



Notes on completion

Summary

Name of your organisation

Merton Council

Project title

In no more than 15 words, please choose a title which you think best describes your project. This will be seen externally, on our website and by our decision makers so please ensure that you choose a title that you are happy for a wide range of people to see.

The Canons Mitcham Parks for People Project

Reference number

PP-14-05066

Project summary

In no more than 150 words, summarise your project. We will use this text to tell people about your project, including our decision takers.

The overall vision for the Canons (never locally described as Canons Park) is to create an attractive, well maintained and well utilised open space, providing a range of activities for local residents and visitors along with an improved natural and historic environment. This project will restore Canons House and bring it back into community use. This will meet the needs of the local community which values its local heritage but would like to see it made more accessible and have the opportunity to be more involved. Restoration of Canons House and Canons grounds will complement and support the regeneration of the town centre and promote economic growth in the Mitcham area. The project will engage the local community and, through training and involvement with the project will create a vibrant local hub of community activity.

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

Yes

Please tell us who you received advice from.

Helen Greer and Michael Murray

Is this your first application to the Heritage Lottery Fund?

No

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

TH05059

Section one: Your organisation

1a Address of your organisation:

Address line 1	Merton Civic Centre
Address line 2	London Road
Address line 3	
Town / city	MORDEN
County	Surrey
Postcode	SM4 5DX

1b Is the address of your project the same as the address in 1a?

Yes

Local Authority within which the project will take place

Merton

Constituency within which the project will take place

Wimbledon

1c Details of main contact person

Name

Jil Hall

Position

Project Co-ordinator

Is the address of the main contact person the same as the address in 1a?

Yes

Daytime phone number, including area code

07805 729007

Alternative phone number

020 8545 3771

Email address

jil.hall@merton.gov.uk

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

London Borough of Merton is a local authority working to provide a range of services for its residents across the whole range of education, highways, social services, environmental and community services.

The London Borough of Merton's Greenspaces team manages around 100 parks and green spaces, three open cemeteries, two churchyards and 18 allotments sites. The main purpose of the Green Spaces team is to provide, protect and preserve a park system that promotes quality recreational, cultural and outdoor experiences for the Merton community.

Greenspaces manages its many parks and green spaces with six overarching service aims:

1. To maintain and enhance the diversity and quality of Merton's parks and open spaces, including the landscape and the natural and built assets that they contain.
2. To encourage and support opportunities for local groups and individuals to participate in healthy, outdoor leisure and social activities and to contribute directly to the management of their local environments.
3. To engage with all our diverse local communities and customers to ensure that our range of services, performance and priorities match their needs and expectations.
4. To monitor continuously, refine and improve our procedures and products to ensure that they represent good value and are delivered efficiently and effectively at all times.
5. To maximise income generation from our services and assets and to target future investments wisely in order to support the twin service-wide objectives of sustainability and cost-neutrality.
6. To provide a professional and comprehensive burial service that caters for and respects the diverse needs of all communities of the borough.

1e The legal status of your organisation

Please select one of the following:

Local authority

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

Company - give registration number

Registered Charity in England, Scotland or Wales - give registration number

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

1f Will your project be delivered by a partnership?

No

1g Are you VAT registered?

Yes

Please provide your VAT number

2162244400

Section two: The heritage

In this section tell us about the heritage your project focuses on and why it is valued.

2a What is the heritage your project focuses upon?

Mitcham has a significant and varied history which is reflected in its present day character. The earliest historical reference to Mitcham comes from an eighth century document, a charter of 727, confirming the grant by Erkenwald of lands at Mitcham to Chertsey Abbey. Archaeological evidence also points to Roman and early Saxon activity in the area. The presence of Romano-British and early Saxon cemeteries confirm established communities within the area.

The Domesday book records 250 people living in two hamlets, Mitcham (modern Upper Mitcham) and Whitford (Lower Mitcham).

The first mention of the Canons area was documented in 1107 when an Augustinian Priory was established here by the nuns of St Mary Overie of Southwark. The history of the Canons – as it became known – remained sketchy until 1680 when, after changing ownership several times following the Dissolution of the Monasteries a lease was granted for the building of a house on the site by the son of Robert Cranmer.

The house was built by John Odway (later Otway), in 1681 who was a resident of Colliers Wood and was granted a lease with permission to build a house by John Cranmer in 1680. The lease was for 51 years on a 'parcel of Ground called Cannons (heretofor 'The Grove') with the orchard gardens, fishpond, dovehouse and appurtenances containing together 12 acres.' It was consequently known as 'the house that Odway built'. John and his wife Auria were very fruitful; she gave birth to 20 children, 12 of whom were living when she died in 1698. John Odway died in 1702 and the house passed to other lessees, but remained in the ownership of the Cranmer family.

The present Grade II* listed Canons House was extended in the 18th century and remained in the ownership of the Cranmer family and their descendants the Simpsons until 1939, when it was purchased for £25,093 by Mitcham Urban District Council. During the war it became an air raid wardens' control centre and a Home Guard post. The grounds between the house and Cricket Green were used as allotments.

The house is built in brick with later coursed stucco, under a hipped tiled roof. The two storeys plus basement and attic has a west facade of five bays with a two bay extension to the left. The grounds contain the remains of original estate walls, which are important parts of the house's curtilage and features of the Conservation Area. The Canons has been in local authority ownership since 1939.

The parks department of the Council constructed plant nurseries in the grounds, after the end of the Second World War, then , later, installed two bowling greens, tennis courts and a children's playground with swings and a slide. A gymnasium was built next to the house, together with changing rooms, toilets and rooms which were let to local voluntary organisations.

