

FORESTRY MANAGEMENT SERVICES



Contact: Mark Seed
Address: Mark Seed Forest and Land management Ltd,
98 High Street Langholm, DG13 0DH
Telephone: 01387380778/07437015753
Email: mark@seedforestandland.co.uk



Forest Stewardship Council® FSC® – a sign of well managed woodlands



The mark of
responsible forestry
FSC® C114375

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OVERVIEW

1. About MSFLM

MSFLM is a multi-discipline professional forestry and land management service active in the North of England and Scotland

Woodland across Northern England and Scotland are managed from the main office. This is comprised of a range of woodlands from small farmland shelter

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belts, estate forestry woods to large commercial plantations all of which are managed directly.

2. FSC® Woodland Management

In January 2013 MSFLM achieved endorsement from the 'Forest Stewardship Council® (FSC®)'. This booklet has been produced to briefly describe the approach and method of woodland management. This service involves the payment of a group membership fee and yearly subscription, in addition to ongoing management costs.

The (FSC®) logo is a sign of well managed woodlands, and can be carried on all certified timber products from certified woodlands. An increasing number of industries such as DIY stores, furniture manufactures etc. are demanding (FSC®) timber products. However, very few firms offer this service. As a result, timber from (FSC®) certified woodlands can realise a much greater market price.

3. New Clients

If you currently have an area of woodland or are considering planting new woodland, then MSFLM can offer an unrivaled woodland management service. MSFLM is available to discuss management issues from planting, woodland maintenance, timber production and marketing are carefully considered.

4. Existing Clients

Existing client are eligible to join the MSFLM (FSC®) Group Scheme following an assessment by the Resource Manager against UK Woodland Assurance Standard and Soil Association Woodmark Group (Multiple Site) Certification Standard. Essentially this means that all timber sold from your estates or woodlands (round-wood, saw-logs, fencing materials and firewood) can carry the Forest Stewardship Council® (FSC®) FSC logo right through to the final product. In a depressed and highly competitive market, this makes the marketing and selling of timber a great deal easier with greater market prices on some timber products.

The Forest Stewardship Council® (FSC®) Accreditation, regardless of whether selling timber or not, is of value as a quality assurance standard that guarantees woodlands are managed to best sustainable practice as a resource. In the event that timber markets change allowing a timber harvesting programme to be initiated, by having accreditation this will allow instant access to the market.

The transition to Forest Stewardship Council® (FSC®) status is relatively easy and unlikely result in any material changes to your woodland. However, clients will be required to agree to certain group rules and principles.

5. Should you sell your Property

Should you sell your property within the scheme dates firstly you must tell us at Mark Seed Forest and Land Management Ltd by ringing the office line which is:- 013873 80778 so we may amend our records and complete any paperwork we may need to complete to end the scheme for you and your property.

Should we cease to stop managing the forestry area which is within the group scheme, the group scheme will no longer be able to validate the forestry as being sustainably managed or have an expectation of payment for the next yearly group scheme subscription when it becomes due.

SECTION ONE

WOODLAND MANAGEMENT SERVICES

WOODLAND MANAGEMENT SERVICES

1. Long Term Forest Plans

Long term forest plans are essential for applying for woodland grants and complying with the (FSC®) standards of woodland management. The plan can be divided into three main components:

1. The composition of the forest at present.

2. The owner's objectives & how the forest will develop in the future.
3. How MSFLM and the plan will satisfy the UK Woodland Assurance Standard (UKWAS) objectives and deliver the future development of the woodland via timber harvesting, re-planting, new planting, landscape and wildlife needs, and allowing access to the wood if desired by the owner.

Once your forest has been designed, we will provide you with a series of maps and plans of the estate. A variety of different plans will be produced detailing everything from existing tree species to identifying environmentally protected areas. Clients will be provided with a schedule of proposed woodland operations over the next 5 and 10 years with an outline 20 year plan schedule.

2. Support for Woodland and Forestry

Many support schemes North and South of the Border exist for owners of land; however this is an increasingly complicated area with so many grants and complex forms and procedures. It is possible to obtain support aid for new planting, felling, producing forest design plans, new roads etc. MSFLM experience and knowledge of woodland, farm and estate management will ensure that clients receive the maximum support aid available and they fulfil objectives.

