

**CHICHESTER COMMUNITY
DEVELOPMENT TRUST**

Let's make it happen

Heritage at the Heart of Graylingwell Interpretation and Design Plan



November 2018

Contents

1. Introduction.....	5
2. Background.....	6
2.1 Changes since Stage One.....	7
3. Interpretation Strategy.....	9
3.1 Interpretation rationale and process	9
3.2 Project management and structure	10
3.3 Inspiration.....	11
3.4 Current and potential audiences	15
3.5 Interpretation layers.....	16
4. The Graylingwell Story – Together Our Space.....	18
4.1 Interpretation chapters	18
4.2 Heritage material for display and interpretation	39
4.3 Review of plans and policies.....	40
5. Interpretation within the Chapel.....	42
5.1 Location of chapters spatial planning - The following image describes the spatial planning of the interpretation chapters throughout the building:	43
6. Community Engagement	51
6.1 Consultation and engagement	51
6.2 Involvement.....	51
7. Timetable.....	53
8. Budget.....	55
9. Training.....	57
10. Marketing, Evaluation and Monitoring	61

10.1 Marketing	61
10.2 Evaluation	62
10.3 Assessing access barrier to interpretation	63
10.4 Environmental sustainability	66
10.4.1 Environmental Sustainability Aims.....	66
11. Our Partners	67
11.1 West Sussex Record Office (WSRO).....	67
11.2 The Novium Museum	68
11.3 University of Chichester	68
Appendix 1 - Timeline Events	69
Appendix 2 – The collection – details of objects and articles	71
Appendix 3 - Table of Heritage chapters and collection items	75
Appendix 4 - Donations Policy and procedure	78
Appendix 5 - Memorandums of Understanding.....	80
Appendix 6 – Care, Conservation and display policy.....	85

1. Introduction

The Chapel is the geographical centre of the new development of Graylingwell Park. It is part of a connected space comprising the Clock House, the Water Tower and a green courtyard featuring specimen trees including the Cedar of Lebanon donated by the Duke of Richmond in 1900. From the Chapel there are views to the South Downs, Havenstoke Park, the retained refurbished outer core of hospital buildings and to Graylingwell Farmhouse and adjacent stables. The visitor experience to the chapel encompasses all these aspects. The significance of Graylingwell Hospital in the context of mental health treatment history is its reputation as a caring community in a green and open space and as a teaching hospital for its pioneering treatments.

Built from the flints cleared from the site of the farm purchased to build the hospital, the chapel is a connected integral part of the mental health facility. Prior to the Graylingwell Heritage project¹ the location, existence, extent, purpose and history of Graylingwell Hospital was largely unknown to the majority of residents of Chichester, visitors to the area, and even indeed to the new occupants of the hundreds of new homes that have and are being built on its former site. The goal of the interpretation plan is to provide a means of permanently displaying the project's findings, to effectively tell the story of Graylingwell Hospital through its timeline described in [Appendix 1](#) and provide an opportunity for both residents and future visitors, of all ages, to appreciate what Graylingwell Hospital was and what its legacy is for future generations. The hospital was built at the end of the Victorian era at a time when many asylums had been built, a consequence of the huge population increase in the 19th century. Its position was carefully selected and its layout reflected thinking that had evolved during the course of this time, holly and laurel hedges to surround it, not high walls. Its management was enlightened; a practice started by Harold Kidd and followed by his successors Cyrus Ainsworth and Joshua Carse. The latter and the medical team he assembled embraced new ideas and new treatments. Graylingwell was a place where practitioners elsewhere came to study and learn best practice.

The Interpretation Plan is part of a collection of complementary plans developed to support the Chichester Community Development Trust (CDDT) application to the Heritage Lottery Fund for a Stage 2 grant. The Delivery Plan covers the organisational and operational procedures required to deliver the delivery phase of the project. The Activity Plan details the consultation undertaken to support the development of audiences and outlines activity planning for the project. The Interpretation Plan focuses on the interpretation and design of the exhibitions and displays including an overview of the available collections relating to the heritage of Graylingwell. The display and interpretation of the heritage of Graylingwell Hospital enables, for the first time, the story to be accessible to all. A range of on-site history resources available via hands-on interactives and written text will facilitate access to the rich material including archives, oral histories and objects and artefacts. Collaborating with key cultural and heritage providers across Chichester will be integral to displaying the unique story of Graylingwell.

¹ HLF funded "Our Heritage" Graylingwell Heritage Project 2014-15

2. Background

Concern about the loss of the heritage of Graylingwell Hospital provided the catalyst for the Graylingwell Heritage Project in 2014. Over the years, Graylingwell Hospital has had a significant impact upon the local community, both as a mental health facility and a place of employment. However, the Graylingwell story is not just limited to local history; the hospital played a role in our national heritage when it was requisitioned by the War Office to be used as a war hospital during the First World War. As a medical institution, Graylingwell Hospital played a significant part in the history of mental health treatment in Britain and the developing role of psychiatry in the 20th-century.

The restoration and redevelopment of Graylingwell Chapel provides a unique opportunity not only to tell the story of the chapel and the hospital site but also to continue to engage residents, local community and future visitors of all ages with its heritage and history. CCDT will collate and interpret the wide range of heritage objects and stories scattered around Chichester and provide a means of permanently displaying them, enabling, for the first time, the story to be accessible to all. We aim to transform Graylingwell Chapel into a hub of heritage information and activities, reflecting the community, the building's past, present and future.

The CCDT team have worked closely with the project architect to ensure that the interpretation and design is integrated into the second stage architectural concept designs and developments. Our consultation work has demonstrated that potential users and visitors think it is important that interpretation is a key element of the overall project and represented within the general architectural solution. Together with the design team, we have identified locations for different forms of interpretation, based on the feedback and preferences identified through consultation. Interpretive displays will feature both within the new build extended space and within the core chapel building. During the development stage of the project, we have undertaken further community and stakeholder consultation to refine design concepts and tested interpretive content.

Primarily, the chapel will be seeking to attract a local community audience to engage with the building on an on-going basis. We will cover a wide range of themes and there is a range of heritage assets, which will inform and support the interpretation. This includes archives, images, oral histories and a quantity of historic and contemporary objects. The chapel will be an interpretation hub for the whole site. It will represent or signpost multiple elements of the site's history and reference other important buildings within the site, that may not be internally accessible. The interpretation will also underpin a programme of heritage activities informed by the history of the hospital and the chapel.

There will be flexibility within the interpretive scheme to facilitate the introduction of new content and allow cost effective replenishment of displays. This will encourage repeat visits and foster sustained engagement with the chapel. CCDT, through the chapel, will engage with people to challenge the stigma of mental health and will explore ways in which museums and the heritage sector can improve the health and well-being of individuals.

The scope of the interpretation plan is to answer these questions:

- What is mental illness and how does it affect society?
- Attitudes and treatment of mental health up to the Victorian period
- Graylingwell Hospital – background, architecture, layout
- Mental health care at Graylingwell Hospital and its significance
- The Chapel's role in life at Graylingwell
- Mental health provision today

Answers to these questions will be supported by:

- A combination of permanent interpretation and space for changing exhibitions
- Flexible graphic system for temporary displays
- Audio library for oral histories
- Illustrated/interactive timeline capturing the chronology of the site right up to the present day
- Collaboration with artists on key features or elements of the storyline
- Illustrative diagrams and timelines
- Photographs, documents and other memorabilia
- Case histories of patients
- Written and oral memories

By telling the Graylingwell story for the first time, we are creating a lasting legacy to the staff, patients and people with a link to the Hospital. We are creating exhibitions and displays that will enable people to discover and explore the fascinating story of Graylingwell Hospital and the surrounding area. Bringing together objects, oral history and archival material we are telling the story of Graylingwell in a building closely associated with the wellbeing of the patients and staff.

2.1 Changes since Stage One

The research and consultation undertaken in the development phase has enabled CCDT to review proposals listed in the Stage 1 application. The planned interpretation strategy and heritage focus of the project remain largely unchanged, but are more clearly defined with a stronger focus on linking the heritage – of its pioneering therapeutic treatment approach – with current thinking in mental health care. The project still proposes to

explore and interpret the heritage of the Graylingwell Park site from its early days, through the hospital years to its present-day redevelopment. New collaborations and networks have been established during the Development Phase, while the core partnerships with the West Sussex Record Office and The Novium Museum clarified through an improved definition of each partner's role.

The original proposal for the co-production of external displays around the Graylingwell site has now changed. The external signs will now be delivered in partnership with Linden Homes so now fall outside the scope of this project. There will be two interpretative panels located in the outside café area which will focus on the immediate landscaping and planting round the chapel area.

Since the submission of the round one grant application WSRO and Outside In (a charitable organisation which supports artists who face barriers to the art world, <http://www.outsidein.org.uk/>), have secured funding from the Wellcome Trust to digitise the Vawdrey Archive of c.194 artworks created as part of the Worthing Project at Graylingwell between 1951 - 1971. The project will also digitise a copy of Vawdrey's illustrated thesis, *Art in Analysis*, which contains three case studies on art therapy. This work will start in September 2018. The Worthing Project was a pioneering programme of early art therapy sessions run by Dr Brian Vawdrey. The archive provides an important insight into the therapeutic process and has the potential to offer a unique perspective on the development of art therapy as a discipline. Some of the Vawdrey artwork was displayed as part of the Graylingwell Heritage: Hidden Histories exhibition held at Pallant House Gallery at the end of the Graylingwell Heritage Project in 2014 but has not been on public display since. The Worthing Project was a key part of the post-war pioneering treatment that took place at Graylingwell. As such the Vawdrey artwork would be an exciting addition to the heritage interpretation of the chapel. CCDT is currently in discussions with WSRO, Outside In and the Vawdrey family for permission to secure high quality reproductions of the artwork for display.

It was originally envisaged that one of the meeting pavilions would be used to showcase the pioneering work of the Graylingwell doctors. However, on reflection, if the room was in use this would mean that visitors to the main chapel area would not have access to a key part of the Graylingwell story. It is now proposed that the story of the development of medical treatments and the men who oversaw them will form part of the heritage interpretation in the main chapel space and therefore be accessible to visitors at all times. It had been planned that some of the Graylingwell archive would be accessible via touchscreens or through digital presentations. As all elements of the heritage interpretation are required to be moveable it is not possible to create portable audio visual content in a cost effective way that can be consistently accessed by visitors. To ensure that each visitor has the same high quality experience of the chapel's heritage interpretation we are now proposing to reproduce quantities of the archive which people can handle and to use low-tech interactivity to engage people in the heritage content.

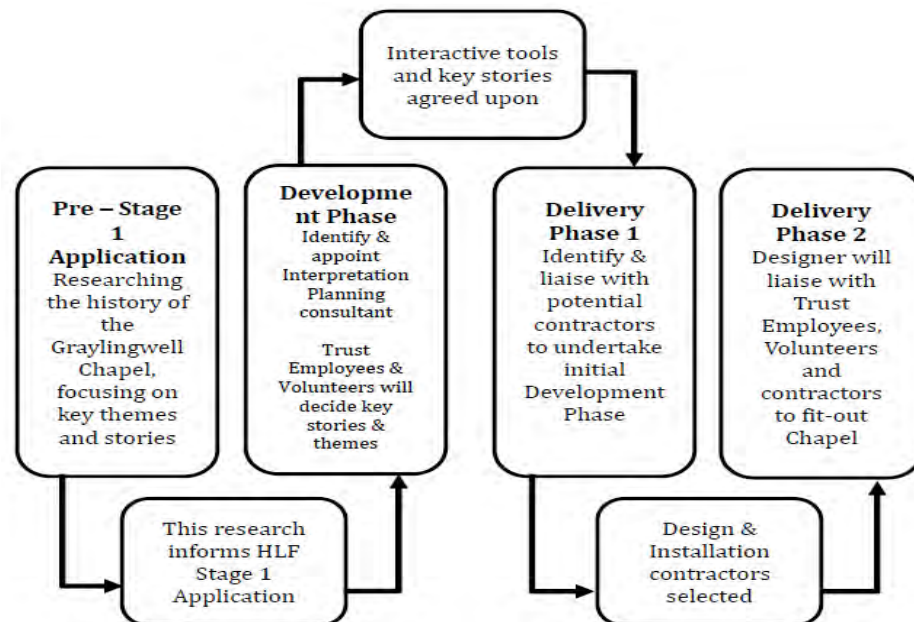
3. Interpretation Strategy

3.1 Interpretation rationale and process

The vision is for the restored chapel to be engaging, accessible, multi-sensory and, most importantly, to respond to audience needs. It will respond to best practice but balance with the chapel's community space use, ensure that engaging content is presented, complementing the beautiful 1896, Grade II listed building. The main objectives of the Interpretation Strategy include:

- Develop an interpretation plan to RIBA Stage 3
- Ensure the consultation and research informs all areas of heritage interpretation and display
- Identify ways of involving volunteers, local residents and the wider community in developing the interpretation and displays
- Ensure the design and interpretation is appropriate to the building and collections
- Ensure environmental and physical sustainability is built into the design
- Ensure flexibility in the designs to allow longer term alterations and developments

3.1.1 Interpretation Strategy Process Chart



3.1.2 Key principles of the strategy

As described in the HHG Interpretation and Design Plan² we have carried out community, partner and stakeholder consultation to inform the key principles of the interpretation strategy, which are described as follows:

- To provide a safe and welcoming space: Allowing visitors to interact with the story of Graylingwell. Comfortable seating and soft flooring will complement displays that are engaging and informative. The display cases are designed to mirror the architecture and design of the building. The 'reliquary boxes' suggest the medieval reliquary, with its connotations of a community cherishing objects important to its collective memory.
- To embed the story throughout the chapel building and grounds: All areas of the chapel will be used to tell the story of the Graylingwell Hospital including the Narthex, Meeting and activity spaces, the café and the main body of the chapel. We will devise a layered approach to presenting the interpretation, which responds to the broadest range of visitor needs while also creating a fun, and engaging way to access the different elements of the site's history.
- To create 'book case' displays: These cases are designed to allow visitors to discover and explore the specific themes relating to Graylingwell. Visitors will be able to view books relevant to the subject areas, extracts from the reproduced patient casebooks and listen to former staff and patients tell their stories of the asylum. These displays will be changed to tell the story of different patients. The book case displays will also be moveable for added flexibility and to allow for different uses of the space.
- To provide modern oral history listening posts/audio libraries: We will locate these libraries at key points of the exhibition throughout the chapel building. They will be themed to tell different stories about Graylingwell, including what it was like to be admitted to Graylingwell, the procedure, what it was like for the patients.
- To provide information that is new and evolving: There will be flexibility within the interpretive scheme to facilitate the introduction of new content and allow cost effective replenishment of displays to encourage repeat visits and sustained engagement.
- To invite deeper engagement from visitors by encouraging them to respond to, or reflect on, contemporary issues relating to mental health and wellbeing.

3.2 Project management and structure

Overall management of the Interpretation Plan lies with the CCDT Board of Trustees, advised throughout the development phase by the staff team and the Chapel Steering Group. Each member of the steering group undertook a champion role on the project to support, advise and present on different areas of the development phase and these are described below:

² HLF Stage One Interpretation and Design Plan May 2017

Graylingwell Chapel Steering Group:

- Clare de Bathe (CCDT Trust Director) – Chair/ Management and maintenance plan/ Fundraising champion
- Lina Poskitt (CCDT Office Manager) Landscape design/ Interpretation planning champion
- Megan Whittle (CCDT Building Projects Coordinator) Management and maintenance plan champion
- Angie Bacon (CCDT Community Development Officer) Marketing and Communications/ Activity Planning champion
- Tim Morgan (CCDT Trustee, St Pancras Church member and Chichester resident) Management and maintenance plan/ Technical and design work champion
- John Eagles (CCDT Trustee and Graylingwell Park resident) Fundraising champion
- Tim Lawrence Owen (Graylingwell Park Community Garden)
- Ken Jones (Chair of Roussillon Park Residents Association and Chichester resident) Management and maintenance plan/ Technical and design work champion
- Mike Robbins (Clarion Housing Group) Management and maintenance plan/ Technical and design work champion
- Mike Pickering (Graylingwell Park resident) Marketing and Communications/ Interpretation planning champion
- Coral Botteley (Graylingwell Park resident) Interpretation planning/ Catering/ café champion
- Carol Grove (Immanuel Church) Catering/ Café champion

3.3 Inspiration

In addition to the consultation undertaken with current and potential project partners, stakeholders and residents, as part of an HLF funded start up grant³ we undertook a number of research trips to provide inspiration, benchmark against and identify best practice. This included the following areas:

3.3.1 Museums, galleries and heritage organisations

Visits made to buildings displaying and interpreting material linked to either medical treatment, mental health and wellbeing or life in an institution included:

- The Bedlam Exhibition, The Wellcome Collection: A number of aspects worked well that we have used to inform the interpretation plan; visitors are encouraged to engage with the subjects and leave their own comments. Extra archival /printed material was made readily accessible to visitors without it seeming overwhelming through layering. Medical objects are displayed to create an artistic impact allowing visitors to appreciate them as objects in their own right. The collection items were used to encourage visitors to question their preconceptions about madness and what an asylum should not only be but also be doing for its patients is an idea which will inform the Graylingwell interpretation. In particular, the use of the Hogarth illustration of visitors as voyeurs of the patients laughing at their conditions was powerful.

³ HLF Start Up Graylingwell Chapel Project 2016

However, there was a great deal of white space and bright lighting highlighting the need for suitable lighting and colour palette to create a warm welcoming space.

