

BRIEFING NOTE: BANCROFT GARDENS - PARKS FOR PEOPLE LOTTERY APPLICATION - UPDATE JUNE 2013

THE STRATEGIC DIRECTOR OF CUSTOMER SERVICES

1. BACKGROUND

In August 2012 NHDC submitted a pre application enquiry form to the Heritage Lottery Fund (HLF). This generated positive feedback from the HLF and in September 2012 Cabinet approved for an application to be made under the Parks For People Lottery programme (Minute 48 refers).

At that time the existing Parks For People programme was coming to an end and this application is being made under the new programme which has additional funding and could attract up to 80 per cent grant funding.

2. NEW PARKS FOR PEOPLE LOTTERY PROGRAMME

The new programme has the following ten outcomes each of which must be met:

Outcomes for heritage:

With lottery investment, heritage will be:

1. Better managed;
2. In better condition;
3. Better interpreted;
4. Explained, identified/ recorded.

Outcomes for people:

With lottery investment, people will have:

5. Developed skills;
6. Learnt about heritage;
7. Volunteered time.

Outcomes for communities:

With lottery investment:

8. The local area/community will be a better place to live, work or visit;
9. Environmental impacts will be reduced;
10. More people and a wider range of people will have engaged with heritage.

3. CONSULTANTS BRIEF

Based on the adopted master plan the Consultant will work to develop a Parks For People Lottery application for Bancroft Gardens and oversee and manage the redevelopment of the Gardens.

The work will be split into four distinct phases:

Phase 1: Development and delivery of first round Parks For Peoples Lottery application. The first round requires outline proposals demonstrating how the ten outcomes for the programme will be met.

Phase 2: Development and delivery of a second round Parks For People Lottery application. The second round application requires detailed proposals demonstrating how the ten outcomes for the programme will be met.

Phase 3: Appointment of construction firm.

Phase 4: Supervise construction works on site.

The progression from one stage of the works to another is dependant on the agreement of North Hertfordshire District Council to proceed.

4. PROJECT PLAN

Task	Completion date	Phases
Develop brief for Landscape Architect	03/05/13 <i>(completed)</i>	
Prepare Pre Qualification Questionnaire (PQQ)	03/05/13 <i>(completed)</i>	
Prepare Invitation to Tender	03/05/13 <i>(completed)</i>	
Project Board sign off	13/05/13 <i>(completed)</i>	
Submit OJEU Notice with PQQ	15/05/13 <i>(completed)</i>	
Closing Date for Receipt of PQQs	15/06/12	
Issue Invitation to Tender	19/07/13	
Closing date for return of tenders	05/09/13	
Project Board sign off	10/10/13	
Landscape Architect appoint sub consultants	22/11/13	
Completion of Stage 1 bid	31/01/14	
Project Board sign off	04/02/14	
Submit Stage 1 Lottery Bid	14/02/14	
HLF decision on Stage 1 application	June 2014	
Start to develop Stage 2 lottery bid	July 2014	
Submit Stage 2 lottery bid	Feb 2015	
HLF decision on Stage 2 application	June 2015	
Tender for main construction contractor	July 2015	
Award construction tender	Oct 2015	
Commence works on site	Jan 2016	
Complete construction works	Dec 2016	
Deliver community action plans	Jan 2017 - on	Post Construction

It should be noted that for the appointment of the Lead consultant needs to follow the OJEU route which is a legal requirement and has set minimum times for each element of the appointment process. In order to prevent any unnecessary delays the current project plan is aiming for a Stage 1 one submission in February 2014. If this date is missed the next submission date under the Parks For People programme is the 31st August 2014. This would mean a six month delay to the programme.

Once a submission is made in February 2014, the HLF will assess our application and notify us of their decision by June 2014. If our application is successful we can then start the detailed work to develop a Stage 2 application for a second stage submission in February 2015 with a decision in June 2015.

5. TIME FRAME

Due to the tight time frame to complete the Stage 1 application as shown in the project plan, in order to assist the appointed consultant meet the February submission date and to further develop the previously approved master plan, we intended to undertake additional consultation throughout the summer to reach the wider community.

6. PRE-QUALIFICATION

An update will be provided at the Committee meeting on the number of requests for Pre Qualification Questionnaires which will give an indication of the level of interest in the project.

7. THE MASTER PLAN

A copy of the Cabinet approved Master Plan is attached at Appendix A.

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