River Wye & Lugg
Natural Flood Management
Construction Grant Scheme

GUIDANCE NOTE

HEREFORDSHIRE COUNCIL V1.1
The NFM Construction Grant Scheme at a glance

PURPOSE:

The NFM Construction Grant Scheme has been designed to provide the necessary funding to help support landowners and farmers within the projects priority sub-catchments to alter their land and water management practices in order to slow the flow of water and reduce flood risk to downstream communities.

WHAT CAN BE FUNDED?

The NFM measures that are eligible for funding through the scheme can be sub-divided into eight categories:

1. Soil management options
2. Over winter cover options
3. In field water retention options
4. In channel water retention options
5. Fencing options
6. Trackway options
7. Tree planting options
8. Landowner innovation options

Note this is a competitive grants scheme and therefore funding is not guaranteed to all applicants.

FUNDING CRITERIA:

The following rules apply to applications:

1. Proposed NFM measures MUST be on land within one of the seven priority sub-catchments.
2. The application MUST be made by the landowner, or by a consultant or tenant acting on their behalf.
3. The application MUST be for NFM measures detailed within this guide.
4. The applicant MUST demonstrate best value for money has been achieved.
5. There is no lower limit on the size of the grant.
6. Each capital item must have a minimum design life of at least 5 years. Grant items NFM01, NFM02, NFM03, NFM04, NFM05 and NFM16 (case dependant) are excluded from this requirement.
7. Work must comply with all relevant health and safety legislation and British Standards (BS) or equivalent.
8. Applicants must obtain the relevant consents where appropriate.
9. Applicant MUST provide a quote for grant items NFM10 and NFM16.
10. The applicant MUST meet the minimum monitoring requirements.

Please note that this grant cannot be awarded if funding has already been received from another source for completing this work. This includes match funding from another grant e.g. Countryside Stewardship Scheme.
APPLICATION PROCESS:

A detailed explanation of the application process is included within Section 1.7. To apply for the grant applicants should:

1. Fill out the application form which is available at [www.herefordshire.gov.uk/nfmgrant](http://www.herefordshire.gov.uk/nfmgrant).
   Assistance with this application can be sought from the relevant Catchment Advisor or from Herefordshire Council’s NFM Project Officer (Table 2).
2. Submit application form to Herefordshire Council.
3. Applications will be reviewed by a panel to ensure the application would fund works that meet the overall project objectives.
4. Applicant receives decision notice from Herefordshire Council.
5. Applicant signs and returns the grants Terms & Conditions agreement.
6. Applicant may commence agreed works, ensuring NFM measures are implemented in accordance with the technical specifications outlined in this document. Herefordshire Council’s NFM Project Officer or the Catchment Advisors can provide guidance.
7. Applicant provides evidence or site is inspected to ensure NFM measures have been implemented in accordance with the grant agreement.
8. Applicant submits invoice for works completed.
9. Herefordshire Council pays grant value to applicant.
1. General Guidance

1.1. What is the NFM Construction Grant Scheme?

The Natural Flood Management (NFM) Construction Grants Scheme (CGS) has been set up to achieve the objectives set out in the DEFRA funded River Wye and Lugg NFM Project:

- Reduce flood risk to local communities;
- Gather evidence and develop our knowledge around NFM where there are currently gaps;
- Engage communities around NFM and develop partnerships; and
- Deliver wider benefits, e.g. water quality, enhanced biodiversity, socio economic benefits.

The grant scheme has been designed to provide the necessary funding to help implement NFM measures within the projects priority sub-catchments (Figure 1). The grant will enable landowners and farmers to undertake land and water management techniques which will help slow down the flow of water, helping reduce flood risk to downstream communities. For example, the grant will help pay for the construction of features such as leaky woody dams and attenuation basins, as well as offering a financial contributions for altering land management practices e.g. adopting better soil management practices such as sub-soiling. Whilst NFM cannot completely prevent flooding, NFM measures can help reduce the frequency and severity of flood events, as well as providing multiple benefits e.g. habitat creation and improved water quality.

Figure 1 River Wye and Lugg NFM Project priority sub-catchments
1.2. Who is eligible for the NFM Construction Grant Scheme?

The CGS is available to anyone wishing to implement NFM within any of the priority sub-catchments (Figure 1). The application MUST be made by the landowner or by a consultant or tenant acting on their behalf.

The applicant MUST meet the following criteria:

1. Proposed NFM measures MUST be on land within one of the seven priority sub-catchments (Figure 1).
2. The application MUST be made by the landowner, or by a consultant or tenant acting on their behalf.
3. The proposed NFM measures MUST meet the overall project objectives (see Section 2).
4. The application MUST be for NFM measures detailed within this guide (see Section 3).
5. The applicant MUST demonstrate best value for money has been achieved.

1.3. What NFM measures can be funded?

Table 1 details the NFM measures which are available for funding through the NFM Construction Grants Scheme. The Table provides fixed unit costs for each item, the contribution rate offered and the maximum grant rate. There is also scope for applicants to suggest alternative items/measures where there is a clear benefit to flood risk reduction and water quality improvement. Monies will be paid once proof of satisfactory construction has been established e.g. via a site visit or by submitting evidence.

The NFM measures can be sub-divided into eight categories:

1. Soil management options (NFM01, NFM02, NFM03)
2. Over winter cover options (NFM04, NFM05)
3. In field water retention options (NFM06, NFM07, NFM08)
4. In channel water retention options (NFM09, NFM10)
5. Fencing options (NFM11, NFM12)
6. Trackway options (NFM13)
7. Tree planting options (NFM14, NFM15)
8. Landowner innovation options (NFM16)

The technical specifications for the grant items are outlined in Section 3.
## Table 1 NFM Grant Costs & Contribution Rates

<table>
<thead>
<tr>
<th>Option Type</th>
<th>Item Code</th>
<th>Description</th>
<th>Cost of Operation</th>
<th>Grant Contribution</th>
<th>Maximum Grant Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soil Management</td>
<td>NFM01</td>
<td>Grassland Aeration</td>
<td>£18.50/ha</td>
<td>50%</td>
<td>£9.25/ha</td>
</tr>
<tr>
<td></td>
<td>NFM02</td>
<td>Grassland sward lifting</td>
<td>£57/ha</td>
<td>50%</td>
<td>£28.50/ha</td>
</tr>
<tr>
<td></td>
<td>NFM03</td>
<td>Arable Subsoiling</td>
<td>£58/ha</td>
<td>50%</td>
<td>£29/ha</td>
</tr>
<tr>
<td>Over winter cover</td>
<td>NFM04</td>
<td>Catch / Cover cropping</td>
<td>£120/ha</td>
<td>75%</td>
<td>£90/ha</td>
</tr>
<tr>
<td></td>
<td>NFM05</td>
<td>Under sowing Maize</td>
<td>£87/ha</td>
<td>50%</td>
<td>£43.50/ha</td>
</tr>
<tr>
<td>In field water retention</td>
<td>NFM06</td>
<td>Grass swales</td>
<td>£12/m²</td>
<td>100%</td>
<td>£12/m²</td>
</tr>
<tr>
<td></td>
<td>NFM07</td>
<td>Sediment traps / Attenuation ponds</td>
<td>£12/m²</td>
<td>100%</td>
<td>£12/m²</td>
</tr>
<tr>
<td></td>
<td>NFM08</td>
<td>Earth bunds</td>
<td>£310/barrier</td>
<td>100%</td>
<td>£310/barrier</td>
</tr>
<tr>
<td>In channel water retention</td>
<td>NFM09</td>
<td>In ditch seepage barriers</td>
<td>£300/barrier</td>
<td>100%</td>
<td>£300/barrier</td>
</tr>
<tr>
<td></td>
<td>NFM10</td>
<td>Leaky Dams*</td>
<td>£25 to £400/dam</td>
<td>100%</td>
<td>£25 to £400/dam</td>
</tr>
<tr>
<td>Fencing</td>
<td>NFM11</td>
<td>Fencing Barb Wire</td>
<td>£4.00/m</td>
<td>50%</td>
<td>£2/m</td>
</tr>
<tr>
<td></td>
<td>NFM12</td>
<td>Fencing Netting &amp; Barb</td>
<td>£5.60/m</td>
<td>50%</td>
<td>£2.80/m</td>
</tr>
<tr>
<td>Trackway</td>
<td>NFM13</td>
<td>Cross drains</td>
<td>£490</td>
<td>50%</td>
<td>£245</td>
</tr>
<tr>
<td>Tree planting</td>
<td>NFM14</td>
<td>Tree Planting*</td>
<td>Dealt with on a case-by-case basis by the Woodland Trust</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NFM15</td>
<td>Hedge Planting*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Landowner innovation</td>
<td>NFM16</td>
<td>Landowner Innovation</td>
<td>Up to £2,000</td>
<td>TBC on Application</td>
<td>Up to £2,000</td>
</tr>
</tbody>
</table>

### Notes:
- The maximum grant rate shows the maximum value which will be paid for that specific grant item. Please note the grant offer will state that the grant value will be for x% of spend up to the total maximum grant rate value for that item.
  
e.g. The grant offer for a sediment trap/ attenuation pond would be for 100% of the spend up to a total maximum of £12/m².

