



Appendix 1
 Fixing and Linking Our Wetlands (FLOW)
 Manhood Wildlife and Heritage Group
 Project HG-14-06996



Action Plan: Application for HLF Heritage Grant by MWHG: Fixing and Linking our Wetlands (FLOW)								
Activities: Detailed description	Audience: Who will benefit?	Benefits for people	Outcomes	Resources	Costs in project budget	Timetable	Targets and measures of success	Methods of evaluation
Arrange collection of all relevant maps, GIS Layers, reports and associated information.	The FLOW team	Ensure that key information is drawn upon.	More complete context and information base	Part of the in-kind contributions	Nil Non cash contributions to be undertaken by MWHG MT in conjunction with supporting organisations.	Throughout the life of the project	Key information, maps and reporting forms available.	Early and continued updated information for the project.
Employment of Project staff: Project Manager Field Officer Community Engagement Officer	The MWHG	Professional input, organised and works well with a range of people.	Employment of a professional team	Salaries, NI to come out of FLOW budget: Activity costs: New Staff Costs. Note 4	Salaries, NI and Pensions: total for Sept 2016 – Sept 2020: PM £105,422 FO £79,070 VC	Sept 2016 – Sept 2020	Successful appointments	Long term retention and quality staff
Equipment and clothing	The Volunteers and Parish residents	Clear who the FLOW team are – gives a professional appearance and reassurance to landowners	Landowners recognise us and happy to have us on their land	FLOW branded clothing to give staff a professional identity, shoes, wellies Computer equipment and sundries, laptops, projector, printer, GIS license.	£1000 (branded T shirts, sweatshirts, fleeces, hats, and also hiking shoes and wellies). £10,000 Capital costs: Materials and equipment. Note 2	Sept 2016 – Sept 2020	Easily recognised staff and quick involvement by new landowners	Feedback by volunteers and landowners
Employment of expertise: Project Advisor and	FLOW Mgt Team	The FLOW team, the Parishes, HLF	A successful project that meets its	Money from the budget and the time of the FLOW	FLOW Advisor and Mentor: £10,000 Evaluation and	Sept 2016 – Sept 2020	Advice is taken and successful habitat improvements are	Areas of habitat improvement seen.



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mentor, and the Evaluation and Monitoring consultant		and everyone involved.	targets	Mgt team Activity costs. Professional fees. Note 9	Monitoring Consultant: £6100.		implemented. Targets are met and evidence gathered.	Evaluation tools used and measures used to qualify success.
Professional Indemnity and Public Liability Insurance	Volunteers and the public	The FLOW team, the Parishes, HLF and everyone involved.	A successful project that meets its targets	Money from the budget Other Costs Full Cost recovery Note 12	To be claimed via full cost recovery and CDC SLA £15,000	Sept 2016 – Sept 2020	Insurance is gained to cover work carried out	Insurance is not used
Staff training and professional development. Including: GIS training Water voles Great crested newts Phase 1 habitat survey Camera trapping Successful Ecological report writing	The FLOW Staff	Staff will be up to date on species and habitat legislation, conservation, skills and techniques in a range of related areas.	This information can be cascaded down to volunteers and other team members	Money from the training budget, in-kind contributions where possible from partner organisations running the training. Activity Costs. Staff Training. Note 5	£6,000 24 days training at £250/day.	Sept 2016 – Sept 2020	Confident staff able to give up to date correct advice to landowners and parishes	Parish and landowner reports are accepted by partners as giving sound advice
Travel and subsistence for Staff Training and professional development	The FLOW Staff	Staff will be up to date on species and habitat legislation,	This information can be cascaded down to volunteers and	Money from the training budget, in-kind contributions where possible from partner	£9,000 Including regular work mileage	Sept 2016 – Sept 2020	Confident staff able to give up to date correct advice to landowners and parishes	Parish and landowner reports are accepted by partners as



