

F. N. Long

Memo. to all District Officers: Mr. Dickson: Mr. Henderson:
Mr. Nicolson: Mr. Harper: Mr. Edward.

From the Conservator (North).

Ref. 113

Annual Report
Notes for F.Y. 50 Report

The F.Y. report caught the train to Edinburgh by the skin of its teeth, and then only because quite a number of people were pushing it. The theory on the preparation of the annual report is that it should be built up during the year and that, between the end of September and the 15th of November, by which date it is due in Edinburgh, all that is required is to put it together. To a certain extent, that is what happens in practice - e.g., all the statistical records are compiled steadily throughout the year. The text, however, is the problem. District Officers have hitherto provided, paragraph by paragraph, a report on their units, but these reports have not been done uniformly, and the Conservator has, therefore, suggested that the following notes should be issued for the guidance of District Officers, so that the reports may be prepared throughout the year and not written up in one piece towards the end of it.

In general, the details required in the text are given in the headings in the Code, and these are amplified by the following notes.

Paragraph 5 - The Year's Work

Action by
District
Officers

This should not be unduly long, but should confine itself to a brief review of the year's work, together with any outstanding points that may have appeared during the year. An example of this was the severe flooding that occurred during 1949 in Nevis, Achnashellach and Glenhurich.

✓ Paragraph 13 - Plantations Made in the Year under Report

Action by
District
Officers

These are detailed in this office in Appendix I; plants used are shown in Appendix II. Very general observations should be given on the plantations.

Paragraph 14 - Previous Years' Plantations

Action by
District
Officers

The notes given in the Code indicate the requirements here. Particular attention, however, should be paid to observations on areas which are considered to be unsatisfactory.

Paragraph 15 - Plants Supplied during Year

Action by
District
Officers

Free and honest comment should be made on the quality of plants received for planting. Special comment should be made on the use of plants of unusual age category.

Action by
Conservancy
Office

The number of plants used in each unit are to be summarised for use in plantations of previous three years. This will be done from Form R.1. A summary of plants used in older than three years plantations should also be shown on Form R.1. Where it is noticed that an unusually large number of plants is being used, the District Officer in charge of the unit should be asked to furnish an explanation for this.

✓ Paragraph 17 - Seed Sowing and Lining Out

Action by
Conservancy
Office

We must maintain a ledger showing germination and purity figures and the date on which seed is received.

Wc/

We must also maintain a record of official identification numbers for seed lot numbers which may have been given temporary numbers, and we must make provision for giving information to foresters for their records of this.

We must also make provision for estimating the outturn per pound of each seed lot number, and the outturn per pound for each species supplied.

Action by
Foresters and
District Officers

Form N.R.1 should show germination and purity figures and, as is commonly done, the outturn per pound figures for seed lots supplied to nurseries.

NOTE: Heathland and established nurseries must be dealt with separately.

Section III - Paragraphs 10 and 11: Local Supervision and Labour

For Mr. Harper's
attention

Records must be maintained so that we can find how many men were put to our books in order to maintain our standard labour strength.

Paragraph 13 - Plantations made in the Year under Report

Action by
District
Officers

At the end of April, District Officers are required to furnish a statement on this heading. The statement can be amended at the end of September. Any important information about the circumstances which have affected the welfare of the plantations made during the current year should be reported.

Paragraph 14 - Previous Years' Plantations

Action by
District
Officers

The notes under this paragraph should show the degree of urgency of essential work in plantations for each forest. Plantations which involve no special urgency should not be mentioned. Special attention should be given to drains, brashing, wolving, thinning and any losses due to weather, special conditions, vermin and fire should be particularly noted. Special treatment applied to unestablished blocks, where there is a reasonable chance that this treatment might hasten establishment, should be mentioned individually.

Explanations should be given for low yields in sowing or lining out. The incidence of weevils, weather, etc., should be mentioned.

Action by
Conservancy
Office

The lining out figures should show the estimated outturn from lining out done in the year for each main species lined at each forest.

Paragraph 18 - Stocks

Action by
District
Officers

District Officers should endeavour to forecast any special demand for plants required for extraordinary beating up work in years following the year of report.

