



Notes on completion

Summary

Name of your organisation

East Hertfordshire District 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.

Castle Park, Bishop's Stortford

Reference number

PP-15-00582

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.

Castle Park provides a fantastic opportunity to discover, protect and enhance a range of heritage features that underpin the cultural and historical development of the town of Bishop's Stortford. These include the remnants of a Norman motte & bailey castle, potentially undiscovered archaeology and the River Stort which was fundamental in the establishment and growth of the town and now has significant potential for biodiversity improvements.

Engaging people with this heritage is a central component of the project. Opportunities for volunteering and learning, interactive interpretation schemes and significantly enhanced access will open up the possibility for people to appreciate and understand their town's heritage.

Have you received any advice from us before making your application?

Yes

Please tell us who you received advice from.

Kate Brown

Is this your first application to the Heritage Lottery Fund?

Yes

Section one: Your organisation

1a Address of your organisation:

Address line 1	Wallfields
Address line 2	Pegs Lane
Address line 3	
Town / city	HERTFORD
County	Hertfordshire
Postcode	SG13 8EQ

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	Castle Cottage
Address line 2	The Causeway
Address line 3	
Town / city	BISHOP'S STORTFORD
County	Hertfordshire
Postcode	CM23 2EL

Local Authority within which the project will take place

East Hertfordshire

Constituency within which the project will take place

Hertford and Stortford

1c Details of main contact person

Name

Ian Sharratt

Position

Environment Manager - Open Spaces

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

Yes

Daytime phone number, including area code

01992 531525

Alternative phone number

01279 655261

Email address

ian.sharratt@eastherts.gov.uk

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

East Herts Council provides important services across five towns and rural villages in the east Hertfordshire area of the UK.

As a Local Authority key services include the provision of recycling and waste collection, planning, support for business and communities, electoral services, environmental health and housing, and the provision for leisure facilities and parks and open spaces recreation

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 details 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 Will your project be delivered by a partnership?

Yes

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

East Herts District Council - Ian Sharratt

Bishop's Stortford Town Council - James Parker

1g Are you VAT registered?

Yes

Please provide your VAT number

214 430802

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 upon?

Project Background:

Castle Park will bring together two existing green spaces, Castle Gardens and Sworder's Field, which together form a 6.7 hectare park at the geographic and historic heart of Bishop's Stortford, a mediaeval market town in Hertfordshire.

Castle Gardens are owned by East Herts Council and Sworder's Field by Bishop's Stortford Town Council. Ownership boundaries on the ground are not defined, but the two organisations' isolated approaches to management have caused a distinct lack of cohesion between the two spaces, with clear failings in connectivity, arrangement of assets and provision of basic visitor facilities. As a result, the sites lack unity and instead exist as a scattered collection of recreational and historic features with little consideration to landscape function or to the opportunities for visitors to connect and engage with the cultural and natural heritage. By coming together in a partnership, shared objectives will ensure that Castle Park functions for people. Heritage features will become central components of the park, with improved visibility and more legible access routes.

Castle Gardens includes the remnants of Waytemore Castle and surrounding formal shrub beds, as well as a war memorial surrounded by formal planting. Sworder's Field includes a number of recreational facilities including a recently refurbished children's paddling pool, adventure playground and skate park. The River Stort runs between the two sites.

The park dates back to an initial acquisition of the land in 1907 by the Bishop's Stortford Urban District Council for community use and landscaped as a public garden, from when much of the existing landscaping dates. Ad hoc developments, typical of the early to mid-20th century public parks, brought the addition of tennis courts, a bandstand (later replaced by Markwell Pavilion) and the paddling pool.

As can be seen on 'Drawing 1, Context' in the supporting documents, the sites form the southern end of an unbroken green corridor reaching down into the centre of Bishop's Stortford along the course of the River Stort. The addition of the A1250 Link Road around the south and west of the park in the 1970s has created a division with the town centre. Following the green corridor to the north of the town is the proposed location of a major expansion of the town, where 2,200 new residential units will be built.

Waytemore Castle:

A central feature of Castle Park will be the remnants of Waytemore Castle, a Grade I listed Scheduled Ancient Monument. This is a Motte and Bailey castle, a style introduced by the Normans. It is set on an oval earth mound (the motte), around 83m x 65m and 12m in height. The top of the motte was protected by a curtain wall of flint rubble, potentially having replaced an earlier timber palisade. The foundations of a keep, dating from the early 13th century, are within the walls on top of the motte. This measured approximately 27m x 12m and stood around 21m high. A well approximately 18m deep is located in the southwest corner of the keep.

The adjacent area (the bailey) covered around 4 acres to the south of the castle. It was located outside an inner moat that surrounded the motte, but within an outer moat. The inner moat is no longer evident in the ground, whilst the outer moat is now greatly reduced in size. The bailey would have included a number of buildings including stables, barracks, a chapel and a workshop. No evidence remains of the bailey at ground level although individual discoveries of coins and burial grounds have been made in the past. Geotechnical investigations are proposed to identify the presence of any archaeological remains.

The castle was likely built in the late 1060s by the Normans under the reign of William the Conqueror in response to the Saxon rebellion in East Anglia. With the Norman conquest, the then manor of Stortford was sold to the Bishop of London (hence the name Bishop's Stortford), with the castle becoming one of the chief strongholds of the Diocese of London. It was seized by the Abbot of Ely in 1137 and then demolished by King John in 1208 amidst a row with the Pope over the nomination of the Archbishop of Canterbury. Ownership returned to the Bishop of London in 1214 and the castle was rebuilt and crenellated in the 14th century.

