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Date: 13 June 2017

Dear Councillor,

Swadlincote Townscape Heritage Lottery Fund Board

A Meeting of the **Swadlincote Townscape Heritage Lottery Fund Board** will be held in the **Council Chamber**, on **Tuesday, 27 June 2017 at 10:00**. You are requested to attend.

Yours faithfully,

Chief Executive

To:- **Conservative Group**
Councillors Murray and Watson.

Labour Group
Councillor Taylor



AGENDA

Open to Public and Press

- 1** Apologies.
- 2** Minutes from the last meeting and matters arising

Board Meeting Minutes 30th January 2017 **3 - 6**
- 3** SWADLINCOTE TOWNSCAPE HERITAGE GRANTS REPORT **7 - 8**
- 4** SWADLINCOTE TOWNSCAPE HERITAGE ACTIVITIES REPORT **9 - 10**
- 5** DIANA GARDEN UPDATE **11 - 13**
- 6** CASHFLOW - Delivery Phase Cashflow Summary Jan 2016 - Mar 2017 **14 - 14**
- 7** Any other business
- 8** Date of Next Meeting



Swadlincote Townscape Heritage Lottery Board Meeting Minutes 30th January 2017 (10.00am – 11.30am)

ATTENDANCE

Name		Organisation	
Nicola Sworowski <i>Planning Policy Manager</i>	NS	South Derbyshire District Council	SDDC
Emma Hancock <i>Townscape Heritage Project Officer</i>	EH	South Derbyshire District Council	SDDC
Alex Gilbert <i>Historic Buildings Architect</i>	AG	Derbyshire County Council	DCC
Nicola Lees <i>Economic Development Officer</i>	NL	South Derbyshire District Council	SDDC
Zoe Sewter <i>Open Space & Facilities Development Manager</i>	ZS	South Derbyshire District Council	SDDC
Richard Shaw <i>Design Excellence Officer</i>	RS	South Derbyshire District Council	SDDC
Tom Beardsmore <i>Technical Assistant (Minutes)</i>	TB	South Derbyshire District Council	SDDC
Cllr Pat Murray	PM	South Derbyshire District Council	SDDC
Cllr Stephen Taylor	ST	South Derbyshire District Council	SDDC
Cllr Peter Watson (Chair)	PW	South Derbyshire District Council	SDDC
C/Cllr Trevor Southerd	TS	Derbyshire County Council	DCC

1. Apologies

- Kate Allies (SDD) and Katie Maude (Urban Green).

2. Minutes and Matters Arising

- The minutes from the previous meeting were approved by TS and seconded by PM.

3. Diana Garden Tender

- RS and ZS give an update on the Diana Garden Scheme giving details about the Tender process, when costs came back they were more than expected so they are now working with contracts to reduce these, by an interview process which took place 26/01/17, EH added that the process has

been positive and substantial savings had been offered. ZS – No final costs as yet from 3 contractors, first wanted to gauge what level of compromise was for reduced costs.

- PW - the costs must be reduced substantially, but the tender could not compromise the overall scheme, its specification and design, it is important to bring costs down in line with the budget.
- TS – It is important to find increased funding in order to fund the full scheme and that he would hate to see substantial changes to the design due to costs.
- ST - A lot of time was spent at the last meeting on the design, it is important that this design is delivered. As a result of the project, the consultation has brought about a high level of expectation from the local community.
- PM – pleased that the team has come up with solutions, provided that the costs don't rise and the scheme is not compromised.
- PW – wanted to know more funding details, what are the options and the contingency.
- RS – Presented an alternative design from Urban Green with elements that can reduce costs - more grass areas, less hardscaping, smaller social area, narrower paths and the bespoke bedding planter an expensive option, an alternative to this which is much cheaper, off the shelf planters.
- ZS - Material choice of Footpaths can also reduce costs, contractors said this is very expensive, mindful of long term costs if maintenance is needed.
- AG - worth spending more to get a better social area, the material choice for the bedding planters is important, in order to maintain the heritage element of the park.
- NS - Felt it was important to understand if it was the design that needed to change or the materials in order to cut costs.
- ZS - contractors have said the proposed design have made it expensive to achieve.
- PW - bedding planter should not be powder coated, but blue brick etc to match sharps pottery, not in favour of metal planters
- NL - identified the need for more green space, new design achieves this old one doesn't, we need to listen to people
- Councillors agreed that the scheme needed to be something we can be proud of and that people will want to use, need cheaper alternative to achieving planters, need to keep the social seating areas.
- It was decided that the specifications for cost saving measures needs to be circulated; for the footpath, the seating area, planters, to compare the saving difference. Plus an extra seat back in to seating area. Next stage is to go to tenders and find price options. We can then make a decision on which contractor to go with.
- ZS gave an update on the current funding for the scheme

