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Date: 30 October 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, 14 November 2017** at **10:00**. You are requested to attend.

Yours faithfully,

Chief Executive

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

Labour Group
Councillor Taylor



AGENDA

Open to Public and Press

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

Board Meeting Minutes 27th June 2017 **3 - 5**
- 3** GRANTS UPDATE **6 - 7**
- 4** ACTIVITIES UPDATE **8 - 17**
- 5** DIANA GARDEN - PROGRESS UPDATE **18 - 30**
- 6** TOWNSCAPE DELIVERY CASHFLOW 2017 **31 - 31**
- 7** Any other business.
- 8** Date of next meeting.



Swadlincote Townscape Heritage Lottery Fund Board Meeting Notes

27th June 2017 (10.00am – 11.40am)

ATTENDANCE

Name		Organisation	
Cllr Peter Watson (Chair)		South Derbyshire District Council	SDCC
Emma Hancock (minutes) Townscape Heritage Project Officer	EH	South Derbyshire District Council	SDDC
Kate Allies Environmental Development Manager	KA	South Derbyshire District Council	SDDC
Gail Archer (in place of Nicola Lees) Tourist Information Manager	GT	South Derbyshire District Council	SDDC
Richard Shaw <i>Design Excellence Officer</i>	RS	South Derbyshire District Council	SDDC
Tony Silvester Planning Services Manager	TS	South Derbyshire District Council	SDDC
Cllr Stuart Swann		Derbyshire County Council	DDC
Paul Warren Senior Assistant Planning Officer	PW	Derbyshire County Council	DCC

1. Apologies

Adam Lathbury and Alex Gilbert (DCC), Nicola Lees (SDDC).

2. Minutes and Matters Arising

The Chair welcomed Cllr Swann. Minutes from the previous meeting were approved. Change to order of agenda; Diana Garden prioritised to item 3.

3. Diana Garden Update

The Chair asked for confirmation that costs were to a fixed price. Costs will only increase if SDDC make changes that incur additional costs. GA commented on the effectiveness of the posters. EH to circulate copies with the minutes. Chair requested that the posters be available in Sharpe's Museum and elsewhere in the Council – RS to action. RS has also conducted a live interview on Radio Derby on Monday 19th June and sent out a press release. An article was published in the Burton Mail on 23rd June. There has also been promotion on Facebook and the webpage. Christmas lights tree wrap is now on the beech tree.

The Chief Executive has received a request for a memorial to Cllr R Nutt. Cllr Nutt was Chairman of the Council when The Princess Royal (then HRH The Princess Anne) dedicated the garden in 1981 and escorted her during the royal visit. The memorial will be paid for by a kind donation from local businessman Mr Purewal and will potentially be a plaque on a bench, which could include the upgrading of the benches.

PW asked the original name of the garden; KA to action. KA asked if the donor would potentially be interested in contributing to the cost of a trail plaque in the Diana Garden; RS to action.

4. Grant Report

All agreed starred target properties can go straight to Stage 2 without the requirement for a Stage 1 application.

PW enquired as to whether the grant eligible buildings are included in the Heritage Trail. KA responded that some of the grant eligible buildings are included in the trail.

5. Activities Report

Heritage Trail - Now a separate project to Townscape except for £250 match funding that is contributing to historic research. However due interest previously expressed by the Board it will continue to be on the agenda at Board meetings. Locations, content and photos are all close to being finalised ready for submitting an application for advertisement content. Bolsover and South Derbyshire College are working on an online app. A decision will be made on the plaque design on Thursday 29th June, the subgroup have been invited to comment. A soft launch is planned with a walk on 3rd August, a paper based leaflet will be available but not the plaques. PW asked what the plaques are made of. KA informed all that the companies that have provided quotes will be sent the plaque design once it has been agreed and this will determine the material – RS suggested that very interesting things can be done with granite. TS to find out how to address any plaques that are on the public highway. Cllr Swann asked how far the trail extends. KA confirmed it does extend to Woodville. KA to circulate a summary of the text, numbering and routes.

School activities - KA presented resources and described Townscape Times, Surveys and Science. A woodwork traditional craft taster was held at William Allitt delivered by The Society for The Protection of Ancient Buildings (SPAB). EH is having difficulty arranging industry visits for schools, industries are wary of the health and safety of having students on site. All agreed alternative options can be sought and GA suggested visits to the grant buildings.

Training - EH commented on the success of Using Lime in Conservation/Conservation for Construction Students held at Chameleon College of Construction delivered by the Society for the Protection of Ancient Buildings. Several architects, a joiner and SDDC Officer also attended the training.

Activities - Also success of have-a-go activities (with shop window designs and woodworking), walks, talks and Geocaches. A poster was included in the agenda documents with information on upcoming activities. Of particular success is the Town Crier appointment, which is now thoroughly embedded in the Council. The Town Crier has

attended the Pancake Races on behalf of THS this year and planned for more events over the summer.