Until the mid-13th century the dungeons of the keep were used to imprison clerical felons, before a separate

prison was constructed immediately to the south of the castle, which housed up to 50 prisoners in poor and overcrowded conditions. Those that died were buried within the surrounding prison grounds. The new prison was later used for religious dissenters, and from the mid-16th century Catholics.

By the 15th century the castle was no longer in use as a defensive stronghold and fell into disrepair. Following the move of the Bishop's Court in the mid-16th century the castle was largely demolished.

The name Waytemore is likely either from Old English Wayte (place of ambush) and More (fen or marsh), or Old Norse Thwaite (forest clearing) and Marr (boggy place). This suggests the land was marshy and potentially heavily forested until the late Roman or early Saxon period.

The War Memorial and Other Structures:

In 1921, a war memorial of York Stone was installed to the south of Waytemore Castle. This retains a high importance to the community as it forms the main focus of commemorative events in Bishop's Stortford, often attracting thousands of attendees.

Close to the war memorial, another triangular shaped memorial sits within a circular stone-surround. This stone commemorates men of the local Masonic Society who lost their lives in overseas conflicts between 1843 and 1927. The landscape surrounding it will be adjusted to redefine its importance.

A large Victorian drinking fountain sited at the base of the castle mound was originally presented to the town in 1872 by a local family to replace a rather shabby drinking trough at Hockerill crossroads. There it remained a prominent landmark for many years but with the advent of motorised transport it soon became a traffic hazard and was moved to the park in the 1920s. A fire lantern once perched at its top disappeared long ago, as did the chained drinking cups. The consultation process during stage 1 would determine whether it might be appropriate to implement some restoration work.

The River Stort:

Bishop's Stortford's history has been closely tied to the River Stort. The names of the town and the river are linked, whilst livelihoods have been determined by trade on the waterways. From the location of the original Saxon settlement alongside the river, it was partly canalised in the 18th century to provide a key transport route for the town's malt industry. The canalised 'Stort Navigation' begins immediately to the south the park. The river currently runs to the east of the castle, reflecting a re-routing in the mid-20th century from around 100m to the west of the castle. The river as it currently runs through the park has low accessibility, particularly along the southern section, and is classified as being in a bad ecological condition.

2b Is your heritage considered to be at risk? If so, please tell us in what way.

Following a study by BEAMS Ltd, the castle was included on the East Herts Council 'Buildings at Risk' register in 2006 as Risk 1, Priority A.

An Archaeology Assessment was undertaken by The Heritage Network Ltd in 2008 as part of an environmental appraisal commissioned by East Herts Council. The resultant report recommended some physical actions such as the removal of ivy and consolidation of the standing fabric of the monument and formed an early basis for the current aspirations such as removal of the hedge and lighting the mound. An ecological assessment made in parallel to this also considered works for habitat enhancement. The need for a specialist investigation by a conservation architect was identified to ascertain what appropriate conservation measures are required to protect and enhance the castle remains.

The War Memorial itself is in good condition and well maintained. Its location within the Castle Gardens and surrounding landscaping however may no longer be fitting or appropriately functional for a feature of such high cultural importance.

The River Stort is classified as being in 'bad' ecological condition. This is the lowest of five possible classifications. Under the Water Framework Directive rivers are required to be in at least 'good' status by 2027.

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

Yes

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

Waytemore Castle

Do you, or a partner organisation, own the building, land or heritage items outright?

Yes

Do you or a partner organisation have a mortgage or other loans secured on the property or item, or any plans to take one out?

No

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

TL490214

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**

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

1

**Grade II* or Grade B listed
building**

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

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

1

Local list

**Scheduled Ancient
Monument**

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

1

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.

A United Vision:

Castle Park, Bishop's Stortford is a partnership project between East Herts Council and Bishop's Stortford Town Council. It will unite the two disparate sites of Castle Gardens and Sworder's Field into one exceptional park of a quality befitting the importance of its heritage assets and the value of its town centre location. With the new name of 'Castle Park', the site will have a strong identity under which both authorities will work together to unify management and help improve the heritage centre of Bishop's Stortford.

An outline plan and conceptual ideas of the proposals can be seen on 'Drawing 7, Proposals' and 'Drawing 8, Concept Photos'.

Displaying Heritage through a Landscape Re-Design:

The present path arrangement is disjointed and impractical. Through a subtle redesign of the park layout the site will function as it should, whilst improved pedestrian access will ensure that it provides a focal point for the historic town centre.

A significant amendment will be an enhancement in the connection of key visitor facilities. In order to move between the younger children's play space and the popular paddling pool, the present arrangement requires users to either walk around 50m north along the river to find an existing bridge with no surfaced path, or to exit onto the busy link road. This project proposes the construction of a new bridge and link path that together will provide a coherent connection between these two play spaces as well as completing a useable non-motorised commuting route into the town centre. This will overcome the currently movement barrier of the river, thus breaking the division that exists across the ownership boundary.

This new bridge will feed into a legible path network that includes a major node point around a new multi-purpose space created adjacent to the castle motte. This new open space will better compliment and unify the surrounding features, provide a suitable space for outdoor events, pop-up stalls and (should conversion of the existing community centre not be feasible) a new café. A combination of uninterrupted views and direct path networks will ensure this space will radiate both visually and physically to key heritage and leisure features.

To create this new public space the existing tennis courts will be relocated, potentially to the northern end of Sworder's Field where the space is more dedicated to sports and physical recreation. These tennis courts in their present location provide a major barrier to movement and visibility very close to Waytemore Castle and their relocation is fundamental to achieving the aims of this project.

