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WOODLANDS  
FOR WALES

## TECHNICAL NEWSLETTER

Issue 8 – June 2007

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### Editors note

Thanks to all planners who attended the recent training sessions during May. We hope you found the sessions useful. We have found the feedback that you have given us very useful and as such have dedicated most of the space in this Newsletter to updating you on our responses to your questions and queries.

There will be one final training day in September and any planners who haven't already attended will need to attend that session. Dates for the final session will be issued soon.

We will be sending a feedback form out shortly so you can provide additional feedback on the sessions. Please take a couple of minutes to fill the form out and return it.

### Management Plans

- Total number of applications = 478
- Number at management plan stage = 107
- Number approved = 28

Management Planners who have had plans approved:

Planner	Plans Approved
John Jeremy	4
Alison Wheeler	3
Carl Bridges	3
Graham Heath	3
Alison Ginn	2
Evelyn Over	2
Joe Fielding	2
John Lees	2
Mat Ridley	2
Richard Godefroy	2
Arthur Wiggins	1
Iain Peddie	1
John Ferguson	1
Julian Miller	1
Rob Marsh	1
Neill Scott	1
<b>Total</b>	<b>31</b>

## System Improvements Planned for 2007/08

FCW have taken on board MP comments and have come up with some BWW system and process improvements



See across and page 3 for improvements planned for 2007 & 2008

<p><b>Deleting Features</b></p>	<p>A new warning message will appear when a feature is deleted. This message explains that deleting a feature also deletes all attached operations and it gives the planner a chance to abort the deletion process. This will help prevent planners deleting operations accidentally.</p>
<p><b>My Work</b></p>	<p>Many planners have asked for improvements to 'My Work'. Initial improvements are planned for later this year. This will include functionality to allow the "My Work" screens to be filtered, to only show cases where action is required by the user. If planners wish to see all their cases (i.e. including cases with FCW), the 'show all' option can be selected in search. FCW are hoping to make further improvements to this area later this year.</p>
<p><b>Case History</b></p>	<p>A change has been requested to allow planners to view the 'Case History' after the case has been submitted to FCW. This will hopefully help planners to keep a track of their cases. Currently planners cannot view 'Case History' once a case has been submitted to FCW.</p>
<p><b>Map request System</b></p>	<p>Unfortunately the latest information on the development of a direct map request system is not so good. Due to work in other areas this area of development has been placed on hold. This means that you will need to continue to make requests for paper maps, or digital data, to the Technical Team in Clawdd Newydd for the foreseeable future. We will keep you informed if or when the circumstances change.</p>
<p><b>System Refresh Times</b></p>	<p>Some planners have been experiencing problems with system refresh times when inputting operational detail. It is important that the system refreshes when inputting this detail because it allows better management of the 'options' available to the planner. For example there are 315 operations in BWW and without the automatic refresh, planners would have to select from this list every time. By refreshing after a selection the list that follows can be reduced to only those items that are relevant. So, although it feels like refreshing wastes time it is used for a reason and hopefully saves time overall. System refresh times of 1 or 2 seconds are normal. If planners are finding that it is taking significantly longer than this then they should contact FCW and we may be able to provide advice.</p>
<p><b>Reporting Functions</b></p>	<p>The reporting element of G&amp;L Online will be available later this year and will provide greater flexibility to allow applicants and their agents to report on such things as operations.</p>

## Process Improvements



**Requests for paper or digital maps must be made through the Technical Services Team in Clawdd Newydd**

<b>Communication</b>	Planners and Woodland Officers will now e-mail each other when a case is passed from one to the other.
<b>Woodlands into BWW</b>	There is still some confusion surrounding whether applicants have to bring all their woodlands in to BWW and whether they must have one plan for all their woodlands. The 'Approach to Management Planning' document has been produced to provide guidance on this type of issue.
<b>Social Assessments</b>	Public access requirements and the use of social assessments have been clarified in an updated version of the 'Approach to Social Issues'
<b>Archaeological Surveys</b>	Archaeological surveys – FCW will accept Archaeological Trusts recommendations about walk over surveys and review effectiveness next year.
<b>Consultation</b>	Planners to remember to only consult National Park Authority within the Park boundary – no need to consult local authority.
<b>CCF Assessment Fees</b>	CCF assessment fee will be paid on all areas passing the scoring, regardless of the outcome of the assessment. Where no compartment map exists it is acceptable to use a less detailed map indicating key changes in crop, soil and exposure.

## Mapping

A number of questions were raised regarding the supply of paper or digital maps for use in the preparation of a BWW case. Until the existing map request process is replaced with the intended online request system all requests for paper or digital mapping must be made via the Technical Support Team in Clawdd Newydd.

