Appendix 1

Project specification - collaboration

Cotswold Water Park WILD Project

**RESE000289**

1. **Project summary**

Within the Upper Thames Catchment, The Farming and Wildlife Advisory Group South West (FWAG SW), the Cotswold Water Park Trust (CWPT) and the Countryside and Community Research Institute (CCRI), have developed the Cotswold Water Park WILD Project (WFD with Integrated Local Delivery). The defined project area is the Cotswold Water Park, including an initial 14 parishes and 4 towns and associated water bodies, covering approximately 25,000 hectares. The project will aim to deliver Good Ecological Status on priority water bodies within the project area, implemented by an inclusive partnership in line with the priorities in the (Draft) Upper Thames Catchment Management Plan (UTCMP). The project will also deliver a framework for delivering GES in all water bodies in the project area in the medium (2021) and long (2027) term, working with all partners to embed protection of water quality in to local governance to ensure long term sustainability. Please see Appendix 2 for a map of the WILD project area, showing ecological status and highlighted parishes and towns.

**Finding Local Solutions**

Defra’s aim for Water Framework Directive is to integrate programmes of work that tackle environmental issues at the catchment scale. In order for this to be achieved a delivery framework is required that is able to locate and pull together the different strategic frameworks and statutory and non-statutory stakeholders. The WILD Project proposal uses the Integrated Local Delivery (ILD) framework developed by FWAG SW and CCRI (Short et al 2010 research funded by Natural England).

ILD seeks to value and respect local knowledge and the resources of local stakeholders and inspire them to take action to contribute to the protection of their local environment at a farm and parish level. Crucial to this process is that Project Officers are employed by an **independent third party** organisation who have a broad knowledge of the range of environmental drivers, initiatives and programmes relevant to the area. The Project Officers can offer advice, and signpost local stakeholders to appropriate management activities and funding sources. The result is that WFD is integrated into a wider set of environmental objectives at the catchment scale, and where relevant, integrated into wider socio-economic agendas and community led plans.  ILD can build on the strengths of existing areas of partner expertise and projects by bringing them together and delivering more from less. The approach reduces duplication and the likelihood of competing objectives. The establishment of a local management group is important in sustaining and embedding management tasks at the local level.

The WILD project proposes to carry out farm visits across the project area, visiting 100 farms and small holdings per year. The Project Officers will use specialist skilled facilitation to enable WFD delivery that also benefits farm businesses, while also achieving multi objective delivery. This will enable and contribute to the development of community and environmental resilience, with positive behaviour change and the practical uptake of environmentally sensitive farming helping to contribute to the delivery of EU Directive targets. <http://ec.europa.eu/environment/pubs/factsheets.htm> It will integrate both the top down statutory requirements (such as Water Framework Directive) with a bottom up approach that enables the release of local capacity and resources of farmers and individuals within the community to contribute in a positive way to the protection of their own local environment. Please see Community Engagement Flow Diagram Appendix 3.

1. **Project partners**

Environment Agency

The Farming & Wildlife Advisory Group South West

Cotswold Water Park Trust

Countryside & Community Research Institute

**Justification for the project being led by external partner NGOs with the support of the Environment Agency:**

**FWAG SW:** Is an independent farming and environmental charity that has highly skilled advisers that are trusted by farmers. FWAG SW is not seen as ‘government’ or a regulator, and research shows that independent facilitation by a trusted third party is key to delivering environmental gain and positive farmer behaviour change. FWAG SW is also a specialist in integrated delivery.

**CWPT:** Is an independent charity that exists to champion the needs of the Cotswold Water Park, and is locally respected as an independent third party with high levels of expertise.

**CCRI:** Is an independent academic research institute affiliated to the University of Gloucestershire and the Universities of the West of England. The institute specialises in evaluating positive behaviour change and its impact on land management. Such information will be a key component of the project, providing the EA and Defra with what is best practice on innovative and scalable integrated frameworks for WFD delivery and local engagement.

