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Date: 5th October 2016

Dear Councillor,

Heritage Lottery Fund Grants Panel

A Meeting of the **Heritage Lottery Fund Grants Panel** will be held in the **Council Chamber**, on **Monday, 24 October 2016** at **16:00**. You are requested to attend.

Yours faithfully,

Chief Executive

To:- **Conservative Group**
Councillors Murray and Mrs Wyatt.

Labour Group
Councillor Taylor



AGENDA

Open to Public and Press

- 1** Apologies.

- 2** To receive the Open Minutes of the Meeting held on 24th March 2016 and matters arising
Heritage Lottery Fund Grants Panel Minutes 24th March 2016 **3 - 4**

- 3** Appointment of Chairman

AGREED TERMS OF REFERENCE **5 - 5**

- 4** GRANTS PROCESS **6 - 6**

- 5** GRANTS SUMMARY REPORT **7 - 7**

- 6** APPLICATIONS APPRAISAL **8 - 13**

- 7** Any Other Business

- 8** Date of Next Meeting



Heritage Lottery Fund Grants Panel Minutes

24th March 2016

ATTENDANCE

Name		Organisation	
Nicola Sworowski Planning Policy Manager	NS	South Derbyshire District Council	SDDC
Emma Hancock (Notes) Townscape Heritage Project Officer	EH	South Derbyshire District Council	SDDC
Ron Causer	RC	Magic Attic	MA
Paul Elwood	PE	Swadlincote and District Chamber of Trade	SDCT
Alex Gilbert Historic Buildings Architect	AG	Derbyshire County Council	DCC
Cllr Jim Hewlett	JH	South Derbyshire District Council	SDDC
Cllr Pat Murray	PM	South Derbyshire District Council	SDDC
Graham Nutt	GN	Magic Attic	MA
Neil Robertson Conservation Officer	NR	South Derbyshire District Council	SDDC
Cllr Trevor Southerd	TS	Derbyshire County Council	DCC
Richard Shaw Design Excellence Officer	RS	South Derbyshire District Council	SDDC
Cllr Steve Taylor	ST	South Derbyshire District Council	SDDC
Cllr Mrs Sandra Wyatt	SW	South Derbyshire District Council	SDDC

1. No apologies
2. Introductions led by Nicola Sworowski
3. Introduction to Grant Scheme by Emma Hancock

4. Terms of Reference

4.1 Agreed in principle with following amendments:

- B.3 – Decisions will be made, assisted by the Grants Criteria, by the number of votes with the chair of the panel having the casting vote if necessary.
- C.2 – The notice period for the meeting will be three weeks before the panel meeting, with papers to be sent, by email, a minimum of two weeks before the meeting.
- D.1 – Notes on action points and decisions will be taken by a South Derbyshire Officer and emailed after the panel meeting in a timely manner.

4.2 Nominated Cllr Hewlett as Chair and Cllr Taylor as Vice Chair

5. Submitted Schemes – Swadlincote Town Hall and 79 High Street

Agreed both schemes; assisted by Submitted Schemes document from panel documents, presentation of schemes from Neil Robertson and Richard Shaw and using Grants Criteria. Included agreeing an increase to the grant award rate from 67% to 85% for 79 High Street. *Post meeting note: Heritage Lottery Fund have not agreed the grant award increase, the rate will remain at 67%.*

6. No other business

7. Date of Next Meeting

Wednesday 21st September at 4pm, in the Council Chamber.

Post meeting note: subsequent Committee dates require the meeting date to be changed.



**Terms of Reference for
Swadlincote Townscape Heritage Scheme Grants Panel
Agreed at Grants panel Meeting on 24th March 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, assisted by the Grants Criteria, by the number of votes with the chair of the panel having the casting vote if necessary.

