



Second Round Application

Summary

Name of your organisation

South Ribble Borough Council

Project title

In no more than 15 words, please choose a title which you think best describes your project. This will be seen externally, on our website and by our decision makers so please ensure that you choose a title that you are happy for a wide range of people to see.

Restoration and Improvement of Hurst Grange Park Coach House

Reference number

HG-18-01967

Date received

14/11/2019

Project summary

In no more than 150 words, summarise your project. We will use this text to tell people about your project, including our decision takers.

The project will regenerate Hurst Grange Coach House, a locally important historic building within Hurst Grange Park, Penwortham, originally built in the 1850s as part of the Hurst Grange estate. The building's front elevation, currently disfigured by a 1960's depot garage, will be restored and the historic fabric repaired. The building's interior, currently closed to public access, will be improved to provide a local heritage and visitor centre interpreting both the built heritage of the former estate and wider area of Penwortham and the natural heritage of the ponds and meadows (designated as a Biological Heritage Site) in the southern half of the park. The building will also provide toilet and café facilities with a wildlife friendly sensory garden and the local community engaged at every stage through a range of volunteering opportunities and an activities and events programme.

Section one: Your organisation**1a Address of your organisation:**

Address line 1	Civic Centre
Address line 2	West Paddock
Address line 3	Preston
Town / city	Leyland
County	Lancashire
Postcode	PR25 1DH

1b Is the address of your project the same as the address in 1a?

No

Enter the address of your project. Please use the post code look up button to find your address so that the Local Authority and Constituency information is generated in the boxes below.

Address line 1	Hurst Grange Coach House, Hurst Grange Park, Penwortham
Address line 2	Hill Road
Address line 3	Penwortham
Town / city	PRESTON
County	
Postcode	PR1 9XH

Local Authority within which the project will take place

South Ribble

Constituency within which the project will take place

South Ribble

1c Details of main contact person**Name**

Greg Clark

Position

Senior Parks Technical Officer

Is the address of the main contact person the same as the address in 1a?

No

Enter the address of the main contact person:

Address line 1 South Ribble Borough Council
Address line 2 81 Bison Place
Address line 3 Moss Side Industrial Estate
Town / city LEYLAND
County
Postcode PR26 7QR

Daytime phone number, including area code

01772 625561

Alternative phone number

07966998506

Email address

gclark@southribble.gov.uk

1d Describe your organisation's main purpose and regular activities

South Ribble Borough Council is a second tier local authority with 50 elected members within the central area of Lancashire. Main services include development control, waste collection, management and maintenance of parks and open spaces, environmental health and council tax/benefits payment administration.

How many people does your organisation employ?

250

1e The legal status of your organisation**Please select one of the following:**

Local authority

If your organisation is any of the following, please provide the information shown.

Company - give registration number

Registered Charity in England, Scotland or Wales - give registration number

Charity recognised by HM Revenue and Customs in Northern Ireland - give reference number

1f Has your organisation undertaken a similar project in size and scope in the last 5 years?

Yes

Please provide brief details

The council has managed a range of complex projects over the last five years. Worden Park in Leyland, a Grade 2 listed park and garden containing a range of listed buildings, has received a range of improvements over the last 5 years including the remodelling and improvement of the main car park and entrance, reconstruction of the vine house within the historic walled garden and other building restoration works including the refurbishment of the historic conservatory within the park's formal gardens. The council has involved the park's Friends Group and other partners in these projects and has spent in the region of £650,000.

1g Will your project be delivered by a partnership?

Yes

Who are your partners? Please provide a named contact from each organisation

The Friends of Hurst Grange Park - Andrew Allen

1h Are you VAT registered?

Yes

Please provide your VAT number

155673348

Section two: The heritage

In this section, tell us about the heritage your project focuses on and why it is valued.

2a What is the heritage your project focuses on?

Hurst Grange was created as the estate of a Lancashire judge who built the large house and laid out the landscaped parkland in 1850. At this time Penwortham was attracting many wealthy residents preferring to live in rural settings away from the smoke, noise and bustle of the rapidly industrialising town of Preston and led to construction of many genteel high quality residences which continue to contribute to the area's character today.

Hurst Grange Coach House

The Coach House was built to the north west of the main residence and housed the estate's coach, stables and accommodation for estate workers. Being located adjacent to the main house and very visible meant the Coach House's front façade had an attractive architectural design to compliment that of the house.

The estate became a public park in 1938 and although the Grange was demolished at this time, the Coach House and Gate Lodge were retained.

Today the Coach House remains largely in its original form on the exterior, albeit in a deteriorated condition, with the once attractive front façade now partly obscured by a 1960s depot garage extension. The interior is little more than a shell, used mainly for storage by the park's Friends Group, with other activities severely restricted by interior conditions/limited facilities.

The Coach House appears on the Penwortham List of important local historic buildings, along with the gate lodge (now privately owned) as a reminder of the former grand estate and early development of Penwortham.

The Coach House is much loved by the local community, demonstrated by the consultation feedback, support for the Friends Group's fund raising efforts including 'Buy a Brick' campaigns, sales of the book 'A History of Hurst Grange Park' and attendance at park events that has raised over £17,000 towards the project.

Hurst Grange Park Biological Heritage Site

In addition to the built heritage, the park also includes a valuable example of the area's natural heritage. The park's southern area is designated as a Biological Heritage Site (BHS), the most important non-statutory wildlife sites in Lancashire designated by Lancashire County Council. BHS contain valuable habitats forming an irreplaceable part of our environment and are a major part of the strategy to conserve the biological richness of the county.

The Hurst Grange BHS is specifically for the grassland, which as a result of being maintained as unimproved pasture for many years now supports a wide range of wildflower species. 5 ponds in the BHS area are also mentioned for their wildlife benefit, being managed at 5 different stages of natural succession from open water to almost fully vegetated.

The BHS area of the park is not only an important informal recreational greenspace for the local community but is also the subject of formal studies by students studying ecology at the local university and also informal studies, for example of the site's dragonfly species, by local experts. The site has demonstrated great scope for educational visits by schools currently limited by the lack of on-site facilities.

The Heritage of Penwortham

Beyond the park, the township of Penwortham has a rich and varied heritage ranging from the Norman Castle Mott and Benedictine Mediaeval Priory to the 19th century home of John Horrocks, the founder of the textile empire. The project will interpret this heritage within a heritage based visitor centre.

The first historic reference to the parish of Penwortham is a detailed entry in the Domesday Survey of 1086 probably because of the Castle and a Royal Manor. Penwortham includes 13 buildings on the Historic England's List plus 20 buildings on the Penwortham List and 3 Conservation Areas, one of which includes the

township workhouse of 1796. St Mary's church has part of the building dating back to the 14th and 15th centuries and stands on an ancient ecclesiastical site, thought to be formally the bailey to the Castle Mott.

The local community shows great interest in Penwortham's history with guided walks in the past often being oversubscribed and books about Penwortham's historic buildings also proving very popular. There are opportunities to further interpret this local heritage and engage a broader range of people as part of an accessible heritage centre based within the centre of Penwortham.

2b Is your heritage considered to be at risk?

