



# Sustainable Woodland Management Policy

October 2014

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**Surrey Wildlife Trust  
School Lane  
PIRBRIGHT  
Surrey  
GU24 0JN**

## 1. INTRODUCTION

Surrey Wildlife Trust (SWT) manages approximately 1300ha of woodland across Surrey. Of this, 77% is owned by Surrey County Council (SCC) and managed by SWT under a 50-year lease and Agreement For Services.

Woodlands on the SCC Countryside Estate are greatly valued by the visiting public having been acquired by SCC to provide countryside access and recreation. Approximately 60% of SCC woodland is covered by statutory conservation designation.

Active management of woodlands can improve their value for access and wildlife while providing a source of income from timber and produce sales to support and sustain ongoing stewardship of woodland sites.

The area of woodland under SWT's management demands a consistent and organised approach to fulfil the objectives of enhancing biodiversity, managing public access and producing an economic return where appropriate to support ongoing woodland management activity.

This Woodland Management Policy sets out how we will demonstrate sustainable woodland management across the estate.

A map showing the woodland sites managed by SWT can be found in Annex 1

## 2. POLICY CONTEXT

### 2.1

A component of SWT's Business Plan for the SCC Countryside Estate 2014 is to improve sustainable management of the Woodland Estate and increase revenue from timber products and wood fuel. The requirement for a Sustainable Woodland policy is identified within the Key Performance indicators of the Service Delivery Specification that drives SWT's management of the SCC Estate. The development of this policy is further supported by SWT's Strategic Plan 2013 – 2018 which sets one of its goals, the delivery and promotion of exemplary land management.

### 2.2

This policy has been developed in agreement with SCC as the main owner of the woodlands under SWT's management. The policy is also supported by the Forestry Commission and underpinned by the requirements and guidelines outlined in the UK Forestry Standard (2011). The concept of balanced objectives is central to the approach of the UK Forestry Standard, with environmental, economic and social functions of forests and woodlands interacting in support of each other.

### 2.3

The well documented decline in woodland biodiversity across the UK in the post war years has been firmly linked to a decline in woodland management. There is a consensus among conservation NGO's, Natural England and the Forestry Commission that a resumption of active management is needed to reverse the decline in woodland biodiversity. Sir John Lawton's recommendations for updating the English Nature Conservation system in *Making Space for Nature* sets out a clear hierarchy for prioritising action to achieve his 'coherent and resilient ecological network' across the nation. The process begins with 'better management of existing wildlife sites' ahead of attempts to re-connect habitat by, for example, opportunistic habitat creation. Thus, in a local and regional context, woodlands managed by SWT can be seen as "core" sites where wildlife can thrive and spread out into the wider wooded landscape. This approach is supported by SWT's Living Landscapes strategy.

## 3. SWT WOODLAND POLICY STATEMENT

**Surrey Wildlife Trust manages its woodlands to maximise biodiversity and promote public access and enjoyment. In addition, SWT seeks to maximise economic returns from active woodland management where this does not compromise biodiversity and access objectives.**

## 4. WOODLAND MANAGEMENT PROCESS

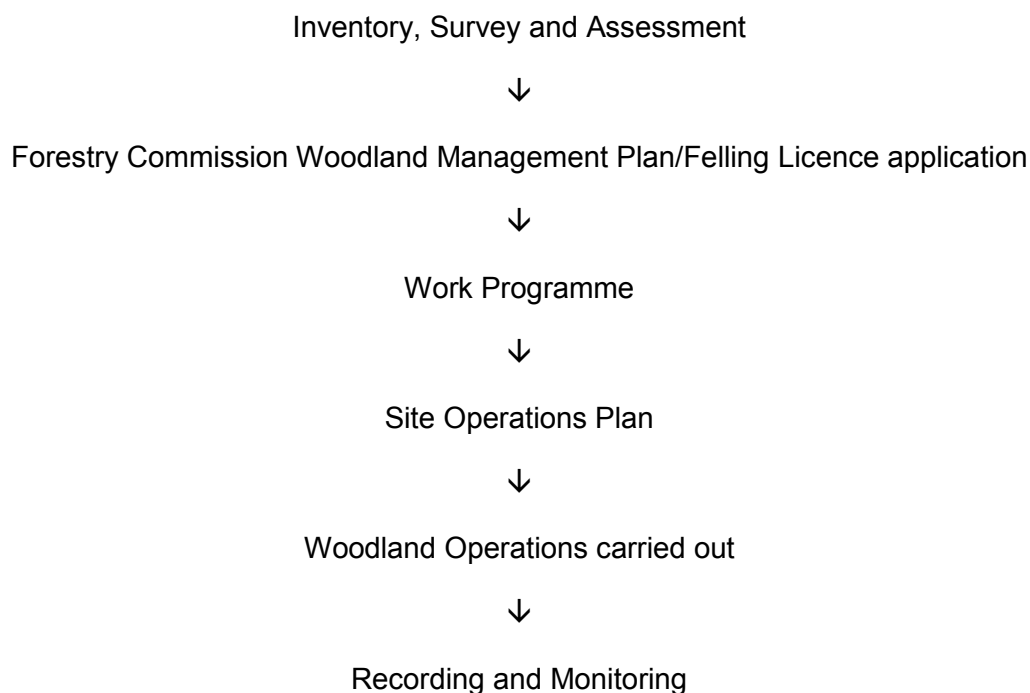
### 4.1. Process and Procedures

To ensure woodland management is carried out in line with the agreed policy and that there is coherence and consistency across the woodland estate, a structured and methodical approach has been adopted.

This approach requires SWT site managers to follow a sequential series of steps as summarised in Box 1.

#### Box 1

##### SWT Woodland Management Process



#### 4.2. Woodland Inventory

Before woodland management plans can be prepared and implemented, there is a need to understand all aspects of the woodland resource. All SWT woodlands will therefore be subject to an inventory which will survey and map the following:

- Stand types and standing timber volume
- Thresholds for sustainable thinning
- Constraints and opportunities to enhance biodiversity including presence or suitability of each stand for UK BAP Priority and legally protected species
- Recommended outline prescriptions and associated access for machinery
- Tree health issues
- Mammal damage, e.g. deer or rabbit browsing
- Natural regeneration – current and potential
- Notable trees and shrubs not recorded in volume assessments.

Inventories will be coordinated by SWT's Woodland officer and will be carried out by the Woodland Officer, or suitably qualified contractor, in consultation with site managers.

Presentation of inventories will consist of a GIS stock map and Sub-Compartment Database.

All sites will be assessed every 10 years and the budget for this will be set accordingly.

#### 4.3. Woodland Management Plan

Completed woodland inventories inform the preparation of site Woodland Management Plans in the format supplied by the FC. These plans set out management objectives and appropriate woodland management prescriptions.

