Apply to the levelling up fund round 2

Ref. LUF20057

Application complete

You have completed 12 of 12 sections.

Thank you for completing your application.

You may continue to make changes up to the closing date. If making any changes please check back here to ensure the application remains confirmed as complete.

The levelling up fund round 2 closing date and other useful information can be found at https://www.gov.uk/guidance/levelling-up-fund-round-2-frequently-asked-questions

After the closing date the application will be locked and the review process will begin.

1.1.Gateway questions

- Section 1: Introduction questions COMPLETED
- Section 2: Eligibility and gateway criteria COMPLETED

2.2.Your bid

- Section 3: Bid summary COMPLETED
- Section 4: Equalities COMPLETED
- Section 5: Subsidy control and state aid analysis COMPLETED
- Section 6: Strategic fit COMPLETED
- Section 7: Economic case COMPLETED
- Section 8: Deliverability COMPLETED
- Section 9: Declarations and attachments COMPLETED

3. 3. Annexes - required for package bids only

- Annex A: Package project 1NOT REQUIRED
- Annex B: Package project 2NOT REQUIRED

Section 1: Introduction questions

What is the legal name of the lead applicant organisation?

Bassetlaw District Council

Change

Where is your bid being delivered?

England

Change

Select your local authority

Bassetlaw

Change

Enter the name of your bid

Levelling Up Worksop Town Centre

Change

Does your bid contain any projects previously submitted in round 1?

No

ChangeDoes your bid contain any projects previously submitted in round 1?

Bid manager contact details

Full name

ChangeFull name

Position

Growth & Enterprise Manager

Telephone number

ChangeTelephone number

Email address

ChangeEmail address

Postal address

Bassetlaw District Council Potter Street Worksop Nottinghamshire S80 2AH

ChangePostal address

Senior Responsible Officer contact details

Full name

David Armiger

ChangeFull name

Position

Chief Executive

ChangePosition

Telephone number

ChangeTelephone number

Email address

ChangeEmail address

Chief Finance Officer contact details

Full name	
David Hill	ChangeFull name
Telephone number	
	ChangeTelephone number
Email address	
	ChangeEmail address
Local Authority Leader conta	ct details
Full name	
Simon Greaves	ChangeFull name
Position	
Leader	ChangePosition
Telephone number	
	ChangeTelephone number
Email address	
	ChangeEmail address

Enter the name of any consultancy companies involved in the preparation of the bid



Change

Enter the total grant requested from the Levelling Up Fund

£17968564.95

Change

Investment themes

Regeneration and town centre

100%

ChangeRegeneration and town centre

Cultural

0%

ChangeCultural

Transport

0%

ChangeTransport

Section 2: Eligibility and gateway criteria

Which bid allowance are you using?

Full constituency allowance

Change

How many component projects are there in your bid?

Are you submitting a joint bid?

No

Change

Grant value declaration

I am submitting a bid as a single applicant and can confirm that the bid overall does not exceed £20 million grant value

Tick to confirm

ChangeI am submitting a bid as a single applicant and can confirm that the bid overall does not exceed £20 million grant value

Gateway criteria: costings, planning and defrayment

I confirm that some LUF grant funding will be defrayed in the 2022/23 financial year

Tick to confirm

ChangeI confirm that some LUF grant funding will be defrayed in the 2022/23 financial year

Costings and Planning Workbook

final cost workbook.xlsx

ChangeCostings and Planning Workbook

Section 3: Bid Summary

Provide bid name

Levelling Worksop Town Centre

Change

Provide a short description of your bid

This project will rejuvenate Worksop Town Centre and address the issues identified through public consultation. The project aims to deliver the priorities listed below

Visible Infrastructure

- New leisure facility
- Refurbishment of The Priory Centre
- Moorings
- Tow path
- Bridge
- Cycle hub
- Markets/food court
- Public realm
- , Benefits
- Increase footfall
- Fill vacant units
- Improving cycle/pedestrian/water way linkages
- Improving the waterways
- Improving the night/daytime economy.
- Enabling new housing on underused land.

Change

Provide a more detailed overview of your bid proposal

LUF will enable Bassetlaw District Council to drive forward the vision as set out in the Worksop Town Centre Masterplan 2020 (Appendix 1). The Masterplan was developed to identify issues and solutions to ensure that Worksop Town Centre becomes a thriving Town Centre for current and future generations.

This funding will enable BDC to purchase an underutilised shopping centre (The Priory Centre) that sits within the heart of the Town Centre to deliver a sustainable and ambitious transformation project, that will act as the catalyst for change that the Town Centre most desperately needs.

The purchase of The Priory Centre will allow:

- 1. The sustainable redevelopment of the existing shopping centre including the development of a brand new leisure facility focused on family orientated activities such as tenpin bowling, indoor soft play facility, trampoline park and a café. Redevelopment will retain existing occupiers and bring in new tenants for current empty units;
- 2. Public realm enhancements within the area of benefit including new street furniture;

- 3. New green footpath/towpath link along the Chesterfield Canal along with new moorings to make the most of the canal boat traffic, this will improve the green corridor and impact on biodiversity enhancements;
- 4. Creation of a footbridge over the Chesterfield Canal resulting in improved connectivity to the main town centre from the residential areas to the North of the Town which is one of the most deprived areas within Bassetlaw;
- 5. An enabling package to redevelop part of the area for new town centre living, bring two sites forward for development and encouraging underutilised space to be made into apartments and town houses;
- 6. Creating a multi-functional market area and a food court 'creating an anchor point reinforcing a real 'sense of place';
- 7. Creation of a new cycle hub that includes a cafe with changing facilities and bike lockers; and
- 8. Improvements to the existing road surfacing to ensure there is a defined access into the shopping centre.

All of the above interventions will allow for and encourage further footfall and increase visitor dwell time as it offers a number of activities and interests that currently do not exist within the Town Centre. It will also make better usage of the canal and waterways within the town.

Whilst these proposals will not solve all the issues that have been identified through the Town Centre Masterplan and subsequent consultations, it will kick start the improvements required to encourage new investments and a sense of confidence for Worksop Town Centre. This will create a shift from surviving to thriving and making it a Town Centre where residents, visitors and businesses want to live, work and play.

Please see Appendix 2 for the redline boundary and the LUF funded vision.

Change

Provide a short description of the area where the investment will take place

The area that the LUF bid focuses upon is the main shopping centre (The Priory Centre) in the heart of the town centre within the Worksop South ward, please see Appendix 2 for the location.

The Priory Centre whilst located in the Worksop South ward is situated in the northern part of the Worksop Town Centre. It is an area that is predominantly made up of the Shopping Centre itself and parking

facilities which are currently in a poor state and underuterlised.

The site is bound by two waterways the Chesterfield Canal to the North and River Ryton to the South. The site is 1.99 ha and contains the following:

- There are 41 units and currently there are 21 units vacant and two further occupiers have gone into administration.
- Car parking and decked parking area bordering the Chesterfield Canal
- Public realm through the middle of the centre.
 The open space on Dock Road is also included within the LUF project area.

Appendix 3 shows a series of photographs of the Priory Centre and the Dock Road area which is the area of benefit. It also shows the surrounding area to show the local context.

Change

Optional Map Upload

Redline Boundary plan.pdf

ChangeOptional Map Upload

Does your bid include any transport projects?

No

Change

Provide location information

Location 1

Enter location postcode

S80 1JR

ChangeEnter location postcode

Enter location grid reference

Eastings = 458376 Northing 379143

ChangeEnter location grid reference

Percentage of bid invested at the location

100%

ChangePercentage of bid invested at the location

Optional GIS file upload for the location

DockRoadShapefile.shp

ChangeOptional GIS file upload for the location

Select the constituencies covered in the bid

Constituency 1

Constituency name

Bassetlaw

ChangeConstituency name

Estimate the percentage of the bid invested in this constituency

100%

Change Estimate the percentage of the bid invested in this constituency

Select the local authorities covered in the bid

Local Authority 1

Local authority name

Bassetlaw

ChangeLocal authority name

Estimate the percentage of the bid invested in this local authority

100%

Change Estimate the percentage of the bid invested in this local authority

Sub-categories that are relevant to your investment

Select one or more regeneration sub-categories that are relevant to your investment

Commercial Civic Residential

ChangeSelect one or more regeneration sub-categories that are relevant to your investment

Select one or more cultural sub-categories that are relevant to your investment

Arts and Culture Visitor Economy

ChangeSelect one or more cultural sub-categories that are relevant to your investment

Select one or more transport sub-categories that are relevant to your investment

Other Transport

ChangeSelect one or more transport sub-categories that are relevant to your investment

Describe other transport sub-category

Mooring points on the Chesterfield Canal and TOW path

<u>ChangeDescribe other transport sub-category</u>

Provide details of any applications made to other funding schemes for this same bid that are currently pending an outcome

Bassetlaw District Council have not applied for any other funding towards this scheme. This LUF bid is the primary catalyst required to regenerate the heart of Worksop and the main shopping centre (The Priory Centre). This funding will start to unlock the long-term regeneration vision for Worksop.

Change

Provide VAT number if applicable to your organisation

Section 4: Equalities

Bidders are invited to outline how their bid will promote good community relations, help reduce disparities amongst different groups, or strengthen integration across the local community

In line with Bassetlaw District Council/s Equality and Diversity Strategy 2021 -2025. (Please see Appendix 5). The Worksop Town Centre Levelling Up proposal is intended to positively impact all residents, employees and visitors of Bassetlaw, regardless gender, faith, race, disability, sexuality's, age, rural isolation and social deprivation. A full equality and diversity impact assessment has also been carried out for the Worksop Masterplan of which the Levelling Up proposal derives from. Please see Appendix 1.

Section 5: Subsidy control and state aid analysis

Is the support provided by a 'public authority' and does the support constitute a financial (or in kind) contribution such as a grant, loan or guarantee?

