



East Worlington Parish Hall

East Worlington, CREDITON, Devon EX17 4TS

Charity Number 267969

OH-16-04660 HLF

East Worlington Parish Hall Heritage Project - Part 1

Conservation and Celebration: A Century of Serving Our Community as a Parish Hall



Serving our community for 100 years

OH-16-04660HLF

Drafted by Steve Baber, Chair East Worlington Parish Hall Management Committee (Trustees)

Last updated 17/04/2017

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A. Trustees Heritage Project Background Information

- i. The Trustees of East Worlington Parish Hall have an excellent track record of successfully managing heritage projects to achieve desired outcomes. The most recent heritage projects (2015 to 2017) has been supported by Heritage Lottery (project OH-12-12290 HLF) and while the project outlined in this plan is a different and discrete project it does contribute to the overall conservation of a Grade II listed building and to specific aspects of research and learning about its role in and contribution to the local community it serves, as described in this project's aims and activities.
- ii. The previous Heritage Lottery Project (OH-12-12290 HLF) has been commended by Heritage Lottery and the project plan used as an example of good practice for other projects. Heritage Lottery South West Trustees attended and contributed to the community celebration event when the conservation element of the project was successfully completed (June 2016). They verbally confirmed their recognition of the excellent work and their encouragement to continue to conserve the building and record and share the heritage.
- iii. There is evidence that the conservation of the building has been a priority over many decades and that the management and maintenance of the building has been robust, effective and secure, and continues to be so.
- iv. The Trustees have a wide range of relevant skills and expertise including building and architectural, learning and education, project management and leadership, business and finance management, publicity and communication, event organisation, fund-raising, organisational, and administrative.
- v. The Trustees have clarity about the importance of governance and management of heritage projects, and as outlined in this project plan, have again developed a project management structure, utilising appropriate skills, procedures and processes, that ensure the outcomes can be achieved effectively and efficiently.
- vi. The Trustees are all community volunteers and are totally committed to the conservation of the Parish Hall and securing and sustaining its valuable contribution to the well-being and heritage of the area it serves.
- vii. The Trustees have evidence of successfully engaging the local community and enabling projects and works to be achieved through a vital contribution from community volunteers. As outlined in this project plan volunteers have a clear role and make an important contribution to achieving the desired outcomes.

B. Vision

- i. Our vision is to ensure our Parish Hall, a Grade II listed converted Tythe Barn dating to the late C17th, is conserved and sustained to continue to provide a facility that supports our local community, as a Community Hub, and educates about our local heritage, as a Local Heritage Learning Centre.

C. Description of the Heritage Asset – Barn Now Parish Hall

- i. Our Parish Hall was originally a barn, reportedly with a tithe function, built in the late C17th, adjacent to East Worlington House, then the rectory for the parish and remaining so until 1957 when it was sold into private ownership.
- ii. The barn was under the ownership of the church until its sale to the parish in 1920.
- iii. There is evidence to show that by the late C19th and early C20th the building was being used as a community meeting place by the permission of the rectors of the parish.
- iv. Following World War 1 there was national consensus that those who served and died should be remembered. In East Worlington the War Memorial Committee were elected at a well-attended public meeting. The idea, which seemed to find most favour among the audience was the provision of a Memorial Hall, which should be the absolute property of the parish. The Rector then explained that in all probability the Old Tithe Barn would be put up for auction in the near future, or failing securing a purchaser, would be demolished. It was through this Committee that the building was purchased by the community and transferred to the ownership of the Parish Council in 1920 as a Parish Hall.
- v. The building has therefore been used for the benefit of the local community for a century or more and in formal ownership for nearly 100 years a milestone we wish to celebrate and ensure good records exist for the benefit of future generations.
- vi. To the North side of the barn was a lean-to building used for storage. At the transfer of the barn to Parish Hall this space was developed and now forms the kitchen area for the Hall, which is the conservation focus of this project plan. Further research and investigation is required to ascertain the work that has been undertaken in this part of the building, and the contribution made to the overall purpose and use of the Hall over the last 100 years, record it, and share the information in the public domain.

D. Location Context

- i. The main focus of our project is the 'story' of East Worlington Parish Hall, within the context of the local community. The Hall is set within the hamlet of East Worlington, in a unique cluster of five listed buildings, namely The Old School House, Grade II; St Mary's Church, Grade II; East Worlington House (formerly the rectory) Grade II*, Stables Directly Adjacent to the North of East Worlington House, Grade II; and the Parish Hall itself, Grade II.
- ii. In addition to these five listed buildings, East Worlington hamlet also has three other Grade II Listed Buildings.
- iii. The hamlet of East Worlington is adjacent to the hamlet of West Worlington where there are nine Grade II Listed Buildings and St Mary's Church, West Worlington which is Grade 1 Listed.
- iv. Both hamlets of East and West Worlington are sited within the parish of East Worlington, in the District of North Devon, in the County of Devon.

