Workshop Description Table for Regional Capacity Building Grant Application

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| * Time frame | * Location | * Title / Type of workshop | * Workshop content | * Length of workshop | * Max no participants | * Target no Participants | * Participant ability | * Outputs | * Outcomes | * Monitoring and evaluation |
| * Week 1 | * Rufus Centre, Flitwick / * Central location to GCLP Project Area | Caring for our Historic Parks and Gardens | * Background to project, introduction to GCLP, introduction to historic parks and gardens, conservation issues, role of research and recording, role of conservation management plans, need for condition surveys. | * 1 day (10am-3pm) | * 50 | * 25 | * Mixed abilities – novice to experienced amateur * Invites to ‘Friends of Chicksands Priory; Flitwick Manor Park Volunteer Group; current GCLP Vols and Shuttleworth Students | * 25-50 participants will be trained to understand the complex issues involved in conserving their local historic parks and gardens * Presentations available online * Paper handouts produced – but also made available online | * Volunteers encouraged / inspired to sign up to training course * Online learning resource available for current and future volunteers | * Quality assessed by feedback forms * 15 participants engage with Workshop Programme * GCLP Staff present to introduce the Partnership but also to monitor quality |
| * Week 2 | * Beds Archives and Record Office (focus on ‘Eastern’ based Vols but not exclusive) | Parks and Gardens in the Archive | * Visit to the Bedfordshire Record Office archives and training on how to use the archive. Look at historic maps, drawings and other material relevant to Shuttleworth and guidance on how to understand them. | * 1 day (10am-3pm) | * 20 | * 10 | * People who attended ‘Induction’ workshop * New volunteers * Beds Garden Trust ‘Archive Group’ to assist | * 10-20 participants will be trained to use their local archive service to research the development of Shuttleworth and other historic designed landscapes * ‘Hand-out’ learning resources produced and made available online | * Volunteers have developed skills in research * Volunteers have developed an ‘archival understanding’ to aid in practical undertaking of Condition Assessments * Online learning resources available for current and future volunteers | * Feedback Forms * 5 participants volunteer to learn survey skills * GCLP Staff to attend **one** of the Archive Sessions (depending on availability) to monitor quality |
| * Week 3 | * Beds Archives and Record Office (focus on ‘Western’ based Vols but not exclusive) | Parks and Gardens in the Archive | * Visit to the Bedfordshire Record Office archives and training on how to use the archive. Look at historic maps, drawings and other material relevant to Stockgrove and guidance on how to understand them. | * 1 day (10am-3pm) | * 20 | * 10 | * People who attended ‘Induction’ workshop * New volunteers * Beds Garden Trust ‘Archive Group’ to assist | * 10-20 participants will be trained to use their local archive service to research the development of Stockgrove and other historic designed landscapes * ‘Hand-out’ learning resources produced and made available online | * Volunteers have developed skills in research * Volunteers have developed an ‘archival understanding’ to aid in practical undertaking of Condition Assessments * Online learning resources available for current and future volunteers | Feedback Forms   * 5 participants volunteer to learn survey skills |
| * Week 4 | * Beds Archives and Record Office (focus on ‘Central’ based Vols but not exclusive) | Parks and Gardens in the Archive | * Visit to the Bedfordshire Record Office archives and training on how to use the archive. Look at historic maps, drawings and other material relevant to Ampthill Park and guidance on how to understand them. | * 1 day (10am-3pm) | * 20 | * 10 | * People who attended ‘Induction’ workshop * New volunteers * Beds Garden Trust ‘Archive Group’ to assist | * 10-20 participants will be trained to use their local archive service to research the development of Ampthill Park and other historic designed landscapes * ‘Hand-out’ learning resources produced and made available online | * Volunteers have developed skills in research * Volunteers have developed an ‘archival understanding’ to aid in practical undertaking of Condition Assessments * Online learning resources available for current and future volunteers | Feedback Forms   * 5 participants volunteer to learn survey skills |
