

HAMPSHIRE COUNTY COUNCIL**Decision Report**

Decision Maker:	Executive Member for Culture, Recreation and Countryside
Date:	4 December 2013
Title:	Community Buildings Capital Fund 2013/14
Reference:	5395
Report From:	Director of Culture, Communities and Business Services

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1. Executive Summary

- 1.1 The primary purpose of this report is to seek approval from the Executive Member for Culture, Recreation and Countryside for £38,314 from the Community Buildings Capital Fund.
- 1.2 This report provides details of the financial position of the Community Buildings Capital Fund in 2013/14 and details requests for partnership funding from this fund.
- 1.3 This report also notes the Community Buildings Capital Fund grant award of £5,526 to Crofton Community Association which was made by the Director of Culture, Communities and Business Services under delegated authority.
- 1.4 This report also considers two previous Community Buildings Capital Fund applications - Lee on the Solent Community Association and St Stephens Village Hall. It recommends the Executive Member does not approve these applications.

2. Summary of grants:

2.1 Community Buildings Capital Fund

Organisation	District	£
Bermuda Community Association	Basingstoke	1,214
Crawley Village Hall Trust	Winchester	5,300
Oates Memorial Library and Museum and the Gilbert White Museum	East Hampshire	18,175

Organisation	District	£
Northbrook Hall	Winchester	25,000
St Matthews Church Hall	Eastleigh	2,000
Waltham Chase Village Hall	Winchester	Defer/Delegate
Wickham Community Association	Winchester	4,900
TOTAL		£56,589

2.2 Previous applications

Organisation	District	£
Crofton Community Association	Fareham	Delegated decision was made to fund organisation £5,526
Lee on Solent Community Association	Gosport	0 (applicant withdrew application)
St Stephens Village Hall	Basingstoke	0 (applicant withdrew application)

3. Contextual Information

- 3.1 The County Council works in partnership with specific community organisations, particularly Community Associations and Village Hall Trusts which seek to enable local people to meet the recreational, educational, social, cultural and environmental needs of their local communities. These organisations give local people an opportunity to participate in local activities and encourage local initiatives by people of all ages.
- 3.2 Partnership funding from the Community Buildings Capital Fund enables the voluntary and community sector to maintain the quality of Hampshire's village halls and Community Association buildings. This finance enables improvements to be made to those buildings and can assist with the development of new facilities where appropriate. The provision of these buildings by the voluntary and community sector enable local communities to access the services and facilities they need.
- 3.3 By providing financial support to these organisations for the maintenance of their buildings the County Council is able to work in partnership with the community sector to achieve the Corporate Priority – Enhancing our Quality of Place.
- 3.4 An additional £1,000,000 has been added to this funding stream spread across 2013/14 and 2014/15. This has led to a review of the criteria,

application process and levels of funding available to each organisation with the result that Hampshire County Council will now normally fund up to a maximum of 50% of the total project costs, not exceeding a maximum grant of £25,000. (See Appendix 1 for full details of the scheme).

- 3.5 Details of all the applications to this grant stream are set out in Appendix 2.
- 3.6 At the Executive Member for Culture, Recreation and Countryside decision day on 25 September 2013, authority was delegated to the Director of Culture, Communities and Business Services to make a decision on the Community Buildings Capital Fund for three grant requests. Crofton Community Association, Lee on the Solent Community Association and St Stephens Village Hall were requested to provide further information in order for a full assessment to be undertaken.
- 3.7 Crofton Community Association provided information on their financial commitments and the Director of Culture, Communities and Business Services agreed the grant award recommendation of £5,526 under delegated authority.
- 3.8 Lee on Solent Community Association and St Stephens Village Hall have been unable to provide the further information requested in line with the Community Buildings Capital Fund grant criteria. Both organisations have also requested their applications be withdrawn from the grant stream.

4. Budget Position:

- 4.1 A sum of £625,000 has been set aside in the 2013/14 capital programme for Culture, Communities and Business Services to support the Community Buildings Capital Fund. If the recommendations in this report, which amount to £56,589 are approved, along with previously approved applications and returned grant award underspends, then £472,659 will remain.