Paragraph 19 - Plantation Work

Action by
District
Officers

Free use should be made of this paragraph to criticise the methods in use, and to suggest any improvements that could conveniently be undertaken.

Paragraph 20 - Nursery Practice

Action by
District
Officers

The Code head should be used here to give full and free expression of opinion on the present system and methods. New suggestions or improvements on the existing system of working should be offered.

Paragraph 21 - Experiments and Research

Action by
District
Officers

The instruction and teaching given to us by the Research Branch should be freely discussed and criticised. Any lines of investigation which/

which are thought to be worth developing should be discussed.

Paragraph 22 - Fire Protection

Action by
District
Officers

Mention any special lessons learned during the year. Discuss your costs and say whether you believe these costs to be out of proportion to the degree of protection provided. Give a report on fire equipment and on test fire alarms. If you know of any new equipment or devices, mention them here.

Action by
Conservancy
Office

At the end of March and again at the end of September furnish a statement on the cost of fire protection per acre of woodlands, showing estimated expenditure as against actual.

Paragraph 23 - Other Protection

Action by
Foresters

An accurate and comprehensive list of vermin destroyed must be provided.

Action by
District
Officers

List in degree of importance the damage done by red, roe and other deer, rabbits, hares, squirrels, black-cock, capers and other birds, voles and sheep. Unusual damage done should be reported at time of occurrence, and steps should be taken to prevent a repetition. A special note should be made of Aphis attacks on spruces, and an estimate of the intensity of the attack should be made. Where such an attack is of several years' duration a special note should be made of the condition of the trees. Any nursery Chermes attacks should be specially mentioned, as should saw-fly attacks, weevils and beetles. Where damage has been caused by exceptional weather, this should be mentioned.

Working sheets to contain these notes will be sent to you very shortly in duplicate. One copy should be completed and sent here as soon after the end of September as possible, and, in any case, not later than the 10th of October, 1950. District Officers are invited to submit suggestions for any improvement in the preparation of the Annual Report. I should add that a separate note on working plans will be sent to you as quickly as possible.

M. NICOLSON

for Conservator.
24.12.49



Annual Report Headings

5(c)

5. THE YEAR'S WORK:

General review of operations: scope, degree of success and completion, weather and outstanding points, including incidence of pests and disease.

13. PLANTATIONS FORGED DURING YEAR:

(Appendices 1 and 2 will be prepared at Headquarters).

Observations.

Notes on planting done during F.Y. 52, standard of plants used, effect of weather.

14. PREVIOUS YEARS' PLANTATIONS:

(a) Beating up;

Observations, whether up to date, etc.

(b) Progress in establishment of plantations;

details in Appendix III and summary in Table V.

Observations, including special notes as to areas scheduled as unsatisfactory.

15. PLANT SUPPLY DURING YEAR:

General review

Observations as to suitability of home and imported stock, large imports and/or exports, stocks destroyed.

17. SEED SOWING AND LINING OUT:

Observations: Seed. Quality, home collections, germination, growth, Lining Out. Suitability of stock lined out, losses, growth.

18. STOCKS

19. PLANTATION WORK:

(a) Outstanding points affecting regeneration and establishment, especially choice of species, age and type of plant, preparation of ground (turfing and ploughing, etc.), draining, planting, weeding and B.U.

(b) Silvicultural considerations in respect of cleaning, thinning and felling operations.

(c) Notes on success or failure of ploughing equipment used.

20. NURSERY PRACTICE:

Reviewed from the point of view of raising correct numbers of suitable stocks at the lowest prices, protection, maintenance of fertility, etc.

21. EXPERIMENT AND RESEARCH:

Deductions made and work done during the year, suggestions and proposals for future Conservancy or Research experiments.

23. OTHER PROTECTION:

Record of important events, assessment of damage done, measures taken, animals, insects, fungi, meteorological factors, etc.

22. FIRE PROTECTION:

Observations as to fire hazard during the year, as to adequacy and cost of preventive measures, exceptionally dangerous units, recommendations.

