

BRISTOL CITY COUNCIL

DOWNS COMMITTEE

22nd November 2010

Report of: *Director of Neighbourhoods*

Title: *Downs Rangers Report*

Ward: N/A

Officer Presenting Report: *Robert Westlake, Downs Ranger.*

Contact Telephone Number: (0117) 9736210

RECOMMENDATION

1. Committee asked to consider committing an additional £4000 to carry out repairs to stone walling at Seawalls.

2. Approval to present a report on a licence application for the installation of a temporary sculpture.

3 *Committee asked to approve £47,875 (£26.750 if no HLF funding) towards the cost of funding the 150 year celebrations.*

Summary

The significant issues in the report are:

- General maintenance on the Downs
- Security Patrols.
- Wheel Clamping.
- Capital projects from the Downs reserve.
- Barbecue Monitoring
- The Observatory Tower
- Goat Management.
- Visitor Telescopes
- Water Main Installation
- 150 Years of the Downs Act.
- Aeolus sculpture.

Policy

1. *Not Applicable*

2 Consultation

Internal:

Matt Bennett Arboricultural Officer.
Peter Parkinson, Security Services
Chris Dooley, Bridges and Structures.
Barry Wiles, Licensing Team.
Sheelagh Dawson, Contract Solicitor.
Helen Hall, Conservation Officer.
Phil Lloyd, Structures Engineer.
Frances Horner, Senior Solicitor.
Joanna Mellors CSS Valuation

External:

Ian Douglas, BSG
Chris Westcott Natural England
Tim Wilson (Estates) Bristol Zoo

Context.

3 The Downs team continue with the Autumn/Winter programme of works carrying out day to day response maintenance and projects in line with the Downs Management Plan and the Avon Gorge Management Plan.

The Downs has played it's part in securing for the City a top award in the South West in Bloom competition. Bristol also won its sixth successive Gold Medal. The Avon Gorge and Downs also received an additional award, the Sutton Seed Cup for an outstanding area of nature conservation. Awards were presented at the Council House in early October by the Deputy Lord Mayor.

Works to the dressing rooms undertaken by probationers as part of the Community Payback Scheme continues. The work is undertaken in partnership with the Probation Service. Probationers work one day a week at the Downs. The continuation of the work during the playing season agreed at the last meeting has not presented any problems. The team have achieved good results with positive feedback received from the Downs League and the Technical Officer for Major Projects Adrian Frost.

Painting works undertaken by a Contractor to the outside of the building have been completed. This was agreed at the last meeting and was an additional item funded from reserves and included making good woodwork, repainting of

walls, doors, windows, guttering and down pipes.

The refurbishment of the Sea walls railings is now complete.

This was one of the main projects funded from reserve. However it has been brought to my attention by the Bridges and Structures manager, Chris Dooley that the stone walling at the northern extent (near the toilet block) is in very poor condition and requires attention. The work extends over approximately 90.00m with 52.00m of the straight section the worst, the remaining 38.00m requires general re-pointing. Mr Dooley has indicated that Bridges and Structures have no further funds available this year other than for emergencies. Quotations for the work indicate that the likely cost will be under £4000. The Bridges and structures manager has asked if the Downs Committee will be prepared to accept the full cost of this repair.

The annual maintenance work to control vegetation growing from the rock face at Bridge Valley road had been deferred. This was due to the current road closure. Following a meeting on site with Phil Lloyd it was agreed that some vegetation control works can now be undertaken. In addition it was agreed to carry out a survey of trees overhanging the roadway with a view to removing or pruning any that were suspect, or had the potential to cause problems in the future. Any urgent works would be undertaken while the closure remained in place. The survey work will be carried out in-house.

Additional winter works have been identified to reduce scrub/vegetation at critical area's in the Gorge. The work will be carried out using Downs staff and specialist rope access contractors.

A meeting with Tim Wilson (Estates, Bristol Zoo) has taken place to consider improvements to the informal footpath that takes visitors from the car park to the Zoo. The scope of the work has been agreed and the intention is to install further small steps to reduce the amount of aggregate washed away by rainfall and then re-laying the walkway with a suitable gravel that can be compacted, providing a much improved surface. The work will be carried out during the winter months by a contractor appointed by the Zoo. The Downs is supporting the project with a contribution of £1000 Section 106 money.

Two memorial benches have been installed and I have received requests for several more. I have increased the cost of supplying and installing memorial benches to reflect our own increased costs and to bring the Downs closer in-line with charges made in other parks.

The proposal at our last meeting to allow a permit to trade from the lay-by on the Portway and to consider the development of the redundant toilet block has been discussed with Officers and with the proposer. The request has been denied at this time as the site is considered to be of significant and unique importance and any future development will need to be sensitively considered. The future of this area is due to be considered in year three of the Avon Gorge and Downs Management Plan, but it is likely that discussions

will take place with the Steering Group before this deadline.