Yes

Please provide information on why your heritage is considered to be at risk and in what way.

The Coach House's greatest risk is the lack of regular occupation. The internal condition and lack of facilities restricts its use to little more than storage of the Friends Group's tools/equipment for monthly work parties, giving an increased vulnerability to vandalism and fire damage due to its location within the centre of the park.

The majority of the building remains structurally sound with basic maintenance carried out by the council preventing further deterioration and maintaining a weather-proof exterior. The exception is the rear courtyard where parts of the building have lost sections of walls/roofs in the past and now need significant capital investment to secure their repair.

In order to minimise the risk to the building the council has erected temporary fencing around the site although this is an unattractive solution. The Friends Group have assisted by painting the roller shutter doors in an attempt to make the building appear less dilapidated.

2c Does your project involve work to physical heritage, such as buildings, collections, landscapes or habitats?

Yes

Tell us the name of the building(s), collections, landscape or habitat area

Hurst Grange Coach House

Does your organisation have the freehold of the building or land, or own outright the heritage items that your project focuses on?

Yes

Are there any legal conditions, restrictions or covenants associated with the heritage asset which may affect your project?

No

Has a condition survey been undertaken for the heritage asset in the last five years?

Yes

Does your organisation have, or are you planning to take out, a mortgage or other loans secured on the building or land, or heritage items?

No

Does a project partner have, or are planning to take out, a mortgage or other loans secured on the building or land, or heritage items?

No

For landscape projects, please provide an Ordnance Survey grid reference for your landscape.

2d Does your project involve the acquisition of a building, land or heritage items?

No

Please tick any of the following that apply to your heritage:

Accredited Museum, Gallery or Archive

Designated or Significant (Scotland) Collection

DCMS funded Museum, Library, Gallery or Archive

World Heritage Site

Grade I or Grade A listed building

Grade II* or Grade B listed building

Grade II, Grade C or Grade C(S) listed building

Local list

How many buildings of this type are included in your project?

1

Scheduled Ancient Monument

Registered historic ship

Conservation Area

Registered Battlefield

Area of Outstanding Natural Beauty (AONB) or National Scenic Area (NSA)

National Park

National Nature Reserve

Ramsar site

Regionally Important Geological and Geomorphological Site (RIGS)

Special Area of Conservation (SAC) or e-SAC

Special Protection Areas (SPA)

Registered Park or Garden

Section three: Your project

In this section, tell us about your project. Make sure you include all your planned activities, and capital works if applicable.

3a Describe what your project will do.

The project's proposals are described under the following headings:

- 1) Improvement and restoration of the Coach House building
- 2) Creation of interpretation products
- 3) Interpretation events and activities

In each section there is a breakdown of the proposed work, the methods by which this would be carried out, any associated activities and what outputs will be achieved.

1) Improvement and Restoration of the Coach House Building

Since Round 1 the capital works have undergone detailed design to RIBA Stage 4. These are illustrated in detail on the architect's drawings and include:

- Removal of disfiguring 1960's garage extension and 1990's wall around the front courtyard.
- Restoration of front façade replacing missing stonework, repairing settling elliptical brick arch and cleaning paint from brickwork.
- Repairing/restoring roof, replacing deteriorated timberwork, slates and rainwater goods, reusing suitable original timber/slates. In addition to bat boxes and creation of bat crevices, a bat loft is also to be created in part of building's roof on north east side.
- Repairing/rebuilding lean-to buildings/walls around rear courtyard and repointing brickwork, replacing cement with lime mortar.
- Reinstatement of original window openings by removing blockwork and installing new timber sashes of appropriate style, replacing roller-shutters/ timber panel doors with glazing, installing new bi-folding doors in southern elevation overlooking/accessing park (upgraded from the window suggested at R1) and installation of glazed canopy over rear courtyard.
- Fitting out building interior including dry-lining walls, installing staircase to first floor, new toilet and kitchen facilities, new flooring/decoration throughout and associated new services and drainage.
- Installation of air-source heat pump heating system with eco radiators and two 5kW wood-burning stoves.
- Creation of a sensory garden enclosed by perimeter railings to the building's rear to support wildlife and be Dementia Friendly by design and new hard surfaces and restoration of original cobbled courtyard at front (see doc 57 External Spaces Design drawing).
- Installation of low-level bollard lighting on park's main path to building (see doc 58 Main Drive Lighting drawing).

Proposed method:

- Works have been designed by a conservation architect and a suitably experienced/accredited main contractor is being sought through a competitive tender process with tenders due 25/11/19.
- Works will be subject to planning permission (expected 20/11/19) and overseen by the project manager in consultation with the project steering group and architect. The conservation works will be overseen by the council's Development Control team and their conservation consultant.

Activities associated with the capital works have been planned in detail since Round 1 and can be found in the Action Plan from page 85 of the Activity Plan. These include:

- 'Hard hat days', heritage skills days, conservation in action and managing/maintaining heritage assets training arranged during the Delivery Phase giving volunteers, public, university students and staff opportunities to see ongoing works at close quarters, gain appreciation of traditional techniques and materials and plans being put into practise.
- Training in use of hand tools and planting and pruning workshops will be held as part of the creation of the wildlife and dementia friendly sensory garden allowing greater participation by volunteers and school groups in the creation and maintenance of the new exterior spaces around the building (see doc 57 External

Spaces Design drawing and doc 61 Consultation Report).

- Wildlife walks with a local bat expert and bat detector to engage the Friends, other volunteers and public in the ecology and conservation of local bat populations.

Proposed Outputs

- The capital works will deliver a refurbished building with historic fabric/exterior appearance restored and interior repaired/improved to allow building to be brought into regular public use.
- The creation of a new sensory garden to be wildlife and dementia friendly based on the designs of a local school with raised beds for use by Friends and volunteer groups.
- Works will provide two flexible use rooms on the ground floor of 58sq.m. and 25sq.m. with kitchen area and 3 toilet cubicles (2 standard and 1 fitted out as both accessible and family cubicle) accessed from a central lobby of 24sq.m. extended into rear courtyard with an additional 12sq.m. 4 secure storage spaces will be provided in rear lean-to buildings with a glazed canopy projecting over rear courtyard providing sheltered outdoor space. A first floor area of 58sq.m. will be created on building's south side accessed by a staircase from the central lobby and a store 33sq.m. on building's northern side accessed by fold-away loft ladder.
- The refurbished building will have facilities to support a number of visitor services including visitor/heritage centre, display and exhibition space and small café/catering outlet. The larger rooms are designed to allow flexible use, e.g. tables of a café can be folded away to allow other events/activities and would be available for hire by community groups and public to help support events/activities taking place within the parkland. The covered rear courtyard will provide additional sheltered space for year-round activities.
- First floor space on southern side of building lends itself to space for a small social enterprise or similar, with the option to link with the café/catering function operator.

