

**Please ask for Liz Knight**

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Date: 15 March 2018

Dear Councillor,

**Swadlincote Townscape Heritage Lottery Fund Board**

A Meeting of the **Swadlincote Townscape Heritage Lottery Fund Board** will be held in the **Committee Room**, on **Tuesday, 27 March 2018 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, Matters Arising and Introduction of new Townscape Heritage Project Officer  
STHLF Board Minutes 14th November 2017 **3 - 5**
- 3** GRANTS UPDATE **6 - 7**
- 4** ACTIVITIES UPDATE **8 - 15**
- 5** DIANA GARDEN UPDATE **16 - 18**
- 6** CASHFLOW **19 - 19**
- 7** Any Other Business
- 8** Date of Next Meeting



## Swadlincote Townscape Heritage Lottery Fund Board Meeting Notes

**14<sup>th</sup> Nov 2017 (10.00am – 11.00am)**

### ATTENDANCE

Name		Organisation	
Cllr Peter Watson (Chair)	PW	South Derbyshire District Council	SDCC
Cllr Sandra Wyatt	SW	South Derbyshire District Council	SDCC
Cllr Steve Taylor	ST	South Derbyshire District Council	SDCC
Liz Knight Conservation Officer	LK	South Derbyshire District Council	SDDC
Nicola Lees Economic Development Officer	NL	South Derbyshire District Council	SDDC
Richard Shaw Design Excellence Officer	RS	South Derbyshire District Council	SDDC
Tony Sylvester (minutes) Planning Services Manager	TS	South Derbyshire District Council	SDDC
Cllr Stuart Swann	SS	Derbyshire County Council	DCC
Alex Gilbert, Historic Buildings Architect	AG	Derbyshire County Council	DCC

#### 1. Apologies

Kate Allies (SDDC), Adam Lathbury (DCC).

#### 2. Minutes and Matters Arising

Minutes from the previous meeting were approved.  
Introduction of Liz Knight (LK), Conservation Officer

#### 3. Grants update

LK gave a summary of the grants as per the report. Grants panel convened on Weds 7<sup>th</sup> November and approved funding for 2 Midland Road (circa £43,000). It is anticipated that the Stage 2 application will be finished and works commence early next year. Elsewhere two under £5,000 grants have been offered for roof repairs and improvement works (48a Alexandra Road and Colliers Butchers, High Street).

Update – work has commenced on the Co-op building on the corner of Grove and West St and should complete early next year. Timms, 23 West St is also nearly complete and will

likely make their claim at the start of next year. The Town Hall is nearly complete with painting and minor repair works to the refurbished windows.

LK informed the Board that the majority of the funding had been allocated and it was not anticipated that any additional stage 1 applications would be required subject to interest from target buildings.

As approved by the Panel and HLF Monitor, due to the lack of interest from the starred target property of 26b High St (Cashino) it was agreed that No. 22 (Smiths Partnerships) could now be considered a starred target building.

#### **4. Activities Report**

KA provided written update to report including that the planning application for the Heritage Trail has been submitted and expected to go to Committee on 19<sup>th</sup> Dec 2017. NL reported on the progression regarding the trail and the lecterns including the on-line app developed by Burton and South Derbyshire College. PW noted that the app allowed a user to start from any point.

The lecterns will be located in the town to explain the trail and they are working with the Magic Attic regarding the use of more photos. Drafts of the trail documentation were circulated for information. SS questioned the inclusion of Ann Beverley and ST indicated that Graham Nutt could provide additional information regarding public figures and the history of Swadlincote. NL commented that they were happy for suggestions and information for inclusion and there was potential to develop the story of the area further. KA further advised that the main funding applications will be submitted after 19<sup>th</sup> Dec and they are currently liaising with the HLF with regards to this. The expected costs of the whole scheme, £21-£25,000. They are also liaising with other groups including DCC Councillor's for their individual wards for aspects to reflect the heritage of those wards.

LK noted that the Maintenance and Gutter Clearing Day has been put delayed until next year due to the absence of a Townscape Heritage Project Officer and lack of funds. This will be addressed once the new Project Officer is in place.

A Celebration Event is also proposed in September to coincide with Heritage Open Days. Report approved.