5. Other Considerations

5.1 Legal Implications

The Council has wide powers under Section 19 Local Government (Miscellaneous Provisions) Act 1976 to provide recreational facilities and to contribute by way of grant or loan towards expenses incurred by voluntary bodies in providing such facilities.

5.2 Impact Assessment

Organisations applying to this scheme are by their nature defined as accessible to all members of the community. This is embodied within their charitable objects, therefore no groups or organisations should be excluded from any benefit arising from these decisions. Furthermore the application procedure includes equalities monitoring information.

6. Recommendations:

6.1 That the Executive Member for Culture, Recreation and Countryside:

- i) Approves grants for £56,589 from the Community Buildings Capital Fund for 2013/14.
- ii) Notes the approval of a grant of £5,526 to Crofton Community Association, awarded by the Director of Culture, Communities and Business Services under delegated authority from the Community Buildings Capital Fund for 2013/14.
- iii) Does not approve the Lee on the Solent Community Association and St Stephens Village Hall application to the Community Buildings Capital Fund for 2013/14 as the organisations were unable to provide the required information to undertake a full assessment of their applications in line with the scheme's criteria. The organisations requested their applications be withdrawn from the grant stream.

CORPORATE OR LEGAL INFORMATION:**Links to the Corporate Strategy**

Hampshire safer and more secure for all:	No
Corporate Improvement plan link number (if appropriate):	
Maximising well-being:	Yes
Corporate Improvement plan link number (if appropriate):	
Enhancing our quality of place:	Yes
Corporate Improvement plan link number (if appropriate):	

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

Document**Location**

Applications for financial assistance

Community Support Service
 Department for Culture, Communities
 and Business Services
 Castle Avenue, Winchester

Community Buildings Capital Fund Criteria

The aim of the programme is to focus primarily on projects which provide improvements that reduce running costs. By way of example at one end of the scale, the provision of a modern central heating boiler could have a significant effect on heating costs. At the other end of the scale would be the merging of two self-standing facilities into one. An example could be the building of an extension onto an existing centre to accommodate the needs of another local group which was previously housed in an old, inadequate building with very high maintenance and heating bills.

The programme is not designed to be over prescriptive and innovative ideas for projects are encouraged.

Hampshire County Council can fund up to a maximum grant of £25,000. Normally we would expect match funding of 50% of the total project costs.

Organisations will not normally be awarded more than one grant per financial year (previously funded projects must be completed before a new application is made).

What is funded?

The Community Buildings Capital Fund supports capital based projects including refurbishment and improvement of Hampshire community centres, village halls and charitable and voluntary organisations (which offer a full and varied open access community programme).

What isn't funded?

The following organisations are not funded under this scheme:

- Parish Councils
- Other local authorities
- Groups and organisations whose main priority is of an individual focus or single use i.e. playgroup, lunch clubs or youth groups
- Uniformed organisations
- School properties
- Sports clubs
- Theatres

The following projects are not funded under this scheme:

- The purchase of land.
- Equipment not directly attributable to the building i.e. we will fund fitted kitchen equipment and sound systems, but would not fund a television or hi-fi system. We will also not fund equipment intended for the use of a separate trading arm or commercial organisation using the premises.
- Capital works that have already been carried out. We cannot retrospectively fund projects, grants are awarded for works to be carried out in the future.

Grant criteria and eligibility

The Community Buildings Capital Fund is open to the following community based organisations who benefit a local community/local communities in Hampshire, improving the quality of life for all, particularly those who are vulnerable or disadvantaged:

- Village halls (not parish-run halls)
- Community associations
- Charitable and voluntary organisations which offer a full and varied open access community programme.

These organisations must be properly constituted with clear and effective local governance and management structures.

Organisations will not normally be eligible for grants where they hold unallocated reserves in excess of one year's running costs. Where it is judged that unallocated reserves are unreasonably in excess of what is required or not allocated for legitimate purposes, those organisations may receive a reduced grant. All charitable organisations are expected to have an agreed reserves policy that addresses their financial risk.

Where appropriate, depending on the grant sum requested, the organisation will be expected to submit supporting documentation. All documentation will be used, alongside the application form, to assess against the grant criteria.

