



BRIEF - ACTIVITIES

1. Introduction

The Beckford Tower Trust (BTT) owns and manages Beckford's Tower, the last surviving building connected with the historically significant William Beckford. Located within the area of Lansdown, the building is open to the public at weekends, operating as a museum and Tower experience. Connected to the public buildings is a property leased to the Landmark Trust, operating as a holiday let. The Trust recognises an urgent conservation need to repair and conserve the Tower and is seeing this as an opportunity to develop our visitor experience, engage wider audiences and reconnect the Tower with its lost landscape, through new experiences, interpretation and access.

The initial exploratory works have been funded by Beckford Tower Trust (BTT), which has been awarded a development grant by the National Heritage Lottery Fund (NLHF) to develop their own proposals up to submission of planning and to assess their costs for the project. The outcome of this development work will influence the works to be carried out during the delivery phase, which we aim to fund through a combination of sources including a further NLHF grant, other grants and donations including that gained by direct fundraising. On completion of this development work a NLHF Round 2 grant request will be made and if successful, the conservation works and other activity plans will be funded by BTT with substantial support from its sole Trustee, Bath Preservation Trust (BPT) as well as from the NLHF.

A brief description of the elements of activities work required to complete the project is given below.

These works will be carried out in two phases, the first (the Round 2 Development Work) will provide consultation sessions with all partners that feed into the Education and Community Engagement elements of the Interpretation and Activity Plan with agreed workshop delivery content, providers and participants, to allow submission of listed building and planning applications and a Round 2 NLHF application to request further funding.)

The second will be the implementation of the works if the application is successful.

The Activities Officer will be required to work as part of a design team alongside other contractors and members of BPT staff, to provide the Trust with a coherent and costed

plan for the future Education and Community engagement programme including learning resources and interpretation elements (Phase One) and to oversee its implementation (Phase Two). The successful post holder will be responsible for providing standard activity delivery to include in particular the following:-

1. Development Phase

Scope of Works:

- Outreach and onsite sessions to introduce the project to partners
- Workshop delivery at the Tower, with existing partner groups
- Formation of and quarterly meetings with a new advisory group consisting of partners already engaged in the project
- School visits to engage both teachers and pupils with the Tower project
- Community group visits to enable creative responses to the Tower project
- Creation and management of volunteer groups to fulfil the requirements of the Activity Plan
- Engagement with the new community at Ensleigh, including outreach and Tower visits, as well as joining in with the launch events
- Working collaboratively with partner groups to contribute to the learning element of the overall interpretation design
- Develop outcomes from these sessions and other feedback, to finalise the Interpretation and Activity plan for Round 2 application

Programme:

- Submit NLHF Round 2 in June 2022
- NLHF Decision October 2022

Costs inc. VAT:

	Budget	Detail
Round 1 costs	£14,400	Includes transport, artists, refreshments and resources
Totals	£14,400	

2. Delivery Phase Scope of Works:

- Delivery of the Activity plan that will include outreach sessions, learning activity and creative outputs with school, community and other groups as identified including volunteers

Programme

- NLHF Decision October 2022
- Completion of project December 2023

Costs inc. VAT:

	Budget	Detail
Round 1 costs	£69,488	Includes transport, artists, refreshments, resources and volunteer recruitment, training and expenses
Totals	£69,488	

'Our Tower' - Reconnecting Beckford's Tower and Landscape for all
Supporting Document - Briefs - Activities

Start Date	Duration	Project partner (s)	Projected number participating	Activity	Location	Deliverer	Audience	Projected output	Projected outcome	Costing
Feb-20	1 month	N/A	4	Staff recruitment	BPT offices	BPT - Director of Museums	General Public in particular those who will apply	Staff will be in place	Delivery of Development Phase efficiently resourced to support successful meeting of phase objectives (successful Round 2 Bid)	£386
Jul - 20	17 months	All partner groups	25	Evaluation	Bath	BPT - Project Co-Ordinator	Project team	Evaluation of all works, is carried out during development phase, including gathering of data, images and feedback	Interpretation strategy is informed by evaluation findings	£6,105
Jul-19	6 months	Various research bodies and holders of Beckford	6	Research Beckford collections	Oxford University Bodleian Library. Brodick Castle, Isle of Aaron. Hamilton	Senior Curator	Volunteers	Interpretation strategy that indicates how narratives will be made relevant to different audiences	Full understanding of Beckford narratives and those relating to the wider landscape.	£8,335

