



OH-12-12290 HLF
EAST WORLINGTON HERITAGE
PROJECT

PART 1

**CONSERVE & RESEARCH EAST
WORLINGTON PARISH HALL, A
CONVERTED C17TH COB &
THATCHED TITHE BARN PROJECT**

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A. Vision

- i. Our vision is to create a Heritage Hub by conserving East Worlington Parish Hall, which is a converted Grade II listed Tythe Barn dating from the 17th Century, as a significant artefact of our local and national history, with public access, from which the community and beyond can develop a deeper understanding of our cultural heritage and at the same time enabling the building to provide community facilities, as a Community Hub, for learning, recreational, social, health and community infrastructural purposes.

B. Project 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 North Of East Worlington House, Grade II; and the Parish Hall itself.
- 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 including St Mary's Church, West Worlington
- 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, there were settlements within the same geographical area of the parish, 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 Worlington around the end of C15th.
- ix. 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.
- x. East Worlington House was formerly the rectory for the parish of East Worlington and the tithe barn was 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.

C. Our Heritage Project Aims

Our heritage project will:

- i Conserve, improve and better utilise the East Worlington Parish Hall, the hall itself being a functioning artefact of our community's heritage and culture;
- ii Motivate, stimulate and support members of the community to work and learn together on a project of common community interest;
- iii Develop further knowledge and understanding and create a documented record of our community's heritage;
- iv Provide opportunities for volunteers to contribute to their community development and sustainability
- v Create a heritage learning hub: the building itself is an artefact with public access; a exhibition of community heritage on display; access to learning resources both paper and electronic; location for heritage learning through talks, heritage events etc.; a starting point for community learning activities and walks;
- vi Support local economy by encouraging and providing other facilities for visitors and social enterprise (e.g. B&B; Event Organisation and Catering);
- vii Maintain the building in good condition and 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.
- viii Enable a community resource to generate income to achieve financial self-sustainability.

D. Needs for the Project

- i The building survey highlighted the priorities associated with the necessary work to make the required improvements to building safety. This included the removal of the asbestos based ceiling and restoration, conservation and maintenance of the building, including timber work and thatch.
- ii We are advised that if this work is not undertaken in the near future greater deterioration would add to the expenses of restoration and ultimately the loss of a rare example of a heritage building.
- iii The English Heritage Grade II Listing provides evidence that the Parish Hall is an interesting heritage location and this can be enhanced by exposing the original roof timbers (now hidden by C20th asbestos-based ceiling) and exposing the old barn door internally.
- iv The function of the building is a parish hall, within an isolated rural Devon community. It has an essential role in supporting community well-being, cohesion, and development as there is no other local facility. The condition and maintenance of the building is vitally important for community use now and for future generations.
- v The need generated by the local school that utilise the hall as a teaching and learning area.

E. 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 its condition and sustainability both as a community hub and as a significant element of our local heritage. 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 event
 - f. Monies received towards this project from Devon County Council
 - g. Monies received from the Friends of West Worlington Trust
- ii The local conservation officer and planning officer have confirmed that the conservation of the Parish Hall is an important part of the District conservation priority.
- iii North Devon and Torridge local Plan (January 2013 – Consultation Draft) Meets policy ST12: Conserving Heritage Assets – (i) The quality of northern Devon’s historic environment will be preserved and enhanced through positive management:
 - a. Conserving and enhancing the historic dimension of the landscape;
 - b. Conserving and enhancing cultural, built, historic and archaeological features of national local importance and their settings;
 - 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.

F. Opportunities for the Project

- i A critical number of people living in the community with different and necessary skills and knowledge have come together with the common purpose of conserving the Parish Hall and researching and learning more about the its heritage and its place in local history. All are volunteers and have sufficient available time to commit to the project and form the core of the project management team. This provides an opportunity to undertake this project and ensure that the Hall is conserved for generations to come.
- ii The Trustees of the Parish Hall are fully in support of the project, some trustees being members of the Project Management Team.
- iii The opportunity presented by support from Heritage Lottery to enable the project to be implemented.

