Capital Grant Scheme

Farmer Handbook (CSF 3)

A clear solution for farmers

CATCHMENT SENSITIVE FARMING

NATURAL ENGLAND

Contents

This handbook explains the CSF Capital Grant Scheme, the grant aid available, and provides guidance in relation to applications, approvals, technical specifications and standards of capital work required and subsequent claims for grants. It should be retained for future reference.

1 Introduction and general information

1.1 Background

1.1.1
Why is controlling diffuse water pollution from agriculture important?

Good water quality is important because it provides clean drinking water, safe bathing waters, productive fisheries and a healthy environment. It is vital for wildlife and biodiversity and encourages countryside recreation and tourism so benefitting rural businesses. In future years water quality standards will become increasingly stringent. The EC Water Framework Directive requires Member States to prepare river basin management plans and manage water resources in a sustainable manner. A key objective is that rivers should achieve good ecological status in terms of water quality and this will require action in both urban and rural areas with implications for farming.

The Catchment Sensitive Farming programme was introduced in April 2006 by Defra, in partnership with Natural England and the Environment Agency and is designed to help land managers to tackle diffuse pollution through the provision of advice and targeted incentives. This booklet provides guidance on the capital items which are funded to help farmers address specific pollution risks. These will be prioritised locally according to your local Funding Priority Statement.

1.1.2
What diffuse pollutants arise from agriculture?

The diffuse pollutants that might arise from agriculture and agricultural land are:

- Nitrates and Ammonia, which are very soluble. Excessive application of fertiliser or slurry can lead to nutrients seeping through to groundwater, or being washed into rivers through drains or subsurface flow.
- Phosphorus is also delivered to watercourses attached to soils and from surface run-off and land drains.
- Sediment, resulting from soil erosion in field, and of riverbanks by livestock.
- Agrochemicals such as sheep dip, which can be washed into surface or ground waters if not correctly handled and applied.
- Microbial pathogens from livestock excreta, which can enter waters by direct deposition or runoff.

1.1.3
Why does this matter?

The effects of diffuse pollution are wide ranging, and may result in toxic algal growth and oxygen depletion of water, sediment deposition resulting in increased flood hazard, loss of storage capacity in water supply reservoirs and blockage of river channels used for navigation, loss of bankside habitats due to erosion, and contamination of groundwater and surface water supplies, resulting in the need for costly treatment or even rendering the supply unusable.

Visible signs of diffuse pollution are:

- mud in rivers and on roads;
- rapid build-up of sediment in rivers;
- algal growth (blue-green algae and sewage fungus);
- declining fish numbers; and
- impoverished stream life, particularly in head waters.

1.1.4
How is the Water Framework Directive assessed?

The Water Framework Directive (WFD) introduces a new approach which links chemical and ecological standards for waterbodies and compares them with an expected level for each given type of water body. Aspects covered include channel form (morphology) as well as water quality, flow and ecology.

The items in this scheme have been chosen as they will, if deployed in the right place and constructed and maintained well, help reduce the risk of pollution. These are seen as part of a package of measures which will include management as well as capital items. For more information on the WFD status of your local river please see **www.maps.environment-agency.gov.uk**. This will show you the current status of the rivers in your local area. You can also contact your local EA office for a summary of the issues on your local river and the actions that are planned and underway to address these.

The Environment Agency is the competent authority for WFD, and so they need to ensure that the activities and duties you undertake are fully compliant. The Environment Agency assesses applications for consents and permits, in the water environment, which have the potential to impact on WFD objectives. Early consultation with the Agency on any work in or near a river is recommended as their consent may be required.

See pages 16 to 19 for further information about which capital items may need Environment Agency permits or consents.

2 How the CSF Capital Grant Scheme works

2.1 Background

2.1.1

What is the aim of the CSF Capital Grant Scheme?

The aim of the scheme is to help farm businesses tackle diffuse pollution from agriculture by providing funding to make relatively low cost infrastructure investments. Natural England has a broad environmental remit and any grant funding will be on the basis that there is no detriment to other environmental features such as biodiversity, landscape or the historic environment. The capital items available are designed to tackle environmental issues on farms, reduce diffuse pollution and improve the natural environment. We will pay up to 50% of the actual costs of the capital works. A guide price has been set for each capital item (see section 2.5). This is the maximum that we will pay.

Please note that grant aid is not available to meet the cost of:

- maintenance or normal wear and tear;
- direct replacements;
- capital works which are already under way, i.e. we cannot fund anything retrospectively;
- is a legislative requirement or an industry obligation, e.g. Standard Management Requirement for Single Payment Scheme;
- Standard or mobile agricultural equipment.

2.2 How much grant is available?

2.2.1

What is the maximum amount of grant?

Up to a maximum of £10,000 per farm business.

2.2.2

Is there a minimum amount of grant?

There is no minimum amount of grant per farm business.

2.2.3

How many applications can I submit?

You may make only one application in any one year. Late applications cannot be accepted and will be rejected.

2.2.4

Can I pre-order materials or goods?

No, you must not commit to expenditure e.g. purchase any materials or start any work before you receive a letter from Natural England offering you a grant. If you do and your invoices supporting your claim show a date that is before your agreement offer, your claim will be rejected and we will not pay you any grant.

2.2.5

What if I have more than one farm business?

Two or more farm businesses managed as a single unit, or in single ownership, or which to some extent have:

- common management;
- common financial accounts;
- common livestock, machinery and/or feeding stores and/or;
- the same vendor or single business identifier (SBI) number.

will be classed as one farm business and subject to a single grant ceiling of £10,000.

Guidance on the definition of separate businesses is available from the Rural Payments Agency (RPA) Customer Service Centre. Tel: 0845 603 7777.

2.2.6

Am I guaranteed an agreement?

No. Submission of an application does not guarantee approval; this is a competitive process so not all eligible applications will be successful. If the scheme is oversubscribed, grants will be allocated to those applications which best meet the scheme's priorities, are within the CGS target areas of priority catchments (see also section 4.1 target areas) and will deliver the greatest environmental benefit. If an application is rejected, remember that there is a limited budget and it is likely that a proportion of applications will be unsuccessful. For 2014/15, applications from outside a CGS target area will not be accepted and will be rejected.

2.2.7

Who can help me with my application?

You are strongly recommended to seek advice about the scheme from your Catchment Sensitive Farming Officer (CSFO)/Catchment Partner, before making an application for grant aid. They will be able to help you identify the main opportunities for water quality improvement, advise you what capital work could be eligible for grant aid and help you to complete your application. They cannot complete your application for you.

CSFOs/Catchment Partners will provide advice on the basis of the information given by you at the time of the enquiry; however, it is your responsibility to ensure that a properly completed application form is submitted on time, you have checked the appropriate maps to make sure your farm and proposed work is inside a CGS target area and that you comply with the rules of the scheme.

2.2.8

How is the scheme funded?

The scheme is funded by the European Agricultural Fund for Rural Development (EAFRD) and is part of the Rural Development Programme for England (RDPE).

2.2.9

How long does an agreement last?

If your application is successful and you are offered a grant, your agreement with Natural England will be legally binding. It will run for 5 years and you will be expected to fulfil your obligations for the full term of your agreement. You will be in breach of your agreement and will incur a penalty if the land on which grant aided capital items are installed is not kept in agricultural use, or the use of a grant aided capital item is changed. For example, a grant aided outside yard is subsequently roofed over (even at your own expense) so becomes an indoor yard, or the grant aided item is removed without the written consent of Natural England at any time within this 5 year period (see section 6). The date your 5 year commitment expires will be given in your agreement.

2.2.10

Will I be reimbursed for planning application fees, agent fees or costs incurred in employing a civil or structural engineer?

No, Natural England cannot reimburse you for any of these type of costs you have incurred. The grant is for the specific capital works including labour costs whether that is a contractor or your own.

2.2.11

Can I claim a grant on the VAT element of the work eligible?

Yes, but only if you cannot reclaim it from HM Revenue and Customs (HMRC). You will need to self-declare on the claim form what your VAT status is and whether or not you can claim VAT from HMRC. If you are successful in securing a CSF CGS grant, and you are **not** VAT registered, you will need to complete a CSF9 VAT Declaration form. You can obtain one from the CGS team in Nottingham (tel: 0300 060 1111).

Please note if you are not VAT registered, we can still only pay 50% of your total costs up to a maximum of £10,000 including the VAT element.

2.3 Who can apply?

2.3.1
Is my farm business eligible?

All farm businesses that are run by small or medium-sized enterprises and are viable businesses with land within a **priority catchment (on the English side of the borders)** or **catchment partnerships** are eligible. Applications from outside of priority catchments cannot be accepted and will be rejected. Applications from outside a CGS target area will also be rejected.

If you are unsure whether your land is eligible please contact your local CSFO/Catchment partner or Natural England's CGS team: **0300 060 1111.**

2.3.2
What is the definition of a small or medium sized enterprise?

The applicant must be classified as a micro, small or medium sized enterprise (SME) in line with Annex 1 of Commission regulation (EC) 70/2001 (as amended). In summary, a SME:

- has fewer than 250 employees; and
- has either an annual turnover not exceeding 50 million Euros, or a balance sheet total not exceeding 43 million Euros. The criteria must be applied to the company as a whole (including subsidiaries located in other Member States and outside the EU).

If you belong to a Producer Organisation under the Fresh Fruit & Vegetables Aid Scheme, please discuss your proposals with your local CSFO/catchment partner before proceeding with your application as this may affect your eligibility for CGS funding.

2.3.3
Why do I have to declare that my business is viable?

Under RDPE rules, we have to ensure that you are a bona-fide business, and that your business is not put at risk if you are successful in securing a grant, as you are expected to finance 50% of your **own money** towards this project. You are therefore required to declare (at section 9 on the application form) that your business is currently viable. To be viable, the business must provide a profit (before depreciation) that will be sufficient to meet cash needs such as personal drawings, tax, capital re-investment and capital repayments.

2.3.4
Can I apply for a grant if I had a CSF Capital Grant Scheme in previous years?

You can apply for another grant provided the application is not for items in the same location for which a CSF Capital Grant Scheme grant payment has already been made in previous scheme years. Due to the much reduced budget in 2014/15 we will give preference to those who have not received a grant before. You must not change the use of a previously CSF grant aided capital item e.g. if you received a grant for outside concrete yard renewal in a previous year, you cannot apply for a further grant to roof over the grant aided yard as it will alter the use for which it was originally grant aided.

2.3.5
What if my farm straddles the boundary of a priority catchment?

Farms which straddle the boundary of a priority catchment are able to enter into the scheme if the proposed capital items are situated within the priority catchment. Proposed capital items on land outside a priority catchment are not eligible for this scheme and your application will be rejected.

If you are unsure whether your proposed work will be in an eligible area you should seek advice from your local CSFO/Catchment partner or Natural England's CGS team.

2.3.6

What if some of my proposed work is outside a CGS target area?

For cases where some of the proposed work is out of a CGS target area, the following principles will apply:

- If the application is for one item only, and more than half of the capital item is in a target area (e.g. 100m of fencing in total and 80m in target), then the application will be processed as in a target area.
- If more than half of the capital item are out of a target area (e.g. 100m fencing in total and 80m outside target) then the application will be processed as out of a target area.
- If the application is for one item only, and exactly half of the capital item is in a target area and half out (e.g. 100m^2 roof, 50m^2 in target and 50m^2 out) then the apllication would be processed as in a target area.
- If the application is for more than one capital item, e.g. three items and more than half of the capital items are in target area e.g. two items, then it will be processed as in a target area. If more than half of the capital items are out of a target area e.g. two items, then the application will be processed as out of a target area.
- If all of your work is outside a CGS target area, your application will be rejected.

2.3.7

Do all the partners in the business have to sign the application form?

Yes, all partners in a farm business will need to sign the application form as they are jointly liable for adhering to the grant conditions.

2.4 What if I do not have full control over the land for 5 years?

2.4.1

What if I am a tenant, licensee or share farmer?

Before you make an application, you must discuss your application with your landlord, licensor or the landowner to ensure that you do not breach the conditions of your tenancy, licence or farming agreement.

2.4.2

Can I submit a countersigned application?

If you do not have sufficient control over the management of the land for the whole of the duration of your agreement, even if you are expecting a further extension, your landlord or the landowner must agree to take over this commitment in the event of your control lapsing. Failure to do so may result in a breach of your CSF Capital Grants Scheme agreement. They must countersign your application to this effect to confirm they will ensure your commitment is fulfilled if, for any reason, you cease to have control over the land before the end of your agreement. **This will mean that they will be responsible for any consequences of a breach of the agreement that occurs after you have ceased to have control of the land.** They will also have to countersign the Agreement Letter (CSF 6).

If the land on which you propose to install the capital items is the subject of more than one tenancy, licence or farming agreement, you will need each landowner/ landlord to countersign your application by signing a separate copy of the Application Form (CSF 1). Additionally, if your application is approved, all the landlords will have to countersign the Agreement Letter (CSF 6).

2.4.3

Can landlords submit an application?

Landlords may apply for a grant, provided they have the agreement of their tenant(s). If the land on which grant aided capital items are installed is not kept in agricultural use, or the use of a grant aided capital item is changed or removed without the written consent of Natural England before the end of the agreement, then you will be in breach of your agreement (see section 6).

2.4.4
What if I have another scheme or obligation on my land?

Grant cannot be paid from more than one source for the same work nor for any work the applicant is required to carry out under an existing scheme or obligation such as Natural England's Countryside Stewardship Scheme, Environmental Stewardship Scheme, Paths4Communities or Defra's Farming and Forestry Improvement Scheme (FFIS) or RPAs Fresh Fruit and Vegetable Aid schemes. Natural England will carry out cross checks against other grant schemes to prevent dual funding.

You need to ensure that any work that you propose will not conflict with conditions of any other agreement you may have entered into. For example, it is a condition of Environmental Stewardship agreements that you protect all historic features on your holding. You may also be under an obligation to maintain capital items paid for under these schemes. You should consult your Natural England Adviser if you are unsure, before incurring any costs.

As a general rule, land receiving payments from the Rural Payment Agency's Single Payment Scheme (SPS) may be entered into the CSF Capital Grant Scheme.

2.4.5
Consideration of riparian (relating to or located on the banks of a river or stream) ownership rights

You must tell us if there are any legal or other restrictions affecting the land, which could prevent you from completing the work or maintaining the work. It is your responsibility to find out whether any such restrictions exist and to obtain any necessary approvals or consents. If you do not tell us about any restriction that may affect the work proposals then we may terminate the agreement, pay no further grants and may reclaim grants paid for work already carried out.

2.4.6
What if the land is owned by the Crown, local authority or an Exchequer funded body?

Exchequer-supported businesses, such as farms owned and run by local authorities and other public bodies (including National Park Authorities), may not be eligible for a CSF Capital Grant. Crown and Non Departmental Public Bodies are not eligible for the grant scheme. Further guidance is available from the CGS team in Nottingham (tel: 0300 060 1111).

If you are an agricultural or farm business tenant of a public body, with security of tenure for the full 5 years of the agreement, you will be eligible for a grant provided the application does not include any environmental management that is a condition of your tenancy, or that is already required as part of the conservation responsibilities of your landlord. In addition, your application should not include work that is already being subsidised by your landlord. It is your responsibility to ensure there is no overlap between your obligations as a tenant and any CSF Capital Grant Scheme requirements. Ask your landlord if you are uncertain.

2.5 Choosing capital items

2.5.1
What capital items are available?

Grants are only available on the items shown in table 1 below. The CGS budget is limited and the items listed in the handbook have been identified by Defra and other stakeholders as best meeting the objectives of the scheme. We will pay for capital items based on the basis of 50% of the actual cost of agreed capital works up to the maximum guide price shown below. You will be expected to pay 50% of your own money towards the work in your agreement. If you are VAT registered, we will not pay any of the VAT element included in your total costs. There is no requirement to obtain quotes before submitting an application for grant.

Table 1 Eligible Capital Items

Code	Capital item	**Guide price** This is the maximum we can pay you and represents 50% of the total cost of each capital item.
Fences and gates		
CSF001	A: Relocation of gates **(per gate)** (You must also use at least one of the items B to I below)	£136.00
	Gapping up of boundary following gate relocation (Can only be used with CSF001A)	
	B: Hedge planting (**per 5m**)	£54.00
	C: Walling **(per 5m)**	£200.00
	D: Stone faced hedge banks **(per 5m)**	£170.00
	E: Earth bank **(per 5m)**	£55.00
	F: Hedge banks **(per 5m)**	£109.00
	G: Sheep netting (includes one strand of top wire) **(per m)**	£2.50
	H: Post and wire **(per m)**	£2.50
	I: High tensile **(per m)**	£1.25
CSF002	Water gates (Environment Agency consent may be required)	
	A: gates up to 5m wide **(per gate)**	£149.00
	B: gates over 5m wide **(per gate)**	£168.00
CSF003	Watercourse fencing (Environment Agency consent may be required)	
	A: sheep netting (includes one strand of top wire) **(per m)**	£2.50
	B: high tensile **(per m)**	£1.25
	C: post-and-wire **(per m)**	£2.50
CSF004	Fencing for buffer strips, marshes, wet grassland, wet woodland and ponds	
	A: sheep netting (includes one strand of top wire) **(per m)**	£2.50
	B: high tensile **(per m)**	£1.25
	C: post-and-wire **(per m)**	£2.50
CSF005	Solar-powered electric fence kits for seasonal fencing **(per unit)**	£56.00
Water provision for grazing livestock		
CSF006	Livestock drinking bays **(per unit)** (Environment Agency consent may be required)	£254.00
CSF007	Hard bases for livestock drinkers and feeders	
	A: hard base for a livestock drinker **(per unit)**	£85.00
	B: hard base for a livestock feeder **(per unit)**	£120.00
CSF008	Pasture pumps and associated pipework **(per unit)**	£165.00
CSF009	Ram pumps and associated pipework **(per unit)**	£1850.00

Code	Capital item	Guide price This is the maximum we can pay you and represents 50% of the total cost of each capital item.
CSF010	Livestock troughs with associated pipework (as an alternative to livestock drinking from watercourses)	
	A: livestock drinking trough **(per unit)**	£85.00
	B: pipework for the supply of drinking water **(per m)**	£2.00
Management of run-off and drainage water, dirty water and sediments		
CSF011	Cross drains on or in farm tracks or within farm yards for clean and dirty water separation **(per unit)**	£139.00
CSF012	Sediment ponds and traps **(per m^2)** (Environment Agency consent may be required)	£5.00
CSF013	Swales with check dams	
	A: swales **(per m^2)**	£5.00
	B: check dams **(per unit)**	£103.00
CSF014	Yard works for clean and dirty water separation (Environment Agency consent may be required)	
	A: underground drainage pipework **(per m)**	£5.00
	B: inspection pit **(per unit)**	£161.00
	C: concrete yard renewal **(per m^2)**	£25.00
	D: rainwater goods guttering and downpipes **(per m)**	£4.38
CSF015	Installation of piped culverts in ditches **(per unit)** (Environment Agency consent may be required)	£153.00
CSF016	Resurfacing of gateways **(per gate)**	£47.00
CSF017	Rainwater storage tanks, first flush rainwater diverters and downpipe filters	
	A: storage tanks underground **(per m^3)**	£297.00
	B: above-ground tanks **(per m^3)**	£100.00
	C: first-flush rainwater diverters/downpipe filters **(per unit)**	£67.00
Sheep dips		
CSF018	Relocation of sheep dip/pens (Environment Agency consent may be required)	
	A: relocation of sheep dips including pens **(per unit)**	£3500.00
	B: relocation of sheep pens only **(per unit)**	£2250.00
CSF019	Sheep dip drainage aprons with residue sumps **(per m^2)** (Environment Agency consent may be required)	£20.00
CSF020	Installation of livestock drinking troughs in draining pens for freshly dipped sheep **(per unit)**	£52.00
Others		
CSF021	Livestock and machinery tracks (Environment Agency consent may be required)	
	A: bark/wood chipping tracks **(per m)**	£14.00
	B: hardcore tracks **(per m)**	£24.00
	C: hardcore tracks on peaty soil **(per m)**	£42.00
	D: upgrade bark/wood chipping tracks **(per m)**	£5.40
	E: fencing for **new** livestock tracks (we can only pay for one type of these fences alongside a new track applied for in the same application) Sheep netting (includes one strand of top wire) **(per m)** High tensile **(per m)** Post-and-wire **(per m)** Permanent electric fencing kit **(per m)**	 £2.50 £1.25 £2.50 £1.20

Code	Capital item	Guide price This is the maximum we can pay you and represents 50% of the total cost of each capital item.
CSF022	Pesticide handling and biobed options (Environment Agency consent may be required)	
	A: lined biobed (off-set or drive-over) with associated loading/wash down area **(per unit)**	£3500.00
	B: lined biobed (off-set or drive-over) **only** (where existing wash down area is already in place) **(per unit)**	£2250.00
	C: biofilters as alternative to larger off-set or drive over biobed for use with small volumes of pesticide washings **(per unit)**. This includes four Integrated Bunded Containers (IBCs)	£625.00
	D: pesticide sprayer or applicator loading and wash down areas **only (per unit)**	£1250.00
	E: roofing for pesticide sprayer or applicator loading and wash down areas **(per m^2)**	£42.00
CSF023	A: Roofing of manure storage **(per m^2)**	£42.00
	B: Roofing of livestock gathering areas **(per m^2)**	£42.00
CSF024	Watercourse crossings **(per unit)** (Environment Agency consent may be required)	£305.00
CSF026	Roofs for slurry and silage stores including self feed silage stores (Environment Agency consent may be required)	
	A: roofs for silage stores (clamp or silo) , self feed silage stores and square/ rectangular slurry stores **(per m^2)**	£42.00
	B: self-supporting covers for circular above-ground slurry stores **(per m^2)**	£17.00
	C: floating covers for circular above-ground slurry stores **(per m^2)**	£6.00
	D: floating covers for lagoons **(per m^2)**	£3.50

2.5.2
What standard of work is required?

Please note that it may take several months to process all applications and determine which ones we can offer a grant to. You should not purchase any materials or start any work before you have a formal written grant offer. Capital items must comply with the specifications (and further requirements) set out in The detailed specifications. In addition, each capital item must:

- have a minimum design life of at least 10 years, unless it is covered by The Water Resources (Control of Pollution) (Silage, Slurry, and Agricultural Fuel Oil) (England) Regulations 2010 (as amended 2013) (SSAFO), in which case it must have a design life of at least 20 years;
- be properly designed for the purposes for which it is to be used;
- comply with all relevant health and safety legislation and British Standards (BS) or equivalent (see Annex 3); and
- be installed in accordance with Protecting our Water, Soil and Air: A Code of Good Agricultural Practice for farmers, growers and land managers (the 'CoGAP')[1]; the Groundwater Protection Code: Use and disposal of sheep dip compounds[2]; and any higher standards that apply.

