



National Lottery Grants for Heritage £10,000 to £250,000

Application Form Information

Throughout this application form you will notice icons next to a number of questions and statements. If you click on the icon you will be provided with more information about what to include in your answer or an explanation about how a certain part of the form works.

- Please note that the overall word limit of this form is 6,000 words. You will not be able to submit your application if you exceed this limit. Please note that dashes in the text count as whole words. If you decide to copy and paste text directly into your application, please review your application before submission and make changes where necessary to ensure you do not exceed the stated word count limit.
- Don't forget to save the progress of your application as you work on it.
- We will not assess your application if you have not supplied the correct supporting documents (please do not send more than we ask for) or have not answered all of the questions.
- The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused a grant or loan. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found by contacting fair.processing@hlf.org.uk.

Section One: Your project

Name of your organisation

Wimbledon and Putney Commons Conservators

Project Reference Number

OM-19-00535

Project Title

Please note this will be published on our website and seen by our decision takers.

Commons for the Next Generation; Green Space for All

1a. Have you received any advice from us before making your application?

Yes

Tell us who you received advice from

[REDACTED]

1b. Is this your organisation's first application to us?

No

Please tell us the reference number and project title of your most recent application.

RH-18-04891 Commons for the Next Generation; Building the Foundations

1c. Describe your project

In no more than 200 words please provide a summary of your project, if necessary use bullet points. Please note the summary you provide is the only part of your application form which is seen by decision takers. This is presented alongside our Officer's assessment of your application.

Wimbledon and Putney Commons Conservators (WPCC) recognises the opportunity to capitalise on its 150th anniversary in 2021 by developing a generational new vision that will further community engagement and halt the decline in the physical condition of the landscape and infrastructure of one of London's most important public open spaces.

There is great demand and enthusiasm to position WPCC as a place to adapt to the future needs of its audiences, to be more welcoming and accessible and to protect its sensitive, unique environment whilst establishing long-term financial stability and organisational resilience.

We want to better understand current challenges and requirements and protect and enhance our environment for the people and species who depend upon us for their wellbeing. This project will put in place the building blocks necessary to achieve our vision.

Wimbledon and Putney Commons represent a magnificently unique resource and one of London's greatest assets. Although the Commons are cherished and enormously valued for their ecological and recreational purposes, there are opportunities to further the usage for educational and social well-being purposes as well as broaden public engagement to those less able, less experienced, uncomfortable or unaccustomed to appreciate vast wilderness.

You must also submit a Project Plan as part of your application.

1d. Where will your project take place?

If your project will take place across different locations, please use the postcode where most of the project will take place.

Address line 1

Wimbledon & Putney Commons Conservators

Address line 2

Manor Cottage

Address line 3

Windmill Road

Town/City

LONDON

County

Post code

SW19 5NR

Local Authority within which the project will take place

Merton

Constituency within which the project will take place

Wimbledon

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

TQ 23538 71180

1e. When are you planning to start and finish your project?**Project start date:**

Month	October	Year	2019
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Project finish date:

Month	April	Year	2020
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1f. Why does your project need to happen now?

Urgency

There is an urgent need to take a comprehensive, long-term strategic review of the operational management and financial sustainability of WPCC in order to make informed, evidence-based decisions about long-term investment in the estate that will deliver the greatest benefit for current and future visitors.

Many of our assets are at risk of closure to the public due to chronic underinvestment. For example, the sports pavilion, which is critical to many local organisations, needs major structural and mechanical work. The entire mechanical and electrical system, from boilers to the complicated network of pipework and radiators/showers, must be replaced by more energy efficient and sustainable systems that are capable of meeting the requirements of all users. (Recent professional advice has suggested that the boiler system may fail within 12 months and its replacement will cost in the region of £105,000.) Changing rooms are dated, windows need to be replaced by modern glazing systems and the roof leaks. There is no current provision for disabled and special needs and the public toilets are not fit for use. There is a constant threat of user groups, such as schools, moving to alternative facilities. Such discussion is damaging to long-standing relationships which have been built up over decades. Furthermore, local independent schools who use the sports fields subsidise state schools and other community groups. Loss of the use by independent schools would therefore put this model at risk and a significant community asset could be lost. User fees by all groups also represent an important source of income to WPCC. This is one example of a major asset with the Commons; there are many others in a similar situation.

The natural landscape is also at severe threat from lack of strategic investment. Skylarks, who established breeding areas on The Plain several years ago, are no longer seen. We suspect that the loss is due to the threats from dogs off the lead, an issue that could be addressed through simple interpretation and education for visitors. Horse ride tracks are in a poor state of repair due to decades of neglect and all but one equestrian group have left the Commons. Equestrian activities have been proven to serve as an excellent source of life skills, particularly for children from deprived backgrounds. We are keen to encourage a junior equestrian group to return but without improved facilities to allow such usage, this is unlikely. If proper plans are not put in place now, the estate risks falling beyond the state at which even basic maintenance could be properly carried out.

Government Policy

Through the long-standing relationships with the three government departments responsible for appointing Conservators, WPCC has the potential to play an important role in supporting the delivery of national policy objectives. The recent reappointment by DEFRA highlighted this opportunity and through this exercise, it was recognised that there is much more that the Commons could deliver in response to the government's call for action to help the natural world regain and retain good health including the delivery of cleaner air, protection of threatened species and provision of richer wildlife habitats.

The London Plan (2016) developed by the Greater London Authority is the strategic plan setting out an integrated social, economic and environmental framework for the future development of the capital, looking forward 20 to 25 years. It supports the national policy framework for the provision of open spaces. The protection of Metropolitan Open Land is a fundamental principle of the plan which is also supported by the Boroughs of Kingston, Merton and Wandsworth in their own Local Plans. These Local Plans are underpinned by the Open Spaces Strategies of the Boroughs which recognise the importance of high quality, well maintained open spaces that promote social inclusion and community cohesion, together with improving health and well-being

Planning and Delivering Sustainability

In terms of financial sustainability, the provision of WPCC's dedicated special levy to fund a public open space is unique in London. The original levy established in the 1871 Act to support the Commons reflected both the number of dwellings in the levy-paying area and the rateable value of each property. The amendments to the levy formula that were introduced through secondary legislation in 1990 significantly altered these provisions; the consequence of inadequate levy growth since that time means that at present the levy revenue only meets two-thirds of the operational costs of the Commons and fails to provide any contribution towards the capital funding needed to invest in the long-term management of the open space.

