

# Gedling Heritage Interpretation Project

## Project Plan / Activity

## Statement



# Gedling Heritage Interpretation Project

## Project Plan / Activity Statement

### Contents

	<u>Page</u>
Introduction	3
Brief History of Gedling Borough	4
Recent Community Involvement in Heritage	5
A Need for Further Involvement	6
Importance and Benefits of the Proposed Activities	7
Outline of Proposed Activities	8
Overview of What goes Where	10
Activities Processes	11
Project / Activity Plan	12
Who is Responsible for the Outputs?	20
Volunteers Involvement	21
Budget Statement	22
Project Timetable	23

# **Introduction**

The purpose of this document is to show what work we aim to do within the scope of this project, when it will be done, by whom and how much it is likely to cost. However, before doing so it will look at how the project leaders reached this stage and show the dedication of the many community organisations that are currently supporting heritage in their own communities and are prepared to support this project.

The document will outline the proposal and then show each step in more detail.

By the end of the document you will see a comprehensive project unfold that is designed to collate the heritage of Gedling Borough into a single location, as well as onto the internet. The location being the new Gedling Country Park and its Visitor Centre. The project is also designed to engage both schools and the public to increase their interest and understanding of our heritage.

The project aims to enable Gedling to use its heritage to increase the well-being of its residents and attract visitors to help boost the local economy. Both local history and natural history will be taken into consideration. Digital and printed material, as well as signage around the park will be designed for maximum impact and interest.

Another aspect of the project is for further consultations to take place to help decide the next step in a broader strategy to use our heritage. That next step is likely to focus on directing our residents and visitors into all corners of our Borough using foot/cycle/bridle trails and self-guided tours. By doing this the whole borough will benefit together rather than the single park.

Gedling has significant heritage of local, regional, national and inter-national importance; it is the aim of this project to extoll the significance and virtues of our heritage.

# **Brief History of Gedling Borough and its Heritage**

Gedling Borough, in its current format was created in 1974, as part of the nation-wide re-organisation of local authorities. It is an amalgamation of many villages and small towns, which, on one side has become part of the Greater Nottingham conurbation, whilst on the other side it has retained its rural charm with a series of beautiful country villages. Each location has its own rich heritage, which to an extent has been researched by their own local history enthusiasts, who have helped us understand that there is a wealth of heritage to celebrate throughout the borough.

This heritage includes Newstead Abbey, home of Lord Byron, the world's greatest romantic poet; Papplewick Pumping Station, a nationally renowned Victorian attraction; The birthplace of mechanised knitting (William Lee of Calverton; 1580s); The birthplace of Lord Ralph Cromwell (1593-1456; Treasurer of England & Chamberlain of the Household; built Tattershall Castle). Possibly the most important of all: Thomas Hawkesley, who designed and built Britain's first high pressure constant supply water system, in Nottingham, preventing the deaths of countless millions of people around the world. Others include actors, artists and sportsmen.

We question: is Linby really the origin of the humble Pancake? Some of the earliest Luddite and Chartist skirmishes took place in the borough; the legend of St. Swithun originated in the Woodborough and we aim to talk about Tolkien's connection with Gedling!

In more recent years' coal mining became prominent in the borough, which has now ceased to exist but has left behind a significant change to both the landscape and sociality of the residents. Indeed, the physical focus of this heritage interpretation project will be on the former Gedling Colliery site, which has now been transformed into a beautiful country park, where nature has successfully re-established itself. Parts of the borough were once part of the Ancient Sherwood Forest. Although both agriculture and urbanisation have taken away many of the ancient woods and heathlands we aim to celebrate those parts that have survived to show that there is still natural beauty amongst the modern housing estates.

# **Recent Community Involvement in Heritage**

Those previously mentioned local history enthusiasts, along with natural history enthusiasts, have established themselves into over 20 different organisations over the past few decades. These groups vary in strength and achievements; while some local history groups have published their works, others act as guardians of natural history; each having a role to play in our society. Some are more proactive than others, with the ability to attract grants and larger partner organisations, while the smaller groups continue to research and share their findings amongst their local communities. Following is a list of known groups:

<b>Organisation</b>
Friends of Gedling Country Park
Friends of Newstead Abbey
Burton Joyce & Bulcote Local History Society + Stoke Bardolph Heritage
Gedling Village Preservation Society
Notts Wildlife Trust
Lambley Historical Society
Nottinghamshire Thoroton Society
Friends of Bestwood Winding Engine
Netherfield Wildlife Action Group / Gedling Conservation Trust
Papplewick Pumping Station Trust
Friends of Moor Pond Wood

<b>Organisation</b>
Calverton Preservation Society
Friends of Bestwood Country Park
Nottingham's Railways Remembers Facebook Group
Friends of Arnot Hill Park
Friends of Burton Road Jubilee Park
Friends of Gedling House woods
Friends of Hobbucks
Mapperley & Sherwood History
Nottinghamshire/Southwell Diocese Churches Project
Woodborough Local History Group
Arnold Local History Group

All the above groups have been invited to be involved in this project and most have them have already expressed an interest by attending two recently held Gedling Borough Heritage Forums, hosted by Gedling Borough council or by completing questionnaires to help this project move forward.