After the merger of three local authorities to form the London Borough of Merton in 1965, further works were carried out, including the dredging of the carp pond and its restocking with fish and aquatic plants. A walk around the pond was constructed and planted with shade-loving plants and shrubs. A yew walk, bordered with flowers was planted by the pond to link with the walled garden. The entrance to the walled garden was changed so that it could be accessed from the back lawn and a millstone was set in the new brick paving. A lily pond was installed in the walled garden but it was regularly vandalised and could not be properly maintained so it was removed in 1993.

In 1983, after some years of wrangling over various plans and schemes, including an indoor bowling rink, a new swimming pool and teaching pool were opened. This was closely followed by a sports hall adjoining the baths, which was opened in 1984. Since then, further improvements such as a 'fitness suite' (gym), squash courts and a dance studio have been added.

Canons House was listed under the Town and Country Planning Act in 1947 and given a Grade II category when an updated list of buildings of architectural or historic merit was compiled by the London Borough of Merton in 1990. The dovecote was also listed as Grade II at this time.

The area also contains Grade II listed Park Place – a substantial detached house (Grade II listed) dating from around 1800 with mid and late 20th century additions. Built of yellow stock brick with a slate, double pitched

roof set behind a parapet. It is comprised of two storeys plus basement. The building became a club house when the 'News of the World' sports ground was created in 1922.

The sports ground has a significant and varied heritage. The sports ground was a training venue for Mitcham Athletics Club during the 1920s and 1930s. Amongst the notable sporting figures associated with the site include Dorothy Tyler – a Mitcham resident. She won a silver medal for the High Jump at the 1936 Berlin Olympics and competed at the 1948 London Olympics.

The original 300 yard cinder running track remains, albeit somewhat neglected. It is also reputedly where the first women's road race in the world took place (in 1934) and is where korfbal was first played in the UK (by visiting Dutch teams in 1946).

The London to Brighton Road Race – the world's longest standing ultra-marathon – also used to start here. The area passed into public authority ownership in 1963. This tradition of formal and informal sport and recreation continues today with the bowls club, leisure centre and host of informal uses of the open space.

The sports ground is bordered on its north by Cold Blows, an historic lane which connected Mitcham Common and the Cricket Green through open fields before the area was developed. It has attractive flint knapped walls and takes its name from cold easterly winds that blew along its east/west alignment.

The Canons grounds are also important for their natural heritage. They include a significant collection of trees, including a number of yews, holm oaks, limes, sycamores, hollies and a maple, swamp cypress and Cedar of Lebanon. The recently planted Bellamy's Copse not only screens the leisure centre but also provides a rare area of woodland within the Conservation Area.

The local community place great significance on the way in which these distinct characteristics overlap and re-enforce each other in the Canons. It has identified the complexity of its micro-landscapes; the mosaic of registered town greens, open spaces and historic footpaths; and the assemblage of historic buildings which tell a continuous story from the early 16th century as being critical to its value

It is this diverse heritage which we wish to promote, conserve and enhance. We also wish to reference the wider heritage of Mitcham, including the historic significance of the local cricket club (Mitcham Cricket Club), which has played on the neighbouring Cricket Green since the late 17th century, and the heritage of the production locally of medicinal flowers and herbs which was prevalent throughout Mitcham.

The grounds at Canons have been subject to piecemeal 'improvements' and changes over the years, some have indeed been improvements, others have only served to break up the site into a series of areas with little coherence and a lack of appreciation for its heritage. The siting of the leisure centre right at the centre of the grounds has further led to an east/west severance of the site in access and visual terms.

This project provides an opportunity to bring a vision to the area and preserve and enhance the rich heritage of the site. Despite the Canons relative decline over the last century, it remains appreciated and prized by the local community and beyond. It is seen as a local jewel, albeit currently unpolished, and there is huge potential to recapture its historical significance and bring that to a wider audience. The Canons is still used by a wide range of people but many of them are not aware of its heritage and the features it has on offer. It has huge untapped potential.

2b Is your heritage considered to be at risk? If so, please tell us in what way.

Canons House is not currently in use and could become vulnerable if restoration is not carried out. The dovecote and walled garden have been subject to vandalism and will be at further risk if not protected. The carp pond is leaking and silting up and unable to support a balanced ecosystem. The running track has virtually disappeared in parts and the remnants of the story of the area visible in its landscape are disappearing. The obelisk is falling into disrepair and its brick core is becoming exposed. The areas of woodland and other habitats are in need of more active management. The site suffers from a surfeit of informal and illegal parking and ugly features have been allowed to be installed such as a shipping container used to store football equipment. The seating is unattractive and many benches are broken and the bins are mismatched and not sited appropriately. The playground, while having some popular items of equipment, is rather run-of-the-mill and does not always excite the children using it. There are very few attractive horticultural features apart from the walled garden, which itself needs attention.

2c Does your project involve work to physical heritage like buildings, collections, landscapes or habitats?

Yes

Tell us the name of the building(s), collections, landscape or habitat area

Canons House

Do you, or a partner organisation, own the building, land or heritage items outright?

Yes

Do you or a partner organisation have a mortgage or other loans secured on the property or item, or any plans to take one out?

No

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

TQ 27904 68425

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

No

Please tick any of the following that apply to your heritage:

**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?
2

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

Local list ☒

How many buildings of this type are included in your project?
1

**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

Section three: Your project

In this section, tell us about your project. Make sure you include all your planned activities, and capital works if applicable.

3a Describe what your project will do.