- Grant values may change subject to an interim evaluation.

- If the costs exceed the maximum grant rate, the applicant is expected to cover the costs in excess of the maximum grant rate.

- **Wetland habitat creation** – where possible wetland habitat creation should be encouraged as part of other NFM measures e.g. attenuation basins and swales. Advice with creating wetland areas, which should be considered an additional benefit, can be given by the Catchment Advisors or Herefordshire Council's NFM Project Officer.
Funding for native wetland plants will be discussed on a case-by-case basis and will be covered by grant item NFM16 ‘Landowner Innovation’.

- **Leaky dams** – The size, design and construction techniques for leaky dams are site specific. This therefore affects the cost of installing each leaky dam. The grant value available for leaky dams will be dealt with on a case-by-case basis and ranges from £25/dam to £400/dam, with the average dam costing around £150/dam. Additional information, along with a quote detailing the costs associated with this grant item are required as part of the application for this item.

- **Tree & Hedge planting (NFM14 & NFM15)** – The Woodland Trust have offered to contribute towards the cost of woodland creation and hedgerow planting on agricultural and private land for NFM works within this project. They have also offered free tree packages for community or school planting. To access this funding please contact Herefordshire Council’s NFM Project Officer. Each application for tree or hedgerow planting will be dealt with on a case-by-case basis and therefore a specific grant price has not been quoted. For more details, see Section 3.7.

  o **Woodland Creation:**
    - 60% funding towards stock and sundries or 50% funding including contract planting costs and 2 years of weeding
    - Planting area(s) must total **at least 0.5 ha** (multiple sites applicable) or **1 ha** if contract planted
    - Only for planting areas of non-wooded land
    - Minimum width of 9 metres (3 rows of trees)
    - Woodland Trust supplies all stock and sundries
    - Landowners sign a **12-year agreement**

  o **Hedge Creation:**
    - 60% towards stock and sundries (but no contract planting option)
    - Landscape connectivity - hedge must connect to existing or newly planted woodland
    - Must plant at least 100 m of new hedging up to a maximum of 750 m per applicant
    - Can only fund more than 250 m in conjunction with additional woodland creation
1.4. Who can carry out the work?

Works funded through the NFM Construction Grants Scheme can either be conducted by the applicant, or the applicant can employ contractors to complete the work. It is essential that all works funded through the scheme are carried out in accordance with the specifications outlines in Section 3. It is the applicant’s responsibility to ensure they follow appropriate health and safety procedures.

1.5. Maintenance requirements

Applicants are responsible for ensuring the NFM measures funded through this grants scheme are maintained and kept in good condition for at least 5 years after completion. The applicant is responsible for carrying out any required repairs in a timely manner. The applicant should keep a record of any maintenance activities which they have conducted and the costs associated with this. This information will be used to help inform future NFM schemes.

Please note the following grant items are excluded from this requirement: NFM01 (Grassland aeration), NFM02 (Grassland sward lifting), NFM03 (Arable subsoiling), NFM04 (Catch/cover cropping), NFM05 (Under sewing maize) and NFM16 (landowner innovation – case dependant).

1.6. Value Added Tax

Where the applicant is able to claim VAT the grant will be paid at net. Where the applicant is unable to claim VAT then the grant will be paid at gross.

1.7. How do I apply?

To apply for funding through the NFM Construction Grant Scheme, please fill out the application form, available at: www.herefordshire.gov.uk/nfmgrant and follow the process outlined in Figure 2. Note the following information will need to be provided as part of the application:

- Brief description of the existing land use.
- Map showing location, type and extent of proposed NFM measures.
- An overview of the proposed works, including details of who would carry out the work and a proposed timescale for delivery.
- Photographs of the site before and after the NFM work has been implemented.
- Additional information, along with a quote detailing the costs of implementation are required for grant items NFM10 (Leaky Dam) and NFM16 (Landowner Innovation).

Applicants should first consider whether alternative funding is available for completing the works e.g. through the Countryside Stewardship Mid-Tier Scheme. Applicants should apply for these alternative funding sources in preference to the NFM Construction Grants Scheme.
If you have any queries about the NFM Construction Grants Scheme or alternative funding sources please contact Herefordshire Council’s NFM Project Officer or your relevant Catchment Advisor (Table 2).

As stated in Figure 2, all applications will be assessed against the criteria detailed in Section 2. A written decision letter regarding the success of the application will be issued within 6 weeks of the application being accepted. If successful, the applicant will be asked to sign the Terms and Conditions of the grant, which are included in Appendix A.

Note, Herefordshire Council may request additional information to support the application. This information should be provided ASAP and the grant application will be put on hold until the required information is provided.

Table 2 Key contact details for the River Wye and Lugg NFM Project

<table>
<thead>
<tr>
<th>Key Contacts</th>
<th>Details</th>
<th>Roles/Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Herefordshire Council:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NFM Project Officer</td>
<td>Bethany Lewis  Tel: 01432 260 739 or 07792880030 Email: <a href="mailto:bethany.lewis@herefordshire.gov.uk">bethany.lewis@herefordshire.gov.uk</a></td>
<td>Oversee project delivery and grant allocation</td>
</tr>
<tr>
<td>Wye &amp; Usk Foundation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catchment Adviser</td>
<td>Mike Williams  Tel: 07920441215 Email: <a href="mailto:mike@wyeuskfoundation.org">mike@wyeuskfoundation.org</a></td>
<td>Deliver advice in: Cheaton, Cogwell, Ridgemoore brooks catchment, Tedstone brook catchment</td>
</tr>
<tr>
<td>Catchment Adviser</td>
<td>Jonny Pugh  Tel: 07825743447 Email: <a href="mailto:jonny@wyeuskfoundation.org">jonny@wyeuskfoundation.org</a></td>
<td></td>
</tr>
<tr>
<td>Catchment Adviser</td>
<td>Tom Jolley  Tel: 07887459456 Email: <a href="mailto:tom.jolley@wyeuskfoundation.org">tom.jolley@wyeuskfoundation.org</a></td>
<td>Bodenham brooks catchment, Dulas brook catchment</td>
</tr>
<tr>
<td>Catchment Advisor</td>
<td>Abi Croshaw  Tel: 07990068941 Email: <a href="mailto:abi@wyeuskfoundation.org">abi@wyeuskfoundation.org</a></td>
<td>Pentaloe brook catchment, Red, Norton &amp; Twyford brooks catchment</td>
</tr>
<tr>
<td>Severn Rivers Trust:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catchment Advisor</td>
<td>Hannah Weatherall  Tel: 01886 888394 or 07968171810 Email: <a href="mailto:Hannah.weatherall@severnrivertrust.com">Hannah.weatherall@severnrivertrust.com</a></td>
<td>Deliver catchment advice in the Brimfield brook catchment.</td>
</tr>
<tr>
<td>Environment Agency:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural Flood Management</td>
<td>Andrew Osbaldiston  Tel: 02030 251470 Email: <a href="mailto:andrew.osbaldiston@environment-agency.gov.uk">andrew.osbaldiston@environment-agency.gov.uk</a></td>
<td>Co-Ordinate NFM Projects across the Severn Basin District</td>
</tr>
</tbody>
</table>

Table 2 Key contact details for the River Wye and Lugg NFM Project
Figure 2 NFM Construction Grant Scheme application process

1. Is the proposed NFM work on land within the priority sub-catchments?
   - Yes: Does the proposed works meet the objectives of the project?
     - Yes: Are the proposed works eligible for funding through this grants scheme? (See Section 1.3)
       - Yes: Can the cost of the works be covered by another funding source?
         - Yes: Do you need help making the application?
           - Yes: Submit application form to Herefordshire Council.
             - Successful
               - Applicant informed in writing of the successful grant application.
               - Applicant returns signed grant agreement to Herefordshire Council.
               - Applicant completes agreed work and obtains required consents.
               - Applicant submits grant claim invoice to Herefordshire Council along with required supporting evidence.
               - Works inspected to ensure compliance with the specification outlined within the guidance document.
               - Grant paid to applicant by Herefordshire Council.
             - No: Application is reviewed by the grants scheme panel.
               - Successful
                 - Applicant informed in writing of the successful grant application.
                 - Applicant returns signed grant agreement to Herefordshire Council.
                 - Applicant completes agreed work and obtains required consents.
                 - Applicant submits grant claim invoice to Herefordshire Council along with required supporting evidence.
                 - Works inspected to ensure compliance with the specification outlined within the guidance document.
                 - Grant paid to applicant by Herefordshire Council.
               - Unsuccessful
                 - Contact Herefordshire Council's NFM Project Officer or the relevant catchment advisor to discuss the application.
     - No: NFM Construction Grant Scheme application is unsuccessful.
   - No: NFM Construction Grant Scheme application is unsuccessful.

