



## Application Form for Heritage Grants

### Notes on Completion

You should read the help notes when filling in this application form. Keep your answers as brief as possible. Unless specified we do not have a word limit. However, as a guide, we would not expect your answers to any of the seven sections to be more than 1,000 words (about two sides of typed A4).

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.

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

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?**

Hylton Castle Development Project

**Reference number**

HG-12-07090

**Section One - Your Organisation****Your Organisation**

**1a Name of your organisation** Culture & Tourism (Sunderland City Council)

**Address of your organisation:**

**Address line 1** City Library and Arts Centre

**Address line 2** Fawcett Street

**Address line 3**

**Town / city** Sunderland

**County**

**Postcode** SR1 1RE

**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** Hylton Castle

**Address line 2** Craigavon Road

**Address line 3** Hylton Castle

**Town / city** Sunderland

**County**

**Postcode** SR5 3PA

**1c Details of main contact person**

**Name** Vicki Medhurst

**Position** Cultural Heritage Manager

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

No

**Address:**

**Address line 1** City of Sunderland, Jack Crawford House

**Address line 2** Commercial Road

**Address line 3** Hendon

**Town / city** SUNDERLAND

**County**

**Postcode** SR2 8QR

**Daytime phone number (inc area code) - this should not a mobile number.** 0191 5148411

**Mobile number (optional)** 07810814503

**Preferred contact number**            Mobile

**Email address**                        vicki.medhurst@sunderland.gov.uk

Local authority

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

**Company - give registration number**

**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.**

As a local authority we undertake a wide-range of activities across the city to ensure Sunderland is a place where people can fulfil their ambitions and potential. To achieve this we focus on delivering high quality outcomes across three key themes, people, place and economy both as a single organisation and through our work with partners across the city.

Our activities relating to people focus on raising aspirations, creating confidence and promoting opportunities to ensure that everyone in the city has the chance and capacity to maximise and reach their potential. Activities to increase access to a range of services and resources within communities and local areas enable people to overcome the barriers which limit aspiration or prevent people from achieving their goals. By working with residents we are able to understand their needs and build a sense of security and trust which enhances peoples confidence and resilience.

Building a sense of belonging and ownership are an inherent part of our vision for place and our actions are also centred on achieving an attractive and inclusive city and communities. To ensure we retain people with a range of skills and talents and ensure people have pride in where they are from, it is vital that our neighbourhoods are good places to live and offer everything people need for a high quality of life. Celebrating what makes a place unique and reflecting its culture and heritage are core to this sense of belonging and pride in an area.

Our third strand, economy, involves creating an entrepreneurial university city which is at the heart of a low carbon regional economy. To achieve this we are undertaking activities to increase economic activity in the city. We aim to provide the chance for people to improve their quality of life by growing businesses which create good quality job opportunities for local people.

Our culture and heritage activities play a key role in achieving our corporate outcomes. The Cultural Strategy reflects the varied forms culture can take and how it engages people in different ways to build confidence, skills and a sense of ambition. It also builds links between different people and a sense of place within both an individual neighbourhood or community as well as the city as a whole.

These aspirations inform the full range of activities that we undertake on a regular basis, the scope of which allows us unique opportunities to achieve positive outcomes across work streams to enhance opportunities across the city. In addition to our activities across education, social services, transport, housing, economic development, the environment and public health; culture, leisure, sport and heritage are significant areas of activity.

**1f Describe the size and staff structure of your organisation.**

Sunderland City Council employs over 10,000 staff and is divided into four directorates each of which cover a number of functional areas. A summary of the responsibilities of each directorate is given below.

Office of the Chief Executive (OCE) - The OCE advises on all matters of policy and has overall responsibility for a range of strategic, corporate support and front line services. The Council's Heritage Protection Team sits within the Planning and Property Service of the Chief Executive, with responsibility for conserving the City's heritage assets through the planning system.

Children's Services - The aim of Children's Services is to improve the lives of every child, young person and family in Sunderland. The service provides support to children and young people in order for them to develop the skills they will need to become well-balanced adults gaining the knowledge and judgement they need to lead fulfilling and useful personal, social and working lives.

Health, Housing and Adult Services - promote the housing strategy for Sunderland and supports our most vulnerable people to live as independently as possible within the local community. This directorate is also responsible for the strategic development and commissioning of many of the council's main front line services such as the customer service network and contact centre, street care, refuse collection and recycling, environmental regulation, traffic and road safety, highway maintenance, parks, sport and leisure, community development, libraries, heritage, museums and tourism. The City Council works with key partners and stakeholders to deliver the heritage agenda across the City both on a strategic and operational level.

Commercial and Corporate Services - is responsible for delivering key corporate functions as well as enabling

the council to develop and maximise potential commercial opportunities.

The City Council and its employees follow the values of "Proud, Decent, Together" which were launched in 2010. The Council and its employees feel it is important for these values to be demonstrated in the actions and behaviours of all staff within the City Council and that everyone has a role in demonstrating them.

**1g Bank account details**

**Account name** Sunderland City Council

**Bank / building society name** Nat West

**Address line 1** 52 Fawcett Street

**Address line 2**

**Address line 3**

**Town / city** Sunderland

**County**

**Postcode** SR1 1SB

**Sort code (please use the format 11-11-11)** 55-61-11

**Select option** Account number only

**Account number** 46623590

**1h Are you VAT registered?** Yes

**Give registration number** 178210271

**1i 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

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

No

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

Yes

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

Ellen Creighton/Ivor Crowther

## Section Two - The Heritage

### 2a What is the heritage your project focuses upon?

Hylton Castle and its surrounding area is one of the city's oldest and most significant heritage assets. Built in the 1390's/1400's by Sir William Hylton the castle is a gatehouse style fortified Manor House. Adjacent to the Gatehouse stands St Catherine's Chapel. A dedicated chapel is known to have existed on the site since 1157, when it is likely that Hylton Castle was a wooden building. Nothing remains of the first chapel and the ruins of both buildings seen today date from the early 15th Century. Inventories show that little work was carried out to the Castle until the 16th Century when floors, galleries and windows were added. In the 18th Century, Baron John Hylton made the first major alterations, completely redesigning the interior and inserting large windows in the fashionable Italianate style. After the death of John in 1746 the Hyltons sold the Castle, as there was no male heir to inherit. Successive owners then made many major changes and alterations to the castle but after failing to maintain it, it fell into disrepair. In 1950, (due to local pressure) the Castle and the Chapel were taken into the care of the State. The decay of the 19th century alterations was so advanced that it was decided to consolidate the Castle as a stripped shell, to show all the remaining medieval masonry.

The Castle and the Chapel are now listed buildings and form part of a Scheduled Ancient Monument, under the guardianship of English Heritage and currently listed on their At Risk Register. The site is highlighted as being at risk due to the localised problems relating to vandalism although the buildings themselves are described as stable and structurally sound.

The site also forms part of Hylton Dene, an adjacent wooded area site of natural value and nature conservation interest. Designated as a Local Nature Reserve in 2003 it includes a mixture of habitats, which are very valuable for wildlife including meadows, woodlands and wetlands. This provides a unique, historic landscape and ecological asset in the heart of a large residential area, with a population of over 50,000 within 2km of the site.

The Hylton Castle Development Project will focus on bringing the Castle back into use, establishing it as a heritage-led learning and educational resource centre. The centre will primarily focus on the delivery of learning, participation and conservation with a range of activity delivered on a local and city-wide level, designed to encompass specific target audiences such as school groups, families, general visitors (city-wide and regional), with international links, heritage groups, local audiences, further/higher education students, over 55's and NEETs (Not in Employment, Education or Training). A key focus will be to stimulate engagement with learning, participation and conservation at its core.

The project will repair, restore and rejuvenate the medieval Gatehouse reconnecting it to its history and the lost elements of the Castle complex and its former gardens. The protection, conservation and long term creative use of the building will deliver a sustainable future for the heritage asset which is a vital and necessary part of the project.

The Hylton Castle Development Project will also provide an opportunity for the City to further recognise and enhance this unique heritage asset, providing a platform for local and city-wide residents to learn about and engage in the richness, value and significance of the site and the surrounding landscape.

### 2b Why is your heritage important and who is it important to?

The heritage of the site covers a remarkable breadth of history and activity, with the Hylton Family first recorded over 1,000 years ago in the reign of King Athelstan 895-939, and again with the death in battle of Lancelot de Hylton, who was killed fighting for William the Conqueror. Following this, the family were awarded a large tract of land along the River Wear which helped to form the unique character of the local area as well as the North East region. The buildings alone have a high level of architectural value and are intrinsic to developments not only in the local area, but at a regional and international level. There are also strong links to the USA; the Hylton Family played an important role in the colonisation of North America as Founding Fathers of New Hampshire with strong 'family' links to George Washington (America's first president), whose ancestral home is situated in Washington, only 3 miles from the Castle.

#### Local/City-wide Importance

In 1992 with funding from Sunderland City Council a number of local residents, passionate about their community and the Castle, were brought together to improve the area which had become prone to antisocial behaviour. A number of options were considered for the Hylton Castle Estate and in 1999 the Friends of

Hylton Dene were formed with the aspiration to focus on the potential for a redevelopment of the Castle and Chapel. This group became known as "Castle in the Community" and it has been the constant commitment of this group that has enabled the project to continue to grow, and if successful will see the Castle and the surrounding area developed for the local & wider community and its future generations. As part of their commitment the Castle in the Community have worked tirelessly to raise the profile of the site and to deliver a number of outcomes, including the delivery of small and large scale events, fundraising, supporting site visits and acting as guides for visitors to the site. They have also commissioned a number of works to support their ambitions to redevelop the site, which include:

- \* Conservation Management Plan/Conservation Statement
- \* Audience Development & Access Plan
- \* Training Plan
- \* Outline Business Plan
- \* Feasibility Study
- \* Disability Access Audit

The above work has included a number of consultation exercises to assess the needs of the area and the site to identify under represented groups and to raise awareness of the project. These studies clearly show the need and the desire of local residents and the wider city to see the Castle renovated and brought back into the heart of the community, not only as a visitor attraction for the city and wider region but as a heritage-led community/learning facility that can be used by all. Consultation carried out as part of the earlier access and audience development plans included comments such as:

"I live locally and use the site regularly, I would love to see it restored"

"We'd just love to see it restored and opened up"

"something needs to be done by the Council and Heritage people to safeguard this monument for another 1000 years to come".

Whilst interest is strong at a local level, the city recognises the need to conserve this vital heritage asset for the city as a whole. Support for this project is not just restricted to the Hylton Castle community, a range of organisations from across the city have voiced their support for the Castle redevelopment. (See support letters attached as supporting item 11) .