It has also been noted, by several of the above groups, that some schools are actively engaging their students in both local and natural heritage. Some of this engagement is within the confines of the classroom but occasionally field visits are made to either a park, nature reserve or a walk around a village to study various natural and architectural features. In these expeditions, local volunteers are engaged to support the teachers and talk about their area of expertise.

For many years, Gedling Borough Council has been passive towards its heritage and has left it to these groups to keep it alive. More recently the authority has recognised the importance of its heritage for several reasons:

1. To help its residents feel a sense of pride in their community and help enhance personal well-being
2. To support the numerous heritage groups in the voluntary work that they do
3. To use the heritage to attract visitors to help increase the visitor economy

Because of this change of direction they have created the above-mentioned Heritage Forum, which is still in its early days but is proving to be very well received by those in attendance. Plans are being made for a whole series of heritage based projects to build upon the above three aspects. This current project, which is the first in the series, is designed to bring all the groups together and pool their resources and knowledge to create a focal point for the borough's heritage.

## **A Need for Further Involvement**

This project is the start of a brighter future for the heritage of Gedling, which to a large extent has been kept in the background for many years. Although much praise is given to the work of the local groups it is felt that their research and interpretation is not too well known outside of their immediate community, despite many of them having their own websites. Where parts of our heritage are well known, such as Byron and Hawksley, it is fragmented away from the larger picture. Therefore, we feel the need to draw attention to the wealth of heritage that we have on offer and to place it in its right perspective. To achieve this aim we need the support of a Heritage Lottery Fund grant to provide the financial resource to back-up the human resource that is readily available for this project.

By uniting the local experts, and other volunteers, with a well-structured and financed project we will be able to create Gedling's first heritage based Visitor Centre (excluding site-specific locations, such as Newstead Abbey and Bestwood Winding Engine); equipped with the most applicable and up to date technology to excite visitors about our heritage. The proposed centre, to be located within the new Gedling Country Park Visitor Centre, will have rolling videos and touch-screen units packed with the details of our heritage.

To further support the Visitor Centre, we will generate exciting webpages that will reach out to the world-wide community. They will be designed to encourage people to visit the borough and subsequently help boost our local economy. With a well-structured project, we will be able to work better with schools, the community and visitors; to engage them in guided walks and other suitable activities. One of the main concerns, amongst the local groups is to ensure that the younger generations are taught about our heritage, to preserve it for the future.



# **Importance & Benefits of the Proposed Activities**

The Project leaders and the associated community groups readily recognise the importance and benefits of an exciting series of activities associated with this project. Following is a summary list of benefits to participants, residents, visitors, the borough and especially our heritage. This project will:

1. Enable participants, residents and visitors to discover the heritage of their community
2. Instil a pride in community heritage and the subsequent modern community
3. Help educational establishments help fulfil certain criteria of course modules through work on their local community, which helps students more readily identify with and understand the requirements of the course material
4. Reduce anti-social behaviour because of pride and appreciation of the area
5. Enable project participants to learn new knowledge and skills
6. Enable a wider audience to learn more about their local heritage through participatory activities and instil an appreciation for that heritage
7. Encourage socialisation through free activities and consequently enable the socially disadvantaged to engage with others and enjoy those activities
8. Help people keep healthy through guided walks
9. Enable a long reaching positive effect on our heritage, such as interpretation and preservation
10. Help to promote the borough and consequently generate economic growth
11. Create an appreciation and understanding of Gedling's heritage by visitors from across the world, whether in person or virtually.

Summarising the above we may say that this project will promote Gedling's heritage to its residents, which in turn will help them appreciate, enjoy and look after their heritage through a pride in their past. It will also promote our heritage to external visitors and encourage them to visit the borough to learn about and enjoy our heritage, which in turn will help the local economy to improve.

# **Outline of Proposed Activities**

The Gedling Interpretation Project will offer an opportunity to engage in a variety of heritage based activities designed to enable the community to research, preserve, interpret, promote and enjoy their heritage. Following is an outline of the proposed activities, which will commence after the recruitment of the main core of volunteers:

## **1. Training**

- a. Carry out necessary training to enable the project to achieve its outcomes

## **2. Finalise a Research and Interpretation Framework**

- a. Agree the details of heritage aspects to be included in the project
- b. Agree the framework to be used for the various interpretation methods (i.e. structure of the website and touch screen units)

## **3. Research and Collation of Heritage**

- a. Gather together all the known heritage of the borough that fits the project aims
- b. Research to fill in the gaps to enable accurate and free flowing interpretation
- c. Collect films
- d. Collect images

## **4. Write the material for the outputs**

- a. Trail Leaflet (all-inclusive across the Borough)
- b. Booklet (highlighting the whole heritage)
- c. Web Material
- d. Touchscreen Material (similar to the web)
- e. Interpretation boards / Compass panels/Trail plaques
- f. Mural & TV rolling film
- g. Finger posts

