

Summary report of the meeting held on Tuesday 2 June held in the X-Centre Exeter and starting at 10.00 a.m.

Present: Simon Timms (Chairman)
Tamsin Daniel
David Heathcoat-Amory (NHMF Trustee)
Cherry Ann Knott
Evelyn Stacey
Sarah Staniforth

Apologies: Philip Collins

The Chairman welcomed

- Sarah Staniforth to her first meeting as a committee member and congratulated her on receiving a CBE for services to Heritage
- Claire Hyne following her epic cycling adventure down through America covering 9,000 miles.

1. **Declarations of Interest:**

Oral

Sarah Staniforth declared

- an interest **for** the Lynher Project (item 6). The National Trust (NT) had sent a letter of support to the project, but she had had no involvement with the scheme and was no longer an employee of the NT
- a conflict for Opening up the archive of the Bankes Family of Kingston Lacy (item 14). The National Trust owned the archive and were a project partner.

Simon Timms also declared an interest in these two items due to his past involvement with the National Trust.

Tamsin Daniel declared

- an interest for Heritage Revealed (item 9), the design consultancy involved in the project had also been appointed to the King Edwards Mine. This was a project that she was project managing on behalf of Cornwall Council.
- a conflict for Tavistock Guildhall (item 11) there were connections with the Cornwall & West Devon Mining World Heritage Site, for which she was involved through Cornwall Council.

For Devon Remembers (item 15) the following declarations of interest were noted:

- Evelyn Stacey had been involved in recruiting Trustees for the SW Heritage Trust and SW Lakes Trust, and knew the Chairman well, but had had no involvement in the project.
- Simon Timms acknowledged that Devon County Council, his former employer, were listed as a partnership funder.

2. **Chairman's report**

Oral

The Chairman reported the following:

- since committee had last met, Sir Peter Luff, had been appointed the new NHMF Chair. He looked forward to welcoming him in the region
- Carole Souter, Chief Executive had spent two days in the South West visiting a range of HLF funded projects. The visits had gone very well.
- Richard Bellamy, had been appointed Head of Wales from July. The Chairman had congratulated Richard on behalf of the committee
- both his and Cherry Ann Knott's term of appointment ended in March 2016. Officers would be promoting the positions over the summer and recruiting in September. Members were encouraged to circulate news across the region.

The Committee had met the day before for an Away Day in the Walronds project in Cullompton. Committee had had the opportunity of touring the Walronds with Michael Woodcock, of The Cullompton Walronds Preservation Trust. The visit had been both positive and extremely interesting. The project had been delivered to a high specification.

The Committee had then had a key discussion around project evaluation and how project evaluation reports were used by HLF. A new Head of Programme Evaluation was being appointed as this was an area of work that was becoming increasingly important. Committee had agreed to give further consideration how they could learn from evaluation reports.

The Committee had also had a further discussion on equality and diversity within the grant giving process and had touched on meetings protocol and wider office support.

The Chairman on behalf of the committee thanked the team for

- their excellent development work with target communities and networking in the region
- the high quality case papers and
- organisation of project visits and briefings. The Chairman commented on the need to ensure that that projects funded through HLF, had appropriate acknowledgement in place.

3. Minutes of the last meeting on 26 November 2014

CSW 2015 (2) 3

The Committee agreed the minutes subject to the following amendments:

Tamsin Daniel commented that under declarations of interest, she had also declared the following:

- Trenance Cottages (item 17) She had provided assistance to the Trust in appointing the project manager, quantity surveyor and architect and
- Capability Brown (item 20) – One of the properties was owned by friends of her family.

Sarah Staniforth had had no interest or connection with Capability Brown project.

4. Matters arising from the minutes

Oral

NHMF POW Roof Repair Fund: Anne Jenkins, Deputy Director of Operations, reported that there was a second round of funding for £25million for a new programme 2015/16. Officers were currently evaluating the first round. There would be an announcement shortly to confirm when the new programme would be opened. The Government's overall funding had increased to £55million from an initial budget of £15million. At the Board, the NHMF Chair had congratulated officers and the contribution from the South West team was noted.

Committee acknowledged officer feedback had been given to applicants whose projects had been rejected.

Committee noted the following:

March Board:

- Item 20 Capability Brown – had received a grant of £911,100 at the Board.
- Item 21 History and Heritage of National Union of students - the board had agreed this was a medium priority and rejected the application
- Item 22 Connecting Communities to their local heritage – the board had agreed this was a low priority and rejected the application
- Rambert at 90 – received a first round pass of £339,400 including development grant of £31,800

April Board: The South West had had five major batch applications. The original budget of £70million had been increased to just under £98million. The Board had agreed with Committee

recommendations except for Exeter Cathedral which they ranked as low instead of medium. The Board had made the following decisions:

- Item 29 Collections Discovery Centre at Dorset had received a first round pass of £10,392,400, including development funding of £483,900
- Jurassica (item 25), The Museum of Artillery (item 26), Swindon Museum and Art Gallery (item 27) and Exeter Cathedral (item 28) had all been rejected.