#### International Importance

The site also has strong international connections with an extensive American based Hylton group. The family of Hylton originates from Monkwearmouth on the north bank of the River Wear. William Hilton of Biddick was aboard the ship the Fortune which sailed for America in 1621 A.D., the year after the Mayflower had sailed. On arriving at Plymouth, New England in North America they discovered that about half of the original settlers, who sailed on the "Mayflower" had died during their first winter. It was the arrival of the Fortune which ensured the future of the first settlement at Plymouth. The "Mayflower" had returned to England empty, but it was the Fortune that sailed back to England with a full cargo and proved the viability of the settlement. William Hilton was later joined by his wife and children, William and Mary Hilton in 1623 A.D. Many descendants of the Hylton family are to be found in the United States and this William Hilton was referred to as the Biddick Pilgrim Father. The strong American connections still continue today, with American Hyltons describing the castle as the 'touchstone' for extended family members throughout the world. The Castle is also situated three miles from Washington Old Hall, the ancestral home of George Washington, first President of the United States of America. The Castle represents the importance of family history, depicted through its carved stone coats of arms (on the exterior of the building), which includes representation of families such as the Lucy's and Washington's.

#### Natural Heritage

As indicated in section 2a the site also sits within Hylton Dene, which was designated as a Local Nature Reserve in 2003. Consisting of over 200 acres, it includes four sites of Nature Conservation importance and one site of special scientific Interest which are very valuable for wildlife, including meadows, woodlands and wetlands. Hylton Dene is currently used as an outdoor learning space (working in partnership with the Durham Wildlife Trust [DWT]), and the proposed project would allow for the further development of an already established learning programme, which would not only incorporate the natural heritage of the area but build on the importance of the built history and heritage, as well as promoting a greater sense of health and wellbeing.

### Children and Young People

Young people within the local community and the wider city, have a significant role to play in the development of a project such as Hylton Castle. Government sources have already suggested that "positive childhood experiences are crucially important to instilling a long-term interest in heritage" (DCMS - Promoting participation with the Historic Environment). The site has been a target for youth disorder and vandalism over recent years, and it is therefore vital to ensure that the youth of today are engaged from the early development of this project. This in turn, will provide a sense of identity in order for them to understand the relevance of the Castle and the area and how it has impacted on their lives and those of their relatives as well as enabling them to value the heritage importance of the site for the long term. As part of a recent independent review commissioned by DCMS (Cultural Education in England 2011), it was highlighted that all children should be able to visit age appropriate events and venues such as museums, galleries or heritage sites and that partner organisations should come together to enable this. The Hylton Castle project would be an ideal example of how children and young people could experience cultural activities outside the national curriculum, using partner organisations to support its delivery. In addition the project will support classroom based learning to directly influence and deliver curriculum outcomes. It is proposed to set up a working group to work directly with schools across the City to deliver this (see section 4C).

### Sunderland City Council

Sunderland as a City Council is committed to supporting the heritage agenda across the city and the region, and already works in partnership with a range of partners, stakeholders and voluntary organisations to support this. The City Council has in recent years worked with HLF to identify the key heritage priorities for the city, of which Hylton Castle has been included as a main priority for some years along with the twin monastery site of Wearmouth-Jarrow and the Seafront Regeneration Project (including Roker Lighthouse and Pier), which form 3 of the main heritage priorities of the city.

Hylton Castle has also been identified as the number one heritage priority for the city and the necessary resources and personnel continue to be committed in order to take this project forward.

### Partner Commitment

During the development of this bid a number of groups and organisations have expressed their support and desire to participate and influence future plans for the Castle and surrounding area. Organisations such as Castle View Academy, University of Sunderland, City College, primary schools, businesses and community groups have pledged their support for the bid which if successful will see the site developed into a resource in which they can engage in activities and utilise the resources available to achieve their own objectives.

English Heritage are also a fully committed partner to the project with the aim of removing the Castle from the current At Risk Register and bringing it back into use for the local and wider community, and are providing the necessary advice, support and guidance where needed.

The University of Sunderland wish to look at the potential to develop projects focused on heritage and tourism development for the City for which they are already delivering a number of projects. The University are already working closely with the City Council and other heritage partners to develop a heritage strategy for the city.

Within Sunderland there is great pride in the history, character and traditions of the city. This is reflected in the strong sense of identity of its local communities. Consultation carried out as part of the Cultural Strategy for the city demonstrates that heritage and the environment are top priorities for its residents, and that historic sites such as Hylton Castle and Penshaw Monument are important to mark identity and tradition.

**2c How do you manage your heritage today?**

The Castle is now a grade I listed building and together with the chapel forms part of the Scheduled Ancient Monument, owned by Sunderland City Council and currently under the guardianship of English Heritage.

English Heritage have responsibility for the day to day management and maintenance of the site and provide daily on site attendance to ensure that the property is opened and closed each day. English Heritage also work with local partners including the City Council and local Police to address any antisocial behavioural issues, which have been a key issue locally during recent years.

Regular meetings with the police, English Heritage, City Council and local schools ensure that there is an ongoing commitment to addressing the issues and working with young people to prevent further vandalism to the site as well as educating them to understand the relevance and importance of the site.

One of the aspirations of the Hylton Castle Development Project will be to engage at every level with children and young people. The project team have already begun to develop opportunities to engage children and young people who can input into the design, development and delivery of the project. In addition the development of a youth engagement programme delivered in partnership with English Heritage and Sunderland City Council will ensure young people living in the neighbourhood take ownership of the Castle creating and utilising an environment which is positive, accessible and inclusive to all.

Sunderland City Council also provide management and education resources in respect of the Dene and Castle area. Working in Partnership with the Durham Wildlife Trust, a dedicated project officer (funded through the City Council) is located on site. The remit of this post is primarily to support education and volunteering opportunities but also allows for further promotion and development of an understanding of the built heritage assets and its relevance to the history of the City.

The Castle in the Community group also continues to provide ongoing support in the promotion and management of the site and this includes:

- \* Fundraising and commissioning of works as detailed in (2b)
- \* Website development and promotion
- \* Developing events and activities including, Information Open Days, Heritage Open Days, Community Activities, Re-enactments, Time Team excavations
- \* Continuing to maintain links with local schools and organisations to raise the profile of the Castle and the surrounding area
- \* Publication of leaflets/booklets/information
- \* Maintaining and developing further links with American Hylton's and supporting site visits.

**2d How do people get involved with and learn about your heritage now?**

As custodians of the site English Heritage play a significant role in the management and conservation of the site. Their key functions are to help and encourage people to enjoy, understand, care for and value historic assets. As part of this work English Heritage have committed their full support to the project and are currently working to raise the profile of the site, as well as encouraging young people and the local communities to become involved in their heritage.

One of the key challenges for the site is crime and youth disorder along with a lack of understanding of the heritage significance. Young people access the site as a meeting place, however there is a regular number of incidents of vandalism which occur on the site on a weekly basis. The City Council is now working with a number of partners and agencies which include English Heritage, Northumbria Police, Tyne and Wear Fire Brigade and Gentoo to deliver a range of formal and informal education programmes targeted at young people. These programmes will focus on aspects of heritage crime, in particular anti-social behaviour which is the single most common heritage crime concern for scheduled monuments. English Heritage is committed to this project which is evidenced through their national campaign - Alliance to Reduce Crime against Heritage (ARCH), for which Hylton Castle is no exception. The programme is currently progressing and is being offered to all schools in the North area aimed at targeting year 6 and year 9 pupils.

Building on the youth work in and around the Castle, a recent event was hosted to engage young people in the heritage of the area. This resulted in an Halloween event working with partner agencies from the Hylton

Castle area. Due to the inclement weather the majority of the programme was hosted in the Sunderland North Family Zone building near to the Castle. One of the main elements of the project was working with a group of young people who wanted to develop a dance battle or dance re-enactment. This resulted in a two strand project working with a dance troupe, MK Dance, who completed their own research and produced a bespoke dance performance based on a dance re-enactment. As a second thread other local youngsters undertook a project to produce a music video based-upon the history of the Castle. Working with a youth organisation "The Bunker", professionals were engaged to assist the young people in writing their own songs whilst researching the local history and heritage of the Castle. The music video is now available via the internet on youtube at: <http://www.youtube.com/watch?v=13N4WSAw0L4>

As detailed previously within 2c, the Durham Wildlife Trust play a significant role in the promotion of the site. Although the role is primarily to enhance the Hylton Dene area for nature conservation in order to provide an educational resource and deliver educational visits and events, the postholder is dedicated to the promotion of the site as a whole (including that of the Castle and Chapel) and will continue to play a significant role in any future developments of the site. Opportunities to place the Dene and surrounding area at the heart of events activity will be a key priority. A Project Manager who will lead on the Hylton Castle Development Project (as proposed in 3b) will work closely with the Durham Wildlife Trust and a range of volunteers to work collaboratively in staging significant programme and events activity for residents and visitors. A further element will be to learn about the natural environment and linking this natural environment through learning, skills and conservation activity. Audiences will be identified through outcomes of the activity plan. The Dene will be a catalyst for enjoying culture on a range of levels by linking the heritage agenda through sport and wellness activity.

Also detailed within 2c the Castle in the Community Group is committed to the development of the Castle and the surrounding area. Working on the project for almost 20 years, it has been their dedication and passion which has led to the current status of the project. The Group have been instrumental in developing activity on site, including hosting events which have allowed for the community to come together and learn about their rich and diverse heritage. These events have included the 1664 civil war battle of Hylton Castle Re-enactment in 2010, which due to its popularity and success raised the profile and history of the Castle and Dene on a local, regional and national level. Quotes from the event included:

"It's absolutely outstanding,"

"It's fantastic that there's a free event like this on and I've heard that people have come from all over the country to be involved." (Lisa McGuinness - visitor and mother).

The success of this and other events demonstrates that the Castle and its surrounding area is a suitable area to showcase large scale events within the city. The project would allow for this area to be developed further, engaging both local community based events, involving schools and community groups but also drawing in outside visitors through the use of creative event programming and linking it with heritage as the main agenda.

Sunderland City Council continues to work to promote the site as a key visitor attraction for the City and a major heritage asset. The site is included within the City's website for both attractions and events ([visitsunderland.gov](http://visitsunderland.gov)), and is listed within the City's major visitor guide 2012-2014. Hylton Castle continues to be promoted through materials within Libraries across the city and as part of Tourism development within the city and wider region.