2) Creation of Interpretation Materials

Works will include:

- Manufacture of interpretative panels for the refurbished Coach House's interior providing information about the history of the Hurst Grange Estate, its buildings, owners and staff and life on the estate through the decades (see interpretation proposals document).
- Creation of information panels and interactive displays interpreting park's landscape, wildlife and habitats and how estate's landscape has evolved and been worked over time, with display changes to coincide with seasons.
- Creation of webpages providing remote access to interpretative information presented within building allowing remote access to audiences who are not regular visitors and additional information to visitors by QR codes displayed on panels.
- Creation of virtual 'fly through' of Coach House illustrating how the building and surrounding area would have appeared when in its original use, stabling horses and providing storage of estate's coach and staff accommodation.

Proposed Method:

- An initial set of interpretation panels have been designed in the Development Phase (see doc 08 Interpretation Plan) and will be manufactured for internal display within the building. Panels will be complete with QR codes to link to additional information on webpages.
- Seasonal interactive displays will be produced both inside and outside the building in partnership with local environmental groups such as Pencon, Diggy Sticks and Lets Grow Preston.
- Suitable IT consultants will be engaged to assist with creation of digital media (webpages and building fly-through) with a link with School of Physical Sciences and Computing at University of Central Lancashire if possible.
- Natural heritage interpretation boards within the park complete with QR codes to link to additional information on web pages.

Proposed outputs:

- Design and production of traditional and digital information to interpret built heritage of Coach House, main house and estate and wider Penwortham area plus interactive (i.e. 'hands-on' displays) interpretation of natural heritage of former estate/current parkland.

3) Events and Activities

The project's activities are detailed in the Action Plan (doc 01) from page 84 of the Activity Plan and include:

- Community Archaeology event has been included in the project since R1 and will focus on searching for remains of the estate's lost buildings including the main house and walled garden
- Guided walks by local historians/volunteers from Coach House around Hurst Grange Park and wider area of Penwortham, taking in key historic buildings, or sites where notable buildings were once located.
- Talks/presentations within and walks from the Coach House by local experts, both amateurs and professionals, looking at the built and natural heritage of the area, either generally or on specific themes e.g. bats.
- Heritage demonstration days within park including heavy horse demonstrations carrying out work to land showing methods used prior to mechanisation
- Visit days for local schools including pond dipping, mini-beast hunts and other educational activities within park supported by facilities of Coach House
- Use of Coach House as community hub providing space for hire by local community for events/activities, such as craft/farmer's markets, meetings and as a base for annual events programme of Friends Group

Proposed Method:

- Coach House will be managed as a visitor/heritage centre and community hub with caretaking carried out by the council with assistance of local volunteers and tenants of building (e.g. café operators/social enterprise occupants).
- Programme of events/activities will be managed by existing borough council staff with input from the Friends Group around their events and other groups/organisations who wish to hold events/activities.

Proposed Outputs

The detail of the proposed outputs of the Action Plan can be found on page 84 of the Activity Plan. In summary the project will:

- Give rise to annual events/activity programme centred around Coach House and its facilities with ability to attract a greater range of audiences to engage both directly and indirectly with heritage of Coach House/wider area. Visitors may be attracted to the building for a heritage talk or heritage centred event whilst other visitors, who may not traditionally choose to visit a heritage attraction may visit for a craft market and, whilst on site, be engaged by volunteers in discussion about the site's history and guided through the interpretation displays.
- Provide both physical and organisational infrastructure, currently lacking on site, for community-led activities to be arranged in and around Coach House allowing building to principally be a community building.

3b Explain what need and opportunity your project will address.

Management of the Heritage

- Current building condition restricts public access to only a few Friends Group events - mainly tool storage and monthly work party meetings within park.
- Lack of regular presence in/around building means maintenance issues are picked up less frequently e.g. following Friends Group meeting or site inspection rather than on a daily basis.
- Project provides opportunities to increase building's usage and provide regular presence throughout year.
- Building's improved condition following restoration will raise quality and visual amenity of park's centre providing a clearly visible improvement in built heritage's management.
- Improved weather-proofing/heating will protect building's interior fabric and allow building to support much wider range of uses/activities
- Provision of a bat loft will help conserve and increase the local bat populations.
- Moderate income possible from room hire and events contributing to future running and maintenance costs and ensuring future financial sustainability.

Engagement of People with the Heritage

The project's Activity Plan provides an Action Plan on page 84 detailing activities and events proposed to allow more people to engage with the local heritage.

- Events held within Hurst Grange Park are generally well attended and many people show an interest in history and future of Coach House and wider park.
- Building being closed to public access makes it difficult for existing audiences to engage with site's heritage and consultation has shown lack of visitor facilities limits visit duration greatly, especially in winter months, and prevents site being used by local schools for educational visits (see doc 61 Consultation Report).
- Building's current condition, with unattractive modern garage extension, temporary fencing around perimeter and overgrown planting hides building from park making engaging new audiences difficult, as many assume building is private depot.
- Project provides opportunities to engage existing/new audiences by creation of heritage/community hub within restored building.
- New facilities within building will allow visitors to remain on site longer and visits by local schools
- Improvement of building, including removal of depot extension, will make it much more visible/inviting to visitors.
- Area of Penwortham around Hurst Grange Park currently lacking local heritage/community hub following closure of buildings such as St Mary's Church Hall, now demolished.
- Project will provide community hub set within greenspace of park and provide opportunities for local heritage study and to better interpret built heritage of former Hurst Grange estate, wider Penwortham area and local natural heritage in a coordinated way linking existing local history books and heritage trails with interpretation exhibitions and information in/around Coach House.
- Digital outputs will allow project to remotely reach new audiences who are currently non-users of park and generally would not engage with heritage.

Project links to Local Strategies and Wider Initiatives

- Council's Hurst Grange Park Management Plan sets out management/maintenance aims over a 5 year period and restoration/development of Coach House has been a key aim over last decade to save the building and improve facilities and interpretation for existing and new audiences.
- The Service Plan for council's Neighbourhood Services Department lists project as a priority to meet corporate objectives.
- Community Strategy, currently being assembled by South Ribble Partnership, to inform development of services/activities of a wide range of partners in the Borough over next 5 years has pointed to a lack of infrastructure for voluntary and community organisations of which projects such as the Coach House would be key in providing suitable spaces.
- A number of council's partners are moving away from centralised services towards locality working, especially in areas of health and wellbeing and are investigating the availability of community hubs within communities, such as the Coach House, to provide a base for their services.

3c Why is it essential for the project to go ahead now?

The Coach House building remains at risk, largely empty and used for little more than storage. Whilst efforts are ongoing to prevent the current condition deteriorating further and it is secured as far as possible, break-ins and damage have occurred in the past and the main concern is the Coach House's vulnerability to destruction by fire due to a lack of regular presence and its empty/derelict appearance. Recent heavy rain has highlighted new leaks in the southern half of the building and rain water now runs under the doors of the modern garage causing ponding reducing the space available for storage and affecting access to the building's toilet.

The maternity bat roost found in previous surveys has now gone, potentially as the building is becoming increasingly unsuitable due to its condition. The project therefore now includes a bat loft to reintroduce suitable habitat to support local bat populations.

Match funding is available - the Friends Group have been working in partnership with the council for over 10 years to promote the park and Coach House increasing public support and to date have raised over £17,000.

Works funded by the 2017 Resilient Heritage grant and Development Phase continues to build the momentum

of public support for the project as the community, many of whom have already contributed through the Friends' 'buy a brick' campaign and by purchasing the 'History of Hurst Grange Park' book, see the planning stages progressing and are keen for physical works to begin.

