

REPORT TO	ON
COUNCIL	



TITLE	PORTFOLIO	REPORT OF
Hurst Grange Park Coach House Lottery Project	Deputy Leader and Cabinet Member (Health, Wellbeing and Leisure)	Director of Neighbourhoods and Development

Is this report a <b>KEY DECISION</b> (i.e. more than £100,000 or impacting on more than 2 Borough wards?)	<b>Yes</b>
Is this report on the <b>Statutory Cabinet Forward Plan</b> ?	<b>Yes</b>
Is the request outside the policy and budgetary framework and therefore subject to confirmation at full Council?	<b>No</b>
Is this report confidential?	<b>No</b>

## PURPOSE OF THE REPORT

1. To bring forward the Hurst Grange Coach House project to full Council to seek approval from full Council to go out and Tender for the project based on the criteria attached to this report as Appendix 1. The project involves the restoration of the Coach House building and surrounding public realm within the Hurst Grange Park with a grant of £513,100 from the National Lottery Heritage Fund, £17,000 raised by the Friends of Hurst Grange Park and a contribution of £253,000 of finance from SRBC as part of an overall project cost of £783,625.

## PORTFOLIO RECOMMENDATIONS

2. That Council welcomes the award of £513,000 from the National Lottery Heritage Fund for the Hurst Grange Coach House refurbishment project.
3. That Council approves officers commencing a formal tender process for the refurbishment of the Coach House building and surroundings at Hurst Grange Park, Penwortham as part of Heritage Lottery project valued at £783,625
4. That Council requests that the tender Criteria as outlined in Appendix 1 to this report is used for the Tender process to ensure that Social value is incorporated into the process.
5. That Council requests that the final award of the Tender is taken to the Council's Cabinet for the final approval in accordance with procurement rules

## REASONS FOR THE DECISION

6. The Hurst Grange Coach House project has been progressing over a number of years and has been included in previous reports:

- Cabinet report for consultation on the Hurst Grange Park Development Plan (October 2005)
- Cabinet report for the formal adoption of Hurst Grange Park Development Plan (September 2006)
- Cabinet report for approval to seek external funding for the Coach House from the National Lottery Heritage Fund (July 2018)
- Green Links Capital Programme report (June 2019) £30,000 allocated to Hurst Grange 19/20 £120,000 allocated 20/21
- Budget Report to Council including project cost as part of Capital Programme (February 2020) Allocated £783,625 full cost of project following Round 2 Lottery success
- Proposed report to Cabinet March 2020 on permission to spend withdrawn due to corona virus

There is now a need to seek formal approval to tender the project based on the criteria outlined in Appendix 1 to this report and award the contract to the winning tenderer.

## CORPORATE OUTCOMES

7. The report relates to the following corporate priorities: (tick all those applicable):

Excellence, Investment and Financial Sustainability	x
Health, Wellbeing and Safety	x
Place, Homes and Environment	x

Projects relating to People in the Corporate Plan:

Our People and Communities	x
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## EXECUTIVE SUMMARY

8. The Coach House within Hurst Grange Park dates to the 1850s and is currently closed to public access. A project has been running for a number of years to seek funding in order refurbish the historic building in order to provide a range of visitor and community facilities to support Hurst Grange Park.
9. A summary of the project's timeline to date is as follows:

**October 2005** – Cabinet report submitted and approved for the Hurst Grange Park Development Plan, outlining strategic improvement options for the park and Coach House, to undergo public consultation.

**September 2006** – Cabinet report submitted and approved for the formal adoption of Hurst Grange Park Development Plan.

**July 2010** – Quotations invited from local architects for plans to be drafted, allowing consultation to take place on the future of the Coach House

**Autumn 2010** – fund raising begun by Friends of Hurst Grange Park for the improvement of the Coach House. **September 2012** – Friends of Hurst Grange register their *Coach House Restoration Project* group as a charity due to the amount of funding raised.

**2016** – Funding options explored for the building but insufficient grants for the type/value of works. Informal discussions with the National Lottery Heritage Fund (HLF) begin.

**2017** - Resilient Heritage Grant bid of £15,000 achieved as forerunner of a large HLF bid.

**January 2018** - Delegated Decision approved for £5,000 to work up initial cost estimates by a Quantity Surveyor for the 2 most popular options identified for the building.

