



## End of grant report

### Project details

**Reference number**

SH-17-04333

**Project title**

Turvey History: Website and Interactive Walking Tour App featuring Village Voices

**Name of your organisation**

Turvey History Society

**Please complete and return this form as soon as your project has finished.**

**Please read the *Receiving a Grant* guidance first and ensure that you fill in all sections. This is your opportunity to tell us about your achievements and successes, as well as the things that didn't go as expected.**

**In this form we ask you to send copies of documents. There is a facility to attach files (of less than 5MB in total) at the end of the form.**

**Following receipt of your form, we may ask you to submit receipts or invoices relating to how your grant was spent.**

**Period covered by the form****Start Date:** 01/04/2018**End Date:** 01/12/2019**Submission Date:**

## Completion summary

Using the table below, please provide a summary of your achievements and, if applicable, set out any issues that you faced and how you responded to these.

Approved purpose	Summary of achievements
To deliver the project as described in your application to us.	<ul style="list-style-type: none"> <li>• Design, commissioning, testing of website for Turvey History Society to be found at <a href="http://www.turveyhistory.org.uk">www.turveyhistory.org.uk</a></li> <li>• Researching, writing, peer reviewing, editing and uploading of 85 articles (current figure)</li> <li>• Digitising, cataloguing and uploading 1001 (current figure) items into the archive</li> <li>• Populating timeline functionality with items and links.</li> <li>• Populating an interactive map with data regarding the listed buildings of Turvey.</li> <li>• Publishing 6 village voice contributions including introduction, voice clips and full transcription of interviews</li> <li>• Undertaking 13 (current figures) extended recorded interviews, 11 transcriptions so far completed, with 6 summaries and voice clips with full transcriptions published.</li> <li>• Research, writing and specification of 2 walking apps with GPS functionality designed for iphones to be found at <a href="http://www.mktrails.org.uk">www.mktrails.org.uk</a> under Turvey Trails.</li> <li>• The involvement of 25 active volunteers.</li> <li>• Training in software, archiving, interviewing techniques and editing of recordings.</li> <li>• Visits by Volunteers to other organisations with an interest in local history.</li> <li>• Raising of £ 4, 600 in additional financial support for the project.</li> <li>• Creation of mini photographic studio at Turvey Abbey</li> <li>• Digitisation and publication in the form of a flipbook of the Turvey Abbey Scrapbook (unique handwritten and previously unpublished book for early 19th Century)</li> <li>• Digitisation and publication of 400 previously unpublished watercolours of Turvey and elsewhere from the early 19th Century.</li> <li>• Organisation of History day for Turvey Primary School and mini heritage walks for Turvey, Scouts, Brownies and pre-school playgroup.</li> <li>• Events including two workshops with senior members of the community, soft and hard launch of website, three exhibitions, a village heritage walk and a musical event commemorating the WW1.</li> </ul>

If applicable, please tell us about any changes you have made to the approved purposes of your project. As set out in the *Receiving a Grant* guidance, you must have received our approval before making any changes. Please use the table below to provide as much information as possible.

Description of change	Date of your request to us	Date of reply	Effect of this change on your project, its approved purposes, timetable or costs

**Please tell us how your project achieved the outcomes that you selected in your application form and how you measured this.**

Turvey History Society wishes to thank the HLF for supporting our initiative which has enabled us to achieve all the major outcomes of the project identified in our application.

#### The THS Website

Following extensive research, the Steering Group commissioned the building of the Turvey History Website, which may be viewed at [www.turveyhistory.org.uk](http://www.turveyhistory.org.uk). The site covers all the components identified in the application and currently contains 85 articles which have been referenced and peer reviewed, 1001 digitised and catalogued items in the archive, a timeline of events in the village, an interactive map and 6 completed village voice contributions with a further 5 waiting for edited sound clips.

The website was launched on Friday 26th April 2019 and the Steering Group receives a monthly report on the numbers visiting the site time spent on the site and a range of other interesting data. The latest report is provided in the documents section. The figures indicate a steady rise in the numbers visiting the site and since the launch the site has attracted 1582 new users.