Downs staff have received training in off road driving (ATV) and tractor operation. The three NVQ candidates are close to achieving their qualification.

The fenced enclosure for the goats is now complete. Some additional work to protect specific trees in the Gully is to be carried out this winter. Efforts to source the correct animals for the project are being undertaken by the Conservation Officer Helen Hall. Several prospective suppliers of goats are being considered. Members of the Avon Gorge and Downs Steering Group have been kept informed of progress.

Friends of the Downs and Avon Gorge continue with their good works carrying out surveys, monitoring various activities and deep litter clearance around the Downs. In September the group carried out a successful clearance of the river bank. Regular forays across the Downs are programmed for the coming months.

In addition a 'working party' from Lloyds/TSB had a productive day removing litter from some of the less accessible parts of the Downs.

The new football season is underway for the Downs League and the University. The League have expressed their gratitude for the improvements to the dressing rooms and for the refurbished equipment. Both organisations have been reminded about their responsibilities to remove their litter following matches.

In October a week long consultation period was instigated to provide information and receive feedback from the public on the proposed works to conserve Clifton Camp.

A Potakabin was on site with displays and information panels and archaeology and wildlife walks were organised.

50 plus people visited and their responses were generally positive. Written comments are being evaluated.

4 Since my last report the following works have been carried out:-

Maintenance of children's play equipment.

Completion of Summer grass cutting programme.

Clearing litter from the Downs and emptying bins.

Works to clear vegetation from rocks/cliff edge at Bridge Valley Road, Seawalls, children's play area and Observatory Hill.

Vegetation clearance from footpaths and steps.

Maintenance of football pitches and cleaning dressing rooms.

Graffiti removal.

Leaf clearance.

Cleaning hard surfaces, shelters and information panels.

Tree lifting and tidying.
Installing memorial benches.
Assistance with the goat fencing installation.
Seat maintenance.

Security Patrols.

Security Officers continue with regular patrols around the Downs. Winter hours are now in operation.

In September Security staff along with the Ranger team carried out the third and final Sunday patrol across the Downs. This was an initiative to inform visitors of bye-laws and hand out information leaflets.

Security Officers continue to liaise with Bristol Security Group and call for back up to deal with parking issues.

Since our last meeting Security Officers and Downs staff have ticketed or spoken to over: 63 Illegally parked cars/drivers. Spoke to 5 visitors using barbecues and asked that they be extinguished. 1 person was requested to stop kite boarding.

3 visitors asked to take down tents and gazebos.

As a point of reference and to gauge public opinion a survey of one hundred visitors to the Downs was carried out. This was undertaken in September by an Environmental Studies student from Bournemouth University on work experience. Visitors were canvassed at various locations around the Downs . (Appendix 1)

Wheel Clamping.

Following the Committee's decision to extend the wheel clamping scheme for a further twelve months, I notified the Contracts Solicitor Sheelagh Dawson of that decision and requested that Bristol Security Group are also informed.

I have further requested confirmation that recent changes to wheel clamping legislation will not effect the Downs Scheme.

16 cars have been clamped since our last meeting.

A report will be brought to Committee to decide on the future of the scheme before the expiry of the extension period.

Projects funded from reserves.

At the last Downs Committee meeting a list of projects that might be funded from reserves was endorsed.

To date the following works are completed or underway:

- 1 Works to railings at Sea Walls. (complete)
- 2 Replace refurbish Downs depot toilet block. (complete)
- 3 Power supply installed at Seawalls for ice cream vendor. Second unit to complete.
- 4 Install five replacement information panels. (project team)
- 5 Repair/replace security shutters at depot. (complete)
- 6 Replace one third of football posts.

- | | |
|---|-------------|
| 7 Contingency fund to support goat project. | (complete) |
| 8 Install security lighting at Downs Depot. | (underway) |
| 9 Update emergency lighting and fire procedures at dressing rooms | (complete) |

N.B. Item six, the replacement of one third of the football posts has been modified. The suppliers were only able to offer the type of equipment that is currently in use on the Downs and with the same inherent problems. Following consultation with a specialist welding company the existing stock of posts and crossbars have been modified, repaired and repainted. This work has cost £4000 from the reserve a net saving of £6000 on the original estimate of 10k for replacement stock.

Barbecue Monitoring.

Initiatives to manage and restrict barbecue use this year are I believe beginning to bear fruit. Efforts included, refocusing and increasing security personnel, particularly at weekends, distribution of leaflets explaining principal bye laws, signs at critical points, joint site visits with security staff, raising the profile of the bye laws, a visitor survey and contacting other Local Authorities. It should be noted that public complaints regarding barbecues have fallen dramatically this summer. Regular visitors have also commented that the situation has improved this year and reports from the daily security log and the Downs team suggests a positive trend. Once all the information has been evaluated a recommendation will be brought to Committee to consider a strategy for next year.

