

Medium Grants Over £100,000 Completion Report

Please complete and return this form as soon as your project's development phase has finished and ensure that you complete all sections where applicable.

This is your opportunity to tell us about your achievements and successes, as well as the things that didn't go as expected.

We will not make the final 10% grant payment until we are satisfied with the information within this form and your own evaluation report.

In this form we ask you to send copies of documents. Email these to your Senior Investment Manager, along with this completed form.

Project details

Project reference number	NM-23-00668
Project title	What Once Stood
Organisation	Linc Cymru Housing Association Ltd
Project End Date For example, 31 December 2021	09/12/2025

Section 1: Approved Purposes

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

Approved purposes	Description of achievements, issues, and responses
Members of the community to produce artwork to be placed as a permanent fixture on Lower Dyffryn School site	Community members were actively involved in producing artwork inspired by the heritage and memories associated with the former Lower Dyffryn School and Caewern House. Working with creative partner Tanio, the project delivered a series of inclusive community workshops during summer 2024. These workshops were held in a temporary community space within Aberavon Shopping Centre and engaged a wide cross-section of the local community including families, young people and older residents. Participants collaborated with artists to design and produce a large mosaic artwork incorporating images of Caewern House and key Neath landmarks. The mosaic celebrates the heritage of the site and the memories associated with the buildings. It will be installed within the new housing development to provide a lasting heritage interpretation for residents and visitors. The workshops achieved significant engagement, with over 650 people directly participating and approximately 1,000 people visiting the space. Participants reported strong feelings of pride and connection to the artwork they helped

	create, with the activity supporting intergenerational engagement and creative expression. This artwork provides a permanent legacy ensuring that the heritage of the buildings remains visible within the new development. Evidence: • Community mosaic workshops and engagement figures, see attached (What Once Stood Evaluation Report 2026) • Tanio community activity engagement data (What Once Stood Evaluation Report 2026) • Project update confirming mosaic completion (Project Update 24th October 2024) • Artwork Images (see attached)
Produce 3d surveys of both buildings	A key priority of the project was to capture a detailed digital record of the buildings prior to demolition. A measured 3D building survey of the Former Lower Dyffryn School was commissioned and completed. The survey produced a detailed digital dataset used to generate a 3D digital model of the building.

	In addition, the project produced: • Drone footage of the site • A 360-degree digital tour of the building • A photographic archive documenting the building and demolition process These digital outputs ensure the architecture, layout and character of the building are preserved and accessible for future generations, even after demolition. Evidence: • Confirmation of measured building survey and 3D modelling (Progress Report Jan – April 2024) • Drone video and digital documentation outputs (Progress Report Jan – April 2024)
Appoint a part-time project officer	A part-time Heritage Project Officer was recruited to coordinate and deliver the project. The role was advertised widely through multiple channels including social media, recruitment platforms and community networks. Fourteen applications were received and six candidates were shortlisted for interview. Rachel Taylor was successfully appointed in March 2024 on a two-year fixed term contract (30 hours per week). Rachel brought strong local knowledge and heritage experience and

	played a central role in coordinating community engagement activities, volunteer participation, heritage research and project delivery. Evidence: • Recruitment process and appointment details (Progress Report Jan – April 2024). See attached job description.
Volunteers to undergo Oral History and Peoples Collection Wales training	Community volunteers were supported to develop new heritage skills through a programme of specialist training. Training included: • People’s Collection Wales training on digital archiving and heritage storytelling • Oral History Society training on recording and preserving oral histories • Archive research training delivered by Neath Antiquarian Society Volunteers developed skills in: • digitisation and archiving • research and historical interpretation • oral history interviewing and transcription Participants reported that the training was informative, empowering and provided practical skills to continue heritage research beyond the project.

