



## Application Form for Parks for People

### Notes on Completion

(We fill in this section)

Date we received your full application and supporting appendices:

Application reference number

Keep your answers as brief as possible. As a guide, we would not expect your answers to any of the sections to be more than 1000 words (about two sides of typed A4) at the first application round.

If you are filling in this application form on our website, please 'send' this application once it is complete. You should then 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 country or regional office. You must do this within five working days of sending us your application electronically.

We will not assess your application if you have not filled it in fully.

Answer all the questions Provide the correct supporting documents (do not send more than we ask for) Include the correct signature on the declaration Include a Site of Special Scientific Interest, or habitats for protected species, or other recognised site of high nature conservation or geological value

The official date we receive your application is when we have received your correct supporting documents and correctly signed declaration after you send your fully filled-in application form through our website.

**Section One - About Your Organisation****Name of your park**

Name of your park  
*The Level*

Address of your park:

Address line 1 *1 Ditchling Road*  
 Address line 2  
 Address line 3  
 Town / city *BRIGHTON*  
 County  
 Postcode *BN1 4SB*

**About Your Organisation**

**1a** Name of your organisation *Brighton and Hove City Council*

Address of your organisation:

Address line 1 *City Services Project Office*  
 Address line 2 *Hollingdean Depot*  
 Address line 3 *Upper Hollingdean Road*  
 Town / city *BRIGHTON*  
 County  
 Postcode *BN1 7GA*

**1b** Details of main contact person

Name *Linda Anglin*

Position *Project Manager*

Is the address of your main contact different from 1.a?

Daytime phone number (inc area code) - this should not a mobile number. *01273 294754*

Mobile number (optional) *07833401604*

*Please tell us if this is the number you prefer us to contact you on by ticking this box*

Email address *kelly.jaggard@brighton-hove.gov.uk*

*We will send all correspondence to the email address. If you would prefer to receive correspondence by post, tick this box.*

*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

## Section One - About Your Organisation

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

*Brighton & Hove City Council is the Unitary Local Authority for the geographical area of Brighton and Hove.*

*The purpose of the organisation is to provide public services to local residents, businesses and visitors, including highways, social services, waste management, housing, parks and recreation and planning.*

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

*The council is made up of the 6 directorates with specific functions and responsibilities. Each of the directorates work towards the same 5 priorities. The council is set up in a cabinet structure with executive members representing various service areas. There are 8000 employees in the Council.*

**1f** Bank account details:

Account name *Brighton and Hove City Council*

Bank / building society name *Co-operative Bank*

Address line 1 *Co-operative Bank Plc*

Address line 2 *164-165 Western Road*

Address line 3

Town / city *BRIGHTON*

County

Postcode *BN1 2BB*

Sort code (please use the format 11-11-11) *08-90-25*

Select option *Account number only*

Account number *61025121*

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

Give registration number *684738876*

**1h** Do you own the whole park outright? If not, who does?

*Yes*

**1i** Does your park or project involve leasehold land or buildings?

*Yes*

**1j** What leases, licences or informal agreements have you or others given in the park to occupy land and buildings or use facilities ( for example, residential tenants, fishing, sports clubs, one o'clock club, Sons of Rest).

*There are 3 leased properties on the park: Café; Kiosk and Estate Agents.*

**1k** Have you received advice from us, or anyone else, before making your application?

*We have received advice from Bridget Keegan, HLF Grant Officer South East Team throughout the preparation for our Stage I application. This has included two meetings, one with a site visit along with colleague Sarah Wicks. We have also taken advice from Adrian Wikeley and Virginia Hinze, both Landscape Architects who are experienced with HLF Heritage Parks projects.*

## Section Two - Your Park

### Our Priorities

**2a** Describe your park, and where it is located.

*The Level is one of Brighton & Hove's community and destination parks covering 8.05 hectares. To the north there is a large open grassed area that is divided into four quadrants by footpaths that link entrances at each corner.*

*The park is transected by the Rose Walk which links the western and eastern entrances, and gives access to the southern half of the park where the playground, paddling pool and skatepark are located. This area is surrounded by hedges which creates a more intimate feel.*

*A low stone wall encloses the inner perimeter of the park, while a mature avenue of Elms run around the exterior of the park.*

*The main built features can be found in the southern half, and include:*

- Two former shelters, now a kiosk and children's toilets;*
- Parks office;*
- Rangers hut; and*
- Café and Estates Agents (on the outer perimeter of the park).*

*The park sits in the north of the Valley Gardens Conservation area and makes up a number of linear green spaces which leads down towards Palace Pier. It acts as a gateway to the city centre and is located between the A23 and A270, the two main routes into the city.*

*The character of the Level stems from its wide mix of uses: commercial, residential, retail, cultural, educational, and recreational. The presence of the Open Market and shops to the west means that it has a lively character and to the north and east, the area has a much quieter, residential character, its buildings predominately Regency. Immediately to the south lies St. Peter's Church.*

*With its five entrances and its proximity to the city centre transport links, the park is easily accessible. There is limited parking in the immediate vicinity of the park.*

**2b** What is the heritage value of the park?

*The significance of The Level as an open green recreational space commences from the mid-18th century when it was used as a cricket ground for the Prince of Wales.*

*In 1822 it was formally laid out by A. H. Wilds, one of the leading architects of Regency Brighton & Hove, and local botanist and landscape gardener Henry Phillips. This early connection with Brighton's Regency development makes it socially significant.*

*A grand avenue of 1,000 elms was planted in 1845 along the outer walkway as a gift from the Third Earl of Chichester. Many were destroyed in the 1987 storm although 300 replacements were subsequently planted, of different ages and species. Today it has national importance as possibly the only double avenue of Elms left in the country. In 1877, a small stone wall lining the interior avenue of the elm trees was built and the park was enclosed by railings.*

*Historic records show the shape of The Level has remained largely unchanged from this period, and many features such as the alignment of the pathways still remain. However, parts have been covered in hard surfacing, paths, lighting and park furniture are in poor condition, and the stone wall has fallen into disrepair.*

*The second significant period of its design history is marked by the redesign of the south end as a play area by Captain Bertie Hubbard MacLaren, the Superintendent for the Brighton Parks Department in the 1920's. His aim for Valley Gardens was to open up the vistas and create a boulevard style for central Brighton.*

*MacLaren's scheme for the playground was innovative as it was arranged to obtain 'as much of the picturesque as possible'. His symmetrical layout which included features such as shelters, pergolas, ornamental boating pond and bridges were intended to disguise the play equipment and create a garden setting for other users.*