## **5. Oral History**

- a. Interview
- b. Edit

## **6. Create**

- a. Web site & Touch Screen material
- b. Wall murals/images – Displayed by short throw projector
- c. Rolling films – silent (includes filming local & natural heritage sites)
- d. QR codes to direct people to websites
- e. Two Posters: Flora & Fauna of the park
- f. Interpretation boards / Compass panels/ Trail plaques for the park
- g. Youtube films
- h. Name tags for the café tables
- i. Framed photographs

## **7. Guided Walks**

- a. Local groups to devise and lead heritage walks (Local & Natural History)
- b. Promotion

## **8. Competitions**

- a. Both Schools and the public
- b. Art; Creative writing; Photography

## **9. Mosaics**

- a. Depicting heritage of the Gedling Park: One natural history & one for the former mine
- b. Involve the community (an event or a school)
- c. Designs to be influenced by the competitions

## **10. Trails**



- a. On-site treasure trails (One for children & one for adults)
- b. Joining sites together (Finger posts to direct people to other sites)
- c. Produce map
  - i. A generic Borough walking/cycling map connecting & highlighting locations

#### **11. Booklet**

- a. Produce a single booklet to extoll the Borough's heritage

#### **12. Public Film Shows**

- a. Collection of localised films
- b. Show in more than one location
- c. If enough material they could be customised to each location

#### **13. Coal Carving workshop or demonstration**

- a. Could be part of a larger event or at a school

#### **The Collation will include:**

- ❖ Written histories
- ❖ Photographs
- ❖ Paintings & sketches
- ❖ Films
- ❖ Songs & Poems
- ❖ Oral Histories

#### **The research will include:**

- Filling in the gaps between known heritage to ensure that stories and interpretation flows well
  - Library & Archive research
  - Oral history

#### **These activities will be carried out by engaging with:**

- Local Heritage organisations
- Other community groups
- Library services
- The local authority
- The Gedling Heritage Forum
- Schools
- The Public
- Archives offices

Apart from the direct participants the project will then invite the whole community and external visitors to join them in the activities, and to visit the many and varied sites that will be extolled within the project. The heritage will be available on the internet for all to enjoy, which will enable people plan their day-out when they are looking for places to visit.

This project pays tribute to the hard work already carried out by local, social and family historians along with those who have and still look after our countryside. It will invite them to come together to produce this wonderful set of interpretation ideas and activities.

# **Overview of What goes Where**

## **Inside the Gedling Country Park Visitor Centre**

- Silent continuous running selection of movies and photographs
- Changing wall murals by short throw projector
- Touchscreen information units
- Leaflet Holder
- Framed photographs
- Name tags for the tables

## **The landscaped area around the Visitor Centre**

- Two site specific posters depicting flora & fauna on pedestals
- Two mosaics depicting site specific natural & coal mine heritage on pedestals
- Interpretation board with park map highlighting features and compass points

## **Around the Park**

- Two interpretation panels: Lagoon & Tunnel
- Four compass pointer panels incorporating brief histories of both location and where pointing to
- Finger posts pointing out of the park to other locations around the borough
- A trail of small plaques showing what was where when the site was a colliery
- Two treasure trail leaflets (Child & adult) to help engage people
- Guided walks (can include such things as pond-dipping)

