

MINUTES of the MEETING of the HERITAGE PARK / SKULL SITE SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, on THURSDAY 16 SEPTEMBER 2015 at 2.00 PM

**PRESENT:** Councillor R J Lees  
Councillor P M Harman (ex-officio)  
Councillor Mrs C K Openshaw

**ALSO PRESENT:** Sara Stapleton, Responsible Financial Officer (RFO)  
Robin Jones, Groundwork  
Mrs Brenda Bobby, Friends of Swanscombe Heritage Park

**ABSENT:** None.

200/15-16. **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted and accepted from Councillors' Mrs S P Butterfill (work commitments), Ms L C Howes (holiday), D J Mote (other meeting) and B E Read (hospital appointment). In addition, Lis Dyson, Kent County Council, submitted her apologies (unwell).

**Recommended:** That the apologies for absence and reasons, as listed, be formally approved.

201/15-16. **TO ELECT A CHAIRMAN FOR THE MEETING.**

As the Chairman and Vice Chairman were absent, it was necessary to elect a chairman for the meeting.

**Recommended:** That Councillor R J Lees be elected as Chairman for the meeting.

202/15-16. **SUBSTITUTES**

There were none.

203/15-16. **TO DECLARE INTERESTS IN ITEMS ON THE AGENDA**

There were none.

*The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.*

204/15-16. **URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

None.

**205/15-16. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 2 JULY 2015.**

Minute no. 119B/15-16 was amended as it stated that Councillor Ms L C Howes was elected as Chairman, and should have read of Vice-Chairman.

**Recommended:** The Minutes of the meeting held on 2 July 2015 be confirmed and signed as a true record.

**206/15-16. HLF BID – PROGRESS TO DATE.**

Members were provided with a copy of the draft Expression of Interest prepared by Robin Jones for the HLF bid for their comment. It was explained to members that, because of the lengthy delays encountered with the previous bid, a fresh bid would now need to be submitted, with the Expression of Interest being the first stage. If this was successful, the Town Council would be invited by the HLF to submit a full bid. Members discussed the Expression of Interest and various comments were made. Robin stated that the timings as listed within Section 3 of the bid would need to be changed slightly because of this being the first opportunity for members to discuss and agree the Expression of Interest. Robin was hopeful that if the Expression of Interest was successful, a full bid could be submitted by 30 November 2015 with a decision being made by the HLF in March 2016. Members were advised that the full detail of the various elements within the Expression of Interest would be clarified when the full bid was being prepared and members would have every opportunity to comment on them during that stage. Members were happy with the proposals contained within the Expression of Interest, the RFO was requested to seek comments from Natural England and Kent County Council before it was submitted. A deadline for responses was set for Friday 18 September 2015 and if no comments were received by that date, the RFO would submit the Expression of Interest in the Town Council's name. Robin advised that he would make the slight amendments and email it to the RFO for her to submit.

**Recommended:** That the Expression of Interest be agreed, with the few minor amendments discussed, and that it be submitted to the HLF once comments from Natural England and Kent County Council had been received.

**207/15-16. NATURAL ENGLAND – SWANSCOMBE MANAGEMENT PLAN.**

The sub-committee had met with Natural England on 17 July 2015 to discuss the Town Council's obligations in relation to the Lease with Natural England for the site. The notes from that meeting had been supplied to members who were now required to discuss how the Town Council could ensure that it met its responsibilities. Members discussed that many of the Town Council's obligations for the site would be addressed with a volunteer wardening scheme in place. The RFO confirmed that she still awaited information from Natural England regarding wardening schemes and their experiences in other locations that would assist the Town Council in setting up its own wardening scheme. Members discussed motorcycle access to the site and the RFO confirmed that the Town Clerk had arranged for a metal bar to be welded to

the bottom of the kissing gates which members had suggested would prevent motorcycles being slid under.

**Recommended:** That the matter be referred to the next meeting.

208/15-16. **FIELDWORK AT SWANSCOMBE HERITAGE PARK.**

Further to minute 123/15-16 Members were provided with the Public Notice that had been displayed by the British Museum prior to and during the field work being undertaken at the site. Members queried whether any new information had been discovered or photographs taken of the field work carried out by the British Museum.

**Recommended:** That the item be noted and the RFO contact the British Museum to establish whether any new information had been discovered and whether it would be possible to have copies of any photographs taken.

209/15-16. **DELIBERATE OUTDOOR FIRE SETTING – SWANSCOMBE AREA.**

Correspondence had been received from the Dartford Watch Manager, Kent Fire and Rescue Service in relation to deliberate outdoor fire setting in Swanscombe during the dry summer period and how Kent Fire and Rescue Service would like to establish a coordinated approach amongst various partner agencies to try and deal with the issue. The RFO advised members that Kent Fire and Rescue Service would not be in attendance at the meeting because there had been a decline in the number of calls to the Heritage Park which was hopefully due to their activity in the area and the weather turning wetter.