*The original axis and layout is still evident and remnants of this scheme remain but appear random and neglected. The area is dominated by the skateboard area and the tarmac, concrete and rubberised surfacing which covers most surfaces.*

*The formal southern entrance to The Level is decorated with two ornamental dolphin-shaped lamps which were included in the original design of the park in Victorian times. Previously they were displayed on high pillars, but have since been lowered and due to vandalism, the glass lampshades have been removed.*

*In the 1920's the Rose Walk was the site of the Open Market where it remained until 1926 when MacLaren replaced it with rose beds. The beds are overgrown and lack any seasonal interest.*

*Historically The Level was used to hold a number of events including coronation celebrations, fairs and circuses. Other traditions include games of Bat and Trap. It is still used for such events today and remains an important cultural hub for the city. In this sense, The Level has retained its historical roles as well as its historical layout.*

**2c** How is your park managed today?

*The Level is managed and maintained by the council's parks department whose achievements include 6 Green Flag Parks. The Central Area team covers The Level along with other city centre green spaces. They are made up of two team leaders who report to the Area Manager, and four operatives.*

*The main management issues are:*

- Lack of dedicated site based staff; and*
- Shortage of skills needed to maintain formal flower gardens.*

*Park Rangers also play a vital role in park management. A full-time resource is based in the park where they have their own hut. They provide a point of contact for visitors to the park, are on hand to handle emergencies, tackle anti-social behaviour and run activities for children and other park users.*

*Although the day-to-day maintenance operations are carried out to a good standard, under investment in the 1970's lead to a decline of the fabric of the park, and many of the original features were left to deteriorate or were removed, and the planting was cut back to keep costs down.*

*In the Parks & Green Spaces Strategy Plan 2006 The Level received a quality index score of -40, the only major park with a negative rating. In January 2010, a condition survey carried out using Green Flag Criteria scored on 150 different aspects of the park and it was found that 86% scored acceptable or below, and 14% as failing. There were no good or excellent marks.*

*Many people consider it to be unsafe and unwelcoming and the following issues act as a barrier to enjoyment and use of the park:*

- Incoherent design;*
- Buildings in poor state of repair;*
- Inadequate lighting;*
- Social problems caused by street drinkers and drug users;*
- Vandalism, graffiti and dog fouling;*
- Inadequate and poor quality planting;*
- Lack of seating or shade; and*
- Little interest for older people and people with disabilities.*

*While the park is loved and it has significant heritage qualities, without investment there is a risk that the park will lose all its heritage connections and its importance in people's lives.*

**2d** What are the wider values of your park, and who are these important to?

*The Level has a wide and diverse catchment covering three wards, one of which is a Super Output Area in the top 10% most deprived areas in England. It's a popular venue for active and passive recreation including Frisbee, ball games, Pétanque, dog walking, play and skateboarding. In summer children especially enjoy the paddling pool and residents, students and office workers come to picnic and relax in the open green space. It is particularly popular with local residents who do not have the use of a garden and is an important walking and cycling commuter/access route.*

*The park is a valued venue for activities organised by Parks Rangers, Play Service, Sports Development and Events. It brings members of the community together in a common cause either to run events or to bring about improvements to the park. It's also an important gateway into the city and with its strong heritage it has the potential to become an important visitor attraction, linking the newly formed South Downs National Park to the seaside.*

*The park provides a green corridor for wildlife in the city and improves the aesthetic value of the area. It provides a range of other ecosystem services such as carbon sink, flood management and reducing the heat island effect. The important elm tree collection is one of the few left in the UK and it provides an important habitat for the BAP priority butterfly species, the White Letter Hairstreak.*

*The Level has a key role within the area's regeneration strategy and is linked to projects to regenerate the Station, New England Quarter, London Road, the Open Market, Tarnerland and the Lewes Road. Restoration of the park would contribute to the Brighton & Hove Strategic Framework and in particular the Valley Gardens Conservation Area Study and Enhancement Plan and Public Space Public Life Delivery Strategy.*

**2e** How do people get involved in the management of your park?

*The park's Friends of group are involved in the management of the park. They work closely with the Rangers to organise seasonal community events such as Christmas carol concerts, identify issues, prioritise work in the park and assist with consultations. They meet monthly, and membership is open to residents and stakeholders.*

*Two other groups work to develop action plans to improve the park; they are:*

- The London Road Local Action Team whose meetings are attended by ward councillors, neighbourhood policing, council officers, residents and community representatives and traders.*
- The Triangle Community Group whose meeting are open to local residents and businesses; they organised The Big Lunch on the Level last year which was a great success.*

## Section Three - Your Project

### 3a What is your project? (200 word limit)

*Our vision is to restore The Level as a high quality, well used and vibrant urban city park which welcomes people of all ages, abilities and backgrounds while celebrating its cultural heritage and providing activities and facilities to meet the needs of contemporary park users.*

*This includes restoring important heritage features; raising the quality of planting, lighting, pathways and street furniture; protecting threatened species and providing interest and activities which appeal to a wide range of users. It also includes the provision of facilities to enhance visitor experience and opportunities for users to be involved in the running of the park and to learn more about the culture, history and environment of the city.*

*The Level is located in an area earmarked for regeneration and another aim of this project is to provide a catalyst for change for Valley Gardens as a whole. The project fits in with the recommended improvements from the Parks and Green Spaces Strategy and the Public Space Public Life Delivery Strategy. It will be developed in accordance with Green Flag guidelines.*

*Separate from this project, there are plans to upgrade the skatepark and the play areas.*

### 3b What are the main aims of your project?

*The main aims of the project are to:*

- Increase the range of audiences by making the park more inclusive and welcoming and improving the opportunities for play, relaxation, socialising and participation;*
- Conserve and improve the heritage value by restoring historical features of the park, reinstate planting and organising activities and events which The Level was famous for;*
- Increase volunteer opportunities by involving the community in park development, maintenance and management and up-skilling the Friends of Group and volunteers;*
- Improve skills and knowledge through the provision of training for park operatives, rangers and volunteers, organised activities focusing on nature, culture and history and interpretative boards and exhibitions; and*
- Improving management and maintenance by developing a Management and Maintenance plan, Conservation Management plan, appointing on-site park staff; and designing a more sustainable park which considers both the environment and future maintenance costs.*