Observatory Tower.

Following our last meeting I informed the Licensing Team that the conditions of the previous agreement need to be included in any new agreement. In particular, that the owners vehicle can only be allowed two short visits a day, that the wording of the original agreement be amended to specify what the duration of a 'short' visit means, and that any other vehicle movements to site is at the discretion of the Downs Ranger or his nominated representative.(contractors vehicles, skip wagons etc.)

The new agreement has been sent to the owner to sign and return. I am informed by Legal that Mr Michallat has returned a signed document, however it is the original agreement and not the current one. Legal have resent the revised document.

I have had several meetings with the owner in an attempt to forge a reasonable working relationship, Mr. Michallatt has expressed a wish to work with the Committee to bring the Tower project to a successful conclusion and to date has been co-operative in requesting permission to bring contractors vehicles on to site.

Visitor Telescopes.

A meeting with a representative of Tourist Telescopes has taken place to

discuss a possible replacement of redundant units at Seawalls and Observatory Hill. The company Talking Telescopes have units installed at many premier locations around the country including, Tower Bridge, Blackpool Tower, Lands End and the Greenwich Observatory. The telescope delivers a 90 second commentary and describes what the viewer is seeing and it's significance within the landscape. We provide a text commentary that is then recorded in a studio and installed within the telescope, various languages are available.

The Talking Telescopes would be purchased, owned, installed and maintained by us. The initial purchase price is £4695. All income derived would come to this Committee. The predicted income, given the status of the site and visitor numbers is likely to be in the region of £2000 annual per unit. This would mean that at 50 pence per view it would take just over two years to pay for each unit, thereafter a useful income stream for the Downs. I seek the Committees views on whether this is a viable additional feature to the Downs which would undoubtedly enhance the visitor experience.

Water Main Installation.

I have received a notification from Bristol Water plc that they are in the process of designing a new major pipe route that will effect the Downs and intend to serve notice in June next year. As part of the consultation process I have attended an initial meeting with colleagues and representatives of Bristol Water to discuss the the route of the new pipe line. At this stage comments and observations on the proposed route are being sought by Bristol Water.

I am aware of previous difficulties in the past when this type of work has been undertaken and assurances will be sought from Bristol Water that they are mindful of the sensitivity of the landscape.

Officers from Conservation Archaeology and property will be involved in future discussions.

A fuller report will be brought to this Committee at a later date.

150 Years of the Downs Act.

The group set up to discuss the celebration of 150 years of the signing of the Downs Act have had several meetings and have agreed the main aims of the celebration and have compiled a list of proposed events and activities.

(Appendix 2)

If there is no funding available from Heritage Lottery the total cost will be £47,875. 00.

Aeolus Sculpture.

An application has been received by Events for a licence to install on the Downs an Aeolus sculpture. The Aeolus is an acoustic structure that 'sings with the wind' The request is to install the sculpture for the 6th May and remove on the 24th. I seek the Committees approval to present a report at the

next meeting.

Proposal

3. Committee asked to consider committing an additional £4000 to carry out repairs to stone walling at Seawalls.

4. Approval to present a report on a licence application for the installation of a temporary sculpture.

3 Committee asked to approve £47,875 (£26.750 if no HLF funding) towards the cost of funding the 150 year celebrations.

Other Options Considered

5.No other options considered

Risk Assessment

2. “A risk assessment has not been carried out.

Equalities Impact Assessment

3. “Not applicable” >

Legal and Resource Implications

Legal:

The Clifton and Durdham Downs Act (Bristol) Act 1861 provides that the Downs should remain as a place for the resort and recreation of the citizens of Bristol, and that a committee should be appointed to manage them. The recommendations of this report are within the powers of conferred by this statute.

Legal advice given by: Frances Horner, Senior Solicitor

Financial:

(a) **Revenue:** £4000 for repairs to stonework at Seawalls from Reserve.

(b) Capital

Not Applicable

Land

The land is under the control of the Downs Committee.

Personnel

“not applicable”

Appendices: Nil

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers: None

THE DOWNS
VISITOR SURVEY

How often do you visit the Downs:

Daily 34%

Weekly 46%

Occasionally 20%

How did you get to the Downs:

Public Transport 11%

On foot 28%

Bicycle 07%

Car 54%

What is the main purpose of your visit:

Exercise 36%

Recreation 25%

Dog walking 36%

Other 03%

What age group do you fall into:

17/30 - 34%

30/40 -19%

40/50 - 36%

Older - 17%

Are you aware of the Downs Bye laws:

Yes 46%

No 54%

Do you think the Bye laws should be enforced:

Yes 52%

No 48%

Do you think visitors should be allowed to use barbecues on the Downs:

Yes 34%

No 66%

Do you think there should be more waste bins around the Downs:

Yes 99%

No 01%

Do you think there are adequate refreshment facilities around the Downs.

