

Suffolk CWS Panel Procedure

	Action	Who	When	Comments
1	<p>A Draft Agenda will be circulated to CWS Panel members¹ and to the SCC Countryside Management Leader and the SWT Conservation Manager not less than 28 days prior to meeting, allowing 14 days for comments, corrections and any additional Agenda items.</p> <p>The Draft Agenda will include:</p> <ul style="list-style-type: none"> • pCWS details • Sites requiring survey • Any amendments to site boundaries/descriptions required. • Details of any CWS to be deleted from the Register. 	<p>Draft Agenda: SWT Comments etc: All</p>	<p>Draft Agenda: By 1st November Comments etc: 14 days thereafter.</p>	<p>Meeting usually in December so draft agenda will be circulated by 1st November.</p> <p>N.B. Deletion from the CWS Register could be the result of elevation to SSSI status as well as demotion through the loss of species of interest.</p>
2	The Final Agenda will be circulated to the list at (1) above 14 days prior to the Panel Meeting.	SWT/All	mid November	Circulation list as for draft agenda.
3	<p>CWS Panel Meeting (usually mid December)</p> <ul style="list-style-type: none"> • pCWSs are assessed against criteria and decisions recorded on the pCWS Spreadsheet. • Site visits and surveys for following year agreed. • Any other necessary actions will be agreed, recorded and allocated to CWS panel members. 	CWS Panel	December	
4	Meeting Minutes will be drawn up and circulated to Panel Members (and the additional recipients listed at (1) above) within	SWT	December	Date for next annual CWS panel meeting to be included.

¹ The CWS Panel is a technical and specialist Panel, consisting of the SBRC Manager, a SWT Conservation Advisor, two SCC Ecologists and a NE England Lead Adviser.

	14 days of the Meeting. The Minutes will include the pCWS Spreadsheet. .			
5	<p>New CWSs will have the Site Description prepared by their Proposer who will send the same together with the Landowner contact details to SBRC within 28 days of the Panel Meeting.</p> <p>If any personal covering letter to the landowner is required, this will be provided by the Proposer and sent to SBRC at the same time as the Site Description.</p>	All	By end of January	The Site Descriptions are written by the most pertinent panel member – e.g. if SWT has surveyed the site then they will prepare it, or if SCC has carried out the survey, they will write it up. The surveyor who has had contact with the Landowner will ordinarily provide personal covering letters.
6	<p>(a) CWS Notification will be sent to the Landowner by SBRC within 14 days of receiving the information listed in (5) above.</p> <p>(b) 7 days after the Notification is sent to the Landowner, the pCWS becomes a CWS</p>	SBRC	Usually by the end of January.	A blank form of Notification is attached.
7	SBRC will send an e-mail to the recipients of the Annual CWS Register Update a list of any newly designated sites 7 days after (6) above. This will include confirmation that the new sites listed will be included in Annual CD update which will be sent out at end of April.	SBRC	Usually by mid February.	The list of Recipients of the Annual CWS Register Update is appended at Schedule I. The list of Recipients will be reviewed each year at the Annual CWS Panel Meeting. The Update is in the form of a CD.
8	The Annual CWS Register Update CD will be despatched by SBRC to the Recipients listed at Schedule I by the end of April. This will be accompanied by a letter from the SCC Senior Ecologist that will have a facility to acknowledge receipt of the CD.	SBRC	By end of April	SBRC will follow up receipt and activation of information.
9	Survey work, panel site visits, information about pCWSs, ongoing administration and other actions agreed at the Annual CWS Panel	All	Throughout the year.	All Surveyors will transmit their survey data to SBRC.

	Meeting will be carried out during the course of the year.			
10	<p>Any person who wishes to have a pCWS considered at the Annual Panel Meeting must ensure that a Panel Member has the following information:</p> <ul style="list-style-type: none"> • Site Name. • Site Location. • Annotated Site Map to include accurate boundary. • Detailed reasons for consideration. • Landowner(s) contact details. <p>The above information must be submitted to SWT no later than the close of business on the nearest working day to the 15th October each year.</p> <p>In the absence of any of this information, consideration of a site for CWS status may have to be deferred until the next Annual CWS Panel Meeting.</p>	All		<p>This will enable all pCWSs to be included in the Draft Agenda for circulation. Currently the Draft Agenda is prepared by SWT.</p>