If, on any inspection visit, we consider that the standard of work does not meet the required specifications, and/or the requirements of the scheme have not been complied with, we will bring this to your attention. Non compliance with the standard of work required constitutes a breach of your agreement and Natural England will be entitled to withhold all or part of your grant or recover all or part of grant already paid, if we consider that the above requirements have not been met. Breaches of agreement may also result in the imposition of penalties (see Section 6), and the amount of grant paid to you may be reduced.

1 The CoGap document is provided free of charge as a pdf download from the Defra website www.gov.uk/government/publications/protecting-our-water-soil-and-air

2 The Groundwater Protection Code: Use and disposal of sheep dip compounds is provided free of charge as a pdf download from the Defra website www.gov.uk/government/water-pollution-on-farms#sheep-dip-contamination

3 How do I apply?

3.1 Do I need approval from Natural England before I start work?

Yes, this is a **prior approval** scheme and you must not commit to expenditure, e.g. purchase any materials, before your application has been approved by Natural England. You must **not** start any work before the application has been approved because we cannot fund anything retrospectively. **If materials are purchased or works are started, before Natural England makes you an agreement offer, and a signed/dated agreement letters is returned to us, we will reject your application. A grant cannot be paid towards any expenditure incurred prior to approval. Invoices for work completed must not pre-date the signature date on the returned agreement letter, if they do, your claim will be rejected.**

To ensure your application form is processed without delay, make sure you complete it in full, answer **all** questions, sign the declaration and enclose all relevant documents such as maps, permits and consents. There is a checklist at section 12 of the application form. Missing information will delay the processing of your application. If you require assistance in completing the application please call your local CSFO/ catchment partner.

All partners in the business must sign the application form. Where one person is signing on behalf of the business then an agent authorisation must be completed by using the CSF10 form.

3.2 What mandatory information must I supply with my application?

3.2.1
The following must be supplied in all applications:

- Vendor number;
- Single Business Identifier (SBI);
- County Parish Holding (CPH) number;
- Rural Land Register (RLR) Map showing the location of your holding and proposed capital items;
- A sketch map showing the location of all work within the farmyard; and
- Your before photos for roofing and yard work items to show the current condition to be improved.

3.2.2
How do I obtain Vendor, SBI and CPH numbers?

The vendor number and Single Business Identifier are unique trader registrations allocated to you by the Rural Payments Agency (RPA) so that you can receive payments. You will need to enter these numbers on your application form. The CPH number enables Natural England to identify the location of your holding.

If you have previously claimed payments under the Single Payment Scheme (SPS) or other Defra/RPA schemes, you will already have a vendor number, single business identifier and a CPH. If you do not have these, you must obtain them from RPA prior to submitting your CSF Capital Grant Scheme application to Natural England. Your application could be rejected if it does not contain this information.

3.2.3
How do I contact the RPA?

The RPA Customer Service Centre opening hours are:

Monday - Friday 8.30am to 5.00pm (Closed weekends and bank holidays)

Tel: 0845 603 7777

3.2.4
How do I complete the required maps?

You must enclose a Rural Land Register (RLR) map, or if a RLR map is not available an Ordnance Survey (OS) map or a MAGIC map is acceptable (www.magic.gov.uk). **If you do not provide this information your application could be rejected.**

The map **must** show (see the examples on the next pages):

- The boundary of your holding (if the boundary of the priority catchment runs through or close to your holding please show this on the map too). This must show all the land so we can confirm the exact boundary of your holding.
- The location of the proposed capital works, for example a cross with the capital item code written next to it will suffice, please use different colours with a key, so we can easily identify the position of each capital item.
- If you are applying for a fence or track, please show it on your map by drawing a line between where it begins and where it ends.
- Add the OS map reference at the bottom left of your map if there are no numbered OS grid lines on it.
- Give a map reference number eg SK 1234 5678 for one field that is central or located in close proximity, to your proposed capital items.

If any of the proposed capital items are situated within the farm yard you must provide a sketch map showing the layout plan and location of the capital items. Don't forget to show all your work particularly with yard work options, **inspection pits, underground drainage and rainwater goods** all need to be shown on your sketch map in addition to any concrete work. If you are claiming for rainwater goods, don't forget to show the location of any **first flush diverters or downpipe filters in addition to location of the tank(s)**.

3.2.5
Can I change my mind about locating the capital items?

If your application is successful, and you have been made an offer of a grant, you must keep the approved capital items in the same locations identified on the map accompanying your original application. If at inspection the capital items are found in a different location, and you have not asked Natural England if it is possible to relocate the work, you will be in breach of your agreement. Under these circumstances, Natural England will be entitled to withhold all or part of your grant and may also impose a penalty, so the amount of grant aid that is paid to you may be reduced. If the discrepancy is discovered after your grant has been paid, then Natural England may recover all or part of your grant with interest and penalties (see section 6).

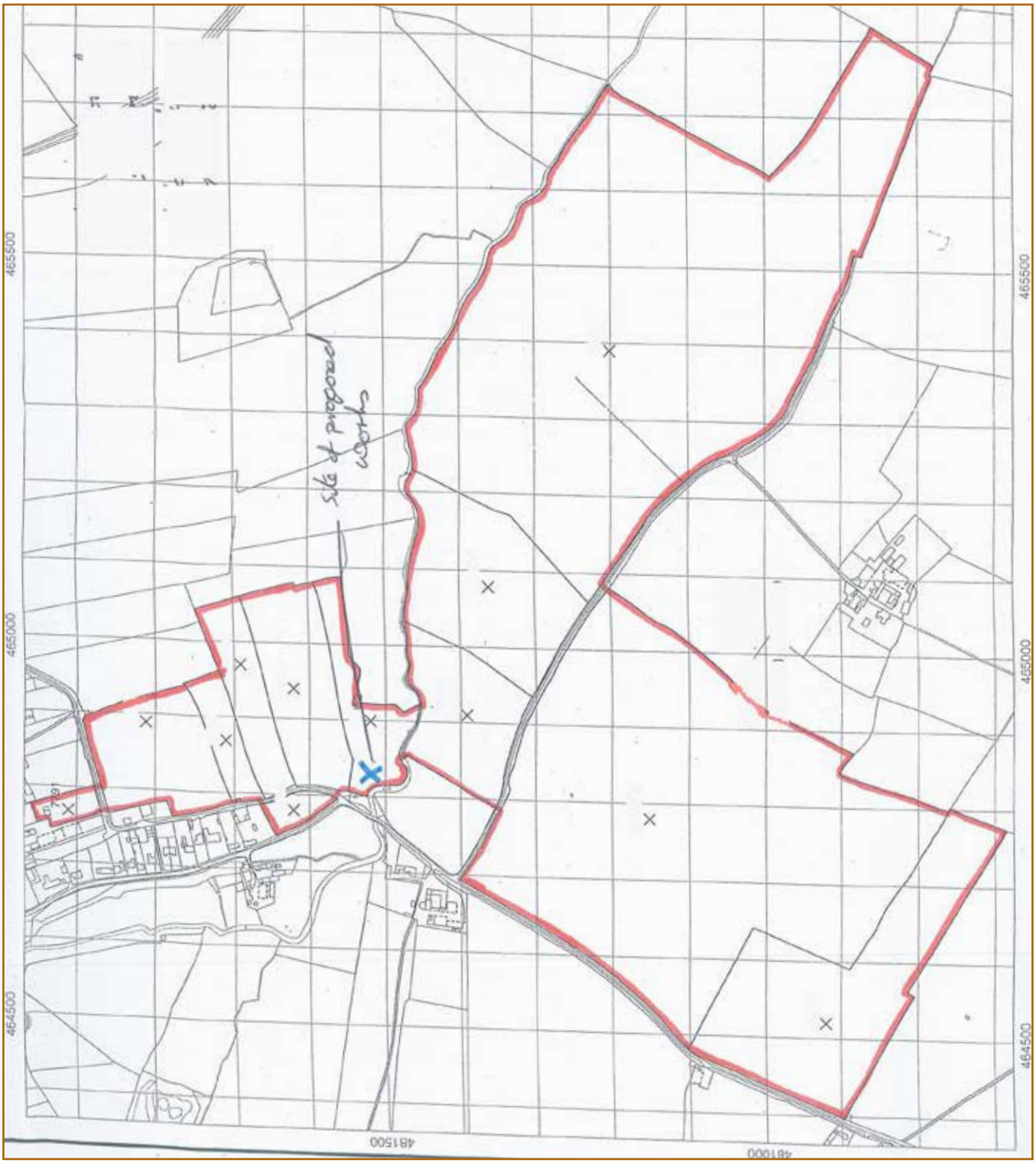
Should an exceptional situation arise where you need to change the choice or location of your agreed capital items, subject to our approval and support of your local CSFO/Catchment partner, we can amend your agreement, but you will need to write to the CGS team in Nottingham with revised maps showing the changes and the wait for approval before starting any work. Please also allow yourself sufficient time to complete the revised work(s).

3.2.6
Can I authorise an agent to complete my application?

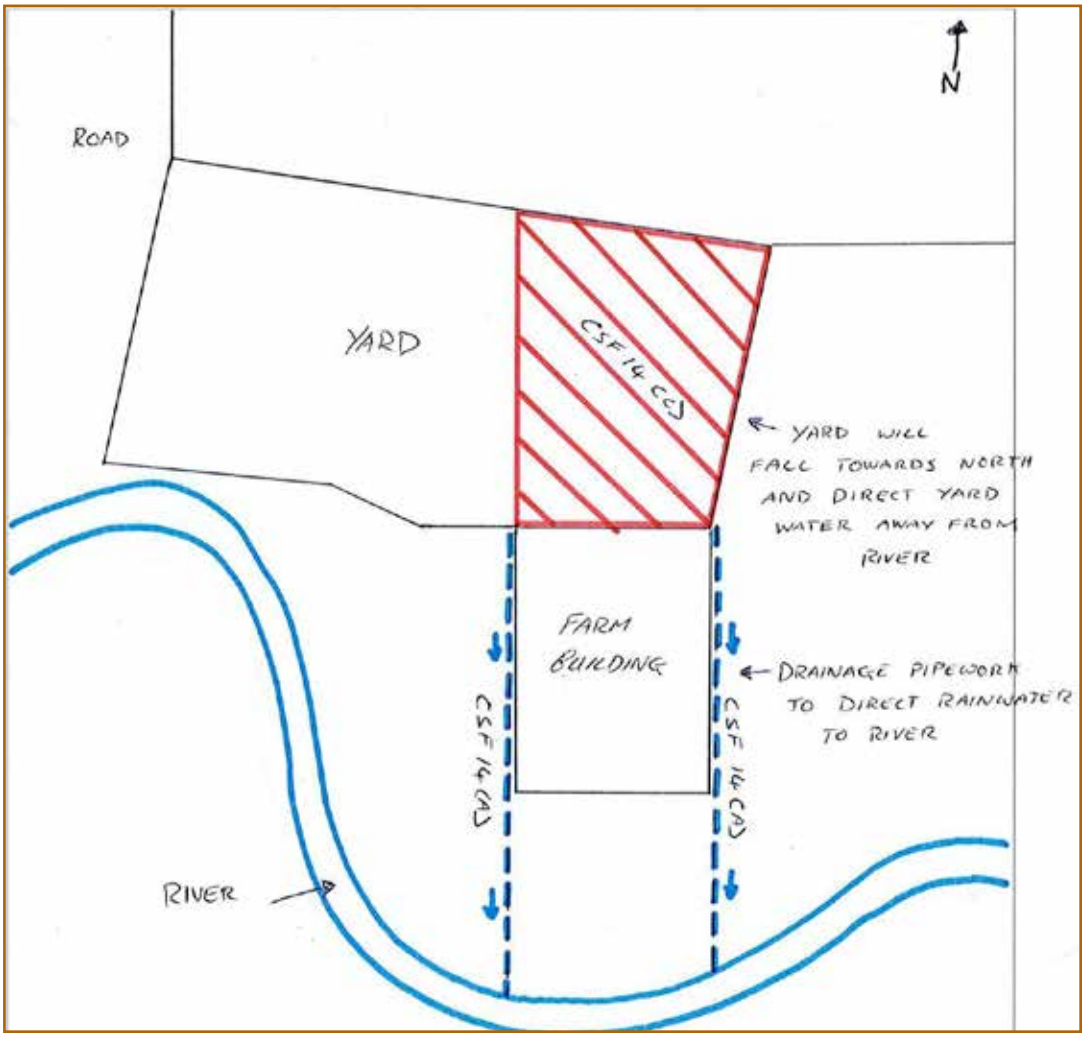
The application process has been designed to be as simple as possible, to enable you to complete and submit the application form yourself. However, if you prefer, you can authorise an agent to submit an application on your behalf by completing a CSF10 form.

Any payment you may make to an agent to help you with your application form **will not be** reimbursed by Natural England.

Example of map showing boundary of holding and proposed capital works



Example of sketch map to show location of yard works



3.3 Supplying Environment Agency Consents and Consultations

3.3.1
Do I need Environment Agency relevant permits and/or agreement(s)?

If you propose to install capital items which affect slurry or silage storage systems, or which could affect water flow (this depends whether the water is a main river or ordinary watercourse), you must seek any relevant permits and/or agreement(s) from the Environment Agency. You must do this before you commit yourself to the proposed work and before you submit an application for a grant under the scheme. Please note that the Environment Agency may charge for the relevant permits.

If you propose to install capital items which could involve the discharge of polluting matter to surface or groundwater and could require an Environmental Permit or Exemption under the Environmental Permitting Regulations (2010), you must contact the Environment Agency to discuss your proposal. You should do this before you submit your application as you will need to show evidence of any environmental discharge permit or exemption as part of your claim if you are successful in securing a grant. Please note the Environment Agency may charge for the relevant permits.

3.3.2
What is the definition of an 'ordinary watercourse'?

An ordinary watercourse is every river, stream, ditch, drain, cut, dyke, sluice, sewer (other than a public sewer) and passage through which water flows and which does not form part of a main river. The local authority, or Internal Drainage Board (IDB) where relevant, has powers for ordinary watercourses that are similar to those the Environment Agency use on main rivers.

3.3.3
What is the definition of a `main river'?

Main rivers are usually larger streams and rivers. However, they do include smaller watercourses of local significance. A main river is a watercourse marked as such on a main river map. This is an official document. A main river can include any structure or appliance that controls or regulates the flow of water in, into, or out of, the main river. In England, Defra decides which are the main rivers. You can find out if your works are near a main river or an ordinary watercourse by looking at: www.environment-agency.gov.uk, you can also contact your local Environment Agency office for a copy of a main river map (tel: 03708 506506 (Mon-fri, 8am-6pm), or email enquiries@environment-agency.co.uk or ask your local CSFO/catchment partner).

3.3.4
Which capital items require Environment Agency (EA) permits and/or consents?

See table below, this shows what permits and/or consents you will need to submit with your application form.

CSF Option	Type or consent or permit required	Does the consent or permit need to be submitted at application or claim stage?	Conditions
CSF002 Water Gates	Flood defence consent: From EA for main river From the Local Flood Authority or Internal Drainage Board for ordinary watercourses	Application	
CSF003 Watercourse fencing	Flood defence consent: From EA for main river only	Application	
CSF006 Livestock Drinking Bays	Flood defence consent: From EA for main river From the Local Flood Authority or Internal Drainage Board for ordinary watercourses	Application	

CSF Option	Type or consent or permit required	Does the consent or permit need to be submitted at application or claim stage?	Conditions
CSF012 Sediment ponds and traps	If there will be a significant discharge for a very large sediment trap to a stream a permit/consent could be required. It is advised you discuss your plans with your local EA contact	Application (if relevant)	
CSF014 Yard works for clean and dirty water separation	SAFFO regulations MAY apply to yard works - it is advised you discuss your plans with your local EA contact	Application (if relevant)	
CSF015 Piped culverts in ditches	Flood defence consent: From EA for main river From the Local Flood Authority or Internal Drainage Board for ordinary watercourses	Application	
CSF018a Relocation of sheep dip and pens	Environmental Permitting Regulations Groundwater Discharge permit	Claim	An EPR discharge permit is required to discharge sheep dip to land. A variation to the permit may be required if the location of where used sheep dip is disposed of changes due to the relocation of the sheep dip area and pens
CSF018b Relocation of sheep pens only	No	No	It is advisable to contact your local EA to confirm the relocation of the pen does not breach the Groundwater Protection 'sheep dipping' code of practice
CSF019 Sheep dip drainage aprons with residue sumps	No	No	It is advisable to contact your local EA to confirm the relocation of the pen does not breach the Groundwater Protection 'sheep dipping' code of practice
CSF021 New livestock and farm machinery tracks	Waste exemption licence U1 is required when using 1 - Crushed bricks, concrete, rocks and aggregate; or 2 - Road planings and rubble	No	
CSF022 a,b,c Pesticide handling and Biobed options	Environmental Permitting Regulations apply - a T32 exemption will be required	Claim	
CSF022e Roofs for sprayer loading and washdown areas	Flood Defence Consent MAY apply - see Conditions	Application (if relevant)	There is no consent required to put on the roof. The method of discharge of roof water must not create new pathways for pollutants to groundwater. If the clean roof water is directed to an existing clean water drain then no consent is required. If a new clean water drain is constructed and it flows to a watercourse then Flood Defence Consent for an outfall is required.
CSF024 Watercourse crossings	Flood Defence Consent: From EA for main river From the Local Flood Authority or Internal Drainage Board for ordinary watercourses	Application	
CSF026 Roofs for slurry and silage stores	SSAFO regulations apply to any substantial alterations to slurry and silage stores so the applicant must seek agreement from EA Flood Defence Consent MAY apply - see Conditons	Application stage - a letter of EA support is required Claim stage - a letter from EA to sign off the works is also required	There is no consent required to put on the roof. The method of discharge of roof water must not create new pathways for pollutants to groundwater. If the clean roof water is directed to an existing clean water drain then no consent is required. If a new clean water drain is constructed and it flows to a watercourse then Flood Defence Consent for an outfall is required.

3.3.5
When should I apply for Environment Agency permits or agreements?
You should apply for any relevant permit(s) and/or agreement from the Environment Agency early enough to allow sufficient time to obtain any relevant permit(s) and/or agreement **before the application closing date of 31st March 2014**. You should tell the Environment Agency that you are intending to apply for a CSF Capital Grant.

3.3.6
Do I need to send the Environment Agency relevant permit and/or agreement(s) with my application?
Yes, if the Environment Agency confirms that a permit and/or agreement is required you must submit a copy **with your** application form. If the Environment Agency confirms that a permit or exemption is required under the Environmental Permitting Regulations and the Table in section 3.3.4 shows that you only need to submit evidence of your permit at the Claim stage then you do not need to submit it with your application. However, you should still ensure you have sought the relevant advice from the Environment Agency regarding a permit before you submit your application.

If you have not received your permit(s) and/or agreement by the application closing date, we will accept your application but we **cannot** process it until you submit the relevant written copy/copies. The final deadline for us to receive your document(s) will be published in the *Key changes and dates leaflet*. If we have not received your document(s) by then we may **reject** your application.

3.3.7
How can I contact the Environment Agency?
If you require any help regarding Environment Agency permit(s) and/or agreement you should contact your local Environment Agency Officer directly or the National Customer Contact Centre (tel: 03708 506506 (Monday to Friday, 8am-6pm) or email **enquiries@environment-agency.co.uk**).

3.3.8
Do I need flood defence consent (FDC)?
Any proposed works in the proximity of a watercourse or where works will be situated within 10 metres (depending on local byelaws) of the top of the riverbank may require flood defence consent. This is because the proposed works may affect the flow of a river or other watercourses.

Depending on the size of the river, the Environment Agency, an Internal Drainage Board for the area or the Local Authority will be responsible for deciding whether or not consent should be granted. Local Flood Authorities are respnsible for issuing FDC on 'ordinary watercourses'. The Environment Agency will only be responsible for issuing FDC on 'main rivers'. You should contact the Environment Agency in the first instance (tel: 03708 506506 or email enquiries@environmentagency.co.uk). Further information on flood defence consents can be found at Annex 2. Natural England does not require copies of this correspondence.

You should contact the relevant authority early enough to allow sufficient time to obtain written consent or agreement before the application deadline. You should tell them that you are intending to apply for a CSF Capital Grant. If they confirm that consent or agreement is required, you **must** submit a written copy **with** your application form.

3.3.9
What if my proposed works are in a floodplain?
If your land lies on a floodplain where water levels are provided by an Internal Drainage Board (IDB), consent will be required for any works within 9 metres of a ditch. This includes culverts, fencing, tracks and new discharges of clean roof water. A consent application form can be obtained from your local IDB office and will be required before we can progress your application. In all cases, you must discuss your application with your local Environment Agency office.

3.3.10

What is the final deadline for sending the above consents to Natural England?

If you have applied for any relevant permit, consent or agreement but have not received it by the published application closing date, we will accept your application but we **cannot** process it until you submit the relevant written copy. The final deadline for us to receive this will be published in the *Key changes and dates leaflet*. If we have not received it by then we may **reject** your application.

3.4 Other consents and obligations

3.4.1

What if I make a permanent field boundary change as a result of my proposed capital work?

You must inform the Rural Payments Agency (tel: 0845 603 7777) of any permanent field changes resulting from the CSF Capital Grant Scheme, for example where permanent fencing has been erected which changes the original field boundary. We do not require copies of this correspondence.

3.4.2

Do I need planning consent for proposed works under the CSF Capital Grant Scheme?

Depending on the nature of the capital item you are installing planning permission may be required. You must obtain any necessary planning consent and abide by any other relevant statutory requirements (for example building regulations). You should check that your proposals do not break any byelaws, obstruct public rights of way, affect oil or gas pipelines and you must avoid damaging the countryside or causing pollution. Your local planning authority (usually the Local Authority or National Park Authority) can give informal advice as to whether your proposals are either permitted development or require planning consent. A Farmer's Guide to the Planning System is available at the Communities and Local Government website www.communities.gov.uk/publications/planningandbuilding/farmersguide.

If your land lies within an Area of Outstanding Natural Beauty (AONB), you should discuss the location of your proposed work and choice of materials with your AONB officer. Failure to take account of the impact of the proposed work on the landscape may result in a breach of your agreement if you are successful in securing a grant.

Natural England does not require copies of this correspondence, but you do need to complete the declaration at section 10 of the application form to confirm that planning permission and any other relevant legal requirements will be met. We will not proceed with your application if there are any doubts about the legality of your proposals.

If your land lies within a National Park, then Natural England does need to see copies of the planning consent and that should be submitted with your application.

If you have applied for a consent but have not received it by the application closing date of 30 March 2014, we will accept your application but we may not be able to fully assess it or make you an offer of a grant until you submit the relevant written copy. The final deadline for us to receive consents is 30 May 2014. In some circumstances we may be able to offer you a conditional agreement prior to any final approval or clearance by the relevant authority.

3.4.3

What other consents will apply?

Even if planning consent is not needed for the work you are proposing you may need to apply for other consents and to consider the impact of the work on other environmental features.