Yes 52%

No 48%

Do you think there are adequate toilet facilities at the Downs.

Yes 31%

No 69%

Do you feel there are too many events on the Downs, ie Circus, Funfairs, Fun runs etc.

Yes 3%

No 97%

If there was a proper pay and display car park on the Downs would you be prepared to pay to park.

Yes 38%

No 62%

Do you think the Downs is a safe, clean and welcoming place to visit.

Yes 100%

No 0%

Typical Comments made by visitors.

Should be more facilities for young children and families.

The Downs should be more flexible in it's uses.

Keep up the good work and leave the Downs alone.

Prepared to pay to park if income invested in improvements to the Downs.

More dog bins, more litter bins.

Cycling should be permitted on the Downs, and provision to secure cycles.

Byelaws should reflect modern times

Better than most parks in the city.

Byelaw enforcement might discourage visitors.

Byelaws seem to be doing a good job.

Do more to promote the Downs.

Designated areas for pic-nicks and barbecues, with tables and disposal point for rubbish.

Better toilets

Better information.

Byelaws should be better advertised.

Improved access for disabled visitors and parking for disabled near key areas like cafe, viewpoint, toilets.

Leave the Downs as it is, future development may ruin what we want to preserve.

More music events to promote the Downs.

Dog free areas for children.

Most visitors behave responsibly.

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Application Form for Your Heritage



Application Form for Your Heritage

Notes on Completion

Please read the Introduction to the Your Heritage programme document.

There are help notes next to the questions throughout this application form. Please read them carefully. Keep your answers as brief as possible. As a guide, we would not expect your answers to any question to be more than 200 words. Unless specified we do not have a word limit.

We support projects that relate to the national, regional or local heritage of the UK.

To receive a grant your project must:

Help people to learn about their own and other people's heritage (learning).

Your project must also do either or both of the following:

Conserve the UK's diverse heritage for present and future generations to experience and enjoy (conservation).

Help more people, and a wider range of people, to take an active part in and make decisions about heritage (participation).

Once your application is complete you should print out the declaration, ask the appropriate person to sign it, and send it, along with hard copies of any supporting documents you cannot send electronically, to your regional or country HLF office.

The official date we receive your application is when we have received your correct supporting documents and correctly signed declaration after submission of this online form. We will not assess your application if you have not:

Answered all the questions.

Provided the correct supporting documents (do not send more than we ask for).

Included the correct signature on the declaration.

What is your project title?

Celebration of 150 Years of the Downs

Reference number

YH-10-03400

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Application Form for Your Heritage

Section One - Your Organisation**Your Organisation**

1a Name of your organisation BRISTOL CITY COUNCIL

Address of your organisation:
Address line 1 Bristol City Council
Address line 2 The Council House
Address line 3 College Green
Town / city BRISTOL
County
Postcode BS1 5TR

Is this a joint application on behalf of a partnership?
 No

1b Is the address of your project the same as 1a?
 No

If you are not able to give an address, give the full postcode of the nearest building and the name of the site or place.

Address of your project:
Address line 1 The Downs Tearooms
Address line 2 Stoke Road
Address line 3
Town / city BRISTOL
County
Postcode BS9 1FG

1c Details of main contact person

Name Vicki Abel
Position Development Officer

Is the main contact address the same as 1a?
 Yes

Daytime phone number (inc area code) - this should not be a mobile number. 0117 922 3868
Mobile number (optional)

Email address vicki.abel@bristol.gov.uk

Local authority

If your organisation is any of the following, please provide the details shown.
Company - give registration number

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

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

1e Describe your organisation's main purpose and regular activities.

Describe the purpose and aims of your organisation or partnership.

Tell us how many paid staff and volunteers work for your organisation (if you do not know the exact number, give an estimate).

Describe your organisation's regular activities and explain how they are funded.

Bristol City Council is a local authority. We will be working in conjunction with The Friends of the Downs and Avon Gorge and the Downs Committee on this project.

1f Bank account details

Account name Bristol City Council

Bank / building society name Natwest

Address line 1 Natwest

Address line 2 32 Corn Street

Address line 3

Town / city BRISTOL

County

Postcode BS1 1HQ

Sort code (please use the format 11-11-11) 56-00-05

Select option Account number only

Account number 41322266

1g Are you VAT registered?

Yes

Give registration number GB 139 5634 45

1h Does your project involve buildings, land or heritage items?

Yes

Referring to the ownership requirements in the Introduction, please answer the following questions.

Does your organisation have, or are you planning to take out, a mortgage or other loans secured on the property or item?

No

Does your organisation own the building, land or heritage items outright?

Yes

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1i Does your project involve the acquisition of a building, land or heritage items?

No

1j Have you received advice from us before making your application?

Yes

Tell us the name of the person you have discussed your project with

Phillipa Davies

Section Two - Your Project**2a What is the heritage that your project focuses on?**

If your project is about heritage that is not physical (such as oral history or cultural traditions), tell us about the subject and the time period it covers.

