

## EXECUTIVE BOARD - 22 JULY 2014

<b>Subject:</b>	Highfields Park: Heritage Lottery Fund, Parks For People Restoration and Improvement Project: Stage Two Application		
<b>Corporate Director(s)/ Director(s):</b>	John Kelly - Corporate Director of Communities Hugh White - Director of Sport Culture and Parks		
<b>Portfolio Holder(s):</b>	Cllr David Trimble Portfolio Holder for Leisure and Culture		
<b>Report author and contact details:</b>	Eddie Curry – Head of Parks and Open Spaces Email:- <a href="mailto:eddie.curry@nottinghamcity.gov.uk">eddie.curry@nottinghamcity.gov.uk</a> Tel:- 0115 8764982		
<b>Key Decision</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Subject to call-in</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Reasons:</b> <input type="checkbox"/> Expenditure <input checked="" type="checkbox"/> Income <input checked="" type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision			<input checked="" type="checkbox"/> Revenue <input checked="" type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Total value of the decision: £4,257,200</b>			
<b>Wards affected:</b> Wollaton East & Lenton Abbey, Arboretum, Dunkirk & Lenton, Radford & Park.	<b>Date of consultation with Portfolio Holder(s):</b> 27 <sup>th</sup> June 2014		
<b>Relevant Council Plan Strategic Priority:</b>			
Cutting unemployment by a quarter			<input type="checkbox"/>
Cut crime and anti-social behaviour			<input checked="" type="checkbox"/>
Ensure more school leavers get a job, training or further education than any other City			<input checked="" type="checkbox"/>
Your neighbourhood as clean as the City Centre			<input checked="" type="checkbox"/>
Help keep your energy bills down			<input type="checkbox"/>
Good access to public transport			<input type="checkbox"/>
Nottingham has a good mix of housing			<input type="checkbox"/>
Nottingham is a good place to do business, invest and create jobs			<input checked="" type="checkbox"/>
Nottingham offers a wide range of leisure activities, parks and sporting events			<input checked="" type="checkbox"/>
Support early intervention activities			<input checked="" type="checkbox"/>
Deliver effective, value for money services to our citizens			<input checked="" type="checkbox"/>
<b>Summary of issues (including benefits to citizens/service users):</b>			
Further to receiving a Stage One Heritage and Big Lottery Parks For People Fund (HBLPPF) approval in July 2013, the Project Team have now worked up the detailed designs and have carried out additional consultation / consensus checks with park users and project partners such as the University of Nottingham, the Environment Agency (“the EA”) and the Highfields Park User Group.			
This report seeks final sign off and approval of the Highfields Park Landscape Restoration Project including its Maintenance and Management Plan and seeks the committee’s approval and endorsement to submit a detailed Stage Two project application to the HBLPPF in August 2014.			
<b>Exempt information:</b> None			
<b>Recommendation(s):</b>			
<b>1</b> That Executive Board approves the Highfields Park Landscape Restoration Project including the Maintenance and Management Plan and the Stage Two HBLPPF bid as detailed in sections 2.2			

– 2.10 of this report.

**2**

That Executive Board delegates authority to the Director of Sport, Culture and Parks to continue the preparation and submission of the Stage Two HBLPPF bid in August 2014 on behalf of the Highfields Leisure Trust.

**3**

That, subject to the receipt of a Stage Two pass from the HBLPPF, the Executive Board approves the delegation of authority to the Director of Sport, Culture and Parks to continue to develop working designs and to go out to tender and thereafter, subject to such tenders being within the available financial envelope as indicated in section 4, to enter into contracts relating to the delivery of the restoration works.

**4**

Amend the capital programme to reflect the expenditure detailed in Section 2.10 below.

**5**

Approve the revenue contributions to capital detailed in Section 4 below.

## **1 REASONS FOR RECOMMENDATIONS**

- 1.1** The resolutions are being sought in order to ensure that the restoration project can continue with full support of the Council and to ensure that all the appropriate governance and delegated authorities are approved before the Stage Two bid is submitted to the Lottery in August this year.

