



# Sustainable Woodland Management Policy

October 2014

Rev. Feb 2015

**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

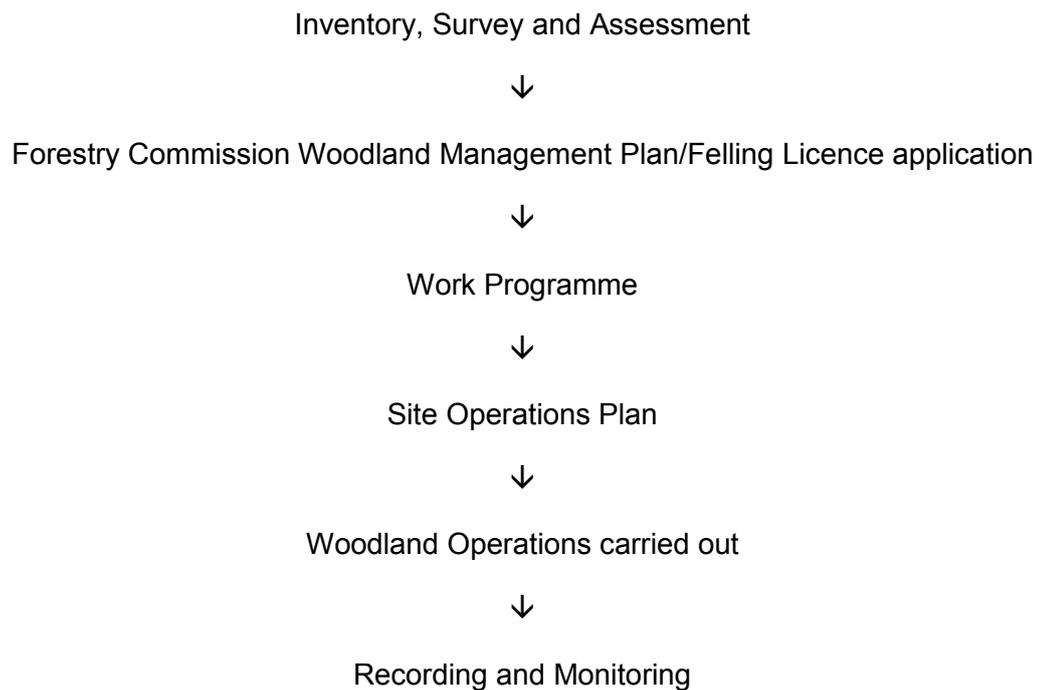
### 4.1. Process and Procedures

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



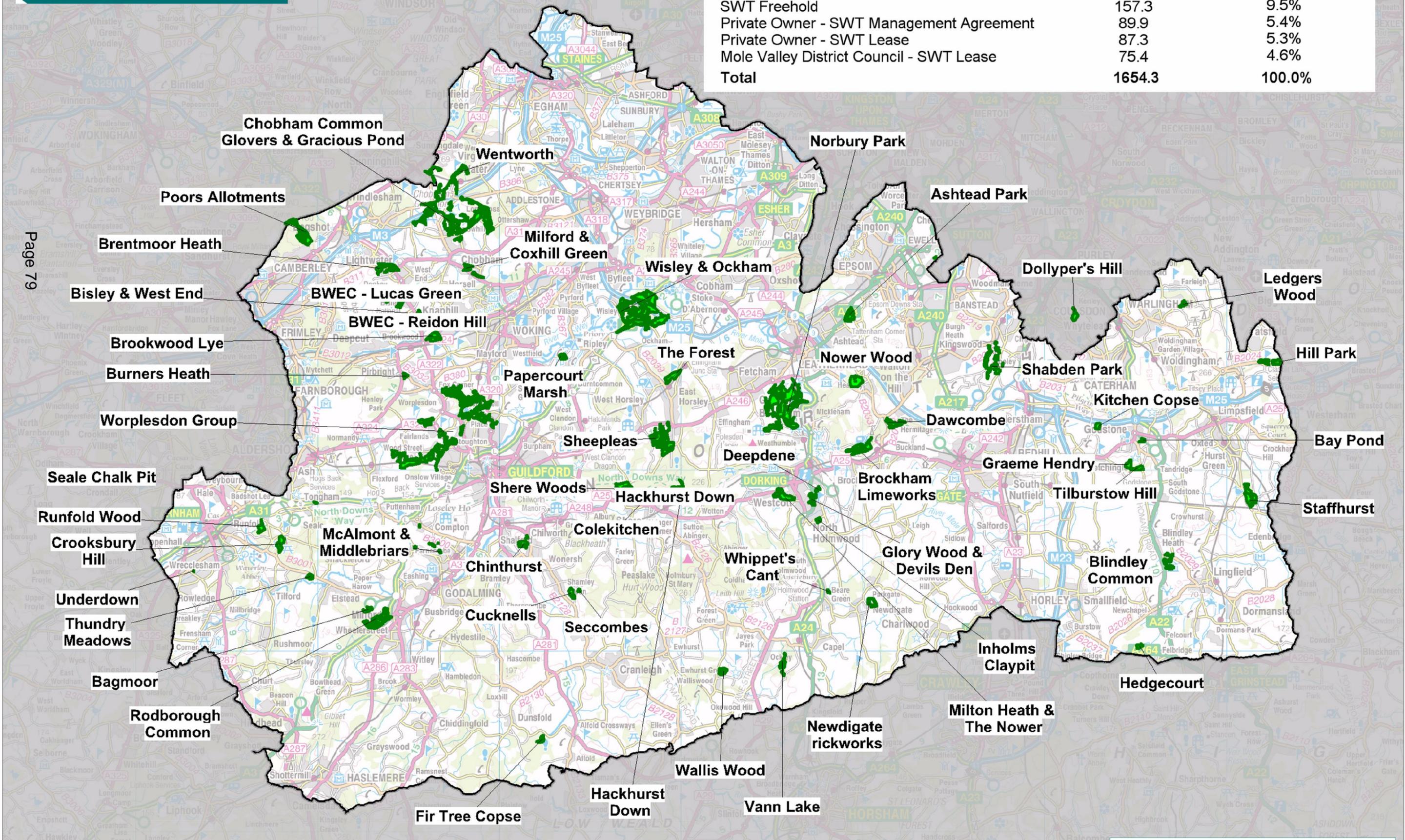
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## Annex 1

