



Project plan for Restharrow Scrape (RHS) Development Project

	When?	What?	Who will carry out the activity?	Who is the activity for?	Approved purpose	What will you achieve?	Evaluation – how do we know it is achieved?	Date achieved
	Give us the dates you expect the activity to start and end. Please list you activities in chronological order.	List the individual activities you will do to achieve your project outcomes. Use target numbers where possible.	Tell us who will be responsible for managing the activity (for example, project officer, young people, or a named partner organisation).	Tell us who the activity is aimed at (for example, a particular group of people, local schoolchildren, visitors to a museum etc.).	Identifies which of the approved purposes this activity addresses.	Explain in detail what you will achieve by doing the activity.		
1.	By 17/5/19	Complete land purchase at agreed price	Chair of Trustees	Persons using RHS site	AP2	Will launch the project	Land registry information	24 May 2019
2.	From 17/5/19	Publicise land acquisition and role played by funders	Designated Trustee(s)	General public, especially local	AP1	Publicity for the work of SBBOT and the role of funders	Copies of newspapers etc	June 2019 EKM And others plus signs at site and at field centre
3.	10/5/19 to 30/6/19	Obtain at least 3 tenders for ground works and update brief	Conservation team leader	N/A	AP5	Competitive price and agreed timing for development work	Copies of tenders	Ovendens appointed 09/07/2019
4.	10/5/19 to 30/6/19	Finalise design for bird hide and identify supplier	Designated Trustee and Bo Beolens and Russell Miles	Persons using RHS site	AP5	Suitable new hide for scrape at an appropriate price	Plans provided for tender plus tenders	Gilleards appointed 05/08/2019

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5.	From 31/5/19	Review further funding needs - possible vehicle purchase and app development	Designated Trustee(s)	Conservation team and site users	AP5	Fundraising plan for 2019/20, if required	Minutes of meetings	Handed over to Trustees to follow up if required 12/03/2020
6.	31/5/19 to 31/8/19	Obtain design/advice on sand martin wall. Source materials	Designated Trustee(s)	Conservation team and Tony Burgess	AP5	A suitable nesting site for a species whose breeding sites are under threat	Spring 2020 sound lure unsuccessful	Summer 2019 – info received from RSPB Fairburn Ings and Edward Cowley filed
6a	Spring 2021	Retry sand martin lure	Asst Warden		AP5	A suitable nesting site for a species whose breeding sites are under threat	Spring 2021 sound lure unsuccessful	Passed to Trustees for any future development
7.	31/5/19 to 31/8/19	Design display boards for Scrape & FC & order them	Designated Trustee- Ken Chapman	Persons using RHS site	AP10	Publicity for the work of SBBOT and the role of funders	Order/invoice	Boards ordered Feb 2020
8.	31/5/19 to 31/8/19	Purchase solar-powered audio post	Designated Trustee – John Buckingham?	Persons using RHS site	AP10	Inform users about the site and its wildlife	Order/invoice. Recordings	Post ordered Spring 2020

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9.	31/5/19 to 31/8/19	Review/redesign procedures for monitoring, recording and analysing wildlife using scrape	Warden and Designated Trustee(s)	Researchers & other interested parties	AP6	Records will be included in national databases and be readily available in-house	BTO bird track NMRS	Much historic data now digitised ONGOING
10.	31/5/19 to 31/8/19	Develop procedures for monitoring visitors' use and views of the scrape	Designated Trustees*	SBBOT & users	Evaluation	The means to evaluate peoples' use and views of the scrape over the project and beyond	Not achieved	Evaluation plan devised Oct 2019. Activity on hold for most of 2020 and 2021
11.	31/5/19 to 31/8/19	Develop procedures for monitoring volunteers' experience of the project	Designated Trustees*	SBBOT & volunteers	Evaluation	The means to evaluate outcomes for volunteers during the project and beyond	Reports on activities	Evaluation plan devised Oct 2019. Activity on hold for most of 2020 and 2021

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12.	1/10/20 to 30/10/20	Seek further guidance on developing & maintaining habitat for turtle doves, threatened moths, etc.	Designated Trustees RSPB, Staple, BC	Conservation team	AP5	Appropriate information to include in conservation plan	Sue Buckingham ongoing monitoring of plants present. Conservation team monitor the creeping willow growth. “Make a buzz for the Coast” having a course at SBBOT. SZW to seek feedback on our bee habitats. IDH to speak with Tony Davis (BC) re moths. Doves are accessing suitable habitat and water on the Scrape as well as on the neighbouring field (managed by SBBOT). Census records show no Turtle Doves present 2020.	Conservation plan published 09/2020
13.	1/9/19 to 30/9/19	Advertise Assistant Warden (AW) post, emphasising the support from funders	Designated Trustee(s)	Local groups, schools, etc	AP3	Applications from several suitable candidates and publicity for the work of SBBOT and the role of funders	JD etc and copy of adverts	Post advertised with closing date of 30 September 2019 Including in BB