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		conservation, skills and techniques in a range of related areas	other team members	organisations running the training. Activity costs. Staff Travel. Note 7.				giving sound advice
Engaging and recruiting volunteers	Residents and visitors to the MP	Volunteers will be trained and offered a fulfilling experience looking at their local environment	A group of local people looking after local habitats	Venue hire Displays, leaflets, press releases, online campaigns. Refreshments. Activity costs. Volunteer Training Note 6	£15 x 3hrs= £45 £50 £50 £145 x 2 / Parish £2,320	Sept 2016 – Sept 2020	Volunteers successfully recruited and able to carry out the work	Feedback via SurveyMonkey and questionnaires
Volunteer equipment	Volunteers	Volunteers offered equipment and kit that is appropriate and helps them with their work	Safe and effective volunteers	Gloves, tools, GPS, weather writers, Hi Vis jackets, First Aid Kits Travel expenses if needed Activity Costs Equipment and Materials. Note 8	£5,000	Sept 2016 – Sept 2020	Volunteers safely able to carry out the work asked of them	Volunteer feedback
Volunteer team building and success reflection events	Volunteers that have helped on the FLOW Project - Xmas do and	Volunteers feel valued and part of an important team	Volunteers come out time and again and encourage others to do so.	Venue (Laptop/Projector) Refreshments Activity costs.	£15 x 3hrs=£45 £50 £100 £195 x 2 / year	Sept 2016 – Sept 2020	Volunteers attend, enjoy themselves and feel valued by the FLOW Team	High volunteer retention



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	end of project celebration			Volunteer Training Note 6	£1,950			
Training sessions: Ditch condition assessment surveying	Volunteers Residents Landowners	Volunteers will be trained, given general H&S training and specific training for working in and near water. Volunteers will gain new skills and be able to monitor their local parish.	People will have developed skills, will have volunteered time, will have enjoyed participation and contribution to safeguarding their environment and its associated wildlife.	Local venues (some in-kind provided by partners) Laptops, projector, screen, printing, ink, photocopying, refreshments Activity costs. Volunteer Training Note 6	£15 x 3 (hrs) £45 x 8 = £360 £50 x 8 = £400 £20 x 8 = £160 = £920	Sept 2016 – Sept 2020	Volunteers come away confident in what they are doing and join up to survey ditches	Feedback via SurveyMonkey and questionnaires
Training sessions: Hedgerow surveying	Volunteers Residents Landowners	Volunteers will be trained, given general H&S training and specific training for working in and near water. Volunteers will gain new skills and be able to monitor their	People will have developed skills, will have volunteered time, will have enjoyed participation and contribution to safeguarding their	Local venues (some in-kind provided by partners) Laptops, projector, screen, printing, ink, photocopying, refreshments	£15 x 3 (hrs) x 8 (parishes) = £360 £50 x 8 = £400 £20 x 8 = £160	Sept 2016 – Sept 2020	Volunteers come away confident in what they are doing and join up to survey hedges	Feedback via SurveyMonkey and questionnaires



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		local parish.	environment and its associated wildlife.	Activity costs. Volunteer Training Note 6	= £920			
Hedge laying training sessions	Volunteers Residents Landowners	Volunteers and landowners will be able to identify suitable hedges to lay and manage	An attractive and thriving hedge, confident volunteers and landowners.	External trainer expenses Binders and stakes, tools, refreshments Activity costs. Volunteer Training Note 6	(£150 a day) £3600 (3 days per parish) £1000 = £4800	Sept 2016 – Sept 2020 (at the correct time of year)	Volunteers and landowners enjoy the sessions and are committed to putting their newfound skills into practice	Feedback via SurveyMonkey and questionnaires
Wetland plant identification Training sessions	Volunteers	Volunteers able to identify the most common plants that they see	Confident volunteers understanding what they can see in the wetland habitat	External trainer Printing, ink, Photocopying. Refreshments Activity costs. Volunteer Training Note 6	£150 £25 £25 £200 x 2 sessions £400	Sept 2016 – Sept 2020	Volunteers and landowners enjoy the sessions and are committed to putting their newfound skills into practice	Feedback via SurveyMonkey and questionnaires
Mink monitoring training sessions	Volunteers Landowners and managers	Another aspect of conservation taught about non-native species removal	Better understanding of the ecosystem and how to detect mink	External trainer Venue Refreshments Activity costs. Volunteer Training Note 6	£144 £15 £20 £179 x 10 sessions / year (4) £7,160	Sept 2016	Volunteers and landowners enjoy the sessions and are committed to putting their newfound skills into practice	Feedback via SurveyMonkey and questionnaires
Mink Monitoring Contractor	Continual development and input for volunteers	Volunteers are guided over time to have the	Better understanding of the ecosystem and	Mink monitoring coordinator to support volunteer monitoring	£ 4320 x 4 (years) (- VitaCress £1000 RSPB £1800 and Barfoots £1000)	Sept 2016 – Sept 2020	Volunteers carrying out mink monitoring	Feedback via SurveyMonkey and questionnaires



