



# Agenda

## **Scrutiny Sub-Committee**

Wednesday 28 February 2024  
at 7pm

The Guildhall, St Peter's Place, Canterbury

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## Membership of the Committee:

Councillor Rachel Carnac (Chair)  
Councillor Clare Turnbull (Vice Chair)  
Councillor Alister Brady  
Councillor Elizabeth Carr-Ellis  
Councillor Lee Castle  
Councillor Roben Franklin  
Councillor Joe Howes  
Councillor Steph Jupe  
Councillor Harry McKenzie  
Councillor Tom Mellish  
Councillor Keji Moses  
Councillor Paul Prentice  
Councillor Dan Watkins

Quorum: 7

## NOTES

1. Members of the public may speak at meetings of the Committee so long as they contact Democratic Services by 12.30pm the working day before the meeting.
2. The venue for the meeting is wheelchair accessible and has an induction loop to help people who are hearing impaired.
3. Everyone is welcome to record meetings of the Council and its Committees using whatever non-disruptive methods you think are suitable. If you are intending to do this please mention it to the Democratic Services Officer and do not use flash photograph unless you have previously asked whether you may do so. If you have any questions about this please contact Democratic Services (members of the press please contact the Press Office).

Please note that the Chair of the meeting has the discretion to withdraw permission and halt any recording if in the Chair's opinion continuing to do so would prejudice proceedings at the meeting. Reasons may include disruption caused by the filming or recording or the nature of the business being conducted.

Anyone filming a meeting is asked to only focus on those actively participating but please also be aware that you may be filmed or recorded whilst attending a council meeting and that attendance at the meeting signifies your agreement to this if it occurs. You are also reminded that the laws of defamation apply and all participants whether speaking, filming or recording are reminded that respect should be shown to all those included in the democratic process.

Persons making recordings are requested not to put undue restrictions on the material produced so that it can be reused and edited by all local people and organisations on a noncommercial basis.

If a meeting passes a motion to exclude the press and public then, in conjunction with this, all rights to record the meeting are removed.

4. The information contained within this agenda is available in other formats, including Braille, large print, audio cassettes and other languages.

Contact: Democracy, 01227 862009, [democracy@canterbury.gov.uk](mailto:democracy@canterbury.gov.uk)

## Agenda

### **1 APOLOGIES FOR ABSENCE**

### **2 SUBSTITUTE COUNCILLORS**

### **3 DECLARATIONS OF INTEREST**

TO RECEIVE any declarations for the following in so far as they relate to the business for the meeting:-

- a. Disclosable Pecuniary Interests
- b. Other Significant Interests (what were previously thought of as nonpecuniary Prejudicial interests)
- c. Voluntary Announcements of Other Interests

Voluntary Announcements of Other Interests not required to be disclosed as DPI's or OSI's, ie announcements made for transparency reasons alone, such as:

- Membership of outside bodies that have made representations on agenda items, or
- Where a Councillor knows a person involved, but does not have a close association with that person, or
- Where an item would affect the well-being of a Councillor, relative, close associate, employer, etc but not his/her financial position.

[Note: an effect on the financial position of a Councillor, relative, close associate, employer, etc; OR an application made by a Councillor, relative, close associate, employer, etc, would both probably constitute either an OSI or in some cases a DPI].

### **4 PUBLIC PARTICIPATION**

Members of the public may speak on any item on the agenda, for a maximum of three minutes, provided that notification has been given to Democratic Services by 12.30pm on the working day before the Meeting.

### **5 LUF QUARTERLY UPDATES**

TO NOTE the report of the Head of Digital, Data and Improvement.

### **6 PARK AND RIDE MONITORING**

TO CONSIDER performance monitoring requirements (verbal).

**7 ANY OTHER URGENT BUSINESS**

**8 EXCLUSION OF THE PRESS AND PUBLIC**

TO RESOLVE - That under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items of business on the grounds that there would be disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act or the Freedom of Information Act or both.