- The Foundling Museum, London: There were a number of aspects, which informed the interpretation plan including the creative approach to the display and visitor engagement elements of the Foundling Hospital story. The use of repeated objects to tell the stories and create display impact was an element that we will replicate within the chapel. The comfortable and domestic scale of the furniture used to deliver oral histories offered a new alternative to the approaches we had reviewed to date, however the space lacked any community feel and was very academic in its approach to telling the stories.
- Brookwood Hospital Display, The Lightbox, Woking: There were a number of aspects, which worked well that we have used to inform the interpretation plan including the use of keywords both positive and negative about mental health. This simple use of language is effective in opening up the visitor's mind to different perspectives on mental health. The exhibition was also effective in its dual presentation of both personal stories and testimonies from Brookwood patients alongside the history of the medical procedures and treatments. However, there were limited opportunities for interactivity with the interpretation, no signposting to sources of help/advice for those wanting to know more or details on how to access mental health support.

The following images show some good examples of interpretation seen on the benchmarking visits:



Medicine bottle display



Display of photos and cards



Oral history point

3.3.2 Organisations who operated a multi-use space

Visits made to buildings where heritage interpretation and community engagement existed together included:

- The Sheriff Centre, West Hampstead, London: A community hub, which brings together collection of facilities within a functioning church. The facilities include a Post Office, congregation, café, gift shop, children's soft play and concert venue. The combination of facilities results in a high footfall. It was useful to see how a range of facilities is brought together under one roof in a religious building; however, it looks like the different elements have been developed separately without thought of how the overall space will work. There is limited heritage interpretation in the church and exhibiting it does not fit the style of the church or encourage visitors to engage with it. This demonstrated to us the importance of creating engaging interpretation that compliments the style of the chapel to attract visitors to interact with it.
- The Reading Room, The Wellcome Collection, London: The Reading Room at the Wellcome Collection has been the key inspiration for the new look and feel of Graylingwell Chapel. It is a hybrid space that functions between a library, a gallery and a social space. The style of the space is markedly different from the traditional museum design. In this space, visitors can touch and interact with everything with the exception of a couple of fragile sculptures. We aspire for the chapel to be a similarly hybrid space, set out in a style which does not look like a museum encouraging a high level of visitor interaction with the heritage and building interpretation, café and play area. There were a number of aspects that we have used to inform the interpretation plan including the use of modular units which combine object and fine art display, access to boxes containing documents from the archive, collections of books for further reading and opportunities for visitors to leave their own contributions. The modular units alongside other displays and furniture were used to create zoned areas. This created smaller 'rooms' within a larger space which enable visitors to navigate the space more easily. The mixture of desk space and comfortable sofa and armchair seating along with the carpeting of some areas and the beanbags on the chairs encouraged people to find a space where they felt comfortable to stay and engage with the heritage material or their own work. This mixed seating made it clear that people were using the space for different reasons. There were a number of discreet space saving display solutions within the space. The following images are from the library:



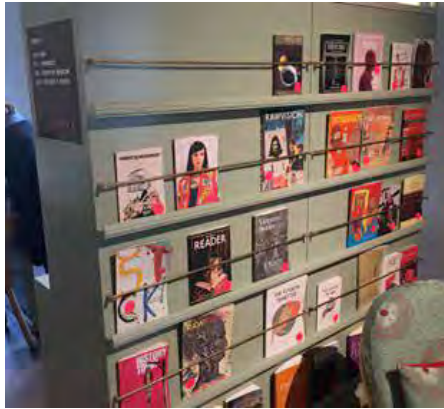
Work/study areas



Bookcases and solander boxes



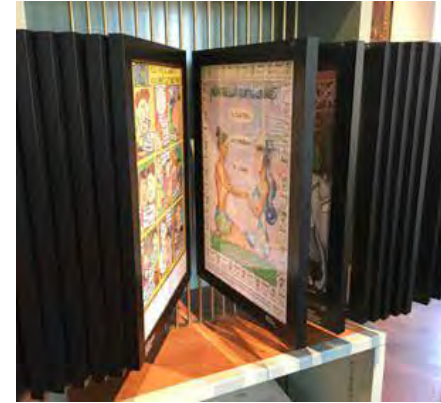
Bookcases with objects at the top



Further information and reference



Visitor portraits and feedback



Poster flips

- Cornerstone Community Centre, Hove: A busy and well-resourced community centre located in central Hove within St John the Baptist Church. The location of the multi-use community centre within the church building was useful to see, however there is little or no heritage interpretation within the community centre space. The focus of the new build structure is to provide a series of functional rooms for community events and activities. The interpretation of the surrounding church building has not been a consideration in its design of the new build elements and internal architecture is sacrificed to the practical demands of its use.

The following images show the multipurpose spaces identified as inspiration for Graylingwell Chapel:



The Sherriff Centre



The Wellcome Collection Library

3.4 Current and potential audiences

CCDT manages three community venues serving local residents: the Community Hall at Roussillon Park and The Lodge at Graylingwell Park host a variety of activities and events throughout the year. The Lodge is also home to a preschool that serves the local area. The newly opened Hub at the Water Tower is beginning to attract users of its co-working space. Regular and one-off activities are programmed to ensure there is something of interest to all age groups, interests and abilities. After-school clubs, music, dance and craft workshops along with targeted initiatives such as Youth Forum and Young Ambassadors are popular with young people, while learning and leisure activities for adults include book club, internet café, and heritage and informative talks from visiting speakers. Weekly community cafés, quiz evenings and the annual Summer Garden Party bring the community together to socialise and have fun.

During 2016-17, 6469 people attended events and activities delivered by CCDT and 38 other organisations, with 27 volunteers providing 1890 volunteer hours. The Trust's social media accounts and mailing lists have a significant reach online and attract participants to its activities. The activities attract participants not only from Graylingwell Park and Roussillon Park and the immediate neighbourhood but also from the surrounding areas. In addition to participation in our current events, the responses to our consultation have shown that we have a supportive and enthusiastic local community keen to be involved in supporting the Graylingwell Chapel redevelopment project. The previous Graylingwell Heritage Project attracted a committed group of volunteers drawn from the local area, who contributed their time, skills and expertise to carry out research, creative arts-based activity, recording oral histories and archive preservation tasks. Some of these volunteers have continued to support CCDT in the development of the current project including a core group assisting the team in research and consultation and seven sitting on the Steering Group. At recent community events, several local residents have signed up to volunteer on a number of different tasks at the chapel when it reopens.

In 2016, it was estimated the total adult population (15+) in the local area [PO19 6] was 5,993, while that of Chichester district as a whole was 101,669. With a further 2400 homes planned over the next 5 years, this figure is set to rise by 2020. The local community comprises of long-time residents in the wider area, joined by the recently arrived residents of the new housing developments. The most prominent groups as described in population profile report categories are 'Rental Hubs, Aspiring Home Makers and Family Basics', reflecting the proximity of the university, hospitals and a high proportion of new and social housing. While the wider Chichester district has an older population with a median age of 46 and a higher socio-economic profile, the dominant adult age group in the Graylingwell area is 20 – 24. Levels of cultural engagement – visits to art galleries, theatre and museums – are high.

Graylingwell Park has a mix of new build, mixed private and social (40%) housing, with a new development at Lower Graylingwell on former NHS land due for completion soon. Within close proximity to the chapel are three mental health units operated by Sussex Partnership NHS Trust and a University of Chichester student accommodation block, with the University just over ½ mile away. The rapid population growth in the area has created a scarcity of affordable community facilities with local residents frequently having to travel by car to access leisure facilities, employment/health advice and affordable childcare. The redevelopment of Graylingwell Chapel into a mixed-use facility, owned and managed by the

community, will meet this urgent need for space and create a hub for activities that will help increase community cohesion and tackle social isolation.

The proposed programme of activities is wide-ranging and aims to attract a broad audience from the immediate neighbourhood as well as the wider area. Experience from the Graylingwell Heritage Project and responses at recent consultations have demonstrated a strong interest from local residents in preserving and sharing the heritage of the site - from its early and medieval history to its time as a psychiatric hospital. The interpretation and activity programme is designed to appeal to a wide range of people with varying interests and abilities. By telling this story through the lives and experiences of people connected with the site, supported by audio, visual and interactive displays, the interpretation will make it accessible, actively engage visitors and encourage repeat visits to the chapel. Feedback from those consulted also indicated a strong aspiration for activities that draw on the heritage of the psychiatric institution and treatments of the past and to address current day concerns of reducing stigmatisation of mental health. This link between the past and present will be reflected in a comprehensive activity programme that takes its inspiration from the art, craft and talking therapies used by the pioneering staff at the hospital. Heritage, creative, learning and volunteering activities will bring people together in informal and fun settings that will promote health and wellbeing, while more focused sessions will offer support to those experiencing mental health issues. Collaborative working with local organisations and service providers will enable linking up with sector-specific networks as well as providing expertise and activities under current initiatives such as Social Prescribing, Time to Change and Peer Support.

Research and consultation has highlighted key priority audiences for our project.

- Community: residents of all ages, including families, older people, volunteers
- Young people: under 18s, HE students, pupils at local special needs school
- Special interest groups: those experiencing or supporting a range of health and wellbeing issues, including mental health problems or dementia.
- Heritage interest groups: heritage, culture users, partners (and their audiences)

3.5 Interpretation layers

The advantage of layering the interpretation is that it enables us to build elements which can be easily changed to keep the displays fresh and interesting or replaced in the case of damage or wear and tear. Any of the layers could be changed although the display systems used for the text, artefact and archive material will be expressively designed to allow for displays to be changed. The Graylingwell story will be told using layered interpretation that will include a combination of:

- **Text:** to introduce the chapter and provide context for the heritage and contemporary threads. Panels of 200 words max / labels of 50 words max. All text will be structured using hierarchies of information to ensure it will be clear and easily understandable. It will be tested for readability against clear English guidelines and for reading ages. Medical or historical terms will be explained either within the text or by a wordlist.
- **Images:** to illustrate text and as a standalone visual element. Images will be chosen for the extra information and context they can add to a

chapter. They will provide that layer of extra information that visitors cannot get from written information.

- **Collection material – artefacts:** to evidence the lives of those who lived and worked at Graylingwell Hospital between 1897 – 2001. Mounted within display cases in the modular interpretative units. The small number of original artefacts will be used to illustrate the experiences of those who lived and worked at Graylingwell. The artefact interpretation will provide context for these items and make a connection between the original owner / user and today's visitor.
- **Collection material – archives:** *Please note - Archival material will be available as reproduction only as the environmental conditions at the chapel do not allow for original material to be displayed.* To reveal unknown information about the running of Graylingwell Hospital, mounted within display cases, alongside artefacts and collections of material available in solander boxes for visitors to explore. There is a large quantity of archive material available to tell the story of Graylingwell. Some items such as the patient case books or the library of photographs from the First World War warrant their own display. Other items such as receipts and ledgers provide a fascinating context to the artefact collection.
- **Handling artefacts or costumes:** to make some of the experiences of those who lived and worked at Graylingwell more tangible for our visitors. Collections of handling artefacts and costumes will be available at key points in the chapel's main space. Handling artefacts and costumes will be chosen to provide visitors with a greater understanding of what it was like to live and work at Graylingwell. For example a selection of medical tools and equipment will be available to handle with captions on what each item was used for; a selection of First World War battledress and hospital blues uniform with caption labels on the significance of each.
- **Low-tech hands-on interactives:** to provide information in a stimulating and fun way, a range of low-tech interactives will be used at key points in the chapel main space to provide a different method for visitors to discover and explore the Graylingwell story.
- **Opportunities for visitors to make their own contributions:** to create a dialogue and feedback between the stories and our visitors, for example comment card displays, diaries, visitor galleries. There will be opportunities for visitors to leave their own comments, reflections and drawings in response to the interpretative chapters. This will also provide visitors with an opportunity to see how previous visitors have responded, creating a sense of community.
- **Further reading:** to give those visitors who have an interest in more detailed information resources; books, leaflets or more detailed archive material. Each chapter will have an element of further reading incorporated within it. Depending on the topic, this may be a book, leaflet or a more detailed excerpt from the archive. Where further reading material does not already exist we will work with our research volunteers during the delivery phase to create a leaflet or booklet.
- **Audio libraries:** with opportunity to listen to the over 80 collected oral histories of past Graylingwell Hospital patients and staff, current experiences and stories, inspirational talks and other subjects related to mental health.
- **Takeaway:** each chapter will have a takeaway element, such as bookmarks, postcards, or seed packets, to provide visitors with a tangible reminder of each chapter and to inspire discussion, contemplation or action.

4. The Graylingwell Story – Together Our Space

Graylingwell Hospital was open for more than 100 years. A wide range of activities took place at the hospital outside of medical staff caring for the patients. As a result, there is a wide range of heritage assets to inform and support the interpretation. This includes archive material, photographs, oral history recordings, transcripts, and a small quantity of historic and contemporary objects. Public consultation and an appraisal of the collection material available informed the selection process of the following chapters.

By its very nature the story of a county mental asylum has the potential to be stark, hard hitting and in places shocking. The interpretation will not gloss over the difficult subjects within the hospital's history. It will however aim to create light and shade. The pioneering approach to treatment at Graylingwell, despite some of the outcomes, advanced the national treatment of mental health conditions. Although some patients had life-limiting conditions, there were many who recovered and left the hospital or who led full lives on site. In documenting the changing medical treatments over a hundred years the collection runs the risk of being sterile and without warmth. To mitigate this our interpretation plan will put the people who lived and worked at Graylingwell at its heart. By adopting a social history approach to the story of the hospital, we aim to connect with visitors of today on a personal level.

Our approach of storytelling through chapters aims to balance the pioneering medical treatments with the holistic social side of treatments and the personal stories. We will make the link between the mental health heritage at Graylingwell and the experiences and treatment of mental health today. Having appraised the work of other heritage organisations we are keen to pursue this as an innovative approach to the interpretation of the subject matter. We have consulted with both a mental health provider and a number of organisations to ensure that what we include in the interpretation's contemporary thread has longevity and is appropriate for our audiences. We are also aware that mental health is not a topic, which everyone feels comfortable engaging with and for this reason, the interpretation's contemporary thread will be light touch so as not to overpower visitors and will have heritage context provided by the story of Graylingwell hospital.

4.1 Interpretation chapters

Each chapter of the Graylingwell Story contains narratives which unites both the heritage and contemporary interpretation threads. Within each chapter information will be layered to create a multi-sensory experience for the visitor and will use a different combination of presentation methods including text, images, collection objects, handling artefacts, collection archives, oral histories, low tech hands-on interactives, takeaways, further reading and opportunities for visitors to make their own contributions. We will connect the heritage stories of Graylingwell Hospital with stories of today to address the "so what?" and "What's it got to do with me?" question that visitors may have. The purpose is to enable visitors to reflect/think/feel and be inspired to find out more, share their stories, get involved and feel less different. We aim to start a conversation about

mental health today and in the past and we hope that the chapel will be a welcoming space for people with or without mental health issues to meet, discover and connect with themselves and others.

The Chapel will be a space where people can **connect, be active, take notice, give and keep learning**. We will show that the heritage is not just shaped by stories in the past but by stories from the present as well. The heritage of Graylingwell lets us discover how we are all part of the larger story. Our lives are linked with those of the people who came before us and by sharing these stories and how they connect, we keep the heritage alive and relevant to visitors today. Our ambition for the interpretation and design is taken from a quote found on a library door....

“A place to wander and wonder, a place to seek and explore, a place to dream...

Welcome! This is your space...

It is a place to discover, it is a place to care, share and smile...

It is a place to invent, a place to aspire and inspire. It is a place to relax and enjoy...

A place to believe, a place to think and imagine...

It’s a place to browse, a place to reflect and peruse, a place to begin and succeed.”

The following pages describe the chapters in more detail.

Chapter One: Beginnings

This chapter will tell the stories of Graylingwell Hospital, from its original conception as an asylum, the wider therapeutic treatments the hospital used and the associated patient and staff experiences. This chapter will also encompass the story of the chapel, its role at Graylingwell; how Blomfield designed spaces for quiet reflection, demonstrating the importance our surroundings have on our emotional wellbeing and how this ethos extended to the historical landscaping, not just of Chapel Green but the asylum in its entirety.

Past:

The beginning of the hospital - its start and build, telling the story of the Graylingwell site from pre-history up to the Victorian period including the Graylingwell Well:

- Providing context to the treatment of mental health during the Victorian period
- Describing the background to the need for Graylingwell Hospital
- Detailing information on the development of Graylingwell Hospital
- The story of the chapel and it's role at Graylingwell, Arthur Bloomfield and chapel architecture
- Outlining the spiritual life of the hospital e.g. types of services, chapel usage by the congregation both spiritually and physically, for example men and women sat separately divided by the main aisle
- Outlining the role of the chaplains, how they were key to patient's engagement with the chapel

Materials including:

- Graylingwell Hospital annual reports 1898-1967
- Rules and regulations 1898, 1915
- Letter books 1892-1901
- Harold A Kidd, testimonies and letter of applications for the post of Medical Superintendent 1896
- Floor plans and maps
- Archaeological finds from pre-historic, Roman and Medieval periods
- Photographs and maps of archaeological digs
- Maps of where the settlements were across different time periods
- Graylingwell Hospital grounds, tree planting, Chapel Green and Havenstoke Park
 - Layout of the outdoor spaces, for aesthetic open spaces and practical purposes
- Architecture of buildings and the chapel - maps and plans
 - Pavilion style - echelon
 - Chapel - separate entrances, male/female, quiet rooms etc

- Stained glass and mosaic in the Chapel
- Water Tower (2nd tallest building in Chichester)
- Hospital opening story – photographs, plans and maps, details about mental health treatments in the Victorian period
- Solander box or similar containing documents and photographs
- Photographs (Victorian style photo album) with quotes
- Photographs showing activities at the chapel
- Historic pictures

Today:

This chapter will explore how memories of our past shape us, the importance of shared memories, remembering the generations and historic events that went before us, how those memories help define us and what happens when you start losing memory. This chapter will also explore spirituality and mental health and discuss questions such as *What is spirituality? Can spirituality help people with mental health problems? How can spirituality be part of mental health services?* Spirituality can play an important role in helping people maintain good mental health and live with, or recover from mental health problems.⁴ Researchers across a range of disciplines have started to explore and acknowledge the positive contribution spirituality can make to mental health. Service users and survivors have also identified the ways in which spiritual activity can contribute to mental health and wellbeing, mental illness and recovery. Spirituality offered some patients a way in which they were able to make sense of their difficult life situations and mental health struggles.