If your project is about physical heritage (such as a building or a park), give us factual information about the asset, its size, when it dates from, the surviving features, its condition and why it is important in your local area.

Tell us if there is any official recognition of this heritage. For example, it may be a listed building (if so, give its grade) or a site of special scientific interest.

The project focuses on The Downs and the signing of the Downs Act in 1861.

The project is to celebrate the signing of the Act and the safeguarding of the Downs for use by the people of Bristol.

The Downs consists of Clifton Down and Durdham Down - two large, historic, adjacent grassed green spaces of about 400 acres. Although on the edge of the city, the Downs feels like open countryside, with their wide views of the Avon Gorge, Leigh Woods, north Somerset the Severn estuary and across to South Wales. The Downs are one of Bristol's most historic and popular open spaces, used for sport, big public events, wildlife spotting, and healthy exercise by residents throughout Bristol.

The Downs have been inhabited longer than Bristol. There are remains of an impressive Iron Age field system and an Iron Age Camp have been found on Observatory Hill, overlooking the suspension bridge. The Iron Age Camp is a Scheduled Ancient Monument.

The Clifton Observatory stands on the highest part of the Downs. It replaced a snuff-grinding windmill built in 1777. It contained telescopes, an astronomical clock, a wind gauge and a camera obscura. The Clifton Observatory is a listed building.

The Downs has won the prestigious Green Flag award a recognition and reward for the best green spaces in the country, high environmental standards and a benchmark in excellence in recreational standards.

Most of the Downs is a Site of Nature Conservation Interest (SNCI) and the Gully / edge of the gorge (including around the observatory) is a Site of Special Scientific Interest (SSSI). The Avon Gorge on the eastern edge of the Downs is one of England's top sites for botanical interest. Conditions here are so unusual that plants which died out in the rest of the country up to 10,000 years ago have survived here.

The Downs are hugely important to the people of Bristol as a place for leisure and recreation. A number of events and sporting fixtures are held on the Downs each year including a fireworks display, race for Life, the annual winter circus, and Bristol Children's Festival. In addition there is a children's play area and 32 football pitches and there is a tea room located close to the water tower.

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2b What is your project? Please give a short factual description of your project. We may use this on our website or for other publicity purposes.

In 2011 Bristol will be celebrating the 150th anniversary of The Downs. The project is to organise a series of community activities and events which will be coordinated by Bristol City Council, FoDAG and other partners to celebrate the signing of the Downs Act in 1861.

The range of activities will include:

- an initial opening event on the 17th May 150 years to the day of the actual signing of the Downs Act.
- a display of photos (from past and present) in the Central Library and Council House.
- An oral history project to involving local schools.
- A cricket match on the Downs.
- A football match on the Downs.
- A History Trail with information boards.
- A geo physics survey of an iron age hill fort (Clifton Camp).
- A Victorian themed family picnic to include various activities including a military re-enactment, a flea circus, story telling, performance by the Old Vic theatre school and guided walks.
- A series of guided walks to run throughout the year.

One of the main aims of the project is to leave a legacy. The activities listed above will produce materials such as the transcripts and website from the oral history project and a website displaying historic photos and the information panels from the history trail so elements of the project will be on going even after the main programme of activities and events is over.

2c What are the aims of your project?

Tell us about the specific aims of your project. Your aims should relate to your heritage and also to the people involved.

Remember to make sure that they also relate to our 'learning' aim and either one or both to our aims of 'conservation' and 'participation'.

Aims

To celebrate the Downs, its past, present and future and its legacy for future generations.

To strengthen partnerships with and between those groups and communities who share the same passion, values and vision for the Downs continued preservation, conservation and development.

To optimise opportunities for education and learning and to strengthen links with schools to encourage further use of the Downs for learning about local history.

To work in partnership with the local community to produce a truly inclusive programme of events and activities.

To celebrate and promote the high level and varied range of different leisure activities taking place on the Downs past and present.

To leave a Legacy for future generations.

If we award you a grant, before we pay the final 10% of the grant we will ask you to fully evaluate (assess) how well your project has met its aims.

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2d Provide a detailed project plan

Describe your project as fully as you can.

We suggest you work through a draft version of the project plan table and share it with colleagues and partners before you fill in the detailed project plan.

When filled in, the table should give you and your colleagues a realistic project plan. However, we understand that the plan is likely to change and improve as your project develops.

Remember that the activities within your project should help you to meet our aims relating to 'learning', 'conservation' and 'participation'. We have a selection of guidance notes on heritage topics and activities to help you and have identified the relevant ones below.

All projects must meet our 'learning' aim.

Opportunities to learn about the heritage could include:

Providing information through displays, leaflets or a website.

Providing opportunities for people to be trained in new skills.

Holding open days, tours or practical sessions.

You will find it useful to read *First steps in learning*.