Memo. to Mr. A.M. Fraser, D.O.
Mr. G.F.D. Savage, D.O.
Mr. J.D. MacLean, D.O.
Mr. D. Graham-Campbell, D.O.
Mr. T.D. Cotter-Craig, D.O.
Mr. M. Long, D.O.
Mr. D.T. Seal, D.O.
Mr. J.E. Massey, D.O.
Mr. F.M. MacRae, D.O.
Mr. R.A. Innes, D.O.

From the Conservator, North.

Annual Report

As a result of your Annual Reports I would draw your attention to the following:-

- (1) In a number of cases the thinning programme in the plan of operations does not agree with the programme which was estimated for in your estimates. Such may occur in odd instances but the differences are practically universal. It appears that unless there is good grounds for it the thinning programmes estimated for in your estimates should agree with the plan of operations programmes.
- (2) Control Forms - Unfortunately we did not ask for these to be submitted with the Annual Report and only one District Officer supplied the information. In future would you please see that a summary of the position is included in all Annual Reports as this will facilitate the reconciliation of programmes.
- (3) Thinning - It appears to me that very great arrears are being built up on certain forests. This will be subject to a separate memo. At the moment, however, I would point out that almost certainly prices are going to fall in July of next year and in order to take advantage of the high prices existing at the moment as far as is humanly possible you should concentrate on your thinning programmes and leave other work over to be completed between July and September of next year. I would, however, point out that more especially in some of the isolated forests where agreements exist with one merchant covering standing/

standing sales and sales at roadside in the length, that almost certainly the merchants will pack up once their present agreements have expired. It is therefore in our own interests to see that the maximum amount of timber is passed over while these contracts are in existence.

Mr. J. D. Cotton-Craig, D.O.
Mr. M. Long, D.O.
Mr. J. T. Bell, D.O.
Mr. J. H. Kennedy, D.O.
Mr. P. H. Macdonald, D.O.
Mr. R. A. James, D.O.

for Conservator.

28.10.52

Annual Report

From the Conservator, North.

As a result of your Annual Report I would draw your attention to the following:-

- (1) In a number of cases the thinning programme in the plan of operations does not agree with the programme which was estimated for in your estimates. But may occur in all instances but the differences are practically universal. It appears that unless there is good grounds for the thinning programme estimated for in your estimates should agree with the plan of operations programme.
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- (3) Thinning - It appears to me that very great errors are being built up on certain forests. This will be subject to a separate report. At the moment, however, I would point out that almost certainly errors are being built up in July of next year and in order to take advantage of the high prices existing at the moment as far as is humanly possible you should concentrate on your thinning programmes and have other work over to be completed between July and September of next year. I would, however, point out that more work is being done in the isolated forests where agreements exist with one merchant covering standing

DP/MJR

5(c)

Memo. to:

The Conservator.	Mr. A.M. Fraser
Mr. J.A. Dickson	Mr. R.A. Innes
Mr. A.R. Crawford	<u>Mr. H. Long</u>
Mr. V.L. Mullenney	Mr. D. Cotter-Craig
Mr. T.S.B. Macbeath	Mr. D. Graham-Campbell
	Mr. J. Massey
Mr. Birrell	Mr. F.M. Macrae
Mr. C. Edward	Mr. G.G.M. Taylor
Mr. W. Ettles	Mr. A.F. Mackay
Mr. Henderson	Mr. I.A.D. Grant
Mr. Collins	Mr. A. Morrison.
Conservator, West;	Conservator, East
Conservator, South.	

Ref. 113

Annual Report - F.Y. 54

Table 27

Houses Erected or In Progress

Permanent

(a) Traditional

Please insert the figure 19 in the 'in progress' column under 'S.S.H.A.'

Temporary

Please delete the figure 4 which appears in the 'In Progress' column under 'F.C.'

D. PRINGLE
for Conservator (North)
3rd December 1954

Memo. to: Mr. A.M. Fraser; Mr. D. Graham-Campbell;
Mr. A. Morrison; Mr. T.D. Cotter-Craig;
Mr. R.A. Innes; Mr. M. Long;
Mr. A.F. Mackay; Mr. G.F. Savage;
Mr. F.M. MacRae; Mr. J.E. Massey;
Mr. G.G.M. Taylor; Mr. I.A.D. Grant.