You are likely to need consent from the relevant authority(ies) if your work affects one or more of the following:

- Site of Special Scientific Interest
- National Nature Reserve
- National Park
- Listed Building
- Scheduled Monument
- Protected Species

In order to avoid detriment to other environmental features you must also consider the impact of your work on the following designated environmental features and you may need to consult the appropriate authority for advice where appropriate.

- Registered Parkland
- Registered Battlefields,
- Local Nature Reserves

In order to avoid detriment to environmental features you will also need to consider the impact of your work on other features such as traditional farm buildings or bank side vegetation, for example:

- Farmyard infrastructure items such as concreting of historic cobbled yards would damage or destroy historic features;
- Capital items such as watering, feeding and muck storage facilities should be located to discourage damage to features of historic or archaeological interest, such as those on the Local Authority Historic Environment Record (HER), or those notified to you on your ELS Farm Environmental Record or HLS Farm Environment Plan.
- The route of new fencing and gateways should be planned sensitively to blend with the landscape and avoid causing damage to historic environment features. Stock and vehicle movements should also take into account existing environmental features.
- Fencing of watercourses can have detrimental impacts on the bank side vegetation as it is no longer grazed.

Further information on the designations and features above and the relevant authorities is included in Annex 1

3.4.4
What if I am claiming a grant under other grant schemes?

You must not claim grant funding for capital items under the CSF Capital Grants Scheme if you have previously received, or are claiming, community, national or regional funding, either directly or indirectly for similar capital items, for example Higher Level Stewardship, Paths4Communities, Defra's Farming and Forestry Improvement Scheme or RPA's Fresh Fruit and Vegetable Aid Scheme. Natural England will carry out cross checks against other grant schemes to prevent dual funding.

3.4.5
What is the final deadline for sending consents to Natural England?

If you have applied for a consent but have not received it by the application closing date of 31 March 2014, we will accept your application but we may not be able to fully assess it or make you an offer of a grant until you submit the relevant written copy. The final deadline for us to receive consents is 30 May 2014. In some circumstances we may be able to offer you a conditional agreement prior to any final approval or clearance by the relevant authority.

4 How will my application be assessed?

4.1 Target areas

4.1.1

How is the scheme targeted?

CGS target areas and key pollutants have been identified within each of the priority catchments and set out in a Funding Priority Statement. In 2014/15 due to the much reduced budget, we will not accept any applications from out of a CGS target area.

4.1.2

How do I obtain a Funding Priority Statement?

It is your responsibility to obtain the correct Funding Priority Statement for the area where the proposed work is to be carried out. Copies are available from:

- Natural England's website **www.naturalengland.org.uk/ourwork/farming/csf/cgs/catchments.aspx**
- the CGS team in Nottingham; tel: 0300 060 1111

4.1.3

How are applications prioritised?

If the scheme is oversubscribed e.g. we receive more applications than we have funding for, applications will be assessed and prioritised in terms of their ability to address diffuse water pollution water.

Each application is assessed based on whether the farm is in a target area, the priority capital items applied for, the level of previous engagement and commitment to catchment sensitive farming and whether the applicant have successfully applied to CGS previously.

4.1.4

Can you explain the above prioritisation further please?

Yes, grants are more likely to be awarded if the following criteria can be met:

- New applicants;
- Applicants who have actively engaged with the CSF project within the two previous years before submitting their application, for example;
  - Attended a CSF-led event or workshop or have discussed their current application with a CSFO/ catchment partner
  - Received a 1:1 site visit from a local CSFO/catchment partner or CSF Contractor to discuss their application and/or received detailed specialist training or advice e.g. infrastructure audit, manure planning, soil health check, nutrient planning (this list is not exclusive). In addition in the southwest, this category can include having a Soils for Profit visit with subsequent advice or a report received which is being implemented through their application; and
- Endorsement of the application by the relevant CSFO/catchment partner.
- The holding must be within the CGS target area as shown on the Funding Priority Statement and not just within the priority catchment.

Priority will also be given to applications which will improve bathing waters that are failing standards because of Faecal Indicator Organisms (FIOs) as identified in the Funding Priority Statement.

4.2 What happens once I have submitted an application?

4.2.1

When will I hear if my application has been successful?

All applications will be considered as quickly as possible but it may take several months especially if the scheme is oversubscribed and all applications have to be compared to determine which ones will be offered a grant. We will aim to let you know whether your application has been successful by end of June 2014, or sooner if we can. **You should not order or purchase any materials or start any of the proposed work until you have signed and returned the offer of a grant to Natural England within 15 working days of the agreement offer**. If you do, your application will not be approved and you will not receive a grant from Natural England towards any expenditure you have already incurred.

4.2.2

What if my application is unsuccessful?

If your application is rejected, you will be sent a formal letter outlining the reasons for the decision and details of the appeals process. However, please bear in mind that you cannot appeal simply because your application was unsuccessful as it is a competitive process, and not all eligible applications will receive an offer of funding. You can only appeal if you believe that we have:

- misinterpreted the facts, or
- made an error in processing your application, or
- treated you unfairly in some way (**see section 7**).

4.2.3

Do I need to sign the agreement offer letter?

Yes, if your application is successful, we will send you two copies of an Agreement letter (CSF 6) which becomes a formal, legal contract. If you accept the offer of the grant award and the accompanying conditions, you **must sign both copies and return one signed copy to Natural England within 15 working days of the date of the letter, if we do not receive your signed copy, the agreement offer will be withdrawn and you will not receive any funding.**

If your landlord or the landowner **countersigned** the application he/she must also countersign the agreement letter.

4.3 After approval has been given

4.3.1

When can I commence work?

You may begin work as soon as you have received an Agreement letter (CSF 6) offering you a CSF Capital Grant **and you have signed and returned a copy of it to Natural England within the required 15 working day period**. If you intend using contractors, don't forget to book them early as good contractors will get booked up quickly. Please start work as soon as you can and don't leave it until the last minute. If you need any help or advice, please contact your local CSFO/Catchment Partner.

4.4 Claims for payment

4.4.1

Where do I get a claim form?

Natural England will send you a claim form (CSF 6) with your Agreement Letter. If you need another form, you can obtain one from the CGS team in Nottingham (tel: 0300 060 1111).

4.4.2

Can I pay for my work using Hire Purchase (HP)?

No, because you would not have paid for the work until the end of the HP agreement. You must have paid for your work in full before you have submitted your claim. You can use credit cards or money from a previously arranged loan to pay for your work.

4.4.3

When can I submit my claim?

You should submit your Claim form (CSF2) once you have **completed all of the approved work and paid for it in full**. To ensure your claim is processed quickly, please make sure you answer all the questions in full and include bank statements or receipted invoices that have been signed and dated by the supplier/ contractor as payment received and which are clearly itemized with a full break down. You also need to attach your after photographs where required (yard works and all roofing options) together with any time sheets for use of own labour. The photographs should be taken from the same viewpoint. Both photographs should ideally have a permanent identifiable object to confirm that works have been undertaken in the agreed location. It is vital that you refer to your agreement when completing your claim form. If we find on inspection that some or all of the work(s) you have claimed for have not been completed, this will constitute a breach of your agreement. This could result in the non-payment of some or your claim and may render you liable for prosecution.

4.4.4

How many claims can I submit?

You can submit only **one** claim and we will assume that the items included in it are the **only** ones for which you intend to claim.

4.4.5

What will I be paid?

We will pay no more than 50% of your actual costs for each item, up to a maximum of the published guide price (and an overall maximum of £10,000). The claimed amount should not exceed the amount stated in your agreement offer and we will not pay the VAT element if you are VAT registered. If you are not VAT registered, we can include the amount charged to VAT in the total costs of your claim, but we can not reimburse the VAT in full in addition to the £10,000 maximum grant. You will need to complete a VAT declaration form CSF9.

Example 1:

- Agreement is for 450m^2 of yard works. The guide price which is already set at 50% of total costs is £25m^2, therefore the offer was £11,250 but capped at grant max £10,000.
- Claim received and invoice shows 450m^2 and a total cost of work £17,136.16 including VAT of £2856.03. If you are VAT registered, you need to take off the VAT element as this is reclaimable from HM Revenue and Customs, so total costs now £14280.13
- We pay on 50% of the actual costs up to the maximum guide price and no more than the £10k maximum.
- Claim reduced to £7140.06 (50% of £14,280.13) as actual costs are less than the guide price.

Claims for capital items not included in your agreement letter will **not** be paid.

Example 2:

- Agreement is for 238m² of roofing, with a guide price (which is already set at 50% of total costs) of £42m2, the agreement offer was £9996.
- Invoice received is for larger roof area 526.2m² with total cost of £22,000.
- To calculate the actual cost per m2, £22,000/526.2= means that the work was done for a total cost of £41.81m², so we would pay only half of this actual cost e.g. £20.91m2 x the agreement amount £238m² = £4,974.2.

4.4.6
What if I have not completed all the capital work?

If you are unable to complete **all** capital items that were listed in your agreement letter you may claim for those items that you have completed and paid for in full provided the work completed is fit for purpose. Please explain at section 2(c) of your claim form why you have been unable to complete all your work and what impact if any, that will have on the work you have completed. It will not be possible to make any further claims save in exceptional circumstances.

4.4.7
When is the claims deadline and will there be any claim extensions?

All claims must be received by Natural England no later than the 28 February 2015. There will be no claim extensions in this final year of the grant scheme.

4.4.8
What proof do I need to enclose with my claim form to show that the capital work(s) have been completed and paid for in full?

Natural England must be satisfied that the work has been completed and paid for in full before any grant payment can be made. You **MUST** provide bank or credit card statements or original receipted invoices for the purchase of new or second hand materials, in support of every item claimed. The invoices supporting claims should be sufficiently detailed about the volumes/areas covered and can be accompanied by the initial quotes if they contain the detail, to support the invoiced amounts and **you need to ensure that costs are clearly itemized with a full breakdown and can be attributed to each individual capital item in your agreement**.

- Invoices are only acceptable if they are original documents which are receipted. They can only be considered as receipted if they are annotated with some form of acknowledgement that the company or individual providing the goods or services involved has received the payment. Therefore, an invoice would be an acceptable document if it is an original, or a computerised carbon copy on an original letterhead, and bears the supplier's official receipt (which could be a stamp, a signature or with the payment details shown on a computer printout of the invoice), confirming or annotating that the value of the invoice has been paid. The receipt must also correspond with the amounts, items, dates included on the claim and agreement. If the supplier's annotation is a stamp saying "paid" or a notation stating that the goods have been paid for (e.g. "paid with thanks") **this will also need a signature and date provided by the supplier confirming that they have received the payment**. It must be clear on the invoice that it is the supplier and not the claimant who has made this annotation. **For the purposes of verifying claims, an unsigned invoice does not provide sufficient evidence of payment.** All original invoices will be returned to you.
- Where receipts are in the form of a till receipt from a reputable retailer, and are for purchases of standard, off-the-shelf items, these do not need to be separately receipted as paid, as it is understood that a receipt of this nature is only issued after payment.
- Goods that are purchased second-hand or that have been distance-purchased (e.g. over the internet) also need to have receipted invoices provided for them, unless they are standard off-the-shelf items as described above, in which case the standard receipt for payment is considered adequate for the purpose. Please bear in mind that some on-line retailers (e.g. Amazon) do not take payment until the items are dispatched and the invoices should show that payment has been received.
- In exceptional circumstances if invoices are not available, copies of bank or credit card statements which show the work has been paid for in full may be acceptable.
- If invoices pre-date your agreement offer, we will reject some or all of your claim (see section 3.1).

4.4.9
What if I have used recycled or existing materials that were already on my farm?

It is a condition of the grant scheme that where recycled or existing materials are purchased and/or used, evidence will be required that it:

- meets current Health & Safety legislation;
- has not previously been purchased using public funds, for example, a previous grant;
- is fit for purpose and has at least 10 years life expectancy remaining. Please include any receipts from the original purchase of any recycled or existing on farm items (these might have been maintained for the farm accounts in some instances) but failing this a summary record of what the materials were originally purchased for and why they were not used or have become spare.
- That the value of any recycled or existing materials used for capital work(s) has been estimated in your claim.

A mix of new and recycled materials is allowable. You should not purchase materials for the 2014/15 grant scheme before you receive an offer of a grant. These will not be considered as recycled or existing materials.

4.4.10
What if I have used my own labour rather than a contractor to complete my work?

The cost of the use of your own labour is eligible for payment at 50% of the actual costs provided that these are detailed in the claim form (CSF2). You need to show that the costs of your claim are reasonable and that good value for money will be achieved for the products and services supplied. You will need to provide documentary proof of value, for example:

- copies of timesheets signed by the employee/employer with rates of pay for employed labour; and
- if timesheets are not available, detail the hourly rate for your labour and/or farm employee's labour (the actual rate) and what work has been undertaken and the date the work was undertaken.

Defra has published details of the minimum agricultural wages on its website **www.gov.uk/government/publications/agricultural-wages-order-2012-and-guidance**. The figures will be used by Natural England when verifying claims.

4.4.11
Can I claim for the use of my own equipment or machinery?

Yes, the use of own machinery to carry out works is also an acceptable cost, however this must be at a much discounted rate from the commercial rate of hiring or contracting, as the agreement holder only incurs the opportunity cost of not using the machinery elsewhere (minimal) and the wear and tear/depreciation resulting from the additional use. References such as the John Nix farm management pocket book for guide prices may be helpful. Machinery or equipment hired in to undertake a specific piece of capital work is acceptable, for example a cement mixer hired to do concrete yard works, as there will be an invoice supplied with the claim to support this cost. In both examples above we will pay 50% of the actual costs.

4.4.12
When will I be paid?

Claims will be considered as quickly as possible. We will aim to make payment within two months of receipt; however, if we cannot reconcile the invoices with your claim or further checks are required, payment will be delayed and we may have to withhold all or part of your claim until any issues have been resolved.

4.4.13
How are payments made?

Payments will be paid directly into your bank account. Payments are made by the Rural Payments Agency (RPA) and if they do not have details of your bank account please contact them and request a bank details registration form. **If you do not provide bank details to enable payment to be made direct into your account, RPA will not be able to pay you.** The RPA can be contacted at 0845 603 7777.

5 Additional scheme rules

5.1 What else do I need to consider if my application is approved?

5.1.1

Damage to the natural beauty or amenity of the countryside

You must ensure that the works to put in place any grant aided capital item are carried out in a good and workmanlike manner so as to minimise the destruction of, or damage to, the natural beauty or amenity of the countryside. You must maintain existing public rights of way on your land and abide by relevant legislation.

5.1.2

Damage to the historic environment

You must ensure that the works to put in place any grant aided capital item do not cause damage to known features of historic environment interest. You can obtain details of such interest from the local Historic Environment Record (HER) which is held at your County Council, Unitary or National Park Authority. To find the contact details of your local HER see **www.heritagegateway.org.uk/gateway/**. If you have a Higher Level Stewardship agreement you may also have information in your Farm Environment Plan. However it is recommended that you contact the HER for up-to-date advice.

5.1.3

Damage to the natural environment

Please remember when installing capital items that you need to consider if it is on or near a designated site for example a Site of Special Scientific Interest (SSSI), or if there are protected species present such as bats, newts, if there are nesting birds present or other wildlife habitats. Please consider wildlife when designing your project for example when roofing, perhaps you can leave space in eaves for owls or bats.

5.1.4

How long must I retain invoices, records (including photographs) and accounts relating to my agreement?

You must keep all invoices, records, photographs and accounts relating to your claim for the 5 years of your agreement. You must produce such invoices, records (including photographs) and accounts for inspection by Natural England, the Rural Payments Agency or its authorised agents within 10 days of being asked to see them.

5.1.5

Do I need to take photographs of the work I have completed?

Yes, if you are offered an agreement, it is a requirement of the scheme that you take photographs of all yard works **CSF014** and roofing options **CSF022(E), CSF023, CSF026** as evidence of their condition when you joined the scheme **and photos of work after it has been completed together with a record of work done. The before photos should be submitted with your application and the after photos with your claim if you are successful in securing a grant. Copies should be retained for future inspection if required.** Each photograph must clearly show the item to be constructed. Ideally, the whole of the item should be on one photograph, but where necessary you should use more, for instance, to show all sides.

The photographs are evidence that the works have been completed. You need to be able to establish that the works have actually been completed in the same location. Each photograph should be taken from the same viewpoint and must display the date on which it was taken and must be clearly numbered. It would be helpful if the photographs are cross-referenced with a map showing the position the photographs were taken from, the number of the photograph and an arrow indicating the direction of the shot.

5.1.6

How is this scheme inspected?

In accordance with EU requirements, authorised Natural England staff or their agents such as the Rural Payments Agency conduct an annual inspection programme, visiting a percentage of agreements every year to assess compliance with the scheme requirements.

Inspectors may visit you at any time during the 5 year period of your agreement to carry out inspections associated with the scheme. Under EU Regulations, they do not have to give prior warning of an inspection, although an appointment will usually be made shortly beforehand. You must give inspecting officers access at any reasonable time and you may be asked to accompany them during the inspection to help identify work and discuss the requirements of your agreement and check compliance with scheme rules.

Deliberate failure to be available or failure to accompany the officer at a prearranged time without valid reason will be treated as unacceptable and constitute a breach of your agreement. In addition, if you refuse an inspection, payment on your agreement will be suspended and intentional obstruction of inspecting officers may render you liable for prosecution (**see section 6**).

5.2 Changes to your agreement

5.2.1
What if I have withheld or given false information?

If Natural England discovers that any of the information that you have provided in your application form and/or claim form is false, or that you have deliberately withheld required information, this will constitute a breach of your agreement. This could result in the non-payment or recovery (possibly with interest and penalties) of some or the entire grant payable or already paid to you under the scheme and may render you liable for prosecution. You could also be excluded from any subsequent scheme year (**see section 6**).

5.2.2
What if the ownership or control of the land under agreement changes?

As the agreement holder, you are required to notify Natural England in writing as early as possible in advance of any change of ownership/control of the land which occurs before the end of the 5 year period of your agreement.

If advance notification is not possible, you **must inform Natural England within 3 months of the land being transferred**. If the person(s) who assume(s) control over the land does not use the grant aided capital item(s) for the agricultural purpose for which it/they were installed, then Natural England will be entitled to recover all or part of the grant paid (with penalties) from either the original agreement holder (you) or, where there is one, any counter-signatory/signatories.

5.2.3
What happens if I change the use of or remove CSF grant aided capital items?

You must use each grant aided capital item for the agricultural use for which it was installed for the 5 years of your agreement. If you change the use of the item, for example, roof over (at your own expense) a CGS grant aided outside yard, use a CSF grant aided manure store as a machinery store or hay store during the winter, or remove a grant aided item from the land without the prior written consent of Natural England, you will be in breach of your agreement and will be liable to repay any grant on a sliding scale according to the table below.

Date of change of use etc of the grant aided capital work items	Amount of repayment
1 April 2009 to 31 March 2010 during year 1	100%
1 April 2010 to 31 March 2011 during year 2	80%
1 April 2011 to 31 March 2012 during year 3	60%
1 April 2012 to 31 March 2013 during year 4	40%
1 April 2013 to 31 March 2014 during year 5	20%
On or after 1 April 2014	Nil

Table 2 Amount repayable if CSF Capital Grant found to have change of use or removed from land.

6 Withholding or recovery of grant

6.1 Breaches of your agreement

6.1.1
What are breaches of agreement?

If you fail to comply with any condition set out in your agreement letter and/or the rules of the scheme included in this handbook, this will constitute a breach of your agreement with Natural England, even if the breach was the result of a third party such as a contractor. Please note that this list is not an exhaustive or exclusive list of breaches.

The following constitute a breach of agreement:

- Failure to ensure that capital items comply with the specifications and requirements set out in this handbook and/or failure to ensure that capital items comply with the standard of work requirements at section 2.5 of this handbook.
- Failure to ensure that the land on which capital items are located is kept in agricultural use until the end of the 5 year agreement.
- Failure to ensure that capital items are retained on the land until the end of the 5 year agreement.
- Unauthorised removal or an unauthorised change in the use of capital items before the end of the 5 year agreement.
- Failure to complete capital work(s) to the required standard and to the timescales set out.
- Failure to notify Natural England in writing within 3 months of any change of ownership/control of the land on which capital item(s) are located, if this change of ownership/control takes place before the end of the 5 year agreement.
- Any failure by any person who assumes control of the land before the end of the 5 year agreement, to keep the capital item(s) within the agricultural use for which it/they were installed until the end of the 5 year agreement.
- Failure to ensure that capital items are sited in the locations identified on the map accompanying the application.
- Failure to obtain any written permits/consents needed from another authority in order to carry out the works to put in place any capital item (see section 3.4).
- Failure to provide Natural England with a final clearance letter by the required date (see key date and changes leaflet) where one is required (see section 3.4).
- Failure to comply with conditions attached to any permission/consent needed from another authority in order to carry out the works to put in place any capital item (see section 3.4 and 3.5).
- Failure to ensure that provision of a capital item does not conflict with the purpose of any commitment under an agri-environment agreement that is in force at any time during the 5 year agreement.
- Failure to ensure that the works to put in place any capital item are carried out in a good and workmanlike manner so as to minimise the destruction of, or damage to, the natural beauty, historic environment or amenity of the countryside.
- Failure to produce, within 10 days of a demand to do so, all invoices, records (including photographs where required) and accounts relating to your claim.
- Refusal to permit access to your land on reasonable notice and/or deliberate failure to be available or to accompany a Natural England officer or agent on a site visit where reasonable notice has been given (intentional obstruction of inspecting officers may render you liable for prosecution).
- Provision of false or misleading information or deliberate withholding of required information (this may render you liable for prosecution and exclude you from receiving support in this year's scheme and possibly any subsequent year's scheme).
- Failure to avoid disturbance of wildlife habitats or protected species such as newts or bats.
- Submitting a claim for capital work(s) that are not completed and/or do not have evidence of the defrayal of the costs incurred.

6.1.2
If I have to repay some or all of my entire grant, will I have to pay interest?

Yes, if you breach your agreement, Natural England is entitled to withhold all or part of your grant, or to recover all or part of your grant (with any interest and penalties that are assessed against it) if it has already been paid. Interest will be charged on any recoveries at 1% above the London Inter-Bank Offered Rate (LIBOR). Interest would be applied to the relevant repayment amount 60 days after the date of the recovery letter sent by Natural England advising that a breach of agreement has occurred.

6.1.3
If I breach my agreement will I have a penalty imposed?

You may also be liable to a penalty, depending on the circumstances of the breach, for example where on inspection, the grant aided item(s) you have claimed, are not complete, found to be incorrect or not in the declared location (see table 3). Where a serious breach has occurred, you may be subject to an additional penalty and may be prohibited from entering a new agreement under this scheme or any other EU agri-environment schemes.

The legislation which governs enforcement of breaches of a CGS agreement is the Rural Development (Enforcement) (England) Regulations 2007 (SI 2007/75) and Commission Regulation (EU) No 65/2011.

