



# Boxley

## PARISH COUNCIL

[www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk)

Beechen Hall, Wildfell Close, Walderslade,  
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**Clerk:** Daniela Baylis

**Assistant Clerk:** Heidi Pearson

**Finance Assistant:** Nichola Carter

## A G E N D A

There will be meeting of a Woodland Management Committee on Monday 23 June 2025 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU at 6.30pm

1. **Election of Chairman**
2. **Apologies and absences**  
To receive and accept apologies for absence.
3. **Declaration of Interests, Dispensations, Predetermination or Lobbying**  
Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk.
4. **Minutes of the meeting held on the 24 September 2024**
5. **Matters arising – looking through the Minutes you have attached there are several items that will require updates**
6. **Walderslade Woodlands - Management Options (page 3)**
7. **Items for Next Agenda** Requests for items to be included on the next agenda.
8. **Next Meeting**  
August 2025 (unless required earlier)

*Daniela Baylis*

Daniela Baylis  
Clerk to Boxley Parish Council

Date: 16 June 2025

**Supporting agenda papers for the Woodland Working Group Meeting on 23 June 2025. The Chairman will assume that these have been read prior to the meeting.**

Councillors wishing to suggest changes to any policy or procedure document in this agenda should notify the office, in writing, at least three working days in advance of the meeting to allow details to be circulated at the meeting (or in advance if particularly contentious).

**Item 4. Minutes of the meeting held on 25 September 2023**

**Minutes of the Boxley Parish Council Woodland Management Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on 19 February 2025**

**Councillors Present:** Cllrs H Bryant, A Brindle, M Cox and I Davies along with the Clerk, Mrs D Baylis, Rob Burrows, Derek Price, Patrick Fox and Jackie Haylock

- 1 **Apologies and absences**  
Cllr Jones
- 2 **Declaration of Interests, Dispensations, Predetermination or Lobbying**  
None.
3. **Minutes of the meeting held on 24 September 2024.**  
Agreed
4. **Impton Lane Open Space**  
Report noted.
5. **Weaving Diamond Jubilee Orchard**  
Report noted.
- 6, **Franklin Drive**  
Report noted.
7. **Beechen Hall**  
Report noted. The remaining required work had been granted planning permission and would be done on the 28 February. The Clerk was asked to find out from KCC about the pink crosses and circles that had appeared on the trees.
8. **Walderslade Woodlands**  
The Clerk was asked to contact Kitewood and tell them that a survey was needed as many of the trees on their land were in poor condition.
- 8.1 **Storage Container**  
Report noted. The UTV had been paid for and would be delivered without the skid plates which were out of stock. These would be fitted on site as soon as they arrived. The Clerk was sorting out the insurance. The keys and vehicle pre and post check list would be kept in the office with the vehicle keys in the office key safe.
- 8.2 **Management Plans for next season**  
It was proposed by Cllr Bryant, seconded by Cllr Cox and all agreed to accept the quotation for the necessary tree works for £18,480. This would complete all the required works in the Tree Survey. It was felt by the Woodland Group that the existing management plans were still fit for purpose and would still be used.  
The Group would like to look at installing a couple of additional ponds. The Clerk would look for grants for these.  
Cllr Cox had been offered some second hand outdoor gym equipment. Rob Burrows said that this sort of thing had been installed previously by KCC and had been removed when it broke. It had been little used and would give issues with maintenance and inspection.
- 8.3 **Health and Safety**  
It was agreed to put in pre and post use equipment inspections and create an hours record of the use of each piece of equipment. Maintenance would be scheduled throughout the year so that some equipment would always be available for use.  
The safety folder set up by the Parish Caretaker would be used and updated regularly.

The training records would be updated to ensure that all group members had the right training for the tasks undertaken.  
Rob Burrows would give the Clerk a date for the first aid training and she would get this booked.  
The Clerk would update the first aid box as a priority.  
The risk assessments produced by the Parish Caretaker would be looked at and updated as necessary by him and the group.  
The group would check which additional items needed to be added to the COSHH records.  
The Clerk would purchase a chemical safe for installation in one of the containers.