*It is proposed to carry out the following capital works and activities:*

- Restore pergolas, columns, bridges and paved areas;*
- Restore the boating pond footprint, converting it into an attractive water feature;*
- Restore the former shelters, converting them into office space for parks staff and for activity workers;*
- Replace the fencing and hedging in the south area;*
- Restore the southern entrance and dolphin-lights;*
- Restore grass areas;*
- Restore Rose Walk and flower beds;*
- Replace asphalt paths with more appropriate and attractive surfaces;*
- Restore stone walls;*
- Remove unnecessary and unsightly buildings and structures;*
- Restore and increase historic lighting throughout the park;*
- Creating a sensory garden, water fountain and pathway system at the southern entrance;*
- Build new premises to house café and community space, public DDA compliant toilets and parks operatives store and mess room;*
- Create new outdoor seating area with Pétanque courts;*
- Install signage and interpretation boards; and*
- Install appropriate seating throughout the park.*

*As part of this project we want to:*

- Appoint a full-time Garden Manager who would be based on-site and responsible for delivering management and maintenance plan actions, maintaining the flowers beds, managing and training the volunteer gardeners, organising activities and carrying out enforcement duties; and

- Appoint a part-time (3 year contract) Audience Development Officer to establish the new activities plan and provide support to the newly appointed Garden Manager.

In addition to this project, plans to redevelop the skatepark and play area and improve the outer perimeter paths are scheduled to tie in with this development.

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

While The Level is generally well maintained, it has lacked significant investment since the 1970's which has resulted in its decline. Over the last decade park users and staff have been increasingly concerned about the condition of the park and the associated antisocial behaviour despite minor improvements in 2004.

Early in 2009 new design options were developed for consideration by internal council staff and partner bodies who strongly supported maintaining and restoring many of the park's original features and layout as opposed to redesigning the area completely. At the same time, the Heritage Lottery Parks for People fund was identified as a possible funding source; pre-application enquiry confirmed we were eligible.

Following a meeting with representatives of the Heritage Lottery, the council decided to reconsider whether the aims of the HLF fitted in with council aspirations for the park. Advice was sought from landscape architects Virginia Hinze and Adrian Wikeley, who are experienced in heritage park design and restoration. Both parties felt we had a fine example of 1920's design and encouraged us to proceed with our bid. Further research tracked down all of MacLaren's original designs for The Level and his written journal describing the new layout of the southern end of the park.

This provided a great source of inspiration to the Project Team and created the impetus to progress with the bid. Adrian Wikeley was then appointed to help develop a new Masterplan for The Level which was more in keeping with MacLaren's attractive design for the park.

The proposals were developed into a report to the council's Environment Cabinet Member Meeting which endorsed submission of the HLF bid and the consultation plan for the project. This was also supported by Ward Councillors.

There is considerable evidence that there is a need and demand for this project to be undertaken. This is backed by public consultations and stakeholder workshops, including:

- The Environment & Housing Services Improving the Level Survey (2000) - 112 responses
- The Level Skatepark Consultation (2006) – 283 responses
- The Level Consultation (2009) - 378 responses
- The Level Officer Stakeholder Workshops (2009) – which included approximately 70 council officers and partners from third-sector and statutory bodies.

Feedback from these events demonstrates The Level's popularity and value to local and citywide residents. There is consensus that the park suffers from a range of issues, yet has great potential for improvement.

The 2009 consultation showed concept proposals restoring the historic built features in southern end combined with improvements throughout the whole park. These proposals received support from park users and non-users, local businesses and raised public interest about the parks heritage.

Redeveloping The Level is one of the actions defined in the Parks & Green Spaces Strategy (2006) and in the draft version of PPG17. This project will also contribute to a number of other actions including improving disabled access to parks; improving perception of safety; ensuring integration of biodiversity into park management; increasing and promoting recreational activities; securing Green Flags; and raising profile of friends and volunteer groups.

A new Open Spaces Strategy is currently under development and The Level will provide a case study as this project encompasses many of the aims, objectives and actions identify in the work already carried out.

*There have not been any objections to our proposals for the park; however there have been objections to the positioning of the skatepark with some residents strongly against relocating it to the northern edge of the park. Although the skatepark is not part of this HLF bid, its location needs to be determined before the masterplan can be finalised. A focus group made up of representatives from the surrounding communities including residents and skateboarders is being formed to work through plans and develop an overall Masterplan which best meets the needs of park users and neighbours.*

*The project is currently at Stage A on the RIBA scale, although the majority of the site surveys have been completed, work developing the Masterplan designs has begun and extensive public consultations have been carried out.*

*The council is committed to improving The Level, and if the project is not successful in its bid for the Parks for People fund, the development of a Masterplan and Management and Maintenance plan will continue. The scope of the capital work may have to be reduced, broken down in smaller pieces of work and scheduled over a longer period of time to allow alternative sources of funding to be sought.*

## Section Four - Project Outcomes

**4a1** Outcome 1: How will you increase the range of audiences using and enjoying the park?

*The Level is the smallest of five city parks and unlike the others does not offer sports facilities that can be pre-booked. Its location makes it accessible to office workers and visitors to the city. Users particularly like the open green space, tree-lined avenues and facilities for younger people. It is a popular commuter route, with up to 15,000 people walking through it every day.*

*Majority users include:*

- *Young people and their families*
- *Students*
- *Street drinkers*
- *Dog walkers*
- *Office workers*
- *Commuters*

*Many people however do not use The Level. They say there is nothing for them to do or to sit on; no shelter; and no adult/DDA compliant toilets. They feel unsafe due to the antisocial behaviour and don't feel welcome. However, there is potential to attract a more inclusive audience especially older people, people with disabilities and tourists:*

- *Restoring heritage features and improving facilities will create a more welcoming park and encourage visitors year round;*
- *Increased natural surveillance (on-site staff) and lighting will improve safety and reduce antisocial behaviour;*
- *Sensory garden with water fountain will make the space more inclusive;*
- *Information/interpretation boards will target potential user groups and inform park users about the facilities and forthcoming events/activities;*
- *Coaching sessions, Play sessions and organised activities will appeal to people with different interests and abilities;*
- *Linking the park with other Health Walks in the city, along with organised Tai Chi lessons will encourage exercise especially for the elderly;*
- *Varied events programme, including Christmas markets, music, fairs, history exhibitions, talks and guided tours will bring in new audiences including tourists; and*
- *Volunteering opportunities will encourage people to get involved with their park and build a stronger community.*

**4a2** What type of people visit the park now, what do they mostly visit for, what are their concerns about the park, and how many visits were there in the last 12 months?