'Our Tower' - Reconnecting Beckford's Tower and Landscape for all
 Supporting Document - Briefs - Activities

		collecti ons			Family Archives- Lennoxlov e or Edinburgh /Scottish National Archives. Hamilton Family Archives - Hamilton Town Library and Record Office. Beinecke Library, Yale University					
Jul- 21	3 months	All partner groups		Update meetings will be held plus visits to the Tower and partner group sites	Tower	BPT - Director of Museums		Momentum of partnerships will be maintained	Opportunities for collaborative working and reaching new audiences will continue to be explored	Artists: £300

'Our Tower' - Reconnecting Beckford's Tower and Landscape for all
Supporting Document - Briefs - Activities

Aug-21	1 day	Hanover Housing	14	Introduction to Tower Outreach talk by Learning & Engagement Officer at existing sheltered Housing site in Bath (invitation already received)	Ensleigh	BPT - Learning & Engagement Officer	residents of retirement housing	1 hour talk to inform organisation and its stakeholders	Deepening of new partner relationship alongside with increasing awareness of the Project by its stakeholders. Feedback on the talk will start to inform future Outreach.	
Jul-21	2 weeks	Cotswold Group	12	Stile & counter	Tower	BPT - Capital Works Director	Volunteers and visitors using the new stile, also Evaluation Officer	Stile and people counter in place	Evaluation of current use of the landscape will inform both audience engagement and target visitor numbers post-project	£636

'Our Tower' - Reconnecting Beckford's Tower and Landscape for all
Supporting Document - Briefs - Activities

Sep-21	1 day	Age UK (B&NES)	15	A 2 hour visit to the Tower in September by Age UK Volunteer leaders to hear a talk by BPT staff about the Landscape and tour of cemetery, grotto site & route to Beckford's house on Lansdown Crescent. This builds on a Volunteer visit introducing the project held in June 2018 at the Tower. Volunteers run the Walking Club, Culture Club and other relevant Age UK groups.	Tower	BPT - Learning & Engagement Officer	Age UK volunteers	Age UK volunteers are recruited onto the 'Our Tower' advisory panel to help shape Interpretation and Activity planning for older people. A panel meeting will then be held in October	The development of the Project will be informed by the involvement of a panel of older Bath residents so that it will better reflect their interests and lead to a higher quality of Interpretation and Activity.	Coach return journey: £150
Sep-21	1 day	St Andrew's Primary School	30 students 5 teachers	A 2 hour visit to the Tower including a walk from Lansdown Crescent to identify Beckford's route. Talk and related follow up (in class) activity to introduce the story of Beckford, in particular the landscape around the Tower	Tower	BPT - Learning & Engagement Officer	Students & teachers	Children aged between 8 and 10 years and their teacher will learn about the Tower.	The school has confirmed their involvement in the project. This trial of a talk and activity will be evaluated so inform future learning delivery to Primary schools (both on-site and outreach)	Coach return journey: £150

'Our Tower' - Reconnecting Beckford's Tower and Landscape for all
Supporting Document - Briefs - Activities