Grant criteria

Capital based projects must fall into one or more of the following categories:

- Building repairs, extensions and refurbishments
- Capital improvements that reduce running costs
- Health and Safety issues
- Equipment that will become a permanent fixture within the building which improves access and/or increases usage (the exception to this are tables, chairs and storage units which will also be funded)
- Capital based feasibility studies.

Organisations need to demonstrate:

- The provision of community programmes/activities from the community building for the benefit of the local community.
- The impact the capital based project will make to the local community, the organisation and wider society (if appropriate).
- The local community have been involved in identifying the need for the project and support it.

Applicants will be expected to have obtained permission from the landlord to undertake the capital work. If required applicants will also be expected to have obtained planning permission and/or listed buildings consent (if appropriate) to carry out the works.

**Community Buildings Capital Fund 2013/14
Application assessment summary**

Each grant application has been assessed against the Community Buildings Capital Fund criteria (Appendix 1) using a standard template.

Project funding requests

Organisation	Project Title	Proposal	Amount Requested	Amount recommended Community Buildings Capital Fund 2013/14
Bermuda Community Association <i>(Popley, Basingstoke)</i>	Replacement of lighting with LED	<p>The organisation seeks support for the reduction of the community hall's carbon footprint and energy costs by replacing all the lighting with low-carbon LED lighting. The application states energy lighting costs would be reduced by 60% and the hall is used by a range of groups that will benefit with an annual footfall of over 20,000 people. Activities taking place include a full time pre-school, kickboxing, bingo, martial arts, youth club and community events.</p> <p>The application states the organisation has no match funding from Basingstoke and Deane Borough Council.</p> <p>Councillor Frankum has been consulted.</p> <p><i>It is recommended Bermuda Community Association is awarded 50% of the actual project costs up to a maximum of £1,214 in line with the grant criteria.</i></p>	£1,214	£1,214
Crawley Village Hall Trust <i>(Crawley, Winchester)</i>	Upgrade of Village Hall flooring	<p>The organisation requests support for upgrading the existing vinyl flooring in the Main Hall Room and Finch Room with a timber finished floating floor. The timber flooring would help improve both rooms and offering a more effective surface that can be used by new user groups including dancing. A variety of groups use the building including pilates, sing for fun, arts and craft, ante natal courses, parish council meetings and other events. The application states the organisation can commit £6,000 towards this project.</p> <p>The application states the organisation has no match funding from Winchester City Council.</p> <p>Councillor Bailey has been consulted.</p> <p><i>It is recommended Crawley Village Hall Trust is awarded 47% of the actual project costs up to a maximum of £5,300, the project shortfall, in line with the grant criteria.</i></p>	£5,656	£5,300

Organisation	Project Title	Proposal	Amount Requested	Amount recommended Community Buildings Capital Fund 2013/14
Oates Memorial Library and Museum and the Gilbert White Museum <i>(Selborne, East Hampshire)</i>	Creation of a kitchen in the Gilbert White Field Studies Centre	<p>The organisation seeks support for creating an office space, relocating the book store and installing a new catering kitchen within the Field Studies Centre complex. The kitchen will be fitted out with appropriate equipment and storage, providing a commercial facility. The main aim of the project is to improve the earning capacity of the Field Studies Centre, primarily through hiring. This will support financial sustainability, aiding the organisation to have less reliance on external grant funding from Hampshire County Council.</p> <p>The organisation focuses on delivering education and learning activities to support curriculum based topics. There are some adult learning activities offered although schools are the main users of the facility. The application states that 25,000 people will benefit. The application states that the organisation has no match funding from East Hampshire District Council.</p> <p><u>Note 1:</u> This organisation has submitted an application to the Culture and Recreation Investment Fund 2014/2015 requesting £48,000 to support core organisational costs. This application will be considered on 4 December 2013 by the Executive Member for Culture, Recreation and Countryside.</p> <p><u>Note 2:</u> The organisation was awarded £50,000 by the Executive Member for Policy and Resources on the 1 November 2013. This grant has been awarded towards the costs of submitting a funding application to the Heritage Lottery Fund to restore its stable yard. This will create improved visitor facilities to the new museum, together with a new shop/café.</p> <p>Councillor Kemp-Gee has been consulted.</p> <p>It is recommended that this organisation is awarded £18,175 despite the single focussed activity delivered within the Field Studies Centre. This grant is awarded on the understanding that there will be a 50% reduction in any grant sum awarded from the Culture and Recreation Investment Fund after 2014–15.</p>	£18,175	£18,175
Northbrook Hall Management Committee	Northbrook Hall Improvement Project	The organisation seeks support for phase 3 of a larger capital improvement programme. Phase 3 includes the building of an extension to the hall to create a new foyer area, a disabled toilet (meeting Disability Discrimination Act requirements) and a store/sound/lighting room. Phase 3 also includes the	£25,000	£25,000