**July 2018** - Cabinet report submitted and approved to seek external funding for the Coach House from the HLF. This involved a 2-stage process and would necessitate achieving full planning and tendering the project without awarding the contract.

**July 2018** - Formal discussions begin with Lottery who confirmed current funding programme was ending after September 2018 resulting in even higher levels of competition. A match funding level of at least 20% recommended to increase the chance of the bid successfully competing with other bids.

**September 2018** - Round 1 Heritage Fund submitted to the HLF by the council in partnership with the Friends Group

**December 2018** – Notification from the HLF that the Coach House bid had received a Round 1 pass.

**February 2019** – HLF confirms project ‘Development Phase’ may begin where outline scheme of Round 1 bid is worked up for submission as a detailed Round 2 Application.

**February 2019** – Budget report submitted and approved by Council containing £50,000 allocated to Hurst Grange Park in the Capital Programme

**February 2019** – Cabinet Member interview broadcast on ‘That’s Lancashire TV’ announcing Development Phase Grant from the HLF and discussing proposals for project Development Phase

**June 2019** - Cabinet report submitted and approved for the Green Links Capital Programme funding including Hurst Grange Coach House which earmarked £30,000 for 19/20 and £120,000 matched funding for 20/21

**25 August & 3 September 2019** – ‘Consensus Check’ Consultation Open Days held at the Coach House to provide opportunity for public to view updated plans and proposals following previous consultation activities.

**16<sup>th</sup> October 2019** – Quantity Surveyor’s updated cost estimate for the building works completed following the project Development Phase which increased costs of project to the current costs shown of £783,625.

**21<sup>st</sup> October 2019** – Round 2 bid costs worked up for application. Appendix 3 provides a breakdown of the project costs at both Round 1 and Round 2 with reasons for the variances. The main cost changes were around the following items:

- Additional detail and content of the construction schedule of works
- Additional exterior surfacing, landscaping and cycle parking works
- Additional provisional sums for drainage – water harvesting tank contingency & replacement of the septic tank with compliant sewage treatment plant
- Increased costs for events and activities to improve the community involvement element of the project/bid
- Increased contingency allowances following HLF feedback at Round 1.

**30<sup>th</sup> October 2019** – Meeting arranged for Local Members to update on the project progress showing the revised costs and to answer questions before submission of the Round 2 application.

**7<sup>th</sup> November 2019** – Full Plans Approval Notice received from Building Control

**14<sup>th</sup> November 2019** – Submission of Round 2 full HLF application bid to the Lottery.

**21<sup>st</sup> November 2019** – Planning Permission granted by Planning Committee

**25<sup>th</sup> November 2019** – Tender process carried out with prices received for the building works element of the project.

**6<sup>th</sup> February 2020** – Presentation of project to National Lottery Funding Committee Member at the Coach House by Council and Friends Group

**26<sup>th</sup> February 2020** – Latest project costs included in the annual budget report to Council as part of the Capital Programme which allocated the full budget for the project including an increased contribution to a total of £253,525 from SRBC

**15<sup>th</sup> March 2020** – notification from the HLF that the Round 2 bid had received a Pass and the grant had been awarded of £513,100

**18<sup>th</sup> March 2020** – Cabinet report submitted seeking approval to proceed with the project but meeting cancelled due to Covid-19 measures.

**2<sup>nd</sup> July 2020** - Presentation of this report to the Council's Scrutiny committee

**10.** The total value of the project is £789,325, with a breakdown as follows:

- National Lottery Heritage Grant: £513,100
- South Ribble Borough Council: 253,525\*
- Friends of Hurst Grange Park: £17,000
- Value of non-cash Volunteer Time contribution: £5,700

We are continuing to look for further sources of funding including:

- A bid for £30,000 to the Lancashire Environmental Fund has been submitted

**11.** The Project Revenue Model provides a conservative estimate for revenue generation by the future operation of a refurbished Coach House building with an income based on room hire and income from a social enterprise or similar operating a café and social enterprise tenant using the first-floor office/studio space. This income is projected at £4,000 in year 1 of operation rising to £5,000 in year 2 and £7,000 thereafter.