## **Around the Borough & Beyond**

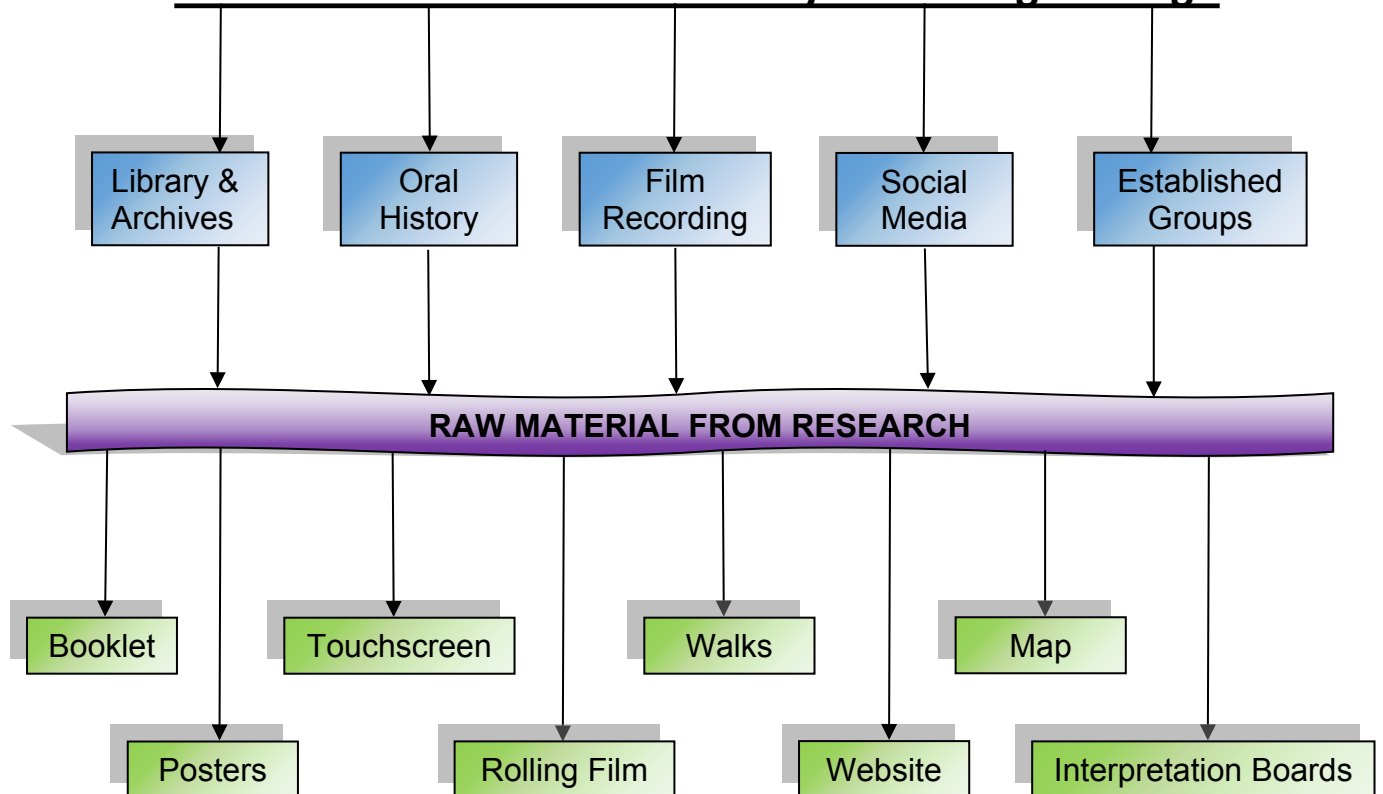
- Production of a website
- Heritage booklet
- Trail (walking & cycling) leaflet: all-inclusive for the borough
- Upload videos onto Youtube
- Making use of simple QR codes to direct people to further information; as appropriate

## **Activities around the Borough**

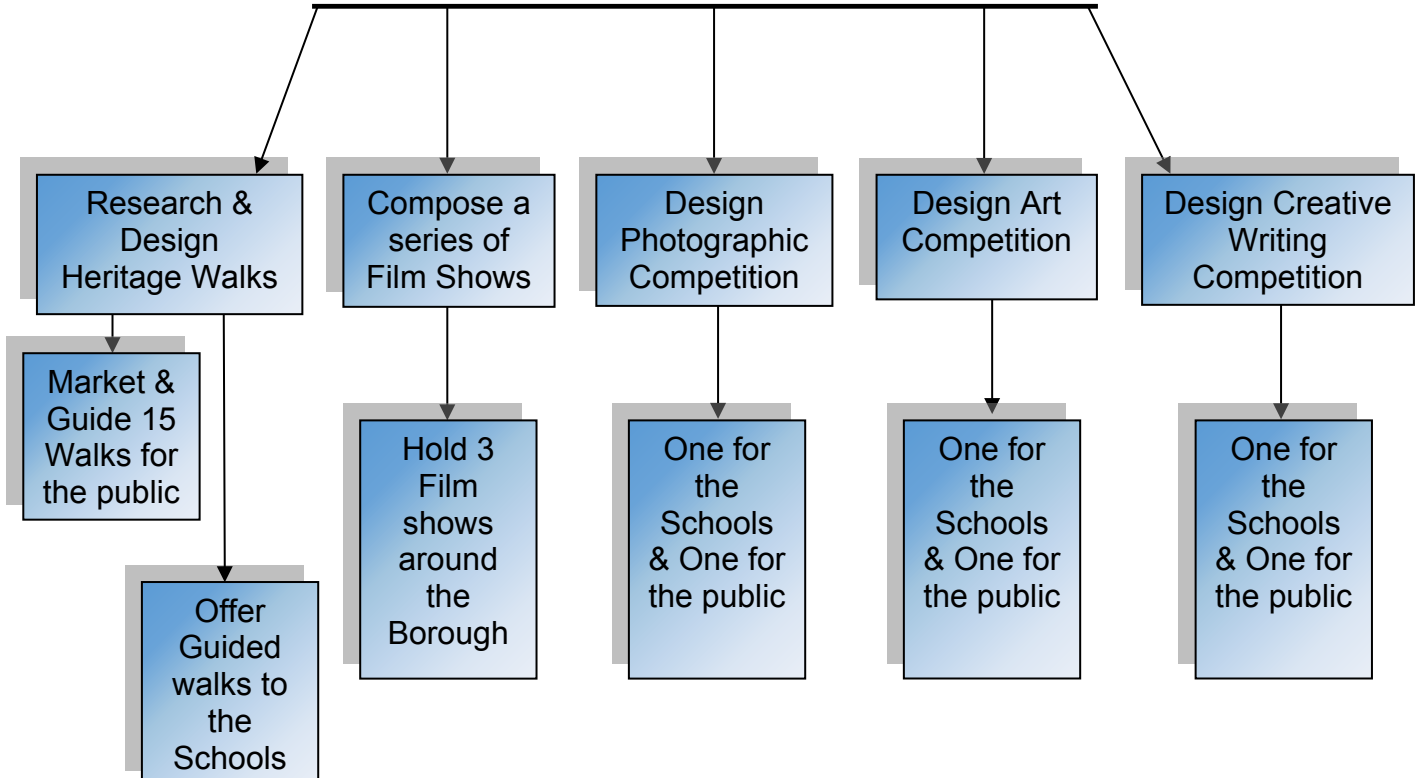
- Series of Guided Walks
- Presentations to students
- Creative Writing competition (Children & Adults)
- Photographic competition (Children & Adults)
- Art competition (Children & Adults)
- Three Public film shows of local interest
- Coal carving workshops/demonstrations

