

ABERDEEN CITY COUNCIL

COMMITTEE Housing & Environment DATE 13 April 2010

CORPORATE DIRECTOR Pete Leonard

TITLE OF REPORT Duthie Park Restoration - Heritage Lottery Fund Bid

Report No. H&E/010/

1. PURPOSE OF REPORT

To make the Committee aware that at the Stage 2 submission (that is before a full award is made for the project) the Ten Year Management and Maintenance Plan information must be supported by a signed statement in the form of a resolution, passed by the relevant committee, indicating that Aberdeen City Council has:

- (i) formally adopted the management plan for the park;
- (ii) agreed to uphold the standards of management and maintenance indicated in the plan – evidenced by securing a Green Flag Award for a minimum of five years following the completion of the capital works and
- (iii) recognised and accepted the need to provide the financial resources required to implement the Management Plan (as given in the Financial Plan) for a minimum period of ten years;.

The report also provides the Committee with an update on progress with the Heritage Lottery Fund (HLF) Bid to restore Duthie Park to its Victorian grandeur.

2. RECOMMENDATION(S)

That the Committee approves

- (i) the granting of delegated authority for the Director of Housing and Environment to sign a statement that:
 - a) formally adopts the management plan for the park;
 - b) agrees to uphold the standards of management and maintenance indicated in the plan – evidenced by securing a Green Flag Award for a minimum of five years following the completion of the capital project works;
 - c) recognises and accepts the need to provide the financial resources required to implement the Management Plan (as given in the Financial Plan) for a minimum period of ten years; and
- (ii) notes the good progress made to date.

3. FINANCIAL IMPLICATIONS

3.1 Project Costs and Funding

- The total cost of the project is £5,384,796 including Stage 2 Phase 1 Development, £146,257, Stage 2 Phase 2 Delivery, £5,238,539. Capital costs of £100,000 to carry out Stage 1 have been spent to date, these costs and the approval to submit the Stage 1 bid were approved in an earlier Committee Report.

3.2 The Capital Implications Stage 2 (Phase 1 and Phase 2)

Stage	Timeline	HLF Grant Funding	ACC Match Funding	Total Costs
Phase 1 Development	Submission June 2010 Decision Oct. 2010	£71,519	£74,738	£146,257
Phase 2 Delivery	Works begin Spring 2011	£2,563,949	£2,674,590	£5,238,539
Totals		£2,635,468	£2,749,328	£5,384,796

SERVICE & COMMUNITY IMPACT

Community Plan

Although the Community Plan does not contain any direct proposals for individual parks the Council has developed a Parks and Greenspace Strategy which supports these proposals.

In terms of the Single Outcome Agreement and the Council's Policy Statement, Vibrant, Dynamic & Forward Looking, the proposals can be seen as supporting the following goals:

1. Ensuring education is appropriate to pupils' needs and ensuring pupils leave school with skills for essential living;
2. Promoting the health and well-being of pupils through healthy exercise;
3. Continuing to drive regeneration and taking advantage of regeneration opportunities city wide as they present themselves and identifying, in consultation with local communities, immediate priorities for regeneration projects;
4. Recognising the contribution of Sport, Culture and Arts to promoting the area as a tourist destination;

5. Promoting the City as a tourist destination;
6. Recognising the role of Sport and the Arts in tackling anti-social behaviour;
7. Encouraging walking and cycling in our city, including introducing more safe routes for cyclists;
8. Protecting Aberdeen's unique granite heritage;
9. Adopting and implementing policies which safeguard Aberdeen's green belt and green wedges;
10. Continuing support for "Aberdeen in Bloom"; and
11. Proceeding with a Duthie Park Ranger Service.

OTHER IMPLICATIONS

5.1 Risk Management

A failure to meet the HLF's standard and additional requirements at Stage 2 would lead to an unsuccessful Stage 2 application: however, the Council would still have worked up strategic documents and detailed designs which could be taken forward into capital improvements using the Council's earmarked capital funding and other alternative funding sources.

Should the Stage 2 application be unsuccessful, the Council's financial commitment to Stage 2 would still be £74,738 except in the unlikely event HLF consider the Council to be in breach of the HLF contract and demand the return of grant funding, in which case the Council's commitment would increase to £146,257.

Should a Stage 2 application be successful, the Council will have met all of the HLF requirements as discussed in this report and be eligible for a grant of £2,563,949.

REPORT

6.1 Background

On 15 April 2009, notification was received from the Heritage Lottery Fund (HLF), Parks for People programme that the Council's funding application submitted in March 2008 was successful.