1. **Overall strategic objective:**

**To deliver Good Ecological Status in water bodies in the WILD project area in line with the (draft) Upper Thames Catchment Management Plan using the ILD framework.**

**Background**

The Upper Thames Catchment Management Plan shows that a third of surface rivers in the Cotswolds Catchment are currently of ‘Bad’ or ‘Poor’ ecological status, a third of ‘Moderate’ status and a third in ‘Good’ status. The range of pressures in the river systems include: high phosphate levels; poor fish populations and habitats; high levels of phytobenothos (microscopic algae) and high pH. These problems are caused by many factors including historical morphological damage to rivers, siltation and diffuse water pollution from agriculture (DWPA).

The WILD project area includes approximately 11,000 hectares of arable and horticultural land use (Please see Appendix 4 for land use in the project area) that can potentially contribute to DWPA. Part of the WILD project area is in a Catchment Sensitive Farming Target Area, but only large farms are targeted under this Natural England and Environment Agency initiative. The aim of the WILD project is to join the whole landscape up like a jigsaw, visiting all farms, small holdings and relevant landowners in the whole of the administrative parcel, complementing the CSF project. Much of the project are is targeted in the UTCMP under River Basin Management Plan (codes TH0099, TH0412) for cross compliance farm visits and is not in the CSF area. Figure 1 overleaf shows the water bodies in each administrative parcel and known WFD failures. There are detailed parish/town maps for the whole project area showing the water body boundaries and known GES failures

|  |
| --- |
| **Figure 1: Water bodies in each administrative parcel and known WFD failures.** |
|  | **Parish/Town** | **Water body number** | **WFD Water body failures**  |
| 0 | Meysey Hampton | 23860, | Invertebrates |
| 1 | Fairford | 29990, 29760, 23110, 23860 | Hydrology, morphology, invertebrates, fish, macrophytes, phosphates, phytobenothos, |
| 2 | Poole Keynes | 23760, 23700 | Fish, hydrology |
| 3 | Somerford Keynes | 23800, 23760, 23700 | Phosphates, fish, hydrology |
| 4 | South Cerney | 30300, 29750, 23800 | Fish, hydrology, phosphates, invertebrates |
| 5 | Driffied | 30300, 29750 | Fish, hydrology, invertebrates |
| 6 | Down Ampney | 30300, 23860 | Invertebrates, fish |
| 7 | Poulton | 23860, 30300 | Invertebrates, fish |
| 8 | Kempsford | 22990,23110,22990 | Phosphates, invertebrates, phytobenthos |
| 9. | Lechlade | 29760, 29990, 23240, 30040, 30333, | Hydrology, morphology, fish, macrophytes, phytobenthos |
| 10. | Castle Eaton | 22900,23680 | Invertebrates |
| 11. | Marston Meysey | 23860, 23110, 22990 | Phosphates, invertebrates, phytobenthos |
| 12. | Minety | 23700, 23620, 23650 | Fish, Invertebrates, phosphates, phytobenthos  |
| 13 | Oaksey | 23760, 23700, | Fish, hydrology |
| 14 | Ashton Keynes | 23800, 23760, 23700, 23620, 23640, 22960 | Fish, phosphates, invertebrates, morphology, hydrology |
| 15 | Leigh | 23620,23640,22960,23800 | Fish, invertebrates, morphology, hydrology |
| 16 | Cricklade | 22960, 29750,23650, 22990, 23330 | Fish, phosphates, invertebrates, phytobenothos , ammonia, invertebrates |
| 17 | Latton | 22990, 30300,29750 | Invertebrates, fish and phytobenthos |

1. **Specific Objectives**

The project will employ two Project Officers to undertake further catchment walkovers (that will build on the fluvial audit work already carried out by the Environment Agency) who will deliver targeted advice directly relevant to the known WFD failures. One Project Officer will be hosted by FWAG SW who will deliver actions by giving specialist advice regarding environmentally sustainable farming and land use, and the other hosted by CWPT to give specialist advice on riparian habitat improvements. This will achieve the following objectives:

* To deliver Good Ecological Status by carrying out direct actions, informed by catchment walkovers and advisory visits, in water bodies in the WILD project area in line with the (draft) Upper Thames Catchment Management Plan using the ILD framework, achieving GES in top priority water bodies.
* To create a framework to address other negative drivers impacting on water quality in the medium (2021) and long term (2027) to achieve Good Ecological Status in all surface and ground water bodies in line with EU Directives. To embed and enable local delivery so that the protection of water quality becomes self sustaining.
* To integrate and deliver the aims and objectives of partner’s strategic programmes relevant to the project area using the ILD approach.
* To assess the effectiveness of the project to inform future funding programmes and decision making.

**Programme of work and parties’ responsibilities**

The programme of works has been directly developed from the Cotswold Water Park Trust Action Plan. Partners in the plan include the EA, NE, The Wildlife Trusts, Cotswold District Council and Wiltshire Council and the Nature Conservation Forum partners.

Please see:

* Figure 2, (page 5): Outputs and Outcomes of WILD project and Project Leads
* Figure 3, (page 6): Direct Action of WILD Project Officers in relation to priority water bodies
* Figure 4 (page 8) Example of programmes that will be Integrated by the WILD project to deliver GES in the project area

**Figure 2: Outputs and Outcomes of WILD project**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Output  | Outcome  | Lead  |
| 1 | 100 farm and land owner visits per year to support sustainable productive farm businesses; to include small holders, paddocks and green spaces. 100% of landowners will be contacted in the project area over the lifetime of the project. | Improved soil structure and crop management; improved resource protection; Farm Infrastructure; compliance with EU regulation and uptake. 20 applications to funding programmes submitted per year. Reduce DWPA and identify and implement solutions for Point Source pollution. | FWAG SW Facilitate positive farmer behaviourSign Post to agency and partner initiatives;Deliver relevant grants and schemes for farmers. |
| 2 | Ditch management plan for an initial 14 parishes and 4 towns, by joining the landscape together farm by farm. | Improved 15 km ditch management; improve biodiversity and uptake of AES and grants from partners. | FWAG SWEngage local farming knowledge of water movement across the water bodies in each parish. |
| 3 | 14 Parishes and 4 Towns visited to Inspire and Enable local action with all partners working in support.  | 14 Parishes and 4 towns integrating WFD delivery into their local plans, as example case study in the village of Siddington.  | FWAG SW in association with the Rural Community Council. |
| 4 | 25 km of river surveyed for non-native invasive plants with volunteers. | 15Km of river managed for the control of invasive weeds.  | CWPTUse the Social Capital from parishes and coordinate local volunteers for positive actions on streams and rivers. |
| 5 | 25 km of river surveys for water vole, otter, dragonflies and other species and 10km for possible river enhancements integrated into catchment walkovers. | Implementation of physical works to benefit the riparian habitats including spawning gravels and river side fencing in line with UTMP.Pollarding and coppicing of 500 trees over 3 years. | CWPTSkilled surveying to indentify positive actions to deliver GES over 25km river in the project area |
| 6 | Ponds/pond complexes created.  | 2 complexes of 10 ponds over the project lifespan (year 2/ 3). | CWPT. |
| 7.  | To offer follow up advice in direct response to the EAs fluvial audits. | To implement physical actions on the ground. | FWAG SW/ CWPT. |
| 8. | Test the effectiveness of the project to deliver an integrated catchment approach.  | Evaluate WFD delivery using ILD that enables the development of community led environmental resilience. Produce report on findings. Demonstrate evidence of a very cost effective approach to delivering WFD catchment delivery.. | CCRI to assess the effectiveness of the approach. Assess potential for implementation in other catchments to increase local involvement, deliver WFD and achieve multiple benefits. |

