

Summary report of the meeting will be held on 4 June 2015 at the Cambridge offices located in Eastbrook, Shaftesbury Road, Cambridge CB2 8BF and starting at 10am

Committee Inga Grimsey (Chair)
Maggie Appleton
Carole Reilly
Phil Rothwell
Philip Venning
Steve Miller

Apologies Joff Whitten

Attending Jonathan Clarke, Big Lottery Fund representative (items 1 to 7)

The Chair welcomed

- Jonathan Clarke, Big Lottery Fund representative, to discuss the Parks for People applications
- Recently appointed Karen Gracey, Office Manager; Polly Sirett, Team Assistant and Kate Brown, Development Manager.

1. Declarations of Interest

Oral

The following declarations were noted:

Philip Venning reported that for Trailing the Hidden Heritage of High Lodge (item 14), he had a close acquaintance at the Forestry Commission, the applicant organisation, but had had no involvement with or prior discussion of the application.

Steve Miller reported

- a conflict for Marriotts Way (item 17) as his employer, Norfolk County Council were the applicant organisation
- a declaration for Great Yarmouth Venetian Waterways, (item 5) as Norfolk Museums were listed as a project partner but he had no knowledge of the application
- a declaration for Trailing the Hidden Heritage of High Lodge (item 14) as Ancient House Museum were listed as a potential partner for delivering schools activities but he had no knowledge of the application.

SF4 First round Parks for People applications for discussion and recommendation

- **Parks for People: June Board**

Committee and the Big Lottery Fund representative discussed the following Parks for People applications. Their joint views and recommendations would be reported to the Board in June.

2. Parks for People Overview

CEE 2015 (2) 2

Sylvia Collier, Senior Grants Officer, introduced the overview paper.

Within the current batch, 14 applications with a total request of £25,943,300 had been submitted. Five of those applications were from within the East of England region. All Parks for People applications would be decided at the June Board and by the Joint Big Lottery Fund and Heritage Lottery Fund Boards. The budget for the meeting would be £15.35million.

The Committee and Big Lottery Fund representative were asked to consider the applications before them and prioritise them according to how well they met the programme criteria and to rank those of equal priority. Their views would be reported to the Board. Projects recommended as a low priority or for rejection would not be discussed.

Sylvia Collier reported that she had visited seven parks in Norfolk with Shaun Kiddell who was the Parks Policy Advisor, a role that had been introduced to undertake post completion monitoring of HLF Lottery funded park restoration projects. All parks visited were generally in good condition and being well looked after several years following completion of works.

3. The Restoration of Old Highway Recreation Ground; PP-14-09652 CEE 2015 (2) 3

Friends of the Old Highway, lead applicant, sought a first round pass of £354,200 including a development grant of £26,600, 89% of eligible development costs, towards the restoration of the recreation ground to reveal its history, and implementation of the original heritage concept of the park, revealing its history and historical importance to the locality, whilst increasing its value to current users and future users. The project would restore original features of the park and provide a range of recreational and learning opportunities.

4. Hunstanton Heritage Gardens; PP-14-06858 CEE 2015 (2) 4

Kings Lynn and West Norfolk Borough Council sought a first round pass of £685,400 including a development grant of £28,800, 80% of eligible development costs towards delivering a range of activities and lasting improvements through capital works to restore Hunstanton Heritage Gardens to their former glory and provide opportunities for people to enjoy and engage with the history, heritage and horticulture of the area.

5. Great Yarmouth Venetian Waterways; PP-14-08398 CEE 2015 (2) 5

Great Yarmouth Borough Council sought a first round pass of £1,020,800 including a development grant of £45,000, 82% of eligible development costs towards a project which aimed to restore and repair the Venetian Waterways, provide training in gardening and traditional building skills and involve trainees and volunteers.

6. Garden Cemeteries on Sea; PP-14-09248 CEE 2015 (2) 6

Blade Education sought a first round pass of £1,643,700 including a development grant of £96,900, 100 % of eligible development costs towards a project which related to three separate cemeteries laid out at different times with different design intentions. The project aimed to give local people access to more open space, connect them to the legacy of their town and give schools an outdoor learning history curriculum. Each site would have a community building suitable for use by schools and local groups. The project would employ a Project Leader, Business Manager, Education and Community Officer and Project Assistant for four years. Three site specific Managers would also be funded for three years.