6. Cashflow

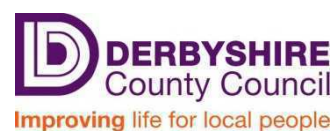
EH presented a summary of cashflow for January 2016 to March 2017. The cashflow presented was an amendment to that available with the agenda documents which contained errors. EH will circulate the amended cashflow with the minutes. The Chair queried the low expenditure on third party grants. EH advised that several grant projects were due to complete this year and though grant funding has not been claimed more than half the funding available has been awarded as of May 2017. Therefore the scheme is on target to award all of the funding available by the end of the scheme in December 2018.

7. Any other business

None raised.

8. Date of Next Meeting

Tuesday 14th November 2017, 10am-12pm.



REPORT TO:	SWADLINCOTE TOWNSCAPE HERITAGE LOTTERY FUND BOARD MEETING	AGENDA ITEM: 3 GRANTS UPDATE
DATE OF MEETING:	14th NOVEMBER 2017	CATEGORY: RECOMMENDED
REPORT FROM:	LIZ KNIGHT	OPEN
MEMBERS' CONTACT POINT:	LIZ KNIGHT liz.knight@south-derbys.gov.uk	DOC: SWADLINCOTE TOWNSCAPE HERITAGE GRANTS REPORT
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 on 2nd October, Stage 2 deadline was 16th October. We received four Stage 1 applications and one Stage 2 application. Another Stage 2 application is pending for a grant under £5,000.

2. We are now in a position to allocate all the remaining funds so we do not anticipate inviting any further Stage 1 applications. The current Stage 1 applicants (October 2017), where not a priority building, have been advised that they may be eligible for a grant, but this is subject to receiving costings from other approved projects and interest from target buildings. They shall be noted in due course.

3. Grant Awards

	3 Year Budget	Grants Offered
Over £5k	£284,942.00	£241,043.24
Under £5k	£16,138.00	£5,528.97
Total	£301,080.00	£246,572.21

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 (or next Stage 2 deadline for under £5k)
- Frontage improvements made during HLF project but not grant funded



NOT TO SCALE

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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 ACTIVITIES UPDATE
DATE OF MEETING:	14TH NOVEMBER 2017	CATEGORY: RECOMMENDED
REPORT FROM:	LIZ KNIGHT/KATE ALLIES	OPEN
MEMBERS' CONTACT POINT:	LIZ KNIGHT liz.knight@south-derbys.gov.uk ext 5983	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:

- design competition for the plaques held 24-26th June 2017;
- content complete;
- locations agreed;
- Planning permission to be submitted for plaques in autumn 2017.
- Trail funding being progressed (£702 received from Airport Fund)
- Sample plaques obtained.
- Draft leaflets completed for Heritage Trail
- BSDC working on an app for the Heritage Trail

2. School activities

- School Decision Day on 30th October to coincide with November Grants Panel.
- One-to-one sessions to explain Townscape to teachers:
8 schools engaged mostly in July and Oct 2017
- School activities with Env Ed team booked since end June:
Tues 4th July - Eureka Primary School:
Townscape Surveys in Swadlincote Y1/2

3. Training – Maintenance event (and gutter clearing) planned for November will now take place in 2018 when the new Townscape Officer is in place, potentially spring. There is currently not enough funding within the existing budget to fund the proposed remaining Maintenance days. This is to be reviewed in 2018 once a new officer is in place and after speaking with the HLF.

4. Activities since end of June

- 29/6/17: Guided Walk: 'Made in Swadlincote - Part Two' (Magic Attic)
11 people braved the pouring rain and we did half the walk before retiring!
- 3/8/17: Heritage Trail Launch (Magic Attic/ Env Ed team)
18 people looked at/ discussed the displays/ provided feedback on the sample plaques

- 4/8/17: 'Can we Fix it?' event on The Delph with Environmental Education Project team and Swadlincote Library family activities including learning how to make and mend mini windows, roofs and doors inspired by Swadlincote designs - included story-telling and practical activities
45 people engaged with the displays
- 2 storytelling activities; 6 children (3 families)
- 'Can we fix it'.
141 people took part in the activities
https://www.facebook.com/pg/SwadlincoteTownscape/photos/?tab=album&album_id=1559132637440779
- 7/10/17 Illustrated Talk: 'Made in Swadlincote - Part One' (Magic Attic)
16 attendees

Sharpe's events – Sharpe's glass workshops Up-coming activities in Appendix 1. Plus Sharpe's are hosting a Lottery Player Thank you activity - mosaic workshop that will be free to lottery ticket holders

5. Activities 2018 – Activities will be focused around thank you's, celebration and evaluation and major events in the Town. Diana Garden launch in the spring, Ay Up Mi Duck (3rd Aug) and the Festival of Leisure in the summer (23/24 June) and Heritage Open Days in September (13-16th Sept). A Townscape Celebration will be held in September during Heritage Open Days. There will be an exhibition at Sharpe's – they have been collecting various arts and craft works as part of their activities, to include in the exhibition. (See Appendix 2 for draft Activity Plan 2018).