G.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, building surveying and architectural, administration, financial management, etc.	Trustees

Community					
Community do not support the overall 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 evening, information display, etc.	Trustees Project Management Team
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
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

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 are offering the necessary skills and commitment to drive the project forward.	Project Management Team RB SB

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 SB RB
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

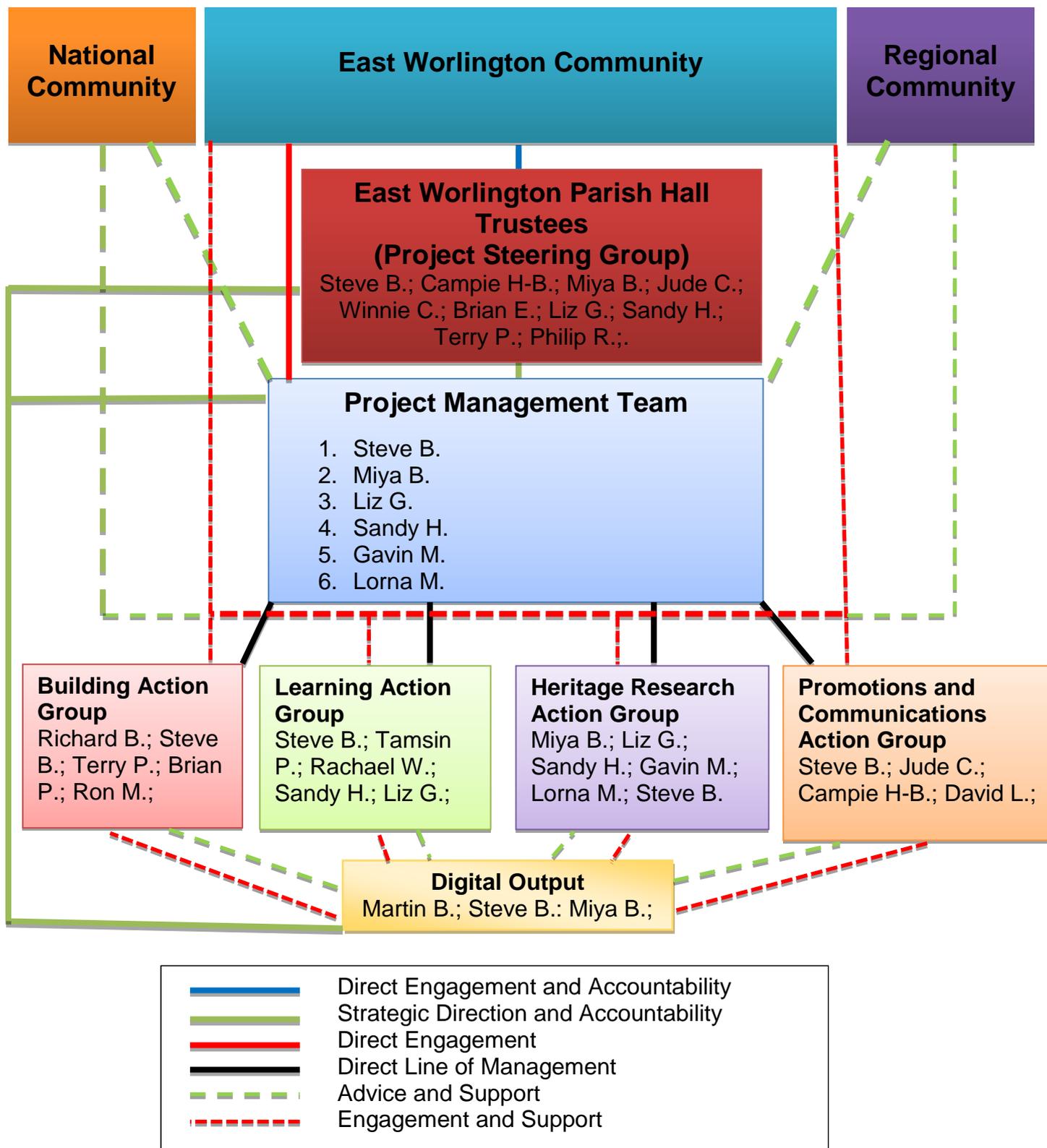
Funding					
Funds to conserve the hall is not available	The building cannot be conserved or can only be partially maintained and fabric of the building decays.	Low	High	Active approaches are being taken to secure sufficient funds including our own fund raising and application to grant funders.	SB
Only 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.	SB