Table 3 Penalties for difference between areas or measurements claimed and areas or measurements found

Difference between area or measurements claimed and area or measurements found	Penalty
Where the discrepancy is no greater than 3% of the found amount.	The claim shall be reduced to the found amount.
Where the discrepancy is greater than 3% of the found amount.	An additional penalty equal to the discrepancy shall be applied to the found amount.

Examples: Payable claim is £1,000 (£300 fencing and £700 tracks).

- Total work completed £990 (1.01% shortfall). Payment reduced to £990. No penalty applies.
- Total work completed is £970 (3.09% shortfall). Additional penalty of £30 applies. Due payment is £970, penalty is additional £30, actual payment should be £940.

6.1.4
Exceptional circumstances (force majeure)

Where you are unable to continue with any part or all of the agreement, due to circumstances beyond your control that could not have been avoided by reasonable action, we have discretion not to take action to recover or withhold payments.

The EU Commission Regulations, governing the administration of CGS, require that for force majeure to be taken into account, you must have notified us of the force majeure event in writing within 10 working days of you, or your representative, being in a position to do so. Where you are not in a position to notify us immediately after the force majeure event, you will need to state the date on which you were first in a position to notify us and explain the delay.

Please note that force majeure covers only the most exceptional circumstances, such as:

- death of the agreement holder;
- long-term professional incapacity of the agreement holder;
- expropriation by a government agency of a large part of the land, where this could not have been anticipated when the agreement was signed;
- severe natural disaster gravely affecting the land, including exceptional flooding;
- accidental destruction of livestock buildings on the land; and
- an epizootic disease (such as Foot and Mouth disease) affecting part or all of the agreement holder's livestock.

Circumstances that are not force majeure include:

- if a water company has already given notice that it will be putting a pipeline over your land during the proposed lifetime of the agreement;
- if you are selling the land as part of a long-term plan to retire from farming;
- where you cease to have management control as a result of the changing circumstances of your landlord (e.g. their death, incapacity, their decision to sell the land and/or terminate your tenancy); and
- flooding of low-lying farmland that is regularly flooded during predictable weather conditions.

If you are unsure if this applies to your situation, you should contact the CGS team (tel: 0300 060 1111) without delay.

7 Appeals and Complaints

7.1 What if I disagree with any Natural England decision or proposed action regarding my application or claim?

7.1.1
Appeals

Please bear in mind that you cannot appeal simply because your application was unsuccessful as it is a competitive process, and with a significantly reduced budget in 2014/15, not all eligible applications will receive an offer of funding. You can only appeal if you believe we have:

- misinterpreted the facts; or
- made an error in processing your application or claim; or
- treated you unfairly in some way.

Under these circumstances, you should write within 28 days, to the CSF CGS Scheme Manager who will ensure that your case is properly investigated and advise you on the procedures to be followed. Those procedures will include your case initially being dealt with informally by Natural England advisers. Where informal discussions fail to resolve the dispute, you will be sent a written explanation of our position, explaining the action, if any, we propose to take.

The address to write to is:

CGS team
Customer Services
Natural England
Apex Court
City Link
Nottingham NG2 4LA

If you remain dissatisfied with the decisions that have been taken by Natural England staff following reasonable attempts to resolve the dispute informally and formally within the CGS team, you can ask to have the dispute referred to a senior Natural England officer who has not been involved with your case. As part of the referral process you may be invited to provide written representations within a specified time frame setting out your concerns. The officer will consider the case and report to the CSF CGS Scheme Manager with their view on the step or steps proposed to resolve the dispute.

7.1.2
Complaints

Natural England is committed to providing a high quality service; despite this commitment, sometimes things do go wrong. When this happens, we want to know about it, and to put things right where we can. We also like to hear any suggestions you may have about how our services are provided so we can use these to improve the way we work. Please contact the CGS team in Nottingham.
You can find out more about Natural England's complaints procedure on the website
www.naturalengland.org.uk/about_us/contact_us/complaints/default.aspx

8 Capital works specification and guidance

8.1 Background

8.1.1
Health and safety requirements

It is your responsibility to ensure that the capital items you install comply with the relevant health and safety legislation. Some construction projects are notifiable to the Health and Safety Executive (HSE) and in all cases you have a duty to ensure that the construction works are designed and carried out with due regard to the health and safety of all operatives. The HSE website **www.hse.gov.uk** has further information and relevant information sheets on health and safety issues and the Construction (Design and Management) Regulations 2007.

8.1.2
Compliance with British Standards and Codes of Practice

The capital items you install must comply with all relevant British Standards (BS) or equivalent (see the list of relevant Standards at Annex 3). It is your responsibility to examine copies of the relevant Standards and to use the most up-to-date version.

All competent contractors should carry out works in accordance with the BS 8000 series which deals with workmanship and best practice on construction sites. If you are carrying out the work yourself, local libraries may have copies of British Standards.

The installation of capital items must also be carried out in accordance with *Protecting our Water, Soil and Air: A Code of Good Agricultural Practice for farmers, growers and land managers* (the 'CoGAP') and with any higher standards that apply. See Defra website **www.gov.uk/government/publications/protecting-our-water-soil-and-air**

Capital items dealing with sheep dips and dipping must be carried out in accordance with the *Groundwater Protection Code: Use and disposal of sheep dip compounds* (PB12010) and with any higher standards that apply. See Defra website **www.gov.uk/water-pollution-on-farms#sheep-dip-contamination**

8.1.3
Compliance with Environmental Legislation

All works must comply with relevant environmental legislation. Particularly relevant to capital works will be the requirement not to disturb nesting birds, or other protected species.

8.2 Fences and gates

8.2.1
CSF001 Relocation of gates and gapping up of boundary following gate relocation

This option involves the re-location of an existing gate away from high risk areas such as the bottom of a slope or near a watercourse, to a more appropriate lower risk position to eliminate run-off pathways and reduce the potential for soil erosion, and gapping up the boundary once that original gate has been relocated. Gapping up should be carried out in the same style as the rest of the boundary. For the boundary options, payment is payable based on an average 5 m wide gap, except for fencing which is based on a per/m basis. Fencing can be applied to all the boundary options, except walling.

The new location for the gate and associated boundary gapping up must be discussed with your CSFO. It should avoid affecting sites of archaeological, historic or wildlife importance.

- CSF001A Relocation of gates
- CSF001B Hedge planting
- CSF001C Walling
- CSF001D Stone-faced hedge bank
- CSF001E Earth bank
- CSF001F Hedge banks
- CSF001G Sheep netting (includes one top strand of wire)
- CSF001H Post and wire
- CSF001I High tensile

CSF001A: General specification for relocation of gates
You must make good the gap by using one of the gapping up options CSF001B to CSF001I

- New hanging and shutting posts should be used.
- Where appropriate the original gateposts should be left where they are.
- Trackways associated with the removal of the original gate should be re-routed and the disused sections made good.
- Any new gates that give access onto highways will need planning permission and you should consult with your Local Planning Authority before starting any work.
- The materials used to gap up the old gateway should match the character of the rest of the boundary.

Boundary specifications

This item must be used in conjunction with CSF001A applied for in the same application and cannot be used on its own.

CSF001B: Hedge planting.
This item can only be used in conjunction with CSF001A applied for in the same application

- Prepare the ground along a 1.5 m wide strip to control existing vegetation and weeds by herbicide treatment or cultivation.
- Plant bare-rooted nursery stock during the winter months from November to early February when the ground is not frozen or waterlogged. Remember that claims need to be submitted by the end of February. The plants should be at least 2-year old transplants, 450-600 mm high (BS3936) and of British native origin, ideally sourced locally. Planting must be in a staggered double row 30 cm apart, with at least 6 plants per metre depending on the local style.
- All failures must be replaced in the following planting season. Once planted the hedge should be maintained so there is a continuous hedgerow in good condition by the end of the 5 year agreement.
- Damage by livestock and other grazing animals must be prevented. Protective fencing (on one or both sides of the hedge) or individual guards may be needed and must be set back at least 1.2 m from the centre of the hedge.

CSF001C: Walling
This item can only be used in conjunction with CSF001A applied for in the same application

- New walls are to be built in accordance with the style of the rest of the boundary.
- Do not use soil or other debris to infill the wall.
- Where the original building materials are no longer available replacements must be sourced locally and must be of a type used in the area. Materials must not be taken from other walls, hedge banks or buildings.
- Hauling materials should be done when ground conditions are firm enough to prevent damage to adjacent fields.
- No concrete or mortar is to be used for dry stone walls, unless it is the traditional construction of the rest of the boundary.
- All surplus materials must be removed from site on completion.

- Where the restored wall line is crossed by a Public Right of Way, stiles and gates must be replaced as they were originally constructed. There is no CSF CGS grant available for these features.
- The wall should be maintained in good condition for the life of the agreement.

CSF001D: Stone-faced hedge bank
This item can only be used in conjunction with CSF001A applied for in the same application

- Build the stone-faced hedge bank according to the style and custom of the local area.
- Where double-faced, the hedge bank should taper evenly on both sides to the top. It should be at least 1.3 m high and 1.3 m wide at the base. The top width should be between 600 – 800 mm, depending on the size and type of stone used and the local style.
- Stone must be placed and laid in regular courses or randomly depending on the local style. A sound wall of even height and line should be constructed to tie in with adjacent hedge banks.
- Where earth infill is required, it must be compacted and tamped down in layers to tie in with the existing bank.
- Imported stone should match the type, size and style traditional to the area. The source of stone should be agreed with Natural England. Hauling stone must be done when ground conditions are firm enough to prevent damage to adjacent fields.
- All surplus earth fill and stones should be removed from site on completion of the work and the adjacent ground restored.
- Where the bank is crossed by a Public Right of Way, any stiles and gates must be restored to their original construction. Other features, such as creep holes must be restored. There is no CSF CGS grant available for these features.
- The hedge bank should be maintained in good condition for the lifetime of the agreement.

CSF001E: Earth banks
This item can only be used in conjunction with CSF001A applied for in the same application

- Must be constructed according to the style and custom of the local area so it matches other banks in the surrounding landscape.
- Avoid creating earth banks in adverse weather conditions such as drought or very wet weather as this will result in instability. Using machinery in wet weather may also damage the adjacent land.
- Do not take material to build the earth bank from other existing banks or archaeological features.
- Mould and compact suitable material to form a bank which matches the height of other banks in the vicinity which are in good condition. Dimensions may vary greatly, but as a rough guide the height and width at the base should be approximately 1.2 -1.5 m.
- Build up moist soil in consolidated layers, allowing settlement at each stage to ensure stability. Use sub soil and small stones for the lower layers and topsoil with no stones for the upper layers. The finished face of the bank should slope inwards approximately 0.3 m for every 1 m in height to create a 'batter', making the base of bank wider than the top by roughly 45-60 cm on each side.
- In areas where banks are traditionally faced with turves, turf to the top of the bank to help bind the structure together, and finish off on top with loose soil or turf. Note: turf will not be needed on top of the bank when a new hedge is to be planted.
- There will be some shrinkage as the earth settles and dries out. You should therefore allow plenty of settlement time before planting a hedge into the new bank.

CSF001F: Hedge banks
This item can only be used in conjunction with CSF001A applied for in the same application

- Can be created using hedge planting and earth bank creation options, see specification above

CSF001G, H and I: Fencing
This item can only be used in conjunction with CSF001A applied for in the same application

- See the specification detailed for options CSF003 and CSF004 below

8.2.2
CSF002 Water gates

Water gates are used to control stock access to rivers and streams where there is a clear environmental gain. They should usually be used in conjunction with other stock control items such as fencing where fence lines cross rivers and streams. The water gate and the approach fencing must be separate from the main fence line, so should the river or stream flood and the gate be destroyed then the main fence will remain undamaged.

You must seek guidance from the Environment Agency before you commit yourself to the proposed work and before you submit your application. The Environment Agency may charge for the relevant permit (Natural England cannot reimburse you for any of these type of costs).

- The work should include the installation of approach fencing consisting of post-and-rail construction or fixed netting fence and should be erected in accordance with the appropriate part of BS 1722.
- The gate should consist of a series of wooden droppers attached to a length of wire cable or a round wooden rail suspended horizontally between the straining posts.
- Each gate must be constructed to fit the profile of the individual stream.
- Droppers must be at least 50 mm square in cross section and constructed from sawn untreated timber that has been drilled and then threaded onto the cable or fencing wire, with 150 mm lengths of plastic pipe acting as spacers. As a result, each dropper will be 150 mm apart.
- Where the stream gully is more than 1.5 m deep, 70 mm square untreated timber must be used to make up the gate which should be hung on a round wooden pole using loops of fencing wire. It can be made in several sections.

8.2.3
CSF003 Watercourse fencing

Trampling by livestock can erode banks and increase inputs of sediment to watercourses lowering surrounding water quality. Livestock can also add pollutants directly by urinating and defecating into the water. Preventing access by fencing off water courses and buffer strips is a simple solution to help reduce this type of pollution. However, care should be taken when fencing watercourses because it can sometimes create new environmental problems, for example, ungrazed banks can become over-grown, reducing habitat value for wildlife, and are more likely to develop problems with invasive problem plants, such as Himalayan balsam. This is particularly important in floodplain areas where ditches have high water levels to act as wet fences. Ideally watercourses should be protected by reducing stocking pressure within the field. Alternatively livestock should have limited access to the banks, to allow some grazing without excess damage. This can be done by fencing away from the bank so that livestock can be allowed occasional access within the fenced area.

However if faecal contamination is a concern then livestock should be kept away from the watercourse entirely. In this case fencing should be far enough away from the top of the bank to enable occasional mechanical control of vegetation.

Fencing should avoid sites of archaeological or historic importance. You should ensure you have any relevant consents such as Scheduled Monument consent from English Heritage before carrying out the work. Visual intrusion and impacts on landscape character should also be considered in the construction and alignment of new fencing lines, particularly in designated landscapes or historic parkland.

These options are **not** available to meet the cost of maintenance and normal wear and tear and therefore replacement fencing is not eligible for grant aid. Fencing must be maintained for the duration of the five year agreement.

- CSF003A Sheep netting (includes one strand of top wire)
- CSF003B High tensile
- CSF003C Post-and-wire

There is no minimum or maximum distance that the fence needs to be from the watercourse (including ponds, rivers, streams and ditches that contain water that livestock use for drinking water). However, try to locate the fence on stable ground away from the immediate bank edge as this may be vulnerable to erosion.

In wetland Sites of Special Scientific Interest (SSSI), grazing of ditch banks is essential to maintain the ecological interest of the site, Natural England will not issue a consent for fencing where this is considered detrimental to the conservation objectives for the site.

If you are fencing off streams and rivers within a floodplain, you may need temporary fencing which will only remain during the grazing season (permanent wire fencing could collect debris from flooding and push the fence over). In this case you may use option CSF003C post-and-wire fencing using temporary fixed wire/tape suitable for electric fencing. The posts must be permanently fixed and installed in accordance with the appropriate part of BS 1722.

The Environment Agency must be consulted on all fencing along designated `main' river locations as consent may be needed. (Tel: 08708 506506). See section 3.4. If your land lies on the floodplain where wet fencing is provided by your Local Internal Drainage Board (IDB), you will also need to talk to your local IDB office before erecting any permanent fencing.

8.2.4
CSF004 Fencing for buffer strips, marshes, wet grassland, wet woodland or ponds

- CSF004A Sheep netting (includes one strand of top wire)
- CSF004B High tensile
- CSF004C Post-and-wire

General fencing specifications for CSF003 and CSF004.
All fencing options include payment for posts. We will pay for one type of fencing along a fence line, if you wish to do over and above the specifications set out below, you will have to fund that element yourself.

Fencing should avoid sites of archaeological or historic importance. You should ensure you have any relevant consents such as Scheduled Monument consent from English Heritage before carrying out the work. Visual intrusion and impacts on landscape character should also be considered in the construction and alignment of new fencing lines, particularly in designated landscapes or historic parkland.

The detailed specifications for all types of fencing are included within BS1722. All fencing must be erected in accordance with the appropriate specification. All softwood timber must be fully peeled and tanalised or treated with an approved preservative. Durable hardwood, such as oak or sweet chestnut, may be used and does not require treatment with preservatives. The timber sizes quoted in the specifications are minimum requirements. Posts can be round, square or semi-circular providing that the thickness, height and durability of the post meet the standards set out in this handbook.

Sheep Fencing

- The fence must be at least 1.05 metres high. If extra height is required, this should be obtained by

fixing additional strands of plain or barbed wire.

- Wire should be galvanised and comply with BS 4102.
- Straining posts should be at least: 125mm top diameter, or 100mm x 100mm cross-section sawn; 2.15 metres long if not set in concrete, or 1.85 metres if in concrete. The spacing between strainer posts should not exceed 150 metres where mild steel line wire is used, or 300 metres for high tensile wire.
- Struts should be at least: 80mm top diameter, or 75mm x 75mm if sawn; 1.9 metres long if not set in concrete and at least 1.6 metres where set in concrete. Struts should be notched into the straining post at an angle of no more than 45 degrees.
- Intermediate posts should be 65mm top diameter, or 75mm x 75mm if sawn, 1.7 metres long, and spaced no further than 3.5 metres apart.

High Tensile Fencing

High tensile fencing has less visual impact than other forms of fencing and can be deployed in visually sensitive landscapes.

- The fence must be at least 1.05m high and constructed using 3.15mm high tensile wire.
- The number of high tensile line wires should be appropriate to the function and type of animals being grazed.
- Straining posts can be up to 200m apart but must be situated at every change of direction (horizontal or vertical). They should be 175mm diameter or 150x150mm sawn.
- Struts should be 2.0m long, 100mm diameter and notched into straining posts.
- Intermediate posts should be at centres of 12.0m maximum and should be at least 75mm diameter.
- Droppers may be used between intermediate posts.

Post-and-wire fencing

- Wire fencing must be at least 1.05 m high. Use galvanised 4 mm mild steel plain or 2.5 mm barbed wire, or equivalent as stated in BS 4102 and BS EN 10223.
- The number of strands of wire required is not specified but must be 'fit for purpose', for example, if installed to keep cattle in a field it would need to be sufficient to hold them there.
- Straining posts must be at least 125 x 125 mm square or 100 mm top diameter. The straining posts for fences 1.05 m high should be 1.87 m long and in all cases they should be set in the ground at least 750 mm and at a spacing not exceeding 150 m.
- Struts must be 75 x 75 mm square or 65 mm top diameter, 1.87 m long for fences 1.05 m high and set in the ground at least 450 mm and morticed into the straining post.
- Intermediate posts must be 75 x 75 mm square or 65 mm top diameter, 1.75 m long for a fence 1.05 m high and in all cases set in the ground at least 600 mm and at a spacing not exceeding 3.50 m. Barbed wire must not be used where fencing runs alongside Public Rights of Way, unless this is unavoidable.

Gates included within a fence line

There is no payment towards the cost of the gate. The gate can, however, be counted within the total length of the fence. As the gate is situated within a grant aided fence it has to be of a certain specification:

- Timber field gates and supporting posts must be constructed from either pressure-treated softwood or hardwood.
- Steel gates may be hung on either timber or steel posts.
- All gateposts must be set correctly in the ground, using concrete if necessary, and fitted with appropriate hangings and latches.
- All field gates, posts and fittings must be fit for purpose and, depending on construction type; the components of the gates need to meet the requirements of BS EN 10296, BS EN 10056, BS EN 10210 and/or BS EN 10219.

If you intend claiming SPS on the land that you are fencing off between the watercourse fence and the watercourse, the area must be grazed or cut regularly to prove it is still used for agricultural purposes, you

may need to include a small gate in the fence line of each field. If you do not claim SPS on this area of land, then you may still need to add a gate to access and manage the land unless you can manage the land by use of long reach flails or hedge trimmers.

If you are unsure, please discuss with your local CSFO/Catchment Partner.

8.2.5
CSF005 Solar-powered electric fence kits for seasonal fencing

Where no mains electricity exists, an electric fence may be powered by solar energy. Solar energisers must meet the safety requirements of BS EN 60335 and should be installed and maintained in accordance with the manufacturer's specifications.

8.3 Water provision for grazing livestock

8.3.1
CSF006 Livestock drinking bays

This option is available to restrict livestock access to watercourses where there is no piped water available and where watercourse fencing has been or will be erected. Ideally livestock will be excluded from the watercourse altogether, this option should only be use when it is the only way to improve the situation. Provision of bays should achieve environmental benefits by helping to prevent erosion and other damage elsewhere along the bankside and edge of the watercourse but to do this you should not allow livestock sufficient access to damage the river bed of cause pollution.

This item should avoid sites of archaeological or historic importance. You should ensure you have any relevant consents such as Scheduled Monument consent from English Heritage before carrying out the work. Visual intrusion and impacts on landscape character should also be considered in the construction and alignment of new fencing lines, particularly in designated landscapes or historic parkland.

You must seek guidance from the Environment Agency/relevant permitting Authority before you commit yourself to the proposed work and before you submit your application. The Environment Agency may charge for the relevant permit.

In wetland Sites of Special Scientific Interest (SSSI), grazing the banks of a watercourse may be required to maintain the ecological interests of the site. You should talk to your Natural England adviser about proposed works in wetland SSSIs.

The livestock drinking bay should be constructed on a new site and is restricted under the CSF Capital Grant scheme to 1 drinking bay per field or paddock.

Livestock drinking bays consist of an access ramp excavated into the bank of a watercourse, with a three-sided perimeter post-and-rail fence. The size of the drinking bay will be dictated by the type and number of livestock that need access to drinking water. The access ramp should slope gently down to the water's edge so that livestock can have easy access to drinking water. The in-stream width of water should be sufficient to provide drinking access but prevent animals from standing in the watercourse.

To construct an access ramp:

- Soil should be excavated to a depth of not less than 150 mm or down to a naturally occurring hard surface, the depth of which will vary according to the type of ground.
- The excavated soil should be spread and profiled in the immediate area.
- A hardened surface with a minimum depth of 150 mm and consisting of compacted hardcore,

scalpings or locally produced shale should prove sufficiently robust to withstand regular livestock movements, prevent poaching and reduce the amount of sediment from entering the stream.

- At the water's edge, some form of kerb (such as 100 mm x 50 mm tanalised timber) must be in place to prevent the gradual 'creep' of hardcore/scalping into the watercourse. Alternatively, a concrete slab which conforms to the relevant British Standards listed could be used to produce the hard surface. The concrete should have a pronounced tamped finish parallel to the watercourse to prevent animals slipping.

The fencing erected in conjunction with the drinking bay must comply with the appropriate part of BS 1722. Strainer posts must be used at any corners. All timber should be fully peeled and tanalised or treated with preservative.

8.3.2
CSF007 Hard bases for livestock drinkers and feeders

Placing livestock drinkers and feeders on hard bases will help to reduce poaching. The work should cover the associated groundwork, construction of a hard surface and the re-siting of livestock drinkers and feeders.

- CSF007A Hard base for a livestock drinker (restricted to 1 per field or paddock)
- CSF007B Hard base for a livestock feeder (restricted to 1 per field or paddock)

This option is for the hard base only and can be used in conjunction with CSF010 Livestock troughs with associated pipework.