Discover more, interaction and activity:

- Old style photo album with photographs quotes from staff and patients
- Information about dementia, depression and loneliness
- Link to activities aimed at improving the wellbeing and quality of life of older people whom feel isolated, ways of enhancing their social networks and enabling meaningful community engagement
- Information, tips and advice on how to look after your mental health in later life
- Classic memory game with images from Graylingwell. Research suggests that playing cards may help preserve mental health. It also increases social interaction, can reduce feelings of isolation and depression and boost self-confidence
- Memory box, with items, snippets and photographs from Graylingwell
- Quiet space for visitors to sit and reflect, contribute their own thoughts and observations on the chapel
- Information on mindfulness and meditation - tips and advice on techniques and every day practices
- Booklets and leaflets giving further detail on individual chaplains and services

⁴ www.mentalhealth.org.uk/a-to-z/s/spirituality

- Audio library – listen to patient and staff stories from GH, memories of the chapel and reflection, mindfulness and meditation tracks
- Historical information - the religious and spiritual life at the hospital, chaplains, quiet space

Take away:

How do I want to be remembered? A chance for people to reflect and comment on what they would like to be remembered for.



Image 1: Chapel postcard with mindfulness links on reverse, ideas to be mindful, courses and activities

Image 2: Example of memory game - expand on why games are good for mental health, combat loneliness and encourage intergenerational interactions

Image 3: Example of a memory box

Image 4: Example of old style photo albums to take out and look through

Chapter Two: Caring Conversations

This chapter will tell the story of the importance of taking notice of people around us and reaching out to offer our help. The importance of support systems, taking a proactive approach, the power of speech and listening and how these pioneering doctors approached this.

Past:

To tell the story of the Graylingwell Hospital staff including:

- The unique approach at Graylingwell
- Representing the experiences of the Graylingwell doctors, nurses and attendants and how these changed over a period of time
- Highlighting the work of these pioneer doctors
- Explaining how Graylingwell became a teaching hospital and centre of best practice
- The staff experiences doctors, nurses and attendants

Materials including:

- Master key belonging to senior nurse
- Attendants' service and conduct book 1897-1910
- Harold Kidd - testimonies and letter of applications for the post of Medical Superintendent 1896
- Roth - study establishing a categorisation of mental illnesses
- Sainsbury - research into the clinical and social characteristics of suicide
- Carse - study how to reduce admissions by providing outpatient care
- Vawdrey - study how art could benefit mental health care with examples of the art work produced by patients (Worthing Experiment)

Today:

"We know that every year, 1 in 4 people are likely to experience a mental health problem. That means 3 in 4 people can be there to support them."

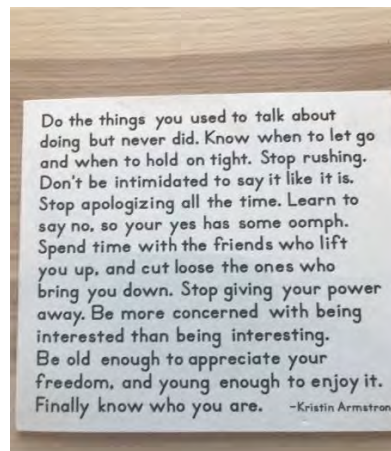
Evidence shows that good relationships – with family, friends, medical staff and our wider communities – are important for our mental wellbeing. This chapter will highlight the importance of a good support system for anyone suffering with their mental health. It will tell the stories of the carers, families and friends of someone suffering and discuss what you can do to offer support. It will also discuss visitors understanding of mental health and their attitudes today and link to the past highlighting the unique and forward thinking approach and philosophy at Graylingwell Hospital. We will explore the language used to describe mental illness now and then and how this plays a part in shaping the attitudes and ideas people often have about those who have mental problems. We will talk about what it means to be a carer. We will discuss the questions surrounding how do we come to terms with the fact that someone you care for has a mental illness and what emotional impact it is likely to have on you as well as them. We will highlight what support and networks there are for carers, friends and family members.

Discover more, interaction and activity:

- Audio library – “hear our voices”, first hand testimonies and stories from staff, carers and family members today to listen to alongside the Graylingwell stories
- Activities and workshops that encourages people to connect and take notice, such as baking buddies, frazzled café
- What can you do to help? Are you caring for someone? Information on what you can do if someone close to you is suffering from mental health problems. Links to support organisations
- Ideas on how to reach out to someone. Some of us are worried that we will say the wrong thing but sometimes any words are better than none. A few simple words can turn someone’s day around and just asking ‘How are you really feeling?’ could really make a difference to someone with mental health issues.
- Word matching game linked to language and mental health terms, for example imbeciles, idiots, lunatics, asylum – exploring the language used and helping tackle the stigma surrounding certain words
- Staff stories, master key, Graylingwell Hospital annual reports, Harold Kidd biography
- Selection of booklets, annual reports and films showing greater detail of the pioneers and other hospital staff
- Handling objects – real and replica artefacts which relate to the hospital staff

Take away:

‘Meme’/quote postcard with more info on the back. What can you do to help? Cards to pass on to friends and family. The following images are examples of a postcard to “takeaway”.



Chapter Three: Grow

The chapter will cover the holistic care and day-to-day life of the patients of Graylingwell Hospital and offer suggestions that are relevant today. The chapter will discuss how learning new things can be an effective treatment for mental health issues. Learning can build self-esteem and self-confidence, provide a sense of purpose and help us connect with others. Research shows that those that can continue to learn throughout their lives feel an increased sense of wellbeing.

Past:

Telling the story of the farm, kitchen garden and recreational therapies. Overview of the holistic care at Graylingwell including the social life and entertainment available to the patients. Details of the hospital trades and everyday life and routines - clothing, food, money and routine.

This chapter will tell the story of the arts and recreation at Graylingwell, the recreation hall and theatre, magic lantern shows, drama club, knitting, music, Vawdrey and artwork by patients including;

- To outline the size and scope of the farm
- To explain how the farm was part of the rehabilitation of patients
- Tell the stories of those who worked in the farm
- Art and recreational therapy
- The social life and everyday life
- Occupational and industrial therapies

Materials including:

- Photographs of the farm and daily tasks
- Receipts from goods bought and sold from the farm
- Certificates of prize winning animals
- Plans of the farm
- Magic lantern
- Magic lantern slides
- Postcards showing activities and sport
- 3D plastic tokens for use on the hospital site - bag of yellow (3D) token and collection of tokens (eight of various colours)
- Graylingwell Hospital grounds, tree planting, the Green and Havenstoke Park
- Layout of the outdoor spaces, for aesthetic open spaces and practical purposes
- Purse
- Plastic stirrer from kitchen

- Knitted dishcloth & pillow cases
- 'Bath Rules' board
- Wishing Well magazine
- Commissioned booklets giving a greater level of detail on everyday life at Graylingwell

Today:

It is well known that being outside in nature is proven to reduce stress, instils a sense of calmness and is essential to our happiness and overall health and well-being. Spending time in green space or bringing nature into our everyday life can benefit both our mental and physical wellbeing. Growing food or flowers, exercising outdoors or being around animals can have a number of positive effects. This chapter will talk about how important nature and recreational therapies are to mental health and will describe how these activities formed an important part of the treatment at Graylingwell Hospital. Studies have found that people have higher levels of mental well-being when they are in contact with nature, including being outdoors, seeing views of the trees and the sky, and hearing the birds sing. These beneficial effects of nature are particularly strong in people who are at greater risk of mental health issues. The NHS have introduced "green prescriptions" as a means to get people moving and support both physical and mental wellbeing. In 2016, a report undertaken by Natural England and mental health charity Mind focused on three main green care initiatives to help support people struggling with mental health issues (care farming, environmental conservation and therapeutic horticulture), illustrating how these types of social activities have helped lessen symptoms of stress, anxiety and depression. The arts help meet challenges in health and social care associated with ageing, loneliness, long-term conditions and mental health. Arts therapies such as art, dance movement, drama and music can help in the recovery from mental distress and the creative process itself is proved to have therapeutic value in promoting general well-being. This chapter will explore how the arts can help us understand mental health, the mind and the brain.

*Research shows that 16 million people experience a mental health problem each year. By dealing with stress, we can go a long way in tackling mental health problems such as anxiety and depression, and, in some instances, self-harm and suicide.*⁵ This chapter will talk about the challenges of everyday life including stress and ways in which we can look after ourselves to feel better. It will include the five steps towards wellbeing that have been researched and developed by the New Economics Foundation:

Connect: It's clear that social relationships are critical for promoting wellbeing and for acting as a buffer against mental ill health for people of all ages.

Be active: Regular physical activity is associated with lower rates of depression and anxiety across all age groups.

Take notice: Studies have shown that being aware of what is taking place in the present directly enhances your well-being and savouring 'the moment' can help to reaffirm your life priorities.

⁵ www.mentalhealth.org.uk

Learn: Anecdotal evidence suggests that the opportunity to engage in work or educational activities particularly helps to lift older people out of depression.

Give: Individuals who report a greater interest in helping others are more likely to rate themselves as happy.⁶

Discover more, interaction and activity:

- Explain the mental health benefits of nature and gives tips and ideas to try, activity suggestions
- Link to workshops and activities offered at the chapel
- Tree trail to encourage people to go outside and explore the wider site: gardening/growing workshops, walk and talks, discover the garden
- Information on gardening to improve your mental health – a list of herbs that can have a positive impact on your wellbeing, advice on how to grow them and how to use them
- About ecotherapy and horticultural therapies (a type of formal treatment, which involves doing activities outside in nature). Ecotherapy has shown it can help with mild to moderate depression. This might be due to combining regular physical activity and social contact with being outside in nature. Link to resources and activities.
- Audio library - headphones to listen to bird song and nature sounds such as ocean waves, rain drops, rustling leaves
- A photo book or box with a collection of nature photographs. Research shows you do not necessarily have to be immersed in nature to experience the benefits. A study published by Environmental Science and Technology in 2013 studied the effects of simply looking at awe-inspiring nature photographs. The groups had to look at nature images or inner city environments for ten minutes and then complete a stressful task. Those who had looked at natural landscapes showed higher activity of the parasympathetic nervous system which helps balance our “flight-or-flight” response.
- About the community garden (future) - invitation for people to explore it, info on what goes on and how to get involved
- About the farm, rehabilitating the patients and patient stories
- Farmers stories, facts, plans, photographs and receipts
- More information on art and mental health today
- Arts on Prescription - A series of friendly, art workshops for people experiencing depression, anxiety and/or other mental health problems. Led by a professional artist and a qualified counsellor, they offer the chance to experience working with a wide range of materials and techniques, including drawing, printmaking and sculpture.⁷
- Workshops and artist talks
- Films that addresses mental health and host post-screening discussions.
- Temporary artwork installations and exhibitions by people who have experienced mental health issues

⁶ www.mind.org.uk

⁷ www.artsandminds.org.uk/projects/arts-on-prescription/

- Performances that uses the arts to explore mental health
- Music workshops
- Interactivity - opportunity for people to express themselves through adding an art piece, words or a piece of poetry to form part of larger community piece
- Information about the 5 steps to mental health - connect, be active, take notice, give, keep learning. Small boxes/drawers/flaps that asks questions, explore ways to feel better and give information on how to look after our mental health in our everyday life.
- Audio station - access to mental health information and self-help
- “Knitting stories - add your story” - knitting station, inviting people to sit down and knit, and adding to a shared community knitted piece. Quick beginners guide on how to knit. Knitting was used as a therapy at Graylingwell Hospital and crafters have known the therapeutic benefits of knitting for years. Research concludes, "Knitting has significant psychological and social benefits, which can contribute to wellbeing and quality of life." The sense of accomplishment achieved after hand-crafting something special has been shown to reward pleasure pathways in the brain and the idea that visitors will knit and create something together will give a sense of belonging and being part of a group or community, something which has been shown to improve our wellbeing.

Take away:

Seed give away with little messages to encourage visitors to plant and grow their own fruit/vegetable/flower or to pass on to someone they care for. “Nurturing something else into life has really helped my wellbeing – gently caring for something helped me learn to care for myself.”⁸ The following images are examples of seed give aways and messages / images depicting the idea of a knitting station:



KEEP PLANTING
AND SOWING,
LIVING AND
KNOWING THAT
BEAUTIFUL
THINGS TAKE
TIME (AND THAT
IS OKAY)
MORGAN HARVEY NICHOLS



⁸ www.mind.org.uk

Chapter Four: What is normal anyway?

This chapter will talk in depth about the people of Graylingwell and their stories. A study of key patients at Graylingwell and why they were admitted, as a way of analysing what was considered to be normal over the period the hospital was open.

Past:

The story of the patients at Graylingwell, about mental illness then and why were they there. The stories will represent the varied experiences of the Graylingwell patients covering the diversity of people in terms of gender, age and ability.

Materials including:

- Passages from female patient case books 1897- 1915
- Passages from male patient case books 1897-1915
- Graylingwell census
- Pull out drawers and poster racks to profile patient's stories
- Boxes with items from everyday life of the patients
- Case books (reproduced books)
- Staff experiences - doctors, nurses and attendants

Today:

This chapter aims to tackle the stigma that surrounds discussing mental health, open a dialogue around the important issues, and to raise awareness so that no one feels like they are alone. Individual stories of recovery not only enhance the storyteller's healing process and convey the reality of recovery but can also contribute to tackling stigma and discrimination. One in four adults are likely to need professional help for mental health at some time in their lives and three children in every classroom have a mental health issue. This means even if you yourself have not experienced any mental ill health, chances are that someone close to you has or is currently experiencing difficulties. One of the main problem is the stigma that surrounds this subject. Often, people feel afraid to admit that they are struggling with their mental health. We believe that all kinds of stories and voices will help break the stigma around mental health. Visitors will be given a chance to listen to other patient stories, past and present. They will also be given an opportunity to tell their own story.

"It is the time the world sees the beauty and value in brain differences" Throughout history, some of the most genius creators and thinkers have (less famously) struggled with mental illness. Researchers at the University of California studied the link between entrepreneurship and mental illness and found that 49% of entrepreneurs surveyed were dealing with at least one mental illness (such as ADD, ADHD, bipolar disorder, addiction, depression, or anxiety) and about one third of entrepreneurs struggle with two or more mental illnesses. This chapter will explore and challenge our perception

of normal, how being different can be a good thing. For those who are struggling with mental illness dealing with the pressure to appear happy can be even more challenging. In addition to addressing the stigma connected with mental health this chapter will celebrate diversity “No great mind has ever existed without a touch of madness,” said Aristotle.

Discover more, interaction and activity:

- Audio library - current patient stories alongside past ones
- Audio library - offering further listening to subjects about mental health and the importance of talking about it, for example a list of TED talks⁹
- Breaking the silence / Let us talk about it - reading recommendations and a selection of books telling the story of people’s mental health issues (to read at the chapel, not for take away)
- Materials such as leaflets and booklets, which provides further information on range of illnesses and their treatments
- Human Library; information and events -social contact is known to be among the best ways to challenge prejudice. The Human Library is an international equality movement that challenges prejudice and discrimination through social contact. It uses the language and mechanism of a library to facilitate respectful conversations that can positively change people’s attitudes and behaviors towards members of our communities who are at risk of exclusion and marginalisation. The Human Library is designed to build a positive framework for conversations that can challenge stereotypes and prejudices through dialogue. The Human Library is a place where real people are on loan to readers.¹⁰
- Walk and talk therapy
- Activities to challenge common mental health misconceptions, challenging the idea of what is normal
- Information about learning disabilities and mental health (ADHD, autism etc.)
- About being different
- Patient case studies
- “It’s ok to not be ok” and discrimination – learn about those that have lived experience of discrimination, those who care about injustice and equal rights in society and those who are struggling with mental illness.

Take away:

Join the conversation - start writing your story. An anonymous diary where visitors are invited to write their own chapter and add to the story. The first image displays an example of an activity/event that could be hosted in the café. The second image shows an example of leaflet/flyer to take away advice on different conditions and where to turn for help.

⁹ www.ted.com/search?q=mental+health

¹⁰ www.humanlibraryuk.org



Chapter Five: This is me

This chapter will tell the story of the child patients that lived at the hospital. It will include child and young patient stories from Graylingwell, case studies highlighting the range of ages, backgrounds and reasons for admittance.

Past:

The story of the child patients at Graylingwell, about mental illness then and why were they there. The stories of the varied experiences of the young people and child patients at the hospital including:

- Providing context to the treatment of young people's mental health during the Victorian period
- Describing the background of the child patients
- Staff experiences - doctors, nurses and attendants

Materials including:

- Photographs
- Passages from child patient case books 1897- 1915
- Graylingwell census
- Pull out drawers and poster racks to profile patient's stories
- Boxes with items from everyday life of the patients
- Case books (reproduced books)

Today:

Research shows that 50% of adult mental health problems begin in early life. We know that half of all adult mental health problems start by the age of 14, and 75% by the age of 18. Mental health issues often start when young and they affect about 1 in 10 children and young people. They include depression, anxiety and conduct disorder and are often a direct response to what is happening in their lives. This chapter will focus on young people's mental health and the main part of the today's stories and content will be aimed directly towards young people. It will give them a chance to explore more about common mental health problems, read stories from young people experiencing or having been through mental health problems, suggest ways to deal with issues and where to turn for more support.

We want to encourage young people to share their stories, and remind them that they are not alone in their feelings. In addition, we will give young people the opportunity to be active and take part in workshops that explore our heritage, mental health and wellbeing. Younger children will be able to access information about emotions and feelings. There will be an opportunity to read books (on their own or with an adult), discovery play, to open up discussions about feelings and a chance to explore themes on emotions, express themselves through activities and workshop.

