

Please ask for Liz Knight

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:


Date: 28 August 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 **Wednesday, 05 September 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 and Matters Arising.

Minutes Swadlincote Townscape Heritage Lottery Fund Board Meeting 27th June 2018 **3 - 6**
- 3** GRANTS UPDATE **7 - 8**
- 4** ACTIVITIES UPDATE **9 - 19**
- 5** DIANA GARDEN UPDATE **20 - 24**
- 6** CASHFLOW **25 - 25**
- 7** Any Other Business.
- 8** Date of Next Meeting.



Swadlincote Townscape Heritage Lottery Fund Board Meeting Notes Wednesday 27th June, 2018 (10am)

ATTENDANCE

Name		Organisation	
Councillor Peter Watson	PW	South Derbyshire District Council	SDDC
Councillor Stuart Swann	SS	Derbyshire County Council	DCC
Councillor Steve Taylor	ST	South Derbyshire District Council	SDDC
Alex Gilbert Historic Buildings Architect	AG	Derbyshire County Council	DCC
Kate Allies Environmental Development Manager	KA	South Derbyshire District Council	SDDC
Nicola Lees Economic Development Officer	NL	South Derbyshire District Council	SDDC
Katherine Stanley Townscape Heritage Project Officer	KS	South Derbyshire District Council	SDDC
Liz Knight Conservation Officer	LK	South Derbyshire District Council	SDDC

1. Apologies

Richard Shaw (SDDC), Adam Lathbury and Paul Warren (DDC) and Councillor Sandra Wyatt (SDDC).

2. Minutes from last meeting and matters arising

KS agreed the minutes and seconded by KA.

Item 3 – Town Hall. PW questioned what was happening with regards to the Town Hall steps with concerns raised at the last meeting. NL advised that a feasibility study was being undertaken on the Delph as whole to propose a holistic scheme. The steps would be included in this assessment. PW noted that there would be a preference to retain the area at the front of the Hall open.

Item 4 – Heritage Trail. KA advised that planning permission had been submitted for an additional pavement plaque on the Delph. This was likely to go to the July/August Committee.

Item 5 – Diana Garden. KS to provide update below. PW asked about the issue with the pigeons and any solutions. KS advised that various options were being reviewed.

Item 5 – Spelling confirmed of ‘Ay up me duck’.

3. Grants update

KS advised that the spring panel had been deferred due to withdrawn applications. A panel was held on 20th June which included the Mould Shop on Alexandra Street. KS provided a budget breakdown of the third party grants including the remaining funds. This was pertinent to the Mould Shop grant which had come in over the anticipated budget.

7 High St (the former British Heart Foundation) a starred target building was likely to come forward for the August panel, which has a large sum allocated to complete the works. The panel has deferred the decision for the Mould Shop asking that the costs be reduced. They were keen to see both projects funded which was confirmed by ST with confirmation of the intention for the Mould Shop to be used in conjunction with Sharpe’s.

KS noted that the third party scheme should be delivered on schedule.

SS agreed the report, seconded by ST.

4. Activities update

Activity Plan – KA updated on the Activity Plan and delivery. She has received positive feedback from public engagement with regards to the Townscape and the Trail. One of the activities includes the use of GPS, combining heritage and technology to diversify the audience and engagement.

Heritage Trail - At the start of the meeting PW thanked the team who had worked on the Heritage Trail and for the successful unveiling yesterday. KA thanked Sharpe’s for hosting the event commending them on their flexibility and service. The website for the Trail went live on Friday. KA wanted to thank Communications and Planning for their assistance in helping deliver the Trail.

KA highlighted that the project will also extend to include ‘Raising Aspirations’ and hopes that the project will be live and continue to grow and thrive.

The Trail has also been featured in the Burton Mail. The headline relates to the inclusion of Sid Vicious’ mother in the Trail with a double page article inside detailing various elements. KA noted that this was a well written piece and promotes the Trail. She also noted that there wasn’t a particular plaque for Sid Vicious’ mother, but it was included as part of the Trail as were others. KS noted the legacy of the project and continuing beyond the scope and life of the Townscape project which was positive. NL was encouraging of the inclusion of the industrial heritage which is often overlooked.

