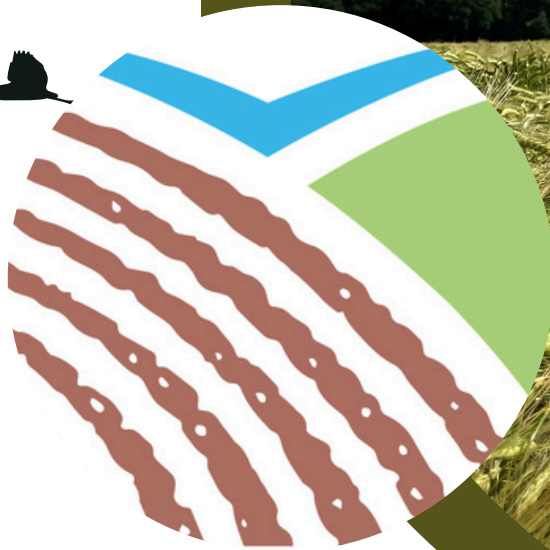


Norfolk FWAG



MANAGEMENT PACK

for **EXAMPLE**

Phone: 01603 814869
email: advice@norfolkfwag.co.uk





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- Summary of all agri-environment agreements on the farm
- Useful information about schemes for the farm
- Useful contacts for agri-environment agreement management
- Calendar of operations for all management options
- List of all evidence requirements
- A copy of any scheme management option or action maps

1.0 Your Management Agreement

Farm Agreement Summary



Agreement Type	Agreement Reference	Start Date	End Date
Countryside Stewardship Mid-Tier	12345678	1 st January 2024	31 st December 2028
Sustainable Farm Incentive	12345678	1 st March 2024	28 th February 2027

1.1 Scheme Information

Annual declarations (also called 'revenue claims') are required for all revenue schemes. Continued payments from the RPA are contingent on being completed as required. The declaration is usually made through the Rural Payments Service. They broadly work as follows:

Countryside Stewardship Higher Tier or Mid Tier agreements have annual declaration windows from around the middle of March until the 15th May every year. The RPA will announce when the window is open. More information about Countryside Stewardship can be found on the government website: [Countryside Stewardship Mid Tier](#), [Countryside Stewardship Higher Tier](#)

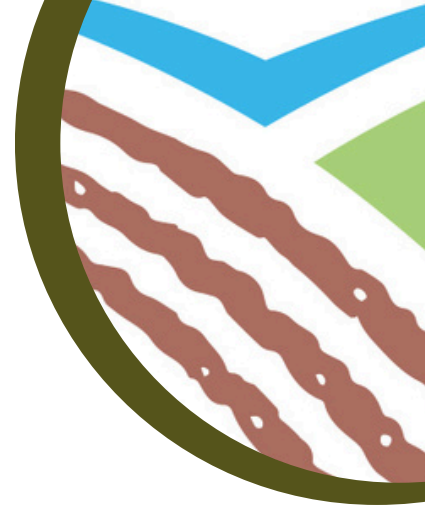
Sustainable Farming Incentive agreements have annual declaration windows for the remaining two months of every agreement year. The RPA will email agreement holders and/or agents to tell them when it is possible to make the declaration. For more information on the Sustainable Farming Incentive visit: [Sustainable Farming Incentive: guidance for applicants and agreement holders](#).



1.2 Rotational Declarations

If your agreement contains management options which are 'rotational' (ones which can be located in different places each year), then it is usually a requirement to declare to the Rural Payments Agency (RPA) the location of these every year. If you have any questions relating to these, please speak to your FWAG adviser.

- Countryside Stewardship rotational declarations are usually completed in the Rural Payments Portal alongside the annual declaration in the claims window from mid-February to mid-May every year. You should declare the area and location of most rotational options for the current cropping year. At the point of completion of the claim in the Spring, the current cropping year is the one that runs from last autumn to the upcoming harvest. The only exception to this is over-wintered stubbles, which should be declared for the forthcoming winter.
- Sustainable Farming Incentive rotational declarations are completed in the Rural Payments Portal after the annual declaration has been done. You will be informed by the RPA when this is ready to complete. You should declare the area and location of all rotational options for the forthcoming twelve months, which starts at the beginning of the agreement year and finishes 12 months later. Your original application acts as the rotational declaration for Year 1, and the submission you will make at the end of Year 1 will act as the declaration for Year 2, and the submission at the end of Year 2 acts as the declaration for Year 3.
- Environmental Stewardship rotational declarations are usually completed alongside the annual declaration in the claims window from mid-February to mid-May every year. You should declare the area and location of most rotational options for the current cropping year. At the point of completion of the claim in the Spring, the current cropping year is the one that runs from last autumn to the upcoming harvest. The only exception to this is over-wintered stubbles, which should be declared for the forthcoming winter.



