

North Tyneside Council Report to Cabinet Date: 13 August 2012

ITEM 6(h)

Title: Northumberland
Park – Heritage Lottery
Funding

Portfolio(s): Community Services and
Regulatory Services

Transport and Environment

Cabinet Member(s): Councillor George
Westwater

Councillor Ed
Hodson

Report from Directorate: Community Services

Report Author: Paul Gowans, Head of Cultural and Customer Services (Tel: 0191 6437401)

Wards affected: Riverside, Chirton, Preston, Tynemouth

PART 1

1.1 Purpose

The purpose of the report is to seek Cabinet's approval to accept the offer of grant funding from the Heritage Lottery Fund in support of the regeneration of Northumberland Park, North Shields, subject to the Fund's grant conditions, as outlined in this report.

1.2 Recommendation(s)

It is recommended that Cabinet:

- (1) Accept the offer of grant funding from the Heritage Lottery Fund as set out in Section 1.5.3, subject to the grant conditions set out at **Appendix 2** of the report.
- (2) Approve the provision of up to £2,076,181 capital funding from the Council's Capital Investment Programme to match fund the offer of grant from the Heritage Lottery Fund and note the use of £0.088m from capital contingencies to support this project.
- (3) Note the revenue implications for the Council in accepting the grant, as set out in Section 2.1 of the report, and the requirement for this to be incorporated into the Council Strategic Plan and Budget Setting process for 2013-2016.
- (4) Delegate authority to the Head of Cultural and Customer Services and Head of Regeneration, Development and Regulatory Services, in consultation with the Elected Mayor and Cabinet Member for Community Services and Regulatory Services, the Strategic Director of Finance and Resources and Head of Legal,

Governance and Commercial Services, to take all necessary or appropriate steps to procure, deliver and implement the Northumberland Park project as described in this report, in accordance with the Council's Constitution, Contract Standing Orders and Financial Regulations.

1.3 Forward plan

This report appears on the Forward Plan for 1 August to 30 November 2012.

1.4 Council plan and policy framework

This report follows the guiding principle of encouraging environmental sustainability as outlined in the 2012/15 Council Strategic Plan and relates to the following priorities:

Priority 2: Maintaining excellent education, training and employment opportunities, including apprenticeships and working in collaboration with partners.

Priority 4: introducing new income streams to maximise the benefits of our assets, not dispose of them forever.

The Excellent Parks project is a Mayoral priority

1.5 Information

1.5.1 Background

Northumberland Park was opened in 1885 in response to public need for leisure/recreation space in the area and as a job-creation scheme in a time of high unemployment. The land was donated by the Duke of Northumberland and is within the ownership of the Council.

The Park is a tranquil green space of around 12 hectares; it is situated in a dene and provides a diverse range of landscapes and wildlife habitats. It is a leafy green oasis sandwiched between the town of North Shields and Tynemouth Village.

Originally the Park provided a wide range of facilities including: the St Leonards Dene watercourse and bridge, a cottage, a bandstand, a park shelter, a pond and lake, a fountain and waterfall, aviaries, bowling greens and associated pavilions, glasshouses, statuary and urns, park furniture, extensive bedding and associated planting. A play park was added at a later date. Today the Park offers a more limited range of facilities and visitor experiences, and many of the original features have been lost or have substantially diminished.

The Park is well used and cherished by the local community, but suffers from the problems associated with many urban parks today, and the lack of public facilities to accommodate visitors' needs leads to the Park being used for only short visits by local users rather than longer trips from the wider area. The last two years has seen a significant increase in the Park's use and community involvement in its management and maintenance. This is as a direct result of community engagement activities which led to the development of the "New Friends of Northumberland Park", who are very active.

The Council's Green Space Strategy identifies the Park as requiring some investment to improve its appearance. This includes: providing better access and modern visitor facilities, restoring lost ornamental features, improving paths and definition, and looking at improving the watercourse and how the Park connects with the local environment which would attract a wider audience of users.

The Excellent Parks project is seeking to deliver these outcomes for North Tyneside as set out in "Health Parks, Healthy People, Healthy Communities", the Parks Strategy for North Tyneside.

1.5.2 Current position

On 13th September 2010 Cabinet approved the submission of a Stage 1 application to Heritage Lottery Fund for Northumberland Park. The application was successful and the Council was invited to develop a Stage 2 submission to Heritage Lottery Fund which was made on 28th February 2012.

The bid included a full design report, conservation management plan, a 10-year management and maintenance plan, an activity plan and a project cost plans, which were developed following an extensive programme of community engagement, details of which are set out in **Appendix 1**.

The aims of the Northumberland Park master plan are to:

- Restore lost features including views, historic planting, cast iron railings and gates, a band stand, a bridge, statuary and water features;
- Research the Park's medieval history in partnership with the local community through archaeological surveys and excavations;
- Provide essential new visitor facilities to support the Park's long-term future including a community pavilion to include toilets, a café and community room, a BMX woodland track and improved play area;
- Improve future management and maintenance of the Park by raising it to Green Flag standards, increasing levels of horticulture, protecting and improving ecological and biodiversity assets, and ensuring staff and volunteers are adequately trained to carry out their roles;
- Improve physical access to the Park and inform Park users about its unique history by restoring entrances, footpaths, providing signage and interpretation, making the Park more welcoming and providing a varied programme of events and activities;
- Address crime and disorder and issues of anti-social behaviour by implementing security measures and through active engagement with young people;
- Provide a "green pedestrian link" from Tynemouth metro to the Fish Quay; and
- Enhance the Park to meet the modern needs and the aspirations of local communities.

