

**HAMPSHIRE COUNTY COUNCIL****Decision Report**

<b>Decision Maker:</b>	Executive Member for Culture, Recreation and Countryside
<b>Date:</b>	20 January 2014
<b>Title:</b>	Community Buildings Capital Fund 2013/14
<b>Reference:</b>	5504
<b>Report From:</b>	Director of Culture, Communities and Business Services

**Contact name:** Nicola Horsey

**Tel:** 01962 845423

**Email:** Nicola.horsey@hants.gov.uk

## 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 £75,030 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 considers a previous application from Waltham Chase Village Hall and applications from Colbury Memorial Hall and Performing Arts Company, which were originally submitted to a less appropriate grant stream.

## 2. Summary of grants:

### 2.1 Community Buildings Capital Fund

<b>Organisation</b>	<b>District</b>	<b>£</b>
Breakers Community Interest Company	Test Valley	Defer
Bursledon Village Hall	Eastleigh	4,720
Church of the Holy Ascension Hyde with Ibsley	New Forest	20,000
Clanville Coronation Hall	Test Valley	5,400
Copythorne Parish Hall	New Forest	7,000
Liss Community Association	East Hampshire	16,910

<b>Organisation</b>	<b>District</b>	<b>£</b>
Minstead Parish Council	New Forest	0
Titchfield Festival Theatre	Fareham	0
<b>TOTAL</b>		<b>£54,030</b>

## 2.2 Previous applications

<b>Organisation</b>	<b>District</b>	<b>£</b>
Waltham Chase Village Hall	Winchester	21,000

## 2.3 Other applications to be considered under this scheme

<b>Organisation</b>	<b>District</b>	<b>£</b>
Colbury Memorial Hall	New Forest	0
Performing Arts Company	Eastleigh	Defer

## 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 4 December 2013, the application from Waltham Chase Village Hall was deferred and authority was delegated to the Director of Culture, Communities and Business Services to make a decision . Further information was requested from the organisation in order to undertake a full assessment in line with the scheme’s criteria. Waltham Chase Village Hall has now provided further information and it is recommended the organisation is awarded £21,000 on specified conditions set out in Appendix 2.
- 3.7 At the Executive Member for Culture, Recreation and Countryside decision day on 25 September 2013, the application from the Performing Arts Company for a grant from the Organisational Change fund was deferred in order to get a better understanding of the project. Further information was then requested from the organisation in order to undertake a full assessment in line with the Community Buildings Capital Fund grant scheme criteria as it was felt this scheme was more appropriate due to the nature of the proposal. The organisation has requested further time to provide this information and wish to discuss their proposals with Hedge End Youth and Community Association. It is recommended this application is deferred.
- 3.8 Colbury Memorial Hall submitted an application to the Culture and Community Activity Grant funding scheme. Due to the nature of the capital based proposal, it is recommended the application is transferred to the Community Buildings Capital Fund and considered under this scheme. It is recommended this application is not supported as set out in appendix 2.

**4. Budget Position:**

	£
Budget Approval for 2013/14	625,000
Grants previously agreed	152,341
Grants agreed in this report	75,030
Balance Available	397,629