This project will address the ambition established in the 2013 Cricket Green Charter by the local community working with London Borough of Merton that:

“Canons House, Park Place and their grounds should be restored, given greater unity and become a thriving centre of cultural and leisure activity which appeals beyond the local area.”

It will:

- address the conservation needs of the area and improve its management to Green Flag standard
- create a coherence for the site by addressing the entrances and pathways through the Canons, making it easier to navigate around the site
- upgrade Madeira Hall and bring Canons House back into productive use to provide for a wide range of community activities
- strengthen the existing community organisations in the area and provide a range of new volunteer opportunities
- introduce a wide variety of activities and facilities for local residents and visitors alike
- provide multiple opportunities for leisure and recreation, education, learning and informing people about the heritage significance of the Canons,.

It will also:

- create an area which inspires civic pride
- put the Canons and its grounds on a more sustainable footing, including through development of new income streams and improving the capacity and capability of local community organisations.
- improve biodiversity and secure the future of the environment through sensitive management and maintenance, including robust succession planting
- introduce further eco-friendly measures, such as rainwater harvesting, recycling and composting and local food production
- secure the future of sports and leisure on the site

The plans for the Canons are set out in summary below, the numbers relate to the Masterplan map attached in the appendices. A supplementary document with images can also be found there:

1. Canons House: refurbishment of the house to provide a multi-use arts and events venue. The house will be licenced for marriage, civil partnership, baby naming and other civil ceremonies and social events. The refurbishment will provide a vibrant cultural hub for local residents and visitors with a programme of cultural events, inside and out. It will also enable more people to learn about and appreciate the heritage and history of Canons House and its surrounding area through high quality interpretation activities
2. Café: the construction of a glass-sided link building between Canons House and Madeira Hall will provide an attractive and functional extension affording lovely views of the front and back lawns and the dovecote and pond.
3. Madeira Hall: a high quality refurbishment of Madeira Hall will create a multi-use area suitable for arts/performances/functions/sports/games/meetings and community uses.
4. Canons House terrace: Replanting of the beds to the rear of Canons House and adjacent to the new café and installation of a new terrace will provide an attractive place to sit and enjoy the landscape and views, overlooking the lawn, dovecote and pond.
5. Canons back lawn: this will provide a pleasant area for outdoor screenings/performances and occasional use for functions in connection with the licenced premises for weddings etc.
6. Hedge and views to house: the existing ornamental yew hedging will be restored and the adjoining hedge forming the boundary with the car park will be lowered to afford glimpses of the rear of Canons House, through existing yew arches.
7. Dovecote: the dovecote dating from 1511 will be cleaned internally and the door replaced with a robust glazed viewing panel to enable the 600 ‘pigeonholes’ to be appreciated.
8. Pond: the pond will be dredged and de-silted and appropriate planting added to enhance the walkway around it. New seating will be installed and views opened up.
9. Entrance drive: a new vehicular driveway will be installed in front of Canons House to improve the setting and to open up views of the house. A circular feature and formal planting will be incorporated.
10. New wildlife pond: a new wildlife pond will be created the other side of the vehicular entrance drive to the house to reference the original size and location of the pond. It will incorporate a jetty for pond dipping and

a woodland sculpture trail.

11. New entrance: a new pedestrian entrance will be created at the obelisk, opening up the walls and views into the site and incorporating a new gateway (to match the pedestrian entrances at Commonside West and on Cricket Green).

12. Front lawn: the lawn will be available for community events and occasional use (with marquee) for events and functions linked to the house.

13. Natural play area: a new natural play area will be created on the far north side of the front lawn to incorporate a mound (using the waste soil from excavating the new pond), natural logs and stones to form climbing and balancing elements. The existing copse of trees will be enhanced with wood sculpture to create an area for imaginative play.

14. Cricket Green gateway: the existing pedestrian gateway will be improved to match Commonside West and obelisk entrances. The boundary with the Methodist Church will be restored using hawthorn hedging.

15. Bowling Green: the existing bowls club will be retained.

16. Skate park and climbing wall: a new skate park will be installed to the rear and side of the leisure centre to make the most of this unattractive and unused area. A climbing (traversing) wall will be installed and research carried out regarding the desirability of a mural on the side wall of the leisure centre.

17. Existing Multi-use Games Area: this has just come into use.

18. Canons leisure centre: the existing leisure centre will be retained, the entrance will be improved.

19. Bellamy's Copse: management plans will be developed to enhance and maintain all the green spaces and wild areas of the Canons, including Bellamy's Copse.

20. Running track: the existing historic cinder running track will be restored for informal use such as: jogging, roller blading, children's bike riding, scooting.

21. Sports interpretation: the historical significance of the running track and sports ground will be highlighted through interpretation board and if desired following public consultation, a sports sculpture commissioned locally.

22. Green gym: a green gym will be installed near the Commonside West entrance, designed to be used by all including disabled people and the elderly.

23. Commonside West gateway: a new pedestrian entrance will be created here to match the two at the obelisk and Cricket Green.

24. Opening up Cold Blows: the chain link fencing and low shrubs alongside Cold Blows will be removed affording open access and views along its length. The medieval pathway will be resurfaced to enhance the pedestrian experience.

25. Avenue: a discreet pathway with new planting may be created to draw visitors and passers by visually and physically into the centre of the Canons grounds and the features beyond.

26. Playground: the existing playground will be reconfigured to create a more organic layout to complement the improved landscape setting.

27. Park Place: the existing Grade II listed building will remain as a popular restaurant and bar.

28. Physic garden: a new physic garden will be created at the end of the avenue to reference the theme of medicinal herbs and flowers from Mitcham's historic past. It will have a Potter and Moore theme (a company which produced toiletries and medicines in Mitcham from 1749 to 1937), and will be maintained by local volunteers.