The Council has been awarded a Stage 1 pass and a development grant of £71,500 (48.9% of the total development work cost of £146,257) to develop a Stage 2 application, subject to the Council entering into a contract with the Heritage Lottery Fund.

The Council's contribution to Stage 2 development phase is £74,738 (51.1% of the total development work cost of £146,257).

6.2 Current situation

6.2.1 Documentation

On 11 June 2009, the Council received the following documents:

- Contract in duplicate for signature
- Permission to start the project form
- Grant payment request and progress report form
- Final grant payment request and completion report form
- Monitoring guidance document
- EC Procurement Regulations guidance
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6.2.2 HLF Monitoring

The following Monitors have been appointed to oversee the project on behalf of HLF:

Stewart Anderson Associates
Chartered Quantity Surveyors. CDM Co-ordinators
553 Lanark Road
Edinburgh
EH14 5DE

6.2.3 Contract

The contract has been duly approved and signed by the City Solicitor and permission from the HLF to start the project was received on 7 July 2009.

6.2.4 Tender Process

Following the tender evaluation process, the contract for the Lead Consultant/Project Management Service for the development of HLF 'Parks for People' Stage 2 proposals for the improvements to Duthie Park and the implementation of the Capital Works Programme to completion should the Stage 2 application prove successful and funds be available was awarded to:

Scott Wilson Ltd
23 Chester Street
Edinburgh
EH3 7EN

Approval is now sought to formally adopt the management plan for the park; agree to uphold the standards of management and maintenance indicated in the plan – evidenced by securing a Green Flag Award for a minimum of five years following the completion of the capital project works; and recognise and

accept the need to provide the financial resources required to implement the management plan (as given in the Financial Plan) for a minimum of ten years.

REPORT AUTHOR DETAILS

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8. BACKGROUND PAPERS

8.1 10 Year Management and Maintenance Plan - Executive Summary

Aims and Objectives

The agreed overall management aims i.e. the management vision for Duthie Park has been agreed with the Project Steering Group and the Friends Group and includes achieving Green Flag standard for the park.

An agreed list of policy objectives to achieve the overall aim is set out under the Green Flag Criteria headings:-

A welcoming place;
Healthy, safe and secure;
Clean and well maintained;
Sustainability;
Conservation and heritage;
Community involvement;
Marketing;
Management.

Current Management

At present responsibility and costs for managing and maintaining Duthie Park falls across a number of departments and budgets with no individual or department taking overall responsibility. This has resulted in declining investment and although the day to day maintenance of the park is fairly good, many of the features are worn, or in significant decline e.g. the Upper Lake, Middle Lake and the Lower Linked Lake and require upgrading and restoration.

A description of current management and maintenance arrangements is given including the departments and posts responsible, who carries out the maintenance including numbers of staff and posts including seasonal posts.

A SWOT analysis of the current management arrangements is carried out and can be summarised as follows:-

Strengths

Existing on-site management presence (Facility Manager);
The considerable achievements and awards the park has already received – particularly for horticultural excellence;
The Winter Gardens and plant collections;
The maintenance of the character and strong identity of the park.

Weaknesses

The lack of overall direction and split responsibilities;
The lack of community involvement in the management of the park.

Opportunities

The location of Duthie Park in relation to the city offers opportunities to “reach out” to increase and widen the audience;
There are a number of opportunities for volunteer involvement;
The potential for education, interpretation and increasing understanding and enjoyment of the park (its heritage and other features) could be developed.

Threats

Lack of interest in the park’s future by the community;
A change in the political and funding climate;
Vandalism and anti-social behaviour.

Management & Maintenance

Within the 10 Year Plan, specific management and maintenance considerations are examined under the following headings:-

People Management- the welcoming, safety and care of visitors;
Recreation Management – the operation and supervision of recreational facilities (formal & informal recreational activities e.g. cricket, boating, walking, cycling, events etc);
Environmental Management – the care and maintenance of the park landscape in accordance with sustainable principles;
Utilities Management – the provision and upkeep of essential services;
Resource Management – administration, management and training of staff and the monitoring of progress/success.

Recommendations

A new management structure is proposed involving existing Duthie Park staff and new posts. The key management issues and areas of improvement include:-

A Welcoming place	Good safe access will be provided and maintained for all	Provide and maintain paths which are accessible to DDA requirements																		Department responsible
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8.2 Article 19 of Minute of Meeting of Housing and Environment Committee, 6 October 2009.