**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 £75,030 from the Community Buildings Capital Fund for 2013/14.

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

<b>Hampshire safer and more secure for all:</b>	No
Corporate Improvement plan link number (if appropriate):	
<b>Maximising well-being:</b>	Yes
Corporate Improvement plan link number (if appropriate):	
<b>Enhancing our quality of place:</b>	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
Breakers Community Interest Company (Andover)	Revival of Breakers C.I.C.	<p>The organisation seeks support for a capital project that aims to rejuvenate Andover by providing a bowling alley, childcare provision, daily events for the elderly and those with disabilities, daily events for under 18's while welcoming people of all ages. 1200 people are expected to benefit. The application provided little detail on the actual capital project proposal although the total project costs are estimated to be £158,350 with budget headings including bowling lanes, lift repairs, electrics, plumbing, premises licence, stock, furniture and painting. The application is incomplete with no quotations for the work and information on the tenure arrangements included.</p> <p>The application states the organisation has received £60,000 from Test Valley Borough Council. Councillor Rolt has been consulted.</p> <p><b>It is recommended this application is deferred and delegated authority is given to the Director of Culture, Communities and Business Services to decide when the organisation has provided a full application.</b></p>	£25,000	Defer and delegated authority is given to the Director to decide – pending further information including quotations and tenure arrangements.
Bursledon Village Hall (Eastleigh)	Installation of new gas boilers	<p>The organisation requests support to purchase and install two new condensing boilers. The application states the organisation believe the two new boilers will improve their energy efficiency by 30-35% operating at between 90-95% efficiency and will reduce their energy costs as a result. A variety of groups use the hall including an art society, the local amateur dramatic group, pilates, cinema club, Hampshire Youth Offending Team and a number of different local music groups. 2000 people are expected to benefit from the project.</p> <p>The organisation does not have any safeguarding policies in place.</p> <p>The application states there is no match funding from Eastleigh Borough Council.</p>	£9,441	£4,720

Organisation	Project Title	Proposal	Amount Requested	Amount recommended Community Buildings Capital Fund 2013/14
<i>Bursledon Village Hall</i>		Councillor House has been consulted. <b>It is recommended Bursledon Village Hall is awarded 50% of the total project costs up to a maximum of £4,720 in line with the criteria. It is also recommended the organisation develop an appropriate child, young person and vulnerable adult policy.</b>		
Church of the Holy Ascension Hyde with Ibsley (Fordingbridge)	Church Community Centre beside Hyde Church	The organisation seeks support to build a new permanent, purpose-built and energy-efficient community centre to replace the temporary and ageing church rooms. The aim of the project is to provide a hub for various activities throughout the week to enhance community life. The accommodation allows for one main hall or two smaller halls and an upstairs meeting room. The new building will house the Hyde Pre-school every weekday morning and it is hoped the new facilities will provide facilities for mother and toddler groups, after school clubs, drop ins for the isolated elderly, young people and community groups. 1000 people are expected to benefit from the new building. The organisation has gained planning permission and has a large amount of match funding for the £298,595 project. The business plan provides some detail on the proposed wider community activity. The application states there is no match funding from New Forest District Council. Councillor Heron has been consulted. <b>It is recommended Church of Holy Ascension Hyde with Ibsley is awarded up to a maximum of £20,000 which is approximately 6.7% of the total project costs. This award is granted on the condition the organisation produce a comprehensive action plan for the development of further wider community activities, with demonstrable community buy in. This information will be used to monitor and evaluate post build.</b>	£20,000	£20,000
Clanville Coronation Hall (near Andover)	Clanville Coronation Hall Kitchen Refurbishment	The organisation seeks support to refurbish the kitchen to bring the facilities up-to-date. The aim of the project is to maintain the Hall to a standard similar to other halls in the area and keep it up-to-date with the latest health and safety requirements and regulations concerning electrical equipment. The Weyhill Seniors Club, who manage the hall, believe it will help attract new hirers. There is some community activity including line dancing, Phoenix Art Group, Whist drives and jumble sales. The project is expected to benefit 200 people directly. There is no	£8,800	£5,400

