

## REPORT TO CABINET

<b>Open</b>		Would any decisions proposed :		
<b>Any especially affected Wards</b>	Discretionary / Operational	(a) Be entirely within cabinet's powers to decide YES		
		(b) Need to be recommendations to Council		NO
		(c) Is it a Key Decision		NO
Lead Member(s): Cllr Alistair Beales and Cllr Paul Beal E-mail: <a href="mailto:Cllr.Alistair.Beales@west-norfolk.gov.uk">Cllr.Alistair.Beales@west-norfolk.gov.uk</a> <a href="mailto:Cllr.Paul.Beal@west-norfolk.gov.uk">Cllr.Paul.Beal@west-norfolk.gov.uk</a>		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer(s): Ostap Paparega E-mail: <a href="mailto:Ostap.paparega@west-norfolk.gov.uk">Ostap.paparega@west-norfolk.gov.uk</a> Direct dial: 01553 616890 Laura Hampshire <a href="mailto:Laura.hampshire@west-norfolk.gov.uk">Laura.hampshire@west-norfolk.gov.uk</a> Direct Dial: 01553 616891		Other Officers consulted: Jemma Curtis, Lorraine Gore		
Financial Implications YES	Policy/Personnel Implications NO	Statutory Implications (incl S.17) NO	Equal Opportunities Implications NO	Risk Management Implications NO

Date of meeting: 28<sup>th</sup> July 2015

### **HUNSTANTON HERITAGE GARDENS – HERITAGE LOTTERY FUND PARKS FOR PEOPLE APPLICATION**

#### **Summary**

The report details the Stage 1 approval from the Heritage Lottery Fund Parks for People funding programme for the Seafront gardens and associated open spaces of The Green in Hunstanton. The Stage 1 approval provided development funding of £28,800 from the HLF towards the £36,000 total development costs with the Borough Council funding the difference (£7,200).

The basis of the scheme submitted is a total cost of £826,745 with 80% funded by the HLF and 20% (£164,145) by the Council. These estimated figures will be the basis for developing the scheme to Stage 2.

#### **Recommendation**

**The Cabinet is recommended to:**

- 1) Note the Stage 1 project approval from the HLF.**
- 2) Delegate authority to the Chief Executive in consultation with the relevant Portfolio Holder to develop the proposals to a Stage 2 submission.**
- 3) Approve the Council's contribution of £164,145 to the project if the stage 2 application is successful as detailed in Section 4.**
- 4) Request a further report to Cabinet in February 2016 prior to submission of the Stage 2 scheme.**

**Reason for Decision**

**To enhance the public space and promote the heritage of Hunstanton in line with the objectives of the Hunstanton town centre and southern seafront masterplan.**

**1. BACKGROUND**

- 1.1 In March 2015 a stage 1 application was submitted to the Heritage Lottery Fund (HLF) Parks for People programme for works to enhance the public realm and promote the heritage of The Green area in Hunstanton. A copy of the application is included at Appendix 1. On 24<sup>th</sup> June the HLF confirmed approval of the stage 1 application for the project. At Stage 1, the HLF agrees to contribute £28,800 to development costs estimated at £36,000 to enable the scheme to be worked up in greater detail including detailed project costs for a Stage 2 application. The Borough Council will fund the remaining £7,200.
- 1.2 The formal offer letter with terms and conditions of the stage 1 approval from the HLF has been received. A meeting is scheduled with the HLF Senior Grants Officer on Friday 17<sup>th</sup> July to discuss the Stage 2 application. Stage 1 approval does not guarantee the award of the grant - the Borough Council has to develop and submit a detailed Stage 2 application that will be assessed by the HLF Board in June 2016.
- 1.3 The project is on the seafront gardens and conservation area in Hunstanton, centred on The Green and adjoining network of public open green spaces comprising the Esplanade Gardens and Cliff Parade. The green space was central to the original vision of Henry Styleman Le Strange for a purpose built Victorian seaside resort. The areas remain pivotal to the town's heritage and seaside facilities today but have deteriorated and heritage assets eroded due to piecemeal and inappropriate design of key features over the years.
- 1.4 The project aims to deliver a comprehensive restoration of this important seaside park, which celebrates and respects the original vision of its founder, Henry Styleman Le Strange. It will leave a lasting legacy of greater awareness and engagement of how the area has developed over time and the skills and training required to maintain parks to a high Green Flag Award standard.
- 1.5 If the Stage 2 application is successful, the capital works will include street furniture, structures, interpretations, etc within the Esplanade Gardens and Green. A complementary activity plan is also proposed, aimed at engaging greater numbers of volunteers in the management and maintenance of the area, develop their skills and to raise awareness of the area's heritage with residents and visitors alike.