Volunteers continue to write articles and items for the archive continue to be offered to the Society. A growing number of local history groups are linking to the site and the response to the website has been very positive indeed, we anticipate a growing number of users and links to the site.

In addition to the website we have created a Turvey History Society Facebook page which currently has 100 members.

#### Village Voices Oral History

The Village voices element of the project has undertaken 13 extended recorded interviews with senior members of the community. So far, 11 of the interviews have been transcribed and 6 have been summarised with sound clips attached and published on the website. The sound clips are also being used to enhance appropriate articles. We found the process of transcription and the editing of the recordings more time consuming than originally planned and are grateful to HLF for permission to extend the period of the project. Volunteers continue to undertake recorded interviews, transcribing and editing clips. A further 12 members of the community have been identified for Phase 2 and these will be processed in the months to come.

#### Heritage Trail App

An extensive heritage trail has been produced and published on the website. The information on this trail plus additional research, including analysis of apps from other walking trails has been used as the basis for the creation of 2 interactive apps for an heritage trail of Turvey using GPS functionality to provide a guided tour based on sound clips, images and the written word, primarily to be available on mobile phones. All the material is currently with a software company and we await publication in the next week or two. There will be links to the app from our website and through normal app stores where it will be free and branded with the logos of HLF and Turvey History Society. The app will also be available to either use or download at Mk Trails, [www.mktrails.org.uk](http://www.mktrails.org.uk) under Turvey Trails.

#### Volunteers

To achieve the above outputs required a considerable number of volunteers and extensive training. In addition to the 6 members of the Steering Group who have met on a monthly basis since the start of the project, 12 volunteers have been involved in researching, writing, referencing and reviewing articles and trails and a further 4 have been involved in acquiring, digitising (scanning and photographing) and cataloguing items for the archives. A Research Group has met every two months to share experiences and help each other with articles and archiving material. The project has a webmaster and 3 volunteers undertake the management of the website involving uploading, layout and publishing. The voices project has involved 8 volunteers in undertaking recorded interviews, transcribing and the identification of sound clips and the consequent editing of the recordings. A total of 25 volunteers have been actively involved in the full project over a period of 2 years resulting in 1146 volunteer days which, using your figures, resulted in a non-financial

contribution of £ 171, 975.

## Training

An initial weekend of training was provided for 6 volunteers to learn all the functionality associated with the website, since then a further 3 volunteers have been trained in how to upload and catalogue items into the archive. The Oral history project involved 8 volunteers being trained in interviewing techniques and how to use the recording equipment with a further 2 trained in the techniques of editing recorded sound bites. Training will continue for new volunteers but will be led by current members of the team.

## Visits

A significant resource that has been available to the project is the Bedfordshire Archive Service. At the beginning of the project 15 volunteers visited the archive for a four-hour training session on the various material relating to Turvey that is available and techniques in how to research the archive. Since then, numerous volunteers have undertaken independent research at the Archive Service and at the Heritage Centre within Bedford Library. The Environment and Planning Department of Bedford Borough Council has been visited at various times and much material relating to listed buildings and entries to the Historic Environmental Record has been provided for not only our volunteers to research but also as items to include in our digital archive. Visits have been made to the Bedford Higgins Museum to research items relating to Turvey. An initial outcome was permission to display 9 paintings of Turvey from the 1840s which are not on display within the Museum. Research will continue as to other items of interest to the project as well as initial contacts made with Luton Museum. Visits have been made to the Cowper Museum in Olney to explore items relating to Lace Making in Turvey.

## Support

In addition to the support of volunteers, the project has received considerable support and interest from the village community, manifested in the number of items being offered for the digital archive and the numbers attending events. Financial support has also been forthcoming from Turvey Parish Council (£ 2000) and from the Reminiscence Group (£ 600). These sums have not only enabled us to fulfil the initial aims of the project but help to meet the ongoing costs for hosting and maintaining the website and the walking app.