For projects meeting our 'conservation' aim.

Opportunities to preserve and protect the heritage could include:

Surveys and research to help people understand the heritage better.

Repairing a building or monument.

Carrying out conservation work to a heritage item, archive or collection.

Providing training in conservation skills as part of the project.

You will find it useful to read *First steps in conservation*.

For projects meeting our 'participation' aim.

Opportunities for people to take part in your project could include:

Developing a volunteer programme.

Holding activities for specific audiences that are not currently involved with your heritage.

Setting up a new group to allow a wider range of people to make decisions about your heritage (for example, a community advisory group or a youth forum).

You will find it useful to read *First steps in participation*.

See example project plans on our website for ideas on how to fill in this table. These show roughly how much information you need to provide, in proportion to the size of the grant you are asking for.

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What?	When?	Where?	Who will carry out the activity?	Who is the activity for?	What will you achieve?
Display of Historic Photos	May 2011 - July 2011	Bristol Central Library and Council House and potentially local libraries.	BCC Library Service / FoDAG	Local people	Give local people a greater understanding of how the Downs has changed over time/ remained the same and inform people of the vast array of different uses and activities that have taken place on the Downs over the years.
History Trail (Temporary Informtaion Boards) and Website.	May 2011 - May 2012	At various locations on the Downs	Francis Greenacre (Downs Committee)	All visitors to the Downs	The information boards will portray the history of specific locations on the Downs through historic photos and paintings with explanatory text. Each board will be specific to its location.
Oral History Project	Predominantly between May 2011 - July 2011 but may well continue into the future.	various locations, schools and the Downs.	Myers-Insole Local Learning	School children, their parents and carers and local people with a story to tell.	Through working with schools this project will have a long lasting learning legacy. Te Oral history project will also be an opportunity to make the Downs more accessible to Bristol schools
Geo physics survey of Clifton Camp	The survey will be carried out over a 5 day period in May or June.	Clifton Camp, Clifton Down.	Archeoscan - Tony Roberts and Bob Jones the City Archaeologist	Year 6 / 7 school children	We will have a geophysics survey of tthe whole of Clifton Camp Iron Age Fort. This will be a valuable learning experience for the children. The findings will form the basis of a display.
Series of guided walks	May 2011 - October 2011	Various locations on the Downs.	Mandy Leivers, Avon Gorge & Downs Biodiversity Education Officer and Bob Jones the City Archaeologist.	All sections of the community adults and children and some family orientated activities.	These walks will bring a greater awareness ofd the many different historic and wildlife aspects of the Downs.
A Victorian Themed Picnic on the Downs to include speakers corner, military re-enactment, a flea circus, storytelling and puppet show, performance by the Old vic theatre school, guided walks, market stalls etc	Sunday 22nd May 2011	The Downs	Amanda Grubb, BCC Events Officer	All sections of the local community.	This event will raise awareness of the imortance of the Downs and the many different activities and uses of the space past and present.

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2e How did you get the idea for your project? Tell us what other options you considered and how you know there is a need or demand (or both) for your project.

Cellan.

2f What steps have you taken to make sure you have involved the community? Tell us if you have done any consultation or made efforts to invite the community to take part.

Bristol City Council are working in partnership with the Friends of the Downs and Avon Gorge. This group has strong links in the community and with groups that regularly use the Downs. Many of these groups will be involved in organising events and activities and their members will also assist greatly in the running of the events by providing volunteers for stewarding etc

Members of the Downs 150 Working Group have strong links with local schools who will participate in a number of the events and activities.

2g What will happen to your heritage if you do not get a grant from us?

Some form of celebrations will go ahead but in a much reduced format. There will be less opportunities for such a high level of community and school participation.

There is unlikely to be a Legacy from the events

2h Which main groups of people will benefit from your project?

We need to understand the range of audiences that you are planning to attract with your project. We use this information to assess your plans for your project - we do not prioritise projects for any particular group. We also use the information to report on the benefits of our funding and to help decide what action we will take over come barriers to involving people with heritage.

If your project will specifically benefit a particular group or groups of people, tell us which groups by ticking all relevant boxes below.

If your project aims to benefit a wide range of people and is not specifically targeted at any particular group, tick this box only.

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Section Three - Project Delivery**3a When will your project start and finish?**

You should aim to finish your project within three years (it must be fully complete within five years).

Your timetable should allow 10 weeks for us to assess your application.

The project will start in May 2010 and events will continue til the end of the year.

3b How will you manage your project? Tell us about the skills and experience of the person who will lead your project and the people in the project team.

Vicki Abel will lead the project team. Vicki has worked in Bristol City Councils Parks Department for 4 years as a Project Manager.

The Project Team includes, , Members of FoDAG, Members of the Downs Committee, The Downs Ranger, The Estate Manager for the Downs, The Avon Gorge & Downs Biodiversity Education Officer, and officers from BCC Events Team

3c What outside advice have you received or will you receive to help you manage your project?