**9 ANY OTHER URGENT BUSINESS WHICH FALLS UNDER THE EXEMPT PROVISIONS OF THE LOCAL GOVERNMENT ACT 1972 OR THE FREEDOM OF INFORMATION ACT 2000 OR BOTH**

Scrutiny Sub-Committee

28 February 2024

**Subject:** Levelling Up Fund Quarterly Update (Canterbury)

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**Director and Head of Service:**

Peter Davies, Director of Strategy and Improvement

Caroline Marlow, Head of Digital, Data and Improvement

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**Officer:**

Stacey Wells, Senior Projects and Programme Manager

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**Cabinet Member:**

Cllr Mike Sole, Finance

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**Key or Non Key decision:** Non Key

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**Decision Issues:**

No decision required - for information only

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**Is any of the information exempt from publication:**

This report is open to the public.

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**CCC ward(s):**

Westgate, Barton, Northgate

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**Summary and purpose of the report:**

*To update on progress made on the Connected Canterbury Levelling Up project following the last monitoring return submitted to DLUHC*

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**To Note:**

Progress made to date on the Connected Canterbury project

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**Next stage in process:**

None

## 1. Introduction

In January 2023, we were awarded money from the Levelling Up Fund (LUF) to deliver our Connected Canterbury: Unlocking the Tales of England project. We plan to transform Canterbury's public spaces and heritage to a standard that reflects its status as an international visitor destination and World Heritage Site.

There are three strands to the project:

- Transforming heritage assets and spaces - we will protect and repair historic and underused sites in the city.

- Creating a green arrival experience - we will improve areas visitors see when they arrive in our city, as well as upgrading spaces like the bus station to include electric vehicle charging and cycle hire.
- Connecting our heritage - we will create 'story gardens' that use innovative technology to tell the story of Canterbury as part of England's history. New trails and cycling routes will be signposted to connect people to our heritage sites.

The LUF funding is to be spent by 31 March 2025.

## 2. Detail

Under the terms of the LUF grant, the Council must report to the Department of Levelling Up, Housing and Communities (DLUHC) on a quarterly basis. The last report was submitted on 2 February 2024. The expenditure outlined in the tables below is taken from that monitoring report.

The following table summarises the Connected Canterbury project expenditure as at end of quarter 3 2023/24 (31 December 2023):

	<b>Agreed budget</b>	<b>Spend as at 31/12/23</b>	<b>Budget remaining</b>	<b>% of budget spent</b>
Total Grant Funding	£19,905,912	£1,522,219	£18,383,693	8%
Total Match funding	£2,779,352	£313,775	£2,465,577	11%
<b>Total</b>	<b>£22,685,264</b>	<b>£1,835,994</b>	<b>£20,849,270</b>	<b>8%</b>

The total spend to date of £1,835,994 represents an underspend of only £79,863 against the forecast. This underspend is because the scaffolding at the castle could not be fully erected in case bats were hibernating during this period.

The funding profile following the Q3 (2023/24) monitoring return is as follows:

Overview	2022/23	2023/24		2024/25	2025/26	Total by funding activity
	Total ACTUAL	Q1-3 ACTUAL	Q4 FORECAST	Total FORECAST	Total FORECAST	
<b>Levelling Up Fund Grant activity</b>	£276,712	£1,245,507	£528,993	£13,809,514	£4,045,186	£19,905,912
<b>Match funded activity</b>	£310,893	£2,882	£0	£79,863	£2,385,714	£2,779,352
<b>TOTALS</b>	<b>£587,605</b>	<b>£1,248,389</b>	<b>£528,993</b>	<b>£13,889,377</b>	<b>£6,430,900</b>	<b>£22,685,264</b>
<b>Contractually committed forecast spend</b>	£0	£0	£367,112	£1,181,286	£91,307	£1,639,705
<b>CUMULATIVE TOTAL EXPENDITURE</b>	<b>£587,605</b>	<b>£1,835,994</b>	<b>£2,364,987</b>	<b>£16,254,364</b>	<b>£22,685,264</b>	<b>£22,685,264</b>

Funding is now forecast to be spent post March 2025 for a number of reasons:

- Some sites now need a two stage Scheduled Monument Consent process which will

take longer - one application to carry out the required archeological test pits and a second to carry out the proposed works.