Plans in this format are required by the FC to obtain 10 year felling licences and to secure grant funding. They are also the gateway to sustainable woodland management certification schemes (see 5).

Woodland Management Plans will be prepared jointly by the Woodland Officer and Area Management Teams using the Sylva Foundation's online tool myForest:

<http://sylva.org.uk/myforest/woodlandmanagement>

The format for FC Woodland Management Plans can be found in Annex 1.

#### 4.4. Work Programme

FC Woodland Management Plans will complement and exist alongside current SWT site management plans. Work Programmes associated with SWT plans will detail any proposed woodland management work.

SWT use a software package to co-ordinate and record all site management works. The work programmes will be amended to reflect planned woodland work and will be reviewed annually.

#### 4.5. Site Operations Plan

The Woodland Management Plan and work programmes show what management activity has been planned for a site. However, before any woodland operation is commenced, a Site Operations Plan will be produced 6 months prior to the start of any management activity.

The Site Operations Plan is the key document that shows how a planned operation will help advance the Woodland Management Plan. It ensures that work carried out is legal, safe, efficient and exactly as intended in the Woodland Management Plan. It also ensures that all SWT departments are aware of the works and have had an opportunity to provide input.

Site Operations Plans are required for any management activity that will change the structure of the woodland or could affect a species or habitat. This includes thinning, coppicing, clearfelling and selective felling to encourage natural regeneration or to create glades.

At the Site Operations Planning stage, local staff will identify site specific interests, which may include features such as scheduled monuments and protected biological resources. Staff will also outline the constraints and opportunities that are relevant to the site at a level of detail that is inappropriate in the Woodland Management Plan.

A Site Operations Plan will include the following aspects:

- Site specific interests, e.g. protected biological resources, scheduled monuments
- Harvesting details, including requirements for deadwood retention
- Marketing of products
- Regeneration guidance
- Licences and consents
- Constraints
- Opportunities
- Public/community awareness.

The Site Operations Plan format can be seen in Annex 3

## **4.6. Woodland Management Practice**

### **4.6.1**

Guiding principles for all aspects of managing woodlands can be found in the UK Forestry Standard Guidelines. In addition, implementation of works on the ground should be in accordance with relevant SWT policies and procedures. These include:

- SWT Health and Safety policy
- Working with Contractors Practice Note
- SWT volunteer policy
- Vertebrate Control and Deer Management policy

### **4.6.2 Public Access**

A high level of public access is required across most of the woodlands covered by this policy. The woodlands are situated in a heavily populated county and most of the sites are dedicated Access Land under the Countryside and Rights of Way Act 2000 or as registered Common Land.

To ensure access commitments are met the following requirements will be applied to work on site:

- Permanent information signs in car parks of woodland sites, with associated tree safety inspection schedules for high risk zones.
- Stakeholder liaison before, during and after woodland operations.
- Temporary operations signs giving advance warning of woodland operations.
- Trail diversions and safety signs aimed at maintaining public safety where people expect access to continue for the duration of a woodland operation.
- Limited active management work during weekends.
- Management of potential conflict between the public and woodland machinery, including haulage vehicles.
- High level of tree safety during woodland operations.
- High standard of reinstatement of core rides and trails.
- Operations tailored for access considerations rather than solely for timber production, e.g. long term retention of trees or heavier thinning intensity beside rides and tracks with clearance of brash for aesthetic purposes.
- Security of cut woodland produce in areas with high levels of public access.

## 5. MONITORING AND REVIEW

### 5.1. Ecological monitoring

Monitoring the ecological response to woodland management is a key component of our approach to woodland management. The priorities for species monitoring and the methods used will vary from site to site. Site managers will agree the approach to be taken with the Woodland Officer and Countryside Services Manager.

### 5.2. Recording of timber and woodland produce

A record of volumes of timber produced, income received and remaining timber standing will be recorded in the software package after a felling, thinning or coppicing operation has taken place. At this time, the GIS stock map and Sub-Compartment Database will also be updated by the Woodland Officer.

### 5.3 Pests and Diseases

A number of forest pests and disease have the potential to threaten the Trust's ability to effectively manage woodland. Examples include *Chalara* Ash Dieback and *Phytophthora ramorum*, which pose a threat to native biodiversity and the availability of harvestable timber. In addition pests such as Oak Processionary Moth (*Thaumetopoea processionea*) are hazardous to human health as well as a threat to native oak trees.

The Trust will follow procedural advice from the Forestry Commission regarding all such outbreaks. There is a particular onus on site managers to be vigilant and regularly inspect trees for signs of pests and diseases and report any potential problems. Where appropriate the Trust will introduce specific bio-security measures to help combat specific threats.

### 5.4 Tree Health and Safety

The process for evaluating and monitoring tree risk and managing tree safety works, outside of thinning, felling and coppicing, is covered by Tree Safety Practice Note (PN 22) and overseen by the Operations Manager.

Where pre-emptive work is planned to safeguard against potential future tree safety issues, a Site Operations Plan may be required. The precise requirements should be discussed with the Woodland Officer and Operations Manager so that jobs can be combined for maximum efficiency wherever possible.

### 5.5 Visitors

The views of local communities and visitors to woodland sites will be recorded in the Site Operations Plan and through SWT's Compliments, Complaints and Comments procedure. Additional monitoring will be through occasional questionnaires and site liaison groups.



## 6. FIREWOOD GATHERING LICENCES

The opportunity for local people to gather their own firewood is accommodated through licencing at the following sites:

- Worplesdon Group of Commons (10 licences available)
- Chobham Common (10 licences available)
- Wisley and Ockham Commons (10 licences available)

The number of available licences is limited to ensure that a proportion of fallen deadwood is always retained as important wildlife habitat. Licences are issued for 12 months and the licence fees are reviewed annually.

## 7. WOODLAND STRATEGY

A 30-year Strategic Woodland Plan will be developed in order to indicate how this Sustainable Woodland Management Policy will benefit the woodland estate. The 30-year plan will use the information gathered by the site inventories, together with the resulting Woodland Management Plans, to provide estimates of the volume of wood that will become available for sale to local markets over time. This long term and detailed strategy will be agreed with SCC, the FC and NE.

## 8. CERTIFICATION

It is intended that implementation of this Sustainable Woodland Management Policy will lead to certification with the Forest Stewardship Council (FSC) or the Programme for the Endorsement of Forest Certification (PEFC) under the UK Woodland Assurance Standard.

## 9. PUBLIC AWARENESS AND PROMOTION OF SUSTAINABLE WOODLAND MANAGEMENT

The Trust will be an active partner in local and regional initiatives which promote sustainable woodland management. Where possible, it will work with others to establish local markets for sustainably produced timber.

Through existing programmes and potentially through new funded projects, the Trust will deliver education events for all ages related to woodland ecology, history and sustainable woodland management. It will also support community groups wishing to get involved with their local woods.