7. Oakmere Park Historic Restoration and Improvement Project; PP-14-08873 CEE 2015 (2) 7

Hertsmere Borough Council sought a first round pass of £873,000 including a development grant of £72,900, 85 % of eligible development costs towards a project which aimed to restore and enhance the Victorian Oakmere Park in Potter's Bar, Hertfordshire, and increase local community involvement. Capital works would restore the physical fabric of the park by re-creating some of the original features, restoring others and introducing additional attractions to meet present day users expectations. An education programme was planned with local schools to explore historical information, conservation techniques and wildlife benefits.

8. Prioritisation

Oral

The HLF East of England Committee and the BIG Lottery Fund representative discussed the priority of the applications before them.

9. Chair's report

Oral

The Chair welcomed Eilish McGuinness, Director of Operations to the committee meeting

- The Chair on behalf of the committee said a sad farewell to
- Stuart Hobley, Development Manager and thanked him for all his work in the region to promote the organisation and the funding opportunities. The Chair congratulated Stuart on his new role as Head of Region for London
- Sandra Hirons, Grants Officer, a founder member of the East of England team. The Chair thanked Sandra for her excellent work and contributions to the region's heritage and congratulated Sandra on her new role as Senior Grants Officer within the London Team.

The Chair congratulated

- Abby Eastwood on the birth of her baby,
- Ana Osbourne, on her forthcoming maternity leave and new role within the Listed Places of Worship team
- Vicky Wilford, Communications Account Manager on news of her pregnancy
- Kate Brown on being appointed as the new Development Manager
- Robyn Llewellyn and the team on the successful office move and for managing the recent changes including the challenging IT problems so well. The Chair thanked officers for preparing the case papers in such good time.

The Chair fed back on the recent committee chairs meeting with the new NHMF Chair, Sir Peter Luff and confirmed that Sir Peter would be visiting the region in the near future.

The Chair had been visiting projects in the region. Robyn Llewellyn thanked the Chair and the committee for all their help in promoting HLF, ensuring the visits were well represented whilst the team had been fully occupied, and for continuing to provide the very interesting reports on project visits.

10. Minutes of last meeting on 5 March 2015

CEE 2015 (2) 10

The Committee noted and agreed the minutes which were signed by the Chair.

11. Matters arising from the minutes

Oral

Committee noted

- the follow up provided to applicants of rejected projects and
- the Board decisions for items 16 to item 20.
- officers were exploring opportunities for inviting a monitor or mentor (item 2) along to speak to the committee. It was suggested that it might be useful to ask someone who had carried out a mentoring role during development and monitoring role at delivery stage.

12. East of England Regional Overview

CEE 2015 (2) 12

Robyn Llewellyn, Head of Region, introduced the overview report.

Committee received an update on various aspects of project related activity.

St Benet's Abbey: 16,632 visitors had visited in the first 6 months , over the winter months. This far exceeded the projected numbers in the application. Committee agreed this was an impressive number of visitors given the sites remote location.

13. East of England Budget

CEE 2015 (2) 13

Robyn Llewellyn reported that during the current financial year, the East of England regional budget was **£12,030,000** of which **£8,800,000** had been allocated to Heritage Grants and Heritage Enterprise, and **£3,230,000** had been allocated to the delegated grant programmes including Young Roots, Our Heritage, Sharing Heritage, Transition Funding, Start Up and First World War: Then and Now.

Grants Budget: The indicative budget for the meeting was **£2,200,000**. The total request was **£6,719,700**. **However**, funds remained available for all good quality second round applications. Committee noted that all applications should be considered on their individual merits and the quality benchmark for each would be the paramount consideration when taking the decision to support or not. Committee noted that in March, there had been no second round applications.

First Round Pass Budget: The target budget for the meeting was **£2,200,000**. The total request was **£2,389,900**. In principle and unusually, there were sufficient funds available to support all good quality applications, however Committee were requested to consider whether all applications were supportable. Looking ahead to September, the value of total grant requests was higher. If the quarterly budget were apportioned accordingly this would mean an indicative budget of £2million in June and £2.7million for September.

Committee noted the requirements at first round, the decision making process and the SF4 heritage outcomes. Committee acknowledged that this was the first meeting where all applications considered were within the SF4 strategic framework period and varied in both heritage sector and geographical distribution.

SF4 First round applications for discussion and decision

- **Heritage Grants**

14. Trailing the Hidden Heritage of High Lodge; HG-13-21801

CEE 2015 (2) 14

Forestry Commission England sought a first round pass and development grant towards creating an all-ability, multi-user trail through Thetford Forest to reveal and interpret ten thousand years of landscape history. The project would further investigate and interpret the landscape; its history, wildlife and forest management, aiming to break down traditional barriers to access and make provision for people with learning difficulties.