**12.** The project match funding requirement by SRBC has increased since the Lottery Bid process was started. Prior to the start of the Lottery Bid the project cost estimate was £446,000. Heritage Grant details stated a minimum of 5% match funding for the project cost and therefore a match funding element of £23,000 was anticipated. As the scheme developed to the Round 1 submission, additional items were required to be added with a resulting additional cost. The Lottery also confirmed that a 95/5% funding split was not likely to be competitive at the assessment and should be revised. As a result, the Round 1 bid total of £655,700 included £120,000 match funding from the council. The £120,000 partnership funding was highlighted and approved in the June 19<sup>th</sup> Cabinet report on the Green links Capital programme

**13.** During the project's Development Phase leading up to the second stage HLF submission date the scheme was worked up in detail with the pre-tender estimate revised to reflect further amendments to the project and increase contingencies provisions were increased following HLF feedback. This did increase the costs of the project. The grant request from the HLF cannot be increased at Round 2 from the Round 1 figure and therefore the additional costs were included in the match funding element which was the Council (See paragraph 49). The total project cost at Round 2 was £789,325 with a proposed matched funding by the

Council of £253,525. Full costings associated with each stage of the project are attached as Appendix 3

14. A full, open tender exercise following procurement rules was then carried out and scored to provide a tender price for the construction works to the HLF. Through this exercise the tender price came in at £60,000 below the final budget submitted at the HLF Round 2. This would reduce the Council's contribution, but this cannot be guaranteed in the final tender process.
15. The scope of the project will include:
  - Full refurbishment of the building to include public toilets, a kitchen, 2 flexible use rooms, a new glazed area in the rear court yard and a first floor/studio space, to be used for a wide range of activities to complement the park and supporting Penwortham generally including working closely with the Town Council and the work of Kingsfold community centre and other local venues.
16. The final stage will be seeking approval from full Council to formally tender the project and award the contract accordingly taking on board comments from Scrutiny. The tender process will include a significant social value element as shown in Appendix 1 with an emphasis of appointing local contractors using a local workforce. At that stage every effort will be made to reduce the cost of the project and therefore reducing the cost to the Council, but no guarantees can be given to this. Any increase in costs can be met by underspends in other projects identified in the Capital programme

## **BACKGROUND TO THE REPORT**

17. The Coach House within Hurst Grange Park dates back to the 1850s and was built along with a large mansion 'Hurst Grange' as a coach house and stables for the former estate. As the last remaining original building of the former estate, the Coach House has been included on the Town Council's List of Buildings that Contribute to the Local Character and Distinctiveness of the Town.
18. Hurst Grange Park has for many years been recognised as Penwortham's principal park, however, unlike the borough's other principal greenspaces, Worden Park, Leyland, Withy Grove Park, Bamber Bridge and Longton Brickcroft Nature Reserve, Longton, the park has no on-site facilities available to the public which limits visit times and the activities that can be supported by the park. The Coach House was identified as a means of providing visitor facilities in the park's first Development Plan submitted and approved by Cabinet for public consultation in October 2005 and then formally adopted by Cabinet a year later in September 2006.
19. In July 2010 quotations were invited from local architects for draft plans for the Coach House to allow public consultation to be undertaken as to the future use of the building. The consultation was positive and in the autumn of 2010 Friends of Hurst Grange Park began fund raising for the improvement of the building through events, a 'buy a brick' campaign and through sales of a book 'A History of Hurst Grange Park'. By September 2012 the group had to register a charity due to the level of funds raised in order to comply with legislation.
20. In 2016 informal discussions were held with the National Lottery Heritage Fund (HLF). The HLF confirmed that the project would be eligible for an application under the Heritage Grant Programme, however, competition was fierce for the funds and the 2-round application process is long and labour intensive.