1.5.3 Funding Application Outcome

Heritage Lottery Fund have offered a grant of £2.272.m towards the three year capital project and the management and maintenance revenue costs. Acceptance of this grant would entail entering into a 10-year contract with Heritage Lottery Fund governed by standard terms of grant (see **Appendix 2**).

The proposed capital project works were informed by a Conservation Plan and involve a full scheme of restoration, as well as the introduction of new features that enable the Park to function better as a public space.

The approved scheme of works includes:

- Restoring the parks, main entrances – reinstating sandstone gate piers and cast iron railings and gates to original patterns;
- A major programme of woodland management to improve not only the diversity of the tree canopy but also the biodiversity of the Park;
- Reinstatement of the watercourse to St Leonards Dene, restoration of the ravine, including rebuilding the rustic footbridge across the dene, to address accessibility issue adjacent to the pets cemetery;
- Restoration of the lake to improve its setting, waterflow and quality by the creation of a wetland reed bed, reinstatement of a waterfall from the lake and restoration of the rill;
- Reinstatement of the prominence of horticulture within the Park including formal bedding, recreating historic floral planting, exotic shrub planting, new wave perennial planting to reinterpret the original Italianate style bedding and fern planting within the rock outcrops;
- Creation of a high quality, community pavilion on the footprint of the original public glasshouse, to include: café, toilets, community meeting room, volunteer and staff accommodation, interpretation and exhibition materials;
- Improvements to bowls provision within the Park;
- Creation of park staff, utility and composting area;
- Re-establishment of the bandstand to provide events space;
- Reconfiguration of the existing play site;
- Archaeological investigation of the remains of St Leonards Hospital to further inform the history of the site and provide interpretation of the building as part of a second Community Archaeological Project;
- Installation of historically accurate street furniture, informed by historic images and relics on site;
- Integration of the former Whitley Tyne Waggonway path into the Park, improving access to Tynemouth Station, and consolidating elements of industrial archaeology; and
- Improvements to footpaths, steps and handrails to create easier access for all.

A brief is currently being prepared for a proposed tendering process to procure an experienced external design team to complete the design works. This will allow work to start on site in late 2012.

This will be a three-year capital project delivered by Kier North Tyneside Limited, the Council's EU procurement compliant housing repair and construction partner with cost control being undertaken by an independent quantity surveyor, conversant in Heritage Lottery Fund schemes. Completion of capital works is expected in late 2015.

1.6 Decision options:

Option 1

That Cabinet:

- (1) Accept the offer of grant and associated conditions from the Heritage Lottery Fund as set out in **Appendix 2** of the report.
- (2) Approve the provision of up to £2,076,181 capital funding from the Council's Capital Investment programme to match fund the offer of grant from the Heritage Lottery Fund.
- (3) Note the revenue implications for the Council in accepting the grant, as set out in Section 2.1 of the report, and the requirement for this to be incorporated into the service and spending review process for 2013-2023.
- (4) Authorise the Head of Cultural and Customer Services and Head of Regeneration, Development and Regulatory Services in consultation with the Elected Mayor and Cabinet Member for Community and Regulatory Services, the Strategic Director of Finance and Resources and Head of Legal, Governance and Commercial Services to undertake all necessary actions to procure and implement the project.

Option 2

That Cabinet reject the grant offer and that the Council not invest in the restoration of the Park.

Option 3

That Cabinet reject the grant offer and instruct Officers to explore other options to restore the Park.

It is recommended that Option 1 is approved.

1.7 Reasons for recommended options

Acceptance of the Heritage Lottery Fund grant will provide the Council with the level of resources required to take forward the project as planned. Heritage Lottery Fund projects also attract additional publicity, both regionally and nationally. This would bring about the much-needed regeneration of useful community green space, promoting health and well-being of residents. The revitalised Park would act as a valued green space and link from Tynemouth Metro Station to the Fish Quay thereby encouraging wider regeneration and investment.

1.8 Appendices:

Appendix 1: List of all community consultation and engagement activities/events.

Appendix 2: Heritage Lottery Fund grant offer letter and standard conditions of grant.

Appendix 3: Green Flag criteria.

1.9 Contact officers:

Jerry Dronsfield – Group Manager – Parks. Tel: (0191) 6437432.
Mark Robson, Regeneration Project Manager. Tel: (0191) 6436422.
Tabitha Falcus – External Funding Team Manager. Tel: (0191) 6436413.
Alison Campbell, Senior Finance Business Manager. Tel: (0191) 6437038.

1.10 Background information:

- Plans of the approved scheme of works (which will be on display at the Cabinet meeting for the information of Members);
- Briefing Note to Strategic Investment Group on 24 August 2009 – 4 Refurbished Parks;
- Report to Cabinet on 13th September 2010 - Stage 1 Heritage Lottery Fund Grant Offer for Northumberland Park; and
- Healthy Parks, Healthy People, Healthy Communities. A Parks Strategy for North Tyneside 2011 -2021.