Townscape Celebration – Event to be held 14-15th September in line with Heritage Open Days. This was to include various events and stakeholders providing activities.

School Decision Days – KS noted that all decision days had been completed. However, with another grants panel scheduled for the 25th of June, KS would like to work with the college to have a further decision day for the projects coming forward.

Lecterns – NL noted that the Delph lectern was on hold as part of the feasibility study of the area. The lecterns for the Pipeworks are due to go in next month. In Morris Leys Park there will be two plaques; one for pits and one for pots.

PW noted that the activity update and plan was read and accepted.

5. Diana Garden

KS advised of the launch on 29th April in conjunction with the Wedding Fayre. The event was well-attended including attendance from Heather Broughton of the HLF who was very positive about the event and Swadlincote.

Maintenance – KS advised of the maintenance scheme on the garden. The grass is to be hand-cut every 16 days during the summer. There is more grass seed sown which should fill out once the hot weather has subsided.

The Swadlincote and District Lions Club have confirmed that they will help in the maintenance of the garden. NL promoted the litter-picking event including 45 eco-warriors from schools and businesses who would be helping in tidying and maintaining the town which could include the Diana Garden.

KS advised that the snagging period for the works is soon due to expire – areas to be investigated and addressed as part of this include the crack to the brick of the flower bed and where grass is coming through the resin-bound gravel; RS is looking into options for the latter.

RS is also looking into options to address the issues of the birds. KS noted that this was a town wide problem.

Grove Hall Screening – PW asked for an update on the screen and moving of the a/c units from the side of Grove Hall adjacent to the Diana Garden.

KS advised that they were awaiting the appointment of a project manager to oversee the works including moving the a/c units.

In terms of the screen KS advised that along with RS they were working on approaching Peoples Express to create art work for the screen and anticipated this consultation would take 12 months. NL advised that People's Express would require a clear brief.

KA highlighted that the screen was originally intended to be an extension of the townscape theme and feature ideas that had previously been suggested as part of the consultation.

PW indicated that the consultation would result in further delay and questioned as to whether this was needed. He asked that KS provide and send out costs prior to the next meeting to see what budget remained.

NL and RS looking to promote the Diana Garden for use. An update on progress will be provided at the next meeting.

6. Cashflow

KS updated on the cashflow budget and document including additional claims since last time on the third party grants including Salts and Timms. All funding has now been drawn down from DCC, with thanks.

Volunteer time – PW asked about the 'volunteer time' contribution. KS explained that the time offered by volunteers could be claimed against, both skilled and unskilled. KA advised that further hours could be claimed from Magic Attic for their contribution towards the Trail research.

PW encouraged that all the monies should be spent by the close of the project. KS advised that in terms of third party grants this was anticipated. KS currently working with HLF Monitor in regards to re-assigning some monies within existing budgets to better reflect needs of the project. Should these funds be moved out of their original allocation e.g. Activities, Third Party Grants, then a business case would need to be put forward.

KS advised that the project should finish on schedule, December 2018 and within budget. The first part of 2019 will be wrapping up projects and funds and putting together an evaluation.

7. Any other business

None

8. Date of next meetings

KS anticipated two further meetings; one after the August grants panel and one towards the end of the project. The following dates were confirmed;

Wednesday 5th September – 10am, Committee Room, SDDC

Wednesday 9th January, 2019 – 10am, Council Chamber, SDDC

REPORT TO:	Swadlincote Townscape Heritage Lottery Fund Board Meeting	AGENDA ITEM: 3. Grants update
DATE OF MEETING:	5 th September 2018	CATEGORY: RECOMMENDED
REPORT FROM:	Katherine Stanley	OPEN
MEMBERS' CONTACT POINT:	Katherine.Stanley@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