Amount (£)	Source
66,750	HLF
5,000	S106
2,500	Capital Gateways
5,000	Revenue budget for consultancy fees
2,000	Revenue budget – Town Centre
1,000	Economic Development

- ZS – we have a budgeted cost for the screen of 9k and lighting for screen 1.5k and overall costs of 90k without screen and lighting and an allocated 2.5k contingency from the budget
- It was decided, at the next meeting that decisions would be made on final costings of park.

4. Grants – Verbal Update from EH

- John Mills at 79 High Street work complete and grant paid, re-instatement of traditional sash windows

- Town Hall due to start in the next couple of months, work to repair the cast iron windows and replace any missing glass
- 8 Midland Road, work begins in next few weeks to replace rotten timbers and glass in the shop front
- 23 West Street, a new scheme in a traditional 1930s style has been submitted for planning consent, expect work to begin in April
- Investigatory work, gutter clearance and vegetation removal complete on church buildings and grant in the process of being paid, invited to apply for phase 2 to carry out priority works identified during the investigatory work, this is a small grant of under £5k
- The next Stage 1 deadline is 31st January, Stage 1 is an expression of interest form, we have 4 Stage 1 applications so far for this round
- The next Stage 2 deadline has been extended from 31st Jan to 5th April, to give time to complete thorough Stage 2 applications, applications were begun late due to different circumstances. Due to the priority of the buildings EH felt it better to extend the deadline rather than waiting until the end of August for the next deadline. EH spoke to Cllr Taylor who is the Chair of the Grants Panel and he agreed the extension and the rescheduling of the next Grants Panel. The Panel was due to be held on 6th March and will now be held at the beginning of May

5. Activities – Verbal Update from EH

- DESS pupil decision day took place on Friday, the school children go in to the Town Centre and learn about the old buildings, how to identify architectural details and the use and heritage of a building. Pupils look out for signs of decay, assess the value of the building and if they think it should be awarded a grant. They produce posters or power point presentations which are taken to the Grants Panel. The children will be assessing 26c High Street which was part of one of the old Salt Bros shops
- Pancake races in February, although not a townscape activity they have chosen a built heritage theme and will have the likes of chimney pots and bottle kiln obstacles in the race
- When the library hold 'Ay up mi duck again this year in July, they have also chosen a built heritage theme, we will look at ways Townscape can get involved on the day. EH commented that the way Townscape has been embraced by partners is down to hard work and dedication from Kate's team and the partners themselves and it's a significant achievement.

EH on behalf of KA

- 'Have a Go' family events on The Delph dates with Env Ed team, Nature's Woodland (joinery), Swadlincote Library (storytelling) :
 - Fri 21st April: 'Look Inside' Design a shop window to attract customers to your own mini shop
 - Fri 4th Aug: 'Can we Fix it'? making and mending doors and frames for a mini shop
 nb: Intending to link in with contractors and shop owners involved in the grants programme for both these events – please help spread the word.
- Swadlincote Townscape walks in Swadlincote Town Centre (Magic Attic):
 - 25th May 2-4pm; 29th June 2-4pm, 3rd Aug 2-4pm 2017
- Swadlincote Townscape talks at Sharpe's (Magic Attic):
 - 7th Oct 10.30-12pm; 18th Nov 10.30-12pm 2017
- Heritage Trail Update:
 - list of potential points/people and places of interest agreed
 - funding sources being explored to date: HLF, ASDA community Fund, Airport Community Fund