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		confidence and competence to carry out mink monitoring	how to detect mink	Upkeep of rafts with baskets, oasis and clay Activity costs. Professional Fees, Note 9.	= £6080 Externally funded.			
Training sessions: Data entry into the master Excel spreadsheet	Volunteers	Volunteers will be trained and be able to contribute to the monitoring of their local parish.	People will develop skills which allow them to contribute to a project that will improve their environment.	Refreshments Laptop Printing, ink, photocopying Activity costs. Volunteer Training Note 6	£25 £75 £100 x 2 sessions / Parish £1,600	Sept 2016 – Sept 2020	Volunteers become confident in what they are doing and continue with the work	Feedback via SurveyMonkey and questionnaires
Training sessions: GIS	Volunteers	Volunteers will be trained and be able to contribute to the monitoring of their local parish.	People will develop skills which allow them to contribute to a project that will improve their environment.	In house training by Field Officer Refreshments Laptop Printing, ink, photocopying Activity costs. Volunteer Training Note 6	£25 £75 £100 x 2 sessions / Parish £1,600	Sept 2016 – Sept 2020	Volunteers become confident in what they are doing and continue with the work	Feedback via SurveyMonkey and questionnaires
Training sessions: Looking after ditches and wetland	Volunteers Residents Landowners Parish Councillors	Volunteers will be trained, given general H&S training and specific	People will have developed skills, will have volunteered	Local venues (some in-kind provided by partners) Laptops, projector,	£15 x 3 (hrs) x 8 (parishes) = £360	April 2017 – Sept 2020	Well attended training sessions and good practice then seen in the field.	Feedback via SurveyMonkey and questionnaires. Advice then



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	and Flood Group members	training for working in and near water. Volunteers will gain new skills and be able to monitor their local parish.	time, will have enjoyed participation and contribution to safeguarding their environment and its associated wildlife.	screen, printing, ink, photocopying, refreshments Activity costs. Volunteer Training Note 6	£160 £400 £920			sought from the FLOW team to solve problems and to offer further site specific advice.
Meet the FLOW team events	Volunteers Residents Landowners Parish Councillors and Flood Group members	Communities get to know the FLOW team and what they will be doing and the intended outputs	People will get a chance to meet the team that will be working in their parishes, get to ask questions, offer information and get listened to.	Local venues (some in-kind provided by partners) Laptops, projector, screen, printing, ink, photocopying, refreshments Other costs: Publicity and Promotion. Note 11	£15 x 2 (hours) x 8 (parishes) = £240 £20 x 8 = £160 £50 x 8 = £400 = £800	Sept 2016 – Sept 2020	Interest shown across the community and event well attended.	Good attendance by landowners, Parish Councillors, and local residents
FLOW results event	Volunteers Residents Landowners Parish Councillors and Flood Group	The FLOW team display maps and reports that they have created through the	People will get to see the outputs, able to discuss the findings and get involved in the long term	Local venues (some in-kind provided by partners) Laptops, projector, screen, printing, ink, photocopying,	£15 x 2 (hours) x 8 (parishes) = £240 £20 x 8 = £160	Sept 2016 – Sept 2020	Interest shown across the community and event well attended.	Good attendance by landowners, Parish Councillors, and local residents



