natalie Hayes

Client Name: Sunningdale Parish Council

Survey Address: The Pavilion
Park Recreation Ground
Broomhall Lane
Sunningdale
SL5 0QS

Prepared by: Luke Maylin

Date: 13/10/2025

Reference: 2025-4468

The statements in this report do not take account of the effects of extremes of climate, vandalism or accident, whether physical, chemical or fire. Bawden Contracting Services Ltd t/a Bawden Tree Care cannot therefore accept any liability in connection with these factors, nor where prescribed work is not carried out in a correct and professional manner in accordance with current good practice. The authority of this report ceases at any stated time limit within it or, if none stated, after twelve months from the date of the survey or when any site conditions change or pruning or other works unspecified in the report are carried out to, or affecting, the subject tree(s), whichever is the sooner.

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Appendix A: Survey Results

Appendix B: Site map with tree locations

Scope of Survey

1. The survey is concerned with the arboricultural aspects of the site only.
2. No discussions took place between the surveyor and any other party concerning the trees.
3. The trees were inspected based on the Visual Tree Assessment method expounded by Claus Mattheck in *The Body Language of Trees – Encyclopedia of Visual Tree Assessment*, 2015.
4. A full description of the trees is included in the tree survey data provided in Appendix A. This includes stem diameter measured from 1.5m above ground level for single stemmed trees, stem diameter measured above root flare for multi-stemmed trees, height, crown spread, age, class, and physiological and structural condition. Unless otherwise stated, measurements are approximate and recorded in metres and centimetres. Compass orientation, proportions and assessments of age are estimates.
5. Features have been plotted either as; Individual Trees, Tree Groups, Hedge Lines, or Woodland Areas. Trees within groups are discussed collectively where individual identification is deemed unnecessary, or specific work items apply to the group as a whole.
6. A map of the site with the location of the numbered trees, along with work priorities, has been provided in Appendix B.
7. Any recommended tree works will be required to be carried out in accordance with BS3998:2010 Recommendations for Tree Work.
8. Before carrying out any tree works, recommended or otherwise, the Local Planning Authority (LPA) should be consulted, as the tree(s) may be protected under a Tree Preservation Order (TPO) or located within a designated Conservation Area (CA). If this is the case, obtaining the necessary consent from the LPA (TPO), or providing them with sufficient notice (Conservation Area), will be required before starting any tree works.
9. Any observations made with regards to the condition of built structures are from the viewpoint of a lay person.

Report Limitations

1. The report is carried out for the assessment of risk and the health and condition of the trees only.
2. The tree survey was undertaken from ground level observation of the trees using only binoculars, rubber mallet and probing tool to aid tree assessment. No invasive or non-invasive decay detection devices have been used to assess tree health. No tree or soil samples have been taken.
3. The recommendations and conclusions in this report relate only to the conditions found on the site visit and inspection. Leaves will not be present on deciduous trees over winter, for example, and fruiting bodies that may indicate dysfunction may not be present at the time of the survey. Some comments or observations may be restricted.
4. The recommendations laid out in this report are valid for a period of twelve months from the date of the survey.
5. Any alterations made to the site that may affect the trees in question, i.e. changes to ground level, tree works, extreme weather, hydrological changes etc., may lead to the requirement for re-inspection of the trees.
6. Only trees with diameters greater than 75mm and woodland groups with stems of 150mm or greater are included in the survey, unless there is deemed a valid reason for their inclusion, such as recently planted trees, or an item has been requested for inclusion by the client.
7. Where parts of the tree are obscured by ivy, other vegetation, or access around the tree is restricted, some defects may not have been possible to observe during the survey. In these cases, work may be recommended to remove the obstruction, and for the surveyor to return to the location to inspect the trees. In this report, work recommendations are made based on visibility at the time of the survey.
8. Trees are living organisms and their structural condition is subject to rapid change in response to a wide range of biotic and abiotic factors. Trees have the potential to fail structurally without any prior indication from reasonable visual symptoms. It is not possible, therefore, to state that any tree is 'safe'. Any defects or areas of dysfunction may also change, further assessments of the tree may be necessary on an appropriate regular basis.
9. The effects of tree related nuisances, including leaves, fruit, any excretion or sap discharge, insect activity or allergic properties that may affect people or property have not been considered.

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10. No documents were provided in relation to historical root severance or disturbance, or for ground level changes such as elevation, drainage and soil levels or location of underground services.
11. It is beyond the scope of this report to comment in relation to indirect or direct structural damage existing or potential that might be linked to vegetation growth causing soil subsidence or heave.
12. Any recommendations set out in this report are purely advisory and preliminary in nature and relate to the trees within the current site use and setting.

Site Detail

This survey covers four distinct areas managed by Sunningdale Parish Council:

- **Kiln Lane Cemetery, SL5 0LY**
Located within Sunningdale, Kiln Lane Cemetery serves as a burial ground. The southern half of the site contains numerous gravestones, while the northern section features horse enclosures. The majority of the trees within the site are young, forming part of the landscape planting scheme; more mature trees are located along the site boundaries. Additional features include a car park situated to the south and several access footpaths. The cemetery is bordered by Tittenhurst Park to the north and west, open fields to the east, and residential properties to the south.
- **Sunningdale Allotments, SL5 0NJ**
This site comprises 70 plots allocated to individuals for gardening and the cultivation of fruits, vegetables, or flowers. Trees are primarily located along the site's boundaries. The allotments are bordered by residential properties to the north and east, agricultural fields to the south, and Holy Trinity Primary School to the west.
- **Broomhall Recreation Ground, SL5 0QS**
Broomhall Recreation Ground provides a range of recreational facilities for public use, including tennis courts, children's play areas, a café, playing fields, vehicle parking, and the Parish Council office. Trees are mainly situated along the boundaries of the site, with a number of younger trees also found within the play areas. The site is bordered by wooded areas to the east, south, and west, with a railway line located further to the south.
- **Woodland Adjacent to Broomhall Recreation Ground**
This wooded area lies directly to the east of the Broomhall Recreation Ground. A public footpath runs through the woodland, connecting it to the recreation ground. The woodland contains a mix of tree species, predominantly alder, oak, and holly.