To address long-term funding challenges, Conservators are now considering alternatives sources of funding

including amending the levy. Although the initiative remains very much in the exploratory stage, any changes would reflect and respect the fundamental principles enshrined in the original 1871 legislation and therefore require a critical analysis of the underlying evidence. As part of the audience development plan, this project would help to provide accurate information on the number and frequency of visitors, place of residence and mode of travel.

Despite the presumed growth in visitor numbers over recent decades as well as the increase in regulatory and governance requirements, the number of staff responsible for protecting, maintaining and managing the Commons has remained remarkably constant over the decades. This fact alone is testimony to the loyalty and dedication of this small, highly experienced and competent team who prioritise critical activities and work within limited budgets. This project will enable staff to further develop and broaden their roles, gaining invaluable experience in providing continuity for future management.

The Resilience Grant Checker identified a significant issue with the asset itself. In terms of our portfolio of buildings, many are aged and fail to comply with modern standards such as BREEAM or equivalent.

Marketing and Opportunities

As an organisation WPCC is little understood, with a mistaken view held by many that we are managed by the local authority. Audience development surveys will help develop strategies to increase understanding of our unique governance arrangements. This would in turn have a positive impact on fundraising efforts as our status as a registered charity is better recognised.

Building on Our Track record and Growing Capability

Over the past three years, we have developed a ten-year strategy with active stakeholder engagement. Many of the development plans that underpin that strategy will be realised through the proposed project.

At its heart is our constitutional document from 1847. Legal advice received in recent years has recognised the need for the constitution of the WPCC Charity to be reviewed. The constitutional review must recognise the unique and special character of WPCC as well as independence, a view the Charity Commission supports. We are not seeking resources from the Heritage Fund to progress these changes, but it provides a timely opportunity to assess the changes as a part of the master planning process in order to future-proof recommendations for the next 150 years.

1g. Tell us what advice you have received in planning your project and from whom.

We frequently involve the broad range of our user groups in our planning development process. The formal Wimbledon and Putney Commons Consultation Stakeholder Group is an advisory body, providing views, suggestions and advice. We have shared and taken on board feedback for this project from this group. Current membership is:

Richmond Park – representing other open spaces
 Wimbledon Village Stables – representing equestrian activities
 The Wimbledon Union of Residents' Association – representing some 6,000 households
 Wimbledon Common Golf Club – representing golfing interests
 Commercial Dog Walkers
 Wimbledon Windmill Museum
 The Wimbledon Society – representing Wimbledon residents
 Putney Society – representing Putney residents
 Roehampton Church School – representing schools
 Roehampton Forum – representing the community in Roehampton and Alton Estate
 Parkside Residents' Association – representing residents of the Parkside area
 Thames Hare and Hounds – representing runners on the Commons
 Putney Lower Common – representing users of the Lower Common
 Wimbledon Common – representing users of Wimbledon Common
 Wildlife and Conservation – representing the wildlife

Further groups beyond the formal stakeholders group include:

- Nursery's and Forest Schools – Exploration Society, Little Forest Folk, Wild learning
- Local Schools – Kings College Wimbledon, Thomas's Schools, Hall School
- National and Local Government – Borough Councils and MPs Steven Hammond and Rt. Hon. Justine Greening, Charity Commission
- Golf Clubs – London Scottish Golf Club, Wimbledon Common Golf Club, Royal Wimbledon Golf Club
- National Rifle Association
- Cultural Festivals – Mongolian, Tamils, Wimbledon Bookfest, Wimbledon Music Festival, Greensleeves Morris Men
- Sports Clubs - London Cornish Rugby Club, Old Thortonian Football club, Kings College School, Thomas's School, Rosaline Park Rugby Sevens, Australian rules football, Ultimate Freezbie, Balham Blazars youth football
- Local Stakeholders Groups – All England Lawn Tennis Association
- Running Groups – Belgrave Harriers, Hercules Wimbledon, South London Harriers, Thames Hare & Hounds, The Veterans Athletic Club (VAC), Wimbledon Windmilers, South London Orienteers & Wayfarers (SLOW), ParkRun, Run Through UK, Run UK
- Environmental Organisations - Natural England, Transport for London, Wimbledon Common Nature Club, Quekett Microscopical club
- Spencer Benches

██████████ Barker Langham has supported us with extensive advice in the development of our project taking part in workshops with trustees and senior staff.

Advice has also been sought through membership of Parks for London. In April 2018 we created a sub group for those involved in independently managing greenspaces. A range of issues has been discussed including constitutions, funding arrangements, access arrangements, and received helpful feedback from ██████████ at Alexandra Palace.

A visit to Malvern Hills Trust in late March 2019 helped us understand work they have undertaken regarding potential amendments to their constitution.

Conversation with the Chief Executive of The Wandle Trust about their successful Resilient Fund HLF project provided a greater understanding of how one-off funds can be used to deliver a vision for an organisation underpinned by a business plan.

1h. Tell us about the people who will benefit from your project.

Whilst we know who we formally reach through existing relationships with official organisations, we have limited, if no, data about those who use our spaces informally. This project will seek to address this gap in our knowledge. We will also be able to more strategically map current visitors and those currently unable to use the site due to particular barriers; by understanding such barriers as well as the interaction between the various groups, we will be able to make the Commons and the Windmill a place for all. We expect that those from economically deprived backgrounds, who constitute a significant proportion of the nearby population, ethnic minorities, religious minorities, and the physically and mentally disabled are currently under-represented in the active user base of the Commons.