#### **5. Diana Garden Update**

RS gave update as per the report which included the timeline text and example of bench design and report on the delays in the project thus far. £10,000 would probably be left in the budget which could be used to screen the wall of the adjacent Grove Hall.

SW questioned whether there is CCTV coverage of the area. RS will take this back to Chris Smith and see if there is potential for this. PW noted that this should be in place before the opening event and costs for the CCTV could come out of the current budget. TS to speak to Mike Roylance regarding setting up an internal group to address issues in the town.

ST noted that thanks should be extended to the private contributor.

PW asked that the works are undertaken at the appropriate time and in line with manufacturer's guidance. He highlighted the poor performance by the contractor and the unacceptable delays. This should be relayed to the contractor and project manager's.

RS noted that the garden should be open in January 2018, but there will be a more formal event March/April 2018.

PW advised that the underspend should be verified and contractor's approached with regards to the Grove Hall panel and what can be achieved in the budget. PW asked that the

designs for the wall and update regarding the CCTV be e-mailed to members of the Board for consideration.

The report was approved.

**6. Cashflow**

LK updated on the cashflow table. She indicated that the actual spend for third party grants was currently low as third party could only claim on paid invoices. A number of projects were underway and the figure should reflect this at the start of next year.

**7. Any other business**

LK noted the appointment of Katherine Stanley to the Townscape Heritage Project Officer post. It is anticipated that she will be in place by January 2018. The HLF agreed an extension of time to the Townscape project to account for the shortfall between Officers.

**8. Date of Next Meeting**

**Post meeting note, 2018 meetings:**

**Tuesday 27<sup>th</sup> March 2018 – 10am-12**

**Tuesday 29<sup>th</sup> May 2018 – 10am-12**



<b>REPORT TO:</b>	Swadlincote Townscape Heritage Lottery Fund Board Meeting	<b>AGENDA ITEM:</b> 3. Grants update
<b>DATE OF MEETING:</b>	27 <sup>th</sup> March, 2018	<b>CATEGORY:</b> <b>RECOMMENDED</b>
<b>REPORT FROM:</b>	Katherine Stanley	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<a href="mailto:Katherine.Stanley@south-derbys.gov.uk">Katherine.Stanley@south-derbys.gov.uk</a>	<b>DOC: Swadlincote Townscape Heritage Grants Report</b>
<b>SUBJECT:</b>	Swadlincote Townscape Heritage Grants Report	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	Swadlincote	<b>TERMS OF REFERENCE:</b> Swadlincote Townscape Heritage Lottery Fund Board Meeting

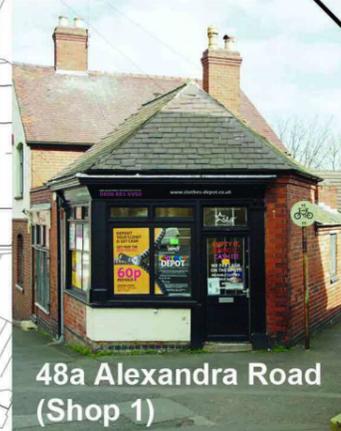
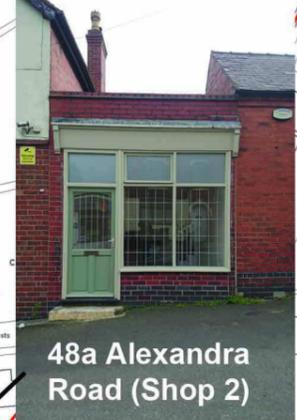
### Swadlincote Townscape Heritage Grants Report

