

Acceptance of Heritage Lottery Fund grant funding for Coalhouse Fort

Report of: Councillor Victoria Holloway, Portfolio Holder for Environment

Wards and communities affected:

East Tilbury

Key Decision:

N/A

Accountable Head of Service: Karen Wheeler

Accountable Director: Steve Cox

This report is Public

Purpose of Report: To set out the background, relevant matters and the recommendations relating to the decision of the Portfolio Holder for Environment, recorded in form ED2, dated 12.02.14, to accept a Heritage Lottery Fund grant, together with the terms of the grant.

EXECUTIVE SUMMARY

The Council has been successful in securing external funding that enables a £1.2million programme of work to take place at Coalhouse Fort in East Tilbury. This programme includes a restoration of the toilet and information block in the Park to create a café space, new toilets and improved office facilities for Park staff. This will be further supported by access improvements within the Fort and be complemented by an education, volunteering and skills and training programme delivered by two grant funded posts for 2.5 years.

The Heritage Lottery Fund has offered £790,500 over a three year period, representing the majority of the overall funding package. The concept of the bid was agreed by cabinet as part of the Community Regeneration Strategy Implementation Plan in 2012.

As the level of grant expenditure will not exceed £500,000 in any one calendar year, the Director of Chief Executive Delivery Unit has delegated authority to take the decision to accept the grant, together with the grant conditions and has, in accordance with the Constitution (Paragraph 10.2 of Chapter 3, Part 4), referred the matter to the Cabinet Member for Environment for determination in order to demonstrate Member involvement in and support for the Coalhouse Fort project.

1. RECOMMENDATIONS:

That the Portfolio Holder:

- 1.1 determines to accept a grant in the amount of seven hundred and ninety thousand, five hundred pounds (£790,500), over three years, from the**

Heritage Lottery Fund, noting and endorsing acceptance of the terms of the HLF's standard grant and authorising acceptance of the HLF's additional grant conditions.

2. INTRODUCTION AND BACKGROUND:

- 2.1 In December 2013, the Council was successful in securing £790,500 from the Heritage Lottery Fund. This award followed £110,000 which was secured from the Veolia North Thames Trust earlier in the year. In combination with Council match funding and in-kind contributions, these awards enable a £1.2million capital and revenue programme to be delivered at Coalhouse Fort over the next 3 years. This involves a renovation of the toilet and information block (generator house) to create a café space, new toilet facilities and improved offices for the Park Ranger, with access improvements within the Fort. The project will also be underpinned by an education, volunteering and skills and training programme of activities to be delivered by a grant funded education officer and community development officer for 2.5 years.
- 2.2 Before funding can be unlocked and works begin, the Council is required to formally agree acceptance of the grant, together with the terms and conditions set out by the Heritage Lottery Fund for award of the grant. .

The Heritage Lottery Fund application process

- 2.3 For Heritage Lottery Fund grants over £100,000, there is a two-stage application process. If an application is successful at the first stage, the applicant is required to work up the project proposals as part of a development phase. The second stage application is based on the further development work undertaken and it is on this basis that the final project proposal is judged and any award made.
- 2.4 The first stage funding application for Coalhouse Fort was made in June 2012 in line with the Community Regeneration Strategy as approved by Cabinet in February 2012. This was for a scheme that concentrated on the existing toilet and information block estimated at approximately £500,000. This initial application was successful and a £22,000 development grant was awarded by the Heritage Lottery Fund in September 2012. This was accepted under delegated authority and used to fund development phase work.
- 2.5 The development phase commenced in November 2012 and culminated with the submission of the stage two applications in August 2013. Development work involved assembling a project team that included a conservation engineer and architect to develop the capital works element of the project, an education consultant to support its education elements, a community engagement consultant to undertake consultation with potential project stakeholders, and a café consultant to undertake a feasibility study for the intended café. The development process was monitored by the Heritage Lottery Fund who responded favourably to the recommendations and costings worked up by the project team that justified how a larger project would be more effective and have a greater impact in Thurrock. The opportunity to bid

for a larger grant was therefore evident and so the second stage application was submitted to this effect.

Need for an executive decision

- 2.6 The second stage application was successful and an award of £790,500 has been offered. As the size of this award was greater than that sought in the first stage application, the Heritage Lottery Fund has asked for evidence of the decision (or the decision of the relevant properly constituted committee, executive or authorised officer) authorising acceptance of the terms of grant, together with a statement containing specified information.

3. ISSUES, OPTIONS AND ANALYSIS OF OPTIONS:

- 3.1 The paper sets out the response required from the Council in order to evidence acceptance of the Heritage Lottery Fund grant, together with the terms and conditions and receive the funding.

4. REASONS FOR RECOMMENDATION:

- 4.1 By making an executive decision to accept the grant and the terms and conditions of the Heritage Lottery Fund, the Council will unlock £790,500 which will enable a £1.2million programme of work at Coalhouse Fort to go ahead. This project aligns with the Council's strategic objectives in relation to the environment, education, community and regeneration as embedded in the Community Strategy.

5. CONSULTATION (including Overview and Scrutiny, if applicable)

- 5.1 Several large stakeholder meetings have been held to date. and discussions have taken place within the Council, with community stakeholders linked to Coalhouse Fort and with the Heritage Lottery Fund.