Committee noted that the funds within the National Lottery Distribution Fund had already been committed to projects which were at varying stages of development and delivery.

5. South West Regional Overview including budget paper

CSW 2015 (2) 5

Nerys Watts, Head of Region presented the paper.

No project events and openings had been reflected but these had taken place, albeit at much reduced rate due to the restricted period.

Meetings with regional stakeholders included a very successful networking event with the Dorset LEP Board and both the Committee and South West team had attended Stonehenge to explore with English Heritage the HLF funded project and the lessons learned.

South West Budget: In 2015-16 the budget for Heritage Grants and Heritage Enterprise was £8million, which equates to a quarterly budget of £2m per meeting. At the June meeting there were six first round applications with a total request of £4,495,300. Therefore the Committee would need to prioritise the applications before them. Looking ahead to September, the total grant request for first round applications was £4.5million

There were four second round applications with a total grant request of £2,316,200, plus development funding requests of £546,800. The Committee agreed to consider each second round application on its individual merits and the value for money offered, particularly where an uplift was requested.

Staff changes: The team welcomed Cassie Griffiths, temporary Team Assistant and said a sad farewell to Debby Yates,

Recommendations between meetings: Committee noted the following applications would be presented to the July Board for decision and would therefore be the subject of a Committee teleconference in early July.

First round applications

- Protecting and Sharing the heritage of Britain's Oldest Theatre (Bristol Old Vic)
- Blandford Forum Corn Exchange Regeneration and

Second round applications

- Kresen Kernow: A home for Cornwall's archives (major grant)
- Being Brunel – the national Brunel project (ss Great Britain).

SF4 First round applications for discussion and decision

- **Heritage Grants**

6. The Lynher Project; HG-13-10226

CSW 2015 (2) 6

Eyemouth International Sailing Craft Association (EISCA) sought a first round pass of £813,200 including a development grant of £111,900, 81% of total eligible development costs to conserve and restore the Lynher vessel to full operational use and to equip the vessel to deliver educational activities providing heritage tourism on the Plymouth Waterways. The project would also deliver

heritage skills training and opportunities for associated marine qualifications. A public educational programme and interpretation materials would also be provided.

Committee rejected the application in light of the concerns raised and the available budget.

**7. Swanage Pier Regeneration Project Foundations for the Future; HG-14-03721
CSW 2015 (2) 7**

Swanage Pier Trust sought a first round pass including a development grant to conserve, repair, restore and replace elements of this historic fabric. Interpretation would be improved and links with other heritage attractions within the locality improved thus providing a sustainable future for the Pier. New learning and engagement opportunities would be developed for schools, visitors and specialist groups.

Committee awarded a first round pass of £893,800 including a development grant of £88,000, 70% of eligible development costs.

**8. Winterbourne Medieval Barn - Phase 1; HG-14-08439
CSW 2015 (2) 8**

South Gloucestershire Council in partnership with the Winterbourne Medieval Barn Trust sought a first round pass of £650,000 including a development grant of £121,400, 64% of eligible development costs to deliver phase 1 of a two phase programme of works to restore and refurbish the Grade II* listed Winterbourne Barn. The project would extend the facilities available for hire and increase its use as a community space providing a performance and events space, exhibition and educational space and associated support facilities.

Committee agreed the project was not supportable and rejected it in light of the concerns raised.

**9. Heritage Revealed: Accessing Dartington's Historic Landscape;
HG-14-08444
CSW 2015 (2) 9**

The Dartington Hall Trust sought a first round pass and development grant towards opening up the Deer Park and surrounding parkland, the conservation and restoration of the medieval Grade II* listed Deer Park Wall, providing an accessible interpreted walk and a range of public engagement activities including a local schools programme.

Committee agreed the project was a high priority for support and awarded a first round pass of £664,200 including a development grant of £66,300, 80% of eligible development costs.

**10. Sharpham - A Hidden Gem; HG-14-09417
CSW 2015 (2) 10**

The Sharpham Trust sought a first round pass of £671,500 and a development grant of £74,500, 72% of eligible development costs, towards carrying out urgent repairs and restoring the Sharpham Estates Grade I House and the Capability Brown Grade II* listed parkland and gardens, and towards improvements to the accommodation. A 3-year programme of volunteer training and activity would be delivered with a project partner and the landscape would be reopened via a new 8km heritage trail.