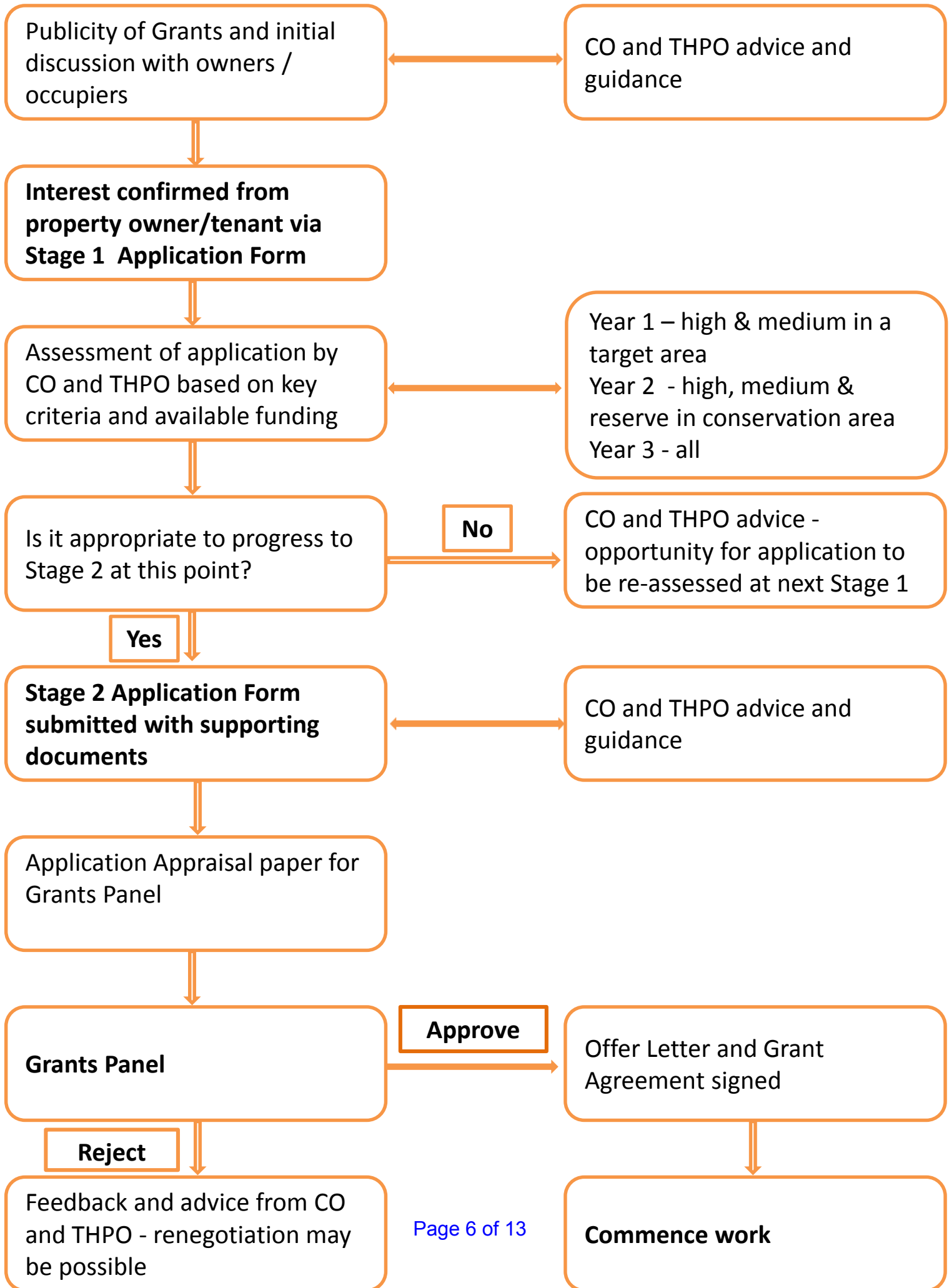
(C) Meetings: Frequency, Notice, Format

- 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 meeting, with papers to be sent, by email, a minimum of two weeks before the meeting.
- 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 Notes on action points and decisions will be taken by a South Derbyshire Officer and emailed after the panel meeting in a timely manner.