## 10. FURTHER INFORMATION

Making Space for Nature: A review of England's Wildlife Sites and Ecological Network  
(Defra, 2010)

<http://archive.defra.gov.uk/environment/biodiversity/documents/201009space-for-nature.pdf>

The Wildlife Trusts

<http://www.wildlifetrusts.org>

UK Forestry Standard

<http://www.forestry.gov.uk/ukfs>

Forestry Commission

<http://www.forestry.gov.uk/england>

Sylva Foundation

<http://sylva.org.uk/>

Software

<http://www.software4conservation.com/>

[Forest Stewardship Council \(FSC\)](#)

<http://www.fsc-uk.org/>

Programme for the Endorsement of Forest Certification (PEFC)

<http://pefc.co.uk/>

UK Woodland Assurance Standard

<http://ukwas.org.uk/>

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## **ANNEXES**

Annex 1 Map showing location of SWT woodlands

Annex 2 FC Woodland Management Plan format

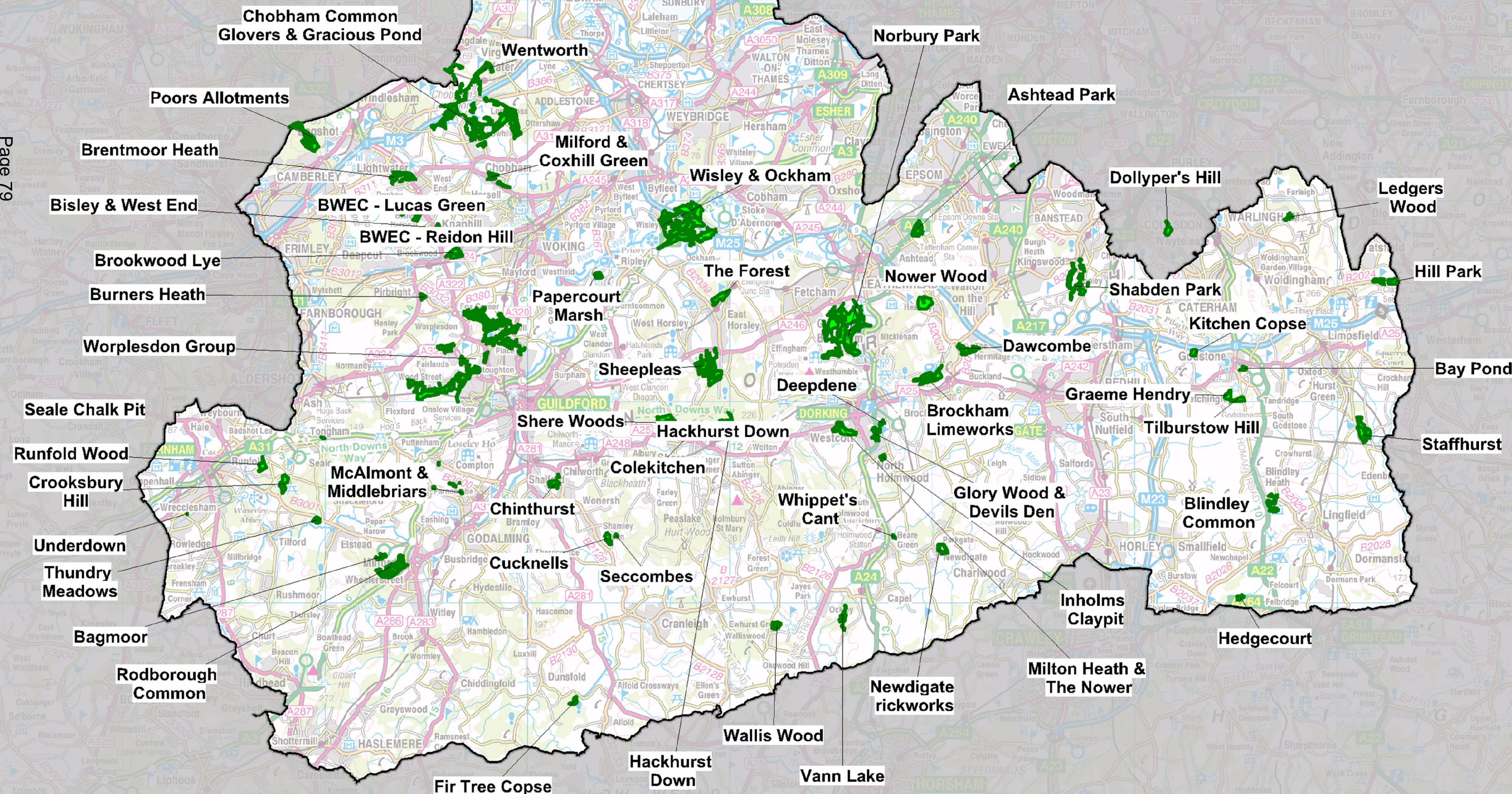
Annex 3 SWT Site Operations Plan

## **Annex 1**

### **Map showing location of SWT woodlands**



| Tenure                                   | Area of woodland (ha) | % of area owned |
|--|-----------------------|-----------------|
| Surrey County Council - SWT Lease        | 1244.4                | 75.2%           |
| SWT Freehold                             | 157.3                 | 9.5%            |
| Private Owner - SWT Management Agreement | 89.9                  | 5.4%            |
| Private Owner - SWT Lease                | 87.3                  | 5.3%            |
| Mole Valley District Council - SWT Lease | 75.4                  | 4.6%            |
| <b>Total</b>                             | <b>1654.3</b>         | <b>100.0%</b>   |





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## **Annex 2**

### **FC Woodland Management Plan format**

# Woodland Management Plan

|   |                       |            |  |
|---|-----------------------|------------|--|
| <b>Woodland Property Name</b>                 |                       |            |  |
| <b>Case Reference</b>                         |                       |            |  |
| <b>Plan Period dd/mm/yyyy<br/>(Ten years)</b> | <b>Approval Date:</b> | <b>To:</b> |  |
| <b>Five Year Review Date</b>                  |                       |            |  |

| Revision No.  | Date | Status<br>(draft/final) | Reason for<br>Revision |
|---|------|-------------------------|------------------------|
|   |      |                         |                        |
|   |      |                         |                        |
|   |      |                         |                        |
|   |      |                         |                        |
|   |      |                         |                        |
|   |      |                         |                        |
| <b>The landowner agrees this plan as a statement of intent<br/>for the woodland</b> |      |                         | Yes/no                 |

## User Support

The functionality in this version of the management plan template has been downgraded to ensure compatibility with Word 2003.

This document is not protected and as such rows can be added & deleted from tables where needed.