- The summer grants panel was deferred until 29th August in order for tenders and documents to be completed. A verbal update will be provided at the Board Meeting. Schemes taken forward to the summer panel included;
 - The Mould Shop, Alexandra Road – revised scheme and tender, deferred from last panel.
 - 7 High Street, former British Heart Foundation – remaining target building with works proposed including new shopfront, potential reinstatement of side door, removal of paint to brickwork, replacement windows and reinstating chimney stacks. This is the remaining target building identified as part of the scheme.
- 3x under £5k grants are currently being developed; 10 West Street, and 12-14 West Street (the buildings formerly associated with the Methodist Chapel) for works including re-painting shopfront, new signage and repairs to first floor windows and 22 High Street (Smith Partnership Solicitors) including repair to shopfront, new glazed brick stallriser and repair to first floor windows. Should any of these not come into fruition then it is likely that the money will be put forward for the larger grant schemes specified above.
- A number of properties have since enquired about the scheme including the Lounge Bar on West Street, and the landlord for the row of properties along West Street where it sits across from the leisure centre. 8-8a West Street had been invited to progress to a Stage 2 application but did not progress any further due to competition from other properties and restricted grant monies.
- Properties that have completed since the last Board are: 2 Midland Road and the Town Hall (windows painted).
- Prior to the summer panel (August 2018) the financial breakdown was as below. It is anticipated that the remaining funding will be allocated to the two projects; Mould Shop and 7 High Street thereby accounting for all the third party grant funding.

Allocation	Totals
Third party grants total	£301,080
Grants claimed and allocated (inc 3x under £5k)	£213,630
Remaining funds	£87,450

- Attached:
 - Appendix 1 – 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



REPORT TO:	Swadlincote Townscape Heritage Lottery Board Meeting	AGENDA ITEM: 4. Activities update
DATE OF MEETING:	5 September, 2018	CATEGORY: RECOMMENDED
REPORT FROM:	Katherine Stanley/Kate Allies	OPEN
MEMBERS' CONTACT POINT:	Katherine Stanley Katherine.Stanley@south-derbys.gov.uk X5756	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:

- All wall plaques are up;
- Unveilings held for Owd Shoddy (Cllr Musson) and Ben Warren (Cllr Bambrick)
- Unveilings tbc for Schools work (Cllr Swann), Hannah Mitchell (Newhall WI) and Charlie Hextall (local people requested unveiling)
- Tram poles in Newhall added to the project (request from Newhall Area Forum)
- Awaiting Permit from DCC for pavement plaques
- Additional / duplicate plaques ordered for: Sherwood Foresters, Mining /Pottery heritage, Jean Hanson, Hannah Mitchell and Common Rd. Jean Hanson plaque proposed to be moved to The William Allitt School, planning application pending (decision Sept 2018)
- Final edits done on the leaflet, some minor errors corrected on leaflet and web pages
- Maps are with N Lincs to be made interactive for the website
- Nicola leading on lecterns and links with BSDC and they in progress.
- Successful walk held 21st July as part of the Arts and Architecture Weekend with positive feedback.
- Vin (SDDC Comms) is doing a series of social media posts on Twitter and Facebook focussing on specific points on the trail which is proving popular:

Launch event:

https://www.facebook.com/pg/southderbyshiredc/photos/?tab=album&album_id=600370940345219

Example of an individual post:

<https://www.facebook.com/southderbyshiredc/photos/a.471006603281654/613077939074519/?type=3&theater>

Free activities for the public based around raising aspirations and promoting our heritage were delivered at Festival of Leisure, Church Gresley (June), Ay Up Mi Duck Day (August), Chill Out Clubs, Goseley and Swadlincote (June/ July) and Midway Community Centre Open Day (August). Next date 14/15th Sept, Swadlincote.

See album for examples of what our local kids would like to achieve:

https://www.facebook.com/pg/SwadlincoteTownscape/photos/?tab=album&album_id=1842115432475830

2. Training – Maintenance event (and gutter clearing) now to take place in autumn 2018. The HLF have agreed that a shortfall from the maintenance budget can be boosted by moving the bursaries pot into the

final maintenance event. Work to organise this is currently behind schedule, but the THPO is working with officers from Cultural Services towards creating a maintenance survey that can then serve the Council after the life of the Townscape project.

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

- Festival of Leisure in the summer, 23/24 June, 2018 see album:
https://www.facebook.com/pg/EnvironmentalEducationProject/photos/?tab=album&album_id=1693164564065772
- Ay Up Mi Duck, 3rd Aug, 2018 - see album:
https://www.facebook.com/pg/SwadlincoteTownscape/photos/?tab=album&album_id=1907974952556544
- 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 Activity Plan 2018).