The council has set aside capital match funding and allocated revenue funds and officer time for Delivery Phase works and activities. Whilst the council remains committed to the refurbishment of the building, capital funds may not be available for a long period of time if a main grant is not obtained.

Recent closure of local facilities e.g. the church hall has seen a number of groups find venues elsewhere. Some have diminished as a result of not meeting locally but could be restored with a new community hub created at the Coach House back within the centre of Penwortham. However, as time passes more groups may diminish further not being locally based which was one of their main strengths, especially those which attracted older members or those without access to transport.

3d Why do you need Lottery funding?

Lottery funding is essential for the project to proceed - without it, the building is very unlikely to be restored and brought into public use.

Whilst the council is able to provide a contribution to the refurbishment cost and contribute staff and revenue funds for maintenance and future activities, the number of financial demands on the authority in this time of austerity means it cannot provide all the capital funding required for the project.

The Friends Group continue working hard promoting the project and fundraising with over £17,000 raised. However, it is not possible to raise the funds needed for the works by these means within a reasonable timeframe.

Other grant funders have been investigated, however, most will not fund capital improvements to buildings and the maximum amounts available do not meet the project cost, even with multiple funders in addition to the council and Friends Group's contributions.

Phasing the works has been investigated, however, the total cost is prohibitively higher and the presence of supporting posts on the building's south side requires both floor and roof works to be done together giving a first phase cost still beyond funds available from the project partnership and other funders.

A fall-back scheme has been considered, converting the garage extension into a tea room and carrying out only minimal works to prolong the life of the remainder of the building. However, not only does this fail to provide the majority of the outcomes of the full scheme but still has a cost estimated at over £260,000.

3e What work and/or consultation have you undertaken to prepare for this project and why?

In 2016 a Resilient Heritage grant was used to pay for an options appraisal to establish appropriate and sustainable future uses for the building, consultation on future uses of the Coach House and a marketing/publicity strategy for the project.

The options appraisal considered 10 options in all, including 8 options ranging from 'do nothing', through various options of a mix of community uses and facilities (a small café for example) to full restoration and refurbishment. Conversion for solely residential and commercial use was also considered but rejected due to the location and lack of public support.

The project progressed the option that addressed the most problems and opportunities including restoring, conserving and improving this historic building and allowing public access, providing flexible use spaces allowing local heritage interpretation, a kitchen for a small café/tea room to operate, community groups to hold activities and local school groups to visit the park and providing public toilet facilities to serve the building and wider park allowing more visits to the park throughout the year with greater dwell times.

The work of Resilient Heritage grant has been continued and built upon since R1 with Community First Partnership being engaged following a competitive tender process to draft an Activity Plan with the Council, Friends Group and other key stakeholders.

The creation of the Activity Plan involved a range of consultation and survey activities which are detailed on page 38 of the Activity Plan and include a visitor and non-visitor survey, education survey, volunteer survey, activity planning workshop, stakeholder consultation and focus groups with key target audiences. A visitor observation survey was also carried out to estimate the annual number of visitors the park receives and record other key demographics including gender, age range and activities observed. Finally 2 open days were held at the Coach House following the various consultation sessions as a consensus check prior to plans being finalised for the Round 2 submission.

3f How are you planning to promote and acknowledge National Lottery players' contribution to your project through HLF funding?

Following receipt of the Resilient Heritage grant in 2016 the National Lottery branding is already featured on by the main entrance door to the Coach House and on promotional and informational literature produced by the Friends Group. This has been extended to all the literature produced during the Delivery Phase and will continue to all new literature including digital media such as new web pages produced by the Friends, Council and other project partners.

The existing sign on the front of the coach house would be replaced by permanent signage within the refurbished building to mark the funding received.

The National Lottery has also been acknowledged during coverage by the local media and through the regular press releases and social media channels during the Delivery Phase and this would continue throughout and beyond the Delivery Phase by the Friends Group, Council and other project stakeholders.

Section four: Project outcomes

In this section, tell us about the difference that your project will make for heritage, people and communities.

4a What difference will your project make for heritage?

The Coach House will be better managed

- Refurbishment will allow regular public use of the building rather than predominantly just a store as at present.
- A regularly open, publicly accessible building will receive more management/maintenance input by council than current storage facility.
- Building will be managed by borough council with assistance from team of volunteers from Friends Group who will help provide staff presence during regular opening times.
- Future management/maintenance will be governed by/evaluated against implementation of new Management and Maintenance Plan and success will also be measured by feedback of Green Flag judges.
- Project will provide opportunity for small café to be established whose operator would occupy building providing a further regular presence. Opportunities for room hire and other community activities will generate modest income contributing to on-going running costs of refurbished building which will be recorded as a measure of success.

The Coach House will be in much better condition

- Project will restore historic fabric of Coach House including repointing walls, roof repairs, reinstating blocked up windows and improving interior, currently little more than a shell in most rooms.
- Removal of 1960's depot extension will restore currently disfigured, but once attractive, front elevation and front courtyard's cobbled surface will be restored.
- Installation of efficient heating/suitable ventilation will protect building's interior and all work will be overseen by conservation specialists.
- Annual building inspections will record condition of building. The success of the project being determined by comparisons with original condition survey plus feedback from visitors in user surveys.

The Heritage of Hurst Grange Park and Penwortham will be better interpreted and explained

- Interpretation displays/activities and webpages will be created allowing visitors to learn more about heritage of Coach House, former estate and parkland and Penwortham area.
- Information provided will be high quality, easy to use, and appropriate for visitors' needs and interests. In addition staff and volunteers will be on hand within the building to answer questions and lead guided walks as part of a programme of events.
- Surveys will show visitors' experience and understanding of both built and natural heritage of local area has improved.

The Heritage of Hurst Grange will be identified and recorded

- Existing layout/construction of Coach House building has been surveyed/recorded in process of drawing up architects drawings. Surveying/recording process will continue throughout project ensuring any interesting features currently hidden are recorded and protected.
- Creation of 3D computer modelled 'fly-throughs' will allow digital restoration of the building's exterior/interior back to its original uses as stabling and storage of the estate's coach and how it appeared in 1850s.
- Community archaeology activities included since R1 will search for any remains of the estate's main house and walled garden and record findings.
- Visitor surveys will show that local people recognise importance of heritage of Coach House and wider area.

Biodiversity/ natural environment will be enhanced through improved nature conservation

- Installation of a bat loft in roof designed to conserve/increase local bat populations.
- Wildlife garden designed by local school and Friends Group will enhance park's biodiversity along with bat/bird boxes provided on surrounding trees.
- Delivery of specific nature and conservation activities to raise awareness include wildlife walks, Big Garden Bird Watch/ Big Butterfly Count / BioBlitz events, animal box making and walks

- Diggy Sticks activities (similar to forest schools) provide access to natural environment/habitats.
- Pencon/ Friends Group will produce/monitor wildlife boards/blogs with species numbers/types recorded.

4b What difference will your project make for people?