Committee **awarded** a first round pass of £564,800 including a development grant of £73,700, 73% of eligible development costs.

15. Ensuring the Future of Bell Ringing; HG-14-01987

CEE 2015 (2) 15

St Margaret's Parochial Church Council sought a first round pass of £149,700 including a development grant of towards repairing the bells and bell frame of Grade I listed St Margaret's and creating a new ringers gallery, together with delivering a programme of learning activities to engage the local community and to improve public access.

Committee **awarded** a first round pass of £149,700 including a development grant of £10,300, 94 % of eligible development costs.

16. The Old School Community Project; HG-13-22259

CEE 2015 (2) 16

The Old School Community Heritage Project, sought a first round pass of £725,800 including a development grant of £46,100, 74% of eligible development costs to repair and extend a disused Grade II listed historic school building; establishing a café, room hire facilities and local archive centre. The project involved two key heritage resources: a Grade II listed building and a collection of local history archives.

Committee, in light of the concerns raised, **rejected** the application.

17. Marriots Way; HG-14-09025

CEE 2015 (2) 17

Steve Miller left the room before discussion commenced.

Norfolk County Council sought a first round pass and development grant towards exploring the heritage of Marriott's Way, carry out conservation works and improve interpretation of the industrial and natural heritage. The project would bring together the industrial built heritage, documentary history and natural heritage of Marriott's Way and make it accessible using maps, documents, photographs, signage and railway infrastructure.

Committee awarded a first round pass of £448,000 including a development grant of £36,600, 82% of eligible development costs.

18. Life and Art in a Workers House; HG-14-06665

CEE 2015 (2) 18

The David Parr House sought a first round pass and development grant to repair the fabric of the house and conserve the wall paintings and decorative surfaces including the restoration of the two 'lost' areas in the drawing room. The house would be developed as a visitor attraction with visitor services and curatorial space within the garden. Digital interpretation as well as creative outreach activities for community and school groups would be provided. A volunteer programme would recruit, train and manage a team of volunteers creating a pool of expertise which would help to ensure its sustainability as a heritage attraction.

Committee awarded a first round pass of £501,600 including a development grant of £70,900, 80% of eligible development costs.

19. Prioritisation of first round items

Oral

Steve Miller was absent for the prioritisation.

The Committee agreed the priority of the applications as follows:

- Ensuring the future of bell ringing (item 15), Marriotts Way (item 17), Life and Art in a workers House (item 18) were all considered to represent a high priority for support.
- Trailing the hidden heritage (item 14) was a medium to high priority and
- The Old School Community Project (item 16) was a low priority for support.

The Committee noted there were sufficient funds to support all high priority projects and the medium to high priority project.

The Committee rejected The Old School Community Project in the light of the concerns raised.

SF4 Second round applications for discussion and decision

• Heritage Grants

20. The Transmitter Block; HG-12-07506

CEE 2015 (2) 20

Bawdsey Radar Trust sought a grant towards a project which aimed to conserve and refurbish the Grade II* listed Transmitter Block at Bawdsey Manor, site of pioneering radar development prior to the Second World War. The project would improve the visitor offer through telling the story of radar, its pivotal role in saving Britain from defeat and occupation in WWII and explain how its use underpins modern information and communication technology. The Committee had approved a first round pass of £1,107,200 including a development grant of £79,400, 80% of eligible development costs, in June 2013.

Committee agreed to **DEFER** the application for six months to allow the applicant additional time to address the concerns raised.

21. Atlantic 75 Seaside Education and Archive Centre; HG-13-02944

CEE 2015 (2) 21

Sheringham Museum Norfolk Trust sought a grant to re-design and creation of a new rooftop extension to the current Mo museum site. In addition to exhibiting the Atlantic 75 lifeboat, the space would be used to deliver new activities, large touring exhibitions and an accessible archive store providing a sustainable use for the Museum. The space would be used to teach about the heritage, coastal geography, marine safety, renewable energy, tourism, design and technology and physics and chemistry. The Committee approved a first round pass of £922,200 including development grant of £85,000, 56% of eligible development costs in March 2014.

Committee agreed the project was a high priority and awarded a grant of £1,098,700, 76% of eligible delivery costs.