	Evidence: • Evaluation report – heritage skills development programme (What Once Stood Evaluation Report 2026) • Archive training session description (Caewern archive blog post)
Arrange school trips to St. Fagan’s and Hale Construction	Engaging young people in local heritage and construction was an important part of the project. Although engaging schools proved challenging due to scheduling pressures, the project successfully delivered a large-scale heritage learning trip for Central Primary School. On 4 July 2024, over 400 pupils attended an educational visit to Margam Country Park, enabling them to explore the history of the local area and learn about heritage and landscape history. The visit supported the Curriculum for Wales “Cynefin” learning area, helping pupils develop a stronger sense of place and connection to local history. Evidence: • School trip evaluation and observation report (Central Primary School Trip – Margam)

	• Evaluation report commentary on school engagement(What Once Stood Evaluation Report 2026)
Hold launch events at Caewern House and Lower Dyffryn School	A public launch event was held to introduce the project to the community and stakeholders. The Lower Dyffryn School launch event took place on 20 March 2024 at the Plaza in Port Talbot. Invitations were sent to approximately 1,000 community members and organisations, and the event introduced the aims of the project, the demolition programme and opportunities for community participation. Partners attending included: • Hale Construction • Roberts Limbrick Architects • Cwmpas (evaluation) • Tanio (arts partner) • Blue Rock - Demolition contractors • Volunteer Photographer • Rachel Taylor –Project Officer (Heritage) • Natalie Hawkins – Linc Cymru Social Value Manager • Community representatives.

	The event successfully raised awareness and encouraged community participation. Evidence • Launch event details and communications (Progress Report Jan – April 2024) Caewern House – see email detailing delay with planning permission hence unable to deliver launch event in funding period. However, all other activity has been delivered aligning to Caewern house. Launch vent will go ahead, in keeping with that delivered for Lower Duffryn school, given the success of the approach with the community.
Ensure all digital outputs are freely available, usable, and licensed for use by others under the Creative Commons ‘Attribution 4.0 International (CC-BY4.0) licence, as per our guidance	The project produced a wide range of digital outputs documenting the heritage of the sites. These include: • digital 3D models • a 360° building tour • drone video footage • photographic archives • blog posts and project updates • oral histories and heritage research outputs

	The outputs are shared online via the project website and associated platforms to ensure accessibility for the public and future researchers. Evidence: Communications and website hosting of outputs, see 'Communication Update Summary'
Create an evaluation plan at the start of your project, hold evaluation reviews throughout the duration and provide an Evaluation Report upon project completion	Independent evaluators Cwmpas were commissioned to deliver a full evaluation of the project. The evaluation report assessed: • delivery of project activities • community engagement • heritage outcomes • skills development • wellbeing and social impact The evaluation concluded that the project successfully delivered its objectives by preserving heritage, strengthening community connections and creating lasting legacy materials documenting the two historic buildings. Evidence: • Evaluation brief • Final evaluation report

Ensure use of the Welsh language is incorporated into the project and all project outputs are bilingual	Welsh language use was incorporated throughout the project. Partners including Live Music Now Cymru ensured Welsh language inclusion in project activities, resources and creative outputs. Workshops and activities supported bilingual engagement and encouraged use of Welsh language heritage references. Evidence • Welsh language commitment within programme delivery (see Evidence to Support using Live Music Now as part of the What Once Stood project)
High visibility acknowledgement of the National Lottery Heritage Fund on site, online and in all project activities, ensuring National Lottery players are thanked for their support	The National Lottery Heritage Fund was prominently acknowledged throughout the project. Branding and acknowledgement were included in: • project press releases • social media posts • website content • event materials • project communications All communications thanked National Lottery players for enabling the project.

	Evidence - communications and marketing activity summary (Communication Activity Summary in section 8) - project launch communications (Progress Report Jan – April 2024)
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Section 2: Additional grant conditions

Skip this question as it is not applicable to this project.

Section 3: Statutory Permissions

Have you received any new permissions during the period covered by this report? If so, provide us with information on these.

You can add additional rows to the table below if required.

Statutory License or Permission Type	Anticipated date this will be received	Date received (if applicable)
N/A		

Section 4: Partnership Funding Update

Have you raised any partnership funding since the last report? If so, provide us with information.

You can add additional rows to the table below if required.

Source of funding	Amount you expect	Amount received so far	Amount still to come	Date you expect this amount

N/A				
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Section 5: Consultants, Contractors and Suppliers

Have you purchased goods, work or services worth £10,000 or more in the period covered by this report? If so, provide us with information on these including VAT if relevant.

You can add additional rows to the table below if required.

Brief description of services	Value	Date you awarded the contract	Name of contractor/supplier/consultant appointed
N/A			

If any of the contracts added above were not awarded to the lowest tender, then please give details of why the chosen supplier offered best value.

Were any of the contractors, suppliers or consultants linked - i.e., close friends, relatives, ex-members of staff working at these contractors, suppliers or consultants - with any members of your organisation or is there any financial link such as ownership of these suppliers?