## UKFS Management Planning Criteria

Approval of this plan will be considered against the following UKFS criteria, prior to submission review your plan against the criteria using the check list below.

| No. | UKFS Management Plan Criteria  | Approval Criteria  | Applicant Check |
|-----|--|--|-----------------|
| 1   | Forest management plans should state the objectives of management and set out how the appropriate balance between economic, environmental and social objectives will be achieved.            | Have objectives of management been stated? Consideration given to economic, environmental and social factors (Section 2.2)                               |                 |
| 2   | Forest management plans should address the forest context and the forest potential and demonstrate how the relevant interests and issues have been considered and addressed.                 | Does the management strategy (section 6) take into account the forest context and any special features identified within the woodland survey (section 4) |                 |
| 3   | In designated areas, for example national parks, particular account should be taken of landscape and other sensitivities in the design of forests and forest infrastructure.                 | Have appropriate designations been identified (section 4.2) if so are these reflected through the work proposals in the management strategy (Section 6)  |                 |
| 4   | At the time of felling and restocking, the design of existing forests should be re-assessed and any necessary changes made so that they meet UKFS Requirements.                              | Felling and restocking are consistent with UKFS forest design principles (Section 5 of the UKFS)   |                 |
| 5   | Consultation on forest management plans and proposals should be carried out according to forestry authority procedures and, where required, the Environmental Impact Assessment Regulations. | Has consultation happened in line with current FC guidance and recorded as appropriate in section 7  |                 |
| 6   | Forests should be designed to achieve a diverse structure of habitat, species and ages of trees, appropriate to the scale and context.   | Do the felling and restocking proposals create or improve structural diversity (refer to the plan of operations)   |                 |
| 7   | Forests characterised by a lack of diversity due to extensive areas of even-aged trees should be progressively restructured to achieve a range of age classes.                               | Do the felling and restocking proposals create or improve age class diversity (refer to the plan of operations)  |                 |
| 8   | Management of the forest should conform to the plan, and the plan should be updated to ensure it is current and relevant.  | Has a 5 year review period been stated (1st page) and where relevant achievements recorded in section 3  |                 |
| 9   | New forests and woodlands should be located and designed to maintain or enhance the visual, cultural and ecological value and character of the landscape.                                    | When new planting is being proposed under this plan is it consistent with UKFS and FC guidance on woodland creation                                      |                 |



## 1. Property Details

|  |  |                                 |        |
|--|--|---------------------------------|--------|
| <a href="#">Woodland Property Name</a>   |  |                                 |        |
| Name   |  | Owner                           | Tenant |
| Email  |  | Contact Number                  |        |
| Agent Name (if applicable)   |  |                                 |        |
| Email  |  | Contact Number                  |        |
| County   |  | <a href="#">Local Authority</a> |        |
| Grid Reference   |  | Single Business Identifier      |        |
| Management Plan Area (Hectares)  |  |                                 |        |
| Have you included a Plan of Operations with this management plan?  |  | Yes/No                          |        |
| List the maps associated with this management plan   |  |                                 |        |
| Do you intend to use the information within the management plan and associated plan of operations to apply for the following |  | Felling Licence                 | Yes/No |
|  |  | Thinning Licence                | Yes/No |
|  |  | Woodland Regeneration Grant     | Yes/No |
| Declaration of management control and agreement to public availability of the plan   |  | Yes/No                          |        |

## 2. Vision and Objectives

To develop your long term vision, you need to express as clearly as possible the overall direction of management for the woodland(s) and how you envisage it will be in the future. This covers the duration of the plan and beyond.

### 2.1 Vision

Describe your long term vision for the woodland(s).

|  |
|--|
|  |
|--|

### 2.2 Management Objectives

State the objectives of management demonstrating how sustainable forest management is to be achieved. Objectives are a set of specific, quantifiable statements that represent what needs to happen to achieve the long term vision.

| No. | Objectives (include environmental, economic and social considerations) |
|-----|--|
| 1   |  |
| 2   |  |
| 3   |  |
| 4   |  |
| 5   |  |
| 6   |  |
| 7   |  |
| 8   |  |

## 3. Plan Review - Achievements

Use this section to identify achievements made against previous plan objectives. This section should be completed at the 5 year review and could be informed through monitoring activities undertaken.

| Objectives | Achievement |
|------------|-------------|
|            |             |
|            |             |
|            |             |
|            |             |
|            |             |
|            |             |

## 4. Woodland Survey

This section is about collecting information relating to your woodland and its location, including any statutory constraints i.e. designations.

### 4.1 Description

Brief description of the woodland property:

### 4.2 Information

Use this section to identify features that are both present in your woodland(s) and where required, on land adjacent to your woodland. It may be useful to identify known features on an accompanying map. Woodland information for your property can be found on the [Magic](#) website or the Forestry Commission [Land Information Search](#).

| Feature   | Within Woodland(s) | Cpts | Adjacent to Woodland(s) | Map No |
|---|--------------------|------|-------------------------|--------|
| <b><a href="#">Biodiversity- Designations</a></b> |                    |      |                         |        |
| Site of Special Scientific Interest               | Yes/No             |      | Yes/No                  |        |
| Special Area of Conservation                      | Yes/No             |      | Yes/No                  |        |
| Tree Preservation Order                           | Yes/No             |      | Yes/No                  |        |
| Conservation Area                                 | Yes/No             |      | Yes/No                  |        |
| Special Protection Area                           | Yes/No             |      | Yes/No                  |        |
| Ramsar Site                                       | Yes/No             |      | Yes/No                  |        |
| National Nature Reserve                           | Yes/No             |      | Yes/No                  |        |
| Local Nature Reserve                              | Yes/No             |      | Yes/No                  |        |
| Other (please Specify):                           | Yes/No             |      | Yes/No                  |        |
| <b>Notes</b>                                      |                    |      |                         |        |

| Feature  | Within Woodland(s) | Cpts | Map No | Notes |
|--|--------------------|------|--------|-------|
| <b><a href="#">Biodiversity - European Protected Species</a></b> |                    |      |        |       |
| Bat Species (if known)   | Yes/No             |      |        |       |
| Dormouse   | Yes/No             |      |        |       |
| Great Crested Newt   | Yes/No             |      |        |       |
| Otter  | Yes/No             |      |        |       |
| Sand Lizard  | Yes/No             |      |        |       |
| Smooth Snake   | Yes/No             |      |        |       |
| Natterjack Toad  | Yes/No             |      |        |       |
| <b><a href="#">Biodiversity - Priority Species</a></b>           |                    |      |        |       |
| <a href="#">Schedule 1</a> Species:                              | Yes/No             |      |        |       |



