

Delegated Decision

July 2019

Durham Woodland Revival

Acceptance of National Lottery Heritage Grant



Ordinary Decision/Key Decision No.

Report of REGENERATION & LOCAL SERVICES

IAN THOMPSON – CORPORATE DIRECTOR OF REGENERATION & LOCAL SERVICES

Electoral division(s) affected:

| | | |
|-------------------------|------------------------------|--------------------------------|
| Esh and Witton Gilbert | Tudhoe | Bishop Middleham and Cornforth |
| Brandon | Ferryhill | Shotton and South Hetton |
| Durham South | Framwellgate and Newton Hall | Trimdon and Thornley |
| Deerness | Chester-le-Street North | Wingate |
| Burnopfield and Dipton | Coxhoe | Easington |
| Annfield Plain | North Lodge | Blackhalls |
| Tanfield | Elvet and Gilesgate | Passfield |
| Willington and Hunwick | Chester-le-Street East | Peterlee West |
| Craghead and South Moor | Lumley | Lanchester |
| Stanley | Belmont | Tow Law |
| Coundon | Sedgefield | Crook |
| Neville's Cross | Sherburn | Sacrison |
| Spennymoor | Chester-le-Street South | Chester-le-Street West Central |
| Pelton | | |

Purpose of the Report

- 1 To accept the terms of the National Heritage Lottery Grant for £434,200, awarded to the council to deliver the Durham Woodland Revival project.

Executive Summary

- 2 The Durham Woodland Revival project has been awarded £434,200 from the National Heritage Lottery Fund to restore and reconnect woodland in the county. The funding will enable Durham County Council to work with partners Woodland Trust, Northwoods, Wear Rivers Trust and the Forestry Commission to bring neglected and under-managed woodland back into good condition and to boost woodland cover. The total project cost is £820,155.

Recommendation

- 3 To accept the terms of the National Lottery Heritage Grant as set out in the award letter dated 19 June 2019, Ref: HG-15-05954, in Appendix 2.

Background

- 4 The Durham Woodland Revival project has been awarded £434,200 from the National Heritage Lottery Fund to restore and reconnect woodland in the county. The funding will enable Durham County Council to work with partners Woodland Trust, Northwoods, Wear Rivers Trust and the Forestry Commission to bring neglected and under-managed woodland back into good condition and to boost woodland cover over a four-year period starting this summer.
- 5 The total project cost is £820,155. The majority of match funding is confirmed except for a deficit of £14,000 over the four-year programme. It is anticipated that the delivery team will secure this deficit once the project starts, however, the council and Woodland Trust have jointly underwritten the amount for the interim.
- 8 A team of three officers will be based at County Hall. Two of these posts will be full time and hosted by the Woodland Trust. The Programme Manager role is part time and will be hosted by the council.
- 9 Focusing on 5,000 hectares of woodland, within a 10-mile radius from Durham City, the project will give landowners and communities opportunities to learn about, enjoy and re-imagine a purpose for their woodlands. The project will improve the quality, management and benefit of trees and woodlands and provide an important contribution towards the newly agreed Climate Emergency target of achieving carbon neutrality for County Durham by 2050.

- 10 The Durham Woodland Revival project is one of the actions taken to implement the recommendations from the Overview and Scrutiny Working Group – ‘Management of Woodland Estate Owned by Durham County Council 2015.’ The project area has almost 1000ha of council-owned woodland, which will have Forestry Commission approved management plans and be actively managed as part of the programme.

Section heading

N/A

Options

N/A

Main implications

- 11 To bring neglected and under-managed woodlands back into good condition and boost woodland cover by giving local landowners and people opportunities to learn about, enjoy and re-imagine a purpose for woodlands.

Conclusion

- 12 It is recommended to accept the terms of the National Heritage Lottery Fund grant and progress with the delivery of the Durham Woodland Revival project.

Contact: Sue Mullinger

Tel: 03000 267142

Appendix 1: Implications

Legal Implications

Advice provided by Legal Services on Wood Allotment agreements, which are agreements for communities to manage council-owned woodlands.