People will have developed new skills

- Key part of project will increase/develop existing volunteers, providing opportunities to develop skills alongside other staff/partner organisations to assist in future care, management and interpretation of Coach House and wider area.
- Achieved through a range of formal and informal activities including 'hard hat days' when groups will have opportunities to see restoration works in action and through demonstrations by local craftsman providing an appreciation of skills/crafts including traditional building techniques/materials.
- Training sessions/workshops to be arranged providing volunteers with skills to build confidence to lead guided history walks and provide information to heritage centre visitors.
- Links with University of Central Lancashire provides opportunities to engage architectural conservation students providing local example of building conservation/adaptation in action that can be studied as part of the set learning programme.
- Success of project will be gauged by surveys of volunteers, visitors and others to assess specific skills they have attained as part of project.

People will have learnt about local heritage

- Project will provide opportunities for learning about local built/natural heritage by attending organised activities throughout and after project or assisting with creation of interpretation displays.
- Following Coach House's refurbishment, people will be able to experience heritage first hand with additional benefit of interpretation displays/information and guided history walks providing further information.
- Provision of visitor facilities will allow wider audience to be engaged including visits from local schools.
- Production of online heritage interpretation through new webpages will make content remotely available allowing information to be accessed anywhere at any time catering for people wishing to learn about local heritage without attending more formal activities.
- Interpretation of park's natural heritage digitally will provide opportunities for species guides that are easily updated throughout seasons of the year.
- Surveys will assess what volunteers/visitors have learnt about heritage following their visit and how they are putting this new/enhanced knowledge to use.

People will have had an enjoyable experience

- Friends of Hurst Grange have for many years worked to fundraise/organise events for the benefit of the Coach House. Involvement in building's restoration would be especially gratifying for members who have volunteered so much time to bring about building's improvement, seeing plans become reality.
- Refurbished building would enhance visitor experience for current audiences and encourage visits from new audiences with visitor facilities allowing longer dwell times and new activities/events to be held throughout the year.
- Volunteer/visitor surveys will establish how enjoyable people's experience has been taking part in project activities or visiting the Coach House.

People will have volunteered time

- As project partners, the Friends Group has already volunteered considerable time to this cause in addition to their work helping to manage/maintain parkland.
- The Houlton family, living descendants of William Adam Houlton, who built Hurst Grange have agreed to be patrons of the Coach House project.
- Opportunities for volunteering will continue and increase with planting of gardens around refurbished building, opportunities for staffing visitor/heritage centre and to lead guided walks/provide information to visitors in/around Coach House.
- Additional volunteering opportunities have been designed to be rewarding experience for those giving their time.
- Hours volunteered will be recorded and volunteer surveys will establish what personal benefits volunteers have experienced through giving their time.

People will have greater wellbeing

- Provision of visitor facilities will allow wider audience to be engaged, especially young people, families, school children, people with disabilities and socially isolated individuals.
- Project includes specific health & wellbeing activities to improve physical health and mental wellbeing of local community, aimed at wide range of audiences.
- Increased volunteering opportunities aim to reduce potential for loneliness and isolation in local community
- New wildlife friendly sensory garden area is also 'dementia friendly' by design.

4c What difference will your project make for communities?

Negative environmental impacts will be reduced

- Project will ensure refurbishment works and renovated building are environmentally sustainable with waste material reduced, reused and recycled as far as possible and new materials sourced locally with consideration given to environmental credentials.
- Resources used will be recorded for reporting at a later stage.
- The refurbished building will be designed to minimise its carbon footprint, operating with minimal energy requirements that are recorded to demonstrate success of the building's services design:
 - heating system will comprise eco radiators heated by air-source heat pump removing need for electric, gas or oil heating
 - Existing wood burning stove will be supplemented with second stove providing additional heating fired by timber sustainably harvested from park
 - Building's roof will be insulated to retain heat reducing amount of heating needed
 - Toilets will have dual flush and aerated taps will reduce water consumption
 - Rainwater harvesting tank will be installed to reduce reliance on mains water for irrigating new planting around Coach House. Proposed to recycle the existing 27,000 litre cess pool tank for this purpose
 - Internal and external lighting will be by LED systems minimising power usage
- New bollard lighting through park to building will be low level and switched off when not needed.

More and a wider range of people will have engaged with heritage

- Improving and opening of the Coach House to the public will allow existing/new audiences to engage with site's heritage, either directly by visiting Coach House to learn about site's history from heritage exhibitions, guided walks or other events, or indirectly by visiting park and using building's facilities where they would come into contact with interpretation information and other activities.
- The latter of above offers opportunities to engage visitors who hadn't intended to visit site on the basis of its heritage or who would not generally visit heritage-based destinations, but still have an interest in building/local area's history.
- Provision of indoor space/visitor facilities are key in attracting educational visits to engage with site's built/natural heritage.
- Project is designed to ensure building/wider site becomes more accessible to all potential audiences including people from wider range of ages, ethnicities and social backgrounds with more access and facilities for disabled people and more opportunities for people who have never previously engaged with local heritage.
- Engagement will be assessed through user/non-user surveys throughout the project.

Penwortham will be a better place to live, work or visit

- Improvement of building and benefits this brings will contribute to Penwortham becoming a better place to live, work and visit.
- Project will not only restore Coach House, currently viewed as an eyesore, but provision of visitor facilities/activities will improve experience for residents and people from further afield visiting park.
- Provision of new facilities/community space will further strengthen role of park in local community.
- Surveys of visitors, local residents and businesses will tell us the project has brought about a greater sense of pride in local area and show development of community hub has contributed to an increase in community cohesion and inclusivity.

Penwortham's local economy will be boosted

- Project will improve Park as a local visitor destination and increased visitor numbers will have potential to increase footfall in nearby Liverpool Road shopping area.
- Providing space within refurbished Coach House for small café/tea room will also make a modest contribution to local economy along with craft/farmers markets hosted on site.
- Events/activities will also engage locally based suppliers/trades for materials/services to boost local economy.
- Economic information will be analysed before and after project to assess benefits it has brought to the local area.

The Friends Group and park will be more resilient

- Increased volunteer numbers/activities with enhanced facilities will strengthen future sustainability of Coach House/park and will enable the site's management and Friends Group to be more resilient.

4d What are the main groups of people that will benefit from your project?

This part of the form aims to collect the information we need to report on the range of organisations we fund. We will not use this information to assess your application. We encourage you to be as specific as possible about the people your organisation represents.

If your organisation represents the interests of a particular group, such as young people or disabled people, tell us which by filling in the tables below.

If you are based in Northern Ireland, where legislation requires us to report in detail on the organisations we fund, please complete the tables in full, as applicable.

- ✓ If you are based outside Northern Ireland and your project will benefit a wide range of people and not any particular group, mark this box only

4e Does your project involve heritage that attracts visitors?

Yes

How many visitors did you receive in the last financial year?

250

How many visitors a year do you expect on completion of your project?

8100

4f How many people will be trained as part of your project, if applicable?

172

4g How many volunteers do you expect will contribute personally to your project?

60.

4h How many full-time equivalent posts will you create to deliver your project?

Section five: Project management

In this section, tell us how you will deliver your project.

Questions 5a-5d are not applicable in the delivery phase.