- Stage 1 applications that were in development for the March, 2018 grant panel did not proceed to Stage 2. For this reason the grant panel and related schools decision days have been deferred to later in the Spring. The current date for a grant panel is 23 May, 2018, with room to move it to June, should the development of Stage 2 applications warrant the delay.
- There are two new properties that are currently developing Stage 2 applications for this new time frame. They are 10 Church Street, and 8 West Street (Stag Barbers). Colliers, 57 High St have also been asked to progress to Stage 2 for an under £5k grant for repair/refurbishment works.
- Properties that have previously stated an interest in the scheme and are eligible (but not classed as high priority/target buildings) have been approached to see if they are still interested in a grant. Two such properties who are exploring options are the South Derbyshire Miners Association building, and the Mould Shop, next to Sharpe's.
- Properties nearing completion, or who have completed: The Coop building (corner of West and Grove), Salts (26c High Street), Timms (23 West Street), and 8 Midland Road who is currently using its underspend to investigate and repair the condition of its applied timbers and render. Work is due to begin at 2 Midland Road shortly.
- Publicity has been undertaken in order to garner more interest in the scheme for this final round. Each eligible property has been visited, and/or leafletted. Additionally, SDDC Communications team have assisted in getting the word out on social media. Information posters have been put in the town centre info boards, as well as circulated to businesses through the Economic Development newsletter. Members of the Townscape Team have attended a Town Team meeting to talk about the available grants directly to businesses.

Grant Awards Quick Statement:

	3 Yr Budget	Grants Offered
<b>Over £5k</b>	£284,942.00	£241,043.24
<b>Under £5k</b>	£16,138.00	£5,528.97
<b>Total</b>	£301,080.00	£246,572.21

- 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



- Work completed
- m 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

<b>REPORT TO:</b>	Swadlincote Townscape Heritage Lottery Board Meeting	<b>AGENDA ITEM:</b> 4. Activities update
<b>DATE OF MEETING:</b>	27 <sup>th</sup> March, 2018	<b>CATEGORY:</b> <b>RECOMMENDED</b>
<b>REPORT FROM:</b>	Katherine Stanley/Kate Allies	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	Katherine Stanley Katherine.Stanley@south-derbys.gov.uk X5756	<b>DOC:</b>
<b>SUBJECT:</b>	Swadlincote Townscape Heritage Activities Report	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	Swadlincote	<b>TERMS OF REFERENCE:</b> Swadlincote Townscape Heritage Lottery Board

### **Swadlincote Townscape Heritage Activities Report**

#### 1. Heritage Trail:

- Planning permission received Feb 2018
- £3500 received from DCC Leadership fund Cllrs Swann, Musson, Chilton and Bambrick – thank you very much
- Listed Building Consent application submitted for Sharpe's and Bretby Art Pottery Feb 2018
- £30,000 offered from Heritage Lottery Fund Feb 2018. Permission to Start Documents submitted Feb 2018
- Leaflets updated, proof read, content finalised
- Plaques ready to order
- Work on 3 lecterns commenced
- Project Plan submitted to run March 2018 to June 2019. As well as the physical trail it will include: App, school activities and events.

2. Training – Maintenance event (and gutter clearing) now take place in autumn 2018. There is currently not enough funding within the existing budget to fund the proposed remaining Maintenance days. This is currently being costed and other ideas being explored, for instance buddying up with other Council delivery. Conversely, we will also explore options for re-allocation of funds from the underused bursary cash flow, after liaising with HLF.

#### 3. Activities 2018 – Activities focused around thank you's, celebration, and evaluation.

- Diana Garden launch, 29 April, 2018
- Ay Up Mi Duck, 3<sup>rd</sup> Aug, 2018
- Festival of Leisure in the summer, 23/24 June, 2018
- Townscape Celebration, 14/15 September, 2018, including 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 (31<sup>st</sup> May)
- Environmental Education Project team – delivering Education sessions when booked and finalising online versions for self-led groups

#### **Townscape celebration:**

Environmental Education Project team will provide 2 days of school activities based on history/ geography/ science/ literacy ideally 13/14<sup>th</sup> 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 15<sup>th</sup> Sept, 2018
- 1 x Talk on 13<sup>th</sup> Oct
- Magic Attic are leading on research for the Heritage Trail

Appendices:

Appendix 1 – Draft Activity Plan 2018

# Draft: All Activities 2018



Year: 2018 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
<p><b>1. Pop-up Heritage Display</b> Pop-up display and pull-up banners on used at events to promote THS and raise awareness of local built heritage:</p> <p>Add evaluation and available resources</p> <ul style="list-style-type: none"> <li>• Festival of Leisure - June</li> <li>• Ay up mi duck - August</li> <li>• Townscape Celebration – September</li> <li>• One further event, tbc</li> </ul>	<p><b>Target completion date November 2018</b> <b>Actual completion date:</b></p> <p><b>Staffed and displayed at Festival of Leisure and 3 other events/activities</b> <b>Total this quarter: 0</b> <b>Total this year: 0</b></p> <p><b>500 interactions in Yr3</b> <b>Total this quarter: 0</b> <b>Total this year: 0</b></p>	<p><b>Yr3 budget:</b> <b>£250 Net</b></p> <p><b>Costs this quarter:</b> <b>£0.00 Net</b></p> <p><b>Costs this year:</b> <b>£0.00 Net</b></p>	
<p><b>2. Town Trail</b> Progress updates for info (Townscape Budget and Targets applied in Yrs1-2)</p>	<p>Complete for THI/Second Generation project.</p>		

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

		£0.00 Net <b>Budget moved to No. 14 Celebration Event</b>	
<p><b>7. Building Maintenance have-a-go days, advice days, events/ days, taster days in schools, secondary school industry visits.</b></p> <p><b>Env Ed Team (Kate)</b> <b>Have-a-go days:</b> 1 August 3: Ay up mi duck: 'Brilliant bricks and pipes' 2 September 15 Townscape Celebration: 'Look inside' shop design &amp; shop fronts, tile design family activities.</p> <p><b>Townscape Officer</b> <b>Building maintenance advice days:</b> Could be combined with Building maintenance event. <b>Tbc.</b></p> <p><b>Building maintenance event:</b> Could be combined with Building maintenance advice day. <b>Tbc</b></p> <p><b>Building maintenance taster days in schools:</b> <b>Tbc. (Bursaries)</b></p>	<p><b>Target completion date 31<sup>st</sup> Dec 2018</b> <b>Actual completion date:</b></p> <p><b>Env Ed Team (Kate)</b> <b>2 have-a-go days with min. 75 interactions each day (150 in total)</b> <b>Total this quarter: 0</b> <b>Total this year: 0</b></p> <p><b>Townscape Officer</b> <b>2 advice days (1 carried over from 2017)</b> <b>Total this quarter: 0</b> <b>Total this year: 0</b></p> <p><b>2 maintenance events/courses (1 carried over from 2017)</b> <b>Total this quarter: 0</b> <b>Total this year: 0</b></p> <p><b>2 taster day in schools (1 carried over from 2017)</b> <b>Total this quarter: 0</b> <b>Total this year: 0</b> <b>For this quarter – name of school and year group:</b></p>	<p><b>Yr3 budget:</b> <b>£500 Net</b> <b>Costs this quarter:</b> £0.00 Net <b>Costs this year:</b> £0.00 Net</p> <p><b>Yr2 budget:</b> <b>£tbc Net</b> <b>Costs this quarter:</b> £0.00 Net <b>Costs this year:</b> £0.00 Net</p> <p><b>Yr2 budget:</b> <b>£tbc Net</b> <b>Costs this quarter:</b> £0.00 Net <b>Costs this year:</b> £0.00 Net</p> <p><b>Yr3 budget:</b> <b>£1,800 Net (£900 per day)</b> <b>Costs this quarter:</b> £0.00 Net <b>Costs this year:</b></p>	