None at present. All advice is available from within the working group or from other BCC officers.

3d What will happen to things that your project has produced (for example, an exhibition or a spoken record of history) after the funding ends?

The Oral History project will be available in hard copy and online through the creation of a fully interactive website. It may also be possible to develop a Downs History board game through workshops with school children. Further opportunities will be to have a post event exhibition to display the outcomes of the oral history project

Story telling- as part of the oral history project a collection of stories will be developed with local children and will be made into a booklet and/or CD.

The information panels from the History Trail will stored until a suitable venue can be found for a more permanent display. In the meantime a website will be created showing images of the downs today and a comparable historic photograph along with the text from the boards. It may also be possible to develop a booklet.

Geophysics survey. It will be possible to display the findings of the geo physics survey in various locations.

3e Does your project involve conservation of an item, land or property?

No

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Section Four - Project Costs**4a Project costs**

For all project costs, we ask you to get at least three quotes for work or items of £10,000 or above.

Please use the 'Description' column to describe your costs in more detail. You can add extra lines.

You should ask HM Revenue & Customs (www.hmrc.gov.uk) to check how much value added tax (VAT) you will be able to claim back. If you underestimate costs for VAT, you will have to pay the extra costs.

The notes contained here explain more about the information we are asking for in the cost table.

Cost heading	Description	Cost £	VAT £	Total Cost £
New staff				
Professional fees	One off fee for producing 25 x information panels. Cost of setting up and displaying historic photos by library staff. Archaeologist to carry out 5 day geo physics survey. Series of guided walks	£11,875		£11,875
Recruitment				
Mentor				
Purchase price of heritage items				
Repair and conservation work				
New building work				
Equipment and materials				
Training for staff				
Training for volunteers				
Travel for staff				
Travel for volunteers				
Expenses for volunteers				
Cost of producing learning materials	Oral History Project - Workshops with schools, collecting oral histories, board game and website	£10,000		£10,000
Publicity and promotion	Photographer to photograph and record all events. Design of logo and other promotional material.	£5,000		£5,000
Evaluation				
Overheads				
Other	Victorian themed picnic. Associated costs for running the event, providing all necessary facilities and amenities and entertainment.	£5,000		£5,000
Contingency	Project Contingency at 10%	£4,125		£4,125
Inflation				
Cost Totals		£36,000		£36,000

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4b Project income

If you can provide cash contributions, however small, please do so.

List all the cash contributions, including those you have received from outside sources and say if they are secure (in other words, are guaranteed to be paid). If they are not secure, say when you will hear a decision.

We accept cash funding from any public, charitable or private source.

We cannot accept another Lottery grant from any other organisation as cash funding.

Income	Description	Total
Cash	BCC contribution	£15,750
HLF grant requested		£20,200
Total Income		£35,950

4c Summary Project costs and income

Total project costs	£36,000
Total project income	£35,950
Total HLF grant requested	£20,200
HLF grant requested percentage	56

4d Are there any non-cash contributions or volunteer time to help carry out your project?

We encourage and welcome non-cash contributions and volunteer time, whether or not you are able to offer cash contributions. This helps to show your commitment to your project.

We need to see a financial value for each of these contributions to help us assess the amount and range of support for your project. We can provide a worked example of this table if you need one.

Non cash contributions

Non-cash contributions can be things you need for your project that you do not have to pay for - for example, the use of a room in a local college for regular meetings or materials being donated by a local building firm.

Description	Total

Volunteer time

We welcome time volunteers give to your project without being paid for their work. By this, we mean the time people are contributing to the project rather than taking part in it. You should use the following rates to work out the financial value of the time volunteers contribute.

Professional labour (for example - accountancy or teaching) - £350 a day

Skilled labour (for example - administrative work, carpentry or leading a guided walk - £150 a day

Unskilled labour (for example, clearing a site or working as a steward at an event) - £50 a day

Description	Days	Cost	Estimated value
Stewarding at Picnic event	10	£50	£500

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Description	Days	Cost	Estimated value
Total Volunteer	10		£500

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Additional Information

Information about your organisation

This part of the form aims to collect the information we need to report on funding. We will not use this information to assess your application.

If your organisation will specifically benefit a particular group or groups of people, tell us which groups by ticking all relevant boxes below.

If your organisation represents a wide range of people and does not specifically represent any particular group, tick this box only.

✓

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Attachments**Documents you must send with your application**

If you will be sending documents to us as a hard copy, send them with your signed declaration and number them as numbered below.

Please tell us using the drop downs how you will send the supporting documents.