Organisation	Project Title	Proposal	Amount Requested	Amount recommended Community Buildings Capital Fund 2013/14
<i>Northbrook Hall Management Committee (Micheldever, Winchester District)</i>		<p>installation of new windows in the hall. This proposal will help provide a welcoming space, improve access to the facilities for those that are disabled, provide secure storage and dedicated space when performances are being run in addition to reducing the energy consumption. The hall is used by a variety of groups including lunch club, youth club, pilates, Micheldever Variety Group, arts club and coffee mornings. The application states that 1,500 are expected to benefit. The application states that the organisation has been awarded £2,600 from Winchester City Council and £31,750 from Micheldever Parish Council. Councillor Porter has been consulted.</p> <p><i>It is recommended Northbrook Hall Management Committee is awarded 50% of the actual project costs up to a maximum of £25,000 in line with the grant criteria on the condition that the organisation is awarded planning consent.</i></p>		
St Matthews Church Hall (<i>Netley</i>)	Electrical improvements	<p>This community/voluntary organisation requests support to replace the existing fuse boards and wiring within the hall following an electrical survey undertaken. The hall is used by local groups for activities including keep fit, ballet and line dancing. The application states that the organisation has no match funding from New Forest District Council. Councillor Mans has been consulted.</p> <p><i>It is recommended St Matthews Church Hall is awarded up to a maximum of £2,000 (the project shortfall) which is approximately 48% of the total project costs. It is also recommended the organisation develop a health and safety policy and safeguarding policies for children, young people and vulnerable adults.</i></p>	£2,000	£2,000
Waltham Chase Village Hall (<i>Waltham Chase Village Hall Winchester</i>)	Meeting Room roof extension	<p>The organisation seeks support to build a loft extension to provide a self contained meeting space, separate from the hall, which will accommodate for 20 people. This room will have its own kitchenette. The hall is used by a variety of local groups including toddler group, pre-school, dance classes, history club and bingo club. The application is incomplete, with no quotations for the work included. 2,500 people are expected to benefit. The application states that the organisation has no match funding from Winchester</p>	£25,000	Defer and delegated authority is given to the Director to decide – pending further

Organisation	Project Title	Proposal	Amount Requested	Amount recommended Community Buildings Capital Fund 2013/14
<i>District)</i>		<p>City Council.</p> <p><u>Note 1:</u> The organisation received £800 from Councillor Huxstep in October 2013 to support the kitchen refurbishment project.</p> <p>Councillor Huxstep has been consulted.</p> <p><i>It is recommended this application is deferred and delegated authority is given to the Director to decide when the organisation has provided a full application.</i></p>		information including quotations.
Wickham Community Association (Winchester District)	Regeneration of Toilets	<p>The organisation seeks support to extend and improve the main toilet facilities within the Wickham Centre. All facilities will be water saving and automatic lighting will also be installed. There are a large number of groups and organisation that use the Wickham Centre to run their activities including keep fit, pilates, baby clinic, youth club, upholstery, Thursday club and mother and toddler group. 100,000 people are anticipated to benefit from the refurbishment.</p> <p>Councillor Stallard has been consulted.</p> <p>The application states that the organisation has been awarded £2,800 from Winchester City Council and £3,000 from Wickham Parish Council.</p> <p><u>Note:</u> This organisation has also submitted an application to the Culture, Communities and Business Services Community Investment Fund 2014/2015 requesting £10,000 to support core organisational costs. This application will be considered on 4 December 2013 by the Executive Member for Culture, Recreation and Countryside.</p> <p><i>It is recommended Wickham Community Association is awarded up to a maximum of £4,900 (the project shortfall) which is approximately 20% of the actual total project costs.</i></p>	£5,900	£4,900
Total			£81,731	£56,589