If so, please explain why the contractor, supplier or consultant was appointed.

Section 6: Recruitment of Staff

Have you recruited in the period covered by this report? If so, tell us about the recruitment of staff whose salaries are paid for by the grant.

You can add additional rows to the table below if required.

Post	Date advertised	Date appointed	Salary awarded
Project Officer (Heritage)	Jan 26 th 2024	March 25 th 2024	30-hour fixed term contract based on an FTE salary of £30,731.00 (37 hours)

Were any of the new members of staff appointed to work on this project linked with any members of staff at your organisation - i.e., any close friends, relatives, or ex-members of staff?

If so, explain below why this person was employed.

Section 7: Use of Volunteers/Non-cash Contributions

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

Volunteer contributions

You can add additional rows to the table below if required.

Description of volunteer task	Total number of volunteer hours
Digitisation, Oral History and Archiving	46
Photography and filming	43
Artistic and creative skills	160
Running memory sharing events	26
*Taken from final evaluation report	

Non-cash contributions

You can add additional rows to the table below if required.

Description	Total value of contribution (£)
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Section 8: Photographic records, other information and funding acknowledgment

Please send us photographs recording the stages and events of the development phase of your project. If you send us any files or images, you are agreeing that they are free of copyright constraints.

Add an X to each checkbox if applicable.

- ☒ We are sending photographs of the progress of our project
- ☒ We are sending a record of activities or events that we arrange
- ☒ Material from our project is available on the internet

Website address

<https://linc-cymru-communications.co.uk/development/whatoncestood/>

If there is any information you wish to share with us that is not covered elsewhere in this form, then include this information below.

The following provides a communication activity overview of the project in an attempt to provide a rounded view of the mix of communication methods used throughout the project. You'll appreciate we have a vast archive of images, footage captured throughout the life of the project and are more than happy to provide all.

Communications activity supported engagement, participation, and awareness across all strands of the What Once Stood Project, ensuring heritage stories linked to Lower Dyffryn School and Caewern House were accessible to local audiences. Activity focused on promoting participation, documenting outcomes, and creating a lasting digital record.

Website & Blogs

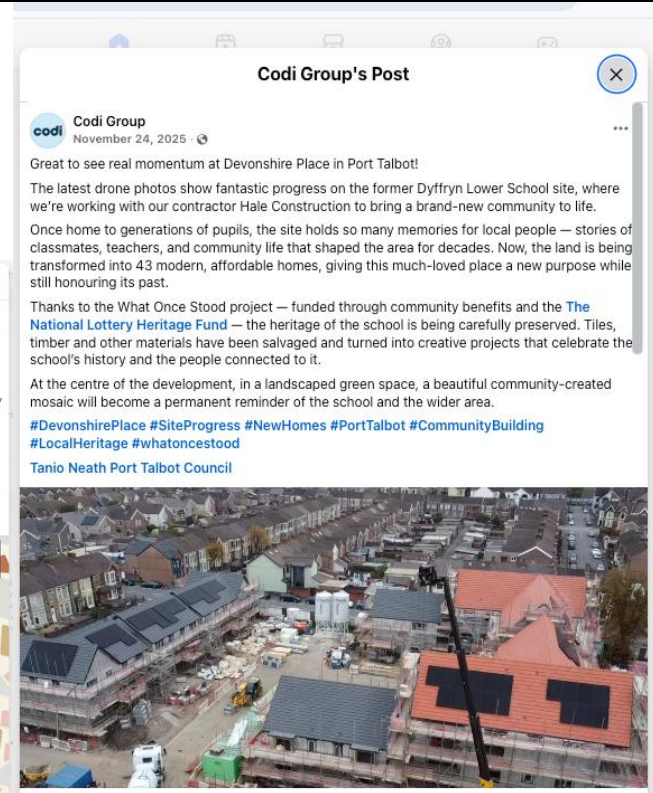
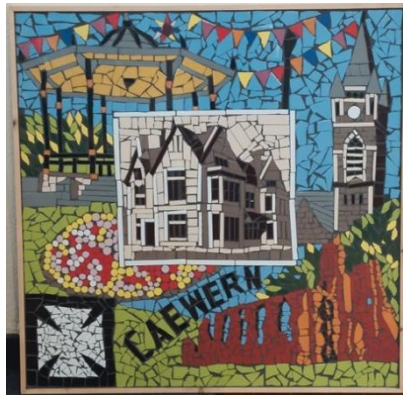
<https://linc-cymru-communications.co.uk/development/whatoncestood/>