*There is no quantifiable information on the type and frequency of park users; it is proposed that user surveys will be carried out during the development phase.*

*A sustainable transport survey undertaken in February 2009 showed that during an 11 hour period, 15,960 people walked through and 3,211 cyclists used the park.*

*Evidence from previous consultations has indicated the park is used as a commuting through-route, for play, skateboarding and dog walking. The grass area, playground and paddling pool get busy in summer. In the findings the elderly and disabled population were unrepresented.*

## Section Four - Project Outcomes

**4b** Outcome 2: How will you conserve and enhance the heritage value of the park?

*The proposal capital work will conserve an important heritage landscape setting which marks an important point in Brighton's social history where importance of preserving public open space was recognised. This history, along with oral history of people's memories will be documented and preserved for future generations to enjoy.*

*The restoration of physical features and layout, along with guided tours, exhibitions and presentations on the history of the park will allow residents and visitors to learn about the heritage of the park and appreciate the roles designers played in influencing the city during the 1800's and early 1900's.*

*A range of historic activities is planned, such as Bat and Trap games, Bonfires and fairs, which will celebrate the social history of The Level and provide an important connection with the past. This will be supported by a programme of new activities that will appeal to a wider range of audience, and so reinstating it as an innovative and loved public open space and restoring pride in the local area.*

## Section Four - Project Outcomes

**4c Outcome 3: How will you increase the range of volunteers involved in the park?**

*The Friends of the Level are the main volunteers at the park. They organise community activities and have been involved in this project's public consultation.*

*The city has twice the number of community and voluntary sector organisations compared to the national average. We will work in partnership with the Community and Voluntary Sector Forum and other bodies to access potential volunteers, especially hard-to-reach groups.*

*The following volunteer opportunities will be created to sustain the benefits of this project:*

- Focus Group for local residents and stakeholders to develop a park that caters for all park users;*
- Increased membership of Friends of group to get involved in management, maintenance and organising activities in the park;*
- Gardening Club will help maintain bedding displays to a high standard. A similar scheme operates successfully in some other City parks;*
- Undertaking visitor surveys;*
- Running oral history sessions and documenting history;*
- Delivering heritage and nature guided walks, talks and exhibitions;*
- Volunteer play and activity workers including coaching; and*
- Health Walks training which would attract volunteers who are interested in promoting the Healthy Living agenda. (Free training is available from the Active for Life team.)*

*The diverse range of opportunities will offer something for many groups, in particular retired people, people with disabilities, those looking for work experience and young people.*

*It is planned to develop one of the former shelters as an Activity Centre which volunteers can use as a base, and to store equipment. A new café facility will have a dual purpose as a venue for volunteer activities.*

*A Garden Manager and a Ranger will be based on-site to offer support and manage volunteers' activities and a temporary Audience Development officer will help groups to establish their activities programme. They will be complemented by Play Workers, Active for Life workers and the Environment Improvement Team. Volunteers will receive training, equipment and expenses.*

*Volunteering will help the project to meet its aims and objectives, enable more tasks to be completed, provide access to new skills, enhance the wider perspective of the project and create links with the community. It will also help to secure partnership funding for external grants. A yearly event will be held to recognise their contribution.*

## **Section Four - Project Outcomes**

**4d Outcome 4: How will you improve skills and knowledge about parks through learning and training?**

*The parks department has a dedicated training officer who is responsible for co-ordinating training and development for staff. Mandatory training days are held twice a year which cover topics such as equality and diversity and a Learning Resource Centre provides additional training opportunities including specialism's relating to parks. All park operatives have or are training to attain Horticulture NVQ qualifications.*

*Currently there is no volunteer training. Rangers run informal opportunities, mainly for children, to learn about the nature.*

*Through the range of planned activities, visitors will learn about the parks heritage, the natural landscape and importance of conserving biodiversity. Some will learn new sports, activities and various social skills.*

*Volunteers will learn and gain training in:*

- *Basic horticulture;*
- *Butterfly monitoring;*
- *Running oral history sessions, researching and recording historical information;*
- *Coaching and play worker skills;*
- *Running Health Walks;*
- *Survey techniques;*
- *Use of digital photography/film and web design;*
- *Up-to-date legislative requirements for volunteers; and*
- *Other skills such as organisational, presentation and customer care.*

*In addition on-site staff will receive specialist RHS Horticulture and volunteer management training, and Rangers will receive Play Worker training.*

*These learning and training activities will target a wide range of audience, in particular:*

- *Those with disabilities, the elderly and other minority groups;*
- *Children and young people;*
- *Those who want to increase their knowledge or have an interest in horticulture, history or nature;*
- *People looking for work experience;*
- *Those who enjoy working with children and young people;*
- *Those who have a particular interest, such as skateboarding; and*
- *Staff with responsibility for managing and maintaining the park, and delivering these activities.*

*These activities will not only enhance the knowledge and experience of visitors, but will help to build a park that belongs to the community and is cared for by them. It will help to raise the standards of maintenance and ensure the management is focussed on the needs of park users.*

**4e Outcome 5 How will you improve management and maintenance?**

*It is proposed to appoint a full-time permanent Garden Manager in order to deliver the changes proposed by this project. They will be based in the park and along with site based Rangers and Community Police will provide natural surveillance and enforce park regulations. Up-skilling and continuous development of the Garden Manager and volunteers in horticulture skills will improve the parks overall care and condition.*

*There will be savings once the proposed capital works have been carried out which will allow a higher level of maintenance to be carried out. These would be bought about by:*

- *Sustainably built building using renewable energy where possible;*
- *Reduction in park buildings to maintain;*
- *Reduce maintenance costs by replacing paddling pool with new water feature;*
- *Although separate to this project, reduced maintenance costs by replacing wooden skatepark with a concrete one; and*
- *Incorporation of toilet cleaning and maintenance into the lease of new café.*

*Maintenance costs for the park last financial year was £102,843. This includes maintenance of the paddling pool, toilet, park buildings, playground and skatepark; landscape maintenance and tree work; and litter picking and grafitti removal. Staff resource is included in this cost.*

*It is estimated that the cost to manage and maintain the park to Green Flag standards once the capital works are complete will be £135,210 per annum. This includes a new member staff, continual training for volunteers and additional capital project budget to carry out work above normal maintenance operations which currently are well provided for, and takes into account the savings made once capital works are carried out.*

**4f** How will your project affect the environment?

*The project will have a number of positive impacts on the environment by:*

- Increasing the biodiversity on the site;*
- Preserving the habitat of the White Letter Hairstreak butterfly;*
- Preserving the Elm trees on the outer edge of the park;*
- Reducing the hard surfacing therefore improving flood capacity;*
- Increasing the carbon sink potential by the introduction of more green space;*
- Reducing need to use vehicles to reach good quality green space;*
- Linking to the sustainable transport plan in the city by encouraging the use of public transport, cycling and walking;*
- Building Café to a high energy efficient standard to minimise the environmental impact; and*
- Helping people will learn more about the environment and how to protect it.*

**Freedom of Information** We have a duty to keep to the Freedom of Information Act 2000. When you sign the declaration at the end of this 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 this 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 this form and we will respond to these requests after taking account of your rights and expectations under the Freedom of Information Act 2000 and Data Protection Act 1998. In those cases, we will always consult with you first.