## **2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)**

- 2.1** Highfields Park was laid out in the early 1920s as a public park on the initiative of Sir Jesse Boot, it opened partly in 1923 and the public was given its full use in 1926. The ownership was transferred to the City Council in 1923. It is one of the first man-made, large-scale public parks of the 20<sup>th</sup> century. By virtue of its value Highfields Park was included in English Heritage's Register of Parks and Gardens of Special Historic Interest and was given a Grade II listing (Ref GD 2771). Recognising the importance of this historic urban park, English Heritage has recently uplifted its status to Grade II\*.
- 2.2** In the last two years a number of reports (as detailed in section 10) have already recognised the need and provided justification for this greatly needed restoration project. In July 2013 our first round project application received a Stage One pass from the HBLPPF. Included with this pass was a development grant of over £280,000 which represented 93% of the total £300,542 development costs. This funding represented a pivotal turning point in the park's restoration journey and as a result the funding has been used to assemble a project team, commission detailed architectural and landscape design works, and to drive forward more detailed condition and topographical surveys including the lake restoration, tree works and the restoration of listed / historic buildings and features within the park. Included within the development funding was an allocation for a new dedicated Park Ranger. This new post was successfully filled in January 2014 and since this time the new Ranger has started to work with the project partners and has already significantly

improved the day to day engagement with park user and project partners.

**2.3** As part of our stage one pass the HBLPPF placed a number of special conditions on the project as follows

- The stage two bid needs to provide a sustainable solution to the lake and Tottle Brook silting problem.
- NCC to fully engage the Environment Agency (EA) to seek their full support for the lake / Tottle Brook silt proposals.
- To investigate opportunities to develop and support a social enterprise within the park.
- NCC to secure the commitment from Nottingham University to deliver their annual events programme funding contributions to the project.

The project team and our partners have managed to fully resolve all these special conditions and have identified a sustainable method of de-silting the Lake. The EA have been active project board members since day one. We have already identified and have trialled a social enterprise partnership with the Colwick Park Lifeguards to manage the boating concession and possibly the most significant change has been that the University of Nottingham are no longer just a partner, but will be co-signatories of our Stage Two bid. This is major step forward and now recognises the University's full support for the project. As a result we are now in a confident position and ready to drive forward with our final preparation of the bid ready to submit later this summer.

**2.4** The details in this report have been presented to and approved by the Trust and Charities Committee on the 30th May 2014.

**2.5** **Heritage and Big Lottery Parks for People Fund (HBLPPF) Restoration Project**

The project consists of a comprehensive programme of restoration works designed to fully restore the park, build upon its heritage and create a range of community facilities fit for the 21<sup>st</sup> century. The Stage Two bid includes key features that closely align with the strategic priorities of the HBLPPF - **Appendix 1 includes plans of the key restoration projects and the revised master plan.**

**2.6** **Public Consultation and Project Consensus Checks**

During the 2014 Easter holidays, an extensive consultation exercise was undertaken at Highfields Park and online to ensure that the park restoration proposals meet people's expectations following the earlier consultation in 2012. A static display was present on the park during the Easter holidays and colleagues were present for several hours each day to explain the proposals to park users and encourage them to complete questionnaires. 150 questionnaires were completed in person and 70 more received online; at the current time, the results of this feedback is being evaluated and this will form a consensus check report and also feed heavily into the Activity Plan – one of the key questions in the consultation was about the sort of events and activities people would like to see on the park.