- We have reviewed the delivery schedule with our design team HTA and our quantity surveyor and have extended the procurement timeline to tender the main construction contracts. The original programme allowed for a single main construction contract covering the majority of key sites, but to mitigate a number of risks we are now planning to split this into 4 contracts. The works planned for Greyfriars Gardens will be a single contract because of the play area and this means that the works can all be completed by January 2025.
- An ecologist identified that there could be bats roosting in the castle and the subsequent bat surveys have delayed the tendering of the stone works. This has had a knock on effect to the works in and around the castle grounds as landscaping works cannot commence until the scaffolding has been removed from the castle structure. Castle Row car park is likely to be used as the construction compound, although at this stage we don't envisage this significantly disrupting the work planned for the car park.
- Overall, we have had to spread the works out over a longer period to avoid business disruption in the city and we are also limited when works can take place in some places, for example, Kent County Council Highways will not allow certain works to take place throughout December until after the Christmas holidays.
- Further stakeholder consultation is needed on the bus shelter designs as we want to take the time to ensure that they will meet customer needs and the site redesign improves accessibility. This means the work will need to take place between July and September 2025.
- As previously noted, KCC Highways have confirmed that we cannot close the road to commence the Westgate Square works prior to March 2025 as a developer has already got permission for construction on a building adjacent to the site. We will still be able to start the works in 2025, but not complete until September 2025.

We have allocated the majority of the match funding to pay for post-construction retention payments, project-project evaluation and as much of the work taking place post March 2025 as possible. Most of the pre-construction work is contractually committed such as the core design team and surveys (tree, ecology etc). The wayfinding and interpretation contracts have both just been confirmed and we are currently tendering for accessibility and specialist lighting consultants. The tender for the Poor Priests' Hospital works is due to go live in February 2024 and this will be our first construction works tendered. We have also agreed a quote with UKPN to deliver the power infrastructure in Dane John Gardens.

### **Progress to date**

Activity was in line with the forecast delivery and financial profile across all three projects with the following progress made since the last report:

- 12 week Highways consultation closed and 2 consultation days held with no significant objections received. Overview and Scrutiny Committee approved the designs and the closure of Pound Lane agreed by the JTB.
- Scheduled monument consent for the castle scaffolding agreed and the scaffolding contractor commissioned. Castle grounds vegetation cleared. Bat surveys in November and January indicated no bat activity. Scaffolding partially erected and the stone survey commenced.



- Listed building consent agreed for the Poor Priests' Hospital and the tiles and supplier agreed with Historic England for inclusion in the tender documentation. Application submitted to the Environment Agency for the scaffolding design.
- RIBA 2 concept designs shared with officers, stakeholder groups and councillors for sign-off prior to public consultation in January. Quantity surveyor appointed and cost estimates for all project costs received. Design proposals amended and individual budget lines revised to ensure overall programme comes in on budget.
- Delivery schedule reviewed with our design team HTA and quantity surveyor. Tender packages of works and the procurement timeline agreed.
- Preliminary surveys continue to be carried out. Condition audit of proposed routes underway.
- Wayfinding consultant (Maynard Design) appointed. Procurement of accessibility, lighting and interpretation consultants underway.
- Legal agreement drafted with Stagecoach for planned works at the bus station.
- Meeting with East Kent Colleges held to discuss the potential learning and training opportunities afforded by the planned works.
- The monitoring and evaluation draft baseline report received following face to face visitor and business surveys carried out.

### Professional Fees

During the application phase our quantity surveyor recommended setting aside up to 10% of the budget for professional fees. The overall budget for professional fees is £1,676,656. To date the following has been spent:

Professional fee	Description of expenditure	Expenditure as at 31 December 2023
External consultancy	Landscape architects, heritage consultant, quantity surveyor, highway designer, scaffold designers.	£215,625
Internal professional fees	LUF project manager, environment delivery officer, transport delivery officer, solicitors, building surveyor, engineers, print and mail, text production.	£235,499
Preliminary surveys	Topological, arboricultural, ecology, archeological surveys, highway safety audits, 3D scanning.	£70,034
<b>Total</b>		<b>£521,158</b>

### Forecast activity

The next stages in the programme include the following activities:

- Further bat surveys are due in February and June at the castle. The scaffolding is due for completion by April 2024. The stone by stone survey can then be completed that will enable the conservation works to be tendered.
- The Poor Priests' Hospital roof repairs tender will go live in February 2024 with scaffolding starting to go up during May and works forecast to be completed by the end of December 2024.
- The St George's St pavement cleaning and sealing has been delayed as this cannot happen until May when the weather improves.
- Riba 3 stage of the design process signed off for all other sites.
- Concept designs for bus station shelters signed off with Stagecoach following targeted stakeholder consultation to ensure that they will meet customer needs and the site redesign improves accessibility.
- Lighting specialists procured and strategy developed informed by condition survey of street lighting columns.
- Accessibility and interpretation consultants procured.
- Feasibility was completed as planned for the bike hire scheme and options are being considered prior to tendering including how this will connect with the University of Kent bike hire scheme.
- Amion consultancy to provide the final stage 1 report which will set out how they will evaluate the project as well as defining the baseline for many of the outcome measures.

## **Key challenges**

Whilst the number of consents required remains a risk, we have been working closely with the statutory bodies on our proposals. The main challenge is around completing all the proposed works within LUF timescales and scheduling construction works across the city in multiple locations. For example, castle grounds landscaping and surrounding highways improvements cannot begin until the scaffolding has been removed on completion of the castle stone work repairs. Certain works cannot take place during the winter and we are also mindful of minimising disruption to businesses where possible and will not close certain sites during December and the Christmas holidays..

Until all consents have been attained and works tendered, exact timings are to be confirmed, but we have forecast completion dates of a number of sites to 2025 and this has been reported to DLUHC. We will use as much match funding as possible to fund this activity. We have prioritised it's use against the retention payments due 12 months following practical completion and post project evaluation due in 2026 as well as other works due for completion during 2025. This approach has been signed off by our S151 officer and Project Board. We will need to continue to review costs against the budget and value engineer where necessary. The quantity surveyor and design team will continue to be an integral part of these discussions and our core team and Project Board meet regularly to enable decisions to be made promptly to avoid delays. The Board has agreed the principles against which we will prioritise the funding to aid consistent and quick decision-making.

Another key challenge is to ensure that the completed works remain affordable to maintain in the future and this has been one of the main concerns of the public. We are working closely with Canenco and Kent County Council to understand the maintenance requirements for the designs and the cost of this. Materials will be selected to ensure that they are appropriate for the setting, but also durable and repairable with readily available replacement parts and

stock. The maintenance regime of plants selected is also being carefully considered along with any new equipment that will be needed. Ten year costed maintenance strategies will also be produced.

### **Monitoring and evaluation**

We are required to report to DLUHC progress made on delivering 20 defined outputs and on monitoring 9 outcomes every six months. The next update is due to be reported at the end of April.

Amion Consultants have now defined and collated the baseline data against which impact will be monitored at intervals of one, three and five years post project completion and this will be presented in their stage 1 report.

### **3. Relevant Council policy, strategies or budgetary documents**

#### **3.1 City Council Heritage Strategy (2018)**

Objective 1: Protect (preserve and enhance heritage assets and 'significance' of their settings)

Objective 2: Promote (by celebrating the District's rich heritage)

Objective 3: Prosper (realise the potential of heritage assets to deliver economic and other benefits)

#### **3.2 City Council Canterbury District Local Plan (2040) (draft Canterbury City Centre Strategy)**

Vision: .....“Strengthen the city’s public realm and open spaces to reinforce the character and distinctiveness of heritage...”.

Objective: “Improve the city’s commercial offer by intensifying and capitalising on its unique heritage assets.....”.

#### **3.3 City Council Canterbury Air Quality Management Area (2022) Action Plan**

A3: Promote travel alternatives

C4: Develop public realm improvements to increase walking opportunities

C5: Develop programme of cycle route improvements

#### **3.4 City Council Climate Change Action Plan (2020-2030)**

Actions to support the achievement of net zero emissions: ‘Introduce new land management practices across our open spaces aiming to maximise their ability to remove carbon, and optimise their biodiversity and resilience value’

Actions to build climate resilience: ‘Incorporate resilient design into the council’s work in the public realm, natural and open spaces’

#### **3.5 City Council Green Infrastructure Strategy (2018-2031)**

Strategic Priorities 1,2,4 & 5 and Objectives: CC2, 4, 9, 11, 12 & 17: The proposals aim to: improve walking and cycling trails; enhance digital links, signposting and routes creating stronger connections between sites; and invest in public spaces (e.g. parks) supporting a more prosperous district.

