

ACTIVITIES PROJECT PLAN for GIVE ME SHELTER! St Mary-at-Finchley Church & Churchyard Project updated October 2023

When?	What?	Who is the task for?	Where?	Who is responsible?	What will change and how will you know?
Proposed dates	PROJECT DEVELOPMENT				
11.09.23	Project Start				
Oct-23	Appoint Project Evaluator and Heritage Activities Coordinator	Project team responsible for cost control & project success	onsite and online	SMAF volunteer project team leader	The project will really start to happen and St Mary's can tell the community the timetable
16.10.23-27.11.23	Design logical framework for evaluation & gather baseline data, including information already obtained through 2021 public consultation, church record keeping and partnership discussions	Evaluation officer and cross section of people involved in project/ local residents	in person locally, online, by telephone	Evaluation officer with input from Project team	All groups of people who will be involved in the project, or could benefit from it, will be identified (if they haven't been already). Their opinions will be recorded.
16.10.23-27.11.23	Research current best practice for digitising & providing online access to churchyard burial records, agree strategy. Decide what specific training is needed for volunteers.	Burial records activity team (6+)	Online research and discussion at group meetings venue tbc	Volunteer churchyard burial group team leader and paid activities coordinator	A methodology will be agreed. This will allow many people access to burial records which are currently unavailable to the public.
16.10.23-27.11.23	Detail planning of easy read and audio guides with Barnet Mencap, specific topics and timing	SMAF Mencap activity team (3), Barnet Mencap clients (15)	St Mary's & Barnet Mencap building	Jointly by volunteer SMAF Mencap activity team leader/paid Barnet Mencap project officer / paid activities coordinator	a detailed programme for this activity will be available

16.10.23-27.11.23	Review extensive information held on church building history, people associated with the church, WWI and WWII life histories and decide which themes/stories to publish and what needs further research. Decide whether information will be printed, published online or both.	Historic records activity team (4+)	Online research and discussion within group meetings venue tbc	Volunteer historic records activity team leader from St Mary-at-Finchley/ paid activities coordinator	the team will be confident in their knowledge of historic information, recent research and archive images and ready to begin writing/collating
16.10.23-27.11.23	Test proposed walking route, how it can be improved & what information needs to be included in publicity . Get different groups to test-walk stages or whole loop - adults, children, older people, runners, dog walkers.	Walking route activity team (2+), SMAF walkers group, Finchley Walkers & Talkers group, Stephens Gardens dog walkers, St Mary's CE School families & other schools	On the proposed 5 mile route	Jointly by volunteer walking route activity team leader/ paid activities coordinator	A survey will be set up to capture people's responses to the walking route
delay till spring, timing tbc	Planting workshop with Barnet Mencap, cover suitable plant mix & level of maintenance needed	SMAF Mencap activity team, Barnet Mencap clients (approx 15), feedback to Landscape Architect	Barnet Mencap building, visit Stephens House & Gardens (local heritage garden, similar soil & microclimate, good	Jointly by volunteer SMAF Mencap activity team leader/paid Barnet Mencap project officer / paid activities coordinator	Mencap clients who participate in the workshop will understand more about plants
30.10.23-12.01.24	Contact local schools and discuss how the proposed walking route can support their Active Travel Plans (which are required by TFL annually), where children walk from etc. Do a walking and a cycling audit.	Walking route activity team, Local primary and secondary school's Active Travel staff member, LB Barnet school travel officer, Cycling auditor	At schools, online and by telephone	Jointly by volunteer walking route activity team leader/ paid activities coordinator	Results of discussions with schools, results of audit