29. Enhanced central access route: the route from the physic garden to the Canons front lawn and natural play area will be enhanced by removing barriers and resurfacing the path to create an attractive landscaped route.

30. Orchard: a small orchard will be created near the entrance to the leisure centre. Merton variety apples will be planted and visitors encouraged to pick and eat the fruit. Local groups will assist with the maintenance and management of the orchard.

31. Walled garden: the existing garden will be restored and replanted using a range of fragrant plants with different textures to form a sensory garden. This will be maintained by local volunteers, supported by the Greenspaces team.

32. Parking areas: the car parks will be rationalised with informal and illicit parking being removed and designed to reference the original orchard layout with parking between trees and a natural surface treatment.

33. Paths, gateways, wayfinding and identity: A custom-designed cohesive way finding and entrance treatment will be installed throughout, reflecting the identity and heritage of the area. Way finding will be designed to be unobtrusive and a discreet navigation aid using QR codes and trail leaflets.

34. Potential development site: a temporary community garden will be created on this site and will be maintained by the local community with local schools also encouraged to use it as a learning resource, whilst the long term future of the space is determined.

3b Explain what need and opportunity your project will address

The project meets the variety of needs established by:

- Cricket Green Charter – drawn up by the local community working with London Borough of Merton and ward councillors
- Conservation Area Appraisal and Management Plan (finalised 2013)
- Community engagement work in preparing this bid
- Cricket Green and Canons partners who have identified the following challenges and opportunities (across both Parks for People and Townscape Heritage bids)

These needs include:

- neglect of the historic fabric of the area; ranging from the decay of the listed Burn Bullock to the declining condition of the Canons grounds
- limited awareness among local people and visitors of the area's historic significance and the opportunities it provides for quiet enjoyment
- dominating influence of heavy traffic
- significant and on-going development pressures which risk damaging the character of the Conservation Area
- vulnerability of the tradition of cricket being played on the ground where it has been a continuous feature since 1685
- limited programme of community events
- untapped potential for greater community involvement in the management and ownership of assets and activities

Research has shown that the residents of Mitcham wish to understand and appreciate the heritage of the area more and become more involved. From the community engagement questionnaire, it was found that 81% of those questioned said they valued the heritage of the area; 61% felt that they understood the heritage and history of the area and 73% said they would like to understand it better. A further 54% said they wanted to become more involved in the community.

This project will realise this opportunity with a view to putting the future management and care of the area on a more sustainable footing. By giving greater coherence to the variety of open spaces which make up the Canons, addressing conservation needs, strengthening local community groups and bringing the house back to life it will be possible to attract more people, improve their experience and encourage more local people actively to care for their local area.

The opportunity to engage and involve the community will build on work already undertaken by a variety of community groups. There is a hunger for arts, heritage, environmental and discovery activities, which this project would meet.

The Cricket Green and Canons partners will be creating a programme of events and activities which will provide a lasting legacy of active involvement and the development of skills. This project will build a programme which will attract new and existing audiences to appreciate the importance of the Canons and its history and become more involved.

The programme of events is set out below and as well as the ambitious and diverse programme contained within the Mitcham Arts Festival and Young People's Festival there will also be picnics, meet up groups and activity days, where the community can come together to learn about and appreciate the heritage of the area. The Cricket Green and Canons partners will be planning some 'taster sessions during the development phase.

3c Why is it essential for the project to go ahead now?

The Canons Parks for People project is well timed to:

- address the conservation needs of the area before neglect becomes permanent decay
- benefit from current inward investment taking place in Mitcham town centre and through support for the Townscape Heritage bid which is being submitted in parallel with this bid
- build on the successful completion by local community groups of the Know Your Cricket Green project funded by HLF which has given a significant boost to its capability and appetite to become more involved
- develop the desire for improved knowledge and appreciation of the heritage of this area as demonstrated by the community engagement programme
- develop a range of educational activities with and for local schools

3d Why do you need Lottery funding?

This is a major project involving a historically sensitive site and a listed building which is currently underused and vulnerable. Many people visiting the Canons have no idea that these features are here, and of those that do, few appreciate the significance of them. A Parks for People project provides the ideal mix of support which can address the area's conservation needs, tackle the scale of investment required and put its future care and management on a more sustainable footing.

The nature and scale of investment is beyond the capability of the local community or the local authority. Without this investment, the area will continue to decay with only sporadic investment of a scale unable to bring a new coherence, sustainability and identity to the Canons as a whole.

The project will bring the community the support it needs to build on the work already carried out by some volunteers and will fund the capacity building and organisational development required to grow the community input into this area.

3e What work and/or consultation have you undertaken to prepare for this project and why?

This project is based on needs identified by the community and draws on the:

- Five year visioning exercise undertaken by Mitcham Cricket Green Community & Heritage in 2012
- Tune In Cricket Green workshop and Cricket Green Charter produced by Mitcham Cricket Green Community & Heritage in 2013 in partnership with Merton Council, the local community and ward councillors
- Practical experience of Friends of the Canons in delivering conservation projects in the Canons grounds and beyond and managing a volunteer network
- Experience of Mitcham Cricket Green Community & Heritage in delivering our Know Your Cricket Green project to provide conservation, learning and engagement benefits with funding from the Heritage Lottery Fund
- Mitcham Society network beyond the Cricket Green Conservation Area and the appreciation and understanding of its importance to the wider Mitcham area
- Context provided by the Mitcham Cricket Green Conservation Area Appraisal and Management Plan and the draft Cricket Green Character study.