- v East Worlington Parish has thirty-eight Listed Buildings including those in East Worlington and West Worlington hamlets.
- vi The parish population is approximately 200 with 92 dwellings in total. The majority of the parish is given to farming, mainly of beef cattle, dairy herds and sheep.
- vii While the settlement of East Worlington was not recorded in the Domesday book, settlements within the same geographical area of the parish were recorded, some of the named which exist to this day.
- viii Also located within the parish of East Worlington, and about 2 miles from East Worlington Parish Hall, is Affeton Castle, the ancestral home of the Stucley family. While called a castle it was considered to be a fortified manor house. Affeton which is recorded in the Domesday book had parish status in approximately C13th but being too small to sustain was subsumed into the parish of West Worlington around the end of C15th.
- ix The parishes of West Worlington and East Worlington were merged into one parish in 1919 with the name East Worlington Parish.
- x The current parish population covers a full spectrum of families some with deep rooted heritage in the area. Others have moved into the area for various reasons, the main being the significant attraction of the rural environment and the cultural heritage that permeates the area.
- xi East Worlington House was formerly the rectory for the Parish of East Worlington with the tithe barn historically linked to this building and the role of the church in the community. With the shift of responsibility to support the 'poor and needy' from the church to the state during the C19th, the tithe barn was not required for the purpose of tithe collection. The clergy initially allowed the barn to be used as a community building and during the early part of C20th passed ownership to the community through the Parish Council. The Hall is now leased from the Parish Council by the Parish Hall Trustees who form the Management Committee.

E. Our Heritage Project Aims

Our heritage project will:

- i Conserve the area of the building, now used as a kitchen (formerly a 'lean-to' extension to the original barn used for storage), and make the necessary improvements to ensure it meets modern standards and requirements to enable it to function as a viable Community Hub and Heritage Learning Centre;
- ii Ensure the Hall has the required facilities to enable it to achieve necessary income to sustain its viability and ultimately its sustainability;
- iii Develop further knowledge and understanding and create a documented record of the heritage associated with last 100 years of the Hall as a community building;
- iv Celebrate through displays, events and publications (hardcopy and electronic) the 100 years as a facility supporting the community;
- v Motivate, stimulate and support members of the community to work and learn together on a project of common community interest;
- vi Provide opportunities for volunteers to contribute to their community development and sustainability;
- vii Encourage community use and social enterprise as a result of the outcomes of this project;
- viii Maintain the building in good condition and ensure it is well managed to enable it to fulfil its role as a Community Hub where the recreational, social, learning, cultural and health-related needs of local resident can be met.

F. Needs for the Project

- i **Building Condition Need:** The building survey highlights the priorities associated with the necessary work to conserve and improve the building. We need to:
 - a. take action to erratic condensation, which is damaging the fabric of the building and which is providing an environment supporting mould growth, by improving insulation and heating;
 - b. make the required improvements to building safety by updating the electrical infrastructure and ensuring the floor is level and even;
 - c. improve the 'carbon footprint' by installing insulation and reducing heat loss;
 - d. address environmental health issues and achieve required standards by creating an internal environment that is easy to clean and keep clean;
 - e. restore the heritage value of the building ensuring original features are conserved and original materials used.
- ii **Community Need:** The Parish Hall is the only community facility within the parish and the wider geographical area and as such has a vital role in community well-being and cohesion, providing the only venue for social and recreational activities, community learning, community and community organisation meetings, interest groups activities, and health-related activities.
- iii **Business Need:** To maintain the building as a Community Hub and Heritage Learning Centre it is necessary to income generate by running fund-raising events and activities, and by hiring the hall for a variety of uses. To maximise the opportunity to raise sufficient funds annually, catering facilities are vital asset to the building's business potential and attractiveness as a venue of choice. The conservation and improvement of the kitchen part of the building greatly increases the financial viability of the Hall and therefore the future sustainability of the heritage asset.
- iv **Heritage Record Need:** There is little coherently and systematically documented about the heritage of the Parish Hall and the local community. There are references in different locations e.g. newspaper extracts, historical documents, memories of residents etc. The Worlington Heritage Group have started to collate some information as part of the Worlington Heritage Project. There is more aspects and information available that has come to light partly as a result of the previous Heritage Lottery Project (OH-12-12290 HLF) but falls outside the scope of that project. The need to continue research and recording to extend the local heritage knowledge and database is one driving force for this Heritage Lottery application.
- v **Educational Need:** The local primary school, which is adjacent to the Hall, does not have a school hall and uses the Parish Hall as it would a school hall, for PE and games, 'life skills' drama and music, presentation and performances, assemblies, large meetings e.g. with parents, fund-raising events etc. The Hall is also the only venue available to provide adult/community learning. The kitchen, as an integral part of the building, must be conserved and improved to sustain the Parish Hall as a venue for learning by providing appropriate catering facilities for events such as meetings, celebration assemblies with parents, fund raising, educational talks, interest groups, etc.