2. Do you need help making the application?
   - Yes: Submit application form to Herefordshire Council.
   - No: Application is reviewed by the grants scheme panel.

3. Application is reviewed by the grants scheme panel.
   - Successful
     - Applicant informed in writing of the successful grant application.
     - Applicant returns signed grant agreement to Herefordshire Council.
     - Applicant completes agreed work and obtains required consents.
     - Applicant submits grant claim invoice to Herefordshire Council along with required supporting evidence.
     - Works inspected to ensure compliance with the specification outlined within the guidance document.
     - Grant paid to applicant by Herefordshire Council.
   - Unsuccessful
     - Contact Herefordshire Council's NFM Project Officer or the relevant catchment advisor to discuss the application.
1.8. Rules of NFM Construction Grant Scheme

The following rules apply to the NFM Construction Grant Scheme:

- The application **must be for NFM work within one of the priority sub-catchments** (Figure 1).
- There is no lower limit on the size of the grant that can be awarded to each applicant.
- Each capital item must have a minimum **design life of at least 5 years**. Grant items NFM01, NFM02, NFM03, NFM04, NFM05 and NFM16 (case dependant) are excluded from this requirement.
- Work must comply with all relevant health and safety legislation and British Standards (BS) or equivalent.
- Applicants must obtain the relevant consents where appropriate, including:

  - **Flood Defence Consent (FDC)**
    - Ordinary Watercourses - Flood Defence Consents are required for works affecting ordinary watercourses. The following grant items require FDC:
      - NFM07 – Sediment traps/ Attenuation ponds
      - NFM09 – In-ditch seepage barriers
      - NFM10 – Leaky dams
      - NFM16 – Landowner innovation (case dependant)
    - Herefordshire Council will apply for the ordinary watercourse FDC on behalf of the applicant.
    - Method statements relating to the FDC application are contained within Appendix B – **Flood Defence Consent Method Statements**.
    - Works on main rivers require consent from the Environment Agency. Applications involving such works will be dealt with on a case-by-case basis.
    - Main rivers can be identified using the following Environment Agency mapping website: [https://environment.maps.arcgis.com/apps/webappviewer/index.html?id=17cd53dfe524433980cc333726a56386](https://environment.maps.arcgis.com/apps/webappviewer/index.html?id=17cd53dfe524433980cc333726a56386)

  - **Planning Permission**
    - Planning Permission may be required for larger structures, and discussions should be held with the local planning authority (Herefordshire Council) about the proposed works. This will be dealt with on a case-by-case basis.
    - Further guidance about planning permission is contained within Appendix A – **Planning Permission Guidance**.

  - **Environment Impact Assessment (EIA)**
    - An EIA may be required for more than 2 ha of woodland planting ([https://www.gov.uk/guidance/assess-environmental-impact-before-you-create-new-woodland](https://www.gov.uk/guidance/assess-environmental-impact-before-you-create-new-woodland)). This will be dealt with on a case by case basis.

  - **Specialised consents**
    - In some circumstances specialised consents e.g. where the proposed works affects Scheduled Monuments, Sites of Special
Scientific Interest (SSSI) or Public Rights of Way. This will be dealt with on a case by case basis.

- **Felling Licence**
  - A tree felling licence will **NOT** be required providing you propose to fell less than 5 m$^3$ on your property within any calendar quarter (1 Jan to 31 March, 1 April to 30 June, 1 July to 30 September and 1 October to 31 December) and no more than 2 m$^3$ are sold ([https://www.gov.uk/guidance/tree-felling-overview](https://www.gov.uk/guidance/tree-felling-overview)). Felling licences will be dealt with on a case-by-case basis.

- Please note that this **grant cannot be awarded if funding has already been received from another source for completing this work.** This includes match funding from another grant e.g. Countryside Stewardship Scheme.

- Once constructed the **landowner is responsible for the maintenance** of the NFM measures implemented through the grants scheme.

- The minimum monitoring requirements detailed in Section 1.9 will be collected through the grant scheme application.

- Careful planning must be undertaken to ensure pollution incidents are avoided. Further details about how to prevent pollution incidences can be found in Appendix B – **Flood Defence Consent Method Statements**

- Actions should be taken to protect flora and fauna:
  - **Bird nesting season**

    The bird-nesting season is from March until September (inclusive). Under ‘The Wildlife and Countryside Act 1981’ it is an offence to:
    - intentionally kill, injure or take wild birds
    - take, damage or destroy a wild bird nest whilst it’s in use or being built
    - take or destroy a wild bird’s egg
    - disturb wild birds whilst they are nesting, building a nest, or in or near a nest that contains their young
    - disturb dependant wild bird young

    Trees with active birds’ nests in MUST be avoided. Note, birds may nest earlier or later than the official nesting season due to local conditions.

- **Ash dieback** (**Chalara**)

    Ash dieback causes leaf loss, crown dieback and bark lesions. Once a tree is infected the disease is usually fatal, either directly, or indirectly by the tree becoming weak and susceptible to other pests and pathogens e.g. **Armillaria** fungi, or honey fungus.

    The fungus, which causes ash dieback (**Hymenoscyphus fraxineus**), **is classified as a quarantined organism under national emergency measures. Any sightings of this disease must be reported.**

    *Note:* The felling of ash trees should be avoided, as presently unaffected trees may be resistant to the disease and should therefore be preserved in the landscape.
- **Preventing the spread of non-native species & environmental diseases:**

To prevent the spread of non-native species (identification guides available at: [www.nonnativespecies.org/index.cfm?sectionid=47](http://www.nonnativespecies.org/index.cfm?sectionid=47)) and environmental diseases such as crayfish plague the following ‘Check, Clean, Dry’ guidelines should be followed:

![Check, Clean, Dry guidelines](image)

*Source: Non-Native Species Secretariat (2019)*

http://www.nonnativespecies.org/index.cfm?sectionid=47

*Note:* all equipment MUST be clean and dry for at least 48 hours prior to being used at a site and before being used in a different catchment. If you are unable to dry and clean your equipment then all equipment must be disinfected with Virkon S disinfectant.

1.9. Monitoring requirements

To meet Defra’s requirement to gather evidence and develop our knowledge of NFM, the following information will be collected and reported on through the NFM grant scheme application:

- **Location, type and extent of NFM measures to be mapped** – This information will allow the spatial coverage of the project to be assessed and provide an understanding of how the measures have been implemented across the country.

- **Cost of implementing NFM** – The cost of implementing the NFM measures will be collated within a project database, noting how the measure was funded. This information will help inform future decisions regarding NFM funding.

- **Maintenance requirements** – NFM measures require little/ no maintenance, however we require that any maintenance conducted on the NFM measures, including any costs associated with this is recorded and reported back to the NFM Project Officer. This information will help inform future projects.

- **Photographs** – Photographs of the land before and after the NFM measures are required to support this application. These photographs will help show the effects NFM measures have on the landscape and how the NFM measures change over time.

*Note: This information is the minimum monitoring requirement.*
The projects monitoring plan includes numerous other monitoring options e.g. fixed-point photography studies of NFM features, habitat surveys, multiple benefit assessments, river flow monitoring, assessments of changes to hydraulic roughness and studies on the changes to sediment movements. To assist with delivering this monitoring plan we are looking for volunteers to help capture the data and willing landowners to allow this additional monitoring to occur on their land. If you are interested in getting involved with this more detailed research, please speak to Herefordshire Council’s NFM Project Officer.

Please note applications that offer the opportunity for additional monitoring options, will be considered preferential by the NFM Construction Grants Scheme review panel.

2. Assessment criteria

The NFM Construction Grants Scheme is competitive and therefore funding is not guaranteed to all applicants. The panel may also decide to award funding for some of the grant items applied for and not others.

All applications will initially be assessed to ensure they are eligible for the grant (Section 1.2) and that they have submitted all required documentation (see application form). Compliant applications will then be assessed using the following criteria:

1. Does the application meet the objectives of the River Wye and Lugg NFM Project?

<table>
<thead>
<tr>
<th>Objectives of the River Wye and Lugg Natural Flood Management Project:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Reduce flood risk to local communities;</td>
</tr>
<tr>
<td>• Gather evidence and develop our knowledge around NFM where there are currently gaps;</td>
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<tr>
<td>• Engage communities around NFM and develop partnerships; and</td>
</tr>
<tr>
<td>• Deliver wider benefits, e.g. water quality, enhanced biodiversity, socio economic benefits.</td>
</tr>
</tbody>
</table>

The NFM Construction Grants Scheme review panel will assess each application against this criteria. The panel will then provide a recommendation to Herefordshire Council, who will award grants accordingly. The panel will meet on a monthly basis to review applications. The review panel contains representatives from the following organisations:

- Herefordshire Council
- Environment Agency
- Wye and Usk Foundation
- Severn Rivers Trust

Note, as the River Wye and Lugg NFM project is a pilot project, it is required to gather evidence on the effects and benefits of NFM measures. To meet this requirement, applications, which agree to have more than the minimal monitoring required, will be viewed preferentially.
3. NFM Construction Grant Scheme item specifications
3.1 Soil Management Options

Table 3 Soil management options available through CGS

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Cost of Operation</th>
<th>Grant Contribution</th>
<th>Maximum Grant Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>NFM01</td>
<td>Grassland Aeration</td>
<td>£18.50/ha</td>
<td>50%</td>
<td>£9.25/ha</td>
</tr>
<tr>
<td>NFM02</td>
<td>Grassland sward lifting</td>
<td>£57/ha</td>
<td>50%</td>
<td>£28.50/ha</td>
</tr>
<tr>
<td>NFM03</td>
<td>Arable Subsoiling</td>
<td>£58/ha</td>
<td>50%</td>
<td>£29/ha</td>
</tr>
</tbody>
</table>

Table 3 details the soil management options available through the NFM Construction Grants Scheme.