3. Management & Maintenance

MSFLM will take responsibility for the ongoing management of woodland. Working with clients and contractors, MSFLM defines management objectives, prepare management and maintenance budgets and establish an agreed system of monitoring and reporting. A variety of tasks and procedures are involved, and include:

- Health & Safety Risk Assessments
- Environmental Risk Assessments
- Dangerous Tree Surveys
- Chemical Application Records
- Recording timber sales

MSFLM will ensure that forestry operations adhere to legislation and that they are imaginatively integrated with other land uses and estate activities. We will also ensure that the forest infrastructure such as roads, footpaths, and drainage and amenity areas are carefully planned and that the client's woodland insurances and inventories are up to date.

MSFLM have a database of approved contractors covering all areas of northern England and Scotland who will carry out all forms woodland operations including thinning, felling, spraying and new planting. We ensure

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that all contractors are fully qualified and have regard for the environment in which they work.

4. Harvesting & Marketing

Harvesting is a critical phase in woodland management where MSFLM provides expertise in every aspect of crop assessment, timber certification, timber extraction and product marketing. Stock inventories, harvesting plans and production forecasts are prepared. Detailed crop assessments involve the use of visual inspection, measuring and aerial photographs. An experienced understanding of the crop ensures that clients know exactly what can be taken out to ensure the best return from the resource.

MSFLM actively monitor market prices and advises on how best to sell the timber in an ever changing market. Pricing and timing is the key and the right balance between both will reduce risk and maximise return.

5. Sales and Valuations

Valuations of woodland and timber can be carried out for a variety of purposes including inheritance tax planning, insurance, investment portfolio review, compensation claims, etc. All valuations are carried out by the Resource Manager with the support of a member of the 'Royal Institution of Chartered Surveyors (RICS)'

MSFLM assists clients with the sale of woodland with detailed valuations, crop assessments and national advertising.

SECTION TWO

FSC® ACCREDITATION

SECTION TWO

THE FSC® ACCREDITATION

1. Introduction

The FSC® logo is a sign of responsible managed forests that has addressed the woodland in terms of its environmental, economic and social impact. Accreditation is possible through the MSFLM Group Scheme, whereby MSFLM will ensure that woodlands are being managed to these FSC principles and assessed against UKWAS and the Soil Association Woodmark Group (Multiple Site) Accreditation Standard.

2. The Benefits

There are over myriad companies in the UK that are demanding their timber products come from a certified source. These companies consist of large DIY retailers, saw mills & timber merchants and account for most of all UK timber products. The time is rapidly coming when certification is essential to ensure access to all significant markets in the UK the world timber market.

“Forest management operations shall encourage the efficient use of the forest’s multiple products and services to ensure economic viability and a wide range of environmental and social benefits.”

- FSC website (www.fsc-uk.org), 8th November 2012

3. How to join

Woodlands managed by MSFLM may become (FSC®) certified.

To join potential clients will need to:

1. Agree to allow MSFLM to manage your woodland to the criteria of the FSC®.
2. Agree to abide by the rules of the MSFLM Group Scheme.
3. Allow MSFLM to advise on deer management within your woodlands, or prove that existing control methods are already in place.
4. Assessment to the UKWAS and Woodmark standards with closing out of any Corrective Action Request (CAR)
5. Sign and return the “Declaration of Intent” form.
6. Pay an initial Membership Fee at the date of joining, followed by an annual subscription fee due on the 8th February in line with the current period of certification – e.g. 08.02.13 to 07.02.18 MSFLM has a pricing structure to cover the (FSC®) costs, assessments and subscriptions which is calculated on a cost per hectare.
7. Inform all stakeholders that the woodlands/forestry areas are being assessed. Once all stakeholders’ responses have been received of an appropriate time frame for responses to be received (one calendar month – 6 weeks from signing of the “Declaration of Intent”) and



stakeholders have been informed that the assessment period has been concluded.

The property can be officially made a group member and the certificating body Woodmark must be informed immediately or within one month.