#### 8.4 **Establish Roles and Responsibilities**

Both Rob Burrows and Patrick Fox were keen to do additional tree inspection courses. This would enable them to inspect trees deemed a problem by residents. The Clerk would look at training courses and forward these on.  
The group would establish roles amongst themselves and let the PC know so that records can be kept.

#### 8.5 **Land Boundary Query**

The maps provided were very hard to make out. The Clerk would obtain an official Land Registry copy of the title deed of the property and this would be reviewed again.

#### 9. **Items for next Agenda**

#### 10. **Next Meeting**

August 2025.

Meeting closed at 19.50

Signed as a correct record of the proceedings.

Chairman ..... Date .....

### **Item 6. Walderslade Woodlands – Management Options**

Woodland management in the UK plays a vital role in biodiversity conservation, climate change mitigation, timber production, recreation, and heritage preservation. This report outlines key considerations for effective woodland management, based on current legislation, environmental priorities, and best practice guidance such as the UK Forestry Standard (UKFS).

#### General Objectives of Woodland Management

Effective woodland management typically aims to achieve a balance of the following objectives:

- Biodiversity conservation
- Sustainable timber production
- Carbon sequestration and climate resilience
- Public access and amenity
- Water and soil protection
- Historic environment conservation

Management priorities will vary depending on woodland type, ownership, and local context.

BPC's woodland is 38 hectares with numerous footpaths and a large amount of woodland that backs onto houses.

#### Key Considerations

##### Legal and Regulatory Compliance

- Felling Licences: Required from the Forestry Commission for most tree felling activities under the Forestry Act 1967. BPC has a felling licence.
- Environmental Impact Assessments (EIA): May be necessary for large-scale projects or work in sensitive areas. BPC does not have this.
- Protected Species and Designations: Must comply with legislation such as the Wildlife and Countryside Act 1981 and consider designations (e.g. SSSI, SAC, SPA). BPC has an ecological survey carried out by Kent Wildlife Trust. They are carrying out another one this year.

##### Woodland Type and Condition

- Ancient Woodland: Requires sensitive management; irreplaceable habitat with high conservation value.

- Planted Woodlands: May need restructuring for resilience and ecological diversity.
- Natural Regeneration Areas: Should be supported where appropriate, using native species.
- Areas of historic interest need careful management

#### Biodiversity and Habitat Management

- Promote structural and species diversity (e.g. mixed-age stands, native understorey).
- Maintain deadwood and veteran trees for invertebrate and fungal communities.
- Manage open glades and rides to support butterflies and woodland birds.
- Control invasive non-native species (e.g. Rhododendron, Grey Squirrel).

#### Climate Change Adaptation

- Diversify species to increase resilience to pests, diseases, and extreme weather.
- Protect and expand existing woodlands to sequester carbon.
- Monitor and respond to emerging threats such as Ash Dieback and Oak Decline.

#### Silvicultural Planning

- Choose appropriate silvicultural systems (e.g. Continuous Cover Forestry vs. clear-fell and restock).
- Time thinning and harvesting to minimise ecological disturbance.
- Use local provenance seed stock for replanting.

#### Funding and Grants

- Leverage funding from schemes like Countryside Stewardship, England Woodland Creation Offer (EWCO), and Woodland Carbon Code.
- Plan management to meet eligibility for ongoing payments and capital works.

#### Community and Stakeholder Engagement

- Engage local communities, landowners, and interest groups in woodland planning.
- Encourage volunteer involvement in conservation tasks.
- Provide educational and recreational access where appropriate.

#### Monitoring and Record Keeping

- Regularly assess woodland condition, biodiversity, and growth metrics.
- Maintain management plans and update them every 5–10 years.
- Submit required data to statutory bodies (e.g. Forestry Commission).