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G.Demands for the Project

- i The community have confirmed their support for the Parish Hall as a vital and important facility of our community, and recognise the need to improve the condition of the kitchen area to conserve the building and maximise the potential for its use by the community and hirers. Evidence for this is drawn from:
 - a. Detail responses to the full community consultation for our Parish Plan;
 - b. Response from a full community questionnaire survey specifically designed to inform the Parish Hall business planning;
 - c. Support from the local Parish Council;
 - d. Support from the local Parochial Church Council;
 - e. The community through a community information open events;
 - f. Statements of support from community members and organisations;
 - g. Support for fund-raising by the local community;
 - h. Support by funding organisations that are committed to contributing to this project.
- ii The local Conservation Officer and Planning Authority Lead Planning Officer have confirmed that the conservation of the Parish Hall is an important part of the District Conservation priorities. A statement confirming the support for the conservation and improvement to the area of the building used as the kitchen has been received by the Planning Authority Lead Planning Officer.
- iii North Devon and Torridge Local Plan - Policy ST15: Conserving Heritage Assets – (i) The quality of northern Devon's historic environment will be preserved and enhanced through positive management by:
 - a. Conserving and enhancing the historic dimension of the landscape;
 - b. Conserving and enhancing cultural, built, historic and archaeological features of national and local importance and their settings, including those that are not formally designated;
 - c. Identifying and protecting locally important buildings that contribute to the area's local character and identity;
 - d. Increasing opportunities for access, education and appreciation of all aspects on northern Devon's historic environment, for all sections of the community.

H. Opportunities for the Project

- i There is a 'window of opportunity' to achieve this project based on the following key aspects:
- a. While it is a discrete project itself, it builds on the achievement of a previous heritage project to conserve and improve the main room in the Hall. This resulted in much community support and approval and has generated an enthusiasm and energy to undertake another heritage project which continues to conserve another feature of the building and learn more about the heritage of our community. We wish to maximise, as soon as possible, this energy as a driving force.
 - b. The Trustees of the Parish Hall are fully in support of the project, and have the support of other community organisations, including Parish Council, Parochial Church Council, District Council and County Council.
 - c. A critical number of people living in the community with different and necessary skills and knowledge have confirmed a commitment to engage with the project, as volunteers, to secure its outcomes.
 - d. Active fund-raising is taking place with some funds secured. The opportunity presented by support from Heritage Lottery to enable the project to be implemented is a key opportunity to ensure sufficient funds are available to achieve the project outcomes.

I. Risk Assessment

- i. The project has been risk assessed with the main risks, their consequences, risk impact, management actions and risk management responsibility outlined in the chart below.

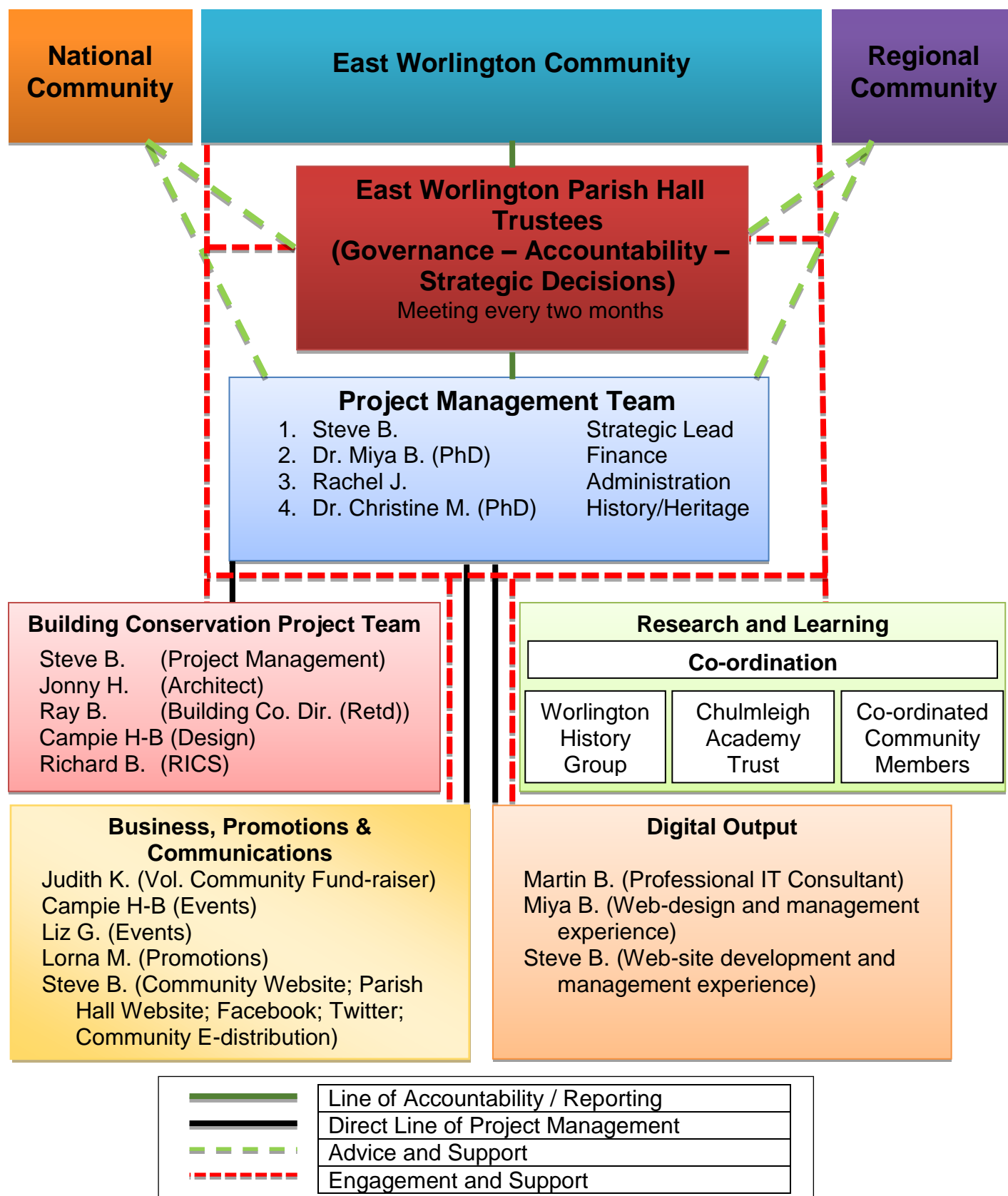
Risk	Consequence	Risk Impact		Management Action	Responsibility
		L	I		
Project Leadership					
No, poor or ineffective project leadership.	The project will fail to get off the ground or start in an uncoordinated way and drift without direction leading to project failure.	Low	High	A strong volunteer project team have already been identified and committed to the project. The project team skills include, strategic leadership; project management; community development; research and heritage project development; building and architectural; administration; financial management; etc.	Trustees
Community					
Community do not support this Heritage project.	The project cannot be implemented	Low	High	The community have already committed to the project and evidenced through a community survey, community information evenings, information displays, etc.	Trustees Project Management Team Project Action Groups
Community support in principle the project but volunteer active engagement is limited.	The implementation of the project is limited to the activities that can be achieved by those willing to engage.	Low	Med.	The project planning is an inclusive community activity and therefore the plan will only include those activities that can be achieved.	Trustees Project Management Team Project Action Groups
Community support in principle the project but do not volunteer any active engagement.	The project cannot be implemented	Low	High	The community have already committed to the project and volunteers have already been engaged. The project plan will only include activities that can be achieved.	Trustees Project Management Team Project Action Groups