## Section Five - Developing and Delivering The Project

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

*The Level project is being led by the City Services Projects Team, who works closely with City Parks and other departments, third-sector organisations and statutory bodies to improve the city's open spaces.*

*The core Project Team will be made up of the following:*

*Project Champion – Jan Jonker x 0.25  
 Project Manager - Linda Anglin x 0.75  
 Project Co-ordinator - Kelly Jaggard x 1.0  
 Audience Development Officer - Temporary contract x 0.5  
 Community Safety Officer - Simon Bannister x 0.25  
 Landscape Architect and Lead Consultant - To be tendered*

*Other key persons involved in the project will include:*

*Area Parks Manager – Sandra Chamberlain  
 City Parks Rangers Manager - Frances Chambers  
 Play Development Manager - Paul Waller  
 Active for Life Co-ordinator - Ryan Edwards  
 Destination Manager, Visit Brighton - Liz Brand  
 Community and Voluntary Sector - Duncan Blinkhorn  
 East Sussex Police - PC Peter Dodd  
 Access Manager - Judy Redford  
 Sustainable Transport - Emma Friedlander  
 Sustainability Officer - Francesca Iliffe  
 Design & Conservation Team Manager - Roger Dowty*

*Project Support will be given by:*

*Project Accountant - Derek Mansfield  
 Senior Procurement Officer - Sharon Stewart  
 Contract Lawyer - Alison Leitch  
 Major Projects Officer, Planning - Jo Thompson  
 Landscape Conservation Advisor - Adrian Wikeley (LUC)  
 Landscape Conservation Advisor - Virginia Hinze*

*The Project Team have the following skills and experience which make them suitable to lead on this project:*

- Jan Jonker – Head of Strategy for City Services is the project champion, responsible for ensuring effective engagement with key stakeholders including the Cabinet Member for Environment and ward councillors. He is responsible for driving the project forward at a senior level. Jan has 13 years experience in strategy development and delivery both in environmental consultancy and in environmental services in local government. His qualifications include a BSc (Hons) in Plant and Soil Science and an MSc in Environmental Impact Assessment.*
- Linda Anglin - City Services Projects Manager with responsibility for 6 members of staff. She has been working on this project since January 2009, and has been responsible for moving the project forward from a concept to a fully initiated, approved and resourced project. Key skills include 20 years experience managing and delivering a range of complex projects, BSc (Hons) Landscape Management, strong leadership and decision-making skills and able to plan, motivate and drive change forward.*
- Kelly Jaggard – Having worked on the project since January 2009, she has carried out the majority of the research, organisation of meetings and events and has been the key contact for all communications. Key skills include MSc Environmental Management and Assessment, community consultations and carrying out research and analysis*
- Simon Bannister - Part of the Community Safety team, he has been instrumental in re-forming The Level Friends of group. He works on environmental improvement projects which aim to reduce crime and create*

safer spaces across the city and is experienced in working with community groups, developing and managing play spaces and regeneration of sites through public participation.

The rest of the City Service Project Team will provide additional resource and expertise: They include:

- Rob Dumbrell - Experienced in managing large projects including HLF restorations, he has 30 years experience in amenity horticulture and playground design/management. He is a Green Flag judge.
- Michelle Parker - Qualified in Garden Design and experienced in community consultation and project and contract management. She is Regional Manager for Green Spaces and a Green Flag judge.
- Simon Allen – He runs the In Bloom campaign and has experience in recruiting and organising volunteers and running events. He has strong public speaking and motivational skills.
- Angie Harris - Responsible for delivering the communication and community engagement activities for the Playbuilder project, she is a qualified play worker and experienced in working with local community groups.
- Fiona Stokes – Experienced in multi-agency working, project management and working with local community groups. She has developed Park Management Plans and run Space Changer consultations.

The main body responsible for making decisions and approving changes to the project will be the Project Sponsor and the Project Steering Group.

Project Sponsor - Gillian Marston, Assistant Director City Services

Responsible for:

- gaining political support and approval
- ensuring availability of resources
- making organisational decisions

Project Steering Group will include:

Assistant Director City Services - Gillian Marston  
 Head of City Services Strategy - Jan Jonker (Chair)  
 Head of City Parks - Robert Walker  
 Central Area Manager City Parks - Sandra Chamberlain  
 Environment Improvement Manager - Matt Easteal

Responsible for:

- Providing a strategic steer for the project
- Approving key decisions and changes to the programme
- Signing off key deliverables
- Facilitating cross party working

Project Team will hold monthly meetings where work-stream leaders will provide updates, discuss issues and agree ways forward. Other individuals will be invited at stages of the project when their contribution is required.

Project Manager will report to the Steering Group on a monthly basis, providing an update on progress, risks and issues and financial reporting.

The Project Sponsor will seek Cabinet approval prior to second Stage II submission.

The Project Team has a portfolio of projects and in addition to this project, there is one other major project underway, the Playbuilder project, which is developing 22 new playgrounds over a two year period. It is currently in its second year and all construction will be completed by March 2011.