Townscape celebration:

Schools

Environmental Education Project team will provide 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 were advertised in May/ June and we have done 1 of the days already (July 10th); provisional booking for 14th Sept plus interest from 2 other schools.

Example of advertising (social media): see end of report

Sessions will focus on building improvements and the science of building maintenance, 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.

Web page for the schools information, which will be part of the Townscape legacy: <https://www.south-derbys.gov.uk/our-services/education-and-schools/swadlincote-townscape-schools>

Public

The Environmental Education Project team are delivering the walk with The Magic Attic and holding 2 days of family activities based around design and construction on Fri 14 and Sat 15th Sept

Poster: see end of report

Magic Attic:

- 1 x Guided Walk 'Swadlincote Restored' on Sat 15th Sept 2018 1-3pm – no booking required meet at Sharpe's 1pm
- 1 x Talk 'Swadlincote Restored' on 13th Oct: 10.30-12 noon – booking required
- talk cancelled on 15th Sept and content will be covered on 13th Oct.



Environmental
Education
Project

DON'T MISS THIS GREAT OFFER FOR LOCAL PRIMARY SCHOOLS!!

We are offering sessions for primary schools (KS2) on Tuesdays, Weds and Fridays
in September & October – all in Swadlincote Town Centre.

Schools will be able to choose practical outdoor Townscape sessions focussed on Science,
English, or Geography – each lasting up to 2 hrs.

If they choose, groups can stay all day and book an indoor session as well. Indoor sessions
will be a choice of a Sharpe's history session, Fab Food or Heritage Trail activities.

Enquiries: rosliston@south-derbys.gov.uk 01283 535039

Activities will be subsidised by the HLF Townscape grant (outdoors) and other grants
(indoors) and only cost the schools £40 per class for the room. Any schools who only
attend for half a day for the outdoor Townscape activities won't need to pay for room
hire.





Join us on
The Delph for **FREE**
family activities
**‘Can We Fix It?’
& Storytelling**



Fri 14 / Sat 15 Sept 2018

10am - 3.00pm

The Delph, Swadlincote DE11 0AG

**Come along to this FREE family-friendly session and have a go at making and mending wooden doors and frames for a mini shop and designing your own shopfront.
(Storytelling: 10.30,11.30,12.30 on Fri 14th ONLY)**

**Also on the same days/ times on The Delph:
Orchard Day— FREE fruit tasting & juice making
Heritage Trail—FREE design a sculpture for the Town Hall!**

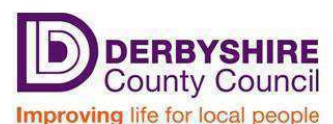
For more details contact:

Environmental Education Project 01283 535039

rosliston@south-derbys.gov.uk Twitter:RoslistonEnvEd

Facebook: SwadlincoteTownscape

**Organised by Nature’s Woodland & the Swadlincote Townscape Team;
storytelling with Swadlincote Library**





Swadlincote Townscape Walks and Talks 2018 Created and led by 'The Magic Attic'

at/ from Sharpe's Pottery Museum
West St, Swadlincote DE11 9DG

Guided Walk: 'Swadlincote Restored'

Saturday 15th September

Time: 1-3pm £2 no booking required

Meet in the courtyard at Sharpe's to join us for this fascinating walk. Find out about the history of Swadlincote over the last 100 years and the impact of Swadlincote Townscape Heritage Scheme grants on the restoration of key buildings in the town centre.

Illustrated Talk: 'Swadlincote Restored'

Saturday 13th October

Time: 10.30 am to 12noon £5 (includes light refreshments).

Please book: 01283 222600

At Sharpe's Pottery Museum Conference Room

A tale of our town's industrial successes and the legacy of the Townscape Heritage Scheme in restoring buildings in the town and uncovering details of our famous residents.