**2.7** **10 Year Maintenance and Management Plan (MMP).**

Apart from the Heritage Restoration Plans the 10 year Maintenance and Management Plan is the key document within the Stage Two Submission. The document explains how we will refocus the site's future maintenance and management in line with both the Green Flag and Green Heritage standards and most importantly how the site will be funded post construction. The MMP will also discuss how the site will be maintained to a consistent standard on both the Trust land and land directly managed by the University. **Appendix 2 provides the most recent version of the MMP.**

## 2.8 Activity Plan

The Activity Plan is one of the suite of documents that will be submitted to the Lottery alongside the restoration plans. It will assess who the current park users are, why they use it and what they do at the park. More importantly, we will investigate who doesn't use the park already, why not and what can be done to attract new audiences to the park. The action plan will include an ambitious list of potential events, activities and audience engagement techniques for the park, from which a select list will be funded by the Lottery bid and led by the Park Ranger, in partnership with the University of Nottingham and the Lakeside gallery and theatre.

## 2.9 Training and Volunteer Plan

The Highfields Park project, will through a partnership with the Nottingham City Council Employment Hub and the LEP, generate opportunities for local small and large businesses, as well as individual employment opportunities during the construction stages, a range of new vacancies, apprenticeship, entrance trainee opportunities and work experience placements will be created. As part of the Stage Two bid a comprehensive Training Plan has been produced. The plan aims to deliver 20 work based placements / training opportunities for local people.

## 2.10 Revised Restoration Project and Cost Plan

<u>Cost of the Project</u>	Cost £
<b><u>Capital Costs</u></b>	
Capital cost	£2,591,281
Surveys	£107,970
Contingency 5%	£130,064
Client Contingency 2%	£51,826
Prelims	£340,233
Fees	£323,156
Inflation	£78,320
<b>Total Capital costs</b>	<b>£3,622,850</b>
<b><u>Revenue costs</u></b>	
Activity costs	£384,000
Maintenance (5 years)	£25,350

New staff (5 years) £225,000

<b>Total Revenue Costs</b>	<b>£634,350</b>
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<b>TOTAL OF SCHEME</b>	<b>£4,257,200</b>
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Item No	Project Includes
1	Lake Rehabilitation and management
2	Refurbishment and repair of existing historic building features on the site. Inc the pavilions, ticket office and historic lighting columns.
3	Boundaries and gateways - including restoration of fencing, entrance gates and wall work within the site.
4	Hard surfacing and resurfacing - estimated costs for the repair of existing footpaths to be kept and the construction of new footpaths and a new disabled and parent & child car parks.
5	Furniture/signage
6	Vegetation and arboriculture work.
7	Staff costs: Park Ranger x 10 years.
8	Ranger events programme
9	New Head Gardener

### **3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS**

Without full endorsement and approval the project will not be able to proceed to the Stage Two bid and the park restoration and improvement will not take place.

### **4 FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY/VAT)**

The total cost of the proposed scheme is estimated to be £4,257,200 and the proposed funding sources are:

<b><u>Funding</u></b>	<b>£</b>
<b><u>Capital Funding</u></b>	
NCC Tree Service Budget	20,000
NCC Area Capital Budget	10,000
Croquet Club	10,000
WREN funding (tbc)	50,000
Veolia funding (tbc)	50,000
UoN Grounds Maintenance	25,000
Highfields Leisure Park Trust	400,000
Highfields Leisure Park Trust - additional (tbc)	50,000
<b>Total Match Funding (Capital)</b>	<b>615,000</b>
<b>HLF grant request Capital</b>	<b>3,007,850</b>
<b>Total Capital Funding</b>	<b>3,622,850</b>

<b>Revenue Funding</b>	
UoN Lakeside events funding	346,500
NCC funding for Head Gardener	125,000
Additional Income (over 5 years)	50,000
Probation Service (in kind)	8,000
Volunteer time (in kind)	21,000
<b>Total Match Funding (Revenue)</b>	<b>550,500</b>
<b>HLF grant request revenue</b>	<b>83,850</b>
<b>Total Revenue Funding</b>	<b>634,350</b>
<b>Total Cost of Scheme</b>	<b>4,257,200</b>
<b>Total HLF contribution</b>	<b>3,091,700</b>
<b>Grant rate</b>	<b>72.62%</b>

The City Council contribution of £125,000 will be funded from the existing Parks & Open Spaces revenue budget over a 5 year period. In addition a further £50,000 of additional income can be generated over the same period to off set some of the revenue costs.