The North Area VCS Network, one of five across the City, consists of representatives from VCSOs (Voluntary and Community Sector Organisations) operating in the North area of the city and is co-chaired by a VCS representative and by the Councillor Vice-Chair of the North Area Committee. VCSOs are consulted on and deliver against North Area Plan priorities and the Networks provide up to three representatives to Area Committee, ensuring a two way flow of communication between the VCS and the Area Committee. The Network also gives VCSOs the opportunity to work together, share best practice, access support, advice and funding, and engage in constructive dialogue with the Council.

The network has become another avenue to developing and promoting the Castle and the project and will continue to support it further as it progresses. The Area Committee have supported the Hylton Castle project and its development both in a financial capacity and as an advocate to its future development.

Although there is currently no on-site interpretation, there is clearly a variety of methods to support the ongoing promotion of the site. It is recognised that there is a need for a co-ordinated approach to the site in order to raise its profile and allow for this under valued and under used resource to become the vibrant and appreciated asset it deserves to be.

Whilst it is recognised that there are a range of people currently involved and engaged with the Castle and the surrounding area, any project going forward will need to broaden its audience base and increase participation. Evidence and research has already been undertaken which identified a range of issues and challenges in respect of access (Audience Development Plan 2008 available for further information) which includes organisational, physical, intellectual, social, cultural and financial elements. As part of the development work the activity plan will be refreshed to address all of these barriers.

There is also strong political support to developing the site and bringing it back into the heart of city. Cllr Paul Watson Leader of Sunderland City Council:

"The City Council fully supports the aspirations of the local community in bringing this wonderful heritage asset back into full use. The significance of Hylton Castle and St Catherines Chapel is fully recognised by the City Council and we collectively have a responsibility to ensure local residents, visitors and people of all ages understand and appreciate this rich heritage asset and its historical value."

## Section Three - Your Project

### 3a What is your project? (up to 200 words)

The Hylton Castle Development Bid will primarily focus on the creation of a heritage-led learning and educational resource centre, providing a space which is at the centre of the community and wider city, used by people of all ages and cultures. This will be done by transforming the Castle to incorporate 3 floors, featuring a learning and educational area, exhibition space, cafe, meeting/conference/events facilities and community hub facilities. The outside space will be developed to stage local and city-wide events, be sympathetic to its local surroundings and developed as a space whereby people can visit, access and enjoy.

Activity will be tailored not only on a localised level but also to the needs of the city as a whole. Schools, universities and businesses will utilise the resource centre and surrounding grounds to meet their needs. Tailored educational and skills enhancement programmes will be developed through the strong partnerships which already exist with these organisations.

At the centre of the project will be the need to recognise the history and significance of this unique heritage asset. This will be developed through a range of focused interpretation, participation, learning and exhibitions. This will ensure Hylton Castle, Chapel and its grounds is recognised as one of the city's oldest and most significant heritage assets.

### 3b What will your project do?

The project will ensure that the fabric of the building is repaired, conserved and protected, and that present and future generations are encouraged to value and enjoy this significant part of the region's heritage.

We will do this through:

**Learning** - developing a heritage led education resource centre which will capture the unique history and significance of the site enabling all audiences including children, young people and students to understand and celebrate cultural traditions. We will achieve this by designing a range of programmed activity including storytelling, festivals, music, theatre, dance and learning which will be interactive and engaging with a particular emphasis on children being able to "touch and feel" objects and collections. Oral history will play a key part of the learning element with programme designed to celebrate and conserve memories and life experiences specifically linked to the Castle and surrounding area.

**Participation** - this area will primarily focus on local residents and the wider audiences of the city. It is essential residents are involved in the management and operational delivery of the project from the outset. It is envisaged volunteers will work with a project manager to lead on the design and development of the Castle and grounds as well as being engaged in the delivery of programme, events and related activity. Local residents will take ownership of the project, be involved in decision making at every level and engaged in the long term future planning and sustainability of the site.

Working to develop a strong core of volunteers will allow for community ownership and advocacy to spread across the local area and wider community to ensure that the City's rich heritage continues to be promoted. It is anticipated this will also open up opportunities for those who may feel isolated or vulnerable, to be brought together through the use of heritage activity. This will be supported through the Sunderland Volunteer Strategy, working in partnership with the Volunteer Centre and using the Sunderland Volunteering Toolkit to ensure good practice. Partnership working with the City Council will allow for VCS existing volunteers to participate in relevant projects as well as creating new volunteers, and will be further supported by the volunteering bank currently being developed as part of the Sunderland in 2012 programme. The council's existing volunteer support to Hylton Castle includes the Friends of Hylton Dene (Castle in the Community). This group will be directly involved in the recruitment of additional volunteers which will underpin the future management and sustainability of the project. Volunteers will primarily be involved in:

- \* Taking a lead role in the development of a management and governance structure
- \* Developing guided tours and providing visitor information
- \* Supporting administration functions
- \* Gardening/Environment work
- \* Conservation - buildings/land/natural habitats
- \* Supporting educational activities and programme
- \* Recruitment and training of additional volunteers

Conservation - the overarching vision is to ensure Hylton Castle and Dene is conserved and protected and will include the need to view the Castle in the historic context of the Dene developing a range of facilities which will exploit its unique character whilst conserving and interpreting the special ecology of the Dene. The project will ensure the safeguarding of the Castle through a number of conservation measures being introduced which will communicate the rich history available to the widest possible audience. The project will also develop a number of programmes to involve the community in looking after the site, bringing it to life and discovering hidden gems of the past. Through participation volunteers will work with specialists and partners to learn about, protect and conserve our heritage asset.

For details on the proposed vision/development of the Castle see under Section 4A.

The outside space will be designed to allow for outside event activity, so that events such as live performance, dance and community based activities can be delivered, but ensuring that the original garden features that would have been present during the Castle's historic periods are retained. Discussions with local education providers have already taken place and it was highlighted that there was a need to deliver extra curriculum based activities (such as sport and performing arts). These activities would not only encourage and excite young people to engage with the Castle but would address other issues such as community cohesion, drug and alcohol abuse, fire prevention and green issues etc.

Adjacent to the site already is situated a children's play area which is popular with young children and families. This section of the site was recently awarded funding from the City Council and was refurbished during late 2012. This area will further compliment the project in that it provides additional outside activity to those visiting the site.

By returning the Castle into a functioning building will directly conserve and protect the site and its surrounding landscape. Making use of the site will bring the Castle back into the ownership of the community, and will re-establish the importance and relevance of this historic asset, which can be enjoyed by all generations and for many more to come.

A further element of the project will include the development of heritage skills and training as part of the project programme. Stage 1 will be used to further establish the skills needs of the community and the city and to adapt this to the needs of the project, in particular heritage skills initiatives. We will do this by hosting a number of skills workshops and undertaking an audit in order to identify the skills gaps and link these specifically to the castle development and the needs of the community and wider city.

Programme will be designed to:

- \* Build confidence and respect
- \* Establish cultural identity
- \* Create ambition - encouraging people back into the workforce
- \* Enhance and develop new skills
- \* Educate and Participate

Discussions with colleagues such as North of England Civic Trust, City College and English Heritage have already taken place to discuss possible projects and ways of taking forward this important element of the project.

The project will provide a platform for Research and Archaeology providing opportunities to work with groups and organisations to promote growth and community well-being. Discussions with the County Archaeologist have already taken place with regard to project proposals for the site. We will do this by delivering a range of artefact workshops, guided tours, informal talks and lectures and geophysical surveys. The programme would involve working alongside the County Archaeologist and other regional specialists and organisations to deliver non-intrusive fieldwork as well as working with the Young Archaeologists Club to develop a programme of activity for young people.

The Interpretation Strategy will allow for the development of the visitor experience. The brief (attached as supporting document 8 (iii)) will allow for the development of a range of methods including traditional (panels/waymarkers/objects), as well as highly innovative digital techniques including apps and social media to encourage a younger audience.

Orientation will also be a key element of the strategy to ensure that the site and the building are utilised to their full potential and are fully accessible. The strategy will also need to take into account the need for sustainability and value for money in terms of digital media, to ensure the longevity of the project.

An Activity Plan and Audience Development Plan were produced in 2008. The plans will be refreshed to produce one single plan (brief attached as supporting document 8ii) which will focus on a number of key elements including:

- \* Community Participation
- \* Volunteering
- \* Audience Development
- \* Skills, Training
- \* Education and Learning
- \* Understanding Heritage

This activity plan will be written and developed to detail the range of formal and informal activities, learning and education programmes, events, training and skills programmes and volunteer elements of the project, whilst ensuring the heritage significance of the site is at the forefront of its creation.

A Project/Facility Manager (see job description attached as supporting document 9) will be appointed to lead and deliver on all elements of the development phase and if successful the delivery of the stage 2 elements of the project. The post will be responsible for the preparation of all stage 1 documents including delivery of the design brief. This will also include building recording and analysis, conservation management plan, management and maintenance plan, interpretation strategy, marketing strategy, activity plan and ecology/bat survey. The continuing consultation with the local community and volunteers, partners and key organisations will be integral to this process and will ensure that participation is at the heart of the project. As the project progresses the Project Manager will also be responsible for developing a robust Event Strategy which will continue to bring in a diverse range of visitors to the site, keeping the events calendar refreshed in order to raise the profile of the site and raise necessary income to support the running of the site.

Should the project be successful and a stage 2 pass be agreed, a dedicated learning/education/outreach officer will be appointed to prepare and deliver a learning and training programme, which will engage with all schools as well working with Colleges, the University and other relevant groups from across the city. These will include NEETs (those Not in Education, Employment or Training), youth workers, children's centres, and working with the local voluntary and community services to encourage participation in voluntary based programmes which will support the delivery of the project for the long term future.

### **3c How have you arrived at this project?**

The project was initiated as part of the work of the Castle in the Community Group, who are residents, not just of the local community but also the wider city. Members have a passion and commitment to ensure that the Castle and the surrounding area is preserved and enjoyed by residents, visitors and young people and all types of groups and organisations.

One of the aspirations of the local community is to bring the site back into full use. The site has experienced periods of vandalism and anti-social behaviour over many years and residents along with the Castle in the Community Group have worked tirelessly to address these issues. The project will focus specifically on addressing vandalism, crime and disorder on the site by developing a stronger and more focussed partnership network with key organisations such as the Northumbria Police, English Heritage and Sunderland City Council.

The project has also been supported through the encouragement of government led initiatives and other national bodies who have constantly encouraged the need for heritage regeneration projects.