Mapping of users will start this summer through work with a leading technology organisation. We will utilise digital location data from mobile phones to record the number of people on the site who are carrying mobile phones with geographical location enabled. This should give us significant amounts of information about dwell times, hotspots, popular pathways and other routes, entry and exit points and sheer visitor numbers. All of this work is carried out in a manner fully compliment with data protection legislation and best practice. It is hoped that this pilot study will provide other open spaces in London and across the United Kingdom with the ability to learn more about their users.

This project will engage with all user groups as well as seeking out those who are not currently users, but live or operate within a 20-minute journey of the Commons. An estimation would be that there are around 50 user groups who will be consulted as part of this project representing hundreds of thousands of users of the Commons. We know through our recent footpath restoration project that smoother surfaces and the introduction of benches along the route providing regular resting spots has opened access for a wider range of users, the less physically able, elderly and visually impaired as well as those on wheels, buggies, bikes and wheelchair users.

Estimating the number of visitors to the Commons is virtually impossible without detailed research. The Commons is open 24hours a day all year round. Our project to utilise digital data, supplemented by on-site surveys to interpolate results will provide a very much needed base-line. In the last financial year, the windmill logged 11,800 visitors. The last full user survey was undertaken in 1976 – that suggested peak visitor numbers of 10,600 on a single day, 54% of whom lived outside the levy-paying area which has certainly increased dramatically especially during special events and sports sessions. There will be no recordable increase in visitor numbers as part of this project, only that we will be in a position to potential do so make a more meaningful visitor experience in the future. Our estimate is based on peer organisations such as The Royal Parks and Hampstead Heath who have shared their data with us.

1i. Does your project involve heritage that attracts visitors?

Yes

How many visitors did you receive in the last financial year?

3800000

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

3800000

1j. Tell us what will happen after your project ends.

Think about: Where the things you will produce will go after your project has finished, how the outcomes will be maintained and how you will manage your heritage in the future.

This project will lift the organisation to a whole new level, enabling us to target future investments to maximise the impact and tackle the issues that matter most to our visitors.

With new audiences identified, we will be able to improve engagement with 'hard to reach' communities. With the substantial knowledge gained, we will use existing channels of communication and open new ones to work together with our local community to build a Commons for the next generation.

We will become more financially resilient by extending our income generation across a greater and deeper number of sources. New fundraising will raise unrestricted income as well as allow us to plan for future capital works.

Straightforward changes will be implemented for short-term change with clear plans for reaching longer improvements and a step change in the investment in our assets.

1k. As well as acknowledging your grant as set out in our requirements, we also ask you to provide special access and/or offers for National Lottery players. Please tell us how you would do this.

We will hold a celebratory event, most likely a festival, which will be open to the general public and thank all of our supporters and those stakeholders and participants involved in the project. Within the festival site there will be an arena for National Lottery players with refreshments as well as opportunity for other charities of Heritage Grants to showcase their lottery funded projects from the local area.

Section two: The heritage

2a. Tell us about the heritage in your project and why it is important to your organisation and community.

Wimbledon and Putney Commons are a treasure trove of heritage; moments of significant history run through the very soil upon which it grows. Natural heritage is of world class importance and built heritage is scattered throughout ranging from the iconic Wimbledon Windmill to important war memorials. Seemingly insignificant earthworks point to surprising tales of wartime trench training camps and an unexplored archive contains the handwriting of Winston Churchill amongst its vast hidden secrets.

A Historic and Unique Governance and Funding Model

The origins of the Commons date to 1864 when Earl Spencer, Lord of the Manor of Wimbledon, presented what was initially considered to be a rather innocuous bill to Parliament for the enclosure of 700 acres of the manor as a park.

Earl Spencer's proposal galvanised local opposition and was not only defeated but ultimately led to the passage of 'the Act' and the birth of the Commons as they are still known today. The Act established a rate, which was levied on local residents to maintain the Commons. The levy is still set annually by the Conservators and collected from those living in the levy-paying area, to whom both the franchise and right to stand as candidates is extended for the triennial Conservator elections.

The model of governance has remained unchanged for nearly 150 years and represents an exemplar of local accountability, engagement and sustainability; although a unique model, there are many elements that could be shared as best practice and this project presents an opportunity to further this objective.

Natural Heritage

The Commons are unique in offering a vast expanse of wilderness in the heart of a dense urban environment. The diversity of landscape and ecology distinguishes the land amongst open spaces in London. The Commons are made up of mosaic of woodland, scrubland and heathland, along with 40 acres of playing fields, a golf course and nine ponds. For planning purposes, the Commons are designated Metropolitan Open Land though importantly the Act provides one of the highest levels of additional protection in the country.

The scenery of the Commons is particularly varied and its ecology comprises ancient heathlands, acidic grasslands, woodlands and wetlands. In addition, its unique history, with remains dating as far back as the iron-age, plays an important role in differentiating its character and composition from that of a formal parkland.

The Commons are home to a rich array of flora and fauna and large examples of particular natural interest including:

- 267 hectares of secondary woodland;
- 40 hectares of heathland;
- nine ponds;
- the Farm Bog, a rare example of sphagnum peat bogs in London;
- eight species of bats;
- 96 species of birds, of which at least 45 species breed on the Commons.

Built Heritage

Constructed in 1817, Wimbledon Windmill is a Grade II* listed structure. It served the local community until 1864 when the machinery was removed and the structure converted to residential accommodation. Its setting within the landscape has remained little changed since that time and the sails are still in working order.

The museum within the windmill exhibits the history of the mill, agriculture and milling as well as the architecture of windmills across the country. Displays cover the social history of the mill as a residence and scientific topics such as wind power. The museum commemorates the writing 'Scouting for Boys' by Robert Baden-Powell, which took place in the adjacent Mill House in 1908.

The Richardson Evans Memorial Sports Pavilion is 90-years-old. Further across the Commons stand three war memorials, all of which are listed structures, as well as memorial stones and the ancient Pounds. The Commons acted as the birthplace to the National Rifle Association.