An unanticipated area of support came from the Lord of the Manor, now based in Gloucestershire. Much of the archive of the Longuet Higgins family is stored at the Bedfordshire Archives, but the family kept over 400 watercolour paintings, including many of the village in the 1830s, plus a number of important documents including the Turvey Abbey Scrapbook. The latter being unique and unpublished, consisting of over 400 pages of prose, verse and drawings by John Higgins who lived in Turvey Abbey from 1807 -1846. We were offered the opportunity to digitise the whole collection. With the help of the Nuns at Turvey Abbey a mini studio was established to photograph the collection. However, the Scrapbook was very delicate and required professional digitising. A resident of the village made a private donation of £ 2000 to the Society that not only enabled us to digitise the book but also paid for software to enable the book to be displayed as a flipbook on the website. In addition, permission was granted for us to make 46 exhibition display boards of the paintings and pages from the Scrapbook.

We finished the year by producing a 2020 calendar to promote the Society and the website. This is currently on sale in the village store with an expectation that 200 will be sold.

## Workshops

A History Day was organised with Turvey Primary School. In addition to a display of paintings of Turvey in the 1830s, children and staff dressed to recreate a Victorian morning at School along with lessons and games in the playground. Based on the exhibition paintings, the children then made drawings of Turvey today, whilst another group, having looked at the diaries of the Children who lived in Turvey in the early 1900s created their own diaries explaining how they spent their days. The outcome of the day is currently being catalogued and will appear on the website.

Mini heritage walks have been undertaken with the Pre-School Playgroup, Brownies and Scouts who have

also been introduced to the website. Workshops have been held with members of Turvey's Reminiscence Group and with 20 residents of the Barton and Royle Homes who also enjoyed an exhibition and display of the website, followed by tea and many reminiscences of life in Turvey.

## Events

The Steering Group of 6 members has met monthly since the start of the project. A launch of the project was held in the Village Hall at which 65 members of the community attended. The website was launched at a presentation at Turvey Abbey to which 28 invited guests attended. Two exhibitions, to promote and launch of the website have been organised, the first being an exhibition of paintings of Turvey from the 1830's and the opportunity to explore the website whilst the second offered the same paintings plus a display of 'then and now' images of the village and a demonstration of lace making. A total of 108 people attended these two events, with the latter attracting visitors from the surrounding villages. A village walk was organised for 12 people in order to test the heritage trail. Our final event of the year was held in All Saints Church titled 'Music and Words for Remembrance' comprising of two musical groups and readings of World War 1 memories from local people. A total of 83 people attended this event.