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	members	work in the parish	monitoring of their parish.	refreshments Other costs: Publicity and Promotion. Note 11	£50 x 8 = £400 = £800			
Create an up-to-date guidance for riparian owners on management	Volunteers Residents Landowners Parish Councillors and Flood Group members	People will have a reference document to go to that provides advice and contacts	People will contact the FLOW team for advice and will use the booklet	Printing, ink, art work, some design work, photocopying, Other costs: Publicity and Promotion. Note 11	Design, printing and distribution £2,000	Oct 2016 – Sept 2020	The booklet is distributed to all riparian owners, particularly the more domestic sized ones.	FLOW contact for advice and good management advice followed.
Promotion and press	Local MP residents and wider Sussex community	Knowledge of plans and intentions	Regular press releases included in the local media	Digital press releases Other costs: Publicity and Promotion. Note 11	Posters/leaflets £1000	Regularly through the Delivery phase	Encourage volunteers	Number of volunteers, enquires and positive input.
Produce a regular e-bulletin	Partners, parishes, landowners, volunteers and interested landowners	People can see what the project has been up to, what has been covered, what has been found and what else is planned – feel like they	Regular communication will remind people that his is an active project and that the work is continuing and reminding them to get involved.	Printing, ink, photocopying Other costs: Publicity and	£50 per issue	Sept 2016 – Sept 2020	Feedback from the information update – likes on the MWHG Facebook page.	From feedback comments



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		are being kept in touch.		Promotion. Note 11	£1,000			
Carry out ditch condition surveys	Volunteers The FLOW team	Trained volunteers will get a chance to see more of their local area, often on private land, and to focus on specific wetland features	Ditch assessment sheets filled in and full of useful data that can be collated and mapped	Weather writers GPS	Already included	Sept 2016 – Sept 2020	How many completed ditch assessment forms are collected and mapped	How many sheets are completed by volunteers in each Parish
Carry out hedgerow surveys	Volunteers The FLOW team	Trained volunteers will get a chance to see more of their local area, often on private land, and to focus on hedgerows	Hedge assessment sheets filled in and full of useful data that can be collated and mapped	Weather writers GPS	Already included	Sept 2016 – Sept 2020	How many completed hedge assessment forms are collected and mapped	How many sheets are completed by volunteers in each Parish
Note Ash tree locations	Volunteers The FLOW team	Volunteers will understand the work is contributing to a national study of Ash trees	To map the Ash trees and see that every parish is covered and then monitored	Weather writer	Already included	Sept 2016 – Sept 2020	How many Ash trees are noted and then mapped	How many records are submitted by volunteers
Collate data	Volunteers	Volunteers will	The Excel	Computer and	Laptop already	Sept 2016 –	Volunteers wanting	Positive



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	The FLOW team	be playing a key role by doing this and this should be rewarding	spreadsheet will get fuller with information and volunteers fee proud of populating it.	desk space	included desk space – in kind contribution Office space - £100 a month x 4 years (plus possible electricity bills) = £4800 + £500	Sept 2020	to do this and getting involved and interested in the data gathered.	feedback about this work and being involved in a team
Carry out GIS of data	Volunteers The FLOW team	Volunteers will be playing a key role by doing this and this should be rewarding	QGIS can create interesting visual layers of the data collected and volunteers should find this rewarding	Computer and desk space	Already included	Sept 2016 – Sept 2020	Volunteers wanting to do this and getting involved and interested in the GIS side of the project	Positive feedback about this work and being involved in a team
Carry out analysis of data	Volunteers The FLOW team	Volunteers will be playing a key role by doing this and this should be rewarding	Looking at new and old maps and collating flood data – should be interesting for volunteers.	OS map licenses (CDC) GIS layers (WSCC and CDC) Computer and desk space	In kind contributions Already included	Sept 2016 – Sept 2020	Volunteers wanting to do this and getting involved and interested in the analysis of our findings.	Positive feedback about this work and being involved in a team
Produce landowner reports	Landowners and managers	Landowners can understand what has been found	Potential habitat improvement and a greater understanding	Printing, ink, photocopying	£2000	Sept 2016 – Sept 2020	Landowner accepting the comments made and committing to some actions of	From feedback comments and follow up physical work done