The London Scottish Golf Club, the second oldest golf course in England, has its club house in the central

Windmill complex. Officially formed in 1865 its origins closely link to military heritage through the London Scottish Regiment. The National Rifle Association met on the Commons every summer without a break for some 30 seasons. With a scarlet cord attached to the trigger, Queen Victoria fired the first shot on 2nd July 1860. The Commons also played an important role during both world wars, with some 30,000 troops passing through the training encampments that were situated on the Commons during the First World War.

Archive

The archive comprises a vast array of documents going back to a time before the Commons came into public ownership. The fight to save the Commons from Earl Spencer's plans for enclosure and development is captured in the minute books for the Wimbledon Common Committee. The archive includes all the hand-written minute books from 1871 when the Conservators were chaired by Sir Henry Peek MP. There are over 300 boxes of documents that form one of the most important archives of any open space in the country.

Audiences

- dog walkers
- runners
- walkers
- families
- formal sports teams on the playing fields, including football, rugby and Ultimate Frisbee
- equestrians
- cyclists
- nature enthusiasts seeking species such as bats and orchids
- culture seekers
- users of the café
- golf club members (over 300 members between both clubs)
- event attendees
- volunteers
- schools.

Events

On Sunday the 11th November 2018 we held a very special event to commemorate the centenary of The Great War which attracted over 1,000 participants providing a poignant tribute to the fallen as part of the global Battle's Over programme of events. Regular community events regularly take place ranging from increasingly popular guided health walks, the Annual Open Day and BioBlitz, to those managed by other organisations including Bookfest, the Rosslyn Park Seven's Rugby tournament, fairs and circuses, as well as a hugely popular carols concert at the Wimbledon Windmill.

2b. Select the heritage type that is the main focus of your project:

Please note you can only select one option.

Landscapes and Nature

Please select one of the following:

Semi-natural and natural landscapes, habitats and species

2c. Is the heritage considered to be at risk?

Yes

Explain why you consider the heritage to be at risk and how.

- 1.) Our facilities are struggling to provide the services required by the user groups; the sports pavilion built in the 1930s is used by numerous different groups and is not currently fit for purpose and not compliant with the Equalities Act. The pitches themselves are used by leading clubs such as the London Cornish RFC are being taken out of play because of the drainage issues. The result of this lack of investment is the risk of damaging those long-established partnerships, with organisations seeking better facilities elsewhere.
- 2.) The Windmill Hub includes an eclectic mix of buildings including staff lodges, tea rooms and public toilets that are in urgent and desperate need of modernisation. The London Scottish Golf Club is an impressive Victorian building but desperately needs investment to meet basic needs such as those of women. An Information Centre, formerly the old rates office, has displays relating to the history of the Commons are underutilised and close for internal and external meetings to take place. Buildings and their environment have been developed on an ad-hoc basis without proper consideration of context in the natural landscape but the potential to meet the potential demand is enormous.
- 3.) Accessibility across and around the site presents an increasing challenge, particularly during the winter months when many of the made shared-use pedestrian and cycling paths are impassable. Horse rides used daily by the local stables are not fit for purpose, presenting a risk to the riders.
- 4.) This recently listed war memorial is in urgent need of restoration; the magnificent Roman Cross sits on a plinth that is falling, the surrounding paving is broken and uneven.
- 5.) Security of the Commons is maintained by the small team of highly qualified and competent mounted Keepers who use four horses daily. Their presence is cherished by the community and provides not only a sustainable way to traverse the Commons the ability to see beyond the immediate vicinity and patrol the deepest parts of the woodlands keeping visitors safe. These working animals are expensive to care for and if the organisations finances are not stabilised and more secure in the future they may have to be replaced by vehicles which would be a great loss culturally, environmentally and historically.
- 6.) The paper archive contains nearly 300 boxes of material some dating back to before 1871 and is located in the main office, but is not properly stored and is at major risk from damage or destruction from unsuitable environmental controls, theft, fire and flooding. There is currently no public access, let alone external information that it exists despite its rich content. Digitisation of this archive is essential if it is to be protected.

2d. Does the heritage have any formal designation?**Please select the options that apply.**

- Accredited Museum, Gallery or Archive
- Designated or Significant (Scotland) Collection
- DCMS funded Museum, Library, Gallery or Archive
- World Heritage Site
- Grade I or Grade A listed building
- Grade II* or Grade B listed building

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

1

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

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

1

- Local list
- Scheduled Ancient Monument
- Registered historic ship
- Conservation Area
- Registered Battlefield
- Area of Outstanding Natural Beauty (AONB) or National Scenic Area (NSA)
- National Park
- National Nature Reserve
- Ramsar site
- Regionally Important Geological and Geomorphological Site (RIGS)
- Special Area of Conservation (SAC) or e-SAC
- Special Protection Areas (SPA)
- Registered Park or Garden
- Protected Wreck Site
- National Historic Organ Register
- Site of Special Scientific Interest
- Local Nature Reserve
- Other

2e. Will you be undertaking any capital work as part of your project?

No

2f. If you are undertaking any capital work (including repair, refurbishment etc.) to land, buildings or heritage items, tell us who owns it.

Please select the option that applies.

N/A

2g. Does your project involve the acquisition of a building, land or heritage items?

No

Section three: Managing your project

3a. Will your project be delivered by a partnership?

Yes

Who are your partners? Please provide a named contact from each organisation and if applicable ensure that a representative from each has been added to the end of the Declaration in Section eight. Please note if you are planning on working with another organisation to carry out your project, we would like to see your partnership agreement.

Wimbledon Windmill Museum Trust CIO

The windmill museum is leased by the Windmill Museum Trust from Wimbledon and Putney Commons Conservators. No debt, current or planned

3b. How will your project be managed?

Overall project management will be the responsibility of [REDACTED]. Barker Langham are the external project managers responsible for delivery of the masterplan, conservation management plan, audience development strategy, volunteer development plan, education and interpretation plan and business plan. WPCC will have overall responsibility for the financial management of the project.

