
REPORT TO:	FULL COUNCIL	AGENDA ITEM: 9
DATE OF MEETING:	29th FEBRUARY 2016	CATEGORY: RECOMMENDED
REPORT FROM:	DIRECTOR OF COMMUNITY AND PLANNING	OPEN
MEMBERS' CONTACT POINT:	NICOLA SWOROWSKI ext 5983 Nicola.sworowski@south-derbys.gov.uk	DOC:
SUBJECT:	HERITAGE LOTTERY FUND PROJECT – SWADLINCOTE TOWNSCAPE	REF:
WARD(S) AFFECTED:	SWADLINCOTE	TERMS OF REFERENCE:

1.0 Recommendations

- 1.1 That Member representatives are appointed for the Grants Panel and the Project Board for the Heritage Lottery Fund supported project for the Swadlincote Conservation Area
- 1.2 That Members note the procedure and draft terms of reference for the Grants Panel and Project board

2.0 Purpose of Report

- 2.1 This report clarifies the role and establishment of the Grants Panel and Project Board that are to be formed as part of the Heritage Lottery Fund Swadlincote Townscape Project and seeks the nomination of elected Members to support the work of those groups.

3.0 Detail

- 3.1 At the Environmental and Development Services Committee on 19th November 2015 Members asked for clarification around the terms of reference of the Heritage Lottery funded Swadlincote Townscape Project and it was also recognised that Member nominations needed to be made by Council to allow the Grants Panel to be convened.
- 3.2 The persons and the number of people on the Grants Panel and Project Board was discussed with the Heritage Lottery and agreed as a requirement of their funding. These are detailed below.
- 3.3 The Grants Panel will include:
 - Three SDDC Councillors (change to be agreed with HLF)
 - DCC Councillor (change to be agreed with HLF)
 - 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

3.4 Whilst the Project Board will include:

- Three SDDC Councillors (change to be agreed with HLF)
- DCC Councillor (change to be agreed with HLF)
- Townscape Heritage Officer
- Conservation Officer
- Design Excellence Officer
- Environmental Development Manager
- Conservation and Design Section Manager (DCC project partner)
- Representative from Town Team.

3.5 The Grants panel will meet twice a year to consider grants of over £5,000 and to make the final decision on grant awards. However, due to constraints that the County Council are facing there will possibly be a need to hold a Grants Panel before September 2016 which was the date planned for the first Panel. This is to ensure that money from the County Council is awarded prior to the end of the financial year.

3.6 The Grants Panel will be presented with papers and a presentation by the Conservation Officer/Townscape Heritage Project Officer/Design Excellence Officer to inform the Panel of the projects.

3.7 Grants under £5,000 will not be made by the Grants Panel but instead by officers based on the priority of the building, within the target area and/or its compliance with the theme for the year.

3.8 The theme's for each year are:

Year 1 – roofs, rainwater goods and original features

Year 2 – Joinery and shop frontages

Year 3 – Masonry and signage

3.9 The Project Board will oversee and steer the project and approve any significant changes to the project.

3.10 The changes suggested to the Panel and the Board are a reduction of the South Derbyshire Councillors by one and also the County Councillors by one. This means that there would be three South Derbyshire Councillors and one County Councillor sitting on both the Panel and the Board.

3.11 Draft terms of reference are attached at Appendix 1 & 2 which will need to be approved at the first meeting of the Panel and the Board.

4.0 Financial Implications

4.1 None arising from this report

5.0 Corporate Implications

5.1 This project falls under the sustainable growth and opportunity theme of the Corporate Plan as through the lifetime of the project there will be an economic boost to the Town Centre and also a greater interest in the history and the buildings that make up the Town Centre through the Activity Plan procedures to be followed. It should enable the author to identify the potential impact on current, prospective or future employees. The author should highlight equalities issues under this section.

6.0 Community Implications

6.1 The project will continue with the work already undertaken in the Town Centre. The outcome of the project will be to have individual buildings enhanced, to have encouraged people to get involved in various activities but also to have publicised through the Conservation Area throughout the life of the project.

Appendix

Appendix 1 – Draft terms of reference: Grants Panel

Appendix 2 - Draft terms of reference: Project Board

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.