6. IMPACT ON CORPORATE POLICIES, PRIORITIES, PERFORMANCE AND COMMUNITY IMPACT

- 6.1 The project will draw down grant funding that supports the delivery of the Council's environmental, education and community objectives and the overall direction of the Community Strategy.

7. IMPLICATIONS

7.1 Financial

Implications verified by: Mike Jones
Telephone and email: 01375 652 772 mxjones@thurrock.gov.uk

This grant provides the Council direct funding for one of its properties and staffing to support the development of longer term income. Match funding of £110,000 has been secured from the Veolia Trust. The Council's financial

contribution is £100,000 which was generated through income from the business centre in Tilbury which was committed during the phase 1 application in 2011-12, £10,000 per annum for three years which is within the existing Environment Strategy budget and a contingency allowance of £10,000 for the capital build programme which is reserved within the capital budget for Greengrid improvements for 2014-15. In addition the council is required to provide staff time for the management of the project delivery including the line management of the two project staff.

The conditions of the grant will require the maintenance of the HLF investment for 10 years. The project is design to generate income to fund the ongoing maintenance of the additional facilities above the current management arrangements for the site.

7.2 **Legal**

Implications verified by: Sheila Saunders (on behalf of Daniel Toohey)
Telephone and email: **Tel: 01375 65 2938; email: ssaunders@thurrock.gov.uk**

7.2.1 The Heritage Lottery Fund (“HLF”) grant award is subject to acceptance, by the Council, of: (i) the HLF’s Standard terms of grant, which were accepted at the stage when the declaration on the form of application was signed on behalf of the Council; and (ii) the HLF’s Additional Grant Conditions.

7.2.2 The ‘general power of competence’, introduced by the Localism Act 2011, gives local authorities ‘... power to do anything that individuals may do’ subject to any pre-commencement restrictions or any post-commencement restrictions which expressly apply to the general power of competence, to all of the authority’s powers or to all of the authority’s powers but with exceptions that do not include the general power.

7.2.3 Acceptance of the Grant from the HLF for the, intended, purpose falls within the general power of competence and is not subject to any, relevant, pre or post-commencement restrictions.

7.2.4 Whilst the grant will expire on 30 March 2017, the terms of the grant will continue for 25 years from 05 Dec 2013.

7.2.5 The terms of grant include obligations upon the Council:

7.2.5.1 to provide the HLF with a copy of the lease between the Council and the Trustees of the Coalhouse Fort Project (“the Tenant”) and to confirm, to the HLF, that the lease will not place the responsibility of carrying out the funded work(s) (whether in part or in whole) on the Tenant and that the cost of such works will not be reimbursed to the Council by way of any service charge payments under the said lease.

- 7.2.5.2 before commencing any capital work, to research the original access arrangements and review the floor levels within the different parts of the Generator building and the proposed access arrangements to ensure that appropriate and statutorily compliant access is available to the Generator building upon project completion.
- 7.2.5.3 to follow the conditions (if any) set out in the First-Round Pass Letter and Grant Notification Letter.
- 7.2.5.4 to ensure that, if the achievement of the purposes - for which the grant is given - involves buying goods or services, a tendering exercise is carried out in line with the requirements set out in the Programme Application guidance and in accordance with European procurement Regulations, if relevant.
- 7.2.5.5 to ensure that any Building contracts, which the Council lets, contain a clause which allows the Council to retain part of the contractors' fees on practical completion of the works.
- 7.2.6 The terms of grant contain provision for withdrawal or repayment of grant in certain, specified, circumstances.
- 7.2.7 The following documents define the project for which the grant is offered:
- 7.2.7.1 The HLF's Grant Notification Letter dated 05 Dec 2013;
The Council's application dated 31 July 2013
Documents submitted on behalf of the Council in support of the application
The following correspondence with attachments:
- Dated 30 October 2013 from Scott Sullivan to Roy Steele
 - Dated 6 November 2013 from Scott Sullivan to Sylvia Collier
 - Dated 11 November 2013 from Scott Sullivan to Sylvia Collier
 - Dated 26 November 2013 from Clare Lambert to Sylvia Collier
- 7.2.8 Employment: at the end of the 2.5 years, for which the Education Officer and the Community Development Officer will be employed, the termination of their employment will constitute a 'dismissal'. They will, then, be entitled to redundancy payments and to claim unfair dismissal.

7.3 **Diversity and Equality**

Implications verified by: **Rebecca Price**
Telephone and email: **01375 652 930**
reprice@thurrock.gov.uk

The programme includes a number of community activities which will have a positive impact on diversity and equality. The activity programme will undergo an EqlA as part of the permission to start process

7.4 Other implications (where significant) – i.e. Section 17, Risk Assessment, Health Impact Assessment, Sustainability, IT, Environmental

The Fort has experienced health and safety issues in the last 24 months and the physical improvements through the project should reduce the risk of future issues.

BACKGROUND PAPERS USED IN PREPARING THIS REPORT (include their location and identify whether any are exempt or protected by copyright):

- None

APPENDICES TO THIS REPORT:

- Heritage Lottery Fund standard terms of grant
- Grant notification letter including additional terms and conditions from the Heritage Lottery Fund

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