A further node point will be around the War Memorial, ensuring it remains an important part of the landscape. From here the path network will feed into the recently replanted avenue of trees that leads to the foot of Waytemore Castle. It also leads out onto a more clearly defined entrance point from the town centre. Improved visibility of this entrance from the town centre will help to overcome the physical barrier created by the Link Road.

As a result of the amended path network, lines of visibility will be created between prominent usage points and key heritage features, such as between the open amenity space and Waytemore Castle and between the town centre and War Memorial. Furthermore, a new lighting scheme will focus attention upon important locations, including up-lighting of Waytemore Castle.

'Drawing 5, Functional Zones' displays the more logical site layout, which will transition north of the park into the less formal greenspaces along the river corridor that provide sports facilities, health benefits and access to the wider countryside. It is hoped that the Castle Park project will be the catalyst for a reinvigoration of the Bishops Stortford 'Green Finger' with benefits radiating out along its length. Visitors will be encouraged to explore beyond the confines of Castle Park and engage with the natural environment. Anticipated enhancements along this green corridor are shown on 'Drawing 3, Broad Proposals'.

Through a scheme of interpretation across the park, the historic and cultural importance of the heritage features will be shared with a wide audience. Furthermore, through a programme of activities and training opportunities, local people will be actively engaged with the delivery and future management of the park. A fundamental aspect of the delivery stage will be the formation of a Friends of Castle Park group.

Waytemore Castle Restoration:

Central to the project will be securing the future of the Grade 1 listed Waytemore Castle motte through specialist conservation works carried out to protect the surviving structures from further degradation.

Waytemore Castle is clearly identifiable with Bishop's Stortford's mediaeval history, and should therefore be a major cultural asset that is valued by all. Opening up the provision of access that is appropriate for a Scheduled Ancient Monument will engage the public and tourists with the town's heritage. As part of a project that English Heritage has expressed their support for, the once proud setting of the castle within both the park and the town will be rediscovered by removal of a surrounding dense hedgerow, selective felling of obstructing trees to re-establish lost views and vistas and the installation of up-lighters. The conservation of the castle remains and the safety of people visiting the monument will be of paramount importance.

Re-development of existing buildings:

The park contains a local meeting venue, The Markwell Pavilion and some unsightly old garages that are currently used for storage. Whilst the venue is popular for a small number of local groups, it is not well used in comparison to nearby local community centres. It is an unremarkable and unwelcoming building. There is an opportunity to review the use and design of these buildings to make much better use of them.

The project will consider a wider vision for the park which could host a visitor centre, art space, refreshment facilities, toilets to support the paddling pool, a meeting venue and a purpose built space which connects directly to the park. Restoration and improved design of these existing buildings could create an attractive feature in the park that could draw more visitors and meet needs more effectively.

River Stort Restoration:

Improvements to the River Stort will enhance its function, character and biodiversity value. Removal of scrub vegetation and dense self-set sycamore trees will open up views to the river and between both sides of the park. Increased light levels will help to rejuvenate the wildlife habitat. The river corridor will transition into the park by converting adjacent tired shrub beds into colourful areas of native wildflower planting. To encourage public access and engagement with the river, a wooden jetty will be installed that will allow people to get close to the water with views along the river corridor.

3b Explain what need and opportunity your project will address

The heritage of the site relating to the motte and bailey castle is presented with the two challenges of inadequate conservation and a lack of discovery. This means that the features are both at risk of damage and are failing to engage with people. By conducting a full geotechnical survey, any unseen archaeology will be discovered. This will feed into a Conservation Management Plan, which will determine a course of action for the correct management of heritage features and make these visually or physically accessible by people.

The bad ecological status of the River Stort will also be addressed through the implementation of a River Restoration Plan. This will incorporate not only biodiversity improvements but also improved public access to the water with a new timber jetty.

A poor site layout, evident on 'Drawing 4, Analysis', makes the current park difficult to navigate and impairs the visual prominence of Waytemore Castle. There is also poor access into the park from the town centre and a lack of cohesion across ownership boundaries. A landscape re-design including relocation of the tennis courts and an amended path network will resolve these and to enhance the visitor experience and ensure heritage features are prominent in the landscape. The improvement this will have can be seen on 'Drawing 6, Proposal Stages'.

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

The castle is at risk from ongoing erosion and tree damage and as such has been placed on East Herts Council's Buildings at Risk register as Risk 1, Priority A. The production and implementation of a conservation plan would be a fundamental element of the Castle Park project, which will ensure this important monument is protected from further damage and enhanced where possible.

The bad ecological condition of the River Stort falls below the requirements of the Water Framework Directive, which aims for good status in all waters by December 2015 and requires full compliance by 2027. Improving the biodiversity of the River Stort will greatly help the river meet these legal requirements.

Additionally, plans are in place for a 25% expansion of the population of Bishop's Stortford with a new 2,200 unit residential development at the northern end of the town. The pressures of an evolving town makes now an ideal opportunity to produce a high quality park. With the proposed connectivity improvements, the green corridor leading into Castle Park would provide an important non-vehicular connection to the town centre, becoming a valuable recreational space for the new residential development.

3d Why do you need Lottery funding?

The award of Lottery funding will facilitate a comprehensive improvement to the park, drawing together community, heritage and biodiversity into one plan. This will move away from a continuation of ad hoc works that fails to connect people with the heritage of the park.