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

*The work needed to develop the project is detailed below:*

- *Set up strong project management structure*
- *Appoint lead Landscape Architect , relevant specialists and new project officer*
- *Prepare plans for Management and Maintenance, Conservation Management, Communication and Engagement, Community Safety and Evaluation*
- *Carry out further research into historical records*
- *Carry out building/structures and additional ground condition survey*
- *Carry out butterfly surveys and tree assessments*
- *Undertake heritage and tree impact assessment*
- *Carry out Risk Impact and Equalities Impact Assessments*
- *Develop Masterplan*
- *Draw up and cost specifications for the works*
- *Secure matched funding*
- *Prepare and submit Project Proposals report to Cabinet*
- *Organise events to record oral history stories*
- *Create heritage displays from records and photographs*
- *Organise historic lectures, displays and talks to local interest groups*
- *Carry out further consultation*
- *Set up Project Focus Group*

*The following skills which are needed for this project can be covered by the existing project team, other partners within the council or third sectors organisations we will be working with:*

- *Project Management*
- *Project co-ordinator and administration*
- *Research, analysis and report writing*
- *Community engagement and consultation*
- *Working with volunteers*
- *Events and activities organisation and management*
- *Staff and volunteer training and development*
- *Developing management and maintenance plans (but not fully costed)*

*Due to the volume of work, we will be looking to recruit an additional resource to carry out the Audience Development plans and associated work. This role would be part-time for 1 year during the development phase, and if we are successful at Stage II then the role would continue for a further 3 years until the activity programme has been embedded and the new Garden Manager starts.*

*There are a number of skills however which we currently lack:*

- *Conservation management*
- *Historic landscape design*
- *Parks masterplanning*
- *Developing fully costed 10 year management and maintenance plans*

*We will be tendering for Landscape Architect consultant services to provide these skills which will have the benefit of helping to build these skills within the council for future projects.*

*We will also be seeking support and training to developing historical records and will be working with the Brighton History Society to build these skills for the team and for volunteers.*

**5c** What are the main 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>Severity of Impact</b>	<b>Consequence</b>	<b>Action to help prevent risk</b>	<b>Risk owner</b>
<i>Unable to keep interest in programme / manage expectations</i>	<i>Low</i>	<i>Low</i>	<i>Lack of public support</i>	<i>Delivery of tangible improvements outside of the HLF. During development &amp; delivery phase oral history &amp; historic lectures to be carried out. Regular communication updates.</i>	<i>Linda Anglin, Project Manager</i>
<i>Inadequate publicity / pomotion</i>	<i>Low</i>	<i>Low</i>	<i>Public are not informed of project progress &amp; events</i>	<i>Communication plan to be developed.</i>	<i>Linda Anglin, Project Manager</i>
<i>Partners pulling out</i>	<i>Low</i>	<i>Medium</i>	<i>Could risk the drive forward of the project</i>	<i>Steering Group to include senior management for key delivery partners.</i>	<i>Jan Jonker, Head of Strategy</i>
<i>Insufficient communication between parties</i>	<i>Medium</i>	<i>Medium</i>	<i>Parties will not be consistent in the messages given out and project tasks not carried out</i>	<i>Communication plan to be developed. Minuted monthly project meetings to be held. Project co-ordinator role to be included.</i>	<i>Linda Anglin, Project Manager</i>
<i>Unexpected staff changes / mandatory projects initiated</i>	<i>Low</i>	<i>Low</i>	<i>Workloads of other members of the project team may have to change</i>	<i>Project Steering group will have responsibility of resource allocation. Other capable members of staff on team.</i>	<i>Linda Anglin, Project Manager</i>
<i>Lack of control over activities</i>	<i>Low</i>	<i>Medium</i>	<i>Activities do not meet the aims they are designed to</i>	<i>Change control process to be put in place. Clearly defined areas of responsibility &amp; accountability. Communication plan to be developed.</i>	<i>Linda Anglin, Project Manager</i>
<i>Delay to programme / failure to meet critical deadlines</i>	<i>Medium</i>	<i>Medium</i>	<i>Do not meet the deadlines that have been set and programme not delivered on time.</i>	<i>Steering group to sign off key milestones. Regular minuted meetings to take place. Change control process to be put in place. Detailed project planning.</i>	<i>Linda Anglin, Project Manager</i>
<i>Insufficient resource</i>	<i>High</i>	<i>High</i>	<i>Lack of resource to take project forward</i>	<i>Detailed project plans in place for development phase with resource allocation.</i>	<i>Jan Jonker, Head of Strategy</i>
<i>Conflicting priorities</i>	<i>Low</i>	<i>Medium</i>	<i>No agreement on the priorities of the project.</i>	<i>Cabinet decision already made. High visibility project. Clear project objectives.</i>	<i>Linda Anglin, Project Manager</i>
<i>Poor financial control leading to overspend</i>	<i>Low</i>	<i>High</i>	<i>Unable to continue with project due to lack of funds.</i>	<i>Corporate Finance will support project team. Separate accounts to be set up. Financial report to be included in monthly reporting.</i>	<i>Linda Anglin, Project Manager</i>
<i>Lack of local buy-in / negative response to consultations, designs and decisions.</i>	<i>Low</i>	<i>Medium</i>	<i>Lack of public support behind the project</i>	<i>Communication plan to be put in place. Consultation activities already commenced. Focus group to be set up to include local residents. Clear information with evidenced based decisions to be provided.</i>	<i>Linda Anglin, Project Manager</i>