|   |        |  |  |  |  |
|---|--------|--|--|--|--|
| <u>Birds</u>  |        |  |  |  |  |
| Mammals (Red Squirrel, Water Vole, Pine Marten etc) | Yes/No |  |  |  |  |
| Reptiles (grass snake, adder, common lizard etc)    | Yes/No |  |  |  |  |
| Plants  | Yes/No |  |  |  |  |
| Fungi/Lichens                                       | Yes/No |  |  |  |  |
| Invertebrates (butterflies, moths, beetles etc)     | Yes/No |  |  |  |  |
| Amphibians (pool frog, common toad)                 | Yes/No |  |  |  |  |
| Other (please Specify):                             | Yes/No |  |  |  |  |
| <b><u>Historic Environment</u></b>                  |        |  |  |  |  |
| Scheduled Monuments                                 | Yes/No |  |  |  |  |
| Unscheduled Monuments                               | Yes/No |  |  |  |  |
| Registered Parks and Gardens                        | Yes/No |  |  |  |  |
| Boundaries and Veteran Trees                        | Yes/No |  |  |  |  |
| Listed Buildings                                    | Yes/No |  |  |  |  |
| Other (please Specify):                             | Yes/No |  |  |  |  |
| <b><u>Landscape</u></b>                             |        |  |  |  |  |
| <u>National Character Area</u> (please Specify):    |        |  |  |  |  |
| National Park                                       | Yes/No |  |  |  |  |
| Area of Outstanding Natural Beauty                  | Yes/No |  |  |  |  |
| Other (please Specify):                             | Yes/No |  |  |  |  |
| <b><u>People</u></b>                                |        |  |  |  |  |
| CROW Access   | Yes/No |  |  |  |  |
| Public Rights of Way (any)                          | Yes/No |  |  |  |  |
| Other Access Provision                              | Yes/No |  |  |  |  |
| Public Involvement                                  | Yes/No |  |  |  |  |
| Visitor Information                                 | Yes/No |  |  |  |  |
| Public Recreation Facilities                        | Yes/No |  |  |  |  |
| Provision of Learning Opportunities                 | Yes/No |  |  |  |  |
| Anti-social Behaviour                               | Yes/No |  |  |  |  |
| Other (please Specify):                             | Yes/No |  |  |  |  |
| <b><u>Water</u></b>                                 |        |  |  |  |  |
| Watercourses  | Yes/No |  |  |  |  |
| Lakes   | Yes/No |  |  |  |  |
| Ponds   | Yes/No |  |  |  |  |
| Other (please Specify):                             | Yes/No |  |  |  |  |

## 4.3 Habitat Types

This section is to consider the habitat types within your woodland(s) that might impact/inform your management decisions. Larger non-wooded areas within your woodland should be classified according to broad habitat type where relevant this information should also help inform your management decisions. Woodlands should be designed to achieve a diverse structure of habitat, species and ages of trees, appropriate to the scale and context of the woodland.

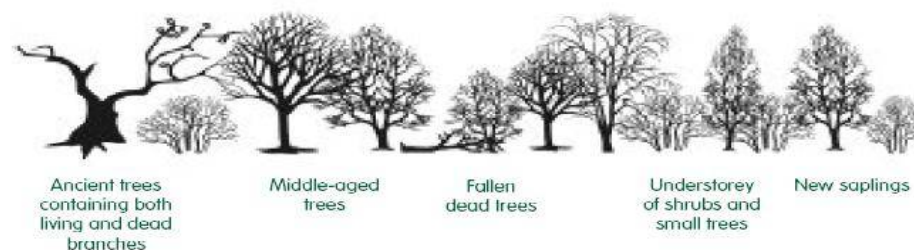
| Feature                              | Within Woodland(s) | Cpts | Map No | Notes |
|--------------------------------------|--------------------|------|--------|-------|
| <b>Woodland Habitat Types</b>        |                    |      |        |       |
| Ancient Semi-Natural Woodland        | Yes/No             |      |        |       |
| Planted Ancient Woodland Site (PAWS) | Yes/No             |      |        |       |
| Semi-natural features in PAWS        | Yes/No             |      |        |       |
| Lowland beech and yew woodland       | Yes/No             |      |        |       |
| Lowland mixed deciduous woodland     | Yes/No             |      |        |       |
| Upland mixed ash woods               | Yes/No             |      |        |       |
| Upland Oakwood                       | Yes/No             |      |        |       |
| Wet woodland                         | Yes/No             |      |        |       |
| Wood-pasture and parkland            | Yes/No             |      |        |       |
| Other (please Specify):              | Yes/No             |      |        |       |
| <b>Non Woodland Habitat Types</b>    |                    |      |        |       |
| Blanket bog                          | Yes/No             |      |        |       |
| Fenland                              | Yes/No             |      |        |       |
| Lowland calcareous grassland         | Yes/No             |      |        |       |
| Lowland dry acid grassland           | Yes/No             |      |        |       |
| Lowland heath land                   | Yes/No             |      |        |       |
| Lowland meadows                      | Yes/No             |      |        |       |
| Lowland raised bog                   | Yes/No             |      |        |       |
| Rush pasture                         | Yes/No             |      |        |       |
| Reed bed                             | Yes/No             |      |        |       |
| Wood pasture                         | Yes/No             |      |        |       |
| Upland hay meadows                   | Yes/No             |      |        |       |
| Upland heath land                    | Yes/No             |      |        |       |
| Unimproved grassland                 | Yes/No             |      |        |       |
| Peat lands                           | Yes/No             |      |        |       |
| Wetland habitats                     | Yes/No             |      |        |       |
| Other (please Specify):              | Yes/No             |      |        |       |

## 4.4 Structure

This section should provide a snapshot of the current structure of your woodland as a whole. A full inventory for your woodland(s) can be included in the separate Plan of Operations spreadsheet. Ensuring woodland has a varied structure in terms of age, species, origin and open space will provide a range of benefits for the biodiversity of the woodland and its resilience. The diagrams below show an example of both uneven and even aged woodland.

| Woodland Type (Broadleaf, Conifer, Coppice, Intimate Mix) | Percentage of Mgt Plan Area | Age Structure (even/uneven) | Notes (i.e. understory or natural regeneration present) |
|---|-----------------------------|-----------------------------|---|
|   |                             |                             |   |
|   |                             |                             |   |
|   |                             |                             |   |
|   |                             |                             |   |
|   |                             |                             |   |

Uneven-aged woodland – many wildlife habitats because of high diversity



Even-aged woodland – tidy but of low diversity



## 5. Woodland Protection

Woodlands in England face a range of threats; this section allows you to consider the potential threats that could be facing your woodland(s). Using the simple Risk Assessment process below woodland owners and managers can consider any potential threats to their woodland(s) and whether there is a need to take action to protect their woodlands.

