

PROJECT PROPOSAL

	Heading	A. Essential Information Required From All Applicants
1	Title of Project	Haxey Parish Awards Books and Maps
2	Project Summary	To assess, protect, conserve and enhance the Haxey Parish Awards Books and Maps to ensure they are maintained in a condition that will make them readily available to future generations of Local Residents and Visitors and the National and International public at large .
3	Key Works	<p>Assessment, protection, maintenance and conservation of the Haxey Parish Awards books and Maps which contain a history of the area back to the medieval. Whilst some conservation work has been carried out, the complete Awards Books and Maps need to be digitised and the necessary work carried out on the documents to preserve and conserve them for future generations.</p> <p>Aims: to ensure the books and maps remain in good condition and to make as widely possible available to the public for research and to try and involve schools and other national and international organisations in using them for historical projects as a learning tool</p> <p>The Parish Council has carried out some basic restoration work and produced both a display case and map box from its own resources. We have now got a type written copy of the awards and need to check if there are any copyright issues. The project would aim to provide a display area for the public to access and digitise the books and maps and in the longer term make them available on the internet.</p>
4	Expected Total Cost £ & VAT	Circa £50,000 VAT - £10,000
5	Funding or Resources Required	Funding and administration effort required to carry out a full survey of the historic documentation; carry out a full digitisation of the documents to make them more easily available and instigate a conservation process to ensure that the original books and maps will be available to future generations.
6	Start Date	January 2016
7	End Date	December 2020
8	Project Address	Haxey Parish Council The Foreman Carter Centre Westwoodside Playing Field Westwoodside North Lincolnshire DN9 2DX
9	Post Code/ Map Ref	DN9 2DX
10	Location/Parish(es)	Haxey Parish – Parish Council Offices
11	Lead Person & Position/Role	The Clerk Haxey Parish Council
12	Organisation & Type of Organisation	Haxey Parish Council
13	Full Contact Details Address/Tel No/ Email/Website	Haxey Parish Council The Foreman Carter Centre Westwoodside Playing Field Westwoodside North Lincolnshire DN9 2DX
14	Secondary Contact & Details	M A Carlile, Councillor Haxey Parish Council
15	Project Management	Haxey Parish Council
16	HLF Priorities Match	Heritage will be preserved, better managed, identified and recorded resulting in a better condition; Learn about Heritage and a wider range of people will have engaged with heritage and the local community will be a

		better place to live work or visit, both physically and virtually.
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	Heading	B. Details Dependent on Specific Project
17	Ownership	Haxey Parish Council on behalf of the Community
18	Tenancy/Lease	Not Applicable
19	Agent(s)	Not Applicable
20	Legal Status	Owned by the Community
21	Area of Benefit	Local, national and international organisations with interest in Haxey Parish local history and heritage
22	Brief Aims & Activities of the Organisation	Haxey Parish Council represents the electorate and is a type of local authority found in England which is the first tier of local government. Parish councils were formed in 1894 to take over local oversight of civic duties in rural towns and villages. Parish councils have powers to provide some facilities themselves, or they can contribute towards their provision including – Allotments, village halls, recreation grounds, Parish owned land, heritage sites, cemeteries and closed churchyards. http://haxeyparish.org.uk/
23	Partners & Details	Possibility of involvement with North Lincolnshire Council and local Heritage Society.
24	Procurement Process	The Parish Council has an established procurement process in place.
25	Delivery Agencies	Parish Council processes call for a tender process for large projects and the Council policy is to use local tradesmen where it can.
26	History/Development	The Awards Book was produced in 1803, it was part of the national enclosures process and is an accurate record of the area and the people who lived here and its associated maps give a comprehensive break down of land division including the land utilisation and specific practices used specifically by the Parish. The Tithe book was produced circa 1900 and identifies who used the strips how much they were charged and gives a good insight into the local history. The Awards are important documents which have been widely used over the years and due to their age have started to deteriorate. The Parish Council identified the problems with deterioration and over the past several years has taken measures and specialist advice, within its limited budget, to ensure that the information is safeguarded and the books, which are secured in a large safe are kept in an appropriate environment. The Parish Council has also procured a display case and map box to enable the books to be displayed outside of their normal location in a safe and suitable environment. Whilst the work done so far appears to have stemmed any deterioration, the Parish Council now needs to set up a professional conservation process for the documents and also a digitisation process to ensure that the information contained is available for future generations.
27	Aims & Objectives	To ensure the books and maps remain in good condition and to make as widely possible available to the public for research and to try and involve schools and National and International organisations in using them for historical projects as a learning tool.
28	Key Works	Assessment, protection, maintenance and conservation of the Haxey Parish Awards books and Maps which contain a history of the area back to medieval. Whilst some conservation work has been carried out, the complete Awards Books and Maps need to be assessed, digitised and the necessary work carried out on the documents to conserve and preserve them for future generations.
29	Plans/Planning Conditions	Not Applicable
30	Permissions	Not Required
31	Maps Provided	Not Applicable
32	Documentation Provided	All Documents available from the Parish Council
33	Photographs	Can be made available if required
34	Timescale	Jan 2016 to 2020
35	Contact Details for this Project's Finance	Haxey Parish Council Clerk – Parish Office - The Foreman Carter Centre,