The Committee resolved:

- (i) to note the progress to date;
- (ii) to suspend standing orders 75 and 76 to the extent necessary to permit the delegation of powers to the City Chamberlain, City Solicitor, the Head of Procurement and the Head of Housing and Environment to accept the most economically advantageous tender for the provision of a lead consultant/project management service for Stage 2 (Phase1 and Phase2) of the Duthie Park Restoration Project which would allow the award of contract, subject to full compliance with Standing Orders in all other respects; and
- (iii) to instruct the Director of Housing and Environment Services to provide further progress reports including details on the outcome of the tendering process in the Housing and Environment information bulletin.

8.3 Appendix: outline of the Project (given below)

1.) Stages of the Duthie Park Restoration Project

The Duthie Park restoration project can be divided into three stages outlined as follows:

- **Stage 1:** The production and submission of a HLF ‘Parks for People’
- Stage 1 grant submission (Re-submitted March 2008: pass decision announced April 2009)
- **Stage 2: (Phase 1 Development):** The production and submission of a HLF ‘Parks for People’ Stage 2 grant application (submission by June 2010: decision by HLF October 2010)
- **Stage 2: (Phase 2 Delivery)** The production of all documentation, detailed design for planning and preparation of works tenders: procurement and administration of the works contract through to completion and end of defects.

2.) Method Statement for Stage 2 (Phase 1 Development)

- The HLF 'Parks for People' programme has a two-stage application process and a Stage 1 pass does not guarantee a full grant at Stage 2. Once submitted, a detailed Stage 2 application will be assessed against the programme's criteria, priorities and additional requirements before a decision is made to fund the project and grant the additional £2,563,949m.

Criteria and Priorities are:

Meeting the programme **priorities** through the development of the Stage 1 proposals

- Increasing the range of audiences:
- Conserving and improving the heritage value:
- Increasing the range of volunteers involved:
- Improving skills and knowledge through learning and training:
- Implement a new management and maintenance structure

Meeting the programme **criteria** through the development of the Stage 1 proposals

- Audience and Access Development Plan
- Volunteer Development and Training Plan
- Education and Training Plan
- Business Plan
- Ten Year Management and Maintenance Plan

3.) Additional Requirements

Information required for the Stage Two process shall include but not be exclusive to:

- Evidence of community involvement in developing the project to Stage Two:

- Information about visitors and non-visitors to the park from gate counters and standard GreenSpace: GreenSTAT 'Visitor Survey Questionnaire reports:
- Audience development plan including 'part 4' action plans for increasing the number and range of people visiting the park:
- A revised training plan including Parts e and f of the HLF guide for Training Plans:
- Volunteer action plan – see separate HLF guidance 'Thinking about volunteering':
- Results from specialist surveys about the park which have helped develop the project, (for example, disability access, archaeological investigation, water-quality testing, and ecological or tree surveys):
- A final master plan for the park, locating all proposed capital work, where activities will take place, and where staff will be based:
- Detailed designs for all conservation and new capital works to buildings, landscapes or services (to RIBA stage E design standard or equivalent):
- Detailed designs for all park furniture, lighting, signage, interpretation displays and exhibitions:
- Evidence of community and specialist support for the final master plan and detailed proposals:
- An itemized schedule of capital costs, which compares the costs given at stage one:
- An itemized schedule of revenue activities, which compares the costs given at stage one:
- A revised final business plan for any new or commercial facilities such as cafes or community buildings:
- A 10 year management and maintenance plan – see separate HLF guidance Ten Year Management and maintenance plans for parks.
- A detailed programme or timetable for developing and delivering the project.
- Detailed job specifications and salaries for all new staff included within the project:
- A strategy for buying in of all works and services:
- Statutory approvals to be in place by Stage 2 submission
- Confirmation of partnership funding (Committee Minute or equivalent)

4.) Revised Project Timetable

Key milestones for the Development Phase of Stage 2

Acceptance of HLF grant funding offer (contract signed)	1 July 2009

Permission to start project signed	7 July 2009
OJEU Contract Notice	13 November 2009
Closing date for return of Pre-tender Questionnaires	30 November 2009
Evaluation of Pre-Tender Questionnaires	From: 1 December 2009 To: 7 December 2009
Invite Tenders (ITT)	8 December 2009
Closing date for return of Tenders	12 January 2010
Evaluation of Tenders	From: 14 January 2010 To: 21 January 2010
Award Contract to Lead Consultant	8 February 2010
Start of Contract	8 February 2010
Stage 2 Submission	30 June 2010
Stage 2 Result	Anticipated October 2010
Commencement of Stage 2 (Delivery)	Anticipated Spring 2011