**Recommended:** That the item be noted.

210/15-16. **FRIENDS OF SWANSCOMBE HERITAGE PARK (FOSHP) REPORT OF ACTIVITIES.**

Members were provided with an update from Mrs Brenda Bobby regarding the Friends Group of activities undertaken since the last meeting. The Teddy Bears Picnic held in the summer was attended by over 40 local residents who took part in art and crafts, story time for toddlers, a teddy hunt in the Heritage Park and the best dressed teddy competition. The Halloween event would be taking place on Friday 30 October 2015 and a litter picking event would be taking place, the date yet to be decided.

**Recommended:** That the report be noted.

211/15-16. **HERITAGE PARK WEBSITE.**

This item reminded everyone that any items to be included on the website needed to be forwarded to the RFO.

**Recommended:** That information from the British Museum, if received, be placed on the website.

212/15-16. **ANY OTHER ITEMS RELATED TO THE HERITAGE PARK / SKULL SITE.**

There were none.

213/15-16. **DATE OF NEXT MEETING.**

**Recommended:** That the next meeting be scheduled for Wednesday 18 November 2015 at 1.00 pm

There being no further business to transact, the meeting closed at 3.10 pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)

## Sara Stapleton

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**From:** Joseph Minden <Joseph.Minden@hlf.org.uk>  
**Sent:** 16 October 2015 15:36  
**To:** Sara Stapleton  
**Subject:** HG-15-04138 - Swanscombe Heritage Park - Realising the Potential

### Heritage Lottery Fund Reference Number – HG-15-04138

Dear Sara,

Thanks for the above enquiry, and apologies for the lengthy delay in getting back to you.

From the information provided, you wish to apply for a grant of £700,000 to re-interpret, and increase access to and engagement with, the Park and its stories.

If you decide to proceed with a Heritage Grants application you should fully read the application form, application guidance and frequently asked questions, available on our website at: <http://www.hlf.org.uk/HowToApply/programmes/Pages/HeritageGrants.aspx>.

When completing your First Round application make sure you have fully read the guidance document as the process needs to be followed carefully to submit a strong application. Applicants who choose not to read this guidance will be unlikely to submit a fundable application. Also, please do not assume any prior knowledge of your building or area of expertise by the assessing officer. Below are some points which you should also consider;

- Decisions are made for this programme 4 times a year for projects of under £2million. More details of the deadlines can be found on the link above.
- All successful applications go through two application rounds, referred to as the First Round and Second Round. A First Round pass, which can include funding to develop your project, does not guarantee funding to deliver the project at Round Two. This is so that you can apply at an early stage of planning your project and get an idea of whether you have a good chance of getting a grant before you send us your proposal in greater detail. This process can take many months depending on the complexity of your project. Work to be undertaken in the development stage between a successful First Round decision and a Second Round application needs to be fully articulated and costed in the First Round application.
- The Heritage Grant application process usually takes a minimum of 18 months to complete before a decision whether to fully fund a project is made.
- To receive a grant you must think about our 14 outcomes and how your project will address a number of these. The outcomes are broken into outcomes for heritage, outcomes for people and outcomes for communities. For a grant request of under £2million, you must meet at least one outcome from each category. More information on the outcomes can be found on page 6 of the guidance.

We describe the difference we want to make for heritage, people and communities through a set of outcomes. Applications to the Heritage Grants programme will need to address at least one heritage and one people outcome but you may feel that your project has the potential to deliver outcomes from each of the three categories.

### Outcomes for Heritage

With our investment, heritage will be:

- better managed
- in better condition
- better interpreted and explained;
- Identified/recorded.

### Outcomes for people

With our investment, people will have:

- learnt about heritage;
- developed skills
- changed their attitudes and/or behaviour;
- had an enjoyable experience;
- Volunteered time.

### **Outcomes for communities**

With our investment:

- environmental impacts will be reduced
- more people, and a wider range of people will have engaged with heritage;
- organisations will be more resilient;
- local economies will be boosted;
- Local areas/communities will be a better place to live, work or visit.

It is not necessary to aim to achieve all the outcomes or to address each to the same extent: it is up to you to tell us which you would like to attain and how your project will do this. You should think about the outcomes it would be most appropriate for your project to address and the ways in which you could accomplish the chosen outcomes well. The following are some suggestions which might give you some ideas to build upon. Under heritage you may like to interpret and explain or record the heritage. People could learn through attending an exhibition, reading a book or online resources etc. Think about the range of activities and resources you could offer to meet this outcome. If volunteers are trained to carry out research or create the learning resources, they could also be said to be learning new skills. You may also wish to demonstrate that more people and a wider range of people will have engaged with heritage.

