



Project Brief:

Discover the Source of the Wandle

Supported by the National Lottery through the Heritage Lottery Fund



Introduction

The Wandle Trust is part of the South East Rivers Trust (SERT) and as such, is an environmental charity dedicated to maintaining and restoring the health of rivers and their catchments across the South East of England. On the River Wandle in South London, where SERT had its origins, the Trust is still known as the Wandle Trust. SERT is a member of the Rivers Trust and is part of the rivers trust movement, which is described as having “wet feet” because it concentrates on practical improvement, underpinned by good science and best practice, throughout river catchments. Engaging and involving local communities is seen as particularly important, not just to assist with delivery and provide an understanding of the value of a healthy river but also to foster ownership amongst the river to underpin its long-term stewardship.

The Wandle Trust is looking for a contractor to deliver an exciting new project called ‘Discover the Source of the Wandle’. The project is funded by the Heritage Lottery Fund as part of the Living Wandle Landscape Partnership Scheme (LWLPS), a programme which involves the local community in the understanding, restoration and enhancement of the River Wandle landscape. The project will work with volunteers from the local community to ‘read’ the local landscape at the headwaters of the River Wandle to understand where its source(s) once were and where they now are. This will be achieved through the investigation of local archives, discoveries through other Living Wandle projects and, most importantly, by looking for signs of water in the landscape.

The project aims to engage the Wandle community with their local natural and built heritage around the sources of the Wandle and raise awareness about water use and climate change. The objectives of the project are:

- To engage people with their local natural heritage experiencing it both by being outdoors and by investigating its history through archives.
- To catalogue information on the Wandle in the Sutton Local Studies Centre.
- To produce an informative leaflet on the source of the Wandle including a self-guided walk.
- To run a guided walk for the local community.
- To put on an exhibition to display findings.

Additional Points of consideration

The project is part of the wider LWLPS which provides a programme of 28 projects delivered by 16 partners. The aim is for the multiple projects to support one another such that the whole is greater than the sum of the parts. Therefore, the project should engage with other Living Wandle projects, but the Project Manager can advise on how this can be achieved.

The project will be delivered for the Wandle Trust as part of the South East Rivers Trust.

There is a budget of £7800 for project materials and £10,000 for delivery of the work by a contractor. Use of the local archives and some exhibition is based at the London Borough of Sutton has been offered as an in-kind donation to the project.

Project Tasks

Wandle Trust Project Management

The Project Director will be Dr Bella Davies, Trust Director of the Wandle Trust. The Project Manager who will oversee delivery of the project and will be the contact for all queries is Polly Bryant. The contractor will be required to: set up a task and timeline and update it regularly; manage all enquiries and day-to-day project activity; and provide the Project Manager at the Wandle Trust with weekly progress updates as agreed.

Engaging people with their local natural heritage experiencing it both by being outdoors and by investigating its history through archives

- Volunteers from the local community as well as those who have already expressed an interest through the LWLPS will be recruited. It is anticipated that the scheme will be targeted at a recently retired community, but everyone will be welcome and ideally new volunteers will be engaged.
- At least 20 volunteers will be involved in researching and drawing together the information and resources.
- Signs of water in the local landscape, e.g. river channels, water-related heritage such as standpipes and stench pipes, spring heads, etc., should be investigated and mapped with the volunteers.
- Relevant information gleaned from other Living Wandle projects should be investigated and considered for inclusion in this project, e.g. from the Wandle Flowing Through Time project, as well as other information on the sources of the River Wandle, e.g. that held by the Bourne Society.
- Local archives should be investigated to find written, mapped and photographic records of where water once flowed.

Cataloguing information on the Wandle with local volunteers

- It is anticipated that much of the work will be undertaken through investigating the resources at the London Borough of Sutton's Local Studies Centre which has extensive material about the source of the river and its interaction with the local community. At the time of the project's development, this material was not indexed and so it was intended that the volunteers would work with the archivist at the London Borough of Sutton to catalogue the information making it easier for others to access it in the future. However, whether this activity is still necessary will need to be confirmed at an early stage in the project.
- A framework for capturing the information so that it can easily feed into the material produced by the project should be devised.

Producing an informative leaflet on the source of the Wandle including a self-guided walk.

- A leaflet detailing interesting findings from the project and a self-guided walk will be produced and 6000 copies printed; the Project Manager will help with this task.
- The self-guided walk must be easy to follow and informative, enabling others to 'discover the source of the Wandle'.
- The contractor will be required need to work with the Wandle Valley Regional Park Trust to share information gathered, where appropriate, and raise awareness of the Regional Park.
- The leaflet will be distributed by those involved in the LWLPS project and will also need to be placed in public areas around the source areas of the Wandle.

Running a guided walk for the local community.

- Towards the end of the project, a guided walk should be led for the enjoyment of at least 40 members of the local community. The walk should enable the community to better understand their local landscape and how water use and climate change have influenced it.

Putting on an exhibition to display findings.

- The information discovered through the project should be drawn together for a public exhibition the lobby/exhibition area at Sutton's Central library which has kindly been offered at no charge by LB Sutton.

Reporting

- The contractor will need to contribute to reports provided for the LWLPS team and the Heritage Lottery Fund. This will include updates on progress and expenditure of the project. The Wandle Trust Project Manager will be able to assist in this process.

Timetable

August/September 2016 to June 2017. A timeline with project milestones is appended. The contractor shall endeavour to meet this timetable; any likely slippage must be raised with the Wandle Trust Project Manager as soon as possible to agree a way forward and how project outputs and milestones can still be met.

Outputs

- Engagement of at least 20 volunteers in investigating the landscape and archived materials
- A framework to record archived material
- Guided walk leaflet
- At least 40 members of the local community engaged in a guided walk
- An exhibition to summarise the process and findings of the project
- Updated timelines and project reports.

Information that needs to be included in the quote

Applications and quotes to deliver the project should be emailed to Bella Davies at bella.davies@wandletrust.org by **5pm on Monday 15th August 2016**. Information that should be included is as follows:

- A description of the who will be working on the project and what their role(s) will be;
- A brief outline of similar work that the contractor has undertaken in the past;
- A description of the approach and/or methodology to be employed in undertaking the project;
- A proposed workplan with key dates and milestones;
- A clear statement of costs (estimated number of days, day rate and expenses);
- Any assumptions that have been made in preparing the quote; and
- Additional observations and comments.

Further sources of information

1. LWLPS website – www.wandlevalleypark.co.uk/the-living-wandle-partnership/
2. Timeline with milestones
3. Original Project Description submitted in the application for the LWLPS

Sustainability

The Wandle Trust/SERT is an environmental charity and so sustainability is important to its ethos. As a contractor, the Trust requests that you minimise use of fossil fuels for the project, travelling by public transport or bicycle, and printing on recycled paper using vegetable inks wherever possible.

Payment

Payment will be made on receipt of invoice monthly in arrears, or less frequently as agreed. Invoices should include a breakdown of the tasks delivered. Expenses should be accompanied by receipts and a Wandle Trust expenses form.