PART 2 – COMPLIANCE WITH PRINCIPLES OF DECISION MAKING

2.1 Finance and other resources

Northumberland Park

Capital:

Council capital Excellent Parks	£2,076,181
Other external funding to be confirmed	£45,000
Heritage Lottery Fund	£1,694,297
Total Contribution to capital Costs	£3,815,478

The Parks and Allotments Service and Council's External Funding Team are actively working to secure grant aid of £45,000.

If the Council was unsuccessful in securing some or all of the £45k assumed additional external funding, provision could be made from the existing 'Excellent Parks' capital budgets but this would mean the reprioritisation of other Excellent Parks schemes.

The costs have increased from the initial figures prepared as part of Stage 1 because of the inclusion of additional archaeological works required due to the extremely successful dig done at Stage 1 which has attracted some additional grant from HLF. It is proposed that the £88k additional costs be funded from capital contingencies to minimise any impact on the remaining Excellent Parks projects.

Revenue:

The increased revenue costs required for years 1 -10 to improve the management and maintenance of the Park are £1,343,313. Of this, HLF will contribute £578,303. The

remaining revenue requirement of £76,500 per year will be included as a permanent growth proposal in the 2013/14 budget setting process.

2.2 Legal

In order to progress the scheme the Council will be required to enter into a grant funding agreement with Heritage Lottery Fund. Under the grant funding agreement the Council must fulfil certain obligations for the full 10-year duration of the project. Failure to fulfil the obligations may result in the clawback of the grant payment. The grant conditions are similar to other Heritage Lottery Fund schemes that North Tyneside Council is already committed to. It may in future be necessary to grant a form of security (such as a charge or a restriction) to the Heritage Lottery Fund if the grant conditions so require.

The Heritage Lottery Fund grant conditions are included at **Appendix 2**.

One condition of grant specific to the Parks for People grant programme is a requirement for the Council to enter into a 10-year contract to provide management and maintenance of the Parks to Green Flag standards. The Green Flag framework detailing the 8 criteria associated with the standard, and narrative as to how these would be achieved in respect of Northumberland Park, are set out in **Appendix 3**. Currently three of the borough's Parks are accredited to Green Flag standards. To deliver the management and maintenance plan uplift in current staffing and maintenance regimes is required.

It has been agreed with Heritage Lottery Fund that the Council's recently procured construction partner Kier North Tyneside Limited will deliver the capital works, with the design work being undertaken by external consultants that are experienced in delivering Heritage Lottery-funded Parks. These external consultants will be procured according to the Council's Standing Orders and EU procurement rules. The scope of works envisaged fall within the exclusivity of Kier and therefore the necessary approval procedure should be undertaken. Should Kier not provide value for money, a procurement exercise would be undertaken in compliance with EU procurement rules and Contract Standing Orders.

Usual title investigation of the sites will be carried out to facilitate the proposed works.

2.3 Consultation/community engagement

2.3.1 Extensive consultation and engagement has been undertaken with residents, park users and other stakeholders since 2009.

A Project Board has met since July 2009. The Board comprises representatives from the community, New Friends of Northumberland Park, and Park users as well as elected members and Council officers. The Board meets on a bi-monthly basis and has been instrumental in steering the project's direction and shaping its content.

A briefing was provided to elected members regarding the proposals in December 2010 and a presentation was provided to the Environment and Culture sub committee in March 2012.

Consultation with the local communities has been extensive; many engagement sessions have been held during park events and in local Council facilities. The “New Friends of Northumberland Park” have worked closely with officers since the group’s inception and numerous community groups have been actively involved in audits, surveys and the provision of feedback.

A full list of the activities and events is included at **Appendix 1.**

2.5 Human rights

An access audit involving the local community has been undertaken and the findings have informed the masterplan designs to ensure the barriers to access are appropriately addressed. Such measures will include: handrails, reduced path gradients, a guide for disabled users and improved signage

2.6 Equalities and diversity

An Equality Impact Assessment has been completed.

2.7 Risk management

A full risk assessment for both construction and operational phases was produced as part of the Heritage Lottery Fund application. Actions to mitigate identified risks were developed and are being implemented.

2.8 Crime and disorder

The Park currently suffers from some crime and disorder, and anti-social behaviour issues. However, the presence of a Park Warden and continued work with Northumbria Police has seen a recent reduction in reported crime incidents in the Park. This is expected to continue with the increase in Park staffing and the introduction of CCTV and other security measures as part of the capital works. The Park designs have taken into account current and previous issues with a view to designing out crime and vandalism, and the design considerations are expected to alleviate current problems and minimise future incidents.

2.9 Environment and sustainability

The design principles associated with the project have embraced the sensitivities which relate to the environment and biodiversity of the Park., Appropriate mitigation measures will be taken.

The site is a Strategic Wildlife Corridor and as such, all proposed works have been given careful consideration within this context. Bat surveys and biodiversity audits have been conducted to assist in minimising disruption. As part of the final design development, risk assessments and mitigation measures will be put in place that will be implemented during the construction phase. These include tree planting, diversity of planting, introduction of bird and bat boxes and improvement of watercourses to encourage protected species.