Magic Attic will time their first walk to fit in with the National Forest Walking Festival (31st May)

Townscape celebration:

Environmental Education Project team will provide:

1 x day of drop-in family activities engaging people with building and shop design, including making things, trails to observe changes in the buildings, showcase the Heritage Trail

1 -2 days of school activities based on history/ geography/ science/ literacy ideally 13/14th Sept but flexible to fit in with school availability any time that month. Sessions will focus on building improvements, interviewing people, materials used in building work and be based on the Townscape Schools programme already developed plus the improvements as a result of the Townscape Project. Sessions will include evaluation of learning and assessment of improvements from the perspective of the pupils.

Magic Attic:

1 x Talk, 1 x Guided Walk 'Swadlincote Restored' both on Sat 15th Sept.

The Industry visit target will decrease and the engagement with schools who took part in the decision days will increase. These schools will be invited to find out what is happening to the building they worked on and are shown how important their contribution was.

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

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3 Yr Budget	Expenditure	Remaining
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		Jan 2016 – Sept 2017	
Total (Net)	£105,150	£57,072.79	£48,077.21

Appendices:

Appendix 1 - Autumn Promotion 2017

Appendix 2 – Draft Activity Plan 2018



Autumn & Winter with Townscape Heritage

The Magic Attic Presents an Illustrated Talk: Made in Swadlincote - Part Two
Saturday 18th November, 10.30 am to 12noon

A tale of our town's industrial successes. Sharpe's Conference Room
£5pp (includes light refreshments) booking required call 01283 222600



New life for old buildings

Townscape Grants are being used to improve buildings in the Town Centre including John Mills Curtains, Discount Food Bargains, Timms Solicitors, the Town Hall windows and the fabulous new Salts on the High Street. Work will soon begin on the Co-op building on Grove Street and West Street.

The Diana Memorial Garden

Follow us on Facebook for updates on the transformation of this green space in to a very special place and look out for an official launch in the spring!

Impress with the Town Crier!

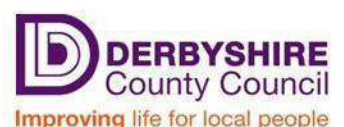
Now available for your events...

Please email chairsoffice@south-derbys.gov.uk or call 01283 595895



Find us on 

www.south-derbys.gov.uk/SwadlincoteTownscape



DRAFT All Activities Progress Report Yr3



Year: Quarter: Submitted by:

Approved Purpose - Deliver the Activity Statement to engage the public through training, events and activities.

- Please do not alter the bold text, this is the template text that is used to report to the Heritage Lottery Fund
- Each quarter update your report in every column by entering the quarter information after the bold text
- If no activity has taken place for the quarter you are reporting on please state when activity is due to begin
- Please also indicate if you have submitted the following:
 - a) Photographs submitted: Yes / No
 - b) Publicity submitted: Yes / No
 - c) Material from our project is available online (if yes please include a link): Yes / No
 - d) Volunteer timesheet submitted: Yes / No

Activity Progress Include dates of all activities for this quarter and any upcoming activities where possible	Measuring Success Targets for year and achievements this quarter	Budget	Risks Low / Medium / High
1. Pop-up Heritage Display Pop-up display and pull-up banners on used at events to promote THS and raise awareness of local built heritage: Add evaluation and available resources <ul style="list-style-type: none"> • Potential Diana Garden dedication – April tbc • Festival of Leisure - June • Ay up mi duck - August • Townscape Celebration - September 	Target completion date November 2018 Actual completion date: Staffed and displayed at Festival of Leisure and 3 other events/activities Total this quarter: 0 Total this year: 0 500 interactions in Yr3 Total this quarter: 0 Total this year: 0	Yr3 budget: £250 Net Costs this quarter: £0.00 Net Costs this year: £0.00 Net	
2. Town Trail Progress updates for info (Townscape Budget and Targets applied in Yrs1-2)			