MSFLM’s current certification number SA-FM/COC- 003890

Year 1	Year 2	Year 3	Year 4	Year 5	Year 1
8 th 7 th	8 th Feb 2014 to 7 th Feb 2015	8 th Feb 2015 to 7 Feb 2016	8 th Feb 2016 to 7 Feb 2017	8 th 7 th	
Membership Fee	Annual Subscription	Annual Subscription	Annual Subscription	Annual Subscription	New Membership Fee
£160.00	£95.00	£95.00	£95.00	£95.00	
	Membership Fee	Annual Subscription	Annual Subscription	Annual Subscription	New Membership Fee
		Membership Fee	Annual Subscription	Annual Subscription	New Membership Fee
			Membership Fee	Annual Subscription	New Membership Fee
				Membership Fee	New Membership Fee

SECTION THREE

GROUP RULES

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GROUP RULES

1. MANAGEMENT RESPONSIBILITY

- 1.1. The policy of the Group is to improve forest management and to promote the best use of forest resources in accordance with the spirit of the Forest Stewardship's Principles and Criteria.
- 1.2. Each potential member will be asked to sign a commitment to managing forests in the spirit of the Forest Stewardship Councils Principles and Criteria for a minimum period of 5 years or the remaining term of current period of certification. This will be in the form of a 'Declaration of Intent' accepting their responsibilities as members of the group (*Forestry/Letter 001/ Nov-12MSFLM*).
- 1.3. Each member will be issued with this document detailing our Forest Management Services (*Forestry/Doc001/Nov12MSFLM*); together with a copy of the MSFLM Woodland Management Policy, Deer Management Policy and the Woodland Management Administration Systems and Procedures.
- 1.4. The responsibilities of the Resource Manager are as follows:
 - 1.4.1. The Resource Manager is responsible for ensuring that the requirements of the (FSC®) Principles and Criteria for Forest Stewardship are met in the forest lands of all group members.
 - 1.4.2. Administration of the group certification scheme.
 - 1.4.3. Maintenance of group records.
 - 1.4.4. Co-ordination between group members.
 - 1.4.5. Communication with the certification body.
 - 1.4.6. To use only approved Contractors for forestry work and deer stalking who have provided us with necessary insurance details and Certificates of Competence and who have agreed to our Health and Safety requirements.

2.0 Membership of the Group

1. Upon receipt of a request for membership of a group scheme, the Resource manager will prepare a written quotation for membership and yearly fees for the duration, or part thereof, of the five year period. All membership and annual fees will be reviewed at the end of the current five year period of certification.
 - 1.1. Existing clients, whether or not members of the Scheme are managed under MSFLM Woodland Administration Systems and Procedures.
 - 1.2. Introduction of New Clients into the system, whether wishing to become a group member or not, will be preceded by a site visit and

GROUP RULES

the client will make information available for our records. (They will then be administered as of 2.1.2).

- 1.3. An existing or new client wishing to join the scheme will be assessed against UKWAS and the Soil Association Woodmark Group (Multiple Site) Certification Standard by MSFLM.
- 1.4. Documentation for all new members will be set up as per Woodland Management Administration-Client Section. (*Forestry/Doc 5 Nov12MSFLM*).
- 1.5. All member files will be identified and physically separated from non-member files on the online office administration system. This will also apply to the Forestry Commission's Woodland Grant Scheme Contracts.
- 1.6. Any Corrective Action will be internally requested and will be identified and resolved within a specified time frame. (*Forestry/Form017Nov12MSFLM*)
- 1.7. The Resource Manager will maintain a record of all Group Members. (*Forestry/Form021Nov12MSFLM*)
- 1.8. MSFLM is responsible for informing Woodmark of any new members within one month of joining the Scheme.
- 1.9. Should you sell your property within the scheme dates firstly you must tell us at Mark Seed Forest and Land Management Ltd by ringing the office line which is:- 013873 80778 so we may amend our records and complete any paperwork we may need to complete to end the scheme for you and your property. Should we cease to stop managing the forestry area which is within the group scheme, the group scheme will no longer be able to validate the forestry as being sustainably managed or have an expectation of payment for the next yearly group scheme subscription when it becomes due.
- 1.10. MSFLM is responsible for informing Woodmark of any members leaving the Scheme within one month of the event occurring.
2. It is the clients' responsibility to notify the Resource Manager of any significant changes, i.e. change of ownership, etc.
3. Group members will be sent an updated list of all group members at least once a year. (*Forestry/Form017Nov12MSFLM*)
4. Notification of successful membership will be issued in writing to the client and will be valid for the duration, or part thereof, of the current five year period, providing the member continues to comply with the group rules.
5. All properties will be monitored and visited in accordance with the Woodland Management Administration-Monitoring Section. (*Forestry/Doc 5 Nov12MSFLM*).. Records will always be updated within the Overall Estate Plan file to monitor the management plan of the woodland.
6. The client will cease to be a Group Member when the following conditions apply:

- 6.1. Documented evidence indicates that a member is not complying with the policy of the group and so puts the integrity of the whole group at risk. (*Forestry/Form017Nov12MSFLM*).
- 6.2. The member persistently fails to close out any corrective action requests raised for non compliance. Major non compliance, will automatically result in the suspension of a certificate by the Resource Manager if considered serious enough. (*Forestry/Form017Nov12MSFLM*).
- 6.3. There has been a 'change of ownership'. Confirmation of this will be required in writing by the Client.
- 6.4. When it is evident that there is a need to protect the reputation of MSFLM and other Group Members.
7. In the event of expulsion from the group, the owner will be given 20 days to present an appeal to then resource manager. This may be in writing or at a meeting especially organised for this purpose. If the member is still not satisfied with the discussion of the Resource Manager, then the whole matter will be referred to the certification body for guidance.
8. Notification of ceasing membership will be issued in writing to the client, and will result in the removal of use of (FSC®) and/or Woodmark names and logos.
9. A member of the group can only resign in the event of 'change of ownership' at the end of the duration or part thereof of the five year period, or force major. Records of all members will be maintained for a period of at least five years after termination of membership.
10. It is the requirement of the certification standard that a management plan is in place and is updated as necessary. Records are also required to be maintained as detailed in the main text of the certification standard. (As stated in 2.5)

3. Monitoring of Group Members.

- 3.1. The Resource Manager must monitor the members' performance to check compliance with the group membership and certification requirements.
 - 3.1.1. 3.1.1 Properties will be monitored, visited regularly and documented in accordance with the Woodland Administration Systems and Procedures – Monitoring Section (*Forestry/Doc 5 Nov12MSFLM*). . Records will also be updated periodically within the Overall Estate Plan File to monitor the management plan of the woodland.
 - 3.1.2. Each year the certification body will inspect a selection of members.
- 3.2. Where it can be demonstrated that a member does not comply with the group membership requirements then a "corrective action request" (CAR) is raised to ensure that the non-compliance is addressed. A specific timetable will be agreed in order to comply. A record of both the (CAR) and the corrective and preventative actions taken will be maintained.

- 3.3. Any complaint or grievance that a member may have over any aspect of the running of the group, should, in the first instance be referred to the Resource Manger in writing. If the matter cannot be resolved, then it will be referred to MSFLM's Senior Management Team and if necessary to the Certification Body for guidance.

4. DOCUMENT CONTROL AND RECORD KEEPING

- 4.1. The Resource Manager will maintain records as detailed above. He will also maintain records of all external documents that may affect the group. i.e. Changes in legislation, standards, guidelines and codes of practice. This information will be disseminated to group members as appropriate to do so and members will be required to incorporate all relevant changes into their management regimes.

5. INTERNAL CHAIN OF CUSTODY AND CONTROL OF TRADEMARK

- 5.1. Products (round wood, Saw logs, fencing materials and firewood) from group members' forest land must not be mixed with products from non members, and are identifiable as originating from the group.
- 5.2. Resource Manager must have a documented procedure which clearly shows that any wood can be traced from point of sale to point of origin.
- 5.3. Each member who complies with all the requirements of the accreditation standard, and who works in the spirit of the group scheme, will be allowed to use the (FSC®) trademark in accordance with their rules, and will be able to promote their woodland products as being "accredited to the (FSC®) standard".
- 5.4. Any member wishing to use the (FSC®) trademark on their products must have the art work approved by the Certification Body prior to use. The Resource Manager has full details of the guidelines and rules associated with its use and should be consulted from the outset.