# Activities Processes

## Collate and Research the History of Gedling Borough



## Production of School & Public Activities



**KEY: PO=Project Officer; GBC=Gedling Borough Council; VC=Gedling Country Park Visitor Centre**

## Project / Activity Plan

The following table of activities is laid out in a chronological sequence to enable easy understanding of when various aspects of the project will take place.

When?	What?	Where?	Who will carry out the activity?	Who is the activity for?	What will you achieve?	Cost
Sep 17	Commence the Project	GBC Offices	GBC Staff	Everyone	Project launch	N/A
Sep 17	Appoint a Project Officer; 18 months; 0.5 FT equivalent (£24k + 0.25 on-cost equiv.)	GBC Offices	GBC Staff	The Project	Professional guidance to achieve all aims and objectives of the project	£27,000
Sep-Oct 17	Recruit the Volunteers by known contacts, press release & social media	From across the Borough	GBC Staff & PO	Volunteers Aim for up to 50 people	A dedicated volunteer workforce to achieve the aims of the project	N/A
Oct-Nov 17	Train Volunteers: <ul style="list-style-type: none"> <li>• Research</li> <li>• Oral History Interviewing</li> <li>• Sound/Video editing</li> <li>• Intro to Graphic Design</li> <li>• Intro to Web Design</li> <li>• Walk Leading</li> </ul>	Where Appropriate. Room hire will be part of the match funding package	PO & qualified trainers (some training included in the PO contract). P.O. also to act as a mentor throughout the project	Volunteers Aim for up to 50 people to be trained	Better equipped volunteers to achieve high levels of outputs	£620 for external trainers
Oct-Nov 17	Develop the research and Design Framework and set parameters	GBC Offices & within the involved groups	PO & Volunteers	Volunteers	A firm guideline to produce the outputs in an easy to understand manner	Expenses
Oct 17-Feb 18	Collate known materials to fit the framework	GBC Offices & within the involved groups	PO & Volunteers	Volunteers	Pull together all known heritage aspects of the borough	Expenses
Nov-Dec	Design Heritage based	GBC Offices, within	Volunteers under the	Volunteers, Public &	Well produced and	Expenses

<b>When?</b>	<b>What?</b>	<b>Where?</b>	<b>Who will carry out the activity?</b>	<b>Who is the activity for?</b>	<b>What will you achieve?</b>	<b>Cost</b>
17	Competitions; one of each for Schools & Public: 1. Photographic 2. Art 3. Creative Writing	the involved groups, schools and across the community	direction of the PO	Students	professionally designed competitions designed to draw attention to our heritage, instil a sense of ownership/pride and provide inspiration for other activities and interpretation	
Nov 17 – Jan 18	Design Guided Walks and promote	Across the borough	Volunteers under the direction of the PO	Volunteers	Well organised, safe, interesting and flowing walks led by an enthusiastic leader	£400 for posters & leaflets
Nov 17 – Mar 18	Design Three Film Shows using historic footage relating to aspects of the borough's heritage	GBC Offices & within the involved groups	Volunteers under the direction of the PO	Volunteers	An entertaining event showing the heritage of Gedling in motion films to inspire participants to be more in tune with our heritage	Expenses
Nov 17 – May 18	Oral History recording to capture modern heritage from across the borough. To be made available at various locations, with some on the website	GBC Offices & within the involved groups	Volunteers under the direction of the PO	Volunteers, public, Interviewees & generations to come. Aim for 25 to 30 recordings	Preserving memories and putting the social side to our heritage. They will help to induce interest and appreciation of our heritage in other people	£300 for equipment
Dec 17 – Jan 18	Choose images for the changing wall mural and purchase the projector	GBC Offices & within the involved groups	Volunteers & GBC staff	Visitors to the VC	Background heritage mood for the diners, to instil a sense of place and history	£1,600 including projector & mount
Dec 17 – Jun 18	Design & Write Website and Touch Screen Material	GBC Offices & within the involved groups	Volunteers under the direction of the PO	Volunteers & the public - worldwide	Well planned and comprehensive interpretation of our	Expenses

