

Carrington Street Townscape Heritage Project
Activity Statement

Activity: Detailed description	Who is the activity for?	What difference will it make for them?	Resources	Cost in project budget (total and for each item)	Timetable	Targets & measures of success	Method of evaluation
<p>1. Heritage walks will reveal the historic significance of the Townscape and the surrounding areas (such as the canals, landmarks and waterway usage) as a main route into the Nottingham City Centre from the South.</p> <p>1a. Interpretation Boards to be strategically located in the area, interpreting buildings and areas of specific interest (including the near-by canal) and including a link to the web page.</p> <p>1b. Interpretation of buildings of specific interest (along the walk), to be included within the new web site and providing links to other websites which share common themes and are of significant interest to those visiting the area.</p> <p>1c. Accompanying leaflet produced for display in</p>	<p>Citizens</p> <p>Visitors to the City</p> <p>Local History Groups</p> <p>Civic Society</p> <p>Local Business's</p> <p>Canal River Trust</p> <p>Volunteers</p>	<p>Visitors and local people will have a better understanding of history of the area.</p> <p>More visitors will be attracted to the area and will experience an enhanced and prolonged visit to the City.</p> <p>Ambassadors for the area will have the skills and knowledge to greet visitors to the area.</p> <p>Those who are unable to visit the area can have access to information about the heritage of the buildings and surrounding areas.</p> <p>Volunteers will enhance their knowledge of the</p>	<p>Consultation and development of tour with civic society, canal river trust and local history groups: 20 days</p> <p>Consultation with the Canal and River Trust and History Groups to identify common interpretive themes (e.g. Heritage, The Future, Landmarks): 20 days</p> <p>Design and print of literature : 10 days</p> <p>Training for guides: 10 days (5 x 2 days over project life)</p>	<p>Total £18,500 Consisting of</p> <p>The development of the tour including training. £2,500 – Project Funding (Monetary Value) £1,500 – Canal and River Trust (Match funding) £1,000 – Civic Society (Volunteers Time)</p> <p>Volunteers Expense, including celebration of success. £500 – Project Funding (monetary value).</p> <p>Design and print of promotion materials (e.g. Leaflets, Interpretation Boards (including any planning permission) £2,000 – Project Funding (monetary value) £500 – Canal and River Trust (Match Funding) £500 – Canal and River Trust (project managers time)</p> <p>Bespoke courses to offer “Welcome Training” which will assist in promoting the</p>	<p>Month 1 to 6 research and develop</p> <p>Month 7 to 12 – training (and refresh year 2, 3, 4 and 5)</p> <p>Month 12 – delivery commencement</p>	<p>3 New volunteers recruited and trained (throughout the life of the project)</p> <p>A joined up approach, with the Canal and River Trust, is developed and implemented.</p> <p>10 New people will take the tour each month</p> <p>Visitors and Citizens will be aware of the tour and engage with it</p> <p>Positive feedback from visitors and Citizens.</p> <p>Web page accessed for information</p> <p>Number of people attending “Welcome” training</p> <p>Training for guides will lead to employment</p>	<p>Online feedback form</p> <p>Feedback forms for a sample of early tours</p> <p>Match funding secured from the Canal River Trust, for the project management and implementation of the interpretation plan</p> <p>Use data available to identify number of visitors accessing web page and links.</p> <p>Quarterly feedback from businesses about the number of visitor to the area etc.</p> <p>Findings from the professional evaluation</p>