The topographies of the sites are fairly flat on all 3 sites, with an average elevation of around 54 metres. This data was found using the Interactive England Topographic Map.

The soil is classified as Soilscape 6 for Kiln Lane Cemetery and the Allotments, described as freely draining, slightly acid loamy soils. The soil is classified as Soilscape 15 for Broomhall Recreation Ground and the adjacent woodland, described as naturally wet, very acid sandy and loamy soils. This was found using the Landis Soilscales Viewer.

The images below are supplied courtesy of Google and show an overview of the sites. The red line shows the approximate site boundaries.

Kiln Lane Cemetery.



Broomhall Recreation Ground and adjacent Woodland.



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Sunningdale Allotments.



Site Protection Designations

The sites are not within a Conservation Area, this has been confirmed by the PDF document maps provided by the Royal Borough of Windsor and Maidenhead. Information on Tree Preservation Orders was not readily accessible at the time of the survey, but must be investigated and received prior to any tree works.

Inspection Detail

The sites were inspected on the 7th, 8th, 9th and 10th of October 2025

The weather was mixed overcast and sunny, with no adverse impact on the survey.

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Subject Trees

The survey encompasses a total of 145 subject trees, 9 tree groups, and 1 woodland area plotted as individual features. Sixtyfive of these features have work recommendations, with 70 made in total. A full list of recommendations for the maintenance of the tree stock are given within Appendix A.

General statements; -

Kiln Lane Cemetery.

The majority of trees within Kiln Lane Cemetery are small and young, having been planted primarily for ornamental purposes. Larger and more mature specimens, including sycamore and oak, are situated along the site boundaries.

All trees within the cemetery were assessed to be in good condition, with the exception of Tree T66, which exhibited signs of poor health. In addition, several large, mature third-party trees are located immediately west of the cemetery boundary and were visually assessed where relevant.

Sunningdale Allotments.

Tree cover within the allotment grounds is minimal. The most notable specimen is Tree AL06, a multi-stemmed oak, which is the largest tree within the site itself.

Several mature oaks are present in adjacent land to the south, east, and west of the allotments. Third-party trees located within falling distance of the Allotments (i.e., within stem or limb reach) were included in the scope of this survey due to their potential impact on the site.

Broomhall Recreation Ground.

Most trees within Broomhall Recreation Ground are young and have been planted as part of landscaping efforts across the site. A notable number of these trees are positioned along the northern boundary with Broomhall Lane, with additional planting throughout the grounds.

In the southern section, mixed groups of alder and oak have been established. A narrow wooded strip along the southern boundary includes mature oak trees. A footpath runs between this tree line and the boundary fence. It is recommended that deadwood overhanging the footpath be removed from these trees to mitigate potential hazards.

Mature third-party trees are also present along the western boundary, and these have been considered in the survey where relevant.

Woodland Adjacent to Broomhall Recreation Ground

This woodland contains a diverse age range of trees, including multiple mature and veteran oak specimens that contribute significantly to the site's ecological value.

A public footpath traverses the woodland, providing a pedestrian connection between the recreation ground and Sunningdale railway station. Aside from this footpath, public access is generally restricted.

Given the woodland's classification as a low-risk target area, recommendations focus on trees that could potentially affect the recreation ground, the footpath, or any open access

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areas. For example, Tree WL08 is a dead tree displaying significant decay and soil movement at its base, indicating a high likelihood of imminent failure. However, due to its location, it does not pose a direct risk to the footpath or other accessible areas.

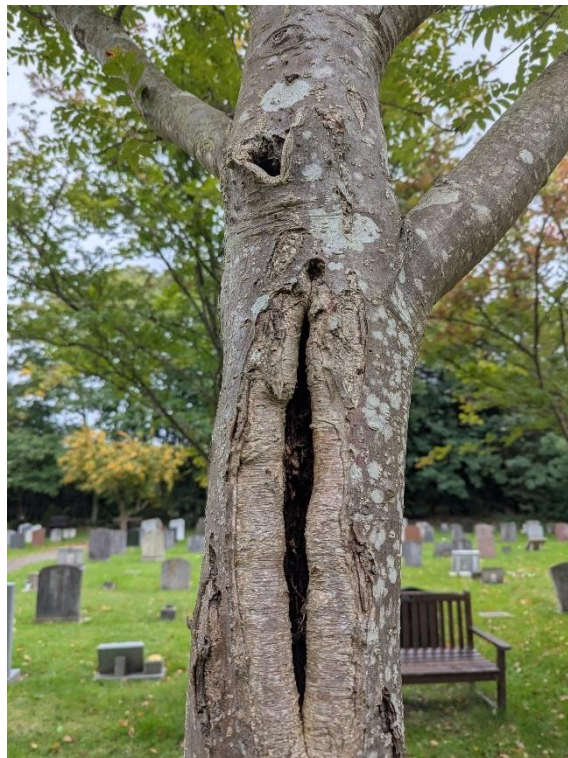
Some third-party trees have also been included in this report where visual observations identified notable features or characteristics that may potentially impact land managed by Sunningdale Parish Council. These assessments are preliminary in nature; due to restricted access to neighbouring properties, they do not constitute comprehensive evaluations. As a result, potential defects may have gone undetected, limiting the ability to fully assess the condition of the trees and any associated risks.

