

REPORT TO:	HERITAGE LOTTERY FUND GRANTS PANEL (TOWNSCAPE HERITAGE SCHEME BOARD MEETING)	AGENDA ITEM: 7
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:	TOWNSCAPE HERITAGE ACTION PLAN YR2 (2017)	REF:
WARD(S) AFFECTED:	SWADLINCOTE	TERMS OF REFERENCE:

1.0 Purpose of Report

1.1 Proposes plans for the delivery of Swadlincote Townscape Heritage Scheme in 2017 (year two of the three year scheme) to be agreed at the Board Meeting on 21st November 2016.

2.0 Detail

2.1 This report relates to the three year plan as in Appendix 1 - Swadlincote Townscape Heritage Scheme Activity Plan and in particular the Action Plan 2016-2018 (pp. 21-48).

2.2 Delivery of the Diana Garden Project (Public Realm Project) is on schedule and will continue as per Appendix 1 - Swadlincote Townscape Heritage Scheme Activity Plan.

2.3 Delivery of Townscape Heritage Grants (Third Party Grant Scheme) is progressing well and work continues in 2017. At this point it is projected that, enough grant applications are being received in order to allocate all the funding available to grant projects, by the end of project delivery in December 2018.

2.4 Plans for the delivery of the activities are presented in Appendix 2, in the form of the template for the Yr2 Progress Report. This document is updated annually and supplements the further detail on audiences, benefits, etc. presented in Appendix 1 - Swadlincote Townscape Heritage Scheme Activity Plan.

3.0 Financial Implications

3.1 Delivery for 2017 is planned within the existing budget. Possible financial implications to the Diana Garden Project are recorded in the Diana Garden Report.

4.0 Corporate Implications

4.1 The scheme falls under the sustainable growth and opportunity theme of the Corporate Plan; through the lifetime of the project there will be an economic boost to the Town Centre and a greater interest in the history and the buildings that make up the Town Centre.

5.0 Community Implications

5.1 The scheme will continue the work already undertaken in the Town Centre. The outcome of the scheme will be to have individual buildings enhanced, to have encouraged people to get involved in various activities and to publicise the Conservation Area.

Appendices

Appendix 1 – Swadlincote Townscape Heritage Scheme Activity Plan

Appendix 1 – Activities Progress Report Yr2

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.