In 2014 the Council undertook a further programme of community engagement with the support and help of local groups. This included a family picnic on 1 June, a street and park survey, carried out over several days including the opportunity for people to complete an online or paper questionnaire. A website was established with responses sought on both this and the adjoining Cricket Green Townscape and Heritage bid.

Discussions have taken place with specific groups such as the schools cluster, Wimbledon Arts College, Merton Music Foundation, Theatre6, Little League junior football and Merton Mencap.

This engagement was further supported by the Cricket Green and Canons partners who distributed 1,500 bulletins by hand; supported the family picnic; promoted the issues online and through social media; attended the borough's Heritage and Design Working Group's discussion of the bids; promoted the bid at Mitcham Carnival; organised a community walk to discuss the proposals on national Civic Day and made a joint submission. The partners have also been closely involved in the drafting of the bid documents and initiated much of its content.

Stakeholders have been kept informed throughout. Initial proposals were presented at a stakeholder meeting in July 2014 which discussed their basis as the content of a grant application.

The community groups have become increasingly active in engaging the local community and organising a number of events aimed at bringing the community together and celebrating the heritage of the area. These range from initiating Open House London in Mitcham and holding celebratory events on the Green to the development of a website, use of social media and distributing bulletins to more than 1,500 homes.

Members of the Friends of the Canons already undertake a variety of gardening roles in the Canons and this project will provide them with tools and other resources (including the services of the Head Gardener) to enable them to continue to expand this area of activity and develop their skills and knowledge. Their work will be further supported by the Greenspaces team.

Section four: Project outcomes

In this section, tell us about the difference that your project will make for heritage, people and communities.

4a What difference will your project make for heritage?

The project will bring lasting improvements to the heritage of the Canons, including:

- Bringing Canons House back to use and putting it on a sustainable footing grounded in community uses and activity
- Addressing conservation needs across the Canons, including the historic running track, landscape features (e.g. yew hedge), dovecote and boundaries
- Bringing a restored obelisk back into the Canons grounds
- Restoring a balanced ecosystem to the carp pond and creating a new pond inspired by the historic landscape
- Celebrating the area's strong traditions in growing medicinal and other flowers and herbs
- Providing a community-led conservation and management plan for the area as the basis for improving biodiversity and enhancing the historic landscape
- Providing an environmental management plan and reducing environmental impacts
- It will enable people to learn more about the history and heritage of the Canons
- It will bring a much wider audience into the Canons and will show them through a variety of means, what a rich history this particular site has and how it has changed and developed over the years
- The community groups are committed to providing a varied array of ways that visitors can discover and appreciate the heritage, such as through discovery trails, guided walks, trail leaflets, educational worksheets

4b What difference will your project make for people?

It will provide people with a destination park with a wide range of heritage features, leisure and sporting facilities and a fantastic new venue for functions, events and performances. The Canons House/Madeira Hall hub will serve a variety of needs from games and children's activities to rehearsal space, arts events, educational purposes and heritage appreciation.

4c What difference will your project make for communities?

The project will bring wide ranging community benefits, including:

- Bringing greater coherence and improved public understanding of the Canons and its heritage
- Providing a new centre of cultural and leisure activity which appeals beyond the local area and attracts new audiences
- Strengthening the role of local community groups and their ability to support a more sustainable future for the Canons, including by providing the Canons basement as a base for their activities at a peppercorn rent
- Creating new opportunities for people to learn about and become more involved in their local heritage
- Refurbishing and opening up Canons House and providing a new café and toilet facilities as a basis for community and cultural activities
- Offering training and development opportunities for special needs groups in the café and through food production and other cultivation in the grounds
- Providing new educational and learning resources telling the story of Canons House, its grounds and the natural environment

Through the research carried out for this application, it has been discovered that there is great demand for community facilities and for a park which can provide a multitude of opportunities. The refurbishment of Canons House will provide an arts centre, licenced premises for civil ceremonies, marriages, baby naming, citizenship ceremonies and associated receptions and celebrations, as well as a historical perspective, enabling visitors to see how the house would have looked and functioned many years ago.

Madeira Hall, when refurbished, will:

Provide a multiple use facility for performance space, arts activities, functions, parties, games and sports and all manner of meetings and activities, including facilities for self catering.

By supplying lighting, blinds, temporary staging, the Madeira Hall can also be transformed into a useful performance space for use by arts, music, and drama groups. It could also be an alternative venue for schools events.

The front and back lawns of the Canons provide an ideal space for outdoor community events. The community already use it for a variety of uses, including picnics, outdoor cinema and they also offer guided

walks around the area.

By bringing this park up to a high standard, it will become a destination for many more people and will enable them to 'access all areas'.

4d What are the main groups of people that will benefit from your project?

We see this project as having universal appeal. It will meet the needs of local people and also bring in visitors from further afield.

Within the project there are a range of projects which will meet the needs and aspirations of particular groups:

- The variety of play areas will appeal to the large and growing number of children in the area and the natural play area, skate park and climbing wall will better meet the needs of older children
- The needs of people of all ages with mobility issues and disabilities will be better met with the new sensory garden and physic gardens, and improved access to the pond and dovecote. The new lift in the café will provide full accessibility to Canons House, and the café and Madeira Hall will be similarly accessible. Audio trails and other discovery trails will provide access to people with a range of disabilities.
- Older people will appreciate the opening up of heritage features, as well as the new café and public toilets, together with the general improvement of the Canons with higher standards of maintenance, litter picking, better feeling of security, subtle lighting and better pathways
- As outlined in 4b above, many BAME communities will be attracted by the function space and its communal catering facilities
- Teenagers will appreciate the skate park and traversing wall, children aged 7 to 12 will enjoy the new natural play area and the wildlife pond for pond dipping and discovery.