Recommendations provided are therefore based solely on what was observable at the time of inspection. It is advisable to share any such recommendations with the respective tree owners for their consideration.

Kiln Lane Cemetery.

T35 – Rowan (*Sorbus aucuparia*). Located near the entrance to the cemetery, this tree forms part of a row of small trees lining either side of the main footpath through the grounds.

The tree has a significant cavity on the stem, with internal decay extending approximately 70mm inward. This represents a structural weakness. However, the tree otherwise displays signs of good health, including a well-developed leaf canopy and satisfactory occlusion around the cavity opening. Given its current small size and overall condition, the tree is considered suitable for retention. It is recommended that the cavity be monitored closely during routine tree inspections for any signs of deterioration or change.



Photograph of T35, showing the cavity.

T52 – English oak (*Quercus robur*) and T53 sycamore (*Acer pseudoplatanus*). Situated along the eastern boundary of the cemetery grounds.

Soil and other debris have been piled near the stems of two trees. This increase in soil levels can restrict oxygen availability and moisture penetration to the root zone, due to the increased distance between the surface and the roots. Such conditions may impair tree function and potentially lead to decline. It is recommended that all debris be removed from around the bases of the trees to prevent these adverse effects.



Photograph of the debris at the base of T52 and T53.

T66 – English oak (*Quercus robur*). Located at the entrance to the cemetery car park.

This tree is exhibiting signs of physiological decline, including a sparse leaf canopy and extensive deadwood throughout the crown. A fruiting body of *Fistulina hepatica*, a fungus associated with brown rot, though typically considered benign, was observed at the base of the tree.

In light of these indicators of decline, it is recommended that a PICUS tomography assessment be carried out to evaluate the extent of internal decay. Subject to the findings of the PICUS test, if the tree is deemed suitable for retention and no further intervention is required, the removal of deadwood is advised to reduce the risk of limb failure over the car park and access road.



Photographs of T66. The left photograph is of the tree. The right photograph is of the fruiting body of *Fistulina hepatica* at the base of the tree.

Sunningdale Allotments.

AL07 – English oak (*Quercus robur*). This third-party tree is located to the south of the allotments, positioned between two boundary fences adjacent to the neighbouring field. The tree was assessed from within the allotment grounds only, and as such, a full inspection was not possible.

The tree is showing signs of reduced vitality, including deadwood formation on smaller branches. A small fruiting body was noted at the base of the stem, which may be indicative of internal dysfunction. However, visible signs of deterioration remain minimal at this stage. No remedial action is recommended at present, but it is advised that the tree's condition be reassessed in 12 months to monitor any progression of decline.



Photographs of AL07. The left photograph is of the tree. The right photograph is of the fruiting body of *Fistulina hepatica* at the base of the tree.

AL09 – English oak (*Quercus robur*). This third-party tree is located to the south of the allotments, situated between two boundary fences adjacent to the neighbouring field. As the tree was only viewed from within the allotment grounds, a full inspection was not possible.

The tree is exhibiting signs of retrenchment in the upper crown, with significant development of deadwood. Given its proximity to the allotments, it is recommended that the tree's owner be notified and advised to remove any deadwood overhanging the allotment area, in the interest of safety.



Photograph of AL09.

Broomhall Recreation Ground.

BR03 – Monterey Cypress (*Cupressus macrocarpa*). Located in the northern area of the recreation grounds near Broomhall Lane.

This tree is exhibiting crown sparsity and minor apical dieback affecting small sections of the upper crown. There are no obvious signs of general ill health; therefore, the symptoms may be attributed to low soil nutrient levels or limited moisture availability. It is recommended to apply mulch around the base of the tree to improve soil nutrients and organic matter, thereby supporting tree health and growth.



Photograph of BR03.

BR12 – English oak (*Quercus robur*). Located in the eastern part of the site, close to the boundary with the adjacent woodland.

This tree has significant deadwood, which is considered a natural occurrence given its age and size. However, due to its position within the recreation ground and near an informal crossing point into the woodland, it is recommended that major deadwood be removed to ensure safety.

Additionally, soil and other debris have been piled close to the stems of two trees. This raising of soil levels can reduce oxygen availability and moisture accessibility for the roots, as the increased distance between the surface and roots impairs tree function and may lead to decline. It is therefore advised to remove such debris from around the tree bases to prevent these detrimental effects.



Photograph of BR12.

BR32 – English elm (*Ulmus procera*). Located to the rear of Sunningdale Parish Council's office building.

This tree has undergone a rapid decline over the past two years, as reported by the Parish Council, and is now dead. The decline is likely attributable to Dutch elm disease, a serious fungal infection affecting elm trees, caused by *Ophiostoma ulmi* and *Ophiostoma novo-ulmi*. Given its proximity to buildings and its current condition, the tree is deemed unsuitable for retention and it is recommended that it be removed.



Photograph of BR32.

Woodland east of Broomhall Recreation Ground.

WL06 – Common alder (*Alnus glutinosa*). Located in the southwest area of the woodland.