3. One-to-one teacher sessions, raising awareness of educational activities and resources for schools and dedicated page on THS website:	Target completion date July 2018 Actual completion date: Liaise with 10 teachers/schools during 2018 to encourage use of the Townscape resources	Yr3 budget: £250 Net Costs this quarter: £0.00 Net Costs this year: £0.00 Net	
4. Townscape Science Sessions For schools. To coincide with National Science Week and Climate Week: Continue to advertise sessions alongside other school opportunities (2017-18 leaflet in circulation already). Funding/targets moved to School Celebration (No. 14) Project is self-sustaining	Target completion date July 2018 Actual completion date: 2 sessions with 2 school and 60 pupils Total this quarter: 0 Total this year: 0	Yr3 budget: £500 Net Costs this quarter: £0.00 Net Costs this year: £0.00 Net Budget moved to No. 14 Celebration Event	
5. Walks & Talks From Magic Attic: <ul style="list-style-type: none"> • 1 walk during May walking festival – 31st May • 1 walk & 1 talk during Townscape Celebration – Sat 15th Sept • 1 talk Sat 13th October £334 for walks and talks plus £250 for work on other Townscape resources	Target completion date November 2018 Actual completion date: 2 guided walks and 30 walkers Total this quarter: 0 Total this year: 0 2 talks and 30 attended Total this quarter: 0 Total this year: 0	Yr3 budget: £584 Net Costs this quarter: £0.00 Net Costs this year: £0.00 Net	
6. Townscape Times Was Opportunities for schools to create augmented realities to form part of Heritage Trail, with Burton TV: Budget to be used for Townscape Celebration Event (see No. 14).	Target completion date March 2018 Actual completion date:	Yr3 budget: £250 Net Costs this quarter: £0.00 Net Costs this year:	

		£0.00 Net Budget moved to No. 14 Celebration Event	
7. Building Maintenance have-a-go days, advice days, events/ days, taster days in schools, secondary school industry visits Env Ed Team (Kate) Have-a-go days: 1 during Ay up mi duck or potential DG dedication 1 during Townscape Celebration in September Townscape Officer Building maintenance advice days: Could be combined with Building maintenance event. Building maintenance event: Could be combined with Building maintenance advice day. More funding needed. Building maintenance taster days in schools:	Target completion date 31 st Dec 2018 Actual completion date: Env Ed Team (Kate) 2 have-a-go days with min. 75 interactions each day (150 in total) Total this quarter: 0 Total this year: 0 Townscape Officer 2 advice days (1 carried over from 2017) Total this quarter: 0 Total this year: 0 2 maintenance events/courses (1 carried over from 2017) Total this quarter: 0 Total this year: 0 2 taster day in schools (1 carried over from 2017) Total this quarter: 0 Total this year: 0 For this quarter – name of school and year group:	Yr3 budget: £500 Net Costs this quarter: £0.00 Net Costs this year: £0.00 Net Yr2 budget: £tbc Net Costs this quarter: £0.00 Net Costs this year: £0.00 Net Yr2 budget: £tbc Net Costs this quarter: £0.00 Net Costs this year: £0.00 Net Yr3 budget: £1,800 Net (£900 per day) Costs this quarter: £0.00 Net Costs this year: £0.00 Net	

Secondary school industry visits: 3 visits	3 industry visit (target rolled over totals 6, remaining 3 leave here and remaining target of 3 to transfer to new school activity with Derbyshire Environmental Service) Total this quarter: 0 Total this year: 0 For this quarter – name of school and year group:	Yr3 budget: £300 Net Costs this quarter: £0.00 Net Costs this year: £0.00 Net	
8. School Engagement and Decision Days Young people trained in interpreting and evaluating historic environment and providing feedback on eligible buildings: 3 sessions remaining from 2017: <ul style="list-style-type: none"> • 1 session Feb (for March 2018 Grants Panel) • 1 session April (for May Grants 2018 Panel) • 1 session carries in to new celebration/thank you/evaluation activity (inc in no. 14) Plus further funding for schools thank you/evaluation activity	Target completion date: December 2018 Actual completion date:	Yr3 budget: £535 Net (extra included in budget for No. 14 – Celebration Event) Costs this quarter: £0.00 Net Costs this year: £0.00 Net	
10. Our Secret Swadlincote Photography workshops for families revised in 2017 due to low turn-out on previous photography workshop – now changed to Townscape activity suitable to engage people with dementia, linking in to a wider SDDC role in increasing our understanding of dementia. Carried over from 2017 – tbc potentially story re-enactment during Townscape Celebration in September and budget towards Sharpe's exhibition	Target completion date: 31st December 2018 Actual completion date:	Yr3 budget: £500 Net Costs this quarter: £0.00 Net Costs this year: £0.00 Net	Medium - Reenactment event has not yet been confirmed.
11. Family Workshops - Project themes (mixed media) Looking at encaustic tiles / glass / lettering / bells / mosaics and recreating or designing own feature:	Target completion date Actual completion date: 4 workshops with 15 individuals attending each workshop as part of family groups (total of 60 for	Yr3 budget: £250 + £84 carried over from 2017 Net Costs this quarter:	Low – if the workshops can be free/low cost to a minimum