PROJECT IMPLEMENTATION

27.11.23 - 29.06.24	Write text for easy read guides with Barnet Mencap, take photographs, pass on text & photos to graphic designer, record three audio guides with music	SMAF Mencap activity team, Barnet Mencap clients & staff, SMAF choir for music, graphic designer	onsite, volunteer's homes, graphic designer's office	volunteer SMAF Mencap activity team leader/paid Barnet Mencap project officer / paid activities coordinator	draft easy read guide is complete, audio guides are complete
27.11.23 - 22.01.24	GIS or Geophysics survey of churchyard burials to produce a digital plan	Burial records activity team	onsite and at surveyor's offices	surveyor and paid activities coordinator	all burials, including unmarked graves, will be located on a plan
4.12.23 - 26.08.24	Write text for booklets on church building history, people and war life histories. Take photos to illustrate, or get permission for archive photo use. Design layout of publications and web pages.	Historic records activity team, graphic designer	onsite, volunteer's homes, archives, graphic designer's office	Volunteer historic records activity team leader from St Mary-at-Finchley/ paid activities coordinator	draft booklets are complete
4.12.23 - 29.03.24	Finalise walking route, design directional signage and mapboard for churchyard, design map with supporting text for printing and websites	Walking route activity team, graphic designer, signboard manufacturer	volunteer's homes, graphic designer's office	volunteer walking route activity team leader/ paid activities coordinator	draft designs are complete
18.12.23 - 15.01.24	Half day training course for burials team on techniques	Burial records activity team	tbc	paid activities coordinator	volunteers will be confident to complete the activity
18.12.23 - 26.08.24	Scanning paper churchyard monuments inscriptions records (90 pages collated in 1988) and producing digital document with burial records (London Metropolitan Archives & online)	Burial records activity team.	volunteer's homes or church office, archives	Churchyard burial group volunteer team leader and paid activities coordinator	complete digitisation of all burial records & inscriptions
18.12.23 - 5.08.24	Photographing individual churchyard monuments and sections of churchyard in a systematic way, link each to relevant inscriptions, burial records and survey	Burial records activity team - photographer and assistant	onsite, volunteer's homes	Churchyard burial group volunteer team leader and paid activities coordinator	complete photographic record of monuments

5.02.24 - mid 2025	Gather feedback & data from people involved at times/points specified in the evaluation framework. Analyse data and prepare report.	Evaluation officer and cross section of people involved in project/ local residents	in person locally, online, by telephone	Evaluation officer with input from Project team	The project will have accomplished the 3 intended outcomes via the heritage engagement activities
29.03.24 - 25.05.24	Print walking route maps, small quantity, distribute/sell. Add link for PDF map to existing SMAF, LB Barnet, local schools websites	Walking route activity team,	printers, Website support offices	volunteer walking route activity team leader/ paid activities coordinator	Maps are distributed / online, people walk the route and learn about history, including primary & secondary school children, parents, school staff, people going to shops, sports facilities, work or church who don't want to use a car. Walkers, runners, dogwalkers wanting a longer 5mile walk. Walkers on Capital Ring or Dollis Valley Greenwalk who would like a diversion through the historic core of Finchley Central.
29.06.24 - 20.07.24	Print easy read guides, A4 size x 200 distribute in church leaflets bookcase and at Barnet Mencap. Load audio guides onto MP3 players	SMAF Mencap activity team, Barnet Mencap support staff	printers, onsite and Barnet mencap offices	volunteer SMAF Mencap activity team leader/paid Barnet Mencap project officer / paid activities coordinator	Easy-read guide and audio guides will be used by Barnet Mencap clients and other people, encouraging heritage engagement
5.08.24 - 30.08.24	Prototype digital access to 7 Grade II Listed monuments, with associated burial records, photos and location plan	'Burial records activity team	volunteer's homes	Churchyard burial group volunteer team leader and paid activities coordinator	prototype is live on SMAF website - for use by historians and family history researchers including local, country-wide, world-wide
5.08.24 - 21.12.24	Workshops on: audio technology, music through the ages, writing, understanding maps	Barnet Mencap service users (15 per workshop)	Barnet mencap offices & St Mary's	volunteer SMAF Mencap activity team leader/paid Barnet Mencap project officer / paid activities coordinator	Barnet Mencap clients will learn about aspects of St Mary's heritage

2.09.24 - 28.10.24	Create live pages with all churchyard burials, test for functionality and improve where necessary, notify relevant bodies so that links can be set up (Local archives, Historic England, Church of England, Caring for God's Acre)	Burial records activity team.	volunteer's homes	Churchyard burial group volunteer team leader /paid activities coordinator	entire records are live on SMAF website - for use by historians and family history researchers including local, country-wide, world-wide
2.09.24 - 30.09.24	Print historic records publications A4 size x 200 tbc. Add live pages of historic records to existing SMAF website	Historic records activity team,	printers, Website support offices, onsite	Volunteer historic records activity team leader from St Mary-at-Finchley/ paid activities coordinator	Historic records booklets are available for sale/ on website- for use by local residents, past residents, people interested in history, architecture, locally, country-wide, world-wide

Project Completion