

Cabinet		Agenda Item: 4
Meeting Date	8 August 2016	
Report Title	Heritage Lottery Fund development grant terms and conditions for the Faversham Recreation Ground Improvement Project	
Cabinet Member	Cllr David Simmons, Cabinet Member for Environment & Rural Affairs	
SMT Lead	Abdool Kara	
Head of Service	Dave Thomas	
Lead Officer	Martyn Cassell / Graeme Tuff	
Recommendations	<ol style="list-style-type: none"> 1. To agree the terms and conditions of the development funding award. 2. Approve draw down of £117,800 of development to support the final stage bid development. 	

1. Purpose of Report and Executive Summary

- 1.1 The Faversham Recreation Ground, which was laid out in 1860, is owned by Faversham Municipal Charities, and is leased to Swale Borough Council under a 50 year lease dated August 2010. The lease requires certain improvement works to be undertaken and, following receipt of a number of site-specific Section 106 developer contributions, it was considered that the best approach was to take the opportunity to refresh the park for the 21st century by incorporating the desired improvements but also recognising its heritage value. In order to achieve this permission was given by Cabinet to apply for external funding.
- 1.2 Allen Scott Landscape Architects were appointed to undertake consultation and develop a master plan for the Recreation Ground, in preparation for a Heritage Lottery Fund (HLF) bid.
- 1.3 The Cabinet in February 2016 approved the draft Master Plan and the proposal to make external funding bids including to the Heritage Lottery Fund. The bid was submitted in March 2016. This report explains we have been successful in our first stage application to the Heritage Lottery Fund 'Parks for People' programme and have been awarded £117,800 in order to develop more detailed plans for the project.
- 1.4 This report requests approval from members to the terms and conditions and the drawdown of the funding to progress the project.

2. Background

- 2.1 Faversham Recreation Ground is located on Whitstable Road in the centre of Faversham, and sitting within the Conservation Area it is the most significant formal urban open space in the Faversham area at approximately 20 acres. It was created in 1860 through a bequest by Henry Wreight and subscriptions from local townspeople.
- 2.2 The site is used regularly by many members of the public and local organisations and the Council has a fifty year lease from Faversham United Municipal Charities dated 26 August 2010. This requires the Council to undertake improvement works such as fencing, providing a replacement bandstand or similar performance space, and the introduction of improved parking controls.

Preliminary work and budget allocation to these specific items indicate that, if necessary, it would be possible to deliver these improvements from the Section 106 contributions of £274,000 already received, however this would not be sufficient to fund the delivery of the wider benefits of the HLF project.

- 2.3 The Council appointed Allen Scott Landscape Architects in 2014 in order to develop the project, undertake consultation and design a masterplan, with the ultimate aim of submitting applications for external funding. The HLF bid was submitted in March 2016.

3. Proposal

- 3.1 Following receipt of the first round pass letter on 4 July 2016 (Appendix I) in which the Council was granted £117,800 of development funding, we are required to formally accept the terms and conditions of grant (see appendix II). Although there is a time limit on this, our HLF project officer has confirmed the 8th August is acceptable.
- 3.2 The funding will be used to develop more detailed plans to improve Faversham Recreation Ground. This will involve consultation with key organisations involved with the park and members of the public, through a host of engagement and volunteering opportunities.
- 3.3 The Council has received £274,000 specifically for Faversham Recreation Ground from various Section 106 developer contributions. £23,140 of this will be used to add to the first round funding as proposed in the bid.
- 3.4 We have until 8 July 2018 to submit the more detailed plans but can submit them as soon as we are ready and HLF are happy with them. The first tasks will be to undertake surveys, cost and develop the project.
- 3.5 It is proposed this will be done by tendering a project management opportunity. The winning tender will be required to undertake the detailed work and report to a

Swale Borough Council project board consisting of officers and the cabinet member for Environment and Rural Affairs.