Building					
Building is not conserved now or in the near future.	Building falls into disrepair and use of building is significantly reduced or not possible	Low	High	Currently the Heritage Project Management Team and Action Groups are offering the necessary skills and commitment to drive the project forward.	Project Management Team. Conservation, Improvement and Maintenance Action Group
Skills					
The necessary 'employed' skills are not available.	The project cannot be implemented.	Low	High	The skilled crafts and professional people needed to contribute have already being identified.	Project Management Team Project Action Groups
The necessary skills from volunteers are not available.	The project cannot be implemented.	Low	High	Volunteers within the community with the necessary skills have already being identified.	Project Management Team Project Action Groups
Future Sustainability of Building					
The ability to income generate through usage and hiring revenue is compromised	Threatens medium and long term business plan maintenance and running costs	Med	High	Business Plan in place. Promotion and Marketing Plan in place. Promotional materials and methods activated and have impact. Venue of choice resulting from facilities and environment.	Management Committee / Trustees
Funding for Project					
Funds to conserve the hall are not available	The building cannot be conserved or can only be partially maintained and the fabric of the building decays.	Low	High	Active approaches are being taken to secure sufficient funds including our own fund raising and application to grant funders.	Trustees Business and Promotions Action Group
Only part of the necessary funds to conserve the Parish Hall are secured	The Hall immediate maintenance needs can be prioritised. The longer term sustainability of the Hall is threatened. The increased heritage value of the Hall is lost.	Med.	High	Active approaches are being taken to secure sufficient funds including our own fund raising and application to grant funders.	Trustees Business and Promotions Action Group

Heritage					
The heritage project is not implemented.	Significant loss to the potential to invest in conserving and learning from our local, regional and national heritage.	Low	High	Community leadership and determination supports the ambition to achieve the project. Heritage Lottery offer vital support.	Trustees Project Management Team
School / Academy					
School / Academy fail to engage with the project	Reduces the potential and impact of the project especially in relation to children engagement and learning outcomes.	Low	Med.	The School /Academy leadership /teachers have already committed to engage with the Project. School / Academy representation on the Project Management Team. Involve children through the community activities and parental involvement.	Staff at Chulmleigh Academy Trust Worlington History Group

J. Project Management

- i. The following diagram illustrates the management and organisation structure of the Heritage Project.



i. Definitions

a. East Worlington Community

The main stakeholders in the Parish Hall, and therefore this project, are the community of East Worlington Parish and those living within the locality and associate through affiliation see themselves as members of the community. This includes the hamlets of East Worlington, West Worlington and Drayford, people dwelling in adjacent parishes and the children who attend the primary school in East Worlington and the secondary school in Chulmleigh. The Parish Hall is owned by the Parish Council on behalf of the community and is managed by the Parish Hall Management Committee members who are Trustees.

b. National Organisations

National Organisations provide a legal and national strategic framework for the project and offer guidance and advice and some access to grant funding.

c. Regional Organisations

Regional Organisations provide support, advice and strategies that enable the project to be implemented, and some access to grant funding. These include other organisations and groups who have successfully managed similar heritage project.

d. East Worlington Parish Hall Management Committee (Trustees)