5e Who are the main people responsible for the work during the delivery-phase of your project?

SRBC's Senior Park Technical Officer Greg Clark will be Project Manager and has 17 years experience of project managing restoration/re-use of historic buildings and landscapes. Whilst he is undertaking the role of project manager for the project his existing work is being covered by a combination of internal and external resources. The project team will include:

- Jo Beaman, SRBC Neighbourhood Officer, who has 24 years' experience delivering guided walks, talks, school visits and interpretation to local communities will lead on natural heritage elements including habitat/species surveys and wildlife interpretation.
- Lee Nickson, SRBC's Programme Manager, has 17 years' civil engineering/project management experience and will oversee civil engineering elements, especially design of external surfacing/lighting and assisting with procurement.
- Jason Ascroft, SRBC's Facilities Officer who has 14 years' facilities management and maintenance experience. Current role includes managing the council's portfolio of buildings and the associated maintenance.
- Sue Simpson has 19 years' experience in community safety and engagement. Sue's current roll includes arranging and managing community engagement activities and meetings.
- Howard Anthony, South Ribble Partnership Manager, whose role coordinating SRBC's partnership with businesses and community organisations will be key to strengthening links with businesses and community groups around the design of the proposed heritage/community hub.

Other key staff members will join the core project team as required including representatives from:

- Development Control
- Financial & Assurance Services
- Legal Services
- Community Involvement Team

The project team will also include representatives from the Friends of Hurst Grange Park Coach House Restoration committee as a result of their knowledge and experience. The committee is made up of the trustees of the Friends Groups' Coach House Restoration Project Charity including John Fazakerley (Chair), Audrey Toft (Treasurer), David Slater (Secretary), Peter Wilkinson (also a Preston Historical Society member) and Andrew Allen (also a Friends of Bank Hall member).

The team intend to continue working with the external consultants including Community First Partnership who worked with us to create the Activity Plan, Ian Brew QS Consultancy and Walmsley Service Engineers who have designed the M&E systems. IWA, North West based conservation architects who have produced the drawings and maintenance information to date, are closing the practise before Christmas and so architectural consultancy will be procured for construction phase supervision.

The project team meets monthly with quarterly reports to the Project Board, made up of the members of the council's Extended Leadership Team and key Elected Members, via the SRO, Neil Anderson, Assistant Director of Projects and Development.

5f Complete a summary timetable for the delivery phase of your project. Use the 'Add activity' button to enter additional rows.

Delivery activities

Activity	Start month	Start year	End month	End year	Who will lead this activity
Provide NLHF Permission to Start Information	March	2020	April	2020	Project Manager
Award building contract to preferred contractor	April	2020	April	2020	Project Manager
Review any planning conditions	April	2020	April	2020	Project Manager
Construction works to building	April	2020	October	2020	Project Manager
Deliver Activity Plan	July	2020	December	2021	Project Manager
Procure interpretation materials	July	2020	October	2020	Project Manager
Building works practical completion	November	2020	November	2020	Project Manager
Construction works to exterior spaces	October	2020	November	2020	Project Manager
Exterior Spaces practical completion	December	2020	December	2020	Project Manager
Project evaluation	May	2020	December	2021	Project Manager

5g Tell us about the risks to the delivery-phase of your project and how they will be managed. Use the 'Add risk' button to enter additional rows.

Delivery risks				
Risk	Likelihood	Impact	Mitigation	Who will lead this
Design alteration requests by Members	Medium	High	Design freeze introduced at end of detailed design stage. Cost/programme consequences would be advised	Senior Responsible Officer
Poor performance of main contractor	Low	High	Robust tender process in place ensuring experienced/high quality contractor. Contract documents include detailed specification and tenders (due 25th November 2019) will be assessed on both price and quality	Project Manager
Bids to other funders unsuccessful	Medium	Medium	Funders only accept bids following a S2 pass so a negative outcome remains a risk. As the costs involved are relatively low, the council will increase match funding to underwrite the bid as required	Project Manager
Loss of external consultancy	Medium	Medium	Detailed design complete with only construction phase supervision required. Architectural consultants closing shortly therefore replacement consultancy will be sought. Earlier start on site able due to bat maternity roost no longer being present reducing risk by works completion next year	Project Manager
Slippage of construction programme delaying practical completion	Medium	Low	26 week programme suggested for building works (excluding external spaces) but contractors invited to submit own programme with tender. Programme to include contingency. External works can proceed even with internal works ongoing due to overrun	Project Manager / Main Contractor
Insufficient/ poor quality tenders returned for construction works	Low	Medium	Tenders invited well in advance of proposed start on site (for return November 25th 2019). Tender opportunity advertised on both the Chest (NW procurement portal) and Contracts Finder to reach wide range of bidders. Time to retender in worst case scenario if insufficient quality bids received.	Project Manager
Tenders received significantly over budget	Low	Medium	Delivery phase budget updated during development phase with additional contingency/provisional sums included to cover unforeseen issues	Project Manager/ QS
Failure to discharge planning conditions	Low	Medium	Close management of construction works including regular progress meetings to ensure compliance	Project Manager/Main Contractor
Failure to comply with Building Regulations	Low	Medium	Plans have received conditional Building Regulations approval and provision of additional details plus monitoring on site by Building Control/project team will ensure compliance	Project Manager
Changes to legislation/Building Regulations	Low	Medium	Designs meet all current/upcoming regulations. Existing septic tank (to be non-compliant from January 2020) being decommissioned as part of works and replaced with new sewage treatment package	Project Manager
Building fabric found to be in poorer condition than expected	Low	Medium	Condition surveys recently updated. Very little hidden fabric within building. Contingencies/provisional sums included in budget	Project Manager

Risk	Likelihood	Impact	Mitigation	Who will lead this
Loss of key staff from project team	Low	Medium	Sufficient resources allocated to continue project. E.g. Estates Officer has departed and replaced on team by Facilities Officer.	Project Manager
Lack of volunteers to staff Coach House	Low	Medium	Interest already shown by potential volunteers in getting involved staffing refurbished building. Further publicity in Delivery Phase	Project Manager
Vandalism to building	Medium	Low	All Risk insurance to cover value of onsite works in construction phase. Building maintenance thereafter to repair any damage	Project Manager/Facilities Officer
Failure to find suitable cafe operator	Low	Low	Talks ongoing with local social enterprises. Feedback suggests popularity of site makes cafe function attractive. Council to consider setting up social enterprise to run cafe if required. Kitchen allows self-catering in meantime if needed	Project Manager
Planting in external spaces fails/vandalised/stolen	Low	Low	Design & planting of landscaping heavily community led to provide sense of ownership. Protective railings around sensory garden to help reduce incidences of damage/theft when building closed	Project Manager

5h When do you expect the delivery phase of your project to start and finish?

Project start date

Month April | **Year** 2020

Project finish date

Month December | **Year** 2021

5i Are there any fixed deadlines or key milestones that will restrict your project's timetable?

No

Section six: After the project ends

In this section, tell us about what will happen once your project has been completed.

6a How will you maintain the outcomes of your project after the grant ends and meet any additional running costs?