The community pavilion will incorporate a number of elements to provide an elevated environmental performance. There is expected to be an overall increase in energy

consumption as a consequence of buildings and public lighting. However, this will be mitigated by the use of energy efficient systems and the incorporation of new technologies including timer capabilities for lighting.

PART 3 - SIGN OFF

- Strategic Director(s)

- Mayor/Cabinet Member(s)

- Chief Finance Officer

- Monitoring Officer

- Strategic Manager for Policy and Partnerships

- Chief Executive

COMMUNITY CONSULTATION AND ENGAGEMENT

Information below outlines the full programme of community / member consultation / engagement, project board involvement.

Northumberland Park Project Board

The Board was set up in 2009 and meets bi-monthly to discuss/review/take forward the project. Each main political group has representation, the dates of each meeting have not been listed, previous minutes of each meeting are available from Jerry Dronsfield.

Northumberland Park Officer Working Group

This group met monthly and were key officers involved in the project and were chaired by Tabitha Falcus. The group met to drive forward the Stage 2 application and discuss areas from bid preparation, community consultation, capital works, etc. Previous minutes are available from Sarah Owen.

Elected Members

Elected members were briefed regarding the proposals in December 2010 by Jerry Dronsfield/Tabitha Falcus and a presentation was provided in March 2012 to the Environment and Culture sub committee.

Cabinet

Stage 1 Cabinet approval. The stage 1 approval meeting was attended by Paul Gowans, Jerry Dronsfield and Tabitha Falcus – approvals granted.

Consultation to date

Below is a list of the consultation that has happened to date for Northumberland Park:

Dates	Lead Officer	Activity/Event/Meeting
March 2009	Tabitha Falcus/ Sarah Owen	Have your Say - First engagement session held at the Bowling Pavilion. Over 40 surveys completed. The event was advertised in the local press, poster displays in key venues, local community organisations/ organisations sent letters and a leaflet drop to over 500 homes surrounding the Park. The event went very well and many attended. The information received from this event was used to inform the draft proposals. The majority of attendees were adults.
July 2009	Tabitha Falcus / Sarah Owen	Family Fun Day held at the playsite. Excellent turn out. Lots of families turned up and enjoyed the activities and children and young people put over 100 wishes on our tree. Over 50 surveys were completed.

August 2009	Tabitha Falcus/ Sarah Owen	Fun Day ("Back the Bid") - This event celebrated the submission of the Stage one bid and allowed the community to see the Stage one proposals.
December 2009	Tabitha Falcus	Central Library display - Stage one proposals and masterplan displayed in central library and the community given the opportunity to see plans, hear about the scheme and give comments.
Spring/ Summer 2010	Tabitha Falcus	Meeting with Coalition of Disabled People to arrange involvement and discuss their undertaking an Access Audit of the Park.
Summer 2010	Lisa Beck / Jerry Dronsfield	125 th Anniversary Family Fun Day Exhibition of plans and community consultation.
	Pixie Beattie	Visitor Count / Park User Surveys
	Lisa Beck	Friends of Northumberland Park Meeting (x2)
	Lisa Beck / Pixie Beattie	Safety Audit Walks with Northumbria Police
September 2010	Sarah Owen / Lisa Beck	Meeting with local high school (Marden High) to discuss their involvement in the project and events/activities they could participate in.
September / October 2010	Lisa Beck / Sarah Owen	Meeting with the King Edwards Pupils Gardening Club to discuss Park project and their involvement.
	Lisa Beck / Tabitha Falcus	Friends of Northumberland Park meetings
December 2010	Lisa Beck / Sarah Owen	Meeting with Linskill Park Extra Care Scheme residents to outline project and how they can become involved.
December 2010	Jerry Dronsfield / Tabitha Falcus	Ward Members briefing – Presentation provided
January 2011	Sarah Owen	Meeting with Joan Bloamfield, Deputy Head to discuss Marden students completing a film to accompany Stage 2 submission.
January 2011	Lynn Dempsey	Access Audit carried out with Marden High Students.
February 2011	Sarah Owen	Access Audit carried out with King Edwards Primary school children
February 2011	Sarah Owen / Pixie Beattie	Access Audit carried out with Bowling Clubs from the Park.

February 2011	Lynn Dempsey	Access Audit carried out with Older Peoples Forum / New Friends of Northumberland Park
Throughout Jan to March	Tabitha Falcus / Lynn Dempsey	Meetings with New Friends of Northumberland Park Group (Various days/evenings)
8 th February 2011	Fiona Betts – Jerry Dronsfield Lisa Beck Pixie Beattie Tabitha Falcus	New Friends of Northumberland Park Management Group
March 2011	Tabitha Falcus / Lynn Dempsey	Public Community Archaeology Talk – held at Linskill Centre and attended by 205 people.
29 th March 2011	Tabitha Falcus	New Friends of Northumberland Park Management Group
March 2011	Pixie Beattie	Visitor Count
March / April 2011	Pixie Beattie Fiona Betts	Access Audit with local nursery/parents/families.
April 2011	Sarah Owen / Lynn Dempsey	Access Audit discussion with Linskill Park Residents and semi-audit carried out.
April / May 2011	Sarah Owen	Visit local schools to discuss their involvement with the project and how they could use the Park to learn.
May 2011	Sarah Owen / Lynn Dempsey / Pixie Beattie / Fiona Betts	Tour and audit with residents from Linskill Park Extra Care Scheme in the Park.
Jan – May 2011	Ian McKee	Access Audit by Coalition of Disabled People (delayed due to the bad weather)
May to June 2011	Tabitha Falcus	Interpretation Strategy written for Park based on findings from public surveys and community planning days
May to June 2011	Tabitha Falcus	Audience Development Plan written based on findings of public surveys and community planning days
May to June 2011	Sarah Owen	Education and Training Plan written based on findings from meetings with schools and education providers
9 th June 2011	Jerry Dronsfield	New Friends of Northumberland Park Annual General Meeting – project presentation

