

**7 Newark Court  
Ladywell Close  
Hempsted  
Gloucester GL2 5XF**

**Mr Shane Burgess  
Open Spaces Officer  
Gloucester City Council  
Shire Hall  
Westgate Street  
Gloucester GL1 2TG**

23<sup>rd</sup> June 2022

Dear Mr Burgess,

**Notification of proposed tree works in a conservation area  
St Swithun's Churchyard, Hempsted**

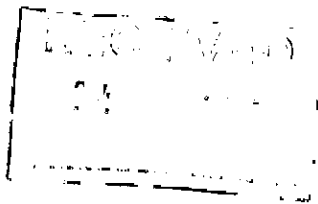
Many thanks for your email of 21<sup>st</sup> June. I enclose the notification form relating to the proposed tree works at St Swithun's churchyard, Hempsted. As you know, we discussed the trees in question when I met you and Mark Graham at St Swithun's on 18<sup>th</sup> May. These trees are problematic, and some are potentially dangerous. I gathered from our meeting that it is unlikely there would be any objection to the proposed works.

We are also intending to carry out work to two other trees on the southern border of the churchyard which was agreed to in your letter of 7<sup>th</sup> December 2021 in response to an earlier notification. This relates to removing epicormic growth around a lime tree and raising the London Plane's canopy to 15 ft by trimming the fringe.

I look forward to hearing from you in response to the enclosed notification.

Yours sincerely,

  
**PND ROBERTS  
Churchwarden**



**Application for tree works: works to trees subject to a tree preservation order (TPO)  
and/or notification of proposed works to trees in a conservation area.**

**Town and Country Planning Act 1990**

**Publication of planning applications on planning authority websites**

Please note that with the exception of applicant contact details, the information provided on this application form and in supporting documents may be published on the authority's website.

If you have provided any other information as part of your application which falls within the definition of personal data under the Data Protection Act which you do not wish to be published on the authority's website, please contact the authority's planning department.

Please complete using block capitals and black ink.

You must use this form if you are applying for work to trees protected by a tree preservation order (TPO). (You may also use it to give notice of works to trees in a conservation area).

It is important that you read the accompanying guidance notes before filling in the form. Without the correct information, your application / notice cannot proceed.

**1. Applicant Name and Address**

Title:  First name:

Last name:

Company (optional):

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

**2. Agent Name and Address**

Title:  First name:

Last name:

Company (optional):

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

### 3. Trees Location

If all trees stand at the address shown in Question 1, go to Question 4. Otherwise, please provide the full address/location of the site where the tree(s) stand (including full postcode where available)

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (if known):

If the location is unclear or there is not a full postal address, either describe as clearly as possible where it is (for example, 'Land to the rear of 12 to 18 High Street' or 'Woodland adjoining Elm Road') or provide an Ordnance Survey grid reference:

Description:

### 4. Trees Ownership

Is the applicant the owner of the tree(s):  Yes  No  
If 'No' please provide the address of the owner (if known and if different from the trees location)

Title:  First name:

Last name:

Company (optional):

Unit:  House number:  House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

Telephone numbers

Country code:  National number:  Extension number:

Country code:  Mobile number (optional):

Country code:  Fax number (optional):

Email address (optional):

### 5. What Are You Applying For?

Are you seeking consent for works to tree(s) subject to a TPO?  Yes  No

Are you wishing to carry out works to tree(s) in a conservation area?  Yes  No

### 6. Tree Preservation Order Details

If you know which TPO protects the tree(s), enter its title or number below.

### 7. Identification Of Tree(s) And Description Of Works

Please identify the tree(s) and provide a full and clear specification of the works you want to carry out. Continue on a separate sheet if necessary. You might find it useful to contact an arborist (tree surgeon) for help with defining appropriate work. Where trees are protected by a TPO, please number them as shown in the First Schedule to the TPO where this is available. Use the same numbers on your sketch plan (see guidance notes).

Please provide the following information below: tree species (and the number used on the sketch plan) and description of works. Where trees are protected by a TPO you must also provide reasons for the work and, where trees are being felled, please give your proposals for planting replacement trees (including quantity, species, position and size) or reasons for not wanting to replant.

E.g. Oak (T3) - fell because of excessive shading and low amenity value. Replant with 1 standard ash in the same place.

PLEASE SEE NOTE ON SEPARATE SHEET IDENTIFYING THE TREES T1 TO T6 AND THE PROPOSED WORKS.  
THE POSITIONS OF THE TREES ARE MARKED ON THE SKETCH PLAN, ALSO ATTACHED.

