Survey Summary Report Guide

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## Revision History

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| Date  | Version  | Comments  | Sections updated  |
| 27.02.2023 | 1.0 |  |  |

Author/Who to Contact?

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## Introduction

The [Survey Summary Report Template available on Operations Note 60 page on GOV.UK](https://www.gov.uk/government/publications/management-requirements-for-woodland-supplement-ws3-squirrel-control-and-management-operations-note-60) is a compulsory element of WS3. It relates to the surveys agreed with the Woodland Officer/Deer Officer under the WS3 agreement and must be provided to the FC at Years 1, 3 and 5, usually after the end of April (by which time the impact and activity surveys should have taken place), but certainly by the year end.

The report template summarises results derived from the survey data forms completed in the field. The data forms themselves are not required for this report but should be retained for the grant period. Guidance consistent with the reporting template sections is given below.

## Background information

This section identifies the Holding Name, SBI number, Date, and the person undertaking the survey.

Squirrel Impact and Activity survey – results and comments

A survey may take place over an entire holding, or in individual woodlands or compartments within that holding. The number and location of surveys will be agreed with your Woodland Officer/Deer Officer. Each row represents an individual survey, add rows if required. Enter damage and activity average results derived from the bottom of your Impact/Activity record sheets.

Comments should be made on any impacts to the main objectives of the woodland area as stated in the Woodland Management Plan.

Comments should be made on squirrel activity, including intensity of activity whether general or localised or resulting from woodland management such as thinning.

If there have been repeat surveys an indication of trend may be possible.

## Survey route

Each row represents a different survey, add rows if required. The route can be traced using an electronic tracking device or mobile phone or simply drawn onto a map.

For this report, a clear simple screen grab or low resolution .jpeg of the route should be placed in the appropriate column on the table and clearly labelled with the woodland name.

## Photographs taken during the survey

In each row, the left column contains a single photo taken at one location. Use a new row if more than one photo is taken at the same location. The number of photographs will vary but might most often include fresh signs of damage or activity. Photos dragged or pasted into the table should resize automatically, if not, select the photo and reduce it to around 3cm on its shortest side. The comments in the second column should describe the detail in the photographs.

If the report file becomes too big to send via email, try using your software to compress the picture files or save and send as a .pdf document.