- Meeting re costs for augmented reality held and quote pending: Nicola Lees looking into procurement arrangements
- Initial launch walk planned for Thurs 3rd Aug (see events above)
- Chief Exec briefed – outcomes:
 - logo needed (in hand)
 - Committee info report needed for July (in hand)
 - concentric rings of trail suggested
 - don't miss anything out!
 - suggested we ask County Councillors re Community Chest
- Schools Update:
 - Meeting re costs for augmented reality held and quote pending: Nicola Lees looking into procurement arrangements
 - Schools webpage updated for 2017 and new leaflets created and printed (and attached to web page):
 - 2 Townscape TV sessions ran successfully in Dec and interest for another 1 (not yet scheduled)
 - Activities for other sessions and trails written and being put onto the Townscape templates during Jan/ Feb
 - Glossary of terms being updated Jan/Feb following useful feedback

6. **Any Other Business**

- PW suggested looking at ways to find commercial funding for the screen and lights, doesn't have to be full amount, approach local businesses. And also expressed concern about the costs provided by the QS as they appear to be very different to the actual figures given by the contractors at tender.
- NL suggested a buy a brick scheme for the planters, could help to fund this part of the scheme.

7. **Date of Next Meeting**

- The Diana Garden will be discussed at an interim Board Meeting on Wednesday 22nd February 2017 at 9.00am before the Heritage Trial meeting which is at 10.00am
- The next full Board Meeting is on Tuesday 27th June 2017 at 10am in the Council Chamber

Post meeting note Interim Board Meeting for Diana Garden cancelled and if it is agreed it still needs to go ahead it will be rescheduled for March/April.



REPORT TO:	SWADLINCOTE TOWNSCAPE HERITAGE LOTTERY FUND BOARD MEETING	AGENDA ITEM: 3
DATE OF MEETING:	27th JUNE 2017	CATEGORY: RECOMMENDED
REPORT FROM:	EMMA HANCOCK	OPEN
MEMBERS' CONTACT POINT:	EMMA HANCOCK Ext 5756 emma.hancock@south-derbys.gov.uk	DOC:
SUBJECT:	SWADLINCOTE TOWNSCAPE HERITAGE GRANTS REPORT	REF:
WARD(S) AFFECTED:	SWADLINCOTE	TERMS OF REFERENCE: Swadlincote Townscape Heritage Lottery Fund Board Meeting

Swadlincote Townscape Heritage Grants Report

1. Latest round of applications received for Stage 1 by 31st January 2017, Stage 2 deadline extended from 31st January to 5th April to allow time for applications from 2 starred target buildings. Next Stage 1 and 2 Application deadline is end of September 2017. THPO would like to progress starred target buildings (see Appendix 1) to Stage 2 without the requirement for a Stage 1 Application – do the Board agree?
2. Due high levels of applications, THPO is conducting a review, issuing deadlines for information needed to progress applications. This may result in opportunities for previously unsuccessful applicants.
3. For an overview of progress please see Appendix 1. Swadlincote Townscape Heritage Grants - Progress Map.
4. Grant Awards

	3 Yr Budget	Grants Awarded Jan 2016 - May 2017 (amounts awarded but not yet paid)
Over £5k	£284,942	£167,600
Under £5k	£16,138	£530
Total (all Net)	£301,080	£168,130

Appendices: Appendix 1 – Swadlincote Townscape Heritage Grants - Progress Map

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

Listed Buildings

Recent heritage focused public realm improvements

Target areas for grant funding

Detailed Scheme Plan buildings

- Work completed
- Minor works completed (investigative / maintenance)
- Work commenced or commencing in next 3 months
- Property at next grants panel
- Frontage improvements made during HLF project but not grant funded



TOWNSCAPE HERITAGE ELIGIBLE BUILDINGS

Produced by South Derbyshire District Council for consideration of funding bid by the Heritage Lottery Fund

REPORT TO:	SWADLINCOTE TOWNSCAPE HERITAGE LOTTERY BOARD MEETING	AGENDA ITEM: 4
DATE OF MEETING:	27th JUNE 2017	CATEGORY: RECOMMENDED
REPORT FROM:	EMMA HANCOCK	OPEN
MEMBERS' CONTACT POINT:	EMMA HANCOCK Ext 5756 emma.hancock@south-derbys.gov.uk	DOC:
SUBJECT:	SWADLINCOTE TOWNSCAPE HERITAGE ACTIVITIES REPORT	REF:
WARD(S) AFFECTED:	SWADLINCOTE	TERMS OF REFERENCE: Swadlincote Townscape Heritage Lottery Board

Swadlincote Townscape Heritage Activities Report

1. Heritage Trail – work progressing on trail app (with Burton and South Derbyshire College), paper trail, and possibility of a small number of discreet plaques. Low key launch planned for 3rd August promoting the new trail, with a guided walk from Magic at 2-4pm, starting from the Courtyard at Sharpes.