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14.	24/8/19 to 31/8/19	Prepare site for ground works – fence removal etc.	Conservation team leader	N/A	AP5	Site ready for contractors to commence work	photos	Site prepared by conservation team Sept 2019
15.	1/9/19 to 31/10/19	Carry out ground works using chosen contractor. Site to be closed to public for duration	Conservation team leader	Persons using RHS site	AP5	An improved habitat for many species as described in the application form	photos	Ground works completed between 19 September and 15 October 2019
16.	23/09/20 to 31/10/20	Prepare conservation plans for scrape and adjacent meadows	Warden, Bill Martin, Ken Chapman, Claire Ward, Ian Hunter, Asst Warden sitting in, Sally Hunter (admin)	Conservation team	AP5	Scrape and meadows will be managed appropriately for target species	Conservation plan published	Date changed 11/19 and conservation plan published 09/20
17.	15/9/19 to 31/10/19	Shortlist and interview suitable AW candidates	Interview panel of Trustees/Warden	Local groups, schools, etc	AP3	The right person appointed	Records of Interview procedure	Becky Downey appointed 21/10/19
18.	1/10/19 to 30/11/19	Design & commission printing of new publicity leaflets	Designated Trustee(s)	General public, especially local	AP1 and Publicity	Publicity for the work of SBBOT and the role of funders	Leaflets	Produced February 2020

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19.	1/10/19 to 30/11/19	Design & commission printing of new walk route leaflets	Designated Trustee(s)	Field Centre visitors	AP10	Visitors informed about options available and encouraged to walk to the scrape	Leaflets available from Field Centre	Summer 2019
21.	1/11/19 to 30/11/19	Oversee installation of hide & paths	Conservation team/leader	Persons using RHS site	AP5	Different views over existing scrape/views over extension	photos	Hide erected 19 November 2019 Paths completed February 2020 Parking Bays completed March 2020
22.	1/11/19 to 31/12/19	Negotiate grazing rights	Designated Trustee(s)	SBBOT and local farmer	AP5	Land grazed in accordance with conservation plan	Grazing agreements	Grazing agreements reviewed early 2022
23.	15/11/19 to 30/11/19	Install display boards and audio post	Conservation team	Persons using RHS site	AP10	See above	Boards and post in place	March 2020 boards in place Audio post in place July 2021
24.	1/12/19 to 31/12/19	Publicise re-opening of site and improvements	Designated Trustee(s)	General public, especially local	Management group and publicity and AP1	Publicity for the work of SBBOT and the role of funders	Website etc	Planned for April 2020 but now in 60 th anniversary celebrations August 2022

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25.	1/9/20 to 30/9/20	Install suitable fencing and gate(s)	Conservation team	N/A	AP5	Separation of wet and dry meadow areas, enabling latter to be grazed	Fencing and gates in situ photos	Dates changed 11/19 Completed October 2021
26.	1/1/20 to 31/12/21	AW in post, trained and managed	Warden and Chair of Trustees	Local groups, schools, etc	AP3	Greater involvement with SBBOT activities especially by younger people	AW outputs and review	Jan 2020 in post Completed contract 12/2021
27.	1/2/20	Familiarise AW with recording systems for digitising historical records and commence data entry	Warden and AW	Researchers & other interested parties	AP3/AP6/AP7	Records will be included in national databases and be more readily available in-house	AW entering data	Completed

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28.	1/4/20 to 31/5/20	Review training needs of Warden, AW & volunteers and plan how/when to meet them	Designated Trustee(s), Warden and AW	Warden, AW & volunteers	AP7	Warden, AW & volunteers able to carry out their roles more effectively	Training completed and knowledge shown in carrying out tasks	AW basic 1 st Aid and safeguarding training July 2020. Ringing, brush cutting and strimming ongoing. Mentoring for increased knowledge of birds and other wildlife including moths completed December 2021 Volunteer training Oct 2019 and Feb 2020. 1 st Aid training for staff and volunteers Mar 2022

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29.	1/4/20 to 31/8/20	If funding secured, review need for new vehicle and seek quotes and acquire	Conservation team leader	Conservation team volunteers	AP5	The means to carry out conservation work more efficiently	Not achieved	No funding secured for land vehicle - decisions passed to SBBOT Trustees. 12/03/2020 Boat acquired Nov 2019 Safety equipment for working in deep water environment purchased for conservation team late 2019
30.	1/4/20	Commence recruiting volunteers for rota in hides	AW supported by Warden & Trustees	Visitors to hides and volunteers	AP4	Visitors gain an enhanced experience and greater knowledge	Hide volunteers in place – not achieved by end of project	Feb 2020 3 volunteers recruited Further recruitment on hold due to Covid-19 restrictions