WPCC is managed by a small team of staff and this project offers an ideal opportunity to improve capacity and resilience. [REDACTED], will step up to the Chief Executive role part time. This will develop his managerial and leadership skills and broaden the resilience of the organisation. A part time position will be recruited to back fill his work taken by one of the junior members of the management team, offering them an insight into the wider management of the Commons and again providing their staff with opportunities to gain managerial supervisory experience.

3c. Tell us about any jobs and / or apprenticeships that you will create to deliver your project.

[REDACTED] Wimbledon and Putney Commons in 2015. It is a natural progression for him to step into the Chief Executive role from a deputy position for a temporary period. The current Maintenance Manager and Conservation and Engagement Officer are ready for an opportunity to develop their skills and step into the more senior management roles.

3d. Tell us about any problems your project could encounter and how you will manage these.

The primary difficulty this project may encounter is in connection with consultation with stakeholders in the following ways:

1. Views will invariably differ in areas and as such understanding people's underlying principles and views will be critical.
2. Many people will be resistant to any change.
3. People may prefer to focus on short-term operational matters (eg, litter).

The team from Barker Langham who will carry out the consultation work alongside the WPCCC senior management team are highly experienced in this type of work.

This project involves a small number of key staff and is therefore reliant on a few select people. There is a risk that any significant change in the management team will affect the project adversely or lead to changes in the timescales necessary for successful outcomes. Without this opportunity there will not be a better time to provide existing staff with the potential to grow and develop new skills. It is an ideal pilot to test potentially new ways of working for the organisation.

The main project costs have already been tendered with all consultants appointed. Contracts contain a clause to ensure no price increases, an approach that has been endorsed by Barker Langham.

3e. What measures will you take to increase positive environmental impacts and reduce negative environmental impacts?

Evaluation of the buildings will assess opportunities to promote modern technology into outdated building fabric, from plumbing to reduce water consumption through to new efficient heating systems to reduce energy consumption. We will consider solar panels, green roofs and greater use of rainwater harvesting and consider our environmental impact on a more strategic scale.

We will also consider encourage more use of public transport. Car parking will be discouraged and the use of electric charge points considered as well as a charging model for car parks which are currently free. The shared-use cycle and pedestrian network of pathways will be studied with a view to improvement and integration with the Transport for London cycle network.

There will be better education opportunities for visitors to appreciate and protect the natural heritage, to keep away from important breeding grounds at certain times of year and protection of rare and endangered habitats. There is an opportunity to teach children about ancient forms of wind power and to tell the story of sustainable food production through the historic milling use of the Windmill.

There is a lot we already do such as used recycled rainwater in small ponds, china cups for meetings, volunteers no longer use polystyrene cups during their work sessions.

3f. How will you evaluate your project?

A formal evaluation report will be conducted by an external consultant to summarise and evaluate the documentation produced and ensure all predicted and any additional outcomes have been completed. This opportunity will utilise the different options for vision created as part of the project and drive direction for the future which will be outlined as part of the evaluation process.

Section four: Project outcomes

4. Select the outcomes your project will achieve and explain how you will do this:

Achieving the outcome 'A wider range of people will be involved in heritage' is a mandatory requirement.

Please note:

- **We do not expect you to achieve all of the outcomes listed;**
- **If your application is successful you will be expected to report against the outcomes you select.**

a. A wider range of people will be involved in heritage

Through this project we are seeking to identify those groups who do not use the Commons, either formally or informally, but live within a reasonable travel distance to do so. We expect that these groups could be those from economically deprived backgrounds in the Roehampton area, Southfields, south Putney and across the Borough of Merton. Also those with physical and mental health barriers such as mobility issues and those who are visually impaired. We will reach out to ethnic and other minority groups. Through reaching these audiences with our consultation activity we hope to be able to overcome as many barriers to entry to these identified groups as possible and build relationships for a long-term future. We want to build on the Walking for Health initiative that last year included 25 separate walks attracting 30 or more individuals on each occasion.

We can through this project investigate ways to make a step change in our volunteering opportunities. During the last financial year (2018/19) some 3,740 volunteer hours (excluding the Windmill) were contributed.

The Windmill Museum will seek a strategy to reach new audiences who have never visited a museum before. These could include those from deprived sections of the community, as well as those with mental and physical disabilities.

We have good experience of reaching ethnic minorities. The Mongolian community in London holds a cultural festival each year on the sports playing fields, attracting over 1,000 people and supported by the Mongolian Embassy. We will build on this experience to make contact with a wider range of minority groups – ethnic, age-related, other cultures, to create a diverse, inclusive and welcoming experience.

b. Heritage will be in better condition

c. Heritage will be identified and better explained

The Masterplan and the Conservation Management Plan will provide a comprehensive and clear picture as to how the natural, built, cultural and archival heritage can be better managed – both as individual assets with their own specific needs, but also as a part of a whole site on a holistic and integrated basis.

A case study of how heritage will be better managed can be seen in the Wimbledon Windmill. The Museum is managed by a board of trustees and relies on a volunteer base to operate. Currently limited opening over weekends in the summer could be extended if the volunteer core was expanded as well as enabling a greater variety of special events. It would be beneficial to adopt a board structure with better availability of specific skills, with clear definition of responsibilities. The trustees are conducting a skills audit to enable this objective.

d. People will have developed skills

The business plan and fundraising strategy will give the senior leadership team the skills and tools required to build a strong and stable focus. Sliding scales and different options will provide different scenarios to fit with the sensitive needs of the Commons and project a resilient financial future whilst avoiding over commercialisation. The Business Plan will enable a proper assessment of the financial resources necessary to support investment and on-going maintenance over the next ten years. That information is vital in understanding what more commercial activities or potential changes to the levy are required to drive the organisation forward and put it on a more financially sustainable footing.

As a new board of trustees and with a forward-looking stable platform, the process of developing a masterplan will provide a valuable learning experience for the whole organisation. Engaging with visitors and users to take them on our journey will be critical.

