



Leeds
CITY COUNCIL

Originator: Carole Clark

Tel: 3951968

Report of the West Area Manager

Inner West Area Committee

Date: 8 February 2007

Subject: Armley Townscape Heritage Initiative

Electoral Wards Affected:

**Armley
Bramley & Stanningley**

Specific Implications For:

Ethnic minorities
Women
Disabled people
Narrowing the Gap

Council
Function

Delegated Executive
Function available
for Call In

Delegated Executive
Function not available for
Call In Details set out in the
report

Executive Summary

This report sets out the details of how the Leeds Townscape Heritage Project will be developed and managed over the next 10 months to meet the deadline for the Stage 2 Submission in October 2007. Details of key milestones are provided together with the risk management plan associated with the project development. Members are asked to note the contents of the report, specifically the management and milestone details outlined in paragraphs 3.1 and 3.2.

1.0 Purpose Of This Report

1.1 The purpose of this report is to outline how the Townscape Heritage project will be developed and managed over the next 10 months. It provides details of the

reporting structure and management arrangements for the scheme, with timescales and key milestones.

2.0 Background Information

- 2.1 Members were informed at the December Inner West Area Committee of the success of the Stage 1 bid to Heritage Lottery for Townscape Heritage Initiative funding for two areas, Armley and Chapeltown.
- 2.2 The Stage 2 submission, in the form of a delivery plan, must be made by 31 October 2007, otherwise the Stage 1 approval will lapse. In broad terms the Stage 2 Delivery Plan will need to meet the objectives in Appendix A.

3.0 Main Issues

3.1 Management of the Scheme

The West and North East District Partnership's are acting as the clients for this scheme to reflect the need for a partnership approach. Each of the two Partnerships will monitor progress through receiving regular progress reports.

- 3.1.2 A Programme Board consisting of senior managers from Neighbourhoods and Housing, Corporate Services and from Development Department will be responsible for overseeing the development of the two THI Stage 2 Bids and will provide reports to the Area Committee and the District Partnership.
- 3.1.3 The Board will provide overall direction to the programme and the project team staff engaged in day to day Project Management and will be required to fulfill the following roles:
 - a) Approve the Stage 2 Objectives (see Appendix A), project structure, roles and responsibilities,
 - b) Monitor projects against time, cost and quality,
 - c) Monitor the business case to ensure business risks, expenditure and benefits are delivered,
 - d) Ensure that the delivered product meets LCC technical standards,
 - e) Endorse overall budget and major spending within the programme,
 - f) Endorse major deviations to the programme,
 - g) Regularly review risks, project continuation and benefit delivery as reported by the Project Manager,
 - h) Ensure key staff resources are available as required,
 - i) Monitor the progress of the project including: time, quality and budget,
 - j) Ensure ongoing support is considered and planned into the programme; and,
 - k) In the context of the above to instruct the Project Team (Appendix B) as appropriate.
- 3.1.4 The project team staff will work with the local communities to encourage public engagement and interest in the scheme and the local heritage of Armley. Regular reports will be provided to Armley Forum. Early discussions have been held with the youth service to explore projects which encourage interest from children and young people in their local heritage. One possibility is a public mural depicting scenes from

Armley's history. This is being scoped out by the Youth Development worker. A further report on how the local community is being engaged will be submitted to a future committee.

3.2 Key Milestones

- 3.2.1 The Stage 2 bid will form the implementation plan for the 5 year lifespan of the Townscape Heritage Initiative. The key milestones between now and the submission of the Stage 2 bid in October are outlined in the table below:

Topic	Timescale
Produce Stage 2 Work and Resource Plan (see Appendix A) Initiate Project Team and reporting arrangements Confirm LCC match to access £25K HLF development grant Capital programme submission Progress reports	Q3 2006/7
Tender for a consultant(s) Appoint consultant Engage stakeholders (inc private sector) Progress reports Programme Board meet (initiation oversight)	Q4 2006/7
Workshop events Training / Local capacity building event(s) Initial Draft Stage 2 Bid produced Progress reports Programme Board meet (programme monitor)	Q1 2007/8

4.0 Implications For Council Policy And Governance

- 4.1 Improvements to Armley Town Street will contribute to two of the strategic outcomes in the Council's Corporate plan, all neighbourhoods are safe, clean, green and well maintained and all communities are thriving and harmonious communities where people are happy to live.
- 4.2 Consultations have been carried out with local members, and through Armley Forum. Further consultations will be held with individual property owners as the scheme is developed.

5.0 Legal And Resource Implications

- 5.1 The award is worth £1.1m for Armley and £802,000 for Chapeltown, but is subject to (i) a Stage 2 Bid or Delivery Plan which will illustrate how the programme will be managed, funded and implemented and to (ii) the securing of match funding.
- 5.2 The Stage 2 Bid must be submitted by 31st October 2007, the public match funding has to be confirmed at this stage, i.e. next financial year.
- 5.3 Area Managers would act as Project Sponsors on behalf of the West and North East District Partnership's who are the clients. Leeds City Council would act as the accountable body.

6 Conclusions

- 6.1 The Townscape Heritage scheme will contribute to improving Armley Town Street through the repair and restoration of buildings of heritage value, and improvements to the public realm. These improvements will provide a more attractive environment for shoppers and local businesses. A detailed delivery plan for the scheme will be developed over the coming months to meet the October deadline.

7 Recommendations

- 7.1 Members are asked to note the contents of the report, specifically the management and milestone details outlined in paragraphs 3.1 and 3.2.

Appendix A: Stage 2 Objectives

- Production of a conservation area appraisal and management plan.
- Prepare a communications strategy to engage partners, the public and local stakeholders.
- Undertake design analysis with a view to improving public realm and shops façade
- Prepare a training plan.
- Prepare 'conditions survey' of all THI properties.
- Prepare a formal risk assessment for each area
- Prepare public realm management plan
- Prepare inventory of ownerships, uses and property value.
- Examine the risk assessment developed as part of the Stage 1 bid and update in the light of the above.
- Undertake a feasibility study into the technical constraints and statutory requirements that affect each development site.

Appendix B: Project Board Membership

Name	Title
Stephen Boyle (Chair)	NH Chief Regeneration Officer
Steve Crocker	NH Area Manager (West)
Rory Barke	NH Area Manager (North East)
Phil Joyce (Deputy)	NH Head of Projects and Programmes
Steve Speak	DD Chief Strategy and Policy Officer
Peter Anderson-Beck	CS Capital Control Manager
TBC	DP Voluntary Sector Representative
Franklin Riley	NH Major Projects Manager

Project Team Membership

Name	Title	Dept
Franklin Riley	Major Projects Officer	(N & H)
Helen Steele	Area Co-ordinator (North East) (N&H)	(N & H)
Carole Clark	Area Management Officer (West) (N&H)	(N & H)
Phil Ward	Conservation Officer	(Dev)
Carole Osborne	Project Officer	(N & H)
Adele Blacklock	Project Assistant	(N & H)
To be confirmed	Surveyor	(Dev)
To be confirmed	Procurement Manager	(Chief Execs)
To be confirmed	Valuation Surveyor	(Dev)