**Figure 3: Activities of WILD Project Officers in relation to priority water bodies**

|  |
| --- |
| **Figure 3: Direct Actions of WILD Project Officers (FWAG SW and CWPT)** |
| WFD Priorities | Water bodies  | **WILD project Action following up EA fluvial audits** | **Lead** | **Outcomes (Fig: 2)** |
| Top priority | 23700 Swill Brook  | Whole sub catchment river walkovers delivering river habitat improvements, invasive weed control, spawning gravels, ponds creation, fencing and pollarding.  | CWPT | 4,5,6 |
|  | 30300 Ampney and Poulton Brooks | CWPT | 4,5,6 |
| Very High | 22960 Thames (Waterhay to Cricklade) | As above. | CWPT | 4,5,6 |
|  | 22990 Thames (Churn to Coln)  | Whole sub catchment walkovers carrying out farm visits to establish land ownership control in each parish, delivering more environmentally sustainable farming.  | FWAG SW | 1,2,3 |
| High Priority  | 23800 Cerney Wick Brook | As above. | FWAG SW | 1 - 6 |
|  | 29750 Churn (Baunton to Cricklade)  | whole sub catchment walkovers delivering river habitat improvements, invasive weed control, spawning gravels, ponds creation, fencing and pollarding.  | CWPT | 4,5,6 |
|  | 23650 River Key  | whole sub catchment walkovers carrying out farm visits to establish land ownership control in each parish, delivering more environmentally sustainable farming.  | FWAG SW | 1,2,3 |
|  | 23760 Thames (Kemble to Waterhay Bridge) | whole sub catchment walkovers delivering river habitat improvements, invasive weed control, spawning gravels, ponds creation, fencing and pollarding.  | CWPT | 4,5,6 |
| Medium Priority | 23760 Thames Kemble to Waterhay | As above. | CWPT | 4,5,6 |
|  | 29990 River Coln  | As above. | CWPT | 4,5,6 |
| RBMP Code TH0099, TH0412 as identified in UTCMP | 23860 Marston Meysey Brook; 23330 River Ray | Cross compliance visits and farm visits to help farmers develop more environmentally sustainable farming practices.  | FWAG SW | 1,2,3, |
| Please see Appendix 5 for a map of how priority water bodies relate to the parish boundaries in the project area. |

**5.**

**5.1 Parties’ responsibilities**

Farming and Wildlife Advisory Group SW will undertake the Lead Partner Role. The project manager will be Jenny Phelps.

The Cotswold Water Park Trust will act as support partner, with Matthew Millett CWPT Managing Director as a project partner.

The Environment Agency will provide support funding and technical support.

The Countryside and Community Research Institute will provide technical support.

The Environment Agency will provide a steer on aspects relating to Water Framework Directive delivery within the Upper Thames Catchment and advise on all matters relating to river habitat restoration resulting from proposals by the project officer and local community.

The Environment Agency can provide meeting facilities and assist with administration.

The Partners, including government agencies and NGOs will, where possible, make available relevant Water Framework Directive data and information – subject to copyright agreements - within reasonably agreed deadlines.

## 5.2 Programme of work

It is well known that there are multiple benefits from integrating a number of strategic objectives at the local level and these include many of relevance to the Environment Agency and delivery of Water Framework Directive. The WILD Project will deliver:

* Improved riparian biodiversity and habitat management,
* Improved management of SSSIs
* Reduced diffuse pollution from agriculture,
* Reduced point source pollution
* Assistance in the provision of clean drinking water e.g. reducing pesticides such as metaldehyde
* Increased sustainable productive land management.
* Increased cross compliance
* Increased flood and drought mitigation

The WILD Project seeks to integrate all activities which, using the ILD approach, could all work together to be complementary to WFD delivery by strengthening and signposting to existing schemes, increasing capacity and directly delivering where there are gaps.

**The initial task is to**

Further scope the project area for natural assets, features, partner target areas, strategies and existing projects. To facilitate this, GIS data is being compiled by Gloucestershire County Council and being made locally available and relevant for all parishes by a part time project coordinator funded by the FWAG SW Englands Fields project. (The Englands Fields Project was funded by Defra to help the rebuilding of FWAG across the South West, which funds 10 part time FWAG SW advisers and 4 part time assistant advisers, working to support the work of the EA and NE).