The Chief Operations Manager and his immediate reports will have developed from senior management skills, including an understanding of the broader range of responsibilities for managing such a complex organisation.

e. People will have learnt about heritage, leading to change in ideas and actions

f. People will have greater well-being

Through the community consultation work existing and new audiences will feel a stronger connection to the Commons which will foster a greater sense of well-being and in the long term a green space better suited to their specific needs. Visitors will be encouraged by the visible evidence of improvements to the natural and built environment, creating a greater sense of connection with the Commons.

g. The funded organisation will be more resilient

Stronger governance will come from the renewed focus and drive to move the organisation forward and plan on a scale not attempted before in living memory. Considering the organisation and site on a more holistic basis rather than firefighting will transform the nature of the governance and management and create a shift towards strategic long-term thinking.

This project will provide the bedrock of the needs for a major capital investment which will launch the site into a self-sustaining and bright future.

People will feel not only more engaged in the organisation through a comprehensive consultation process but will understand the history and governance structure of the charity. We will seek to reach groups who currently do not use the Commons to better understand the barriers to access. Although the perception of the Commons is of an affluent community, urban areas of deprivation immediately adjacent to the Commons, including Roehampton and Southfields are some of the most deprived in the country.

We want to be an exemplar in volunteer management, offering a diverse range of opportunities for local people to support the Commons and their management.

New fundraising programmes will work with greater tools and messaging with which to communicate and raise support, for both general and specific capital projects, which will sit alongside the wider business plan.

Even though we remain at the early stages of the project, there is already a sense of purpose and forward momentum throughout the organisation at all levels which has not been seen before. The last few years have been challenging – this project is providing a positive sense of hope and potential for the future.

h. The local area will be a better place to live, work or visit

i. The local economy will be boosted

We work pro-actively outside the Commons' boundaries to support local businesses and its communities. Ultimately the improved facilities and interpretation will attract new audiences. The Commons have a significant role to play in rejuvenating the local economy. The Wimbledon Village Business Association recognises the importance of the Commons in attracting visitors to the High Street.

We have strived to select local consultants where appropriate. Several individuals of the team under Barker Langham management are local residents and have offices in the local area.

Section five: Project costs

5a. Project Costs

Tell us how much it will cost to deliver your project.

Cost Heading	Description	How much (£)	VAT (£)	Total (£)
New staff	Temporary staff for Chief Operations Manager	8000		8,000
Professional fees	Services delivered by Barker Langham and ██████████ Consulting	████████		████████
Recruitment	Advertising for backfilled posts	2000		2,000
Purchase price of heritage items				
Repair and conservation work				
New build work				
Digital outputs				
Equipment and materials including earning materials				
Training for staff	Training for staff	2000		2,000
Training for volunteers				
Travel for staff	For consultation visits	200		200
Travel for volunteers	For consultation vists	200		200
Expenses for staff	Refreshments for focus groups	200		200
Expenses for volunteers				
Event costs				
Community grants				
Other				
Publicity and promotion	Celebratory festival	5000		5,000
Evaluation	Evaluation Consultant	████████		████████
Full Cost Recovery	WPCC staff costs	21100		21,100
Contingency	Contingency	10000		10,000
Inflation				
Total project costs		157200		157,200

5b. Project Income

Tell us about any project income from other sources of funding that you expect to receive to help you carry out the project.

Please note: All grant requests are automatically rounded down to the nearest £100. With this in mind, please make sure that the total project income exactly matches the total of costs or the system will not allow you to proceed.

Income type	Source of Funding	Secured?	If No, anticipated date income will be secured	Value (£)
Cash	Contribution from Windmill Museum Trust CIO	Yes		1000
Cash	Contribution from WPCC	Yes		9000
Cash	Contribution from WPCC, staff time	Yes		21100
Grant request				126100
Total				157200

Grant %

80%

5c. Non-Cash Contributions

Tell us about any non-cash contributions that you expect to receive to help you carry out the project.

Description of non-cash contributions	Estimated Value (£)
Total	

5d. Volunteer Contribution

Tell us about any volunteer contribution that you expect to receive to help you carry out the project.

Description of volunteers' task	Skill level of volunteers' task	Number of volunteers	Total number of volunteer hours	Value of volunteer contribution (£)
██████████ Windmill Trust - Project Management, Client Team member	Professional labour (for example - accountancy or teaching)	1	96	4,800
Windmill Trust Trustees, consultation and facilitation	Professional labour (for example - accountancy or teaching)	8	80	4,000
WPCC Board, consultation and facilitation	Professional labour (for example - accountancy or teaching)	8	80	4,000
Stakeholders, consultation participation	Professional labour (for example - accountancy or teaching)	50	150	7,500
Total				20,300

Section six: Your organisation

6a. Address of your organisation.

Address line 1	Manor Cottage
Address line 2	Windmill Road
Address line 3	
Town/City	Wimbledon
County	London
Post code	SW19 5NR

6b. Organisation type

Please select one of the following:

Registered Charity

6c. Tell us about your organisation's main purpose and regular activities.

WPCC is responsible for the management of 1,140 acres of public open space comprising Wimbledon Common, Putney Heath and Putney Lower Common. The fundamental duty of the WPCC, as set out in the founding legislation, the Wimbledon and Putney Commons Act of 1871 ('the Act'), 'to preserve, protect and enhance the Commons and to keep the Commons forever open, unenclosed and unbuilt on for the purposes of exercise and recreation'.

The lands that constitute the Commons span three local authorities: Merton 53%, Wandsworth 43% and Kingston 4%. The Commons are primarily financed by an annual levy, paid by those living within $\frac{3}{4}$ of a mile of the Commons (c.45,000 households). The levy provided roughly 70% of the unrestricted revenue of 1.7m in 2018, with the balance derived from charitable activities.

