

REPORT TO:	HERITAGE LOTTERY FUND GRANTS PANEL (TOWNSCAPE HERITAGE SCHEME BOARD MEETING)	AGENDA ITEM: 1
DATE OF MEETING:	21st NOVEMBER 2016	CATEGORY: RECOMMENDED
REPORT FROM:	TOWNSCAPE HERITAGE PROJECT OFFICER	OPEN
MEMBERS' CONTACT POINT:	EMMA HANCOCK (ext5756) emma.hancock@south- derbys.gov.uk	DOC:
SUBJECT:	DIANA GARDEN LANDSCAPE PROPOSALS	REF:
WARD(S) AFFECTED:	SWADLINCOTE	TERMS OF REFERENCE:

1.0 Purpose of Report

- 1.1 Clarifies decisions to be made regarding The Diana Garden Landscape Proposals, at the Board Meeting on 21st November and records any significant changes made to the proposals since the Board Meeting on 24th October 2016.

2.0 Detail

- 2.1 The landscaping proposals are attached at Appendix 1, this document includes minor amendments to the previous version that was available at the Board Meeting on 21st October.
- 2.2 Comments on the proposals were received at the Board Meeting on 24th October and up to 28th October by Board Members, consequently the general arrangement was altered (Appendix 2).
- 2.3 At the Board Meeting on 21st November, Board Members will visit the site and vote on the proposals.

3.0 Financial Implications

- 3.1 Initial costings indicate the proposals could go over the budget allocated therefore options for reducing the costs are being considered, primarily looking to reduce the costs of the bench feature and phasing the project so that alternative funding can be sought for the screen during a 2nd phase.

4.0 Corporate Implications

- 4.1 This project is part of Swadlincote Townscape Heritage Scheme.

5.0 Community Implications

5.1 Redevelopment of The Diana Memorial Garden is part of the wider benefits to the community from the delivery of Swadlincote Townscape Heritage Scheme.

Appendices

Appendix 1 – Diana Garden Landscape Proposal Rev C

Appendix 2 – Diana Garden General Arrangement

Appendix 1

Draft Terms of Reference for Swadlincote Townscape Heritage Scheme Grants Panel February 2016

(A) Role and Purpose

A.1 The Swadlincote Townscape Heritage Scheme is a three year project for the Conservation Area that aims to build on a decade of investment, allowing Swadlincote to continue its journey of heritage-led regeneration.

- A.2 The Swadlincote Townscape Grants Panel shall determine whether grants of over £5,000 are awarded or rejected for buildings/projects within the Swadlincote Conservation Area.
- A.3 Decisions will be made on the basis of a stage 2 application that will include a full schedule of works, drawings and historical justification if required.
- A.4 As this is a Heritage Lottery Fund project their terms and conditions apply.

(B) Members, Chair, Attendees, Secretary, Terms of Office

- B.1 The Members of the Panel will be:
 - Three SDDC Councillors (changes to be agreed)
 - DCC Councillor (changes to be agreed)
 - Representative of Swadlincote Chamber of Commerce
 - 2 Young Persons (aged 11-16)
 - Magic Attic Representative
 - Conservation and Design Section Manager (DCC project partner)
 Other Attendees:
 - Townscape Heritage Project Officer
 - Conservation Officer
 - Design Excellence Officer
- B.2 Membership to the Panel will be for the lifetime of the project
- B.3 All Members of the Panel will be able to vote. Decisions will be made by the number of votes with the chair of the Panel having the casting vote if necessary.

(C) Meetings: Frequency, Notice, Format

- C.1 The Panel will be twice yearly with the exception of the first year which requires a third panel.
- C.2 The notice period for the meeting will be three weeks before the panel with papers sent round a minimum of 1 week before the panel is to meet by email.
- C.3 The Panels will be arranged and organised by the Townscape Heritage Project Officer.
- C.4 The chair of the panel is to be confirmed
- C.5 The grant applications will be presented to members of the Panel by the Townscape Heritage Officer and the Conservation Officer with other Officer input where appropriate.

(D) Minutes and Reporting

- D.1 Minutes will be taken by a South Derbyshire Officer and emailed round after the Panel meeting in a timely manner.

Appendix 2

Draft Terms of Reference for Swadlincote Townscape Heritage Scheme Project Board February 2016

(A) Role and Purpose

- A.1 The Swadlincote Townscape Heritage Scheme is a three year project for the Conservation Area that aims to build on a decade of investment, allowing Swadlincote to continue its journey of heritage-led regeneration.
- A.2 The Swadlincote Townscape Project Board purpose is to track progress and discuss future plans and also make any key decisions about the project and approve any changes to the scheme.

A.4 As this is a Heritage Lottery Fund project their terms and conditions apply.

(B) Members, Chair, Attendees, Secretary, Terms of Office

B.1 The Members of the Board will be:

Three SDDC Councillors (changes to be agreed)

DCC Councillor (changes to be agreed)

Representative from Town Team

Conservation and Design Section Manager (DCC project partner)

Other Attendees:

Townscape Heritage Project Officer

Conservation Officer

Design Excellence Officer

Environmental Development Manager

B.2 Membership to the Board will be for the lifetime of the project

B.3 Should it be required then all Members of the Board will be able to vote except for the South Derbyshire Officers. Decisions will be made by the number of votes with the chair of the Board having the casting vote if necessary.

(C) Meetings: Frequency, Notice, Format

C.1 The Board will be twice yearly or more frequently should it be required.

C.2 The notice period for the meeting will be three weeks before the Board with papers sent round a minimum of 1 week before the panel is to meet by email.

C.3 The Board will be arranged and organised by the Townscape Heritage Project Officer.

C.4 The Chair of the Board is to be confirmed

(D) Minutes and Reporting

D.1 Minutes will be taken by a South Derbyshire Officer and emailed round after the Board meeting in a timely manner.