The 2010 joint DCMS/English Heritage 'Historic Environment Planning Practice Guide' (still of relevance following the replacement of PPS5 with the NPPF), notes that "The Historic Environment provides a tangible link with our past and contributes to our sense of national, local and community identity ..... It can support the regeneration and sustainable economic and social development of our communities ....It is a key part of England's tourism offer. Through all this it enhances the quality of our daily lives."

The guide further adds " Some of the most successful regeneration schemes have used the historic environment as a key inspiration for the delivery of dramatic physical change and economic transformation".

Significantly, the English Heritage guide "Constructive Conservation Practice 2008" includes a case study on the adaptation and return to use of a defensive peel tower at Blencowe Hall (a scheduled monument and grade I listed medieval manor house like Hylton Castle). The case study notes "It would once have been standard conservation practice to leave the split tower as a ruin, but English Heritage's building experts and archaeologists supported the owners desire to bring the structure back into use. The right intervention could continue the story of this complex medieval building. A building that is being maintained because people using it has far better long-term prospects than one from which the inhabitants derive no practical benefit".

By utilising the above advice the Castle in the Community group have continued to drive the project forward which has resulted in a number of partner organisations already showing their commitment to the project, these include English Heritage, Sunderland City Council, Schools, Colleges, University, local and national businesses and Members of Parliament (see attached support letters as Supporting document 11).

The project has continued to be driven by the need to ensure education and participation is at the centre of its development and future operation. The project will provide educational opportunities across schools, higher and adult education, as well as providing training in a non-traditional environment. There is also a need to ensure that by delivering area and topical based projects this can contribute to raising future attainment and employment prospects, which is a key factor in this particular area of the city.

Other evidence is also available through information and consultation provided within the following documents:

- \* Conservation Statement
- \* Audience Development and Access Plan
- \* Training Plan
- \* Business Plan
- \* Feasibility Study
- \* Disability Access Audit

Work is also continuing in order to raise awareness of the importance of this heritage asset and to provide community input into the further development of the project. An open day was held earlier in 2012 at the Bunnyhill Centre near to the site where a number of people were interviewed to gain their opinions of the current asset and what aspirations they would like to see on the site. Questionnaires were completed (including those from the wider city area) and included comments as follows:

"It is part of Sunderland's history and heritage"

"It is a lovely place which should be brought back to life"

"Beautiful castle, would be great to see it open again".

## Section Four - Project Outcomes

### 4a What difference will your project make to your heritage?

The Hylton Castle Development Bid will primarily focus on the creation of a heritage-led learning and educational resource centre, providing a space which is at the centre of the community and wider city, used by people of all ages and cultures. This will be done by transforming the Castle to incorporate 3 floors, featuring a learning and educational area, exhibition space, cafe, meeting/conference/events facilities and community hub facilities. The outside space will be developed to stage local and city-wide events, be sympathetic to its local surroundings and developed as a space whereby people can visit, access and enjoy.

Currently included on English Heritages Heritage At Risk Register the Castle will be repaired and restored to an appropriate high standard of workmanship utilising a design team of conservation accredited professionals and specialist contractors with the necessary expertise in carrying out works to designated heritage assets of the highest level. English Heritage is a committed partner to the project and is a key advisor to ensuring that conservation principles and policies are adhered to. This ensures appropriate qualified staff (including conservation accredited architects) are appointed to provide the expertise and experience required in respect of vacant/ruinous heritage assets.

Overall the project will ensure Hylton Castle and its grounds are sympathetically repaired, restored and enhanced to meet the heritage and cultural needs of the site to meet the aspirations of the city's residents, partners and voluntary and community sector. The project will ultimately ensure that the significance of this exceptional heritage asset is appropriately conserved and enhanced, and understanding and enjoyment of its values fully realised, for current and future generations.

### OPTIONS FOR USE: INTERVENTION AND ALTERATIONS

The proposal that follows will involve deliberate intervention into the historic fabric of the castle with the purpose of achieving a number of conservation benefits. We believe this is both necessary and desirable for the long-term physical and economic sustainability of the Hylton Castle. However, without a full and detailed examination of the fabric of the Gatehouse, particularly where intervention and new works are proposed (e.g roof and floor restoration), it is not possible to be absolutely confident about the design details or the methods and materials that will be used. This will have to be discussed further and agreed with English Heritage once we have access to the wall tops and a full measured, analytical survey of the building (proposed as part of stage 1 development works - Supporting document 8 vi). This will be the subject of further pre-application discussions with them in order to obtain the necessary Scheduled Monument Consent.

However in response to the above requirements, a report was prepared by John Niven in 2005 proposing a design that would utilise the maximum and feasible floor space available in the Castle/Gatehouse. This included a review of the overall requirements, technical constraints and agreed local needs which resulted in the following key requirements:

- \* Provision of reception/classroom
- \* Information/display area to allow for detailed interpretation
- \* Retail Outlet/refreshment facility
- \* Office Space
- \* Exhibition Area or Areas to provide permanent/semi permanent and temporary exhibitions and community displays
- \* Function/Learning Areas for special events, weddings, education/learning and outreach , training and seminars
- \* Associated Facilities to include administration office, toilets, secure storage

In order to accommodate the above, example sketch plans were prepared to incorporate the above key requirements into the floor space. (See sample sketches included as Supporting Item 12 - Architects Section Schedule of Works 2005).

### OUTLINE PROPOSALS FOR RESTORATION, NEW WORK AND ALTERATION

In order to sensibly and practically accommodate the original 14th Century arrangement of the building, the central corridor at ground level would be retained which would be equivalent to the original through passage. By defining the central space at first floor equivalent to the original Hall and leaving this space open to the roof where a number of the original carved stone roof beam support corbels would remain as important features.

This plan arrangement can also be sustained with one new staircase from ground to first floor located in the recess formed in the east tower by William Briggs for the same purpose. Access to the second floor and the existing east tower chambers can continue to be provided by the existing spiral staircase and the proposed lift, which will be designed in compliance with the Building Regulation requirements as an approved protected escape route from the top floor. The alternative means of escape from the 1st floor is provided either by the lift or by the existing spiral staircase which is protected at ground level to a new fire exit through an existing blocked up opening on the East Elevation.

These physical proposals are designed to achieve minimum intervention of the existing structure of the building and are largely reversible.

Within the gatehouse the new structural elements consist primarily of four horizontal planes, the three floors and the roof, which except for the ground floor are hung from the existing structure.

This provides maximum floor space flexibility for all floors and avoids the need for new intermediate structural supports which might be required to puncture or disturb the existing ground area.

Vertical service requirements are also minimised with all toilets except for one which could be accommodated in the lowest of the three upper floors of the east tower, located on the ground floor.

All building services distribution network and components will be accommodated within non-load bearing intermediate partitions or behind accessible dry-lining panels to the outer existing walls. Each route will be examined to provide sufficient future access whilst careful consideration will be given to minimise covering historical building features.

At ground level in both buildings it is proposed to provide durable suspended floor decks to limit disturbance of the existing structure and underground remains but if mains services are to be provided it will be necessary to find at least one acceptable position to exit the existing structure and cross the external site to existing underground service connection points on the west boundary.

#### Statutory Requirements

##### Disability Discrimination Act

The plan proposals take account of the requirements of the 1995 Act including the provision of ramped or level entrances. Internally all floors are on one level with lift access between. Site Access to the Chapel will require either the re-grading of the existing paths or the creation of alternative access.

##### Structural Condition

The structure is generally sound with no significant settlement or movement cracks or joints to the masonry, with some outstanding repair works needed (Report of Physical Survey available by Reavell and Cahill for EH 1995). The steel reinforcement of the concrete inserts is exposed in places, which indicates that these unprotected features are eroding.

There is general erosion to carved and exposed features particularly at parapet level where holes have formed through some projecting corbels and localised physical damage is being caused at ground level to the east blind arcade and the west bay window stonework. Internally the faces of the masonry are affected by rainwater run off and lichen is developing in the most shaded areas.

The only roof covering, to the east tower does not appear to leak and is assumed to be in good order. It should be noted that there is no roof to ground rain-water drainage system and all rainwater has to run off directly from roof level and walkway level.

The existing internal ground consists of compacted clay and gravel and appears to be adequately drained.

#### OUTLINE SCHEDULE OF PROPOSED RESTORATION, ALTERATION AND NEW WORKS

##### Roof

Structure - Green oak, shallow trusses, purlins and ceiling beams with treated sawn softwood rafters and T & G softwood sarking boarding.

Covering - Terne-coated stainless steel with thermal insulation, sound insulation and vapour barrier over softwood sarking, drained to a stainless steel perimeter gutter connected to internally routed stainless steel rainwater disposal system.

#### Existing Walkways

- (i) Stepped stone flagged sections to be lifted and relaid on Code % bitumen coated lead trays draining to new SS roof gutter
- (ii) Flat concrete sections to be overlaid with terne-coated stainless steel drained to new stainless steel gutter.

#### Ground Floor

Structure - Suspended concrete and block and beam loosely supported on existing stone wall heads with DPC, (Void ventilation to be subject of further consideration).

Deck - 65mm insulated and heated sand/cement with stone tile finish.

#### Intermediate Floors

Structure - Steel 'I' beams faced fixed to existing masonry located to avoid sensitive architectural features.

Deck and Second Floor - insitu concrete hollowrib slab cantilevered to galleries.

Finish - Insulated heated screed with strip hardwood flooring or stone paving.

Intermediate Partitions - galvanised steel studs with insulated double skin plasterboard or similiar for various finishes.

Internal Finishes to Existing Masonry Walls - either left exposed or dry-lined on floor to ceiling fixed stainless steel studs with timber veneered or paint finished moisture resistant MDF or similar panelling.

Staircase (ground - first floor) - steel framed with oak treads and risers. Painted mild steel and oak balustrade to detail.

Staircase (first - second floors) - existing spiral stone staircase with excessively worn stone treads, inserted with matching new stone. Rope handrails looped through forged steel hoops fixed to stone walls.

Lift Installation - to be an electric traction motor room less - escape type 10-12 person capacity lift (without lift pit subject to EU directive relaxation) with option to serve roof if required.

#### Mechanical and Electrical Installations

Central Heating - Gased Fired LP condensing boiler installation to be vent through roof serving full under floor distribution with discrete convectors (where required).

Hot Water - stored and circulated gas-fired system.

Electrical Power and Lighting - all wiring and outlets contained within structural and void areas.

Lighting - to be low wattage and low voltage energy efficient installation PIR activated where possible.

Automatic Fire Detection and Alarm Installation - to English Heritage requirements.

Intruder Alarm Installation with PIR sensors and no external equipment.

Ventilation - passive stack ventilation system to be incorporated if possible. Limited local mechanical extract into passive system for internal toilet areas only.

