

Forestry Commission (Scotland),  
East Conservancy,  
6 Queen's Gate,  
Aberdeen.

JAD/DGB  
F.6a

24th April, 1961.

Minute to All Foresters

Copy to District Officers

Forest Records  
Forms R1 and Cpt. records

Immediately your planting is completed, Form R1 should be completed in triplicate and two copies forwarded to your District Officer. After checking, the District Officer should forward one copy here, retaining the other copy for W. Plan maintenance as detailed below.

At any forests where Cpt. records W.P.O, 1, 1a, 2 and 3 have been prepared and agreed by the District Officer, plantings and beat-up will now be entered thereon and no Cpt. planting and beating-up proformae will be required. Forests whose Cpt. Record W.P. forms have not yet been adopted should prepare and forward Cpt. record proformae as hitherto.

Notes on preparation of Form R1

1. Quantities of plants should be entered exactly as they appear on the Advice Notes from the supplying nurseries. The total of each species planted should, however, be rounded to the nearest thousand.
2. Acreages should be rounded up and down alternately to the nearest acre. The sole exception will be minor species, where the exact acreage will need to be shown.
3. In most cases of re-transfer of plants to another forest after receipt, the nursery forester was advised by Form P5 and amended T12s issued. In such cases the plants will only be entered on the R1 of the forest of actual use. In other cases, where plant usage differs from the T12, the forester should show total receipts on his R1 and enter details of the subsequent transfer.
4. Plants received from Research Branch should be entered in Col. 7.
5. Any seedlings planted, and this includes undercuts, to be entered in Col. 12.
6. The replanting of failed or burnt areas is shown as (a) under 1 acre - B.U.  
(b) over 1 acre - planting.
7. Cols. 8 and 21 must agree, all receipts being accounted for.
8. All forests still required to prepare Cpt. record planting and beating-up proformae should not delay submission of the R1 on this account, but can follow up later.
9. Any underplanting or enrichment should be noted in Cols. 19 and 20 (for definition of these terms please see Section Ab of the Working Plans Code).

Maintenance of Working Plan Forms

This will normally be in the hands of District Officers:-

1. Forms WP11 should be amended to reflect P61 planting and replanting. The completion of the "Afforested/Re-afforested" box at the top left-hand corner of the R.1 must accord with these entries, and this item must be checked.

2. On receipt of the R1 you will be in a position to amend Form WP12, and to complete planting programmes achieved on Forms WP14 and 16.
3. In our minute of 12th September 1960, we suggested that it would be advisable to enter planting details in pencil on Forms WP5 and 6, rather than have to overhaul these facts in 1964.
4. The question of maintenance of maps to include P.61 was dealt with in our minute F18 of 7th April 1961, addressed to District Officers.

#### Failed Areas

An area of plantation can only be classified as 'failed' when planting of the area is again undertaken. Any areas so treated in P.61 should be noted on the R1, and accompanied by a tracing and statement showing.

- (a) Original P.Yr.
- (b) Cpt. Nos.
- (c) Acreage
- (d) Original Species
- (e) Reasons for failure.

J. STEELE

for Conservator