4e Does your project involve heritage that attracts visitors?

Yes

What are your existing visitor numbers?

200000

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

400000

4f How many people will be trained as part of your project, if applicable?

80

4g How many volunteers do you expect will contribute personally to your project?

120

4h How many full-time equivalent posts will you create to deliver your project?

3

Section five: Project management

In this section, tell us how you will develop and deliver your project.

Development phase

5a What work will you do during the development phase of your project?

Landscape architects will be appointed following a tender process in line with the Council's tender protocol, with significant input from the community groups. Specifications will be developed by the landscape architects. A full specification of listed building works will be drawn up with specialist architects and specialist contractors will be invited to quote for the work to Canons House and, when appointed, they will work with the architects appointed to develop plans for the new café and for the refurbishment of Madeira Hall.

An application for listed building consent will need to be submitted before the Stage 2 bid is completed.

The current pond survey will need to be updated and a hydrology survey carried out to ensure that the existing pond and new pond can be made fully sustainable and the underground hydrology and its links to the River Wandle fully understood.

User surveys will be carried out to collect base line data for use over the period of the project.

A Conservation Plan has been produced in outline, but will need to be developed in more detail, together with Management and Maintenance Plans, which will be worked up to 10 year plans in line with Green Flag standards, to incorporate biodiversity survey and landscape management plans and environmental management plans. The tree survey will be updated and a succession planting schedule drawn up as part of this process.

An outline Audience Development Plan has been drawn up, this will be further developed together with the community arts programme and events and activities. Some taster sessions may be piloted by the community groups at this stage.

A Marketing and Promotion Plan will be developed as part of the audience development programme.

The business case for Canons House/Madeira Hall will be fully developed to include the specification for the management of the café and contract with the service provider.

Discussions will take place with the community groups about how to refurbish the basement of Canons House for their use (together with the project staff). They will also research equipment needed to carry out the proposed events programme.

An Evaluation Plan will be developed with some base information collected from user surveys at the start of the project.

The Heritage Officer will develop a Heritage Statement, with the help of the community groups.

5b Who are the main people responsible for the work during the development phase of your project?

The development work will be carried out by a Project Manager (yet to be appointed), working with the future Merton team, the head of Greenspaces, Doug Napier, and the Cricket Green and Canons partners, formed by the community groups currently engaged in this project.

The Project Manager will work with the architects, landscape architects, surveyors and quantity surveyors to develop appropriate specifications and plans to RIBA Stage 3 to enable the work to be carried out.

In addition a Community Engagement Officer will be appointed to work with the community groups to draw up a detailed programme of events and to develop the business case and arts strategy for Canons House/Madeira Hall. The person (or it might be a combination of two consultants with complementary skills) appointed will also work with the community groups to help develop skills and attract more volunteers to get involved.

Some 'taster sessions' may be developed and tested during the development phase.

Training, such as 'capacity building' may also be carried out during the development phase.

 

5c Complete a detailed timetable for the development phase of your project. Use the 'add item' button to enter additional rows.

Development activities

Task	Start month	Start year	End month	End year	Who will lead this task
Activity Plan	January	2016	June	2017	Community Engagement Officer
Conservation Plan	January	2016	June	2017	Project Manager
Management and Maintenance Plan	January	2016	June	2017	Head Gardener
Project Business Plan	January	2016	June	2017	Community Engagement Officer

5d Tell us about the risks to the development phase of your project and how they will be managed. Use the 'add item' button to enter additional rows.

Development risks

Risk	Likelihood	Impact	Mitigation	Who will lead this
Works costs being higher than anticipated	Low	Medium	contingency available for higher costs.	Project Manager
Enthusiasm of local groups falling off	Low	Medium	Current situation shows high potential for further engagement of the community	Community Engagement Officer
Failure to engage with new potential volunteers	Low	Medium	Programme of new events likely to excite interest. Time to research and try out with taster sessions	Community Engagement Officer

Delivery phase**5e Who are the main people responsible for the work during the delivery phase of your project?**

Community groups will be working at the heart of this project together with professional staff and contractors. Landscape architects, under the direction of the Project Manager and Greenspaces team, with input from the community groups.

Project Manager for overall management of the capital works part of this project working with a team of professionals ranging from architects, surveyors, quantity surveyors and other specialists.

Head Gardener with input from community groups.

Heritage Officer with input from the community groups.

Community Events Officer, with input from the community groups. (There will be a six month overlap/handover period with the Community Engagement Officer, whose work during the development phase will have set out the initial arts, events and activity programmes).

5f Complete a summary timetable for the delivery phase of your project. Use the 'add item' button to enter additional rows.

Delivery activities

Task	Start month	Start year	End month	End year	Who will lead this task
capital works	June	2016	December	2017	Project Manager
Activity Plan (Audience Development Plan)	June	2016	December	2020	Community Engagement Officer/Community Events Officer
other non capital activities (training, events, activities)	June	2016	December	2020	Community Events Officer with community

5g Tell us about the risks to the delivery phase of your project and how they will be managed. Use the 'add item' button to enter additional rows.