Trustees hold accountability for the implementation the Parish Hall constitution and also have a significant strategic role in the parish as a partner organisation with other community organisations, e.g. Parish Council, Parochial Church Council, Chulmleigh Academy Trust (school). The Parish Hall Management Committee is the project commissioners and holds accountability for the implementation and successful achievement of the project

e. The Project Management Team

The Project Management Team consists of representatives that lead on the implementation of the project. The Project Management Team is co-ordinated by one member from the Parish Hall Management Committee who is the Committee's Chairperson and Project Lead Officer. The project team provide key expertise to manage the heritage project, namely, leadership, heritage project, history teaching, financial management, and administration. The role is one which provides co-ordination to the wide range of expertise and skills found within the specific Action Groups.

f. Implementation Structure

The project has four elements to the overall project, known as Action Groups, namely

- i. Building Conservation;
- ii. Research and Learning;
- iii. Digital Output; and
- iv. Business, Promotions and Communications.

The Action Groups provide opportunities for people in the community with a wide range of relevant skills, expertise and experience to engage with and participate in the different activities that contribute to the achievement of this project.

ii. Terms of Reference

a. East Worlington Parish Hall Management Committee / Trustees	
i	To provide strategic direction and accountability for the project.
ii	To agree a project plan
iii	To agree the Risk Register for the project.
iv	To strategically monitor the implementation of the project.
v	To be accountable to the stakeholders for the project.
vi	To act as budget holder for the project
b. Project Management Team	
i	To ensure a project plan is developed.
ii	To manage the implementation of the project plan.
iii	To bring together technical and relevant knowledge and expertise to contribute to the overall effectiveness of the project.
iv	To ensure all legal and strategic processes are followed.
v	To manage the Risk Register for the project.
vi	To make day to day decisions in relation to the implementation of the overall agreed project plan.
vii	To review project progress and provide evaluative reports for the Parish Hall Committee.
viii	To ensure action groups are established and produce their outcomes.
ix	To bring together the different dimensions of the overall project into a coherent whole.
x	To listen and positively respond to the ideas generate by the Action Groups.
c. Building Conservation Project Team	
i	To ensure the development of a Building Conservation Project Plan including specifications.
ii	To contribute the technical expertise necessary to achieve the desired outcomes for the building dimension.
iii	To commission the necessary technical expertise as required.
iv	To liaise with the contractor/s on all aspects of the implementation of the Building Conservation Plan.
v	To bring together the necessary human and skills capacity to support the implementation of the building dimension of the project.

d. Research and Learning	
i	To contribute the technical expertise necessary to achieve the desired outcomes for the research and learning elements.
ii	To produce a project research plan and manage its implementation.
iii	To produce a learning programme for the project and manage its implementation.
iv	To bring together the necessary human and skills capacity to support the implementation of the research and learning elements of the project.
v	To secure co-ordination of all activities within this element.
vi	To generate ideas that contributes to the research and learning element outcomes.
vii	To make decisions that enables and facilitates the development of the research and learning elements.
e. Business, Promotions and Communications	
i	To ensure all interested parties and stakeholders are well-informed about the project in all its different phases and elements.
ii	To actively engage with all media opportunities to promote and celebrate the project.
iii	To utilise information and communications technologies to maximise the breadth, depth and penetration of information-sharing and communication.
iv	To monitor and evaluate the impact of promotions and communications on overall project outcomes.
v	To report to the Project Management Team and the Trustees regularly on actions and impacts.
vi	To maximise opportunities to achieve the medium and long term sustainability of the Hall by contributing to the development and implementation of a Marketing and Promotions Strategy and Business Plan.
f. Digital Output	
i.	To contribute vision and technical experience and expertise.
ii.	To lead on all aspects of the digital output plan.
iii.	To commission work necessary to implement the plan.
iv.	To actively engage with all other aspects of the Heritage Project to embed digital technology as a management, administration, learning and communication tool.
v.	To monitor progress and report to the Project Management Team and Parish Hall Trustees.

K. Heritage Project Groups Membership

Project Management Team	Steve B.; Dr Miya B. (PhD); Rachel J.; Dr Christine M. (PhD)
Building Conservation Project Team	Steve B.; Jonny H; Ray B; Campie H-B
Research and Learning	Co-ordination: Steve B;
	Worlington History Group
	Chulmleigh Academy Trust
	Community Members – Individual research, sharing existing knowledge and evidence, memories
Business, Promotions and Communications	Judith K.; Campie H-B; Liz G.; Lorna M.; Steve B.
Digital Output	Martin B.: Steve B.; Miya B.;

L. Our Heritage Project and Heritage Lottery Outcomes

- i Our heritage project supports the achievement of the following Heritage Lottery Outcomes.
 - A. Better Managed
 - B. In better condition
 - C. Better interpreted and explained
 - D. Identified and recorded
 - E. Develop skills
 - F. Learnt about heritage
 - G. Had an enjoyable experience
 - H. Volunteered time
 - I. More people and wider range of people have engaged with heritage
 - J. Local area/community will be a better place to live, work or visit
 - K. Local economy will be boosted
 - L. Our organisation will be more resilient