3.6 The SBC Project Board will be required to ensure the works adhere to the Terms and Conditions criteria. The key considerations appear to be;

- Project development – ensuring we use the funding for the approved purposes
- Project monitoring – providing the relevant evidence of compliance with the terms and conditions
- Procurement – following transparent processes
- Publicity – we have acknowledged the award already with a press release signed off by HLF but will continue to give updates throughout the project

Legal are at the time of writing the report still looking in detail at the document and any specific comments for Cabinet to note will be tabled at the meeting.

3.7 Particular focus needs to be paid to page 7 of appendix II as this specifies the local authority specific requirements. Advice suggests the constitution allows for this cabinet approval process to be sufficient for acceptance of the terms of the grant.

4. Alternative Options

4.1 The only possible alternatives are to not accept the grant and look to fund minor repairs from the existing secured developer contributions or to reject and look for alternative funding. Officers feel this funding route is the best opportunity to deliver the improvements and protect/improve a key open space in the Borough.

5. Consultation Undertaken or Proposed

5.1 Officers from key departments have been informed of the award of funding.

5.2 Key Councillors and Members of Parliament have been informed along with the Municipal Charities Trustees.

5.3 The development phase will include large scale public consultation programmes to help prepare the final project details.

6. Implications

Issue	Implications
Corporate Plan	A Borough To Be Proud Of – enhance the Borough’s tourism offer and protect and improve the natural and built environments. A Community To Be Proud Of – encourage active communities and support the voluntary sector, work in partnership to improve health

	<p>and mental health</p> <p>A Council To Be Proud Of – will improve residents’ perceptions and customers’ experiences.</p>
Financial, Resource and Property	<p>The total proposed project costs are £1.9m including fees and contingency.</p> <p>The Council currently has £274,000 of Section 106 developer contributions allocated to the project, which will act as the match funding for any external funding bids. Use of £23,140 of this is planned to support the initial £117,800 awarded.</p> <p>While at a very early stage of development, a proportion of on-going additional maintenance costs will be covered for the first five years through the HLF external funding. Thereafter additional resources may be required, although we would expect the repair and maintenance requirements of the new and improved facilities to be limited and also any increased income received from concessions.</p>
Legal and Statutory	<p>In addition to improving the general facilities in the Recreation Ground, the project has the aim of satisfying the requirements of the 2010 lease.</p> <p>The terms and conditions document has been forwarded to Legal for investigation. An initial scan has been undertaken but given the short timescales involved in this decision, any specific comments for Cabinet to note will be tabled at the meeting.</p> <p>The minutes of Cabinet’s decision supported by a statement by legal that the cabinet decision process is the correct authority for the decision to be made will ensure we meet the requirements for Local Authorities stated on page 7 of the terms and conditions.</p>
Crime and Disorder	<p>The plans will reflect the desire for the site to be more secure, and consultation will be undertaken through development and the planning process. Improvements to the landscape and consideration of appropriate lighting, along with increased footfall and community activity, all have the potential to reduce Anti-Social Behaviour.</p>
Sustainability	<p>Refurbishment of buildings will provide the potential to incorporate service technologies, with the aim of reducing both costs and the use of resources, as well as carbon emissions.</p>
Health and Wellbeing	<p>If successful, volunteer and activity coordination, along with improvements to sports facilities, will encourage participation. Improving the quality of the landscape encourages use of the space for passive enjoyment, and can contribute to mental health and well-being.</p>
Risk Management and Health and	<p>If successful, this is a major project which will incorporate appropriate risk, and health and safety management. The main</p>

Safety	<p>risk revolves around the construction phase, and particularly works to the buildings where issues of asbestos etc. will need to be considered.</p> <p>There is a risk of having to repay monies if the project is not delivered satisfactorily. The implementation of the project board is suggested to mitigate this risk.</p>
Equality and Diversity	<p>As the proposal is further developed additional work will be undertaken with communities and stakeholders to ensure the strength of the proposed bid, and that the whole community participate both in the development and delivery of the proposed improvements.</p>

7 Appendices

7.1 The following documents are to be published with this report and form part of the report:

- Appendix I: *First round offer letter*
- Appendix II: *Grant Award Terms and Conditions*

8 Background Papers

8.1 Original Cabinet Approval Decision [here](#)