- The soil should be excavated to a minimum depth of 150 mm or down to a naturally occurring hard surface, the depth of which will vary according to the type of ground.
- The excavated area around the drinking trough and/or feeder should extend to a minimum width of 2.5 m.
- Prior to placing the hardcore; a geotextile membrane should be laid over the excavated area.
- The hardcore should then be well compacted by rolling to a minimum depth of 150 mm.
- If there is a requirement for a deeper thickness of hardcore, each successive layer should not exceed 150 mm thickness and should be well compacted.
- The finished hardcore area should be blinded with at least 50 mm of a suitable blinding material.
- Timber boards will provide an edge to the hard base to help retain the hardcore. The livestock drinker and/or feeder can then be relocated to the hardstanding.

8.3.3
CSF008 Pasture pumps and associated pipework

Low-lift animal-operated pasture pumps provide a viable alternative to livestock drinking from watercourses. This reduces the risk of bank erosion and soil loss. The works covered include the purchase of the pasture pump, the associated pipework (adequately sized to provide the required water supply) and the construction of a hardstanding.

This item should avoid sites of archaeological or historic importance. You should ensure you have any relevant consents such as Scheduled Monument consent from English Heritage before carrying out the work. Visual intrusion and impacts on landscape character should also be considered in the construction and alignment of new fencing lines, particularly in designated landscapes or historic parkland.

- The pasture pump should be secured (pumps that are not fixed are ineligible) to robust and preserved timber.
- The hardstanding should consist of a minimum area around the pasture pump of 1 m x 1 m and excavated to a minimum depth of 150 mm or down to a naturally occurring hard surface, the depth of

which will vary according to the type of ground.
- Hardcore should be well compacted on a geotextile liner by rolling to a minimum depth of 150 mm.
- The hardstanding area should be edged with preserved timber (not smaller than 150 mm x 50 mm) so as to prevent the movement of hardcore.
- The pump itself can be removed and stored during the winter to guard against frost damage; however it must be available for inspection if requested.

8.3.4
CSF009 Ram pumps and associated pipework

This option provides a viable alternative to livestock accessing watercourses thereby reducing bank erosion and soil loss. A ram pump may be located **only** on sites that have sufficient hydraulic head with a consistent water supply throughout the year.

This item should avoid sites of archaeological or historic importance. You should ensure you have any relevant consents such as Scheduled Monument consent from English Heritage before carrying out the work. Visual intrusion and impacts on landscape character should also be considered in the construction and alignment of new fencing lines, particularly in designated landscapes or historic parkland.

Water entering the pump must have low sediment content or resulting abrasion will lead to excessive wear and tear. Sediment can be reduced by use of a sedimentation tank.
- The ram pump **must** be set on a firm base such as a 150 mm thick slab of concrete which conforms to the British Standards.
- Alternatively if the sub-base is firm, then a 150 mm layer of consolidated hardcore will be suitable.
- The work can include the installation of a suitable water collection facility, sediment tank (if necessary), drive pipe (supplying pump), pump chamber, pump, and delivery pipe to point of use.

8.3.5
CSF010 Livestock troughs with associated pipework

This option is for the installation of new livestock troughs and associated pipework and provides an alternative to watercourse drinking for livestock. Poaching around feeding and drinking areas can lead to soil damage, as well as stock welfare and pollution problems, particularly during wet periods. To minimise damage caused by poaching, the water trough must be installed on a level hard base. Typically, work would also include the siting of the water trough and connecting pipework for the water supply. The trough should not be located near watercourses, on areas vulnerable to soil erosion. It is available for use where watercourse fencing has been erected.

This item should avoid sites of archaeological or historic importance. You should ensure you have any relevant consents such as Scheduled Monument consent from English Heritage before carrying out the work. Visual intrusion and impacts on landscape character should also be considered in the construction and alignment of new fencing lines, particularly in designated landscapes or historic parkland.

This option can be used in conjunction with CSF007 Hard bases for livestock drinkers and feeders.
- CSF010A Installation of the trough and immediate connection pipework.
- CSF010B Installation of the length of supply pipework required (this option cannot be used on its own).

To create the base:
- The soil should be excavated to a minimum depth of 150 mm or down to a naturally occurring hard surface, the depth of which will vary according to the type of ground.
- The excavated area around the drinking trough should extend to a minimum width of 2.5 m.
- The excavated area should be overlaid with a geotextile membrane and the hardcore well compacted

by rolling to a minimum depth of 150 mm. If there is a requirement for a thicker depth of hardcore, successive layers (each 150 mm thick) should be applied and be well compacted.
- The area should be blinded with at least 50 mm of a suitable blinding material.
- Timber boards will provide an edge to the hard base to help retain the hardcore.

Water troughs must be of galvanised steel, concrete, spray-moulded glass-reinforced cement (GRC) or polyethylene, and have a ball valve and service box. Water troughs must comply with BS 3445. The trough must be either connected to a water supply or supplied from a bowser on a regular basis. If you use a mains water supply, you must comply with The Water Supply (Water Fittings) Regulations 1999 (as amended). These regulations aim to prevent the waste, misuse, undue consumption, contamination or erroneous measurement of drinking water and set requirements for the design, installation and maintenance of plumbing systems and water fittings. They are enforced by water companies in their respective areas of supply and you should obtain advice from your local supplier.

Pipework and fittings for the supply of drinking water to livestock must conform to the appropriate parts of BS EN 12201.
- Pipework must be medium-density blue polyethylene (with a minimum external diameter of 25 mm).
- All joints must be made of brass or plastic and be watertight.
- Pipework must be buried below cultivation depth and to a minimum depth of 600 mm or as determined by your local water supplier.
- When crossing open ditches, the pipe must be covered by a tubular steel guard or sleeve pipe and laid 600 mm below the ditch to allow for ditch cleaning.
- When crossing farm tracks, the pipe must be laid on a 75 mm bed of sand and then covered by further 100 mm of sand before being overlaid by backfill.

8.4 Management of run-off and drainage water, dirty water and sediments

8.4.1
CSF011 Cross drains on or in farm tracks or within farm yards for clean and dirty water separation

Cross drains should be designed to intercept and conduct surface run-off so as to reduce flow rates at down slope locations and therefore help to prevent erosion on farm track surfaces. By taking action to control run-off you can reduce dirty water disposal costs, reduce water damage to tracks, minimise soil erosion and reduce the risk of water pollution.

This option can be used in conjunction with CSF021 livestock and machinery tracks and CSF014 yard works for clean and dirty water separation. If using in conjunction with yard works, please talk to your CSFO first. A similar specification to below can be used.

An open channel is the most effective way of intercepting run-off water from tracks as it can easily be cleared of accumulated silt and debris. Run-off should not be directed to areas of existing wildlife interest such as ponds. Field margins alongside farm tracks may also be used to intercept low flows. This option could be detrimental if used in close proximity to an historic farmstead or listed building, particularly where cobbled surfaces are present. The nature and historic value of the existing surfaces should be considered and listed building consent should be sought if applicable. Work should include:

- The excavation of channels across the width of the track to a minimum depth of 100mm and widths of 100-250 mm.
- The depth and spacing of these cross channels will depend on the volume of water that they have to intercept which will also be affected by the slope of the track, the track construction and the amount of rainfall.
- It may be appropriate to construct the channel in concrete with a gridded top which must be at least 150 mm wide.
- The water from the cross drains should be directed to a stable drainage outlet such as a ditch, culvert or other drainage outfall.

Alternatively, the use of cross humps (sleeping policemen) across the track may be more appropriate to direct water off the track. They must be sufficiently robust to stand up to farm vehicle movements and not undermine the track in any way. The spacing of the cross humps is critical and you should discuss your proposals with your CSFO. For tracks, work should include:

- The excavation of a trench across the track to a minimum depth of 300 mm.
- Fill with concrete and key in kerb stones protruding from the track.
- Tamper the concrete on the lower side of the track to the edge of kerb stone.
- Leave concrete on the upside of track flat below the level of kerb stone.
- The water from the sleeping policemen should be directed to a stable drainage outlet such as a ditch, culvert or other drainage outfall.
- Concrete work should be carried out in accordance with the relevant British Standards BS 8000 and BS 8500.

8.4.2
CSF012 Sediment ponds and traps

Sediment ponds and traps are used to provide an area where muddy run-off is allowed to pond, so sediment will settle out. New silt traps within watercourses should only be used when other erosion control measures to prevent erosion and sedimentation cannot be used due to site conditions or other restrictions.

These options are best used as part of a wider network of erosion and sediment control measures. It is preferable to have a number of small ponds and traps around the farm than a single larger feature. Excavations must avoid areas of existing wildlife value. For example, existing damp areas should be avoided as they are likely to be important for wildlife, such as feeding areas for lapwing chicks.

This item should avoid sites of archaeological or historic importance. You should ensure you have any relevant consents such as Scheduled Monument consent from English Heritage before carrying out the work. Visual intrusion and impacts on landscape character should also be considered in the construction and alignment of new fencing lines, particularly in designated landscapes or historic parkland.

You should discuss your proposals with the Environment Agency as a permit may be required in some situations. In addition, such work could be considered to be an 'engineering operation' and may require planning permission. You should consult with your Local Planning Authority **before** starting any work.

The sediment pond should include the area covered by the embankments as well as the open water area.

For relatively **small scale operations** where most of the soil is excavated and above-ground embankments are not needed, the work must include the following:

- Excavation to an appropriate depth creating gently sloping banks.
- Spread excess soil thinly across land away from the excavated pond area.

For **larger scale operations**, you should take advice from a qualified soil and water or civil engineer. The work may include the following:

- Excavation of the topsoil and an appropriate depth of subsoil. Stockpile soil types separately for re-use.
- Construct embankments using the subsoil, making sure they are properly compacted to provide a stable structure.
- Install an outflow pipe at a suitable location 750 mm below the top of the embankment to provide a freeboard. You may need to provide protection (such as stone pitching, slabs or concrete spillway) around the outflow to avoid damaging the receiving ditch.
- Spread the topsoil on the embankments and their outside slopes to allow vegetation to grow, to help stabilise slopes and prevent erosion. A grass seed mix of 25 g/m^2 is suitable.

8.4.3
CSF013 Swales with check dams

Swales are linear depressions formed in the ground to receive run-off and slowly move water to a discharge point. They normally run at a gentle angle across slopes so that water can infiltrate into the soil within the swale and they are normally grassed over. Check dams are small dams constructed across a swale to slow flows to encourage infiltration. They can be made from graded broken stone or timber and which slow the flow of water, allowing run-off to pond behind the dam and sediment to settle out. Swales are often used along-side roads where the road surface can drain directly to the swale. You can use them to treat lightly contaminated run-off from hard standing around farmyards and farm roads where it pools before soaking away.

This item should avoid sites of archaeological or historic importance. You should ensure you have any relevant consents such as Scheduled Monument consent from English Heritage before carrying out the work. Visual intrusion and impacts on landscape character should also be considered in the construction and alignment of new fencing lines, particularly in designated landscapes or historic parkland.

The work should consist of site preparation, excavation of the swale and, if required, the installation of check dams. Formation of a swale could be considered to be an 'engineering operation' and may require planning permission. You should consult with your Local Planning Authority **before** starting any work.

- **CSF013A** Swales
- **CSF013B** Check dams

When calculating the area of the swale, the measurement should start at the inside edge of the created bank.

- Construct the swale on the contour or at a longitudinal slope of normally no greater than 2 degrees.
- Mark the layout of the swale on the ground and excavate the swale to a depth of 750 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 in 3. For greater slopes you will need to install more check dams.
- Excavate the floor of the swale for a further 150 – 250 mm and replace the excavated material with topsoil.
- Establish a dense grass sward on the sides and floor of the swale. A seed mixture should be sown at a seed rate of 25 g/m2 and consist of a multi species grass mix such as creeping red fescue (70%), smooth meadow-grass (20%) and creeping bent (10%).

Check dams should be located at regular intervals along the swale, though the steeper the gradient of the swale the shorter the distance between them should be. Excavations should avoid any areas of archaeological or historic importance or of existing wildlife interest.

- Excavate a trench across the width of the swale.
- Make the trench 200 mm deep and 3.3m long.
- Build up the check dam to 75 – 150 mm and grade broken stone to a height of 500 mm above the floor of the swale.
- The side slopes of the check dam should be at a maximum gradient of about 1 in 2.

8.4.4
CSF014 Yard works for clean and dirty water separation

Dirty water around farm buildings can contain nutrients and harmful bacteria from livestock manure and slurry, giving it a high polluting potential. Cattle crossing yards can deposit a significant amount of manure and slurry on yard surfaces and rainfall will wash some of these materials into drains and ditches around the farm. Rainfall running though middens, silage clamps, feeding areas and on to dirty yards collects nutrients and bacteria, adding to the problem of slurry and dirty water storage. Dealing with dirty water is often an area where considerable savings can be made and it also substantially reduces the risks of water pollution.

General points to note.

A yard is defined as 'a yard at the farm surrounded by farm buildings or adjacent to farm buildings'. This option is restricted within the curtilage of existing yard areas lying between or immediately adjacent to existing infrastructure. Areas of land remote from existing infrastructure are not eligible. Indoor (covered) yard work is not eligible for funding. This option could be detrimental if used in close proximity to an historic farmstead or listed building, particularly where cobbled surfaces are present. The nature and historic value of the existing surfaces should be considered and listed building consent should be sought if applicable.

You must submit before photos with your application form and after photos with your claim for this option with copies retained for future inspection if required.

- CSF014A Underground drainage pipework which includes all excavation, bedding, pipes, fittings and backfill.
- CSF014B Inspection chambers and pits.
- CSF014C Existing outdoor (uncovered) concrete yard renewal or upgrade existing hardcore, tarmac or earth yards to a concrete outdoor (uncovered) yard to reduce dirty water production.
- CSF014D Provision of new rainwater goods (guttering and downpipes) which discharge clean water onto fouled yard areas.

Specifications for CSF014a and CSF014b.

The work may include re-organisation of clean and dirty drains, addition of cross drains, catchpits, gulleys, kerbs, 'sleeping policemen', and associated yard areas to reduce the amount of foul or sediment-rich drainage collected; and improvements to dirty drainage to avoid run-off to surrounding areas (this option does not include payment for dirty-water storage tanks). Clean water must not be contaminated by foul/dirty water.

Any foul/dirty-water (which includes slurry or manure residues) and any channels and pipes used in connection with such storage must conform to the Water resources (control of pollution) (silage, slurry, and agricultural fuel oil) (England) regulations 2010 and as amended 2013 (SSAFO) and have a minimum design life of 20 years (with maintenance). If silage effluent is involved, below ground storage systems must be 'maintenance free' for the 20 year design life. The use of materials such as upvc or glass-reinforced plastic (GRP) will normally meet this requirement.

Specifications for the outdoor concrete yard renewal option (CSF014C).

The aim is to improve or upgrade existing outdoor (uncovered) concrete, hardcore, tarmac or bare earth yard drainage to reduce foul drainage volumes and to avoid run-off causing pollution.

- Indoor yards or any form of covered yard work are not eligible for grant funding.
- **You must not roof over, even at your own expense, a CGS grant aided outside yard as this will change the use of the capital item (it will no longer be an outdoor yard) and you will be breach of your agreement and be required to repay the grant received.**
- You cannot build a new muck pad as we cannot fund items that are an obligation to meet Regulations for example, of the Water resources (control of pollution) (silage, slurry, and agricultural fuel oil) (England) regulations 2010 and as amended 2013 (SSAFO) or NVZ requirements.
- You cannot use this option to repair, renew or add a new concrete base or walls to a manure store, silage or slurry store.

You can use this option to renew concrete in the base of existing outdoor areas or yards which are used for stacking or storing plastic wrapped silage bales. You must discuss your proposals with the Environment Agency before commencing any work as silage storage areas must comply with the Water resources (control of pollution) (silage, slurry, and agricultural fuel oil) (England) regulations 2010 and as amended 2013 (SSAFO). You will also need to ensure that the Environment Agency is given notice of the place where the silage is to be stored at least 14 days before the place is first used for that purpose.

- The construction of the upgraded concrete base must not allow silage effluent to escape.
- The foundations must comply with the relevant parts of BS 5502.
- Drainage works must comply with BS 8000, BS EN 752 and BS EN 1610.

You will also need to consider how you are going to mix the concrete, it can be difficult to have any guarantee of the precise mix specification with volumetric cement mixers and these may not be suitable for larger areas. Your local supplier of concrete may be able to advise further. You also need to make sure that you receive a receipted invoice from your supplier; the delivery note from the driver is not acceptable to support your claim.

If you are doing your own concrete works, you can select your own supplier of concrete; some may offer you a visit prior to delivery to agree volume, mix and suitability. Most commonly used mixes are RC45 and RC50, these and their associated specifications are shown below as a guideline. They are universal so will be common to all suppliers.

- Farmyards - PAV 2 20 mm Aggregate CEM 1 or C111A Cement +WRA + AEA + FIBRES 90mm SLUMP
- Farmyards - RC50 XF 20 mm Aggregate C111A or CEM 1 Cement + WRA 120mm SLUMP (Heavy articulated vehicles)

- Any renewed yards associated with clean and dirty water separation should be constructed using a minimum of 150 mm thick concrete on at least 150 mm thickness of compacted and blinded hardcore.
- The use of a polythene membrane on the surface of newly laid concrete will assist in curing the concrete and prevent premature drying-out.
- It is recommended that the slab is reinforced to minimise cracking and distribute the loads exerted by livestock and/or farm vehicles.
- The concrete should be laid in bays and all joints treated with an appropriate sealant that is resistant to effluent attack.
- The work must satisfy the relevant British Standards or other relevant or equivalent
- standards including BS 8000, BS 8500, BS EN 206-1, BS EN 1992 and BS 6213, all of which deal with concrete works and sealants (see Annex 4).
- Do not fully load concrete until it achieves its design strength (equivalent to 28 day strength).

All drainage works must comply with the provisions of BS 8000, BS EN 752 and BS EN 1610 and great care should be taken to ensure that open excavations are not left unguarded during the works.

Specifications for rainwater goods option (CSF014D)
This option can be used in conjunction with option CSF017C first-flush rainwater diverters/downpipe filters.

It is for existing buildings within the farmyard that currently do not have rainwater goods or which have existing rainwater goods but they are beyond their serviceable life and need replacement. Clean water from new rainwater goods must be directed into a clean water drain. Rainwater goods on proposed new buildings are not eligible for a grant as they should already have rainwater goods built into the design.

8.4.5
CSF015 Installation of piped culverts in ditches

Culverts are short sections of piped ditch and are designed to take water under a track that provides safe carriage for farm machinery or livestock. The culvert must not be used for agricultural drainage unless this is connected with management under an agri-environment scheme or the drying out of archaeological features.

You should consult the Environment Agency before commencing any work. You may require a 'land drainage consent' to work in the watercourse; this will be required even for ditches on farms and is to ensure that culvert is designed and installed in such a way that the impacts on the stream are minimised. The Environment Agency may make a charge for the consent (Natural England cannot reimburse you for any of these type of costs).

Pipe diameter

- Pipes must be capable of accommodating anticipated design flows and must always be at least 450 mm in diameter.

Culvert width

- The length of the pipes must provide an adequate, useable width at ground level for normal traffic using the crossing.
- The minimum useable width for a culvert used by wheeled traffic is 4 m.

Pipe type

- The culverts should be constructed using concrete pipes that comply with BS 5911 and BS EN 1916.
- Pipes should have a positive joint to preserve alignment.
- Twinwall pipes are an alternative to conventional single walled pipes/concrete pipes. They should be manufactured and certified to the British Board of Agrement (BBA)

Culvert construction

- Concrete work should be carried out in accordance with the relevant British Standards and all pipework should be laid in accordance with BS 8000.
- Pipes should be set on a firm bed and be in true alignment.
- The trench bottom (usually the ditch bed) should be recessed where necessary to accommodate pipe joints (normally some form of spigot and socket).
- The pipe invert (water entry level) at the upstream end should be fractionally below the bottom of the true ditch bed.
- Where the total depth of cover over the pipes is less than their diameter plus 300 mm, a concrete pad at least 150 mm thick should be used.
- In all cases, the pipe manufacturer's specifications and warnings should be sought and observed.

Pipe gradient

- This should approximate to that of the ditch bed.
- The ditch bed should be graded downstream to allow for any deepening required to accommodate the culvert.

Prevention of erosion

- Protection measures (such as stone pitching or slabs) may be needed at the downstream end of the culvert and, if appropriate, on the sides of the ditch.

Backfilling

- Stone-free filling should be packed and rammed tight at the sides of the pipe and to a level 300 mm above the crown (top) of the pipe.

- All filling should be put back in layers not more than 150 mm thick and thoroughly consolidated.
- The finished backfill surface should be left 'crowned' above surrounding levels, to allow for some settlement and to prevent surface water collecting on the crossing.
- For twinwall pipes sidefill material should be placed evenly on both sides of the pipe and compacted as above. It is important that any compacting machinery does not come into contact with the pipe at any stage of compaction. The sidefill material should extend to a minimum of 100 mm above the pipe crown.
- Backfill material that lies within 300 mm of the pipe crown should be free from stones greater than 40 mm. No heavy compaction should be applied until the cover to the pipe is a minimum of 300 mm. However, the exact thickness of cover must be in compliance with manufacturer specifications
- For farm tracks used by heavy vehicles, the minimum strength of the pipe should be check with the manufacturer and if necessary the depth of backfill cover increased. In circumstances where the depth of cover cannot be achieved to meet manufacturer compliance a protective concrete slab as outlined above will be required.

Headwalls

- Adequate provision should be made to retain the backfill material against the pressure of traffic using the crossing.
- Sloping earth ends can be used as headwalls; these should have slopes not steeper than 1 in 1.5, and the length of the culvert should be extended by 1 m at each end to give stability to the walls.

Use by heavy vehicles

- A specialist design is required if the culvert will be used by heavy vehicles. Pipes of specified strength and appropriate bedding and backfilling should be used.

8.4.6
CSF016 Resurfacing of gateways

This item aims to help reduce flooding either side of the gateways caused by soil compaction from vehicles and machinery, it can help reduce soil erosion and run-off and improve the quality of watercourses.

The minimum area resurfaced should be the full width of the gateway multiplied by the length of the gate into the field (opened at 90 degrees) so for a 3 m gate this would cover an area 9 m^2. In many cases this area may need to be extended to accommodate specific gateway circumstances and will relate to the type and frequency of vehicular and livestock movements.