Sep-21	1 day	Ensleigh housing development	25	A leaflet drop to the new local residents will invite them to refreshments at the Tower for an informal chance to explore it. Two new volunteers (residents on the estate) will be asked to talk about their experience.	Ensleigh	BPT - Learning & Engagement Officer	local residents	Local residents will learn about the Tower. They will be invited to join the 'Our Tower' advisory panel to help shape Interpretation and Activity.	More local residents will feel a connection to the Tower, possibly resulting in volunteering currently and over the course of the project, plus join the advisory panel.	£200
Mar-21	10 months	All partner groups	25	Development of plans and strategies; Volunteer development plan Marketing plan Business plan Interpretation strategy Conservation Management Plan	BPT offices	BPT - Project Co-ordinator	Project team	Completion of: Volunteer development plan Marketing plan Business plan Interpretation strategy Conservation Management Plan	Plans inform and strengthen the Round 2 Bid to ensure all HLF objectives are met, with the project reflecting audience needs, making the most of the collection, revealing new narratives and visitor experiences physically and digitally. The works are also well resourced and full financed, including	See staff and contract or costs in Supporting Document - All Project Costs

'Our Tower' - Reconnecting Beckford's Tower and Landscape for all
Supporting Document - Briefs - Activities

									requirements post-project	
Jul-21	1 day	'Our Tower' Advisory panel of local older people, families and teachers	8 members	Meeting to gain feedback on planning (including for outreach adult and schools sessions), gain new ideas, build relationships and awareness of the project	Tower	BPT - Director of Museums	panel members	The suggestions made will inform the Round 2 application.	A growing engagement in the project by a range of stakeholders will result, thanks to this co-produced approach to planning.	Transport: £125 each return journey = £375
Sep-21	1 day	All partner groups	550	High profile event	Tower	BPT - Director of Museums	All project partners, participants and general public who attend	Large scale event takes place with mass public engagement	Awareness of the project is raised, support of local and other interested individuals and groups is engaged, with the potential to initiate funding requests and gain financial support for the project	£7,500

'Our Tower' - Reconnecting Beckford's Tower and Landscape for all
Supporting Document - Briefs - Activities

Oct-21	7 months	Age UK visits to the Tower and landscape	30	BPT will consult the Age UK 'Our Tower' advisory panel members to create tailored visits, including 3 talks and tours. Follow up workshops, for example, creative writing or art activities, will be held at No.1 Royal Crescent.	Tower	BPT - Learning & Engagement Officer	Age UK members	These pilot sessions will trial subjects and activities suitable for older visitors to help inform the Round 2 application	Feedback and evaluation will enable Age UK members to receive informative and relevant experiences which will benefit their wellbeing and willingness to maintain their involvement with the project	Transport for St Andrew's and St Stephen's : £250
Oct-21	2 months	Hanover housing and Abbot Alphege School	60 children, 30 adults	'Walking for Wellbeing' walks will be run for students and Hanover housing residents to share the opportunity to enjoy the landscape around the Tower, then write and paint in response, back at their sites.	Tower	BPT - Learning & Engagement Officer	Visitors to Tower and No.1 seeing the display 3000	The creative work from the children and older adults will be displayed at the Tower and at No.1 Royal Crescent with an information panel about the project.	The participants will experience a greater understanding of, and connection to, the Tower. A wider public (local, UK and international visitors) will hear about the project after seeing the two displays.	Artist: £700

'Our Tower' - Reconnecting Beckford's Tower and Landscape for all
Supporting Document - Briefs - Activities

Oct-21	1 week	B&NES Museums week	150	This popular week give families free entry to B&NES museums. The Learning team will offer a range of fun activities to bring the story of the Tower to life in interactive, immersive ways. Feedback from the families will be taken.	Tower	BPT - Learning & Engagement Officer	adults & children	These pilot sessions will trial subjects and activities suitable for family visitors to help inform the Round 2 application	More local families will be informed about the project. BPT will have a greater understanding of how to engage this audience with the Tower's story.	Resources: £200
Sep-21	12 months	BANES	3	Planning permission	BANES office	BANES	Project team	Planning permission is submitted	Capital works will go ahead in line with the project timetable, reducing chances of delays and also enabling works to happen at the ideal time, in terms of weather and resource	£1,348
Dec-21	1 day	Ensligh housing development	20s	An introduction to the Project by BPT staff, aimed at new residents. Linked to a Christmas event.	Tower	BPT - Learning & Engagement Officer	local residents	Local residents will learn about the Tower. They will be invited to join the 'Our Tower' advisory panel to help shape	More local residents will feel a connection to the Tower, possibly resulting in volunteering currently and over the course of the	Refreshments: £100