Finance

The Council has committed £89,000 cash match over the four years from the following budgets:

- £30,000 – Landscape & Arboriculture, Tree Week grant & Field Boundary Restoration grant
- £26,000 - Landscape & Arboriculture, Conservation programmes
- £24,000 – Ecology
- £5,000 – Corporate property & Land (Forestry)
- £4,000 – Parks & Countryside

A match fund deficit of £35,000 over the four-year programme has been jointly underwritten between the Council and Woodland Trust. This figure has now reduced to £14,000 following the finalisation of cash flows. It is anticipated that the delivery team will raise the full amount required once the project commences.

Consultation

Development of the project was shaped by two key reports that consulted with private woodland owners and local communities/community wood groups respectively. There is a clear willingness from private landowners to manage their woodlands for nature conservation, enjoyment, timber and woodfuel production. Similarly, some communities are interested in managing their woods but don't know where to start. Other groups which are already involved in managing council-owned woodlands expressed a need for more specialised and tailored support.

Equality and Diversity / Public Sector Equality Duty

N/A.

Human Rights

N/A

Crime and Disorder

N/A

Staffing

Recruitment for three new posts; Programme Manager part time, hosted by Durham County Council, and Community Woodland Officer and Woodland Officer both full time and hosted by the Woodland Trust.

Accommodation

Accommodation requirements can be met within the office currently occupied by Landscape & Arboriculture.

Risk

N/A.

Procurement

Procurement will be done in line with the requirements set out in the National Lottery Heritage Fund Programme Application guidance.

Appendix 2: National Lottery Heritage Fund Award Letter

North East Telephone
ST Nicholas Building 0191 255 7570
ST Nicholas Street
Newcastle NE1 upon Tyne Textphone 020 7591 6255
Website www.heritagefund.org.uk FUND IRE

• HERITAGE



19 June 2019

Our Ref: HG-15-04954

Sue Mullinger

Landscape Delivery officer

Durham County Council

County Hall

DURHAM

DHI 5UQ

Dear Sue,

Durham Woodland Revival

Congratulations, your application has now been assessed, and I am delighted to inform you that we have decided to award you a grant of up to E434,200 Four-Hundred-and-Thirty-Four Thousand Two-Hundred Pounds (53% of the total eligible project cost of €820, 155.00) towards a project that will improve the quality and future management of County Durham's woodlands for the benefit of communities and nature.

More specifically* we will monitor your progress against the following:

Approved Purposes

- 247ha of ancient woodland will be brought into favourable condition in line with advice produced by Durham Wildlife Trust, with a focus on existing designated Local Wildlife Sites.
- 19 partnering landowners will be supported to plant a target of 20ha of new woodland and 2km of connective hedgerows to increase the linkage and size of woodlands outside of project partner owned land.
- A further 61 ha of woodland will be planted on three Woodland Trust sites by 460 schoolchildren and 125 volunteers to create a sense of ownership among local communities. Sites at West Cornforth, Frankland and Thornley will also receive new interpretive and directional signage.
- The Woodland Trust's Green Tree Schools Award will be expanded to incorporate 460 participating schoolchildren.

- Access to six Council-owned and five Woodland Trust sites will be improved through the installation and repair of walkways and gates.
- Support will be given to at least 50 landowners to develop skills, access markets and create networks that will allow sustainable and wildlife-friendly woodland management.
- Ten community groups will be trained to provide sustainable and effective woodland management. Tools will be made available and eight training events per year will engage up to 150 regular volunteers. A constituted umbrella group will be established to create an ongoing network of sustainable groups.
- A wood allotment group will be trialled at Waterhouses, Esh Winning under licence.

Awarding funds from

THE NATIONAL LOTTERY €

- In collaboration with the Skill Mill, eight young offenders will be trained in woodland management, supporting their access to employment.
- Three paid interns will work within Beamish Museum's woodlands and shadow project officers over nine months to gain forestry experience, better enabling their future access relevant employment.
- With training from a professional archaeologist, eight volunteers will conduct surface investigations and archive research into six selected woodlands.
- Ten mini festivals will be held to celebrate local woodlands, woodland crafts and arts engagement.
- A Part-Time Programme Manager, a Full-Time Community Engagement Officer and a flexible Forestry Officer will be employed to deliver the scheme.

