



20 June 2025

Bennington Green  
County Gates House  
300 Poole Road  
Poole  
BH12 1AZ

Dear Graham

**Re: Fee quote for tree survey and arboricultural report for Saint Marys Parish Church, Church Gate, Thatcham RG19 3PP**

Thank you for considering using Treecall Consulting for your arboricultural reports for the above site. We can provide you with a professional service for all your tree issues.

From the information provided by you and aerial images available online, it appears that there are around 20-30 around the perimeter of the site that will need to be considered. The proposal is to renew the existing boundary wall.

We understand the terms of reference to be as follows:

- Survey all trees located within or immediately adjacent to the site, near to the proposed development.
- Provide an arboricultural impact assessment, method statement and tree protection plan to accompany a planning application for the proposed scheme.

**Tree Survey, Arboricultural Impact Assessment and Method Statement:**

Before an assessment of the arboricultural impacts can be made the trees will need to be surveyed. The survey will include basic dimensions and condition details as set out in British Standard 5837:2012 'Trees in relation to design, demolition and construction - Recommendations'.

**T:** 01202 462602

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**W:** [www.treecall.co.uk](http://www.treecall.co.uk)



Support will be provided to the design team as required while the site layout is under development in order to achieve a proposal that responds to the arboricultural constraints in the best way possible.

The arboricultural impact assessment and method statement report supports a planning application and includes a tree protection plan. It identifies all the likely impacts on trees and assesses their significance, then details a methodology for the implementation of any aspect of development that has the potential to result in loss of or damage to trees that are to be retained.

Total Cost: £980 + VAT (currently 20%)

### **Arboricultural Supervision:**

The local planning authority may require arboricultural supervision during construction. Where this is the case, we can provide a fee quote once the extent of such input is clear.

The quoted fees are based on the above terms of reference and may vary if the scope of work changes as the project progresses. Any additional costs will be discussed with the client before proceeding.

This quote is valid for two months from the date of issue.

Please get back to me if you need any further information.

Yours sincerely



Andrew Cleaves MArborA

Principal Arboricultural Consultant

## **Business Terms & Conditions for Treecall Consulting Limited**

### **1 Introduction**

These Business Terms & Conditions will apply to all work undertaken for you unless otherwise agreed and should be read in conjunction with the appropriate Letter of Instruction. Should a Letter of Instruction deviate from these Business Terms & Conditions at any time, the terms outlined in the Letter of Instruction will always take priority until that specified work has been completed.

### **2 Instructions**

We will on a regular basis confirm the details of your instructions to us and will at any stage be happy to clarify these with you. You can at any time terminate your instructions to us. We would immediately stop any work being undertaken for you. An account would be submitted for work undertaken prior to the termination of the instructions.

Acceptance of a fee quote or other quotation from Treecall Consulting Ltd assumes an acceptance of these terms and conditions.

### **3 Resources**

In the absence of specific instructions, we will delegate your work within the company to the most appropriate professional staff member. A list of current professional staff is available on request and on our website.

### **4 Professional Opinion**

The advice which we will give you will be our professional opinion and will be based on the facts and matters known to us at the time that we give you such advice. However, our advice may change based on new information and facts that subsequently emerge, either from you or any other party.

### **5 Your Commitment to Us**

To enable us to perform our services to you in a professional and timely manner, you undertake to:

- Take all reasonable steps to allow us or our appointed sub-consultants access to your property or documentation under your control as required.
- Supply us with all relevant and new information as quickly and accurately as possible.
- Respond to our queries as promptly as possible.
- Settle our professional accounts within the timescale outlined in clause 10 below.

### **6 Conflicts of Interest**

We will check for any potential conflicts of interest before accepting your instructions but cannot guarantee that we will be able to identify all situations where there may be a conflict of interest prior to entering into a contract with you. Should a conflict of interest arise, we will immediately inform you and then establish procedures to safeguard all interests involved. Similarly, if you know of, or subsequently become aware of a conflict of interest, you must notify us as soon as possible.

### **7 Charges**

It is our general policy not to start work on any specific project without written confirmation from you regarding the fee arrangements. Where acceptance is made by your agent on your behalf, the contract will be between you and us.

Our professional charges ("Fees") are exclusive of VAT and will either be calculated on a fixed fee or time spent basis. VAT will be added at the appropriate rate applicable at the time of issuing an invoice.

**Time Spent Basis.** Unless otherwise agreed work will be undertaken on a time spent basis. This is likely to be the case where the time taken to complete any work for you is or may be strongly influenced by factors outside our control. Some examples might be:-

- i) changing circumstances following the initial instructions,

- ii) positions taken by parties in negotiations and
- iii) adjustments to instructions which are required as a project or job develops.

Our fees will be calculated according to the time involved, the value of the professional staff undertaking the work and the nature and complexity of the work. Time spent dealing with your work will be recorded and used when calculating charges. Our current charge out rates are available on application.

Where meetings are arranged and a Treecall Consulting representative attends, these will be charged at the normal rate (including travel). If, for any reason, the client or other attendees fail to arrive and the meeting is cancelled Treecall Consulting reserve the right to charge for the time spent.

In case of unusual complexity or urgency (such as court work) we reserve the right to charge an enhanced rate. Any enhancement in our rate will usually be agreed in advance and be shown on your account.

**Fixed Fees.** Where appropriate we will be happy to quote a fixed fee for defined items of work. The precise details of the instruction, scope of the work to be undertaken and the agreed fee will be confirmed with you in writing. A programme for the agreed work will also be agreed. Any amendments to the agreed fixed fee will be confirmed to you in writing.