<b>When?</b>	<b>What?</b>	<b>Where?</b>	<b>Who will carry out the activity?</b>	<b>Who is the activity for?</b>	<b>What will you achieve?</b>	<b>Cost</b>
					heritage to help people learn about our wide variety of important history	
Dec 17 – Jul 18	Design & Write the Trail Map leaflet 10,000 x (A2 to DL). To connect our heritage sites across the borough	GBC Offices & within the involved groups	Volunteers under the direction of the PO	Volunteers, residents and visitors/ tourists	Interpretation and guidance for the public to visit various heritage sites around the borough	£1,480 for design & print
Dec 17 – Jul 18	Design & write two park posters (flora & fauna). Mounted on stainless steel pedestals. To depict what can be found within the park	Outside the VC	Volunteers supported by professionals	All visitors to the Gedling Country Park. Set at a suitable height for children & wheelchair users	Helps visitors understand what natural history they may see in the park. Generates excitement for their visit	£100 for design. £1,500 for frames, pedestals and Printing
Dec 17 – Jul 18	Design & Write seven Interpretation Panels & Compass Panels for the park to depict heritage and directions to distant places. Mounted on stainless steel pedestals.	GBC Offices & within the involved groups with the final locations being around the Gedling Country Park	Volunteers under the direction of the PO and graphic designer	All visitors to the Gedling Country Park. Set at a suitable height for children & wheelchair users	Interpretation of the former site and guidance for the visitor. Enables visitors to understand the site heritage and where it sits in the wider area	£300 for design. £5,250 for frames, pedestals and Printing
Dec 17 – Jul 18	Design & Write two Treasure Trail leaflets for the Gedling Country Park; one for children and one for adults 2 x 10,000 (A4 to DL)	GBC Offices & within the involved groups. Finished article for the VC	Volunteers under the direction of the PO	Volunteers & the public who visit the park	Bringing excitement into our heritage for all generations. Getting participants fully involved in both site history and natural history	£1,100
Dec 17 – Jul 18	Design & produce the rolling TV film. Includes modern filming of the district of both built &	Across the borough with a final location of the VC. The film	Volunteers under the direction of the PO	Anyone visiting the VC	Captivating moments from Gedling's heritage to be viewed by those visiting the VC to inspire	£750 for video recorder & software

<b>When?</b>	<b>What?</b>	<b>Where?</b>	<b>Who will carry out the activity?</b>	<b>Who is the activity for?</b>	<b>What will you achieve?</b>	<b>Cost</b>
	natural heritage	will be shown on the VC screen			them to learn more through the other media being created as part of the project	
Dec 17 - Feb 19	Place suitable heritage clips on Youtube & other similar sites	Internet	Volunteers under the direction of the PO	The Public, worldwide	Enables everyone to view exciting aspects of our heritage and understand the importance of our input into the national progression of society	Expenses
Jan 18 – Mar 19	Carry out research towards a proposed second project in relation to highlighting heritage routs across the borough and marketing the heritage of the borough	GBC offices and across the borough	Under the direction of the PO	To inform the next phase of GBC strategy for heritage interpretation and tourism	A document that will provide the outline for a second project and further heritage interpretation and enjoyment	Expenses
Jan-Apr 18	Design, manufacture & install 3 finger posts. Three fingers on each post	Entrances to Gedling Borough Park	Volunteers and the PO	Walkers & cyclists traveling to other parts of the borough	Directing walkers and travellers to other heritage sites to further their enjoyment and increase knowledge	£2,820
Jan-May 18	Historic research to fill in the gaps (Includes copyright fees).	Libraries and archives; including the internet	Volunteers under the direction of the PO	Volunteers	To plug the gaps of any missing facts or details to ensure good interpretation	£500 for copyright fees plus expenses
Jan-Jul 18	Write the booklet (estimated 64 page A5 x 10,000 copies)	GBC Offices & within the involved groups. To be made available at several locations	Volunteers under the direction of the PO	The Public	Pulls together the heritage of Gedling in an easy to read format for all people. To show everyone how Gedling has played an important role in our	£5,000 for design & print plus expenses