The percentage above is known as your 'grant percentage.' As your approved project costs include non-cash contributions and/or volunteer time, we have also calculated the percentage of cash that we will be contributing towards the project. We describe this as the 'payment percentage' and for your project this will be 59%. More information on this can be found within the 'Receiving a grant' guidance.

Part 1 of this letter sets out how we will work with you during the delivery phase of your project.

Part 2 deals with the legal aspects of the grant that we are offering. It refers to the standard terms of grant that you accepted when you completed the Declaration section of your online application.

Part 3 advises you on the next steps. Part 1 — How we will work with you

Delivering your project

You will need to deliver your project in line with the proposals set out in your application. We will contact you shortly to arrange a start-up discussion, when we will agree a timetable for progress reporting and grant payment requests. More information on this can be found within the 'Receiving a grant' guidance.

Keeping in touch

We will be monitoring your progress against the approved purposes of our grant and any areas of risk we have identified. This will help us to understand how well the delivery is advancing and alert us to any issues.

Please read the 'Receiving a grant' guidance. This requires you to:

- obtain our permission to start the delivery phase;
- submit progress reports at a frequency agreed between us when we have our start up discussion;
- request your grant payments;

2 of 10

4075\4.0

- provide a completion and evaluation report when you have finished the delivery phase; e procure goods, works and services in accordance with EU procurement regulations and the 'Receiving a grant' guidance.

The forms that you will need for requesting permission to start, requesting your grant and reporting your progress and completion should be accessed and submitted via your online account, in the same way that you supplied your application form.

Part 2 — The legal section

Grantee name and address:
Durham County Council

County Hall

DURHAM

DHI 5UQ

Project Reference Number: HG-15-04954

Grant

The attached appendix 1 sets out the principal elements of the approved purposes to which The National Lottery Heritage Fund has agreed to contribute along with anticipated partnership funding.

Please be aware that if you spend less on your delivery project than the approved project budget, we will reduce the final grant payable. Any reduction will be in proportion to National Lottery Heritage Fund's grant contribution.

Standard terms of grant

We will pay you the grant subject to you complying with our standard terms of grant which formed part of your application; the additional grant conditions (if any) set out below; and with the conditions and requirements set out in 'Receiving a grant'.

Additional grant conditions

In addition to our standard terms of grant, you must observe the following additional conditions in respect of the Project: See Appendix 2

Grant expiry date

You must complete the approved purposes by 30 Nov 2023.

Duration of the terms of grant

The standard terms of grant and the additional grant conditions (if any) will last from the Permission to Start Date and run for a term of 20 years after the Project Completion Date.

The following documents define the project for which the grant is offered:

1. This letter
2. Your application dated 01 Mar 2019
3. Documents and correspondence submitted by you in support of your application

Withdrawal of the grant

We may withdraw the grant if:

- You have already started work on the delivery phase before we have given you our permission to do so, in accordance with the standard terms of grant.
- You do not start work on the delivery phase within 6 months of the date of this letter.

Part 3 — Next steps

You should read the following related documents:

- 'Receiving a grant' setting out our monitoring requirements — [either in hard copy with this letter, sent via email or available online at <https://closedprogrammes.hlf.org.uk/> • 'Standard Terms of Grant' sent in hard copy with this letter or available online at <https://closedprogrammes.hlf.org.uk/>

Available online:

- 'How to acknowledge your grant' guidance and information on logos and how to promote your project <https://www.heritagefund.org.uk/funding/promote-your-project> • Template Press Release: <https://www.heritagefund.org.uk/publications/press-releasetemplates>

Permission to start

We will only give you our permission to start when certain pre-conditions, defined in the 'Receiving a grant' guidance, have been satisfied. For us to pay your grant requests by bank transfer (BACS), we need to see a copy of a recent bank statement (within the last three months), or a cheque or a paying-in slip for the relevant account, showing the bank's name and address. You will need to submit this with your 'Permission to start' form.

Please note that your Permission to stan form will be released to your online account within 5 working days of this letter. Please contact me using the contact details below if you need to access the form any earlier than this.

4000

Publicity

It is important to publicise your award to local media so that lottery players know where their money has gone. However, you must keep your award confidential until we have discussed and agreed your publicity plans. We will publish the fact that you have been awarded a grant on our website within 10 days of the grant being awarded. Your Investment Manager can assist you with queries about publicity and the media and you will receive a template press release which you may find helpful to issue to media once your publicity plans have been agreed.