22. You are Hear; HG-12-10013

CEE 2015 (2) 22

Essex County Council sought a grant towards a 3 year project to digitise the Essex Record Office (ERO) Sound & Video archive recordings and make them accessible to a wider audience. A sound technician/digitiser would be employed to digitise the records. 18 community groups would be engaged throughout Essex. The locations targeted would be determined by the existence of significant oral history collections relating to those areas. Training would be provided to groups in digital audio editing and recording interviews. The Committee had approved a first round pass of £311,200 including a development grant of £53,700, 94% of eligible costs in June 2013.

Committee agreed the project was a high priority and awarded a grant of £276,800, 89% of eligible delivery costs.

23. Hoveton Wetlands Restoration Project; HG-13-10975

CEE 2015 (2) 23

Natural England sought a grant to restore important wetland habitats at Hoveton Great Broad and Hudson's Bay alongside conservation improvements to Hoveton Marshes. Two internationally important lakes would be restored to their original species rich fen and lake edge would be re-created. A canoe access route would be created through the restored dyke system. On and off-site signage and interpretation would be enhanced. Physical and intellectual access would be improved helping to raise awareness amongst visitors and local communities. The Committee had approved a first round pass of £1,999,500 including development grant of £68,900, 78% of eligible development costs, in September 2014.

Committee agreed the project was a high priority and awarded a grant of £1,930,600, 47% of eligible delivery costs.

**24. Wells Experience: Maltings Heritage and Learning Centre;
HG-12-09153**

CEE 2015 (2) 24

Wells Maltings Trust sought a grant to restore and repair the historic Maltings building. Externally there will be conservation repairs to the roof and brickwork in particular. The historic Maltings roof cowls would be replaced. Access to existing spaces including those currently inaccessible and unsafe, would be reconfigured and improved. A new extension, in a contemporary style, would provide a reception, café, exhibition displays at first floor, and retail unit, Tourist Information and box office. This area would include space for heritage displays and activities, signposting and promoting the Heritage and Learning Centre. The Committee had approved a first round pass of £1,841,800 including development grant of £75,400, 52% of total eligible development costs, in September 2013.

The Committee agreed this project was a high priority for support and awarded a grant of £1,917,600, 46% of the delivery costs.

• **Grants for Places of Worship**

CEE 2015 (2) 25

25. Applications for Places of Worship in the East of England

In the East of England 12 first round applications with a grant request of £2,336,800 had been received against an indicative regional budget of £1,199,947. On the basis of the Historic England advice on relative urgency, 4 cases were not taken through to detailed assessment. One application, St Andrews Hertford, subsequently withdrew in mid assessment.

Committee noted there was also one second round application, St Margaret's Shottisham, for Committee decision, as the uplift amount requested at £37,500 exceeded the threshold for delegated approval.

Committee noted the seven recommended projects were all considered strong and the total grant request including the second round uplift was £1,305,600. Whilst this exceeded the target budget for this meeting of £1,199,947, it had been confirmed that there were sufficient funds available from the total England Grants for Places of Worship budget should the Committee decide to support all of these cases.

The Committee agreed to:

- i) award a grant of £93,400 to St Margaret's, Shottisham
- ii) award first round passes to seven applications (marked B to H in Appendix IV)
- iii) and reject four applications not taken to full assessment, marked I to L in Appendix IV.

The decisions were listed in Annex I, Grants for Places of Worship.

Papers for discussion

26. Annual Review of Delegated Decisions

CEE 2015 (2) 26

Robyn Llewellyn introduced the paper.

The Board would receive an update of all committees at their July meeting giving a UK-wide picture of the delegated grants.

Committee acknowledged that the threshold for delegated grants had increased in 2013 to £100,000, and there were now more programmes including First World War: then and now, Transition Funding and Start-Up Grants.

Committee members attended the delegated grants meetings and were invited to feedback on the process. They agreed the meetings provided a useful and fascinating into the delegated grants programmes for committees. Meetings were handled efficiently and effectively.

27. East of England Annual Report 2013-14

CEE 2015 (2) 27

Robyn Llewellyn introduced the report and acknowledged the continuing strong performance of the team during 2014 -15 in delivering the work of HLF.

She drew attention to key areas of distinctive work delivered by the team including the very successful stakeholder events which had greatly strengthened wider HLF understanding and working relationships with local authorities and others. Ongoing work and building relationships with Local Enterprise Partnerships was also delivering positive outcomes and ensuring that the economic value of heritage and thus HLF projects was not overlooked in the region.

The Grants for Places of Worship programme despite presenting a major challenge for the team in terms of volume of business and ongoing delivery of workshops had been delivered consistently and well.

The team had faced numerous additional challenges in relation to staff changes, an office relocation. The embedding of social media and the successful Twitter account was another notable achievement.