### 5.1 Risk Matrix

The matrix below provides a system for scoring risk. The matrix also indicates the advised level of action to take to help manage the threat.

| Impact                 | High   | Plan for Action | Action          | Action          |
|------------------------|--------|-----------------|-----------------|-----------------|
|                        | Medium | Monitor         | Plan for Action | Action          |
|                        | Low    | Monitor         | Monitor         | Plan for Action |
|                        |        | Low             | Medium          | High            |
| Likelihood of Presence |        |                 |                 |                 |

### 5.2 [Plant Health](#)

|  |  |
|--|--|
| Threat (e.g. Ash Dieback, <i>Phytophthora</i> , Needle Blight etc) |  |
| Likelihood of presence (high/medium/low)                           |  |
| Impact (high/medium/low)   |  |
| Response (inc protection measures)                                 |  |

|  |  |
|--|--|
| Threat (e.g. Ash Dieback, <i>Phytophthora</i> , Needle Blight etc) |  |
| Likelihood of presence (high/medium/low)                           |  |
| Impact (high/medium/low)   |  |
| Response (inc protection measures)                                 |  |

|  |  |
|--|--|
| Threat (e.g. Ash Dieback, <i>Phytophthora</i> , Needle Blight etc) |  |
| Likelihood of presence (high/medium/low)                           |  |
| Impact (high/medium/low)   |  |
| Response (inc protection measures)                                 |  |

### 5.3 Deer

|   |  |
|---|--|
| Likelihood of presence<br>(high/medium/low) |  |
| Impact (high/medium/low)                    |  |
| Response (inc protection measures)          |  |

### 5.4 Grey Squirrels

|   |  |
|---|--|
| Likelihood of presence<br>(high/medium/low) |  |
| Impact (high/medium/low)                    |  |
| Response (inc protection measures)          |  |

### 5.5 Livestock and Other Mammals

|   |  |
|---|--|
| Threat (Sheep, Horse, Rabbit etc)           |  |
| Likelihood of presence<br>(high/medium/low) |  |
| Impact (high/medium/low)                    |  |
| Response (inc protection measures)          |  |

|   |  |
|---|--|
| Threat (Sheep, Horse, Rabbit etc)           |  |
| Likelihood of presence<br>(high/medium/low) |  |
| Impact (high/medium/low)                    |  |
| Response (inc protection measures)          |  |

### 5.6 Water & Soil

|   |  |
|---|--|
| Threat (Soil Erosion, Pollution,<br>Acidification of Water etc) |  |
| Likelihood of presence<br>(high/medium/low)                     |  |
| Impact (high/medium/low)  |  |
| Response (inc protection measures)                              |  |

|   |  |
|---|--|
| Threat (Soil Erosion, Pollution,<br>Acidification of Water etc) |  |
| Likelihood of presence<br>(high/medium/low)                     |  |
| Impact (high/medium/low)  |  |
| Response (inc protection measures)                              |  |



## 5.7 Environmental

|  |  |
|--|--|
| Threat (Pollution, Fire, Flood, Wind, Invasive Species, Anti-social Behaviour etc) |  |
| Likelihood of presence (high/medium/low)   |  |
| Impact (high/medium/low)   |  |
| Response (inc protection measures)   |  |

|  |  |
|--|--|
| Threat (Pollution, Fire, Flood, Wind, Invasive Species, Anti-social Behaviour etc) |  |
| Likelihood of presence (high/medium/low)   |  |
| Impact (high/medium/low)   |  |
| Response (inc protection measures)   |  |

## 5.8 [Climate Change](#) Resilience

|   |  |
|---|--|
| Threat (Uniform Structure, Provenance, Lack of Diversity etc) |  |
| Likelihood of presence (high/medium/low)                      |  |
| Impact (high/medium/low)                                      |  |
| Response (inc protection measures)                            |  |

|   |  |
|---|--|
| Threat (Uniform Structure, Provenance, Lack of Diversity etc) |  |
| Likelihood of presence (high/medium/low)                      |  |
| Impact (high/medium/low)                                      |  |
| Response (inc protection measures)                            |  |

|   |  |
|---|--|
| Threat (Uniform Structure, Provenance, Lack of Diversity etc) |  |
| Likelihood of presence (high/medium/low)                      |  |
| Impact (high/medium/low)                                      |  |
| Response (inc protection measures)                            |  |

## 6. Management Strategy

This section requires a statement of intent, setting out how you intend to achieve your management objectives and manage important features identified within the previous sections of the plan. A detailed work programme by sub-compartment can be added to the Plan of Operations.

| Management Obj/Feature | Management Intention |
|------------------------|----------------------|
|                        |                      |
|                        |                      |
|                        |                      |
|                        |                      |
|                        |                      |
|                        |                      |
|                        |                      |
|                        |                      |
|                        |                      |
|                        |                      |
|                        |                      |
|                        |                      |
|                        |                      |
|                        |                      |

There can be a requirement on both the FC and the owner to undertake consultation/engagement. Please refer to [Operations Note 35](#) for further information. Use this section to identify people or organisations with an interest in your woodland and also to record any engagement that you have undertaken, relative to activities identified within the plan.

[illegible]

## 8. Monitoring

Indicators of progress/success should be defined for each management objective and then checked at regular intervals. Other management activities could also be considered within this monitoring section. The data collected will help to evaluate progress.

[illegible]



## FC Approval – FC Office Use Only

| UKFS Management Plan Criteria  | Approval Criteria  | Achieved      | Notes  |
|--|--|---------------|--------|
| Forest management plans should state the objectives of management, and set out how the appropriate balance between economic, environmental and social objectives will be achieved.           | Have objectives of management been stated? Consideration given to economic, environmental and social factors (Section 2.2)                               | Yes/No        |        |
| Forest management plans should address the forest context and the forest potential, and demonstrate how the relevant interests and issues have been considered and addressed.                | Does the management strategy (section 6) take into account the forest context and any special features identified within the woodland survey (section 4) | Yes/No        |        |
| In designated areas, for example national parks, particular account should be taken of landscape and other sensitivities in the design of forests and forest infrastructure.                 | Have appropriate designations been identified (section 4.2) if so are these reflected through the work proposals in the management strategy (Section 6)  | Yes/No        |        |
| At the time of felling and restocking, the design of existing forests should be re-assessed and any necessary changes made so that they meet UKFS Requirements.                              | Felling and restocking are consistent with UKFS forest design principles (Section 5 of the UKFS)   | Yes/No        |        |
| Consultation on forest management plans and proposals should be carried out according to forestry authority procedures and, where required, the Environmental Impact Assessment Regulations. | Has consultation happened in line with current FC guidance and recorded as appropriate in section 7  | Yes/No        |        |
| Forests should be designed to achieve a diverse structure of habitat, species and ages of trees, appropriate to the scale and context.   | Do the felling and restocking proposals create or improve structural diversity (refer to the plan of operations)   | Yes/No        |        |
| Forests characterised by a lack of diversity due to extensive areas of even-aged trees should be progressively restructured to achieve a range of age classes.                               | Do the felling and restocking proposals create or improve age class diversity (refer to the plan of operations)  | Yes/No        |        |
| Management of the forest should conform to the plan, and the plan should be updated to ensure it is current and relevant.  | Has a 5 year review period been stated (1st page) and where relevant achievements recorded in section 3  | Yes/No        |        |
| New forests and woodlands should be located and designed to maintain or enhance the visual, cultural and ecological value and character of the landscape.                                    | When new planting is being proposed under this plan is consistent with UKFS and FC guidance on woodland creation   | Yes/No        |        |
| Approving Officer Name   |  | Plan approved | Yes/no |