Magic Attic Contact Information: -Tel 01283 819020 (when open)

Monday 7:00pm - 9:30pm; Tuesday 2:00pm - 5:00pm;

Thursday 2:00pm - 5:00pm & 7:00pm - 9:30pm, Saturday 10:00am - 1:00pm

Or e-mail: magicatticarch@googlemail.com

www.south-derbys.gov.uk/swadlincotetownscape 01283 595756 or 535039

or find us on Facebook: 'Swadlincote Townscape'

All the walks and talks are organised through Swadlincote Townscape Heritage Project .

The walk on 15th Sept is part of the national 'Heritage Open Days' celebration and our local 'Hello Heritage' scheme—there are Townscape Celebrations across the first 2 weeks of Sept:

Contact Swadlincote Tourist Information Centre for more information: 01283 222848



Appendices:

Appendix 1 – Activity Plan 2018

Draft: All Activities 2018



Year: 2018 Submitted by: Katherine Stanley

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"> • Festival of Leisure - June • Ay up mi duck - August • Townscape Celebration – September • One further event, tbc 	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)	Complete for THI/Second Generation project.		

<p>3. One-to-one teacher sessions, raising awareness of educational activities and resources for schools and dedicated page on THS website:</p>	<p>Target completion date July 2018 Actual completion date:</p> <p>Liaise with 10 teachers/schools during 2018 to encourage use of the Townscape resources</p>	<p>Yr3 budget: £250 Net</p> <p>Costs this quarter: £0.00 Net</p> <p>Costs this year: £0.00 Net</p>	
<p>4. Townscape Science Sessions For schools. To coincide with National Science Week and Climate Week:</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>Target completion date July 2018 Actual completion date:</p> <p>2 sessions with 2 school and 60 pupils Total this quarter: 0 Total this year: 0</p> <p>This is a second generation project, and has recently achieved Crest status.</p>	<p>Yr3 budget: £500 Net</p> <p>Costs this quarter: £0.00 Net</p> <p>Costs this year: £0.00 Net</p> <p>Budget moved to No. 14 Celebration Event</p>	
<p>5. Walks & Talks From Magic Attic:</p> <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 <p>£334 for walks and talks plus £250 for work on other Townscape resources.</p>	<p>Target completion date November 2018 Actual completion date:</p> <p>2 guided walks and 30 walkers Total this quarter: 1 Total this year: 0</p> <p>2 talks and 30 attended Total this quarter: 1 Total this year: 0</p>	<p>Yr3 budget: £584 Net</p> <p>Costs this quarter: £0.00 Net</p> <p>Costs this year: £0.00 Net</p>	
<p>6. Townscape Times Was Opportunities for schools to create augmented realities to form part of Heritage Trail, with Burton TV:</p> <p>Budget to be used for Townscape Celebration Event (see No. 14).</p>	<p>Target completion date March 2018 Actual completion date:</p>	<p>Yr3 budget: £250 Net</p> <p>Costs this quarter: £0.00 Net</p> <p>Costs this year:</p>	

		£0.00 Net Budget moved to No. 14 Celebration Event	
<p>7. Building Maintenance have-a-go days, advice days, events/ days, taster days in schools, secondary school industry visits.</p> <p>Env Ed Team (Kate) Have-a-go days: 1 August 3: Ay up mi duck: 'Brilliant bricks and pipes' 2 September 15 Townscape Celebration: 'Look inside' shop design & shop fronts, tile design family activities.</p> <p>Townscape Officer Building maintenance advice days: Will be combined with Building maintenance event.</p> <p>Building maintenance event: Could be combined with Building maintenance advice day. Tbc</p> <p>Building maintenance taster days in schools: Tbc. (Bursaries)</p> <p>Pot moved to maintenance event</p>	<p>Target completion date 31st Dec 2018 Actual completion date:</p> <p>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</p> <p>Townscape Officer 2 advice days (1 carried over from 2017) Total this quarter: 0 Total this year: 0</p> <p>2 maintenance events/courses (1 carried over from 2017) Total this quarter: 0 Total this year: 0</p> <p>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:</p>	<p>Yr3 budget: £500 Net Costs this quarter: £0.00 Net Costs this year: £0.00 Net</p> <p>Yr2 budget: See maintenance event Costs this quarter: £0.00 Net Costs this year: £0.00 Net</p> <p>Yr2 budget: £1800 Net Costs this quarter: £0.00 Net Costs this year: £0.00 Net</p> <p>Yr3 budget: £1,800 Net (£900 per day) Costs this quarter: £0.00 Net Costs this year:</p>	

