

HAMPSHIRE COUNTY COUNCIL**Decision Report**

Decision Maker:	Executive Member for Culture, Recreation and Countryside
Date:	15 May 2014
Title:	Community Buildings Capital Fund 2014/15 (requests for £25,000 and under)
Reference:	5791
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 £5,605 from the Community Buildings Capital Fund 2014/15.
- 1.2 This report notes a grant award of £16,700 to Breakers CIC made by the Director of Culture, Communities and Business Services with delegated authority from the Community Buildings Capital Fund 2014/15. A grant award of £5,000 to Whitehill and Bordon Community Association was made by the Executive Member for Culture, Recreation and Countryside outside this Decision Day, due to the urgent nature of the project.
- 1.3 This report notes the withdrawal of the application from Hedge End Performing Arts Company.
- 1.4 This report also provides details of the financial position of the Community Buildings Capital Fund in 2014/15 and details requests for partnership funding from this fund.

2. Summary of grants:

- 2.1 Community Buildings Capital Fund (requests for up to £25,000)

Organisation	District	£
Brodrick Hall Management Committee	Gosport	3,000
Parish of St Matthew with St Paul, Winchester	Winchester	1,480

Organisation	District	£
Portchester & District Community Association CIO	Fareham	Defer
Stanmore Community Association	Winchester	1,125
TOTAL		£5,605

2.2 Delegated authority award decision made by Director of Culture, Communities and Business Services

Organisation	District	£
Breakers CIC	Test Valley	16,700
Whitehill and Bordon Community Association	East Hampshire	5,000
TOTAL		£21,700

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 In total 6 applications have been submitted requesting up to £25,000 to this grant stream for 2014/15. Recommendations have been made in this report and details of all the applications are set out in Appendix 2.
- 3.5 At the Executive Member for Culture, Recreation and Countryside decision day on 6 March 2014 the application from Breakers CIC was deferred and delegated authority was given to the Director of Culture, Communities and

Business Services to decide when the organisation provided a full application.

- 3.6 The application provided little detail on the actual capital project proposal, but the organisation has now confirmed they seek funding for the passenger lift and fire extinguishers. The Director awarded the organisation a maximum of £16,700 to support these elements of the project with specific conditions attached as set out in Appendix 2.
- 3.7 Whitehill and Bordon Community Association made an urgent request in February 2014 seeking support to replace the heating boiler at the Forest Community Centre as it had broken down and could not be repaired. As a result of the urgent nature of the project the Executive Member for Culture, Recreation and Countryside considered the proposal and awarded the organisation up to a maximum of £5,000. Details are set out in Appendix 2.
- 3.8 At the Executive Member for Culture, Recreation and Countryside decision day on 20 January 2014, the application from the Performing Arts Company, being considered under the Community Buildings Capital Fund grant scheme criteria, was deferred for a third occasion to allow the organisation further time to discuss their proposals with Hedge End Youth and Community Association.
- 3.9 Following consideration the Hedge End Performing Arts Company have asked for their application to Hampshire County Council to be withdrawn. The organisation aims to liaise with the Hedge End Youth and Community Association in relation to a wider capital programme of work and the Association may submit a grant application in the future. It is recommended the Executive Member for Culture, Recreation and Countryside notes the withdrawal of this application.

4. Budget Position:	£
Budget Approval for 2014/15	125,000
Grants awarded in 2013/14 allocated from 2014/15 budget	29,746
Grants previously approved for 14/15 (A total of 2 grants of £25,000 and under)	21,700
Grants recommended for 15 May 2014 Decision Day (3 grants of £25,000 and under in this report)	5,605
Returned grants (project underspend) in 14/15	0
Remaining balance available	67,949

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.

6. 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.

7. Recommendations:

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

- i) Approves grants for £5,605 from the Community Buildings Capital Fund for 2014/15.
- ii) Notes the grant award of £16,700 to Breakers CIC made by the Director of Culture, Communities and Business Services with delegated authority.
- iii) Notes the grant award of £5,000 to Whitehill and Bordon Community Association made by the Executive Member for Culture, Recreation and Countryside prior to this Decision Day.
- iv) Notes the withdrawal of an application from Hedge End Performing Arts Company.