Underground Services - to be connected to or from existing supplies within the site generally serving the same service trench located as directed by know or discovered archaeological below ground investigation.

## External Doors and Windows

### Doors

- Main (West) Door existing retained or as similar replacement
- Escape/Service (East) Door steel door similar to existing west door.

Windows - directly glazed leaded hand made glass lights with openable timber shuttered lower panels with external forged iron grills (non reflective clear glass bronze framed infills may be included where good ventilation not required).

Internal Doors - generally wood veneer (public areas) or easy clean matt laminate (toilet and service areas) solid core fire resistant types. Alternatively panelled solid oak to public areas.

### Conclusion

This proposal is considered to be the most suitable option in recognising one of the city's oldest and most significant heritage buildings. The stage one approval will enable the project team to engage a specialist design team in providing further detailed site investigation and feasibility studies to provide detailed proposals with appropriate cost analysis for further approvals. Advice from the City's Design Team and English Heritage has indicated that other more contemporary designs could also be considered at development stage which would have no further impact upon the proposed budget.

Further discussion with EH have also indicated that the CMP produced by Bureau Veritas in 2008, whilst a comprehensive document in many respects, does not reflect the current approach to managing change in the historic environment as set out in Conservation Principles, Policies and Guidance (EH 2008). At this stage we have referred to the Conservation Statement prepared by NECT in 2007 only and as part of stage 1 development works the CMP will be rewritten (see brief for CMP/Management and Maintenance Plan - supporting document 8 v), in partnership with English Heritage who are acting as a key partner and advisor to the project).

## **4b What difference will your project make for people?**

There will be a staged approach to the project (focusing primarily on the Castle) which will continue to build over the period of development. A priority will be to engage and involve from the outset with individual groups, partners, businesses and the community. Dedicated community sub-groups will be established to directly influence the following areas:

- \* Design/build/fit out/conservation issues
- \* Influence programme and activity
- \* Contribute to the Management and Governance arrangements
- \* Develop fund raising opportunities
- \* Developing Reminiscence/Oral History opportunities

The Project Manager will oversee these project groups and ensure an appropriate level of training and skills awareness is provided to underpin the success of these project groups.

There is a clear opportunity to focus the development in such a way that it directly influences peoples lives, encourages them to engage, and enjoy the place in which they live.

The project will have a set number of principles which will be at the core of the development:

- \*To raise awareness of the importance of heritage to local communities, at a local, citywide and regional level, to ensure the Castle is appropriately conserved for the long term future
- \* To further enhance community cohesion by involving groups from all areas of society, including those disadvantaged and hard to reach groups and involving them to establish a sense of pride and ownership for the Castle and the grounds, through a diverse range of heritage-led learning and education programmes
- \* To engage with Children and Young People at every level involving them in appropriate decision making processes throughout the project

\* To participate and recruit volunteers to the project which will enable individuals to enhance their personal development e.g. new skills, new experience, improved confidence, changed attitudes and educational support through a range of heritage led initiatives

\*To reduce youth disorder by working with young people to improve and change attitudes towards heritage within their city. This will involve close partnership working with partners including English Heritage, Police, Schools, Colleges and Youth Providers. Young People will be able to understand, learn and value their local heritage assets and be involved in its development, therefore building a sense of ownership into the younger generation.

The project will also impact on children and young people by developing alternative methods to delivering curriculum activity which are not just history based, but allowing them to work on projects that address social and economic issues and using the site as an alternative method of engagement.

The project will contribute towards the city's aims and objectives within the Cultural Strategy which include:

- \* To ensure that Sunderland is well known as a distinct city in the north east
- \* To celebrate the city of Sunderland, its traditions, its people and its places history and heritage
- \* To ensure that the city of Sunderland has a good range of quality cultural facilities
- \* To ensure that we establish and sustain a healthy and balanced cultural economy
- \* To create an equality of access to culture throughout the city of Sunderland
- \* To increase levels of participation in cultural activities
- \* To ensure that culture plays its full part in improving life for people in Sunderland
- \* To ensure that Sunderland as a cultural resource makes a full contribution to the region

It should be noted that Sunderland's Cultural Strategy is currently undergoing a refresh of its priorities. It is anticipated that Heritage Development and Heritage Sites will be at the centre of a revised strategy in which Hylton Castle, Chapel and Grounds will be recognised as a key heritage visitor destination going forward.

As detailed within 2b the site also has strong links with a large number of Hylton descendants from the USA and Canada, who have shown a strong interest and desire to see Hylton Castle conserved and protected for the future.

A number of those descendants have been regular visitors to the Castle in previous years and the project would allow for further international links to be developed as well as increasing the American tourism offer across Sunderland and the region, with the potential to link to other sites such as Washington Old Hall, Hadrians Wall, Durham Cathedral and the twin monastery site of Wearmouth-Jarrow, where the remains of some of the Barons of Hylton are interred.

As part of the development work a full activity plan will be developed building on the already produced Training Plan and Audience Development Plans which were compiled in 2008. The plan will be refreshed to encapsulate new and updated information and build on recent developments which can have a positive impact upon the project.

Options are also being investigated for arrangements around provision for a cafe. These will include the feasibility of offering the cafe to a community interest company such as those already operating in and around the city including Barnes Park (Beckwiths), Bunnyhill Centre (Sunderland North Community Business Centre) or Herrington Country Park (Sunderland Home Care Associates), which currently have a focus on supporting adults with social and mental health issues.

#### **4c What are the main groups of people who will benefit from your project?**

The scope of this project is such that a wide and varied range of groups and individuals will benefit from its development.

Residents - both in the immediate vicinity and the wider city. There will be opportunities to engage with the site be it as a visitor, learner, researcher, and as a volunteer or mentor to supporting the heritage-led education programme.

Tourists - the project will encourage tourists from across the region and further afield (particularly those with a built heritage interest) to access the site. There will also be a robust Event Programme to ensure that the project is continually refreshed to bring in new audiences.

International Visitors/Hylton Connection - already a captivated audience there is scope to build on this area and encourage further visits from the American tourism market. There are links with the Friendship Agreement already in place with Washington DC and the City, with the American tourism market already identified within the City Councils tourism agenda.

Young People - working to capture children and young people of all ages, education will be a primary function of the centre. Children from birth to teens will be targeted as part of the education programme which will not just focus on curriculum based projects such as history and the landscape but will also incorporate elements such as community cohesion, sport, well being and crime as topics to stimulate learning and participation. Consultation with schools from across the city has confirmed that there is a need and desire from schools to engage not just in history/heritage based projects (which will remain a key element) but those that challenge perceptions and use alternative methods of delivery. (See Letters of support from local schools/colleges - supporting item 11).

Further detailed discussions with key schools in the area have continued to take place with regard to the youth programming and participation of the project. Both Castle View Academy and Hylton Castle Primary have discussed their desire to be involved in the early development of the project. Proposals have been put forward, which would enable children from both schools (and other schools from across the City) to be involved as a key partner in the design, development and conservation of the building. This would include small working groups being established to advise, participate and learn with regard to the most important areas of the development including conservation and design. Working alongside the project manager, design team, contractors and conservation experts, local young people would be empowered to be involved in decision making about their local heritage and therefore be directly involved in shaping its future, for generations to come. Other projects include challenge days, community fun events and using the site for specific activities such as anti-social behaviour programmes, strengthening community cohesion, tackling poverty and environmental issues, focussed on using heritage as the key driver.

Further/Higher Education/University - as part of the education initiative discussions have already taken place with higher education providers who are willing and have a desire to participate in this new and exciting project. There is a range of opportunities to build on areas such as tourism, heritage, archaeology, research, green issues/biomass, community cohesion and many more, as well as developing an alternative space for learning other than a formal institution which can be seen as a barrier to some.

An area now being progressed has involved further discussions with the local City College. The Hylton Campus which is located within walking distance of the Castle, focuses on vocational skills training including construction and green technology. The principal has agreed that the College is a willing partner and that there is an opportunity for apprenticeships to be built into the project. Outline costings have been built into the project which would allow for 2 apprentices to work over a 2 year period during the construction period. This will allow for local young people to have an opportunity to be fully engaged in an exciting and rare development opportunity, to develop their construction and heritage skills. The College have also embarked on an annual project which involves their higher education design/architect students. This year as part of the design and restoration work students will be focusing on Hylton Castle. The students will be involved in drafting designs, looking at costs, environmental impact materials and green issues. The project is then judged each year by the nationally renowned architect George Clarke who studied at the College (who has agreed to support the Hylton Castle Project - see letter of support). It has been agreed any proposals/ideas from the project will be collated and viewed in light of the Castle development. This would allow for any potential designs or environmental impact measures to be considered in the future development and would again involve local people having a direct impact in the future development of their history and heritage.

As part of the project, and alongside the education element, participation and developing skills training is seen as a key priority. The education/learning/participation officer will work alongside the Project Manager to ensure that a strong team of volunteers is created to support the delivery and management of the project. Skills development and training will be built into the development stages of the project to ensure that people are engaged in the whole process of the project. Proposals will be that skills fairs/open days will be developed in connection with relevant organisations to encourage and develop a skills training programme for the project, working with the volunteer element of the project.

A new further element to the project now includes a bid application going forward to Creative People and Places programme. This will be a further opportunity for the communities of Sunderland to celebrate the history and heritage of the castle by working with professional artists in digital arts activity. The proposal will be in two phases over the development and build stages of the project, which will involve wards from Sunderland working with heritage experts and professional artists to research the history of the Castle, Chapel and grounds. Running alongside this, artists will investigate ways of animating the space to make it come alive for visitors. The second phase of the project will be in connection with the unveiling of the building, working with a professional Audio Visual company to create a huge projected artwork for the outside of the Castle. The story of the projection will encompass the history of the Castle and the Hylton family and will also explore the architectural space of the building. The imagery used will incorporate material sourced through the research projects with local schools and residents and documentation by young people of the rebuild and restoration of the castle. If this and the HLF bids are successful this spectacular event will be a celebration of the history of the castle and will launch its new role as a heritage led resource centre at the heart of the community.

Those not in Education, Employment or Training (NEETs) will also be another key group who will be integral to the development and success of the project. Working with youth providers from across the City, there will be opportunities to engage with young people and to contribute to their social well being and personal development as well as developing skills to prepare them for long term employment. This will be done by using heritage as the key focus to develop their levels of learning and understanding, as well as appreciation for the heritage asset.

The Training Plan and Audience Development Plans which were compiled in 2008, will be refreshed to encapture new and updated information, taking into account recent developments such as business investment in the area (Nissan) and therefore giving any further recommendations for engagement and participation. This will include capturing the necessary information to ensure that all elements of society are included in the project development.