Under the existing agreement these maps will be provided within 14 days, however in the vast majority of cases, depending on the postal system, maps are being provided within 5 working days. In the case of the digital requests if your email system can deal with the file size we will email the data to you. There is a map area size limit of 10 km x 10 km for digital requests. If you have not received your maps with 14 days please contact the Technical Support Team who will investigate the situation.

The scale of the paper maps is important. The main function of these maps is to provide the Technical Support Team with precise information that can be captured digitally for use within the G&L OnLine System. In a few cases the Technical Support Team may have requested a different scale than that requested by the Management Planner to aid data capture. If this presents a problem please contact the Technical Support Team. Remember we will need to contact you if we are unsure of the information on the maps or if the map detail is not clear. In extreme cases we may refuse the mapping supplied and return it for resubmission.





**Customer Reference Numbers are here to stay! Help us to help you by letting our Woodland Officers know of any specific problems you are having**



You are allowed to make a limited number of copies of the paper maps and prints of the digital maps for use in the preparation of the case. Please make use of this and take time in preparing the map information.

We have now published guidance for Management Planners on the preparation of Management Plan maps, copies were available at each of the training sessions and will be available from our website soon. We will look at providing further guidance on mapping for other stages within the BWW process and a flow chart detailing both the Management Planners and Technical Support Team mapping processes.

We have also agreed that the Technical Support Officer assigned to your case will email you on the completion of data capture at both the Foundation Plan and Management Plan stages. We will also let you know when we have completed the upload of the IfES responses that has arrived after the due date.

### **Information from External Sources - IfES**

COFNOD, the Environmental Information Centre for North Wales, is now able to provide information for the BWW cases. We await the launch of the Local record Centre for South West Wales, later this year, by then all of Wales will be cover by these Record Centres.

Glamorgan-Gwent Archaeological Trust has a copy of our draft contract, which we hope to sign soon. This will also complete the coverage of the Archaeological Trusts for Wales.

We propose to meet with both the Local Record Centres and Archaeological Trusts soon to review not only the information they provide but also the way (layout) the information is supplied. Both sets of organisations have requested feedback on the service they provide. If you wish to comment on the information and the way it is provided please contact the Technical Support Team.

### **Customer Reference Numbers**

Recently we have received some feedback from you concerning difficulties over obtaining Customer Reference Numbers (CRN's) from the Agricultural Department Divisional Offices. This process is new for both owners and managers of woodlands and staff of the Rural Payments Division and therefore teething problems were always likely. Some of the paperwork may seem unnecessary but it is important that we capture all the information required in as much detail as possible in order to avoid a lot of problems in the future. CRN's are here to stay and the application process is unlikely to change at the moment.

Behind the scenes we have regular liaison with the Rural Payments Division covering a wide range of issues, including CRN's. It is important that we identify any problems with the process to try to resolve these and improve the service to you. What we need from you is information to take to this forum. If you are having specific problems, we would ask you to please contact your Woodland Officer who will pass on the information. Help us to help you.

Please remember there is guidance on the Forestry Commission Wales internet site at [www.forestry.gov.uk/forestry/inf-d-6tsj8s](http://www.forestry.gov.uk/forestry/inf-d-6tsj8s) that we have produced to help you complete the application form for a County Parish Holding Number (CPH) and/or a Customer Reference Number (CRN). We have also included a frequently asked question and answer paper which we think will also be of assistance.



**Current  
newsletter and  
back issues  
available on  
the Forestry  
Commission  
Wales web site  
[www.forestry.gov.uk](http://www.forestry.gov.uk)**



## Contact details

- General BWW enquiries: Telephone 0845 604 0845 or log on to [www.forestry.gov.uk](http://www.forestry.gov.uk)
- Technical queries: Email [bww.ts@forestry.gsi.gov.uk](mailto:bww.ts@forestry.gsi.gov.uk)
- G&L Online Service: Link [www.eforestry.gov.uk](http://www.eforestry.gov.uk)
- WIG Cost Calculator queries: Email [wig.costings@forestry.gsi.gov.uk](mailto:wig.costings@forestry.gsi.gov.uk)
- Suggestions for future issues: Email [Sam.davies@forestry.gsi.gov.uk](mailto:Sam.davies@forestry.gsi.gov.uk)

## Next Issue:

- Issue 9 - 31 August 2007

Issue dates for the remainder of 2007:

- Issue 10 - 26 October 2007
- Issue 11 - 12 December 2007

Current issue and back issues available on the Forestry Commission Wales web site [www.forestry.gov.uk](http://www.forestry.gov.uk)



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