No

<u>Change</u>

Does the support measure confer an economic advantage on one or more economic actors?

No

Change

Provide further information supporting your answer

After seeking legal advice from the Council's legal advisors This question is not applicable.



ChangeProvide further information supporting your answer

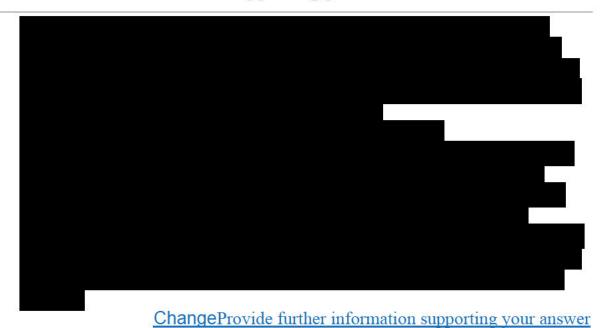
Is the support measure specific insofar as it benefits, as a matter of law or fact, certain economic

actors over others in relation to the production of certain goods or services?

No

Change

Provide further information supporting your answer



Does the support measure have the potential to cause a distortion in or harm to competition, trade or investment?

No

<u>Change</u>

Provide further information supporting your answer

After taking legal advice this question is not applicable to this project.

<u>ChangeProvide further information supporting your answer</u>

Will you be disbursing the funds as a potential subsidy to third parties?

No

Change

Check your answers for this section

Has an MP given formal priority support for this bid?

Yes	<u>Change</u>
Full name of MP	
Brendan Clarke-Smith	
	ChangeFull name of MP
MP's constituency	
Bassetlaw	
	ChangeMP's constituency
Upload pro forma 6	
LUF Round 2 Pro formas	V6.1 Proforma 6.pdf
	ChangeUpload pro forma 6

Describe what engagement you have undertaken with local relevant stakeholders. How has this informed your bid and what support do you have from them?

At the inception of this Levelling Up Bid, an Independent Board was formed so the bid would be led and governed by stakeholder organisations. This includes the Bassetlaw MP, the Leader of the Council, Bassetlaw Community and Voluntary Service (BCVS), The Canal and River Trust, Nottinghamshire County Council, East Midlands Chamber of Commerce, North Notts College, Stagecoach and the Environment Agency.

In order to ensure the bid was truly shaped by public consultation, a survey was developed and distributed using the following methods:

- High Street Consultations;
- · Public online consultation meeting;

- Online business and public consultation events
- Walk around tours of the LUF areas in the Feb/march consultations:
- Business Drop in sessions;
- Business Forum Events;
- BDC website updated;
- Boosted Social Media Posts;
- Youth Council Consultation
- District/ward/county Member briefing

Paper copies of the survey were available at each event, and it was also available online.

In total there were 220 responses.

These responses were collated and then presented to the Independent Board, who were responsible for reviewing the data, and working with the bid team to develop a proposal.

A complete enumeration of all possible options was presented to the Board, who then decided on the top priorities. This is the basis for Bassetlaw's Levelling Up proposal.

After the proposal was agreed by the board, the bid team ran further sessions of consultation with the public, and asked them to support the plans, this was available via the council website and a total of 201 number of people in Bassetlaw signed up to this.

A full consultation summary, along with evidence can be found in Appendix 6

Change

Has your proposal faced any opposition?

Based on the consultations, the levelling-up proposal is locally endorsed/supported, uncontroversial and requires little by way of justification. The level of support underlines the strength of feeling that failure to act on the Council's proposal will not reverse the decline of Worksop Town Centre. Reversing decline is not ambitious enough, people want to see Worksop realising its true potential as a revitalised destination. Strategically the town centre needs stability to create confidence for inward investment with visible evidence of the town's potential for growth. LUF funding will improve Worksop's contribution to the regional economy, and Bassetlaw's competitive position in the East Midlands. In addition to the economic justifications, residents need to

regain a sense of pride in place based on visible evidence of regeneration happening. Fragile hope turns into real confidence for Worksop and its town centre.

Currently people use the town centre for basic services, including hairdressers, banks, and discount shops, but very little else. Residents would like to see more independent retailers, eateries, and leisure facilities combined with housing and improved connectivity within the Town and its centre. This bid seeks to dismantle barriers to success and market failures by creating an environment which attracts greater levels of inward investment, entrepreneurial enterprises and increased confidence in the viability of the Town. The North Nottinghamshire BID, East Midlands Chamber of Commerce, Worksop business forum and other stakeholders support the Worksop Town Centre Masterplan from which this project derives. Please see Appendix 6 consultation summary and Appendix 7 supporting letters

Change

Do you have statutory responsibility for the delivery of all aspects of the bid?

Yes

Change

Provide evidence of the local challenges / barriers to growth and context that the bid is seeking to respond to

The Mission is to regenerate and revitalise Worksop Town Centre, addressing issues highlighted in the consultations. Therefore, also delivering the vision for sites within the Bassetlaw Local Plan and the Worksop Town Centre Master Plan. The evidence to support this application and theory for change (please see appendix 8) has been derived from the available data set out below:

Economic

The footfall data below shows provided by the North Notts Bid shows a decline in visits to the town centre and this will be the baseline to measure improvements.

2019	_	2020	per	year	2,809,821	per	day	7,077
2020	_	2021	per	vear	2.143.435	per	dav	4.537

2021 – 20221 per year 792,351 per day 5,440

There are currently 21 vacant units within the Priory Centre and 64 across the remaining area within the town centre. Worksop's outdoor market takes place 3 days a week.

The LUF project and the acquisition of the Priory Centre will allow the Council to influence and shape new markets in order to drive the innovation needed to meet its strategic goals and outcomes.

The Council's Growth & Enterprise Team work with investors and developers. The current challenge is getting existing land owners to invest in the land and buildings they own due to the viability of costs and low land/sales values.

The town centre has experienced very little redevelopment in recent years, and has long been synonymous with low-end discount stores. The most affluent managerial and professional occupations are underrepresented within the town centre as the town centre is situated within the most deprived areas. Worksop South ranks in the top 30% of most deprived neighbourhoods in the County as shown in indices of multiple deprivation 2019.

Key statistics that have been utilised within the Theory of Change are demonstrated within the Economic case section and include the inequalities of life expectancy, mental health, barriers to selfemployment, cost of living, labour supply and educational attainment.

This LUF project offers the most realistic route to generating a material change in the total level of economic growth. Overall, Worksop's retail offer could be improved if there was a family leisure facility within the town centre, creating a higher footfall and becoming a destination which will increase visitor dwell time. With the Council owning the free hold of the Priory Centre it will work with entrepreneurial individuals, community groups and independent retailers to offer a different shopping experience, quality and choice for the residents and visitors of Bassetlaw. This project will also aims to reduce the carbon footprint of the retailers within the town centre.

Like many of Britain's high streets, Worksop has struggled against the rise of internet shopping and channel-agnostic consumption. Reports on e-commerce suggest online purchases now account for 1 in every 5 pounds that are spent in the UK. Planning system have resulted in many major companies abandoning towns and concentrating on out-of-town

centres, such as retail parks and supermarkets. Lastly, Worksop's catchment area is affected by larger competing centres – Sheffield, Lincoln and Doncaster in particular.

While the offer at the Priory Shopping Centre acts as an anchor for the town, there is no anchor store or facility to generate additional footfall. As a consequence of this, the town has gained a reputation as "a place people come for a bargain". This perception has been detrimental to Worksop's ability to attract and retain any major chains. LUF funding would enable the regeneration of the Priory Centre into a multi-functional hub with a sustainable future role as the town centre anchor. The combination of a major leisure facility and attractive places to meet and eat would generate the footfall needed to take the town centre from surviving to thriving. The town centre would become attractive for investment from an anchor retailer but its future would not depend on this.

<u>Change</u>

Explain why Government investment is needed (what is the market failure)

The long-term lack of investment in Worksop town centre in its overall infrastructure means that there is a compelling case for Levelling Up funding being directed to Worksop. The Council can demonstrate that they can improve the connectivity and footfall within the Town Centre through the proposals within this LUF bid.

The absence of a major anchor store, restaurants, leisure facilities and any coherent sense of any part of the town centre being a 'destination' inhibits the level of linked trips which would otherwise provide support to other retailers. Following the closure of the M&S food store in 2019, there is a danger that the Priory Centre's draw will continue to decline and this will further detract from Worksop's appeal as a shopping destination. This is already evident in the fact that the vacancy rates have already increased since 2019. Currently, there are 21 vacant units in The Priory Centre with other major retailers, such as Peacocks and Select going into administration. Therefore, half of the centre is unoccupied. The rest of the town has also suffered like many other towns from the impact of Covid with a lot of charity and coffee shops closing and not reopening. The current vacancies across the town centre stand at 64. The Council engages with the landlords but many are absent landlords.

Worksop town is an important gateway to the Dukeries, an area of Nottinghamshire famed for containing the ducal seats of Worksop

Manor, Welbeck Abbey and Clumber House. The challenge is to make Worksop less of a gateway and more of a destination with its close proximity to these assets.

There are several parks near Worksop Town Centre, including an award-winning Green Flag Award park that attracts substantial visitor numbers. Current connectivity with the core shopping area is poor despite it being located next to the town centre. In addition, Worksop is home to a county level sports and cricket ground to the west of the Town Centre directly adjacent to the Priory Centre which forms the heart of this LUF bid proposal. The Cricket Ground feels segregated and isolated from the town centre currently as there are no facilities that could impact their usage. The installation of the new tow path could safely link the Cricket ground up to the main town centre, new cycling hub and multifunctional space. Currently the decked car parking area at the Priory Centre blocks this access.