## **Use of volunteers and non-cash contributions**

**Did your project include any volunteer involvement or did you secure any non-cash contributions?**

Yes

**Please tell us about all volunteer labour to the project and any non-cash contributions.**

Date	Description of task	Task category	Number of volunteers	Number of days	Total value of contribution (£)
Sep-17	Project Launch in Village Hall	Skilled	11	0	660
Jun-18	Oral History Training	Skilled	8	1	1200
Aug-18	Website Training	Skilled	8	1	1200
Sep-18	Website Training	Skilled	4	1	600
Oct-18	Archive Training	Skilled	15	1	1125
Jan-19	Soft launch @ Three Cranes	Skilled	3	1	450
Mar-19	Launch Event at Turvey Abbey	Skilled	6	2	1350
Mar-19	Exhibition at Turvey Abbey	Skilled	6	1	900
Jun-19	Heritage Walk	Skilled	1	1	150
Jul-19	School History Day	Skilled	3	2	900
Oct-19	Workshop @ Barton & Royle Homes	Skilled	4	1	600
Oct-19	Exhibition at Village Hall	Skilled	6	1	900
Nov-19	Music & Words of Remembrance Event	Skilled	14	1	1050
Jan-19	26 Meetings of Steering Group	Skilled	6	3	2250
Jan-19	Preparation & Follow Up of Steering Group	Skilled	6	5	4500
Jan-19	8 Meetings of Research Group	Skilled	10	5	7500
Jan-19	Preparation and Follow up of Research Group Meetings	Skilled	10	5	7500
Jan-19	Website specification	Skilled	4	7	4200
Jan-19	Additional Cataloguing Training	Skilled	4	2	1200
Jan-19	Website Management	Skilled	2	7	2100
Jan-19	Research for 85 articles	Skilled	12	30	54000
Jan-19	Writing 85 Articles	Skilled	12	3	4500
Jan-19	Editing 85 articles	Skilled	6	12	10800
Jan-19	Uploading and Web Editing 85 articles	Skilled	3	14	6300
Jan-19	Populating Map Functionality	Skilled	2	4	1200
Jan-19	Populating Timeline Functionality	Skilled	1	7	1050
Jan-19	Digitising 1001 items for archive	Skilled	4	14	8400
Jan-19	Uploading 1001 items for archive	Skilled	4	14	8400
Jan-19	Cataloguing 1001 items for the archive	Skilled	4	32	19200
Jan-19	Management of Oral History Project	Skilled	1	14	2100
Jan-19	Oral History Interviews	Skilled	8	1	1200
Jan-19	11 Oral History Transcriptions	Skilled	4	5	3000
Jan-19	Editing & Production of Soundclips	Skilled	2	7	2100
Jan-19	Research for Walking app	Skilled	2	4	1200
Jan-19	Writing of walking app	Skilled	2	6	1800
Jan-19	Editing of Walking app	Skilled	1	3	450
Jan-19	Facebook Maintenance	Skilled	2	3	900
Jan-19	Production of digitised Turvey Abbey Scrapbook	Skilled	1	14	2100
Jan-19	Mini heritage walks with Scouts, Brownies and Pre-School Playgroup	Skilled	3	1	450
Jan-19	Preparation for School History Day	Skilled	2	2	600
Jan-19	Design and Production of 2020 Calendar	Skilled	1	4	600
Jan-19	Preparation for Music & Words of Remembrance Event	Skilled	14	1	1050
Jan-19	End of Project Report	Skilled	2	3	900

## Recruitment of staff

**Did you recruit any staff during the life of the project?**

No

## **How the grant has been spent**

**Give a breakdown of the items or activities funded by the grant using the same budget headings you provided within your application.**

**You do not need to submit any invoices with your report. However please be aware that we may ask you to provide these once you have submitted the form. It is therefore important that you keep accurate records of your spending relating to the project.**

<b>Cost heading</b>	<b>Invoice reference</b>	<b>Invoice date</b>	<b>Name of supplier</b>	<b>Description of services or goods</b>	<b>Total of invoice</b>	<b>Total cost claiming</b>
Training	2018/004	06/06/2018	Kitchen's Ink	Oral History Training	£411	£411
Equipment And materials	W2677909	20/06/2018	Gear4Music	2 x Digital Recorders	£148	£148
Equipment And materials	206-2666016-0559542	20/06/2018	Amazon	Recorder Accessories	£162	£162
Digital outputs	202059	30/07/2018	Community Sites	Website Construction	£2,400	£2,400
Digital outputs	202059	30/07/2018	Community Sites	Cataloguing Software	£1,800	£1,800
Digital outputs	202059	30/07/2018	Community Sites	Website Hosting & Maintenance	£360	£360
Training For volunteers	80003	19/08/2018	Queens Hotel, Olney	Accommodation for Trainer	£200	£200
Digital outputs	202070	31/08/2018	Community Sites	Graphic Design	£1,500	£1,500
Training For volunteers	202070	31/08/2018	Community Sites	Training in the use of the website	£1,200	£1,200
Training For volunteers	202070	31/08/2018	Community Sites	Website Training Expenses	£95	£95
Travel For volunteers	11343	18/09/2018	Pickwick & Swales	Website Training Room Hire	£90	£90
Equipment And materials	AEU-INV-GB-2018-204616379	10/10/2018	Amazon	3 Hard Drives	£174	£174
Travel For volunteers	116455	24/10/2018	Bedfordshire Archive Services	Training of Volunteers in the content and use of the Bedfordshire Archives	£75	£75
Equipment And materials	206-9892824-0349122	04/01/2019	Amazon	Photographic Studio Lighting Equipment	£59	
Equipment And materials	43269	12/01/2019	Vallaton Ltd.	Museum Glass for Photographic Studio	£55	
Digital things like a smartphone app, DVD or website	202-4736817-8777943	14/01/2019	Amazon	Battery Packs for Studio Lighting	£26	
Digital outputs	202143	25/04/2019	Community Sites	Flipbook Functionality	£900	
Digital outputs	THS111/01r1	26/02/2019	TownsWebArchiving	Digitisation of the Turvey Abbey Scrapbook	£953	
Exhibitions	Tim/1	20/04/2019	Indicoll	Printing of Exhibition Displays	£230	