- 21.** The Friends Group were encouraged by the HLF to initially apply for a Resilient Heritage Grant to allow a consultant to be brought on board to provide an options appraisal and facilitate further public consultation to specifically inform a Round 1 Heritage Grant. A grant of £15,000 was awarded to the Friends and works followed in 2017 with consultation sessions identifying a preferred option for the building's future development alongside discussions with key stakeholders including existing and potential future users of the park and local councillors. Following this work in January 2018, a Delegated Decision was submitted and approved £5,000 to be allocated to work up initial cost estimates by a Quantity Surveyor for the 2 most popular options identified for the building.
- 22.** In July 2018 a Cabinet report was submitted and approved to submit a full bid to the HLF involving a 2-stage process based on the outcomes of the Resilient Heritage Grant work. The round 1 bid was submitted in September 2018 by the council in partnership with the Friends Group and in December 2018 the Coach House bid was confirmed as one of only two bids in the North West region to receive a Round 1 success in that round of HLF grants.
- 23.** In February 2019 the HLF confirmed the project could begin the 'Development Phase' where the outline scheme of the Round 1 bid was worked up to a fully developed project ready for a Round 2 application.
- 24.** In February 2019 the Budget Report submitted and approved by Council included £50,000 capital funding allocated to Hurt Grange Park for improvements and linked to the Round 1 successful HLF bid as partnership funding. The project then moved into the Development Phase. An interview with the Cabinet Member was broadcast on That's Lancashire TV on 28<sup>th</sup> February 2019 announcing the award of the Development Phase grant and outlining the works proposed to take place to progress the project to a Round 2 bid submission. The interview can be seen at: <https://www.youtube.com/watch?v=awWg8ThCD8Y>.
- 25.** In June 2019 a Cabinet report was submitted and approved for the Green Links Capital Programme funding including the council's contribution of £30,000 to the project. In addition, funding was also provided by a Development Grant from the Lottery (£12,500) and non-cash volunteer time contribution from the Friends Group. The Programme also provided an updated estimate for the council's match funding contribution to the 'Delivery Phase' of £120,000.
- 26.** The Development Phase involved architects and consultants developing detailed construction drawings with updated costs. In addition, an Activity Plan was developed which included further public consultation with park users, on-user surveys, an education survey to local schools and an activity planning workshop with a range of key stakeholders and focus groups. Two public consultation open days showing the draft proposals including proposed events, activities and volunteering opportunities and the wildlife garden designs were also held at the Coach House on 25 August and 3 September 2019. People were asked to comment on the project designs and activity plan concepts and a summary of the key findings included in the Activity Plan.
- 27.** In addition, local Member liaison was carried out through the My Neighbourhood Forum with project updates provided for meetings. Prior to finalising and submitting the Round 2 application, a meeting was arranged on 30<sup>th</sup> October

2019 to present the latest position of the project with the revised costs received on the project earlier in October 2019 and to provide Members with the opportunity to ask questions about the project before the 2<sup>nd</sup> stage application was submitted. Cllr Shaw attended the event.

28. During the project's Development Phase, the scheme was worked up in detail with the pre-tender estimate revised to reflect further amendments to project and contingencies were increased following HLF feedback which also recommended an increased contribution from partners due to the competitive nature of the fund. The grant request from the Lottery cannot be increased at Round 2 from the Round 1 figure and therefore the additional costs had to be included in the match funding element. The total project cost at Round 2 application stage was £789,325 matched by a potential £253,525 investment by the council to cover this cost increase as presented at the 30 October local members consultation event highlighted above. This culminated with the submission of a Round 2 HLF Bid on 14<sup>th</sup> November. The project gained Planning Permission and Building Regulations approval later in November 2019. Working through our Procurement Team colleagues, the construction element of the project was openly tendered to get a realistic cost for the project and identify a preferred bidder.
29. Following the Development Phase, the revised total cost of the project's Delivery Phase was included in the report to the Council Budget setting meeting of 26th February 2020 as part of the 2020/21 capital programme.
30. On the 15<sup>th</sup> March 2020 notification was received from the Lottery that the Round 2 Heritage Fund application had been successful and, subject to the acceptance of the conditions of the grant, the project could progress to the 'Delivery Phase' subject to final approval of the project by the Council
31. At the request of the leader of the Council this report has now being brought to Scrutiny to assess the project before going on to full Council for final consideration.

### **PROPOSALS (e.g. RATIONALE, DETAIL, FINANCIAL, PROCUREMENT)**

32. The project scope includes the refurbishment of the historic Coach House building to allow it to be brought back into use providing a range of facilities to support the use of the park and a range of community events and activities. The building, currently little more than a shell, would have the 1960s depot garage extension removed and the original front façade restored, the roof repaired, windows replaced, and the interior fitted out to provide public toilets, available when the building is open, a kitchen, 2 flexible use rooms and a first-floor office/studio space. The building would be primarily heated by an air-source heat pump and the existing septic tank (no longer compliant with environmental regulations since January 2020) would be replaced with a cleaner Package Sewage Treatment Plant.
33. Externally the rear courtyard would have a glazed cover to allow greater year-round use, with an enclosed dementia-friendly wildlife garden beyond as designed by the children at Broad Oak Primary School. The front courtyard would have the original surface restored and new paths, planting and cycle parking would be created along with improved lighting through the park providing lit access when the building is in use.