This tree is exhibiting minor deadwood in sections of the crown. Multiple fruiting bodies of *Hypholoma fasciculare* were observed at the base of the stem; this fungus is associated with white rot and may indicate physiological decline. It is recommended to reduce the crown by approximately 3 metres to reduce the wind sail effect on the tree and chance of stem failure.



Photographs of WL06. The left photograph is of the tree. The right photograph is of the fruiting bodies at the base of the stem.

WL09 and WL10 – English oak (*Quercus robur*). Two trees located to the south and west of the footpath.

Tree WL09 is showing signs of impaired function, with large sections of deadwood and a fruiting body of *Ganoderma* at the base of the stem. The stem is leaning towards the footpath, meaning that any failure is likely to occur in that direction.

Tree WL10 is dead and stands within falling distance of the footpath should the stem fail. It is recommended to remove major deadwood from WL09 adjacent to the footpath to mitigate the risk of falling debris and to reduce the weight and strain on the leaning stem. Additionally, it is advised to fell WL10 to ground level, leaving the tree whole to lie within the woodland.



Photographs of WL09 (left) and WL10 (right).

WL14 – Common alder (*Alnus glutinosa*). Located on the western boundary of the woodland, overlooking the recreation ground.

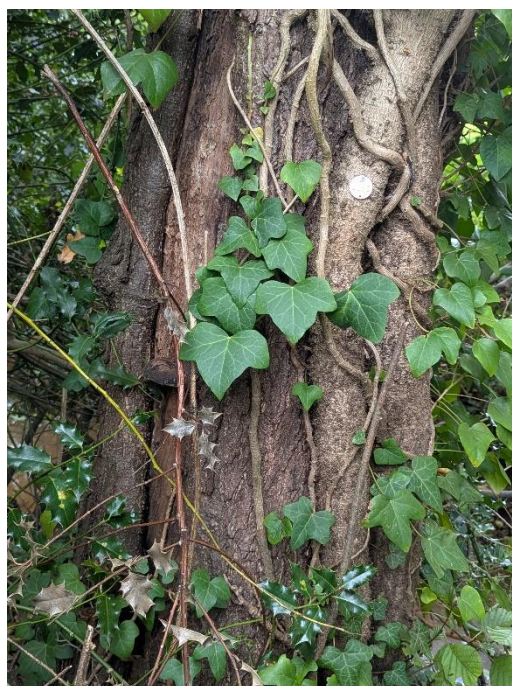
This tree is dead and exhibits multiple fruiting bodies of *Ganoderma* on the stem, indicating internal structural weakness. Given its proximity to the recreation ground and the potential risk of falling onto it, it is recommended that the tree be felled to a safe height of approximately 1.5 metres.



Photographs of WL14. The left photograph is of the tree. The right photograph is of the fruiting bodies of *Ganoderma* at the base of the stem.

WL24 – Common alder (*Alnus glutinosa*). Located on the northwestern boundary of the woodland, overlooking the recreation ground and Broomhall Lane.

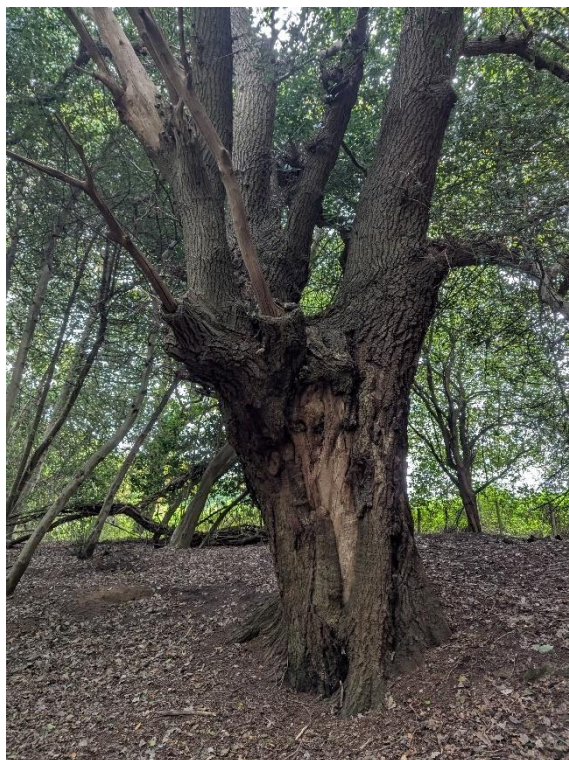
This tree has a sparse leaf canopy and multiple fruiting bodies of *Ganoderma* on the stem, indicating internal structural weakness and poor physiological condition. Given its proximity to both the recreation ground and the road, there is a risk to both from stem failure. It is recommended that the tree be felled to ground level.



Photographs of WL24. The left photograph is of the tree. The right photograph is of the fruiting bodies of *Ganoderma* at the base of the stem.

WL30 – English oak (*Quercus robur*). Located within the woodland to the north of the footpath.

This tree has multiple sections of missing bark on the stem and large areas of dead wood. Despite this, the tree is still producing leaves and is considered viable for retention as a good example of a veteran specimen. It provides significant ecological value to the area and should be protected and preserved. Given its remote location, no work is required.



Photograph of WL30.

Survey Summary

Category	Total number of trees	Timescale of works				
		Critical / 1 month	3 months	6 months	1 year/part of cyclical maintenance programme	No works required
Tree	145	8	33	14	12	82
Tree group	9	0	1	2	0	6
Woodland area	1	0	0	0	0	1
Hedge lines	0	0	0	0	0	0

Recommendations for maintenance are given within Appendix A of this survey (see separate Tree Report PDF). The recommended works should be carried out, as a minimum, to the standards set out in BS3998:2010 Recommendations for Tree Work and only undertaken by contractors capable of working to the British Standard. The contractor's staff should have appropriate Certificates of Competency.