<p><b>Secondary school industry visits:</b> 3 visits (diverted to 8, engagement days)</p>	<p><b>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)</b> <b>Total this quarter: 0</b> <b>Total this year: 0</b> <b>For this quarter – name of school and year group:</b></p>	<p>£0.00 Net</p> <p><b>Yr3 budget:</b> <b>£300 Net</b> <b>Costs this quarter:</b> £0.00 Net <b>Costs this year:</b> £0.00 Net</p>	
<p><b>8. School Engagement and Decision Days</b> <b>Young people trained in interpreting and evaluating historic environment and providing feedback on eligible buildings:</b> 3 sessions remaining from 2017:</p> <ul style="list-style-type: none"> <li>• 2 decision sessions April (for May Grants 2018 Panel) £535</li> <li>• 3 x half days in school evaluative workshops: 2x1.5 hours workshops in school (one morning, one afternoon), and 1 further workshop in school. £775</li> </ul>	<p><b>Target completion date: December 2018</b> <b>Actual completion date:</b></p>	<p><b>Yr3 budget:</b> <b>£535 + £775</b></p> <p><b>Costs this quarter:</b> £0.00 Net</p> <p><b>Costs this year:</b> £0.00 Net</p>	
<p><b>10. Our Secret Swadlincote</b> Carried over from 2017 – <del>tbc potentially story re-enactment during Townscape Celebration in September and budget towards Sharpe's exhibition (History Festival has not been realised)</del></p> <p>Tbc: Sharpe's developing a new activity event/potentially a community lead illumination design for future use after the life of the project.</p>	<p><b>Target completion date: 31<sup>st</sup> December 2018</b> <b>Actual completion date:</b></p>	<p><b>Yr3 budget:</b> <b>£500 Net</b></p> <p><b>Costs this quarter:</b> £0.00 Net</p> <p><b>Costs this year:</b> £0.00 Net</p>	<p><b>Low/Changed from Medium.</b></p>
<p><b>11. Family Workshops - Project themes (mixed media)</b> Looking at encaustic tiles / glass / lettering / bells / mosaics and recreating or designing own feature:</p> <p>3 During Heritage Townscape Celebration? Could</p>	<p><b>Target completion date: November, 2018</b> <b>Actual completion date:</b></p> <p><b>4 workshops with 15 individuals attending each workshop as part of family groups (total of 60 for year)</b> <b>Total this quarter: 0</b></p>	<p><b>Yr3 budget:</b> <b>£250 + £84 carried over from 2017, £334 Total</b></p> <p><b>Costs this quarter:</b> £0.00 Net</p>	<p><b>Low</b></p>

<p>be 3 different media during celebration event</p> <p>1 workshop carried over from 2017 for Diana Garden event</p>	<p><b>Total this year: 0</b></p>	<p><b>Costs this year:</b> £0.00 Net</p>	
<p><b>12. Firing Clay - Young person &amp; family workshops</b> Making clay models, related to decorative theme (shopfronts, tiles, glass patterns etc.), for display at Sharpe's Pottery Museum.</p> <p>This has been changed to family workshop, as per previous plans for dementia group has proved undeliverable.</p> <p><del>Change to dementia group for 2018</del></p>	<p><b>Target completion date November 2018</b> <b>Actual completion date:</b></p> <p><b>1 workshop with 10 people with dementia taking part</b> <b>Total this quarter: 0</b> <b>Total this year: 0</b></p>	<p><b>Yr3 budget:</b> <b>£167 Net</b></p> <p><b>Costs this quarter:</b> £0.00 Net</p> <p><b>Costs this year:</b> £0.00 Net</p>	<p><b>Low</b>/changed from <b>Medium</b></p>
<p><b>14. TSCAPE celebration and exhibition.</b></p> <p><b>Sharpe's</b> exhibit arts/crafts/photography created during previous sessions.</p> <p>Celebration: with elements from 5 (walks and talks), 7.</p> <p><b>Townscape Officer</b> Also under consideration: evaluative activity and leaflet/guide to grant projects under this activity.</p>	<p><b>Target completion date: December 2018</b> <b>Actual completion date</b></p> <p><b>4 School groups Jul-Dec 2018 for half day sessions</b></p>	<p><b>Sharpe's Yr3 budget</b> <b>£624</b></p> <p><b>Costs this quarter:</b> £0.00 Net</p> <p><b>Costs this year:</b> £0.00 Net</p> <p><b>DCC – School Celebration and evaluation Yr3 budget:</b> <b>£967 Net</b></p> <p><b>Costs this quarter:</b> £0.00 Net</p> <p><b>Costs this year:</b> £0.00 Net</p> <p><b>EEP – School Celebration and evaluation Yr3 budget:</b> <b>£750 Net</b></p> <p><b>Costs this quarter:</b> £0.00 Net</p> <p><b>Costs this year:</b></p>	<p><b>Low</b> – arts, crafts and photography have already been created and future workshops will enhance the display</p>