Appropriate works will involve:

- Excavating the extent of the hardstanding to a minimum depth of 150 mm or down to a naturally occurring sub-base, the depth of which will vary according to the type of ground.
- Remove the excavated soil from the immediate gateway area, spread it on the verges of the field track and profile as necessary to permit drainage.
- Overlay the excavation with a geotextile membrane and apply aggregate/hardcore to a minimum consolidated depth of 150 mm. The required depth of hardcore depends upon soil type; the depth of existing ruts can be used as a guide. A greater depth of stone will be required on peaty soils. In such circumstances a coarser aggregate will be needed to form a base/sub-base layer before placing hardcore on the surface. In most situations, the minimum depth should be at least 150 mm.
- The whole of the hardcore area should be well compacted. If there is a requirement for a thicker depth of hardcore, successive layers (each 150 mm thick) should be applied and be well compacted.

Road planings
You can use road planings, but you should take expert advice on their use and on measures needed to ensure that any oil seepage does not cause water pollution and you must comply with waste regulations. The Environment Agency has developed a specific position on the use of road planings that meet a quality control standard, which allows farmers to use small volumes (less than 150 tonnes per site) without having to pay the normal registration fee. Contact the Environment Agency for further information.

Road planings are not recommended where livestock will use the gateways.

8.4.7
CSF017 Rainwater storage tanks, first flush rainwater diverters and downpipe filters

Collecting rainwater from roofs and buildings can be used for a number of tasks around the farm such as yard washing. Fitting a first flush rainwater diverter is critical to achieve good quality water. Water diverters improve water quality, reduce tank maintenance and protect pumps by preventing the first flush of water, which may contain contaminants from the roof, from entering the tank. The downpipe diverter cleans water before it enters the storage tank.

- CSF017A Rainwater storage tanks underground
- CSF017B Above-ground storage tanks
- CSF017C First-flush rainwater diverters/downpipe filters

Before you start work, you should check with your Local Planning Authority as to whether or not planning consent is needed, especially for underground construction work. You should do this before you submit your application. This option could be detrimental if used in close proximity to an historic farmstead or listed building.The impact on the fabric and setting of the historic buildings should be considered as well as the nature and historic value of the existing surfaces. Listed building consent should be sought if applicable.

This item should avoid sites of archaeological or historic importance. You should ensure you have any relevant consents such as Scheduled Monument consent from English Heritage before carrying out the work. Visual intrusion and impacts on landscape character should also be considered in the construction and alignment of new fencing lines, particularly in designated landscapes or historic parkland.

CSF017A: Rainwater storage tanks underground
Typical underground storage tanks are made from glass-reinforced plastic (GRP) and pre-cast concrete. They may also be built in situ (poured concrete using shuttering/ steel reinforcement) or potentially, for small tanks, using bricks or blocks and rendered to make waterproof. However, in situ concrete tanks and masonry tanks can be very expensive and they must be designed and constructed by competent persons. GRP tanks should conform to BS EN 13923 or other relevant or equivalent British Standards.

Installation should follow the manufacturer's instructions. The work includes the tank, pump, site excavation, a lean-mix concrete bed, backfilling with concrete to cover the tank and then, optionally, a free-flowing material to ground level and installation of connecting pipework and pump. These tanks will not be suitable in ground with a high water table unless further structural work is undertaken to avoid such tanks from floating. In such cases you must seek advice from the manufacturer. Pre-cast concrete tanks should conform to BS 8000, BS EN 1917, BS EN 1992-3:2006 or other relevant or equivalent standards (see Annex 4). Installation should follow the manufacturer's instructions. The work includes the tank, pump, site excavation and backfilling, and the installation of connecting pipework and pump.

CSF017B: Above-ground storage tanks
New above-ground storage tanks should be suitably located on hardstanding or concrete according to the manufacturer's instructions. There are no generic specifications for above-ground storage tanks as they are pre-made tanks supplied as fit for purpose. This option does not include a lined, soil-bunded 'pond' for rainwater collection. **Second-hand tanks are not eligible for grant aid as they are unlikely to have the longevity required of the scheme.**

CSF017C: First-flush rainwater diverters/downpipe filters
First flush rainwater diverters can be used for potentially contaminated roof water on individual rainwater downpipes, or as wall-mounted diverters or as larger stand-alone diverters depending on the volumes to be treated. The work includes the supply and installation of diverters. Such diverters can be used in conjunction with water storage tanks. Diverted contaminated water must not enter a clean water drain or discharge to ditches or watercourses. Downpipe filters can be used to keep leaves, debris and other contaminants out of diverters, clean water drains and water storage tanks. The work includes the supply and installation of downpipe filters.

8.5 Sheep dips

Research has shown that pollution from sheep dip can be a major cause of damage to aquatic fauna and also to public health. If good facilities are provided, handling and dipping can be carried out with the minimum of stress, effort and pollution risk.

8.5.1
CSF018 Relocation of sheep dips/pens

- CSF018A Relocation of sheep dips including any holding pens to a better site
- CSF018B Relocation of sheep pens only

You must seek relevant advice from the Environment Agency before you commit yourself to the proposed work and before you submit your application. The Environment Agency may charge for the relevant permit (Natural England cannot reimburse you for any of these type of costs). This option could be detrimental if used in close proximity to an historic farmstead or listed building.The impact on the fabric and setting of the historic buildings should be considered as well as the nature and historic value of the existing surfaces. Listed building consent should be sought if applicable.

This item should avoid sites of archaeological or historic importance. You should ensure you have any relevant consents such as Scheduled Monument consent from English Heritage before carrying out the work. Visual intrusion and impacts on landscape character should also be considered in the construction and alignment of new fencing lines, particularly in designated landscapes or historic parkland.

You cannot use CSF018 to build a new permanent sheep dip with holding pens on a farm where there are **no existing** dipping facilities. This option is about relocation to a better site to improve diffuse water pollution from agriculture, not just replacing an existing sheep dip in an existing location. The grant is not available for maintenance or normal wear and tear or investments which simply replace existing equipment.

If you have a static holding pen and use a mobile sheep dip you may use option CSF018B to relocate the sheep pen and continue to use the mobile sheep dip.

- New dip baths and drain pens must be sited as far away as possible, and a minimum of 10 m from watercourses (including streams, ditches, land drains and wetlands), and at least 30 m from watercourses that drain into protected conservation sites (such as Sites of Special Scientific Interest).
- Such facilities must be at least 50 m from any spring, well or borehole.
- Dip baths and drain pens must not be sited on, or at the top of, a slope where there is a risk that spillage might drain to a watercourse, road or track.
- Dip baths must be impermeable (free of leaks) and have no drain outlet.

- The work includes the installation of a new dip bath and drain pens.
- Concrete areas must be impermeable with watertight sealed joints conforming to BS 8500, BS EN 206-1, BS EN 1992-1-1:2004 and BS N 1992-3:2006, or other equivalent standards.
- Non-return valves must be fitted to any mains water supply to avoid any back-siphoning.

Work must comply with the *Groundwater Protection Code: Use and disposal of sheep dip compounds*, (Defra, August 2001, reprinted June 2006).

Copies of these documents can be viewed and downloaded here
http://adlib.everysite.co.uk/resources/000/015/589/PB12010.pdf

8.5.2
CSF019 Sheep dip drainage aprons with residue sumps

Drainage aprons should be designed to redirect drainage from pen areas back to the dip bath. The drainage apron should be constructed of impermeable concrete and conform to BS 8500, BS EN 206-1, BS EN 1992-1-1:2004 and BS N 1992-3:2006

- The residue sump should be designed to catch debris, such as wool and faeces, and prevent it from re-entering the dipping tank.
- The sump should be constructed of engineering brick walls set on a concrete base.

Work must comply with the *Groundwater Protection Code: Use and disposal of sheep dip compounds*, (Defra, August 2001, reprinted June 2006).

This option could be detrimental if used in close proximity to an historic farmstead or listed building.The impact on the fabric and setting of the historic buildings should be considered as well as the nature and historic value of the existing surfaces. Listed building consent should be sought if applicable.

This item should avoid sites of archaeological or historic importance. You should ensure you have any relevant consents such as Scheduled Monument consent from English Heritage before carrying out the work. Visual intrusion and impacts on landscape character should also be considered in the construction and alignment of new fencing lines, particularly in designated landscapes or historic parkland.

Copies of these documents can be viewed and downloaded here
http://adlib.everysite.co.uk/resources/000/015/589/PB12010.pdf

8.5.3
CSF020 Installation of livestock drinking troughs in draining pens for freshly dipped sheep

The water trough must be installed on a level hard base and should be installed in either the draining pen or a fenced area. Typical work would include the siting of the water trough and connecting pipework for water supply.

- Troughs made of galvanised steel must comply with BS 3445. Other materials may also be acceptable if they comply with the basic requirements contained within this Standard.
- The trough must either be connected to a water supply or supplied from a bowser.
- Pipework for the supply of drinking water to livestock must conform to the relevant parts of BS EN 12201.
- Pipework must be medium-density blue polyethylene (with a minimum external diameter of 25 mm).
- All joints must be watertight and made of brass or plastic to meet BS EN 12201.
- Pipework must be buried below cultivation depth to a minimum depth of 600 mm or as determined by your local water supplier.

8.6 Others

8.6.1
CSF021 New livestock and farm machinery tracks

Effective positioning, construction and maintenance of new livestock/farm machinery tracks can help to reduce the amount of poaching and soil erosion, run-off and watercourse pollution associated with this movement. Except for CSF021D which is to replace existing degraded bark or wood chippings to help reduce run-off, options A, B and C are **not** available to repair potholes in or upgrade existing tracks or farm drives. The option is to deal with compaction or erosion issues caused by livestock or machinery movements by building **new** tracks. **Note**: if it is currently bare soil, a few stones or has completely overgrown this would **not** be classed as an existing track.

New tracks should avoid areas of existing wildlife interest. This item should also avoid sites of archaeological or historic importance. You should ensure you have any relevant consents such as Scheduled Monument consent from English Heritage before carrying out the work. Visual intrusion and impacts on landscape character should also be considered in the construction and alignment of new fencing lines, particularly in designated landscapes or historic parkland.

Where possible tracks should be sited alongside field boundaries rather than direct across the middle of a field. EA or IDB consent may be required for any track sited adjacent to a watercourse. A suitable buffer should be maintained between the track and any watercourse.

Please contact the Environment Agency before starting to build your tracks to apply for the relevant waste exemption licence, for most cases it will be U1 - Use of waste in construction. Example activities for a U1 waste exemption licence include:

1. using crushed bricks, concrete, rocks and aggregate
2. using road planings and rubble to build a track, road or car park.

The installation of cross drains or sleeping policeman (option CSF011) is essential on sloping tracks where run-off is an issue or where a track leads onto a highway. Such drains could be linked up with a sediment trap (option CSF012) to prevent excess runoff from contributing to localised flooding.

- **CSF021A Bark/wood chipping tracks,**
- **CSF021B Hardcore tracks for heavier/frequent use,**
- **CSF021C Hardcore tracks on peaty soils.**
- **CSF021D Upgrade of existing bark/wood chipping tracks**
- **CSF021E Fencing for new livestock tracks. This option is only available if you are applying for new tracks in this application. Fencing existing tracks is not eligible for funding.**

Cattle tracks constructed of sand, plastic grids and removable rubber mats are not eligible for grant aid.

CSF021A: Bark/wood chipping tracks

- Excavate a trench 1.2 m wide and to a soil depth of 300 mm, or down to a depth where a firm base is reached.
- Use the soil to profile the edge of the track so that it acts as bunding to prevent the movement of track materials.
- Line the trench with a geotextile membrane.
- Fill the trench with aggregate to a depth of 200 mm and compact it.
- Cover the aggregate with a further geotextile membrane, ensuring it is tucked into the sides of the trench effectively containing all the aggregate.

- Alternatively, the lower layer membrane should extend beyond the excavation and be folded back over the compacted fill.
- Cover with bark/wood chippings to a depth of 100 - 150 mm.

CSF021B: Hardcore tracks

- Excavate a trench 2.4 m wide and to a minimum depth of 150 mm, or down to a depth where a firm base is reached.
- Use the soil to profile the edge of the track so that it acts as bunding and prevents the movement of track materials.
- Overlay the excavation with a geotextile membrane and backfill with local stone or coarse scalpings to a depth of 150 mm or more and compact. The exact depth of local stone/hardcore will depend upon the frequency of livestock movements.
- Not all soil types require a geotextile membrane, its main function is to separate underlying soil from the overlying hardcore. In the absence of a geotextile there is always a risk of the finer soil particles mixing, particularly under wet conditions with the hardcore compromising the track. If track specifications are met geotextiles have a long life even under tracks with high load pressures. The need for a geotextile is based on the soils inherent load bearing capacity.
- In general, tracks on firm shale and possibly some limestone/chalk soils are self metalling and has such will need very little extra stone and by definition would not require a geotextile. However, significant track wash can occur on slopes with steep gradients on these soils so track drainage may need to be addressed so as to avoid track erosion and their evitable erosion
- Typical brown earths that are well drained may need a geotextile in some situations, although these are difficult to define, if the excavated track profile contains soft pockets, hollows etc then these should be dug out, drained and filled with hardcore and compacted as outlined in the existing hardcore track specification then it is recommended that these areas should have a geotextile laid. The presence of existing deep tractor ruts could also be indicative for the need for a geotextile.
- Load bearing strength of clay soils, particularly thick clay is low has they can remain wet for significant periods of the year. In general they need a greater depth of stone to make up the track layers compared to other soils other than peats. On this soil type a geotextile is considered a must.
- Top it off with a finer material (wearing course, 18 mm to dust) to a depth of 25 - 50 mm and compact it into a camber with a vibrating roller so as to ensure track drainage.
- Any track run-off should be directed to a ditch or other stable drainage outlet or diverted onto grassland.
- Road planings or crushed receyled aggregate may also be used to form the basal layer subject to the necessary permits from the Environment Agency. Crushed recycled material up to a maximum aggregate diameter of 50mm should be used to prevent damage to the membrane. The use of general ungraded building rubble is not permitted. You should take expert advice on the use of road planings and on measures needed to ensure that any oil seepage does not cause water pollution. You must comply with waste regulations. The Environment Agency has developed a specific position on the use of road planings which allows farmers to use small volumes (less than 150 tonnes per site) without having to pay the normal registration fee. Contact the Environment Agency for further information. Road planings are not recommended for livestock tracks.
- Concrete railway sleepers are classed as hardcore. Where practical, they should be sorted into sizes of equal length prior to laying. Concrete sleepers should be countersunk so that they are slightly proud of the field surface and laid directly onto a level firm surface. This means that the immediate grass layer will need to be removed in most cases. The sleepers should be butted up against each other and formed into the track. For welfare reasons, gaps between the sleepers should be grouted with soil or fine scalpings. The back of the machine bucket can be used to press and therefore secure the sleeper in the ground.
- Unless the track is going to be used by heavy traffic, in most cases, no supporting layers will be required and hence there will be no need for any geotextile. However on low load bearing soils such as wet clays it may be necessary to lay on to a sub base layer as is outlined for the hardcore tracks and in such cases a geotextile will be necessary.

CSF021C: Hardcore tracks on peaty soils
Track construction on peaty soils can require significant excavation to reach a solid base and large quantities of aggregate are needed. This can be reduced by using a synthetic geotextile membrane laid under the track which separates the track material from the peat. It prevents aggregate loss and helps to reduce the risk of creating an undulating trackway even when the track effectively "floats" over deep peat. Concrete sleepers are not suitable for use on peat soils due to surface instability and variability in peat shrinkage. The work should be undertaken when conditions are dry.

- Excavate a trench 2.4 m wide and to a minimum soil depth of 300 mm on peat soils, and 500 mm on deep peats.
- Soft pockets in the profile should be dug out, drained and filled with well compacted hardcore and capped with clay.
- Cut and lay a geotextile membrane to the full width of the track, folding up the sides of the excavated trench.
- The geotextile must be laid onto a surface that will not puncture the material. Allow at least 300 mm for any overlaps of the geotextile.
- Fill the trench to within 50 mm of the top with local stone/hardcore (40 mm to dust).
- Profile and compact with a vibrating roller to produce a double camber. Take care to prevent any puncturing of the geotextile when filling the trench and compacting.
- Top off with a finer material (wearing course, 18 mm to dust) to a depth of 25-50 mm and compact with a vibrating roller to produce a double camber.
- Ensure that the geotextile is fully covered. Grass turfs may be required to prevent geotextile exposure at the edge of the track.

CSF021D Upgrading existing bark/wood chipping tracks
This option can be used to replace degraded existing bark/wood chipping tracks used for regular livestock movements around the farm to help reduce run-off. This option is based on replacing the bark/wood chippings covering only, not the aggregate foundation or geotextile membrane, to bring the track up to the same standard as a new track, as specified in CSF021A.

- The foundations of the track (aggregate covered with geotextile membrane) should be covered with bark or wood chippings to a depth of 100-150 mm.
- Please note that if the track is a Public Right of Way you should consult the local Highways or Rights of Way Office.

CSF021E Fencing for new livestock tracks. This option is only available if you are applying for new tracks in this application. Fencing existing tracks is not eligible for funding.
The fence should provide an effective stock barrier, last for the duration of the agreement (5 years). When choosing what type of fence to use, consider the type of animals to be controlled. In addition the fence should not be placed where it may damage historic or archaeological sites. Barbed wire and electric fencing should ideally be avoided alongside public rights of way. See specification for CSF003. We can only pay for one type of fence alongside a livestock track. This option is only for use with new tracks applied for in the same application. It is not for fencing existing tracks.

8.6.2
CSF022 Pesticide handling and biobed options

Biobeds are intended to collect, retain and degrade pesticide residues in washings arising from agricultural pesticide handling activities such as diluting pesticides, filling or washing sprayers/applicators. They have the potential to reduce pollution of ground and surface waters. Biofilters are container-based biobeds that also serve this purpose. Experiments have shown that they can effectively degrade high concentrations of relatively complex mixtures of pesticides.

The following options are available:

- CSF022A Lined biobed (off-set or drive over) with associated loading/wash down area.
- CSF022B Lined biobed (off-set or drive over) only (where existing wash down area already in place).
- CSF022C Biofilters as an alternative to larger off-set or drive over biobed for use with smaller volumes of pesticide washings.
- CSF022D Pesticide sprayer or applicator loading and wash down areas only.
- CSF022E Roofing for pesticide sprayer or applicator loading and wash down areas. This can be used for new or existing loading and wash down areas (it is **not** available in conjunction with options CSF022 A or B for drive over biobeds) but can be used in conjunction with CSF022A or B for off-set biobeds, CSF022C or CSF022D. The biobed itself must not be covered by a roof as moisture is required for the micro-biological activity that degrades the pesticides. You will need to send before photos for roofing with your application form to show the current condition of the area to be improved.

Please note that under CGS we cannot fund items that are a legislative or industry requirement. If you are considering building walls and a door around the CGS roofed area even at your own expense to create a pesticide storage area you should consult your local CSFO/Catchment Partner for further advice.

Before you commit yourself to the proposed work and before you submit your CGS application, you must seek guidance from the Environment Agency on the location of your proposed biobed, whether you will need to register a waste exemption and/or obtain an Environmental Permitting Regulations (EPR) Exemption. The treatment of pesticide washings in a lined biobed is covered by the Environmental Permitting (England and Wales) Regulations 2010. They can usually be installed and used under an exemption T32. This exemption allows you to treat non-hazardous pesticide washings prior to their disposal to land. There are fewer environmental impacts from this compared with discharging untreated pesticide washings directly to land.

The construction of a biobed may well be considered by Local Planning Authorities to be an 'engineering operation' and as such may also require planning consent; you should contact your local planning authority for guidance before you commence any work.

Biobeds may not be appropriate for all situations and there will be some locations that are not suitable. Before installing a biobed you MUST carefully consider whether the proposed site presents an unacceptable risk to surface water, groundwater and the nearby environment. A similar risk assessment should be done for a biofilter. The place where you store and handle your pesticides and where you wash down spraying equipment is usually the best place to site your biobed or biofilter. However, you must not construct the biobed within 10 m of a watercourse or 50 m from a spring, well or borehole. It also has to be away from access routes to prevent the trafficking of potentially contaminated material.

The Environment Agency has defined Source Protection Zones (SPZs) for all groundwater sources like wells, boreholes and springs that provide water for human consumption. These zones, which are mapped for all the largest sources, show the risk of contamination from any activities that might cause pollution in the area. The closer the activity, the greater the risk. To assess the suitability of the proposed biobed site in terms of risk to ground water, you should follow this process to find the SPZs that have been mapped in your area:

1. Use this link to go to web site http://www.environment-agency.gov.uk/maps/info/groundwater/
2. Enter your post code under 'What's in your back yard' and click 'OK'
3. Under 'ground water source protection zones' click on 'View map of results'. The map will show whether your proposed location falls within one of the four Source Protection Zones.

If the proposed location of the biobed falls within a SPZ 1 or 2 you would need to contact the Environment Agency's National Agriculture Customer Help Line 0845 6033113 to determine the suitability of the proposed site.

It is also important to take into account the location of wells, springs and boreholes that have not had SPZs mapped, including those not producing water for human consumption. For this, you will need to make local enquiries within at least 50 metres of the proposed site.

New excavations must avoid areas of archaeological or historic interest.

Further information and guidance on installing biobeds or a biofilter and pesticide handling and disposal facilities can be found on the EA website at http://environment-agency.resultspage.com/search?p=Q&ts=ev2&w=biobed or from the Environment Agency's agricultural waste helpline (0845 603 3113) or the following websites: www.biobeds.info/content/default.asp or www.voluntaryinitiative.org.uk

CSF022A and B General specification for Lined biobeds (off-set or drive over).
The work may include the installation of a bunded loading/wash down area (for an off-set biobed) or a bunded drive-over grid with supporting foundations (for a drive-over biobed), holding tanks, the biobed structure (but not the biobed material), liquid distribution system (for off-set biobeds), necessary pumps and pipes, and all site preparation and excavation work.

- Remove topsoil and excavate an area for the biobed.
- Remove and block off any field drains.
- Earth banks should have slopes of around 30 – 35 degrees (about 1 in 1.5) that are stable and well compacted.
- The biobed must have a synthetic liner at least 1.5 mm thick with no unsealed seams laid on top of a geotextile membrane (190g/m^2) and 25 mm of sand blinding. Follow the liner manufacturer's installation instructions.
- The biobed must have an effective depth of at least 1 m and at least one cubic metre of biobed material must be used per 1000 litres of liquid treated in any 12 month period.

For off-set biobeds:

- The bunded loading area should have 150 mm of reinforced concrete over 150 mm of hardcore with not less than a 1 in 100 slope to collect liquids via a suitable drain for treatment.
- Concrete and drainage works must meet the appropriate British Standards.
- The surrounding bund should be at least 100 mm high to contain liquids.
- The biobed does not require a cover/roof.

For drive over biobeds:

- The drive-over grid should be bunded to ensure that only liquids for treatment are applied to the biobed.
- The grid and its foundations must be suitable for the loading from equipment being driven over it.
- Typical underground storage/holding tanks may be made from glass-reinforced plastic (GRP) or pre-cast concrete. GRP tanks should conform to BS EN 13923:2005 or other relevant or equivalent standards. Pre-cast concrete tanks should conform to the requirements of BS EN 1992-3:2006.

