**Queries raised during the tender process – a public document**

The queries raised by prospective contractors are in black type and the Ludlow Town Council response is in red type.

**Site maps**

         It is unclear which is Henley Orchards Public open space as there are numerous amenity areas attached to this road. Is it the area immediately on the right hand side as you enter Henley Orchards? I’ve attached a separate site plan showing Ludlow Town Council’s areas of land at Henley Orchards.

         It is unclear as to the extent of the grounds around Ludlow Castle that are owned by Ludlow Town Council. The more formal and ornamental part to the south of the castle appears clear, but there are large numbers of trees to the north, are these to be surveyed? See above. The only section around the Castle owned by Ludlow Town Council are the formal gardens that run from the Castle main entrance alongside the public highway of Dinham to Clearview Stoves.

         The Lower Corve Street garden I believe to be directly opposite the Unicorn Inn, could that be confirmed. Yes correct it is a small triangular paved area opposite the Unicorn Inn. Separate site plan is attached.

         It would be helpful to know the extent of the sites to be surveyed as when looking on site etc. There are trees that may be owned by Ludlow Town Council but might appear outside a fence or hedge line for some of the sites. This will need to be looked at in more detail when the inspections are undertaken as some trees sit on the boundaries. Most of our sites have clear boundaries, however there may be some areas at Wheeler Road and Henley Road cemetery that will need looking at more closely where trees site within a boundary hedge.

         Are site maps to be supplied by Ludlow Town Council and if so are such maps electronic and capable of being inputted into data capture software. If not am I to assume that electronic maps are be provided as part of this tender? Printed site maps can be made available, however we do not have any electronic maps and this is to be provided as part of the tender.

**Survey/Report output**

         Is the specification requirement simply for a tabular list of trees (using the categories you have mentioned to also include a separate set of recommendations) or is this to be included in a formalised report? I think either of these formats are welcome depending upon what your normally produce as part of an inspection survey.  Our main guidance is that the information about each tree and site needs to be in a clear, complete document for staff to work from.

         Is software provided for the recording purpose, or is the consultant expected to be provide and electronic report from software not in the control / ownership of Ludlow Town Council. No software is provided and the consultant is expected to provide an electronic report from software not in control/ownership of Ludlow Town Council.

**Trees to be surveyed**

         What is the perceived smallest size of tree required to be surveyed (usually a stem diameter). I would suggest <150mm is not included unless the tree is a young planted example and able to accommodate a tree tag.  Could this please be clarified? I think your suggestion of trees with a diameter of less than 150mm not being included, with the exception of young planted trees is appropriate.

**Tree survey information**

         You have mentioned landscape type for the tree, please could you clarify this and any categories you wish to use. Landscape type with reference to within hedge, in concrete area, in grassed area etc. as examples.

         The timeframes for work completion in the specification are Immediate Attention,  High Risk within 3 months, Medium level within 6 months and Low risk within 12 months. In the draft LTC Tree Management policy has Priority 1 (Urgent Public Safety within 24 hours), Priority 2 (Non-urgent but essential work 1-6months), Priority 3 (Desirable 12 months where possible) and Non-priority. These are not the same and so I would appreciate clarification on which should be used.

I would suggest that the timeframes in your specification be the most appropriate ones? Yes the specification timeframes should be utilised for the inspection process.

**Query:**

Having looked at the information provided, with respect, it would seem that one visit would undertake all 3 phases as one operation.

A standard Health & Condition Inspection of the trees could plot the trees with GPS and collate all the information at the same time, and would not require 3 visits, therefore saving time and cost.

Phase 2 specifies assessing general condition and assessing the risk, and phase 3 species inspection of trees, these are one and the same.

Perhaps you may like to consider combining the phases into one operation, this suggestion is only made with a view to preventing un-necessary cost and time for yourselves.

The document was agreed by Council and is now in the public domain so it will remain as written for the purpose of this tender but I appreciate your feedback.