Change

Explain what you are proposing to invest in and why the proposed interventions in the bid will address those challenges and barriers

The purpose of the LUF bid is to build on the Worksop Masterplan to upgrade the town's main shopping centre, acquiring and regenerating this site at the heart of the town centre to create a family leisure facility, potentially allowing the vacant units and associated land for the reuse – of quality, office, commercial, housing space, canal bridge, and public realm within the centre of the town. This intervention provides a catalyst for change to the area and will increase the movement and access from north of the town into the town centre and from East to West via a new tow path. It will also bring into play the town's main waterway.

The funding will be spent on the following:

- Purchase of the Priory Centre
- Refurbishment of the Priory Centre
- New Family Leisure Facility
- External Works to the road surface,
- Creation of a new multifunctional area
- Public Realm enhancements within the area of benefit as defined by Appendix 2.
- New pedestrian link bridge over the Chesterfield Canal
- Creation of a markets/food court
- Creation of cycling hub facility including changing, lockers, café and

repair station.

- Improving the tow path and creation of moorings along the Chesterfield Canal
- Enabling package for the planning permission for residential units on underused land on the Priory Centre and Dock Road.

The Council considered the option of doing nothing due to lack of resource within the Council and failure to secure funding in previous town fund rounds. This option was dismissed as this would be seen to be adding to the decline of the town centre.

Options Appraised

The Council consulted upon the areas in which the LUF bid could be focused within the town that all require investment. Consultation was undertaken during February/March 2022. The options considered were as follows:

Option 1. The Priory Centre and surrounding area

Option 2. Bridge Street and surrounding area

Option 3. Upper Town around the Savoy Cinema

Please see the area map included in Appendix 6: Consultation Summary

The results presented to the LUF board from the consultation regarding the areas were in the following priority order:

Option 2. Bridge Street and surrounding area

Option 1. The Priory Centre and surrounding area

Option 3. Upper Town around the Savoy Cinema

In conjunction with the February/March consultation residents and business were also asked to provide the top three priorities in each of the six bid themes as set out below:

- 1. Better Connectivity How can the Council improve walking, cycling and transport around the town centre?
- 2. Leisure Offer What leisure facilities would you like to see in the town centre? Such as restaurants, pubs, sporting activities?
- 3. Local Economy and Jobs Better training and upskilling for local residents taking into account future emerging industries.
- 4. Retail Experience Creating a cleaner, greener and safer shopping experience and encouraging more independent stores.
- 5. Housing Bringing back into use underutilised areas including derelict buildings and land to accommodate new housing within the town centre.
- 6. Environment & Flooding Aiding the prevention of flooding in the town centre and improving the quality of open spaces and play facilities.

The top priorities identified from the consultation are listed below and

these formed the basis of the LUF Bid:

- New Family leisure facility, restaurant and bars;
- Improved connectivity into the Town
- Improvements to footpath and cycle ways;
- Making better use of the water courses within the Town Centre;
- New and improved public realm and
- More town centre living.

Although through the consultation Option 2 (Bridge Street and surrounding area) scored the highest it would not be possible to deliver the top priorities in this area for the following reasons:

- 1. The Bassetlaw Local Plan sets the retail primary frontage area for the town centre including the area in Option 1 and allocates the Priory Centre for Mix use development.
- 2. The top priorities identified by the consultation strategically fits within the option 1 area and this aligns to the Local Plan and the Worksop Masterplan.
- 3. It would require a complex negotiation with several land owners to acquire enough land to deliver t leisure facility and would require mass demolition of many Grade II listed properties that would not be supported by the Councils Planning and Conservation department.
- 4. The time and costs of these acquisition as explained above would mean the LUF could not be delivered within budget or specification as it would only facilitate the acquisition and no transformation.
- 5. The Council are encouraging middle Bridge Street to become the office and financial quarter in line with the Worksop Masterplan.

Change

Upload Option Assessment report (optional)

ChangeUpload Option Assessment report (optional)

How will you deliver the outputs and confirm how results are likely to flow from the interventions?

The Council have developed a theory of change and this can be seen in Appendix 8. The output resulting from the interventions from the theory of change are set out as follows:

Intervention 1: Submit funding application to LUF

This intervention is a given and without this, the town centre would continue to decline.

Delivering Outputs 1-9 A chance to be able to deliver the outputs if the

bid is successful.

Intervention 2: Purchase Priory Centre

Delivering Outputs 1-8: By purchasing the Priory Centre the Council can deliver on all the outputs. Without this purchase the outputs cannot be achieved.

Intervention 3: Creation of leisure Facility

The creation of the leisure facility will be delivered through the vacant units within the existing Priory Centre and will managed

Delivering Output 1, 2 &9: Creating a destination that will increase footfall and dwell time in the town centre.

Intervention 4: Refurbishment of the buildings

Delivering Output 8: This will be achieved by making energy efficient changes to the fabric of the existing Priory Centre buildings reducing the running costs and the carbon footprint.

Intervention 5: Improving the public realm

Delivery of Output 1,2, 3 & 9: This will create a multi-functional surface for the delivery of intervention 6 & 7 and will increase footfall into the area.

Intervention 6: Creation of Market/Food Court

Delivery of Output 1, 4 & 7: This will increase footfall and dwell time within town centre and increasing the pride and place.

Intervention 7: Install Cycle Hub

Delivery of Output 1, 4, 7 &9: This will increase footfall and dwell time within town centre and increasing the pride and place.

Intervention 8: Install new Footbridge over the Canal

Delivery of Output 1, 3, 4, 5 & 7: This will improve the connectivity from the North into the town centre and connecting one of the most deprived wards into the centre.

Intervention 9: Creating a tow path

Delivery of Output 1, 3, 4, 5, 7 & 9: This will install a section of tow path so the town and waterways can be better linked East to West.

Intervention 10: Installing moorings

Delivery of Output 1, 3, 4, 5, 7, 8 & 9: This will allow access and connectivity from waterways into the town centre which currently does

not exist.

Intervention 11: Enabling package to bring forward two residential sites within the LUF bid area.

Delivery of Output 1, 3, 4, 5, 7 & 8: This will allow for the redevelopment of underutilised land at the Priory Centre and Dock road which create much needed town centre living and will create natural surveillance within the town. This will also encourage and support the day and night time economy and increase footfall and dwell time.

The outputs are listed below.

- 1. Increase Footfall & increase dwell time
- Bringing vacant land and units back into use
- 3. Improving connectivity
- 4. Making use of the waterways and activity around them
- 5. Improving cycling facilities within the town centre
- 6. Gaining planning permission for residential units
- 7. Creating pride in place
- 8. Reducing the carbon footprint of the town centre.
- 9. Health & Wellbeing

Change

Theory of change upload (optional)

Appendix 08 - Theory of Change.pdf

Change Theory of change upload (optional)

Set out how other public and private funding will be leveraged as part of the intervention

By purchasing The Priory Centre this will allow the redevelopment of the land within the town centre and discussion have already taken place with regarding the family leisure facility for the site. The LUF fund will be used to enhance the external fabric of the Priory Centre but have committed the funding for the internal fit out of the family leisure facility and this will cost in the region of Please see Appendix 9 letter intent to the scheme.

The bid will allow for the enabling package for the planning permission to be gained for residential units on Dock Road and on the Priory Centre. These site will be sold onto the private sector for the construction and development. The Council have a working partnership with several development companies that have carried out primary investigations but

in the current climate cannot financially make the sites viable but following LUF investment the companies would be willing to assess the sites again. Please see the letter of support in Appendix 7 from and Any financial gains made from the sale of the sites will be reinvested into the town centre vision to deliver the long term

<u>Change</u>

Explain how your bid aligns to and supports relevant local strategies and local objectives for investment, improving infrastructure and levelling up

Much of the work required for drafting this LUF bid has already been undertaken, including identifying market failure and the need for an intervention, the policy fit, aims and objectives of the project, dependencies and constraints, as well as the alignment to local strategies.

The Bassetlaw Local Plan Publication Version 2022 -2038 - Appendix 10

Worksop is identified as the main growth area within Bassetlaw in the Council's Publication Local Plan, and is regarded as the principal urban centre within the District. The Local Plan states that, Worksop is "the most sustainable location for significant growth and provides the best opportunity to deliver the objectives of regional and local industrial strategies".

The Worksop Masterplan 2020 **Appendix** 1 The Masterplan sets out the vision for the town centre. A thorough and robust project prioritisation exercise was undertaken to support the decision-making process and provide clear guidance as to where the funding would most appropriately be spent. Through this process the site at Bridge Street and The Priory Centre emerged as the zones with most potential to add economic value whilst also providing significant new social and visual amenity, greenspace and habitats.

According to the Masterplan, existing and new office/commercial spaces will retain and attract new footfall in the town centre, creating an environment for people to enjoy the leisure, retail, market and food and drink options available. Proposed new housing, alongside improvements to the canal, will also attract new residents with spending power, supporting retail, leisure, services and hospitality.

Worksop Central DPD 2021- Appendix 11 The Worksop Central Development Plan Document includes strategic policies and proposed site allocations for the regeneration of Worksop town centre between 2020-2040, building on design principles and concepts presented in the recently adopted Worksop Town Centre Masterplan. Following the Masterplan, feasibility work was then undertaken by to examine possible new and improved transport infrastructure to serve future development in central Worksop and to help meet the Council's aspirations to transform the town.

Change

Explain how the bid aligns to and supports the UK Government policy objectives

The LUF bid aligns and supports the UK's commitment to carbon neutrality and environmental improvement through policy objectives found in: The Clean Growth Strategy, The Clean Growth Strategy, Clean Air Strategy, zero Carbon best Practise and The 25 Year Environment Plan. The benefits can be stated as follows:

By improving the energy efficiency of the Priory Centre building will reduce the carbon footprint of the town centre. The use of the Council's Climate change officer will help businesses to look at reducing the running costs and improving energy efficiencies of the building and supply chains.