1. Copy of your organisation's constitution (formal rules), unless you are a public organisation. This must include: a) The name and aims of your organisation. b) A statement which prevents your organisation from distributing income or property to its members during its lifetime. c) A statement which confirms that if your organisation is wound up or dissolves, the organisation's assets will be distributed to another charitable or not-for-profit organisation and not to the organisation's members. d) The date when the constitution was adopted. e) The signature of your chairperson (or other suitable person). If you have sent a copy of your constitution with a previous grant application (not before April 2008) and no changes have been made to it, you do not need to send it again.

2. For joint applications - a copy of your partnership agreement signed by everyone involved which sets out how the project will be managed.

Does not apply

3. A copy of your organisation's accounts for the last financial year

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

Does not apply

5. A small selection of visual aids that you consider will help illustrate your project, for example, drawings and photographs

6. Letters of support (no more than six) from other organisations that set out their specific contribution to your project, the specific value of the project to the community or reasons why they have a need to see your project go ahead. They should not be general letters of support.

7. Job descriptions for any new staff positions that are included in your grant request.

Does not apply

8. A project management structure

Electronic

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Declaration**Freedom of information**

We have a duty to keep to the Freedom of Information Act 2000 and the

Freedom of Information (Scotland) Act 2002 in Scotland. When you sign the declaration at the end of the application form, you are confirming that you have no objection to us releasing sections 2 to 3 of this form to anyone who asks to see them (this does not include any supporting documents). If there is any information in sections 2 to 3 of the form that you don't want made publicly available, please say this in the space provided and explain your reasons. We will take these into account when we respond to any request for access to those sections. Otherwise, we will release sections 2 to 3 to the public if asked. 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 and the Freedom of Information (Scotland) Act 2002 in Scotland. In those cases, we will always consult you first.

Terms of Grant

You must read the standard terms of grant that apply to all our grant awards in this grant programme. These can be read on our website. By signing the declaration below, you are confirming, on behalf of the organisation that you represent, that you accept these terms, unless we choose to draft a contract which is specifically adapted for your project.

The requirements in *Managing your grant* form part of the terms of any grant awards that we may make. We consider breaking the conditions of *Managing your grant* as breaking the terms of the grant.

If work begins on the project before we award a grant and before we have agreed that work can start, we may withdraw our grant.

We may also withdraw our grant if work has not started within a year of the letter awarding you the grant.

The terms of grant will last for 10 years unless your project includes buying buildings, land or a heritage item (no matter how much you have applied for) in which case the terms of grant will last for 80 years.

Declaration

Please be aware that you are making this application at your own risk and we cannot be responsible to anybody for any loss, damage or costs arising directly or indirectly from this application.

I have read, understand and accept the notes that came with this application form. I understand and agree to you using and publishing the information in this application. I agree that you can check the information in it and any supporting documents with other people and organisations).

The project, and my organisation's role in it, falls within my organisation's powers and purposes. My organisation has the power to accept a grant, under your terms, and the power to pay back the grant if the terms are not being met.

I understand that any misleading statements (whether deliberate or accidental) I give at any point during the application process, or any information I knowingly withhold, could mean my organisation's application is not valid, in which case you will cancel the grant and claim back the money we have received, stop assessing and return the application, or withdraw any grant you offered my organisation.

The project has not yet started and will not do so until my organisation receives permission from you.

I accept that you may make the information contained in this form available to members of the public who ask to see it under the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act 2002 in Scotland. I understand that you will treat this information in line with the Data Protection Act 1998, the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act 2002 in Scotland, and that, unless I have said otherwise, you will make sections 2 and 3 of this form available to the public if you are asked to (this does not include any supporting documents). I understand that you will take account of any objection we make to you releasing the information contained in sections 2 and 3 or elsewhere in the form. I accept that you have responsibilities under the Data Protection Act 1998, the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act 2002 in Scotland (which may mean you have a duty to make the information available even if I have objected to this) and I agree that you will not be held responsible for any loss or damage we may suffer as a result of you meeting those responsibilities in line with the law.

I agree that any personal data supplied on this form (or otherwise) by my organisation will be used in accordance with the Data Protection Act 1998, and the Data Protection statement in the Introduction and Help Notes.

I am authorised to put forward this application on behalf of my organisation and to sign this declaration.

On behalf of my organisation, I agree that if we receive any grant from you for our project, we will keep to the standard terms of grant and any further terms and conditions set out in the grant notification letter.

We will take your signature (or signatures) on this form as confirmation that you:

Have understood we have legal responsibilities under the Data Protection Act 1998, the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act 2002 in Scotland.

Accept that we will not be responsible for any loss or damage you suffer as a result of us meeting these legal responsibilities.

The person signing this declaration must be different from the person named as the contact under question 1c and must have the authority to do so (for example, the chief executive, director, chairperson, vice chairperson, secretary or treasurer of your organisation).

If your project involves a partnership, the lead partner's authorised person should sign this on behalf of the partnership. If your project involves work to a building, piece of land or heritage item, the owner must also sign this Declaration if they are not the lead partner.

Signature:

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Name (please print):
Job Title:
Name of Organisation:
Date: