

Chamberlain Highbury Trust Progress Report

1. Early milestones
 - a. Appointment of Trustees
 - i. The appointment of the Chair and Vice-chair were reported to the Trusts & Charities Committee on 11 November 2015 and six further trustees were appointed later that month. On 2 March 2016, the Committee nominated the two Council members to the Trust to bring to ten the number of trustees.
 - b. Emergency repairs
 - i. An inspection of Highbury on 15 December 2015 by the then Chair of the Committee, together with the Chair and Vice-Chair of the Trust revealed some serious roof leaks and associated dry rot. Emergency repairs were put in hand and have been completed.
 - c. Companies House
 - i. Trustees signed the Memorandum & Articles of Association for the Trust on 23 March 2016 and on 30 April 2016 the Trust was incorporated as a private company with Companies House
 - d. Charity Commission
 - i. The Trust opened a bank account in June 2016 and on 20 July the Committee approved a grant agreement enabling funds to be transferred from the Highbury Trust to the Chamberlain Highbury Trust. This enabled the Trust to apply to the Charity Commission and on 21 October 2016 the Trust was entered onto the Register of Charities.
2. Management arrangements
 - a. Administration
 - i. From its inception until he left Birmingham at the end of October 2016, the Director of the Birmingham Conservation Trust provided administrative and management services to the CHT. A Coordinator was appointed from the beginning of November 2016 to manage the administration of the Trust and liaise with the local community.
 - b. BCC Liaison meetings
 - i. The Chair of T&CC and Jon Warlow have chaired valuable liaison meetings between the Council and Trust to progress discussions about leases, business planning, transfer of funds, management of the Estate etc.
 - c. Estate management protocol
 - i. A protocol for the management of the grounds of Highbury has been drawn up and agreed with the Parks Department, the Friends of Highbury Park, the Highbury Orchard Community CIC, the Four Seasons Project and the Birmingham Beekeepers

Association (see appendix). The protocol requires these groups to formally notify the Trust of any significant work they intend to carry out on the Estate. A programme of regular meetings of the group with the Trust has been established.

d. Lease

- i. The Heads of Terms for a 35 year lease between Highbury Trust and the CHT has been drafted and agreed. Detailed work on the lease is now progressing with a view to the lease being signed towards the end of the year. The CHT is awaiting finalisation of the lease between Highbury Trust and Acivico which will be reassigned to CHT when it acquires its lease.

3. Communications

a. Stakeholder meetings

- i. Three meetings have been held with a wide group of local organisations and residents' associations in the adjoining areas of Moseley and Kings Heath. The first meeting, held at Highbury on 24 February 2016, was to introduce the Trust and provide an opportunity for these groups to describe their work and share their ambitions for Highbury. The second meeting on 18 May 2016 was an opportunity to work together on developing proposals for the round 1 bid to the Heritage Lottery Fund. A third meeting was held on 20 February to describe the final composition of the HLF bid.

b. Heritage Open Day

- i. On 11 September 2016 the Trust opened the house to the public as a contribution to the city's Heritage Week. Over 900 people visited Highbury on the day; most of the visitors to the house had never been inside the building before, and many were not previously aware of its existence. Questionnaires were provided for visitors to offer their views on the future of the estate.

c. Newsletter

In November 2016 the Trust published the first of its monthly electronic newsletters which are now circulated widely to people who are following the progress of the project. The Trust also maintains a Facebook page and is developing a website

d. Brand

- i. The Trust has developed a brand for all its stationary and publications which draws on decorative features from the house.

4. Capital works

a. Consultant team

- i. The Trust has appointed a Project Manager, Conservation Architect, Landscape Architect, Activities planner, Quantity Surveyor, Business Planner and Exhibition Designer to assist in preparing a programme of capital works for the restoration and adaptation of the house and grounds.

- b. Programme
 - i. A programme has been drawn up. The key dates are:-
 1. 16/03/17 submission of stage 1 application to HLF
 2. 09/06/17 HLF decision; if successful...
 3. 04/06/18 submission of stage 2 application to HLF
 4. 28/08/18 HLF decision; if successful...
 5. 20/09/19 commence construction on site
 6. 17/11/20 completion of construction works
 7. 01/03.22 end of HLF funding for activity and learning programme

5. Fundraising

- a. A fundraising strategy has been drafted. In addition to the HLF bid, an application has been made to the Architectural Heritage Fund for a development grant to assist in preparing the detailed design work, securing statutory consents, developing the business plan and completing other items of work needed for a stage 2 application to the HLF.

6. Proposals for the Estate

- a. The house
 - i. The Trust is planning to accommodate a combination of activities in the house that will provide both an income to ensure the viability of the Trust, and provide public access to the building and opportunities for educational and cultural activities.
 - ii. The refurbishment of the house will involve extensive external repairs and the complete renewal of services, including complete rewiring, the replacement of the boilers and a new heating system.
- b. The Grounds
 - i. The refurbishment of the park will involve the de-silting of the lake and ponds, the re-establishment of selected historic features, and the establishment of a ten year management and maintenance plan.

The proposals for the house and grounds will be described in more detail at the Committee meeting

Appendix

**PROTOCOL
for the
Interim Management
of the
Highbury Estate**

The **purpose** of this protocol is to provide the means to manage proposals affecting the Highbury Estate during the interim period pending the grant of a lease to The Chamberlain Highbury Trust (CHT). During this period the Trust will be drawing up detailed plans for the estate. It is necessary that any proposals or events respect these emerging plans and do not prejudice their future scope or implementation. Meanwhile, CHT will consult the parties to this protocol during the plan development period and keep them informed about the progress of the Highbury project, particularly where it impacts on, or adjacent to, the parts of the estate that they are involved with. It behoves all parties to this protocol to keep each other regularly informed.

- The parties to this protocol undertake to inform the CHT Coordinator by email of any proposals that they have that will have a physical affect on the estate, at least 15 working days in advance. The proposals shall be described in sufficient detail with drawings and plans where appropriate, to enable the CHT to make a judgement on their impact.
- The CHT will respond within 10 working days to indicate whether or not they are happy for the proposals to proceed (with or without conditions which would be clearly explained). Agreement will not be unreasonably withheld.
- If the CHT rejects the proposals it must give clear reasons for doing so. In this event there will be a right of appeal to the Trusts & Charities Committee of the City Council whose decision will be final.
- In the case of works to trees, the notification period shall be 20 days to allow time for any arboricultural examination or historical research the CHT wishes to carry out.
- Minor work or routine maintenance operations may be carried out without notification where these do not affect heritage features or trees and no agreement will be issued retrospectively.
- The parties to this protocol will meet quarterly to review the working arrangements and consider any refinements that may be suggested.
- This protocol does not replace the need for any statutory requirements, for example planning permission or listed building consent, controls under building regulations etc. or agreements with statutory undertakers.
- Parties to the agreement should maintain appropriate public liability insurance, observe health and safety practices, and provide relevant training and supervision of volunteers working on their behalf.
- Parties to the protocol who occupy a defined area of land under any permissive or formal arrangement will append a corresponding plan to the signed copy of the protocol.

This Protocol has been agreed with:

The Friends of Highbury Park
Four Seasons Garden Project
Highbury Orchard Community CIC
Birmingham Beekeepers Association
BCC Parks & Nature Conservation Service