'Our Tower' - Reconnecting Beckford's Tower and Landscape for all
Supporting Document - Briefs - Activities

								Interpretation and Activity.	project, plus join the advisory panel.	
Jan-22	1 day	Abbot Alphege Academy & Hanover Housing	10 teachers 10 staff	A talk and tour during 'staff meeting' time at the end of the school day to introduce the project and explore ways to link with existing plans for a cross-generation project. Links to their organisational Wellbeing initiatives will be developed.	Tower	BPT - Learning & Engagement Officer	Students, teachers, members, Hanover Housing	Staff at both organisations will be aware of the Project and plans for visits and follow-up activities will be made, ahead of the Hanover housing development opening in June 2019	A wider range of local residents including older people, families and teachers will feel connected to the Tower and its history and so be co-producers of project plans to inform Interpretation and Activity	
Jul-21	3 months	Developing Pathways Project (in partnership with the Holburne	32	Existing groups which use art as a therapeutic tool for mental health issues will visit the Tower and landscape. Approx. 3 visits will take place by the @freshArt, Gardner's Lodge and IMAGE groups.	Tower	Holburne Museums	mental health support group members	The groups' artistic responses will inform the Interpretation Activity planning. A display of artwork at other BPT museums will help raise	The Tower and its landscape as a place encouraging wellbeing in its visitors will be informed by the evaluation of these partnerships. Some of the participants will return to the	

'Our Tower' - Reconnecting Beckford's Tower and Landscape for all
Supporting Document - Briefs - Activities

		Museum)						awareness of the project.	Tower and continue to be involved in the project, either as volunteers or lead artists for future activities.	
Nov-21	1 day	'Our Tower' Advisory panel of local older people, families and teachers	8 members	Meeting to gain feedback on planning (including for outreach adult and schools sessions), gain new ideas, build relationships and awareness of the project	Tower	BPT - Director of Museums	panel members	The suggestions made will inform the Round 2 application.	A growing engagement in the project by a range of stakeholders will result, thanks to this co-produced approach to planning.	Transport: £125 each return journey = £375
Feb-21	1 month	N/A	5	Contractor tender	BPT offices	BPT - Capital Works Director	General Public in particular those who will apply	Contractors will be in place	Delivery of the Development Phase will be efficiently resourced, to support successful meeting of phase objectives - successful Round 2 Bid	£250

'Our Tower' - Reconnecting Beckford's Tower and Landscape for all
Supporting Document - Briefs - Activities

Jul-21	1 month	Hanover Housing	200	<p>Initial discussions with Hanover have indicated an interest in the following:</p> <ul style="list-style-type: none"> - A Tower 'Open Day' to include talks and family activities at the centre's lounge, plus a pilot 'Wellbeing walk', connecting the development to the Tower and its landscape. - A shared offer at the on-site café to encourage visitation (from June onwards) - Working with Abbot Alphege school to develop a cross-generational 'Walking for Wellbeing' project - Beckford Tower staff to attend the launch of Hanover retirement housing to talk about its history. 	Tower	BPT - Learning & Engagement Officer	members of public including retirement housing residents	Stronger links with the Hanover development plus residents of the Ensleigh development will result. An invitation to join the 'Our Tower' advisory panel will be made.	Feedback and evaluation will inform the Activity plan. More local residents will visit the Tower and also become volunteers and/or involved in delivering the project.	Bus fare (participants will be accompanied): £60 x 5 = £300
--------	---------	-----------------	-----	---	-------	-------------------------------------	--	--	--	---

'Our Tower' - Reconnecting Beckford's Tower and Landscape for all
Supporting Document - Briefs - Activities