July 2011	Sarah Owen	Tynemouth Library Consultation Displays and consultation in library re Park regeneration.
July 2011	Tabitha Falcus	Central Library displays and consultation in library re Park regeneration.
August 2011	Lynn Dempsey	Beacon Centre displays, surveys and consultation in centre re Park regeneration.
16 th August 2011	Jerry Dronsfield Lynn Dempsey	New Friends of Northumberland Park Management Group
17 August 2011	Tabitha Falcus	Pirates in the Park display stands, surveys and consultation at Pirates in the Park event re Park regeneration.
10 September 2011	Sarah Owen / Lynn Dempsey	Annual Summer Dog Oscars - Final consultation event before submission of Stage Two Parks for People HLF Bid
27 th September 2011	Fiona Betts Mark Robson Lynn Dempsey	New Friends of Northumberland Park Management Group
10 th January 2012	Jerry Dronsfield Pixie Beattie Fiona Betts	New Friends of Northumberland Park Community Forum
28 th February 2012	Pixie Beattie Lynn Dempsey	New Friends of Northumberland Park Management Group
21 st March 2012	Paul Gowans Jerry Dronsfield	Environment and Culture sub committee
17 th April 2012	Jerry Dronsfield	New Friends of Northumberland Park Management Group
10 th July 2012	Jerry Dronsfield	New Friends of Northumberland Park Annual General Meeting – project presentation

Web Pages

Web pages designed and uploaded to NTC website for Northumberland Park. Similar to Wallsend Parks set up. This will allow further engagement/consultation with the community. Need to ensure HLF progress is recorded and updated to fulfil their monitoring requirements. We can also provide feedback opportunity for visitors to website re the Park.

Community Archaeology

At least 30 volunteers were actively involved in the initial archaeological investigation. The project was led by the County Archaeologist, volunteers were appropriately trained and a full archaeological assessment was the outcome.

GRANT OFFER LETTER & CONDITIONS OF GRANT

Northumberland Park

We have decided to award you a grant of up to £2,272,600 (Two Million Two Hundred and Seventy Two Thousand, Six Hundred Pounds) (43% of the total eligible project cost of £5,230,007.00) towards your project to preserve the unique history of Northumberland Park through an extensive programme of restoration, community engagement and learning. More specifically, we will monitor your progress against the following:

Approved Purposes

- To restore the park to its former glory by opening up views, managing the woodland, recreating formal bedding displays that the park was famous for and reinstating lost and degraded features
- To improve physical access to the park by restoring entrances and original footpaths, providing better signage and making the park more welcoming
- To improve intellectual access to the park's unique heritage by interpretation of the historic elements through a range of media, work with local schools and community groups and archaeological surveys and excavations
- To increase visitor numbers to the park through provision of a range of events and activities
- To encourage local people to get more involved in the park through a range of formal and informal volunteer and learning opportunities
- To raise the management and maintenance of the park to Green Flag standards
- To ensure both staff and volunteers are skilled to perform their role by providing appropriate training and skills development
- To deter anti-social behaviour, vandalism and youth disorder in the park, through improved partnership working with Northumbria Police and through active engagement with young people
- To better promote and publicise the park as part of a comprehensive and co-ordinated marketing campaign for North Tyneside's Excellent Parks initiative

Part 1 – How we will work with you

Delivering your project

You will need to deliver your project in line with the proposals set out in your application. We will contact you to arrange a start-up discussion, when we will agree a timetable for progress reporting and grant payment requests.

We will appoint an external monitor to carry out project management monitoring of your delivery phase on our behalf. We will let you know their name and responsibilities when they are appointed. They will become your main point of contact with HLF during your delivery phase.

Part 2 – The legal section

Grantee: North Tyneside Metropolitan Borough Council

Address: Quadrant
The Silverlink North
Cobalt Business Park
Tyne and Wear
NE27 0BY

Project Reference Number: PP-09-07461

Grant

The attached appendix 1 sets out the principal elements of the approved purposes to which the Heritage Lottery Fund (HLF) has agreed to contribute along with anticipated partnership funding.

Please be aware that if you spend less on your delivery project than the approved project budget, we will reduce the final grant payable. Any reduction will be in proportion to HLF's grant contribution.

Standard terms of grant

We will pay you the grant subject to you complying with our standard terms of grant which formed part of your application; the additional grant conditions (if any) set out below; and with the conditions and requirements set out in 'Managing your grant'.