After the initial 5 year period the City Council will continue to fund the additional posts and the increase in maintenance costs totalling £50,000 pa. This can be funded by the increase in income of £10,000 pa and £40,000 will be met from the existing Parks & Open Spaces budget.

WREN and the Veolia grants have yet to be confirmed. The Probation Service and Volunteer time totalling £29,000 is an in kind contribution and their costs are included in section 2.10.

The capital programme needs amending to reflect the additional capital costs of this scheme.

## **5 RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS AND CRIME AND DISORDER ACT IMPLICATIONS)**

### **5.1 Legal Implications**

The proposals set out in the report raise no significant legal issues but regard will need to be had the terms and conditions attached to the individual funding sources.

The tender process for the restoration works should specify the type of contract to be entered into and also set out any special clauses required by the Council. The Corporate Procurement team will be able to provide detailed advice on the tender process.

### **5.2 Risk and Opportunity Management**

The main risk at this point is if the Heritage Lottery Bid is not successful. In order to reduce this risk a realistic project proposal has been designed and all fees and charges accounted for. In addition £400,000 of the match funding has already been secured and the remaining funding bids are both realistic and achievable.

### **5.3 Performance Management**

If the Stage Two submission is successful, workload planning will ensure that the preparation of the Stage Two bid is delivered by a cross departmental project team and therefore will not impact negatively on the rest of the Parks & Open Spaces Service.

### **5.4 Communications**

There will be several key stages through the project to link to a communications plan:

- Ongoing public consultation on the project make-up and to demonstrate support and need for the project - following the Stage Two bid.
- Result of the Stage Two bid.
- Construction on site will include a detailed communication plan to cover all the key stages of the build phase and help to inform park users re localised closures during the build phase e.g. the lake de-silting.

### **5.5 Crime and Disorder Act Implication**

The project will help to improve the security of buildings and to improve the visual appearance of the park. In addition the increased site based staff presence and increased park user will all help to provide a friendly reassurance and remove any low level fear of crime and disorder.

## **6 SOCIAL VALUE CONSIDERATIONS**

Social Value is central to the subject matter of this project. The proposals or use of the Lottery funding, if awarded, include:

- Encouraging healthy lifestyles and meeting community needs through aesthetic improvements, activities and events,
- Improvement of the local environment by resolving the lake silting problem
- Creating work placement and training opportunities for local people in the construction phase of the project.

These objectives will be integral considerations in any procurement processes and contracts awarded as a result of the funding.

## **7 REGARD TO THE NHS CONSTITUTION**

The project will help to improve the general facilities within the park, including paths and seating along with general aesthetic improvements. These improvements will encourage more people to participate in low level physical activity. The project with the support of the Park Ranger will target current non users and encourage people who are not currently active to participate in activities such as a walk around the park or a wide range of outdoor healthy lifestyle activities and events.

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

Has the equality impact been assessed?

- (a) not needed (report does not contain proposals for new or changing policies, services or functions, financial decisions or

decisions about implementation of policies development outside the Council)

(b) No

(c) Yes – Equality Impact Assessment attached

Due regard should be given to the equality implications identified in any attached EIA.

An EIA has been updated and is attached in **Appendix 3**.

This project has the potential to provide a number of opportunities to promote equality, for example, by making facilities more accessible; through diverse representation on the project steering group; by promoting the participation and involvement of service users and the wider community in the development of the park; and through the consideration of equality issues in the design and delivery stages of the project.