<b>When?</b>	<b>What?</b>	<b>Where?</b>	<b>Who will carry out the activity?</b>	<b>Who is the activity for?</b>	<b>What will you achieve?</b>	<b>Cost</b>
					county's development	
Jan-Sep 18	Hold the Competitions with prizes and certificates: High profile with respected judges	Across the Borough	Volunteers under the direction of the PO	Volunteers, Public & Students Aim to include several schools and up to 50 people in each public category	Numerous people being involved in discovering and interpreting our heritage. Used to inspire interpretation and helps participants understand aspects of our heritage	£1,000 (£600 for prizes & £400 for publicity)
Jan-Nov 18	Presentations to students. Aim for 6 sessions as a minimum; natural, social & built heritage etc	Schools or elsewhere on sites	Volunteers with support of the PO	School students	Introduction of our heritage to the younger generation to instil pride and ownership of our heritage	Expenses
Mar-May 18	Design & install the café table markers (name plates). Each one to depict a piece of Gedling's heritage	VC	Volunteers with professional for installation	All VC users	Key words to help visitors remember our heritage	£800 to produce plaques & £300 to install
Mar-May 18	Choose and hang framed heritage photographs around the café	VC	Volunteers under the direction of the PO	All VC users	Nostalgia and potted history of Gedling	£100
Mar-Oct 18	Coal carving workshops (2). To tutor participants in this rare art form	To be decided but accessible to all	PO with a professional tutor	Anyone can participate	Keeping the coal heritage alive in people's lives	£530 Materials & facilitator
Mar-Nov 18	Lead Guided Walks across the whole borough; both local and natural history <ul style="list-style-type: none"> <li>• 15 Public walks</li> <li>• 5 School Walks</li> </ul>	Across the whole borough	Volunteers under the direction of the PO	Volunteers, Public and Students. Aim for 20 people on each walk	The opportunity to show both residents and visitors what Gedling has on offer in terms of our heritage and to inspire a sense of pride and ownership	£50 for Hi-Viz vests plus expenses
Apr-Sep 18	Design & produce two mosaics with the full	Near the VC	Schools/public with professional support	Visitors to the Gedling Country Park.	Pictorial depiction of the park heritage (Natural &	£3,000 for all materials, the

<b>When?</b>	<b>What?</b>	<b>Where?</b>	<b>Who will carry out the activity?</b>	<b>Who is the activity for?</b>	<b>What will you achieve?</b>	<b>Cost</b>
	involvement of both schools & the public. Designs to be inspired by the various competitions			Aim to invite 100 or more people to participate on each mosaic	Mining) which enables participants to feel a part of the project	artist and mounting + £700 for the pedestals
Apr-Nov 18	Hold the afore mentioned Film Shows in three locations across the borough, which can be different according to the location	1. VC 2. Bestwood 3. Bonnington (these are examples only)	Volunteers under the direction of the PO	The Public Aim for 500 people to attend	They will help to achieve a pride in our heritage and generate enthusiasm for Gedling's past	£200 for promotion £600 for room hire (match)
May-Jun 18	Park heritage trail. Series of small mounted metal plaques around the park depicting various aspects of the former colliery site	Gedling Country Park	Volunteers under the direction of the PO	The Public. At a suitable height for children & wheelchair users to read.	Park Interpretation of what formally stood where on this former colliery site to help people understand the former mining industry	£3,300 for the plaques and pedestals
May-Aug 18	Purchase Touch Screen units & install material. Inc 3-year maintenance contract	VC	GBC officers & PO	All visitors to the VC	Local availability of an extensive set of heritage material to enable users to learn about our heritage	£5,000
Jun 18	Purchase & install a leaflet holder	VC	PO	All visitors to the café	Make local heritage & tourism leaflets available to promote the borough	£200
Jun-Jul 18	Professionals to create the actual website, which will be hosted & maintained on a permanent basis by GBC	GBC offices	GBC officers	The public - worldwide	Worldwide coverage of Gedling's heritage; making it accessible to everyone	£2,000
Jun-Sep 18	Produce the Interpretation Material using professional graphic and web designers	As discussed individually, above	Professionals under the direction of the PO & GBC Staff	The Public	Final outputs for public enjoyment to be produced in a long-lasting	The costs are listed separately in

When?	What?	Where?	Who will carry out the activity?	Who is the activity for?	What will you achieve?	Cost
					professional manner	their above design entries.
Jul 18	Produce relevant QR codes to be used on interpretation material to point visitors to various pages on the proposed website	GBC Offices & within the involved groups	PO with GBC officers	All people wanting to learn more about our heritage	Quick links to websites to enable further study of specific heritage aspects	Expenses
Aug-Oct 18	Take delivery, install and soft launch of all interpretation material except literature	VC & Internet	Professionals under the direction of the PO & GBC Staff	Everyone	Final outputs for public enjoyment	Costs above and match fund for installation
Sep 18-Mar 19	Hold public exhibitions of the above competitions around the borough	Across the borough: Libraries for example	Volunteers under the direction of the PO	Volunteers, Public & Students	Further awareness amongst the public, of Gedling's heritage; instilling pride and ownership	£1,000 for 3 sets of display panels
Oct-Dec 18	High profile launch of the whole project, including the literature. Buffet, entertainment & a memory pack	VC	PO, GBC staff & Volunteers	Those involved in the project but to use as a marketing tool with the Press present	Opportunity to get the whole project publicly known by inviting the press and acknowledging all participants involvement in the project	£1,500 (Buffet and entertainment
Nov 18-Mar 19	Write Project Evaluation report from both on-going reports and interviews/questionnaires etc.	GBC Offices	PO & GBC Staff	Heritage Lottery Fund and other interested parties.	A clear understanding of how well the project went and what we learnt, along with what we might improve if we were to engage in similar projects	£2,000
					<b>TOTAL</b>	<b>£70,400</b>

# Who is Responsible for the Outputs?

Showing which groups will take the primary responsibility and which others will be involved, even if just through audience participation.