Jun-20	6 months	N/A	5	Archive Project: New volunteer recruitment.	Bath	Archivist/Collection Cataloguer 2 days p/a throughout the project. Existing volunteers help with distribution of leaflets and posters at intervals throughout project	General Public in particular local residents	Aim to recruit 5 new volunteers during each year of the project.	To provide opportunity for people to learn more about the Beckford's Tower Archive & Library Collections, the history of BPT, Beckford and Bath, learn palaeography and research skills, and meet others of similar interests	Volunteer recruitment flyer and mailing £200 TOTAL £200 In-kind Volunteers 5 days p/a = £500
Sept-21	2 months	Bath Record Office	8	Archive Project: Existing volunteer and new volunteer training including sessions on basic archiving, document conservation, object handling and storage and a visit to Bath Record Office to learn about the collections and how they relate to BPT holdings.	MoBA	BPT Archivist individual 2-hour induction with each volunteer, 5 x ½ day training session p/a with volunteer group. ½	New and existing project volunteers	Targets are to train all volunteers to undertake basic archiving of items to support Archivist. The aim is to also train volunteers to answer public enquires and undertake	Opportunity for people to learn about the city and its built heritage, and learn new skills, in particular skills in the conservation of historic documents and records. Also to provide volunteers with the skills and	Archive basic training £100 Handling and storage training £100 Paper conservation £100

'Our Tower' - Reconnecting Beckford's Tower and Landscape for all
Supporting Document - Briefs - Activities

						day p/a with volunteer professional paper conservator. In partnership with Bath & North East Somerset Record Office with support from other BRO staff. Existing staff 2 days p/a		small research projects. Success measured through the level of archiving and cataloguing the volunteers are able to help with and the confidence with which they feel they can undertake such work, and pass on their skills and knowledge	confidence to undertake small research projects and answer public enquiries.	Archive training visit to Bath Record Office £100 Volunteer training handouts and manuals £100 Total £500 In-kind Conservator £700 BRO £700
Jun-20	18 months	N/A	12	Archive Project: Archiving of uncatalogued Beckford's Tower Archive & Library Collection	MoBA	BPT Archivist 50 days p/a/100 days Project volunteers , 30 days	New and Existing Volunteer and the general public, in particular those interested	Volunteers to have been involved with archiving/ repackaging and to have advanced skills through project to move from	Opens up a valuable resource of Bath's heritage that has previously been inaccessible to the public through its uncatalogued state, thus	Staff costs In-kind Volunteers 60 days @ £50 = £3000

'Our Tower' - Reconnecting Beckford's Tower and Landscape for all
Supporting Document - Briefs - Activities

						p/a/60 days	d in learning about their own homes or aspects of Bath's built heritage	basic cataloguing to taking on individual sections of archive under Archivist's supervision.	providing opportunity for people to learn about heritage	
Feb-22	1 day	'Our Tower' Advisory panel of local older people, families and teachers	8	Meeting to gain feedback on planning (including for outreach adult and schools sessions), gain new ideas, build relationships and awareness of the project	Tower	BPT - Director of Museums	panel members	The suggestions made will inform the Round 2 application.	A growing engagement in the project by a range of stakeholders will result, thanks to this co-produced approach to planning.	(Holburne applied Autumn 2018 to Lottery for continued funding for artist and resource costs. Transport not currently included pending grant).