Third Party Grants Decision Flow Chart



Grants Summary Report:

Townscape Heritage Scheme Grants Panel 24th October 2016

Grants Progress Summary	Stage 1 Applications Received Over & Under £5k	Stage 2 Applications Received			Grants Offered			Work Commenced			Work Completed and Full Grant Claimed		
		Over £5k	Under £5k	Total	Over £5k	Under £5k	Total	Over £5k	Under £5k	Total	Over £5k	Under £5k	Total
Number	28	4	1	5	2	1	3	1	0	1	0	0	0
Grant Amount (Net) from £301k		£66,506	£530	£67,036	£20,005	£530	£20,535				£0	£0	£0

Breakdown of Priority of Applicant's Buildings (using Map of Eligible Buildings)

Starred Target Buildings (on map) also included in priorities below	6	4	2	6	0	0	0	0	0	0	0	0	0
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High Priority Target Buildings	4	0	0	0	0	0	0	0	0	0	0	0	0
Medium Priority Target Buildings	3	0	0	0	0	0	0	0	0	0	0	0	0
Reserve Target Buildings	6	1	0	1	0	0	0	0	0	0	0	0	0
Other Eligible Buildings	14	3	1	4	2	1	3	1	0	0	0	0	0
Non-eligible Buildings	1	0	0	0	0	0	0	0	0	0	0	0	0
Total	28	4	1	5	2	1	3	1	0	0	0	0	0

Grants Cashflow Summary

	3 Yr Budget	Grants Offered	Panel Stage 2 Applications (with 8 Midland Road as cost to replace)	Additional Stage 2 Applicant agreed by HLF (a non-target building)	Allocated for Starred Target Buildings	Balance Remaining
Over £5k	£284,942	£20,005	£46,501	£8,000	£214,143	-£3,707
Under £5k	£16,138	£530	£0	£0	£9,294	£6,314
Total	£301,080	£20,535	£46,501	£8,000	£223,437	£2,607



Townscape Heritage Scheme Grants Panel

24th October 2016

Applications Appraisal

CONTENTS

1. Submitted Scheme 1
2. Submitted Scheme 2
3. Scoring Criteria
4. Plan of Townscape Heritage Eligible Buildings
5. Proposed design for 23 West Street