Discover more, interaction and activity:

- A collection of diaries, telling the stories of young people that have experienced different mental health issues; written in short diary format, as if to a friend
- Recommended reading list and a selection of youth books with mental health themes to borrow and read in house
- Library index cards with information on common youth mental health problems, such as self-harm, abuse, depression, bullying and suicidal feelings, describing what it is, how it can affect you, signs and symptoms, what to do about it and where to get help.
- Interactivity - How do you feel today? However, you are feeling today, you are not alone. If you need help, reach out to someone you trust. A way for young visitors to encourage them to talk about their feelings, express how they feel whilst adding to a community installation/ artwork/ project that will form part of the exhibition.
- Youth-focused programme and activities to support activity plan including:
 - Watch and discuss a curated programme of short films that will explore themes of mental health. Young people will then be supported by a professional filmmaker to engage in producing their own content and expressing their voice in response to the theme.
 - Groups from Primary School create site-specific dance performances inspired by books for children and young people that work with the themes of mental health. The young people involved, their families and older pupils from the school will be invited to the library to watch and discuss the performances.
 - Multimedia arts events in schools - Workshops, giving students an insight into arts curation, event management, marketing and digital journalism, as well as power and purpose of the arts in relation to mental health
- Solander box or similar containing documents and photographs

Take away:

Low cost diary give away to encourage young visitors to take away and write down their own story/feelings. *"Writing to yourself is an important means of self-expression. Whether you call it a diary or refer to it as a journal, having a place to write down your thoughts, feelings, memories and personal impressions about life can be healing and teach you to know yourself better. "*

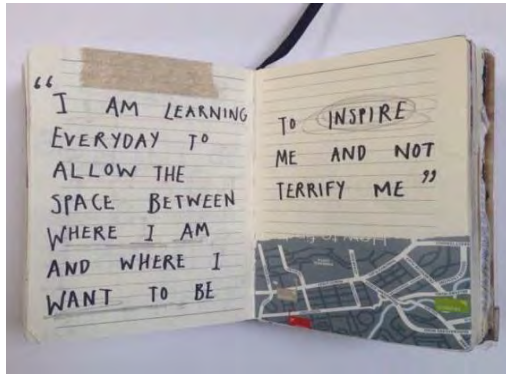


Image 1: Young people's stories in the form of diaries

Image 2: Example of low-tech library style Index cards with information on common youth mental health problems

Image 3: Interactivity example: Express how you feel – happy, excited, angry, sad, scared

Image 4: Take away: Simple diary to encourage young people to tell their own story

Image 5: Example of a play area with room to read, play and discover

Chapter Six: Out of the ordinary

This chapter will tell the history of the hospital during the wars and the impact they had on the work of Graylingwell Hospital. During WWI, despite the fact that existing patients were transferred to asylums throughout the South East, Dr Harold Kidd remained in charge. This chapter looks at how these events shaped the hospital operations and how the impact extraordinary stressful events can have on our mental health today.

Past:

This chapter will tell the stories of the hospital during the wars, patient and staff experiences and talk about the memorial stained glass windows, that were commissioned in memory of former events and family members including:

- Role of Graylingwell during WW1 & WW2
- Experiences of patients during both wars
- Experiences of staff during both wars
- Memorial stained glass windows, the stories behind the windows – memorial to the three sons of the Stuart family
- Explanation of the West End Window – commemoration of Graylingwell War Hospital, 1915 – 1919
- South Chancel Window – commemoration of the Graylingwell staff who went off to war
- North Chancel Window – commemoration of Harold Kidd, first medical superintendent, 1896 – 1926

Materials including:

- Large selection of WW1 photographs of wards, patients and staff
- WW1 Autograph books
- WW2 Record books
- Objects and memories
- Portable interpretation – themed paddles
- Booklets giving a greater level of detail on the windows, personalities etc
- Handling objects – samples of stained glass
- Magnetic make your own stained glass window
- Documents relating to the design, installation and unveiling of the stained glass

Today:

“Over the past year, almost three quarters (74%) of people have at some point felt so stressed that they felt overwhelmed or unable to cope.”

“Around one in three adults in England report having experienced at least one traumatic event.” Events out of the ordinary, sudden life changes, losing a loved one or other traumas can have a great effect on our mental wellbeing, something that can affect all of us. Certain life situations can

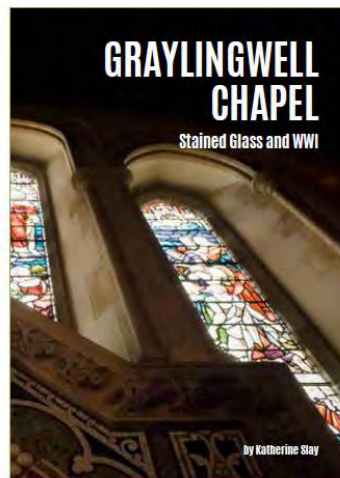
also put us at greater risk of having mental health problems, such as homelessness and unemployment. Coping with the trauma of a natural or manmade disaster can present unique challenges — even for people who were not directly involved in the event.

Discover more, interaction and activity:

- Audio station - listen to patient and staff stories from Graylingwell history, as well as current stories
- Veterans and mental health, their stories and experiences
- Newspaper with stories and articles on the chapter theme
- More information on post-traumatic stress, trauma and tips, advice and treatments
- Mental Health Awareness Week – raising awareness of the different causes of mental health issues
- Advice on how to help a loved one deal with trauma
- Solander boxes - WW1 and WW2, documents showing greater level of detail about the hospital network in UK and casualty evacuation chain in France and other theatres of war
- Profiles of men treated at Graylingwell Hospital
- WW1 and WW2 - replica artefacts to represent life at Graylingwell during WW1 including uniform, personal belongings and games

Take away:

Reflect and create/colour/write your own meme postcard. The following image shows an example of a simple exhibition solution that can easily be updated with visitors' art contributions. A booklet on the Chapels stain glass windows will also be available for visitors to take away.



Chapter Seven: Restore

This chapter will cover the different mental health conditions, the range of treatments and medication available. Graylingwell Hospital pioneered many treatments, this chapter will explore how thinking on treatments evolved and detail how the structure of a daily routine played a role in patient recovery.

Past:

Telling the story of the conditions, causes and treatments and the experimentation, medical development and the unique approach that Graylingwell Hospital undertook, its teaching hospital status and how it led the way in many areas including:

- Exploring the range of conditions, their causes and their treatments over the period the hospital was open
- Highlighting the experimentation and medical advancement as a result
- Staff experiences - doctors, nurses and attendants

Materials including:

- Passages from case books 1897- 1915
- Passages from female patient case books 1897- 1915
- Passages from male patient case books 1897-1915
- Photographs
- Passages from letter books
- Carse - study how to reduce admissions by providing outpatient care
- Vawdrey – study of art could benefit mental health care with examples of the art work produced by patients (Worthing Experiment)

Today:

Poor mental health affects more people every year than cancer or heart disease. One in four of us in the UK is affected by a mental health problem. Every week, one in six adults experiences symptoms of a common mental health problem, such as anxiety or depression, and one in five adults has considered taking their own life at some point. Nearly half of adults believe that, in their lifetime, they have had a diagnosable mental health problem, yet only a third have received a diagnosis. This chapter will talk about the different mental health conditions, the range of treatments and medication available today.

Discover more, interaction and activity:

- Materials, which provides further information on the range of illnesses and their treatments, with links to services and support groups.
- Information on treatments and medicines at Graylingwell Hospital

- Medicine bottles, objects, patient books, mental health medicines, treatment and therapies

Take away:

Bookmark with the 5 steps to mental health. Postcard with mindful quotes de-stress techniques and inspiring and positive quotes on how you can change how you feel. The following images are examples of postcards/bookmarks memes/messages:



FEELINGS
ARE MUCH LIKE
WAVES, WE CAN'T
STOP THEM FROM
COMING BUT
WE CAN CHOOSE
WHICH ONE TO
SURF.



4.2 Heritage material for display and interpretation

Graylingwell Hospital was open for more than 100 years. A wide range of activities took place at the hospital outside of medical staff caring for the patients. As a result there is a wide range of heritage assets which can be used to inform and support the interpretation. These include archive material, photographs, oral history recordings and transcripts and a small quantity of historic and contemporary objects. As there is the potential for the heritage interpretation to cover a wide range of themes it has been necessary to limit the themes, which will be interpreted. The selection process has been informed by public consultation and an appraisal of the collection material available. A table outlining the heritage material available to support the chapters within the chapel is detailed at [Appendix 4](#) and includes the following objects and materials:



Patient case books



Receipts



Patient tokens

The majority of the collection material available will be drawn from:

- West Sussex Record Office (WSRO) –hold the Graylingwell archive of more than 30,000 documents, photographs, casebooks, ledgers and small collection of artefacts.
- The Novium – Chichester's local museum holds archive material consisting of documents and photographs and a collection of artefacts.
- CCDT collection – Over the past 5 years the team have been collecting items that have either been donated by members of the public or purchased from online auction sites. The trust also holds the artwork that was created during the 2014 Graylingwell Heritage Project which includes magic lantern slides and wall hangings.

- Private individuals – during the 2014 Graylingwell Heritage project a number of private individuals came forward with offers to loan material for future displays. The most significant private collection is the archive of artwork owned by the Vawdrey family that relates to the pioneering art therapy project, known as 'The Worthing Project', led by Dr Brian Vawdrey. CCDT is in discussion with WSRO regarding the possibility of reproducing the artwork in the redeveloped chapel.

As part of the delivery phase we will appeal for donations of objects relating to Graylingwell Hospital and in particular the last fifty years. The administration of this process will be overseen by the project team and supported by a trained team of volunteers. As well as identifying unique items requiring secure display environments, the research process has also revealed potential new objects and specifically high quality replica items to be purchased. These will be used to create eye-catching displays in the main chapel space, for object handling and to support the contemporary stories about mental health and wellbeing.

The following images are examples of objects that could be purchased or replicated to interpret the stories within the chapters:



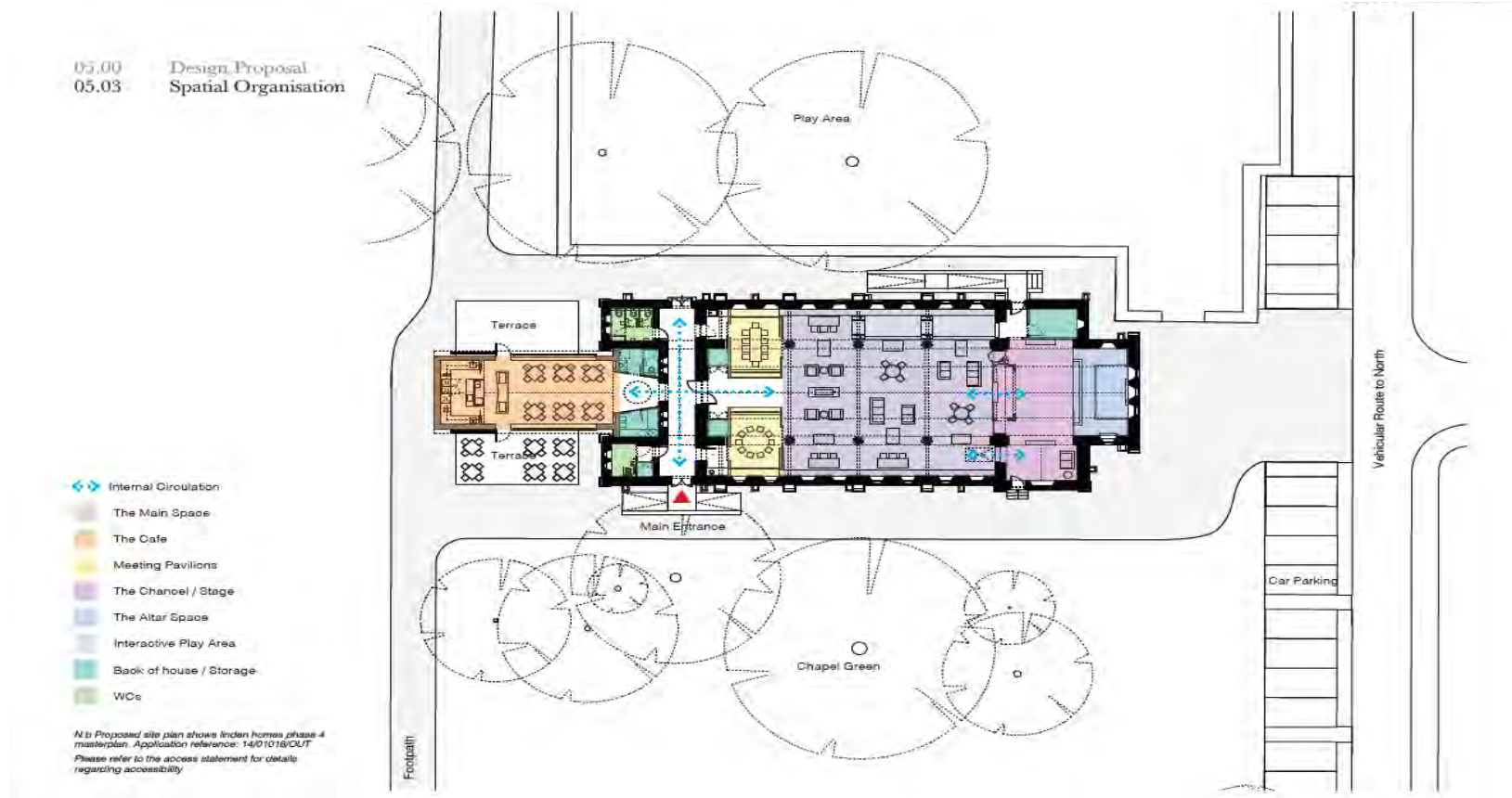
4.3 Review of plans and policies

The project will bring together collection material from key organisations, CCDT and private individuals. Each of the organisations will have its own set of plans and policies that cover the care and display of its material. We will work with each of the organisations to review these standards and to develop a set of plans and policies which meet the needs of the lenders and donors. The standards set by the partnership will be adhered to when also working with private collectors. These will include the following documents:

- Donation and loan procedures
- Cataloguing procedures
- Case specifications
- Lighting specifications
- Copyright and licensing agreement
- Environmental control and monitoring
- Conservation cleaning processes
- Condition checking procedures
- Disaster response procedures
- Insurance specifications

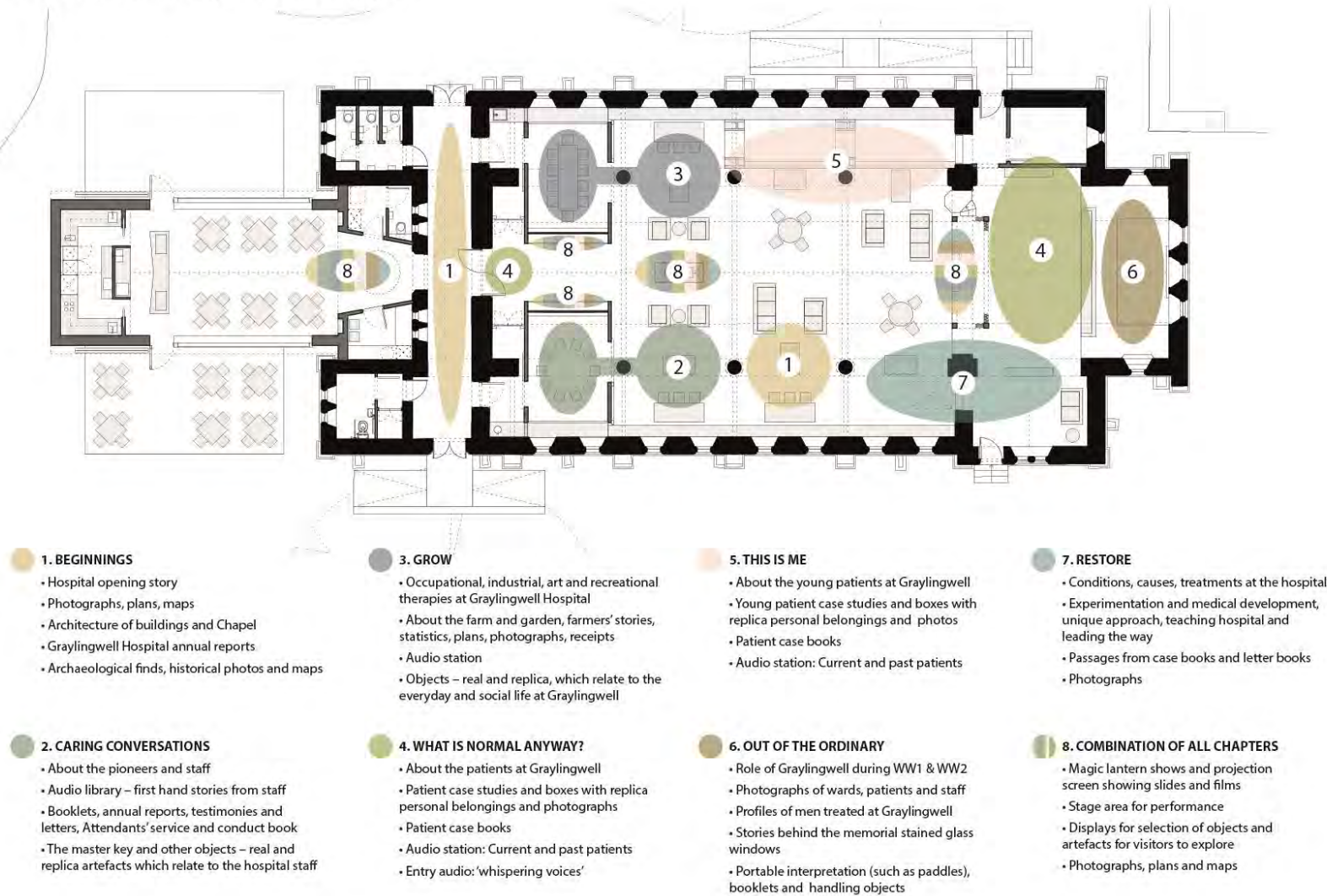
5. Interpretation within the Chapel

Central to CCDT's vision for the project is the idea that the story of Graylingwell Hospital is woven into the day-to-day use of the building. In response to this, ARA have designed a series of free-standing, movable and adaptable display cases which will populate the main space. These cases have been designed so that they might be 'read' as items of furniture allowing them to chime with the warm and comfortable atmosphere of the main space. A 'frieze' of framed patient records taken from the Graylingwell Hospital case books is proposed as an art installation along the walls of the side aisles. The story will be told throughout all areas of the Chapel and the following plan depicts the new layout and functions of each area of the building:



5.1 Location of chapters spatial planning - The following image describes the spatial planning of the interpretation chapters throughout the building:

Location of Interpretation Chapters



5.1.1 Main space

The redeveloped main space is the key interpretation space with flexible display cases holding objects, books and exhibits. These elements will be positioned between the arches within the main space helping to define the side aisles as intimate spaces for reading, meetings or study, and will allow the story of Graylingwell Hospital to be woven into the day-to-day life of the building. The following image describes the view from the stage showing 'interpretation display cases' and 'meeting pavilions' populating the main space:



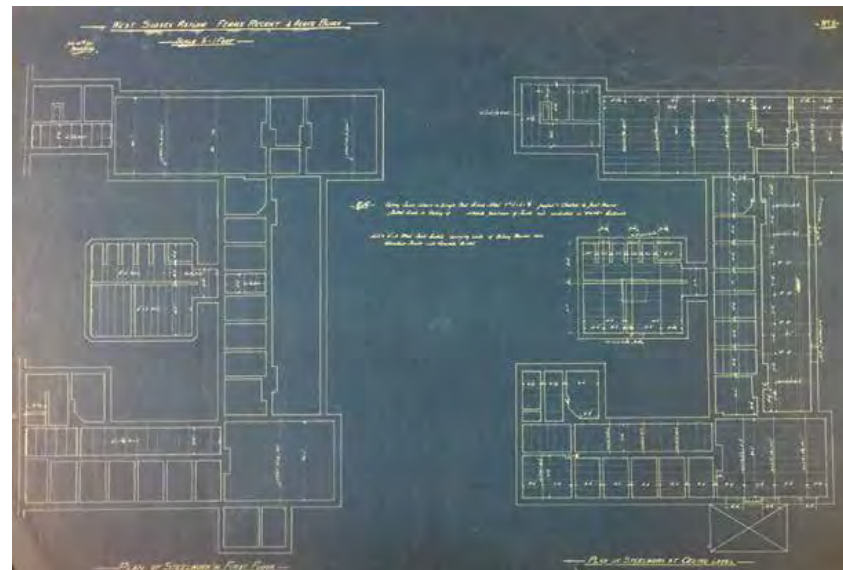
KEY- 1. Meeting Pavilion 2. Interpretation Display Cases 4. Magic Lantern Display Case

5.1.2 Narthex

The Narthex is an architectural element typical of early Christian churches consisting of the entrance or lobby area, located at the west end of the nave, opposite the church's main altar. Traditionally the narthex was a part of the church building, but was not considered part of the church proper. At Graylingwell, it appears that the Narthex form was adopted for purely functional reasons, as it allowed there to be separate male and female entrances from the outside, and acted as an enclosed link to the 'quiet spaces' at the extreme west end of the church which were used by agitated patients during services. The entrance to the redeveloped chapel will lead straight into the Narthex, which will allow visitors to the main space, the café, the cloakroom, WCs, and the meeting rooms. The space lends itself to a visual display, which helps set the tone for the building and shapes visitor expectations of the story they will discover throughout the building. Examples of annotated architect's plans, blue prints, maps and historic and contemporary photographs of the hospital will be displayed.



Original architect's plans of the wards



Original blueprints of the Hospital

5.1.3 Meeting Pavilions

At the west end of the main space there will be two 'buildings-within-a-building' in the form of replica reliquaries. The meeting rooms will sit beneath the arches to the side aisles and are lit by the first pair of lancet windows in the side aisles. The new meeting spaces will be available for community use and used to create two temporary exhibition spaces with content rotated. Meeting Room 1 will incorporate chapter 3, showcasing art (such as artwork created by the patients involved in Dr Vawdray's Worthing Project) and other products from recreational and industrial therapies by Graylingwell patients and the local community, past and present. Meeting Room 2 will incorporate chapter 2, displaying stories of 8-12 people from across Graylingwell's history. Both spaces can be accessed independently from the Narthex via an existing doorway and a large sliding glass door enables the room to have a view into the main space whilst being acoustically separate. Visitors arriving at the Chapel will reach the main space from the Narthex through the existing door on the central axis of the building, where they will find themselves between the ends of the new 'reliquaries'. This provides a moment of spatial 'compression' before the 'release' of reaching the main space and the reliquary ends will be used as display walls as well as oral histories 'whispering' as you pass. The following images details the meeting pavilions and interpretation space in and around them:



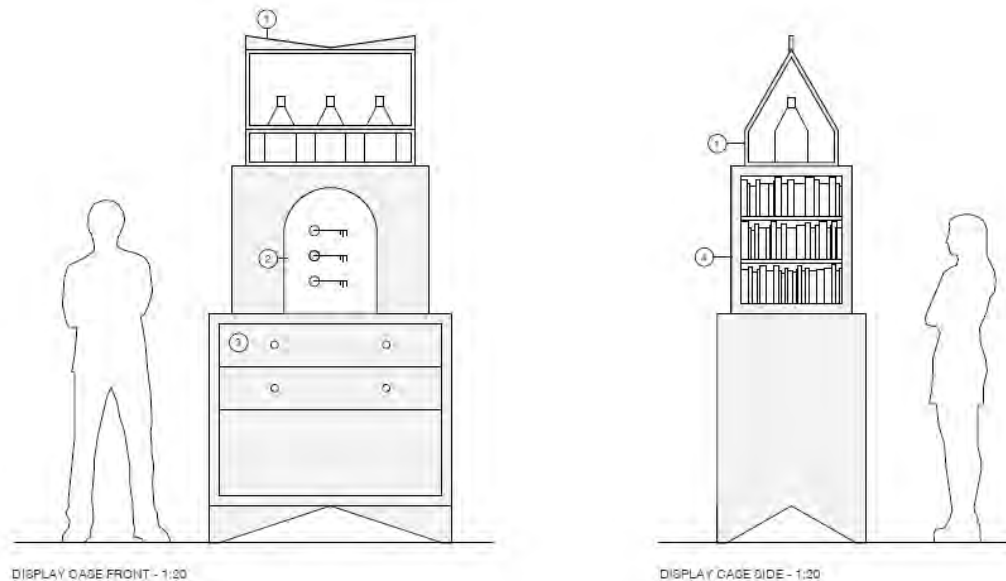
KEY- 1. Interpretation Display 5. Frieze of Patient Records



5.1.4 Interpretation units

The standalone units are designed to have a strong resonance with the architecture of the building. The shape of the unit and in particular the glass display case on the top reflects the reliquary shape of the chapel building, the new café extension and the meeting room spaces. The units will be located throughout the main space of the chapel and are designed to be moveable. Each unit is made up of a series of modules that all serve an interpretative purpose, made of MDF but will be finished with a hardwearing wood veneer. One unit will display “Harry” the Magic Lantern projector and a large collection of the original slides. ‘Harry’ is an important object within the collection as a direct connection with the compassion that underlined the treatment of the patients in the form of providing entertainment and education, with the atmosphere we want to create within the Chapel and community space. The following image depicts how these units will work with the objects within. The units will offer a space for:

- Bookshelves and display cases to hold replica case books and relevant literature on the chapters
- Drawers to hold archival materials including maps and copies of prints and posters
- Shelves to hold Solander boxes of materials
- Shelves, spaces and draws to hold visitor “take aways”
- Areas for feedback and visitor input
- Spaces for a handling collection of archival material



KEY:1. Metal Framed Glass Display Case 2. Recessed Display Case 3. Drawers for Display of Sensitive Information 4. Book Shelves

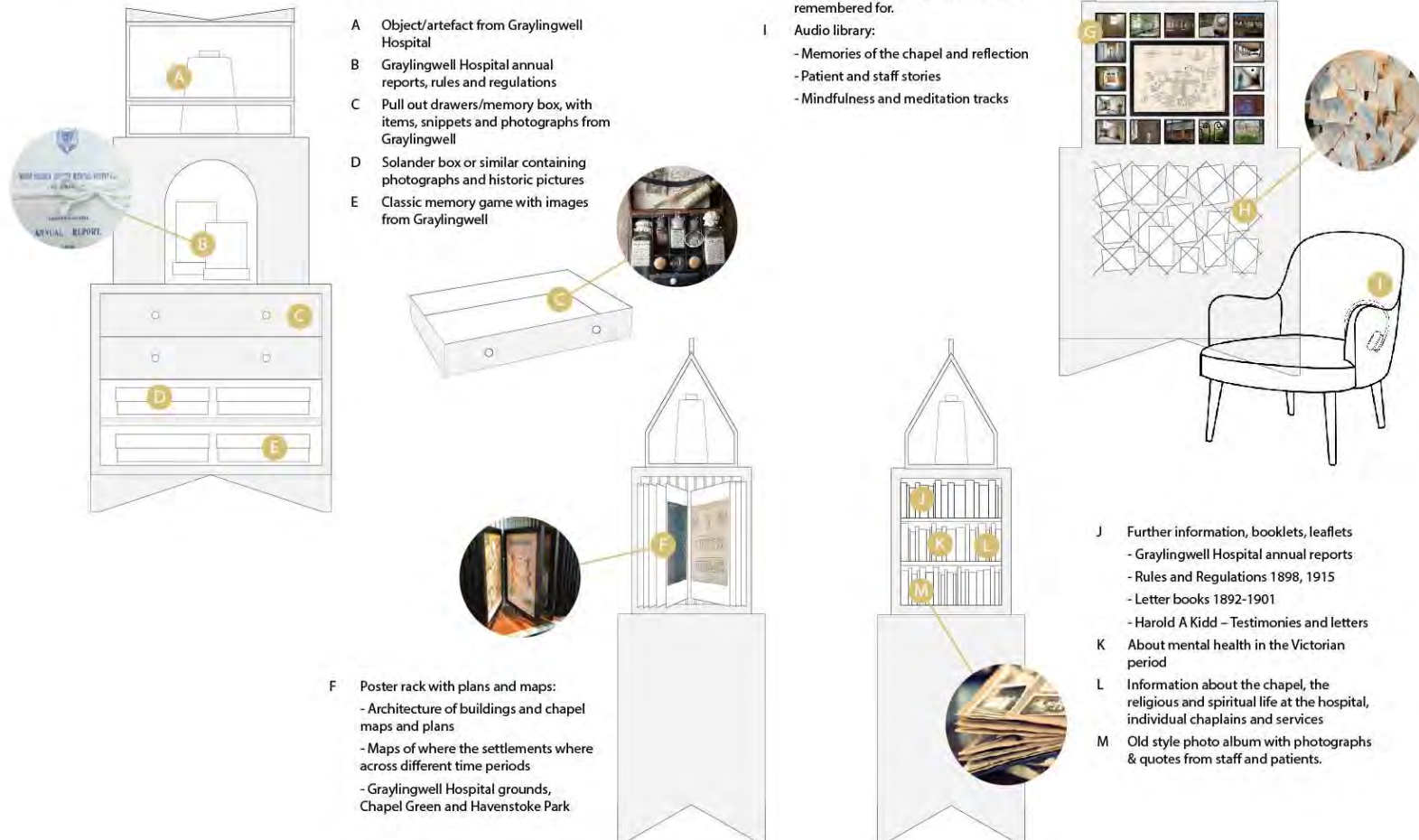
The following image shows how the Interpretation units will be designed to describe Chapter one- Beginnings of the story:

Interpretation Display cases

Chapter One: Beginnings

Past: The beginning of the hospital: start and build of hospital.

Today: About memories, spirituality and spaces and their impact on our wellbeing



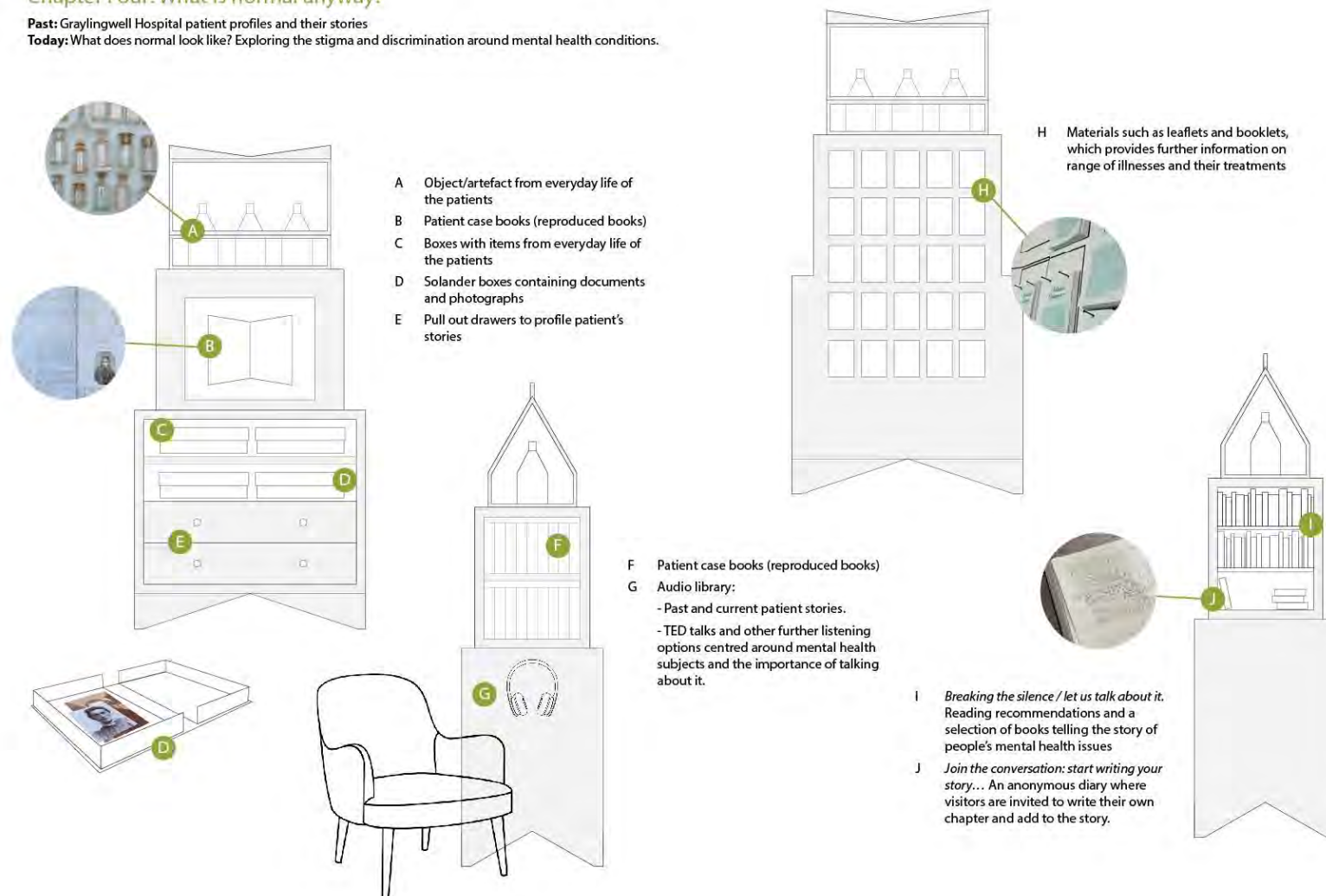
The following image shows how the Interpretation units will be designed to describe Chapter four- What is normal anyway? of the story:

Interpretation Display cases

Chapter Four: What is normal anyway?

Past: Graylingwell Hospital patient profiles and their stories

Today: What does normal look like? Exploring the stigma and discrimination around mental health conditions.

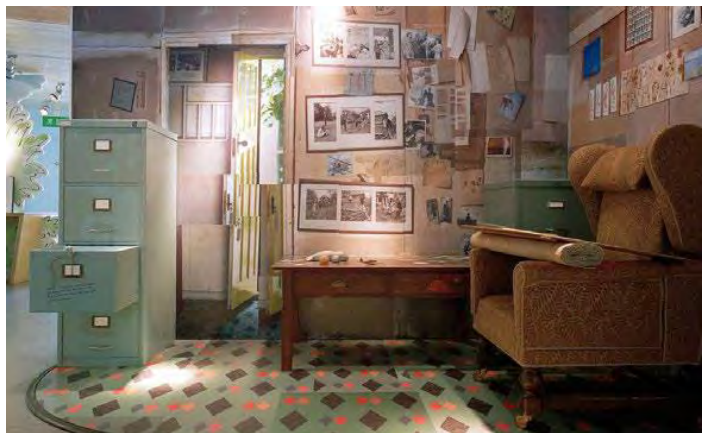


5.1.5 Café

The Café will be a new extension to the west end of the chapel designed to connect visitors to the chapel with Chapel Green, which surrounds the building and includes an area of outside seating. The café has an important role in interpretation and the form of the new extension is suggestive of a medieval reliquary, with its connotations of a community cherishing objects important to its collective memory in a special container redolent of a building. The reliquary shape is echoed throughout the redeveloped chapel in the meeting room spaces and the display cases. The overall objective of the interpretation strategy is for the story of Graylingwell Hospital, chapel and the people connected to them to be told through creative, innovative and accessible ways. The aim is to encourage visitors to explore these at their own pace and level of interest, with the location and nature of the displays adding a touch of 'being discovered' as people use the café and chapel spaces.