Once refurbished, the Coach House will be managed/maintained within the council's existing portfolio of public buildings. Project outcomes will be sustained by the following steps:

- Council, Friends Group and other partners working together to provide regular opening times for public access to building
- Maintenance inspections of building carried out at regular intervals by council's Facilities Management Team with works completed according to requirements of Management and Maintenance Plan
- Ensuring only contractors experienced in historic building maintenance are employed to carry out repairs to building's original fabric.
- Annual programme of events/activities within park contributed to, publicised and managed by council, Friends and other partners throughout year
- On-going user/non-user surveys carried out by council's Neighbourhoods and Community Involvement Departments as part of park's Management Plan to guide future management of Coach House and its facilities
- Promotion of Coach House and wider park by council, Friends and other partners to continue to engage as many audiences as possible
- Hosting educational visits by schools using building facilities and park as outdoor classroom, either independently or with activities organised by Neighbourhood Officers
- Generation of a modest rental income from room hire fees to contribute to management/maintenance costs (funded by council from existing property maintenance budget) contributing to future financial sustainability of building.

6b Tell us about the main risks facing the project after it has been completed and how they will be managed. Use the 'Add Item' button to enter additional rows.

After project risks				
Risk	Likelihood	Impact	Mitigation	Risk Owner
Lack of interest from public	Low	High	Development phase confirmed public interest/demand for project which continues to increase and will be maintained through ongoing engagement/promotion	Project Manager/Parks Team
Lack of interest from volunteers	Low	High	Current level of interest increasing through Friends Group. Further volunteers to be attracted through Delivery Phase	Friends Group
Change in parkland use limiting access/use	Low	High	Park is designated public open space and therefore the park and public access are protected	Parks/Legal Team
Change in council priorities reducing support	Low	High	Project is based on health/wellbeing, environmental sustainability, biodiversity and inclusivity which are likely to be long-term priorities	Parks Team
Management/maintenance costs exceed estimates	Low	Medium	MMP costs include contingency. Costs met from facilities management budget with room hire contributing to costs	Facilities Officer
Damage/vandalism to building	Low	Medium	External fittings to be robust by design. Building to be maintained to a high standard with repairs carried out quickly	Project Manager/Facilities Officer
Failure of green energy technology	Low	Medium	Heat pump to be of suitable specification and installed/serviced as per manufacturer's instructions	Project Manager/Facilities Officer
Failure of bollard lighting through park reducing winter evening access	Low	Medium	Lighting to be robust/low maintenance by design and maintained with council's existing amenity lighting	Project Manager/Parks Team
Failure to maintain sensory garden area	Low	Medium	Garden to be maintained by volunteers/social enterprise with council support as required	Parks Team
Failure to sufficiently manage/clean building	Low	Medium	Building to be maintained by partnership between council, friends and social enterprise. Council to manage/clean building as required when support is unavailable	Parks Team
Failure/unavailability of online media	Low	Low	Council to maintain online content as required to ensure availability/accessibility	Parks Team
Low levels of room hire	Low	Low	Interest already expressed from a number of groups. Promotion to continue through Delivery Phase.	Project Manager/Parks Team
Unreliable/ Failure of cafe operator	Low	Low	Robust procedure ensuring catering partner chosen is suitable for proposed café and delivers services required. Option for council to create social enterprise directly if required in future	Parks Team

6c How will you evaluate the success of your project from the beginning and share the learning?

Working alongside CFP, we collected the baseline and set target data against each of the Heritage Grant outcomes for the project which will assist us with ongoing project monitoring. During the development phase we constructed an evaluation framework that sets out the methods and measures that we will use to measure our success. The measures and baseline data are detailed in the Monitoring & Evaluation Framework - section 9 of the Monitoring and Evaluation Plan. A project toolkit has also been developed for staff and volunteers to use throughout the delivery phase to ensure ongoing and consistent data collection and allows information with regard to of visitor numbers, volunteering and participant data to be captured.

During the development phase we ran an online visitor survey in order to establish baseline data and a visitor observation study with volunteers to establish an accurate profile of the parks visitors. We estimate of the 132,331 visitors who use Hurst Grange Park annually, only 250 currently use the Coach House. We also learnt that only 27.2% of the parks visitors understand the heritage value of the Coach House and parkland.

Project monitoring and data collection will be led by the Council's Parks Team with the current Project Manager in conjunction with the Council's Neighbourhoods Team and the Friends of Hurst Grange Park during the delivery phase of the project. The success of this project will be closely monitored by set standards e.g. visitor satisfaction surveys, post-training and event surveys, enhanced volunteering, excellent maintenance regimes and community engagement.

By December 2021 we hope to achieve the following key targets; 150,000 annual visits per year to the park and 8,100 to the Coach House, increase peoples understanding of the sites heritage to 60%, increase the number of volunteers from 27 to 60 and the hours to 1000 by the end of the project, deliver 23 heritage events and retain an excellent Green Flag Award score of 80+.

In our delivery phase we intend to commission CFP to act as our independent external evaluation consultants and work with our staff, third sector partners and volunteers to ensure that we gather the right data at the right time.

CFP will produce the final report as well as providing an evaluation support service during the delivery phase. The experience and learning from the evaluation of the project will be compiled in an illustrated record that will be submitted to the National Lottery Heritage Fund and shared with key stakeholders, volunteers, elected members, funding bodies and external parties and made available to allow for sharing of best practice with similar organisations.

Section seven: Project costs

In this section, tell us how much it will cost to deliver your project.

There is a limit of 20 words per 'description' section when completing the cost tables. A more detailed explanation and breakdown of your costs should be provided as part of your supporting documentation. Please see Section nine: Supporting documents within the programme application guidance for further information.

Questions 7a-7c are not applicable in the delivery phase.

7d Delivery-phase capital costs

Cost Heading	Description	Cost	VAT	Total
Purchase price of items or property				0
Repair and conservation work	Restoration & Conservation Works to Coach House	480,290	0	480,290
New building work	Rear Courtyard Glazed Canopy	25,500	0	25,500
Other capital work	New landscaping, surfacing, lighting & services	128,565	0	128,565
Digital outputs	3D building 'Fly throughs' hard/software & web pages	1,500	0	1,500
Equipment and materials (capital)				0
Other costs (capital)	Manufacture of interpretation materials	5,000	0	5,000
Professional fees relating to any of the above (capital)	Ecologist & Architectural supervision	33,500	0	33,500
Total		674,355	0	674,355

Section seven: Project costs

7e Delivery-phase activity costs

Cost Heading	Description	Cost	VAT	Total
New staff costs				0
Training for staff	Building conservation training	1,600	0	1,600
Paid training placements				0
Training for volunteers	Training for Friends Group & other volunteers	4,700	0	4,700
Travel for staff				0
Travel and expenses for volunteers	Expenses/travel for Friends and other volunteers	900	0	900
Equipment and materials (activity)	Equipment/materials for activities/events	3,150	0	3,150
Other costs (activity)	Community Archaeology & other activities	18,650	0	18,650
Professional fees relating to any of the above (activity)				0
Total		29,000	0	29,000

7f Delivery-phase other costs

Cost Heading	Description	Cost	VAT	Total
Recruitment				0
Publicity and promotion				0
Evaluation	Evaluation study & visitor monitoring	7,000	0	7,000
Other costs				0
Full cost recovery				0
Contingency	5% of capital costs + £15,000 Gen. contingencies prov. sum	50,018	0	50,018
Inflation	3.50% uplift for Delivery Phase capital (construction) costs (£664,355)	23,252	0	23,252
Increased management and maintenance costs (maximum five years)				0
Non cash contributions				0
Volunteer time	Volunteers for planting, community engagement, interpretation creation & evaluation	5,700	0	5,700
Total		85,970	0	85,970

Section seven: Project costs

7g Delivery-Phase income

Please note that HLF rounds all grant requests down to the nearest £100. With this in mind, please make sure that the total Delivery-phase income exactly matches the total of your Delivery-phase costs or the system will not allow you to proceed.