#### **4d How will you maintain the benefits of your project in the long term?**

The ten year management and maintenance plan together with a new and revised Conservation Management Plan (see brief under supporting item 8 v) will provide clear guidance on how the heritage asset will be conserved into the future. The Plans will identify the on-going repair works required to ensure the building is protected and appropriately maintained in the long term and provide guidance to ensure that any new works as part of its adaptation are carried out to the highest design quality with full regard to sustaining and enhancing the significance of the Castle.

The building recording and analysis work (see brief for works under supporting item 8 vi) which will be taken forward as part of the stage 1 development works, will also provide vital information that will be used in conjunction with the development of the Management and Maintenance plan and with the revision of the current Conservation Management Plan.

English heritage is responsible for maintaining the fabric of the building and will work closely with the City's Council's Heritage Protection Team and County Archaeologist to commission and manage repair and refurbishment works. The repair, restoration and new build works will be supervised and managed by the conservation accredited architect and in full consultation with EH and the Heritage Protection Team to ensure that the work is carried out to appropriate conservation standards and the highest design quality, therefore minimising the need for future maintenance works.

The development of the activity plan (brief attached as supporting item 8 ii) - which involves the updating of the previous Audience Development Plan and Training Plan) will be to ensure that the ambitions of the project

are realised and are deliverable for the long term future. It will need to include formal and informal activities, learning and community involvement, as well as being a heritage-led leisure and visitor facility that will allow for an enjoyable and engaging experience.

The volunteer element of the project will be vitally important to enable the project to flourish for the future. The project manager and learning officer will be instrumental in ensuring that the volunteer programme is taken forward. Roles for volunteers (currently a strong support through the Castle in the Community Group), will deliver a programme of activities that will not only develop their own individual skills training but will enable the project to be sustainable for the long term future. Working to develop a strong core of volunteers will allow for community ownership and advocacy to spread across the local area and wider city to ensure that the City's rich heritage continues to be promoted. This will be supported through the Sunderland Volunteer Strategy, working in partnership with the Sunderland Volunteer Centre and using the Sunderland Volunteering Toolkit to ensure good practice. Working with the City Council's Area/Community Team will enable VCSO existing volunteers to participate in relevant projects as well as creating new volunteers, and will be further supported by the volunteering bank currently being developed as part of the Sunderland in 2012 programme.

A number of operational delivery models (see section 5a) are being considered to ensure the site is managed and developed appropriately going forward. Three models are currently being considered and a SWOT analysis is under development to agree the most appropriate operation model going forward.

The appointment of a Project Manager to lead on the development will ensure the project is delivered within timescales and budget. The Project Manager will also be instrumental in working closely with the agreed Management Board, Local Community, key partners and stakeholders to ensure the development is delivered holistically and gives due consideration to the historical value of the building and its surroundings.

The Project Manager will also lead on the appointment of a Learning/Education/Participation Officer. This post will be responsible for developing an innovative programme of exhibitions and events, encouraging visitors on a local, regional and national level and ensuring the heritage asset is promoted as a key visitor destination. The Learning/Education/Participation Officer will be primarily required to develop and deliver an annual programme of activity working with Schools, Universities, businesses and other relevant organisations.

In terms of sustainability a ten year financial plan has already been developed prior to stage 1 submission. The Project Manager however will continue to look at outside funding streams, operational income streams and further grant/project support in order to work towards sustaining the project for the long term future.

#### **4e How will your project affect the environment?**

English Heritage and Sunderland City Council will advise and guide on how energy efficiency improvements can be sensitively incorporated into the scheme without causing harm to the significance and integrity of the heritage asset, in partnership with the City Council's energy conservation team.

The project will ensure that the historic fabric of the building is protected and preserved throughout the project. Consideration will be given to the special characteristics of the Hylton Castle building ensuring the use of the most appropriate materials at every stage.

Natural Heritage - working with the Durham Wildlife Trust the project will enable both the built heritage elements to be brought together with the natural environment. Already working to promote the Dene and nature reserve, the Castle will add another exciting element for school visits to the area, and vice versa.

The highest standards of waste recycling will be applied and incorporated as part of the project outline.

The project will work with partners from across the city to ensure that bus travel and other schemes (possible tourism links with neighbouring City's), to encourage public transport as a preferred method. This will include partners such as Sunderland University, bus operating companies from across the city, and regional authorities such as Durham and Newcastle to support regional tourism promotion.

Green Issues - the project will work with the local college and university to build in schemes during the development phase of the project. The local college (within a 1km radius), have a department which is dedicated to green technology. The college have already been engaged in consultation and have advised that areas such as renewable energy and bio mass (heating and rainwater), would be a project which they could

be engaged with and therefore ensuring that young people are contributing to the regeneration of the area as well as working to protect the environment for the future. Also as detailed in 4c, the Higher Education Department of the City College are embarking on their annual design and restoration project, which this year will be focusing on Hylton Castle. The students will consider areas such as environmental issues and energy conservation as well as design concepts. All information from this project will be made available to the Hylton Castle project team, should a stage 1 application be granted, and any suitable concepts will be adapted and intergrated into the project as it moves forward.

## Section Five - Project Development and Delivery

### 5a Who are the main people responsible for developing and delivering your project?

As highlighted previously the project was initiated many years ago by the Castle in the Community (Friends of Hylton Dene), who have worked continuously to bring the project to fruition. In order to continue to move the project forward and ensure a robust management and governance model is adapted, a working partnership has already been established consisting of Sunderland City Council, English Heritage and the Friends of Hylton Castle and Dene.

The City Council is currently leading on the project and it is envisaged that whilst the Council would retain ownership of the Castle, an Executive Board will be established with a combination of:

- \* City Council Officers and Members
- \* Voluntary and Community Sector
- \* Education Partners
- \* Business Partners
- \* English Heritage
- \* Young People
- \* Police

Options considered:

MODEL 1 Direct delivery in-house through the City Council (managed through the City Council, including Project Development and Operational Delivery).

MODEL 2 Through commissioned arrangements (Creation of an Executive Board through VCS, or similar organisation)

MODEL 3 Set up a Trust/Board or similar organisation made up of representatives from a number of organisations

There are obviously a number of implications to be considered within each option and these are currently being explored and will become operational once the outcome of the bid application is known.

The Project Manager will lead on the Hylton Castle project from the outset overseeing the development and management of the site. The Postholder will be required to lead and manage on all elements of the project, including budget monitoring and delivery, working with the Design/Architect Team and ensuring all elements of the project development work including design briefs. (There will be a clause in the contract to terminate the post should stage 2 be unsuccessful). Managed and supported through the agreed Management Structure, the post will report to the Management/Board and will be expected to ensure communication between all parties is a continual two way process. The postholder will be required to have extensive experience in heritage based projects and will be also be expected to manage other staff appointed through the project including a learning/education officer and administration staff. The volunteer element of the post will also be vital to contribute to the long term sustainability of the project and the project manager will be expected to support, advise and guide volunteer teams.

The Learning/Education/Participation Officer will work alongside the Project Manager to deliver the education/outreach and volunteer/participation agendas. As a key role to the project the postholder will be required to have the necessary skills and experience to deliver a broad range of curriculum based activity along with an ability to create imaginative and innovative learning experiences.

The volunteer programme will be a key element to the long term sustainability of the project and therefore will be a key role of the Project Manager and Learning/Education/Participation Officer to ensuring that a strong volunteer core is established in the early stages of the project. There will be opportunities for volunteers to develop their skills in variety of areas including:

- \* Guided tours and providing visitor information
- \* Assisting in the promotion and delivery of events
- \* Administration
- \* Gardening/Environment

- \* Conservation - buildings/land/habitats
- \* Supporting education activities
- \* Encouraging and training further volunteers

**5b Describe in detail the development work needed for your project.**

Through the hard work and dedication of the Friends and working in partnership with the City Council and English Heritage and other partners including North of England Civic Trust, Tyne and Wear Archives and Museums, the project has now reached an advanced stage. As mentioned previously a number of specialist reports are already in place including:

- \* Feasibility study
- \* Conservation Statement/Conservation Management Plan
- \* Audience Development Plan
- \* Training Plan
- \* Outline Business Plan
- \* Disability Access Audit

As part of the development work the following will be taken forward:

1. Establishment of Agreed Management Structure/Board/Trust to manage and deliver the project
2. The design of costed conservation and development works to the Gatehouse to RIBA stage D which will include:
  - \* preparation of design brief
  - \* preparation of tender documentation and the appointment of the Design Team in accordance with HLF and Sunderland City Councils procurement procedures. For continuity, the Design Team will be appointed to manage and co-ordinate the delivery of the capital works to RIBA stage G with a break clause to terminate the contract if the stage 2 application is unsuccessful
  - \* appropriate recording and analysis of the building (as advised by English Heritage and the County Archaeologist
  - \* the design of repair, conservation and development works including remediating inappropriate mid-C20th consolidation works (as advised by English Heritage)
  - \*consultation with stakeholders and informal consultations with statutory bodies and utility providers.
3. Preparation of Interpretation Strategy
4. Preparation of Activity Plan - utilising existing Audience Development Plan and Training Plan
5. Preparation of a Marketing Strategy
6. Revision of the previous Conservation Management Plan to include preparation of a 10 year Management and Maintenance Plan (as advised by English Heritage)
7. Appointment of a Project Manager whose role will include:
  - \* preparing and delivering a stage 2 HLF application
  - \* co-ordinating the delivery of costed design proposals to RIBA stage D and associated consultations
  - \* co-ordinating the delivery of appropriate building recording and analysis work required
  - \* co-ordinating delivery of activity plan, interpretation strategy and marketing strategy
  - \* co-ordinating delivery of the revised conservation management plan, with the production of the 10 year management and maintenance plan
  - \* Working to carry out community consultation/volunteer capacity and skills training programme in the development of the project
  - \* Promotion and advocacy of the project

For continuity the Project Manager will be appointed to manage stage 2 of the project and delivery of the Capital works with a break clause to terminate the contract should stage 2 of the project be unsuccessful.
8. Community Consultation/Volunteer Capacity Building/Skills and Training Development

Please note consultation is continuing as part of the project development stage, and includes visits to local schools, colleges and community groups as well as in questionnaire format across the Hylton Castle and wider City area. The information will continue to be collated in order to further inform and develop the project as it continues.

9. Further consultation with youth providers to ensure youth engagement and education are key elements of the project and continuing the work with English Heritage to support crime and youth disorder issues. Project working groups will also be a priority in terms of engaging young people with the conservation, design and build elements of the project.