		£0.00 Net <b>Yrs 3 Budget</b> tbc	
<p><b>15. Story Telling and Literacy Events / Activities</b> <b>Local building stories on The Delph or in the Library:</b></p> <p>Story sack or re-enactment during Townscape Celebration in September.</p> <p>Plus Medicine Man at Diana Garden event (tbc)</p>	<p><b>Target completion date</b> <b>Actual completion date:</b></p> <p><b>2 story-telling sessions</b> <b>5 families taking part with a min of 10 individuals</b> <b>Total this quarter: 0</b> <b>Total this year: 0</b></p>	<p><b>Yr3 budget:</b> <b>£83 + £62.50 carried over from 2017 = Net</b></p> <p><b>Costs this quarter:</b> £0.00 Net</p> <p><b>Costs this year:</b> £0.00 Net</p>	
<p><b>16. Treasure Hunts - Mystery Trail</b> <b>Geocaching trail linked to THS, geocaches placed in 2016 and launched in 2017.</b></p>	<p><b>Target completion date</b> <b>Actual completion date:</b></p>	<p><b>Yr3 budget:</b> <b>£0.00 Net</b></p>	
<p><b>17. Town Crier</b> <b>Promoting THS at events:</b> Potential events:</p> <ul style="list-style-type: none"> <li>• Ay up mi duck</li> <li>• Diana Garden Launch/Wedding Fair</li> <li>• 31<sup>st</sup> May for the Walk (provisional depending on whether Magic Attic can do this date)</li> <li>• Heritage Open Days/ Townscape Celebration Fri 14<sup>th</sup>/ Sat 15<sup>th</sup> Sept</li> </ul> <p>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</p>	<p><b>Target completion date 31<sup>st</sup> Dec 2018</b> <b>Actual completion date:</b></p> <p><b>Town Crier at 4 events promoting THS Total this quarter: 0</b> <b>Total this year: 0</b></p>	<p><b>Yr3 budget:</b> <b>£334 + £123 carried over from 2017 = £457 Net</b></p> <p><b>Costs this quarter:</b> £0.00 Net</p> <p><b>Costs this year:</b> £0.00 Net</p>	<p><b>Low</b> – Town Crier appointed and attending events and now managed by SDDC.</p>

<b>REPORT TO:</b>	Swadlincote Townscape Heritage Lottery Board Meeting	<b>AGENDA ITEM: 6</b>
<b>DATE OF MEETING:</b>	<b>27<sup>th</sup> March 2018</b>	<b>CATEGORY: RECOMMENDED</b>
<b>REPORT FROM:</b>	Richard Shaw	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	Richard Shaw <a href="mailto:Richard.shaw@south-derbys.gov.uk">Richard.shaw@south-derbys.gov.uk</a> Ext: 8764	<b>DOC:</b>
<b>SUBJECT:</b>	<b>Diana Garden - progress update</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	Swadlincote	<b>TERMS OF REFERENCE:</b> Swadlincote Townscape Heritage Lottery Board

## Diana Garden - progress update

### Stone and brick delivery

The delayed granite coping stones and the blue brick specials arrived in January and February and this enabled the works to be completed.

### Youth involvement

19<sup>th</sup> February – the SDDC Housing Services run 'dreamscheme' assisted with the planting out of the raised beds, four teenagers from the local area attended and planted out the raised beds;

### Official sign-off, snagging list and 6 months defects period

The works were completed and signed off on the 26<sup>th</sup> February. The signing off process involved the creation of a document by our landscape architects entitled 'Certificate of practical completion of the works' and this included a snagging list and set out the 6 month Defects Liability Period. This means that the contractor will have to put right any defects over the next 6 months.

The snagging list included:

- Re-mortar one end of planter
- Remove plastic at base of lighting bollards;
- Top-up mulch;
- Apply extra top soil and re-seed grass areas where needed;
- Clean mortar off brickwork;
- General wash down and wipe clean;
- Sand any rough edges of timber sleepers;
- Check mortar colour all blends in sufficiently over the coming months;
- Make good any poor mortar work.

The contractor had 14 days to put right the list of issues above. At the time of writing this note, they are still due a second visit to site to put right these issues. Verbal update on this can be provided in the Board Meeting.

## **Raised bed planting maintenance**

The contractor will maintain the raised beds for 12 months (starting from 26<sup>th</sup> Feb 2017). They do not have any maintenance responsibility for the grass.