---

## **Annex 3**

# **SWT Site Operations Plan**

Site Operations Plan (reference no: )

### Site information

|                   |  |                                    |  |
|-------------------|--|------------------------------------|--|
| Site name         |  | Operations Plan start date         |  |
| Area Manager      |  | FC Woodland Management Plan number |  |
| Ranger            |  | Felling Licence number             |  |
| Landowner         |  | Operation start date               |  |
| OS grid reference |  | Operation end date                 |  |

### Operation type

|            |  |                      |  |
|------------|--|----------------------|--|
| Felling    |  | Civil engineering    |  |
| Thinning   |  | Recreation project   |  |
| Coppicing  |  | Conservation project |  |
| Restocking |  | Other (detail)       |  |

### Internal consultation after form has been completed by Area Manager

*Consultees: Please insert any comments on the proposal as a separate sheet in the folder.*

*Signing off this front sheet confirms that you have seen the proposal and have added your comments.*

| Sequence | Name   | Role   | Signature | Date |
|----------|--|--|-----------|------|
| 1        | Rob Davies,<br>Woodland Officer                                  | Woodland management advice,<br>ecology & coordination of<br>operations.<br>Confirm operation will advance<br>Woodland Management Plan. |           |      |
| 2        | Alistair Kirk, SBIC  | Data search  |           |      |
| 3        | David Sayce,<br>Land Agent                                       | Property, wayleaves, third parties,<br>neighbours.   |           |      |
|          | Michelle Knight,<br>Grants Officer                               | Woodland grants.   |           |      |
|          | Danial Winchester/<br>Nicky Williamson<br>Consultancy<br>Manager | Additional comments on ecological<br>implications  |           |      |
|          | Kate Leopold, Visitor<br>Services Officer                        | Visitor requirements.  |           |      |
|          | Susan Edwards,<br>People & Wildlife<br>Manager                   | Public engagement/education<br>opportunities/Forest Schools.   |           |      |
|          | Doug Simmonds,<br>Ops Manager                                    | Operations planning advice &<br>coordination of operations &<br>contracts.   |           |      |
| 4        | Carys Hudson,<br>Comms Manager                                   | Communications.  |           |      |
| 5        | CM Director  | Confirm operation can go ahead at<br>this time   |           |      |



**Proposals**

Briefly describe:

1. What works are being proposed (include a map showing the scope of the proposals, including thin/fell areas, access routes, parking/storage areas).

2. How these will advance the Woodland Management Plan or meet the objectives of other plans.

**Site description**

Briefly describe the operational area and summarise any Ancient Woodland interest, e.g. Ancient Woodland indicator ground flora.

|  |     |
|--|-----|
| Is the site shown on the Ancient Woodland Inventory? (check with SBIC) | Y/N |
|--|-----|

**Harvesting and Marketing**

Following discussion with the Woodland Officer, describe how woodland products will be:

- a) **Harvested** - include silvicultural systems, thinning intensity, target basal area (based on Woodland Assessment), deadwood retention, how trees will be marked, how brash will be treated, machinery to be used, extraction routes and stacking areas (show on map).

- b) **Marketed** - include expected volume, sales method and timing of sales events, e.g. tenders/auctions.

**Woodland regeneration**

*Following discussion with the Woodland Officer, describe how the woodland will be regenerated, e.g. natural regeneration or planting.*

*Include guidance on :*

Ground Preparation

Chemical Treatment

Tree species/Provenance

Fencing/Mammal control

**Summary of costs**

Provide details of estimated costs associated with the operation.

*This should cover all costs of harvesting, marketing, regeneration, establishment and include estimated SWT staff costs*

**Summary of Income**

*Provide details of estimated income associated with the operation, including from timber and grant funding.*

**Net Financial Outcome**  
*(income minus costs)*

| Item          | Cost | Income |
|---------------|------|--------|
|               |      |        |
|               |      |        |
|               |      |        |
|               |      |        |
|               |      |        |
| <b>Totals</b> |      |        |

**Additional comments/discussion – how will costs of regeneration and establishment be met?**

**Woodland Management Plan**

|  |  |
|--|--|
| Has a Woodland Assessment (inventory) been carried out?  |  |
| Has the Woodland Management Plan been approved by the Forestry Commission?   |  |
| Has a Felling Licence been granted by the Forestry Commission?   |  |
| Has the Woodland Management Plan been checked to ensure that proposed operations comply with the approved management plan? |  |
| Has a revised Work Programme been created in CMSi?   |  |
| Are there opportunities for the management of edge habitat alongside roads, rides and tracks as part of operations?        |  |

|   |  |
|---|--|
| Are there opportunities for the removal of invasive species, e.g. rhododendron? |  |
| Are there opportunities for combining dangerous tree work with this operation?  |  |

**Physical site features**

| <b>Feature<br/>(show on map)</b>         | <b>Y/N</b> | <b>Describe how the proposed operations will take account of the feature. Include whether advice is needed from Environment Agency or service providers, e.g. power/gas companies.</b> |
|--|------------|--|
| Watercourses/drains                      |            |  |
| Ponds/mires/wetlands                     |            |  |
| Overhead powerline                       |            |  |
| Underground powerline                    |            |  |
| Underground pipelines                    |            |  |
| Other easements/wayleaves, e.g. telecoms |            |  |
| Quarries/mine shafts                     |            |  |
| Bridges/culverts                         |            |  |
| Roads                                    |            |  |
| Adverse terrain/soil conditions          |            |  |
| Fence lines                              |            |  |
| Access gates                             |            |  |
| Third party access                       |            |  |
| Residential property                     |            |  |
| Other (specify)                          |            |  |

**Contact details for service providers/third parties**

|  |                                       |
|--|---------------------------------------|
| <b>Contact for Electricity Company</b> | <b>Contact for Environment Agency</b> |
| Name                                   | Name                                  |
| Address                                | Address                               |
| Tel No                                 | Tel No                                |

|  |  |
|--|--|
| <b>Contact for other wayleave/easement</b> | <b>Contact for other wayleave/easement</b> |
| Name                                       | Name                                       |
| Address                                    | Address                                    |
| Tel No                                     | Tel No                                     |

|   |   |
|---|---|
| <b>Contact for Third Party Access/Neighbour</b> | <b>Contact for Third Party Access/Neighbour</b> |
| Name  | Name  |
| Address   | Address   |
| Tel No  | Tel No  |

|   |   |
|---|---|
| <b>Contact for Third Party Access/Neighbour</b> | <b>Contact for Third Party Access/Neighbour</b> |
| Name  | Name  |
| Address   | Address   |
| Tel No  | Tel No  |

|                          |                          |
|--------------------------|--------------------------|
| <b>Contact for Other</b> | <b>Contact for Other</b> |
| Name                     | Name                     |
| Address                  | Address                  |
| Tel No                   | Tel No                   |