Second, repurposing the Priory Centre allows for the reuse of existing buildings but also provides the opportunity to increase the biodiversity and contribute to the EA's flood mitigation investments by securing some of the land needed, Therefore supporting the UK's 25 Year Environment Plan and potentially the much anticipated Environment Bill. While this is still being researched, healthier canals may also reduce methane emissions from these more stagnant and polluted waterways.

Lastly, adding boat moorings along the canal will add further options for active transport along the waterway, including strategically important improvements to green corridors, adding important factors to support social value in the area. This is particularly notable as road network improvements are intended to also promote alternate forms of commuting into the town centre, such as walking, cycling, and public transport.

The bid aligns with the Governments Levelling up White paper and

delivers on the following Missions:

Living Standards - . This LUF project contributes to this Mission by redeveloping the area and creating permanent jobs locally and construction jobs.

Skills - The LUF project will create apprenticeships and this will also link in with The Bridge Skills Hub (Higher Education facility) which is adjacent to the LUF area.

Well being - The LUF project will improve the health and well-being of local residents, employees and visitors by being able to access the town centre sustainably by walking and cycling; improving the tow path east to west on the Chesterfield Canal. It will also increase the accessibility from the North of the town with the new footbridge over the canal. The cycling hub will also allow people to cycle into the town centre and safely store their bicycles. It will also create a destination and stop off point for cyclist as there aren't any other facilities of this kind within the Bassetlaw District. The introduction of the leisure facility will also improve the well-being of families by allowing them to spend much needed time together in a safe environment and partake in a healthy activity. Again this will be the only facility of its kind in the Bassetlaw Area with all inter-generational activities under one roof. Pride in Place - The LUF project will achieve this by improving a declining area making it more attractive and accessible to all. Currently residents associate the area with deprivation and anti-social behaviour and it is a no go area in the evenings. The improvements set out in the bid will address these issues and restore pride in place. Housing - The LUF project will gain planning permission for the delivery of housing that will include a percentage of social housing which will deliver a secure path to home ownership for first time buyers. Crime - The LUF project will address the issues with the crime and anti-social behaviour in the area in directly as it will design out crime and improve the natural surveillance in the town centre. By increasing the footfall and dwell time in the area this will also make it more difficult

Change

Alignment and support for existing investments

for the antisocial behaviour to take place.

Where applicable explain how the bid complements or aligns to and supports existing and/or planned investments in the same locality

The Council did not receive any of the funding on the listed funds. However the Council did apply for the Towns Fund, Future of the High Streets, LUF round 1 and the High Street Heritage Action Zone. The LUF bid does however align to and supports the following

investments:

Townscape Heritage Scheme

In March 2018 Bassetlaw District Council were awarded £1,282.400 from the National Lottery Heritage Fund under their Townscape Heritage Scheme.

There are twenty buildings designated within the scheme, all of which sit within a Conservation Area, with the majority being Grade II Listed. Three levels of priority exist, high, medium and reserve and the grant is available at 85% for architectural reinstatement, 65% for repair and 70% for all professional fees. An Activity Plan sits alongside the building element and the public have been provided the opportunity to be involved in volunteer training for oral history, the creation of library exhibitions as well as the opportunity to attend sign writing courses, heritage skills training, seminars and courses all offered as part of the scheme, which completes in October 2022.

Worksop creative village

In 2013, Bassetlaw District Council built a £1,182,383.67 new creative industry hub on Canal Road. The project involved the restoration and conversion of a number period buildings into high-spec office units.

In 2015, the Council purchased Middleton's at the top of Bridge Street and have committed £ 3.9 million of which £1.8m was secured from D2N2 funding. This funding enabled the historic buildings to be redevelopment of a Council run enterprise centre to support and foster new business basing themselves in Worksop. The development is due to open in July 2022 as it has been delayed due to covid and material shortages.

The Council received £3.5 million from the Government's Getting Building Fund in December 2020. This is to deliver a Higher Education campus on Bridge Place at the heart of Worksop and within the centre of the development area contained within this Bid. The higher education campus is anticipated to increase footfall into the town centre with an average of 300 learners expected to attend the campus per week when it is fully operational. The Bridge opened its doors in March 2022 and will become fully operation in the new academic year September 2022.

UKSPF – The projects are currently being developed for the inclusion into the UKSPF Investment Plan for submission in August. The revenue aspect of this funding will support the outcomes for LUF by

supporting local businesses and improving pride in place, the green agenda, improving access to education and skills (linked to bespoke delivery using The Bridge in Worksop Town centre and also linked with other agencies).

ChangeWhere applicable explain how the bid complements or aligns to and supports existing and/or planned investments in the same locality

Confirm which Levelling Up White Paper Missions your project contributes to

Select Levelling Up White Paper Missions (p.120-21)

Living Standards
Skills
Health
Wellbeing
Pride in Place
Housing
Crime

ChangeSelect Levelling Up White Paper Missions (p.120-21)

Write a short sentence to demonstrate how your bid contributes to the Mission(s)

The project contributes to the following themes in the LUF White Paper:

Living Standards - By 2030, pay, employment and productivity will have risen in every area of the UK, with each area containing a globally competitive city, and the gap between the top performing and other areas closing. This LUF contributes to this Mission by redeveloping the area and creating permanent jobs locally and construction jobs. Skills By 2030, the number of people successfully completing highquality skills training will have significantly increased in every area of the UK. In England, this will lead to 200,000 more people successfully completing high quality-skills training annually, driven by 80,000 more people completing courses in the lowest skilled areas. The LUF project will create apprenticeships and this will also link in with The Bridge (Higher Education facility) which is adjacent to the LUF area. Well being - By 2030, well-being will have improved in every area of the UK, with the gap between top performing and other areas closing. The LUF project will improve the health and well-being of local residents, employees and visitors by being able to access the town centre sustainably by walking and cycling; improving the tow path east to west on the Chesterfield Canal. It will also increase the accessibility

from the North of the town with the new footbridge over the canal. The cycling hub will also allow people to cycle into the town centre and safely store their bicycles. It will also create a destination and stop off point for cyclist as there aren't any other facilities of this kind within the Bassetlaw District. The introduction of the leisure facility will also improve the well-being of families by allowing them to spend much needed time together in a safe environment and partake in a healthy activity. Again this will be the only facility of its kind in the Bassetlaw Area with all inter-generational activities under one roof. Pride in Place - By 2030, pride in place, such as people's satisfaction with their town centre and engagement in local culture and community. will have risen in every area of the UK, with the gap between top performing and other areas closing. The LUF project will achieve this by improving a declining area making it more attractive and accessible to all. Currently residents associate the area with deprivation and antisocial behaviour and it is a no go area in the evenings. The improvements set out in the bid will address these issues and restore pride in place.

Housing - By 2030, renters will have a secure path to ownership with the number of first-time buyers increasing in all areas; and the government's ambition is for the number of non-decent rented homes to have fallen by 50%, with the biggest improvements in the lowest performing areas. The LUF project will gain planning permission for the delivery of housing that will include a percentage of social housing which will deliver a secure path to home ownership for first time buyers. Crime - By 2030, homicide, serious violence and neighbourhood crime will have fallen, focused on the worst affected areas. The LUF project will address the issues with the crime and anti-social behaviour in the area in directly as it will design out crime and improve the natural surveillance in the town centre. By increasing the footfall and dwell time in the area this will also make it more difficult for the antisocial behavior to take place.

Section 7: Economic Case

Section 7: Economic Case

Provide up to date evidence to demonstrate the scale and significance of local problems and issues

The data collected below demonstrate the scale and local significance of the problems and issues. For the full data set relevant to Bassetlaw

please see Appendix 11 State of Bassetlaw.

The narrow plots of retail units facing onto Bridge Street contribute positively to the overall historic character of the centre and to the overall impression of it being a 'high street'. The Priory Centre, which is the primary retail draw, is located to the north of the pedestrianised area of Bridge Street. The linear nature of the centre, along with the numerous intersections, means that visitors are less willing to travel the whole length of the high street on foot. This further impacted by the fact that the train station is located to the north of the Town. The Priory Centre is adjacent to a large housing estate to the North which feels isolated and disconnected from the town centre. The Priory Centre currently has 21 vacant units, and this is approximately half of the available floor space. Throughout the town there are 64 vacant retail outlets, and this has increased over the last couple of years due to covid and M&S moving out of the town. This has also had a negative impact upon the leakage other town centre and

The 2016 Retail report (please see Appendix 4) identifies that whilst Worksop occupies a higher position than the Derbyshire Designer Outlet Centre in Alfreton and Dinnington in Rotherham, they are ranked below the larger centres of Nottingham City Centre, Sheffield, Derby, Meadowhall, Lincoln, Doncaster, Mansfield, Chesterfield, and Newark, which can be considerable draws to residents of Bassetlaw. As a consequence of this, Worksop suffers from shopper leakage to neighbouring centres. These centres also offer more than a shopping experience it also offers leisure and Restaurants therefore enticing Bassetlaw residents to spend time and money in this area.