Additional grant conditions

In addition to our standard terms of grant, you must observe the following additional conditions in respect of the Project:

Our standard terms of grant shall be deemed to be varied to include a definition of the Green Flag Award as follows:

Green Flag Award - means the scheme which sets the benchmark national standard for parks and gardens in the UK and any scheme of a similar nature replacing it'

In all other respects our standard terms of grant remain in full force and effect.

Grant expiry date

You must complete the approved purposes by 31 August 2017

Duration of the terms of grant

The standard terms of grant and the additional grant conditions (if any) will last for 25 years from the date of this letter.

The following documents define the project for which the grant is offered:

1. This letter
2. Your application dated 24 February 2012
3. Documents submitted by you in support of your application including:
 - Northumberland Park Activity Plan
 - Northumberland Park 10-Year Management and Maintenance Plan
 - Conservation Management Plan, Northumberland Park, North Shields dated February 2012
 - Northumberland Park Restoration Project Drawing Packages for Projects 0.0–27.0 (Pick Everard Gillespies)

Withdrawal of the grant

We may withdraw the grant if:

- You have already started work on the delivery phase before we have given you our permission to do so, in accordance with the standard terms of grant.
- You do not start work on the delivery phase within 12 months of the date of this letter.

Parks for People - Standard terms of grant

Definitions:

- **‘we’, ‘us’, ‘our’** – the Trustees of the National Heritage Memorial Fund (who administer the Heritage Lottery Fund).
 - **‘you’, ‘your’** – the organisation(s) awarded the Grant as set out in the Grant Notification Letter.
 - **Application** – any documents or information you send us to support your request for a grant, or submit to us from your Development Work.
 - **Approved Purposes** – the purposes for which you applied for a grant and how you intend to carry out those purposes as set out in your Application, but taking account of any changes we and you agree in writing, or that are required by us at any time before we release any of the Grant. These purposes include you getting and using partnership funding as set out in your Application.
 - **Approved Usage** – how you said you would use the Property in your Application (allowing for any changes that we may have agreed up to the release of any of the Grant).
 - **Development Work** – the production of documents, designs and plans, the provision of information, and the taking of other preliminary steps in the development of the Project between the first and second rounds.
 - **First-Round Pass Letter** - our letter confirming that you can proceed to the second round and identifying any Development Work required to enable you to submit a second-round application for a grant from us to support your Project.
 - **Grant** – the amount set out in the Grant Notification Letter.
 - **Grant Expiry Date** – the date by which you must achieve the Approved Purposes as set out in the Grant Notification Letter.
 - **Grant Notification Letter** – our letter confirming our Grant award to you.
 - **‘Managing your grant’** – the documents we publish to guide you and regulate the conduct of the Approved Purposes, insurance, publicity, how we pay the Grant, how we recover the Grant, Project monitoring and changes to the Grant.
 - **Project** – the project referred to in your Application that consists of, or includes, the Approved Purposes.
 - **Property** – any property that you buy, receive or restore, or property that is otherwise funded by the Grant including intellectual property rights and any documents that you produce or order as part of the Approved Purposes.
- 1 You must use the Grant only for the Approved Purposes, unless you get our approval beforehand.

- 2 You must achieve the Approved Purposes by the Grant Expiry Date.
- 2 You must use the Property, or allow it to be used, only for the Approved Usage.
- 4 As well as these terms of grant, you must follow the conditions (if any) set out in the Grant Notification Letter and meet the conditions and requirements set out in 'Managing your grant'.
- 5 You must carry out the Approved Purposes in line with current best practice and to a standard that is appropriate to a project of importance to the national heritage.
- 6 You must not start work to achieve the Approved Purposes without our approval beforehand.
- 7 You must send us, in line with our instructions, the information we ask for in 'Managing your grant'.
- 8 You must give us any financial or other information and records we may need from time to time on the Grant, the Property, the Approved Purposes (and achieving them) and the Approved Usage.
- 9 You must allow us (or anyone we authorise) to have any access we may need to:
 - a inspect the Property and any work to it;
 - b monitor the conduct and progress of the Approved Purposes; and
 - c monitor the Approved Usage.
- 10 If we (or anyone we authorise) make any recommendations on the matters set out in paragraph 9, you must take those recommendations into account when meeting your obligations to us.
- 11 You must take appropriate steps to monitor your own success in achieving the Approved Purposes and in using the Property for the Approved Usage.
- 12 Before you start any phase of the work needed to achieve the Approved Purposes, you must put in place all necessary contracts with contractors and professional advisers to allow you to finish that phase of the work. Each contract must be on terms that an employer with appropriate experience would enter into with contractors and professional advisers to provide similar work or services for projects of the same size, value, complexity and importance as the Approved Purposes. Building contracts must contain a clause which allows you to withhold part of the contractors' fees on practical completion of the works. If you want any contracts to be on different terms, you must get our approval beforehand.
- 13 If the Approved Purposes involve buying goods or services or getting work done, you must carry out a tendering exercise in line with the requirements set out in 'Managing your grant'.