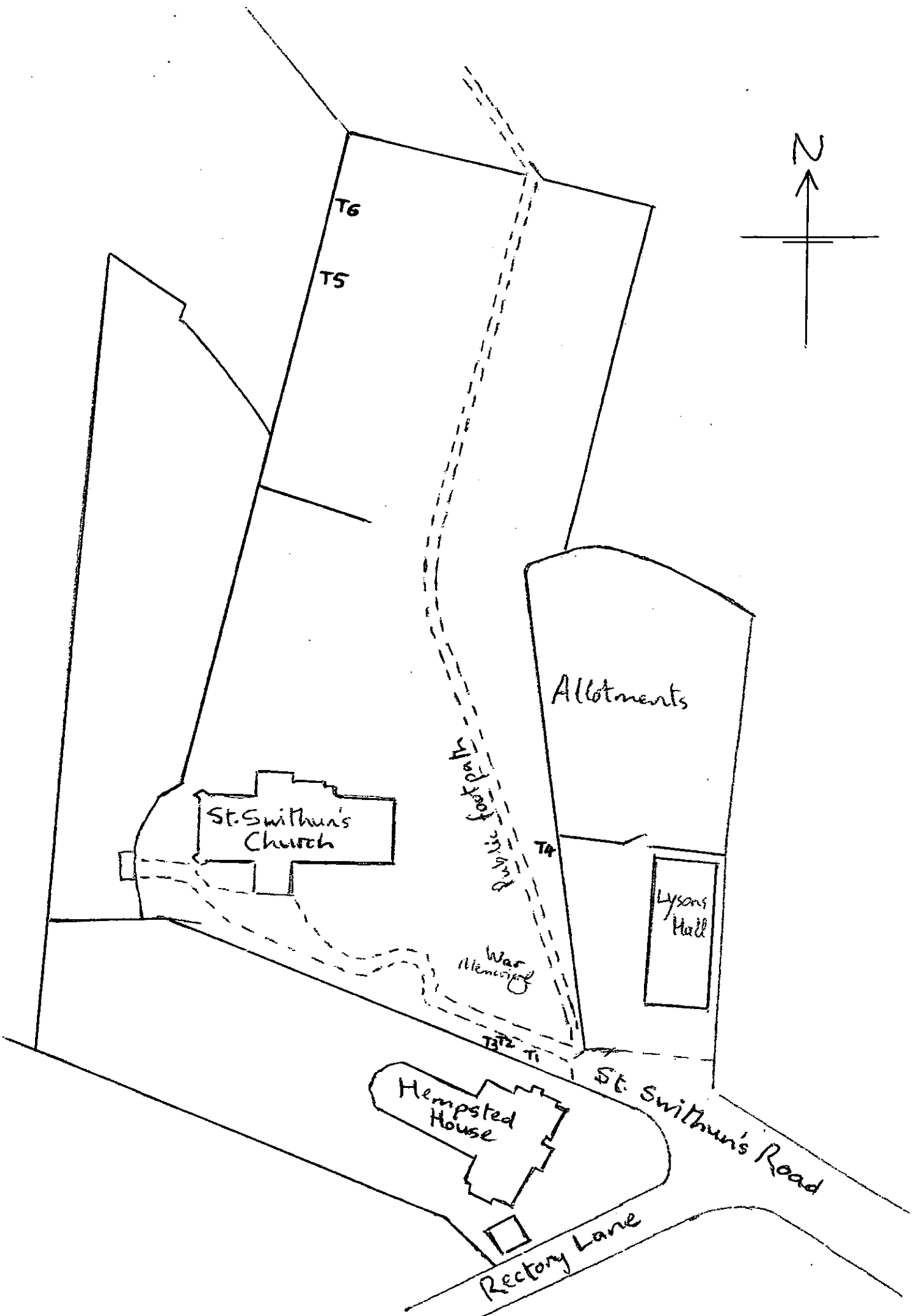
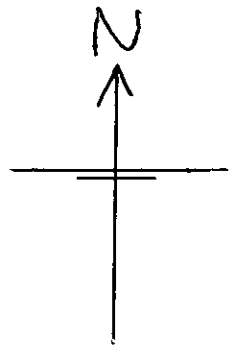
## NOTIFICATION OF PROPOSED TREE WORKS IN A CONSERVATION AREA

### 7. Identification of Trees and Description of Works

Proposed works to the following trees the positions of which are marked on the attached sketch plan of St Swithun's churchyard, Hempsted:

- T1** Sycamore – fell because it is of low amenity value, misshapen and in the wrong place.
- T2** Lilac – fell because it has grown at an angle across the church path and is now an obstruction and potentially dangerous.
- T3** Holly – cut to 1.5m above the ground. This has a long straggly stem and is overshadowed by the lilac (T2). It should thrive better when the lilac has been removed.
- T4** Holly tree – fell because it has grown in an uncontrolled way with several thick epicormic stems sprouting from the base of the main trunk. It has damaged the boundary wall of the churchyard which we wish to repair this year, and it casts a shadow over some of the allotments on the other side of the wall.  
As a possible alternative, or first step, remove the epicormic stems.
- T5** Horse chestnut – fell because two of its main limbs are diseased with canker and the tree will become dangerous as the disease progresses and will give rise to a risk of injury and / or damage to gravestones on the ground below.
- T6** Oak – fell because bark has been stripped off some branches (possibly by squirrels). Two branches were blown off last winter and there is at least one more dead branch on the tree. There is a risk of more branches being blown off by the wind.

**Note:** *These proposed works were discussed by the Applicant with Mark Graham and Shane Burgess, officers of Gloucester City Council, at a site meeting at Hempsted churchyard on 18<sup>th</sup> May 2022. Mr Graham suggested the work to T3. The reasons for the other works involving felling trees were understood and it was not expected that there would be objections to this.*



ALL OF THE PROPOSED TREE WORKS WERE DISCUSSED BY THE APPLICANT AT A MEETING WITH MARK GRAHAM AND SHANE BURGESS BOTH OF GLOUCESTER CITY COUNCIL ON 18 MAY 2022

## 8. Trees - Additional Information

Additional information may be attached to electronic communications or provided separately in paper format.

**For all trees**

A sketch plan clearly showing the position of trees listed in Question 7 must be provided when applying for works to trees covered by a TPO. A sketch plan is also advised when notifying the LPA of works to trees in a conservation area (see guidance notes). It would also be helpful if you provided details of any advice given on site by an LPA officer.

**For works to trees covered by a TPO**

Please indicate whether the reasons for carrying out the proposed works include any of the following. If so, your application must be accompanied by the necessary evidence to support your proposals. (See guidance notes for further details)

1. **Condition of the tree(s)** - e.g. it is diseased or you have fears that it might break or fall:  Yes  No  
If YES, you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert.

2. **Alleged damage to property** - e.g. subsidence or damage to drains or drives.  Yes  No  
If YES, you are required to provide for:

*Subsidence*

A report by an engineer or surveyor, to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals. Also a report from an arboriculturist to support the tree work proposals.

*Other structural damage (e.g. drains, walls and hard surfaces)*

Written technical evidence from an appropriate expert, including description of damage and possible solutions.

**Documents and plans (for any tree)**

Are you providing separate information (e.g. an additional schedule of work for Question 7)?  Yes  No

If YES, please provide the reference numbers of plans, documents, professional reports, photographs etc in support of your application. If they are being provided separately from this form, please detail how they are being submitted.

## 9. Application For Tree Works - Checklist

Only one copy of the application form and additional information (Question 8) is required. Please use the guidance and this checklist to make sure that this form has been completed correctly and that all relevant information is submitted. Please note that failure to supply precise and detailed information may result in your application being rejected or delayed. You do not need to fill out this section, but it may help you to submit a valid form.

### Sketch Plan

- A sketch plan showing the location of all trees (see Question 8)

### For all trees

(see Question 7)

- Clear identification of the trees concerned
- A full and clear specification of the works to be carried out

### For works to trees protected by a TPO

(see Question 8)

Have you:

- stated reasons for the proposed works?
- provided evidence in support of the stated reasons? in particular:
  - if your reasons relate to the condition of the tree(s) - written evidence from an appropriate expert
  - if you are alleging subsidence damage - a report by an appropriate engineer or surveyor and one from an arboriculturist.
  - in respect of other structural damage - written technical evidence
- included all other information listed in Question 8?

## 10. Declaration - Trees

I/we hereby ~~apply for consent~~ give notice for tree work as described in this form and the accompanying plans and additional information.

Signed - Applicant:

[Redacted Signature]

Or signed - Agent:

[Redacted Signature]

Date (DD/MM/YYYY):

23.06.2022

(This date must not be before the date of sending or hand-delivery of the form)

## 11. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

[Redacted]

Country code: Mobile number (optional):

[Redacted]

Country code: Fax number (optional):

[Redacted]

Email address (optional):

[Redacted]

## 12. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

[Redacted]

Country code: Mobile number (optional):

[Redacted]

Country code: Fax number (optional):

[Redacted]

Email address (optional):

[Redacted]

Electronic communication - If you submit this form by fax or e-mail the LPA may communicate with you in the same manner.

(Please see guidance notes)