SUBMITTED SCHEMES

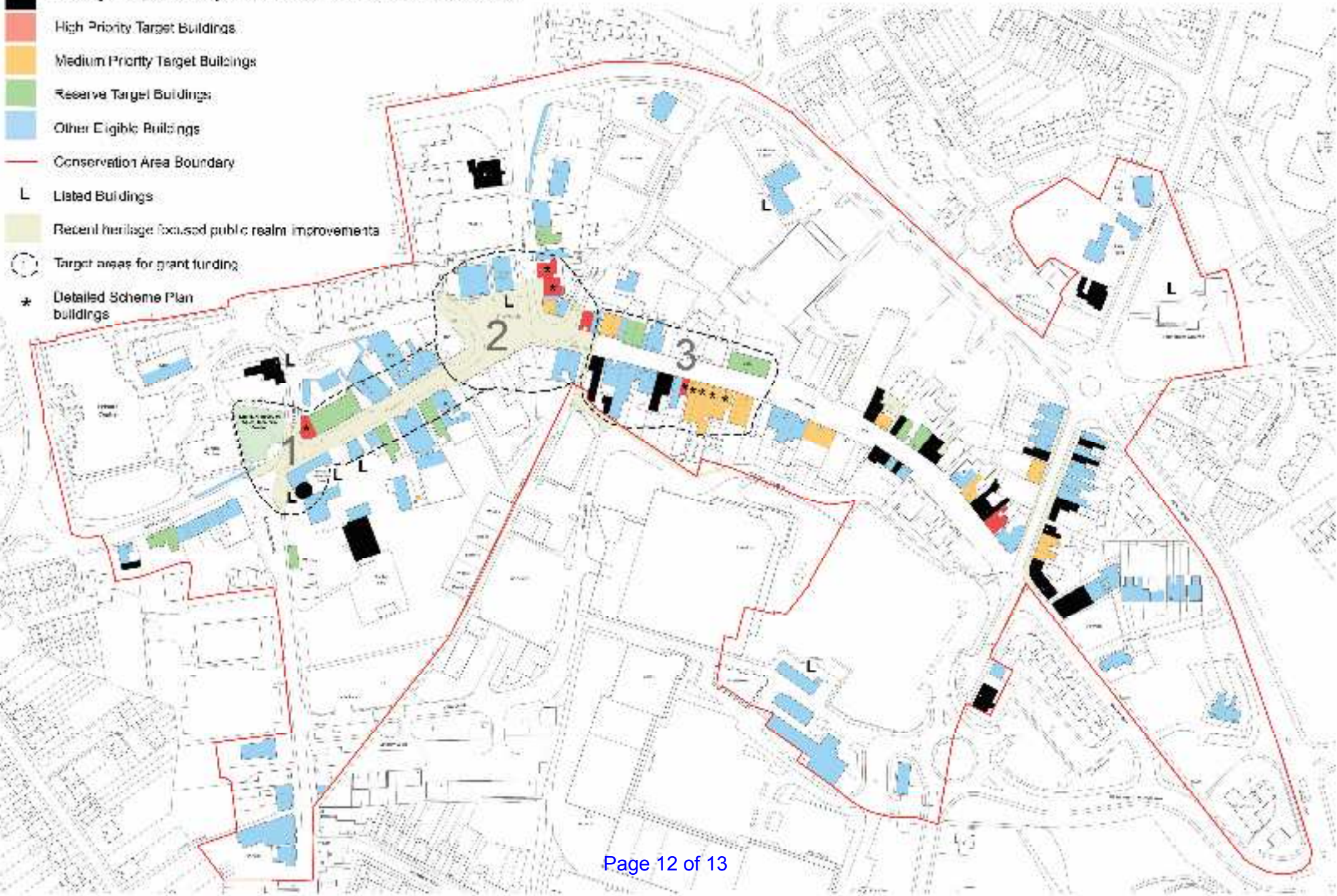
SCHEME 1	DESCRIPTION OF WORKS
23 West Street	Re-instate traditional style shop front to include authentic details and external works to improve front elevation of upper storey, including repair and re-paint original timber windows.
Present condition 	Historic photo (1950s) 
Proposed design (and attached) 	
Total cost of preferred quote: Approx. £53,230 (Net) £0 (VAT) £53,230 (Gross)	
Priority of building and Grant Rate: Reserve Target Building @ Grant Rate of 67% = Approx. £35,664 (Net) Grant Award	
Is it in a Target Area? Yes – Target Area 1	
Additional comments on key criteria: <ul style="list-style-type: none"> Cluster effect – as part of existing/potential improvement works taking place on West Street High quality design based on authentic details rather than full re-instatement of historic shopfront 	
DECISION AT GRANTS PANEL MEETING	
Approved	Rejected
Grant Award: £	£
Grantee Contribution: £	£
Total costs approved: £	£



Third Party Grants Panel Scoring Criteria

Key criteria for deciding which properties to award:	Score 1	Score 2	Score 3
a. Location – within the target area or not	Yes	Conservation Area	No
b. Priority of building as shown on map	High priority	Medium priority	Reserve / Eligible
c. Condition of the building; those in worst state of repair to be considered a higher preference	Poor condition	Fair condition	Good condition
d. Value for money – will depend on owner's contribution and grant that can be offered	High value	Medium value	Low value
e. Impact of suggested works and the potential to be a catalyst for other buildings	High impact	Medium impact	Low impact
f. Viability; the future use and sustainability of the building work if carried out	High viability	Medium viability	Low viability
g. Owner sign up and current occupancy	High commitment	Medium commitment	Low commitment
TOTAL SCORE Score 1 is highest and Score 3 is lowest			

- Buildings comprehensively addressed under the HERS & PSICA schemes
- High Priority Target Buildings
- Medium Priority Target Buildings
- Reserve Target Buildings
- Other Eligible Buildings
- Conservation Area Boundary
- L Listed Buildings
- Recent heritage focused public realm improvements
- Target areas for grant funding
- * Detailed Scheme Plan buildings



All new timber in hardwood with microporous paint finish. Colours to be agreed.

North West Elevation

New Glazed brick stall riser, in colour to match existing glazed bricks.

Existing tiles to be carefully removed. If Glazed brick is revealed wall face to be refurbished.