Main Responsibility	
Involved or Invited	

Output/Activity	Project Officer	Volunteer Group	GBC	Schools	Steering Group	Public
Accepting the HLF Grant						
Appoint the Project Officer						
Recruit Volunteers						
Train Volunteers						
Steering Group Meetings						
Collation of material						
Research						
Oral History interviews						
Guided Walks						
Competitions						
Website						
Touch Screen units						
New filming (parks & Buildings)						
Rolling film show						
Public film shows						
Mural projections						
Table plaques						
Map Leaflet						
Heritage Booklet						
Interpretation panels						
Mosaics						
Posters						
Framed Photographs						
Leaflet Holder						
Part Trail (Plaques)						
Finger Posts						
Treasure Tail Leaflets						
Presentations to students						
Coal Carving Workshops						
Grand Finale						
Evaluation Document						

# Volunteers Involvement

The following chart sets out the different types of volunteer's tasks and what financial value they are likely to put into the project.

Activity	No. of Volunteers	Days	Rate £	Value £
Training sessions	30	30	50	1,500
Research and setting the framework	20	40	150	6,000
Oral History recordings	5	10	150	1,500
Oral History Editing	2	5	150	750
Writing the booklet	10	40	150	6,000
Writing the walking/cycling trail leaflet	2	10	150	1,500
Writing the website & touchscreen	10	30	150	4,500
Designing and running the competitions	4	16	50	800
Designing and conducting the guided walks	12	20	150	3,000
Designing the interpretation panels	4	16	150	2,400
Designing posters	2	6	150	900
Working on the mosaics	4	8	50	400
Attending meetings	15	30	50	1,500
Filming around the district	2	10	150	1,500
Film editing	2	5	150	750
Table name plates	2	2	50	100
Treasure Trail leaflets	4	8	150	1,200
Presentations to students	4	10	150	1,500
<b>TOTAL</b>	<b>*</b>	<b>290</b>	<b>-</b>	<b>£35,800</b>

\*Total number of individual volunteers is not the addition of the above because many of those in the above categories will take on more than one role/duty.

Apart from the above there will be the inclusion of students, teachers and the public at various activities; all of which will be recorded.

# Non-Volunteer “In-Kind” Match Fund

Purpose	Overview of Match Fund (non-volunteer)	Cost
Room Hire for Meetings		680
Room Hire for Film Shows		600
Room Hire for Training		350
Installation of park hardware		2,775
	<b>TOTAL</b>	<b>£4,405</b>

# **Budget Statement**

There will be three distinctly different categories of activities taking place within the duration of the Project:

1. Activities that will be directly involved in the project to leave a lasting physical legacy for many years to come, such as interpretation material and designed walks/trails. The materials will need paying for but most of the labour will be volunteer donations, apart from a few professionals to ensure a high-quality finish. However, there will be out-of-pocket expenses to be met by the volunteers
2. Activities that are designed to educate the public and involve schools, in relation to our heritage, whilst at the same time offering an element of entertainment and celebration. All output materials will need paying for but some production costs may be met by participating groups.
3. Research work will be carried out during the life of the project to help determine the next step in our broader plan to celebrate our heritage. This will be of low cost and will primarily be led by the Project Officer.

Each of these strands will require some funding. Consequently, it is crucial that they be given careful consideration from the outset to calculate the amount of grant funds required from the Heritage Lottery Fund.

All activities taking place during the life of the project, which are part of the project, will be eligible to be financially supported where needed by the project funds. For instance, if the project facilitates a series of guided walks then it will finance the agreed activities for that year but if a heritage group chooses to continue those walks in subsequent years then they will need to use their own funds during those following years.

## **Estimated Budget (excluding VAT)**

Purpose	Overview of Expenditure	Cost
Activity costs taken from the above Project/ Activity Plan	See the above table of activities for the details	70,400
Volunteer Travel	£0.45 per mile	500
Volunteer Expenses	Photocopying, bus fares etc.	500
Staff Travel	£0.45 per mile	1,000
Contingency	To allow for unforeseen expenses (normal 10%)	7,000
Recruitment	For staff	500
	<b>TOTAL</b>	<b>£79,900</b>

## **Project Time Table**

<b>Date</b>	<b>Activity</b>
Sep 2017	Confirmation & Acceptance of HLF Grant
Sep 2017	Submit first grant claim (50%)
Sep 2017	Commence work on the project
Aug 2018	Submit first HLF progress report and second grant claim (40%)
Dec 2018	Grand Finale launch of the project and conclusion of all interpretation
Mar 2019	Completion of Project Evaluation & Consultations
Apr 2019	Submission of final HLF progress report and final grant claim (10%)