Organisation	Project Title	Proposal	Amount Requested	Amount recommended Community Buildings Capital Fund 2013/14
<i>Clanville Coronation Hall</i>		<p>clear information on the lease arrangements and governance. The application states there is no match funding from Test Valley Borough Council. Councillor West has been consulted.</p> <p><b>It is recommended Clanville Coronation Hall is awarded 50% of the total project costs up to a maximum of £5,400 in line with the criteria. This award is granted on the condition the organisation provide satisfactory information on the lease and governance arrangements.</b></p>		
Copythorne Parish Hall (near Cadnam, New Forest)	Car park extension and resurfacing	<p>The organisation request funding to contribute to the extension of the car park and resurfacing of the existing parking area at the Hall. The application states the existing parking area is insufficient for the Hall when hosting larger events and well-attended regular events, particularly when more than one booking is taking place. The existing car park has problems with potholes on a regular basis, which requires constant monitoring and repair to reduce the risk of accidents, especially to elderly users of the Hall. The activities hosted in the hall include Copythorne Pre-School, Bowls Club, Badminton Club, Amateur Theatrical Society and Copythorne Royal British Legion. 300 people are expected to benefit. The application states the organisation does have safeguarding policies and there is no match funding from New Forest District Council.</p> <p><i>Note:</i> At the time of application the organisation were not in compliance with the Charity Commission annual returns submission Councillor Heron has been consulted.</p> <p><b>It is recommended Copythorne Parish Hall is awarded a maximum of £7,000 which is approximately 50% of the total project costs. This award is granted on the condition they comply with the legal obligations to submit their annual returns to the Charity Commission and develop appropriate safeguarding policies.</b></p>	£7,000	£7,000
Liss Community Association (East Hampshire)	The Triangle – Cloakroom refurbishment	<p>The organisation seeks support to upgrade The Triangle Centre's male, female, children and disabled toilets. The plumbing within the current toilet facilities is outdated and leaks on occasions, the floors and wall surfaces are unsealed which makes them difficult to clean and eradicate unpleasant smells. The Community Association has received feedback from users that the toilets need upgrading. A</p>	£18,000	£16,910

Organisation	Project Title	Proposal	Amount Requested	Amount recommended Community Buildings Capital Fund 2013/14
		<p>wide range of activities are delivered within the Triangle Centre including a pre-school, after school club, mother and toddler groups, language classes and knitting and stitching groups. The centre has a footfall of 2,500 people per week. At the time of application the organisation had not gained permission from the landlord to undertake the proposed work. The total project costs includes architect's fees and the application states there is no match funding from East Hampshire District Council.</p> <p>Councillor Clarke has been consulted.</p> <p><u>Note:</u> The organisation was granted £4,900 on the 4 December 2013 by the Executive member for Culture, Recreation and Countryside from the Community Investment Fund 2014/15.</p> <p><b>It is recommended the organisation is awarded up to a maximum of £16,910 which equates to approximately 45% of the total project costs (this accounts for the deduction of architect's fees). This award is granted on the condition the organisation gain permission from the landlord to undertake the work.</b></p>		
Minstead Parish Council (New Forest)	Roof repairs to Minstead Village Hall	<p>The organisation seeks funding to replace approximately 260 square metres of felt roofing which is leaking and making repairs to woodwork as necessary. The application states that the Village Hall is used regularly by organisations from across the area as well as for one-off events. The comprises a large hall with stage, a lounge, kitchen, toilets, social club with billiards room plus surgery with waiting room. The application is incomplete with no quotation, tenure arrangement information or community programme included. As a Parish Council the organisation is also not eligible for this grant stream. The application does make reference to the Management Hall Committee.</p> <p>Councillor Mans has been consulted.</p> <p><b>It is recommended this application is not supported. It is also recommended the Minstead Village Hall Management Committee submit an application to the Community Buildings Capital Fund with delegated authority given to the Director to decide.</b></p>	£4,221	Delegated authority is given to the Director to decide – pending an application from Minstead Village Hall Management Committee.

Organisation	Project Title	Proposal	Amount Requested	Amount recommended Community Buildings Capital Fund 2013/14
Titchfield Festival Theatre (Titchfield)	Mezzanine and insulated wall project	<p>The organisation seeks support the construction of a large horse shoe shaped mezzanine floor to create 5 extra large rooms which can be used for community space and rehearsal space when necessary. The application states the aim of the project is to allow the theatre company to expand its activities by addressing the problem of much needed rehearsal space but also let the company have the space to accommodate several community based groups who wish to use the theatre during the day. The Hampshire County Council contribution, if awarded, would contribute to the steelwork element of the project. Some community groups currently use the facilities including sewing club, ladies circle, judo and line dancing. The need for extra community space is not evident or clear with other community facilities locally. The focus of the application and supporting information is on improved rehearsal space rather than open access community space. The current 10 year lease has 3 years left to run.</p> <p>The application states the organisation has requested £40,000 from Fareham Borough Council. A decision on this request will be made on the 1 February 2014. Councillor Hockley has been consulted.</p> <p><u>Note:</u> At the time of application the organisation were not in compliance with the Charity Commission annual returns submission.</p> <p><b>Due to the nature of the proposal for increased rehearsal space it is recommended this application is not supported.</b></p>	£25,000	0
<b>Total</b>			<b>£117,462</b>	<b>£54,030</b>