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		during the surveying and get specific mgt advice for improving the habitat quality and potential flood risk reduction	of what key species need.		Capital Costs: Materials and Equipment. Note.2		change.	
Produce Parish reports	Parish councils Landowners	The Parish can see what has been found across the area and there is a specific prioritised and costed improvement plan to implement	This document can be used to discuss the issues of the parish and what needs to be done. this should be a vector for improvement over the long term	Printing, ink, photocopying	£750 'Parish x 8: £6000 Capital Costs: Materials and Equipment. Note.2	Sept 2016 – Sept 2020	The Parish use the document as an action plan to carry out habitat work and to get landowners involved.	Working with the FLOW team to get recommended work done.
Prioritised physical works Deepening ponds, digging out ditches, carrying out tree work, laying hedges and filling in gaps	Volunteers The FLOW team, Parishes, Residents, Visitors, Business owners	Improved wetland network that functions to hold water back in the ditches and ponds and away from	People can see what is being done and will be encouraged to maintain any work carried out.	Contractors where needed: Tree work Ditch work:	Tree work per day: £400 - £600 (2 people) £700 - £1000 (3-5 team) +VAT Ditch work per day: £360 with driver Hedge laying per day: £150 a day	Sept 2016 – Sept 2020 (during the appropriate time of year)	Where work has been identified as needing to be carried out - this has gone ahead after the appropriate quotes etc. have been sought. The work	The work was completed with no extra costs incurred and the habitat improved in subsequent years as a result, and the



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		properties.			Capital costs: Repair and Restoration work: Note 1		has been managed and completed.	flood reduction function increased.
Physical work by volunteers	Volunteers through physical habitat improvement tasks – team building and learning about habitats and local environment.	Volunteers, residents and landowners who are affected by this physical work.	Ditches opened up, litter removed, surveys carried out and new pieces of valuable habitat discovered and managed by the parish residents.	Refreshments and catering equipment (flasks, mugs, Tupperware) Hi vis jackets Tools	£1000	Sept 2016 – Sept 2020 (during the appropriate time of year)	Number of volunteers involved in physical improvement tasks.	Feedback and increased recruitment for similar events.
WHAG Meetings	FLOW Mgt team and partner organisations	Continued involvement and expertise in the project	Effective working group helping to improve the wetland habitats on the MP	In kind contributions of time and a venue	Venue (CDC) and refreshments - £20	Through the duration of the project at 6- monthly intervals or as appropriate	Effective meetings well attended.	Good attendance and reflective feedback. Project Manager to liaise regularly.
Training packs for volunteers	Volunteers Residents Landowners Parish Councillors and Flood	Volunteers will have a pack that will be a reference document about what to	A confident group of volunteers in each parish that will be effective in	Design and printing	£2000	Sept 2019 – Sept 2020	Volunteers use this pack with the relevant forms and assessment sheets in it to look after the ditches in their	Feedback by volunteers



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	Group members	look for in a good wetland habitat, how to improve conditions, and what to do if there are problems identified.	ditch management and know who to contact if there are issues that they cannot solve.				parish	
Monitoring and evaluation of physical works	Volunteers Residents Parish Councils	To see that work has been successful and improved biodiversity or removed a non invasive	Proof that physical works are beneficial	Paid leaders to carry out biodiversity blitz, leading volunteers, at site pre- and post-physical works taking place.	£2,000 per parish to monitor physical work £16000	Sept 2016 – Sept 2020	Volunteers joining in and coming back for more sessions Improved biodiversity/removal of a non-native species	Feedback by volunteers Species lists
School Education	Children. Teachers, local communities	Tie in work in the wider community to teaching in schools	Wellie Wednesdays with confident teachers able to go outside and utilize their school ponds and grounds for teaching.	Wetlands Education Pack (developed by Tony in previous project) Pond dipping kit already given to the schools FO/CEO time	Already budgeted for	Sept 2016 – Sept 2020	Teachers and children happily learning about their local environment.	Feedback from schools