**Objective:** Compaction of fields from stock or machinery increases soil erosion, surface water runoff and increases the risk of soil, manure, nutrients and pesticides reaching watercourses. The cultivation of compacted soils will increase aeration and water infiltration rates which will reduce soil erosion and surface run-off.

**Specifications:** This item will assist in financing to reduce soil compaction for improved grassland or cultivated fields where there is a risk of surface flow reaching a watercourse.

- A specialist soil husbandry advisory visit must be conducted in order to access this CGS item, this can be provided free of charge by the Catchment Advisers (WUF or SRT).
- The type of machinery required depends on the soil type, texture and the depth of compaction, but is likely to include shallow spiking or sub-soiling.
- Aeration of grass fields requires less energy and so receives a reduced grant rate.
- Expert advice should be sought on the appropriate machinery.
- To maximise the benefit and avoid any further soil compaction, only use machinery when the soil is dry at the depth that is to be loosened. It is possible that this process may cause initial damage to the root system for grassland fields.
- Photographic evidence must be taken before and after subsoiling.
- Invoices must be kept if contractors are used or machinery is rented.
- Herefordshire Council is not responsible for any financial loss incurred from this action.

3.2 Over winter crop options

Table 4 Over winter crop options available through CGS

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Cost of Operation</th>
<th>Grant Contribution</th>
<th>Maximum Grant Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>NFM04</td>
<td>Catch / Cover cropping</td>
<td>£120/ha</td>
<td>75%</td>
<td>£90/ha</td>
</tr>
<tr>
<td>NFM05</td>
<td>Under sowing Maize</td>
<td>£87/ha</td>
<td>50%</td>
<td>£43.50/ha</td>
</tr>
</tbody>
</table>
Table 4 details the over winter crop options available through the NFM Construction Grants Scheme.

**Objective:** Establishing a cover crop during fallow periods improves infiltration rates by increasing root mass, reduces nutrient leaching during the autumn/winter and provides soil protection from wind and rain erosion.

Please take into account crops rotations when sowing cover crops. Cover crops can potentially lead to an increase in slug populations depending on weather and soil conditions.

**Specifications:**

- The cover crops must be established annually by 15th September.
- Under sowing of maize should take place in the month following drilling.
- Selected crop must give good ground cover.
- The crop must remain in situ from the date of sowing until at least the 31st January.
- Grazing of cover crops in surface water catchments is permitted but not until after 31st January.
- Ploughing is not permitted to establish the cover crops, the use of light cultivation techniques is recommended.
- It is recommended you discuss this option with an agronomist.
- Any crop sown created for Ecological Focus Area (EFA, CAP greening criteria) cannot be claimed under CGS. Likewise any cover crops funded through Countryside Stewardship SW6 Option cannot receive double funding from the CGS.
- Cover crop mixes could include species such as Mustard, Oil Radish, Phacelia, Oats, Vetch.
- The location of the area selected for cover crops or under sowing must be clearly marked on a map submitted with your application.

### 3.3 Infield water retention options

Table 5 Infield water retention options available through CGS

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Cost of Operation</th>
<th>Grant Contribution</th>
<th>Maximum Grant Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>NFM06</td>
<td>Grass swales</td>
<td>£12/m²</td>
<td>100%</td>
<td>£12/m²</td>
</tr>
<tr>
<td>NFM07</td>
<td>Sediment traps / Attenuation ponds</td>
<td>£12/m²</td>
<td>100%</td>
<td>£12/m²</td>
</tr>
<tr>
<td>NFM08</td>
<td>Earth bunds</td>
<td>£310/barrier</td>
<td>100%</td>
<td>£310/barrier</td>
</tr>
</tbody>
</table>

Table 5 details the infield water retention options available through the NFM Construction Grants Scheme.

Please refer to Appendix A — Planning Permission Guidance and Appendix B — Flood Defence Consent Method Statements for guidance on planning permission and Flood Defence Consent requirements relating to these options.

**NFM06: Grass swales**

**Objective:** Grassed swales are areas of grass which are designed to allow surface flow to collect and soak away.
Specifications: The item consists of site preparation and excavation of the swale. Please note that in calculating the area of the swale for the application form, measurement should start at the inside edge of the created bank. A long swale allows additional time for water to soak away and for sediment to settle. Water management advice is recommended from a Catchment Adviser in order to access this item.

It is not suitable for run-off that contains slurry, manure, dirty yard runoff, or for run-off from a pesticide handling or wash-down area.

The following specifications should be met:

- The swale should be constructed on the contour or at a longitudinal slope of normally no greater than 2 degrees.
- The layout of the swale should be marked on the ground and excavated to a depth of 500 mm.
- Topsoil should be stockpiled separately and used in the bottom of the swale and on the graded slopes.
- Side slopes should be graded to no more than 1:3.
- The floor of the swale should be excavated for a further 150-250 mm and replaced with topsoil.
- A dense grass sward should be established on the sides and floor of the swale.
- The formation of a swale could be considered to be an engineering operation and may require planning permission. The Local Authority should be consulted before any work commences.
- This item can be used in conjunction with check dams (NFM09) to slow the flow of water.

For more information see ‘Wildfowl and Wetlands’ guide and Environment Agency link:


NFM07: Sediment trap/ Attenuation pond

Objective: A sediment trap or attenuation pond will provide an area where muddy run-off from fields or tracks is allowed to pond so sediment will settle out. This will help reduce the risk of sediment and other pollutants entering a nearby watercourse. The sediment trap/ attenuation pond will also offer the potential for additional storage of flood waters, helping reduce peak flows and associated flood risk.

Specifications: Sediment traps/ attenuation ponds may take the form simple of dug-out pond, it is preferable to have a number of small ponds and traps around the farm rather than a single larger feature.

- Should only be used in conjunction with other options to reduce the cause of runoff, as this option only addresses the pathway not the source.
- Does not apply to already existing ponds, areas of existing archaeological or historic value.
- Size of pond/trap depends on soil type and runoff volumes that are to be intercepted.
- For large scale sediment ponds, advice from soil and water or civil engineer should be sought.
- Excavate to an appropriate depth, creating gently sloping banks
- Excavated topsoil should be spread on top of embankments.
- Outflow pipes, where required, should be installed at a suitable location 750 mm below the top of the embankment to provide a freeboard.
- Regular maintenance will be required on sediment ponds/traps. Removal of sediment from ponds/traps as required. EA may need to be contacted if site is contaminated. Check for blockages regularly.
- For more information see ‘wildfowl and wetlands’ guide:

### NFM08: Earth Bunds

**Objective:** An earth bank or soil bund can be used to:

- slow the movement of water, protecting streams and rivers from pollutants
- slow flows during high rainfall and reduce downstream flooding
- control water levels to aid raised water levels for habitat creation and restoration

**Specifications:** Position bunds or banks on land that can support damp, vegetated habitat. Ideally:

- below tracks
- below small, lightly contaminated yards
- below areas of hard standing
- the bottom of slopes
- below woodland channels
- below buffer strips channelling water in arable fields
- where water can be held in grassland fields

**Design and construction:**

- form infiltration basins into ‘V’, ‘U’ or ‘C’ shapes
- measure bunds in a continuous length of 100m per unit with up to a 250m² runoff store
- dig down 0.8m in depth
- grade side slopes to no more than 1 in 3
- ensure half the stored water can empty within 24 hours
- flatten the soil when damp to strengthen the structure
- plant tussocky grass species in banks that can withstand wet and dry conditions
- establish vegetation on the basin floor to reduce clogging
- build bay silt traps where soil erosion is high to stop the basin from clogging
- regularly remove excess sediment from banks and bunds, reapplying it back to the field
- (contact the Environment Agency to check if a waste exemption is required)

**To enhance buffer strips**

- place soil bunds at the field edge of buffer strips, to slow runoff
- build bunds 300mm to 500mm high by 600mm to 1000mm wide
- place larger bunds where complex field slopes divert runoff to pinch points
3.4 In-channel water retention options

Table 6 In-channel water retention options available through CGS

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Cost of Operation</th>
<th>Grant Contribution</th>
<th>Maximum Grant Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>NFM09</td>
<td>In ditch seepage barriers</td>
<td>£300/barrier</td>
<td>100%</td>
<td>£300/barrier</td>
</tr>
<tr>
<td>NFM10</td>
<td>Leaky Dams</td>
<td>£25 to £400/dam</td>
<td>100%</td>
<td>£25 to £400/dam</td>
</tr>
</tbody>
</table>

Table 6 details the infield water retention options available through the NFM Construction Grants Scheme.