## 8 Charges Review

Charge rates will be reviewed on 1 September each year and may be increased. In addition, we reserve the right to make further changes to the charge rates at any time of the year should market conditions dictate.

## 9 Expenses

Our fees are exclusive of VAT but are inclusive of the following unless specifically agreed with you in advance:

- Professional time
- Secretarial support
- Telephone
- Stationery
- Postage (excluding documents over 100 grams or multiple copies of documents or to more than 4 recipients)
- Photocopying (in-house, black and white only)

In addition to our fees, we may charge expenses exclusive of VAT to cover specifically:

- Travelling and Subsistence, charged at cost.
- Miscellaneous items purchased specifically for you: eg photographs and re-prints, maps and plans, printing, colour photocopying, marker pens and paint, advertising etc.
- Additional reports over and above one, or the agreed number listed in the Letter of Instruction.
- The above expense charges will be those in force at the time they are incurred and may be varied from time to time with immediate effect.
- Our current mileage rate is 45p per mile. Any necessary mileage will be charged at 45 pence per mile or first-class rail fare whichever is appropriate. Copies of receipts will be provided if requested. VAT will be added as appropriate.
- In certain cases we will incur charges on your behalf, examples are statutory fees and fees of other professionals. We will recharge these, including VAT where appropriate in addition to our fees.

## 10 Late Payment

Accounts not settled within the agreed period and at our discretion, will be charged interest, at the rate of 7% per month, or part of a month, until full settlement is received, pursuant to the Late Payment of Commercial Debts (Interest) Act 1998 and Late Payment of Commercial Debts Regulations 2002.

## 11 Billing

For new clients we require payment prior to any written report being released. We accept bank transfer via bacs or payment via cheque.

Our fees will be invoiced either monthly for ongoing instructions, or upon completion of instruction. Professional accounts are payable upon receipt. Please note that interest will be charged at 7% on accounts that are more than 14 days old. Reasonable debt recovery costs will also be charged.

In the event of non-payment, we also reserve the right to stop working (and instruct our agents to stop work) on all matters and retain all documents and any other items in our possession until all your outstanding invoices have been paid in full.

## **12 Sub Consultants**

We retain the right to appoint sub-consultants to work on our behalf at any time and will take all reasonable steps to ensure their professionalism. All such sub-consultants would work under our instruction in line with these Business Terms & Conditions and we will be fully responsible for their work for you. Their professional fees will be settled directly by us unless otherwise agreed.

## **13 Force Majeure**

We will not be liable for any delays in performance caused by circumstances beyond our reasonable control (eg strikes, governmental or regulatory actions, adverse weather and natural disasters) and will be entitled to a time extension for such performance. If such a situation should last in extent of two months, then you will have the right to terminate the contract.

## **14 Limitation in Liability**

Our company insurance details are available on request. Neither you nor any third party will make any claim personally against any of our employees.

## **15 Copyright and Intellectual Property**

The copyright and all other intellectual property rights contained in the services which we provide to you and in all documents including drawings and plans produced by us remain ours at all times. Our documents including drawings and plans should not be copied or reproduced without explicit written consent.

We do not claim any right of ownership to any documents belonging to you which may be supplied to us in the course of delivering our services to you.

All our documents are prepared in accordance with our internal quality control procedures. Should our documents, drawings or plans be used for purposes other than that for which they have been prepared, we do not accept responsibility or liability for any subsequent consequences. Any document that is reproduced or used in such a way should only be after our written consent.

## **16 Confidentiality**

We will at all times maintain complete confidentiality in relation to all aspects of our business relationship and your business affairs.

It is inevitable that in order to successfully discharge your instruction we will at times need to discuss aspects of your business with others. This will not be done beyond what is necessary to carry out the work. It is assumed that you are happy for this to take place. Please advise us immediately if this is not the case.

## **17 Electronic Mail**

Unless you request otherwise, we will use email as our preferred means of communication with you.

## **18 Files and Document Storage**

We will store all documents relating to our services to you for such time as we decide is reasonable and for such time as we are required by law to do so from the date of our final bill to you for the relevant work, after which time the files will be destroyed. Files or papers may be preserved on micro-film or by other means of image processing at our discretion.

Alternatively, on request we can return the original documents to you but retain the right to hold copies for such time as we decide is reasonable and for such time as we are required by law to do so. We may be obliged to make a charge to you for returning documents or retrieving documents from archiving on your behalf.

## **19 Data Protection**

Your data will be held in strict accordance with the applicable data protection laws.

However, to enable us to discharge our services to you and for other related purposes including updating and enhancing client records, analysis for management purposes, crime prevention and legal and regulatory

compliance, you authorise us to obtain, use, process and disclose personal data about you to relevant third parties such as sub-contractors.

You have a right of access under Data Protection Legislation to the personal data that we hold about you and you should contact us should you wish to exercise this right.

## **20 Cancellation of Contract**

Treecall Consulting Limited reserves the right to cancel the contract at any time and for any fair reason and shall not be liable for any penalties or costs. Reasons for cancellation may be diary error, IT error, client error, third party error, changes in circumstances, misunderstanding, unreasonable or antisocial behaviour by the customer.

## **21 Complaints**

We will aim to ensure that all work undertaken for you will be performed in a professional, efficient, friendly and cost-effective manner. Whilst we hope that it will not be necessary for you to complain we are happy to set out our internal complaints procedure.

Initially, please refer any complaint to the Office Manager who will investigate and involve other staff as necessary.

## **22 Governing Law**

This agreement is governed by and shall be construed in accordance with English law, and the courts of England and Wales shall have exclusive jurisdiction in relation to any dispute regarding the terms of our engagement.

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