(Copy to Mr. M.V. Edwards, Silviculturist (North)).

From the Conservator, North (Scotland).

Annual Report
Snow Damage on Pines

The heavy snow of the early part of 1955 did a certain amount of damage to young Scots Pine and young Contorta plantations. The damage is not by any means a catastrophe; it is, in fact, relatively small. The damage, however, gives one chance of assessing the relative resistance of Scots and Contorta to snow damage. As Contorta is likely to be grown in poor, exposed sites, the information will be of value. In your annual report, will you please give your ideas on the importance of the damage caused to Scots and to Contorta. If you can distinguish between the damage done to the coastal and to the inland form of Contorta, information will be useful. Your foresters' ideas on this matter should be given full weight.

James Ramsay

Conservator.

23.4.55

ANNUAL REPORT - CONSERVATOR

1. The prescribed form of Report must be observed; additional information of special interest may be given but the numbering of paragraphs and tables should not be altered.
2. The compilation of the Report should be a continuous process throughout the year.
3. Statistical tables should be completed as soon as the necessary information is available; these should be prepared in manuscript, the original and a carbon copy being sent to Directors for examination. Directors will return an agreed copy of each table. All tables should be with Directors by 31st October.
4. Conservators will submit their Reports to Directors by 15th November and at the same time send four copies to the Secretary.

FORM OF REPORT - CONSERVATOR

The form of Report to be as follows:-

ANNUAL REPORT

Conservancy Country Forest Year

SECTION I. GENERAL SUMMARY

1. Number of Forests.

Number of Forests.

Table 1

At beginning of year

At end of year

A list of new units and notes on amalgamations, etc., to be given.

2. Utilisation of Ground at end of Year.

Table 2 - Summary of Utilisation of Ground (Details by Units in Appendices I & II.)

3. Silvicultural Operations during the Year.

Table 3 - Silvicultural Operations

4. Estate Management.

Table 4 - Properties managed by the Forestry Commission.

Table 5 - New Houses, Adaptations and Conversions.

5. The Year's Work.



General review of operations: outstanding features of weather (detailed effects on operations to be given under appropriate paragraphs).

Regional Committees: activities and changes, with list of members at end of year.

Private Forestry, with notes on co-operative forestry societies and other matters of interest.

SECTION II. PAYMENTS AND RECEIPTS

6. A comparison of realised with approved figures is to be given in Table 6; this Table is not an accounting document and its preparation is not to be delayed pending final examination of accounts. The figures originally sanctioned for the year are to be taken for the "Approved" columns; subsequent adjustments, excesses or deficits, if of substantial amounts, are to be dealt with in the text.

Table 6 - Payments and Receipts - by Parliamentary Heads

Table 7 - Expenditure on Wages and Receipts from Sales of Produce - by Units.

SECTION III. ORGANISATION, STAFF AND LABOUR

7. Office Staff and Accommodation.

Observations; numbers of staff to be given in Table 8.

8. Supervision (excluding Foresters, Foreman and ex-school gangers).

Observations; allocation of duties of senior supervisors, changes, etc. Numbers of staff to be given in Table 9.

9. Local Supervision

Observations; changes, adequacy, etc. Numbers and grades to be given in Table 10.

10. Labour.

Observations on labour supply, conditions etc. Numbers by grades etc. to be given in Table 11.

Table 8 - Office Staff

Table 9 - Supervision

Table 10 - Local Supervision

Table 11 - Industrial Staff

SECTION IV. FOREST OPERATIONS

LAND ACQUISITIONS

11. Land Acquisitions and Disposals.

Observations; notes on acquisitions of special interest, and on disposals. Statement of progress during year and present position (Table 12).

Table 12 - Land Acquisitions and Disposals.

PLANTATIONS

12. Plantations made in the Year under Report.

* Comments on outstanding points affecting regeneration and survival, choice of species, age and type of plant. Methods of preparation of ground, drainage, planting, weeding etc.