Delivery risks

Risk	Likelihood	Impact	Mitigation	Who will lead this
Contractors not delivering as expected	Low	Medium	High standard of project management. Contingency for additional costs	Project Manager
Building works costing more than expected	Low	Medium	Good contracts. Contingency for additional costs	Project Manager
voluntary groups enthusiasm and not engaging new volunteers	Low	Medium	Programme of new events likely to excite interest and groups already very engaged	Community Events Officer

5h When do you expect the delivery phase of your project to start and finish?**Project start date**

Month	June	Year	2016
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Project finish date

Month	December	Year	2020
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Section six: After the project ends

In this section, tell us about what will happen once your project has been completed.

6a How will you maintain the outcomes of your project after the grant ends and meet any additional running costs?

The Greenspaces team is committed to maintaining standards of management and maintenance to Green Flag standard, and already has a consistent record of winning and retaining Green Flags.

The growth and development of training of volunteers will ensure good succession planning within the community groups and continuity of output.

The increased capability of the local community groups will enable them to take on more responsibility and work more collaboratively as well as extending the range of diversity of the people involved.

The programme of events and activities will have been tested against demand and will have been developed to provide long term sustainability. Mitcham Arts Festival will have become self-supporting through sponsorship and income generation.

The business case for Canons House and Madeira Hall will have been tested and adjusted to meet the community's needs. The café will be self-sustaining and run as a community project with input from the service provider (probably Merton Mencap) and other local community groups (which might include Merton Voluntary Service Council (MVSC), Age Concern, Women's Institute and others in addition to the Cricket Green and Canons partners).

6b Tell us about the main risks facing the project after it has been completed and how they will be managed.**After project risks**

Risk	Likelihood	Impact	Mitigation	Risk Owner
community groups changing and falling off of enthusiasm	Low	Medium	Growing number of people becoming engaged. Training and investment in long term sustainability	LB Merton and community groups

6c How will you evaluate the success of your project from the beginning and share the learning?

The local community will be encouraged to maintain a diary noting all significant events and activities undertaken and to complete a manual of events such as guided walks etc to be able to monitor success and involve more local volunteers. Training opportunities will be offered as widely as possible and capacity building training will be carried out throughout the project. Targets for training, engagement and numbers of visitors to the area will be set during the development phase and monitored throughout. Independent evaluation will be carried out at the end of the project.

Section seven: Project costs

In this section, tell us how much it will cost to develop and deliver your project.

There is a limit of 20 words per 'description' section when completing the cost tables. A more detailed explanation and breakdown of your costs should be provided as part of your supporting documentation. Please see Section nine: Supporting documents within the programme application guidance for further information.

7a Development-phase costs**Development costs**

Cost heading	Description	Cost	VAT	Total
Professional Fees	Architects (£85k), landscape architects (£105k), surveyors £15k), Qs and facilities management (£40k) hydrology consultants (£10k).	217000		217000
New staff costs	Project Manager (£60k) and Community Engagement Officer (£25k). Salary based on £60k pa Project Manager and £42k pa CEO. PM full time post. CEO 2/3 days a week	85000		85000
Recruitment		3000		3000
Other	Includes. Training (£3k) travel (£400) , taster events (£3k) and initial user surveys (£2k) and office equipment (£4k) activities and marketing (£3.5k)	18900		18900
Full Cost Recovery				
Contingency	8%	25900		25900
Non-cash contributions				
Volunteer time		5670		5670
Total		355470		355470

7b Development-phase income

Please note that HLF rounds all grant requests down to the nearest £100. With this in mind, please make sure that the total Development-phase income exactly matches the total of your Development-phase costs or the system will not allow you to proceed.

Development income

Source of funding	Description	Secured?	Value
Local Authority	council contribution	Yes	35000
Other public sector			
Central government			
European Union			
Private donation - Individual			
Private donation - Trusts/Charities/Foundations			
Private donation - corporate			
Commercial/business			
Own reserves			
Other fundraising			
Non-cash contributions			
Volunteer time	Based on 400 hours of basic volunteer support and 234 hours of organisational support	Yes	5670
HLF grant request			314800
Total			355470

7c Development-phase financial summary

Total development costs	355470
Total development income	40670
HLF development grant request	314800
HLF development grant %	89

Section seven: Project costs**7d Delivery-phase capital costs**

Cost Heading	Description	Cost	VAT	Total
Purchase price of items or property				
Repair and conservation work	Canons House, Madeira Hall, running track, dovecote, pond, walls, walled garden, obelisk, preliminaries	1380000		1380000
New building work	café, new toilets, skatepark, playgrounds, terrace, green gym, car park works	1250000		1250000
Other capital work	landscaping, incs new pond, orchard, physic garden, avenue, planting, copse, tree works, community garden, new beds	254000		254000
Equipment and materials	office equipment, lighting, audio visual, staging for Madeira Hall, tables chairs etc	196000		196000
Other				
Professional fees relating to any of the above	Architects (£40k) and landscape architects (£30k) to see through project plus surveyors (£5k) QS/FM for final inspections (£16k) Hydrology consultant (£2k) for final check on ponds.	93000		93000
Total		3173000		3173000

Section seven: Project costs**7e Delivery-phase activity costs**

Cost Heading	Description	Cost	VAT	Total
New staff costs	Project Manager for 1st year of delivery phase, then Heritage Officer, Community Engagement Officer, Head Gardener for 4 years. Heritage Officer and CEO to be combined. Heritage Officer to work on Townscape Heritage project 1 day per week. Combined role would be full time.	248000		248000
Training for staff	some training to be done in house	8000		8000
Paid training placements				
Training for volunteers	Total training budget £25k to include initially capacity training, heritage appreciation, events management, front line customer service, governance issues. Training budget split between organisation costs and tutor fees.	8000		8000
Travel for staff	very little travel is anticipated (probably just to off site training courses)	600		600
Travel and expenses for volunteers	very little travel is anticipated	600		600
Equipment and materials				
Other	events and activities over 5 years.	105000		105000
Professional fees relating to any of the above	training tutor fees	15000		15000
Total		385200		385200