## 2 STAGE 2 APPLICATION (Development phase)

2.1 To develop the proposal in greater details and provide the supporting documentation required for a Stage 2 application the following work will be carried out;

- Conservation Management Plan
- Topographic survey
- Condition and structural survey of structures
- Ecological survey
- Landscape design proposals
- Interpretation strategy
- Consultation programme
- Development of friends group
- Preparation of activity plan
- Visitor surveys to form baseline data
- Preparation of activity plan
- Visitor surveys to form baseline data
- Preparation of monitoring and evaluation plan
- Updated management and maintenance plan
- Draft communications plan

2.2 The HLF approved development costs are broken down as follows:

<b>Cost Heading</b>	<b>Description</b>	<b>Cost (£)</b>
Professional Fees	Landscape and features design and Quantity Surveyor	8,000
Other costs (development phase)	Surveys and plans required (as detailed in 2.1)	22,000
Contingency		6,000
<b>Total Cost</b>		<b>36,000</b>

2.3 The development cost of the stage 2 application will be met as follows:

<b>Income Heading</b>	<b>Description</b>	<b>Total (£)</b>
Borough Council	To be taken from the Hunstanton Regeneration Programme Capital budget	7,200
HLF Grant		28,800
<b>Total Income</b>		<b>36,000</b>

2.4 The current estimated overall cost of the delivery phase of the project is broken down into 3 main areas: Capital, Activity and Other costs. These are then itemised as illustrated in the tables below:

### Capital Costs

Cost Heading	Description	Cost (£)
Repair and conservation work	Current structures and amenities throughout the park	361,100
New building work	Shelters throughout the area	103,300
Equipment and materials	Street furniture, play area, interpretation boards	147,300
Professional fees relating to any of the above		51,745
Other costs (capital)	Preliminaries	32,000
<b>Total Costs</b>		<b>695,445</b>

### Activity Costs

Cost Heading	Description	Cost (£)
Training for staff	Apprentices training	2,000
Paid training placements	2 x Apprentices	30,000
Training for volunteers	Developing Town guides, horticulture training and planting days, event management and heritage skills	29,500
Other costs (activities)	Workshops for landscape plan, digital archive, development of mobile app, engagement of local schools	17,500
<b>Total Costs</b>		<b>79,000</b>

### Other Costs

Cost Heading	Description	Cost (£)
Contingency		30,300
Inflation		16,000
<b>Total Costs</b>		<b>46,300</b>

- 2.5 The total cost of delivery is £820,745 of which 80% is granted funded by the HLF (£656,600) and the remaining 20% contribution from the Borough Council (£164,145).
- 2.6 It is proposed that the development of the scheme to a Stage 2 submission be led by the Hunstanton Regeneration Project Team, which is coordinated and serviced by the Regeneration & Economic Development Department.
- 2.7 The proposed timetable for the development of the Stage 2 application is:

- July 2015: Report to cabinet to confirm Borough Council's funding contribution and approval to work up to Stage 2 submission
- August 2015: Visitor Surveys to form baseline data
- August – December 2015: Procure and commission studies and professional advice required for Stage 2 submission
- January – February 2016: Consultation on proposed scheme
- Late February 2016: Submission of Stage 2 application

2.8 The aim is to submit a Stage 2 application by February 2016 to gain approval by the HLF in June 2016; this would allow commencement of works in Autumn 2016 out of the main peak season.

2.9 To enable the development of a Stage 2 application it is proposed to delegate authority to the Chief Executive in consultation with the relevant Portfolio Holders to approve the details of the project as they are worked up by the Hunstanton Regeneration Project Team.

### **3 FINANCIAL IMPLICATIONS**

3.1 The 2015/16 capital programme includes £7,200 allocated to the Hunstanton regeneration programme to fund the Stage 2 development costs. The HLF will provide £28,800 towards the remaining development funding required for Stage 2.

3.2 The 2016/2017 capital programme includes £164,150 for the Council's 20% contribution towards the implementation of the Parks for People project. The Council will finance its contribution from capital reserves.

### **4. POLICY IMPLICATIONS**

4.1 The project is in line with the Council's Town Centre & Southern Seafront Regeneration masterplan for Hunstanton (2008).

### **5. PERSONNEL IMPLICATIONS**

5.1 The stage 2 application will be developed using in-house staff resources with the exception of specialist studies to be commissioned as listed in 2.1. The stage 1 application proposed recruitment of horticultural apprenticeships as part of the required training and skills element of the project which is in line with the current corporate policy. A further report to cabinet prior to the Stage 2 submission will include the details of the proposed apprenticeships recruitment.

### **6. RISK MANAGEMENT**

6.1 If the stage 2 application is not successful, the Council will need to consider resubmission of a revised application or undertake a scaled down scheme to address the seafront facilities which require repair, refurbishment or replacement (i.e. the Butterfly Shelters, The Green Toilets, Play area).

6.2 Project costs – the costs submitted at Stage 1 were based on a high level site audit and cost plan. As the studies, surveys and proposals are developed further in Stage 2, the costs may vary. This will be reported to Cabinet prior to the Stage 2 submission.

## **7. STATUTORY CONSIDERATIONS**

7.1 None at present, although subject to the development of the detailed design proposals, planning consent and/or flood defence consent may be required to implement the final scheme.

## **8. EQUALITY IMPACT ASSESSMENT (EIA)**

8.1 A Pre Screening EIA has been completed for the project. Full Assessment not required.

Appendix 1: Stage 1 Application to the Heritage Lottery Fund

Background Papers:

Hunstanton Town Centre and Southern Seafront Masterplan, 2008