Areas planted by forests in Appendix III; acreage planted and sown, by species, in Appendix IV (a); plants used for planting in Appendix IV(b). Preparation of ground, Draining and Fencing by Units in Appendix VI.

13. Previous Years' Plantations.

Observations on:

* (a) Beating up. (Details of plants used in Appendix IV (c))

(b) Weeding; cleaning; brashing; pruning.

(c) Progress in establishment of plantations; general observations are required. Detailed surveys to complete Appendix V and Table 13 will be required at intervals; instructions will be issued when this survey is required.

Area and Condition of Plantations formed by the Commission on and before
N.Y. 19

Table 13.

Acres

	Established	Not established	Total
(a) At beginning of year ..			
(b) At end of year			
(c) Difference (+ or -) ...			

(d) Thinning progress, silvicultural considerations, yields, etc.

Details of acreage covered in Table 25; volumes felled in Table 26.

14. Seed Collection.

Observations on seed abundance and quality; observations will relate to seed formed in the previous forest year, but which ripened in the year under report; quantities collected to be given in Table 14.

Table 14 - Seed Collected

15. Nursery Area.

Observations on Tables 15 and 16.

Table 15 - Nursery Areas

Table 16 - Nursery Areas (Heathland only)

} Details by Units
in Appendices
VII & VIII.

16. Plant supply during the year.

Observations on Tables 17 and 18.

(Table 17 - Movements of Nursery Stocks

(Table 18 - Transplants, &c. sold to the Trade

17. Seed Sowing and Lining-out.

General review of nursery work and results, changes in technique, effects of weather, etc. Details by species in Appendix IX.

18. Stocks.

Comparative statement of seedlings and transplants at beginning and end of year to be given in Table 19.

Table 19 - Nursery Stocks

Observations on differences in relation to future requirements.

Note: Data relating to nurseries in the charge of the Research Branch should be excluded by Conservators from Tables 15 to 19.

FOREST PROTECTION

19. Fire Protection.

* Observations as to fire hazard and on any fires of particular interest; number of fires, causes, and area burnt in Table 20; (details by Units in Appendix X.) *not to*

* Observations: As to adequacy and cost of preventive measures; exceptionally dangerous units: recommendations.

* Cost of fire protection per acre of plantations to be stated.

(Table 20) - Fire Protection

20. 'Other' Protection.

* Record of important events; assessment of damage done and measures taken; animals, birds, insects, fungi, meteorological factors, etc. Record of vermin killed in Table 21.

Cost of 'other' protection per acre to be stated.

(Table 21 - Vermin Killed not to)

21. Preparation and Revision of Working Plans.

Pending a revision of E.C. Code Section V, Working Plans, work done during the year and observations as to the present position will be confined to a consideration of Plans of Operations.

22. Control of Working Plans.

Directors will issue instructions as to any information they wish to have under this head.

Table 22 - Summary of Working Plan controls

Appendix XI - Working Plans - Preparation and Revision

} Not required
pending revision.

SECTION V. ROADS, BRIDGES AND MECHANICAL EQUIPMENT

23. Roads and Bridges.

Observations on progress of new works and maintenance; specifications; costs; labour; etc. Length of road constructed and under construction to be given in Table 23. Notes on bridges to include numbers and spans.

Table 23 - Progress of Road Projects

24. Mechanical Equipment.

Observations on types of equipment in use; maintenance and repairs; repair workshops.

25. Sawmills.

SECTION VI. PREPARATION AND SALE OF PRODUCE

26. Fellings, Thinnings and Sales of Produce.

Areas felled and thinned to be given in Tables 24 and 25 and in Appendices XII and XIII. Volumes of out-turn to be given in Tables 26 and 45.

Observations to be given on fellings, thinnings, extraction, preparation, conversion and costs of operations; methods of sale, markets, prices and financial results.