- 14 You must continue to own the Property and keep exclusive control over what happens to it. You must not sell, let or otherwise part with it or any interest in it, or give any rights over it to anyone else (or take any steps to do so) without our approval beforehand. If we give you our approval, it may depend on any of the following requirements:
 - a That you pay us a share of the net proceeds of selling or letting the Property (we will work out the share in line with the guidelines set out in 'Managing your grant').
 - b That you sell or let the Property at its full market value.
 - c Any other conditions we think fit.
- 15
 - a Following completion of the capital works needed to achieve the Approved Purposes, you must maintain the Property in good repair and condition.
 - b You must apply for a Green Flag Award for the Property in the year immediately following completion of the capital works needed to achieve the Approved Purposes. After that you must take all steps necessary to retain the Green Flag Award for at least the next six years.
 - c When requested, you must send us written confirmation of the Green Flag Award relating to the Property for the then current year.
 - d If a Green Flag Award is not yet available in your country, in the year following completion of the capital works needed to achieve the Approved Purposes and in each of the next six years you must, when requested, confirm to us in writing that the Property has reached and maintained the quality management standards required to achieve the Green Flag Award status adopted in other parts of the United Kingdom.
- 16 You must insure the Property to the standard set out in (and use any proceeds of the insurance in line with) 'Managing your grant'.
- 17 You must keep any objects or fixtures that form part of the Property in a physically secure and appropriate environment.
- 18 You must tell us, in writing, within five working days about any significant loss or damage to the Property.
- 19 You must arrange for the general public to have appropriate access to the Property. You must make sure that no person is unreasonably denied access to the Property.
- 20 Before we make any public announcement of the Grant, you must not issue any public statement, press release or other publicity in relation to the Grant or which refers to us, other than in a form we have approved beforehand.
- 21 Once we have announced the Grant, you must acknowledge the Grant publicly in line with the requirements set out in 'Managing your grant' and our 'How to

acknowledge your Grant' booklet. You must fulfil the minimum requirements as set out for the kind of project you are running. You must also provide us with photographs or transparencies or high resolution digital images in electronic format of your Project and meet any other acknowledgements or publicity requirements we may tell you about from time to time.

- 22 You give us the right to use the photographs, transparencies or digital images you send us. You must get any permission you need for you and us to use the photographs, transparencies or digital images before you send them to us or before you use them.
- 23 We may make the purpose and amount of the Grant public in whatever way we think fit.
- 24 We will, up to the Grant Expiry Date, pay you the Grant or any instalment of it in line with these terms of grant and the procedures and terms set out in 'Managing your grant' as long as:
 - a the National Lottery continues to operate under the National Lottery etc. Act 1993 (as amended from time to time), and enough funds are made available to us under the Act; and
 - b we are satisfied that you are achieving (and will continue to achieve) or have achieved the Approved Purposes in line with these terms of grant and that you are spending the Grant in proportion to any other funds you receive from other sources for the Approved Purposes.
- 25 You acknowledge that the Grant is the total amount of funds we will provide and will not be increased as the result of you overspending or for any other reason.
- 26 You must repay to us immediately any Grant that we have paid you (and we will stop any future instalments of the Grant) if:
 - a you no longer operate, or you are declared bankrupt or placed into receivership or liquidation;
 - b you have, in our opinion, given us fraudulent, incorrect or misleading information;
 - c you have acted negligently in any significant matter or fraudulently in connection with the Approved Purposes or the Approved Usage;
 - d any competent authority directs the repayment of the Grant;
 - e there is a significant change in your status;
 - f you knowingly withhold information that is relevant to the content of your Application; or
 - g You fail to keep to any of these terms of grant.
- 27 We may decide not to ask you to repay the Grant (or any part of it as we think

fit) for the reasons set out in 'Managing your grant' but it is for us to decide whether one of those reasons applies, or not.

28 If you achieve the Approved Purposes without spending the full amount of the Grant, you must pay back the part of the Grant you have not spent. We will treat you as spending the Grant in proportion to other funds you were due to receive from other sources for the Approved Purposes.

29 **[This paragraph is only applicable if you are a local authority]**

- a Within 28 days of the date of the Grant Notification Letter, you must send us a certified copy (signed to confirm it is a true copy) of the document recording your decision (or the decision of the relevant properly constituted committee, executive or authorised officer) authorising you to accept these terms of grant, together with a statement containing the information set out in paragraph b below.
- b The statement must include the following information.
 - The power (statutory or otherwise) you have and which you have used to accept these terms of grant.
 - An extract of that part of your policy framework under which you have accepted these terms of grant
 - The executive arrangements under which your decision to accept these terms of grant was made.
 - The considerations that you took into account in using the powers and the procedure under which any consultation took place and the decision was made.
 - The authority under which the Declaration forming part of the Application has been signed on your behalf.
- c Without affecting paragraph 32 you must (if we think it is necessary) confirm your decision in whatever way we direct. Within seven days of confirming, you must send us evidence of this.
- d We may withdraw the Grant (after considering the matters referred to in paragraphs 29a and 29b) if we are not satisfied that these terms of grant are valid and binding on you.
- e Within 21 days of sending us the document and information needed under paragraph 29a (or evidence of the confirmation of the decision in line with paragraph 29c), we may ask that you get the written opinion of a barrister, in a form satisfactory to us, asking for his or her opinion on whether:
 - the powers you are relying on in accepting these terms of grant do allow you to enter into these arrangements

- you have followed correctly all procedural requirements in using those powers and have acted in a reasonable and proper way; and
- you have taken account of only, and all, relevant considerations in using those powers.