2. School activities – Traditional Taster Day (woodwork) for William Allitt on 15th June, Townscape Times and Townscape Surveys will run in June with Eureka Primary and more School Decision Days will run in September to coincide with the next Grants Panel. Low up-take on industry visits, THPO exploring alternatives.

3. Training – local constructions students and a selection of local builders and architects were invited to a 'Conservation using Lime/Conservation for Construction Students' day on June 6th at Chameleon School of Construction. Delivered by Society for Protection of Ancient Buildings. Well attended, very good feedback and plans for progression for learners wishing to pursue a career in traditional lime plastering.

4. Activities – Magic Attic walk, Sharpe's firing clay and glass workshops, EEP 'Look Inside' have-a-go and library story-telling all well attended. Up-coming activities in Appendix 1. Swadlincote Townscape Heritage Activities Jul – Oct 2017. Plus behind the scenes tour of new grant project, Co-op building on corner of West Street, planned for 29th June (invitation only).

5. Activities cash-flow (all Activity Costs shown in Delivery Phase Cash-flow, includes THPO salary)

	3 Yr Budget	Expenditure Jan 2016 – Mar 2017	Remaining
Total (Net)	£105,150	£30,208.30	£74,941.70

Appendices: Appendix 1 – Swadlincote Townscape Heritage Activities – Jul to Oct 2017



The Magic Attic presents 'Our New Heritage Trail' Guided Walk
Thursday 3rd August, 2 - 4pm

Meet at Sharpe's Pottery Museum Courtyard 1.45pm
£2 pp - no need to book



Family Activity Day on The Delph, Swadlincote
Friday 4th August, 10am - 2.30pm (FREE)

'Can We Fix It? & Storytelling.' Have a go at making and mending wooden doors and frames

Townscape Glass Etching Workshop
Saturday 9th September, drop in 10.30am - 1pm

In the Kiln at Sharpe's Pottery Museum
Create a Swadlincote souvenir glass etching to take home with you. Bring along a picture or design to



The Magic Attic presents 'Made in Swadlincote - Part One' Illustrated Talk

Saturday 7th October, 10.30am - 12pm

Sharpe's Pottery Conference Room
£5 pp - booking required (includes refreshments)

Townscape Family Glass Workshop
Wednesday 25th October, 10.30am - 1pm

Sharpe's Pottery Museum
Be inspired by Swadlincote's historic architecture, design a glass piece in celebration of the Townscape Project. Also create your own glass coaster or dish to take home with you. **£5 pp - booking advised**



Find us on 



REPORT TO:	Swadlincote Townscape Heritage Lottery Board Meeting	AGENDA ITEM: 5
DATE OF MEETING:	27th June 2017	CATEGORY: RECOMMENDED
REPORT FROM:	Zoe Sewter, Richard Shaw	OPEN
MEMBERS' CONTACT POINT:	Richard Shaw Richard.shaw@south-derbys.gov.uk Ext: 8764	DOC:
SUBJECT:	Diana Garden - progress update	REF:
WARD(S) AFFECTED:	Swadlincote	TERMS OF REFERENCE: Swadlincote Townscape Heritage Lottery Board

Diana Garden - progress update

- 9th February – re-tender submissions received;
- 9-14th February – re-tender submissions assessed and scored;
- 16th March – Finance and Management Committee, report on extra financial support for Diana garden and also recommendation for winning contractor to be awarded the work: agreed at Committee
- End of March – Willy Albans appointed as contractor with a kick-off meeting set up for the 11th April
- Construction start dates pencilled in for mid-May, but due to delays putting together and signing contracts, move to 19th June;
- Final materials and design decisions made and agreed (please see Appendices 1 and 2 for design drawings);
- Increase to contract price due to the need for a larger tree seat, resin gravel; under and behind the circular bench, electrical connection to Grove Hall, fixing the re-located plaques to the raised planter walls;
- Revised construction cost is therefore– version as at 03.05.17 is £94,579. This is within total project budget of £101, 156 (or £96,156 with £5,000 contingency);
- Contracts due to be signed week beginning 12th June and start date confirmed as 19th June with a completion date of 14th September 2017.
- SDDC producing x3 A1 display boards for display on the Construction site fencing to inform members of the public about the works
- Garden opening event predicted date to be confirmed – likely to be late September / early to mid October 2017.