In the exercise of your duty of care in terms of tree safety, it is recommended that trees in areas of frequent use should be re-inspected every 12 months or after a period of extreme weather or a change in site circumstances.

In recent years there have been a number of high-profile court cases involving death and injury from trees, reinforcing the need for those responsible for trees on their property to act to prevent injury or death, or damage to property. It is recommended that Acts of Parliament section of this report, be considered.

The Birmingham Case. Birmingham City Council (BCC) was operating a reactive tree management system. A tree fell and killed three people. The Health and Safety Executive brought and won a court case against BCC under the Health and Safety at Work Act 1974. Expert witnesses confirmed that the tree had obvious defects that would have been noted and acted upon had the tree been inspected by a suitably experienced Arboriculturist. BCC had not ensured that their property was safe for staff, contractors or the public because they did not have a proactive system of inspecting and maintaining their trees.

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Chapman v Barking and Dagenham LBC. A Council owned tree failed and caused harm. The summary included the following:

"I am satisfied that, despite all encouragement and advice both from external sources and to some extent from their own officers, the defendant Council did not at any relevant time to appreciate the distinction between making lists of trees and routine maintenance, as opposed to systematic expert inspection as often as would reasonably be required. I find that no such inspections were ever made, that it was a clear duty on the defendants to make them and that they have failed in that duty."

These cases indicate that landowners have a duty to employ a qualified Arboriculturist to systematically inspect their trees on a regular basis.

Next Inspection

The next full inspection should take place in October 2026, which is 12 months.

Where features require a reassessment of their condition within an earlier timeframe, appropriate timescales have been recommended in Appendix A. Some features may suggest a re-inspection "By Next Inspection" if they have a specific item which is of interest to be checked again during the next inspection.

Other kinds of inspection, such as internal decay detection or aerial inspections may also be recommended if further data is required which was not possible to obtain from a ground level visual observation.

Wildlife

Consideration should be given to wildlife, birds and bats. Care needs to be taken to protect the valuable habitat and to balance these interests before carrying out work to trees. The Wildlife and Countryside Act 1981 (as amended) protects the roosts and nesting sites of birds and bats and requires consultation with the statutory bodies, i.e. Natural England, before carrying out harmful operations. For instance, unlimited fines and up to six-month prison sentence can be implemented. The Countryside and Rights of Way Act 2000 also makes it an offence to damage or destroy bats and other species. Stronger legislation is now in place with the Conservation of Habitats and Species Regulations 2017, listing many of the species under threat. It may be prudent to carry out a bat survey prior to any work carried out to mature trees with significant cavities and bark crevices and to check carefully for nesting birds. Trees heavily covered in ivy are potential roosting sites and should be checked by tree surgeons prior to carrying out work and perhaps delaying works until nesting is finished. If in doubt, always seek advice from the statutory body.

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References

Glossary of Terms

Trees are a major concern for estate owners and managers who must often juggle the preeminent demand of ensuring public safety with the emotional response that felling seemingly healthy trees invariably generates amongst the public they are seeking to protect.

Bawden Tree Care provides a comprehensive tree survey and reporting service for the management of health and safety risks, planning applications, tree and woodland management programmes and other general arboricultural purposes. Our surveyors use the latest software from Pear Technology and hand-held GPS devices to produce a range of digital drawings and maps to suit your individual requirements.

Undertaking a regular survey of your tree stock helps identify the warning signs of tree stress and prevent unexpected and potentially dangerous incidences of limb drop. Proactive rather than reactive tree management is safer and makes financial sense.

Arboricultural Works

The following survey may identify work that is required to ensure your trees are maintained in a healthy and safe condition. Bawden Tree Care's highly qualified tree surgeons operate to the British Standard 3998:2010 Recommendations for Tree Work and carry full Public Liability insurance cover to £10m.

Comprehensive site-specific risk assessments are carried out prior to commencement of any works and where trees are adjacent to the public highway or, through storm damage for example, obstruct pedestrian or vehicular access, Bawden teams have members qualified under Part 1 of the Traffic Signs Manual Chapter 8: Roadworks and temporary situations (2009). All team members are trained and qualified in aerial rescue techniques in the unlikely event of an emergency.

Our tree teams are fully qualified to undertake the following works:

- Section felling and dismantling
- Crown lifting, shaping and reduction
- Storm damage (make safe)
- Bracing
- Hedge cutting
- Site clearance
- Stump removal

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Terminology for the specification on report

Tree pruning may be necessary to maintain a tree in a safe condition, to remove dead branches, to promote growth, to regulate size and shape or to improve the quality of flowers, fruit or timber. Improper pruning can lead to trees becoming unsightly, diseased and/or potentially dangerous.

It is important that clients understand the basic terms commonly used to describe tree work operations so that they can ask for what they want or understand what the Arboriculturist is recommending. Did you know, for example, that a 'crown thin' will not reduce the height of the tree? Nor will a 'crown lift to 4m'.

The three main pruning options are shown below, and after that a glossary of other terms that you may find helpful. These are very general summaries and the Arboricultural Association can provide more detailed guidance by leaflets and other publications.

The British Standards most relevant to Arboricultural work are:

BS3998: 2010 Tree Work Recommendations.

