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WOODLANDS
FOR WALES

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Grants and support for creating
and improving woodlands

Approach to Paper Mapping

Introduction

In the past, grant applications have used different standards of base maps derived from a variety of Ordnance Survey mapping products and aerial photography. Data submitted has subsequently been captured at different scales resulting in inconsistent quality. This has resulted in poor quality applications. The introduction of Ordnance Survey Mastermap¹ (OSMM) product will provide a continuous and consistent quality, ensuring that all users are working to the same mapping standard.

It is essential that a common mapping standard be adopted for e-government in order to provide a means for government departments and the general public to work with the same quality spatial data. OSMM will provide the means to help to deliver a standard that can be used by all parties involved in the transfer of spatial data.

This document outlines the main criteria required for Management Planners to supply quality paper maps that can be used for Better Woodlands for Wales (BWW) grant applications.

Use of OSMM Paper Maps

OSMM is the most up-to-date large-scale digital map of GB providing a seamless database for 1:1250, 1:2500 and 1:10000 survey data. This dataset is recognised as the mapping standard for GB. To ensure consistency in data quality OSMM will be used by the Forestry Commission (FC) to record spatial data for all grant and licence applications.

Integrated Administration and Control System (IACS) cross-checking is one of the main drivers for using OSMM. EU legislative requirements mean that grant claims have to be checked by the FC for the possibility of double funding against agri-environment payments. The Environment, Planning and Countryside department (EPC) of the Welsh Assembly Government are using OSMM and/or OS Landline products. Therefore, to ensure compatible mapping standards, it is essential FC Wales (FCW) use OSMM as the base for all spatial data associated with grant applications. FCW will support this principle by offering Management Planners hard copy paper prints of OSMM via the FC web site, which can be used to submit BWW applications.

¹ <http://www.ordnancesurvey.co.uk/oswebsite/products/osmastermap/>

Please note that the map request service is not available at the moment: Management Planners need to utilise the interim map request service provided by the BWW Technical Support Team (TST). This involves the map request form being emailed to www.ts@forestry.gsi.gov.uk - one map request and case shape per email, please.

Standard of Map for Grant Applications

Please note:

The word 'feature' has a particular meaning in the context of BWW Management Planning. This is explained on the document "How to Prepare and Submit a Management Plan".

In this 'Approach to Paper Mapping' document, 'feature' can refer to any map element, rather than a management 'feature' in BWW.

To ensure that the standard of the maps sent to FCW is of an acceptable quality for staff to interpret and digitise, the following criteria must be met:

- All application maps submitted on paper **must** be made using OSMM.
- Scale of paper map(s) submitted with the application will be one of the following scales: 1:2500, 1:5000 or 1:10000 (1:2500 scale should be used wherever possible, even if this means submitting multiple maps, because this scale allows more accurate digitising).
- Scale should be clearly shown on each map.
- There must be at least 2 horizontal and 2 vertical grid lines on each map. 1km at 1:10000, 500m at 1:5000 and 100m at 1:2500.
- Grid lines **must** be clearly annotated with OS National Grid Eastings and Northings.
- Folds or any other blemishes on paper maps **must** not hide map detail.
- Boundary of the application should have a RED external boundary no greater than 0.7mm (recommended line thickness) in width. The boundary can be further highlighted with the use of colour (yellow highlighter recommended) on the internal side of the line. Any colour used must not obliterate the base map detail.
- Sub compartment boundaries should be delineated by a 0.7mm broken RED line, 0.5cm in length.
- Sub compartments should be clearly annotated with a RED letter and compartment number e.g. '1a' and should contain only one letter of the alphabet: sub compartment 'aa' for example, will not be acceptable.
- Case shapes should be clearly delineated by a 0.7 mm GREEN boundary
- Case shapes should be clearly labelled e.g. 'Case Shape 1' or 'felling 1'
- Linear features should be clearly delineated by a 0.7 mm BLUE line
- Linear features should be clearly labelled e.g. 'fence line 1' or 'track a' (remember that what you put down in the labels will appear in the linking tool description)
- A cross denoting the main access point should be clearly shown and the access point should be clearly annotated.
- The full extent of the boundary must be shown on the map ie it is not acceptable to have part of the boundary missing, no matter how small, because the map didn't quite cover the full area.

FCW will interpret the boundaries submitted and snap them to OSMM where appropriate. On occasions where it is not possible for FCW staff to interpret the correct boundary after reference to other data sources (i.e. aerial photography, Rural Land Register (RLR) or any other relevant data) the map will be referred back to the Management Planner for clarification.

The BWW Technical Services Team will be responsible for deciding if the quality of the applicant's map is acceptable for data capture and future management purposes. If the map is not acceptable, it will be returned to the Management Planner with the reason(s) (see Appendix 1).

FC Procedures for Capturing Data from Paper Maps

When capturing data against the OSMM, a suitable scale will be used for boundary interpretation and snapping. The scale will always be larger than the submitted map scale. A scale of no less than 1:2,500 is recommended when capturing 1:10,000 data. Larger scales may be required if interpreting the boundaries is difficult due to many features to follow on the map.

Where application boundaries are coincident with OSMM features, every effort will be made to snap boundaries to the OSMM data. For example an application boundary may follow a fence line. The actual shape of the boundary may differ slightly between OSMM and the submitted boundary but if, after consulting other data sources (i.e. aerial photography, RLR etc), it is clear that the two boundaries are meant to be the same, then cartographic interpretation will be used and the OSMM boundary will be used as the definitive boundary.

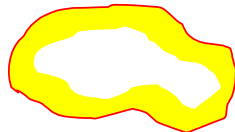
However, it may not always be possible to interpret all boundaries. If it is not possible, even after consulting other data sources and there is still uncertainty as to which feature a boundary should follow, then the Management Planner will be consulted. It is not always easy to discuss maps and boundaries over the phone therefore a digital image (e.g. JPEG) will be sent by email.

The data digitised by FCW will generate the definitive area (ha) and length (m) on which grants will be based.

Internal Map Boundaries and Annotations

Maps should be annotated as follows:

KEY



Scheme boundary



Sub compartment boundary

1a

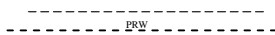
Sub compartment annotation



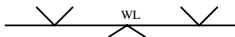
Case shape e.g. felling area



Linear features e.g. fence line



Track / Footpath / Public Footpath



Wayleave



Watercourse

APPENDIX 1

Return of unacceptable maps

Return of map

We regret to inform you that your map does not meet the standard required for us to progress with your application. Below is an indication of the reason why it has been returned.

- o Not an original or first generation photocopy
- o Not used Ordnance Survey MasterMap
- o Distorted map
- o Features obscured
- o Unknown Scale
- o The gridlines are not clear
- o 2 horizontal and 2 vertical lines are not visible
- o Grid Reference not marked
- o Boundary not clear
- o Sub Compartments not clearly annotated
- o Maps from previous schemes with old proposals still marked are not acceptable
- o Map highlighting where changes are required is enclosed
- o Map is not consistent with application text

Other Comments

If you have any queries or would like further guidance please contact the Technical Service officer who is dealing with your application.

Your application will not be processed until we have received a satisfactory map

Yours sincerely