Please refer to Appendix B – Flood Defence Consent Method Statements for guidance on Flood Defence Consent requirements relating to these options.

**NFM09: In ditch seepage barriers**

**Objective**: An in ditch wetland barrier is a dam that allows the slow passage of water through it. By slowing down the flow, sediment can be deposited helping to remove nutrients and pesticides from the water.

**Specifications**: Advice and assistance from the Environment Agency may be required for this item. To find your local Environment Agency office please try the following contact information; Email: enquiries@environment-agency.gov.uk or Telephone 03708 506 506.

- In ditch wetland barriers should be located within field ditches, preferably where land on either side is owned by the applicant.
- They are best placed where the ditch system carries a fast flow of water during intensive rain events.
- The number of barriers in any one ditch would depend on the gradient, with steep gradients benefiting from more structures.
- In ditch wetland barriers must not be constructed on natural watercourses, or where there is a high risk to land or property if the structure was to cause local flooding.
- The in ditch wetland barrier should be no more than 4 m wide and 1 m high.
- Wooden slats should be formed either vertically or horizontally (if less than 2 m wide) leaving 1-2 mm gap between each barrier. The slats must be of sufficient strength to resist the force of fast flowing water and be durable.
- Any purchased wood must not be treated with a chemical wood preservative product as these are toxic to aquatic life.
- Materials other than timber may be used for construction as long as they allow water to percolate through at a suitable speed.

**NFM10: Leaky Dams**

**Objective**: Leaky woody dams will slow the movement of water and help push flows onto the floodplain during floods. This will increase temporary storage of flood waters within water
channels and out on to the floodplain, help delay the passage of flood water downstream, allow sediment to settle out, and reduce downstream flood risk.

Specifications:

The size, design and construction techniques for leaky dams are site specific. This therefore affects the cost of installing each leaky dam. The grant value available for leaky dams will be dealt with on a case-by-case basis and ranges from £25/dam to £400/dam, with the average dam costing around £150/dam.

Please note that additional information, along with a quote detailing the costs associated with this grant item MUST be submitted as part of this application.

Pictures of example leaky dams, which form part of the Stroud Rural Sustainable Drainage Project, are shown below. Site specific advice will be given to the applicant to determine the size and design of leaky dams which would be suitable at their site. Where possible locally sourced materials should be used to construct the leaky dams.

General design principles:

- The leaky dam should be 2 times the width of the channel.
- Construct the dam from logs large enough to span the water channel and out on to the floodplain to provide a stable and long-lasting structure.
- Align dams at right angles to channel banks to reduce bank scour.
- Build dams to allow low flows and fish to pass unimpeded at all times.
- Site dams on slow flowing reaches of the watercourse.
- Build dams to a height sufficient to encourage water to spread onto the floodplain upstream of the dam or hold water within the channel itself. Note it is not advised to build the dam higher than approximately 0.5 m.
- Steel pins can be used to secure the structure to the ground and create a large mass of logs which is unlikely to move during high flows.
- Build dams in series (minimum 3 dams) at a spacing between dams of about 5-7 times the width of the channel.
- Make sure dams are not installed directly upstream of pinch points such as bridges or culverts that back up flows and are likely to swamp the dam.
- Check and maintain dams to keep the structure effective.
- Flood Defence Consent is required for this item. Herefordshire Council will apply for the ordinary watercourse FDC on behalf of the applicant. Works on main rivers require consent from the Environment Agency. Applications involving such works will be dealt with on a case-by-case basis.
3.5 Fencing options

Table 7 Fencing options available through CGS

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Cost of Operation</th>
<th>Grant Contribution</th>
<th>Maximum Grant Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>NFM11</td>
<td>Fencing Barb Wire</td>
<td>£4.00/m</td>
<td>50%</td>
<td>£2/m</td>
</tr>
<tr>
<td>NFM12</td>
<td>Fencing Netting &amp; Barb</td>
<td>£5.60/m</td>
<td>50%</td>
<td>£2.80/m</td>
</tr>
</tbody>
</table>

Table 7 details the fencing options available through the NFM Construction Grants Scheme.

**Objective:** Livestock access to watercourses causes erosion of riverbanks, resulting in increased levels of sediment in the channel, overgrazing of bankside vegetation and bacteriological and nutrient contamination. The objective of this option is to prevent livestock access to watercourses and allow the establishment of a buffer strip adjacent to watercourse.

**Specifications:**

The option is for use to protect in channel interventions and is **unlikely to be approved as a stand-alone item.**

- Fences must be a minimum of 1.5 metres from the top of the bank of the watercourse.
- Fencing should prevent animal access.
- Fencing must be stock-proof, fit for purpose and erected with permanent stakes. Posts must be placed at intervals of no more than 3.5m from the post centres. For a high tensile pattern fencing the same requirements apply to the number of line wires or netting (see below), but posts may be placed at up to 12m from the post centres (6m spacing if cattle are present).
- Livestock drinking points are not permitted due to potential water contamination that may affect water quality. An alternative water supply should be sought if necessary and can be funded through this scheme where deemed appropriate, alternatively complimentary funding can be sought through Countryside Stewardship.
- The wire used must be appropriate for the livestock type.
- All materials used must meet the relevant British Standards (BS).
- When erecting a fence consider installing gates to allow management activities or husbandry operations and to comply with Basic Payment Scheme regulations. The financing of fencing does not cover the cost of any gates.
- The fencing option covers installation and does not include cost of maintenance and normal wear and tear.

Please refer to Appendix A – Planning Permission Guidance for guidance on planning permission requirements relating to these options.

### 3.6 Trackway options

Table 8 Trackway options available through CGS

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Cost of Operation</th>
<th>Grant Contribution</th>
<th>Maximum Grant Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>NFM13</td>
<td>Cross drains</td>
<td>£490</td>
<td>50%</td>
<td>£245</td>
</tr>
</tbody>
</table>

Table 8 details the trackway options available through the NFM Construction Grants Scheme.

**Objective:** Cross drains intercept surface water flow paths, helping conduct water away from tracks and other assets. The drains will also help reduce the risk of sediment and other pollutants entering the watercourse.

**Specification:**

- Cross drains should be positioned at intervals across sloping tracks. They should divert water flowing from uphill areas into specifically created temporary water holding areas.
- The number of cross drains required on a track will depend on the steepness of the slope.
- The distance between cross drains will need to be considered on a case-by-case basis. The cross drains must be capable of collecting heavy flows of water.
- Two methods of constructing the cross drain:
  - Open channel construction
    - Excavate channel across the whole width of the track. The channel should be at least 100 mm deep and between 100 mm and 250 mm wide.
    - The channel should be lined with concrete with a gridded top which is at least 150 mm wide.
Raised hump construction:

- Excavate a foundation trench across the whole width of the track to a depth of at least 300 mm.
- Fill trench with concrete
- Install kerbstones across the trench, ensuring they project 60 to 100 mm above the surrounding surface.

- The temporary water holding area located at the outfall of the cross drains should allow water to infiltrate into the ground, slowing the flow of water reaching the watercourse. By allowing water to settle and infiltrate, the temporary water storage area will also help reduce water quality issues.
- Sediment and other material which may clog the drains should be removed from the cross drain and the outfall area.
- Relevant British Standards must be followed when constructing cross drains.
- To prevent the cross drain causing damage, the applicant must ensure that the outflow from the cross drain does not flow into areas of biological, historical or archaeological value. Polluted water should not be allowed to convey via the cross drains into watercourses or ponds.

### 3.7 Tree planting options

**Table 9 Tree planting options available through CGS**

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Cost of Operation</th>
<th>Grant Contribution</th>
<th>Maximum Grant Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>NFM14</td>
<td>Tree Planting</td>
<td></td>
<td>Woodland Trust are dealing with these applications on a case-by-case basis.</td>
<td></td>
</tr>
<tr>
<td>NFM15</td>
<td>Hedge Planting</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 9 details the tree planting options available through the NFM Construction Grants Scheme.

**Objective:** Tree and hedge planting helps to reduce soil erosion and runoff.

The Woodland Trust have offered to contribute towards the cost of woodland creation and hedgerow planting on agricultural and private land for NFM works within this project. They have also offered free tree packages for community or school planting.