BS5837: 2012 Trees in Relation to Design, Demolition and Construction - Recommendations.

A word of caution: many trees are legally protected. Felling or even just pruning a protected tree without permission from your Local Planning Authority may be a criminal offence. Always check for Tree Preservation Orders or Conservation Area restrictions with your local council's Tree Officer and/or Planning Department before carrying out any works.

Main Pruning Definitions

Crown Thinning

Crown thinning is the removal of a portion of smaller/tertiary branches, usually at the outer crown, to produce a uniform density of foliage around an evenly spaced branch structure. It is usually confined to broad-leaved species. Crown thinning does not alter the overall size or shape of the tree. Material should be removed systematically throughout the tree, should not exceed the stated percentage and not more than 30% overall. Common reasons for crown thinning are to allow more light to pass through the tree, reduce wind resistance, reduce weight (but this does not necessarily reduce leverage on the structure) and is rarely a once only operation particularly on species that are known to produce large amounts of epicormic growth.

Crown Lifting or Crown Raising

Crown lifting is the removal of the lowest branches and/or preparing of lower branches for future removal. Good practice dictates crown lifting should not normally include the removal of large branches growing directly from the trunk as this can cause large wounds which can become extensively decayed leading to further long-term problems or more short term biomechanical instability. Crown lifting on older, mature trees should be avoided or restricted to secondary branches or shortening of primary branches rather than the whole removal

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wherever possible. Crown lifting is an effective method of increasing light transmission to areas closer to the tree or to enable access under the crown but should be restricted to less than 15% of the live crown height and leave the crown at least two thirds of the total height of the tree. Crown lifting should be specified with reference to a fixed point, e.g. 'crown lift to give 5.5m clearance above ground level'.

Crown Reduction

The reduction in height and/or spread of the crown (the foliage bearing portions) of a tree. Crown reduction may be used to reduce mechanical stress on individual branches or the whole tree, make the tree more suited to its immediate environment or to reduce the effects of shading and light loss, etc. The final result should retain the main framework of the crown, and so a significant proportion of the leaf bearing structure, and leave a similar, although smaller outline, and not necessarily achieve symmetry for its own sake. Crown reduction cuts should be as small as possible and in general not exceed 100mm diameter unless there is an overriding need to do so. Reductions should be specified by actual measurements, where possible, and reflect the finished result, but may also refer to lengths of parts to be removed to aid clarity, e.g. 'crown reduce in height by 2.0m and lateral spread by 1.0m, all round, to finished crown dimensions of 18m in height by 11m in spread (all measurements approximate.)'. Not all species are suitable for this treatment and crown reduction should not be confused with 'topping', an indiscriminate and harmful treatment.

The importance of correct pruning cuts

Every pruning cut inflicts a wound on the tree. The ability of a tree to withstand a wound and maintain healthy growth is greatly affected by the pruning cut – its size, angle and position relative to the retained parts of the tree. As a general rule branches should be removed at the point of attachment or shortened to a lateral which is at least 1/3 of the diameter of the removed portion of the branch, and all cuts should be kept as small as possible.

Other useful terms associated with tree work

Adaptive growth

An increase in wood production in localised areas in response to a decrease in wood strength or external loading to maintain an even distribution of forces across the structure.

Adventitious/epicormic growth

New growth arising from dormant or new buds directly from main branches/stems or trunks.

Bracing

Bracing is a term used to describe the installation of cables, ropes and/or belts to reduce the probability of failure of one or more parts of the tree structure due to weakened elements under excessive movement.

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Branch bark ridge and collar

Natural features of a fork or union that may or may not be visually obvious. Neither the branch bark ridge nor collar should be cut.

Callus

Undifferentiated tissue initiated as a result of wounding and which become specialised tissues of the repair over time.

Cavity

A void within the solid structure of the tree, normally associated with decay or deterioration of the woody tissues. May be dry or hold water, if the latter it should not be drained. Only soft decomposing tissue should be removed if necessary, to assess the extent. No attempt should be made to cut or expose living tissue.

Co-dominant stems

Two or more, generally upright, stems of roughly equal size and vigour competing with each other for dominance. Where these arise from a common union the structural integrity of that union should be assessed.

Coppicing

The cutting down of a tree within 300mm (12in) of the ground at regular intervals, traditionally applied to certain species such as Hazel and Sweet Chestnut to provide stakes etc.

Crown

The foliage bearing section of the tree formed by its branches and not including any clear stem/trunk.

Deadwood

Non-living branches or stems due to natural ageing or external influences. Deadwood provides essential habitats and its management should aim to leave as much as possible, shortening or removing only those that pose a risk. Durability and retention of deadwood will vary by tree species.

Decline

When a tree exhibits signs of a lack of vitality such as reduced leaf size, colour or density.

Desire lines

An informal route or path (such as one worn into a grassed area by repeated foot traffic) that is used by pedestrians in preference to or in the absence of a designated alternative (such as a paved pathway).

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Dieback

Tips of branches exhibit no signs of life due to age or external influences. Decline may progress, stabilise or reverse as the tree adapts to its new situation.

Dormant

The inactive condition of a tree, usually during the coldest months of the year when there is little, or no growth and leaves of deciduous trees have been shed.

Drop Crotching

Shortening branches by pruning off the end back to a lateral branch which is at least 1/3 of the diameter of the removed branch.

Dysfunction

The loss of physiological function, especially water conduction, in sapwood. Can be resultant of various factors including pests, diseases, human activity and various abiotic factors including weather. Symptoms of dysfunction can include desiccation of the leaves and areas of bark, die back of the crown and reduced growth.

