

Subject:	Stanmer Park Heritage Lottery Fund Procurement Approval		
Date of Meeting:	16 October 2014		
Report of:	Executive Director for Environment, Development & Housing		
Contact Officer:	Name:	Jan Jonker	Tel: 29-4722
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Ward(s) affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 The Council is developing a detailed Masterplan and preparing funding bids for Stanmer Park. As the land and property owner the Council is leading the project. The SDNPA are key project partners. Stanmer is an important gateway to the National Park and the base for the South Downs National Park Authority's (SDNPA) Eastern Area office.
- 1.2 In July this committee approved the submission of two First Round HLF applications in August and October this year to help deliver the Masterplan for Stanmer Park. The HLF will announce in December 2014 and January 2015 whether the First Round applications have been successful. If they are successful the council will be awarded 75% grant funding to develop detailed Stage 2 applications. The Second Round applications are the final stage in the HLF process. Both First and Second Rounds 2 are competitive.
- 1.3 This report seeks approval for the procurement of services to develop the Stage 2 application subject to one or both of the Stage 1 applications being successful. The proposal is that these contracts will have the flexibility to be extended in to the delivery phase, subject to further committee approval at the time.

2. RECOMMENDATIONS:

- 2.1 That Committee approve the procurement of services as set out in paragraph 3 of this report to develop the Stanmer HLF applications to Second Round, subject to a successful outcome to the First Round applications. The match funding required from BHCC will be funded from City Parks Projects over two financial years, 2014/15 and 2015/16.
- 2.3 That Committee delegates authority to the Executive Director of Environment, Development & Housing to enter in to the necessary contracts to develop the HLF applications up to the Second and final Round, with the flexibility for these

contracts to be extended to the delivery phase subject to further committee approval .

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The council is developing a Masterplan for Stanmer Park and is applying to the Heritage Lottery Fund (HLF) to resource the work. The project is being developed in partnership with the South Downs National Park Authority (SDNPA). The work is overseen by a cross party member board which includes representation from the SDNPA.
- 3.2 In July 2014 this Committee was updated on the progress made on the project and approved the approach to applying for grant funding to deliver the Stanmer Park Masterplan. This included the submission of a First Round Parks for People HLF application in August and a First Round Heritage Grant HLF application in October. Further details are available in the July report. The bids have been submitted and announcements are expected in December 2014 and January 2015 as to whether the bids have been successful.
- 3.2 If the bids are successful HLF will award the council 75% of the funding to develop the detailed, final Second Round applications which will be submitted in the summer of 2016. Due to the tight time-scale for the completion of the Second Round applications, procurement of contracts to deliver the work is being progressed in advance of the HLF decision. If only one of the bids is successful at this stage only the relevant part of the services will be procured, if neither are successful the procurement will be put on hold. The only resource commitment in advance of the decision is officer time involved in the procurement.
- 3.3 Preparation of detailed Second Round funding applications is a significant piece of work. It includes technical studies relating to archaeology, conservation, construction, traffic and transport, consultation and engagement, development of business plans, activity plans, and conservation management plans. Much of the work will be delivered by a team of specialists with additional support to help manage the project. The value of the work to prepare the Second Round applications is £737,700 as set out in the tables below. This includes an 8.5% contingency of £63,000.
- 3.4 The total value of the Second Round Development Phase costs, and the sources of funding are summarised in the table below.

HLF Parks for People Grant	£
Heritage Lottery Grant Funding	291,400
SDNPA match funding	5,500
BHCC match funding	78,800
Other funding (Volunteer allowance)	5,800
Total	381,500
HLF Heritage Grant	
Heritage Lottery Grant Funding	259,900
SDNPA match funding	9,500
BHCC match funding	81,000

Other funding (Volunteer allowance)	5,800
Total	356,200

- 3.5 The procurement route to appoint external contractors to help deliver the Second Round application is currently being developed and will be finalised in the next few weeks. Procurement will be on the basis of the most economically advantageous tender and the options considered will include using in-house teams where possible. This report seeks delegated authority for the Executive Director of Environment, Development and Housing and the Executive Director of Finance and Resources to agree the details of the procurement route and to award successful contracts to bidders following completion of the procurement process.
- 3.6 Subject to the procurement route selected, the contracts may include optional clauses to enable them to be extended to the delivery phase if Second Round applications are successful. This is so as to ensure that we get the best value from contracts entered into at this stage, however Committee approval will be sought before any extension is agreed with contractors.

4. COMMUNITY ENGAGEMENT AND CONSULTATION

- 4.1 The work leading up to the First Round applications has been supported by public consultation as detailed in the P&R report in July. Further extensive consultation and engagement will be required as part of the preparation of the Second Round bid.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 The report to Policy & Resources Committee in July 2014 for the Stanmer Park Master Plan & Application for HLF Grant Funding provided details of the proposed £11.949m Masterplan costs and funding strategy. The stage 2 preparation work is expected to total up to £0.737m as part of the overall Masterplan costs. The project is to be funded through a combination of Heritage Lottery Grant Funding with match funding from both the Council and other partners and bodies including SDNPA. The HLF grant funding consists of bids to Parks for People Grant and Heritage Grant and the announcements are expected in December 2014 and January 2015. The Council's funding contribution will be met through the disposal of identified non-core assets and a residential development site identified within the agricultural portfolio, and prudential borrowing based on income streams from commercial use of the agricultural buildings following refurbishment, as detailed in the report to P&R on 10 July 2014.

The stage 2 preparation work will be awarded through a formal procurement process in compliance with the Council's Contract Standing Orders and Financial Regulations. The procurement process will be prepared on a basis to maximise economy and effectiveness and will therefore support achieving value for money.

Finance Officer Consulted: Rob Allen

Date:22/09/14

Legal Implications:

- 5.2 .Legal implications in relation to the Master Plan works were set out in the report to Policy and Resources Committee in July 2014. This report is about the procurement of services. Given the value of the services to be procured, the procurement route will need to comply with EU requirements.

The contract or contracts entered into following the procurement process will need to be in a form approved by the Head of Legal and can provide for work to be carried out in stages as described in recommendation 2.3

Lawyer Consulted:

Jill Whittaker

Date: 25/09/14

Sustainability Implications:

- 5.3 Sustainability has been a key consideration in developing the Masterplan which will include a Conservation Management Plan.

Crime & Disorder Implications:

- 5.4 None

Risk and Opportunity Management Implications:

- 5.5 Risk management will be critical to the evaluation of procurement options. Contract management arrangements will be designed to minimise the risk to the council.

Public Health Implications:

- 5.6 None

Corporate / Citywide Implications:

- 5.7 The Stanmer Project has been identified as a Corporate priority.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 Procurement work is being progressed in advance of HLF decisions on the Stage 1 applications to minimise project delays if one or both applications are successful.
- 6.2 Different procurement and contract management options are being evaluated and will be presented to the Executive Director of Environment Development and Housing to inform their decisions.

SUPPORTING DOCUMENTATION

Appendices:
None