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.	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.	SB TP

H. 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 Parish of East Worlington which includes the hamlets of East Worlington and West Worlington including the children who attend the school. 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 role as a partner organisation with other organisations in the community. The Parish Hall Management Committee is the project commissioners and forms the Project Steering Group.

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 overall consists of people with the relevant expertise from the East Worlington and West Worlington communities.

f. Action Groups

The project has four action groups, namely Building, Learning, Heritage and Promotions and Communications. Each group is led by one member of the Project Management Team. The Action Groups provide opportunities for people in the community 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

- 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 Action Group

- i To contribute the technical expertise necessary to achieve the desired outcomes for the building dimension.
- ii To bring together the necessary human and skills capacity to support the implementation of the building dimension of the project.

d. Learning Action Group

- i To contribute the technical expertise necessary to achieve the desired outcomes for the learning dimension.
- ii To produce a learning programme for the project and manage its implementation
- iii To bring together the necessary human and skills capacity to support the implementation of the learning dimension for the project.
- iv To generate ideas that contributes to the overall project and learning dimension outcomes.
- v To make decisions that enables and facilitates the development of the learning dimension.

e. Heritage Research Action Group

- i To contribute the technical expertise necessary to achieve the desired outcomes for the heritage dimension.
- ii To produce a heritage programme for the project and manage its implementation
- iii To bring together the necessary human and skills capacity to support the implementation of the heritage dimension of the project.
- iv To generate ideas that contribute to the overall project and learning dimension outcomes
- v To make decisions that enables and facilitates the development of the heritage dimension.

f. Promotions and Communications Action Group

- 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 Group and the Steering Group regularly on actions and impacts

g. 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.

I. Heritage Project Groups Membership

Project Management Team	Steve B.; Miya B.; Liz G.; Sandy H.; Gavin M. Lorna M.;
Building Action Group	Richard B.; Steve B.; Terry P.; Brian P.; Ron M.;
Learning Action Group	Steve B.; Tamsin P.; Rachael W.; Sandy H.; Liz G.;
Heritage Research Action Group	Miya B.; Liz G.; Sandy H.; Gavin M.; Lorna M; Steve B.;
Promotions and Communications Action Group	Steve B; Campie H-B; Jude C; David L;
Digital Output	Martin B.: Steve B.; Miya B.;

J. 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

J. 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 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. 	<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 Hub and a Community Hub. b. The Parish Hall will be a Heritage Hub which is supporting and facilitating learning about local heritage.
In Better Condition	<ul style="list-style-type: none"> i. East Worlington Parish Hall will be In Better Condition as a result of the implementation of the conservation and improvement plan achieved through this project. 	<ul style="list-style-type: none"> a. The conservation work, a key element of our project will ensure the Heritage asset is in better condition.
Better interpreted and explained	<ul style="list-style-type: none"> i. As a result of this project the heritage associated with East Worlington Parish Hall and its local context will be Better Interpreted And Explained through a range of strategies which include: on-line website for access by general public and for learning access for schools use; traditional noticeboard/exhibition case of information and artefacts in the Hall; published texts; 	<ul style="list-style-type: none"> a. Local community, school pupils and interested people will be able to understand the heritage, environment and culture associated with East Worlington and have first-hand access through visits, access to hardcopy documentation and