**Conservation and heritage designations**

| <b>Designation<br/>(show on map)</b> | <b>Y/N</b> | <b>Describe how the proposed operations will take account of the designations. Include whether advice is needed from Natural England or County Archaeologist.</b> |
|--------------------------------------|------------|---|
| ASNW/PAWS                            |            |   |
| SPA/SAC                              |            |   |
| SSSI                                 |            |   |
| NNR                                  |            |   |
| LNR                                  |            |   |
| SNCI                                 |            |   |
| Scheduled Monument                   |            |   |
| AONB                                 |            |   |
| Other (specify)                      |            |   |

**Conservation features - excluding European Protected Species (EPS)**

| <b>Feature<br/>(show on map)</b> | <b>Y/N</b> | <b>Describe how the proposed operations will take account of the feature, e.g. protection zones. Include whether advice is needed from Natural England.</b> |
|----------------------------------|------------|---|
| Watercourses/drains              |            |   |
| Ponds/mires/wetlands             |            |   |
| Habitat corridor                 |            |   |
| Gill woodland                    |            |   |
| Veteran trees                    |            |   |
| Deadwood                         |            |   |
| Badger setts                     |            |   |
| Raptor nesting area              |            |   |
| Reptiles                         |            |   |
| Other rare/protected species     |            |   |
| Other (specify)                  |            |   |

**European Protected Species (EPS)**

Has the Forestry Commission checklist for 'European Protected Species and woodland operations. (V3)' been completed? **(Include completed form in the SOP folder)**

See [http://www.forestry.gov.uk/pdf/eps-checklist-v3.pdf/\\$FILE/eps-checklist-v3.pdf](http://www.forestry.gov.uk/pdf/eps-checklist-v3.pdf/$FILE/eps-checklist-v3.pdf)

|     |  |    |  |
|-----|--|----|--|
| Yes |  | No |  |
|-----|--|----|--|

If European Protected Species are present/likely to be present, can the operation go ahead following Good Practice guidance?

|     |  |    |  |
|-----|--|----|--|
| Yes |  | No |  |
|-----|--|----|--|

If yes, briefly describe the measures required to follow Good Practice guidance.

If operations exceed the thresholds or do not comply with Good Practice guidance, has a protected species licence been obtained?

|     |  |    |  |
|-----|--|----|--|
| Yes |  | No |  |
|-----|--|----|--|

Can operations be modified to comply with Good Practice guidance?

|     |  |    |  |
|-----|--|----|--|
| Yes |  | No |  |
|-----|--|----|--|

**Additional ecological comments**

|  |
|--|
|  |
|--|

**Access and Recreation**

| <b>Feature<br/>(show on map)</b>                         | <b>Y/N</b> | <b>Describe how the proposed operations will take account of the feature. Include whether advice or consent for temporary PROW closure is needed from Surrey CC Rights of Way Dept. Consider potential for operations to enhance recreation/access facilities.</b> |
|--|------------|--|
| Public Right of Way                                      |            |  |
| Waymarked trail  |            |  |
| Roads, rides, tracks used as trails/routes               |            |  |
| Orienteering course                                      |            |  |
| Visitor centre   |            |  |
| Car park   |            |  |
| Picnic/BBQ site  |            |  |
| Area used by People & Wildlife Team for education groups |            |  |
| Area used by partner organisation                        |            |  |
| Filming location   |            |  |
| Other (specify)  |            |  |

**Permissions for events and activities**

Provide details of permissions that have been granted for events and activities to take place on/near the site during the proposed operation. Include guidance on managing permissions that may impact upon the proposed operations, e.g. write to permission holder.

|  |
|--|
|  |
|--|

**Public engagement**

| <b>Factor to consider</b>   | <b>Local Site</b> | <b>Intermediate Site</b> | <b>High Profile Site</b> |
|---|-------------------|--------------------------|--------------------------|
| Level of visitor use/provision<br>(see Visitor Services Handbook) |                   |                          |                          |
| <b>Factor to consider</b>   | <b>Low</b>        | <b>Med</b>               | <b>High</b>              |
| Level of public/political/press sensitivity                       |                   |                          |                          |

| <b>Type of public engagement</b>   | <b>Required Y/N</b> | <b>Give details of what type and level of public engagement is appropriate for this operation.</b> |
|------------------------------------|---------------------|--|
| Temporary information signs        |                     |  |
| Guided walks                       |                     |  |
| Liaison with Landowner             |                     |  |
| Liaison with Parish Council        |                     |  |
| Liaison with local community group |                     |  |
| Liaison with Rights of Way Officer |                     |  |
| Press release                      |                     |  |
| Letters to neighbours              |                     |  |
| Leaflet distribution               |                     |  |
| Ranger presence                    |                     |  |
| Liaison with business tenants      |                     |  |
| Website                            |                     |  |
| Any other requirements             |                     |  |

**Liaison record**

| <b>Contact name</b>                | <b>Liaison date(s)</b> | <b>Summary of discussion and agreed actions</b> |
|------------------------------------|------------------------|---|
| Temporary information signs        |                        |   |
| Guided walks                       |                        |   |
| Liaison with Landowner             |                        |   |
| Liaison with Parish Council        |                        |   |
| Liaison with local community group |                        |   |
| Liaison with Rights of Way Officer |                        |   |
| Press release                      |                        |   |
| Letters to neighbours              |                        |   |
| Leaflet distribution               |                        |   |
| Ranger presence during operation   |                        |   |
| Liaison with business tenants      |                        |   |
| Website                            |                        |   |
| Any other requirements             |                        |   |

**Summary of actions and responsibilities**

| <b>Actions required prior to the operation</b>      | <b>Responsible person</b> | <b>Required date for completion</b> | <b>Date completed</b> |
|---|---------------------------|-------------------------------------|-----------------------|
| Coordination and completion of Site Operations Plan | (Area manager)            |                                     |                       |
|   |                           |                                     |                       |
|   |                           |                                     |                       |
|   |                           |                                     |                       |
|   |                           |                                     |                       |
|   |                           |                                     |                       |
|   |                           |                                     |                       |
|   |                           |                                     |                       |

**Updates**

| <b>Action</b>   | <b>Date completed<br/>or N/A</b> | <b>Initials</b> |
|---|----------------------------------|-----------------|
| Update CMSi   |                                  |                 |
| Pass completed Site Operations Plan and contract/operations file to Woodland officer for GIS and Sub-Compartment Database updates |                                  |                 |

**Area Team review**

Comment on how well the operation has met its objectives (see 'Proposals' section). Recommend improvements for future operational planning.

Signature

(Area Manager)

Date