<p>the local businesses and for hand out by volunteers during heritage walks.</p> <p>1d. Recruitment and training of new volunteers, to act as ambassadors to promote the project and the area and to conduct tours.</p> <p>1e. Provide training to local businesses in the art of welcoming customers to the area and to act as ambassadors to promote the area.</p> <p>1f Use of webpage to promote the walk and seek feedback from those taking part.</p>		<p>town's history and develop skills in presenting information.</p> <p>The joined up approach with the Canal and River Trust will add a greater dimension and interest to the heritage walk and the project as a whole.</p>	<p>Delivery of the "Welcome" courses by Experience Nottinghamshire (5 x ½ days over project life)</p> <p>Vacant shop units for display purposes, provided by Nottingham City Council (Property) and Nottingham Station to promote heritage walk.</p>	<p>area and the Heritage Walks– facilitated by Experience Nottingham. (Year 1 and refresh in 2, 3, 4 and 5) £2,500 – Project Funding (monetary value)</p> <p>Volunteers Time £2,000 – (Contributions in Kind)</p> <p>Use of vacant units on Carrington Street and in the train station to promote walks and use as a potential "meet here point" £5,000 – (Contributions in kind)</p> <p>Publicity of workshops, activities and photography competition £500 – Project Costs (Monetary Value)</p>			
<p>2 Volunteers to work with Central Library, History Groups, Citizens, Civic Society and the Canal River Trust, to allow research and the collection of historical data and memories.</p> <p>2a Recruitment and training of volunteers on how to access information and research archives.</p> <p>2b Display to be located</p>	<p>Citizens</p> <p>Local History Groups</p> <p>Central Library (Local Studies)</p> <p>Civic Society</p> <p>Visitors to the City</p> <p>Canal and River Trust</p>	<p>Raise awareness of the area and the project.</p> <p>Provide skills to Volunteers to allow access to historical data.</p> <p>Citizens will have the opportunity to record their memories of the area</p>	<p>Training for volunteers - 7 days (refreshed in year 3 and 5)</p> <p>Production and design of display boards for material collected; 20 days</p> <p>Creation of</p>	<p>Total £48,000 Consisting of</p> <p>Volunteers expenses, including celebration on success. £300 – Project Funding (monetary value)</p> <p>Design and print of presentation materials and boards £1,000 – Project Funding (monetary value). £1,000 – Canal and River Trust (match funding)</p>	<p>Month 24 to 30 – research and training</p> <p>Month 31 to 36 - Prepare presentation materials</p> <p>Month 37 – 38 Materials for print and set up displays (to be refreshed through project and at one off</p>	<p>10 Volunteers recruited and trained</p> <p>50 Citizens inputting into "Memory Booklet"</p> <p>Positive feedback from visitors</p> <p>Number of displays over the life of the project</p>	<p>Feedback forms to volunteers asking for their views</p> <p>Number of hits to web site</p> <p>Number of memory booklets distributed</p> <p>Number of people engaged</p>

<p>in vacant shop on Carrington Street and vacant units within Nottingham Station, to promote the historical research of the area.</p> <p>2c Use of local venues/events/ activities, (e.g. Tourist Information Centre, Broadmarsh Shopping Centre, Archiving Facility, Train Station, Civic Society, Canal and River Trust) to display material which will raise awareness and recruit volunteers.</p> <p>2d Promotion of the newly refurbished archiving facility.</p> <p>2e. Local artists to assist with the creation of artist impressions, displays and interpretation of the research material collated for the Townscape Heritage Area.</p>	<p>Newly refurbished archiving facility</p> <p>Local artists and creative community</p>	<p>Increased footfall and numbers accessing the newly refurbished archiving facility</p>	<p>artist impressions for display and interpretation</p> <p>Production of “Memory Booklet” to capture local memories and experiences</p> <p>Project Manager to act as a link to support groups (e.g. Civic Society, Local Studies, Local History Group) allowing them to be empowered to work together and ensure that the project is sustainable in future years – ongoing</p>	<p>Promotional materials to encourage volunteers to join the research group £200 – Project Funding (monetary value)</p> <p>Introduction to archive sessions (Nottinghamshire Archives) @ £45/session – spread over a 5 year period £1,000 – Project Funding (monetary Value)</p> <p>Commissioning of artists impressions £500 – Project Funding (monetary value) £2,500 – Local Artists Based in City Buildings (Contribution in Kind)</p> <p>Cleaning, Maintenance and Safety checks to vacant City Council and Station Units, to allow safe use for displays £1,500 – Nottingham City (Match Funding)</p> <p>An allowance for the loss of rent and business rates to vacant shop over a 5 year period. £20,000 – Nottingham City (Match Funding)</p> <p>Other display spaces over the project life (see 2c) £5,000 (contribution in kind)</p>	<p>events)</p> <p>Month 39 – display commences</p>	<p>Number of people accessing the Archiving Facilities.</p> <p>Feedback from quarterly survey to businesses</p> <p>Number of local artists engaged in the creation of impressions and displays</p>	<p>Findings from the professional evaluation</p>
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				Design and print of "Memory Booklet" £5,000 – Project Funding (Monetary Value) Volunteers Time - £10,000 (Contribution in kind)			
3. Creation and design of new website to promote the activities, history, memories and architecture of the area 3a Collation of images, booklets, interpretation leaflets, artist's impressions, research and display materials etc. 3b Provide training opportunities to volunteers on the development and maintenance of web pages. 3c Use of Social Media Tools (e.g. Twitter and Facebook) to promote project and web site. Showing twitter feed and blogs on web site.	Citizens Volunteers Visitors to the City People who are outside the area Local Societies and organisations	Will allow visitors, citizens and historians to have access to information of the area and its history. Promotion of the Heritage Townscape Activities. Will allow volunteers to develop their skills in the development and maintenance of the web site. Other relevant societies and organisations will provide input into the design of the website and links to their own sites. Opportunity for the research material (Activity	Project Manager: 5 days Website design and set up: 20 days Training on developing and maintaining a website: 5 days (refreshed year 3 and year 5)	Total £9,500 Consisting of Design, development and set up of web site including year 1 hosting £2,000 – Project Funding (monetary value) Maintenance of web site £1,000 – Volunteers Time (in kind) Hosting of web site for year 2-5 £1,000 – Project Funding (monetary value) Delivery of training for volunteers to maintain the web site (£500 a year) £2,500 – Project Funding (monetary value) Volunteers Time £2,000 (contributions in kind) Inclusion of links to site and development of materials for linked projects (e.g. Canal and River Trust) £500 – Canal and River Trust (Match Funding)	Month 3 to 6 – Create web site and prepare associated materials for initial inclusion Month 6 to 8 – Provide training to volunteers on the setting up and maintenance of the web site Month 9 – Volunteers/staff to commence the maintenance and updating of the website	Visitors, citizens and historians will be aware of the historical significance of the area. Numbers attending the website training Number of volunteers continuing to monitor and maintain website after training is completed Number of links to other websites	Hits to website Online feedback survey. Head count at training sessions

		2) to have a greater purpose and an outlet for displaying and sharing.		Administration of "Crowd Control" and publications on social media sites (e.g. Twitter and Facebook) £500 – Nottingham City (Match Funding)			
<p>4. Workshop and events to identify land carry out minor maintenance works to preserve the appearance of historic buildings</p> <p>4a Guidance document produced to help identify specific part of a building that may require attention/maintenance (e.g. Apron, Chimera).</p> <p>4b A calendar of maintenance requirements (e.g. clean gutters at end of Autumn, Prune Trees in Spring etc.)</p> <p>4c Workshop to raise awareness and help identify architecture features of heritage buildings.</p> <p>4d Drop in sessions to provide hands on experience in basic maintenance skills.</p>	<p>Nottingham City Council repairs line operatives</p> <p>Property Owners</p> <p>Tenants</p> <p>Local construction students and apprentices</p> <p>Local architects</p> <p>Local artists</p> <p>"Buy With Confidence Traders"</p>	<p>Assist in providing timely maintenance to preserve the appearance of historic buildings</p> <p>Operatives, owners and tenants will be able to identify specific features of buildings</p> <p>Continuous professional development for local architects, artists and traders</p> <p>Opportunities for hands on experience in maintaining historic buildings</p>	<p>Promotion and recruitment: 20 days</p> <p>Design and print of guidance document and calendar: 20 days</p> <p>Development and delivery of Workshop: 5 days (over life of project)</p> <p>Development and delivery of drop in session: 5 days (over life of project)</p>	<p>Total £15,000 Consisting of</p> <p>Venue to deliver workshop and drop in session Match Funding – Nottingham City vacant shop (see activity 2)</p> <p>Delivery of drop in session £4,000 (SPAB – Project funding)</p> <p>Delivery of architectural workshop £4,000 – Nottingham and Derby Society of Architects (Funding in kind)</p> <p>Design and production of a calendar of maintenance and guidance document £500 – Nottingham and Derby Society of Architects (funding in kind) £500 – Local Artists (funding in kind)</p> <p>Printing Costs £5,000</p> <p>Refreshments for workshop</p>	<p>Month 12 – Commission trainer to design and deliver workshop</p> <p>Month 24 – Commission trainer to design and deliver drop in session</p> <p>Month 18 – Agree date for delivery of workshop and send out invites</p> <p>Month 20 – Deliver workshop</p> <p>Month 24- Design and produce calendar and guidance document</p>	<p>Property owners, tenants and operatives will have a better understanding of architectural terms.</p> <p>People will take more pride in their properties.</p> <p>Turnover of tenants in the Townscape Heritage Area will be reduced due to the visual appearance improving.</p> <p>More visitors and customers are attracted to the area.</p> <p>"Buy with confidence" Traders will have a greater knowledge of works to heritage buildings.</p>	<p>Feedback forms issued at the end of training session.</p> <p>Seek feedback from repairs line operatives (6 months after training) to assess success of activity.</p> <p>General observation of the area shows an improvement.</p> <p>Number count attending workshops.</p> <p>Number of vacant shops in the Townscape Heritage Area</p> <p>Findings from the professional evaluation</p>