Fell to a safe height

To significantly reduce a tree, usually to a monolith (back to the main stem with no or little branch structure) so it can be retained for its habitat and/or architectural values. The tree is left to a size at which the tree is no longer within reaching/falling distance of any targets.

Fertilising

The application of a substance, usually to the tree's rooting area (and occasionally to the tree), to promote tree growth or reverse or reduce decline. This will only be effective if nutrient deficiency is confirmed. If decline is the result of other factors such as compaction, physical damage, toxins etc., the application of fertiliser will not make any difference.

Formative pruning

Minor pruning during the early years of a tree's growth to establish the desired form and/or to correct defects or weaknesses that may affect structure in later life.

Fungi/Fruiting bodies

A member of the plant kingdom that may colonise living or dead tissues of a tree or form beneficial relationships with the roots. The fruiting body is the spore bearing, reproductive structure of that fungus. Removal of the fruiting body will not prevent further colonisation and will make diagnosis and prognosis harder to determine. Each colonisation must be considered in detail by a competent person to determine the long-term implications of tree health and structure when considered alongside the tree species, site usage etc.

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Ivy Banding

The severing and removing of a band of Ivy round the entire circumference of a stem. The Ivy is to be cut in two places, at ground level and at a height of one metre (minimum). The severed section is to be removed from the stem thus revealing a cleared band of the stem. When cutting and removing the Ivy, great care should be taken not to damage the tree bark.

Lopping and Topping

Generally regarded as outdated terminology but still included as part of planning legislation. Lopping refers to the removal of large side branches (the making of vertical cuts) and topping refers to the removal of large portions of the crown of the tree (the making of horizontal cuts, generally through the main stems). Often used to describe crude, heavy-handed or inappropriate pruning.

Monolith

To significantly reduce a tree, back to the main stem with no or little branch structure so it can be retained for its habitat and/or architectural values.

Painting or Sealing

Covering pruning cuts or other wounds with a paint, often bitumen based. Research has demonstrated that this is not beneficial and may in fact be harmful. On no account should timber treatments be used as these are harmful to living cells.

Pollard

The initial removal of the top of a young tree at a prescribed height to encourage multistem branching from that point, traditionally for fodder, firewood or poles. Once started, it should be repeated on a cyclical basis always retaining the initial pollard point, or bolling as it becomes known.

Retrenchment pruning

A form of reduction intended to encourage development of lower shoots and emulate the natural process of tree aging.

Root pruning

The pruning back of roots (similar to the pruning back of branches). This has the ability to affect tree stability, so it is advisable to seek professional advice prior to attempting root pruning.

Target area

The area around a tree where should a limb or tree itself fail, could cause damage or injury.

Topping

See Lopping and Topping.

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Topics:

Adaptive growth, bracing, callus, cavity, coppicing, crown, crown lifting, crown raising, crown reduction, crown thinning, deadwood, definitions, dieback, glossary, lopping, terminology, topping.

Vitality

The degree of physiological and biochemical processes (life functions) within an individual, group or population of trees.