2.0 Countryside Stewardship



2.0 Countryside Stewardship

Operations Calendar

FARM NAME - CS Mid Tier agreement Ag No. XXXXX - Date Start to Date End

This document shares the options that exist within your CS agreement, and when in the year you should be actioning them.

CS Operations Calendar

Option	Task	January	February	March	April	May	June	July	August	September	October	November	December	Notes
AB8	Establish seed mix				[Pink shaded area]									Regular cutting in first 12 months after sowing to aid establishment.
	Cut	Cut to 5-10cm if plants growth is more than 15cm before 31 March								Cut/graze 90% of area, leaving plant height of 10-20cm				Remove cuttings if dense. Keep a monthly record of stock numbers grazing.
AB9	Establish seed mix		[Orange shaded area]											Retain until 15th February, re-establish every one or two years.
AB12	Spread supplementary feed	Hoppers to supply <10%												Two separate feeding locations, an average of 25kg each at least once per week.
SW1	Establish/maintain	No evidence of damage from vehicles or stock access routes.												Do NOT apply fertiliser or manure. Only use pesticides to spot-treat/weed-wipe to control injurious weeds, invasive non-natives, nettles or bracken. Do NOT use for vehicle or stock access routes.
	Cut									1-3m next to crop edge annually, only cut remaining width to control woody growth.				

Note: This calendar will be customised to reflect all of your options. The above is not a complete list, and is for demonstrative purposes.

2.0 Countryside Stewardship

2.1 Countryside Stewardship Higher Tier Evidence Requirements



This document shares the evidence requirements for your options within your respective agreement.	
FARM NAME - Mid Tier Agreement No. - Start Date to End Date	
CS Mid Tier Evidence Records	
CS Options 2024/2025	Record Keeping
AB8: Flower-rich margins and plots	Seed invoices
	Field operation records at parcel level including associated invoices
	Stock records to show grazing activity on parcels
	Photographs of the margin or plot
AB9: Winter Bird Food	Seed invoices
	Field operations at parcel level including associated invoices
	Photographs of the blocks or strips
AB12: Supplementary Winter Feeding for Farmland Birds	Details of the mixture used (weight of components and cost)
	Dates of feeding
	Method of feed
	The location of feeding areas
SW1: 4m to 6m buffer strip on cultivated land	Field operation records at parcel level including associated invoices
	Photographs of the strips

Please note: the above is not the full list of evidence required, and is for demonstrative purposes

2.0 Countryside Stewardship

2.2 Countryside Stewardship Higher Tier Agreement Maps



YOUR AGREEMENT MAP HERE



3.0 Sustainable Farm Incentive

3.0 Sustainable Farm Incentive

3.1 Sustainable Farm Incentive Management Actions Calendar



FARM NAME - SFI NO. (Date Start to Date End)					
SFI Management Plan					
Action	Task	Year 1	Year 2	Year 3	Notes
CIPM1	Complete IPM Assessment	Complete the IPM assessment and produce a written plan within the first year	Review plan	Review plan	
CNUM1	Complete NM Assessment	Complete NM assessment and produce written NM assessment within 12 months of action start date.	Review each subsequent year.	Review each subsequent year.	
CSAM1	Complete Soil Assessment	Complete soil assessment and produce written soil management plan within 12 months of action start date.	Review each subsequent year with added soil analysis.	Review each subsequent year with added soil analysis.	This action is static. This means you must do it at the same location each year of this action's duration.
CSAM2	Multi Species Winter Cover Crop	Establish a multi-species cover crop on land entered into this action which will not be harvested as a 'cash crop', within the first 12 months of action start date. Maintain over the winter months.	If you're establishing an early-sown spring crop, you may destroy the multi-species cover crop before the end of the winter months. You must not do this more than 6 weeks before you establish the early-sown spring crop.	In the final year of this action's duration, you must do this action until the end of the winter months, or this action's end date, whichever is earlier.	This action is rotational or static. This means you can either: move its location for the second and third years of this action's duration or do it at the same location each year of this action's duration.
HRW1	Assess and Record Hedgerows	Assess the condition of the hedgerows and complete a written hedgerow condition assessment record within 12 months of this action's start date.	Review the condition of the hedgerows and update the hedgerow condition assessment record.	Review the condition of the hedgerows and update the hedgerow condition assessment record.	This action is static. This means you must do it at the same location each year of this action's duration.
HRW2	Manage Hedgerows: Fully Established	Cut on a rotation no more than once every 3 years, during the autumn and winter months. Or, on a rotation no more than once every 2 years, in late winter (usually from early January to late February)	You must comply with this action each year of its 3-year duration.	You must comply with this action each year of its 3-year duration.	This action is static. This means you must do it at the same location each year of this action's duration.
HRW2	Manage Hedgerows: Newly Planted	If the hedgerows are newly planted, or not fully established, you must lightly trim them incrementally. You must do this until they're fully established.	You must comply with this action each year of its 3-year duration.	You must comply with this action each year of its 3-year duration.	This action is static. This means you must do it at the same location each year of this action's duration.