Cost heading	Invoice reference	Invoice date	Name of supplier	Description of services or goods	Total of invoice	Total cost claiming
Expenses For volunteers	JS1	26/04/2019	Jo Spray	Launch Expenses	£56	
Digital outputs	202180	19/08/2019	Community Sites	Annual Website Hosting and Maintenance Charge	£360	
Digital outputs	121570	20/08/2019	Bedfordshire Archive Services	Image Reproduction charge	£48	£48
Exhibitions	REC/8	26/10/2019	Turvey Village Hall	Hire of Hall	£42	£42
Digital outputs	2019/RC/55	13/11/2019	British Library	Recording reproduction charge	£54	£54
Equipment And materials	AEU-INV-GB-2019-27453294	19/11/2019	Amazon	Additional Hard Drive for Recordings	£39	
Digital outputs	Manse/1	19/11/2019	Louis Falisii	Editing of Recordings	£50	
Digital outputs	002414	25/11/2019	Living Archives Project	Construction of 2 Audio Trail Walking apps	£1,500	£1,241
Totals					£12,987	£10,000

**If you have spent your grant on different things from what was agreed at the start of your project, you must explain why and how this has allowed you to achieve your aims. Please also provide details of any contact you had with us to agree any changes.**

**You will need to return any grant that you have not spent to us. Based on the table above, we calculate that there appears to be an under spend on your project. You may therefore need to repay the following:**  
£1,700

**Please get in touch with your National Lottery Heritage Fund contact for more information.**

## Evaluation and records

### Photographs

**Please send us photographs recording your project. In attaching any files or images you are agreeing that they are free of copyright constraints. Files can be attached at the end of the form.**

- ✓ a) We have included photographs of the progress of our project
- ✓ b) We have included a record of activities or events that we arranged
- ✓ c) Material from our project is available on the internet

### Website address:

[www.turveyhistory.org.uk](http://www.turveyhistory.org.uk)

### Funding Acknowledgement and Public Relations

**Describe how you are acknowledging National Lottery players, including all marketing, press releases and other public relations activities. Please provide information, including location, about any National Lottery Heritage Fund branding or signage and tell us if this is temporary or permanent.**

The website [www.turveyhistory.org.uk](http://www.turveyhistory.org.uk) is fully branded with the Heritage Lottery Fund logo and that will remain in place. The logo is also on the walking app and the Turvey History Society Facebook page and both will be permanent features. All publications relating to the website and app have had HLF branding as can be seen in the attachments.

The Website and related activities have been promoted via a number of routes. At our various events we have encouraged visitors to join our email list and our Facebook page currently has 99 members. We also use the Facebook pages of the surrounding villages to promote the society and its events. The Society regularly has an article published in the quarterly magazine 'Turvey News' which is distributed to every household in the village. We have also promoted the project in 'Phonebox' a monthly free magazine which distributes 22,000 copies to Bedford and the surrounding villages.

Event flyers have been distributed to every household in the village and posters displayed in local display boards, shops and pubs.

### Evaluation

**If you submitted your application after January 2019, we asked you to tell us about how you would evaluate your project and advised you to create an evaluation plan at the start of your project. Based on the data you have collected throughout your project we expect you to provide a short report (maximum of 10 pages) which tells the story of what you have achieved. For more information please refer to the *Evaluation: Good-practice guidance*.**

**Have you completed your evaluation report?**

N/A