| * Week 3 | * Shuttleworth College – ‘East’ Group (but not exclusive) * ‘Classroom’ availability in morning but to be held mostly outdoors | How to Read a Landscape | * How to ‘read’ a landscape on the ground (ie how to look at it and recognize historic designed features and how they relate to each other), how to do an HAR Condition Assessment. | * 1 day (10am-3pm) | * 20 | * 10 | * Mixed abilities – novice to experienced amateur * People who attended previous workshops * Invites to ‘key groups AND ‘Friends of Chicksands Priory and Shuttleworth College ‘Landscape Studies Students but also open to public | * 10-20 participant will gain ‘in the field’ experience in undertaking walk over surveys and HAR Condition Assessments * ‘Hand-out’ learning resources produces and made available online | * Volunteers have developed skills in undertaking practical survey in readiness to assist the Historic Designed Landscape Specialist conduct HAR Condition Assessments for the GCLP ‘priority’ parklands * Online learning resources available for current and future volunteers | * Feedback Forms * 3 participants work on their own ‘Condition Assessment’ for Shuttleworth * 3 participants volunteer to gain further experience and skills by assisting the Historic Designed Landscape Specialist. * GCLP Staff to attend **one** of the ‘Reading the Landscape’ workshops (depending on availability) in order to monitor quality. |
| * Week 4 | * Stockgrove Park – ‘West’ Group (but not exclusive) * ‘Classroom’ availability in morning but to be held mostly outdoors | How to Read a Landscape | * How to ‘read’ a landscape on the ground (ie how to look at it and recognize historic designed features and how they relate to each other), how to do an HAR Condition Assessment. | * 1 day (10am-3pm) | * 20 | * 10 | * Mixed abilities – novice to experienced amateur * People who attended previous workshops * Invites to ‘key groups – eg: Beds Garden Trust; GCLP volunteers but also open to the public | * 10-20 participant will gain ‘in the field’ experience in undertaking walk over surveys and HAR Condition Assessments * ‘Hand-out’ learning resources produces and made available online | * Volunteers have developed skills in undertaking practical survey in readiness to assist the Historic Designed Landscape Specialist conduct HAR Condition Assessments for the GCLP ‘priority’ parklands * Online learning resources available for current and future volunteers | * Feedback Forms * 3 participants work on their own ‘Condition Assessment’ for Stockgrove * 3 participants volunteer to gain further experience and skills by assisting the Historic Designed Landscape Specialist |
| * Week 5 | * Ampthill Park – ‘Central’ Group (but not exclusive) * ‘Classroom’ availability in morning but to be held mostly outdoors | How to Read a Landscape | * How to ‘read’ a landscape on the ground (ie how to look at it and recognize historic designed features and how they relate to each other), how to do an HAR Condition Survey. | * 1 day (10am-3pm) | * 20 | * 10 | * Mixed abilities – novice to experienced amateur * People who attended previous workshops * Invites to ‘key groups AND existing ‘Flitwick Manor Park Vol Group but also open | * 10-20 participant will gain ‘in the field’ experience in undertaking walk over surveys and HAR Condition Assessments * ‘Hand-out’ learning resources produces and | * Volunteers have developed skills in undertaking practical survey in readiness to assist the Historic Designed Landscape Specialist conduct HAR Condition Assessments for the GCLP ‘priority’ parklands * Online learning resources available for current and future volunteers | * Feedback Forms * 3 participants work on their own ‘Condition Assessment’ for Ampthill Park * 3 participants volunteer to gain further experience and skills by assisting the Historic Designed Landscape Specialist |
| * Week 6 | * Rufus Centre, Flitwick / * Central location to GCLP Project Area | Researchers to the rescue! | * Mopping up – participants from all areas come together to share their experiences, ways to write up research and recording to make it useful (Statements of Significance, HER’s, etc etc) * **KEY ELEMENT: Purpose and significance of undertaking HAR Condition Assessments of other historic parklands** | * 1 day (10am-3pm) | * 30 | * 10 | * Volunteers with some training or experience either through this programme or another source * Key Audience: People who attended previous workshops * Members of Beds Garden Trusts | * **5 participants create a ‘core’ Volunteer Group to** * **i) Maintain the condition of heritage sites in the publically accessible GCLP ‘priority’ parklands using best practice guidance advised by Historic Designed Landscape Specialist** * **ii) Conduct HAR Condition Assessments for other historic parklands** * **Volunteers meet/network with Designed Landscape Heritage Specialist to encourage furthering of vol learning and experience in conduction HAR Condition Assessments for GCLP ‘priority’ parklands** | * GCLP ‘priority’ parklands which are publically assessable are maintained by trained and experienced volunteers who understand best practice guidance * Parklands which have not been identified as a GCLP priority have HAR Condition Assessments conducted by Volunteers | Activity of newly formed volunteer group encouraged and monitored by GCLP team after workshop programme completes.  Activities of new volunteer group celebrated at the GCLP 2020 Delving into Heritage Conference which will be on the theme of ‘Historic Parklands in the Greensand Country.’  Workshop attended by GCLP Staff to promote GCLP; promote volunteer HAR Conditition Assessment activities, and to monitor quality |