				£500 – StoneSoup Academy (Match Funding) Publicity of workshops, activities £500 – Project Costs (Monetary Value)			
5. Engage young people with the proposals and activities for the Townscape Heritage Project. 5a. Educational workshops and activities to raise awareness of the areas heritage, architecture and transport networks (e.g. Canals and rivers). 5b. Photography competition to capture the historic value of the area. 5c. Local Artists and architects to have input into the development and facilitation of activities/workshops for young people. 5d. Training and recruitment of volunteers to help facilitate workshops and activities	Young people Volunteers Schools Voluntary Organisations (e.g. Girl Guides, Scouts) Duke of Edinburgh Candidates Nottm City Council Education Partnership Teams Groups and Societies (e.g. Canal and River Trust) Local Architects	Young people will develop an understanding of the importance of preserving the historic environment. Provide opportunities for Volunteers to work with young people. Young people will gain skills and knowledge to help them obtain badges/awards. Schools will be able to enrich their schools history curriculum Local architects and teachers will have the opportunity for continuous	Project Manager: 20 days Consultation with partners who are assisting with the development and facilitation of workshops and activities. Design and production of support material; 20 days Engagement with Group Leaders to inform workshops and activities and recruit participants ; 10 days Preparation and execution of photographic awards ceremony ; 5 days	Total Cost - £9,500 consisting of Certificates/prizes for photography competition and course attendance - £500 – Project Funding (monetary value) Disposable cameras for photograph competition £500 – Project Funding (monetary value) Art Materials and artists time. £500 – Project Funding (monetary value) £2,000 – Local artist – Project Funding (monetary value) Local Architects Time £1,000 – (funding in kind) Materials for workshops and activities. £500 – Project Funding (monetary value) £500 – Canal and River Trust (match funding) Volunteers Time	Month 12 to 15 - Consultation with schools and groups to shape the delivery of sessions and photography competition Month 16 to 18 – the production of sessions and associated materials to allow delivery of session. Month 18 to 60 – delivery of sessions to young people in the City	Engage 5 schools over the life of the project. Engage 3 groups and societies to participate in workshops and activities 50 children take part in photography completion and display Artwork produced during workshop to be displayed at 5 local events/venues and activities Young people provide positive feedback on their experience. A minimum of 3 volunteers are recruited to the activity over the life time of the project	Number count of participants at workshops, activities and photography competition Survey form Number of volunteers Findings from the professional evaluation

		professional development		<p>£2,000 (Contribution in kind)</p> <p>Refreshments for workshop £500 – StoneSoup Academy (Match Funding)</p> <p>Training for volunteers £1,000 – Nottm City Council Education and Partnership Team (Monetary Value)</p> <p>Publicity of workshops, activities and photography competition £500 – Project Costs (Monetary Value)</p>			
<p>6. Family Activity Fun Day to promote the project and raise awareness of area and its historic significance, whilst providing an opportunity to recruit volunteers, celebrate and show case work.</p> <p>6a Set up a planning group to include volunteers, businesses, artists, creative community and other groups and societies.</p> <p>6b Consult to agree a theme and content for the activity fun day (e.g.</p>	<p>Citizens</p> <p>Volunteers</p> <p>Businesses</p> <p>Visitors to the area</p> <p>Schools</p> <p>Groups and Societies</p>	<p>Promote the area and raise awareness.</p> <p>More visitors attracted to the area.</p> <p>More opportunities for volunteers</p> <p>Give young people a sense of pride with their involvement of the project.</p> <p>Promote groups</p>	<p>Design and print of flyers and posters 5 days</p> <p>Setting up planning group: 10 days</p> <p>Consultation with wider community: 10 days</p> <p>Planning and promoting the event to include outcome of consultation; 30 days</p> <p>Activity Fun</p>	<p>Total £7,300 consisting of</p> <p>Planning Group Budget for activities £3,000</p> <p>Project Funding (Monetary Value) £1,000 – Canal and River Trust (Match Funding) £300 - Businesses (Match Funding)</p> <p>Hand-outs (pencils, balloons, sweets) - £500</p> <p>Project Funding (Monetary Value)</p> <p>Marketing and publicity (use of social media, press release, posters and flyers) - £500</p> <p>Project Funding (Monetary Value)</p>	<p>Month 12 to 24 – Set up planning group</p> <p>Month 24 -36 – consult on approach to day</p> <p>Month 37 to 48 – Planning and agreeing content and promotion of event</p> <p>Month 49 – Family Activity Fun Day</p> <p>Month 50 – Evaluation</p>	<p>Attendance at family activity fun day</p> <p>Positive feedback form visitor to event</p> <p>Local business has increased people visiting on that day.</p> <p>Number of people visiting areas of display (vacant shops)</p> <p>Number of publicity items distributed (e.g. balloons)</p>	<p>Head count</p> <p>Link to web site</p> <p>Survey of businesses after the event</p>

<p>window displays costumes etc.)</p> <p>6c Planning Group to agree, through a series of meetings, the structure and requirements of the day.</p> <p>6d Planning group to agree promotional materials for the day.</p> <p>6e Activity Fun Day</p> <p>6f Evaluation of the day</p>	<p>(including canal and river trust)</p> <p>Artists and creative community</p>	<p>and societies</p> <p>Opportunity to display research materials, photography completion, artwork etc.</p>	<p>Day; 1 day</p> <p>Evaluation; 1 day</p>	<p>Volunteers Time</p> <p>£2,000 – (Volunteers)</p>			
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