<p>Secondary school industry visits: 3 visits (diverted to 8, engagement days)</p>	<p>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:</p>	<p>£0.00 Net</p> <p>Yr3 budget: £300 Net</p> <p>Costs this quarter: £0.00 Net</p> <p>Costs this year: £0.00 Net</p>	
<p>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:</p> <ul style="list-style-type: none"> • 2 decision sessions April (for May Grants 2018 Panel) £535 • 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 	<p>Target completion date: December 2018 Actual completion date:</p>	<p>Yr3 budget: £535 + £775</p> <p>Costs this quarter: £0.00 Net</p> <p>Costs this year: £0.00 Net</p>	
<p>10. Our Secret Swadlincote Carried over from 2017 – tbc potentially story re-enactment during Townscape Celebration in September and budget towards Sharpe's exhibition (History Festival has not been realised)</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>Target completion date: 31st December 2018 Actual completion date:</p>	<p>Yr3 budget: £500 Net</p> <p>Costs this quarter: £0.00 Net</p> <p>Costs this year: £0.00 Net</p>	<p>Low/Changed from Medium.</p>
<p>11. Family Workshops - Project themes (mixed media) Looking at encaustic tiles / glass / lettering / bells / mosaics and recreating or designing own feature:</p> <p>3 During Heritage Townscape Celebration? Could</p>	<p>Target completion date: November, 2018 Actual completion date:</p> <p>4 workshops with 15 individuals attending each workshop as part of family groups (total of 60 for year) Total this quarter: 0</p>	<p>Yr3 budget: £250 + £84 carried over from 2017, £334 Total</p> <p>Costs this quarter: £0.00 Net</p>	<p>Low</p>

<p>be 3 different media during celebration event</p> <p>1 workshop carried over from 2017 for Diana Garden event</p>	<p>Total this year: 0</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>This has been changed to family workshop, as per previous plans for dementia group has proved undeliverable.</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>Low/changed from Medium</p>
<p>14. TSCAPE celebration and exhibition.</p> <p>Sharpe's exhibit arts/crafts/photography created during previous sessions.</p> <p>Celebration: with elements from 5 (walks and talks), 7.</p> <p>Townscape Officer Also under consideration: evaluative activity and leaflet/guide to grant projects under this activity.</p>	<p>Target completion date: December 2018 Actual completion date</p> <p>4 School groups Jul-Dec 2018 for half day sessions</p>	<p>Sharpe's Yr3 budget £624</p> <p>Costs this quarter: £0.00 Net</p> <p>Costs this year: £0.00 Net</p> <p>DCC – School Celebration and evaluation Yr3 budget: £967 Net</p> <p>Costs this quarter: £0.00 Net</p> <p>Costs this year: £0.00 Net</p> <p>EEP – School Celebration and evaluation Yr3 budget: £750 Net</p> <p>Costs this quarter: £0.00 Net</p> <p>Costs this year:</p>	<p>Low – arts, crafts and photography have already been created and future workshops will enhance the display</p>

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

REPORT TO:	Swadlincote Townscape Heritage Lottery Board Meeting	AGENDA ITEM:
DATE OF MEETING:	5th September 2018	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, Princess of Wales, Memorial Garden – Progress update

Defects correction period

We are at the end of the 6 month defects correction period. A meeting on the 29th August will hopefully resolve final issues on the site. If SDDC are satisfied then this will trigger a retention payment.

Planting maintenance period

In January 2019, the 12 month maintenance of the plants in the raised planters will end, if SDDC are satisfied, this will trigger the final retention payment.

Both of these final retention payments are known and are factored in to the final cost summary below.

Income and expenditure summary

The income and expenditure summary table below illustrates that the amount left over is **£9,373.83**.

This figure of **£9,373.83** is made up of SDDC money that was secured specifically for the Diana Garden project at F&M Committee on 16/03/17. All HLF money for the Diana Garden has now been claimed.

This figure has been cross-checked with outgoing payments on Aggresso and would appear to be correct.