### 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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Prepared by: Surrey Biodiversity Information Centre  
 Date: 21/11/14  
 Revision:  
 Not to Scale



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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 (Ten years)</b>	<b>Approval Date:</b>	<b>To:</b>	
<b>Five Year Review Date</b>			

<b>Revision No.</b>	<b>Date</b>	<b>Status (draft/final)</b>	<b>Reason for Revision</b>
<b>The landowner agrees this plan as a statement of intent 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:

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### 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><u>Biodiversity- Designations</u></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><u>Biodiversity - European Protected Species</u></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><u>Biodiversity - Priority Species</u></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			

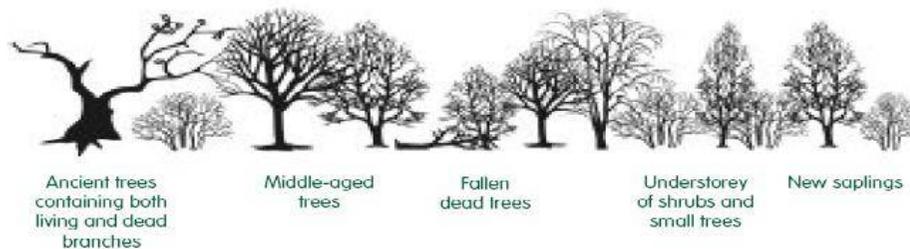
## 4.4 Structure

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)

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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.

<b>Impact</b>	High	Plan for Action	Action	Action
	Medium	Monitor	Plan for Action	Action
	Low	Monitor	Monitor	Plan for Action
		Low	Medium	High
<b>Likelihood of Presence</b>				

### 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 (high/medium/low)	
Impact (high/medium/low)	
Response (inc protection measures)	

### 5.4 Grey Squirrels

Likelihood of presence (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 (high/medium/low)	
Impact (high/medium/low)	
Response (inc protection measures)	

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

### 5.6 Water & Soil

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

Threat (Soil Erosion, Pollution, Acidification of Water etc)	
Likelihood of presence (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)	









## 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



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## **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, Woodland Officer	Woodland management advice, ecology & coordination of operations. Confirm operation will advance Woodland Management Plan.		
2	Alistair Kirk, SBIC	Data search		
3	David Sayce, Land Agent	Property, wayleaves, third parties, neighbours.		
	Michelle Knight, Grants Officer	Woodland grants.		
	Danial Winchester/ Nicky Williamson Consultancy Manager	Additional comments on ecological implications		
	Kate Leopold, Visitor Services Officer	Visitor requirements.		
	Susan Edwards, People & Wildlife Manager	Public engagement/education opportunities/Forest Schools.		
	Doug Simmonds, Ops Manager	Operations planning advice & coordination of operations & contracts.		
4	Carys Hudson, Comms Manager	Communications.		
5	CM Director	Confirm operation can go ahead at 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 (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>
Name
Address
Tel No

<b>Contact for Environment Agency</b>
Name
Address
Tel No

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

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

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

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

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

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

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

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

**Conservation and heritage designations**

<b>Designation (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 (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**

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**Access and Recreation**

<b>Feature (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.

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**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 (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**

Action	Date completed or N/A	Initials
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