#### **3.6 City Council Electric Vehicle & Infrastructure Strategy (2021-30)**

Actions 1 & 5: The proposals deliver new EV recharging points across the city.

#### **3.7 City Council Canterbury District Transport Strategy (2014-31)**

Policies 5.1-5.3: The proposals deliver improved walking and cycling trails and

improvements to the public realm/facilities at Canterbury Bus Station.

#### **4. Consultation planned or undertaken**

Consultation with local people and stakeholders is an integral part of the project. We have dedicated pages on the website where we post information on progress with the project ([www.canterbury.gov.uk/business-and-investment/levelling-fund-connected-canterbury](http://www.canterbury.gov.uk/business-and-investment/levelling-fund-connected-canterbury)) as well as an email address for anyone to contact the LUF team directly: [connectedcanterbury@canterbury.gov.uk](mailto:connectedcanterbury@canterbury.gov.uk)

We produce a quarterly newsletter with four editions published to date in April, August, November 2023 and February 2024. Our display space in the Beaney House of Art and Knowledge has been used as a public base for showing designs and promoting opportunities to give feedback on the proposals. A special newsletter was published in January 2024 as well as social media posts to highlight the consultation on the concept landscape designs.

The concept landscape designs were on display at the Beaney House of Art and Knowledge between 10 - 29 January 2024. A public consultation day was held at the Beaney on Saturday 20 January involving members of HTA's design team as well as project officers and there was a councillor engagement session on 17 January and a stakeholder engagement day on 25 January.

The consultation received over 200 comments across all the sites.

A stakeholder engagement day was held on 15 February with our newly appointed wayfinding consultants, Maynard Design to discuss the wayfinding strategy and concept designs.

We will continue to seek feedback from residents and stakeholders where there is the opportunity for them to influence designs. The latest version of our Consultation, Engagement and Planned Comms plan is attached at appendix A.

#### **5. Options available with reasons for suitability**

N/a

#### **6. Reasons for supporting option recommended, with risk assessment**

N/a

#### **7. Implications**

(a) Financial - none, for information only

(b) Legal - none, for information only

(c) Equalities - none, for information only

(d) Environmental including carbon emissions and biodiversity - none, for information only

**Contact Officer: Stacey Wells, Senior Projects and Programme Manager**

([connectedcanterbury@canterbury.gov.uk](mailto:connectedcanterbury@canterbury.gov.uk))

## **Background documents and appendices**

Appendix A: Consultation, Engagement and Planned Comms plan

<https://www.canterbury.gov.uk/business-and-investment/levelling-fund-connected-canterbury/our-levelling-fund-bid>

## **Additional document(s) containing information exempt from publication:**

No

## Appendix A: Consultation, Engagement and Planned Comms plan

### Consultation and Engagement

Intervention	Method	Start date	End date	Type of engagement
<b>Castle</b>	In person	1 Feb 2023		Presentation and Q&A with Castle Friends of Group with St Mildred's Friends invited, ideas were invited
<b>Whole scheme</b>	Online briefing	8 March 2023		All councillor briefing, including presentation and Q&A
<b>Whole scheme</b>	In person	15 March 2023		Presentation and Q&A to the BID Board meeting (representatives from business, culture, universities and the police)
<b>Whole scheme</b>	In person	May 2023	Ongoing	Monthly updates to the Canterbury's Tales of England Board meetings
<b>Castle grounds</b>	Survey	March 2023	24 April 2023	Survey on early proposals for the castle. Informal consultation with the friends of groups and the rest of the mailing list at that time.
<b>Cycle elements</b>	Meeting	18 April 2023		Hybrid meeting with representatives from Sustrans, Spokes and Sustainable Transport Alliance to talk about ideas
<b>Story gardens concept and sites, routes</b>	Survey Display Workshops SWOT analysis Website eNewsletter Social	12 June 2023	24 July 2023	Questionnaires Information at the Beaney display Workshops with stakeholders with specific interest in the sites Councillor workshop SWOT analysis sent to stakeholders such as Historic England, Kent Police and internal CCC departments. Separate engagement with landowners of the sites, Diocese and also Historic England