**9 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)**

None

**10 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT**

1. Highfields Park: Heritage Lottery Fund, Parks For People Restoration and Improvement Project: Stage Two Application. Trust and Charities Committee 30th May 2014.
2. Highfields Park: Heritage and Big Lottery Fund, Parks For People Restoration and Improvement Project: Stage One Application. Executive Board 17th July 2012.
3. Highfields Park: Heritage and Big Lottery Fund, Parks For People Restoration and Improvement Project: Stage One Application. Trust and Charities Committee 1<sup>st</sup> June 2012.
4. Highfields Park: Trust Release of Dowry Funds Trust and Charities Committee report 24<sup>th</sup> February 2012.
5. Highfields Park: Lottery Bid Expression of Interest and Delegated Authorities for Highfields Park and Harvey Hadden Stadium Trust and Charities Committee report 6<sup>th</sup> August 2011
6. Heritage Lottery Fund Parks for People introduction and help notes, 2010.
7. Highfields Park Master plan and Conservation Management Plan, FPCR, 2009.

**Appendix 1** contains plans of the key restoration projects and the revised master plan.

**Appendix 2** contains the most recent version of the MMP.



## Appendix 3 EIA

### 11 **OTHER COLLEAGUES WHO HAVE PROVIDED INPUT**

James Dymond Parks Development Manager

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**Name and brief description of proposal / policy / service being assessed**  
 Highfields Park: Heritage and Big Lottery Fund, Parks For People Restoration and Improvement Project: Stage Two Application.

**Information used to analyse the effects on equality**  
 The effects of the project on equality will be considered further as part of the future monitoring arrangements put in place if the stage 2 bid should be successful. A parks users group already exists for the site and GreenSTAT and satisfaction data exists that could be used to inform future management decisions along with the implementation and monitoring of the projects audience development plan and volunteer and training plan.  
 The project has been developed recognising IMD data relating to wards surrounding the site which will be reflected in any future project deliver and also references improved access opportunities with regard to the development of the tram network to service this area.

	<b>Could particularly benefit (X)</b>	<b>May adversely impact (X)</b>	<b>How different groups could be affected: Summary of impacts</b>	<b>Details of actions to reduce negative or increase positive impact (or why action not possible)</b>
People from different ethnic groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If successful with the Stage Two bid, the development of the project to the next stage will draw on experience gained from the successful HLF bid for the Forest Recreation Ground. There are a number of stakeholders, including community stakeholders, who will need to be consulted with throughout the planning and implementation of the project. The ongoing consultation with all users groups will be managed through the implementation of both a new access and audience development plan and new volunteer and training plans. The changes to the park will be fully communicated on regular basis as part of the communications plan. The restored Highfields Park will provide a welcoming, attractive, safe and secure, revitalised public park accessible to all. The Activity Plan and Communication Plan will be used to ensure that all communities and users have the opportunity to get involved in project and experience a wide range of activities and events that will be delivered by the new Park Ranger. The project will provide new opportunities for local people to receive training and volunteer opportunities.	Not required. If successful with the Stage Two bid full consideration will be given to the continued access and engagement with all users groups as part of the project's Activity Plan  New training and volunteer opportunities will be provided with the projects volunteer and training plan.
Men, women (including maternity/pregnancy impact), transgender people	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Disabled people or carers	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
People from different faith groups	<input type="checkbox"/>	<input type="checkbox"/>		
Lesbian, gay or bisexual people	<input type="checkbox"/>	<input type="checkbox"/>		
Older or younger people	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Other (e.g. marriage/civil partnership, looked after children, cohesion/good relations, vulnerable children/adults)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

**Outcome(s) of equality impact assessment:**

No major change needed  Adjust the policy  Adverse impact but continue  Stop and remove the policy/proposal

**Arrangements for future monitoring of equality impact of this proposal / policy / service:**

This EIA will be reviewed following the successful Stage Two bid and as part of annual review of the Activity Plan and Volunteer and Training Plan. **(by March 2015)**

**(by February 2012)**

Approved by (manager signature): Eddie Curry. Head of Parks & Open Spaces

Date sent to equality team for publishing: 24-04-14