M.How the Project will meet the Heritage Lottery Outcomes

Heritage Lottery Outcomes	East Worlington Parish Hall Project	Outcome Measures
Better Managed	<ul style="list-style-type: none"> i. East Worlington Parish Hall is governed by a Committee of Trustees who also act as the Management Committee and had the awareness and vision to initiate this Heritage Project. The Project is having, and will continue to have, the effect of encouraging members of the local community with skills and interest in managing a community venue with high heritage value to volunteer to fill Committee vacancies as they appear. ii. This will have the impact of ensuring the Hall will be Better Managed as a Heritage Learning Centre and Community Hub through the sustainability of a Board of Trustee / Management Committee with the necessary commitment and skills to conserve and manage the Parish Hall as a place of Historical Significance, Heritage Learning and Community importance. iii. This project will contribute to the best practice of Trustee recruitment and induction. 	<ul style="list-style-type: none"> a. The Board of Trustees has full membership and demonstrate a range of skills relevant to the management and sustainability of the Parish Hall as a Heritage Learning Centre and a Community Hub. b. The Parish Hall will be a viable Heritage Learning Centre which is supporting and facilitating learning about local heritage.

In Better Condition	<p>i. East Worlington Parish Hall will be In Better Condition as a direct result of the implementation of the conservation and improvement plan achieved through this project.</p>	<p>a. The conservation and improvement work, a key element of our project, will ensure the Heritage asset is in better condition and more sustainable.</p>
Better interpreted and explained	<p>i. As a result of this project the heritage associated with the last 100 years East Worlington Parish Hall, its role as a Parish Hall will be Better Interpreted and Explained. A range of strategies will be employed, which include: on-line website for access by general public and for learning access for school use; traditional noticeboard/exhibition case of information and artefacts in the Hall; talks; published texts; information sheets.</p>	<p>a. Local community, school pupils and interested people will be able to understand and celebrate the heritage associated with the Parish Hall over the last 100 years.</p>
Identified and recorded	<p>i. The Building has been used as a community building for approximately 100 years and as a Parish Hall since 1920. The research and recording associated with this project will document heritage associated with East Worlington Parish Hall over that period of time. The role of the Hall will be researched and investigated including empirical investigation and desk-top research and recorded using digital technology where possible and archived in the 'cloud' for ease of access in a wide range of locations. Physical evidence and documents will be archived within the Heritage Learning Centre (the hall) and scanned or photographed for saving in electronic format.</p>	<p>a. We will have created a well-researched hardcopy and electronic archive providing evidence and information of interest about the role of East Worlington Parish Hall in contributing to the community.</p>

	<ul style="list-style-type: none"> ii. The information Identified and Recorded will include the architecture, archaeology and evolution of the Hall; a historical timeline, photographic record. 	
Develop Skills	<ul style="list-style-type: none"> i. Our project will facilitate the learning and further development of a range of skills amongst the project teams and project benefactors. ii. Develop Skills include: a better understand and application of conservation skills in the maintenance and sustainability of buildings; research and investigation skills; digital technology skills; building techniques and skills; communication and presentation skills. 	<ul style="list-style-type: none"> a. Project members will be able to demonstrate research, investigation information technology and presentation skills as a result of their work on the project.
Learnt about heritage	<ul style="list-style-type: none"> i. Our project provides opportunities for members of the community who are project members, school children, community members and interested members of the general public to develop their knowledge and understanding of heritage associated with the Parish Hall over the last 100 years (approx.) Learnt About Heritage. 	<ul style="list-style-type: none"> a. As a result of our project members will have a deeper understanding of the heritage associated with East Worlington Parish Hall and be able to demonstrate this through the production of learning materials and resources and articulate this learning in presentations. b. The wider community will have an increased awareness and knowledge and understanding of the heritage and culture associated with East Worlington Parish Hall.

<p>Had an enjoyable experience</p>	<p>i. The project teams are highly motivated and demonstrate enjoyment and satisfaction in engaging with the project. Our aim to provide opportunities for volunteers to engage will encourage ownership of the project. There will be easy to access learning through the range of electronic, hard copy and first hand learning experiences and there will be a project culture that will ensure project members engaged in the project and beneficiaries Had an Enjoyable Experience.</p>	<p>a. All Project Teams / Action Groups will report an enjoyable experience as a result of engaging with other members of the community; contributing to community pride; learning new skills and information; and preserving a significant local heritage asset.</p> <p>b. People who access the learning activities will evaluate the enjoyment of the experience as at least good with a high proportion as excellent.</p>
<p>Volunteered time</p>	<p>i. Our project is based on the engagement and commitment of volunteers, The Trustee and Management Committee, Project Management Team, and members of the project Action Groups (research, learning, conservation, business, publicity and communications and digital output) are all volunteers and have had an impact on the project design and implementation. Through Volunteered Time we access the range skills, talents and interests of local residents all contributing to the overall achievement of the project.</p>	<p>a. Trustees are all volunteers</p> <p>b. Project members in the different Action Groups are all volunteers</p> <p>c. Community support to contribute to the conservation work are volunteers.</p> <p>d. On-going publicity and communication is by community volunteers</p> <p>e. Organising talks and learning activities are by volunteers</p>