	information sheets; app supporting village historic tour; video screen with rolling storyline of the Hall and its architecture; information talks to various groups.	artefacts and electronic access to clearly presented information.
Identified and recorded	<ul style="list-style-type: none"> i. The heritage associated with East Worlington Parish Hall and its immediate environment, including, buildings, people and events will have been thoroughly 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 Hub (the hall) and scanned or photographed for saving in electronic format. ii. The information Identified And Recorded will include the architecture, archaeology and evolution of the Hall; the evolution of the community through a better understand of the historical timeline and importance of local buildings; employment over time; population changes; education; transport infrastructure; the church's role in the community; health; recorded accounts of the living memory of local inhabitants; and local events of significance, e.g. a murder in 1823. 	<ul style="list-style-type: none"> a. We will have created a well-researched hardcopy and electronic archive providing evidence and information of interest about the heritage of East Worlington Parish Hall and the local environment / community.
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 team 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; the skills of constructing cob walls, lime plastering, thatching and joinery; 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. b. Benefactors of the building skills workshops will have developed cob walling, thatching, lime plastering and timber construction skills.

<p>Learnt about heritage</p>	<p>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 and local environment and community thereby maximising the potential for Learnt About Heritage</p>	<p>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.</p> <p>b. The wider community will have an increased awareness and knowledge and understanding of the heritage and culture associated with East Worlington.</p>
<p>Had an enjoyable experience</p>	<p>i. The project team is highly motivated and enjoying engaging with the project. Our aim to provide easy to access learning through the range of electronic, hard copy and first hand learning experiences and to have a sharp focus on customer service will ensure project members engaged in the project and beneficiaries Had an Enjoyable Experience</p>	<p>a. All Project Team / Action Group 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, the building conservation project manager, and members of the project groups (research, learning, building, and publicity and communications) are all volunteers and have had an</p>	<p>a. 12 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>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>d. On-going publicity and communication is by community volunteers 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 dwelling, population and employment. The learning activities and digital output provision will contribute to a wider audience than before the project.</p>	<p>a. 11 Trustees will have engaged with the Heritage Project b. 16 members of the Project Action Groups will have engaged with the Heritage Project c. 40 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 will have engaged in the research and learning aspects of the project. e. 150 people will have accessed workshops and learning presentation offered through the project. f. 100 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 of a Devon community. h. Through digital output using website and social media locations the general public will be able to access</p>

		learning about the heritage of a Devon community
Local area/community will be a better place to live, work or visit	<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 internal attractiveness 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
Local economy will be boosted	<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 as a small number of bed and breakfast venues are becoming established and it is intended that this project will encourage more visitors to the area requiring short stay accommodation. One activity in the project integrates the heritage of the area with local accommodation to offer interest short-breaks based on the heritage of the local area. The completed conservation of the Parish Hall also provides a venue for hire for events and activities requiring a historic and atmospheric setting e.g weddings, celebrations etc. 	<ul style="list-style-type: none"> a. A local B&B will organise 6 Heritage weekends in 2017 and build business into the future b. Further investigation into social enterprise organisations will contribute to the establishments of a community enterprise group based on utilising the potential of the Parish Hall and local environment, e.g. organise 4 specific events / function (e.g. birthday celebration event, wedding reception event, musical event, drama presentation event) that bring business to the Parish Hall
Our organisation will be more resilient	<ul style="list-style-type: none"> i. The project will have the effect of providing a heritage focus for the local community which helps to strengthen the sustainability of the Parish Hall in a number of ways. ii. Our Organisation Will Be More Resilient in the 	<ul style="list-style-type: none"> a. The project will considerably improve the Parish Hall's internal condition making a significant contribution to its future business potential and a venue of choice for hire and use.

	<p>refocussing of the Trustees and their future recruitment and retention based on skills, interest and commitments to conserve and sustain the Hall as a place of Heritage value.</p>	<ul style="list-style-type: none"> 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 local Worlington Heritage Interest Group will be formed, continuing on from the work of the Projects Action Groups, actively maintaining the ongoing post-project conservation, research and learning activities.
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K. Digital Output