Table 24 - Area felled

Table 25 - Area thinned

Table 26 - Volume felled & thinned

27. Estate Management.

Observations where appropriate are required under the following heads:-

- (a) On Table 4.
- (b) Re-lettings and trend of rental values.
- (c) Demolitions or abandonment.
- (d) Resumptions of land by (i) Negotiation and (ii) Notices to quit, (iii) Surrenders (Nos. and areas to be given).
- (e) Improvements to land.
- (f) Services of Roads, Water, Drainage etc.
- (g) Re-organisation of farms and holdings, organisation of acquisitions, farming operations, sheep stocks, etc.
- (h) Sales, Disposals and transfers of land etc.
- (i) Sporting - demand for and trend of rental values.
- (j) Mines and Mineral Lettings.

28. Buildings

Observations are required on -

- (a) Table 27 - Houses erected or in progress.
- (b) New buildings - erections (Houses, garages, workshops, tool-sheds etc.). New villages and their development.
- (c) Conversions, improvements and modernisation - brief details of work done by (1) Contract (2) Direct labour.
- (d) Repairs and Maintenance (including expenditure).

Table 27 - Houses erected or in progress.

29. Miscellaneous

- (a) Liaison with Agricultural Land Services and Land Commissioners, D.O...., other Government Departments, Local Authorities etc. Services land requirements. Amenity lettings.
- (b) Any special features regarding leases to or by the Commission.
- (c) National Forest Parks; with details of accommodation provided; Areas and other information in para. 42.

30. Staff.

31. Dedication of Woodlands.

Observations on progress and work done; numbers and acreages of schemes completed, and in course of preparation, in Table 28; three year programme of work in Table 29; planting inspected and passed for payment in Table 30; area passed for maintenance grant in Table 31; area felled in Table 32.

Table 28 - Dedication - Progress of Scheme

Table 29 - Programme of work in Dedicated Woodlands

Table 30 - Planting in Dedicated Woodlands

Table 31 - Maintenance Grants

Table 32 - Areas felled during the year in Dedicated Woodlands

32. Approved Woodlands.

Observations on progress and work done; numbers and acreages of schemes completed, and in course of preparation, in Table 33; three year programme of work in Table 34; planting inspected and approved for first payment in Table 35; poplar planting grants in Table 36; areas felled in Table 37.

Table 33 - Approved Woodlands

Table 34 - Programme of work in Approved Woodlands

Table 35 - Approved Woodlands Planting Grants

Table 36 - Poplar Planting Grants in Approved Woodlands

Table 37 - Area felled in Approved Woodlands

33. Small Wood Planting Grants:

Observations; numbers and areas of schemes in Table 38.
(Excluding planting in Approved Woodlands, see para. 32.)

Table 38 - Small Woods Planting Grants

34. Poplar Planting Grants.

Observations; details of schemes in Table 39.
(Excluding planting in Dedicated or Approved Woodlands).

Table 39 - Poplar Planting Grants

35. Scrub Clearance Grants.

Observations on the working of the scheme; details of schemes to be given in Table No. 40.

Table 40 - Scrub Clearance Grants.

36. Thinning Grants.

Observations on operation of the scheme; details of schemes inspected in Table 41.

Table 41 - Thinning Grants

37. Summary of the Work done during the Year in Private Woodlands.

General observations on private forestry: summary of work in Table 42.

Table 42 - Estimate of Work Done during the Year in Private Woodlands

SECTION IX. LICENSING OF FELLING

38. Applications received and licenses issued.

Observations on licensing. Details of applications received and dealt with to be given in Table 43. Details of licenses issued for clear felling in Table 44, with an analysis of the main reasons for dispensing with replanting conditions in new and replacement licenses.

Table 43 - Licensing of Felling Private Woodlands

Table 44 - Licensing for Clear Felling Private Woodlands

39. Analysis of Felling and Thinnings in State Forests by Licensing Categories.

Table 45 - Felling and Thinning in State Forests

SECTION X. GENERAL

40. Agency and Advisory.

Notes on work done

41. Education.

(a) Activities of Conservancy staff during the year.

* (b) Remarks on training of staff.

42. National Forest Parks.

Name and acreage of Parks. Number of visitors to camping grounds and number of overnight stays. Number making use of hostels primarily serving the Park. Estimate of total number of visitors if possible. Visits by organised bodies, Field Clubs, etc. (See also para. 29(c)).