You must send us the barrister's opinion and make sure that it is addressed to us as well as to you. You must also make sure that the barrister confirms we may rely on his or her opinion for our own purposes.

- f You acknowledge that neither any documents or information that you send us, nor the fact that we may then have paid you part of the Grant, will affect our right to rely on the promise in paragraph g below.
- g You promise that:
- you have the authority to accept these terms of grant;
 - in using that authority you have acted in good faith, in a reasonable and proper way, for a proper purpose, without breaking any procedural requirement and in considering only (and all) relevant considerations; and
 - your decision to accept these terms of grant is one that any reasonable local authority (applying the laws that are relevant to it) could have reached.
- 30 If you sell or otherwise part with all or part of the Property without our permission under paragraph 14, or you receive money in some other way as a result of you not following these terms of grant, you may have to pay us immediately a share of the net proceeds (we will work out the share in line with the guidelines in 'Managing your grant') if that share is more than the amount we would otherwise be entitled to under paragraph 26.
- 31 You may not, and must not claim to, transfer the Grant or any rights under these terms of grant.
- 32 You must take all steps and sign and date any documents as may be necessary to carry out your obligations under these terms of grant and to give us the rights granted to us under them.
- 33 If there is more than one of you, any liability under these terms of grant will apply to you all together and separately.
- 34 We may rely on any of our rights under these terms of grant at any time, even if we do not always choose to do so immediately. If we decide not to rely on one right, we may still rely on any of our other rights under these terms of grant.
- 35 If you need our approval for anything, you must write to us to ask for it. You may only rely on any approval needed under these terms of grant if we (or anyone we authorise) give it to you in writing.

- 36 Any notice, request or other document we or you send to each other under these terms of grant must be delivered or sent by post to the addresses in the Grant Notification Letter, or to any other addresses we may specify.
- 37 Any documents you need to send us under these terms of grant are for our own purposes only. If we approve or accept any documents, this does not mean that we have approved or accepted them for any other purpose.
- 38 These terms of grant will last for the period set out in the Grant Notification Letter.
- 39 These terms of grant cannot be enforced by anybody other than you or us.
- 40 The First-Round Pass Letter might offer to provide you with funding for Development Work. If it does this, then the numbered terms of grant set out above will also apply to that funding but with the following changes:
 - a. When they refer to “Approved Purposes” this means your Development Work.
 - b. When they refer to “Approved Usage” this means you using the product of the Development work to further the Project.
 - c. When they refer to a “Grant Expiry Date” this is the date set out in the First-Round Pass Letter by which you must complete the Development Work.
 - d. When they refer to “Grant” this means the amount of funding for the Development Work set out in the First-Round Pass Letter.
 - e. When paragraphs 4, 37 and 39 refer to the “Grant Notification Letter” this means the First-Round Pass Letter.
 - f. Paragraphs 9a, 9c, 15, 16, 17, and 29 will not apply.

GREEN FLAG FRAMEWORK

The Green Flag Award scheme is the national standard for Parks and open spaces. The eight criteria, which make up the award reflect the key factors that represent a well maintained space and are widely accepted as a standard set of indicators by which to assess open spaces.

The eight criteria are as follows:

- **A Welcoming Place** – the overall impression for anyone approaching or entering the Park should be positive and inviting.
- **Healthy, Safe and Secure** – the Park must be a secure, safe and healthy venue for all users, including staff.
- **Clean and Well Maintained** – for health and safety reasons, as well as appearance, the Park must be clean and well maintained.
- **Sustainability** – the practices and techniques used in managing the Park must be environmentally sound and contribute to bio-diversity.
- **Conservation and Heritage** – a high priority will be the conservation and management of the natural, built and social heritage of the Park.
- **Community Involvement** – Members of the local community, residents of North Tyneside and Park users will be given every opportunity to contribute to the running of Northumberland Park.
- **Marketing** – a comprehensive marketing strategy will be developed.
- **Management** – a Management Plan will be put in place addressing all of the above criteria and emphasising a radical shift away from current management practices.

The existing management of Northumberland Park has been assessed against each of the eight Green Flag criteria and a series of recommendations have been identified and incorporated into the proposed designs and 10 year management and maintenance plan. The overall impression for any member of the community approaching and entering Northumberland Park will be positive and inviting, regardless of the purpose for which they are visiting.

The new management plan will be reviewed and revised annually by the Park Management team member responsible for Northumberland Park, it will reflect the daily management and operational schedules, and the aspirations of Local Agenda 21. This plan will be supported by a solid financial strategy.

The correct maintenance of the open spaces and associated landscaping together with consistently high levels of cleansing are a critical part of the well being of the Park. The

service will be delivered to a consistently high level throughout the year. Continuous attention to all areas of the Parks infrastructure will be required.

Management and maintenance of the Park will be environmentally sound, sustainable and contribute to biodiversity

The improved management and maintenance plan will secure the long-term restoration of the landscape creating a functional and visually pleasing environment.