



Appendix 22
 Fixing and Linking Our Wetlands (FLOW)
 Manhood Wildlife and Heritage Group
 Project HG-14-06996



MWHG HLF FLOW Project Timetable for the Delivery Phase				
Year and month	Parish	Activities		
		Project Manager	Field Officer	Communication and Engagement Officer (CEO)
January 2016	West Wittering – Pilot study			
February 2016	West Wittering – Pilot study			
March 2016	West Wittering – Pilot study			
April 2016	West Wittering – Pilot study			
May 2016	West Wittering – Pilot study			
June 2016	Project break			
July 2016				
August 2016				
September 2016				
October 2016	Project start up	Contact all Parish Councils across the area to let them know about FLOW, and landowners, WSCC and CDC for relevant information Press releases Recruit CEO and support training	Carry out preliminary walks of the Parishes to familiarise with the overall area Adapt the ditch assessment sheet if needed. Organise resources for future surveying	Recruited Meet the MWHG Learn about their work across the MP and the FLOW Project
November 2016	East Wittering and Bracklesham	WHAG meeting Talk to local people, look at maps and liaise with landowners about access to land	Walk footpaths of Parish Start to take out volunteers for surveying	Organise a welcome to the FLOW Team FLOW event Run training events to engage local people



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Year and month	Parish	Activities		
		Project Manager	Field Officer	Communication and Engagement Officer (CEO)
		Meetings of flood groups Organise any capital works - quotes and work specifications	Carry out data input training for interested volunteers	Approach schools for wet wellie days Write press releases Write articles for local magazines
December 2016	East Wittering and Bracklesham	Help with fieldwork and engage with volunteers Carry on with physical improvement work	Fieldwork – surveying Carry out working parties to do improvement work	Look at training documentation and volunteer starter packs
January 2017	East Wittering and Bracklesham	Carry on with physical improvement work	Fieldwork – surveying Carry out working parties to do improvement work	Support training volunteers in GIS
February 2017	East Wittering and Bracklesham	Start to collate data and write Parish Mgt Plan FLOW event to show findings	Work on data collation and GIS mapping for Mgt Plan FLOW event to show findings	Organise FLOW event to show findings
March 2017	Earnley	Contact Parish Council, landowners, WSCC and CDC for relevant information Familiarisation with Parish	Carry out preliminary walks of the Parish Adapt the ditch assessment sheet if needed. Organise resources for surveying	Organise a welcome to the FLOW Team FLOW event Recruit local community to get involved.
April 2017	Earnley	Talk to local people, look at maps and liaise with landowners about access to land. Meetings of flood groups Organise any capital works - quotes and work specifications.	Start to take out volunteers for surveying Carry out data input training for interested volunteers	Run training events to engage local people Approach schools for wet wellie days Write press releases Write articles for local magazines



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		Project Manager	Field Officer	Communication and Engagement Officer (CEO)
May 2017	Earnley	Develop Mgt plans for areas where capital works have taken place or where planned WHAG meeting	Start to take out volunteers for surveying Carry out data input training for interested volunteers	Continue to engage and manage volunteers Arrange necessary training Continue to write regular press releases and input on resources.
June 2017	Earnley	Plan improvements for next season in the parish – develop landowner agreements	Fieldwork – surveying	Continue to engage and manage volunteers
July 2017	Earnley	Start to collate data and write Parish Mgt Plan FLOW event to show findings	Work on data collation and GIS mapping for Mgt Plan FLOW event to show findings	Organise FLOW event to show findings
August 2017	Sidlesham	Contact Parish Council, landowners, WSCC and CDC for relevant information Familiarisation with Parish	Carry out preliminary walks of the Parish Adapt the ditch assessment sheet if needed. Organise resources for surveying	Organise a welcome to the FLOW Team FLOW event Recruit local community to get involved.
September 2017	Sidlesham	Physical improvement works managed where approval given, quotes received, and contractors engaged.	Carry out preliminary walks of the Parish Adapt the ditch assessment sheet if needed. Organise resources for surveying	Run training events to engage local people Approach schools for wet wellie days Write press releases Write articles for local magazines
October 2017	Sidlesham	Physical improvement works managed where approval given, quotes received, and contractors engaged.	Fieldwork – surveying Organise volunteer parties to carry out maintenance and improvement works.	Recruitment and training volunteers