**NFM14: Tree planting**

**Woodland Trust funding eligibility:**

- **60% funding** towards stock and sundries or **50% funding** including contract planting costs and 2 years of weeding
- Planting area(s) must total at least **0.5 ha** (multiple sites applicable) or **1 ha** if contract planted
• Only for planting areas of non-wooded land
• Minimum width of 9 metres (3 rows of trees)
• Woodland Trust supplies all stock and sundries
• Landowners sign a **12-year agreement**

**Benefits of Woodland Trust tree planting funding:**

• Land doesn’t need to be registered
• Limited bureaucracy / form-filling / red tape
• Quick decision (within 1 month of application)
• Free professional advice including a site visit
• All stock UK sourced and grown
• Flexibility on species choice / planting density
• 40% Landowner contribution equals approx. £660/Ha
• Savings from bulk buying passed straight on to applicant

**NFM15: Planting new hedgerows**

**Woodland Trust funding eligibility:**

• **60% towards stock and sundries** (but no contract planting option)
• Landscape connectivity - hedge **must connect to existing or newly planted woodland**
• Must plant **at least 100 m of new hedging** up to a maximum of **750 m per applicant**
• Can only fund more than 250 m in conjunction with additional woodland creation

**Specification for Woodland Trust funding:**

• **Double row** - 5 plants / metre + hedge tree every 5 m
• Shrubs in spirals; trees in 1.2 m Tubex shelters
• Standardised species mix: (may vary)
  - 50% Hawthorn
  - 10% Blackthorn, Hazel, Field Maple
  - 5% Crab Apple, Dogwood, Dog Rose
  - 5% Tree Choice (Oak by default)
• 40% Landowner contribution circa £160 per 100 m

**Specifications of hedgerow creation:**

• carry out work between 1 November and 31 March
• Plants must be planted in accordance with the Woodland Trust’s report/guidance and managed as per the 12 year agreement.
• prevent livestock and grazing animals from damaging the hedge by setting fencing at least 1.2m from the centre of the hedge, or, if there is a bank, as close to the base of the bank as possible.

**Woodland Trust Ancient Woodland management advice**

• If you require advice on managing your existing woodland(s), please contact Herefordshire Council’s NFM Project Officer or the relevant Catchment Advisor (Table
2) who will put you in contact with the Woodland Trust’s ancient woodland advisor Jeremy Evans. He will check your wood to see if it is on the ancient woodland inventory map and discuss its history and appearance which could indicate if it is of ecological importance.

- For woodlands that we think are ancient (or potentially ancient), the Woodland Trust is able to offer:
  - Free site visit(s) and a woodland report detailing ancient woodland features and management recommendations. This will be confidential between owner and the Woodland Trust and there will be no commitment for owners to act on any content of the report. Should owners wish to implement recommendations further advice can be given on regulations and appointing contractors.

### 3.8 Landowner innovation options

Table 10 Landowner innovation options available through CGS

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Cost of Operation</th>
<th>Grant Contribution</th>
<th>Maximum Grant Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>NFM16</td>
<td>Landowner Innovation</td>
<td>Up to £2,000</td>
<td>TBC on Application</td>
<td>Up to £2,000</td>
</tr>
</tbody>
</table>

Table 10 details the landowner innovation options available through the NFM Construction Grants Scheme.

**Objective:** We acknowledge that all farms/areas of land operate differently and on a variety of landscapes. The list of grants offered therefore may not be suitable for all situations. The ‘Landowner Innovation’ item offers applicants an opportunity to suggest alternative and innovative options to reduce erosion, infiltration issues and flood risk.

**Specifications:** Innovation Applications can only be submitted with endorsement from your local Catchment Adviser or Herefordshire Council’s NFM Project Officer, who should be consulted prior to making the application. If we deem this plan of benefit to the environment, we will fund up to 50-100% of the cost (ex. VAT) depending on the cost-benefit of the project, with a maximum contribution of £2,000. We will not fund any infrastructure directly linked to regulatory requirements.

General conditions for applications to be considered:

- All Landowner Innovation applications **MUST** be accompanied with quotes or costings for the proposed works/items, maps and timings. Where this includes your own time, an estimate must be provided.
- All supporting information must be submitted at the time of application. Applications without necessary information will not be considered until this is received.
- The water quantity benefit of the work must be explained in the application form. Applications without this will not be considered.
- Should the value of completed work be less than that originally specified in the grant acceptance letter, the value will be reduced proportionately.

Examples of Items NOT eligible for funding:

1. Clearing/re-digging of ditches
2. To comply with regulatory requirements
3. Replacement or maintenance of items/infrastructure
4. Machinery and farm activity with no direct improvement of water quantity

Please refer to Appendix A – Planning Permission Guidance and Appendix B – Flood Defence Consent Method Statements for guidance on planning permission and Flood Defence Consent requirements relating to these options.
4. References

<table>
<thead>
<tr>
<th>Author</th>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
</table>
Appendix A – Planning Permission Guidance

In accordance with the Town and Country Planning (General Permitted Development) (England) Order 2015 (GPDO) the following advice can be given to anyone wishing to apply for the construction grant scheme in connection with fences, attenuation ponds or earth bunds.

- **Fences (NFM11/NFM12) (on agricultural and residential land)**

  PART 2 Class A of Schedule 2 of the GDPO requires the developer to apply for planning permission if:

  (a) the height of any fence or means of enclosure which is erected or constructed adjacent to a highway exceeds 1 metre in height (for a school it is increased to 2 metres);

  (b) the height of any fence or means of enclosure erected or constructed would exceed 2 metres above the ground; or

  (c) it would involve development within the curtilage of a listed building.

- **Attenuation ponds (NFM07) and earth bunds (NFM08) (on agricultural land)**

  Attenuation ponds and earth bunds are considered to be an engineering or excavation operation for which planning permission is normally required. However, Part 6 Class A of Schedule 2 of the GPDO sets out permitted development rights which allow these works to be carried out without a full planning application being required; provided they meet the following criteria;

  1. The total area of the agricultural unit exceeds 5 hectares;

  2. The excavated area (and the land where spoil will be deposited) does not exceed 0.5ha*;

  3. Waste materials are not brought on to the land from elsewhere; and

  4. The excavation/development is not within 25metres of a metalled part of a trunk road or classified road;

  If the area of the proposed excavations exceed 0.5 hectares, then the developer must apply to the Local Planning Authority for a determination as to whether their prior approval will be required for the development. This is done through a ‘Prior Notification’ application and the Local Planning Authority will assess if the development is necessary for the purposes of agriculture on the unit and if the siting of the development is acceptable. Developers should be aware that you cannot apply for prior notification retrospectively.

  Planning permission will be required for works on units of less than 5 hectares.

  *Note: the relevant area is the area of the proposed excavation or the area on which it is proposed to deposit waste together with the aggregate of the areas of all other excavations within the unit which have not been filled and of all other parts of the unit on or under which waste has been deposited and has not been removed.
Appendix B – Flood Defence Consent Method Statements

METHOD STATEMENT: NFM07 – SEDIMENT TRAP/ ATTENUATION POND

DESCRIPTION OF ACTIVITY:

A sediment trap or attenuation pond will provide an area where muddy run-off from fields or tracks is allowed to pond so sediment will settle out. This will help reduce the risk of sediment and other pollutants entering a nearby watercourse. The sediment trap/ attenuation pond will also offer the potential for additional storage of flood waters, helping reduce peak flows. Figure 4 and Figure 5 show examples of this NFM measure.

Figure 4 Example of a sediment trap

![Example of a sediment trap](https://www.wwt.org.uk/uploads/documents/1429707026_WWTConstructedFarmWetlands150422.pdf)


Figure 5 Example of an attenuation pond

![Example of an attenuation pond](https://www.yorkshiredales.org.uk/__data/assets/pdf_file/0003/1010991/11301_flood_management_guide_WE_Bx.pdf)


CONSTRUCTION METHOD:

Sediment trap/ attenuation pond may take the form simple of dug-out ponds, it is preferable to have a number of small ponds and traps around the farm rather than a single larger feature.
General design principles:

- Size of pond/trap depends on soil type and runoff volumes that are to be intercepted.
- For large scale sediment ponds, advice from soil and water or civil engineer should be sought.
- Excavate to an appropriate depth, creating gently sloping banks
- Excavated topsoil should be spread on top of embankments.
- Outflow pipes, where required, should be installed at a suitable location i.e. 750 mm below the top of the embankment to provide a freeboard.
- Regular maintenance will be required on sediment ponds/traps. Removal of sediment from ponds/traps as required. EA may need to be contacted if site is contaminated. Check for blockages regularly.
- For more information see 'wildfowl and wetlands’ guide:  

Depending on site conditions the following equipment may be used to install the sediment trap/pond:

- Mini digger
- Hand tools e.g. spade

Any equipment used will be used by appropriately trained and qualified personnel. All personnel will wear relevant personal protective equipment.

ACCESS TO SITES:

Permission from the landowner to access the sites will be obtained prior to any works commencing.

TEMPORARY WORKS:

N/A

MANAGEMENT OF FLOOD RISK DURING CONSTRUCTION:

The construction of sediment traps/ attenuation ponds will not lead to an increase in flood risk, as they will help prevent sediment entering the watercourse, which reduces the capacity of the watercourse for conveying flow. The sediment trap/ attenuation pond will also offer the potential for additional storage of flood waters, helping reduce peak flows.