INCOME AND EXPENDITURE SUMMARY

Project Expenditure

Total as detailed in the signed JCT Contract and schedule of works 03.05.17				94,579.36	
New final contract Sum (with extra costs added and costs deducted)					96,814.75
Extra for plinths for plaques					216.00
Extra hole drilled for electrics					175.45
Engraved plaques on the Stratford benches (estimate)					
				New construction Willy Albans total	97,206.20
				opening ceremony buffet	294.00
5k HLF pot				People Express consultation arts events	3000
				Artwork for 1x pull up banner	80
				x 3 banners for general HLF project	175.5
				artwork fees for banners	160
				townscape banners	63.1
				Diana garden site display boards	238.8
		Granite coping with poem part contribution	don't add to costs as already in the 97,206.20 total above	1282.6	
extra Diana banner x1					58.5
				Expenditure total	101,276.10
HLF income					
HLF community arts for Diana Garden pot - 5k			activity plan pot	take off	5,000
HLF construction contribution			paid by HLF	take off	66,750
SDDC Income					
(excluding the 1500 in the 5k pot)				SDDC pot total	38605.93
Willy Albans contribution to the opening ceremony buffet (being subtracted from retention payment)					294
				Income total	110,650
				Amount for SDDC to cover with extra pot	29,526.10
				Remaining funds within SDDC pot	9,373.83

Artwork screen on Grove Hall

There is still an intention to progress the project involving an artwork project that will improve the appearance of the Grove Hall wall.

There is a logical and methodical way of progressing this.

Firstly, we need to know for definite that the air conditioning units will be re-located to another wall – as this affects the project brief. This is looking much more certain and the new buildings maintenance officer, Mick O'Keefe, is presently progressing this, with the funding coming from a budget held by Malcolm Rosburgh. I am awaiting Mick's return from holiday to get the latest on how this is progressing.

There is also a need to involve the public in this project, as it is a very public space and the vision of the gardens revolved around involving local people as much as possible.

With regards to procurement, we have now received confirmation from the procurement department that the job advert we posted on the 'Arts Jobs' website is sufficient with regards to procurement. People Express were the only organisation to officially reply. Another organisation did ask some questions, but didn't submit anything.

In order to be managed professionally and democratically, it is expected that the artwork project could potentially involve the following steps and take approximately 12 months:

- Write brief;
- Put together a project panel (comprising a wide range of different people) who would ultimately decide on the type of artist selected and, alongside public input, the final artwork;
- Advertising for an artist;
- Interviewing artists and appointing one;
- Selected artist to run some workshops and events to ensure that the local residential and business communities, community groups and the wider public are involved;
- Design and production of the artwork and fixing to the wall.

The plan as it stands is to pay People Express a fixed sum to undertake all of the stages above and project manage everything for the Council. The artist would have to work within the budget parameters set. We would want to ensure that there is complete budget transparency throughout the project to ensure that SDDC can see how the money has been spent.

People Express have confirmed that the project as described above would be possible on an 8/9k budget.

We have been advised that different artists have different styles of working and it would allow more creative freedom to not restrict artists to using perforated metal panels with an image on – as originally planned. In selecting an artist, however, the Panel would be able to choose a style of artwork they were comfortable with.

Pending an update from Mick O'Keefe about the air conditioning relocation, we would now like to progress this project based on the above approach.

Swadlincote Lions

We have been approached by the Swadlincote Lions who would a) be happy to help maintain the raised beds and b) like to place a memorial plaque in the gardens. This plaque is in memory of a long serving member of the Lions who left some money to the Lions after passing away.

The involvement of the Lions in the gardens is very positive.

It may be that they can work with other members of the community in the maintenance of the gardens to create the 'friends of' group that we were aspiring to create.

The placement of the plaque would need to be sensitively done, a suitable location adjacent to the CVS fence would keep it away from other elements of the garden whilst also having its own area. In this location, some additional planting could be added along this boundary in order to a) create a setting for the Lions plaque and b) help to screen the unsightly CVS fence. It may be that SDDC could help finance this planting.

Diana garden observation day

We have undertaken a repeat Diana Garden observation day. This means that we observed the garden on 15 August 2014 and 15 August 2018 using the same methodology.