After this time, we hope to set up a local 'friends of' group to help maintain the beds and possibly other parts of the garden.

## **SDDC maintenance of the gardens**

A meeting was held with Steve Sheppard and Bernard Sheridan on 7<sup>th</sup> March. At this meeting the maintenance issues were clearly set out and explained. SDDC are now responsible for maintaining everything except for the raised beds. The initial task is to cut the original areas of grass that will need cutting earlier than the newly seeded areas.

It was agreed that the bird droppings, which is proving to be a problem, could be cleaned off by SDDC. The regularity of this cleaning was not confirmed at this stage. We are also looking at measures to reduce the number of pigeons in the tree and are looking at dummy birds (predators).

A note was sent out to all relevant people that the gardens have not been designed to withstand the weight of vehicles, this relates largely to the resin bound gravel surfaces.

## **Air conditioning units and artwork screen**

At the time of writing, air conditioning companies are visiting Grove Hall to provide quotes for re-locating the air conditioning units to the side of Grove Hall.

It is hoped that sufficient budget will be available (from Malcolm Roseburgh and not the remaining Diana Garden money) to re-locate these unsightly units that presently front the Diana Gardens.

We are also in the process of getting quotes to fix the artwork screen to the wall (details of which dependant on the air con relocation).

We are also hoping to shortly meet with People Express to discuss the possibility of them managing a project that would involve appointing an artist to create an image for the screen and also to involve the public so that local people have a voice and some influence over what the theme of the display will be. We hope to use the opening event on the 29<sup>th</sup> April to consult the public on ideas / themes etc.

Depending on how all the above quotes work out, we will then have a more accurate picture of what budget is available for the artwork screen.

## **Opening ceremony**

The opening ceremony has now been set as being on the 29<sup>th</sup> April 2018. This ties in with the wedding fair that will be in the town centre on this day. We intend to have a ribbon cutting at 11am, followed by a VIP reception at Sharpes. We are still developing exact details, but stalls/gazebos will be located within the gardens, with information about the HLF project and the Royal visits in 1981 and 1991.

## Financial summary

The budget has come in more or less as expected with a couple of small extra additions.

**The final agreed contract sum was £96,814.75** (slightly different to the last Board Meeting report which put it at 96,836.93).

The only extra additions were:

**+ £216** (an increase due to now locating the two original memorial plaques on to granite plinths instead of attaching them to the low wall);

**+ £175.45** extra hole required to be drilled in to Grove Hall for electrical cables.

This gives the new final contract sum of **£97,206.20**

Final accounting is being checked, but the remaining total from the Diana Garden pot of money (part HLF and part SDDC various contributions) is likely to be around £9,000. This money can be used to fund the Grove Hall wall artwork screen project.

# Delivery Phase Cashflow Jan 2016 to March 2018

## COSTS

	TOTAL	ACTUAL	REMAINING
<b>Capital Costs</b>			
Third Party Grants (excluding third party contribution)	£301,080	£48,425	£252,655
Other capital work: Diana Garden construction	£66,750	£66,750	£0
Professional fees: Landscape Architect design and contract administration	£7,500	£7,500	£0
<b>Activity Costs</b>			
All (including THPO salary)	£105,150	£64,472	£40,678
<b>Other Costs</b>			
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
<b>TOTAL COSTS</b>	<b>£494,080</b>	<b>£189,377</b>	<b>£305,023</b>

## INCOME

HLF (drawing money down) (total grant of £411,600)	£411,600	£119,863	£291,737
DCC	£40,000	£40,000	£0
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
<b>TOTAL INCOME</b>	<b>£555,246</b>	<b>£193,635</b>	<b>£361,611</b>

## OVERVIEW

<b>TOTAL COSTS</b>	<b>£494,080</b>	<b>£189,377</b>	<b>£305,023</b>
<b>TOTAL COSTS INCLD. VAT (ring fenced)</b>	<b>£555,246</b>	<b>£189,483</b>	<b>£365,763</b>
<b>TOTAL INCOME</b>	<b>£555,246</b>	<b>£193,635</b>	<b>£361,611</b>