Please also contact your Investment Manager as soon as possible to agree the most appropriate location and nature of acknowledgment for your grant both during your project and after its completion. You must make sure you include our logo on any information you produce about your delivery, for example, on public consultation or fundraising information or materials. You must also include our logo on all designs or plans you produce, on all specialist reports or surveys, and on all tender documents that are funded by our grant. Please refer to the 'How to acknowledge your grant' guidance which explains how to do this.

We wish you every success with your project, and look forward to receiving regular updates.

Please contact me if you have any queries arising from this letter.

Yours sincerely,



Christopher Harland

Senior Investment Manager

Direct Line: 0191 255 7579

Email: christopherh@hlf.org.uk

5 of 10

Appendix 1 — Approved project costs

a) Delivery Phase costs

Capital costs

| Cost Headin | Description | Cost | Vat | Total |
|------------------------------|--|----------------|------------|----------------|
| | | E | E | E |
| Repair and conservation work | Tree and hedge planting. Woodland restoration work undertaken by contractors | 110,250 | 0 | 110,250 |
| Other capital work | Access and inter relation work | 72,000 | 900 | 72,900 |
| Total Costs | | 182,250 | 900 | 183,150 |

Activity costs

| Cost Heading | Description | Cost | Vat | Total |
|-----------------|---|---------|-----|---------|
| | | | | |
| New staff costs | Project Manager, Forestry Officer, Community Engagement Officer | 390,423 | 0 | 390,423 |

| | | | | |
|---|--|----------------|--------------|----------------|
| Trainin for staff | Trainin | 1,000 | 0 | 1,000 |
| Paid training placements | Three nine-month Beamish Traineeships | 28,800 | 0 | 28,800 |
| Trainin for volunteers | Skill Mill, trainin for vols | 26,800 | 0 | 26,800 |
| Travel for staff | Travel expenses | 35,918 | 4,480 | 40,398 |
| Travel and expenses for volunteers | Travel and expenses, Archaeology Project | 4,000 | 800 | |
| Other costs (activity) | Training for landowners community routes and archaeology project | 20,200 | 0 | 20,200 |
| Equipment and materials activit | Tools | 9,000 | 0 | 9,000 |
| Professional fees relating to an of the above activit | Specialist training for wood allotment route | 1,200 | 0 | 1,200 |
| Total Costs | | 517,341 | 5,280 | 522,621 |

Other costs

| Cost Headin | Description | Cost | Vat | Total |
|-------------------------|--------------------------------|--------|-----|--------|
| | | | £ | £ |
| Recruitment | Northeast jobs | 0 | 0 | 0 |
| Publicity and promotion | Website, communications | 3,240 | 0 | 3,240 |
| Evaluation | Contract over four years | 15,000 | 0 | 15,000 |
| Continent | 4% on all except staff costs | 1,274 | 80 | 1,354 |
| inflation | 1.5% on all except staff costs | 594 | 48 | 642 |
| Non cash contributions | Woodland Trust staff time | 54,600 | | 54,600 |

60f10

| Cost Headin | Description | Cost | Vat | Total |
|------------------------|---|--------|-----|--------|
| Non cash contributions | Wear Rivers Trust staff time | 4,125 | 0 | 4,125 |
| Volunteer time | Woodland creation, consultation, woodland archaeology, staff and volunteers monitoring for evaluation | 22,523 | 0 | 22,523 |
| Other costs | Consultation costs, element on new sites | 12,600 | 300 | 12,900 |

| | | | |
|-------------|---------|-----|---------|
| Total Costs | 113,956 | 428 | 114,384 |
|-------------|---------|-----|---------|