<http://www.hlf.org.uk/HowToApply/programmes/Pages/HeritageGrants.aspx>

### **Advice on your project**

It sounds like you have an interesting project which could have potential to achieve a number of our outcomes. The chief thing will be focussing the vision with substantial detail prior to application. Below are some points to consider as you develop the project.

- It will be important to present a coherent/linked-up heritage focus for the project which can unite the different important heritage elements, whether they're archaeological or natural. Why is a joint focus necessary to the heritage of the park and why are you unable to phase work or tackle these issues separately? This ties in with the need you state for a full revision of the conservation management regime. Updating the Conservation Management and Audience Development plans would be a requirement of the delivery phase, but given that these documents were funded through an HLF project planning grant, it may be worth touching on this and, as you mention, addressing what you have changed/how you have progressed things since 2009.
- Future sustainability of the project will be a key consideration at assessment (e.g. under Section 6 of the application). The involvement of volunteers is positive but if they are going to be responsible for the project's sustainability in the long term how will this be managed and resourced?
- From the information, one of the key areas around sustainability will be the staff roles involved in outreach, education and engagement. It will be crucial to think about role descriptions here. Would one Park Ranger role be enough to give adequate attention to both customer-facing and maintenance responsibilities, and how will you ensure that you are confident you'll find someone with the necessary range of skills, encompassing archaeology and natural heritage?
- Detail on how the current volunteer network will be expanded will be important to include, as well as details of the heritage activities with which they'll be involved. Who will manage these aspects? Will it be a further element of the park ranger role?
- Because such a key part of the project is building community links and interest, you will need to think carefully about you will evaluate the success of the project and demonstrate that you have met our outcomes in a sustainable way. Targeted measures for engaging the community with the heritage will need to be presented. I am not sure from the pre-app what kinds of heritage activity will take place on site – are there collections which will be employed? Will there be museum visits? Will there be training in research or natural heritage skills? How will building volunteer capacity be balanced with other forms of engagement?

- Your development phase will need to involve provision for the development of your second round bid, including writing the activity plan. Who will be responsible for this? This will also involve laying the groundwork for education and outreach activities – running pilots, conducting surveys locally, developing the engagement programme. The Conservation management plan is normally something we would expect to see update through the delivery phase as a means of securing for the future the achievements of the project.
- It is important to be really clear about the need to bring in specialist (skills) to plan and deliver the project. When is it intended to identify these needs? There should be an allocation for the related costs in the project budget.
- With respect to the construction of the pavilion, costs for new build capital works can struggle to meet out outcomes competitively. You will need to make a real case for why this work is necessary, and why it requires HLF funding – how does it meet our outcomes for heritage, people and communities? Will there be opportunities for apprenticeships? Will the structure engage with the park's heritage in some way? What will the interpretation include and how will it be developed? Will you involved the community in researching and writing the new interpretation, for example?
- It would be good to have detail on any partnership working, eg/ with KCC on the archaeological dig area
- The construction of new animal sculptures is unlikely to be a cost that will competitively meet our outcomes – is London Paramount a potential sponsor of this element?
- The project budget will need to be presented in the HG application form format i.e. with a development and delivery stage. What are the sources of partnership funding? Have adequate allocations been made e.g. project management, sufficient education/ranger hours, the inclusion of activities to ensure the project will achieve the HG outcomes including involving new/wider audiences? Note under 'What we fund' in the HG guidance that projects where the main focus is meeting legal and/or statutory responsibilities are unlikely to win support.
- This good practice guidance explains clearly what HLF's expects in an archaeology project [http://www.hlf.org.uk/HowToApply/goodpractice/Documents/Archaeology\\_good\\_practice\\_guidance.pdf](http://www.hlf.org.uk/HowToApply/goodpractice/Documents/Archaeology_good_practice_guidance.pdf)  
There would be other points that may be relevant –
  - Has contact been made with the local authority archaeologist to make them aware of the potential project?
  - Will arrangements be made to transfer information found to the Historic Environment Record?
  - Has sufficient professional advice and support been enlisted and allowed for in the project budget?
  - What are the arrangement for the deposition of the project archive?
  - Is there commitment to conform to relevant professional standards?
  - Is there a strategy for long term storage of digital materials which may be produced?
  - Will there be a full programme of post-excavation analysis of artefacts etc.?
  - How will the results be published and freely available to the public at no cost?
  - Have all necessary permissions been sought and given?
- Good practice guidance is also available for natural heritage projects: <http://www.hlf.org.uk/natural-heritage>

I hope these comments will be useful in developing the application. I'd be keen to arrange a meeting to discuss things with you further, and I would be happy to come to Swanscombe. Would any dates in the second half of November be possible?

An April start currently presents you with a very tight timescale in terms of submissions, as applications coming in this November will have a decision the following March.

Please don't hesitate to give me a call if you'd like to discuss any of these points further – and sorry again for the delay in getting back to you.

All best,

Joe

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