Robyn Llewellyn thanked the team for all their hard work, continued efforts and unfailing professionalism.

28. Corporate Update

CEE 2015 (2) 28

Committee noted the minutes of the previous Board meetings.

29. Communications Report

CEE 2015 (2) 29

Vicky Wilford, Communications Account Manager introduced the report. The previous quarter had been relatively quiet due to the restricted period and unusually light caseload at the March committee meeting.

Following the awards made at Committee today, officers planned to feature the Kings Lynn projects and to perhaps focus on digital media.

30. East of England Communications Plan 2015 – 2016

CEE 2015 (2) 30

Vicky Wilford drew attention to both Appendix I which set out positioning, key messages and facts for the HLF UK wide and Appendix II which linked the East of England and Government and Parliamentary activity setting out how this would be established and galvanised over the coming year.

Officers would be developing a target list of MPs and particularly those in development areas and those who might be potential advocates. Committee agreed the list of regional facts were very interesting and useful.

Papers for information

31. Country and regional chairs minutes

CEE 2015 (2) 31

Committee noted the minutes.

32. Team Operating Plan 2015-16

Committee had noted this as an attachment to the overview paper (item 12).

33. Any other business

Oral

The next meeting will be held on 17 September 2015.

Annex I, Grants for Places of Worship.

No	Project title	Applicant	Decision	Project reference
25a.	Tower wall and roof repairs	The Parish Church of St Margaret, Shottisham	AWARD GRANT OF £93,400 (65%)	GP-13-06991
25b.	St Edmund's Church, Costessey: Celebrating the Past - Ensuring the Future	St Edmunds Parochial Church Council	FIRST ROUND PASS OF £215,400 INCLUDING DEVELOPMENT GRANT OF £27,800 (75% OF TOTAL ELIGIBLE DEVELOPMENT COSTS)	GP-14-09329
25c.	Gissing Church: Urgent structural and conservation repairs	Gissing Parochial Church Council	FIRST ROUND PASS OF £239,300 INCLUDING DEVELOPMENT GRANT OF £30,500 (81% OF TOTAL ELIGIBLE DEVELOPMENT COSTS)	GP-14-09058
25d	Breathing new life into St. Margarets.	The Parochial Church Council of St.Margaret Church, Dereham	FIRST ROUND PASS OF £90,900 INCLUDING DEVELOPMENT GRANT OF £14,100 (82% OF TOTAL ELIGIBLE DEVELOPMENT COSTS)	GP-14-06905
25e.	Barningham Endeavour	St Mary the Virgin, Barningham Winter, Norfolk	FIRST ROUND PASS OF £143,300 INCLUDING DEVELOPMENT GRANT OF £18,700 (70% OF TOTAL ELIGIBLE DEVELOPMENT COSTS)	GP-14-07485
25f.	Urgent nave roof and related repairs and the provision of interpretation literature, etc.	Parochial Church of St Marys, Kenninghall	FIRST ROUND PASS OF £183,900 INCLUDING DEVELOPMENT GRANT OF £24,900 (80% OF TOTAL ELIGIBLE DEVELOPMENT COSTS)	GP-14-07522
25g.	Building a future for Barton Turf Church	St Michael and All Angels Parochial Church Council, Barton Turf	FIRST ROUND PASS OF £148,400 INCLUDING DEVELOPMENT GRANT OF £11,700 (83% OF TOTAL ELIGIBLE DEVELOPMENT COSTS)	GP-14-07549
25h.	Honing Church Restoration	Parochial Church Council of St Peter and St Paul, Honing	FIRST ROUND PASS OF £246,900 INCLUDING DEVELOPMENT GRANT OF £29,900 (74% OF TOTAL ELIGIBLE DEVELOPMENT COSTS)	GP-14-07500
25i.	Urgent Essential Repairs and Renovations	Parochial Church Council St Mary's Church, Denton	REJECT	GP-14-07985

25j.	Restoration and Improvement of St Mary's, Redenhall a grade 1 listed building.	Friends of St Mary's Redenhall	REJECT	GP-13-12425
25k.	Urgent structural repair to the listed Grade 1 St Andrew's Church, Great Dunham Norfolk.	St Andrew's Church Parochial Church Council, Great Dunham	REJECT	GP-14-07731
25l.	South aisle roof repairs including nave south clerestorey stonework and glazing repairs and downpipe replacement	St Spyridon Greek Orthodox Church, Great Yarmouth	REJECT	GP-14-03676