Lottery funding will not only provide collective planning, but also allow for larger scale capital projects to take place, including river improvements and a new bridge and timber jetty.

Due to its urgency, were this application to be unsuccessful, alternative funding would be sought for conservation works to the castle. However, this could not be guaranteed and may be limited to the minimum required for preservation, rather than providing additional improvements and public access.

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

Following an assessment of the needs and desires, a holistic approach between the partners was developed that will allow the park to develop in a unified manner. A review of existing draft management plans has also been carried out and will continue to feed into the project as it progresses.

Previous discussions have been held with English Heritage, which have confirmed their support for enhancement works to Waytemore Castle. The project proposals include the removal of the hedge that was planted around the edge of the motte. This is a change that was originally requested by English Heritage.

Recent communication with Historic England has also confirmed their support for the project and ensured that the works proposed in this development stage will sufficiently inform a Scheduled Monument Consent application. Consultations with both English Heritage and Historic England will continue throughout the course of this project.

An environmental appraisal was commissioned by East Herts Council in 2006 which incorporated ecological and archaeological assessments. These have been used to inform this project, with more detailed assessments to be conducted within the development phase.

During the early stages of the development phase a network of key stakeholders will be developed, ensuring that the proposals for stage 2 effectively meet the needs of these groups. Any key users will be encouraged to participate in the initiation of an umbrella Friends group.

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 park or cemetery and its heritage will be better managed:

A new management plan will be produced across Castle Park. This will be informed by specialist investigations into the archaeology of the site, the conservation of Waytemore Castle and ecology of the River Stort.

Provision will be made for local volunteers, potentially through the new Friends Group, to become involved in the management of the heritage features. Discussions will be held with the grounds maintenance team during the development phase to determine the role that they could hold within this.

As a result of this high level of management, Castle Park will be maintained at a level that will allow for annual applications for Green Flag status.

The park or cemetery and its heritage will be in better condition:

A conservation plan will be produced for the remains of Waytemore Castle, informed by archaeology surveys and recommendations. This will ensure that the condition of the castle is improved and further deterioration is prevented.

Similarly, the River Stort will be enhanced to a better ecological condition. Operations to increase light into the river corridor will allow for more substantial river bank vegetation, supporting a higher number and diversity of species. Macroinvertebrate surveys will be used as a measure for this, conducted before and after improvement works.

The heritage of the park or cemetery will be better interpreted and explained:

By carrying out a full archaeological survey, any currently undiscovered heritage features will be unearthed. This would allow for the first time the full archaeological site to be fully understood and displayed to the public.

A new scheme of interpretation around Castle Park will provide information to visitors about the history of the area and the biodiversity improvements. All materials will also be hosted on dedicated web pages allowing potential users to engage with the Park remotely. QR code linkages between on and off site resources will enable visitors to discover more in real time. Furthermore, events will be held both as part of consultation and as celebration upon completion that will encourage engagement and understanding of the site and the project.

Feedback from the public will be obtained as part of the consultation process, to guarantee that these interpretation resources are easy to understand and generate interest in the site's heritage.

The heritage of the park or cemetery will be identified/ recorded:

The history of Waytemore Castle is fundamental to understanding Bishop's Stortford's past, but at present it is not easily identifiable or accessible. Through this project, it will become a central icon of the park, with prominent visibility and the provision of public access. Through site interpretation, a wider audience will be able to discover and understand Waytemore Castle and its historical importance.

Although the remains of Waytemore Castle are listed as a Scheduled Monument, full investigations of the surrounding area have not been conducted. It is known that the bailey was located adjacent to the motte and there is therefore potential for further archaeological discoveries to be made. This project will investigate these as part of the development phase through a full geophysical survey across the site. Should any features of archaeological interest be discovered, operations that bring these into to public focus will be incorporated within the delivery phase.

Access will be opened up to the River Stort, allowing close engagement by people as they can access right into the river corridor. The interpretation boards will provide an understanding of the historic role of the river and the biodiversity that can be found along the river corridor. Results of river surveys will be recorded and

made publicly available to portray the impacts of the river restoration.

A more legible site layout will ensure people are able to orientate themselves around the main heritage features.

4b What difference will your project make for people?

People will have developed skills:

Through discussions with the existing grounds maintenance team, staff training needs relating to the heritage assets of the park will be identified. This is to ensure that they are able to understand the parks rich heritage and promote wider understanding and enjoyment to the visiting public.

Training will also be provided to ensure that all staff are able to effectively safeguard the parks heritage features and appropriately maintain new features developed as part of the delivery phase of the project.

A Friends of Castle Park group will be set up as part of this project. Training aspirations will be identified based upon enquiries and feedback gained in the development stage, allowing a training plan to be produced ahead of the delivery stage. This will include the development of a tailored training programme to meet these aspirations and to ensure that all future activity is: legitimate in terms of Health and Safety, legal compliance and insurance, supported by all partners, contributes to the aims and objectives outlined in the management and maintenance plan and is sustainable. Training provision will ensure that the group are able to participate in the maintenance of or investigations into the history and archaeology of the park.

Local resources will also be used to identify and recruit potential wardens from within the Friends group to be custodians of the heritage. The development stage will identify the specific training they require.

Possibilities will be explored for engaging the public within the surveys of the development phase where appropriate, such as through participation in the geophysical surveys. However, the majority of training provision will be in the delivery stage.

People will have learned about heritage:

Both as part of the ongoing consultation and as celebration upon completion, walks and events will be held to engage people with the project and give them an understanding of the heritage improvements that are taking place.