On balance and in light of the concerns raised, Committee rejected the application.

**11. Tavistock Guildhall Gateway Centre; HG-14-09582
CSW 2015 (2) 11**

Tamsin Daniel left the room before discussion commenced.

Tavistock Town Council sought a first round pass of £766,500 including a development grant of £48,700, 59% of eligible development costs, towards the conservation of Grade II* listed Tavistock

Guildhall to provide new interpretation, public engagement activities and Council services, as well as creating a Devon Gateway for the World Heritage Site Mining heritage area.

Committee agreed the project was a high priority for support and awarded a first round pass of £766,500 including a development grant of £48,700, 59% of eligible development costs.

12. Prioritisation and feedback to applicants

Oral

Tamsin Daniel left the room before the prioritisation commenced.

Committee noted that Winterbourne Medieval Barn (item 8) had been rejected during the case by case discussions.

The Committee agreed the priority of the applications as follows:

- Swanage Pier (item 7) – high priority
- Heritage revealed (item, 9) – high priority
- Tavistock Guildhall Gateway Centre (item 12) – high priority
- The Lynher Project (item 6) – medium priority and
- Sharpham (item 10) – medium to low priority.

Committee awarded first round passes with development grants to both high priority schemes and rejected those projects which were considered a medium and medium to low priority in light of the concerns raised and the available budget.

SF4 Second round applications for discussion and decision

- **Heritage Grants**

13. Shire Hall Project; HG-11-07334

CSW 2015 (2) 13

West Dorset District Council sought a grant to restore and open up access to Dorchester's Grade I listed Shire Hall, the historic courtrooms for the county, enabling visitors to appreciate its significance and history. The Committee had deferred the application in November 2014 to allow the applicant to address some elements of the application.

The Committee awarded a grant of £1,500,000, 52% of eligible delivery costs.

14. Home and Abroad: Opening up the archive of the Bankes family; HG-13-03617

CSW 2015 (2) 14

Sarah Staniforth left the room before discussion commenced.

Dorset County Council (DCC) sought funding to catalogue, preserve and re-interpret the Bankes family of Kingston Lacy and Corfe Castle archive to make it more accessible to a wider audience. Contents of the archive would be digitised for use in an online catalogue and for educational materials and exhibitions, displays and outreach work. The archive represented the written record of the Bankes family's activities and impact on a wide area of Eastern Dorset over a period of seven centuries. DCC received a first round pass of £281,600 including a development grant of £23,500, 89% of total eligible development costs in March 2014.

The Committee agreed that the project was a high priority for support and awarded a grant of £297,600, 55% of eligible delivery costs.

15. Devon Remembers Heritage Project; HG-12-08811

CSW 2015 (2) 15

The South West Heritage Trust (SWHT) sought a grant towards delivering a project to commemorate the First World War across Devon. The three year project would work with community groups to explore the history and heritage around of the FWW and how the War impacted on local communities. The Committee had awarded a first round pass of £186,900

including a development grant of £7,900, 40% of eligible development costs in November 2013 to Devon County Council.

The Committee agreed that the project was a high priority for support and awarded a grant of £267,400, 68% of eligible delivery costs.

16. V3 Project: inVolve, Visit, Volunteer; HG-12-08888

CSW 2015 (2) 16

South Somerset District Council sought a grant towards delivering a project which aimed to improve the natural heritage and visitor offer to Yeovil Country Park, encouraging visitors to become more involved in their local countryside and providing more opportunities for people to enjoy, contribute and learn about Yeovil Country Park. The Committee agreed there was potential to improve the quality of the visitor experience and the project was timely and had awarded a first round pass of £206,500 including a development grant of £24,000, 68% of total eligible development costs.

The Committee agreed that the project was a high priority for support and awarded a grant of £251,200, 60% of eligible delivery costs.

- **Grants for Places of Worship**

17. Grants for Places of Worship Applications

CSW 2015 (2) 17

Julie Cooper, Casework Manager presented the paper.

In the South West, eleven applications had been received with a grant request of £1,957,900 against a regional allocated budget of £1,013,781.

At the initial sift, EH advice was that 5 schemes did not demonstrate that the works applied for were as urgent as other projects.

Second round applications:

The Committee noted that two second-round projects had requested an uplift on the first round award:

- The Committee awarded a grant of £111,200 to Camelford Methodist Church. This included an uplift on the first round pass award of £16,600 due to an increase in costs following tender returns.
- The Committee noted that St John the Baptist Church, Ebbesbourne Wake had received a grant award of £68,500 which included an uplift of £3,200 due to increased tender costs. This award had been confirmed by the Head of Region.

Committee noted that both uplifts would be deducted from the first round pass budget. Therefore the revised budget available for this meeting was £993,981.