**Figure 4: Example programmes that will be integrated by the WILD project to**

**Deliver GES in the project area**

|  |  |
| --- | --- |
| Environment Agency | Delivery of the (Draft) Upper Thames Catchment Management Plan: prioritisation of water bodies; source protection zones; known WFD failures; riparian improvements. |
| Natural England | Catchment Sensitive Farming; Environmental Stewardship; Soils for Profit targets ; SSSIs - delivery of favourable condition and the development of a implementation of a Diffuse Water Pollution Plan |
| Local Enterprise Partnership | Farming and Forestry Infrastructure Grants; Resource for Farms initiative (R 4 F) |
| Forestry Commission | England Woodland Grant Scheme  |
| County Councils | Flood Authority; Highways; Sustainable Urban Drainage Systems and the Strategic Infrastructure Development Plans  |
| District Councils | Local Plans and Core Strategies; Planning and Development  |
| Rural Community Council | Parish Resilience Planning  |
| Thames Water | Business Planning, Water Availability and Quality  |
| NGO projects (all inclusive) |  CWP Wetland Vision, Living Landscapes Projects, Rivers Trusts, FWAG SW Englands Fields Project. |

**An initial review of the project area’s natural assets, issues and initiatives identifies the following**:

* CWP lakes SSSI failing for Elodia Nuttallii and suspected nutrient enrichment from agriculture. Requirement for the development and implementation of a diffuse water pollution plan by Natural England.
* Other SSSIs in CWP area include Wildmoorway meadows, Elmlea Meadows, North meadow and Clattinger Farm
* Project area falls within the Natural England South West themed area with targets to make 14 mile biodiversity corridor down the Thames and tributaries, with the restoration and recreation of MG4 grazing marsh.
* Flood mitigation plans by Gloucestershire County Council/EA for settlements along the Thames.
* The project area falls partly within the CSF target area, a working methodology with CSF, Soils for Profit and AES NE Advisers has been established.
* WFD - Project water bodies include Very High Priority (WFD), High and other priority water bodies – please see Figure 2 for details of failure within each parish.
* The project parishes fall within Source Protection Zones 2 & 3
* BAP Priority Habitat Present in project area include: Floodplain Grazing Marsh, Traditional Orchards, Lowland Calcareous (limestone) Grassland, Lowland Mixed Deciduous Woodland.
* Local Key Wildlife Sites present: Cotswold Water Park Lakes, Approx 11 other sites ranging from woodland to rivers.
* Country Parks: Keynes Country Park
* AONB – Northern part of project boundary falls within the Cotswolds AONB and includes the Cotswold River Valleys ecological restoration zone.
* Landscape Character designation – River Basin Lowland, Dip Slope Lowland
* NW area of project boundary is within Forestry Commissions Ancient Woodland project area
* Agricultural Land Class is predominantly Grade 3
* Land Cover: predominantly arable/cereal mixed with improved grassland.
* Scheduled monuments and listed buildings present in project area
* 9 Strategic Nature Areas found in the CWP as designated as part of the development of Nature Map (that targets habitat restoration) developed by the County Wildlife Trusts.
* The project area is covered by two newly established Local Nature Partnerships for Gloucestershire and Wiltshire, and two existing Local Enterprise Partnerships.

Letters of support for the WILD project are available on request from Natural England and the Forestry Commission, as the project, in addition to having great potential to deliver WFD is seen to be beneficial to delivering their duties with respect to some of the natural assets listed above. Support is also available from the National Farmers Unions (NFU), locally, regionally and nationally.

**Programme of work - Tasks**

5.2.1 **Task 1** – Recruit WILD Project CWPT & FWAG SW Staff

Once funding has been secured CWPT and FWAG SW will recruit appropriately skilled staff to the project

Responsibility - FWAG SW and CWPT

5.2.2 **Task 2** – To Establish the Project Board

5.2.3 **Task 3** – To carry out further scoping to identify local project partners contacts and prioritisation of tasks with the Environment Agency

5.2.4 **Task 4** – To commence farm visits and advice in line with prioritisation.