Governance is provided by a board of eight Conservators (trustees), five of whom are directly elected every three years from the levy-paying area and three appointed by government departments. The Chief Executive manages a team of 21 directly employed staff who operate and care for the Commons, most of whom live on-site. It is a unique model of governance that should be celebrated, allowing both local and the wider public interests to be represented and decision-making to be fully devolved.

How many board members or Trustees does your organisation have?

8

How much did your organisation spend in the last financial year?

1763000

What level of unrestricted funds is there in your organisation's reserves?

582219

6d. Is your organisation any of the following? If so please provide the information requested.**Registered Charity in England, Scotland or Wales - give registration number**

303167

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

061000021171

Company or Community Interest Company (CIC) - give registration number**6e. Are you VAT-registered?**

Yes

Please provide your VAT number

993580081

6f. Do you consider your organisation's mission and objectives to be:

Please select the options that apply

- Black or minority ethnic-led
- Disability-led
- LGBT+-led
- Female-led
- Young people-led

And in Northern Ireland only:

(none selected)

6g. Details of main contact

Name

[Redacted]

Date of birth

[Redacted]

Position

Chief Executive

Is the address of the main contact the same as the address in 6a?

Yes

Daytime phone number, including area code

02087887655

Alternative phone number

07714489861

Email address

[Redacted]

Tell us about any particular communication needs this contact has.

None

For projects based in Wales, which language should we use to communicate with the main contact?

- English
- Welsh
- Both (Bilingual)

If the main contact is not an authorised signatory for your organisation please include the details of an authorised signatory below:

Name

Position

Contact telephone number

6h. Does your organisation use social media? If so, please provide us with some information (for instance, your organisation's twitter handle).

Facebook – Wimbledon and Putney Commons

Twitter – @WimbledonCommon

Instagram - @wimbledonputneycommons

Section seven: Supporting documents

Below is the list of supporting documents that you are required to provide for this grant programme. If the supporting document is not relevant to the project you are proposing please select not applicable.

Please do not submit any additional documents that do not appear below.

All documents should be provided in digital format (either as an attachment to this application form or sent as an email to your local office).

1. Governing Document (e.g. constitution)

We do not need to see your governing document if:

- You are a public organisation (e.g. a local authority)
- You are a private owner of heritage
- You are a commercial organisation

Attached

2. Accounts

Your most recent audited or accountant verified accounts.

If you are a newly formed organisation and do not have a set of audited accounts, please submit your last 3 bank statements or a letter from your bank confirming that you have opened an account.

We do not need your accounts if you are a public organisation (e.g. a local authority).

Attached

3. Project plan

All projects must submit a project plan. We recommend you use the template provided on our website.

Attached

4. Partnership agreements

If you are planning on working with another organisation to carry out your project, we would like to see your partnership agreement. This document should outline both partner's roles and responsibilities and should be signed by all parties. You can find an example of a partnership agreement on our website, which you may find helpful as a starting point. This agreement should reflect the needs of your project and you may need to seek independent advice.

You do not need to provide a partnership agreement unless another organisation is delivering a significant part of your project.

Attached

5. Condition Survey

If your project involves the conservation of heritage, you must provide a condition survey or another appropriate document such as a draft or outline Conservation Plan. This document should tell us the current condition of the heritage and the works that are needed to return the heritage to a good condition. For example, if you plan to conserve a local war memorial, you will need to know the current condition and what repair works are needed. The survey or report should also indicate the relative priority of the suggested works i.e. what works are most critical and need to be tackled most urgently.

Not applicable

6. Job Descriptions

If you plan to recruit a new member of staff to help deliver your project, including an apprentice, please submit a job description for that post.

Please note: You must openly advertise all new staff posts, unless you are extending the hours of an existing member of staff or are moving an existing member of staff into the project post.

Attached

7. Briefs for internally or externally commissioned work

Briefs describe any work you plan to commission during your project. If you are commissioning work (e.g. from an artist or an architect) then you should submit a brief.

The brief should describe the works, how long they will take, and how much they will cost. You can find a template brief on our website.

For fees over £10,000 you should obtain 3 competitive tenders or quotes, for fees over £50,000 we will expect you to provide proof of the competitive tendering process.

Attached

8. Images

If relevant, please provide images that help illustrate your project.

For example, if your project focus is a local photography archive, you may wish to provide a few images of the collection. Or, if your project involves a community garden, you may wish to provide a map.

If you are seeking to improve a landscape or conservation area you should include a map of the area that shows the location of all the projects you will deliver.

Attached

9. Letters of support

Letters of support are a good way of showing us that you have spoken to other people and that they are interested and committed to your project.

Please submit no more than six letters of support from the people involved in your project, rather than general supportive statements. For example, if you are planning to deliver workshops at local youth clubs then a letter of support will show us that they want to take part.

If possible, letters should be on headed paper or signed.

Attached

10. Calculations of full cost recovery (if applicable)

If you are an organisation in the voluntary sector, we can cover a proportion of your organisation's overheads commensurate with the time or resources used for your project. We can also cover a proportion of the cost of an existing member of staff, as long as they are not working exclusively on the project. We expect this contribution to be calculated using Full Cost Recovery.

If you are including Full Cost Recovery in your project budget, you must include a document that outlines your calculation.

You can find a spreadsheet to help you calculate this figure on our website.

Attached

11. Ownership Documents (if applicable)

If you are planning any capital works, or intending to purchase land/buildings/collections, please provide copies of any relevant ownership documents (for example, Land Registry ownership documents, or a leased or heads of terms).

Not applicable

When submitting supporting documents, please use appropriate file names so our assessment team can easily identify each document.

We will confirm we have received your application when we have your online form and all supporting material.

We will not be able to assess your application if we do not receive all the required information.

Please now attach any supporting documents.