A scheme of interpretation across the park will ensure future understanding of the heritage, making this a major focus of a visit to the park and enhancing people's experience and enjoyment.

An online resource will be developed which not only hosts the finished interpretive materials but provides a record of the project development and delivery. This will include an archive of any source materials, promotional materials and a photographic record.

People will have volunteered time:

A fledgling Friends Group for Castle Park will be initiated in the development phase, following the national Investing In Volunteers accredited approach, adopted in partnership by East Herts Council and the Countryside Management Service. This will work towards agreement of a simple constitution and adoption of the Friends of Greenspaces support pack to provide a structured approach to community involvement in support of a stage 2 application.

Groups of volunteers as well as individuals will have the opportunity to participate in the delivery of the park. The Friends of Castle Park group will be a focus for this engagement contributing valuable local knowledge and research during the development and delivery phases. Ongoing research into the sites' important history and promotional work to engage and educate the public more broadly are crucial areas in which a well-supported Friends group would be involved.

Existing voluntary conservation groups will be able to participate in the practical delivery phase of the project, on tasks such as the restoration of the River Stort and smaller scale vegetation clearance.

A current partnership exists between the Environment Agency, Herts & Middlesex Wildlife Trust and the Bishop's Stortford Natural History Society where volunteers monitor pollution-sensitive riverfly numbers further south along the River Stort towards Sawbridgeworth. Discussions will be held with this group to determine whether they would be able to participate in the monitoring of the river condition through Castle Park.

To maintain future engagement with the park, the management plan will, where possible, include proposals for volunteers to participate in ongoing maintenance of the park, particularly in relation to the heritage features.

4c What difference will your project make for communities?

Your local area/ community will be a better place to live, work or visit:

The improvements to this park will provide a more enjoyable green space for people to visit. The park will become more attractive with a greater legibility to its layout. With heritage the centrepiece of the park, it will provide a focus for community pride and interest.

Both through the increase in visitor numbers, engagement of the community in volunteering and the introduction of a Hertfordshire Health Walks presence, people will be getting active and leading healthier lifestyles. The existing bridges are in the wrong location to facilitate easy access across the space. The children's play areas and the leisure opportunities in Waytemore Park are at present separated by the river. A new crossing will connect these, allowing easier access between them, encouraging greater use.

Furthermore, the new park will provide part of a strategically significant non-motorised commuting route into the town centre. This will be particularly relevant upon the expansion of the town.

As a more functional park that better connects with the town centre and with residential areas, Castle Park would provide for quick visits that people working in the town could access and enjoy over their lunch break, with improved facilities and a food outlet.

In a wider context the park will become a tourist attraction increasing the prosperity of Bishop's Stortford. It will form a beautiful and culturally significant green space in the heart of the town providing a platform for community and arts events. It will set a standard against which other town centre parks will be measured.

Negative environmental impacts will be reduced:

The Castle Park project will bring about numerous environmental improvements, with enhanced biodiversity along the river corridor and extensive wildflower planting around the castle motte.

Ecology surveys will be conducted in the development phase to ensure that landscape redesigns do not incur detrimental ecological impacts, with alterations to the designs or mitigation carried out as appropriate. The wildlife habitats on the mound for instance will be carefully assessed to ensure that increased access is achieved in a balanced way.

As trees reach maturity and are removed to open up views, replacements will be made elsewhere to ensure well planned and appropriately positioned tree coverage is maintained. A long term tree strategy will prioritise the significance of existing trees and include a replacement programme ensuring that future generations will enjoy the benefit of selected mature and majestic trees in the park.

The Environment Agency will be consulted about proposed changes to the river corridor and installation of new structures. Mitigation measures will be included within the delivery phase as required to ensure that the project does not create any increased flood risk.

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

From adjacent areas, Waytemore Castle is not visible or identifiable as an important monument. Visitors to the park are also not able to access the castle without obtaining the key for it, and usage is therefore greatly limited. By restoring features of the castle and improving visibility, access and interpretation, it will engage with the general public in a way that is not achieved at present.

Crucially, the castle will become evident for people that did not intend to visit it, including those passing through or past the park. Improved access into the park from the town centre will also allow a wider number of

people to find it. Off-site promotion and interpretation of the park will help develop it as a destination for visitors from further afield and raise awareness within non-users and those communities new to Bishops Stortford.

Pedestrian counters placed at all entrances to Castle Gardens between July 2014 and January 2015 found highest numbers in July of 27,154 through the month. This fell to a low of 6,719 in January. These numbers suggest annual visitor numbers are currently around 250,000 per year.

Further measurements will be taken before and after completion of the Castle Park project as a measure of the park's usage. It is aimed that as a result of this project that visitor numbers will be doubled to around 500,000 per year. In addition to higher numbers, it is anticipating that those visiting will be readily accessing heritage features in a way that is not currently possible.

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

The project is primarily aimed at the local community and will be inclusive of all parts of society. Castle Park will provide play facilities for children of different ages, sports facilities for adults and children and space for leisurely walks. Disabled access will be possible across the path network. The educational aspects of the interpretation scheme will be aimed at different age groups.

The park will also be of interest to tourists, as a key part of the town's heritage will become a main tourist attraction.

4e Does your project involve heritage that attracts visitors?

Yes

What are your existing visitor numbers?

250000

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

500000

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

30

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

30

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

2

Section five: Project management

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

Development phase

5a What work will you do during the development phase of your project?

For each element included within the Stage 1 application that will lead to the delivery of physical change in the Stage 2 delivery phase, a detailed specification will be produced. This comprehensive approach to the development stage will ensure that our Stage 2 bid is fully costed and in a position to immediately take forward.