10. Carry out detailed bat survey including building and emergence surveys.

**5c What are the risks to developing and delivering your project and how will you manage those risks?**

<b>Risk</b>	<b>How likely is the event?</b>	<b>How Serious would the effect be?</b>	<b>Consequence</b>	<b>Action you will take to help prevent the risk</b>	<b>Who is responsible for dealing with the risk?</b>
Withdrawal of support from one or more partners or stakeholders	Low	High	Weaken the ownership and delivery of the project	Ongoing communication between all stakeholders/partners to identify any potential issues before they are escalated	Project Management/Board/Project Manager
Funding Shortfall	Low	High	Inability to deliver to its full potential and/or temporary/permanent halt to the project. Repayment of any grants already in place.	City Council match funding already in place and further funding streams continually under investigation	Project Management/Board/Project Manager
Inability to delivery project outcomes through underperforming staff	Low	Medium	Reduced quality of project outcomes and failure to deliver expected outcomes to outside audiences	Robust methods of recruitment and selection processes in place. Regular monitoring of the project, and providing high levels of training and support for staff involved.	Project Management/Board/Project Manager
Failure to receive the necessary statutory approvals	Low	High	Inability to progress project, delays and cost increase for revised designs	Continuous communication with statutory authorities, of which Sunderland City Council and English Heritage are partner organisations of this project	Project Management/Board/Project Manager/Appointed Design Team

<b>Risk</b>	<b>How likely is the event?</b>	<b>How Serious would the effect be?</b>	<b>Consequence</b>	<b>Action you will take to help prevent the risk</b>	<b>Who is responsible for dealing with the risk?</b>
Unacceptable Design Proposals	Low	High	Delay in progressing to stage 2 application	Ensure excellent levels of communication between design team and statutory bodies (English Heritage/City Council have met with architects to discuss initial plans for the project and therefore agree the project principals)	Project Management/Board/Project Manager/Design Team
Loss of Key staff	Medium	Medium	Continuity of the project disrupted and delay to project timetable	Ensure good communication processes are established and robust methods of project delivery and monitoring systems are in place	Project Management/Board/Project Manager
Unforeseen Archaeological discoveries revealed	Medium	Medium	Delay to project, amended design and additional costs	Budget allocation provided to allow for building recording and analysis as part of the stage 1 design works	Project Management/Board/Project Manager/Design Team
Lack of Volunteers to support project delivery	Low	Medium	Low involvement from community/public groups and failure to deliver an agreed number of outcomes	Project Manager and Learning/Outreach Officer to work closely with local groups and organisations and individuals to ensure delivery of the activity plan. Strong links with local Voluntary Community Service (VCS) already in place.	Project Manager and Learning/Outreach Officer
Emergence of bats or other protected wildlife located within the building	Low	Medium	Delay to project and possible additional costs for further investigations	Ecology/Bat Survey to be completed and currently no sign of bat activity within the Castle	Project Manager/Project Management/Board
Lack of Engagement from Youth Groups/Providers in the area	Low	Medium	No decrease in anti-social behaviour in and around the Castle/Dene area	Youth engagement will be a priority for the project and appointed staff responsible for developing youth programmes in and around the Castle/Site	Project Manager/Project Management/Board and Learning/Outreach Officer

**5d Provide a timetable for the development and delivery of your project.**

A detailed timetable for stage 1 works is attached as Appendix 7.

This includes:

Submission of stage 1 application December 2012

Approval of stage 1 application March/April 2013

Project Board established and implemented March - Sept 2013

Appointment of Project Manager April/May 2013

Design Brief works up to stage D and submission for statutory approval + appointment of design team  
June - Dec 2013

Ecology/Bat Survey Jul - Aug 2013

Activity Plan/Strategy Jul 2013 - Dec 2013

Interpretation Strategy Plan Jul 2013 - Dec 2013

Analysis/Recording of building Jul 2013 - Dec 2013

Marketing Plan/Strategy Jul 2013 - Dec 2013

Revision of CMP + Management & Main Plan Aug 2013 - Jan 2014

Youth Development and education (incl. addressing anti social behaviour issues) Ongoing throughout stage 1  
Volunteer Co-ordination/recruitment Ongoing throughout stage 1  
Training Skills Development Ongoing throughout stage 1  
Consultation Ongoing throughout stage 1

Establish and Implement necessary working groups including education/young people, community sub groups (i.e. management and governance, conservation, design and build, fundraising etc)

Preparation and Submission of stage 2 app May - Jul 2014

Approval stage 2 application Aug - Oct 2014

Appointment of Education/Learning Officer Oct/Nov 2014

Sign Off Riba stage E Nov 2014

Tender for works to castle process begins Nov 2014 - Jan 2015

Sign Off Riba stage F Dec 2014 - Feb 2015

Appointment of Contractor Mar 2015

Apprentices recruited Mar 2015

Capital works start April 2015

Interpretation contract starts June 2015

Administration Staff recruited July 2015

Interpretation contract complete Dec 2015

Capital works complete March 2016

Learning, volunteer, training & skills and consultation programmes will run throughout the development stage 1 and construction period to ensure that community involvement and participation is integral to the development and delivery of the project. This will include community based projects to develop areas such as skills training, ensuring green issues are built into the project, ongoing recruitment of volunteers, further links with schools, awareness raising and promotion of the project, and youth development work.

Stage 2 timetable is estimated only and could be flexible dependent on when the stage 2 application is submitted/approved. There is also scope to extend the timetable for stage 1 of the project should any elements of work need to be extended or further areas of work undertaken.

**Section Six - Project Costs****6a First Round Development Costs**

Costheading	Description	Cost	Vat	Contingency	Total Cost
Managing the project	Appointment of Project Manager	£36,610			£36,610
Professional Fees	Costed Design of Proposals for the Gatehouse to Riba Stage D	£50,000		£5,000	£55,000
Professional Fees	Development of Interpretation Strategy	£10,000			£10,000
Professional Fees	Full building recording and analysis	£58,000			£58,000
Professional Fees	Development of a marketing strategy	£5,000			£5,000
Professional Fees	Revise Audience Development Plan to produce full activity plan	£5,000			£5,000
Professional Fees	Revision and updating of Conservation Management Plan to include Management/Maintenance Plan	£5,000			£5,000
Professional Fees	Bat Survey	£4,000			£4,000
Staff costs	Staff Travel expenses	£500			£500
Recruitment	Recruitment of Project Manager	£1,000			£1,000
Other	Community Consultation/Outreach/Volunteer Promotion, Skills Fair/activity work	£20,000		£1,000	£21,000
Other	Marketing Materials to support project promotion across the city and region at events/activities	£2,000			£2,000
Non-cash contributions	EH education outreach work to support promotion and awareness raising of the project, as well as working to reduce anti-social behaviour	£2,000			£2,000
Non-cash contributions	Sunderland City Council/Durham Wildlife Trust support (25% of current post)	£4,250			£4,250
Non-cash contributions	City Council Officer support to the project	£6,000			£6,000
Non-cash contributions	EH maintenance contribution to the site	£44,000			£44,000
Volunteer time		£2,000			£2,000
Cost Totals		£255,360		£6,000	£261,360

**6b First Round Development Volunteer Contributions**

Description	Days	Cost	Estimated value
Contribution to development of activity plan and community consultation/skills fair development	40	£50	£2,000
Total Volunteer	40		£2,000

**6c First Round Income**

Income	Description	Secured	Amount
Cash	Sunderland City Council Contribution (Confirmed)	Yes	£50,000
Non-cash contributions			£56,250
Volunteer time			£2,000
HLF grant requested			£153,100
Total Income			£261,350

**6d Summary First Round Costs**

<b>Total development costs</b>	£261,360
<b>Total development income</b>	£261,350
<b>HLF development grant requested</b>	£153,100
<b>HLF development grant percentage</b>	58

**Second Round Delivery Costs****6e Further Development Costs**

Costheading	Description	Cost	Vat	Contingency	Total Cost
Managing the project	Project Manager to deliver overall aims and objectives of the project (5 years following stage 1)	£183,050			£183,050
Professional Fees					
Staff costs					
Recruitment	Recruitment of Learning Officer and Administration Support	£1,000			£1,000
Other					
<b>Cost Totals</b>		<b>£184,050</b>			<b>£184,050</b>

**6f Capital Costs**

Costheading	Description	Cost	Vat	Contingency	Total Cost
Purchase price of items or property					
Repair & conservation work	All essential repairs/adaptation/external works to building and including 13% contractor costs) Contingency set at 15%	£1,306,128		£195,919	£1,502,047
New building work					
Other Physical Work	Cafe Fit Out	£30,000		£1,500	£31,500
Other Physical Work	Access Improvements	£10,000		£500	£10,500
Other Physical Work	Fencing around site	£50,000		£2,500	£52,500
Other Physical Work	External works/gardening/Drainage	£100,000		£5,000	£105,000
Other Physical Work	IT/Phone System	£10,000		£500	£10,500
Other Physical Work	CCTV	£30,000		£1,500	£31,500
Other Physical Work	Interpretation Works	£150,000		£7,500	£157,500
Other Physical Work	Enhanced fixing to interior walls	£40,000		£2,000	£42,000
Other Physical Work	Improvements to spiral staircase	£10,000		£500	£10,500
Other Physical Work	General cleaning algae to internal walls	£20,000		£1,000	£21,000
Other Physical Work	Consolidation & repointing interior walls plus limited work to exterior walls	£50,000		£2,500	£52,500
Other Physical Work	Timber repairs	£10,000		£500	£10,500
Other Physical Work	Statutory Services	£60,000		£3,000	£63,000
Equipment & materials					
Other	Tender Price Uplift as of 2012	£24,000		£1,200	£25,200

Costheading	Description	Cost	Vat	Contingency	Total Cost
Professional fees relating to the above	Fees (20% of all costs)	£463,140			£463,140
Professional fees relating to the above	Project Development Costs 10% of works (not including contingencies)	£190,013			£190,013
Cost Totals		£2,553,281		£225,619	£2,778,900