34. A range of activities would take place during the construction phase including 'hard hat days' for local university students and local youngsters alongside other visitors to see the building conservation works at close quarters. In addition, there are planned conservation skills days and a community archaeology event.
35. Events and activities would also take place in the following 12 months following the construction phase as part of the HLF funded Activity Plan. This will include guided walks and talks, heavy horse demonstrations and organised activities for visiting school groups, in addition to the Park's existing annual events programme.
36. It is proposed the building would open on average 4 days a week with a visitor centre staffed with the assistance of volunteers (on a similar basis to that at Longton Brickcroft). This will be expanded as we develop demand and staff/volunteer resources. A kitchen space has been provided allowing for a catering outlet, preferably run by a social enterprise or similar arrangement. The rooms will be available for hire as outlined in the activity plan (Appendix 2) to generate a modest income rising to £7,000 a year.
37. The newly refurbished Coach House will be managed by the Council as part of the overall Park. We will need to meet the outcomes laid down by the HLF award (See Appendix 2). In addition, it will be important to continue to work closely with Penwortham Town Council and communities within Penwortham to ensure that the newly refurbished Coach House facility and surrounding area complement other facilities e.g. Kingsfold Community Centre and activities that exist within the Penwortham area.
38. The project aims to maximise social value at all stages with measures ranging from engaging local contractors and consultants as far as possible and encouraging them to source labour and material locally as part of their work.
39. The engagement of volunteers and working with a number of organisations and stakeholders throughout the development of the project has reinforced a sense of community and also provides opportunities to work on a number of issues prevalent in the local community. These benefits and work would continue recruiting more volunteers into the project and will assist in the staffing of a visitor centre and running future community events.
40. The quality of parks and open spaces has long been shown to affect the wellbeing of the local residents and the provision of on-site facilities would allow the use of the park to be enhanced for existing visitors and also attract new visitors. The addition of a new enclosed dementia friendly wildlife garden would also provide an additional facility for local residents and complement the existing facilities in the surrounding area.

## **CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION**

41. Both Round 1 and Round 2 applications required extensive consultation with the local community. This is shown in Appendix 2.

## **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

42. A range of options were considered for the future of the building and a preferred way forward was chosen and developed following consultation. Options of 'do

nothing', residential conversion, commercial use and were rejected at an early stage of the process as a result of consultation feedback.

43. There has always been the option of not taking the Coach House refurbishment and Heritage Fund application forward. However, at every stage through Cabinet reports or delegated decisions, it was agreed to continue the project and associated Lottery bidding process until this point whereby the project can be delivered if given final approval.

## **FINANCIAL IMPLICATIONS**

44. The total project (cash) cost is £783,625 funded as follows:

- National Lottery Heritage Fund Grant - £513,100,
- SRBC match funding - £253,525
- Friends Group funding of £17,000.

A grant bid is also proposed to be submitted to the Lancashire Environmental Fund (LEF) for up to £30,000 which will contribute to the creation of the external spaces around the building. If successful, this will reduce the council's contribution to the project by the amount awarded.

In addition to the project's total cash value, above, there is also a contribution of volunteer time to the overall project valued at £5,700.

45. The revenue implications of the project would be an estimated cost of between £10,700 and £16,300 per year to the Facilities Revenue Budget. This would be primarily for caretaking the building, utility costs and building maintenance, based on the projected usage and proposed maintenance programme.

46. The Project's income and expenditure projection provides a conservative estimate for revenue generation by the future operation of a refurbished Coach House building. The income from the operation of the Coach House has therefore been projected to reach £7,000 by year 3 through a range of activities as outlined in Appendix 1 within the activity plan and linked to the new facilities outlined above

In the future, as the Coach House becomes established and attracts additional organisations and volunteers further income could be generated contribution to the overall parks running costs.

47. The amount of match funding required to be contributed by the Council to the Delivery Phase has increased throughout the project development. Prior to the start of the HLF Bid process, the project cost estimate was £446,000 for the preferred option. Heritage Grant details stated a minimum of 5% match funding would be required for an application to be accepted and therefore a match funding element of £23,000 was estimated.