Appendices

Appendix 1 – Diana Garden coloured plan

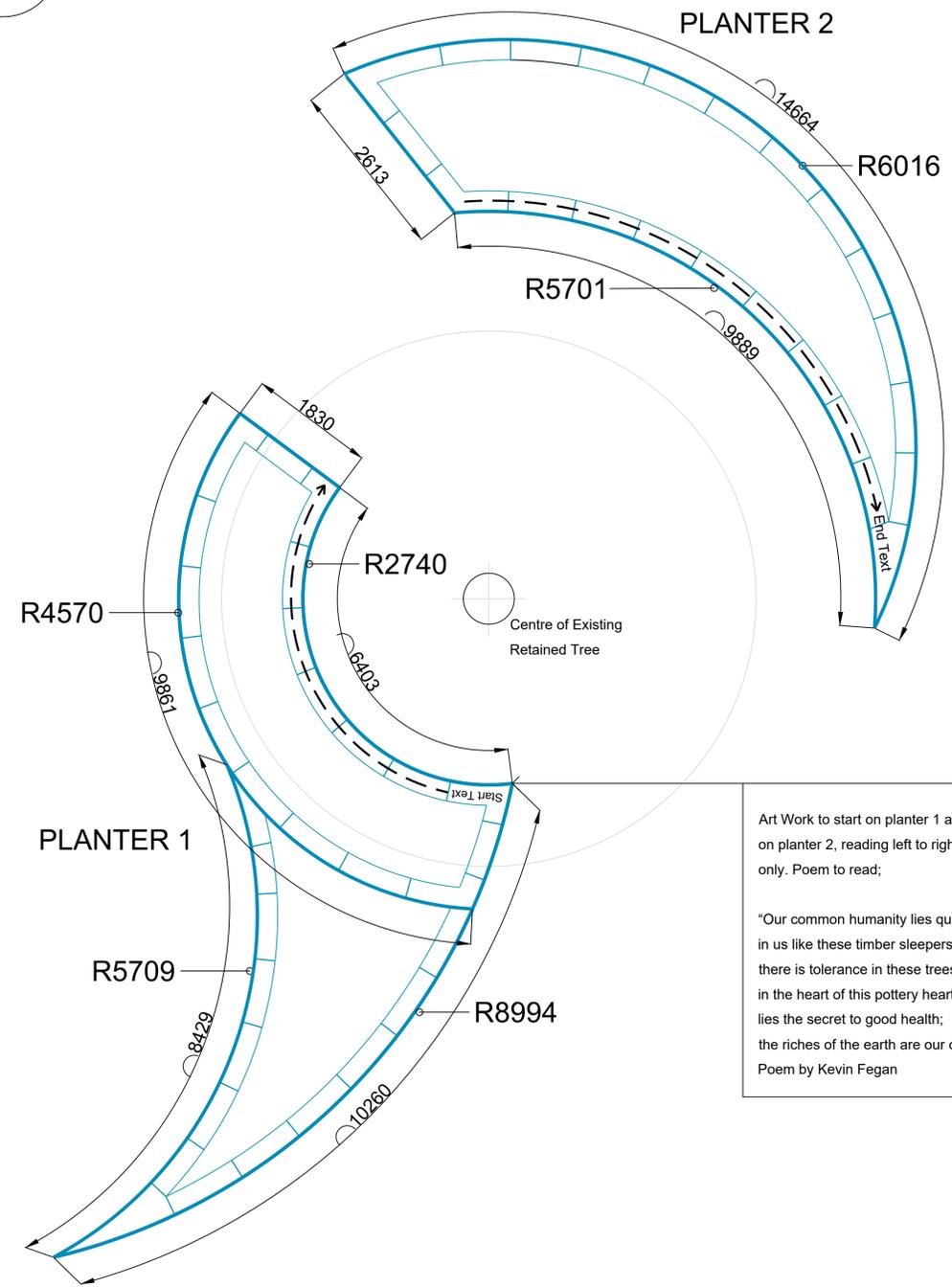
Appendix 2 - details of poem extract to be etched in to the granite raised planters