List of Botanical Tree Names

Alder	<i>Alnus glutinosa</i>	Liquidambar	<i>Liquidambar styraciflua</i>
Acacia	<i>Robinia pseudoacacia</i>	Lime	<i>Tilia platyphyllos</i>
Amelanchier	<i>Amelanchier lamarkii</i>	Lombardy poplar	<i>Populus nigra 'Italica'</i>
Apple	<i>Malus</i> sp	Maple	<i>Acer</i> sp
Ash	<i>Fraxinus excelsior</i>	Magnolia	<i>Magnolia grandiflora</i>
Aspen	<i>Populus tremula</i>	Maritime pine	<i>Pinus pinaster</i>
Atlas cedar	<i>Cedrus libani atlantica</i>	Mimosa	<i>Acacia dealbata</i>
Bay	<i>Laurus nobilis</i>	Monkey puzzle	<i>Araucaria araucana</i>
Beech	<i>Fagus sylvatica</i>	Monterey cypress	<i>Cupressus macrocarpa</i>
Birch	<i>Betula pendula</i>	Monterey pine	<i>Pinus radiata</i>
Blackthorn	<i>Prunus spinosa</i>	Mountain redwood	<i>Sequoiadendron giganteum</i>
Black poplar	<i>Populus nigra</i>	Mulberry	<i>Morus</i> sp
Blue atlas cedar	<i>Cedrus libani atlantica Glauca Group</i>	Norway Maple	<i>Acer platanoides</i>
Box Elder	<i>Acer negundo</i>	Norway spruce	<i>Picea abies</i>
Catalpa	<i>Catalpa bignonioides</i>	Oak	<i>Quercus robur</i>
Cherry	<i>Prunus</i> sp	Pear	<i>Pyrus</i> sp
Coast redwood	<i>Sequoia sempervirens</i>	Pittosporum	<i>Pittosporum</i> sp
Colorado blue spruce	<i>Picea pungens 'glauca'</i>	Plane	<i>Platanus</i> sp
Corsican pine	<i>Pinus nigra</i> var. <i>calabrica</i>	Plum	<i>Prunus</i> sp
Cotoneaster	<i>Cotoneaster</i> sp	Poplar	<i>Populus</i> sp
Crab	<i>Malus</i> sp	Portuguese laurel	<i>Prunus lusitanica</i>
Cryptomeria	<i>Cryptomeria japonica</i>	Purple plum	<i>Prunus cerasifera 'Nigra'/'Pissardii'</i>
Cypress	<i>Cupressus</i> sp	Red horse Chestnut	<i>Aesculus carnea</i>
Dawn redwood	<i>Metasequoia glyptostroboides</i>	Red oak	<i>Quercus rubra</i>
Deodar cedar	<i>Cedrus deodara</i>	Rowan	<i>Sorbus aucuparia</i>
Douglas fir	<i>Pseudotsuga menziesii</i>	Scots pine	<i>Pinus sylvestris</i>
Elaeagnus	<i>Elaeagnus</i> sp	Sitka spruce	<i>Picea sitchensis</i>
Elder	<i>Sambucus nigra</i>	Amelanchier	<i>Amelanchier lamarkii</i>
Elm	<i>Ulmus</i> sp	Strawberry tree	<i>Arbutus unedo</i>
English oak	<i>Quercus robur</i>	Swedish whitebeam	<i>Sorbus intermedia</i>
Eucalyptus	<i>Eucalyptus</i> sp	Sweet Chestnut	<i>Castanea sativa</i>
Field maple	<i>Acer campestre</i>	Sycamore	<i>Acer pseudoplatanus</i>
Fig	<i>Ficus</i> sp	Thorn	<i>Crataegus monogyna</i>
Goat willow	<i>Salix caprea</i>	Thuja	<i>Thuja plicata</i>
Hazel	<i>Corylus avellana</i>	Tulip	<i>Liriodendron tulipifera</i>
Hemlock	<i>Tsuga heterophylla</i>	Turkey oak	<i>Q. cerris</i>
Holm oak	<i>Quercus ilex</i>	Walnut	<i>Juglans regia</i>
Holly	<i>Ilex aquifolium</i>	Western red cedar	<i>Thuja plicata</i>
Hornbeam	<i>Carpinus betulus</i>	Whitebeam	<i>Sorbus aria</i>
Horse Chestnut	<i>Aesculus hippocastanum</i>	Wild cherry	<i>Prunus avium</i>
Irish yew	<i>Taxus baccata</i> 'Fastigiata'	Weeping willow	<i>Salix x chrysocoma</i>
Judas tree	<i>Cercis siliquastrum</i>	Wellingtonia	<i>Sequoiadendron giganteum</i>
Laburnum	<i>Laburnum</i> sp	White poplar	<i>Populus alba</i>
Larch	<i>Larix</i> sp	White willow	<i>Salix alba</i>
Laurel	<i>Prunus laurocerasus</i>	Willow	<i>Salix caprea</i>
Lawson cypress	<i>Chamaecyparis lawsonia</i>	Yew	<i>Taxus baccata</i>
Leyland cypress	<i>x Cupressocyparis leylandii</i>		

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Acts of Parliament

Health and Safety at Work etc Act (1974)

Chapter 37: Section 2

'It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.

'..... the matters to which that duty extends include in particular

..... so far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks.'

Management of Health and Safety at Work Regulations (1999)

Regulation 3: Risk Assessment

'Every employer shall make a suitable and sufficient assessment of

- a) the risks to the health and safety of his employees to which they are exposed whilst they are at work,' and the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking.*

Occupiers' Liability Act (1957)

Chapter 31: Section 2: Extent of Occupier's Ordinary Duty

'An occupier of premises owes the same duty, the common duty of care, to all his visitors

*The common **duty of care** is a duty to take such care as in all the circumstances of the case is reasonable to see that the visitor will be reasonably safe in using the premises for the purposes for which he is invited or permitted by the occupier to be there. '*

Occupiers' Liability Act (1984)

Chapter 3: Section 1

'An occupier of premises owes a duty to another (not being his visitor) in respect of any such risk if

- a) He is aware of the danger or has reasonable grounds to believe that it exists;*

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- b) *he knows or has reasonable grounds to believe that the other is in the vicinity danger concerned or that he may come into the vicinity of the danger (in either whether the other has lawful authority for being in that vicinity or not); and the risk is one against which, in all the circumstances of the case, he may reasonably be expected to offer the other some protection.'*

Highways Act (1980)**Part V: Improvement of Highways****Section 96(6)**

'No tree, shrub allowed to remain in such a situation as to hinder the reasonable use of the highway

by any person entitled to use it, or so as to be a nuisance or injurious to owner or occupier of premises adjacent to the highway. ,

Part IX: Lawful and Unlawful Interference with Highways and Streets**Section 154(1)**

'Where a hedge, tree or shrub overhangs a highway or any other road or footpath to the public has access so as to endanger or obstruct the passage of vehicles or pedestrians or obstructs or interferes with the view of drivers or vehicles or the light from a public building, a competent authority may, by notice either to the owner of the hedge, tree or shrub or to the occupier of the land on which it is growing, require him within 14 days from the date of service of the notice so to lop or cut it as to remove the cause of the danger, obstruct, interference.

For the purposes of this section the following are competent authorities in relation to a road or footpath that is not a highway, the local authority whose area the road or footpath is situated. '

Section 154(2)

'Where it appears to a competent authority for any highway, or for any other road or footpath to which the public has access-

- a) *That any hedge, tree or shrub is dead, diseased, damaged or insecurely rooted and*
- b) *That by reason of its condition it, or part of it, is likely to cause danger by fall to the highway, road or footpath, the authority may, by notice either to the owner of the hedge, tree or shrub or to the occupier of the land on which it is situated, require him within 14 days from the date of service of the notice so to cut or fell it as to remove the likelihood of danger*

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