b) Delivery Phase income

Delive income

| Income Heading | Description | Secured | Total (E) |
|---|--|---------|-----------|
| Other ublic sector | Environment A enc | Yes | 27,000 |
| Private donation - Individual | Landowner contribution/ma•or donor | Yes | 22,250 |
| Private donation - Trusts/Charities/Foundations | Multi-charities/legacy/ | Yes | 78,000 |
| Private donation - cor orate | Woodland Trust | Yes | 39,000 |
| Commercial/business | Beamish, Trans ennine Ex ress | Yes | 13,900 |
| Own reserves | Durham Count Council Reserves | Yes | 89,072 |
| Other fundraising | Woodland Trust and Durham County Council Underwritten Fundraising Tar et | Yes | 35,485 |
| Non cash contributions | Woodland Trust staff time | Yes | 54,600 |
| Non cash contributions | Wear Rivers Trust staff time | Yes | 4,125 |
| Volunteer time | Woodland creation/ archaeology / evaluation volunteer time | No | 22,523 |
| Grant | | | 434,200 |
| Total Income | | | 820,155 |

7 of 10

Appendix 2 - Additional grant conditions

For the purposes of these Additional grant conditions, the following definitions apply in addition to those in the Standard terms of grant:

1. Local-authority Grantee

Evidence of local-authority decision-making process

- (a) Within 28 days of the date of the Grant Notification Letter, you must send us a certified copy (signed to confirm it is a true copy) of the document recording your decision (or the decision of the relevant properly

constituted committee, executive or authorised officer) authorising you to accept the terms of grant, together with a statement containing the information set out in paragraph b below.

(b) The statement must include the following information.

- The power (statutory or otherwise) you have and which you have used to accept the terms of grant.
- An extract of that part of your policy framework under which you have accepted the terms of grant.
- The executive arrangements under which your decision to accept the terms of grant was made.
- The considerations that you took into account in using the powers and the procedure under which any consultation took place and the decision was made.
- The authority under which the Declaration forming part of the Application has been signed on your behalf.

(c) Without affecting clause 32 you must (if we think it is necessary) confirm your decision in whatever way we direct. Within seven days of confirming, you must send us evidence of this.

8 01 10

(d) We may withdraw the Grant (after considering the matters referred to in paragraphs 1a and 1b) if we are not satisfied that the terms of grant are valid and binding on you.

(e) Within 21 days of sending us the document and information needed under paragraph 1a (or evidence of the confirmation of the decision in line with paragraph 1c), we may ask that you get the written opinion of a barrister, in a form satisfactory to us asking for his or her opinion on whether:

- the powers you are relying on in accepting the terms of grant do allow you to enter into these arrangements;
- you have followed correctly all procedural requirements in using those powers and have acted in a reasonable and proper way; and
- you have taken account of only, and all, relevant considerations in using those powers.

You must send us the barrister's opinion and make sure that it is addressed to us as well as to you. You must also make sure that the barrister confirms we may rely on his or her opinion for our own purposes.

(O) You acknowledge that neither any documents or information that you send us, nor the fact that we may then have paid you part of the Grant, will affect our right to rely on the promise in paragraph g below.

(g) You promise that:

- you have the authority to accept the terms of grant;
- in using that authority you have acted in good faith, in a reasonable and proper way, for a proper purpose, without breaking any procedural requirement and in considering only (and all) relevant considerations; and
- your decision to accept the terms of grant is one that any reasonable local authority (applying the laws that are relevant to it) could have reached.

(h) Within one month of the end of each of the 10 years after you finish the work, you must send us detailed accounts, certified by your chief finance officer, showing the funding and resources you used on the Property in the year before.

2. Ownership

Within 28 days of the date of the Grant Notification Letter, for all land that you own, you must send us detailed plans identifying all land to benefit from the Grant} with written confirmation that you own the areas identified on the plans.

You will provide updated plans for year 2 and year 3 of the Grant identifying the land to benefit from the Grant with written confirmation that you own the areas identified on the plans.

3. Land Ownership Agreements

Where the land which is the subject to the Grant is owned by a third party or multiple third parties, agreements should be put in place between you and each land owner. HLF has specific requirements which should be included in any third party land owner agreements. At a minimum, the land owner agreements should include the following:

- 1 Details of the parties;
- 2 Confirmation as to how the land is held (freehold or leasehold);*
- 3 A description of the property (including plans);
- 4 Covenants on the part of the land owner to maintain the land and provide public access in accordance with the terms of the grant (as applicable);
and
5. A provision that any onward disposal should be subject to the third party agreement.

The land owner agreements should be completed and in place before any grant monies are released for work on any area of land owned by a third party.