5.1.6 Interactive play area

In the early stages of life, peer play is an important factor in the developmental growth of a child. It is during play and children's interactions with peers when many essential and vital skills are learned, from social connections to emotional, language, and cognitive abilities. Within the chapel, we will provide a dedicated interactive play area in the north aisle, where children can be supervised from a seating area outside the meeting room. The play area is designed to encourage children's sense of independence, exploration, and creativity. By narrowing the focus of the interpretation to the interests and imaginations of children six years and under, children will discover educational exhibits and activities in an area specifically designed for them. The deliberate and manageable scale will enable children to self-navigate throughout the play area to engage in activities that they are most interested in. This freedom reinforces independence in the child and has the benefit of creating a more relaxed and accommodating experience for their caregiver. Providing time for children to have self-directed play stimulates their imaginations, encourages them to problem solve, and allows them to refine their social skills – helping them to build a strong framework for a lifetime of learning.



Example of play areas with interpretation



Example of play areas with interpretation

6. Community Engagement

6.1 Consultation and engagement

We have involved members of the local Graylingwell community at all stages of the development of the Interpretation Plan. During the development phase we have consulted with the local community on the following aspects of the plan:

- The types of displays that they would like to see at the chapel (focus groups)
- The methods of display (presentation and questionnaire at Community Café – June)
- The themes to be covered by the interpretative scheme (presentation, questionnaire and voting at Community Café June & July)
- Testing interpretation mock ups (physical examples displayed at Summer Garden Party July, presentation, discussion and voting at Community Café July and presentation at Steering group – all July)
- Consultation on the dual narrative threads – heritage and contemporary mental health (Steering group July, mental health provider Sept, mental health charity Sept, survey via GPRA Sept)

The Interpretation and Design Plan development was also influenced by the concepts and design ideas emerging from other aspects of the project – architectural designs, activity plan, management and maintenance plans and CCDDT's long-term organisational vision.

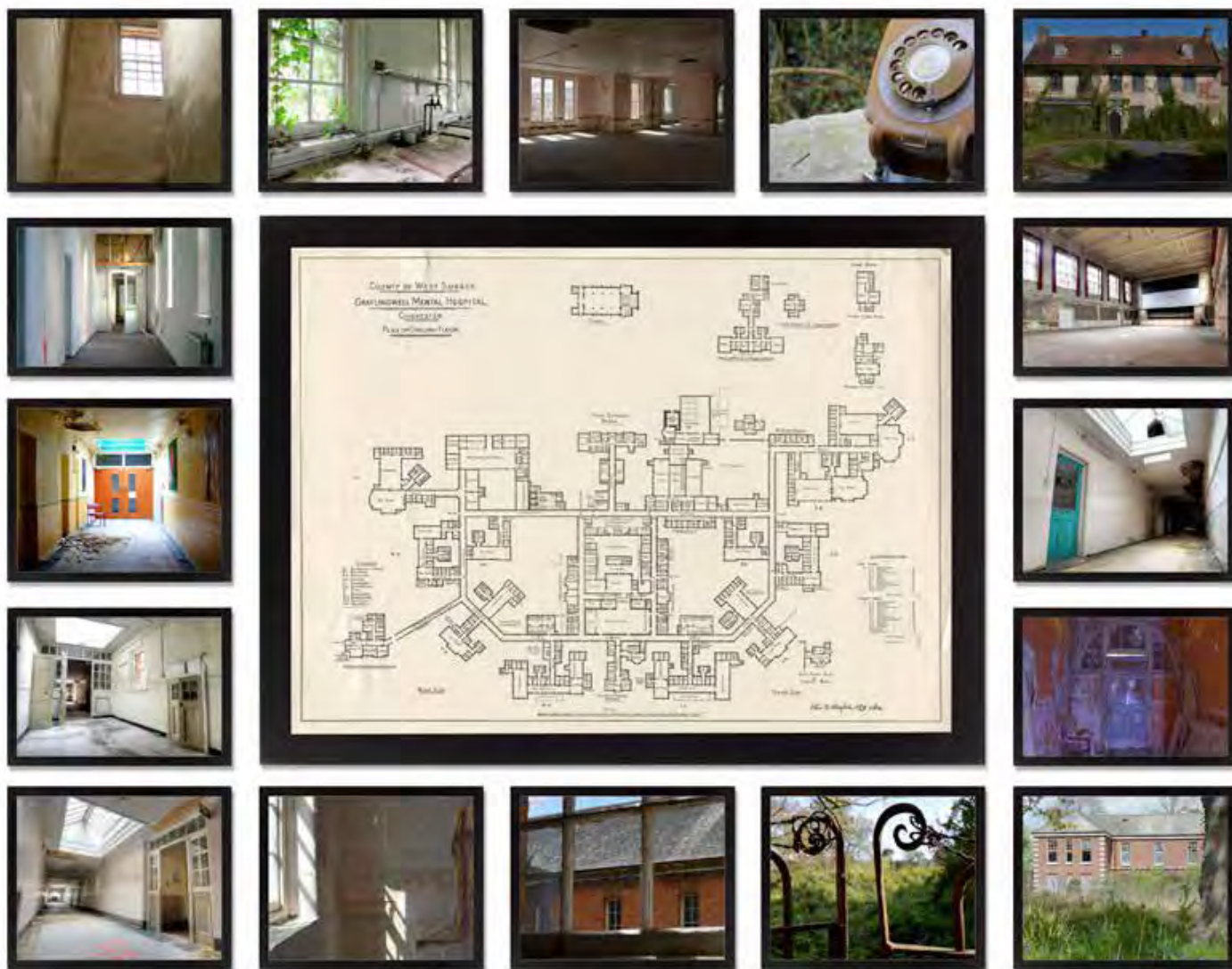
6.2 Involvement

We have worked with a group of research volunteers on the cataloguing of the collection and researching patient stories to inform the Interpretation Plan and the testing of the interpretative themes. Developing interpretative content during the delivery phase. During the delivery phase the Project Co-ordinator will oversee a team of volunteers, which we anticipate will be largely drawn from the local community, to develop all aspects of the interpretative scheme which will include the following roles:

- Research for the heritage and contemporary narrative threads
- Cataloguing of collection material
- Preparing collection material for display including basic collection care and display methods
- Recording, transcribing, editing and archiving oral history interviews
- Sitting on the interpretation steering group – this group will include members of the local community to be part of our interpretation steering group who will proof read and provide guidance on the development of the interpretative content.

There are also opportunities for the local community to contribute to the co-production elements as laid out in the activity plan.

The following shows a collection of images of the many objects and documents that have been documented and collected by the project volunteers. This image shows one of the original maps of the hospital site alongside more recent pictures of the hospital during its closure:



7. Timetable

The following Gantt chart describes the timetable for the implementation of the Interpretation and Design Plan:

HLF Delivery Phase	19										20												21		
	Ma r	Ap r	Ma y	Jun e	Jul y	Au g	Se p	Oc t	No v	De c	Ja n	Fe b	Ma r	Ap r	Ma y	Ju n	Ju l	Au g	Se p	Oc t	No v	De c	Ja n	Fe b	Ma r
Project Start Up																									
Permission to start																									
Design Review Meeting																									
Start-up Meeting																									
Stage 1 Production Info																									
Research																									
Supply of Chapters																									
Supply of Images																									
Liaison with ARA																									
Consultation with HLO																									
Finalise Design																									
Meeting with HLF Monitor																									
Submission of Final Design																									
Board Approval																									
Contractors Pre-selection																									
Production Drawings																									
• Finishes Schedule																									
• Interactive package																									
• Exhibition Displays																									
• Graphic Schedule																									

8. Budget

A cost plan is included which shows the project budget for interpretation at £170,100. This is including installation, prelims and fees and includes VAT. Through the process of design development, the designs will be matched against the available budget and value engineered to ensure that the final scheme delivers to the objectives and is within budget. CCDTs approach to cost control has proved to be extremely effective on previous projects, ensuring that they are finished within budget.

Cost Heading	Description	Cost (£)	VAT (£)	Total
Professional Fees				
Interpretation Design Consultant	Design interpretation to RIBA stage 3	£7,500.00	£1,500.00	£9,000.00
Equipment and Materials				
Replica and objects	Purchase of objects relating to Graylingwell to support the development of Café & exhibition	£2,000.00	£400.00	£2,400.00
Reproduction of images/ material	To support Café & exhibition & interpretation	£2,000.00	£400.00	£2,400.00
Capital Work				
Internal interpretation and displays	Text boards and panels £1,500 each	£10,500.00	£2,100.00	£12,600.00
Exhibition cases	To Accreditation standard to allow loan of material from The Novium & other museums 2 cases Bespoke Perspex cases in a variety of sizes and locations	£10,000.00	£2,000.00	£12,000.00
Information, Leaflets and take away	Objects and materials for interaction and take away	£5,000.00	£1,000.00	£6,000.00
Interactive play equipment	Interactive play area and furniture	£20,000.00	£4,000.00	£24,000.00
Fit out tables, chairs etc.	Includes heritage stands and seating as well as book cases object draws/plan draws	£30,000.00	£6,000.00	£36,000.00
Oral history recording & storage	1 x set of audio recording equipment (headphones, microphone, case, memory card, DVDs, plus hard drive storage)	£500.00	£100.00	£600.00
Oral history listening posts	2x listening posts with selection of oral history themed	£5,000.00	£1,000.00	£6,000.00
Café support materials	Print of materials to support facilitation	£1,500.00	£300.00	£1,800.00

Handling objects	For schools sessions & reminiscence	£1,000.00	£200.00	£1,200.00
Reproduction of photos/ images	For handling sessions	£750.00	£150.00	£900.00
Art Trolley	Printing and purchase of related objects. Purchase of trollies	£1,000.00	£200.00	£1,200.00
Event materials MH	Materials to support mental health awareness programme of events and activities	£1,000.00	£200.00	£1,200.00
Art materials	Community art project & workshops	£1,000.00	£200.00	£1,200.00
Digital editing for exhibitions/ listening posts etc.	Digital editing and processing of audio for compilations, website, exhibitions @ £300 per day	£2,000.00	£400.00	£2,400.00
Marketing and promotion	Used to support promotion of project printed publicity	£1,000.00	£200.00	£1,200.00
Marketing and promotion	10,000 print run for heritage trails	£1,000.00	£200.00	£1,200.00
Digital Outputs				
Walking tour app	Working with local university and interns to develop and provide development of touch screen interactives	£1,000.00	£200.00	£1,200.00
Website development	Add specific heritage pages to existing website, e.g. link to walking app	£500.00	£100.00	£600.00
Touch screen interactives	AV to include OH, maps, plans and other 2D material. Include 1 x AV interactive to explore 4 key times within Graylingwell's history.	£3,000.00	£600.00	£3,600.00
Touch screen interactives	Hardware to support AV	£3,000.00	£600.00	£3,600.00
Visual interpretation screen area	Interactive displays, magic lantern shows	£10,000.00	£2,000.00	£12,000.00
Visual interpretation staging and partition	Interactive displays, magic lantern shows	£8,000.00	£1,600.00	£9,600.00
Visual interpretation lighting rig & AV system	Interactive displays, magic lantern shows	£12,500.00	£2,500.00	£15,000.00
Signage	Internal and external	£1,000.00	£200.00	£1,200.00
		£141,750.00	£28,350.00	£170,100.00

9. Training

The training and development of staff and volunteers is a key element of the delivery of the Graylingwell Chapel project. As part of the HLF start up Grant we undertook a two day training programme in Interpretation and Design and as a result of the training produced the Graylingwell Chapel Interpretation Handbook seen at Appendix 11. As an organisation we already have a number of active volunteers, and with the opening of the chapel we will need to extend this number to support all aspects of the operation of the chapel as well as the delivery of the project. Strand 3 of the Activity Plan¹¹ therefore focuses on training and developing staff and volunteers to provide a basis for the on-going management and maintenance of the chapel, to support co-curation of the internal and external displays and interpretation materials, the delivery of the learning programme and the promotion of the Graylingwell Chapel. The training plan aims to ensure the following outcomes are met:

Outcomes for heritage:

- The heritage will be better interpreted and explained
- The heritage will be identified/ recorded

Outcomes for people:

- People will have learnt about heritage
- People will have changed their attitudes and/ or behaviour
- People will have had an enjoyable experience

Outcomes for communities:

- More people and a wider range of people will have engaged with heritage
- Our local area/ community will be a better place to live, work or visit
- Our local economy will be boosted
- Our organisation will be more resilient

The following action plan details the training and development of staff and volunteers for the interpretation work within the project and the full training plan is detailed within the Activity Plan.

¹¹ HHG Activity Plan 2018

Activity: detailed description	Audience	Benefits for people	Outcome
Suite of skills sharing workshops on heritage maintenance: Up skilling of staff and volunteers to undertake a range of tasks related to the management and maintenance of the heritage	Volunteers; staff	<ul style="list-style-type: none"> ▪ Increased knowledge about the management and maintenance requirements of a heritage asset ▪ Development of heritage management and maintenance skills and expertise ▪ Development of a network of skilled volunteers 	<ul style="list-style-type: none"> ▪ Heritage will be better managed and will be in better condition ▪ People will have developed skills, will have had an enjoyable experience and volunteered time ▪ More people and a wider range of people will have engaged with heritage ▪ Your organisation will be more resilient
Training programme to develop care of collections skills, including object handling, monitoring of environment, cataloguing material, donations procedure: to ensure once the HLF project is completed staff and volunteers will have the skills needed to care for the collections.	Volunteers; staff	<ul style="list-style-type: none"> ▪ Increased knowledge and expertise in the care and conservation of collections ▪ Development of staff to ensure on-going relationship with WSRO and The Novium maintained 	<ul style="list-style-type: none"> ▪ Heritage will be better managed, will be in better condition and will be identified/ recorded ▪ People will have developed skills, will have had an enjoyable experience and volunteered time ▪ More people and a wider range of people will have engaged with heritage ▪ Your organisation will be more resilient
Training programme to acquire design and display skills: provide staff and volunteers with exhibition and interpretation skills and expertise for the	Volunteers; staff; current and ex-mental health patients; students	<ul style="list-style-type: none"> ▪ Increased knowledge and expertise in exhibition and display skills for interpretation of history of Graylingwell 	<ul style="list-style-type: none"> ▪ Heritage will be better interpreted and explained

Activity: detailed description	Audience	Benefits for people	Outcome
development of the exhibitions with the local community and with partners		<ul style="list-style-type: none"> Development of a network of skilled volunteers 	<ul style="list-style-type: none"> People will have developed skills, will have had an enjoyable experience and volunteered time More people and a wider range of people will have engaged with heritage Your organisation will be more resilient
Training programme to acquire oral history collecting skills: to support the development of the oral history archive to record oral testimony from recent residents and others to bring the story of Graylingwell Hospital up to date	Volunteers; staff; students;	<ul style="list-style-type: none"> Increased knowledge and expertise in oral history skills for interpretation of history of Graylingwell Development of a network of skilled volunteers 	<ul style="list-style-type: none"> Heritage will be better interpreted and explained People will have developed skills, will have had an enjoyable experience and volunteered time More people and a wider range of people will have engaged with heritage Your organisation will be more resilient
Training programme to acquire reminiscence skills: developed expertise in working with a range of people to deliver reminiscence sessions	Volunteers; staff; current and ex-mental health patients; people living with dementia	<ul style="list-style-type: none"> Increased knowledge and expertise in reminiscence skills to support the delivery of the programme of Graylingwell related activity Development of a network of skilled volunteers 	<ul style="list-style-type: none"> Heritage will be better interpreted and explained People will have developed skills, will have had an enjoyable experience and volunteered time

Activity: detailed description	Audience	Benefits for people	Outcome
			<ul style="list-style-type: none"> ▪ More people and a wider range of people will have engaged with heritage ▪ Your organisation will be more resilient
Mental health awareness training, including Mental Health First Aid training – adults and youth: specific training targeted and developed for those working with people with mental health issues	Volunteers; staff	<ul style="list-style-type: none"> ▪ Increased knowledge and understanding of mental health for all ages ▪ Development of skills in supporting people with mental health issues ▪ Development of a network of skilled volunteers 	

10. Marketing, Evaluation and Monitoring

10.1 Marketing

CCDT strives to maintain a strong communications and marketing presence through a wide variety of media and has a good relationship with local organisations providing communication channels:

- Media and press releases are regularly issued in newspapers widely read in Chichester and its surrounding areas.
- The CCDT has Facebook and Twitter profiles, which have proved very successful in attracting local residents, schools and organisation and has a good following with over 500 likes on Facebook and 1200 followers on Twitter.
- The CCDT produces regular blogs and news items, which are posted on the website and via the social media channels. Guest bloggers including the Chapel Steering Group often contribute to these stories.
- A monthly e-newsletter is sent to over 600 email addresses and the engagement through this newsletter is excellent.
- Marketing of events is delivered through our quarterly “what’s on guide” that is delivered to over 1000 in the local area as well as electronically through our newsletter, social media channels and the website. Posters are also displayed outside our community venues and on a further 8 notice boards in the local area.
- We have excellent connections with the City and District councils and our marketing is distributed through their marketing channels to help us reach a wider audience.
- CCDT is successful in gaining media coverage based on the organisation’s strong connections in the local area and the interest in the former asylum. CCDT will use these media channels to ensure that the appropriate level of communication is made at the right time. It is recognised that the development of Graylingwell Chapel will generate a wide range of responses and the Steering Group will consider the useful release of information – acknowledging the Heritage Lottery Fund’s requirement for confidentiality at certain stages in the process.

10.1.1 Main Objectives

- Keep audiences informed of the progress of the Heritage at the Heart of Graylingwell project through a variety of methods, and use these to gather evaluation and responses to the proposals.
- Raise the profile of CCDT and its activities.
- Further develop the relationship with local press.
- Develop CCDT’s digital platforms with the development and build of a new website for Graylingwell Chapel.
- Ensure support of HLF and other funders is acknowledged in all communications.