The figures below shows the footfall data provided by the North Notts Bid. The data taken during Covid may not provide an accurate picture, but it does show a decline in visits to the town centre which can be used as a baseline to measure improvements brought about through LUF.

```
1st
     April
            2019
                        30th
                               April
                                      2020
                                                 2,809,82
                                                             per
                                                                   year
1st
     April
            2020
                        30th
                               April
                                      2021
                                              -
                                                 1,792,35
                                                             per
                                                                   year
1st
     April
            2021
                        30th
                                April
                                       2022
                                               -2,143,435
                                                                   year
                                                             per
```

A proxy for the value of the retail market is the rental value of retail floorspace. It is identified elsewhere that there is a total of 64 vacant retail units across the town including 21 in the Priory Centre, this latter representing half the available floorspace in the centre. Collectively these represent unused capacity and with that the potential for additional retail spend in the centre. Advertised rents (Rightmove, Zoopla, Realla)

on vacant units within Bridge Street vary between £20-£28 per square foot, just off Bridge street they are as little as £8 per square foot. Whilst the rate in Bridge Street is comparable with rates in Retford and Mansfield the availability of units indicates these rates are not being achieved. The availability of much lower rents within site of the main shopping street is a further indicator of a lack of demand

The 2017 Bassetlaw retail and leisure study indicates that spending on comparison goods in Worksop was falling and that whilst electrical goods, DIY and furniture were well represented clothing and footwear was not. Since this report New Look have moved to the Priory Centre but they remain alone in the clothing category (excluding charity shops). Comparison goods serve to attract visitors for the retail experience, these visitors have longer dwell times and drive other sectors including retail leisure and convenience.

The study estimated that the population of the study area (approximately 250,000 people) generated £506m in convenience sales and £654m in comparison goods sales. However, the same study identified that Worksop Town Centre had only a 3.3% share of Bassetlaw's convenience goods market and an 18.9% share of the comparison goods market. Most notable though is that 50.9% of convenience spend and 70.3% of comparison spend by residents is spent outside the district. No direct comparisons for Worksop are available but it is clear there is a significant local market not being captured.

Worksop is classified as a sub-regional centre by Venuescore 2016, within the Lower Middle Market classification. PROMIS ranks Worksop 188th out of 200 for retail expenditure and 126/200 for online expenditure. This is below the average for weak towns. Worksop ranks relatively low compared to nearby regional and sub-regional centres.

Change

Demonstrate the quality assurance of data analysis and evidence for explaining the scale and significance of local problems and issues

The data and statistic used for the bid has been collated from reputable sources along with local reputable data gather agencies.

At the time of writing this bid the information sources used are as follows:

- Sourced from North Notts Bid Footfall data and dwell time data. This has been used to monitor the footfall and dwell time in the town centre over the last three years. This will also help the Council to monitor and evaluate the KPIs within this Bid.
- Sourced Census data 2019/2021 relevant population data Office for National Statistic the UKs largest independent producer of official statistics
- Sourced from Nomis Part of ONS which records Labour Market.
- Sourced from Public Health England, health statistic for Bassetlaw.
- State of Bassetlaw Report Appendix 11
- Bassetlaw Equality and Diversity Strategy 2020-2025 Appendix 5
- Source from
 Bassetlaw Retail Study 2017 Appendix 4
- Land Values ONS (Land Value Estimates for policy appraisal 2019 ONS, UK House Price Index March 2022 ONS, Nationwide House Price Index, real time valuations on Rightmove, Zoopla, Realla)

Change

Demonstrate that the data and evidence supplied is appropriate to the area of influence of the interventions

The data supplied is for the constituency of Bassetlaw in which Worksop town centre is a large conurbation within the District. The town centre should serve its constituents and provide a place to access retail, leisure and services. The town is currently underutilised and leaves Bassetlaw constituents with no other option than to access these facilities in other areas. Therefore the data used and applicable for this bid relates to Bassetlaw as a whole.

The data used has been broken down to either District or ward level where possible and specific data relating to the town centre has been provided such as the footfall and dwell time.

For residential and retail values the ONS data for trends and regional averages, and real-time market data for specific values has been used.

Change

Provide analysis and evidence to demonstrate how the proposal will address existing or anticipated future problems

Worksop has a rich and deep multi-layered heritage and has a great number of assets in its urban structure and form, location, green infrastructure, and historic asset. However, over recent years Worksop has faced a number of challenges that threaten its town centre such as changes in shopping habits/patterns and behaviours, economic restructuring in the region, and significant flooding. The LUF bid seeks to tackle these challenges and embrace the opportunity to invest in the town centre through focused innovative project. The LUF bid seeks to build on the Worksop Town Centre Masterplans ideas to bring them to life whilst complementing existing regeneration projects within the town.

The LUF bid has been prepared against a backdrop of changing patterns in the way people spend their leisure time. Town Centres have always been the places where people come together to meet, sell goods and services, and enjoy themselves. Shifts in technology and lifestyle have changed shopping and leisure habits; new ways of spending time, with an emphasis on experiences and changing patterns of socialising have gained widespread popularity whilst traditional retail in comparison continues to retreat from the Town Centre to the internet.

The Covid-19 pandemic in 2020 accelerated the wider structural retail and leisure market changes that were already underway as a result of a number of factors outside the control of the Council. Due to the above the Council need a strong and positive response along with its stakeholders and partners to re-imagine the future role of Worksop Town Centre. The LUF bid will do this by acquiring the Priory Shopping Centre in the town and redeveloping and repurposing these with a bigger picture in mind. It will improve it sustainable connectivity links so that businesses, visitors, and residents can move freely in and out of town. It will address the change in how people now spend their leisure time by offering a new all multi-generational family orientated leisure facility. In addition to this the Council will work with start-up businesses, community groups and small independent retails to encourage and

entice the take up of smaller business units within the Priory Centre. These interventions will achieve the following quantifiable outputs which also links to the Theory of Change document in Appendix 8:

- 1. Increase in footfall and dwell time
- 2. Reduce the number of vacant units,
- 3. Improvement in health & wellbeing by monitoring the number of users to the leisure facility
- 4. Number of cyclists using the cycle hub facilities, and these can be monitored and measured
- 5. Improving the energy efficiency of the Priory centre by monitoring these through the metre reading and energy expenditure
- 6. Increase activity in the space between the Priory Centre and the Canal
- 7. Development of two residential sites

Change

Describe the robustness of the analysis and evidence supplied such as the forecasting assumptions, methodology and model outputs

Robustness – Where assumptions have been made these have been conservative and it is likely that the performance of the scheme will exceed these expectations rather than fall short – for example the reduction in vacant units in the town centre is assumed to be by around one quarter rather than a more optimistic, higher figure, and where the model is sensitive to timing of benefits these have been set later rather than earlier in the assessment period.

The best evidence available has been used and as far as possible this has been refined to the town of Worksop. Certain gaps exist in the evidence, for example retail spend within the town centre, and proxies have been used in the model, for example vacancy rates and advertised rental values. Data for the priory centre (which is the main focus of the bid) is far more plentiful than for the rest of the town centre.

The model used for forecasting BCR is the one provided by HMG for the bid.

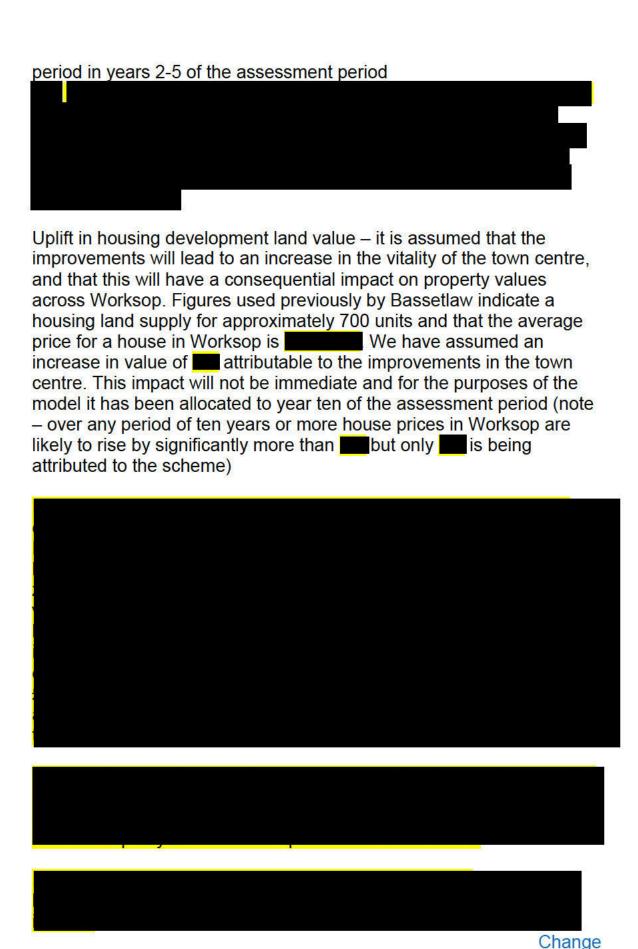
<u>Change</u>

Explain how the economic costs of the bid have been calculated, including the whole life costs

_		
Change		,

De est

scribe how the economic benefits have been timated
Costs Purchase cost of the Priory Centre: The proposals entail Bassetlaw purchasing the Priory Centre, the cost of this is given as in the outline cost provided by It is assumed that the entire purchase cost is met in year 1.
The refurbishment and remodelling of the Priory Centre (including a footbridge over the canal) is the key proposal in the scheme once the centre is purchased: this is given as provided by . It is assumed that these costs are incurred in years 1, 2 and a small proportion in year 3. Benefits
The core benefits identified from the scheme are:
 Construction Benefits The developed value of housing sites on the Priory Centre Car Park and Dock Lane
The uplift in housing land value of development plan sites across
Worksop • The increased rental revenue from the Priory Centre following refurbishment and under new management
 Increase retail unit in occupancy within the town centre Taking these in turn
Construction Benefits - The spend on construction on the Priory Centre will have an impact in the local economy through the use of local contractors and labour. It is understood that Bassetlaw propose to have a form of local contractor/local labour agreement as part of the contract process. The model assumes that 60% of the construction costs will be spent in the local economy. This spend occurs in year 1 and 2
Housing sites at Priory Centre and Dock Road –
have estimated that these two sites could accommodate up to 50 apartments (Priory) and 18 town houses (Dock Road). A search for comparable in the local market suggests that new apartments would
fetch approximately and new town houses approximately It is assumed that these would be built over a four-year



Provide a summary of the overall Value for Money of the proposal

The scheme has a capital outlay of £19,965,000 and is forecast to generate in benefits over a 30 year period commencing in financial year 2022/23. This gives a BCR if [Content of the comment of the content of the con

The proposal delivers a number of non-fiscal benefits as described elsewhere in this application. These are in the form of physical changes to the fabric that improve enjoyment and amenity of the town centre but cannot readily be charged for or captured, improvement in wellbeing and sense of belonging and pride, improvements in biodiversity and reductions in greenhouse gas emissions, not on which have direct fiscal benefits

If construction expenditure benefits are removed from the benefits side of the equation (i.e. the benefits go down, but the costs do not) then the benefits are reduced to with a BCR of this calculated utilising the workbook submitted with this application.