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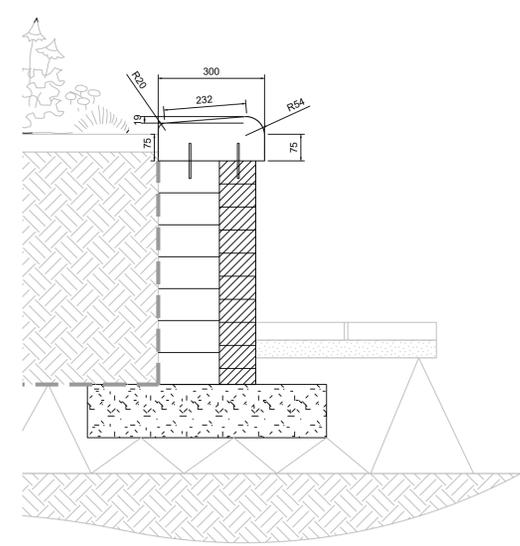
B
1
Planter Plan
Detail - Scale 1:50



Art Work to start on planter 1 and finish on planter 2, reading left to right on curved section only. Poem to read;

"Our common humanity lies quietly in us like these timber sleepers; there is tolerance in these trees; in the heart of this pottery hearth lies the secret to good health; the riches of the earth are our common wealth"
 Poem by Kevin Fegan

B
2
Coping
Section - Scale 1:10



Key

Curved Raised Planters
 Type: Staffordshire Blue Clay Bricks
 Size: 340 (w) x RH mm

Bespoke Coping
 Type: Mid Grey Granite
 Size: 1000 x 300 x 125 mm
 Finish: Flamed
 Supplied by Hardscape or similar,
 Tel. 01204565500

Notes:-
Location Plan



DRAFT

REV.	DATE	DESCRIPTION	DRAWN	CHK'D
1	20/04/17	INFORMATION	KM	MT



Jactin House, 24 Hood Street, Manchester M4 6WX
 T: 0161 312 3131 W: urbangreen-space.co.uk

Client:
South Derbyshire County Council

Project:
Diana Garden, Swadlincote

Title:
Planter Coping and Artwork Detail

Status: INFORMATION				
Project:	11260	Drawn:	KM	Checked: MT
Scale @ A1:	See Details	Date:	30/10/16	Approved: MK
Drawing No:	11260_L09	Revision:		1

Delivery Phase Cashflow Jan 2016 to Mar 2017

COSTS

	TOTAL	ACTUAL	REMAINING
Capital Costs			
Third Party Grants (excluding third party contribution)	£301,080	£8,735	£292,345
Other capital work: Diana Garden construction	£66,750	£0	£66,750
Professional fees: Landscape Architect design and contract administration	£7,500	£3,042	£4,458
Activity Costs			
All (including THPO salary)	£105,150	£30,208	£74,942
Other Costs			
Cherry picker hire for annual building maintenance event (plus 250 a year promotion between 2019-2023)	£2,250	£750	£1,500
Increased management & maintenance costs (5years 2019-2023): Diana Garden (£750 x 5) and Gutter Clearance (£1000 x 5)	£8,750	£0	£8,750
Volunteer time	£2,600	£1,160	£1,440
TOTAL COSTS	£494,080	£43,895	£450,185

INCOME

HLF (drawing money down) (total grant of £411,600)	£411,600	£117,000	£294,600
DCC	£40,000	£20,000	£20,000
SDDC	£31,000	£17,000	£14,000
Third Party grant private contributions	£61,296	£18,296	£43,000
Maintenance of Diana Garden	£3,750	£0	£3,750
Cherry picker hire for annual building maintenance event (plus 250 a year promotion between 2019-2023)	£5,000	£0	£5,000
Volunteer time	£2,600	£1,160	£1,440
TOTAL INCOME	£555,246	£173,456	£381,790

OVERVIEW

TOTAL COSTS	£494,080	£43,895	£450,185
TOTAL COSTS INCLD. VAT (ring fenced)	£555,246	£5,058	£550,188
TOTAL INCOME	£555,246	£173,456	£381,790