10.2 Evaluation

The evaluation strategy for the project is detailed within the Delivery phase plan¹²

A range of qualitative and quantitative evaluation techniques and methodologies will be used to collect data on:

- Numbers of visitors to the chapel
- Numbers of users of the printed and digital trails
- Participants in the informal learning activities (onsite and off-site)
- Participants in the formal learning programme (on-site and off-site)
- Volunteer hours
- Partner engagement
- Website use and reach

Quantitative measures include:

- Meeting the % figures of the priority target audiences for development
- Achieving annual target number of activities, number and profile of people attending
- Achieving annual target number of schools and community projects, number and profile of people participating
- Achieving target number of volunteers
- Website analytics collected on number of web hits, the time spent by visitors, pages most frequently viewed, unique page views, geographical spread of visitors, the level of engagement in accessing deeper learning resources and participatory activity such as downloading resources and uploading content.

Qualitative measures include:

- Visitor feedback that they appreciate and understand the history of Graylingwell
- Positive feedback on staff and volunteers from visitors
- Volunteers having demonstrably benefited from the project
- Teachers, children, and community participants saying they have learned about the history of Graylingwell
- Collaborators/partners say that they have benefitted from working with each other
- Each partner organisation has expanded its skills.

Measurement of the impact of the project including:

¹² HHG Delivery Phase Plan 2018

- Regular on-line and on-site visitor surveys (e.g. age, gender, ethnic background, socio-economic group, disability, group composition)
- Recording the number of sessions and events
- Recording the number and profile of event participants
- Evaluation of sample sessions through questionnaires and individual interviews
- Observational research
- Analysis of website and social media usage and statistics
- Recording number and profile of volunteers
- Review and regular progress meetings with volunteers, partners and staff

10.3 Assessing access barrier to interpretation

As part of the interpretative process we have assessed the barriers which may be faced by our visitors, considered how to mitigate these and used this information to inform the interpretative scheme;

Area	Impact of barrier	Mitigation
Operational staffing	Long-term staff capacity – CCDT staff team is small with a limited capacity. This will affect the ability to rotate the displays within the chapel.	Key locations for the rotation of content are identified. The content for the first two rotations is planned, researched and any extra materials required will be produced during the delivery phase. Staff and volunteers will be trained on how to rotate interpretative content.
Intellectual	Complexity of the subject matter - The story of the hospital and the medical treatment is complex and multi-layered. There is potential for visitors to perceive the subject to be too high brow or difficult to understand.	The interpretative scheme does not intend to tell a chronological or medical history of the hospital. The story will be told thematically so that visitors can dip in and out as their interests dictate and at their own speed. The themes will allow us to focus on the different aspects of the hospital's story in a clear and easily accessible format. The interpretative scheme will place the people of Graylingwell at the heart of it.
Intellectual	Use of jargon and complex medical language within the interpretation	The text element of the interpretation will be informed by best practise guidelines with regard to length and complexity of language. As part of the delivery stage an interpretation steering group will be set up to test and provide guidance on all elements of the interpretation. Where the use of complex medical or historic terms need to be used an explanation or glossary will be provided to ensure the do not create a barrier to visitor understanding or enjoyment.

Intellectual	Negative perception of mental health as a subject. There is potential for visitors to perceive the subject of mental health to be downbeat and depressing. This is exacerbated by the portrayal of mental health and asylums within popular culture as appropriate subject matter for sensational or horror based entertainment.	The interpretative scheme will be balanced with light and shade in the content. Where appropriate it will address the stereotypes of what a mental health patient is and looks like in the “This is Me” chapter and what the theme of what a mental health asylum is will be a thread which runs throughout most of the chapters. By placing the people of Graylingwell at the heart of both the heritage and contemporary threads of the interpretative scheme will give the story a human face which is designed to make the topic more accessible and ultimately to change people’s preconceptions of mental health and their attitudes towards it in the future.
Social & cultural	Subject matter – Perception by visitors that the subject will not be of interest.	The chapter structure of the interpretative scheme coupled with a narrative rooted in social history will create a broad range of themes, which will spark the interest of the broadest range of visitors. The interpretative chapters and the subjects contained with them have been tested and refined during public and stakeholder consultation to ensure they have a broad appeal.
Social & cultural	Talking about mental health – There is an acknowledgement and discussion of mental health is not acceptable within some social and cultural groups.	The interpretative scheme will be designed so that visitors can engage with as much or as little as the content as they feel comfortable with. The interpretative units will be attractive in style and visually rich to explore but will in no way force people to engage with mental health issues. It will be possible for visitors to explore the chapel and not feel under pressure to engage with the mental health aspect of the interpretation when there are other aspects to enjoy for example the building’s architecture, the story behind the stained glass, the development of the farm and kitchen garden etc.
Financial	Perception that visitors will be asked to pay or ask to donate to visit the chapel.	We will ensure that the publicity and promotion of the chapel clearly states that entrance to the building is free and this includes all elements of the heritage interpretation.
Physical	Perception that the historic building will not be physically accessible.	100% of the chapel will be physically accessible after redevelopment. We will ensure that the publicity and promotion of the chapel clearly states this accessibility.
Physical	Interpretation units will be difficult to access - Potential that the display units	The modular interpretation units are designed using accessible exhibition best practise to ensure they are accessible to the broadest range of our visitors. This will extend to the fixtures and fittings on the units and instructional labelling as

	are not accessible to people of a range of ages and abilities.	required. The presentation of the content for the units will be tested in consultation with the interpretation steering group so that the way that each element will be accessed within the modular units will be looked at in detail.
Sensory	Interpretation will not be accessible – Perception that the interpretative scheme will not be accessible to people with sensory impairment.	The interpretative scheme will be developed using best practise advice with regard to visual and hearing impairment. All text elements of the interpretation will be produced using appropriate fonts and colour contrast and will be produced in an accompanying large text format. For key elements of the interpretation an RNIB Pen Friend (https://shop.rnib.org.uk/new-rnib-penfriend2-voice-recorder-labeller.html) will be available so visitors can hear an audio description of the chapel's star features. In addition to this an audio description will also be available for the chapel's stained glass windows. There will already be audio content available for all visitors through the oral history bank. The interpretative scheme colour palette including the furniture itself will be designed to ensure they meet the contrast requirements for visitors with visual impairment. We will ensure that the publicity and promotion of the chapel clearly states that entrance to the building is free and this includes all elements of the heritage interpretation.
Other	Poor transport links - Chichester has the second highest number of households without a car as a percentage of rural parish population and has the highest number of rural parishes (67) in West Sussex covering the whole district of 786.3 square km. Limited parking places at Graylingwell Park has been noted as a barrier to participation.	Graylingwell Park was designed to encourage an eco-living ethos and encourage a reduced dependence on cars. A regular, half-hourly bus service operates between the town centre and the development, making the Chapel accessible to audiences from beyond the immediate vicinity. Other routes operate on main roads just outside the housing development. The Chapel has access to 18 car parking spaces dedicated to visitors with a further 2 spaces available to those with limited mobility.

10.4 Environmental sustainability

CCDT is guided about its approach to environmental sustainability as detailed within the Delivery Phase¹³ and Management and Maintenance plans. The redevelopment of the Chapel will remove the necessity for residents to travel further afield by car to attend events/ classes etc that could be held in their local area; removing the impact of travel on the environment and reinforcing the Graylingwell development's already excellent green credentials remanufacture the whole unit. CCDT runs a Ride2Work Scheme that enables staff to save the tax and National Insurance element on the proportion of salary that they receive as a bicycle loan voucher. This scheme, introduced by the Government, encourages healthier lifestyles and journeys to work and to help reduce environmental pollution. Information on sustainable initiatives are regularly reported to all staff and volunteers as well as local residents and stakeholders through our monthly newsletter.

CCDT will promote sustainability in general through its exhibits and programmes within the chapel and will recycle all paper in 'green bins' throughout the chapel, glass (including from events), card, cans, batteries and printer cartridges will be recycled. SMART electricity meters will be fitted within the building and a water meter will be provided. The interpretation will use quality materials made to a high specification to ensure that all elements of the scheme are as durable and sustainable. The modular design of the interpretation units will mean that individual elements can be changed to either refresh or rotate material or to replace damaged material without the need for total refresh.

10.4.1 Environmental Sustainability Aims

To realise the CCDT vision and goals a number of aims and actions are being implemented and include:

- Provision of Fairtrade organic coffee and locally sourced organic produce within the Café
- Replacement of printers and faxes with energy rated multi-function devices
- Completion of an energy audit
- Installation of SMART meters
- Installation of water saving devices through the land and buildings it manages
- Provision of sustainable exhibitions
- Providing sustainable functions and events

¹³ HHG Delivery Phase Plan 2018 and HHG Management and Maintenance Plan 2018

11. Our Partners

The project will work with a wide range of partners and stakeholders throughout the different areas of the project including: West Sussex County Council, Chichester City and District Councils, Linden Homes, Clarion Housing Group, Homes England, NHS Sussex Partnership, Coastal West Sussex Mind (CWSM), Graylingwell Park Residents' Association (GPRA), Immanuel and St Pancras Churches. The project will also work with a wide number of other local organisations and groups. These are listed in full throughout the Delivery and Activity plans that support our application. The project will work with three main organisations to provide the interpretation throughout the building and these are described as follows:

11.1 West Sussex Record Office (WSRO)

The West Sussex Record Office (WSRO) led the archive preservation and oral history projects during the Graylingwell Heritage Project (2014). A team of volunteers managed by WSRO undertook the archive preservation, which mainly consisted of the digitisation of the Victorian and Edwardian patient casebooks. WSRO also employed an Oral History Coordinator who managed a team of volunteers that created a bank of oral history testimonies. WSRO is the repository for the Graylingwell archive. It holds over 30,000 items relating to Graylingwell Hospital including:

- Minute books
- Annual reports
- Administrative documents including the rules and regulation books which govern the asylum
- Photographs and documents relating to the First World War Graylingwell War Hospital
- Documents relating to the Second World War Summersdale Emergency Hospital
- Financial and legal records
- Patient records
- Staffing records for including doctors, nurses, attendants and non-medical staff
- Building and equipment records including inventories and records of capital works
- Records relating to Outpatient Services
- Architect's drawings and plans for building works from all periods of the hospital's use
- Documents and photographs relating to the running of the farm and maintenance of the gardens

WSRO's role in the delivery phase of the project will include:

- Publicity and promotion of Graylingwell Chapel
- Deposit for archival material relating to Graylingwell Hospital
- Digitisation of plans
- Access to archival material for reproduction for display in the exhibition

- Providing expert advice and guidance on the material display
- Enabling researchers to access the collections
- Provision of expert speakers at activities and events

11.2 The Novium Museum

The Novium museum's origins date back to the early 19th century but it has been in its current city centre location since 2012 when Chichester District secured funding to create a new museum built over the remains of a Roman bathhouse. The museum also hosts a number of temporary exhibitions and holds a collection of over 300 items including objects and an archive of photographs and documents relating to Graylingwell Hospital that include:

- Personal items belonging to patients - A small leather coin purse, plastic tokens used as currency
- Items which belonged to the institution - bedding marked with an official Graylingwell stamp
- Archive of documents and receipts relating to purchase of goods at the hospital and the sale of produce from Graylingwell Farm
- Archive of photographs relating to the use of Graylingwell as a war hospital between 1915 – 1919.

The Novium's role in the delivery phase of the project will be:

- Publicity and promotion of Graylingwell Chapel
- Deposit for material relating to Graylingwell Hospital
- Loan of material to CCDT for display in the exhibition
- Providing expert advice and guidance on the artefacts from the collection on display
- Staff/volunteer training and support on documentation, display and care of collections

11.3 University of Chichester

The University of Chichester is a public university located in West Sussex, England which became a university in 2005. The University of Chichester has 14 departments, with specialisms including Humanities, Sport, Musical Theatre and Education. Its heritage stretches back into the nineteenth century when, in 1839, Bishop Otter College was established. Since 2013, both campuses have seen major expansion-led building works through National Lottery Funding and other funding. The Universities role in the delivery phase of the project will be:

- Publicity and promotion of Graylingwell Chapel
- Creative expertise
- Working with students to deliver elements of the activity plan
- Speaker/ co-production/ of a heritage trail
- Working with art students and tutors to work on community co-production of artwork that produces interpretation displays

Appendix 1 - Timeline Events

The following details the timeline of Events at Graylingwell Hospital:

History of the Hospital and Chapel

- 1894 - Selection and purchase of Graylingwell Farm as site (148.5 acres owned by the Ecclesiastical Commissioners and 90 acres by Mr Martins – Martins Farm) Design by Architect Sir Arthur Blomfield
- 1895 - Construction begins (Builders James Longley & Co of Crawley who had also built Graylingwell Farmhouse 100 years previously)
- 1897 - Opens for treatment of West Sussex mentally ill paupers- Dedication of the Chapel 3rd August 1897
- 1902 - Fawcett, Edgeworth and Eastergate wards added (+315 beds)
- 1915-1919 - Hospital requisitioned for the treatment of war wounded WW1
- 1920s/30s - Additional buildings (Pinewood Lodge/Summersdale Villas)
- 1939-45 - Summersdale Block requisitioned to treat war neuroses WW2
- 1948 - Transfer to NHS
- 1990 - Graylingwell initiative (unsuccessful attempt to fund new facilities from sale of hospital and park)
- 1993 - Creation of Sussex Weald and Downs Trust
- 1999 - Private Finance Initiative contracts signed
- 2001 - Closure of Graylingwell Hospital and subsequently the Sussex Weald and Downs Trust

Treatment of Mental Health

- 1808 - County Asylums Act (established asylums for the mentally ill)
- 1845 - Lunacy and County Asylum Act (established Commissioners to regulate asylums)
- 1890 - Lunacy Act (repeal and rewriting of above acts, expedited the removal of the mentally ill from workhouses to asylums and outlawed the future licensing of asylums)
- 1930 - Mental Treatment Act (permitted voluntary admission to mental health facilities – Summersdale Villas was built for this type of patient, abolished the use of the word asylum)
- 1947 - Department of Clinical Research established at Graylingwell
- 1955 - Department of Clinical Research taken over by the Medical Research Council
- 1957-58 - Worthing Experiment (treating people outside the hospital in day care centres)
- 1959 - Mental Health Act (aimed to provide alternative, non-residential, methods of treatment)
- 1990 - National Health Service and Community Care Act

- 2001 - Centurion mental health facility opens

History of the Park and Farmland

- 1897-1899 - Layout of the Park supervised by Robert Lloyd
- 1900 - Cedar of Lebanon donated by Duke of Richmond
- 1957 - Sale of farm livestock at Graylingwell
- 1964 - Regional Hospital Board closes all farming and gardening activities at all mental hospitals

Appendix 2 – The collection – details of objects and articles

There is a significant range of material which can be used to tell the story of Graylingwell Hospital and its historic chapel. Below is a summary of items identified, grouped within the key interpretation themes prioritised to date. These include items previously sourced and collated as part of the Graylingwell Heritage Project, materials produced as a result of the project and a review of relevant holdings within public and private collections including The Novium and WSRO. As well as identifying unique items requiring secure display environments, the research process has also revealed potential new objects to support handling collections activity and the proposed café.

3.1 The Story of Graylingwell Asylum Opening of the Hospital & Community Life	
Object Description	Collection Source
A Master Key	West Sussex Record Office
Magic lantern	CCDT – on site
Original Floor plans and maps	CCDT – on site
50 Oral history recordings	CCDT/ West Sussex Record Office
Asylum tokens (8 of various colours)	The Novium
Original pillow cases from hospital wards	The Novium
'Bath Rules'. Paper on board with brass hook. From Graylingwell Hospital, Chichester, 1920s	The Novium
Rules and Regulations 1898, 1915	West Sussex Record Office

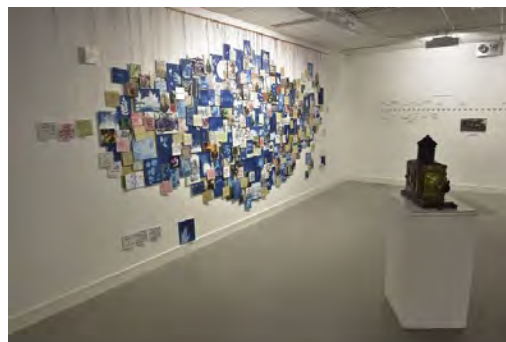
A Working Asylum – The experience of patients and staff living on the site over its 100 year operation	
Object Description	Collection Source
Harold A Kidd – Testimonies and letter of applications for the post of Medical Superintendent 1896 (HGGR 10/4/1)	West Sussex Record Office
Letters & postcards from patients	Individual donors & lenders
Selections from Admissions records 15 Male patient case books 1897-1915	West Sussex Record Office

19 Female patient case books 1897-1915	
Maps/plans of the Graylingwell site up to around 1990s (HGGR 16/1)	West Sussex Record Office
Visiting Committee minutes 1892-1914 (HGGR 1/1/1-7)	West Sussex Record Office
Farm and Ground Sub-committee minutes 1897-1964 (HGGR 1/3/1-6)	West Sussex Record Office
Graylingwell Hospital annual reports 1898-1967 (HGGR 2/1/1-10)	West Sussex Record Office
Farm stock account book/sales and purchased 1918-1955 (HGGR 4/11/6-8)	West Sussex Record Office
Invoices 1893-1900 (HGGR 4/5/1-23)	West Sussex Record Office
Register of officers and servants 1897-1910 (HGGR 10/1/2)	West Sussex Record Office
Attendants' service and conduct book 1897-1910 (HGGR 10/2/1)	West Sussex Record Office

A Unique Chapel at the Heart of Graylingwell	
Object Description	Collection Source
Bibles & prayer books	Personal collections
Letter books 1892-1901	West Sussex Record Office

3.2 Selection of images of the objects from the Graylingwell Heritage Project

The following selection of images shows the objects and materials collected and produced as part of the Graylingwell Heritage Project and include- Harry" the magic lantern, patient case books, The wishing well patient newsletter and art works produced as part of the project.