ENVIRONMENTAL CONSIDERATIONS:

Sediment traps/ attenuation ponds are designed to reduce the amount of sediment entering the watercourse. This NFM measure will offer multiple benefits, including reducing flood risk by offering additional storage potential for flood waters and by preventing siltation of the channel. They will also reduce the amount of pollutants reaching the watercourse, which will offer water quality benefits.

Pollution prevention:

With careful planning most pollution incidents are avoidable. Potential pollutants from the creation of sediment traps/ attenuation ponds include:
- **Silt** - Silt pollution can be caused by disturbing the riverbed or bank, or from runoff from exposed ground. It can suffocate aquatic life causing damage or death. Silt can also increase flood risk by blocking culverts and channels.

- **Fuel, oil, chemicals and solvents** – Spillages of fuel, oil, chemicals and solvents can damage the aquatic environment and cause death of aquatic life.

- **Waste materials (including hazardous waste)**

  The following strategies can be adopted to prevent/ reduce the risk of these pollution incidences occurring:

  - **Silt** - To avoid silt pollution, wherever possible you should use methods which reduce or eliminate the need for working within the channel. You should also adopt methods which do not contaminate surface water.

  - **Fuel, oil, chemicals and solvents** – The following precautions should be adopted to prevent this type of pollution:
    
    - **Storage** - All fuels, oils, chemicals and solvents should be securely stored on an impervious base with a secondary contamination system in place e.g. a bund. The base of the bund should be impermeable to the material being contained and should be capable of storing 110% of the volume of material stored. The storage area should be located above any flood water level and away from high risk areas i.e. locations in close proximity to water.
    
    - **Refuelling** - To reduce the risk of fuel being spilt into the watercourse during refuelling, refuelling should occur in a designated area which has an impermeable base. The refuelling area should be located away from the watercourse or any drains and a drip tray should be used to capture any spillage. A spill kit containing sand, earth or commercial products should be available on site.

    - **Biodegradable oils** – where possible biodegradable oils should be used e.g. biodegradable chainsaw chain bar lubricant, as these oils tend to be less toxic compared to synthetic alternatives.

- **Waste materials (including hazardous waste)** – All waste materials will be collected and stored within a sealed, watertight, plastic refuse bag. All waste will then be removed from site and disposed of accordingly.

**Protection of Flora & Fauna:**

Prior to commencing work, a basic assessment will be conducted to assess the habitat value of the site, including identification of any protected habitats or species. Appropriate protective action will be taken for any identified species.

As general guidance, trees should be inspected before felling and any trees with crevices, bowls or other openings which would be suitable for bats or roosting owls (at height) or dormice (waist to chest height) must be avoided. It is illegal to destroy a bats roost even if it is not occupied.

**Bird nesting season** – The bird-nesting season is from March until September (inclusive). Under ’The Wildlife and Countryside Act 1981’ it is an offence to:

- intentionally kill, injure or take wild birds
- take, damage or destroy a wild bird nest whilst it’s in use or being built
- take or destroy a wild bird’s egg
- disturb wild birds whilst they are nesting, building a nest, or in or near a nest that contains their young
- disturb dependant wild bird young

Trees with active birds’ nests in MUST be avoided. Note birds may nest earlier or later than the official nesting season due to local conditions.

**Ash dieback (Chalara):** Ash dieback causes leaf loss, crown dieback and bark lesions. Once a tree is infected the disease is usually fatal, either directly, or indirectly by the tree becoming weak and susceptible to other pests and pathogens e.g. *Armillaria* fungi, or honey fungus.

The fungus, which causes ash dieback (*Hymenoscyphus fraxineus*), is classified as a quarantined organism under national emergency measures. Any sightings of this disease must be reported.

*Note:* The felling of ash trees should be avoided, as presently unaffected trees may be resistant to the disease and should therefore be preserved in the landscape.

**Acute Oak Decline (AOD):** AOD can be identified by a dark fluid oozing from cracks in the bark of oak trees. This condition results in the decline and death of the tree. Any sightings of infected trees should be reported.

*Note:* The felling of oak trees should be avoided, as presently unaffected trees may be resistant to AOD and should therefore be preserved in the landscape.

**Preventing the spread of non-native species & environmental diseases:**

To prevent the spread of non-native species (identification guides available at: [www.nonnativespecies.org/index.cfm?sectionid=47](http://www.nonnativespecies.org/index.cfm?sectionid=47)) and environmental diseases such as crayfish plague the following ‘Check, Clean, Dry’ guidelines should be followed:

- **Check:** Check your equipment and clothing for live organisms - particularly in areas that are damp or hard to inspect. If you do come across any organisms, leave them at the water body where you found them.
- **Clean:** Clean and wash all equipment, footwear and clothes thoroughly. Remember mud can retain spores so needs to be removed completely. Use hot water where possible.
- **Dry:** Dry all equipment and clothing – for at least 48 hours, ideally in sunlight. Some species live for many days in moist conditions. Make sure you don’t transfer water elsewhere.

Source: *Non-Native Species Secretariat (2019)*

*Note:* all equipment MUST be clean and dry for at least 48 hours prior to being used at a site and before being used in a different catchment. If you are unable to dry and clean your equipment then all equipment must be disinfected with Virkon S disinfectant.

Additional information about non-native species, including e-learning courses are available at: [www.nonnativespecies.org](http://www.nonnativespecies.org)
METHOD STATEMENT: NFM09 – IN DITCH SEEPAGE BARRIER

DESCRIPTION OF ACTIVITY:

An in ditch wetland barrier is a dam that allows the slow passage of water through it. By slowing down the flow, sediment can be deposited helping to remove nutrients and pesticides from the water. Figure 4 and Figure 7 show examples of this NFM measure.

Figure 6 Example of an in-ditch seepage barrier


Figure 7 Example of an in-ditch seepage barrier


CONSTRUCTION METHOD:

General design principles:

- In ditch wetland barriers should be located within field ditches, preferably where land on either side is owned by the applicant.
- They are best placed where the ditch system carries a fast flow of water during intensive rain events.
- The number of barriers in any one ditch would depend on the gradient, with steep gradients benefiting from more structures.
- In ditch wetland barriers must not be constructed on natural watercourses, or where there is a high risk to land or property if the structure was to cause local flooding.
- The in ditch wetland barrier should be no more than 4 m wide and 1 m high.
- Wooden slats should be formed either vertically or horizontally (if less than 2 m wide) leaving 1-2 mm gap between each barrier. The slats must be of sufficient strength to resist the force of fast flowing water and be durable.
- Any purchased wood must not be treated with a chemical wood preservative product as these are toxic to aquatic life.
- Materials other than timber may be used for construction as long as they allow water to percolate through at a suitable speed.

Depending on site conditions the following equipment may be used to install the in ditch seepage barriers:
- Hand tools e.g. saw
- Sledge hammer
- Drill

Any equipment used will be used by appropriately trained and qualified personnel. All personnel will wear relevant personal protective equipment.

**ACCESS TO SITES:**

Permission from the landowner to access the sites will be obtained prior to any works commencing.

**TEMPORARY WORKS:**

N/A

**MANAGEMENT OF FLOOD RISK DURING CONSTRUCTION:**

The construction of in-ditch seepage barriers will not lead to an increase in flood risk. Flow in the ditch will be maintained during the construction phase and the in-ditch seepage barrier will be installed to allow the normal base flow of the ditch to pass through it unobstructed.

Works will not be conducted during times of high flow.

**ENVIRONMENTAL CONSIDERATIONS:**

In ditch seepage barriers are designed to mimic natural processes within watercourses and are expected to have the following beneficial impacts:

- Slow the flow of water during peak flood events, helping reduce flood risk downstream
- Reduce the amount of debris and silt being transported downstream

**Pollution prevention:**

With careful planning most pollution incidents are avoidable. Potential pollutants from the creation of in ditch seepage barriers include:

- **Silt** - Silt pollution can be caused by disturbing the bed or bank of the ditch, or from runoff from exposed ground. It can suffocate aquatic life causing damage or death. Silt can also increase flood risk by blocking culverts and channels.
- **Fuel, oil, chemicals and solvents** – Spillages of fuel, oil, chemicals and solvents can damage the aquatic environment and cause death of aquatic life.
- **Waste materials (including hazardous waste)**

The following strategies can be adopted to prevent/ reduce the risk of these pollution incidences occurring:

**Silt** - To avoid silt pollution, wherever possible you should use methods which reduce or eliminate the need for working within the channel. You should also adopt methods which do not contaminate surface water.