5.2.5  **Task 5** – Prepare a launch event at the Royal Agricultural College Demonstration Farm Harnhill (in the Project Area) to include CSF and Soils for Profit.

The project objectives and outcomes need to be launched to the agreed delivery group and also interested NGO’s and parish members that may engage with the project

Responsibility – All partners

5.2.6 **Task 6** – Catchment pilot delivery and evaluation

WILD CWPT and FWAG SW staff will carry out farm visits, facilitate community engagement including Parish Walks, undertake catchment walkovers, identify capital spending projects that deliver WFD objectives and identify training needs and demonstration events

Responsibility – FWAG SW/WILD Project officers

5.2.7 **Task 7** – Assess the effectiveness of the approach

An evaluation of the effectiveness of the project in involving farmers/land managers and local communities in delivering WFD objectives.

Responsibility CCRI

5.2.8 **Task 8** – Annual Progress Reports

Reports detailing for example:-

* Details on the recruitment of WILD Project Officers,
* Feedback on progress of integrating the WILD project into the community.
* Feedback on actions that have been developed and agreed by the project board.
* Report on progress of advisory visits and capital items against project programme
* Provision of case studies for EA project reporting and newsletter reporting.

Responsibility – FWAG SW and CCRI

* + 1. **Task 9** –Project Board Meetings

Set up Board Meeting dates, organise meeting rooms, provide data and information and chair Board Meetings

Responsibility – FWAG SW

* + 1. **Task 10** –Final report and Further Implementation Meeting

Provision of an evaluation report on the WILD project. End of project Board Meeting to decide the effectiveness of the project and its future direction.

Responsibility – Project Board

**6 Deliverables**

**Figure 6: Timings of delivering tasks.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task No. | Deliverable | Responsible party | No. of copies | Date of completion, end: (for example, date or by week 2) |
| 1  | WILD Project Officers in post | Lead Partner |  | One Month after project funding agreed |
| 2 | To establish Project Board | Lead Partner/EA |  | One Month after project funding agreed |
| 3 | Scope Project Area | Lead Partner/GCC |  | Complete an over-arching scoped map of each water body/ parish per month  |
| 4 | Commence initial farm visits and identify river actions | Lead Partner/CWPT |  | Ongoing – 100 farm visits per year |
| 5 | Launch Event | Project Board |  | Winter 2012/13 |
| 6 (i) | Farm Visit Reports | WILD Project Officers | By e-mail | Within one week of the farm visit |
| 6 (ii) | Parish Walks – Outcome Reports | WILD Project Officers | By e-mail | Within one week of the parish walk |
| 6 (iii) | Catchment/River Walkovers – Outcome Reports | WILD Project Officers | By e-mail | Within one week of the walkover |
| 6 (iv) | Case studies on completed actions | WILD Project Officers | By e-mail | Within 1 month of action completion date |
| 6 (v) | Demonstration Events | Project Board, WILD Project Officers | Several | 2013, 14 and 15 |
| 7 | Project Evaluation Report | CCRI | By e-mail | Annually + Final Report 2014 |
| 8 | Progress Reports | FWAG SW& CCRI | By e-mail | Quarterly |
| 9 | Minutes of Project Board meetings | FWAG SW | By e-mail | Within 10 days of meeting |
| 10 | Project Evaluation Report and Conclusions | FWAG SW & CCRI | Report | Within 1 month of final meeting |

**7. Target audience**

The outputs of the project will assist with improving collaborative working practices between the Environment Agency, Natural England, the Forestry Commission, Local Authorities, Parish Councils, NGOs, farmers and communities. The scoping will be able to identify an all-inclusive partnership and their locally relevant contacts. By working through parishes it is possible to consult and communicate will all people that live within that administrative parcel and water body. This enables the maximum release of social capital by inspiring and enabling local action with all partners working in support. Any best practice will also be evaluated and used regionally/nationally if adopted.