'Our Tower' - Reconnecting Beckford's Tower and Landscape for all
Supporting Document - Briefs - Activities

Sep-21	8 months	St Andrew's, Kingswood, Royal High & St Stephen's schools will be invited to visit (plus other Bath schools)	120 students, 20 teachers	Visits will be made to the Tower for talks and walks. The Learning & Engagement Officer will liaise with class teachers over planning to ensure subject matter is relevant to the curriculum.	Tower	BPT - Learning & Engagement Officer	Students & teachers	These pilot sessions will trial subjects and activities to help inform the Round 2 application.	Feedback and evaluation will inform the development of the schools' offer. The positive relationships with schools put into place at this stage will help enable a strong outreach programme during the closure of the Tower in 2020.	
Apr-21	3 months	N/A	5	Exploratory works	Tower	BPT - Capital Works Director	Project team	Full exploration of Grotto Tunnel	Good understanding of all capital works required, including costs and timescales to feed into Round 2 Bid	£5,342
Apr-21	2 days	N/A	8	Assessment of collection storage needs, sourcing and	Beckford's Tower & MoBA	Senior Curator & Assistant Curator	Volunteers	Round 2 costings for materials and off-site storage.	Full understanding of packing and storage needs of collection	

'Our Tower' - Reconnecting Beckford's Tower and Landscape for all
Supporting Document - Briefs - Activities

				costing storage and packing materials.						
Aug-21	3 months	'Snap and Stroll' mental health support photographic project, in partnership with Creativity Works.	12	Working with a professional photographer, the participants will create images of Beckford's landscape over 5 weekly sessions	Tower	Artist	mental health support group members	The photographic work will be incorporated into future Interpretation of e.g. the grotto and paddock.	A growing engagement in the project by a range of stakeholders will result, thanks to this co-produced approach to planning.	Refund transport costs: £120
Sep-21	3 months	N/A	12	Archive Project: temporary and then new storage of Beckford Tower's Archive & Library Collections to conservation standards and to improve accessibility to items for users	MoBA	BPT Archivist 20 days p/a/ Collections Access Project volunteers 10 days/pa/	Project volunteers and General public using the Archive & Library	Target is to store all holdings to conservation standards Target is for 10 users of Beckford's Tower Archive & Library in the first year post opening the	Project volunteers will learn about the correct storage of materials to conservation standards and how to handle archive and library objects, practising skills learnt in training sessions	Archival storage and conservation materials £ In-kind Volunteers 25 days @

'Our Tower' - Reconnecting Beckford's Tower and Landscape for all
Supporting Document - Briefs - Activities

								new museum. On-going target will be for at least 15 - 20 users every year following completion of project.		£50 = £1250
May-21	10 days	N/A	3	Undertake conservation survey of collection. Create list of any conservation treatments required. Source conservators and cost conservation treatments.	Beckford's Tower & MoBA	Senior Curator & Assistant Curator	Volunteers	Interpretation strategy and plan for any items chosen as part of interpretation	Assessment of items in the collection in need of treatment to make them display standard.	
Apr-22	1 day	'Our Tower' Advisory panel of local older people, families and teachers	8 members	Meeting to gain feedback on planning (including for outreach adult and schools sessions), gain new ideas, build relationships and awareness of the project	Tower	BPT - Director of Museums	panel members	The suggestions made will inform the Round 2 application.	A growing engagement in the project by a range of stakeholders will result, thanks to this co-produced approach to planning.	Transport: £125 each return journey = £375
Nov-21	2 days	N/A	3	Source and cost storage facilities for furniture storage during delivery phase	MoBA	Senior Curator	N/A	Round 2 costings for materials and off-site storage.	Full understanding of packing and storage needs of furniture	

'Our Tower' - Reconnecting Beckford's Tower and Landscape for all
Supporting Document - Briefs - Activities

Oct-21	3 months	N/A	5	Archive Project: Inputting of BPT Museum Collections and Archive and Library holdings onto electronic management system	MoBA	BPT Archivist/ Collections Cataloguer 20-25 days p/a/40-50 days. Existing staff 5 days p/a/10 days Existing BPT administrator 4 days.	BPT museums staff General Public, in particular those interested in learning about Bath and its build heritage and in architectural history.	Target is for the Beckford's Tower Archive & Library collections to be fully searchable by all staff	General public will have access to the Beckford's Tower Library, previously inaccessible, to learn about heritage in particular Bath and its built environment.
--------	----------	-----	---	---	------	---	--	--	---

Management Reporting Structure