- Developed and maintained a dedicated project webpage outlining the aims, heritage context, and objectives of What Once Stood, providing a central public resource
- Published blog-style updates documenting project progress, heritage discoveries, and community participation
- Created a video featuring the project lead to provide an accessible overview of the project's purpose and community value
<https://youtu.be/8K7NaQBZwKo?si=jr2CFuloCNLUY9FM>

Community Mosaics

(Delivered in partnership with Tanio)

- Promoted family-focused mosaic workshops through local advertising and targeted social media activity to encourage inclusive participation.
- Produced a news-style feature documenting the creation of the mosaics, celebrating community contribution and creative heritage engagement.
- Shared outcomes via website and social platforms.



Memory Sharing Days

- Promoted a series of Memory Sharing Days to the local community via local advertising and paid social promotions.



Dyffryn Lower School
Memory Sharing Day



Saturday 8th
March



Drop in anytime between
10am – 4pm



The Art Space, Station Road,
Port Talbot, SA13 1NN

Were you a pupil or staff member at **Dyffryn Lower School**?

Do you have fond memories, stories, or old photos from your time there? We'd love to hear them!

Join **Linc's What Once Stood** project for a special **Memory Sharing Day**, where we'll be gathering stories, photographs, and newspaper articles to celebrate the school's history.

Pop in for a chat, share your memories, and enjoy reminiscing with others. We'd love to see you there!

Refreshments will be provided






Find out more at
<https://linc-cymru-communications.co.uk/development/what-once-stood>

Archive Training Sessions

(Delivered in partnership with Neath Antiquarian Society)

- Promoted archive research training sessions through local communications channels and paid social media outreach.
- Positioned as an opportunity to build heritage research skills and confidence using local archival materials
- Encouraged participation from adult learners interested in local history, family research, and heritage exploration
- Supported awareness of archive access and the importance of preserving community stories

Linc Cymru Housing Association's Post

Linc

Linc Cymru Housing Association

November 19, 2025 · 3

Live in Neath and Port Talbot? Discover your local history — and learn how to explore it for yourself. We're offering a free, one-off Archive Research Training Session at [Neath Antiquarian Society](#) as part of the What Once Stood project.

Whether you love uncovering local stories, or you're curious about your family history, this hands-on session will give you the skills to:

- navigate the archive catalogue
- request and handle historic materials
- make the most of local records for your own research

Tuesday 25th November

2~3.30pm

Neath Antiquarian Society Archives, 4 Church Pl, Neath SA11 3LL

Adults only

Free — 6 spaces available

To book your place, email Rachel.Taylor@linc-cymru.co.uk

Spaces will go quickly — early booking recommended.

Delivered as part of the What Once Stood project, celebrating the heritage of Dyffryn Lower School and Caewern House.



Codi

Comment as Codi Group



Dyffryn in Song

(Delivered in partnership with Live Music Now and J G Hale Group)

- Worked with Live Music Now to promote a series of community music workshops through targeted paid adverts and local advertising to support participation and awareness.
- Professional photographer employed to capture the events.
- Blog and music video currently being produced to complement the full recording of the song.



General Press & Social Communications

- Integrated What Once Stood messaging into development press coverage to ensure heritage activity remained visible at key project stages
- Shared regular organic social media updates documenting workshops, milestones, and creative outputs

e.g <https://www.walesonline.co.uk/lifestyle/welsh-homes/clever-plan-remember-welsh-legends-30641611>

<https://businessnewswales.com/housing-association-recycles-5000-tonnes-of-building-materials-in-renovation-project/>

Heritage Interpretation

- Developed panels for public display which can be used at future events e.g. Devonshire Place completion event and mosaic reveal.



Section 9: Evaluation

Have you completed your evaluation report?

Choose an item.

Next steps

Email this completed Completion Report to your Senior Investment Manager.

Also, where applicable, please email these documents as well:

- Proof of any new necessary statutory permissions or licences



- Proof of any new partnership funding
- Photographs showing the progress of your project
- A record of activities or events that you have arranged
- Job descriptions, CVs and contracts of employment
- Your evaluation report