	& Claims	Westwoodside Playing Field, Westwoodside, DN9 2DX - haxeypc@live.co.uk - 0784 220 1877
36	Budgets & Quotes	Extremely specialised work, quotations currently being finalised.
37	VAT Status	The Parish Council is VAT Exempt.
38	Funding from HLF/Big Lottery	As required.
39	Funding and Resources Required & Donors	Funding for specialist Contractors to carry out the necessary assessment and conservation work on the Awards documents and for specialist digitisation contractors to collect the information in the documents and make it easily available in a digitised form with the "look and feel" of the parent documents.
40	Staffing	The Parish Council will be the main Project Manager with assistance from others as required.
41	Resources Confirmed	Parish Council.
42	Help in Kind	Not Applicable.
43	Volunteers	May be utilised on a limited basis if required.
44	Links to Other Strategies	The Parish Council has projects to renovate Parish historic areas (pinfolds, meres, Greenhill site) and this project is directly relevant and complements these projects.
45	Audiences	All Haxey Parish residents; other local area residents, area visitors and national and international organisations.
46	Consultation & Involvement	Over the last few years, the Parish Council has consulted specialist companies over the preservation and digitisation of the Awards and has set about the project in a measured way due to budgetary constraints.
47	Community Support	Parish residents are aware of the Parish Council's plans and would support the action taken.
48	Community Benefits	Retention of area history and heritage which will benefit the local population and the population at large (national and international).
49	Key Indicators	Assessment and preservation of the Awards documents complete and a digitisation of all the information in the Awards completed and available for dissemination by electronic means.
50	Project Milestones & Targets	Milestone 1 – assessment of Awards Milestone 2 – Conservation of Awards complete Milestone 3 – (Can be a tandem process(digitisation of the Awards and Maps
51	Expected Outputs	Awards documents preserved; Awards information available in a digital easy to use format.
52	Evaluation & Monitoring	The Parish Council in concert with specialists will evaluate and monitor the project.
53	Environmental Impact	None known.
54	Risk Assessment	Risk assessment will be carried out by the Parish Council and Contractors carrying out the work.
55	Maintenance	Parish Council responsibility once the project has been completed.
56	Legacy	Parish Council responsibility.
57	Media & Knowledge Transfer	The project will be widely publicised in local media and Parish Council/North Lincolnshire Council outlets.
58	Archives & Records	The Parish Council will maintain and archive all records.

Checklist of Attachments

- Map
- Photographs
- Agreements
- Other

I/We confirm that the above is a correct representation of the project to be submitted for support through the Isle of Axholme and Hatfield Chase Landscape Partnership.

Signed:

Position:

Organisation:

Dated:

**Return to: Isle of Axholme and Hatfield Chase Landscape Partnership
Church Square House, 30-40 Church Square, Scunthorpe, DN15 6NL
Email: landscapepartnership@northlincs.gov.uk**