If you are using option CSF022A (Biobed and wash down area), please follow the specification for the biobed construction as above and for the construction of the wash down area, follow the specification for CSF022D (loading and wash down areas only).

CSF022C Biofilters
A biobed may not be suitable for all sites, particularly where space is limited or volumes of pesticide washings are smaller. A biofilter may be more appropriate. It is a simpler construction than a biobed but has the same function using organic material to break down the pesticide washings. The pesticide washings are applied to the top container, then trickle down through the lower two, before being collected for disposal, as with a biobed. It is constructed by using 3 Integrated Bunded Containers (IBCs) stacked vertically. A 4th IBC is needed as an initial storage tank adjacent to the 3 IBCs in a stack.
Only new IBCs may be used

As for lined biobeds, consideration should still be given to the site and safety in operating the biofilter eg away from thoroughfares.

Detailed guidance on constructing and using a biobed or biofilter is available from the Environment Agency website **www.environment-agency.gov.uk/business/sectors/117286.aspx**
and at **www.biobeds.info/content/default.asp**

CSF022D Pesticide sprayer or applicator loading and wash-down areas
You should apply for this option if you only want to install a pesticide sprayer loading/wash down area. You cannot apply for this option in conjunction with CSF022A because that option already includes the loading and wash down areas, but the general specification for loading and wash down areas below should be followed for both CSF022A and CSF022D.

The use of dedicated areas for mixing and loading pesticides, spray equipment filling, washing spray equipment and pesticide waste disposal operations, has the potential to reduce diffuse contamination of groundwater and surface water as well as point source pollution incidents. These areas may also help avoid costs related to disposal of washings.

You must contact the Environment Agency for advice on the requirements for permit under the Environmental Permitting (England and Wales) Regulations 2010 if you intend to dispose of the pesticide washings/drainage water to land before you submit your application. The Environment Agency may charge for the relevant permit. Please see www.environment-agency.gov.uk/business/topics/water/118574.aspx.

General specification for loading and wash down areas
The construction of a concrete loading and/or washdown area for agricultural/horticultural pesticide sprayers or other applicators such as slug pellet applicators, **without** an associated lined biobed or biofilter, will require separate arrangements to be made for disposal of the washings and/or drainage water.

The work may include:

- The installation of a new bunded concrete loading area, holding tanks, and any necessary fixed pumps and pipework for removing washings from the holding tank.
- It also includes all site preparation and excavation works.
- The structure must be impermeable and not within 10 m of any field drain, ditch, pond or watercourse or within 50 m of any spring, well or borehole.
- Choose a site that is not affected by a high water table or liable to flooding.
- Remove topsoil and excavate as necessary to allow the construction below. Remove and divert any field drains that may cross the site.
- The excavated site should be covered with approximately 150mm of well compacted hardcore over which a sand blinded layer (approximately 25mm) should be placed to protect a damp proof membrane (dpm) of 1200g weight. A 150mm thick reinforced concrete slab should then be laid to falls of not less than 1:100.
- A concrete bund, at least 100mm high and 300mm wide, should be constructed around the perimeter of the slab.
- The bunded concrete slab should have a slotted cover type drain (100mm x 100mm) installed, which is connected to a silt trap with removable cover with a nominal capacity of 250mm below inlet. If preferred, concrete can be laid sloping 4 ways to the centre of the slab where a drain is situated, with a silt trap within this drain.

- The drain with silt trap should be directed to a tank or chamber (maximum size 1500 litres), as described below from which the pesticide washings will be pumped and directed to a biobed or biofilter or disposed to a permitted area on the farm approved by the Environment Agency or via a registered waste carrier to a suitable disposal site.
- All concrete joints should be sealed with a proprietary sealant.
- The size must be adequate to contain all liquids that drop from the sprayer or applicator, and to allow the operator to work freely in all pesticide mixing, loading, wash down and water-filling operations.
- The width and length of the concrete bunded area for sprayers should be the sprayer transport width plus 2 m, and sprayer length plus 1.5 m. Allowances, from currently available sprayer equipment and work routines, suggest the following typical sizes:

Sprayer type	Overall length (m)	Overall width (m)
Self propelled sprayer	7	7
Trailer	7	5
Mounted	4	5

Source: Design manual: Pesticide handling areas and biobeds (The Voluntary Initiative, April 2005).

A typical storage/holding tank should be sized according to the local rainfall and the area of concrete (if there is no roof or cover over the structure). It may be made from seamless polyethylene, glass-reinforced plastic (GRP) or pre-cast concrete. GRP tanks should conform to BS EN 13923:2005 and pre-cast concrete tanks should conform to BS EN 1992-3:2006 or other relevant or equivalent standards. A pump should be installed to allow emptying of the holding tank, with pump switch levels set to ensure no more than 1500 litres of waste is stored.

The work must satisfy the relevant British Standards including BS 8000-11:2011, BS 8500, BS EN 206-1:2006, BS EN 1992- 1-1:2004; BS 6213:2000 + a1:2010, BS 5502 and BS EN 752.

CSF022E Roofing for pesticide sprayer or applicator loading and wash down areas
You can prevent rainfall increasing the volumes of water and pesticide washing that need to be handled by roofing an existing or new pesticide sprayer loading/wash down area or using a cover when the wash down areas are not in use. Please note that the CSF CGS grant funding cannot contribute towards the cost of building a multi-purpose structure even if you pay for the additional roof infrastructure yourself. Making such changes will change the nature and implementation condition of the building, so it will contravene Article 72 of the Rural Development Regulation.

You **cannot** use option CSF022E in conjunction with the biobed options CSF022A or B for drive-over biobeds because the biobed is designed not to roofed. However, this option can be used for roofing a new or existing pesticide sprayer/applicator loading and wash down area (not the biobed) in conjunction with CSF022A or B for an off-set biobed (not a drive-over biobed), or with the biofilter option CSF022C or option CSF022D (pesticide sprayer loading/wash down area).

You must submit before photos with your application and after photos with your claim for this option with copies retained for future inspection if required.

General specification for roofing of pesticide sprayer or applicator loading and wash down areas
This option is only available for roofing over a bunded concrete pad used as a pesticide handling area with all pesticide washings draining to a holding tank (sump), without an associated drive-over biobed. This option can be used for off-set biobeds but the roofing must not cover the biobed itself.

The roof should cover the concrete bunded area where sprayer/applicator filling and washing is carried out, to prevent rainfall increasing volumes of pesticide washings and drainage water to be safely disposed of.

You are reminded that it is your responsibility to seek advice from the Local Planning Authority as to whether or not planning consent is needed for the structure and from the Environment Agency on relevant permits. You can refer to Schedule 2, Part 6 of The Town and Country Planning (General Permitted Development) Order 1995 on www.legislation.gov.uk/uksi/1995/418/schedule/2/made

Please note that separate arrangements are required to be made for safe disposal of the washings and drainage water from the wash down areas and holding tank. If you intend to dispose of the pesticide washings/drainage water to land, before submitting an application for a grant under the scheme, you must contact the Environment Agency for advice on the requirements for an Environmental Permit, under the Environmental Permitting (England and Wales) Regulations 2010. Guidance on Environmental Permit for Water Discharge and Groundwater Activity Permits can be viewed on the Environment Agency website at www.environmentagency.gov.uk/business/topics/water/117697.aspx. Please note that the Environment Agency may charge for the relevant permit.

The construction of the foundations, support structure and roof must conform to the following conditions:

- The roof area must cover the concrete-bunded wash down area draining to the holding tank plus 1 m overhang on each side. The bunded area should be the sprayer transport width (with booms folded) plus 2 m and sprayer length plus 1.5 m . We will pay your claim on this basis. Additional roof area to this would be at the applicant's own cost.
- The roof structure must be impermeable to rainwater and include guttering and drains to direct all roof water away from the wash down area into a clean water drain.
- The construction of the foundations and structural supports must not allow pesticide washings to escape.
- The foundations, support structure and roof must comply with the relevant parts of BS 5502.
- The work may include foundations (including excavation), supporting structure, the roof sheeting, cladding above eaves level (gable ends), rainwater goods, and installation of clean water drains.
- Drainage works must comply with BS 8000; BS8500; BS EN 752; BS EN 206-1:2000; BS6213:2000+A1:2010 and BS EN 1610.

Biobed outlet

- Two alternative systems can be used to the treated water (final discharge water) out of the biobed to be irrigated on a vegetative area (see T32 Exemption):
  - Liner with bonded outlet point: Insert a drain through the liner to give a 100mm bonded outlet point at the lowest point of excavation. The drain should be bonded to the drain to form a seal. This work should be carried out in accordance with the liner manufacturers guidelines.
  - Internal Sump: Create a sump when excavating the biobed pit ad lay the liner so that the sump are is incorporated and the liner not perforated. Insert a central permeable vertical access 0.5m diameter tube to allow water to flow into the sump base. Install a pump within this tube. Place a ring of perforated drainage pipe into the base of the biobed on top of the liner to assist pump flow. Operate the pump on a float switch setting to pump the treated water to the final irrigation point.

Biobed material

- The biobed material is made by mixing one part peat-free compost, one part topsoil and two parts straw (wheat or barley), by volume and allowing the biomix to stand for between 30 and 90 days before being added to the biobed/biofilter. This allows the composting process to start to breakdown the straw, which makes it easier to create a homogenous mix. Note that it is more difficult to create a good mix when using very wet or heavy (clay) soils. The biobed should be filled with the composted biomix.
- The filled biobed should then be covered with turf with a good soil reserve (domestic grade turf NOT recommended). Before turfing, additional biomix may need to be added to maintain at least the 1m depth required if there has been settlement.

Biofilter construction

- Calculate biomix volume required and mix ingredients, mix and leave to compost as for biobed (see

CSF22A and B above).

- This item can be used in combination with the installation of a pesticide sprayer or applicator loading and wash down area as described for CSF022D. Alternatively, an existing sprayer fill area with silt trap and discrete drain can be used. It is likely that the bund size can be reduced where pedestrian operated or hand sprayers are used. The bund should limit vehicular and other pedestrian access and contain calculated liquid amounts.
- Develop a level impermeable base suiting the dimensions of the container stack, concrete is suitable.
- Install appropriate power supply, protected by circuit breaker.
- Install pre-biofilter container or designated IBC, max volume of 1500 litre capacity following manufacturers' instructions, particularly where this is installed underground. This must allow suitable pump to be inserted and allow clear operation of the pump level switch system.
- Select 4 new IBCs, one to use as a tank to collect up to 1500l sprayer washings and 3 to use in a stack for the biofilter.
- Remove top section of each stack IBC at container shoulder. Ensure that the frame and container are not weakened unnecessarily; devise system to improve this if justified. Retain one cover to cover the top container of the stack whilst in use to limit rainfall entry unless the stack is under a roofed area.
- Insert wire mesh lining in each container base, cover with a permeable landscape membrane or similar. Install a layer (10cm) of washed quartzite pea gravel over this to ensure the drainage outlet to the container below is not blocked.
- Load containers with biomix ensuring there is an even consolidated fill with no 'short circuit' routes for liquid.
- Install small pump into washings tank e.g.240V centrifugal pump with integral float switch and circuit breaker protection delivering 50 l/min at 7m head,
- Create plumbing system from main pump in washings tank to lift to top container and through top cover to piped ring distribution system Use 12mm push fit plumbing with 2mm diameter holes drilled in upper surface of pipes at 100mm intervals to uniformly distribute liquid onto the biomix surface in each IBC.
- Devise coupling system for container to container link and from bottom container to discharge or retention as planned. Install pump in final collection container to re-circulate through the biofilter system or pump for disposal of filtered washings by irrigation, as for a biobed
- Taking care when working at height, stack of containers and link container plumbing together. Secure containers within frame, connect electricity and test system with water to check for leaks.
- Insulate exposed pipe work and vulnerable areas to minimise low temperature problems

8.6.3
CSF023 Roofing of existing manure storage and livestock gathering areas

An uncovered yard is vulnerable to polluted runoff in heavy rain. Roofing manure storage reduces run-off and saves storage and spreading costs. Roofing collecting yards and loafing areas can help save time, aid animal handling and welfare. Eligible open manure stores are those lying within the curtilage of the existing yard area or immediately adjacent to existing infrastructure where buildings are normally present. Temporary field manure heaps remote from main yard areas are not eligible for roofing.

You must not roof over a CGS grant aided outside yard even at your own expense, as this will change the use of the capital item and you will be in breach of your agreement and Natural England may recover money with interest and penalties or withhold grant aid if the claim has not been paid.

Please note that the CSF CGS grant funding cannot contribute towards the cost of building a multi-purpose structure even if you pay for the additional roof infrastructure yourself. Making such changes will change

the nature and implementation condition of the building, so it will contravene Article 72 of the Rural Development Regulation.

This option could be detrimental if used in close proximity to an historic farmstead or listed building. The impact on the fabric and setting of the historic buildings should be considered. Listed building consent should be sought if applicable.

- CSF023A Roofing of existing manure storage
- CSF023B Roofing of existing livestock gathering areas

You must submit before photos with your application and after photos with your claim for this option with copies retained for future inspection if required.

CSF023A is to be used for constructing a roof over existing 'solid' manure stores (where the manure has been removed from cattle, pig or poultry housing). Horse manure can cause the same problems as cattle, sheep etc. However, we need to make sure that the number or intensity of horses justifies the investment and you will need to provide details of the diffuse pollution problem and how the capital item(s) being applied for would mitigate this. This option cannot be used for a dual purpose such as holding feed or storing machinery during the winter and as a manure store at other times of the year. If at inspection the manure store is found to be used for another purpose, you will be in breach of your agreement and Natural England may recover money with interest and penalties or withhold grant aid if the claim has not been paid (see section 6).

CSF023B. Eligible outside soiled yards are those currently in use by livestock within the curtilage of existing yard area or immediately adjacent to existing infrastructure where buildings are normally present. Over wintering feed site in fields remote from existing infrastructure are not eligible for this item. In addition, livestock must use the yard for significant periods of the day, for example, a dairy collecting yard in regular use or a feed/loafing yard used for the duration of the winter. This item cannot be used to build a livestock housing unit and the covered gathering area must not contain cubicles, kennels or bedding areas so that livestock can lie down and be kept overnight. Feed passages and drinking troughs sited within the covered area are allowed. Outside yard areas used for infrequent livestock movements or solely used for scraping are not eligible. If at inspection the livestock gathering area is found to be used as an animal housing unit, you will be in breach of your agreement and Natural England may recover money with interest and penalties or withhold grant aid if the claim has not been paid (see section 6).

The covering of the store may require planning permission. You should check with your local planning authority.

For both options:

- The roof, structural supports and foundations must comply with the relevant part of BS 5502, or other relevant or equivalent standards.
- Roof water must be directed away from the manure store or livestock gathering area into a clean water drain.
- The work may include foundations (including excavation), supporting structure, the roof sheeting, cladding above eaves level (gable ends), rainwater goods, and installation of clean water drains. We will not fund Yorkshire boarding, or other cladding. These have to be funded at your own expense.
- Drainage works must comply with BS 8000; BS EN 752 and BS EN 1610.

8.6.4
CSF024 Watercourse crossings

If livestock and machinery have to access land on both sides of a watercourse it is necessary to cross the watercourse. This may cause increased bacteria levels in the water and/or bank erosion leading to

an increased sediment load in the water which can smother out aquatic habitat. Dedicated crossings restrict disturbance to watercourses and surrounding buffer areas and minimise sedimentation of watercourses.

You should consult the Environment Agency before commencing any work. You may require a 'flood defence consent' to work in the watercourse; this will be required even for ditches on farms and is to ensure that a culvert is designed and installed in such a way that the impacts on the stream are minimised. The Environment Agency may make a charge for the consent (Natural England cannot reimburse you for any of these type of costs).

This item should avoid sites of archaeological or historic importance. You should ensure you have any relevant consents such as Scheduled Monument consent from English Heritage before carrying out the work. Visual intrusion and impacts on landscape character should also be considered in the construction and alignment of new fencing lines, particularly in designated landscapes or historic parkland.

Ford/crossing point

- A ford must include a semi-circular, straight or oblique group of toe stones keyed into the river bed on the downstream edge to form a gravel trap.
- The specific design will depend upon local conditions, but must minimise both erosion and the obstruction of fish.
- The trap allows the natural build up of gravel and cobbles to form a hard crossing point.
- The stones should be keyed down to a minimum of 600 mm below the existing level of the bed or below the known scour level, whichever is the deeper.
- Stones that form the trap should not stand clear of the water during low summer flows, and should not form a weir.
- Fords should usually be 4 m wide to allow access for stock and farm machinery.

To protect the bank and immediate area:

- The approach slope gradient should not be steeper than 1 in 4.
- The length of the ramp will depend on the slope of the river bank. The steeper the bank the longer the ramp must be.
- The sides of the ford approaches should not be accessible to livestock and should be protected by minor rock revetment on the river side.
- The base of the ramp should be protected to avoid bankside erosion.

The nature of the protection will be site specific but must be of one of the following types:

- Rock armouring: Cobble-sized rocks should be positioned to provide as flat a surface as possible, with gaps filled with coarse gravel or hardcore. The gaps should be tightly filled so that livestock will not be at risk of injury.

- Coarse gravel/hardcore with retaining boards: If rock cannot be used as the ramp base, coarse gravel/ hardcore can be used with treated retaining boards (50 mm x 230 mm) along the ramp (parallel to river flow) spaced 1 m apart. The boards should be held in position by treated posts (100 mm x 100 mm), 1 m apart, driven into the bank and trimmed at an angle (1:4 parallel to slope), 50 mm below the line of the boards to avoid tripping. The bed of the ramp should be compacted to provide a stable footing for livestock.

8.6.5
CSF025 Tree planting alongside watercourses
This item is no longer available for grant aid.

8.6.6
CSF026 Roofs for existing slurry and silage stores (including self feed silage stores or clamps)
Roofing will help ease the burden on your slurry storage facilities and reduce the volume of slurry to be spread by diverting rainwater away into a clean water drain. If you put a cover on your slurry store or lagoon you can increase your storage capacity and it can be spread when the crop needs it most. For health and safety reasons, the lagoon must be emptied prior to commencing any roofing work. Well-designed silage storage and distribution systems can prevent waste through spoilage in addition to helping reduce pollution. You will need to send before photos for roofing work to show the current condition of the area to be improved.

The Water Resources (Control of Pollution) (Silage, Slurry, and Agricultural Fuel Oil) Regulations (England) 2010 and as amended 2013 (SSAFO) apply to new or substantially reconstructed or enlarged facilities for the storage of manures, slurries, silage and agricultural fuel oil. The regulations stipulate location, size and construction performance standards. The legislation is not retrospective and facilities which were in use before September 1991 are exempt. Exemption may be lost if you substantially reconstruct or enlarge facilities, or a notice is served because there is a significant risk of pollution. Under the Amendment to the regulations in 2013, you must now notify the Agency two weeks before starting any construction of your plans. Because of this change, you MUST agree your plans with the Environment Agency before you submit your application, which may involve a site visit. You are strongly advised to consult the Environment Agency at an early stage, in order to ensure that your proposals are acceptable. You MUST submit evidence with your application that the Environment Agency confirm your plans are acceptable under the SAFFO regulations.

Grant-Eligible Structures
Your silage clamp is eligible for grant aid towards the costs of roofing if it was constructed after 1991 in accordance with the Water resources (control of pollution) (silage, slurry and agricultural fuel oil) (England) regulations 2010 and as amended 2013 (SSAFO) and is registered with the Environment Agency.

If your clamp was erected prior to 1991 it is exempt from the SSAFO regulations and could still be eligible for roofing grant providing it is fit for purpose. This means it will have an intact impermeable concrete slab with a serviceable effluent collection facility. Walls if present must also be impermeable and in sound condition. Altering the structure in any way in order to accommodate the new roof would result in the loss of its exempt status and the requirement to comply with all sections of Schedule 1 of SSAFO Regulations would then apply. The new roof should therefore be supported independent of any existing upright steels that support the walls.

Natural England will require written consent for the proposed roofing works from your local Environment Agency office before we will approve your application for grant. You will need to demonstrate that the new roof will not compromise the integrity of the existing structure.

Ineligible Structures
Under SSAFO regulations, field clamps are temporary structures without a concrete base and are not eligible for roofing. Unregistered structures constructed or substantially modified post 1991. If you have constructed a new clamp or enlarged an existing structure since 1991 it is a requirement of the Regulations to notify the EA prior to commissioning the new structure. CSF will not consider unregistered structures for grant aid.

Any un-surfaced or hardcore yard that has been used to store loose silage is not eligible for grant aid even if it was in use prior to 1991. The structure is almost certainly illegal and you may be committing an offence if you continue to store loose silage on the site. This is because silage liquor can escape to groundwater or a spring. Natural England will not grant aid roofing of any structure that is deemed to be illegal.

You will also need to provide written evidence from the Environment Agency that the design of the facility complies with current legislation. You must seek guidance from the Environment Agency (see sections 3.4 and 3.5 of this handbook) before you commit yourself to the proposed work and before you submit your application. The Environment Agency may charge for any relevant permits (Natural England cannot reimburse you for any of these type of costs).

You must submit before photos with your application and after photos with your claim for this option with copies retained for future inspection if required.

- CSF026A Roofs for silage stores (clamp or silo), self feed silage stores or clamps and square/ rectangular slurry stores
- CSF026B Self-supporting covers for circular above-ground slurry stores
- CSF026C Floating covers for circular above-ground slurry stores
- CSF026D Floating covers for slurry lagoons

This option cannot normally be used for a dual purpose such as holding silage during part of the year and as an animal housing unit at other times of the year. If you intend using a self feed silage store or clamp, then you MUST declare this at question 15 on your *application form* CSF 1. Provided you have declared this allowable dual use, then you will not be in breach of your agreement.

Please note that the CSF CGS grant funding cannot contribute towards the cost of building a multi-purpose structure even if you pay for the additional roof infrastructure yourself. Making such changes will change the nature and implementation condition of the building, so it will contravene Article 72 of the Rural Development Regulation.

This option does not include roofing a 'big bale store'.

CSF026A: Roofs for existing silage stores (clamp or silo), self feed silage stores and existing square/ rectangular slurry stores
Field clamps are temporary structures without a concrete base and are not eligible for funding. If any part of the roof supporting structure forms part of the silo or slurry store, you must discuss proposals with the Environment Agency since significantly altered silos must comply with the Water resources (control of pollution) (silage, slurry, and agricultural fuel oil) (England) regulations 2010 and as amended 2013 (SSAFO).

The covering of the store may require planning permission. You should check with your local planning authority.

This option could be detrimental if used in close proximity to an historic farmstead or listed building. The impact on the fabric and setting of the historic buildings should be considered. Listed building consent should be sought if applicable.

If you have silage clamp work to complete and are finding it difficult to meet the end of February claims deadline, please contact the CGS team in Nottingham to discuss a possible claim extension.