<p>More people and wider range of people have engaged with heritage</p>	<p>i. The heritage value of the Parish Hall will be greatly enhanced through the project. More people and wider range of people have engaged with heritage by involving the community throughout the project, including a community survey; community open consultation events; community volunteers offering skills, talents, time and commitments. Part of the project design engages wider range of community members within the research and interpretation dimensions especially in the exploration of the evolution of the building as a Parish Hall. The learning activities and digital output provision will contribute to a wider audience than before the project.</p>	<ul style="list-style-type: none"> a. 13 Trustees will have engaged with the Heritage Project b. At least 18 members of the Project Action Groups will have engaged with the Heritage Project c. 30 members of the community will have actively engaged in the research or as volunteers in the planning and implementation of the conservation and learning activities. d. 50 primary school pupils and 100 secondary school pupils will have engaged in the research and learning aspects of the project. e. 100 people will have accessed learning events and presentation offered through the project. f. 50 people who have not previously visited the Hall and Community will visit for interest and learning. g. Through digital outputs specifically designed for pupils, schools both nationally and internationally will be able to access learning about the Heritage associated with the Parish Hall. h. Through digital output using website and social media locations the general public will be able to access learning about the heritage associated with the Parish Hall
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<p>Local area/community will be a better place to live, work or visit</p>	<ul style="list-style-type: none"> i. The Local Area/Community Will Be a Better Place to Live, Work or Visit as our project will improve the heritage value of the building and its attractiveness as a facility supporting the community. and ensure the internal environment is conducive for an enjoyable experience by visitors and users. ii. As confirmed in our Community Survey, the local community value the building as part of the local environment and their aspirations suggest that the project will increase their ownership and pride for the Hall and its heritage value. 	<ul style="list-style-type: none"> a. Evaluation will confirm that the conservation of the hall and the community focus on learning about our community heritage has had a positive impact on the living experiences and attitudes of people living within the community. b. Community pride will be enhanced with reports gains in community cohesion
<p>Local economy will be boosted</p>	<ul style="list-style-type: none"> i. The project is based in a rural community with the main economy based on farming. The Local Economy Will Be Boosted due to the increased business potential of the Hall with improved facilities. ii. This completed project supports the increased business potential and social enterprise of the Hall as a venue for hire for events and activities requiring a historic, atmospheric setting and catering. e.g weddings, celebrations etc. 	<ul style="list-style-type: none"> a. Increased advertising and promotional activities are increasing the business viability of the Hall and therefore its sustainability. b. The Hall is being used in support of activities linked to the adjacent church e.g weddings, christenings, funerals, fund-raising, etc. c. The Hall offering catering facilities will be providing events that increase income generation and therefore boost the economy which in turn adds to the sustainability of the Hall (and the wider community).

<p>Our organisation will be more resilient</p>	<ul style="list-style-type: none"> i. The project will have the effect of providing a heritage focus for the local community and with continued strong community support helps to strengthen the sustainability of the Parish Hall ii. Our Organisation Will Be More Resilient in as the recruitment, retention, induction and support for Trustee / Management Committee will be based good practice and ensure there are appropriate skills, interest and commitments to conserve and sustain the Hall as a place of Heritage value. 	<ul style="list-style-type: none"> a. The project will considerably improve the Parish Hall's condition and facilities making a significant contribution to its future business potential and a venue of choice for hire and use. b. The heritage focus on the Parish Hall will result in strengthening the Trustees by encouraging a wider range of people with necessary skills to sustain the asset. c. The project will have stimulated significant interest in local heritage and as a result a Worlington History Group, Chulmleigh Academy Trust and the local community generally will appreciate the value of the Hall and actively maintain it beyond the life of the project.
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N. Digital Output

- i. The project design and implementation uses digital technology in a number of ways, as follows:
 - a. All research evidence will be digitised when possible, for example, digital copies and scanned documents, photographs, sound recordings of interviews, video evidence.
 - b. A research archive will store and catalogue all research findings and the archive will be located in the 'cloud' for access from any internet location.
 - c. Digital content stored using open standards, formats reviewed and whenever necessary updated on a regular basis (no more than 3 years apart).
 - d. The Worlington Heritage website will provide the facility to share the research and learning associated with the project.
 - e. The use of open source content management system will enable individuals within the community to maintain and update the pages.
 - f. Community created content copyright free wherever possible.
 - g. All web site source material and other archived information stored in the cloud.
 - h. Content supports access for disabled users (screen readers etc.).
 - i. Make digital information easily accessible to schools and individual children for unrestricted use in their own projects and learning activities.
 - j. Twitter feed for community news and events.
 - k. The project and the outcomes of the project will be well publicised using a variety of websites including the newly developed Worlington Heritage website and the East and West Worlington Community Website, East Worlington Parish Hall Website, East and West Worlington Community Facebook page, East Worlington Parish Hall Facebook page, East Worlington Parish Hall Heritage twitter account, East Worlington Heritage Project Blog.