**8. Administrative details**

## 8.1 Timescales

Project Start date 1st October 2012

Project End date 1st October 2015 (following the delivery and acceptance of all the deliverables / milestones listed in Table 5.1)

Project Duration 36 Months

**8.2 Partners’ contact details**

Environment Agency Project Manager

 Karen Parker

Environment Agency, Red Kite House, Howbery Park, Wallingford, Oxon OX10 8BD, 01491 828489, Karen.parker1@environment-agency.gov.uk

The Farming and Wildlife Advisory Group SW

Project Manager

 Jenny Phelps, FWAG SW

 jenny.phelps@gloucestershirefwag.org.uk

 M:07876687272

FWAG SW Registered Address

Manor Farm, Isles Abbotts

Taunton, Somerset

TA3 6RN

FWAG SW Office: Invoice Address

Environment Department

County Hall

Taunton

Somerset

TA1 4DY

Company No 07865031

Charity No: 1146071

VAT N0: 127629304

FWAG SW is full procured by Defra

 The Cotswold Water Park Trust Matthew Millett

Managing Director

 Cotswold House, Manor Farm

 Down Ampney, Cirencester

 Gloucestershire, GL7 5QF

 Matthew.millett@waterpark.org

Countryside and Community Research Institute

Project Manager

 Chris Short CCRI,

 Oxstall Campus, University of Gloucester, Oxstalls Lane, Longlevens, Gloucester. GL2 9HW, 01242 714550

cshort@glos.ac.uk

**8.3 Partners’ addresses for service of notices**

Environment Agency Karen Parker

 Environment Agency

 Red Kite House

 Wallingford

Oxfordshire

FWAG SW Ben Thorne, Director FWAG SW

 B.Thorne@somerset.gov.uk

 M:07876687272

FWAG SW Registered Address

Manor Farm, Isles Abbotts

Taunton, Somerset

TA3 6RN

* 1. **Project Board**

A Project Board will be set up to:-

* steer the progress of the project;
* monitor progress and difficulties encountered with the project;
* manage any proposed changes to the manner in which the project is run;
* manage the time spent on the project;
* manage the financial spend/invoices during the previous period;
* act as the technical quality review panel for the work and outputs;
* review all draft reports;
* Seek to resolve difference and disputes arising between the partners.
* Ensure H&S in all aspects of the projects work is observed.

Project Board / Project Steering Group members:

Karen Parker Environment Agency Area Environmental Planning Team, Project Manager

Ben Thorne Director, The Farming and Wildlife Advisory Group SW

County Chair Gloucestershire/Wiltshire NFU

Jenny Phelps, The Farming and Wildlife Advisory Group SW, Farm Conservation Advisor, Project Manager

Chris Short, Countryside and Community Research Institute, Senior Research Fellow,

Matthew Millett Cotswold Water Park Trust, Managing Director

Other representatives as deemed necessary

 Frequency of meetings - Quarterly

Chair and administration for meetings - FWAG SW

Voting rules for meetings – majority

**9. Communication, publicity and delivery of outputs**

All written communications and outputs are to be submitted in draft form to the Project Board for review and comment, prior to approval. E-mail communications are acceptable but the delivering partner is responsible for ensuring that the receiving partner does receive these in a timely manner, noting that the external gateways used for e-mails are not 100% reliable.

Except for progress reports, final versions of outputs are to be submitted in hard copy and disc version.

Publicity events web or press releases to be subject to review/co-authorship by project partners prior to the event/release.

### 10 Environmental considerations

The partners will adopt a sound proactive environmental approach during the project, designed to minimise harm to the environment.

Considerations shall include:

* **paper use:** all documents and reports prepared in the project shall be produced wherever possible on recycled paper containing at least 80% post consumer waste and printed double sided;
* **travel:** use of public transport, reduce face to face meetings by using email and videoconferencing. Meetings to be held in locations to minimise travel and close to public transport links;
* **Packaging:** should be kept to a minimum. Re-use and disposal issues must be considered;
* **efficient energy and water use**;
* **Disposal of waste:** partners are responsible for the disposal of their own waste and should recycle where possible to minimise residual waste.

###