- i. The project design and implementation uses digital technology in a number of ways.
 - a. All research evidence will be digitised when possible, for example, digital copies and scanned documents, photographs, sound recordings of interviews, video evidence through webcam.
 - 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. A dedicated Worlington Heritage website will present community information including both historical research, village hall construction and current events. Use open source content management system to host web site pages configured to allow individuals within the community to maintain and update the pages. Community created content copyright free wherever possible
 - e. All web site source material and other archived information stored in the cloud
 - f. Content supports access for disabled users (screen readers etc.)
 - g. Audio dairy of interviews with village residents recalling past events – accessed via web site
 - h. Interactive map on web site linking to audio diary and other information
 - 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. Applied apps - Self guided walk around village app (IOS/Android) using GPS to trigger information and instructions: two forms one for adults, one for children
 - l. Video screen in hall with rolling storyline of hall history and construction: cob walling, lime plaster, oak beams with pegged tenon joints, and thatched roof
 - m. The project and the outcomes of the project, i.e. the Heritage Hub will be well publicised using a variety of websites including the newly developed Heritage website developed as part of this project and the already existing 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.

L. 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 of the project in action
 - d. Minutes of meetings will be maintained
- ii. **Reporting.**
 - a. The building and conservation project manager will report
 - b. The Project Manager will write a progress report monthly for the Board of Trustees.
 - c. The Project Strategic Lead will provide a report to the Board of Trustees at each Board meeting.
 - d. The Board of Trustees will keep the local community and broad public through published minutes of meetings, and Parish Hall newsletters and website.
 - e. A Report will be provided for grant funders as required by the funder.
 - f. 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 Building 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 Building Project Manager will have daily communications with the main contractor to ensure the project plan is followed and necessary decisions made.
 - d. The Building 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 and Conservation Group; Learning Action Group; Heritage Research Action Group Promotions and Communications Action Group 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 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.
 - g. The extent to which a heritage learning hub is achieved: the building itself is an artefact with public access; a exhibition of community heritage on display; access to learning resources both paper and electronic; location for heritage learning through talks, heritage events etc.; a starting point for community learning activities and walks.
 - h. The extent to which local businesses (B&B) confirm they have benefited from an increase in visitors as a result of the Heritage Programme.

M. Supporting Documents

- i. Internal Environment Report 2011 (Richard Boxall MSc MRICS Chartered Building Surveyor) September 2011
- ii. Maintenance Schedule 2011 (Richard Boxall MSc MRICS Chartered Building Surveyor) September 2011
- iii. Business Plan 2011 – 2015 (East Worlington Parish Hall Trustees) May 2011
- iv. Community Survey Report (East Worlington Parish Hall Trustees) March 2012
- v. Archaeologist Report (SWARCH) Feb 2013
- vi. Building and Conservation Work Tender Document (Burn Property Services – Chartered Building Surveyors) June 2013
- vii. Asbestos Survey and Report (Asbestos Management Specialist Ltd) September 2013
- viii. Building Conditions Report: Schedule of Condition / Maintenance of East Worlington Parish Hall (Burn Property Services – Chartered Building Surveyors) April 2014
- ix. Conservation Architect Report (S. J. Percival MRICS – Building Conservation Services) June 2014
- x. Conservation Policy and Plan (East Worlington Parish Hall Trustees) July 2014
- xi. Revised Business Plan 2014 – 2019 (East Worlington Parish Hall Trustees) July 2014
- xii. Maintenance Policy and Schedule (East Worlington Parish Hall Trustees) July 2014
- xiii. Consents
 - a. Listed Building Planning Consent
 - b. Building Control Approval
 - c. District Conservation Officer Approval
- xiv. Supporting Letters:
 - a. North Devon District Council Planning Officer
 - b. SWARCH Archaeologist
 - c. East Worlington Parish Council
 - d. Worlington Parochial Church Council
 - e. Chulmleigh Academy Trust
 - f. Statements from Local Residents

N. Heritage Project Activities Programme

- i. The Project Activities are structured in categories. The categories are
 - a. Management and Governance
 - b. Capital Work - Building Conservation
 - c. Research, Investigation and Interpretation
 - d. Learning Materials and Resources
 - e. Learning as Part of the Project
 - f. School Engagement with the Past
 - g. Learning in the Hall
 - h. Learning in the Community
 - i. Digital Outputs
- ii. See separate Heritage Project Plan Part 2 Activities document for specific details about each activity