**Outputs**

The total outputs delivered will be:

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| Output | Number | How it will be evidenced |
| no of training sessions delivered | 8 | All training materials to be made available for ongoing free download at thegardenstrust.org and the greensandcountry.com websites  Photographs, feedback forms, attendance register |
| no of participants attending one or more workshops | 40 | All training materials to be made available for ongoing free download at thegardenstrust.org and the greensandcountry.com websites  Photographs, feedback forms, attendance register |
| no of participants who volunteer to work with Specialist to undertake Condition Assessments | 10 | Feedback from Designed Heritage Landscape Specialist  GCLP Staff to attend at least one Condition Assessment at a priority parkland |
| no of participants who ‘champion’ historic parklands – this could be a ‘Friends’ Groups and / or undertaking ongoing research, monitoring and surveying of heritage features | 20 | Impact of training programme to be monitored by GCLP Staff and for volunteers work to be promoted in other events and activities eg : ‘Delving into Heritage Conference’ |

**Outcomes**

**The outcomes will be:**

1. The capacity of local communities to champion the conservation and enhancement of their own historic environments will be increased.  
   This will be evidenced by 10 participants volunteering to undertake condition surveys for GCLP priority parklands
2. The commitment of local communities to champion the conservation and enhancement of their own historic environments will be strengthened.   
   This will be evidenced by 20 participants taking part in research, monitoring and surveying of heritage features in parklands after the training programme has completed.
3. Bedfordshire Gardens Trust who will be providing volunteer support with regard to the Archives Sessions; liaising with ‘Trainer’ prior to survey sessions, as well as acting on the GCLP Third Party Grant Scheme Panel will be more confident in their ability; have stronger relationships with parkland landowners, and have higher capacity as a result of its volunteers having been trained and grown in numbers during the project.
4. The National Gardens Trust will have greater strength to deliver future capacity building work in the Bedfordshire area as a result of having embedded its network in that area. It will also be strengthened for capacity building work in other regions as a result of having refined its training programme in a repeatable manner.

This will be evidenced by improved contact with Bedfordshire Gardens Trust and the creation of a new online-and-in-person training programme which can be repeated to train volunteers elsewhere to carry out condition surveys.