Appendix 3 - Table of Heritage chapters and collection items

Chapter Title	Heritage area	Collection
1. Beginnings	Hospital opening story	<ul style="list-style-type: none"> Photographs, plans, maps Architecture of buildings and Chapel Graylingwell Hospital annual reports Archaeological finds, historical photos and maps
2. Caring Conversations	About the pioneers and staff	<ul style="list-style-type: none"> Audio library– first hand stories from staff Booklets, annual reports, testimonies and letters, Attendants’ service and conduct book The master key and other objects – real and replica artefacts which relate to the hospital staff Excerpts from the patients’ magazine, The Wishing Well (WSRO) Excerpts from 19 Female patient case books 1897-1915 (WSRO) Excerpts from 15 Male patient case books 1897-1915 (WSRO) Excerpts from Letter books 1892- 1901? (WSRO)
3. Grow	Occupational, industrial, art and recreational therapies at Graylingwell Hospital	<ul style="list-style-type: none"> About the farm and garden, farmers’ stories, statistics, plans, photographs, receipts Documents relating to the kitchen garden (WSRO) Audio station Objects – real and replica, which relate to the everyday and social life at Graylingwell Accounts from the patients’ magazine, The Wishing Well, about the farm and kitchen garden (WSRO) Excerpts from the annual report by the Chief Medical Officer about the farm and the kitchen garden (WSRO) Plans of the site showing the scale of the farm and the kitchen garden operations (WSRO) Photographs of recreation hall and other parts of the site used for social and therapeutic activities (WSRO & The Novium Magic Lantern and slides (CCDT) Reproductions of artwork from the Vawdrey archive (Vawdrey family) Excerpts from Dr Vawdrey’s thesis (Vawdrey family)

4. What is normal anyway?	About the patients at Graylingwell	<ul style="list-style-type: none"> About the patients at Graylingwell Patient case studies and boxes with replica personal belongings and photographs Audio station: Current and past patients Entry audio: 'whispering voices' Excerpts from the patients' magazine, The Wishing Well (WSRO) Excerpts from 19 Female patient case books 1897-1915 (WSRO) Excerpts from 15 Male patient case books 1897-1915 (WSRO) Excerpts from the annual report by the Chief Medical Officer about the farm and the kitchen garden (WSRO)
5. This is me	About the young patients at Graylingwell	<ul style="list-style-type: none"> Young patient case studies and boxes with Replica personal belongings and photos Patient case books Audio station: Current and past patients Graylingwell census (WSRO)
6. Out of the ordinary	Role of Graylingwell during WW1 & WW2	<ul style="list-style-type: none"> Documents relating to the commissioning, designing and installation of the stained glass windows (WSRO) Photographs of the chapel before the stained glass window installation (WSRO & CCDT) Photographs of wards, patients and staff Profiles of men treated at Graylingwell Stories behind the memorial stained glass windows Portable interpretation (such as paddles), booklets and handling objects
7. Restore	Conditions, causes, treatments at the hospital	<ul style="list-style-type: none"> Experimentation and medical development, unique approach, teaching hospital and leading the way Passages from case books and letter books Photographs Harold Kidd - Testimonies and letter of applications for the post of Medical Superintendent 1896; Roth: Depiction of Roth's study at Graylingwell establishing a categorisation of mental illnesses (graphic and original photography) Sainsbury: A narrative about the research into the clinical and social characteristics of suicide (graphic and original photography)

		<ul style="list-style-type: none"> ▪ Carse: A narrative about a study how to reduce admissions to mental hospitals by providing outpatient care
--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------

Appendix 4 - Donations Policy and procedure

Draft procedures for the future deposition of Graylingwell artefacts and archive material, September 2018

Chichester Community Development Trust's (CCDT) HLF funded project **Heritage at the Heart of Graylingwell** project will see the conservation and repair of the chapel supported by a buildings management and maintenance plan, as well as permanent and temporary interpretative exhibition displays and a programme of community events and activities to tell the story of Graylingwell. As a result, the heritage of Graylingwell will be better maintained and managed, will be better interpreted and explained and will enable a greater number of people to be engaged with and learn about the heritage of Graylingwell.

The redevelopment and conservation of the chapel represents a unique opportunity to make available the heritage of Graylingwell Hospital and the Graylingwell site. Currently the story of Graylingwell and its remarkable Chapel remains largely untold. To be able to tell the story effectively artefacts and archive material will be drawn together for the first time from three key collection holders: (1) West Sussex Record Office (WSRO), who hold the main Graylingwell archive and a number of related small artefacts; (2) The Novium, who hold both an archival collection and artefacts; and (3) CCDT, who hold a small number of artefacts.

All parties aim to have a collaborative and open approach to working together to benefit each party and the project as a whole. Already as part of the project all parties have shared lists of their holdings with the interpretation consultants to aid the development of the Graylingwell story. Currently there is no agreed procedure for the future deposition of Graylingwell artefacts and archive material to enable material to be collected and cared for in a consistent manner. The Heritage at the Heart of Graylingwell project has provided the opportunity for this to be developed and agreed upon by all parties. Below is a set of draft procedures for discussion. This draft will be circulated to all parties before a final version is published.

If an item is donated to Chichester Community Development Trust the following process is to be followed:

Step 1 Information and an image of the item will be shared with WSRO so staff can check if a similar / duplicate item is already held in their collection.

Step 2a If the item is **NOT** already held at WSRO the item will be transferred to WSRO for acceptance into the main Graylingwell collection. Once accessioned this information, including accession number, will be shared with all parties. A digital copy of the item, where appropriate, will be available on request to all parties.

Step 2b If the item **IS** already held at WSRO and no further duplicates are required it will be offered to The Novium.

Step 3a If the item is **NOT** already held at The Novium the item will be transferred to the museum for acceptance into their collection. Once accessioned this information, including accession number, will be shared with all parties. A digital copy of the item, where appropriate, will be available on request to all parties.

Step 3b If the item **IS** already held at The Novium and no further duplicates are required it will be offered back to CCDT for use / display at Graylingwell Chapel.

If an item is donated to the West Sussex Record Office the following process is to be followed:

Step 1a If the item is **NOT** already held at WSRO the item will be transferred to WSRO for acceptance into the main Graylingwell collection. Once accessioned this information, including accession number, will be shared with all parties. A digital copy of the item, where appropriate, will be available on request to all parties.

Step 1b If the item **IS** already held at WSRO and no further duplicates are required it will be offered to The Novium.

Step 2a If the item is **NOT** already held at The Novium the item will be transferred to the museum for acceptance into their collection. Once accessioned this information, including accession number, will be shared with all parties. A digital copy of the item, where appropriate, will be available on request to all parties.

Step 2b If the item **IS** already held at The Novium and no further duplicates are required it will be offered back to CCDT for use / display at Graylingwell Chapel.

If an item is donated to The Novium the following process will be followed:

Step 1a If the item is **NOT** already held at The Novium the item will be transferred to the museum for acceptance into their collection. Once accessioned this information, including accession number, will be shared with all parties. A digital copy of the item, where appropriate, will be available on request to all parties.

Step 1b If the item **IS** already held at The Novium and no further duplicates are required it will be offered to WSRO for consideration for their collection.

Step 2a If the item is **NOT** already held at WSRO the item will be transferred to WSRO for acceptance into the main Graylingwell collection. Once accessioned this information, including accession number, will be shared with all parties. A digital copy of the item, where appropriate, will be available on request to all parties.

Step 2b If the item **IS** already held at WSRO and no further duplicates are required it will be offered back to CCDT for use / display at Graylingwell Chapel.

Appendix 5 - Memorandums of Understanding

The following is the MoU between CCDT and the Novium. Further signed MoU documents are filled for all the project partners:



Memorandum of Understanding Between Chichester Community Development Trust and The Novium Museum Regarding the Heritage at the Heart of Graylingwell Project

THIS MEMORANDUM OF UNDERSTANDING made this day of 23rd October 2018

BETWEEN:

The Chichester Community Development Trust (CCDT), C/O Marketing Suite, Graylingwell Park College Lane, Chichester. PO19 6PQ.

and

The Novium Museum of Chichester District Council whose principal place of business is at Tower St, Chichester PO19 1QH (hereafter 'The Novium')

1. Introduction

The Heritage at the Heart of Graylingwell (HHG) Project focuses on the heritage and stories of the former Graylingwell Hospital and its surrounding environs. Graylingwell Hospital was originally built as the West Sussex County Asylum. Graylingwell Chapel was built in 1897 by architect Sir Arthur Blomfield and served as the chapel for Graylingwell Hospital. The hospital functioned as a mental health facility until it was closed in 2001. Developers then purchased the site and in 2010 demolition, conversion and building work began. The Chapel remained but was left derelict until 2010, since then the community and faith groups have used it for activities, learning and worship. The site of the former Graylingwell Hospital is located to the North East of Chichester within 1.5 miles of the town centre. The site area is approximately 15.6 ha (38.5 acres) and contains a complex array of buildings. This includes the late 19th and 20th century former hospital buildings and chapel, a listed 18th century farmhouse, a well of medieval if not earlier usage, and a scheduled pre-Roman earthwork, all set within an area of registered historic parkland. Since closure of the

hospital the site has been redeveloped as a mix of social and private housing and the asylum now lies almost hidden in the large and contemporary development.

1.1 Background

Graylingwell Chapel is currently in a state of disrepair due to a historic and on-going lack of building management and maintenance. The Heritage at the Heart of Graylingwell project will see the conservation and repair of the chapel supported by a buildings management and maintenance plan, as well as permanent and temporary interpretative exhibition displays and a programme of community events and activities to tell the story of Graylingwell. As a result the heritage of Graylingwell will be better maintained and managed, will be better interpreted and explained and will enable a greater number of people to be engaged with and learn about the heritage of Graylingwell. The redevelopment and conservation of the chapel represents a unique opportunity to make available the heritage of Graylingwell Hospital and the Graylingwell site. Currently the story of Graylingwell and its remarkable Chapel remains largely untold. An important element of the Graylingwell project will be increasing the volunteer team supporting the management and running of the redeveloped chapel and developing their heritage management and maintenance skills, as well as skills in supporting the development and delivery of the interpretation. People will have the opportunity to learn about the fascinating story of Graylingwell site. A dedicated learning resource will be developed, so children and young people can find out the history of the chapel and the Victorian mental asylum which precipitated its creation. Digital and printed trails will allow all visitors to discover and explore the chapel's unique environment and the stories of those who lived and worked there. The transformation of the chapel will enable full and varied community use of the building. We envisage that a range of activities will take place attracting members of the local community and visitors. Bringing the chapel back into active use will create a real sense of pride in the area and the building will provide a strong community hub engendering a stronger sense of belonging amongst Graylingwell's residents. At present, engagement with Graylingwell's heritage is negligible. This project creates a step change in awareness and understanding.

1.2 The Memorandum

This Memorandum provides a framework for the anticipated future working relationship, following the commencement of the development and delivery stages of the project (anticipated as September 2017 and January 2020 respectively) between CCDT and The Novium. In addition to this Memorandum similar documents have also been produced setting out operational arrangements with other key project partners.

2. General Aims of the Parties

Delivery Stage

- 2.1 The parties aim to have a collaborative and open approach to working together to benefit both parties and the project.
- 2.2 The project will be supported by a Project Steering Group consisting of key stakeholders for the project. This group will be managed by CCDT with The Novium Museum invited to join the group.
- 2.3 CCDT will lead on promotion and marketing relating to the partnership for the delivery stage of the project, with the Novium Museum providing support.
- 2.4 The parties aim to seek ways to contribute to the establishment and raised profile of Graylingwell Chapel as a heritage centre.
- 2.5 The parties aim to work together to shape the exhibition displays and learning offer for the project in particular exploring how the historic records can be used to support the understanding of the heritage of Graylingwell.

3. Specific Aims of the Parties

3.1 Aims of the Chichester Community Development Trust

Delivery stage

- 3.1.1 As part of the interpretation budget, funding may be allocated to The Novium Museum for the production and use of digital copies of important documents, images and records held by The Novium Museum to be used for the interpretation and educational work of the project.
- 3.1.2 To acknowledge the support of HLF and the copyright of any materials supplied by The Novium Museum for use by the project for interpretation and educational work.
- 3.1.4 The interpretation and signage in Graylingwell Chapel will incorporate signposting and promotion of the research facilities and opportunities available at The Novium Museum to visitors and those interested in carrying out their own research.
- 3.1.5 To provide training Graylingwell Chapel staff on the care of collections, object handling and the display of material from the Novium Museum's collections.
- 3.1.6 To signpost the sources available at The Novium which provide information on Graylingwell Hospital.

Operational stage

- 3.1.7 To provide opportunities for The Novium Museum to use the spaces within Graylingwell Chapel for courses and sessions run by The Novium Museum or in partnership with others with charges at cost.
- 3.1.8 To provide opportunities for The Novium Museum to use the exhibition space within Graylingwell Chapel for the display of temporary exhibitions produced by The Novium Museum.

4.2 Aims of The Novium Museum

- 4.2.1 Subject to appropriate notice, permissions, staff availability and agreed charges i.e. standard reprographics charges or project charge for staff time, to provide digital copies of documents for interpretation and educational use.
- 4.2.3 To aim to participate, during the delivery stage in planning and developing a temporary exhibition located at The Novium Museum to raise the profile of Graylingwell Chapel. The Novium Museum staff time would be charged in-kind and costs of the exhibition met by the HHG project
- 4.2.4 To aim to review the text for the interpretative panels in conjunction with University of Chichester and West Sussex Record Office colleagues. The Novium staff time would be charged at an appropriate rate.
- 4.2.5 To provide, when possible, staff time to assist in the training and management of volunteers undertaking research during the delivery stage. The Novium staff time would be charged at an appropriate rate.

Operational stage

- 4.2.6 Subject to suitable environmental conditions, security arrangements and depositor permissions, to make available objects, documents, images and records held at The Novium Museum for loan for the exhibition displays.

Signature Page

Signed by:.....

Date:.....

For Chichester Community Development Trust

Signed by:.....

Date:

For The Novium Museum

Appendix 6 – Care, Conservation and display policy

1. MISSION AND COMMITMENT

We strive towards the best practical standards of collections care through a combination of preventative and remedial conservation to ensure the long-term preservation.

2. COLLECTIONS CONDITIONS OVERVIEW

2.1 A full inventory of items will produced on project beginnings with conditions listed and recorded of each item.

3. PREVENTATIVE CONSERVATION

Preventative conservation “describes research and interventions aimed at reducing deterioration rates and minimizing risks to collections” The following measures will be implemented to achieve this:

3.1 Provision of Suitable Building Conditions

Building managers, supported by CCDT staff, are tasked with ensuring appropriate building conditions for the long-term storage of the collections. Buildings are regularly checked internally and externally of signs of problems such as water ingress, pest damage, vandalism or structural problems. Building issues are reported and dealt with in a timely manner. Fire detection and prevention systems are kept up to date with current standards and as with the security systems they are tested, and serviced, regularly. When capital projects are planned the care of the collections is taken into account and collections staff are involved in the planning process.

3.2 Environmental Monitoring

CCDT will manage the environment in storage and display areas, to measure and record relative humidity and temperature. Spot and wider room readings of LUX levels will be taken and UV filters are used to reduce and removed UV light where possible. This information will be collected, recorded and used to analyse the collections environments to allow future planning for control upgrades and the better matching of objects to their preferred environment, thereby helping us to use less energy.

3.3 Environmental Control

RH, Light and Temperature Controls: CCDT aims to pursue 'best practice' in our preservation and conservation procedures

Display Case Construction: where appropriate, objects on display will be in secure cases which are been positioned to avoid vibrations, strong light sources and near sources of heat or cold.

Storage: where practicable, stored collections will be housed in acid free boxes, in covered racking or covered pallets to protect against dust. Items will be labelled and packed in ways that reduce handling and the potential for damage. Photographs are stored in polyester or silver safe enclosures, rolled items are protected with acid-free tissue or unbleached cotton bags and unboxed vulnerable archives are wrapped and stored appropriately.

Staff and volunteers will be trained to clean storage and display areas in a way that is not detrimental to the collections. Chemical-based commercial cleaning products will be avoided.

3.4.2 Quarantine Procedures

New acquisitions and incoming materials are inspected before being allowed into the main storage areas to ensure that the accidental introduction of pests is prevented. If pests are discovered in the collection these items are quarantined until they are treated and all risk of contagion has passed. If this is not possible they are removed from the collection and under the terms of the Collections Agreement may be disposed of.

3.4.3 Pest Monitoring

All areas containing collections are monitored using insect traps, with more traps in areas of vulnerable collections. These are regularly checked and the pests identified to assess if there is a potential problem. If a problem is discovered the trap contents are recorded and the area monitored so that the source of the problem can be located and eradicated.

3.5 Handling, Moving and Transport

3.5.1 Due to the variety of the types of objects potentially being handled the number of staff authorised to move objects is relatively low and all staff are trained in basic handling methods.

3.5.2 When large items are to be moved, it is done by a team of staff under advice from the facilities coordinator and/or external experts where necessary. Full risk assessment will be done and a full planning exercise will be undertaken to ensure object and staff safety.

3.5.3 Objects for transport are packed and wrapped in the most suitable way for the object bearing in mind the unpacking process and avoiding over packing which can lead to damage when items are unpacked.

3.5.4 Only recognised and trusted handlers will be used when items are sent by courier and where possible a member of staff will accompany the courier.

3.6 Disaster Planning

Disaster plans for all venues housing collections will be regularly reviewed and updated where necessary.

4. CONSERVATION

4.1 Conservation of objects and archives will be undertaken when and where necessary to ensure the long term safety of the object.

CCDT does not currently have trained specialist conservation staff and therefore all interventionist conservation is undertaken by contractors. To ensure that we are doing the best for the collections only appropriately qualified, accredited and experienced conservators will be employed to carry out conservation work. Before any work takes place a mutual agreement will be reached about the approach and treatment of the items. All conservation work will be documented and added to the object's permanent record.