This will include discovery, wherein we will commission detailed surveys, sufficient to produce costed management and design prescriptions. Specifications for procurement of services will be produced and where possible procurement and evaluation carried out to provide a fully costed and timetabled activity plan for the delivery phase. Applications will be made for consent where applicable.

These surveys will include:

- A conservation plan for Waytemore Castle
- Full geophysical investigation of the entire site
- A Flood Risk Assessment and Water Framework Directive Assessment for the River Stort
- Design and engineering for new bridge
- Design and engineering for new timber jetty
- Survey for the removal of existing bridge
- A river management plan for the River Stort
- A management plan for the ordinary watercourse around the south and west of the castle
- Building surveys to establish the potential for demolition of current garages
- Architectural design for restoration or re-purposing of the existing community centre
- Detailed landscape redesign across the park
- Production of a lighting scheme
- Ecology surveys (including phase 1, water vole and bats)
- Design of interpretation scheme
- Production of a tree management strategy
- Production of a landscape management plan

From completion of these surveys, the desired outcomes and the outputs to be achieved will be determined. Visual representation of the proposals will be produced and these will form part of consultation events held for local people. Key stakeholders, including the Environment Agency, English Heritage and Historic England, will be consulted throughout the process.

In addition, measurable data will be obtained during the development phase to act as a baseline. This will include measurement of visitor numbers over a 12 month period and a macroinvertebrate survey in the River Stort.

Finally, a detailed project delivery plan will be produced for each element in preparation for the stage 2 application.

5b Who are the main people responsible for the work during the development phase of your project?

Project management and delivery of the programme of works detailed in this application will be undertaken on behalf of the project partners by seconded staff resources held within the Countryside Management Service (CMS). All development activities will be directed and overseen by the project partners as identified within the collaborative agreement.

The CMS is a shared, multi-authority service that is hosted by Hertfordshire County Council and in part funded by East Herts Council. It employs land management, landscape and community engagement professionals. Staff form a multi-disciplinary team of staff with very varied skills and experience drawn from public and private sectors. Qualifications and professional memberships include MSc, BSc, BA, AMLI, CMIEEM, NCTJ (journalism). The team provides whole project management (from inception to celebration) including and not limited to:

- Project/site audit, evaluation and visioning
- Consensus building to develop a shared vision amongst stakeholder/partners
- Management plan production – sliding scale to fit need, range from simple map based proposals to

premier park green flag

- Specification of works
- Formation and enablement of community groups such as Friends of Parks
- Volunteer resource creation and support
- Legal compliance and consenting – Local Authority, Planning, National regulatory, HCC, Commons, etc.
- Resourcing including securing a range of external investment sources: national agri-environment, Forestry Commission, landfill tax credits (various operators), Heritage Lottery Fund, S106, and others
- Procurement up to full tender including OJEU
- Tender evaluation
- Contract management – sliding scale, up to full tender scale, CDM compliant
- Community concern and complaint management
- Celebration – political engagement

CMS is celebrating its 40th anniversary year in 2015. During this time it has developed a unique delivery model, having evolved within the context of a local authority partnership to provide complimentary skills and experience to its funders.

Over the last decade CMS has delivered numerous successful projects and programmes, some notable achievements include:

- delivery of a growth in green flag award winning park numbers across Hertfordshire from 5 to 48
- establishment and support of more than 30 Friends of Greenspaces groups across 7 authorities
- development of a Beacon Status award winning approach to management planning and community involvement
- establishment and management of the largest Walking for Health accredited healthy walking scheme in the UK, attracting more than 43,000 participations per annum
- currently the only conservation based organisation in Hertfordshire accredited to the national Investing in Volunteers standard.
- attracting more than 10 million pounds of external investment into the county through national agri-environment schemes

In 2014 the current shared service delivery model underwent considerable scrutiny, in order to ensure that it continued to deliver value for money to the partner Authorities. In order to test this and within current procurement regulations, a specification for the delivery of the current services was produced and submitted to a full European tender exercise. Despite considerable interest at the market testing and Invitation to Tender stages, no alternative providers submitted a full tender.

5c Complete a detailed timetable for the development phase of your project. Use the 'add item' button to enter additional rows.

Development activities					
Task	Start month	Start year	End month	End year	Who will lead this task
Award of Stage 1 Grant	December	2015	December	2015	Heritage Lottery Fund
Provision of details for Permission to Start	December	2015	December	2015	East Herts District Council
Publicise Award and Development Stage Programme	January	2016	March	2016	CMS
Secondment of project management staff resource, recruitment of new staff to backfill	January	2016	March	2016	East Herts District Council & CMS
Development Stage Start-Up	April	2016	April	2016	CMS
Conservation Plan	April	2016	October	2016	CMS
Production of specifications for specialist reports/services	April	2016	May	2016	CMS
Stakeholder dialogue/consultation on specifications	May	2016	August	2016	CMS
Procurement of specialist reports/services	June	2016	July	2016	CMS
Desktop/ On-site survey works	July	2016	September	2016	Specialist Consultants
Receipt of specialist reports and proposed activity plans	October	2016	October	2016	CMS
Production of promotional materials	November	2016	December	2016	CMS
Information sharing and public engagement events	January	2017	July	2017	CMS
Procurement of any additional necessary reports	April	2017	April	2017	CMS
Collation of all technical reports	June	2017	August	2017	CMS
Production of final management and maintenance plan	June	2017	August	2017	CMS
Activity Plan	June	2017	August	2017	CMS

5d Tell us about the risks to the development phase of your project and how they will be managed. Use the 'add item' button to enter additional rows.

Development risks				
Risk	Likelihood	Impact	Mitigation	Who will lead this
Castle conservation – until completion of the archaeological survey uncertainties exist into the scope of access improvements. Due to the presence of existing concrete steps it is hoped these can be retained as a minimum.	Medium	Medium	In such an event where access is best kept to a minimum, alternative designs will be sought that create access without direct contact with the monument.	CMS
Failure to obtain consents – proposals for river restoration will require Environment Agency consent ahead of works.	Medium	Medium	If, such as due to flood risk, these are not granted, consultations will be held with the Environment Agency as to how best to improve biodiversity whilst balancing flood risk.	CMS
Ecological concerns – ecology surveys could potentially require amendments to the design.	Low	Medium	Should this then conflict with the objectives of the project, ecological mitigation measures will be sought.	CMS
Customer expectations and concerns	High	High	The development phase will be carefully designed to manage expectations and carefully explore visitor needs. Where potentially controversial proposals such as the removal of the tennis courts are introduced, these will be thoroughly explained and views will be carefully considered. The wider benefits of an holistic approach and a design which makes meaningful improvements will be emphasised and promoted. The consultation process will be treated as an exercise to fully understand customer views in order to design the delivery stage with these in mind but will not be presented as an opportunity for customers to dictate outcomes.	CMS

Delivery phase

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

It is envisaged that the Countryside Management Service will continue to work with East Herts Council and Bishop's Stortford Town Council in the delivery of the project. Contractors and specialist skills will be brought in externally through appropriate procurement procedures.

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

Delivery activities					
Task	Start month	Start year	End month	End year	Who will lead this task
Stage 2 Bid Submission	August	2017	August	2017	East Herts District Council
Award Notification of Stage 2 Grant	December	2017	December	2017	Heritage Lottery Fund
Provision of details for Permission to Start	January	2018	March	2018	East Herts District Council
Castle Park Landscape Redesign Works	April	2018	August	2020	CMS
Waytemore Castle Restoration	April	2018	August	2020	CMS
River Stort Restoration	April	2018	August	2020	CMS
Interpretation & Signage Improvements	April	2018	August	2020	CMS
Access Improvements	April	2018	August	2020	CMS
Establishment of Friends Group (continued from Development Stage)	May	2016	August	2020	CMS
Project Completion	August	2020	August	2020	East Herts District Council, Bishop's Stortford Town Council, CMS
Opening Ceremony	September	2020	September	2020	East Herts District Council, Bishop's Stortford Town Council, CMS

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

Delivery risks

Risk	Likelihood	Impact	Mitigation	Who will lead this
Archaeology – Waytemore Castle is a known important archaeological feature. However, this sits within a wider site of archaeological importance, of which little known about the exact details. There is, therefore, the potential for items of archaeological interest to be encountered when carrying out delivery works.	High	High	To mitigate against this and ensure full discovery of archaeological features, a geotechnical survey will be carried out during the development phase.	CMS
Ecology – Protected species could be discovered during operations	Medium	Medium	A full phase 1 survey, and relevant follow up surveys, will be conducted beforehand and incorporated into the works design and works programme to reduce this risk. However, if disturbance of protected habitats is unavoidable an ecological watching brief will be employed.	CMS
Stakeholder opposition	Medium	High	Consultations will be held with local people, the Environment Agency, English Heritage and Historic England to ensure all parties have the opportunity to input into the project. Good publicity of the project will be aimed for throughout.	CMS

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

Project start date

Month	April	Year	2018
--------------	-------	-------------	------

Project finish date

Month	September	Year	2020
--------------	-----------	-------------	------

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?

Ongoing maintenance costs are unlikely to be significantly greater following completion of the project, thereby creating a sustainable outlook to future management. The development of an outline management plan in the development phase will ensure that all aspects of the project are sustainable in terms of maintenance. East Herts Council and Bishop's Stortford Town Council are committed to providing funding that will allow Castle Park to obtain the Green Flag Award for the 7 years following completion.

The development stage will investigate the feasibility of the conversion of the current community centre into a new multi-functional facility, potentially including a café. Should this not be possible, provision will be made to host a café within the new open space to the south of the castle. This will provide the park with a source of income, further guaranteeing a sustainable model for its future management.

6b Tell us about the main risks facing the project after it has been completed and how they will be managed.**After project risks**

Risk	Likelihood	Impact	Mitigation	Risk Owner
Inadequate management - all capital works will need a revised management regime following completion.	Low	High	To ensure this is implemented a full management plan will be produced that draws upon specialist reports.	East Herts District Council & Bishop's Stortford Town Council

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

Baseline measurement figures will be provided to HLF at the end of the development phase, with updates provided on progression (including new figures where relevant) at the end of each year of the delivery phase. An evaluation report will be provided upon completion, explaining successes and areas for improvements going forward into the management phase.