Suggested Costings Table for Workshop Programme

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * Title / Type of workshop | Preparation | | Resources | | Delivery | | Expenses Budget  (Up to a max of £75.00 per day)  Eg: Travel for staff | TOTALS |
| Time | No of Staff | Materials Produced / needed | Cost | Time | No of staff |
| Caring for our Historic Parks and Gardens | 2 days ‘Office time’ (**ie: no additional expenses expected**) at £350  Total: £700 | 1 | Handouts and presentations to be published online, with printed copies available for participants:   1. Introduction to historic parks and gardens (presentation) 2. Introduction to historic parks and gardens (handout inc reading list) 3. Threats facing historic parks and gardens (Presentation) 4. Threats facing historic parks and gardens (handout) 5. Ways to conserve historic parks and gardens (presentation) 6. Conservation Management Plans (Presentation) 7. Conservation management plans (handout) 8. Condition surveys: why and how (presentation) 9. Condition surveys: why and how (handout and form) | £0  Handouts to be printed out by GCLP | 1 day at £350  Total: £350 | 1  Assisted by GCLP Project and Conservation Officer and Beds Garden Trust and GCLP volunteers | 1 day at £75  Total:£75.00 | £1125 |
| 3 x Parks and Gardens in the Archive | 1 day ‘Office time’ at £350 to prepare handouts and presentations for all 3 Archive sessions  2 days at Beds Archives and Record Office to research and review archival material for workshops NOTE: help is available for Beds Gardens Trust Archive Group and the GCLP advises liaison with these volunteers in advance of visit for time to be used effectively  3 days at £350  Total: £1050 | 1 | Handouts and presentations to be published online, with printed copies available for participants as appropriate:   1. How Archives work (presentation/script that can be delivered without ppt if necessary) 2. How Archives work (handout) 3. Tips for researchers (handout) 4. Copies of relevant maps and plans, to be used on site visit | £0  Handouts to be printed out by GCLP | 3 days at £350  Total: £1050 | 1  Assisted by Bed Garden Trust Volunteers | 5 days at £75  Total: £375 | £2475 |
| 3 x How to Read a Landscape | 1 day ‘Office time’ at £350 to prepare handouts and presentations for all 3 workshops  0.5 days per parkland (1.5 days in total) re recce the parkland. Total:  2.5 days at £350  Total: 875 | 1 | Handouts and presentations to be published online, with printed copies available for participants:   1. Typical features of historic parks and gardens (handout)   Clipboards for survey forms x20 (to be reused in other sessions) | £0  Handouts to be printed out by GCLP  £0  Clipboards to be provided by GCLP | 3 days at £350  Total: £1050 | 1 | 5 days at £75  (0.5 day rounded up)  Total:£375 | £2300 |
| Researchers to the rescue! | 1 day ‘Office time’ at £350  Total: £350 | 1 | Handouts and presentations to be published online, with printed copies available for participants:   1. Enriching the List (presentation) 2. Enriching the List (handout) 3. Statements of Signficance (presentation) 4. Statements of Significance (handout) 5. Historic Environment Records (presentation) 6. Historic Environment Records (handouts) | £0  Handouts to be printed out by GCLP | 1 day at £350  Total: £350 | 1  Assisted by volunteers; GCLP Staff; Specialist also present at workshop | £75  Total: £75 | £775 |
| **Total** | **£2975** |  |  | **£0** | **£2800** |  | **£900** | **£6675** |

GCLP only (EM to review)

Expenses to be paid by GCLP centrally

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| --- | --- | --- | --- | --- | --- |
| * Title / Type of workshop | Venue | Refreshments | Volunteer travel (discretionary offer for those in need) | Other | Total cost |
|  |  |  |  |
| Caring for our Historic Parks and Gardens (Rufus Centre) | £450 | £100 (2x servings of T and C) | £100 |  | £1600 |
| Parks and Gardens in the Archive (East – Beds Rec Office) | £150 | £40 (2x servings of T and C) | £50 |  | £350 |
| Parks and Gardens in the Archive (West – Beds Rec Office) | £150 | £40 (2x servings of T and C) | £50 |  | £350 |
| Parks and Gardens in the Archive (Centre – Beds Rec Office) | £150 | £40 (2x servings of T and C) | £50 |  | £250 |
| How to Read a Landscape (East - Shuttleworth) |  |  | £50 |  | £150 |
| How to Read a Landscape (West – Stockgrove) |  |  | £50 |  | £150 |
| How to Read a Landscape (Central - Ampthill) |  |  | £50 |  | £150 |
| Researchers to the rescue!(Rufus Centre) | £450 | £100 (2x servings of T and C) | £100 |  | £1500 |
| Project overall |  |  |  | £100 posters/fluers for participant recruitment |  |
| **TOTAL** | **£2000** | **£2000** | **£500** |  | **£4600** |