Attached documents

Number	Name
1	1871 ACT .pdf
2	final-financial-statements-for-wpcc-for-the-year-ended-31-march-2018-(aom).pdf
3	WPCC Project Plan.xlsx
4	moU between WPCC and WMT 22.05.19.pdf
5	Chief Operations Manager JD Feb 2015.doc
6	Final Brief Consultancy to Deliver HLF 17.10.18 (002).pdf
7	Tender Process for lead Consultant.docx
8	WPCC Supporting Images.docx
9	Full Cost Recovery.xlsx
10	Letters of Support.zip

Section eight: Additional information and declaration

An objective for our work is that by 2024 heritage will be more inclusive. We are committed to having an accurate picture of the diversity of organisations who apply to us. We will anonymise the demographic data you give us and use it to inform our policy and in our public reporting.

Please include all the information you have available (that is obtained through formal monitoring, not based on assumptions or informal knowledge). Please do not provide data if you are not sure.

1) Of the people who are employed in your organisation (both full-time and part-time staff), approximately how many are:

Don't know

Male (%)**Female (%)****Non-binary (%)**

2) Please enter the total numbers of paid staff, volunteers and Board members in your organisation, as applicable.

Gender

	Senior Leadership	Paid staff	Volunteers	Board/governing body members	Total
Male	3	16	25	4	48
Female	2		25	4	31
Non-binary					
They prefer not to say					
Not known					

Age

	Senior Leadership	Paid staff	Volunteers	Board/governing body members	Total
Up to 19					
20-34					
35-49					
50-64					
65+					
They prefer not to say					
Not known					

Disability and Impairment

	Senior Leadership	Paid staff	Volunteers	Board/governing body members	Total
Number who identify as a deaf or disabled person					
Number of non-disabled staff					
Prefer not to say					
Not known					

Ethnicity

		Senior Leadership	Paid staff	Volunteers	Board/governing body members	Total
White	British					
	Irish					
	Irish traveller					
	Other White background					
Mixed	Black Caribbean and White					
	Black African and White					
	Asian and White					
Asian/Asian British	Indian					
	Pakistani					
	Bangladeshi					
	Chinese					
	Any other Asian background					
Black/Black British	African					
	Caribbean					
	Any other Black background					
Other	Arab					
	Cornish					
	Any other ethnic group					
	They prefer not to say					
	Not known					

Sexual Orientation

	Senior Leadership	Paid staff	Volunteers	Board/governing body members	Total
Bisexual					
Gay man					
Gay woman/lesbian					
Heterosexual/straight					
They prefer not to say					
Not known					

Community Backgrounds (answer only if your project is in Northern Ireland)

	Senior Leadership	Paid staff	Volunteers	Board/governing body members	Total
Mainly from Catholic communities					
Mainly from Protestant communities					
From communities that are Protestant and Catholic in equal number					
Prefer not to say					
Not known					

Declaration

a) Terms of Grant

You must read the standard terms of grant for this programme on our website.

By completing this Declaration, you are confirming that your organisation accepts these terms. For partnership projects, all partners must confirm that they accept the standard terms of grant by adding a contact at the end of the declaration.

b) Freedom of Information and Data Protection

We are committed to being as open as possible. This includes being clear about how we assess and make decisions on our grants and how we will use your application form and other documents you give us. As a public organisation we have to follow all data protection laws and regulations, to include European Parliament directives and regulations that are applicable and in force from time to time (the 'Data Protection legislation'). As defined by the Data Protection legislation the Trustees of the National Heritage Memorial Fund (who administer the National Lottery Heritage Fund) is a data controller.

As part of the application process we will collect your name and position at the organisation you represent. We may share this information with one of the consultants on our Register of Support Services if they are appointed to help support you on your project. We do not transfer your data to any third parties based outside of the EU. Our Privacy Policy contains additional information including contact information for our Data Protection Officer. It can be found on the National Lottery Heritage Fund website.

When you complete the Declaration at the end of the application form, you are confirming that you understand our legal responsibilities under data protection legislation and the Freedom of Information Act 2000 and have no objection to us releasing the 'The Heritage', 'Your Project' and 'Project Outcomes' sections of the application form to anyone who asks to see them once your application has completed the assessment process. If there is any information in these sections of the form that you don't want made publicly available, please explain your reasons below:

Tender evaluation matrix results

We will take these into account when we respond to any request for access to those sections. We may also be asked to release other information that you provide to us. We will respond to these requests after taking account of your rights and expectations under Data Protection legislation. In those cases, we will always consult you first. We will not be responsible for any loss or damage you suffer as a result of our meeting these responsibilities.

When you complete the Declaration you also agree that we will use this application form and the other information you give us, including any personal information covered by Data Protection legislation for the following purposes:

- To decide whether to give you a grant.
- To provide copies to other individuals or organisations who are helping us to assess, monitor and evaluate grants.
- To share information with organisations and individuals working with us with a legitimate interest in Lottery applications and grants or specific funding programmes.
- To hold in a database and use for statistical purposes.
- If we offer you a grant, we will publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print and online publications, and in the publications or websites of relevant Government departments and any partner organisations who have funded the activity with us.
- If we offer you a grant, you will support our work to demonstrate the value of heritage by contributing (when asked) to publicity activities during the period we provide funding for and participating in activities to share learning, for which we may put other grantees in contact with you.

We may contact you from time to time to keep you informed about the work of the National Lottery Heritage Fund.

Tick this box if you wish to be kept informed of our work.

I confirm that the organisation named on this application has given me the authority to complete this application on its behalf.

I confirm that the activity in the application falls within the purposes and legal powers of the organisation.

I confirm that the organisation has the power to accept and pay back the grant.

I confirm that if the organisation receives a grant, we will keep to the standard terms of grant, and any further terms or conditions as set out in the grant notification letter, or in any contract prepared specifically for the project.

I confirm that, as far as I know, the information in this application is true and correct.

I confirm that I agree with the above statements.

Name	██████████
Organisation	WPCC
Position	Chief Executive
Date	25/05/2019

Are you applying on behalf of a partnership?

Yes

Please add the details of additional contacts below:

Name	Organisation	Position	Date
██████████	Wimbledon Windmill Museum Trust CIO	██████████	25/05/2019

When you have completed the form click the submit button to submit the form to the server. You can view what you have entered by clicking the Create PDF button.