<p>3 During Heritage Townscape Celebration? Could be 3 different media during celebration event</p> <p>1 workshop carried over from 2017 for Diana Garden event</p>	<p>year) Total this quarter: 0 Total this year: 0</p>	<p>£0.00 Net</p> <p>Costs this year: £0.00 Net</p>	
<p>12. Firing Clay - Young person & family workshops Making clay models, related to decorative theme (shopfronts, tiles, glass patterns etc), for display at Sharpe's Pottery Museum:</p> <p>Change to dementia group for 2018</p>	<p>Target completion date November 2018 Actual completion date:</p> <p>1 workshop with 10 people with dementia taking part Total this quarter: 0 Total this year: 0</p>	<p>Yr3 budget: £167 Net</p> <p>Costs this quarter: £0.00 Net</p> <p>Costs this year: £0.00 Net</p>	<p>Medium – identifying a suitable group to work with has produced challenges.</p>
<p>14. Exhibition at Sharpe's During Townscape Celebration in September Exhibit arts/crafts/photography created during previous sessions</p> <p>Townscape Celebration to include elements from 5 (walks and talks) and 7 ('Have a go days') including:</p> <p>School Celebration (DCC)</p> <p>School Celebration (EEP)</p>	<p>Target completion date: December 2018 Actual completion date:</p> <p>4 School groups Jul-Dec 2018 for half day sessions</p>	<p>Sharpes Yr3 budget £624 Costs this quarter: £0.00 Net Costs this year: £0.00 Net</p> <p>DCC – School Celebration and evaluation Yr3 budget: £967 Net Costs this quarter: £0.00 Net Costs this year: £0.00 Net</p> <p>EEP – School Celebration and evaluation Yr3 budget: £750 Net Costs this quarter: £0.00 Net Costs this year: £0.00 Net</p>	<p>Low – arts, crafts and photography have already been created and future workshops will enhance the display</p>

Townscape Officer Also consider evaluative activity, filming and leaflet/guide to grant projects under this activity (not for you to deliver Lara)		Yrs 3 Budget tbc	
15. Story Telling and Literacy Events / Activities Local building stories on The Delph or in the Library: Story sack or re-enactment during Townscape Celebration in September Plus Medicine Man at Diana Garden event	Target completion date Actual completion date: 2 story-telling sessions 5 families taking part with a min of 10 individuals Total this quarter: 0 Total this year: 0	Yr3 budget: £83 + £62.50 carried over from 2017 = Net Costs this quarter: £0.00 Net Costs this year: £0.00 Net	
16. Treasure Hunts - Mystery Trail Geocaching trail linked to THS, geocaches placed in 2016 and launched in 2017:	Target completion date Actual completion date: Update on progress/evaluation	Yr3 budget: £0.00 Net	
17. Town Crier Promoting THS at events: Potential events tbc: <ul style="list-style-type: none"> • Ay up mi duck • Diana Garden event • Wedding Fair (promoting Diana Garden)? • 31st May for the Walk (provisional) • Heritage Open Days/ Townscape Celebration Fri 14th/ Sat 15th sept – expect there will be enough activities going on to justify 3-4 hr bookings although may not be free Attend 8 events totalling 16 hours/£360 (cost of £45 for 2hours) includes 2.5 sessions carried over from 2017 leaves £97 for new equipment/clothing, if more money is needed for clothing the number of events attended can be reduced	Target completion date 31st Dec 2018 Actual completion date: Town Crier at 8 events promoting THS Total this quarter: 0 Total this year: 0	Yr3 budget: £334 + £123 carried over from 2017 = £457 Net Costs this quarter: £0.00 Net Costs this year: £0.00 Net	Low – Town Crier appointed and attending events and now managed by SDDC.

REPORT TO:	SWADLINCOTE TOWNSCAPE HERITAGE LOTTERY BOARD MEETING	AGENDA ITEM: 5 DIANA GARDEN – PROGRESS UPDATE
DATE OF MEETING:	14 TH NOVEMBER 2017	CATEGORY: RECOMMENDED
REPORT FROM:	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

- 19th June – construction work began on site with the predicted completion date of the 14th September;
- August - Private donation received from Terjinder Purewall of £5,700 towards two benches (original bench changed slightly) and the engraving of two plaques to be positioned on the two benches – (in memory of Councillor Roy Nut who had connections with the garden) and also funding an engraved timeline on the circular timber bench. Councillor Roy Nut was Chairman in 1981 and dedicated the gardens alongside Princess Ann);
- Engraved timeline added to circular timber bench – engraved on the backrest panels – see Appendices 5 and 6 for the timeline text and example image of seat.
- The predicted completion date is now 31st January 2018 (subject to weather conditions). The amended timetable of works is attached as Appendix 1.
- There are three main reasons for the amended completion date: delay in ordering the granite copings; amendments to blue brick planter corners; change in bench style and addition of an engraved timeline to the circular bench (see update report on the delays in Appendix 4);
- **Financial summary**
 - the extra costs since the start of the works in June presently reach a total of **£10,137.40**
 - There have also been items that have been omitted or reduced, these presently stand at **£7,879.83**