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 2014/15
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 – up to £25,000

Organisation	Project Title Total project costs	Proposal	Amount Requested	Amount recommended Community Buildings Capital Fund 2014/15
Brodrick Hall Management Committee (Gosport)	Re-roofing west wing of hall £10,000	<p>The organisation seeks support for re-roofing an area of the hall that has been damaged due to recent weather. Deteriorating roof tiles have fallen off with no support or felt underneath.</p> <p>Replacing the 100 year old tiles will reduce further damage to the building and equipment stored in that area of the building by the pre-school and other community groups. The hall is used by a range of groups including a term time preschool, Irish dance, quilters, dog training and table tennis.</p> <p>The quotation provided with the application states the maximum total cost of the project will be £7,950. The application also states the organisation has £5,000 to support this project from their own funds.</p> <p>The application states 200 people are likely to benefit from this project.</p> <p>The application states the organisation has not requested funding from Gosport Borough Council.</p> <p>Councillor Edgar supports this grant as the hall is a very important community facility.</p> <p>Councillor Carter has been consulted.</p> <p>It is recommended Brodrick Management Committee is awarded up to 38% of the total project costs up to a maximum of £3,000.</p>	£5,000	£3,000
Parish of St Matthew with St Paul, Winchester (St Pauls Hill, Winchester)	New Boiler, Parish Rooms of St Matthew with St Paul £2,976	<p>The organisation seeks support for the removal of an existing gas-fired combination boiler which serves the parish rooms. The current boiler has broken and needs to be replaced with a gas condensing combination boiler and new water filter to the heating pipes to protect the system from any further sludge/scale build-up.</p> <p>The parish rooms host a variety of community activities accessed by all age groups including a weekly (during term time) Kinderkiste German Pre-school, a mother and</p>	£1,488	£1,480

Organisation	Project Title Total project costs	Proposal	Amount Requested	Amount recommended Community Buildings Capital Fund 2014/15
<i>Parish of St Matthew with St Paul, Winchester</i>		<p>toddler group, Yoga, Pilates, Russian School and Neighbourhood watch meetings. The new boiler enables the groups and organisation to continue to operate within the building, meeting the local community's needs.</p> <p>Total project costs, based on the quotation provided, is £2,952 (not £2,976 as stated in the application form). The organisation has confirmed 300 people per week use the facility and will benefit from this project.</p> <p>The application states the organisation has not requested funding from Winchester City Council although the organisation is matching the funding requested. Councillor Tod fully supports this application.</p> <p>It is recommended Parish of St Matthew with St Paul, Winchester is awarded up to 50% of the total project costs up to a maximum of £1,480.</p>		
Portchester & District Community Association CIO (PCA) (Fareham)	Portchester Hub - Phase 2 £52,320	<p>The organisation seeks support to undertake essential remedial work and building modifications to new community premises, thus providing a safe and secure community provision in accordance with the organisation's aims and objectives. There are a range of elements within this capital project including developing disability access, roofing, removal of strong room/safe, electrical installations plumbing, stud wall and partitioning providing meeting/training space, office and storage space.</p> <p>The aim of the central community hub is to offer a community resource for meetings, training, community learning, small groups, and project development. It will also provide nursery provision for 2 years upwards, an information point, exhibition and display space, internet café, toy library and start-up support for small groups. It is envisaged that new volunteering opportunities will be developed.</p> <p>The organisation has not requested funding from Fareham Borough Council although the organisation is matching the funding shortfall.</p> <p>The application states the organisation is likely to benefit 8,000 people.</p> <p>Councillor Price fully supports this application highlighting many benefits for the local community.</p> <p><u>Note:</u> The organisation was awarded £5,000 by the Executive Member for Policy and Resources on the 18 April 2013 to support the fitting out and equipping of new premises to provide: internet café, community learning, resource & information</p>	£25,000	Defer