**Fuel, oil, chemicals and solvents** – The following precautions should be adopted to prevent this type of pollution:

- **Storage** - All fuels, oils, chemicals and solvents should be securely stored on an impervious base with a secondary contamination system in place e.g. a bund. The base of the bund should be impermeable to the material being contained and should be capable of storing 110% of the volume of material stored. The storage area should be located above any flood water level and away from high risk areas i.e. locations in close proximity to water.
- **Refuelling** - To reduce the risk of fuel being spilt into the watercourse during refuelling, refuelling should occur in a designated area which has an impermeable base. The refuelling area should be located away from the watercourse or any drains and a drip tray should be used to capture any spillage. A spill kit containing sand, earth or commercial products should be available on site.
- **Biodegradable oils** – where possible biodegradable oils should be used e.g. biodegradable chainsaw chain bar lubricant, as these oils tend to be less toxic compared to synthetic alternatives.
- **Untreated wood** - Where possible the in ditch seepage barriers will be constructed from locally sourced timbers e.g. banksie Alder. Treated wood should not be used within the construction in order to prevent pollution.

**Waste materials (including hazardous waste)** – All waste materials will be collected and stored within a sealed, watertight, plastic refuse bag. All waste will then be removed from site and disposed of accordingly.

**Protection of Flora & Fauna:**

Prior to commencing work, a basic assessment will be conducted to assess the habitat value of the site, including identification of any protected habitats or species. Appropriate protective action will be taken for any identified species.

As general guidance, trees should be inspected before felling and any trees with crevices, bowls or other openings which would be suitable for bats or roosting owls (at height) or dormice (waist to chest height) must be avoided. It is illegal to destroy a bats roost even if it is not occupied.

**Bird nesting season** – The bird-nesting season is from March until September (inclusive). Under ‘The Wildlife and Countryside Act 1981’ it is an offence to:

- intentionally kill, injure or take wild birds
- take, damage or destroy a wild bird nest whilst it’s in use or being built
- take or destroy a wild bird’s egg
- disturb wild birds whilst they are nesting, building a nest, or in or near a nest that contains their young
- disturb dependant wild bird young

Trees with active birds’ nests in MUST be avoided. Note birds may nest earlier or later than the official nesting season due to local conditions.

**Ash dieback (Chalara):** Ash dieback causes leaf loss, crown dieback and bark lesions. Once a tree is infected the disease is usually fatal, either directly, or indirectly by the tree becoming weak and susceptible to other pests and pathogens e.g. *Armillaria* fungi, or honey fungus.

The fungus, which causes ash dieback (*Hymenoscyphus fraxineus*), is classified as a quarantined organism under national emergency measures. Any sightings of this disease must be reported.

*Note:* The felling of ash trees should be avoided, as presently unaffected trees may be resistant to the disease and should therefore be preserved in the landscape.

**Acute Oak Decline (AOD):** AOD can be identified by a dark fluid oozing from cracks in the bark of oak trees. This condition results in the decline and death of the tree. Any sightings of infected trees should be reported.

*Note:* The felling of oak trees should be avoided, as presently unaffected trees may be resistant to AOD and should therefore be preserved in the landscape.

**Preventing the spread of non-native species & environmental diseases:**

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**CHECK:** Check your equipment and clothing for live organisms - particular in areas that are damp or hard to inspect. If you do come across any organisms, leave them at the water body where you found them.

**CLEAN:** Clean and wash all equipment, footwear and clothes thoroughly. Remember mud can retain spores so needs to be removed completely. Use hot water where possible.

**DRY:** Dry all equipment and clothing – for at least 48 hours, ideally in sunlight. Some species live for many days in moist conditions. Make sure you don’t transfer water elsewhere.


*Note:* all equipment MUST be clean and dry for at least 48 hours prior to being used at a site and before being used in a different catchment. If you are unable to dry and clean your equipment then all equipment must be disinfected with Virkon S disinfectant.

Additional information about non-native species, including e-learning courses are available at: [www.nonnativespecies.org](http://www.nonnativespecies.org)
METHOD STATEMENT: NFM10 – LEAKY DAMS

DESCRIPTION OF ACTIVITY:

Leaky woody dams will slow the movement of water and help push flows onto the floodplain during floods. This will increase temporary storage of flood waters within water channels and out on to the floodplain, help delay the passage of flood water downstream, allow sediment to settle out, and reduce downstream flood risk. Figure 4 shows examples of different leaky woody dam designs.

Figure 8 Examples of leaky woody dam designs

CONSTRUCTION METHOD:

The size, design and construction techniques for leaky dams are site specific. Works will be carried out either by the landowner or by a contractor acting on behalf of the landowner.

General design principles:

- Carefully selected trees along the watercourse will be felled to provide the materials for constructing the leaky dams.
- The leaky dam should be 2 times the width of the channel.
- Construct the dam from logs large enough to span the water channel and out on to the floodplain to provide a stable and long-lasting structure.
- Align dams at right angles to channel banks to reduce bank scour.
- Build dams to allow low flows and fish to pass unimpeded at all times.
- Site dams on slow flowing reaches of the watercourse.
- Build dams to a height sufficient to encourage water to spread onto the floodplain upstream of the dam or hold water within the channel itself. Note it is not advised to build the dam higher than approximately 0.5 m.
- Steel pins can be used to secure the structure to the ground and create a large mass of logs which is unlikely to move during high flows.
- Build dams in series (minimum 3 dams) at a spacing between dams of about 5-7 times the width of the channel.
- Make sure dams are not installed directly upstream of pinch points such as bridges or culverts that back up flows and are likely to swamp the dam.

Depending on site conditions the following equipment may be used to install the leaky dams:
- Chain saw
- Winch
- Mini digger
- Sledge hammer
- Drill
- Hand tools

Any equipment used will be used by appropriately trained and qualified personnel. All personnel will wear relevant personal protective equipment.

ACCESS TO SITES:

Permission from the landowner to access the sites will be obtained prior to any works commencing.

TEMPORARY WORKS:

N/A

MANAGEMENT OF FLOOD RISK DURING CONSTRUCTION:

The construction of leaky dams will not lead to an increase in flood risk. Flow in the watercourse will be maintained during the construction phase and the leaky dam will be installed to allow the normal base flow of the watercourse to pass through it unobstructed.

Works will not be conducted during times of high flow.

ENVIRONMENTAL CONSIDERATIONS:

Leaky dams are designed to mimic natural processes within watercourses and are expected to have the following beneficial impacts:

- Slow the flow of water during peak flood events, helping reduce flood risk downstream
- Reduce the amount of debris and silt being transported downstream

Pollution prevention:

With careful planning most pollution incidents are avoidable. Potential pollutants from the creation of leaky dams include:
- **Silt** - Silt pollution can be caused by disturbing the riverbed or bank, or from runoff from exposed ground. It can suffocate aquatic life causing damage or death. Silt can also increase flood risk by blocking culverts and channels.

- **Fuel, oil, chemicals and solvents** – Spillages of fuel, oil, chemicals and solvents can damage the aquatic environment and cause death of aquatic life.

- **Waste materials (including hazardous waste)**

The following strategies can be adopted to prevent/ reduce the risk of these pollution incidences occurring:

**Silt** - To avoid silt pollution, wherever possible you should use methods which reduce or eliminate the need for working within the channel. You should also adopt methods which do not contaminate surface water.

**Fuel, oil, chemicals and solvents** – The following precautions should be adopted to prevent this type of pollution:

- **Storage** - All fuels, oils, chemicals and solvents should be securely stored on an impervious base with a secondary contamination system in place e.g. a bund. The base of the bund should be impermeable to the material being contained and should be capable of storing 110% of the volume of material stored. The storage area should be located above any flood water level and away from high risk areas i.e. locations in close proximity to water.

- **Refuelling** - To reduce the risk of fuel being spilt into the watercourse during refuelling, refuelling should occur in a designated area which has an impermeable base. The refuelling area should be located away from the watercourse or any drains and a drip tray should be used to capture any spillage. A spill kit containing sand, earth or commercial products should be available on site.

- **Biodegradable oils** – where possible biodegradable oils should be used e.g. biodegradable chainsaw chain bar lubricant, as these oils tend to be less toxic compared to synthetic alternatives.

- **Untreated wood** - Where possible the leaky dams will be constructed from locally sourced timbers e.g. bankside Alder. Treated wood should not be used within the construction in order to prevent pollution.

**Waste materials (including hazardous waste)** – All waste materials will be collected and stored within a sealed, watertight, plastic refuse bag. All waste will then be removed from site and disposed of accordingly.

**Protection of Flora & Fauna:**

Prior to commencing work, a basic assessment will be conducted to assess the habitat value of the site, including identification of any protected habitats or species. Appropriate protective action will be taken for any identified species.

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1. **CHECK** your equipment and clothing for live organisms - particular in areas that are damp or hard to inspect. If you do come across any organisms, leave them at the water body where you found them.

2. **CLEAN** and wash all equipment, footwear and clothes thoroughly. Remember mud can retain spores so needs to be removed completely. Use hot water where possible.

3. **DRY** all equipment and clothing – for at least 48 hours, ideally in sunlight. Some species live for many days in moist conditions. Make sure you don’t transfer water elsewhere.


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