<b>Risk</b>	<b>How likely is the event?</b>	<b>Severity of Impact</b>	<b>Consequence</b>	<b>Action to help prevent risk</b>	<b>Risk owner</b>
<i>Change to Local Authority priorities / changes to Government or Cabinet</i>	<i>Low</i>	<i>High</i>	<i>Change of Governemt may alter the Council's priorities</i>	<i>Project supported by Cabinet and included in Team Plan as priority project. Evidence based proposals, e.g. consultation results. Ward Councillors involved.</i>	<i>Jan Jonker, Head of Strategy</i>
<i>Lack of skills</i>	<i>Low</i>	<i>Medium</i>	<i>Unable to complete tasks</i>	<i>Project team experienced in delivering range of large complex projects. Landscape Architect experienced in heritage park restorations to be appointed.</i>	<i>Jan Jonker, Head of Strategy</i>
<i>Failure to obtain necessary planning permission for buildings</i>	<i>Medium</i>	<i>High</i>	<i>Delay and alterations to proposed buildings.</i>	<i>Work with Planning to prepare masterplans. Involve public in preparation of masterplans. Apply for outline planning permission early in Stage II.</i>	<i>Kelly Jaggard, Project Co-ordinator</i>
<i>All or part matched funding fails to materialise.</i>	<i>Medium</i>	<i>High</i>	<i>Unable to proceed forward with the project.</i>	<i>The majority of matched funding already in place. Project team include bid writing skills.</i>	<i>Linda Anglin, Project Manager</i>
<i>Unsuccessful HLF bid</i>	<i>Medium</i>	<i>High</i>	<i>Project will have to be developed on a smaller scale in a longer time period.</i>	<i>Alternative programme will be outlined before decision received re Stage I.</i>	<i>Linda Anglin, Project Manager</i>
<i>Risk of on-site accidents</i>	<i>Medium</i>	<i>High</i>	<i>Injuries on staff on site</i>	<i>Full CDM Health &amp; Safety procedures will be followed to minimise risk workers &amp; public.</i>	<i>Linda Anglin, Project Manager</i>
<i>Risk of skatepark project delays impact Level project timelines</i>	<i>Low</i>	<i>Medium</i>	<i>Delay to HLF project.</i>	<i>The steering group will be responsible for overseeing skatepark project to ensure integration of projects. Funding for skatepark is already in place.</i>	<i>Linda Anglin, Project Manager</i>
<i>Risk of air-raid shelter voids collapsing on use of heavy machinery.</i>	<i>Low</i>	<i>Medium</i>	<i>Unsafe area to work on, extra care to be taken on site.</i>	<i>Survey already identified potential areas; carry out intrusive survey to confirm.</i>	<i>Kelly Jaggard, Project Co-ordinator</i>
<i>Discovery of unexpected contaminants/buried structures</i>	<i>Low</i>	<i>Medium</i>	<i>Slight delay in development works</i>	<i>Non-intrusive surveys already identified potential areas; carry out intrusive surveys to confirm if impact to design.</i>	<i>Kelly Jaggard, Project Co-ordinator</i>
<i>Unforeseen issues / implications</i>	<i>Medium</i>	<i>Medium</i>	<i>Project delays</i>	<i>Well documented programme and project T &amp; A. Change Control process to be put in place. Regular team meetings &amp; effective communication plan to be put in place. Regular report to include risk/issue section.</i>	<i>Linda Anglin, Project Manager</i>
<i>Rising costs / inflation</i>	<i>Low</i>	<i>Medium</i>	<i>Reduction in works if extra funding is not sought.</i>	<i>Contingency &amp; inflation costs built into budgets.</i>	<i>Linda Anglin, Project Manager</i>

<b>Risk</b>	<b>How likely is the event?</b>	<b>Severity of Impact</b>	<b>Consequence</b>	<b>Action to help prevent risk</b>	<b>Risk owner</b>
<i>Damage to Elms causing stress/death to trees</i>	<i>Low</i>	<i>High</i>	<i>Loss of one of the historic features.</i>	<i>Construction to be in accordance with BS5837:1991 trees in relation to construction. Contractors to carry out Tree Risk Assessment. Arboriculture Team to monitor trees frequency during construction.</i>	<i>Rob Greenland, Arboriculture Manager</i>
<i>Delays caused by adverse weather</i>	<i>Medium</i>	<i>Medium</i>	<i>Delay in on-site works</i>	<i>Sufficient time contingency will be built into delivery phase.</i>	<i>Linda Anglin, Project Manager</i>

**5d** Provide a timetable

*Work on this project commenced in January 2009 when a feasibility study was undertaken to gather stakeholder interest and identify funding. A pre-application enquiry was submitted in July 2009 after which a decision was made to proceed with the project.*

*There has been a considerable amount of research into The Level heritage and a number of consultation events were held in October 2009 to gather user requirements and determine the public support for restoring the historic elements of The Level. Two design proposals were drawn up for these consultations, and further work is required to develop a final proposal based on consultation feedback.*

*The project timetable is summarised below:*

- Submission Stage I application: 1 March 2010*
- Decision on Stage I application: June 2010*
- Work on Stage II application: July 2010 – February 2011*
- Submission Stage II application: 1 March 2011*
- Decision on Stage II application: June 2011*
- Preparation Stage: July 2011 – June 2012*
- Construction Phase: July 2012 - June 2013*
- Post Implementation Review and Evaluation: to June 2016*

*Once we submit this Stage I application on 1st March we will continue developing our project proposals for Stage II and plan to submit our second round application on 1st March 2011.*

## Section Seven - After Your Project Ends

7a What are the main risks facing the project after it has been completed 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>
<i>Changes to market conditions/budget costs</i>	<i>Medium</i>	<i>Medium</i>	<i>Programme of work and activities may have to be altered.</i>	<i>Garden Manager to be appointed so able to adapt quickly. Fully costed Management &amp; Maintenance plan will be in place which will prioritise actions. Project aims to build sustainable designs with low energy use. Strong volunteer activity to be built to support park maintenance.</i>	<i>Sandra Chamberlain, Area Manager</i>
<i>Failure to maintain key outcomes</i>	<i>Low</i>	<i>High</i>	<i>Outcomes that are planned do not materialise</i>	<i>Change control process to include assessment of impact to outcomes.</i>	<i>Sandra Chamberlain, Area Manager</i>
<i>Rising costs to maintenance activities / utilities / budget costs</i>	<i>Medium</i>	<i>Medium</i>	<i>Unable to keep in budget</i>	<i>Detailed management plan to be regularly reviewed. Clear financial accounting mechanisms to be established. Maintenance activities to be reviewed regularly.</i>	<i>Sandra Chamberlain, Area Manager</i>
<i>Failure to upkeep standards</i>	<i>Low</i>	<i>Medium</i>	<i>Quality of park deteriorates</i>	<i>Regular review of training requirements to be carried. Continual development for staff already in place. Continual development for volunteers to be put in place. Implement regular inspection regime &amp; effectively manage site staff.</i>	<i>Sandra Chamberlain, Area Manager</i>
<i>Failure to keep volunteers interest</i>	<i>Low</i>	<i>Medium</i>	<i>Loss of volunteers on the project</i>	<i>Dedicated Garden Manager &amp; park rangers with responsibility for activities in park. Activities planning to be included in Management and Maintenance action plan.</i>	<i>Sandra Chamberlain, Area Manager</i>
<i>Failure to achieve/keep Green Flag award</i>	<i>Low</i>	<i>High</i>	<i>Green Flag award is taken from the park.</i>	<i>Council already have a record of achieving and retaining Green Flag. Council have Green Flag judges on staff so have skills and knowledge. Regular checks against Green Flag criteria to be built into management and maintenance action plan.</i>	<i>Sandra Chamberlain, Area Manager</i>
<i>Failure to manage anti-social behaviour</i>	<i>Medium</i>	<i>High</i>	<i>People will feel unsafe at the park.</i>	<i>Representatives from Community Safety team to be on Steering Group and on Project Team. Project Team to work closely with Police and other Local Action Team partners to deliver common aims. Dedicated on-site Garden Manager and Ranger will provide natural surveillance. Office space for Community Police to be included in design.</i>	<i>Simon Bannister, Environment Improvement Officer</i>