3.0 Sustainable Farm Incentive

3.2 Sustainable Farm Incentive Evidence Requirement



This document shares the evidence requirements for your options within your respective agreement.	
FARM NAME - SFI Agreement No. - Start Date to End Date	
SFI Evidence Records	
SFI Options	Record Keeping
Grassland: CLIG3: Manage grassland with very low nutrient inputs	Field operations at a land parcel level and associated invoices
	Photographs or other documentation
Boundaries: CHRW1: Assess and record hedgerow condition	Record of hedgerow condition assesment
Boundaries: CHRW2: Manage hedgerows	Field operations at a land parcel level and associated invoices
	Photographs or other documentation
Nutrients: CNUM1: Assess nutrient management and produce a review report	A written record of your NM review report, including the NM assessment
	Evidence that the adviser is a FACTS qualified adviser, such as their name and BASIS or FACTS registration number
Integrated Pest Management: CIPM1: Assess integrated pest management and produce a plan	A written record of your IPM plan, including the IPM assessment
	Evidence that the adviser is a BASIS qualified adviser, such as their name and BASIS registration number
Soil Health: CSAM1: Assess soil, produce a soil management plan and test soil organic matter	The written record of your soil management plan, including your soil assessment
	The SOM test results
Soil Health: CSAM2: Multi-species Winter Cover Crop	Field operations at a land parcel level and associated invoices, including details of the seed mix used
	Photographs or other documentation
Farm Wildlife - Birds: CAHL2: Winter bird food on arable and horticultural land	Field operations at a land parcel level and associated invoices, including details of the seed mix used
	Photographs or other documentation
Farm Wildlife - Other: CAHL3: Grassy field corners or blocks	Field operations at a land parcel level and associated invoices
	Photographs or other documentation
Please note: the above is not the full list of evidence required, and is for demonstrative purposes	

3.0 Sustainable Farm Incentive

3.2 Sustainable Farm Incentive Agreement Maps



YOUR AGREEMENT MAP HERE

Useful Contacts



Natural England

tel: 0300 060 3900

email: enquiries@naturalengland.org.uk

Rural Payments Agency

tel: 03000 200 301

email: ruralpayments@defra.gov.uk

Forestry Commission

tel: 0300 067 4321

email: nationalenquiries@forestrycommission.gov.uk

Your Advisors:

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Marta Gibbons

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Nathan Walker

tel: 07385469552 email: nathan@norfolkfwag.co.uk

Henry Walker

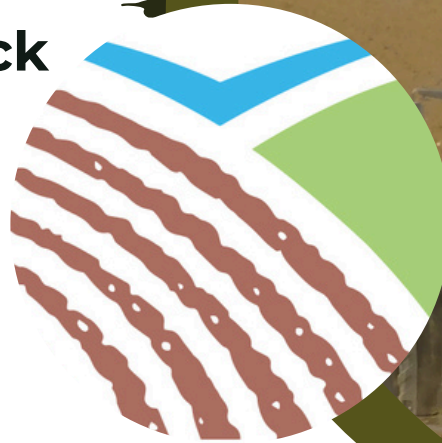
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Sasha Wells

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Norfolk FWAG Management Pack



CONTACT US:

Get in touch to understand more about your funding opportunities, or visit our website



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