Source of funding	Description	Secured?	Value
Local authority	South Ribble B.C. investment	Yes	223,525
Other public sector			
Central government			
Private donation - Individual			
Private donation - Trusts/Charities/Foundations			
Private donation - Corporate			
Commercial/business	Lancashire Environmental Fund	No	30,000
Own reserves			
Other fundraising	Funds raised by Friends Group	Yes	17,000
Loan/Finance			
Increased management and maintenance costs (maximum five years)			
Non cash contributions			
Volunteer time	As per figure in 7f	Yes	5,700
HLF grant request			513,100
Total			789,325

7h Delivery-phase - financial summary

Total delivery costs	789,325
Total delivery income	276,225
HLF delivery grant request	513,100
HLF delivery grant %	65

7i If cash contributions from other sources are not yet secured, how do you expect to secure these and by when?

Discussions have been held with LEF and, whilst interested, they cannot confirm funding before Stage 2 pass. The council will underwrite grant and source additional £30k by rescheduling other projects or seek alternative funding if LEF bid unsuccessful.

7j If you have included Full Cost Recovery, how have you worked out the share that relates to your project?

Section eight: Additional information and declaration

This part of the form aims to collect the information we need to report on the range of organisations we fund. We will not use this information to assess your application. We encourage you to be as specific as possible about the people your organisation represents.

If your organisation represents the interests of a particular group, such as young people or disabled people, tell us which by filling in the tables below.

If you are based in Northern Ireland, where legislation requires us to report in detail on the organisations we fund, please complete the tables in full, as applicable.

- ✓ If you are based outside Northern Ireland and your organisation represents the interests of a wide range of people and not any particular group, mark this box only.

Declaration**a) Terms of Grant**

You must read the standard terms of grant for this programme on our website.

By completing this Declaration, you are confirming that your organisation accepts these terms. For partnership projects, all partners must confirm that they accept the standard terms of grant by adding a contact at the end of the declaration.

b) Freedom of Information and Data Protection

We are committed to being as open as possible. This includes being clear about how we assess and make decisions on our grants and how we will use your application form and other documents you give us. As a public organisation we have to follow the Data Protection Act 1998 and the Freedom of Information Act 2000.

When you complete the Declaration at the end of the application form, you are confirming that you understand the Heritage Lottery Fund's legal responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000 and have no objection to us releasing sections 2, 3 and 4 of the application form to anyone who asks to see them once your application has completed the assessment process. If there is any information in these sections of the form that you don't want made publicly available, please explain your reasons below:

We will take these into account when we respond to any request for access to those sections. We may also be asked to release other information contained elsewhere in the form and we will respond to these requests after taking account of your rights and expectations under the Freedom of Information Act 2000 and Data Protection Act 1998. In those cases, we will always consult you first.

The Heritage Lottery Fund will not be responsible for any loss or damage you suffer as a result of HLF meeting these responsibilities.

When you complete the Declaration you also agree that we will use this application form and the other information you give us, including any personal information covered by the Data Protection Act 1998, for the following purposes:

- To decide whether to give you a grant.
- To provide copies to other individuals or organisations who are helping us to assess, monitor and evaluate grants.
- To share information with organisations and individuals working with us with a legitimate interest in Lottery applications and grants or specific funding programmes.
- To hold in a database and use for statistical purposes.
- If we offer you a grant, we will publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print and online publications, and in the publications or websites of relevant Government departments and any partner organisations who have funded the activity with us.
- If we offer you a grant, you will support our work to demonstrate the value of heritage by contributing (when asked) to publicity activities during the period we provide funding for and participating in activities to share learning, for which we may put other grantees in contact with you.

We may contact you from time to time to keep you informed about the work of the Heritage Lottery Fund.

Tick this box if you do not wish to be kept informed of our work

I confirm that the organisation named on this application has given me the authority to complete this application on its behalf.

I confirm that the activity in the application falls within the purposes and legal powers of the organisation.

I confirm that the organisation has the power to accept and pay back the grant.

I confirm that if the organisation receives a grant, we will keep to the standard terms of grant, and any further terms or conditions as set out in the grant notification letter, or in any contract prepared specifically for the project.

I confirm that, as far as I know, the information in this application is true and correct.

I confirm that I agree with the above statements.

Name Greg Clark
Organisation South Ribble Borough Council
Position Senior Parks Technical Officer
Date 14/11/2019

Are you applying on behalf of a partnership?

Yes

Please add the details of additional contacts below:

Name	Organisation	Position	Date
John Fazakerley	Friends of Hurst Grange Park Coach House Restoration Project	Chair	14/11/2019

Section nine: Supporting documents

Please provide all of the documents listed, unless they are not applicable to your project. You will be asked to indicate how you are sending these documents to us - as hard copy or electronically.

In addition to numbers 1-12 below, you may also be required to submit further supporting documents that are specific to the programme that you are applying under. For further guidance, please refer to the application guidance Part four: Application form help notes. We will not be able to assess your application if we do not receive all the required information.

Second Round

For all projects:

1. An activity plan

Electronic

2. A project timetable

Electronic

3. Cash flow for the project

Electronic

4. Income and spending forecasts for the life of the project and five years following project completion

Electronic

5. The project management structure

Electronic

6. Spreadsheet detailing the cost breakdown in Section seven: project costs

Electronic

7. Calculation of Full Cost Recovery included in your delivery-phase costs (if applicable)

Not applicable

8. Briefs for delivery work for internal and externally commissioned work

Electronic

9. Job descriptions for new posts to be filled during the delivery phase

Not applicable

10. Copies of deeds, leases, mortgages or other proof of ownership if your project involves work to land, buildings or heritage items

Electronic

11. A small selection of images that help illustrate your project. If your project involves physical heritage, please provide a selection of photographs, a location map and, if applicable, a simple site map or plan. It would be helpful if these are in digital format (either as an attachment or on disk). We will use these images to present your project to decision makers. Please read about images in the application guidance Part three: Receiving a grant

Electronic

12. Copies of your agreements with project partners, signed by everyone involved, setting out how the project will be managed

Electronic

If applicable, please attach any additional documents as required for the programme that you are applying under. Use the box below to confirm in what format the additional documentation will be submitted.

Electronic

Please now attach any supporting documents.

When you have completed the form click the submit button to submit the form to the server. You can view what you have entered by clicking the draft print button above.