- The increase is therefore **£2,257.57**
- This means that the original contract sum of £94,579.36 has now increased to **£96,836.93**
- The total SDDC budget for the project presently stands at **£106,855.93**.
- at present, there is just one item to be added to this budget – two granite plinths to position the original plaques on, set within the raised beds – see Appendices 2 and 3 for further details – we are still awaiting the quote for these plinths – the plinths were originally going to be located on the planter walls, but this is now not possible for both of them, hence the solution of mounting on plinths within the planters);
- The costs mentioned above were discussed at a meeting between the contractor, landscape architect and Richard Shaw and Tony Sylvester on the 3rd October – during the discussions, we managed to negotiate the extra costs down – removing an extra charge for the fixing of the circular tree seat of £3150 and removing any charges for the fitting of the blue brick specials (£700).
- At this present time the contractors have completed the topsoil laying, bulb planting and grass seeding and intend to return to site in December as detailed on the timetable. It has been confirmed that the critical materials of the blue bricks, benches and the granite have been ordered in early October.

Appendices

Appendix 1 – revised timetable of works

Appendix 2 – Plan showing details of the re-located plaques

Appendix 3 – Plan showing construction information and image of granite plinth for the plaques

Appendix 4 – update report on delays to construction works

Appendix 5 – Timeline text for engraved circular bench

Appendix 6 - images of engraved circular bench

**PROVISIONAL
PROGRAMME OF WORK**

Lady Diana Gardens
South Derbyshire District Council

			October					November					December				January				
			Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18	Week 19
Operation	date																				


Order Plants/Materials																					
Complete Preparation for Footpath Surfacing																					
Grade out Topsoil (existing and new)																					
Fill Planters with new Topsoil																					
Paint Handrail																					
Plant Bulbs in designated areas agreed on site.																					
Cultivate Soil areas and Reinstate grass area																					
Sow seed to prepared areas.																					
Install Circular bench																					
Install Stratford Benches																					
Install Granite Setts Circle																					
Install Bollards																					
Install Lighting to tree and Sleepers																					
Connect Lighting to Main Box within Leisure Centre																					
Take down corners of planters and prepare ready for new bespoke bricks																					
Lay Bespoke Bricks to Corners and ends of Planters																					
Install Copings to Wall																					
Insert Dome Anti Skateboard Pieces to Coping																					
Supply Plant Shrubs																					
Supply and Lay Resin Bound Paving																					
Tidy Site and remove Compound																					

KEY

Soft Planting

 Existing Tree Retained

	Structural Plant
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	Seasonal Plant
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A diagram of a square with a blue circle inside. Four purple dots are located on the bottom edge of the square.

— 10 —

100

[illegible]

30m2	Ground Cover Mix	DG planted @ 7m2		
15%	32 No.	Primula veris	C 2L	20-30
15%	32 No.	Tiarella 'Iron Butterfly'	C 2L	20-30
15%	32 No.	Geranium 'Johnson's Blue'	C 2L	20-30
15%	32 No.	Geranium sanguineum 'Album'	C 2L	20-30
10%	21 No.	Alchemilla mollis	C 2L	20-30
10%	21 No.	Liriope muscari	C 2L	20-30
10%	21 No.	Phlox divaricata	C 2L	20-30
10%	21 No.	Saxifraga x urbium	C 2L	20-30
Individual varieties to be planted in groups of 1, 3 or 5.				
Notes and Abbreviations				
C	=	Container (or pot) grown, followed by size of the container (or pot).		
QTY	=	Quantity		
RC	=	Root Collar (minimum) diameter in millimetres		
SIZE	=	Height or Spread of juvenile plant.		
STOCK	=	Root condition/protection method eg Bare root.		
- Refer to specification for further information.				
- All plants to be completely hardened off				
- Substitutions to be agreed with Landscape Architect.				

U R B A N
G R E E N

Client:

Project	
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Title:

Status:	CONSTRUCTION
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Project: 11260	Drawn: KM	Checked: MT
Scale 1:150 @ A3:	Date: 05/05/17	Approved: MK
Drawing No: 11260_L06		Revision: C02

Diana, Princess of Wales, Memorial Gardens

Project Update

11/10/17

Overview

Construction began on the 19th June 2017 and was scheduled for completion on the 14th September 2017. The Contract sum for the works was £94,579.36.

The predicted completion date is now 31st January 2018 (subject to weather conditions*). The amended timetable is attached separately.

The predicted construction costs, including some cost savings and some extra costs, presently stands at £96,836.93 (at present, there is just one item to be added to this).

Three main reasons for the amended completion date: delay in ordering the granite copings; amendments to blue brick planter corners; change in bench style and addition of an engraved timeline to the circular bench.

*Weather conditions – resin bound gravel needs dry weather above 5 degrees centigrade if it is to be laid successfully.