First round applications:

The Committee awarded first round passes totalling £938,800 to five applications and rejected six applications on the grounds of insufficient urgency when compared to others in the batch and because they did not meet the programme outcomes.

All decisions were set out in Annex I.

Papers for discussion

18. Annual Review of Delegated Decisions

CSW 2015 (2) 18

Julie Cooper summarised the key findings from the annual review of delegated decisions and highlighted key issues emerging.

Committee agreed that batch meetings were very well managed with a clear and transparent decision taking progress. The threshold for delegated grants had increased from £50,000 to £100,000.

Committee agreed that evaluation of the smaller projects was important.

19. South West Operating Plan 2015-2016 including Annual Report 2014-15 **CSW 2015 (2) 19**

Nerys Watts introduced the plan which set out proposals for the year ahead and thanked the team for their hard work during the previous year which had been both challenging and one of the busiest periods experienced to date. The customer care focus remained strong. The team had been especially successful with their approach to promoting HLF and the funding streams to a range of diverse groups and organisations.

The use of social media in the region continued to grow. The Head of Region/office was developing a strong good twitter following.

20. Corporate Update **CSW 2015 (2) 20**

Papers for Information

21. Communications Report **CSW 2015 (2) 21**

Committee noted the report. The Chairman drew attention to the Parliamentary and government relations update and in particular the new MPs in the South West. He invited members to suggest the names of any MPs that might be interested to hear more about HLF related activity.

22. Communications Plan 2015-2016 **CSW 2015 (2) 22**

Committee noted the HLF positioning and key messages and the importance on acknowledging lottery players.

23. Parks for People Overview **CSW 2015 (2) 23**

Committee noted the overview.

24. Any other business **Oral**

The Chairman invited Committee to pause and reflect on the meeting and recapped on key areas.

The meeting finished at 2.30pm.

The next meeting will be held on 8 September 2015.

Annex 1 Schedule of Decision Grants for Paces of Worship applications

Item	Project Title	Applicant	Decision	Project Reference
17	Roof and Ancillary Works	Camelford Parish Church	AWARD GRANT OF £111,200 (60%)	GP-13-10602
17a	Repairs to the fabric of a Grade 1 listed church following 2014 Quinquennial Inspection	Parochial Church Council of Hinton St. George with Dinnington	FIRST ROUND PASS OF £215,500, INCLUDING DEVELOPMENT GRANT OF £22,000 (46% OF TOTAL ELIGIBLE DEVELOPMENT COSTS)	GP-14-07927
17b	Repairs to the Tower, All Saints Newland	Parochial Church Council of Mid-Wyedean Churches, Newland	FIRST ROUND PASS OF £120,900, INCLUDING DEVELOPMENT GRANT OF £9,300 (65% OF TOTAL ELIGIBLE DEVELOPMENT COSTS)	GP-14-07202
17c	Repair of roof and rainwater systems, rectification of damage from damp, installation of heritage displays	Otterton Parish Church	FIRST ROUND PASS OF £215,500, INCLUDING DEVELOPMENT GRANT OF £23,000 (58% OF TOTAL ELIGIBLE DEVELOPMENT COSTS)	GP-14-07202
17d	"Raising the Roof" – St. George's Church Modbury, Roof and Restoration Project.	St George's Church Parochial Church Council	FIRST ROUND PASS OF £250,000, INCLUDING DEVELOPMENT GRANT OF £23,300 (55% OF TOTAL ELIGIBLE DEVELOPMENT COSTS)	GP-14-09138
17e	Major floor repair and replacement project enabling reconfiguration of village church into flexible community asset.	St Simon and St Jude Parochial Church Council, North Dorset	FIRST ROUND PASS OF £136,900, INCLUDING DEVELOPMENT GRANT OF £15,600 (70% OF TOTAL ELIGIBLE DEVELOPMENT COSTS)	GP-14-08546
17f	ST. Michaels Enmore, Bridgwater, Somerset, repairs and re-ordering	St. Michael's Church Parochial Church Council	REJECT	GP-14-00044
17g	Tower repair St Michaels Church, East Anstey, Devon	Parochial Church Council St Michaels Church	REJECT	GP-14-09014

Item	Project Title	Applicant	Decision	Project Reference
17h	External and internal renovation, repairs and community focused improvements	St Andrew's Church, Stogursey	REJECT	GP-14-08745
17i	Stained glass window Project	St Michael the Archangel, Teignmouth	REJECT	GP-14-08759
17j	Decisive repairs to chronically damp medieval tower and improvements to both heating and ventilation	Brompton Regis PCC	REJECT	GP-14-02724
17d	Mend the roof	St Martin of Tours Parish Church, Yeovil	REJECT	GP-14-07417