**7b** How will you evaluate the five outcomes of your project (as set out in section four)?

*The five outcomes for the project will be evaluated before the work commences in the second round, to determine a baseline and again once the work has been completed to evidence achievement of outcomes.*

*The outcomes will continue to be fully evaluated on a regular basis thereafter, and fed into the management and maintenance plans for review to ensure continual improvement of the service.*

*It is proposed to carry out the following:*

*1. Increasing the range of audiences:*

- Visitor counts will be carried out at various times of the year to capture seasonal use, and user surveys will be carried out at least once a year to determine who is coming to the park and why;*
- A record of activity events will be kept and in some cases visitor counts and participant's satisfaction questionnaire/interviews will be carried out to determine the success and benefit of the activity;*
- Photographic/video records of activity events and of casual use throughout the year will be taken to support the written recorded evidence; and*
- User satisfaction survey about The Level will be included in the Brighton & Hove visitor surveys to measure visitor experience and whether visitor publicity and promotion is effective.*

*2. Conserving and improving the heritage value:*

- Before and after photographs will be taken to evidence change;*
- A record of heritage activity events and exhibitions will be kept and in some cases visitor counts and participant's satisfaction questionnaire/interviews will be carried out to determine the success and benefit of the activity;*
- The documented and oral history gathered throughout the project will be compiled and published;*
- Elm tree condition surveys will be carried out yearly or as defined in the Elm Tree Conservation Plan to measure health of Elm tree collection; and*
- White Letter Hairstreak butterfly counts will take place annually and recorded as defined in the Butterfly Conservation Plan to measure butterfly breeding success.*

*3. Increasing knowledge and skills;*

- Training records will be held;*
- Training evaluation questionnaires will be carried out after each training activity, with follow up evaluation questionnaires at a later stage to assess how training has benefitted the trainee;*
- Trainees will be monitored/assessed over a period of time to gauge whether training outcomes have been achieved; and*
- Case studies will be carried out to demonstrate how training has been benefitted trainee and the project.*

*4. Increasing the range of volunteers involved:*

- Volunteer records will be held;*
- Volunteer surveys/evaluation questionnaires will be carried on a yearly basis; and*
- Case studies will be carried out to demonstrate how the volunteering programme has benefitted participant and the project.*

*5. Improving the management and maintenance:*

- Before and after photographs will be taken to evidence change;*
- Secure and retain Green Flag status;*
- Landscape evaluation exercise will be carried on a yearly basis scoring key criteria based on Green Flag standards;*
- Green Flag award progress reports will be documented to evidence improvements and to inform future management and maintenance action plans;*
- Staff and other stakeholders will be interviewed to record qualitative evidence of park improvements or issues;*
- Photographic records will be made to record the condition of park throughout the year;*
- Park user satisfaction surveys will be carried out on a regular basis to evidence improved satisfaction and to inform future management and maintenance action plans; and*
- Complaints, comments and suggestions received from park users will be documented and after consideration and analysis fed into the management and maintenance activity plans.*

*To develop these proposals for evaluation fully we plan to carry out a story book and mapping exercise, for*

*example Prove It which has been developed by NEF (New Economics Foundation) in association with Groundwork UK and Barclays Sitesaves.*

*It is intended to use GreenStat, park staff, volunteers and the council Corporate Research team to carry out much of this work, and the costs for these have been allowed for in the projects expenditure. Costs for facilitating the story book and mapping exercise have been included.*

## Other Information About Your Organisation

This part of the application 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 specifically represents a particular group or groups of people, tell us which by ticking all relevant boxes below.

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

**Declaration****Terms of grant**

You must read the standard terms of grant that apply to all our grant awards in this grant programme and the further that relate to certain types of projects or organisations that apply. 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 liable to anybody for any loss, damage or costs arising directly or indirectly from an application.

I declare the following:

- I have read, understand and accept the notes (including the standard terms of 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 organisations 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) given at any point during the application process, or any information knowingly withheld, could mean my organisations application is not valid, in which case you will cancel the grant and reclaim 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 information contained in this form available to members of the public who request to see it under the Freedom of Information Act 2000. I understand that you will treat this information in line with the Data Protection Act 1998 and the Freedom of Information Act 2000 and that unless I have said otherwise, you will make sections 2 to 4 of this form available to the public if you are asked to. I understand that you will take account of any objection we make to you releasing the information in sections 2 to 4 or elsewhere in the form. I accept that you have responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000 (which may mean you have a duty to make 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 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 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 and the Freedom of Information Act 2000: and

- 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 to the person named as the contact under Q1c and must have the authority to do so (for example 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.

Signature: .....

Print Name: .....

Job Title: .....

Date: .....

## Supporting documents you must send with your application form

Attach all the supporting documents listed below. If you need to send them to us as a hard copy (for example, documents larger than A3 which are difficult to print out), send two copies of each with your signed declaration and number them as shown below

*Please tick if you are supplying a hard copy of any of the attachments listed below.*

1) Copy of your organisation's constitution (formal rules), unless you are a public organisation. This must include: <ul><li>The name and aims of your organisation</li><li>A statement which prevents your organisation from distributing income or property to its members during its lifetime</li><li>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</li><li>The date when the constitution was adopted</li><li>The signature of your chairperson (or other suitable person)</li></ul>Tthe 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. Tell us the reference number of the previous grant application.

*Does not apply*

2) For joint applications - a copy of your 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. This does not apply to public organisations.

*Does not apply*

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

*Electronic*

5) Copy of a survey plan of park (as it is now), labelling all the main features facilities and access points

*Electronic*

6) Copy of the local authority Green Space Strategy.

*Electronic*

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

*Electronic*

8) A signed copy of the declaration.

*Hard copy*

**AND** To show what development work you want to do, to prepare the second-round application:

9) Detailed programme timetable for the development period

*Electronics*

10) Briefs for development work

*Electronics*

11) Job descriptions for new posts to be employed during the project development period

*Electronic*

**AND** for parks that meet any of the below conditions: Are recognised of national heritage value, for example included on the English Heritage Register of parks and gardens of special historic interest Are within or adjoining a Conservation Area Include, or form the setting for, and Grade I or II\* Listed Buildings, or a scheduled Ancient Monument Include a site of special scientific Interest, or habitats for protected species, or other recognised site of high nature conservation or geological value

12) A Conservation statement (see our guidance Conservation Management Planning)

*Electronic*

Do not submit a full conservation management plan, even if you have one.