Roles and responsibilities

Client: SDDC

Health and Safety: OPEX HSE Services

Landscape Architect / Contract Administrator: Urban Green Ltd

Principal Contractor: Willy Albans and Sons Ltd

See appendix 1 for more detail

Reasons for the delay (Please also see the original plan of the site- attached separately)

Granite coping stones - change in approach – The contractor originally intended to order the granite coping stones (that sit on top of the raised blue brick planters) two weeks before they were to start on site so that the granite would arrive on site at the right time for installation (about 8 weeks after it was ordered).

However, the contractor decided not to do this and started on site without having ordered the granite. Instead deciding to construct the planters first and then make an exact template for the shape that the granite coping stones needed to be. The contractor didn't manage to construct the planters in accordance with the plan, so this method did avoid the problem of the granite coping stones arriving and not fitting to the dimensions of the wall below.

The contractor also requested that the granite coping stones be wider, to provide a bigger overhang and more generous tolerance (as granite coping stones may differ very slightly in the manufacturing process).

At the same time, SDDC rejected the blue brick planter corner details that had been constructed poorly and requested 'special' bricks for the corners (more details below).

Also in relation to the blue brick planters, the contractor was unable to construct the tips of the planters due to them coming to a too finer point. An alternative solution was discussed and this was finally agreed, along with the corner 'special' bricks above, on the 4th August.

From this point (4th august) onwards, the contractor had all the information required to progress with the granite order. Templates were made out of plywood and then sent to the granite manufacturer (Hardscape), Hardscape then made plastic templates based on the timber ones and then sent these to site to be placed on the planters to check that they fitted exactly. A few amendments were made to the plastic templates and then these were sent back to Hardscape. This is the stage we are at now. I have checked today, and at this present time, the granite copings have not been ordered yet, although the order is expected to go in very soon.

Blue bricks

As described above, SDDC rejected some poor workmanship on the corners of the blue brick planters and suggested blue brick 'specials' be used instead. In addition to this, the contractor was unable to construct the tips of the planters that came to a fine point and worked with SDDC and the landscape architect on an alternative curved tip. It was specifically the resolution of this curved tip that impacted on the granite dimensions, and consequently the granite order. The blue brick issues were resolved on site on the 4th August (meeting minutes available) and after this point the contractors had the information that they needed to make a template for the granite copings that sat on the tips of the planters.

The contractor, from the 4th August onwards, struggled to get information out of the blue brick manufacturer and supplier and find suitable products and get quotes. As a consequence of this, the blue bricks were not ordered until the first week of October.

There is a 6-12 week lead in time for the blue bricks.

Benches

A private funder came forward through Frank with the request of dedicating a bench or two to a past Chairman and Councillor – Cllr Roy Nut, who also dedicated the gardens alongside Princess Anne in 1981.

The private funder offered a donation towards the benches and requested that a plaque be placed on each of the two benches, relating to Roy Nut. The private funder also had a preference for a different style of bench and this amendment was made to the schedule of works.

The idea of a timeline was also discussed and it was agreed that Roy Nutt could be added to this, too, with a donation towards the costs of engraving this timeline in to the circular timber seat around the tree.

In an e-mail dated 21st July, the bench supplier confirmed that the order was being authorised for production. In an e-mail dated 26th July, the landscape architect confirmed that the contractor had stated that the order was with Woodscape and in production. From this point onwards, it was assumed that the bench order was in place and sorted – albeit a little later than originally planned – although not late enough to affect the final completion date of the project (given that the granite order had not been placed at this time).

However, the contractor had not ordered the benches. They were unnecessarily waiting for the final wording of the plaques and timeline – despite the bench manufacturer saying that this information could be provided after the order was placed. We understand that the benches have now been ordered. There is a 6-8 week lead in time for the benches.

Financial implications

In summary, the extra costs since the start of the works in June presently reach a total of **£10,137.40** See breakdown below.

There have also been items that have been omitted or reduced, these presently stand at **£7,879.83**

The increase is therefore **£2,257.57**

This means that the original contract sum of £94,579.36 has now increased to **£96,836.93****

The total SDDC budget for the project presently stands at **£106,855.93**.

****** the only remaining extra cost known at this point in time is that we are awaiting a price to mount the existing two plaques on to granite plinths positioned inside the raised beds – they were previously going to be attached with resin to the low blue brick planter walls, but there is now not sufficient height due to levels being different than expected.