These measurements will include:

The park or cemetery and its heritage will be better managed:

- Achieving Green Flag status following completion

The park or cemetery and its heritage will be in better condition:

- Conducting macroinvertebrate surveys
- Ensuring Historic England and English Heritage support for Conservation Plan

The heritage of the park or cemetery will be better interpreted and explained:

- Installation of high quality interpretation
- Creation of an easily understandable online resource

The heritage of the park or cemetery will be identified/ recorded:

- Completion of a full archaeology survey to determine all archaeology and as a minimum display this through the online resource

People will have developed skills:

- Conduct relevant training for volunteers

People will have learned about heritage:

- Hold regular community events focussed around the heritage

People will have volunteered time:

- Establishment of a Friends of Castle Park group
- Establishment of a volunteer led Health Walks programme

Your local area/ community will be a better place to live, work or visit:

- Surveys carried out before and after the project will measure the increase in visitor numbers

Negative environmental impacts will be reduced:

- Obtain Environment Agency consent for all river projects

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

- Establish visual and physical access to Waytemore Castle and to the River Stort

Section seven: Project costs

In this section, tell us how much it will cost to develop and 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.

7a Development-phase costs

Development costs				
Cost heading	Description	Cost	VAT	Total
Professional Fees	Capital costs of specialist surveys	145885	29177	175062
New staff costs	Including salary, IT, overheads & expenses	29991	5998	35989
Recruitment	Recruitment	500	100	600
Other costs (development-phase)	Inflation (2.5%)	4834	967	5801
Full Cost Recovery				
Contingency	10% Contingency Applied	17638	3528	21166
Non-cash contributions				
Volunteer time				
Total		198848	39770	238618

7b Development-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 Development-phase income exactly matches the total of your Development-phase costs or the system will not allow you to proceed.

Development income

Source of funding	Description	Secured?	Value
Local Authority	Funding from council partnership	Yes	23918
Other public sector			
Central government			
European Union			
Private donation - Individual			
Private donation - Trusts/Charities/Foundations			
Private donation - corporate			
Commercial/business			
Own reserves			
Other fundraising			
Non-cash contributions			
Volunteer time			
HLF grant request			214700
Total			238618

7c Development-phase financial summary

Total development costs	238618
Total development income	23918
HLF development grant request	214700
HLF development grant %	90

Section seven: Project costs

7d Delivery-phase capital costs

Cost Heading	Description	Cost	VAT	Total
Purchase price of items or property				
Repair and conservation work	Conservation work to archaeology and existing buildings. River restoration.	275000	55000	330000
New building work	New bridge & timber jetty	150000	30000	180000
Other capital work	Enhancing site layout, access and entrances	350000	70000	420000
Equipment and materials (capital)				
Other costs (capital)	Castle access improvements	75000	15000	90000
Professional fees relating to any of the above (capital)		30000	6000	36000
Total		880000	176000	1056000

Section seven: Project costs

7e Delivery-phase activity costs

Cost Heading	Description	Cost	VAT	Total
New staff costs		75000	15000	90000
Training for staff		10000	2000	12000
Paid training placements				
Training for volunteers		10000	2000	12000
Travel for staff		1200	240	1440
Travel and expenses for volunteers	Travel costs	500	100	600
Equipment and materials (activity)				
Other costs (activity)				
Professional fees relating to any of the above (activity)		20000	4000	24000
Total		116700	23340	140040

7f Delivery-phase - other costs

Cost Heading	Description	Cost	VAT	Total
Recruitment		1000	200	1200
Publicity and promotion	Publicity and interpretation scheme	85000	17000	102000
Evaluation				
Other costs				
Full Cost Recovery				
Contingency	10% Contingency	100000	20000	120000
Inflation	2.5% Inflation	25000	5000	30000
Increased management and maintenance costs (maximum five years)				
Non-cash contributions				
Volunteer time	Volunteer time	9000		9000
Total		220000	42200	262200

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	Funding from council partnership	Yes	145000
Other public sector			
Central government			
European Union			
Private donation - Individual			
Private donation - Trusts/Charities/Foundations			
Private donation - corporate			
Commercial/business			
Own reserves			
Other fundraising			
Increased management and maintenance Costs (maximum five years)			
Non-cash contributions			
Volunteer time	Contribution of volunteer time	No	9000
HLF grant request			1304200
Total			1458200

7h Delivery-phase financial summary

Total delivery costs	1458240
Total delivery income	154000
HLF delivery grant request	1304200
HLF delivery grant %	89

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

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

.fieldrightcolumnx{width: 0px}
.fieldiconscolumnx{width: 0px}
.fieldcaptioncolumnx{width: 45%}
.fieldinputcolumnx{width: 55%}
.min_righticonsareawidthx{width: 0px}
.notliconspellcheckx{width: 0px}
.tliconnomandatory{width: 0px}

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. 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 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 Ian Sharratt
Organisation East Hertfordshire District Council
Position Environment Manager - Open Spaces
Date 28/08/2015

Are you applying on behalf of a partnership?

Yes

Please add the details of additional contacts below:

James Parker	Bishop's Stortford Town Council	Chief Executive Officer	28/08/2015

Section nine: Supporting documents

Please provide all of the documents listed at each round, 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 1-8 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.

First round

1. Copy of your organisation's constitution (formal rules), unless you are a public organisation. If your application is on behalf of a partnership or consortium, please refer to the programme application guidance for more information on what you need to provide.

If you have sent a copy of your constitution with a previous grant application (since April 2008) and no changes have been made to it, you do not need to send it again. Tell us the reference number of the previous application.

N/A

2. Copies of your agreements with project partners, signed by everyone involved, setting out how the project will be managed (if applicable);

Electronic

3. Copy of your organisation's accounts for the last financial year. This does not apply to public organisations;

Not applicable

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

Electronic

5. Calculation of Full Cost Recovery included in your development phases costs (if applicable);

Not applicable

6. Briefs for development work for internal and externally commissioned work;

Electronic

7. Job descriptions for new posts to be filled during the development phase;

Electronic

8. 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.

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.

Not applicable

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.