The headline figure is that people sitting down or spending time in the garden has risen by 83%. This is fantastic news.

More detailed observations are below:

Key observations

The garden is much more popular with regards to spending time, lingering and sitting down in than in 2014 with an 83% total increase in visitors (from 5 people in 2014 to 29 people in 2018 – across the three hours of monitoring);

The biggest increase in visitors was seen during the 1-2pm slot – with an increase from 3 people in 2014 to 19 people in 2018 (84%);

The biggest increase in spending time, lingering and sitting down in the garden was amongst children, females and groups of males/females and females/children. Overall across the three time slots there was a 50% increase in males, 40% increase in females, 100% increase in children, 100% increase in men and women visiting together (either in mixed or same sex groups) and 100% increase in females and children visiting together. Interestingly, all people sitting in the garden in 2014 were lone individuals, whereas in 2018 only 31% were lone individuals and the remaining 69% were visiting the gardens with someone else or exploring the gardens as children with their parents nearby;

In some cases, parents/carers were walking past the garden (and didn't enter) and the child with them entered the garden to walk along the raised planters and sometimes jump between planter and circular bench and sometimes to swing down on the nearby sign – so a positive outcome with regards to children wanting to use the space to play and explore in;

One group were collected by car outside the gardens after having sat down for 5 minutes, suggesting that it was used as a pick-up / meeting point for a town centre visit;

Only one person out of the 29 visitors were observed reading the timeline or poem (**Katherine to verify**)– this suggests that many people may have already visited the gardens before and had a look – or it could suggest some lack of interest in the text (or combination);

The most popular place to sit was on the circular tree seat, facing Sharpe's and the Co-op building – this would verify the 'defensible space' theory to some extent – people like to face the street and minimise others walking behind them. People could also see the bench as the focal point and more clearly a seat than the planter edge – this location is also closest to the street – so quick and easy to sit down on without going further in to the gardens;

The average time spent in the gardens per person was less in 2018 than in 2014 – although the low 2014 figures may skew this slightly – and some people in the 2018 survey were there beyond the survey period and the time wasn't able to be counted - it could show, however, that the trend is for more visitors but shorter stays;

Looking at gender and age, there was a particularly large increase in females and children generally walking past, through or spending time in the gardens – particularly between 1-2pm (+71% and +79% respectively). With a 27% and 50% increase across all time slots;

There was, however, a drop in females generally walking past, through or spending time in the gardens between 9:30-10:30am (8% decrease) and 4-5pm (19% decrease) since 2014, whilst males increased during these time slots by 22% and 35% respectively. It is possible that the pre-school in the Methodist Church on West Street may have closed since 2014 and this could skew results – although the pre-school may not have been open in the summer holidays in 2014?

Males generally walking past, through or spending time in the gardens dropped between 1-2pm, however, by 18%;

There was a drop in people walking through the gardens – down by 28% from 65 people in 2014 to 47 people in 2018 – this was particularly noticeable in the 4-5pm timeslot, with a 71% decrease – this is difficult to explain? But changes in routes walked could be a factor – as there was an increase in people walking past the gardens;

The 45% increase in people walking past the gardens could show that there are more people within the town centre generally, when compared to 2014;

Delivery Phase Cashflow Jan 2016 to August 2018

COSTS

	TOTAL	ACTUAL	REMAINING
Capital Costs			
Third Party Grants (excluding third party contribution)	£301,080	£121,442	£179,638
Other capital work: Diana Garden construction	£66,750	£66,750	£0
Professional fees: Landscape Architect design and contract administration	£7,500	£7,500	£0
Activity Costs			
All (including THPO salary)	£105,150	£77,276	£27,874
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	£1,120
TOTAL COSTS	£494,080	£275,199	£218,881

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	£31,000	£0
Third Party grant private contributions	£61,296	£43,830	£17,466
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	£236,173	£319,073

OVERVIEW

TOTAL COSTS	£494,080	£275,199	£218,881
TOTAL COSTS INCLD. VAT (ring fenced)	£555,246	£275,305	£279,941
TOTAL INCOME	£555,246	£236,173	£319,073