7f Delivery-phase - other costs

Cost Heading	Description	Cost	VAT	Total
Recruitment	for the roles of Head Gardener, combined heritage Officer/Community Events Officer	5000		5000
Publicity and promotion	non capital costs inc marktg over 4 years (where not covered by events)	21500		21500
Evaluation	To cover user and satisfaction surveys over 4 years plus independent evaluation at the end of the project	8000		8000
Other				
Full Cost Recovery				
Contingency	8%	287400		287400
Inflation	5%	194000		194000
Increased management and maintenance costs (maximum five years)	1 add'l FTE from Greenspaces	196000		196000
Non-cash contributions				
Volunteer time		39480		39480
Total		751380		751380

Section seven: Project costs

7g Delivery Phase income

Please note that HLF rounds all grant requests down to the nearest £100. With this in mind, please make sure that the total Delivery-phase income exactly matches the total of your Delivery-phase costs or the system will not allow you to proceed.

Source of funding	Description	Secured?	Value
Local authority		Yes	407400
Other public sector			
Central government			
European Union			
Private donation - Individual			
Private donation - Trusts/Charities/Foundations			
Private donation - corporate			
Commercial/business			
Own reserves			
Other fundraising			
Increased management and maintenance Costs (maximum five years)			
Non-cash contributions			
Volunteer time			39480
HLF grant request			3862700
Total			4309580

7h Delivery-phase financial summary

Total delivery costs	4309580
Total delivery income	446880
HLF delivery grant request	3862700
HLF delivery grant %	90

7i If cash contributions from other sources are not yet secured, how do you expect to secure these and by when?

Council contribution will be secured in future budget mechanisms.

7j If you have included Full Cost Recovery, how have you worked out the share that relates to your project?

N/A

Section eight: Additional information and declaration

This part of the form aims to collect the information we need to report on the range of organisations we fund. We will not use this information to assess your application. We encourage you to be as specific as possible about the people your organisation represents.

If your organisation represents the interests of a particular group, such as young people or disabled people, tell us which by filling in the tables below.

If you are based in Northern Ireland, where legislation requires us to report in detail on the organisations we fund, please complete the tables in full, as applicable.

If you are based outside Northern Ireland and your organisation represents the interests of a wide range of people and not any particular group, mark this box only.

Age

Disabled people (people with physical or mental problems which have a significant and long-term negative effects on a person's ability to carry out normal day-to-day activities)

Ethnic Group

Marital or civil partnership status

People with dependants (for example, children or elderly relatives)

People living in households with incomes below the national average, or people living in the most deprived local-authority wards in England, Scotland, Wales or Northern Ireland.

Community background (Northern Ireland only)

Religious belief

Gender

Sexual orientation

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 the Data Protection Act 1998 and the Freedom of Information Act 2000.

When you complete the Declaration at the end of the application form, you are confirming that you understand the Heritage Lottery Fund's legal responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000 and have no objection to us releasing sections 2, 3 and 4 of the application form to anyone who asks to see them. If there is any information in these sections of the form that you don't want made publicly available, please explain your reasons below:

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 contained elsewhere in the form and we will respond to these requests after taking account of your rights and expectations under the Freedom of Information Act 2000 and Data Protection Act 1998. In those cases, we will always consult you first. The Heritage Lottery Fund will not be responsible for any loss or damage you suffer as a result of HLF 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 the Data Protection Act 1998, 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 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 Heritage Lottery Fund

Tick this box if you do not 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	Jil Hall
Organisation	London Borough of Merton
Position	Project Co-ordinator
Date	29/08/2014

Are you applying on behalf of a partnership?
No

Section nine: Supporting documents

Please provide all of the documents listed at each round, unless they are not applicable to your project. You will be asked to indicate how you are sending these documents to us - as hard copy or electronically.

In addition to numbers 1-8 below, you may also be required to submit further supporting documents that are specific to the programme that you are applying under. For further guidance, please refer to the application guidance Part four: Application form help notes. We will not be able to assess your application if we do not receive all the required information.

First round

1. Copy of your organisation's constitution (formal rules), unless you are a public organisation. If your application is on behalf of a partnership or consortium, please refer to the programme application guidance for more information on what you need to provide.

If you have sent a copy of your constitution with a previous grant application (since April 2008) and no changes have been made to it, you do not need to send it again. Tell us the reference number of the previous application.

N/A

2. Copies of your agreements with project partners, signed by everyone involved, setting out how the project will be managed (if applicable);

Not applicable

3. Copy of your organisation's accounts for the last financial year. This does not apply to public organisations;

Not applicable

4. Spreadsheet detailing the cost breakdown in Section seven: project costs;

Electronic

5. Calculation of Full Cost Recovery included in your development phases costs (if applicable);

Not applicable

6. Briefs for development work for internal and externally commissioned work;

Hard copy

7. Job descriptions for new posts to be filled during the development phase;

Hard copy

8. A small selection of images that help illustrate your project. If your project involves physical heritage, please provide a selection of photographs, a location map and, if applicable, a simple site map or plan. It would be helpful if these are in digital format (either as an attachment or on disk). We will use these images to present your project to decision-makers.

Electronic

If applicable, please attach any additional documents as required for the programme that you are applying under. Use the box below to confirm in what format the additional documentation will be submitted.

Hard copy

Please now attach any supporting documents.

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 draft print button above.