**Previous project funding requests**

Organisation	Project Title	Proposal	Amount Requested	Amount recommended Community Buildings Capital Fund 2013/14
Waltham Chase Village Hall		<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. 2,500 people are expected to benefit. At the time of application the organisation had not gained planning consent to undertake the work and the health and safety and safeguarding policies were limited.</p> <p>The application states that the organisation has no match funding from Winchester City Council.</p> <p>Councillor Huxstep has been consulted.</p> <p><u>Note:</u> The organisation received £800 from Councillor Huxstep in October 2013 to support the kitchen refurbishment project.</p> <p><b>It is recommended Waltham Chase Village Hall is awarded 50% of the total project costs up to a maximum of £21,000 in line with the grant criteria. This award is granted on the condition that the organisation gain planning consent from the appropriate planning authority.</b></p> <p><b>This award is also granted on the condition the organisation develop their health and safety and safeguarding policies and produce a marketing plan for the new facility. Support will be provided for these elements.</b></p>	£25,000	£21,000
<b>Total</b>			<b>£25,000</b>	<b>£21,000</b>

**Project funding requests to be considered under the Community Buildings Capital Fund**

Organisation	Project Title	Proposal	Amount Requested	Amount recommended Community Buildings Capital Fund 2013/14
Colbury Memorial Hall (near Ashurst)	Colbury Community Movies	<p>The organisation seeks funding to purchase a new projector and screen for the Hall. Currently Colbury Memorial Hall holds a monthly presentation of recently released films to a core group within the local community. This service is provided via Colbury Memorial Hall by a third party sector organisation. Colbury Memorial Hall, following requests from the local community, would like to expand and build on the existing provision and open up the cinema facility to other members of the community including children, families and older people. The resources would provide a greater quality of film presentation to be made and it is hoped the new Hall resources will assist in hall bookings from other potential clients who need the projector/screen.</p> <p>The quotation provided indicates the total cost of the project is £6,000. The application states the organisation has £6,000 to contribute towards the project and has 16 months worth of reserves. The application states there is no match funding from New Forest District Council.</p> <p>Councillor Harrison has been consulted.</p> <p><b>Due to the total cost of the project, the organisation's contribution and high level of reserves, it is recommended this application is not supported.</b></p>	£4,480	0
Performing Arts Company (Hedge End)	LED Lighting System	<p>The organisation applied to the Organisational Change Fund 2013/2014 requesting funding to upgrade the existing lighting system enhancing it to the standard of the Performing Arts Company's productions, allowing the organisation to perform in large and small community venues. As a capital based project the proposal did not meet the Organisational Change Fund criteria and the application was transferred to the Community Buildings Capital Fund for consideration. In order for the proposal to be considered under the Community Buildings Capital Fund further information was requested from the organisation including quotations, tenure arrangements, open access community programme offered by the organisation and safeguarding policies. This information has not been provided to date and the organisation has requested an extension in order to discuss their proposals with Hedge End</p>	£5,300	Defer and delegated authority is given to the Director to decide – pending further information

Organisation	Project Title	Proposal	Amount Requested	Amount recommended Community Buildings Capital Fund 2013/14
<i>Performing Arts Company</i>		Youth and Community Association. Councillor Kyrle has been consulted. <b>It is recommended this application is deferred and delegated authority is given to the Director to decide – pending further information and discuss their proposals with Hedge End Youth and Community Association.</b>		
<b>Total</b>			<b>£9,780</b>	<b>£0</b>