Omitted /reduced items	Saving made
Undertake tree protection measures (not done)	684.4
General site strip (only 60% paid as only 60% done)	719.2
Mini amphitheatre mounds (now removed)	590
resin gravel around tree removed	837.6
cultivating / preparing for turf (now no turf)	578.55
wildflower turf (non of this now)	1212.8
lay grass/turf as specification(no turf now – seed instead)	2559.15
gravel adjacent to leisure centre(change of product)	277.68
painting of handrail(one rail instead of two)	245
didn't drill hole for electrics(was done by SDDC)	175.45
Omitted items/cost savings total	7879.83

Increased costs	Extra costs
Remove handrail	50
extra for Stratford benches (requested by private funder)	1669.2
wording on circular bench(not priced in previously)	440.68
extra sleepers and work at junction with existing steps	1026.4
extra cable for christmas lights	225
2 courses of extra bricks for planter(due to levels being different than expected)	992.5
supply cemi circle blue brick specials	607.5
supply corner blue brick specials	1087.12
remove old and lay new blue brick specials on corners (no charge)	0
extra type 1 supply and lay(more needed than originally costed for)	520
extra clean stone supply and lay (more needed than costed for)	400
extra corduroy paving at top of steps (was not there previously)	96
lay corduroy paving	40
supply topsoil (poor existing topsoil couldn't be re-used as planned)	470
prep soil sow grass seed	650
additional resin around planter (more needed than priced for)	53
labour to plant bulbs (not included originally)	150
extra mulch (around tree)	160
Prelims for extended contract	1500
Extra costs total	10137.4

PR options / actions with respect to the new completion date

Update letters to immediate neighbours to be sent out (original letters went out before construction began).

Update e-mail to ward members

Update to SDDC staff?

Appendix 1 – Roles and responsibilities

Roles and Responsibilities

U R B A N
G R E E N

Role	Organisation	Responsibilities
Client	South Derbyshire District Council	<p>Client: Make suitable arrangements for managing a project, including making sure:</p> <ul style="list-style-type: none"> - other duty holders are appointed as appropriate - sufficient time and resources are allocated <p>Make sure relevant information is prepared and provided to other duty holders and the principal designer, the principal contractor carry out their duties and that welfare facilities are provided</p> <p>Designer: Organisations or individuals who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>
Principal Designer	OPEX HSE Services	<p>Principal Designer: Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> - Identifying, eliminating or controlling foreseeable risks - Ensuring designers carry out their duties <p>Prepare and provide relevant information to other duty holders.</p> <p>Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.</p>
Landscape Architect/ Contract Administrator	Urban Green Ltd	<p>Designer: Organisations or individuals who as part of a business, prepare or modify designs for a building, product or system relating to construction work. The designer's main duty is to eliminate, reduce or control foreseeable risks that may arise during construction work, or in the use and maintenance of the building once built. Designers work under the control of a principal designer on projects with more than one contractor.</p> <p>Contract Administrator: Preparing or modifying designs, drawings, specifications, bills of quantity or design calculations. Invite and award tenders, Prepare contract documentation, administer change control, seek instructions from the client, instruct variations, consider claims, chair construction progress meetings, prepare and issue construction progress reports, ensure project documentation is issued to the client, Issue certificates of practical completion, making good defects, extension of time and final certificate.</p>
Principal Contractor	Willy Albans and Sons Ltd	<p>Principal contractors: Contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor. Main duties are to Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> - liaising with the client and principal designer - preparing the construction phase plan - organising cooperation between contractors and coordinating their work <p>Make sure:</p> <ul style="list-style-type: none"> - suitable site inductions are provided - reasonable steps are taken to prevent unauthorised access - workers are consulted and engaged in securing their health and safety - welfare facilities are provided <p>Designer: Organisations or individuals who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>

1981

Garden dedicated by HRH The Princess Anne and
Councillor Roy Nutt, Chairman of South Derbyshire District
Council in commemoration of the wedding of
HRH The Prince of Wales to The Lady Diana Spencer

1991

HRH The Princess of Wales visited
Swadlincote and this garden

1997

People placed their tributes here
following the tragic death of
Diana, Princess of Wales

2018

Opening of the new
Diana, Princess of Wales, Memorial Garden



Example of circular bench to be located in the Diana, Princess of Wales, Memorial Gardens



Example of bench and engraving (our bench is circular, but the backrest is the same as above)

Delivery Phase Cashflow Jan 2016 to Sep2017

COSTS

	TOTAL	ACTUAL	REMAINING
Capital Costs			
Third Party Grants (excluding third party contribution)	£301,080	£27,264	£273,816
Other capital work: Diana Garden construction	£66,750	£57,336	£9,414
Professional fees: Landscape Architect design and contract administration	£7,500	£7,500	£0
Activity Costs			
All (including THPO salary)	£105,150	£57,073	£48,077
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	£1,480	£1,440
TOTAL COSTS	£494,080	£151,403	£342,997

INCOME

HLF (drawing money down) (total grant of £411,600)	£411,600	£110,865	£300,735
DCC	£40,000	£29,445	£10,555
SDDC	£31,000	£24,000	£7,000
Third Party grant private contributions	£61,296	£8,292	£53,004
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	£1,480	£1,120
TOTAL INCOME	£555,246	£174,082	£381,164

OVERVIEW

TOTAL COSTS	£494,080	£151,403	£342,997
TOTAL COSTS INCLD. VAT (ring fenced)	£555,246	£151,509	£403,737
TOTAL INCOME	£555,246	£174,082	£381,164