O. Monitoring, Evaluation, Recording and Reporting

- i. **Recording:** The following methods and strategies will be employed to record the project.
 - a. A diary of the project will be maintained.
 - b. Photographic evidence of stages of the project.
 - c. Video evidence (as appropriate) of the project in action.
 - d. Minutes of meetings will be maintained.
- ii. **Reporting:**
 - a. The building and conservation project action group will report to the Project Management Team and the Trustees.
 - b. The Project Strategic Lead will provide a report to the Board of Trustees at each Board meeting.
 - c. The Board of Trustees will keep the local community and broad public through published minutes of meetings, and Parish Hall newsletters and website.
 - d. A Report will be provided for grant funders as required by the funder.
 - e. A project report will be produced on the completion of the project and published.
- iii. **Monitoring:** The main monitoring structure will be the project plan.
 - a. The Project Strategic Lead will hold responsibility for the implementation of the overall project
 - b. The Conservation Project Manager will have day to day responsibility for the building and conservation element of the project and will monitor the quality and pace of the conservation work on a daily basis.
 - c. The Conservation Project Manager will have daily communications with the main contractor to ensure the project plan is followed and necessary decisions made.
 - d. The Conservation Project Manager will meet with the Project Strategic Lead (Chair of Trustees) on a weekly basis to monitor progress.
 - e. The Project Management Team will monitor the progress of the sub-groups - Building Conservation; Research and Learning Action; Business, Promotions and Communications Action; and Digital Output Action on a monthly basis.
 - f. The Board of Trustees will monitor the progress of the project at each of their Board meetings.
- iv. **Evaluation:** Evaluation will provide evidence as to the extent the project achieves its aims.
 - a. The extent to which the building conservation work achieves the vision and specifications of the project.
 - b. The building is in good condition and better fulfils its function within the community and as a community resource is better placed to generate income to achieve financial self-sustainability.
 - c. The number of volunteers that engage in the project and assessment of their levels of motivation and interest.
 - d. The number of hits on our Heritage Website.
 - e. The increased number of visitors to and users of the Hall with their comments.
 - f. The increase in the knowledge and skills of people involved in the project and the workshops and learning events.

P. Supporting Documents

- i. Building Conditions Report: Schedule of Condition of East Worlington Parish Hall (Burn Property Services – Chartered Building Surveyors)
- ii. Business Plan 2014 – 2019 (East Worlington Parish Hall Trustees)
- iii. Community Survey Report (East Worlington Parish Hall Trustees)
- iv. Archaeologist Report (SWARCH)
- v. Building and Conservation Work Tender Document
- vi. Asbestos Survey and Report (Asbestos Management Specialist Ltd)
- vii. Conservation Architect Report (S. J. Percival MRICS – Building Conservation Services)
- viii. Conservation Policy and Plan (East Worlington Parish Hall Trustees)
- ix. Maintenance Policy and Schedule (East Worlington Parish Hall Trustees)
- x. Listed Building Planning Consent
- xi. Annual Accounts 2015/2016
- xii. Photographs
- xiii. Supporting Letters:
 - a. North Devon Council, Lead Planning Officer, Strategic Planning and Development
 - b. East Worlington Parish Council
 - c. Worlington Heritage Group
 - d. Chulmleigh Academy Trust
 - e. Statements from Local Residents

Q. Heritage Project Part 2: Activities Programme (in Excel)



- i. The Activities Plan is detailed on Project Plan Part 2 (in Excel)
 - a. Sheet 1 shows activities by element
 - b. Sheet 2 shows activities in chronological order




R. Heritage Project Part 3: HLF Outcomes/Project Cost Details/Project Budget Summary/Timeline (in Excel)

- i. Project Plan Part 3 (in Excel) shows different sheets with:
 - a. HLF Outcomes
 - b. Project Costs
 - c. Budget Summary
 - d. Timeline Chart

S. Photographs

- i. The following photographs and their descriptions provide an insight into the conservation and improvement needs at the Parish Hall (JPEG photographs are attached to the application as separate files).

1		West Elevation (front of Hall). External view of original lean-to store attached to barn. Built of stone and lime rendered. The building was converted to a kitchen area when the barn was converted to a Parish Hall.
2		North Elevation. External view of building, now kitchen, showing a single skinned solid wall built when barn converted to Hall to form an enclosed internal area. Single glazed window in wall. Single glazed roof light in roof. All features leading to poor insulation properties creating heat loss and high levels of damaging condensation. Roof showing concrete tiles added to building following the original slates being blown off during the high winds of 1987. Need to conserve to original materials.
3		North Elevation. External view showing the external door constructed of single boards with a cross and brace structure internally. Door is poorly fitting leaving many gaps and allowing significant heat loss. Some existing repairs to bottom of door. Other double door is access to self-contained store and not internal to kitchen.

4		<p>North Elevation. Internal view of external door showing construction. Door is poorly fitting leaving many gaps and allowing significant heat loss. Some existing repairs to bottom of door. Need to replace door with higher value insulation properties and air tight fitting to stop heat loss.</p>
5		<p>Internal view showing the single skinned wooden partition wall between the main hall and the kitchen area, the cupboard with wooden worktop and the serving hatch. The structure and materials makes cleaning very difficult cause environmental health issues and does not meet modern requirements. The floor is of concrete construction overlaid with a vinyl covering. It is extremely uneven and not level between external door and internal door creating health and safety issue.</p>
6		<p>Internal view of door between kitchen area and main hall. Electrical infrastructure and fittings need to be modernised to achieve modern requirements including reduction of fire risk and adequate power and lighting provision.</p>