<u>Change</u>

Upload explanatory note (optional)

ChangeUpload explanatory note (optional)

Have you estimated a Benefit Cost Ratio (BCR)?

No

Change

Describe the non-monetised impacts the bid will have and provide a summary of how these have been assessed

The non-monetised impacts of the proposal are as follows: Improved profile of Worksop locally and regionally o Enhance the appeal of Worksop to become more of a destination of

choice

- Pride in Place within the town centre
- o Residents and businesses to be proud of Worksop and its centre and be willing to recommend it to others
- Footfall & dwell time
- o Increase in both footfall and dwell time as these not only increase spend levels but are indicative of satisfaction with the town centre offer
- Increase in Health and well being
- o Enhancing enjoyment of the town centre will assist in improving wellbeing and mental health amongst the local population.
- Reduced number of vacant units enhancing the appearance of the centre
- o Vacant units are synonymous with decline and help this become a self-fulfilling prophecy, increasing take up adds to the sense of vitality for the town centre and assists in achieving all other objectives
- Enjoyment of enhanced open spaces by the canal
- o The canal and the town centre are entwined but separate, each failing to acknowledge the other. The value of water for wellbeing and economic vitality is widely recognised and the scheme seeks to capitalise on this
- Creation of a more direct route for pedestrians to the centre from the north
- o The area north west of the centre is effectively cut off by the canal and the less than direct highway network the footbridge over the canal resolves this
- Increased biodiversity on the site through landscape measures o Landscaping scheme will include species and habitat creation to enhance biodiversity from the present very low level within the hard landscape
- Reduced greenhouse gas emissions through changes to the building and to climate control systems
- o Both the building and the systems within the Priory Centre are inefficient by modern standards the refurbishment will reduce energy consumption and increase the percentage of non-carbon energy used.

Change

Provide an assessment of the risks and uncertainties that could affect the overall Value for Money of the bid

Risks that inflation could result in increased costs and down scaling the project with consequent risk of not delivering the full vision for the Priory Centre. This risk to be mitigated with through cost control and

value engineering

Does not deliver the benefits expected due to economic factors not in BDC control: almost by definition these are not foreseeable but recent examples include COVID restrictions and high inflation. These risks can only be mitigated as and when they arise

Unforeseen market factors (historic ones have been, for example, shift to online shopping). This risk can be mitigated by appealing to market segments that are less vulnerable, e.g. retail and commercial leisure, comparison goods, "shopfront" online businesses that find value in real premises as well as virtual ones ("special forms of trading")

Change

Upload an Appraisal Summary Table to enable a full range of impacts to be considered

Appraisal Summary Table 1
Upload appraisal summary table

Final Appraisal Summary Table.xlsx

ChangeUpload appraisal summary table

Additional evidence for economic case

None selected

Change

Section 8: Deliverability

Confirm the total value of your bid

Total value of bid

£19965072.17

ChangeTotal value of bid

Confirm the value of the capital grant you are requesting from LUF

11-				24 - 1	
va	iiue	OT	cap	ıtaı	grant

£17968565

ChangeValue of capital grant

Confirm the value of match funding secured



Change

Evidence of match funding (optional)

ChangeEvidence of match funding (optional)

Where match funding is still to be secured please set out details below

N/A

Change

Land contribution

If you are intending to make a land contribution (via the use of existing owned land), provide further details below

n/a

ChangeIf you are intending to make a land contribution (via the use of existing owned land), provide further details below

Upload letter from an independent valuer

ChangeUpload letter from an independent valuer

Confirm if your budget includes unrecoverable VAT costs and describe what these are, providing further details below



Describe what benchmarking or research activity you have undertaken to help you determine the costs you have proposed in your budget

The costs within the cost plan have been developed by a professional Quantity Surveyor and are based on the current and are based on the current market rates from using information within BCIS backed up with information from recently tendered similar projects. However, with the on-going increase with material and labour costs, the rates quoted are likely to change at the time of tender, to support this and give cost certainty an allowance of a contingency has been included. The reason for this is to help support, any issues found with abnormal ground conditions or contamination.

Recent similar projects have taken place within the last six months in the area allowing it to be used as a basis for the cost. The Bridge Court development in Worksop completed in April 2022 and Middleton's business Centre due to complete this month are also comparable in scope to that of the Priory Centre. The Consultants who have completed this cost plan have been able to draw on this experience plus other similar projects across the UK to create an accurate cost plan for the early RIBA stage. The same principles have been used for the other sections within the development, all information within the cost plan has been created based on similar tendered projects and checked against information from the BCIS which has acted as bench marking tool.

To support the bid there has been an inclusion of the following provisional sums, these will be firmed up once the scope for the items has been confirmed:

- A provisional sum of has been included for the new pedestrian link bridge
- A provisional sum has been allowed for works for new utilities
- A provisional sum of has been allowed for Service Diversions
- An allowance for Market Stalls and Cycle Hub has been included at

No allowance has been made for the following items, anything related to these items will need to be picked up within the allowance made for the schemes contingency.

Inflation

- Works outside the redline boundary see Appendix 2
- Statutory Authority Charges
- Unforeseen Service Diversions
- Cost of Performance Bond
- Building Control
- Asbestos.

Once surveys have been completed on the site, a more informed design can be developed, allowing an up to date cost plan will be created. Then work towards removing all provisional sums and applying the contingency more accurately against each phase, this process has been highlighted within the programme action.

Change

Provide information on margins and contingencies that have been allowed for and the rationale behind them

To provide clear guidance about what has been included within the budget for contingency, there is a separate line showing contingency of the LUF equating to

The reason there is such a larger allowance, more than what is normally considered is due to the risks associated with the scheme, which includes items such as the unknown level of material increases affecting the construction industry as a whole and any works which may come out of surveys to be completed in the ground.

This level of contingency is expected to be reduced and applied for over the course of the scope development and one of the main reasons BDC have decided to use a single team to develop the master plan is to allow the cost plan to developed over the duration of the design stage further firming up the budget.

Change

Describe the main financial risks and how they will be mitigated

All of the risks associated with financial elements have been listed in the risk register within Appendix 12.

The key financial ones have been listed below:

Agree review process for budget development and project allocation within scope of works. Finalise scope and agree gated process for budget management,

Levelling up funding Provisional allocation Levelling Up funding is not confirmed and if not granted no projects will be able to proceed Develop the funding application for submission. Ensuring suitable management processes are in place.

Maintain dialogue with key stake holders Application submitted and awaiting response on how to proceed.

Change

Upload risk register

Appendix 12 - Risk Register.xlsm

ChangeUpload risk register

If you are intending to award a share of your LUF grant to a partner via a contract or sub-grant, please advise below

N/a

Change

What legal / governance structure do you intend to put in place with any bid partners who have a financial interest in the project?

N/a

Change

Summarise your commercial structure, risk allocation and procurement strategy which sets out the rationale for the strategy selected and other options considered and discounted









Who will lead on the procurement and contractor management on this bid and explain what expertise and skills do they have in managing procurements and contracts of this nature?





The KPIs on this project will be:

- Monitoring the social value
- Monitoring Value For Money aspect of project
- The KPIs on this project will be:
- · Monitoring the social value
- Monitoring Value For Money aspect of project
- Delivering the purchase of the priory centre in line with the programme
- Delivering a sustainably run family leisure facility
- Delivery of sustainably run Market/food court
- Delivery of cycle hub facility
- Delivery of public realm programme
- Delivery of the footbridge
- Delivery of 5 canal boat moorings
- Delivery of new towpath and cycle route
- Monitoring the footfall and dwell within the town
- Monitoring the vacant units within the Priory Centre and the Town Centre
- Monitoring of the FTE jobs created at construction stage and permanent jobs at the end of the project
- · Monitoring the amount of C02 reduced
- · Increase in town centre living

All the above will be delivered in line with the Programme of works by March 2025.

Change

Are you intending to outsource or sub-contract any other work on this bid to third parties?



- · The KPIs on this project will be:
- Monitoring the social value
- Monitoring Value For Money aspect of project
- Delivering the purchase of the priory centre in line with the programme
- Delivering a sustainably run family leisure facility
- Delivery of sustainably run Market/food court
- · Delivery of cycle hub facility
- Delivery of public realm programme
- Delivery of the footbridge
- Delivery of 5 canal boat moorings
- · Delivery of new towpath and cycle route
- Monitoring the footfall and dwell within the town
- Monitoring the vacant units within the Priory Centre and the Town Centre
- Monitoring of the FTE jobs created at construction stage and permanent jobs at the end of the project
- Monitoring the amount of C02 reduced
- · Increase in town centre living

All the above will be delivered in line with the Programme of works by March 2025

Change

How will you engage with key suppliers to effectively manage their contracts so that they deliver your desired outcomes

The who will work with the Council's internal project manager that will ensure that there is a robust procedure in place to identify and manage the opportunities and risks within desired levels, support openness, constructive challenge, innovation and excellence in delivery.

By using the Frameworks the initial due diligence will have already been carried out and the Council will also undertake additional checks when appointing contractors / suppliers by undertaking a financial evaluation, and checking all insurances.