- The construction of the foundations and structural supports (CSF026A) must not allow silage effluent or slurry to escape.
- The foundations, support structure and roof must comply with the relevant parts of BS 5502.
- Roof water must be directed away from the silo or slurry store into a clean water drain.
- The work may include foundations (including excavation), supporting structure, the roof sheeting, cladding above eaves level (gable ends), rainwater goods, and installation of clean water drains.
- Drainage works must comply with BS 8000; BS EN 752 and BS EN 1610.

CSF026B: Roofs for existing circular above-ground slurry stores
Self-supporting covers/roofs (option CSF026B) must conform to the Water resources (control of pollution) (silage, slurry, and agricultural fuel oil) (England) regulations 2010 and as amended 2013 (SSAFO). They must have a minimum design life of 20 years (with maintenance) and satisfy the relevant British Standards.

- If a cover is fitted to an existing above-ground steel or concrete tank you should take advice from a structural or civil engineer (alternatively a specialist supplier or tank manufacturer) to identify its condition and suitability.
- Installation should be carried out when the store is empty.
- Display appropriate signs to warn of the dangers of confined spaces and fragile roofs.
- Roof water must be directed away from the slurry store into a clean water drain.
- The work includes the roof material, supporting structure, strengthening of an existing slurry store in order to take the roof, and installation of clean water drains.
- Drainage works must comply with BS 8000; BS EN 752 and BS EN 1610.

Further information is given in CGN 011 The use of covers on circular steel and concrete slurry stores. Copies of this information note can be viewed and downloaded from here **http://adlib.everysite.co.uk/adlib/defra/content.aspx?doc=11356&id=11370**

CSF026C and CSF026D: Floating covers for existing slurry stores (tank and lagoon)
- Suitable flexible heavy-gauge fabric covers for slurry stores (option CSF026C for tanks, and option CSF026D for lagoons) require specialist supply and fitting.
- They must be impermeable to prevent rainfall from entering the store and consequently may require a small pump to remove surplus rainwater collected on the surface of the cover.
- The cover should be secured to avoid wind damage and may be placed on floats, depending on the surface area of the slurry.
- Installation should be carried out when the store is empty.
- Display appropriate signs to warn of the dangers of confined spaces and fragile covers.
- Applicants are reminded that scheme rules dictate any item grant funded must be in use for at least five years after the grant has been paid. Failure to meet this may require repayment of grant. Applicants are therefore advised to carefully consider the type of cover chosen and its life expectancy.

Annex 1: Information on Environmental Designations where Consent or Advice may be Required

If your capital works affect one of the features listed in section 3.4.3 you will need to obtain consent or advice as set out below.

You should contact the relevant authority early enough to allow sufficient time to obtain written consent or agreement before the application deadline. You should tell them that you are intending to apply for a CSF Capital Grant. If they confirm that consent or agreement is required, you must contact the relevant authority an obtain consent for your proposed work before submitting your CSF application

The information you supply to the relevant authority should include:

- a list of your proposed capital works;
- a clear location plan identifying your proposals by OS grid references or field numbers;
- a full description of your proposals including appropriate dimensions, detailed plans, and a specification of design and materials to be used; and
- details of the expected timing of the work.

The authority will normally reply within one month of receiving details of your proposals. They may, however, wish to discuss your proposals with you and suggest changes. If the authority writes to say that it has no objection or agrees any changes with you, then you should send us their letter of consent or authorisation document when you make your application.

Sites of Special Scientific Interest and National Nature Reserves[1]

Many operations on Sites of Special Scientific Interest and National Nature Reserves will require consent. You should consult with your Natural England Advisor before applying for a grant.

National Park

Capital items within a National Park may need consent. You should contact the relevant National Park Authority

Scheduled Monuments, Registered Parkland, Registered Battlefields and Grade I and II* Listed Buildings

On Scheduled Monuments, any activity which breaks the ground surface or changes the ground surface requires Scheduled Monument Consent (SMC) by law[2]. This is obtained from the Secretary of State through English Heritage, who should also be consulted for any changes to Registered Parks and Gardens, Registered Battlefields, Listed Buildings Grade I and II*.

Grade II Listed Buildings

For work affecting Grade II the Buildings Conservation Officer at the Local Authority (National Park where relevant) should be consulted. Work includes actions which affect historic material or the appearance of the building (both the listed building itself and any within the curtilage) – for instance the provision of new rain water goods. You will need to leave enough time for Listed Building Consent to be granted.

1 You can check whether your land is within a Site of Special Scientific Interest or National Nature Reserve by using Natural England's website Nature on the Map **www.natureonthemap.org.uk**

2 You can view an English Heritage leaflet, Scheduled Monuments - a guide for owners and occupiers, via this link **www.english-heritage.org.uk/publications/scheduled-monuments-guide-for-owners-and-occupiers/**

Protected Species

Some species are partly or fully protected by legislation. Most commonly encountered protected wildlife will include all wild birds, their eggs, and nests that are in use or being built are protected under the Wildlife and Countryside Act 1981. Bats, otters and great crested newts are also protected. Advice about protected species is available on line via the Natural England Website: http://www.naturalengland.org.uk/conservation/wildlife-management-licensing/habsregs.htm

Local Nature Reserves

Local Nature Reserves are designated by local authorities who should be consulted on work which may affect these.

Undesignated Historic Features

Features of historic or archaeological interest, may be recorded on the Local Authority Historic Environment Record (HER), or if you are in an Environmental Stewardship Scheme notified to you on your ELS Farm Environmental Record or HLS Farm Environment Plan.

Annex 2: Environment Agency requirements for works undertaken in or near to watercourses

'Watercourse' means all rivers, streams, ditches, drains, cuts, culverts, dykes, sluices, and passages through which water flows. All relevant consents and licences must be obtained from the Environment Agency before any works commence.

1.0 Flood Defence Requirements

1.1 Any works to be carried out in, over, under and adjacent to a watercourse may require the consent from the Environment Agency. The local Partnerships and Strategic Overview Team can advise you on whether consent/approvals are required for works.

1.2 Where a consent application is required it must be submitted to the Environment Agency with full and detailed information of the proposed works. We have 2 months to determine Flood Defence Consents, on receipt of full application and fee (if applicable).

1.3 You must always take necessary measures for the adequate passage of floodwaters and must not interfere with land drainage in the area.

1.4 Areas of the site within a floodplain must not be used as storage areas for materials or equipment.

1.5 There must be no permanent ground raising associated with the works.

1.6 Any works must not damage the structural integrity of any flood defences or interfere with the ability of the Environment Agency to access, maintain and operate these defences.

2.0 Control Of Pollution Requirements

2.1 Most pollution incidents are avoidable and careful planning can reduce the risk of pollution. Pollution Prevention Guidelines are available from us to provide information on the approach taken to manage the environmental impact of activities on sites. A list of Pollution Prevention Guidelines for working near watercourses and how to get them can be found at the end of this document.

2.2 During works you must take all necessary precautions to ensure there is no discharge of materials or pollutants to surface or ground water, unless the Environment Agency has given prior approval. This includes drainage systems and water removed from excavations.

In particular, you should consider the following:

a Any water pumped from excavations, that contains silt or is discoloured, must either go to a settlement facility or be discharged over grassland before releasing to a watercourse. This may require permission from the Environment Agency and the local area Authorisations Team can advise further.

b Take precautions to ensure materials used at the site are stored and managed appropriately to prevent pollution of surface and ground water. Store fluids/fuels and equipment using fuel away from watercourses. You will also need to consider bunding of liquids to prevent losses and the disposal of waste materials. Take into account the risks of spillage and prepare a contingency plan to deal with oil or liquid losses.

c When replacing/maintaining a structure over a watercourse you must provide suitable netting/sheeting underneath it to prevent material entering the watercourse. Any materials that may accidentally fall into any watercourse must be removed immediately.

d You must not remove the natural bed of a watercourse or a deposit accumulated by a dam, weir or sluice without the prior approval of the local Development & Flood Risk Officer. Do not allow deposits to be carried away within the flow of a watercourse as this is considered pollution.

e You must ensure that any imported fill or construction material is free from pollutants or toxic substances.

f The discharge of effluent (e.g. sewage, liquid waste, etc.) to a watercourse or ground water may require permission (Discharge Permit) from the Environment Agency. The Permitting Centre can advise further.

3.0 Waste Management Requirements

3.1 You must ensure that the production, transport, recovery and disposal of waste does not cause pollution

of the environment, harm to human health, or become detrimental to the amenities of the locality.

3.2 Most activities associated with waste materials are licensed by the Environment Agency. Further information is available from our Area offices / Permitting Centre.

4.0 Water Resources Requirements

4.1 You must take all necessary precautions to make sure that works do not affect the rights of downstream riverside owners to abstract water. A list of licensed abstractions is available on our public register at area offices. You should be aware that small private abstractions may be exempt from licensing.

4.2 No works should be carried out that would reduce or alter the rate of flow within a watercourse, whether of a temporary nature or not, without prior permission from the Environment Agency.

4.3 The abstraction of water from surface or ground water sources may require an abstraction licence from the Environment Agency. Further information is available from our Permitting Centre and contact should be made in advance of any works starting, as up to 4 months maybe needed to determine this licence.

4.4 Any permanent works that form an obstruction to flow, causing the upstream water level to be raised may require an impoundment licence. Further information is available from the Environment Agency Permitting Centre and early contact should be made in advance as in 3.3.

5.0 Conservation And Fisheries Requirements

5.1 You must take all reasonable precautions to ensure that works adjacent to a watercourse do not cause unnecessary damage to plants and animals. Works should seek to protect these existing features, and where possible, find ways to enhance them.

5.2 Certain species (otters, water voles, crayfish, bats, etc.) are protected under the Countryside and Wildlife Act 1981. Appropriate measures may be required to protect these species and their habitat, and an ecological survey may be needed. Your local Environment Agency Fisheries, Recreation and Biodiversity Team can advise further.

5.3 Any clean bed material, or vegetation, removed from the bed of a watercourse must be stockpiled and kept clean, at a location remote from the watercourse, and replaced on completion of works.

5.4 Tree works should be done outside of the bird-breeding season, which is March to July.

5.5 You must take measures to ensure that the disturbance of the channel/riverbed is avoided where populations of salmonid fish are present. Working restrictions would apply from the beginning of November to the end of April, unless otherwise agreed with us. Similarly where significant coarse fish populations (i.e. Barbel, Chub, Dace, Grayling, etc.) may be present, works in the river should be avoided during the period from the end of March to the end of June. The local Environment Agency Fisheries, Recreation and Biodiversity Team can advise further.

5.6 You must not remove aquatic weed without prior approval from our Permitting Centre. You must not allow vegetation from clearance works to enter the watercourse and float downstream. Particular care should be taken in the period March to July as it is a sensitive time for juvenile fish and bird breeding.

5.7 You must obtain permission from the Environment Agency to apply herbicide on or near a watercourse, further information can be obtain from the local area Environment Management team.

5.8 You must take all necessary precautions to prevent the spread of Japanese Knotweed, Himalayan Balsam and Giant Hogweed. It is an offence to release Japanese Knotweed and Himalayan Balsam into the wild and you must dispose of these plants and contaminated soils to a licensed landfill site. For further information or a leaflet please contact the Environment Agency Area Environment Management Team.

5.9 Appropriate Pollution Prevention Guidelines

PPG 1. - Prevention of Water Pollution.
PPG 5. - Works in, near, or liable to affect watercourses.
PPG 6. - Working at Construction and Demolition sites.
PPG 23. - Maintenance of structures over watercourses.

These documents are also available from the Environment Agency Website if you search for 'PPGs'.
www.environment-agency.gov.uk"

Annex 3: British Standards

Fencing and Gates

Fencing general	BS 1722-1:2006 Specification for chain link fences. BS 1722-2:2006 Fences - Specification for strained wire and wire mesh. BS 1722-4:1986 Fences - Specification for cleft chestnut pale fences. BS 1722-7:2006 Fences - Specification for wooden post and rail fences.
Steel fencing wire	BS 4102:1998 Specification for steel wire for general fencing purposes. BS EN 10223-1:1998 Specification for steel wire and wire products for fences.
Steel gate components	BS EN 10296-1:2003 Welded circular steel tubes for mechanical and general engineering purposes: Non-alloy and alloy steel tubes. BS EN 10056-1:1999 Specification for structural steel equal and unequal angles. Dimensions. BS EN 10056-2:1993 Specification for structural steel equal and unequal angles. Tolerances on shape and dimensions. BS EN 10210-1:2006 Hot finished structural hollow sections of non-alloy and fine grain steels. Technical delivery requirements. BS EN 10210-2:2006 Hot finished structural hollow sections of non-alloy and fine grain steels. Tolerances, dimensions and sectional properties. BS EN 10219-1:2006 Cold formed welded structural hollow sections of non-alloy and fine grain steels. Technical delivery requirements. BS EN 10219-2:2006 Cold formed welded structural hollow sections of non-alloy and fine grain steels. Tolerances, dimensions and sectional properties.
Electric fencing	BS EN 60335-1:2002 + A14:2010 Household and similar electrical appliances. Safety. General requirements. BS EN 60335-2-76:2005 + A1:2006 Household and similar electrical appliances. Safety. Particular requirements for electric fence energisers.

Water Supply Services

Water troughs and fittings	BS 3445-1:1992 Agricultural water troughs and water fittings - Specification for water trough bodies, service boxes and water supply system. BS 3445-2:1992 Agricultural water troughs and water fittings - Code of practice for installation and operation.
Plastic pipelines	BS EN 12201-1:2011 Plastic piping systems for water supply - Polyethylene (PE). General. BS EN 12201-2:2011 Plastic piping systems for water supply - Polyethylene (PE). Pipes. BS EN 12201-3:2011 Plastic piping systems for water supply - Polyethylene (PE). Fittings. BS EN 12201-4:2012 Plastic piping systems for water supply, and for drainage and sewerage under pressure. Polyethylene (PE). Valves. BS EN 12201-5:2011 Plastic piping systems for water supply - Polyethylene (PE).Fitness for purpose of the system.

Drainage

Workmanship	BS 8000-13:1989 Workmanship on building sites. Code of practice for above ground drainage and sanitary appliances. BS 8000-14:1989 Workmanship on building sites. Code of practice for below ground drainage.
General	BS EN 752:2008 Drain and sewer systems outside buildings. BS EN 1610:1998 Construction and testing of drains and sewers.
Below ground tanks	BS EN 13923:2005 Filament-wound FRP pressure vessels. Materials, design, manufacturing and testing. BS EN 1917:2002 Concrete manholes and inspection chambers, unreinforced, steel fibre and reinforced. BS EN 1992-3:2006 Eurocode 2. Design of concrete structures. Liquid retaining and containing structures.

Groundworks and Concrete Works

Workmanship	BS 8000-1:1989 Workmanship on building sites. Code of practice for excavation and filling. BS 8000-2.1:1990 Workmanship on building sites. Code of practice for concrete work. Mixing and transporting concrete. BS 8000-2.2:1990 Workmanship on building sites. Code of practice for concrete work. Site work with in situ and pre-cast concrete.
General	BS 8500-1:2006 Concrete – Complementary British Standard to BS EN 206-1: Method of specifying and guidance for the specifier. BS 8500-2:2006 Concrete – Complementary British Standard to BS EN 206-1: Specification for constituent materials and concrete. BS EN 206-1:2000 Concrete - Part 1: Specification, performance, production and conformity.
Structural concrete	BS EN 1992-1-1:2004 Eurocode 2. Design of concrete structures. General rules and rules for buildings.
Sealants	BS 6213:2000 + A1:2010 Selection of constructional sealants – Guide.

Culverts

Workmanship	BS 8000-14:1989 Workmanship on building sites. Code of practice for below ground drainage.
Concrete pipes	BS 5911-1:2002 + A2:2010 Concrete pipes and ancillary concrete products. Specification for unreinforced and reinforced concrete pipes (including jacking pipes) and fittings with flexible joints (complementary to BS EN 1916:2002). BS 5911-5:2004+A1:2010 Concrete pipes and ancillary concrete products. Specification for pre-stressed non-pressure pipes and fittings with flexible joints. BS EN 1916:2002 Concrete pipes and fittings, unreinforced, steel fibre and reinforced.

Buildings and Structures

General	BS 5502-20:1990 Buildings and structures for agriculture. Code of practice for general design considerations. BS 5502-21:1990 Buildings and structures for agriculture. Code of practice for selection and use of materials. BS 5502-22:2003 Buildings and structures for agriculture. Code of practice for design, construction and loading. BS 5502-50:1993 +A2:2010 Buildings and structures for agriculture. Storage tanks and reception pits for livestock slurry.

Annex 4: Documentation

Application Form (CSF 1)

Claim Form (CSF 2)

Farmer Handbook (CSF 3)

Funding Priority Statement (CSF 5)

Agreement Letter (CSF 6)

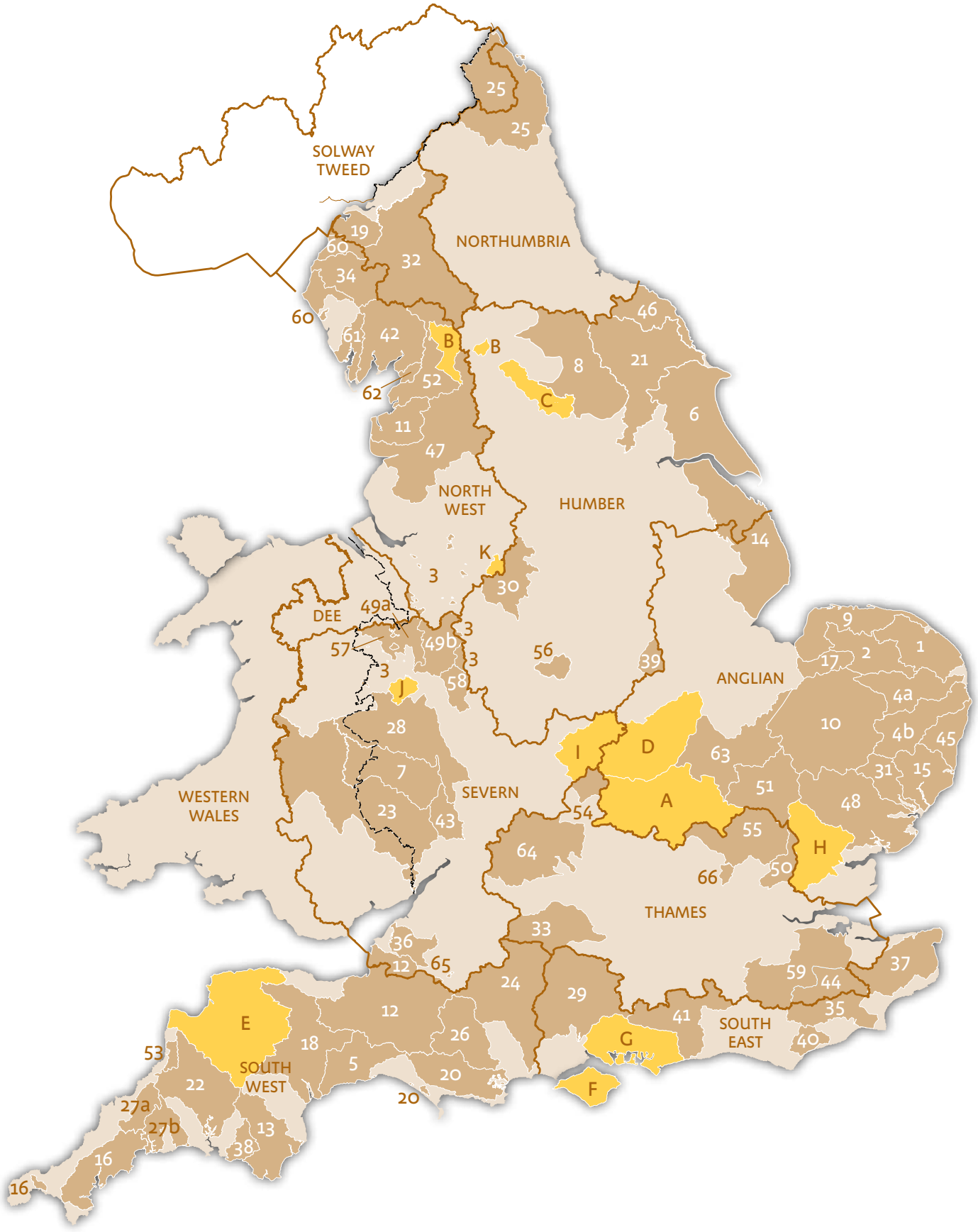
Key changes and dates sheet

VAT Declaration (CSF9)

Agent Authorisation form (CSF10)

Annex 5: Catchment Sensitive Farming (CSF) Catchments

As at 10 December 2013



Catchments

1 Bure, Ant & Muckfleet
2 River Wensum
3 West Midlands Meres & Mosses
4a Yare
4b Waveney
5 Rivers Axe & Otter
6 East Riding of Yorkshire
7 River Lugg
8 Yorkshire Ouse, Nidd & Swale
9 North Norfolk Rivers
10 Little Ouse (Thetford Ouse)
11 River Wyre
12 Somerset Levels & Moors
13 South Devon (a)
14 Lincolnshire Coast Rivers
15 Deben, Alde & Ore
16 West Cornwall Catchments
17 River Nar
18 River Exe
19 Rivers Waver & Wampool
20 River Piddle, River Frome & Fleet Lagoon
21 Yorkshire Derwent
22 Tamar - Tavy
23 River Wye
24 Hampshire Avon
25 Tweed, Aln, Coquet & Coastal Streams
26 Dorset Stour
27a River Camel Valley & Tributaries
27b Seaton, East Looe & Fowey
28 River Teme
29 Rivers Test & Itchen
30 Peak District Dales
31 Gipping & Orwell
32 River Eden & Tributaries
33 Rivers Lambourn & Kennet
34 Bassenthwaite Lake
35 Eastern Rother & Walland Marsh
36 North Somerset Moors
37 The Stour (including Isle of Thanet)
38 South Devon (b)
39 River Eye
40 Pevensey
41 Arun & Western Rother
42 Rivers Kent & Leven
43 River Leadon
44 River Beult
45 River Blyth & Surrounding SSSIs
46 River Esk & North Yorkshire Coastal Streams
47 River Ribble
48 Rivers Stour & Colne
49a River Roden
49b River Tern
50 Upper Roding
51 Cam & Granta
52 Lower Lune
53 Rivers Strat & Neet
54 Upper Cherwell
55 Upper Lee & Stort
56 River Mease
57 River Perry
58 River Worfe
59 Rivers Medway & Eden
60 West Cumbrian Catchments
61 River Duddon
62 River Keer
63 Lower Ouse
64 Cotswolds
65 Egford Borehole
66 Mimmshall Brook

Catchment Partnerships

A Upper Great Ouse
B Semerwater & Upper Lune
C River Nidd
D River Nene
E Taw, Torridge & North Devon Streams
F Isle of Wight
G Downs & Harbours Clean Water Partnership
H Rivers Chelmer & Blackwater
I The Leam
J Cound Brook
K River Dane

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