Organisation	Project Title Total project costs	Proposal	Amount Requested	Amount recommended Community Buildings Capital Fund 2014/15
PCA		centre in High Street location. This included computers, notice boards and signage. It is recommended this application is deferred to establish further information on partnership working with other community organisations in Portchester.		
Stanmore Community Association (Winchester)	Replacement front doors £2,250	The organisation seeks support for replacing the entrance doors to the community centre. The current wooden front doors swell with the wet and damp of autumn and winter and become impossible to open and close. These will be replaced with UPVC doors with high security multipoint locking system and reinforced panelling. The project will ensure the doors are useable for users all year round and reduce the loss of heat from the entrance area. Community activities take place within the community centre including Dance school, pilates, older persons club and theatre group. The application states the project is likely to benefit 1,000 people. The application states the organisation has not requested funding from Winchester City Council although the organisation has requested match funding from a charitable foundation. A decision on this application will be made on 1 June 2014. Councillor Tod fully support this application. It is recommended Stanmore Community Association is awarded up to 50% of the total project costs up to a maximum of £1,125. It is also recommended the organisation develops a health and safety policy and child and vulnerable adult protection policies.	£1,125	£1,125
Total			£32,613	£5,605

Delegated authority award decision made by Director of Culture, Communities and Business Services – up to £25,000

Organisation	Project Title Total project costs	Proposal	Amount Requested	Amount awarded from Community Buildings Capital Fund 2014/15
Breakers CIC (Andover)	Revival of Breakers C.I.C. £158,350	<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. 1,200 people are expected to benefit.</p> <p>The application provided little detail on the actual capital project proposal although the organisation has now confirmed they seek funding for the passenger lift and fire extinguishers. 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 (some of these elements are not eligible under the Community Buildings Capital Fund). The aim of the confirmed project is to change the current service lift into a passenger lift to ensure the local community can access the proposed community facility, which will be based on the top floor of the building. The organisation does not currently have a lease agreement in place, nor does it have formal permission from the landlord to undertake the work, any necessary building consents, appropriate insurances and policies for undertaking the work and running a community facility. The quotations submitted for the lift vary so an average has been used.</p> <p>The organisation has confirmed they have received £25,000 from Test Valley Borough Council. Councillor Rolt has been consulted.</p> <p>Breakers CIC have been awarded up to 50% of the total costs of installing the passenger lift and fire extinguishers up to a maximum of £16,700. This award is granted subject to Breakers CIC meeting the following conditions;</p> <ol style="list-style-type: none"> 1) A lease agreement is in place. 2) Formal planning consent from the landlord is gained. 3) Any necessary building consents are obtained. 4) Appropriate insurances for the capital work and for the running of the community facility are obtained, including £10m Public Liability insurance. 5) Appropriate policies and procedures are in place for the capital work 	£25,000	£16,700

Organisation	Project Title	Proposal	Amount Requested	Amount awarded from Community Buildings Capital Fund 2014/15
	Total project costs			
<i>Breakers CIC (Andover)</i>		<p>and for the running of the community facility including a health and safety policy, child and vulnerable adult protection policy and equality and diversity policy.</p> <p>6) A comprehensive action plan with identified outcomes and outputs for a wide ranging community activity programme to meet a variety of social needs. This plan will also include how the organisation plan to evaluate the identified outcomes.</p> <p>7) Confirmation of the other capital works listed in the application budget section will be completed.</p> <p>Support will be offered to Breakers CIC for some of the above elements from Hampshire County Council's Community Support Team.</p>		
Total			£25,000	£16,700

Urgent requests made to the Executive Member for Culture, Recreation and Countryside prior to this Decision Day - up to £25,000

Organisation	Project Title	Proposal	Amount Requested	Amount awarded from Community Buildings Capital Fund 2014/15
	Total project costs			
Whitehill and Bordon Community Association	Replacement Boiler £11,388	<p>The organisation seeks support for the heating boiler at the Forest Community Centre as the current boiler has broken down and is obsolete as the part that is required to repair cannot be obtained.</p> <p>At this time of year it is crucial for the centre to continue to operate effectively with a working boiler to heat the facility. There are a range of activities delivered and facilitated in the community centre including a pre-school, tea dance, gardening club, skills for life and Age Concern Computer Class. The organisation states the community centre benefits approximately 1,000 people per week.</p> <p>The application states the organisation requested £5,000 from East Hampshire District Council. The organisation stated this application was successful.</p>	£5,000	£5,000

<i>Whitehill and Bordon Community Association</i>		Councillor Carew has been consulted. Whitehill and Bordon Community Association have been awarded up to 43.9% of the total project costs up to a maximum of £5,000.		
Total			£5,000	£5,000