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		Project Manager	Field Officer	Communication and Engagement Officer (CEO)
November 2017	Sidlesham	Physical improvement works managed where approval given, quotes received, and contractors engaged. WHAG Meeting	Fieldwork – surveying and data collation Support training of volunteers	Recruitment and training volunteers
December 2017	Sidlesham	Physical improvement works managed where approval given, quotes received, and contractors engaged. Continue to liaise with local landowners and partners Regular meetings with WSCC, CDC and Flood groups	Fieldwork – surveying and data collation Support training of volunteers	Continue to engage and manage volunteers FLOW Xmas event for volunteers Arrange necessary training Continue to write regular press releases and input on resources.
January 2018	Sidlesham	Physical improvement works managed where approval given, quotes received, and contractors engaged.	Fieldwork – surveying and data collation Support training of volunteers	Recruitment and training volunteers
February 2018	Sidlesham	Physical improvement works managed where approval given, quotes received, and contractors engaged.	Fieldwork – surveying and data collation Support training of volunteers	Recruitment and training volunteers
March 2018	Sidlesham	Support fieldwork and project work	Fieldwork – surveying and data collation Support training of volunteers	Recruitment and training volunteers
April 2018	Sidlesham	Start to collate data and write Parish Mgt Plan	Work on data collation and GIS mapping for Mgt Plan	Recruitment and training volunteers
May 2018	Sidlesham	Write Parish Mgt Plan FLOW event to show findings	Work on data collation and GIS mapping for Mgt Plan	Organise FLOW event to show findings.



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Year and month	Parish	Activities		
		Project Manager	Field Officer	Communication and Engagement Officer (CEO)
		WHAG meeting	FLOW event to show findings	Create resources and material for booklet.
June 2018	Selsey	Contact Parish Council, landowners, WSCC and CDC for relevant information Fam Continue to liaise with local landowners and partners Regular meetings with WSCC, CDC and Flood group Familiarisation with Parish	Carry out preliminary walks of the Parish Adapt the ditch assessment sheet if needed. Organise resources for surveying	Organise a welcome to the FLOW Team FLOW event Recruit local community to get involved.
July 2018	Selsey	Continue to liaise with local landowners and partners Regular meetings with WSCC, CDC and Flood groups	Fieldwork – surveying and data collation	Continue to engage and manage volunteers
August 2018	Selsey	Continue to liaise with local landowners and partners Regular meetings with WSCC, CDC and Flood groups Support fieldwork and project work	Fieldwork – surveying and data collation	Continue to engage and manage volunteers Arrange necessary training Continue to write regular press releases and input on resources.
September 2018	Selsey	Focus on evaluation of project with Mike King – half way through the project	Fieldwork – surveying and data collation	Ensure collation of volunteer feedback through SurveyMonkey and questionnaires
October 2018	Selsey	Plan improvement work for the future – get specification and quotes. Draw up any agreements needed	Fieldwork – surveying and data collation	Continue to engage and manage volunteers
November 2018	Selsey	Start to collate data and write Parish Mgt Plan	Work on data collation and GIS mapping for Mgt Plan	Organise FLOW event to show findings



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Year and month	Parish	Activities		
		Project Manager	Field Officer	Communication and Engagement Officer (CEO)
		FLOW event to show findings WHAG meeting	FLOW event to show findings	
December 2018	Hunston	Contact Parish Council, landowners, WSCC and CDC for relevant information Familiarisation with Parish	Carry out preliminary walks of the Parish Adapt the ditch assessment sheet if needed. Organise resources for surveying	FLOW Xmas event for volunteers Organise a welcome to the FLOW Team FLOW event for new Parish Recruit local community to get involved.
January 2019	Hunston	Physical improvement works managed where approval given, quotes received, and contractors engaged.	Fieldwork – surveying and data collation	Continue to engage and manage volunteers Arrange necessary training Continue to write regular press releases and input on resources
February 2019	Hunston	Continue to liaise with local landowners and partners Regular meetings with WSCC, CDC and Flood groups	Fieldwork – surveying and data collation	Continue to engage and manage volunteers Arrange necessary training Continue to write regular press releases and input on resources.
March 2019	Hunston	Continue to liaise with local landowners and partners Regular meetings with WSCC, CDC and Flood groups	Fieldwork – surveying and data collation	Continue to engage and manage volunteers Arrange necessary training Continue to write regular press releases and input on resources
April 2019	Hunston	Continue to liaise with local landowners and partners Regular meetings with WSCC, CDC and Flood groups	Fieldwork – surveying and data collation	Continue to engage and manage volunteers Arrange necessary training