Payment Schedule/Structures - The Council will take the approach of linking any payments to outputs. Applying a proactive risk management approach with suppliers incorporating early warning and joint decision-making through the following mechanisms will be considered:

- The use of risk pots and allowable assumptions.
- Ensuing that risk allocation and the approach to pricing are aligned with the project and the wider outcomes.
- Where not addressed through the payment mechanism, ensuring that contracts include appropriate indexation (i.e. using an index or basket of indices or measures that reflect the underlying costs of delivering the service) where the supplier is managing pricing risks outside their control.
- Through the sharing of all data (where it is appropriate to do so) relating to the procurement allowing sufficient time for due diligence. The Project Board will ensure the project is effectively monitored and meets its project delivery deadlines/outcomes/impacts/outputs.

Change

Set out how you plan to deliver the bid

This section looks to outline the Project Programme found in Appendix 14 and discuss how this has been developed in the terms of the Delivery Plan in Appendix 13.

BDC have been working with several consultant teams to develop an achievable project programme, all who have confirmed that they have available resource in line with the programme to deliver the master plan design, once the LUF has been awarded which has been assumed to be in October 2022, based on how previous funding has been issued.

Where required BDC have allowed for float in the programme to stagger the design teams to ensure there are no resourcing issues which has allowed the critical path and key milestones to be clearly defined meaning we can address these items reducing the risk on the programme these are logged in the risk register with named actions against them, this can be seen in Appendix 12.

The programme has been developed taking the key project dependencies on board. The main dependency for this scheme is the purchase of the Priory Centre and its subsequent land. Much of the works defined within the LUF scope which add value to the Economic case are delivered within the Priory Centre's red line boundary. Please see Appendix 2.

To ensure this risk is reduced the project team have agreed the price and the heads of terms please see Appendix 15. Once this milestone is achieved, it will allow for a significant amount of the budget to be spent within the first financial year supporting the LUF requirements.

Other key interfaces involved with this project include:

Existing highway - Currently an unadopted section of highway runs through the redline boundary of the site, while this is mainly used as access to the existing Priory Centre carpark it also serves as an important highways connection for Worksop, BDC have been advised by Highways it must maintain this connection during and after the works. To ensure this connection is maintained, it has been incorporated into the design as part of the market square demarked with trees and kerbs, this will also act as the access route to the new entertainment complex and the proposed market square.

Public parking and access – The proposed market space to be developed currently acts as one of the main car parks for the Worksop town centre and is currently well used. This space will need to be closed off in order for the works outlined in phase two to be completed. This section of the development will require road closures and sectional agreements with highways to be completed, these are included as milestones in the programme.

Design and selling of residential units - As the budget stands, the LUF doesn't provide enough funding for BDC to develop the residential units which front the canal, however, to ensure they get developed the budget has allowed to take these units to RIBA stage three, developed

design. The sites will then be sold to a private developer to construct and bring them to life in line with the overall vision. This makes up phase 3 of the scheme and is able to be moved within the programme to suit available resource.

BDC have based the resource of the scheme around a master plan design team who will be responsible for moving the designs into further RIBA stages. The main reason for having a single team to develop the design is to ensure interfaces and connections across each site are suitably linked and do not clash with each other. This will reduce the risk of site clashes in the future.

BDC would look to procure the team and complete full site surveys to finalise the masterplan before moving ahead with any specific development related with the scheme. This will allow suitable meetings to take place with the relevant authorities such as planning and highways reducing the risk of these effecting the programme in the future.

The delivery plan for the scheme involves completing a full review of the master plan with a centralised design team, this is to ensure the vision can be developed in line with the initial designs and any conflicts or items found during the surveys can be ironed out by a centralised design team. Once the master plan is complete and agreed by the Project Board and BDC Cabinet members, the scheme will be split into the following three phases:

- Phase one Priory Centre refurb
- Phase two Road / Market square / bridge / tow path
- Phase three Residential units design only

While the scheme is split into three phases, the design team will be working on phases one and two concurrently to reduce the amount of time the public will be without access to the public carpark spaces. This is due to the importance of agreeing the designs and road closures with the highway's teams which sits clearly on the critical path. BDC will procure and work with the design team and development partner to finalise the construction plan to ensure a clear delivery plan is in place. Please see Appendix 14 for the full delivery programme and the project delivery plan in appendix 13 for further details .

Change

Demonstrate that some bid activity can be delivered in 2022-23

The project delivery plan is based on the funding being awarded in October 2022, with that in mind the main project activity which will take place from this date to the April 2023 as the financial year is described below:

Purchase of the Priory Centre which will support a large amount of budget spend for the scheme and allow for the key project surveys and master plan to take place, this milestone is the most fundamental part of the scheme, once this in place we will be able to start the detailed surveys of the site and finalise key design aspects for the master plan.

The design for the master plan will be completed based on the survey information and will then be reviewed by the highways and planning for pre-application approval which is required to remove key risks identified with the scheme. We would also look to get the final approval from the LUF Project Board for the vision and develop the project briefs for phases one and two.

We plan to start the 2023-24 financial year with an agreed master plan and start RIBA stage one for both phase one and two working with the key delivery partners on these items.

Change

Risk Management: Set out your detailed risk assessment

The schemes risks have been reviewed and noted on the project risk register which can be seen in Appendix 12 each of these risks are monitored, reviewed and updated on a monthly basis with the project team to ensure they are up to date and managed correctly this will continue throughout the project. Each risk is numbered and has a mitigation action, current status and cost noted against it to allow for full visibility to the project team.

In the risk register, risks are categorised into the following themes:

- Costs: risks of cost increases
- Funding: risks associated with securing LUF funding
- Land ownership: risks associated with securing control of land required for the scheme
- Diversions and easements: risks associated with crossing services and rights of way
- Planning: risks associated with complying with planning permission
- Contract and Legal: risks associated with licences, permits, legal agreements and construction contracts

- Technical design: risks associated with scope, quality of design and managing design change
- Construction: risks associated with construction process
- community: risks associated with bad/negative press with local community and businesses
- External factors: risks associated with external markets, Brexit, Covid-19 and other external factors
- Operation & Maintenance: risks associated with future operation and maintenance of the canal.

At present all of the risks are noted as BDC being the owner until the LUF Bid is approved, it is important to date that once this scheme is live the Risk Register will be the key document and reviewed with the design team to assign owners and update the relevant costs, the LUF Growth & Enterprise Manager will be the owner of this document and will manage the outputs in line with the programme. Whilst at present we have noted all of the foreseeable risks, this is a working document which will be added to if and when new risks arise, risks will not be removed until any potential of them occurring have been fully mitigated against.

During the construction stage, there will be a phase specific risk register to pick up the project specific related items, this will be managed by the delivery Project Manager with the main contractor and will form part of the contract. Below the main risk factors are captured and mitigation strategy included.

Risk - Levelling up funding

Provisional allocation Levelling Up funding is not confirmed and if not granted no projects will be able to proceed. To mitigate this the Council have prepared a robust funding application and development scheme within the deadline.

Risk - Potential Movement of businesses within the redline boundary A number of businesses are already within leasing units within the redline boundary. These may need to be relocated prior to works commencing. If needed the Council will create a tracking document of businesses and reallocate to similar sized premises if required.

Risk - Land ownership

The redline boundary within the priory centre makes up the main development of the site, if this is not purchased the scheme cannot be developed. A price has been agreed upfront and a heads of document entered into. Please see appendix 15.

The land at Dock Road is within the redline boundary and already within BDC ownership (please see appendix 18 for the title deeds).



Risk - Material Price Increases

Brexit and Covid-19 are contributing to an existing shortage of construction materials and labour - increasing costs of materials and delays in obtaining on site. Project cost increase as a result but to mitigate this these risks will continually be reviewed in light of prevailing market situation.

Expect that impacts at point of tender will be captured in contractor tender price, subsequent variations to be contractor risk. Transfer risk to contractor to be capture in the procurement.

Change

Provide details of your core project team and provide evidence of their track record and experience of delivering schemes of this nature

It is proposed that the project team will be made up of an expert and qualified team, each of these roles have their responsibilities outlined below the organogram in the project Delivery Plan (Appendix 13)

The roles highlighted in blue in the organogram (appendix 13)will be maintained as an internal appointment within BDC for those in green they will be externally appointed to ensure the right level expertise is in place to deliver the project, the cost for these services have been built into the professional fees on the project.

The Project Board will oversee the scheme and the internal managers within BDC, will support each other and ensure the overall vision for the scheme is maintained and delivered. The Growth & Enterprise Manager will ensure internal governance is met and work with the

External LUF project Manager to ensure internal processes are followed. The Growth & Enterprise Manager and LUF Manager will attend the board meetings for budget and progress reporting, they will invite others to provide updates as required.

The Growth & Enterprise Manager will support the scheme delivery in line with the managed programme. The Growth & Enterprise Manager will be responsible for the budgets and for signing off change requests for the scheme in line with the Council's governing documents and will work as the main liaison for the LUF project.

The team which falls under the External LUF Project Manager will be responsible for the scheme design elements and project delivery.

An understanding for each of the roles within the team are outlined below:

BDC Project Board

- The nominated panel of LUF Board members and others who help define the project and manage the key vision of the project on behalf of the public.
- To monitor and enhance the benefits the scheme.
- Consists of representatives of both tiers of local government, The Member of Parliament, voluntary sector, businesses and investors, Local Enterprise Partnerships, The Environment Agency, Local Community and North Notts Bid

BDC Financial 151 Officer

• The legally responsible financial officer within the Council

NCC Procurement Manager

• To be responsible for ensure all routes to procurement are inline with Council guidelines and requirements.