	media			
<b>LUF Highways</b>	Survey In-person event Website eNewsletter Social media	July 2023	6 Nov 2023	Two engagement days with the public Information at the Beaney display Questionnaire Disability Advisory Group (DAP) meeting plus site visit
<b>LUF Highways</b>	In person	27 Nov 2023	15 Jan 2024	Briefings with councillors on the consultation results - feedback to inform the final designs
<b>RIBA Stage 2 Concept Designs</b>	In-person event Displays Website eNewsletter Social media	10 Jan 2024	29 Jan 2024	Display in The Beaney Workshop(s) with stakeholders / Friends of Groups Public engagement day Councillor half-day Disability Advisory Group (DAP) meeting
<b>Event infrastructure</b>	In-person	Nov 2023 Feb 2024	Ongoing	Engagement with event organisers Site visit (Dane John Gardens, Castle grounds) planned for 7 March 2024
<b>Stories</b>	TBC			Likely to involve workshops and engagement with specific stakeholders
<b>RIBA Stage 3 - Detailed Design - supporting the Planning Phase</b>	Meeting with DAP	TBC		Detailed designs including materials, colour pallets, etc reviewing from an accessibility point of view

<b>Wayfinding</b>	In-person	15 Feb 2024	Ongoing	Stakeholder workshop to discuss strategy and concept designs. To be followed up by a minimum of another two stakeholder workshops at later stages in the design process.
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## Comms

<b>Intervention</b>	<b>Method</b>	<b>Date</b>	<b>Topic</b>
<b>Whole scheme</b>	eNewsletter	w/c 21 August 2023 w/c 20 November 2023 w/c 19 February 2024 w/c 20 May 2024 w/c 19 August 2024 w/c 18 November 2024 w/c 17 February 2025 w/c 19 May 2025	Stakeholder eNewsletter schedule dates. Content due to comms 2 weeks prior.
<b>Scaffolding to go up around castle</b>	Website Press release eNewsletter Social media Letter to residents Information board on castle gates	Oct 23  Dec 23 Feb 24	Announce that the scaffolding is going up around the castle keep.
<b>Story garden sites</b>	Website eNewsletter Social media Press release for display at Beaney and on-line	Nov 23  Jan 23	Publish results of the story garden consultation



<b>TRO for permanent closure of Pound Lane</b>	KCC 3 week statutory consultation	Dec 2023	KCC will be consulting on the TRO changes in December.
<b>LUF Highways consultation</b>	Website eNewsletter Social media	Mid Feb 2024	Publish the results of the LUF Highways consultation
<b>RIBA Stage 3 - Detailed Design - supporting the Planning Phase</b>	Website eNewsletter Displays TBC	March 2024	Detailed designs including materials, colour pallets, etc. Engagement planned with specific stakeholders such as BID, Diocese, Historic England, Disability Advisory Group (DAP). It is unlikely that many changes can be made at this stage. Cllr half-day (if required)
<b>Highways and bus station works</b>	Website eNewsletter Social media Press release Stagecoach comms	TBC	Highlight that bus station and city centre highways works will be taking place July - November 2025. Disruption expected and alternative bus arrangements. Align with Stagecoach customer comms.
<b>Wayfinding</b>	Website eNewsletter TBC	TBC	
<b>Routes</b>	Website eNewsletter TBC	TBC	
<b>Scaffolding to go up around Poor Priests' Hospital (Marlowe KIT)</b>	Website Press release eNewsletter Social media Marlowe Theatre comms	April 24	Announce that the scaffolding is going up around the Poor Priests' Hospital (Marlowe KIT). Align with Marlowe Theatre comms.

<b>Commencement of works on the ground (various sites)</b>	Website eNewsletter Displays?? Stakeholder meetings Letter drops to businesses and residents	TBC	Awareness of forthcoming works, disruptions, alternative arrangements/routes or potential closures.
<b>Launch events / awareness of new facilities available</b>	Website eNewsletter Displays TBC Stakeholder meetings	TBC	Promotion of the new interventions.