48. As the Round 1 bid was drafted and the scheme developed in line with the HLF detailed requirements and consultant recommendations, additional costs arose from elements not included in the initial estimate including re-landscaping more of the building's surroundings, inclusion of heritage related activities and events and projected additional professional fees and contingencies. The HLF also confirmed that a 95/5% funding split was not likely to be competitive at the

assessment and should be revised. As a result, the Round 1 bid total of £655,700 included £120,000 match funding from the council.

49. During the project's Development Phase, the outline scheme submitted at Round 1 was worked up in detail with the pre-tender estimate revised to reflect further amendments to the construction elements of the project. Appendix 3 provides a breakdown of the project costs at both Round 1 and Round 2 with reasons for the variances. The main cost changes were around the following items:

- Additional detail and content of the construction schedule of works
- Additional exterior surfacing, landscaping and cycle parking works
- Additional provisional sums for drainage – water harvesting tank contingency and replacement of the septic tank (non-compliant from January 2020) with compliant sewage treatment plant
- Increased costs for events and activities to improve the community involvement element of the project/bid
- Increased contingency allowances following feedback from the HLF at Round 1.

50. The grant request from the HLF cannot be increased at Round 2 from the Round 1 figure and therefore the additional costs were included in the match funding element. The total project cost as shown in Round 2 of the HLF bid was shown as £789,325 was therefore matched by £253,525 by the council to cover this cost increase. An additional £2,000 had also been raised by the Friends Group raising their match funding from £15,000 to £17,000.

51. The Tender process carried out in Autumn 2019 came in lower than the pre-tender estimate at that time. In addition, the project cost also includes provisional sums and contingencies included to protect against a project cost rise following the proposed tender process if approved.

## **LEGAL IMPLICATIONS**

52. The grant comes with terms and conditions that the Council ultimately (assuming a successful procurement exercise) must agree to in order to accept the grant from the Lottery. The council will enter into a contract with the Main Contractor to carry out the construction work. Various other agreements would be set up with suppliers and consultants involved in the 'Delivery Phase' of the project. The planning permission received contains several conditions that would need to be adhered to.

## **AIR QUALITY IMPLICATIONS**

53. There will be no negative Air Quality implications with this project. The building's refurbishment has been designed to reduce its future carbon footprint with technology such as air source heat pump powered heating and other measures to reduce the building's resource requirements.

## **RISK MANAGEMENT**

54. The improvement of the Coach House has been identified as a key part of the park's improvement since 2005. The lack of facilities within the park currently limits the usage and range of activities it can support. It is unlikely that a similar

funding opportunity to improve the building will be forthcoming in the foreseeable future.

55. The grant awarded by the National Lottery Heritage Fund is the result of over 3 years' work by the council and local community groups. If the grant were not to be accepted by the council at this stage, the success of any future bids may be questionable. It would also be very disappointing for the groups and individuals of the local community who have been involved in the fund-raising and bidding process and could generate negative publicity for the council.

56. A range of other project risks have been identified within the project's risk register attached to this report as Appendix 2.

#### **EQUALITY AND DIVERSITY IMPACT**

57. There will be a significant positive effect from the perspective of Equality and Diversity. The project aims to increase the usage of the park by all sectors of the community through physical improvements (e.g. the provision of inclusive toilet facilities) and the provision of activities in and around the refurbished Coach House. There are a number of key Equality and Diversity outcomes required by the Lottery which we will need to report on during and after the project.

#### **COMMENTS OF THE STATUTORY FINANCE OFFICER**

58. As outlined in the report the capital programme includes a budget of £783k for this project.

#### **COMMENTS OF THE MONITORING OFFICER**

59. Clearly this matter has a somewhat long and complicated history. There is no point in reiterating that here. It should be made clear that a procurement exercise for the proposed works has already been carried out. Four bids were received. It is now proposed to commence a new procurement exercise. The evaluation criteria has been updated to give a greater emphasis to social value.

60. Clearly any terms and conditions on the Lottery funding must be adhered to.

61. It goes without saying that we must ensure that all conditions imposed on the relevant planning permission are fully complied with.

#### **BACKGROUND DOCUMENTS**

All the background lottery documents are available through contacting Democratic services

#### **APPENDICES**

Appendix 1. The proposed Tender criteria for taking the project forward  
Appendix 2. The Round 2 National Lottery Heritage Fund Application  
Appendix 3. The Project Cost Breakdowns for Round 1 and Round 2 HLF bids

LT Member's Name: Jennifer Mullin

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