#### Risks and Mitigation Strategies

Risk	Mitigation Strategy
Pests and diseases	Diversify species, regular monitoring, sanitary felling
Storm damage	Maintain healthy structure, avoid over-thinning
Wildfire	Maintain firebreaks, reduce brash build-up
Overgrazing by deer or livestock	Fencing, population control, tree guards, not an issue in BPC's woodland
Inappropriate access	Signage, path creation, visitor engagement. This needs addressing to deter mountain and motorbikes

Sustainable woodland management in the UK requires a multifaceted approach that balances environmental, social, and economic goals. Adhering to national standards, understanding site-specific factors, and planning for long-term change — particularly under climate stress — are essential for resilient and productive woodlands.

A comprehensive and adaptive management plan, backed by monitoring and stakeholder input, will ensure woodlands continue to deliver a wide range of ecosystem services for generations to come.

The biggest issue for BPC is the management in terms of health and safety of the volunteer group. A comprehensive plan for the maintenance and depreciation of machinery. Keeping the records up to date. Knowing what work is being done and the timescale for this. Which management plans are being implemented for which areas. The group has its own insurance policy for all of their activities. A set of risk assessments has been done. There is a very large folder in the office for the above purposes that it is not practical to copy but members of the Committee are welcome to make an appointment to come into the office to look at this. One of the options put forward at the last Estates meeting was to explore the employment of a Woodland Manager for

one or two days a week. This person would need to be suitably qualified to enable them to do the numerous tree inspections requested by residents whose properties back onto BPC's woodland.

### **Potential Job description for a woodland manager:**

**Job Title:** Woodland Manager

**Location:** Boxley Parish

**Salary:** tbc

**Contract Type:** one or two days a week

**Reports To:** Parish Clerk

#### **Job Purpose:**

We are seeking a dedicated and knowledgeable Woodland Manager to oversee the sustainable management, conservation, and development of woodland and forested areas. The role requires a mix of hands-on work, strategic planning, and stakeholder engagement to ensure that woodlands are managed for biodiversity, timber production, recreation, and long-term environmental sustainability.

#### **Key Responsibilities:**

- Develop and implement long-term woodland management plans in line with UK Forestry Standard and legal regulations.
- Plan and supervise tree planting, thinning, felling, and harvesting operations.
- Monitor woodland health and undertake pest, disease, and invasive species control as required.
- Manage budgets, contracts, and grant applications, including Countryside Stewardship and Woodland Creation schemes.
- Liaise with statutory bodies (e.g. Forestry Commission, Natural England), contractors, local communities, and other stakeholders.
- Conduct environmental impact assessments and habitat surveys to inform management practices.
- Promote access, recreation, and educational use of woodland where appropriate.
- Maintain records of activities and prepare reports on woodland condition, productivity, and biodiversity.
- Ensure compliance with health and safety legislation and best practice.
- Explore and support opportunities for carbon offsetting, ecosystem services, and sustainable forest products.

#### **Person Specification:**

##### **Essential:**

- Degree or equivalent qualification in Forestry, Environmental Science, Land Management or related field.
- Proven experience in woodland or forest management in the UK.
- Sound knowledge of UK forestry legislation, biodiversity conservation, and woodland ecology.
- Familiarity with grant schemes and land-based funding programmes.
- Strong project management and budget handling skills.
- Ability to work independently and as part of a team.
- Excellent communication and stakeholder engagement skills.
- Full UK driving licence.

##### **Desirable:**

- Membership of the Institute of Chartered Foresters (ICF) or working toward it.
- Chainsaw or pesticide application certification (e.g. NPTC qualifications).
- GIS and mapping experience.

##### **Working Conditions:**

- Field-based with regular travel to woodland sites.
- Office work required for planning, reporting, and administration.
- Some evening and weekend work may be required.
- Physically demanding at times, working in varying weather conditions.

**Application Deadline:**

**To Apply:** Please submit your CV and a cover letter outlining your suitability for the role to