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31.	1/4/20	Commence in-house training for hide volunteers	AW supported by Warden & Trustees	Volunteers	AP7	Volunteers will gain knowledge of the wildlife & environment and the confidence to share it and benefit from involvement	Largely unachieved due to Covid	Feb 2020 volunteers attended training
32.	1/4/20 to 31/5/20	Review progress of project over year 1 and make any necessary adjustments to project plan	Trustees, Warden and AW*	N/A	Management group	Appropriately revised plan for years 2 & 3	Project plan updates	Review of project plan completed 16/09/20 Project review ongoing
33.	1/4/20 to 30/9/20	If funding secured, plan detailed role of smartphone app, identify and commission designer	Designated Trustee(s), Warden and AW	Users of SBBOT sites, especially younger people	AP10	Greater knowledge & understanding of wildlife and environment especially among younger people	Not completed	16/09/20 This item removed from plan due to lack of finance
34.	1/5/20	Commence consultation with MENCAP/other user groups to identify needs that can be met through the project	Designated Trustee(s), Warden and AW	User group participants	AP9	The specific needs of participants are taken account of in the project	Mencap and Birding for all involved in hide design meetings – see minutes	Back wall display June 2020 On hold due to Covid-19 restrictions 09/20 Complete 2021

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35.	1/6/20	Commence outreach work with local schools, youth and other community groups	AW supported by Warden & Trustees	Young people and the wider community	AP8	People will have visited our sites and will have extended their knowledge/understanding of wildlife and the environment	Feedback from activities and photos Report from Becky	Contact made with Primary and Secondary Schools 02/20 but on hold due to Covid-19 restrictions. Summer 2020 Holiday Club Completed 2021 During lockdown outreach activity via digital means. Many school and other group visits now complete
36	1/2/21 to 28/2/21	Review conservation plans for scrape and adjacent meadows	Conservation team, designated Trustees, Warden and AW	N/A	AP5	Scrape and meadows will be managed appropriately for target species	Conservation plan	Conservation plan drawn up 09/2020. Now handed over to Reserves management committee

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37.	1/4/21 to 30/5/21	Review progress of project over year 2 and make any necessary adjustments to project plan	Trustees, Warden and AW*	N/A	Management group	Appropriately revised plan for year 3	Updated Project Plan	Project plan reviewed 22/06/2021
38.	1/7/21 to 31/12/21	Review SBBOT ability to fund AW post beyond 2021 and seek funding if necessary	Designated Trustee(s)	Local groups, schools, etc	Management group and Trustees	Continue/extend involvement with SBBOT activities especially by younger people	AW appointed Seasonal Education Officer appointed	Reviewed and agreed to appoint AW on One year fixed term contract for 2022
39.	1/1/22	AW contract extended	Designated Trustee(s)	Local groups, schools, etc	Trustees	Continue/extend involvement with SBBOT activities especially by younger people	Assistant Warden in place Jan 2022 for one year initially. Seasonal Education Officer started Spring 2022 to early December 2022	New AW appointed for 2022
40.	1/2/22 to 28/2/22	Review conservation plans for scrape and adjacent meadows	Conservation team, designated Trustees, Warden and AW	N/A	AP5	Scrape and meadows will be managed appropriately for target species, continuing beyond project end	Conservation plan	12/03/2020 responsibility passed to SBBOT reserves management team



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41.	1/3/22	Commence work on final completion report for HLF	Conservation team, designated Trustees, Warden and AW*	HLF & SBBOT	Management group and evaluation consultant	A clear understanding of where the project met/failed to meet objectives and lessons to be learned from this	Evaluation report and Completion report finalised agreed and submitted and archived for future learning	Final report and submission to National Lottery 04/22

*These activities will be carried out with the support of an evaluation consultant.

Approved Purposes and lead/designated people

AP1 ☑ Acknowledge Heritage Lottery funding on site, online and in all activities: **Sue and Vanessa**

AP2 ☑ Purchase the 12.5 acre wildlife site which is currently held on lease. (done) **Ken**

AP3 ☑ Recruit an assistant warden. **Sally, Ken and Steffan**

AP4 ☑ Recruit new volunteers to manage the hide and engage visitors. **John and Mike**

AP5 ☑ Install a second wildlife hide and carry out repair and conservation work to the site. **Bill, Claire, Peter, John, Mike, Ian, Ken, Sally**

AP6 ☑ Redesign procedures for monitoring, recording, and analysing wildlife. **Steffan, Ian and Asst Warden**

AP7 ☑ Conduct audit of staff skills and training needs, and produce a training plan. **Ken, Sally, Roger and Nigel**

AP8 ☑ Commence outreach work with local schools/youth/other community groups. **Asst Warden and Sharon Irvine**

AP9 ☑ Engage with Mencap and other users to identify needs that can be met through the project. **John, Sally and Ken**

AP10 ☑ Install interpretation boards; audio posts **Ken, John and Bill**

and **publicise reopening of the site** – it was agreed to take this out of AP10 as it was an item for all to be involved in.

Additional responsibilities:

Publicity **Becky**

Evaluation **Roger, Sally and Michelle Boakes, evaluation consultant**

AP5 reviewed 26/11/2019 and 12/03/2020

Plan reviewed 16/09/2020, 22/06/2021 and 25/04/2022