Capital Finance Manager

 Responsible for monitoring the capital spend and report back to local authority members and the S151 officer

Growth and Enterprise Manager

- Will have the budgetary responsibility for the project.
- Supports internal relationships for the project.
- Appoint the all contracts
- Reporting to BDC members and the LUF board
- Management of development partners, notably BPL and existing

businesses.

 Engaging developers for phase 3 with support from the Project Delivery Team

Project Manager (Internal)

- The interface between the day to day running of the project and the Growth and Enterprise Manager
- Organise relevant surveys for scheme delivery. Climate Change Officer
- To advise on the energy efficiency aspects
- To work with town centre businesses to reduce their carbon footprint
- To work with sustainable supply chains in the District

Growth and Enterprise Project Delivery, Town Centre Officer and Admin Assistant, Community and Development Funding Manager

- To support the project and ensure the community and business engagement is ongoing throughout the project.
- Supporting the monitoring and reporting on the KIPs and process
- The admin assistant will be responsible for PO approvals
- To engage with the market traders to support the proposed transition.

(external legals)

- To ensure the purchase of the Priory centre is completed as soon as possible
- Support on any other legal matters regarding the LUF projects

LUF Project Manager (external)

- Manage the day to day running of the project on behalf of the client.
- Manage and produce project reporting.
- Responsible for assisting the externally appointed consultants.

Employers Agent (external)

- Manage the successful delivery of the project phases, achieving time, cost, and quality targets.
- Maintain necessary lines of communication to all interested parties.

Quantity Surveyor (external)

- Responsible for estimating quantities, costs and time scales for material and labour.
- Prepare tender and contract documents.
- Control and manage overall budget.
- Validating assessment.

Main contractor / Subcontractors

- Plan, manage, monitor, and coordinate the entire construction phase.
- Take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them.
- Liaise with the Client and Principal Designer for the duration of the project to ensure that all risks are effectively managed.

Architect / Structural Engineer (external)

- Create master plan designs liaising with relevant authorities.
- Manage the planning application process in line with the programme

At present BDC have been working with trusted external design team to feed into this submission. Within the design team these consultants have experience on similar projects and have pulled on this to ensure the design and delivery of the scheme is achievable and inline with the requirements of the economic case from the BDC.

The intention is to retain the design team through the procurement frameworks outlined within this application.

Change

Set out what governance procedures will be put in place to manage the grant and project

The Council is governed by statue and is executive led Authority, governed by a constitution that sets out the Council's and officers procedures for approvals. The majority of decision's are taken at meetings of the cabinet. A small number of delegated powers are given to officer's of the Council as per part 4 – Responsibility for Function – OFFICERS Scheme of Delegation to Officers including delegated decision and Committee reports of the Bassetlaw constitution.

Any monies received and spent will be done so in accordance with part 5 – Financial, contract procedure rules.

Part 6 - anti fraud and anti-bribery, Audit, Procedures to avoid Conflict of Interests

For any avoidance of doubt see Appendix 16 for the Councils Constitution

A Terms of Reference for the LUF Project Board has been developed to cover the roles and responsibility of the LUF Board please see Appendix 17.

If applicable, explain how you will cover the operational costs for the day-to-day management of the new asset / facility once it is complete to ensure project benefits are realised





Upload further information (optional)

ChangeUpload further information (optional)

Set out proportionate plans for monitoring and evaluation

KPI have been set for this LUF bid and these will be monitored through the Councils internal monitoring and evaluation process A report will be produced for cabinet members and the LUF board on a quarterly basis. Allowing them to scrutinise the process to show the effectiveness and progress of the project delivered within the quarter. This process will ensure that the scheme stays on target, value for money and accountability.

The Growth & Enterprise Manager will have overall responsibility for updating pentanna and reporting these KPI's to the District Council members. The Manager will have the support of the project officer, project manager and climate change officer that will collate this data from the source. The finances and budget responsibility will be with the Growth & Enterprise Manager with the support of the Capital Finance Manager.

The KPIs on this project will be:

- · Monitoring the social value
- Monitoring Value For Money aspect of project
- Delivering the purchase of the priory centre in line with the programme
- Delivering a sustainably run family leisure facility
- Delivery of sustainably run Market/food court
- Delivery of cycle hub facility

- Delivery of public realm programme
- Delivery of the footbridge
- Delivery of 5 canal boat moorings
- Delivery of new towpath and cycle route
- Monitoring the footfall and dwell within the town
- Monitoring the vacant units within the Priory Centre and the Town Centre
- Monitoring of the FTE jobs created at construction stage and permanent jobs at the end of the project
- · Monitoring the amount of C02 reduced
- Increase in town centre living

Table E of the costings workbook outlines the outcomes/outputs and impacts are listed below and these also align with the KPIs above.

- Public realm created and Imputed
- Green retrofits to existing non residential units
- Public amenities/facilities created/improved
- Floor space rationalised
- sports centre space created through the family leisure facility
- retail space created and improved
- hospitality space created/improved
- · change in footfall and monitoring dwell time
- Public amenities created
- Changing employment rates
- Change in perception and place
- Change in business investment
- Change in consumer spending
- Change in increased usage of the canal
- Change in the health of residents

Theory of Change outlines the Activities, benefit/outcomes of the project and these are all covered in the KPI's that will reported back to the Council on a quarterly basis.

Increase Footfall & Dwell time

- Bringing vacant units back into use
- Improving connectivity
- Realising the full potential of the waterways and activity around them
- · Improving cycling facilities within the town centre
- Gaining planning permission for residential units
- Creating a central location for markets/food court destination
- Improving Health & Wellbeing

The monitoring and evaluation spreadsheet attached to this section

demonstrates how the KPIS, output, impacts, outcomes and the theory of change all relate to one another and it also shows how the data will be collated by utilising the sources below:

- North Notts Bid footfall data
- monitored against the Programme and project delivery plan
- satisfaction surveys
- monitoring of vacant units and floor space take up
- monitoring of number of new units in the town centre
- monitor new dwellings in the town centre and on Local Plan town centre allocated sites
- and Cycle hub managers to monitor usage and staff numbers

 Chesterfield Canal trust to provide information on the users on the
- canal
 Construction manager and new lease holders to provide number of iobs created
- Construction manager to provide data on social value created
- Climate Change officer to monitor C02 reduction in buildings and provide support on supply chains

All contractors and partners such as the main contractor, North Notts Bid, new business lease holders, River and Canal trust (this list is not exhaustive) will sign up to a quarterly reporting system.

Please see appendix 19 for the Monitoring and Evaluation Plan

Change

Section 9: Declarations and attachments

Additional attachments

You have been required to upload several files throughout this service.

If you have additional files to provide to us to support your bid these can be uploaded here using the link below.

You can upload a maximum of 25 additional files.

Additional file attachment 1

Upload attachment

Currently uploaded: Appendix 01 - Worksop Masterplan.pdf Delete

Delete Additional file attachment 1

Additional file attachment 2

Upload attachment

Currently uploaded: Appendix 02 - Maps.pdf Delete

Delete Additional file attachment 2

Additional file attachment 3

Upload attachment

Currently uploaded: Appendix 03 - Presentation of the Area.pdf Delete

Delete Additional file attachment 3

Additional file attachment 4

Upload attachment

Currently uploaded: Appendix 04 - Retail and Leisure

Study.pdf Delete

Delete Additional file attachment 4

Additional file attachment 5

Upload attachment

Currently uploaded: Appendix 05 - Equality & Diversity Strategy.pdf Delete

Delete Additional file attachment 5

Additional file attachment 6

Upload attachment

Currently uploaded: Appendix 06 - Consultation Summary.pdf Delete

Delete Additional file attachment 6

Additional file attachment 7

Upload attachment

Currently uploaded: Appendix 08 - Theory of Change.pdf Delete

Delete Additional file attachment 7

Additional file attachment 8

Upload attachment

Currently uploaded: Appendix 09 - Statement of Intent pdf Delete

Delete Additional file attachment 8

Additional file attachment 9

Upload attachment

Currently uploaded: Appendix 10 - Publication Local Plan and Worksop DPD.pdf Delete

Delete Additional file attachment 9

Additional file attachment 10

Upload attachment

Currently uploaded: Appendix 11 - State of the District Report.pdf Delete

Delete Additional file attachment 10

Additional file attachment 11

Upload attachment

Currently uploaded: Appendix 12 - Risk Register.xlsm Delete

Delete Additional file attachment 11

Additional file attachment 12

Upload attachment

Currently uploaded: Appendix 13 - Project Delivery Plan.pdf Delete

Delete Additional file attachment 12

Additional file attachment 13

Upload attachment

Currently uploaded: Appendix 14 - Programme.pdf Delete

Delete Additional file attachment 13

Additional file attachment 14

Upload attachment

Currently uploaded: Appendix 14 - Programme.pdf Delete

Delete Additional file attachment 14

Additional file attachment 15

Upload attachment

Currently uploaded: Appendix 15 - Heads of Terms Priory

Centre.pdf Delete

Delete Additional file attachment 15

Additional file attachment 16

Upload attachment

Currently uploaded: Appendix 16 - Constitution.pdf Delete

Delete Additional file attachment 16

Additional file attachment 17

Upload attachment

Currently uploaded: Appendix 17 - Levelling Up Project Board

T.O.R.pdf Delete

Delete Additional file attachment 17

Additional file attachment 18

Upload attachment

Currently uploaded: Appendix 18 - Land Ownership.pdf Delete

Delete Additional file attachment 18

Additional file attachment 19

Upload attachment

Currently uploaded: Appendix 19 - Monitoring and Evaluation.pdf Delete

Delete Additional file attachment 19

Additional file attachment 20

Upload attachment

Currently uploaded: Appendix 20 -Proformas.pdf Delete

Delete Additional file attachment 20

Additional file attachment 21

Upload attachment

Upload complete: Appendix 21 -Bassetlaw Statement of

Accounts.pdf Delete

Delete Additional file attachment 21