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		Activities		
Year and month	Parish	Project Manager	Field Officer	Communication and Engagement Officer (CEO)
				Continue to write regular press releases and input on resources
May 2019	Hunston	Start to collate data and write Parish Mgt Plan FLOW event to show findings WHAG meeting	Work on data collation and GIS mapping for Mgt Plan FLOW event to show findings	Organise FLOW event to show findings
June 2019	North Mundham and Runcton	Contact Parish Council, landowners, WSCC and CDC for relevant information Familiarisation with Parish	Carry out preliminary walks of the Parish Adapt the ditch assessment sheet if needed. Organise resources for surveying	Organise a welcome to the FLOW Team FLOW event Recruit local community to get involved.
July 2019	North Mundham and Runcton	Continue to liaise with local landowners and partners Regular meetings with WSCC, CDC and Flood groups	Fieldwork – surveying and data collation	Continue to engage and manage volunteers Arrange necessary training Continue to write regular press releases and input on resources
August 2019	North Mundham and Runcton	Continue to liaise with local landowners and partners Regular meetings with WSCC, CDC and Flood groups	Fieldwork – surveying and data collation	Continue to engage and manage volunteers Arrange necessary training Continue to write regular press releases and input on resources
September 2019	North Mundham and Runcton	Continue to liaise with local landowners and partners Regular meetings with WSCC, CDC and Flood groups	Fieldwork – surveying and data collation	Continue to engage and manage volunteers Arrange necessary training Continue to write regular press releases and input on resources.



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Year and month	Parish	Activities		
		Project Manager	Field Officer	Communication and Engagement Officer (CEO)
October 2019	North Mundham and Runcton	Start to carry out habitat improvement works with contractors and volunteers	Fieldwork – surveying and data collation	Continue to engage and manage volunteers Arrange necessary training Continue to write regular press releases and input on resources
November 2019	North Mundham and Runcton	Start to collate data and write Parish Mgt Plan FLOW event to show findings WHAG meeting	Work on data collation and GIS mapping for Mgt Plan FLOW event to show findings	Organise FLOW event to show findings
December 2019	Donnington	Contact Parish Council, landowners, WSCC and CDC for relevant information Familiarisation with Parish	Carry out preliminary walks of the Parish Adapt the ditch assessment sheet if needed. Organise resources for surveying	FLOW Xmas event for volunteers Organise a welcome to the FLOW Team event for new Parish Recruit local community to get involved
January 2020	Donnington	Physical improvement works managed where approval given, quotes received, and contractors engaged	Fieldwork – surveying and data collation	Continue to engage and manage volunteers Arrange necessary training Continue to write regular press releases and input on resources
February 2020	Donnington	Physical improvement works managed where approval given, quotes received, and contractors engaged	Fieldwork – surveying and data collation	Continue to engage and manage volunteers Arrange necessary training Continue to write regular press releases and input on resources.
March 2020	Donnington	Continue to liaise with local landowners and partners	Fieldwork – surveying and data collation	Continue to engage and manage volunteers



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		Project Manager	Field Officer	Communication and Engagement Officer (CEO)
		Regular meetings with WSCC, CDC and Flood groups		Arrange necessary training Continue to write regular press releases and input on resources
April 2020	Donnington	Start to collate data and write Parish Mgt Plan FLOW event to show findings	Work on data collation and GIS mapping for Mgt Plan FLOW event to show findings	Organise FLOW event to show findings
May 2020	Apuldram	Contact Parish Council, landowners, WSCC and CDC for relevant information Familiarisation with Parish WHAG Meeting	Carry out preliminary walks of the Parish Adapt the ditch assessment sheet if needed. Organise resources for surveying	Organise a welcome to the FLOW Team FLOW event Recruit local community to get involved.
June 2020	Apuldram	Continue to liaise with local landowners and partners Regular meetings with WSCC, CDC and Flood groups	Fieldwork – surveying and data collation	Continue to engage and manage volunteers Arrange necessary training Continue to write regular press releases and input on resources
July 2020	Apuldram	Continue to liaise with local landowners and partners Regular meetings with WSCC, CDC and Flood groups	Fieldwork – surveying and data collation	Continue to engage and manage volunteers Arrange necessary training Continue to write regular press releases and input on resources.
August 2020	Apuldram	Continue to liaise with local landowners and partners Regular meetings with WSCC, CDC and Flood groups	Fieldwork – surveying and data collation	Continue to engage and manage volunteers Arrange necessary training Continue to write regular press releases and input on resources



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September 2020	Apuldram	Start to collate data and write Parish Mgt Plan FLOW event to show findings	Work on data collation and GIS mapping for Mgt Plan FLOW event to show findings	Organise FLOW event to show findings
October 2020	MP wide work Large finishing event	Work on GIS and data analysis for MP wide report	Work on GIS and data analysis for MP wide report	Develop a pack for volunteers that supports future monitoring work
November 2020		Develop the MP wide plan	Develop the MP wide plan	Training events for volunteers to support their ongoing work
December 2020		Look at Maintenance and Monitoring of the project into the future by volunteers and partners Training event and workshop to support future work by volunteers	Look at Maintenance and Monitoring of the project into the future by volunteers and partners	Press releases of successes FLOW Xmas and final event for volunteers