**6g Activity Costs**

Costheading	Description	Cost	Vat	Contingency	Total Cost
Staff costs	Learning/Education/Outreach Officer (5 years)	£130,066			£130,066
Staff costs	Administration Support (4.5 years)	£90,779			£90,779
Staff costs	Apprenticeships - 2 x 2 year students	£24,960			£24,960
Training for staff	As appropriate	£3,750			£3,750
Training for volunteers	Necessary training delivered	£18,000			£18,000
Travel for staff	Expenses	£4,250			£4,250
Travel for volunteers					
Expenses for volunteers	Travel and Expenses	£4,500			£4,500
Equipment & materials	Projector, Display Materials (Meetings)	£2,000			£2,000
Equipment & materials	Costs to support archaeology Programme	£4,500			£4,500
Equipment & materials	Costs to support Learning Programme and Activity (4.5 years)	£67,500			£67,500
Equipment & materials	Costs to support event programming and delivery	£60,000			£60,000
Production of printed materials					
Other	Security on site during build works (18 - 24 months) - based on 6.00pm - 6.00am Mon - Fri and all weekends and Bankholidays (24/7)	£117,000			£117,000
Other	Delivery and implementation of digital arts project (Funded through creative people/places)	£75,000			£75,000
Professional fees relating to the above					
Cost Totals		£602,305			£602,305

**6h Other Project Costs**

Costheading	Description	Cost	Vat	Contingency	Total Cost
Managing the project					
Recruitment					
Publicity and promotion	Implementation of Marketing Strategy	£20,000		£1,000	£21,000

Costheading	Description	Cost	Vat	Contingency	Total Cost
Publicity and promotion	Continuing Marketing of the Project following impletation of strategy	£17,500			£17,500
Evaluation	Final Evaluation towards year 4 of the project	£5,000			£5,000
Overheads	Sunderland City Council contribution to maintenance and contracts	£38,850			£38,850
Inflation					
Non-cash contributions	City Council Officer Support to the Project	£12,000			£12,000
Non-cash contributions	English Heritage Education Support Work	£7,500			£7,500
Non-cash contributions	English Heritage Building Maintenance Contribution	£220,000			£220,000
Non-cash contributions	Sunderland City Council/Durham Wildlife Trust Officer Support	£21,250			£21,250
Non-cash contributions	In Kind support for archaeology programme	£4,500			£4,500
Non-cash contributions	City Council arts officer support to digital arts project	£18,000			£18,000
Volunteer time	To support project delivery i.e. supporting management of the venue/education/training	£135,000			£135,000
Cost Totals		£499,600		£1,000	£500,600

### 6i Second Round Delivery Volunteer Contributions

Description	Days	Cost	Estimated value
Supporting management/delivery of the facility as well as supporting training, education and skills programmes	2,700	£50	£135,000
Total Volunteer	2,700		£135,000

### 6j Second Round Income

Income	Description	Secured	Amount
Cash	City Council Contribution	Yes	£548,205
Cash	Arts Council Funding for digital arts project	No	£75,000
Cash	Income generation from sales, cafe, education visits, room hire/donations etc	No	£105,000
Non-cash contributions			£283,250
Volunteer time			£135,000
HLF grant requested			£2,919,400
Total Income			£4,065,855

**6k Summary Second Round Costs**

<b>Total delivery costs</b>	£4,065,855
<b>Total delivery income</b>	£4,065,855
<b>HLF delivery grant requested</b>	£2,919,400
<b>HLF delivery grant percentage</b>	71

**6l If the cash and contributions from other sources have not yet been confirmed, when do you expect them to be confirmed?**

Cash contributions to the project are confirmed as follows:

Sunderland City Council have supported the project through an overall contribution of £1.5million. In order to ensure that the project is sustainable the allocation has been divided to allow for £50k to support stage 1 development works, £548,205 to support the initial 5 year project in partnership with HLF. A further £225,220 to support running costs for the project during the first 5 years of the project (alongside the HLF funding) and the remainder £676,575 will be additional revenue funding following the end of HLF funding for a further 4.5 years. (A 10 year financial plan is attached to the application as supporting item 12).

Other contributions confirmed for the project are the ongoing maintenance contributions to the Castle and the site which is confirmed as £44k per annum along with in kind officer support from English Heritage and the City Council towards the project.

An additional element to the project is the recently submitted Creative People, Creative Places bid, which recently went forward to the Arts Council. As outlined in 4c) this project will bring in an additional £75,000 to the Hylton Castle Project. An announcement on this funding will be made in February 2013.

**6m How have you worked out the share of your organisation's overheads that relate to your project (if this applies)?**

There is an outline 10 year financial plan in place for the project which highlights the contributions to the overall project from all parties including HLF, Sunderland City Council, English Heritage as well as in kind support to the project. (As in 6l a 10 year financial plan is attached as supporting item 12).

The HLF contribution required is approximately £2,919,400 which allows for the City Council contribution to go forward to supporting areas of the project which do not come under the remit of HLF which includes toilets, cafe, utilities, running costs and other specific elements.

This is broken down to the City Council contributing £50,000 for first round costs, £548,205 towards second round costs, £225,220 towards revenue costs for the first 5 years (which is not included in the bid figures to HLF) and a further £676,575 towards revenue costs following the end of the HLF funding contribution. A further contribution will be £418,250 of inkind costs for the first 5 years of the project, with a further £372,375 of inkind costs following the end of HLF funding (this is for a further 4.5 Years).

## Section Seven - After the Project Ends

### 7a How will you make sure your project is financially secure in the long term, including meeting maintenance costs?

Sunderland City Council is committed to the Hylton Castle project and as detailed in 6I has committed an overall contribution of £1.5million to the project. The 10 year financial plan has been drafted to ensure that all elements including utilities, staffing costs, training, marketing and the maintenance of the site have been taken into consideration. Whilst the overall aim of the project will be to seek further outside funding to support its delivery, it is realised that heritage based projects such as the Castle development cannot be self financing. The plan highlights the revenue implications for the City Council at a high level, but any external funding secured (which will be a role for both staff and volunteers), will contribute to reducing the Council's revenue support.

English Heritage as guardians of the site are fully committed to supporting the delivery and development of this project. Already English Heritage support the maintenance and management of the Castle and the surrounding area, which amounts to an annual contribution of £44,000. The project will continue to ensure that EH are engaged at all levels, including the development and delivery of the project in order that the works carried out are to the highest standard and therefore ensuring that the long term maintenance contributions are kept to a minimum.

Marketing/Business opportunities - a diverse and varied programme of events and activities, along with a cafe income and catering streams which will also contribute to the long term running costs of the site.

Volunteer support to secure the long term future of the project. This will include supporting management and delivery of the project, including administration, event development and delivery, developing further links with international visitors, guide and visitor services support, gardening, maintenance and education support.

Further support will also continue from the City Council/Durham Wildlife Trust to build on the environmental and natural heritage elements of the project. The Project officer already in place on site will further support the delivery of the education project.

### 7b What are the main risks facing the project after it has been completed and how will you manage those risks?

Risk	How likely is the event?	How Serious would the effect be?	Consequence	Action you will take to help prevent the risk	Who is responsible for dealing with the risk?
Withdrawal of one of more partners from the project	Low	High	Credibility of the project is diminished along with possible income streams	The partnership remains a priority for the project, with regular communication between all partners and stakeholders, to ensure any issues are addressed before they come to fruition	Project Management/Board/Project Manager

<b>Risk</b>	<b>How likely is the event?</b>	<b>How Serious would the effect be?</b>	<b>Consequence</b>	<b>Action you will take to help prevent the risk</b>	<b>Who is responsible for dealing with the risk?</b>
Reduction in levels of/or failure to secure revenue funding	Low	High	The future continuation of the project would be jeopardised	City Council and Partner funders are committed to developing and sustaining the project, therefore committing substantial capital funding to the project	Project Management/Board/Project Manager
Levels of volunteer support diminish or not sustained	Low	Medium	Project Outcomes reduced and reputation of the project damaged	Volunteer participation objectives built in as a high priority from the early development stages of the project, along with continual advice, support and training from volunteers	Project Management/Board/Project Manager and Learning/Education/Outreach Officer
Continued vandalism/maintenance issues	Low	Medium	Damage to the site/building and cost implications for repair/maintenance	Development of a strong partnership/board and ongoing development work with those supporting current issues, i.e. English Heritage, Local Police, Schools/Colleges, local residents and businesses	Project Management/Board/Project Manager and Learning/Education/Outreach Officer
Failure to achieve and maintain appropriate level of visitors/users to the site	Medium	High	Project Outcomes reduced and project reputation damaged	Proactive staff and volunteers appointed to the project, to deliver a diverse and varied programme of events and activities	Project Management/Board/Project Manager and Learning/Education/Outreach Officer

**7c How will you evaluate the success of the aims of your project (as set out in section three)?**

Evaluation of the Hylton Castle project will be undertaken over three phases

**Phase 1 - Development**

- \* Successful implementation of a management and governance structure
- \* Numbers of new volunteers recruited
- \* Establishment of a Project Board
- \* Appointment of a Project Manager
- \* Production of agreed project plans and project timeline
- \* Appointment of Design Team
- \* Project led community engagement programme underway
- \* Stage 2 application submitted and agreed

**Phase 2**

- \* Appointment of contractor
- \* Commencement of building works
- \* Number of skills and training programmes delivered
- \* Number of groups/organisations engaged
- \* Further development of volunteer strategy
- \* Appointment of Education/outreach/learning officer
- \* Apprentices recruited
- \* Reduction of heritage crime and anti-social behaviour

**Phase 3**

- \* Site completed to agreed timeline
- \* Number of visitors to the site
- \* Numbers of schools engaged
- \* Number of volunteers recruited and supporting specific programme
- \* Removal from Heritage at Risk Register
- \* Potential future funding streams secured
- \* Number of Exhibitions delivered
- \* Young Peoples projects tailored to learning skills and training
- \* Enhanced conservation awareness
- \* Historical value restored

A project evaluation will be undertaken as part of phase 3 to measure the success and continued development of the project. The Project Manager will ensure evaluation is at the core of this development.

## 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.**

✓

## 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 4 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 4 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 4 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, 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 specific for your project.**

**If more than one organisation is applying to us for a grant, the same declaration must be signed by somebody on behalf of each organisation. By signing the declaration, each organisation accepts responsibility if the other fails to keep the terms of the grant.**

## 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 (including the standard terms of the grant) 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. The only exception to this will be if you decide to draft a contract specifically adapted for our project, in which case you will tell us about this in the grant notification letter. We (Heritage Lottery Fund) 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: .....

Name (please print): .....

Job Title: .....

Name of Organisation: .....

Date: .....

## Supporting Documents

### 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**

Does not apply

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

Hard copy

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

Hard copy

**6. A signed original copy of the declaration**

Hard copy

**7. Detailed timetable for the development phase to the second round application**

Hard copy

**8. Briefs for development work**

Hard copy

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

Hard copy

**10. For complicated capital works projects and for all capital works projects with a grant request in excess of £1 million, a conservation statement (see Conservation management planning)**

Hard copy