

NOTICE OF MEETING

Meeting	Executive Member for Culture, Recreation and Countryside Decision Day
Date and Time	Monday, 18th September, 2017 at 2.00 pm
Place	Chute Room, EII Court, The Castle, Winchester
Enquiries to	members.services@hants.gov.uk

John Coughlan CBE
Chief Executive
The Castle, Winchester SO23 8UJ

FILMING AND BROADCAST NOTIFICATION

This meeting may be recorded and broadcast live on the County Council's website. The meeting may also be recorded and broadcast by the press and members of the public – please see the Filming Protocol available on the County Council's website.

AGENDA

1. TRANSFORMATION TO 2019 - REVENUE SAVINGS PROPOSALS
(Pages 3 - 34)

To consider a report of the Director of Culture, Communities and Business Services outlining the detailed saving proposals that have been developed as part of the Transformation to 2019 Programme.

**2. TRANSFORMATION TO 2019 SAVINGS RE-INVESTMENT
PROPOSAL AT CALSHOT ACTIVITY CENTRE** (Pages 35 - 48)

To consider a report of the Director of Culture, Communities and Business Services regarding proposals for the inclusion of 10 camping pods at Calshot Activities Centre.

**3. GRANT FUNDING FOR CULTURE AND COMMUNITY
ORGANISATIONS 2017/18** (Pages 49 - 62)

To consider a report of the Director of Culture, Communities and Business Services seeking approval for grant funding to cultural, recreational and community organisations across Hampshire.

4. COMMUNITY BUILDINGS CAPITAL FUND 2017/18 (REQUESTS FOR £25,000 AND UNDER) (Pages 63 - 74)

To consider a report of the Director of Culture, Communities and Business Services seeking approval for grant funding from the Community Buildings Capital Fund 2017/18.

5. APPOINTMENTS TO OUTSIDE BODIES AND STATUTORY JOINT COMMITTEES (Pages 75 - 80)

To consider a report of the Directors of Transformation and Governance and Culture, Communities and Business Services seeking appointments to Outside Bodies.

ABOUT THIS AGENDA:

On request, this agenda can be provided in alternative versions (such as large print, Braille or audio) and in alternative languages.

ABOUT THIS MEETING:

The press and public are welcome to attend the public sessions of the meeting. If you have any particular requirements, for example if you require wheelchair access, please contact members.services@hants.gov.uk for assistance.

County Councillors attending as appointed members of this Committee or by virtue of Standing Order 18.5; or with the concurrence of the Chairman in connection with their duties as members of the Council or as a local County Councillor qualify for travelling expenses.

HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker:	Executive Member for Culture, Recreation and Countryside
Date:	18 September 2017
Title:	Transformation to 2019 – Revenue Savings Proposals
Report From:	Director of Culture, Communities and Business Services and Director of Corporate Resources – Corporate Services

Contact name: Karen Murray

Tel: 01962 847831

Email: Karen.murray@hants.gov.uk

1. Executive Summary

- 1.1. The purpose of this report is to outline the detailed savings proposals for Culture, Recreation and Countryside services that have been developed as part of the Culture, Communities and Business Services (CCBS) Department's Transformation to 2019 Programme.
- 1.2. The report also provides details of the Equality Impact Assessments (EIAs) that have been produced in respect of these proposals and highlights, where applicable, any key issues arising from the public consultation exercise that was carried out over the Summer and how these have impacted on the final proposals presented in this report.
- 1.3. The Executive Member is requested to approve the detailed savings proposals for submission to Cabinet and then full County Council in October, recognising that there may be further public consultation for some proposals.

2. Contextual information

- 2.1. Members will be fully aware that the County Council has been responding to reductions in public spending, designed to close the structural deficit within the economy, since the first reductions to government grants were applied in 2010/11 and then as part of subsequent Comprehensive Spending Reviews.
- 2.2. Reductions in government grant together with inflationary and service pressures, notably within social care areas, have created an average budget gap of around £50m per annum, meaning that circa £100m has needed to be saved every two year cycle.
- 2.3. This position has been exacerbated following the changes announced in the Local Government Settlement in February 2016 which provided

definitive figures for 2016/17 and provisional figures for the following three years to 2020. The settlement included a major revision to the methodology for distributing Revenue Support Grant (RSG) which had a major impact on Shire Counties and Shire Districts and also reflected a clear shift by the government in council tax policy.

- 2.4. Consequently, even after allowing for council tax increases over the settlement period, the forecast gap for the two years to 2019/20 is £140m, and after allowing for 'housekeeping savings' of £20m, targets were set for Departments based on a reduction of approaching 19% in cash limited spend.
- 2.5. One of the key features of the County Council's well documented financial strategy and previous savings programmes has been the ability to plan well in advance, take decisions early and provide the time and capacity to properly implement savings so that a full year impact is derived in the financial year that they are needed.
- 2.6. This approach has also meant that savings have often been implemented in anticipation of immediate need and this has provided resources both corporately and to individual departments to fund investment in capital assets and to fund further change and transformation programmes to deliver the next wave of savings. This approach has enabled the County Council to cushion some of the most difficult implications of the financial changes.
- 2.7. Whilst this has been a key feature of previous cost reduction programmes it was recognised without doubt that the Transformation to 2019 (Tt2019) Programme, the fourth major cost reduction exercise for the County Council since 2010, would be significantly more challenging than any previous transformation and efficiency programme against the backdrop of a generally more challenging financial environment and burgeoning service demands.
- 2.8. Departments have looked closely at potential opportunities to achieve the required savings and unsurprisingly the exercise has been extremely challenging because savings of £340m have already been driven out over the past seven years, and the fact that the sheer size of the 19% target requires a complete "re-look"; with previously discounted options having to be re-considered. It has been a significant challenge for all Departments to develop a set of proposals that, together, can enable their share of the Tt2019 Programme target to be delivered.
- 2.9. The opportunity assessment and planning work has confirmed the sheer complexity and challenge behind some of the proposals as a consequence of which in a number of areas significantly more than two years will be required to develop plans and implement the specific service changes.
- 2.10. The cashflow support required to manage the extended delivery timetable will in the most part be met from departmental cost of change reserves and further contingency options to cover any shortfall will be considered as part of the updated Medium Term Financial Strategy (MTFS) that will be reported in October.

- 2.11. The County Council undertook an open public consultation called Serving Hampshire – Balancing the Budget which ran for six weeks between 3 July and 21 August. The consultation was widely promoted to stakeholders and residents and asked for their views on ways the County Council could balance its budget in response to continuing pressures on local government funding, and still deliver core public services.
- 2.12. Responses to the consultation will help to inform the decision making by Cabinet and Full Council in October and November of 2017 on options for delivering a balanced budget up to 2019/20, which the Authority is required by law to do.
- 2.13. In addition, Equality Impact Assessments have also been produced for all of the detailed savings proposals and these together with the broad outcomes of the consultation and the development work on the overall Transformation to 2019 Programme have helped to shape the final proposals presented for approval in this report.

3. Budget Update

- 3.1. The savings targets that were set for Departments were based on forecasts produced over the summer of 2016 and included a wide range of variable assumptions to arrive at the total predicted gap of £140m.
- 3.2. Last year the Local Government Finance Settlement provided definitive figures for 2016/17 and provisional figures for local authorities for the following three years to aid financial planning for those authorities who could ‘demonstrate efficiency savings’. We have now had our 2017/18 figures confirmed as part of the budget setting process and following acceptance by the Department for Communities and Local Government (DCLG) of the County Council’s Efficiency Plan for the period to 2019/20 the expectation is for minimal change for 2018/19 and 2019/20. No figures have been published beyond this date.
- 3.3. The offer of a four year settlement provided greater but not absolute funding certainty. However, following the Queen’s speech to Parliament in June this year, the planned changes to implement 100% business rate retention by 2019/20 are effectively suspended with no indication of when this might be resumed, although the Government have just invited applications for pilots to operate during 2018/19, the detail of which will be considered in due course. Work to carry out a fair funding review is set to continue as it does not require legislation.
- 3.4. An updated MTFS will be presented to Cabinet in October and then the County Council in November and we will continue to review our assumptions on an ongoing basis in light of information that is made available.

4. Transformation to 2019 – Departmental Context

- 4.1. Following on from the successful delivery of previous transformation programmes, the CCBS Departmental Management Team have identified

- additional transformational opportunities across the CCBS services. These opportunities were further developed as part of the Initial Opportunity Assessment process in line with the corporate approach. The opportunities have been further refined and a total of ten projects have been identified across the department, four of which are within the area of the Culture, Recreation and Countryside portfolio.
- 4.2. The proposed Transformation Programme focuses on the delivery of the 2019 savings target, but includes projects that will deliver savings beyond 2019 in order to ensure that services are resilient and sustainable for the future.
 - 4.3. Undoubtedly, identifying further savings as part of this Transformation Programme has been even more challenging than in previous years given the transformation that services have already undertaken. The key projects are outlined below.
 - 4.4. **The Library Service** is exploring options to achieve a saving of £2.25m by 2019. The Library Service Transformation Strategy to 2020 was approved in April 2016 and was developed to ensure that the Library Service can evolve to meet the changing needs of customers, whilst retaining traditional services. The proposals to deliver transformation to 2019 savings are therefore underpinned by this service strategy. Self service technology will be installed in all libraries and vacancy management will continue to be rigorously applied to all staff vacancies, reducing staff numbers as far as possible. It is proposed to undertake a public consultation in 2018 on options to reduce the operating costs of running the Service. The options could include reducing opening hours, transferring libraries to be run by their local community, making greater use of volunteers and making a permanent reduction to the Book Fund.
 - 4.5. **Transformation of the Country parks and of the Countryside Access and Estate** – The Country Park Transformation Programme will create a modern and relevant suite of self-financing 21st century country parks, that encourage more people from Hampshire and beyond to visit more often and stay longer. This programme is already underway and work is ongoing across the parks. As part of this programme, Automatic Number Plate Recognition (ANPR) systems will be installed within car parks at the country parks to enable us to better enforce payments for parking, and therefore generate additional income. The service is also planning to change the way that it delivers the management of the Countryside access and estate to reduce the reliance on the cash limited budget, through the Countryside Operational Transformation programme. This will look to achieve savings through working differently, utilising skills more effectively, improving productivity, increasing traded services, and increasing volunteering. Additionally, it is proposed that a limited reduction to the revenue funding of the Basingstoke Canal may be made. Together these will deliver in the region of £640,000 of savings by 2019.
 - 4.6. **Hampshire Outdoor Centres** will enhance their service provision to increase income generation and find efficiencies in working practices to reduce costs, both supported by new IT systems. A new income stream is

planned to be generated through installing camping pods at Calshot Activities Centre, following the success of similar pods at Tile Barn. An ANPR car parking system will be installed at Calshot Activities Centre to increase compliance with parking charges. In order to reduce costs the service is also exploring different delivery approaches that will generate workforce efficiencies. Together, these changes will deliver around £162,000 of savings by 2019.

- 4.7. **Hampshire Archives and Records** service is looking at options to generate additional income, as well as making further cost reductions to achieve a saving of around £154,000 for 2019. Additional income generation will be achieved through an increased commercial approach (for example, digitisation service, online pay-per-view access, building/facilities hire), introduction of contributions from depositors, and provision of paid-for professional services to partners. A charging framework based on full cost recovery will also be in place. The service is planning to make workforce reductions through staff turnover to achieve cost savings. The service is also exploring external partnership opportunities and considering potential alternative service delivery models.
- 4.8. In addition to these projects, a further £450,000 of savings will be met through previously agreed budget reductions and some over-achievement from Transformation to 2017. These reductions include reduced funding for Arts and Museums, which is enabled by the service management being transferred to Hampshire Cultural Trust in 2014 under a Management and Funding Agreement with the County Council. It also includes a reduction from the transfer of services and funding for Sport Hampshire Isle of Wight to a Charitable Incorporated Organisation in 2016.
- 4.9. A number of the projects within the CCBS Departmental 2019 Transformation Programme have a dependency on Digital and IT to support the delivery of efficiency savings. For example, the transformation of the Library service is very reliant on IT improvements, including the implementation of new self-service terminals across libraries. Additionally, the provision of a new memberships and bookings system, which is integrated with the corporate systems, is expected to deliver efficiencies in the way that we work, better customer intelligence, and ultimately a better experience for customers.
- 4.10. There is relatively high confidence in the CCBS 2019 Transformation Programme. A significant part of the savings would be dependent upon additional income generation, which carries a degree of uncertainty, and therefore contingency planning is essential. Marketing will play a vital role in attracting visitors to use our services and therefore generating increased income. An additional risk is that existing and developing partnership relations are critical to a number of opportunities, and therefore CCBS will need to work closely with partners to ensure savings can be achieved under the planned timescales. Contingency plans are being prepared in case specific aspects of opportunities cannot be progressed. Another significant risk for the Programme is the level of cultural change that the department will require to work differently to develop the services in a

sustainable way. Change Management planning will be integrated into project plans within specific services and departmentally.

5. Summary Financial Implications

- 5.1. The savings target that was set for the CCBS department was £6.304m. The detailed savings proposals from the Culture, Recreation and Countryside services totalling £3.661m by 2019/20 that are being put forward as part of this corporate target are contained in Appendix 1.
- 5.2. The department is seeking to identify early achievement where possible, and this will be added to the department's cost of change reserve. This reserve will be used to fund investment in transformation work.

6. Workforce Implications

- 6.1. Appendix 1 also provides information on the estimated number of reductions in staffing as a result of implementing the proposals.
- 6.2. Of the 25 - 55 Full Time Equivalent (FTE) posts that may be affected, it is anticipated that savings will largely be achieved through natural attrition within the relevant services and robust vacancy management.
- 6.3. The Department will seek to release capacity by further productivity improvements e.g. through effective use of digital tools and greater flexible deployment of staff with transferable skills on a matrix basis.
- 6.4. The County Council's approach to managing down staff levels in a planned and sensitive way through the use of managed recruitment, redeployment of staff where possible and voluntary redundancy where appropriate will be continued.

7. Consultation and Decision Making and Equality Impact Assessments

- 7.1. As part of its prudent financial strategy, the County Council has been planning since February 2016 how it might tackle the anticipated deficit in its budget by 2019/20. As part of the Medium Term Financial Strategy, which was last approved by the County Council in July 2016, initial assumptions have been made about inflation, pressures, Council Tax levels and the use of reserves. Total anticipated savings of £140m are required and of this sum, savings targets to the value of £120m were set for departments as part of the planning process for balancing the budget.
- 7.2. The proposals in this report represent suggested ways in which departmental savings could be generated to meet the target that has been set as part of the Transformation to 2019 Programme. Individual Executive Members cannot make decisions on strategic issues such as Council Tax levels and use of reserves and therefore, these proposals, together with the outcomes of the *Serving Hampshire - Balancing the Budget* consultation exercise outlined below, will go forward to Cabinet and County Council and will be considered in light of all the options that are available to balance the budget by 2019/20.

- 7.3. The County Council undertook an open public consultation called *Serving Hampshire – Balancing the Budget* which ran for six weeks from 3 July – 21 August. The consultation was widely promoted to stakeholders and residents through all available channels, including online, via the County Council’s website; Hampshire media (newspapers, TV and radio); and social media. Hard copies were also placed in Hampshire libraries and alternative formats, such as easy read, were made available on request.
- 7.4. The *Balancing the Budget* consultation asked for residents’ and stakeholders’ views on ways the County Council could balance its budget in response to continuing pressures on local government funding, and still deliver core public services. Specifically, views were invited on several high level options as follows:
- reducing and changing services;
 - introducing and increasing charges for some services;
 - lobbying central government for legislative change;
 - generating additional income;
 - using the County Council’s reserves;
 - increasing Council Tax; and
 - changing local government arrangements in Hampshire.
- 7.5. A total of 3,770 responses were received to the consultation. The key findings from consultation feedback are as follows:
- The majority of respondents (**65%**) **agreed** that the County Council should continue with its **financial strategy**.
 - Responses were relatively evenly split between those who tended to support **changes to local services** and those who did not (**50% agreed**, 45% disagreed and 5% had no view either way).
 - Of all the options, this was respondents’ **least preferred**.
 - Two thirds of respondents (**67%**) **agreed** that the County Council should raise existing **charges** or introduce new charges to help cover the costs of running some local services.
 - Over half of respondents (**57%**) **agreed** that the County Council should **lobby the Government** to vary the way some services are provided, and enable charging where the County Council cannot levy a fee due to statutory restrictions.
 - Of all the options presented, generating **additional income** was the **most preferred** option.
 - On balance, the majority of respondents (**56%**) **agreed** that the County Council should retain its current position not to **use reserves** to plug the budget gap.
 - Of all the options, this was respondents’ **second least preferred**.

- Respondents would prefer the County Council to continue with its plans to raise **Council Tax** in line with Government policy (**50%** ranked this as their preferred approach to increasing Council Tax).
 - Of all the options, increasing Council Tax was respondents' **second most preferred**.
 - More than half of those who responded (**64%**) **agreed** that the County Council should explore further the possibility of **changing local government structures** in Hampshire.
- 7.6. Executive Lead Members and Chief Officers have been provided with the key findings from the consultation to help in their consideration of the final savings proposals. In particular, as a result of the feedback on service issues, the County Council will seek wherever possible to:
- minimise reductions and changes to local services**, and continue to ensure that resources are prioritised on those who need them most, i.e. vulnerable adults and children;
- increase and introduce charges** to cover the costs of some local services. Where the County Council is unable to charge for services due to statutory restrictions, the County Council will continue to **lobby the Government for legislative change**;
- maximise further **income generation** opportunities.
- 7.7. The proposals set out in Appendix 1 have, wherever possible, been developed in line with these principles but inevitably the effect of successive reduction programmes over a 9 year period will begin to have an impact on the services that can be provided.
- 7.8. In some cases, the proposals in this report will be subject to further, more detailed public consultation if they are ratified by the Cabinet and Full Council in October and November respectively, at which the overall options for balancing the budget will be considered in light of the consultation results.
- 7.9. In addition to the consultation exercise, Equality Impact Assessments have been produced for all of the detailed savings proposals outlined in Appendix 1 and these have been provided for information in Appendix 2. This appendix excludes the Equality Impact Assessment for the ongoing Country Park Transformation Programme which was previously published on 1 November 2016. These, together with the broad outcomes of the consultation, have helped to shape the final proposals presented for approval in this report.
- 7.1. Within CCBS, EIAs have been completed to assess the expected impacts of the proposed savings. Further EIAs are expected on more detailed aspects of these proposals as they develop, once there is greater clarity.
- 7.2. While the impacts identified are generally neutral or low, appropriate mitigation has been identified where possible. There are some potential impacts as a result of changes within the Library service. Whilst there will

be fewer staff in the Library Service in the future, customers will be able to take and return books via the self service technology, seeking help from staff when needed. Volunteers will be trained to help and support staff. The introduction of ANPR within Country Parks and Calshot Outdoor Centre is also expected to have a low impact because parking charges are already in place.

8. Recommendation

- 8.1. To approve the submission of the proposed savings options contained in this report and Appendix 1 to the Cabinet.

CORPORATE OR LEGAL INFORMATION:**Links to the Strategic Plan**

Hampshire maintains strong and sustainable economic growth and prosperity:	yes
People in Hampshire live safe, healthy and independent lives:	yes
People in Hampshire enjoy a rich and diverse environment:	yes
People in Hampshire enjoy being part of strong, inclusive communities:	yes

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.)

DocumentLocation

None

IMPACT ASSESSMENTS:

1. Equality Duty

1.1 The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- a) The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- b) Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- c) Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

1.2 Equalities Impact Assessment:

A full Equalities Impact Assessment has been undertaken for each of the savings proposals and these are included as a separate appendix to this report.

2. Impact on Crime and Disorder:

The impact of Crime and Disorder will be considered individually for each savings proposal.

3. Climate Change:

3.1 The impact of Climate Change will be considered individually for each savings proposal.

Proposed Savings Options

Reference	Service Area and Description of Proposal	Impact of Proposal	2018/19 £'000	2019/20 £'000	Full Year Impact £'000	Estimated Staffing Impact FTE
CCBS-19.04	Countryside Service Transformation of the Country parks and of the Countryside Access and Estate	The overall impact of this project is likely to be low. The Country Park Transformation Programme will improve operational capacity of the park teams and provide a better offer and improved service to the public. Although there will need to be some increased charges to the public e.g. car parking, the anticipation is that the overall impact will be positive.	63	640	640	0 - 5
CCBS-19.08	Library Service Implementation of more efficient operating models to reduce costs.	It is proposed to undertake a public consultation in 2018 on options to reduce the operating costs of running the Service. The options could include reducing opening hours, transferring libraries to be run by their local community, making greater use of volunteers and making a permanent reduction to the Book Fund. Self service technology will be installed in all libraries and vacancy management will continue to be rigorously applied to all staff vacancies, reducing staff numbers as far as possible.	1,461	2,255	2,255	25 - 35

Reference	Service Area and Description of Proposal	Impact of Proposal	2018/19 £'000	2019/20 £'000	Full Year Impact £'000	Estimated Staffing Impact FTE
CCBS-19.15	Archives & Records Workforce reductions and income generation	Potential for reduced service delivery in non-core areas. Online access and volunteer support will release some staff capacity and improve customer access, but there is likely to be increased charges for some services, and depositors will be expected to provide a contribution to the archives that we hold and store.	88	154	154	0 - 5
CCBS-19.17	Hampshire Outdoor Centres Workforce efficiencies to be achieved through product realignment. Additional income through camping pods at Calshot, and use of Automatic Number Plate Recognition for car parking enforcement	It is expected that efficiencies will be achieved through better use of systems and through changes to how services are delivered with some impact on staff, but a low impact on customers. Although car parking enforcement may have some impact on customers, it is expected that income generation through camping pods will have a positive impact by providing a new offer at Calshot Activities Centre.	162	162	162	0 -10

Reference	Service Area and Description of Proposal	Impact of Proposal	2018/19 £'000	2019/20 £'000	Full Year Impact £'000	Estimated Staffing Impact FTE
CCBS-19.21	CCBS Cross-cutting Agreed budget reductions	These savings do not require projects to implement them and therefore there will be no impact to staff or customers.	456	450	450	0
Culture, Recreation and Countryside Services Total			2,230	3,661	3,661	25 - 55

Name of project/proposal	T19 Detailed Country Park Automatic Number Plate Recognition (ANPR) Installation
Originator	Rykowski, Pete
Email address	Pete.Rykowski@hants.gov.uk
Department	Culture, Communities and Business Services
Date of Assessment	18 May 2017

Description of Service / Policy

HCC manages a number of country parks and activity centres across the county, which offer a variety of activities including indoor activities, sports, camping, guided walks, seasonal events & corporate days. Activities are offered to a range of service user groups including schools, businesses, families, campers and other adult and child groups. Calshot, Staunton, Royal Victoria, Manor Farm, Lepe & Queen Elizabeth all offer onsite parking which is managed through a Pay and Display system. Compliance with parking charges was approximately 64% across all sites in 2014/15, and there are currently insufficient resources to undertake enforcement.

Geographical impact* All Hampshire

Description of proposed change

To install Automatic Number Plate Recognition (ANPR) parking systems at five Country Parks and Calshot Activity Centre, which will replace the current Pay & Display systems. ANPR technology utilises computers and security cameras for automatically reading vehicle number plates in an effort to enforce parking charges and increase security. The fully implemented system will also increase the quantity and quality of data collected for each site. In an effort to mitigate against any privacy impacts a privacy impact assessment was conducted on 07/03/17 and subsequently approved by the Departmental Senior Information Risk Owner. The ANPR system meets the requirements of Blue Badge holders not being charged.

Engagement and consultation

Has engagement or consultation been carried out? Yes

Engagement has taken place with Country Park Staff and forums are planned to take place with other key stakeholders (site users other than visitors e.g scouts club, sailing club, residents). Although parking charges are currently in place the compliance rate for visitors adhering to these charges is low. The implementation of the ANPR would guarantee that visitors pay for their parking and therefore increase compliance close to 100%.

No specific Hampshire wide consultation has been carried out on this proposal, however, the County Council carried out a major public consultation exercise over the Summer 2017 on a range of options for finding further budget savings including increasing council tax, using reserves and making changes to the way in which services are delivered, which may mean reducing or withdrawing certain services. The outcome of this consultation will be presented to Cabinet in September 2017.

When decisions are made to pursue the options, further specific Hampshire wide consultation will be carried out with stakeholders on the detailed options where required.

Impacts of the proposed change

This impact assessment covers Service users

Statutory considerations

Impact

Age	Neutral
Disability	Neutral
Sexual Orientation	Neutral
Race	Neutral
Religion and Belief	Neutral
Gender Reassignment	Neutral
Gender	Neutral
Marriage and civil partnership	Neutral
Pregnancy and Maternity	Neutral

Other policy considerations

Poverty Impact	Low As stated previously parking charges are already in place at each site and due to the numerical size of the parking charge at each site being relatively low e.g.
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£2.50, the overall impact on impoverished groups will be very low.

Rurality

Neutral

Additional Information

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Equality Impact Assessment

Name of project/proposal T19 Library Service Transformation Plan
Originator Horsey, Nicola
Email address nicola.horsey@hants.gov.uk
Department Culture, Communities and Business Services
Date of Assessment 23 Aug 2017

Description of Service / Policy

Hampshire County Council's Library Service runs 48 libraries across Hampshire, providing residents with access to printed material, computers and digital resources. In April 2016 a new Library Strategy to 2020 was approved and proposals to deliver the savings needed for April 2019 are underpinned by this Strategy. A separate EIA was published alongside the new Strategy.

Geographical impact* All Hampshire

Description of proposed change

Self service technology will be installed in all libraries and vacancy management will continue to be rigorously applied to all staff vacancies, reducing staff numbers as far as possible. It is proposed to undertake a public consultation in 2018 on options to reduce the operating costs of running the Service. The options could include reducing opening hours, transferring libraries to be run by their local community, making greater use of volunteers and making a permanent reduction to the Book Fund.

Engagement and consultation

Has engagement or consultation been carried out? Yes

No specific consultation has been carried out on these possible proposals. However, the County Council carried out a major public consultation exercise over the Summer 2017 on a range of options for finding further budget savings including increasing council tax, using reserves and making changes to the way in which services are delivered, which may mean reducing or withdrawing certain services. The outcome of this consultation will be presented to Cabinet in September 2017.

It is proposed to undertake a public consultation in 2018 on options to reduce the operating costs of running the Service.

Impacts of the proposed change

This impact assessment covers Service users

Statutory considerations

Impact

Age Impact Low
Proportionately more older people use the Library Service and they may find it more difficult to use the self service technology to begin with. Library staff and volunteers will be on hand to assist customers and, from experience elsewhere in the other Hampshire libraries, customers find the self service kiosks easy to use.

Disability Impact	Low Customers with disabilities may find it difficult to use the self service technology to begin with. Library staff and volunteers will be on hand to assist customers and, from experience elsewhere in other Hampshire libraries, customers find the self service kiosks easy to use.
Sexual Orientation	Neutral
Race	Neutral
Religion and Belief	Neutral
Gender Reassignment	Neutral
Gender	Neutral
Marriage and civil partnership	Neutral
Pregnancy and Maternity	Neutral
Other policy considerations	
Poverty	Neutral
Rurality	Neutral

Additional Information

The self service technology is easy to use and customers who are new to it will be shown how to use it. It is already installed in 50% of Hampshire’s libraries and is proven to be easy to use.

Whilst there will be fewer staff in the Library Service in the future, customers will be able to take and return books via the self service technology, seeking help from staff when needed. Volunteers will be trained to help and support staff.

In addition the Library Service offers a wide range of digital resources, available all the time, which are constantly being developed and are proving to be increasingly popular.

Name of project/proposal	Hampshire Record Office Archives and Local Studies T2019 Proposals (T19)
Originator	Tickle, John (CCBS)
Email address	john.tickle@hants.gov.uk
Department	Culture, Communities and Business Services
Date of Assessment	18 Aug 2017

Description of Service / Policy

Hampshire's Archives and Local Studies service provides public access to archives relating to Hampshire and its people. Admission to the public search room is free, as is the consultation of documents (which includes film and sound archives in Wessex Film and Sound Archive). However, we apply charges to a wide range of copying services, and to added value services including research, events (talks, workshops etc), use of images in publications, and facilities such as room hire.

Geographical impact* All Hampshire

Description of proposed change

The Service needs to generate additional income, and make further cost reductions to save £154,000. Additional income will be achieved through an increased commercial approach (e.g. online pay-per-view access), introduction of donations, contributions from depositors and provision of paid-for professional services to partners. A revised charging framework, based on full cost recovery, will also be applied and the service will make workforce reductions through staff turnover to achieve cost savings.

Engagement and consultation

Has engagement or consultation been carried out? Yes

Correspondence with key depositors.

Discussion with the Hampshire Archives Trust.

Ongoing discussion with Hampshire Records Office customer liaison group.

No specific Hampshire wide consultation has been carried out on this proposal, however, the County Council carried out a major public consultation exercise over the Summer 2017 on a range of options for finding further budget savings including increasing council tax, using reserves and making changes to the way in which services are delivered, which may mean reducing or withdrawing certain services. The outcome of this consultation will be presented to Cabinet in September 2017.

When decisions are made to pursue the options, further specific Hampshire wide consultation will be carried out with stakeholders on the detailed options where required.

Impacts of the proposed change

This impact assessment covers Service users

Statutory considerations

Age

Impact

Impact

Low

In the latest Survey of Visitors to UK archives 56% of our visitors were aged over 60 so older people are well represented in our customer base (we have less evidence for our remote customers but a small survey of 28 responses in Sep 2015 indicates a similar profile). Visitor postcode analysis for 2012-15 shows a high proportion of our visitors with disposable income. While the increases are high in proportional terms, they are from a low base (eg £6 copying charge increasing to £10) so the impact for this group is assessed as low.

Disability

Neutral

Sexual Orientation

Neutral

Race

Neutral

Religion and Belief

Neutral

Gender Reassignment

Neutral

Gender

Neutral

Marriage and civil partnership

Neutral

Pregnancy and Maternity

Neutral

Other policy considerations

Poverty

Low

Impact	Analysis of visitor postcode analysis for 2012-15 showed a smaller proportion of our visitors have less disposable income. The increases are high in proportional terms but are from a low base (eg £6 copying charge increasing to £10) so the impact for this group is assessed as low, particularly so as the services provided are largely discretionary.
Rurality	Low Analysis of visitor postcode analysis for 2012-15 showed a small number of our visitors live in isolated rural areas. The increases are high in proportional terms but are from a low base (eg £6 copying charge increasing to £10) so the impact for this group is assessed as low, particularly since the group comprises only 4% of our customer base.
Mitigation	

Additional Information

The extra income targets are orientated primarily at discretionary, choose to use, areas of activity and service that will have minimum impact upon core service users. Steps are being taken to mitigate the potential loss of community archive outreach services by a combination of volunteer training, on line resources and seeking external financial support.

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Name of project/proposal	T19 Automatic Number Plate Recognition (ANPR) at Calshot Activities Centre
Originator	Palmer, Alistair
Email address	Alistair.Palmer@hants.gov.uk
Department	Culture, Communities and Business Services
Date of Assessment	17 Aug 2017

Description of Service / Policy

This project forms part of the T19 Detailed Country Park Automatic Number Plate Recognition (ANPR) Installation (EIA completed by Pete Rykowski). Calshot Activities Centre offers onsite parking which is managed through a Pay and Display system. Compliance with parking charges was approximately 15% in 2014/15, and there are currently insufficient resources to undertake enforcement. Calshot also charges for boat launching from the site which will form part of the ANPR.

Geographical impact* New Forest

Description of proposed change

To install Automatic Number Plate Recognition (ANPR) parking systems at Calshot Activities Centre, which will replace the current Pay & Display systems. (ANPR) technology utilises computers and security cameras for automatically reading vehicle number plates in an effort to enforce parking charges and increase security. The fully implemented system will also increase the quantity and quality of data collected for the site. The ANPR system meets the requirements of Blue Badge holders not being charged. It is envisaged that current parking fee arrangements will remain as currently advertised. This includes free parking for customers who are buying services from the Centre.

Engagement and consultation

Has engagement or consultation been carried out? Yes

A wide variety of stakeholders use the Calshot site. A consultation period operated from February 2017 to May 2017, during which staff, customers, clubs, emergency services and volunteer organisations such as the RNLI were consulted. The questions from stakeholders have all been recorded and responded to. An example of this is ensuring access is maintained for RNLI and NCI volunteers as well as emergency access to all areas of the site. The location of the entrance barrier will take account of the Calshot Sailing Club entrance to their compound, such that pedestrian access and safety is maximised. Further communication with stakeholders is planned following the tender process, which will enable use to fully understand the software and its capabilities.

No specific Hampshire wide consultation has been carried out on this proposal, however, the County Council carried out a major public consultation exercise over the Summer 2017 on a range of options for finding further budget savings including increasing council tax, using reserves and making changes to the way in which services are delivered, which may mean reducing or withdrawing certain services. The outcome of this consultation will be presented to Cabinet in September 2017.

When decisions are made to pursue the options, further specific Hampshire wide consultation will be carried out with stakeholders on the detailed options where required.

Impacts of the proposed change

This impact assessment covers Service users

Statutory considerations	Impact
Age	Neutral
Disability	Neutral
Sexual Orientation	Neutral
Race	Neutral
Religion and Belief	Neutral
Gender Reassignment	Neutral
Gender	Neutral
Marriage and civil partnership	Neutral
Pregnancy and Maternity	Neutral

Other policy considerations

Poverty

Low

As stated previously parking charges are already in place at each site and due to the numerical size of the parking charge at each site being relatively low e.g. £2.50, the overall impact on impoverished groups will be very low.

Rurality

Neutral

Additional Information

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Name of project/proposal	T19 detailed Camping Pods at Calshot
Originator	Ryan, Enda
Email address	enda.ryan@hants.gov.uk
Department	Culture, Communities and Business Services
Date of Assessment	17 May 2017

Description of Service / Policy

Calshot Activities Centre has been in operation for over 55 years, delivering high quality outdoor adventurous residential and recreational experiences to the young people/wider public Hampshire and beyond. Calshot also has a very large recreational customer base with activities such as the dry ski slope, climbing wall and velodrome. Schools make up 50% of the revenue with other sources of income coming from boat storage, launch fees, car parking and other clubs that utilise the facilities on offer. Although the vast majority of the customers are from Hampshire the centre accommodates schools and groups from all over the UK.

Geographical impact* All Hampshire

Description of proposed change

Introduction of 10 Camping Pods at Calshot Activities Centre on existing land currently used for Caravan and Camping. These Pods will sleep a family of four and will be serviced with basic electricity and washroom facilities. This project will impact on current members of the club. Reduced pitches will be available to them in the future. Final designs have yet to be agreed, two of the Pods will be fully accessible. The pods will be primarily but not exclusively, targeted at families and adult groups visiting the site. Little impact to staff other than operational requirements when opened.

Engagement and consultation

Has engagement or consultation been carried out? Yes

A presentation was given to the Calshot Association Executive committee 23rd January 2017, which outlined the proposal. A communication was then sent out to all members of the Association inviting comments/concerns. Discussed then at the full Association Council meeting (28/2/17) where concerns were answered and recorded. Representatives from all the service user groups attend the Council meetings in order to discuss any matters that they perceive effect them from a service user perspective. The Association is a third party voluntary organisation made up of all service users and which is fully constituted.

No specific Hampshire wide consultation has been carried out on this proposal, however, the County Council carried out a major public consultation exercise

over the Summer 2017 on a range of options for finding further budget savings including increasing council tax, using reserves and making changes to the way in which services are delivered, which may mean reducing or withdrawing certain services. The outcome of this consultation will be presented to Cabinet in September 2017.

When decisions are made to pursue the options, further specific Hampshire wide consultation will be carried out with stakeholders on the detailed options where required.

Impacts of the proposed change

This impact assessment covers Service users

Statutory considerations

Age

Impact

Neutral

Disability
Impact

Low

Disabled access to the pods has been given serious consideration, although depending on the final design, full access may not be achievable and therefore there would be an impact on disability. The accessibility of the pods would be no different to the current camping facilities and such the impact is perceived as being low.

Sexual Orientation

Neutral

Race

Neutral

Religion and Belief

Neutral

Gender Reassignment

Neutral

Gender

Neutral

Marriage and civil
partnership

Neutral

Pregnancy and
Maternity

Neutral

Other policy considerations

Poverty	Neutral
Rurality	Neutral

Additional Information

Stakeholder engagement:

The main points focussed around the loss of space on the creek side both for campers and windsurfers. Ultimately this did not change our view on the proposal as the loss of space was already considered within the cost benefit analysis. With regard to the camping site, the cost and income analysis justifies the loss of any camping plots currently available. The windsurfers still have plenty of space to launch and recover their equipment. Although the proposal does not restrict this, it will mean that they can no longer park right next to the beach. However the nature of the sport is such that they can carry their equipment and rig the kit on the beach with their car parked in the main car park. The campsite occupancy levels were also considered and feedback was given to the association, the introduction of the Pods will mean the centre will extend the capacity of what is the quieter periods and make the facility available to a wider audience and not exclusive to the caravan and camping club, something the Association have challenged albeit there is no lease on the land given to the club.

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HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker:	Executive Member for Culture, Recreation and Countryside
Date:	18 September 2017
Title:	Transformation to 2019 (T2019) Savings Re-investment Proposal at Calshot Activity Centre
Report From:	Director of Culture, Communities and Business Services

Contact names: John Tickle

Tel: 01962 846000

Email: John Tickle@hants.gov.uk

1. Executive Summary

- 1.1 This report seeks approval to the project proposals for the inclusion of 10 camping Pods at Calshot Activities Centre, at an estimated total cost of £400,000.
- 1.2 This report seeks to obtain spend and procurement approval for contracting activity associated with the project.
- 1.3 This report also notes the intention to take a recommendation to the Executive Member for Policy and Resources to seek approval to the retention of 100% of the capital receipts from the sale of assets which will contribute to the overall costs associated with the project.
- 1.4 The report provides the background to an income generating proposal that has emerged from a business analysis and associated business case linked to T2019 financial targets. These targets are predicated by the objective of retaining a core service for Hampshire's young people, and residents, but to do so in a way that has a positive impact on the cash limit for the Outdoor Service overall. The report provides a summary of the scope, financial impact, and options analysis underpinning a proposed project to help support and sustain the future operation of the centre.

2 Contextual Information

- 2.1 The Centre is one of the largest Outdoor Adventure Residential centres in the Country. Situated on a spit and surrounded by the Solent the centre offers a wide range of indoor and outdoor activities across all age ranges. The land is leased from the Crown Estate and the Council has a 125 year full repairing lease of which there are 92 years remaining. Many of the buildings on site are listed and the three main hangers house the main reception and facilities; climbing wall; Ski slope; and velodrome. The two other main hangers cater for the water sports element of the operation and also large team building areas. There are three main accommodation units and one large residential dining area. Other small buildings on site are

leased to third parties including the Royal National Lifeboat Institution, Associated British Ports, and Calshot Sailing Club.

- 2.2 As part of the department's T2019 plan for achieving its T2019 savings a detailed assessment of customer data, market conditions, and business opportunities, was undertaken across the Outdoor Service. This was done to identify the most appropriate opportunities to address the agreed financial target. The analysis also highlighted the feasibility to consolidate assets in order to invest where the best income generation opportunities existed to support the delivery of savings for T2019. It is this work that leads to the recommendations in this report.
- 2.3 It is proposed to procure and introduce 10 new camping Pods on the site of Calshot Activities Centre (see appendix G for site plan). This would add additional accommodation for up to 40 customers. The facility would be marketed as family lets to the wider community who then could access the facilities that the centre has to offer. Property Services will manage the planning and implementation of the services that the Pods require, including water & electricity. The concept and approach adopted would build upon the experience gained from introducing a similar facility at the Tile Barn outdoor centre which has proved very successful.

3 Scope of the project

- 3.1 The project will better utilise the area of land on site currently used as a camping field. The whole camping area available, which includes the main field and the creek side location, is made up of 41 plots. These plots generated £45,000 of income in 2016/17. Extensive analytical work has been undertaken to identify that with the inclusion of the 10 Pod units, nearly £70,000 of additional revenue could be realised. This project will provide an additional new facility with capacity for 40 family members from the wider community of Hampshire.
- 3.2 Each pod would sleep up to four people with basic amenities and white goods. It is proposed that the works be procured through the normal tender process with Corporate Procurement assistance. It is anticipated that works will commence on site during 2017/18 and be completed during 2018.
- 3.3 Funding for this project would come from two sources with the majority from capital receipts. An estimated £250,000 will be realised from the capital receipt from the sale of the Birch Grove centre and £20,625 has already been secured from the sale of The Privet Centre. The Birch Grove facility is a small satellite facility of the Hampshire and Cass Mountain centre and has been identified as surplus to core business requirements within the context of consolidating and securing business within the main centre. The balance of funding would be from the CCBS Department's Cost of Change Reserve. This report outlines the available budget from within which the project would be designed and delivered.

4 Finance

4.1 Capital Expenditure:

Capital Expenditure	£'000
Buildings	374
Fees	26
Total	400

Financial Provision for Total Scheme	Buildings £'000
1. CCBS Cost of Change reserve	129
2. Capital Receipts for which approval is sought*	271
Total (including Contingency for groundworks)	400

*subject to the Executive Member for Policy and Resources approval for the retention of 100% of one of the capital receipts

4.2 Inflation

4.2.1 The Director of Culture Communities and Business Services will continue to apply downward pressure on costs, as far as practicable, to counter the rising prices currently being experienced in the construction industry due to inflation and the shortage of capacity and resources. The current estimate is subject to inflationary increases up to the time of financial close and concluding a fixed price. The latest assessment of the uplift required is £400,000 including fees. Funding from capital receipts and cost of change has been identified albeit the project would require cash flow planning initially. The capital charges are based on the maximum provision.

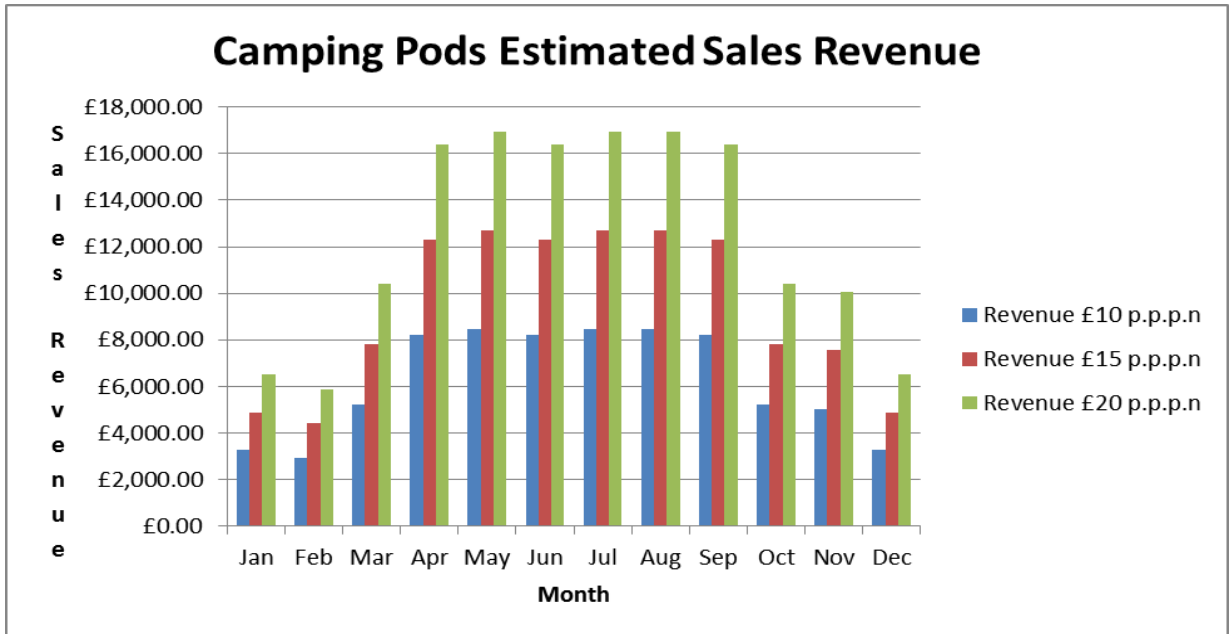
4.3 Revenue Projections

4.3.1 For operational and security issues the proposed units would not be offered to schools who use the existing accommodation blocks. Therefore the units will be marketed as holiday lets and self catered accommodation for the centre's various skills courses i.e., sailing, first aid and the pay & play provision to be introduced at the centre shortly. The centre already operates a system of seasonal pricing which will also be applied to the offer of this provision. This presents a further opportunity to upsell activity provision as part of the offer and increase revenue streams. This prospect is evidenced by the experience gained, and income delivered, from implementing and running the pod development at Tile Barn Outdoor Centre. The upsell performance at this site over the first full summer has resulted in 20% of all participants buying extra paid for activities.

4.3.2 The Calshot revenue projection was based upon estimated average occupancy levels of 25% during the months of December-February, 40% during October, November and March and 65% April-September.

The monthly revenue calculation in the graph below also includes 5% additional secondary revenue for activities e.g. £5000 rent + £250 activities = £5,250 revenue. A figure of 5% secondary revenue per month was chosen as using this method of calculation would increase secondary spend in proportion to primary spend.

4.3.3 The graph below illustrates the monthly income level of the three scenarios:



4.3.4 The graph requires little explanation due to the simplicity of the analysis; however it is clear that the £15 & £20 scenarios would generate consistently more revenue than £10. The graph shows significantly lower revenue generation in December due to the closure of the site for two weeks and an overall lower income in the winter months predominantly due to seasonal weather.

4.3.5 The pods will incur estimated utility costs of £2,000 and cleaning costs of £12,000 a year. The annual revenue budget impact of this proposal can be summarised below:

	(a)	(b)	(c)	(d)	(a+b+c-d)
Revenue implications	Employees	Other	Capital charges	Income	Net income
	£000	£000	£000	£000	£000
Additional expenditure and income	0	14	26	106	66

4.3.6 A Discounted Cash Flow table is contained within appendix E and demonstrates the estimated pay back period of the initial capital outlay of £400,000. The table is based on the £15 scenario and demonstrates

a return on investment of four years. The centre is currently in the process of introducing additional Pay & Play options as part of their activity provision in order to meet with anticipated demand.

5 Risk & Impact Issues

- 5.1 Please see Integral Appendix B for a summary of the risk and impact issues considered in relation to the design of this project.
- 5.2 A pre planning application was submitted to the New Forest National Park Authority in June 2017 and the recommendations given are being considered prior to a full planning application being submitted. This process is being managed by Property Services.

6 Consultation

- 6.1 The following individuals and groups have been consulted during the development of this project and feedback is summarised in Appendix C:

Senior Management Team at Calshot and across the Service
Senior Instructors and other staff members of the centre/Service
CCBS Property Services and Transformation team
Executive Member for Culture, Recreation & Countryside
Local County Councillor
Calshot Association
Access Officer
Planning Department

7 Recommendations

That the Executive Member for Culture, Recreation and Countryside:

- 7.1 Approves the project proposals for the 10 Camping Pods at Calshot Activities Centre, at an estimated total cost of £400,000 subject to the Executive Member Policy and Resources decision with regard to the capital receipt.
- 7.2 Grants procurement and spend approval for contracting activity associated with the project.
- 7.3 Notes the intention to take a recommendation to a future Executive Member for Policy and Resources Decision Day seeking approval to the retention of the capital receipts from the sale of assets deemed surplus to core operational requirements in order to re-invest and finance elements of the proposed Camping Pods project (including 100% retention of the potential £250,000 capital receipt for Birch Grove).
- 7.4 Notes the intention to take a recommendation to a future Executive Member for Policy and Resources Decision Day for the proposal to invest in the Camping Pods, subject to confirmation of funding, be added to the 2017/18 Policy and Resources Capital Programme.

CORPORATE OR LEGAL INFORMATION:**Links to the Strategic Plan**

Hampshire maintains strong and sustainable economic growth and prosperity:	yes
People in Hampshire live safe, healthy and independent lives:	no
People in Hampshire enjoy a rich and diverse environment:	yes
People in Hampshire enjoy being part of strong, inclusive communities:	yes

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

None

RISK & COMBINED IMPACT ASSESSMENT:

1. Equality Duty

1.1 The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- a) The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- b) Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- c) Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

1.2 Equality Impact Assessment:

- a) An EIA has been completed for this project and it is deemed that the proposal will have a positive impact in providing access to the centre and its facilities by many groups. It will have a low or no impact on groups with protected characteristics or

2. Impact on Crime and Disorder:

2.1 The County Council has a legal obligation under Section 17 of the Crime and Disorder Act 1998 to consider the impact of all the decisions it makes on the prevention of crime and disorder in the County. The proposals in this report have no impact on the prevention of crime.

3. Fire Risk Assessment

3.1 Through the tender process it will be determined that the Pods meet with the Fire regulations in place and they will be integrated within the normal Fire Risk Assessments and control measures the centre currently has in place.

- 3.2 With respect to fire safety and property protection, the proposals will be risk assessed in line with the agreed Property Services procedures, and confirmed that the provision of sprinklers is not required in this instance.
- 3.3 The project proposals will adhere to the current fire safety regulations as determined by the fire officer.

4. Health and Safety

- 4.1 Design risk assessments, pre-construction health & safety information and a Health & Safety File will be produced and initiated in accordance with the Construction Design and Management Regulations for the proposed scheme.

5. Climate Change:

- 2 The project will incorporate the following sustainability features:

Insulated buildings.

A site waste management plan will be developed to ensure that during construction the principles of minimising waste are maintained.

Energy efficient lighting and heating controls, as determined by the manufacturer to ensure the minimum energy is used.

External lighting to provide safe access and emergency escape routes.

Low water-consumption sanitary installations.

Natural ventilation to main spaces.

Removable pads on which the Pod units sit on in order that the land can be transformed back to its natural setting should the units be required to be moved.

FEEDBACK FROM CONSULTEES:**OTHER FORMAL CONSULTEES:**

Member/ Councillor	Reason for Consultation	Date Consulted	Response:
Councillor Alexis McEvoy	Local Member for South Waterside	Various dates through the Calshot Association	Cllr McEvoy is not against the pods in principle but does not regard the current location as appropriate

Calshot ASSOCIATION MEMBERS FEEDBACK

Member/ Councillor	Reason for Consultation	Date Consulted	Response:
Calshot Association Members, Executive Committee	Current users of the site who may be affected by development	Various dates	Feedback has mainly focused on loss of space for both Campers and windsurfers. See Appendix G for full details.

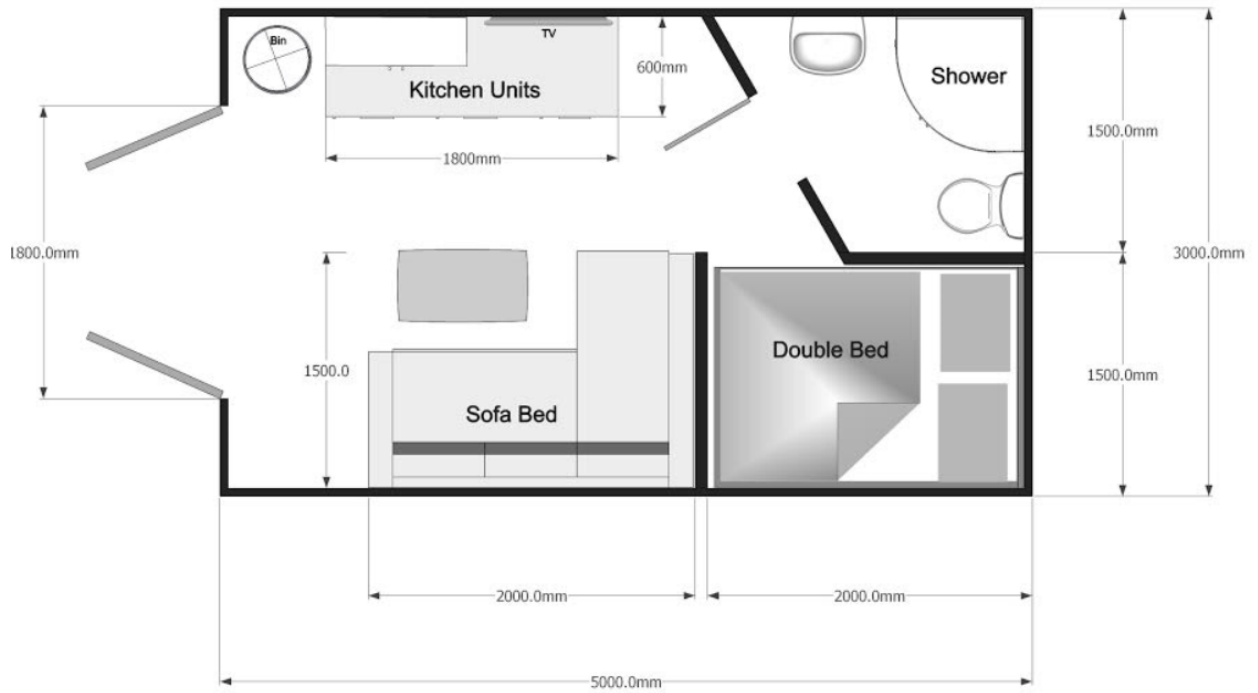
Discounted cash flow - based on £15 pppn and discount factor of 3.5%

	Year 0 £'000	Year 1 £'000	Year 2 £'000	Year 3 £'000	Year 4 £'000	Year 5 £'000
Upfront Cost	(400)	0	0	0	0	0
Annual cost	0	(14)	(14)	(14)	(14)	(14)
Annual income	0	113	124	131	137	144
Annual position	(400)	99	110	117	123	130
Discount factor	1.00000	0.96618	0.93351	0.90194	0.87144	0.84197
Discounted cash flow	(400)	96	103	105	107	109
NPV over 5 years (£'000)		120		Payback period (years)		4
Average annual contribution (£'000)		24		IRR		13%

Cash flow assumptions:

- Pods are in place and operational from 1 April 2018
- Annual costs cover additional cost of utilities (£2k) and cleaning (£12k) per annum
- Annual income is assumed to increase by 10% in Year 2 and by 5% in each subsequent year due to increased occupancy, however even if income remains constant at £113k per annum, the NPV is still positive over the 5 year period (£47,000)
- The calculations assume a beneficial impact on secondary spend, increasing this income by 5% with only a marginal increase in associated costs
- The investment cost excludes loose furniture and equipment
- All income and expenditure estimates exclude inflation
- The estimated income is based on a price per person per night of £15 per unit (i.e. £60 per night for 4 occupants) and estimated occupancy levels as set out in paragraph 4.2.2.

Indicative Internal Design



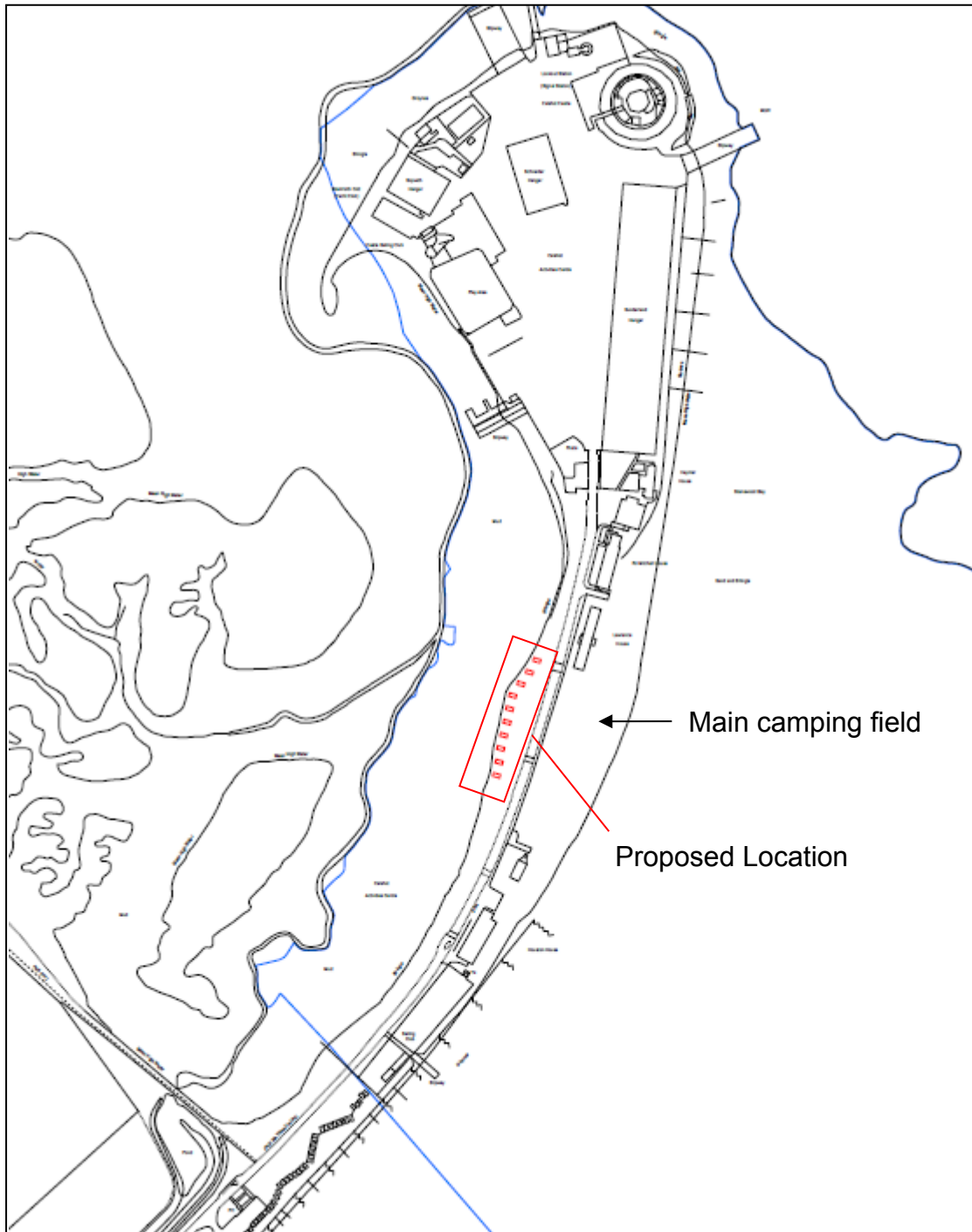
Summary of consultation feedback from the Calshot Association

The project, and background to it in terms of seeking initiatives to broaden the appeal and financial viability of the centre and its facilities, was raised at the Calshot Association Executive Committee meeting in January 2017, and also the Association's Annual General Meeting in June 2017. Responses were mixed as some association members welcomed the promotion of the centre and its facilities to a wider audience, while others were concerned about potential loss of access and space to Association members. A summary of the main points raised is provided below along with the context within which they may be seen:

- Some members welcomed the fact that the project will encourage more people to use both the centre and facilities on site, in a family friendly manner, and also the fact that this would include non-club members gaining access to the site
- Some comments pointed to the potential to attract new members once people have visited and used the pods and facilities, at a time when everyone is working hard to get new members
- One member welcomed the new capacity for visiting friends who are not club members and as such are currently excluded from using the site
- Concerns were expressed by some members about parking and traffic related issues associated with the pods and use of the site.
The Centre has undertaken a traffic management assessment and a new traffic management plan (including automatic number plate recognition) is currently being implemented to improve traffic management and parking overall on the site
- Concerns were expressed by some members about potential access restrictions to the waters edge directly from their cars and in areas they have traditionally used freely.
There is no universal right to have unrestricted or uncontrolled access to the water around the spit and indeed there is a need to control such access in a responsible manner. The new traffic management system will address this and any work associated with the pod project will ensure that reasonable and easy access is given to club members, and activity users, legitimately accessing the water with their equipment. It is not realistic to expect wholly unrestricted access on a multi-use site such as Calshot and a fundamental aim of the project is to sustain the viability of the site for all users.
- Some comments were received over the location of the pods with suggestions that the Solent side of the spit would be a better location.
This is not practical due to environmental constraints and also the potential impact upon the caravan and camping site
- Some members did not feel that the 10 pitches should be met at the cost of the existing 41 pitches available to club users.

These pitches are only fully utilised during a period of approximately three weeks during the year the financial return from the project is likely to benefit all users of the centre in terms of its long-term viability.

Proposed Pod location



HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker:	Executive Member for Culture, Recreation and Countryside
Date:	18 September 2017
Title:	Grant Funding for Culture and Community Organisations 2017/18
Report From:	Director of Culture, Communities and Business Services

Contact name: Nicola Horsey
Rosellen Lambert

Tel: 01962 845423
01962 846022

Email: nicola.horsey@hants.gov.uk
rosellen.lambert@hants.gov.uk

1. Executive Summary

- 1.1 This report seeks approval from the Executive Member for Culture, Recreation and Countryside for £16,585 of Culture and Community Activity Grants 2017/18 to cultural, recreational and community organisations across Hampshire.
- 1.2 The report provides an update on the financial position of revenue grant schemes to culture and community organisations in 2017/18.
- 1.3 This report also seeks approval from the Executive Member for Culture, Recreation and Countryside to close the Culture and Community Activity Grants for the rest of 2017/18. It is recommended £64,555 of funding left unallocated from the Culture and Community grants budget 2017/18 is transferred to the Community Buildings Capital Fund.

2. Culture and Community Activity Grants

- 2.1 The purpose of this grant stream is to provide general support to groups and organisations which encourage and provide opportunities for individuals and communities to participate in community focussed, cultural and recreational activities. Applications can be made for over £1,000 up to a maximum of £3,000. Full details, including what the County Council can and cannot fund, are set out in Appendix 1.
- 2.2 Nine organisations have applied for funding and the details are set out in Appendix 2.

3. Ineligible Applications for Culture and Community Activity Grants

- 3.1 A further three applications were received which were clearly ineligible and as such were rejected by Officers in discussion with the Executive Member. These applications are summarised below and Officers have signposted the organisations to alternative sources of advice and funding.
- 3.2 Charthouse Music (London based organisation, countywide proposal) has applied for £5,000 towards music artist development activity. The application is considered to be for ongoing core activity and costs which are not eligible through this scheme, and is for more than the maximum award.
- 3.3 Longstock Allotments (Test Valley/Test Valley Central) has applied for £500 towards a new deer fence, which is below the minimum threshold for this grant scheme and which is not considered to fall within the purpose of this fund.
- 3.4 Winchester Action on Climate Change (WinACC) (Winchester/multiple divisions) has applied for £2,940 towards a formative evaluation of their work over the last decade and consultations and planning for the future, which is not considered to fall within the purpose of this fund.

4 Financial Information:

- 4.1. The total draft budget for the 2017/18 revenue grants is £977,000. £827,000 was allocated on 6 December 2016 and the remaining £150,000 was set aside for Culture and Community Activity Grants (CCAG) 2017/18.

4.2 Allocation for CCAG 2017/18	£150,000
Previously awarded (21 March 2017)	£ 52,880
Previously awarded (15 June 2017)	£ 15,980
Recommendations for approval in this report	£ 16,585
Remainder available for future rounds <i>(if all recommendations in this report are approved)</i>	£ 64,555

- 4.3 There are unlikely to be many more applications for Culture and Community Activity Grants in 2017/18 as the activity needs to have been completed by the end of March 2018 in order to qualify for a grant. At the same time the Community Buildings Capital Fund is heavily subscribed and there are likely to be more applications over the winter as it is an on-going fund i.e. as a capital fund, any money not spent by the end of 2017/18 is carried over into 2018/19. It is therefore recommended that the Culture and Community grants budget 2017/18 is closed and a balance of £64,555 is transferred to the Community Buildings Capital Fund.

6. Other key issues

- 6.1 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 a grant or loan towards the expenses incurred by voluntary bodies in providing such facilities and activities.

7. Recommendations

- 7.1 That the Executive Member for Culture, Recreation and Countryside gives approval:
- i) To award funding totalling £16,585 of Culture and Community Activity grants 2017/18 to cultural, recreational and community organisations across Hampshire as outlined in Appendix 2.
 - ii) To close the Culture and Community Grants Budget 2017/18 and to transfer £64,555 to the Community Buildings Capital Fund.

CORPORATE OR LEGAL INFORMATION:**Links to the Strategic Plan**

Hampshire maintains strong and sustainable economic growth and prosperity:	yes
People in Hampshire live safe, healthy and independent lives:	no
People in Hampshire enjoy a rich and diverse environment:	yes
People in Hampshire enjoy being part of strong, inclusive communities:	yes

Other Significant Links

Links to previous Member decisions:		
<u>Title</u>	<u>Reference</u>	<u>Date</u>
Grant Funding for Culture and Community Organisations in Hampshire 2017/2018	7924	06/12/2016
Grant Funding for Culture and Community Organisations 2017/18	8155	21/03/2017
Grant Funding for Culture and Community Organisations 2017/18		15/06/2017
Direct links to specific legislation or Government Directives		
<u>Title</u>	<u>Date</u>	

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.)

<u>Document</u>	<u>Location</u>
None	

IMPACT ASSESSMENTS:

1. Equality Duty

1.1. The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- a) The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- b) Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- c) Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

1.2. Equalities Impact Assessment:

A high level Equalities Impact Assessment has been undertaken. The grants are intended to have a positive impact and advance equality.

2. Impact on Crime and Disorder:

2.1 Not applicable.

3. Climate Change:

a) How does what is being proposed impact on our carbon footprint / energy consumption?

Not applicable.

b) How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts?

Not applicable.

Culture and Community Activity Grants

The purpose of the Culture and Community Activity Grants is to provide general support to groups and organisations which encourage and provide opportunities for individuals and communities within Hampshire to participate in cultural, community-focused, and recreational activities.

This programme funds projects and proposals which support the priorities and outcomes in [Hampshire County Council's Strategic Plan 2013-17 'Shaping Hampshire: modern, public services for the future'](#).

- Health and wellbeing: Improving health and wellbeing for all, particularly those who are vulnerable or disadvantaged, including mental health and wellbeing.
- Economy: Promoting economic prosperity and protecting the environment.
- Communities: Working with communities to enhance local services.

Applications can be made for **over £1,000 up to a maximum of £3,000**. Applications **must** be submitted using the **Standard Form** (over £1,000). Organisations seeking funding of £1,000 or less are recommended to look at County Councillor Grants.

What is funded

- Community, cultural or recreational activities or events that provide opportunities for local people (Hampshire residents) to become involved
- A high quality eligible project, programme or activity that delivers measurable outcomes and results against the priorities set out above
- Match funding for business sponsorship

What isn't funded

- Individuals
- Further or higher education fees, personal development or training fees for individuals
- Curriculum based activities
- Building based capital works
- Capital and equipment schemes – i.e. buying instruments or uniforms
- General/core running costs of an organisation
- Website development projects
- Medical/complimentary treatment activities
- Setting up an organisation
- Profit making or funding-raising events/activities
- County, District or Borough Councils or National Park Authorities
- Services, projects or activities solely within the unitary authority areas of Portsmouth City Council and Southampton City Council
- Organisations already in receipt of core funding from other Hampshire County Council departments
- Uniformed groups such as Scouts, Girl Guides, cadets, etc.
- Street parties or village fetes

Please note we cannot retrospectively fund projects/activities that have already been carried out. Grants are issued for projects/activities to be carried out in the future.

Applications which are clearly ineligible may be rejected by Officers in discussion with the Executive Member before the Decision Date.

Grant criteria and eligibility

We will consider funding eligible organisations that meet **all** of the following criteria:

- **The organisation must have actively sought funding from other sources; this could include district, borough, town or parish council funding. Priority will be given to applications which have partner funding in place from other sources.**
- The proposed programme, project or activity of the organisation is a cultural, community, or recreational activity/project that encourages and provides opportunities for individuals and communities within Hampshire to participate.
- The programme, project or activity must also support one or more of the Strategic Plan 2013-17 'Shaping Hampshire: modern, public services for the future' priorities detailed above.
- A high quality, time-limited project, programme or activity that delivers measurable outcomes and results against the priorities set out above.
- The organisation must be able to demonstrate that without the support from Hampshire County Council the activity/event would not be able to proceed at all or to the extent outlined in the application.
- Organisations with significant funds in place or higher levels of reserves must demonstrate why funding from Hampshire County Council is needed.
- The organisation has a clear management structure within its constitution or suitable governance/terms of reference.
- Match funding for business sponsorship (see additional criteria below).

All organisations requesting support must submit their latest Annual Accounts/annual financial summary.

All successful applicants will be required to provide appropriate reporting and/or monitoring for their service, projects and/or activities.

Organisations will be expected to have appropriate policies, procedures and levels of insurances in place. This will include child and vulnerable adult protection/safeguarding policies, health and safety policy, a minimum of £5m Public Liability and £5m Employers Liability Insurance.

Applications to other County Council grant schemes for the proposed project will be considered when reviewing applications.

Business Sponsorship - additional criteria and eligibility

We can match fund business sponsorship up to £300. The sponsorship you are receiving must be monetary, we can not match fund any in kind sponsorship, e.g. free/subsidised marketing. Match funding must be a minimum of £150 per business and businesses **must be first time sponsors**. Maximum of one application per organisation per year.

Financial Eligibility

Organisations will not normally be eligible for grants where they hold a high level of unallocated reserves, particularly in excess of one year's running costs. In cases where reserves held are felt to be high or exceed one year's running costs a reduced level of funding may be agreed. All charitable organisations are expected to have an agreed reserves policy that addresses their financial risk.

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Culture and Community Activity Grants 2017/18
Application assessment summary

Each grant application has been assessed against the Culture and Community Activity Grant criteria (Appendix 1) using a standard template.

Project funding requests:

Organisation (District / Division)	Project Title (Project Costs)	Proposal	Amount Requested	Amount recommended activity grant 2017/18
Andover Nepalese Community (Test Valley / Andover North)	Cultural and Recreational Events (£2,000)	The organisation seeks funding to support 3 community events to celebrate and share the Nepali culture with community members and the wider community, to raise the community's profile and support integration and cohesion. This is a relatively new organisation supporting a growing community. 150 Hampshire residents are expected to benefit. The organisation will be contributing £700 of its own funds, which come from member subscriptions. Councillor Locke was invited to comment. <u>Note:</u> The organisation was awarded £1,000 Culture and Community Activity Grants 16-17 (decision date 11/07/2016) It is recommended that Andover Nepalese Community is awarded £1,500.	£1,500	£1,500
Andover Trees United (Test Valley / Andover North)	Annual Schools' Planting Weeks (£2,510)	The organisation seeks funding towards a week of tree planting and other activities in Harmony Woods community woodland for Andover children and volunteers to learn about their natural environment. Local schools have supported the project by making space available on their sites for nursery beds for the saplings which will be planted out in October/November. 1000 Hampshire residents are expected to take part. The organisation has applied to Test Valley Borough Council for £1,000 and Andover Parish Council for £500 (both outcomes pending). They have applied for more than the remaining shortfall of £1,010. Councillor Locke was invited to comment. It is recommended that Andover Trees United is awarded £1,010.	£2,510	£1,010

Organisation (District / Division)	Project Title (Project Costs)	Proposal	Amount Requested	Amount recommended activity grant 2017/18
Avon Valley Concerts (New Forest / Lyndhurst and Fordingbridge, and Ringwood)	Concert series 2017-18 (£11,600)	The organisation seeks funding towards the delivery of six chamber music concerts between October 2017 and March 2018 to local audiences who cannot access other provision due to travel and/or financial barriers. 120 Hampshire residents are expected to benefit. The organisation has applied to the Parish Council for £750 and Waitrose for £300 (both outcomes pending) and expects to generate £9,300 through ticket sales, subscriptions, sales of programmes, refreshments and Gift Aid. Councillors Heron and Thierry were invited to comment. Councillor Thierry supports the application. It is recommended that Avon Valley Concerts is awarded £1,250.	£1,250	£1,250
Carroll Centre (Winchester / Winchester Westgate)	Family Grub Club (£2,925)	The organisation seeks funding towards family activity over the October half term holiday including healthy eating, physical and creative activity, and will engage families who rely on free school meals during term time to make ends meet. Sessions will be free and meals will be provided. 60 Hampshire residents are expected to benefit. The project costs includes some elements which would be considered core costs (e.g. admin, use of facilities, planning and management) and are therefore not eligible through this grant scheme. Councillor Tod strongly supports the application and would support a larger award. <u>Note:</u> The organisation was awarded £40,302 Children's Services 0-19 Funding 16-17 (decision date 11/11/16) and £1,000 County Councillor grant 16-17. As some of the project costs are not eligible through this scheme, it is recommended that Carroll Centre is partially supported and awarded £1,500.	£2,925	£1,500
Fluid Motion Theatre (Basingstoke and Deane / Basingstoke South)	Theatricals (£10,562)	The organisation seeks funding towards a weekly drama group and performance opportunities for people with learning disabilities, supporting them to build confidence and develop communication skills enabling them to access and engage with local services more effectively and become active members of their community. 30 Hampshire residents are expected to benefit. The project costs include some elements which would be considered core costs,	£2,972	£2,970

Organisation (District / Division)	Project Title (Project Costs)	Proposal	Amount Requested	Amount recommended activity grant 2017/18
Fluid Motion Theatre, cont. (Basingstoke and Deane / Basingstoke South)		<p>but these are covered by grant funding from Basingstoke and Deane Borough Council (£6,000). The organisation has also secured £250 from the Coleman Trust, £680 in-kind contribution from Mencap (use of venue) and expects to generate £660 in ticket sales.</p> <p>Councillor James was invited to comment.</p> <p><u>Note 1:</u> The organisation was awarded funding through Short breaks for Children with Disabilities and Additional Needs - over £5k 2017-18 towards a Gosport based project.</p> <p><u>Note 2:</u> It was awarded £2,800 Culture and Community Activity Grant 2016-17 (decision day 21/01/2016) towards a Youth Theatre project, £1,000 County Councillor grant 2016-17 (decision day 03/10/2016) and funding through Short breaks for Children with Disabilities and Additional Needs - over £5k 2016-17.</p> <p>It is recommended that Fluid Motion Theatre is awarded £2,970.</p>		
Grayshott Concerts (East Hampshire / Liphook, Headley and Grayshott)	Moving to Self-sustainability (£12,120)	<p>The organisation seeks funding towards developments to make it sustainable and remove the need for future applications to the Council for funding. The project proposals include identifying and installing a card payment system linked to support self-service ticket sales, improved marketing strategy and attracting enduring business and individual sponsorship. They will appoint a 'brand champion' to run the project over six months, with further work to be funded by the success of this first phase. The aim is to increase income by £30,000 p.a. 2000 Hampshire residents are expected to benefit.</p> <p>The organisation has committed £5,120 of its own funds to the project and secured £2,000 in-kind support in professional services.</p> <p>Councillor Mitchell supports the application.</p> <p><u>Note 1:</u> The organisation was awarded £2,980 Culture and Community Activity Grant 17-18 (decision date 15/06/17) towards a young brass musicians' project.</p> <p><u>Note 2:</u> It was awarded £250 County Councillor Grant 16-17 and has been supported through the Culture and Community Activity Grants scheme to deliver a concert series for each of the past five years.</p> <p>It is recommended that Grayshott Concerts is awarded £5,000. No further awards will be made to this organisation.</p>	£5,000	£5,000

Appendix 2

Organisation (District / Division)	Project Title (Project Costs)	Proposal	Amount Requested	Amount recommended activity grant 2017/18
Kingsley Organisation (East Hampshire / Alton Rural)	Developing IT Skills for Life (£2,312)	The organisation, which specialises in support and training for people with disabilities, seeks funding towards the delivery of two six-week IT courses, supporting vulnerable people to access services through improved digital skills. 16 Hampshire residents are expected to benefit. The organisation has committed £492 of its own funds towards the project. Councillor Kemp-Gee strongly supports the application. <u>Note:</u> The organisation was awarded £3,145 Community Investment Fund 16-17 (decision day 03/12/2015), £1,260 Culture and Community Activity Grant 16-17 (decision date 21/01/16) towards a health eating project and £2,814 County Councillor grant 16-17 towards car park improvements. It is recommended that Kingsley Organisation is awarded £1,820.	£1,820	£1,820
The Friends of Leesland Park (Gosport / Leesland and Town)	ParkFest 17 (£1,265)	The organisation seeks funding towards a community event including music, creative activity and children's entertainment in an area of high community need to promote local amenities and improve access to services and support. 1000 Hampshire residents are expected to benefit. The organisation has committed £480 own funds, and secured £250 County Councillor funding. It has applied for more than the project shortfall of £535. Councillors Carter and Edgar were invited to comment. Councillor Carter strongly supports the application. <u>Note 1:</u> The organisation has applied for £2,000 County Councillor grants 17-18 towards installation of outdoor gym equipment (outcome pending). <u>Note 2:</u> It was awarded £500 County Councillor grant 16-17 towards a community event in 2016 and £1,000 towards interpretation boards. It is recommended that The Friends of Leesland Park is awarded £535, the project shortfall.	£1,000	£535
The Petersfield Musical Festival (East Hampshire / Petersfield)	Petersfield Musical Festival 2018 (£51,357)	The organisation seeks funding towards a Music Festival in March 2018 to include choral and classical concerts, two youth concerts, a family concert, lunchtime lecture-recitals and a composition competition. Local musicians will have the opportunity to work with professionals and increase their skills and experience. 3000 Hampshire residents are expected to benefit. The organisation has secured £800 from Petersfield Town Council and has	£1,000	£1,000

Organisation (District / Division)	Project Title (Project Costs)	Proposal	Amount Requested	Amount recommended activity grant 2017/18
Butser and Petersfield Hangers)		<p>applied for £750 from East Hampshire District Council and £600 from the Josephine Baker Trust. It expects to generate £32,295 through ticket sales, subscriptions and programme sales and to benefit from £11,395 worth of in-kind support from volunteers. The remaining shortfall will be made up through local fundraising.</p> <p>Councillors Oppenheimer and Mocatta were invited to comment.</p> <p><u>Note 1:</u> The organisation was awarded £1000 Culture and Community Activity Grant 16-17(decision date 4/10/16)</p> <p><u>Note 2:</u> It has been supported through the Culture and Community Activity Grants scheme to deliver a concert series for each of the past five years.</p> <p>It is recommended that The Petersfield Musical Festival is awarded £1,000. No further awards will be made to this organisation.</p>		
TOTAL			£19,977	£16,585

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HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker:	Executive Member for Culture, Recreation and Countryside
Date:	18 September 2017
Title:	Community Buildings Capital Fund 2017/18 (requests for £25,000 and under)
Report From:	Director of Culture, Communities and Business Services

Contact name: Nicola Horsey
Rosellen Lambert

Tel: 01962 845423
01962 846022

Email: nicola.horsey@hants.gov.uk
rosellen.lambert@hants.gov.uk

1. Executive Summary

- 1.1 The purpose of this report is to seek approval from the Executive Member for Culture, Recreation and Countryside for £43,730 of funding from the Community Buildings Capital Fund 2017/18.

2. Summary of grants:

- 2.1 Community Buildings Capital Fund 2017/18 applications

Organisation	District	£
Barton Stacey Village Hall	Test Valley	£2,490
Bighton Village Hall	Winchester	£5,000
Crondall Village Hall	Hart	£25,000
Eastleigh Youth and Community Trust	Eastleigh	£6,440
South Wonston Village Hall	Winchester	£2,000
St James' Church Hall	Eastleigh	£2,800
Total		£43,730

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. Details of the grant criteria are set out in Appendix 1.
- 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.
- 3.4 Six organisations have applied for 2017/18 funding and details are set out in Appendix 2.

4. Ineligible Applications for Community Buildings Capital Fund

- 4.1 A further one application was received which was clearly ineligible and as such was rejected by Officers in discussion with the Executive Member. This application is summarised below and Officers have signposted the organisation to alternative sources of advice and funding.
- 4.2 YIP Yuchi Independent Publisher (based in Southampton, countywide proposal) has applied for £10,000 towards fixtures and fittings for a bus to be toured around schools as a creative writing club, which was not considered to fall within the purpose of this fund.

5. Budget Position

5.1 2017/18

	£
Budget approval for 2017/18	125,000
Transfer from revenue grants 2017/18 (6 December 2016)	150,320
Remainder from 2016/17 funds at 21 March 2017	67,667

Unspent / returned funds since 21 March 2017	2,887
	<hr/> 345,874 <hr/>
Awards approved at 15 June 2017	136,210
Grants recommended for approval in this report	43,730
Remaining balance for allocation in 2017/18	<hr/> 165,934 <hr/>

6. Other Considerations

- 6.1 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 a grant or loan towards the expenses incurred by voluntary bodies in providing such facilities and activities.

7. Recommendations

- 7.1 That the Executive Member for Culture, Recreation and Countryside:
- i) Approves grants for £43,730 from the Community Buildings Capital Fund 2017/18.

CORPORATE OR LEGAL INFORMATION:**Links to the Strategic Plan**

Hampshire maintains strong and sustainable economic growth and prosperity:	yes
People in Hampshire live safe, healthy and independent lives:	no
People in Hampshire enjoy a rich and diverse environment:	yes
People in Hampshire enjoy being part of strong, inclusive communities:	yes

Other Significant Links

Links to previous Member decisions:		
<u>Title</u>	<u>Reference</u>	<u>Date</u>
Grant Funding for Culture and Community Organisations in Hampshire 2017/18	7924	6 December 2016
Community Buildings Capital Fund 2016/17 (requests for £25,000 and under)		21 March 2017
Community Buildings Capital Fund 2017/18 (requests for £25,000 and under)		15 June 2017
Direct links to specific legislation or Government Directives		
<u>Title</u>	<u>Date</u>	

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.)

<u>Document</u>	<u>Location</u>
None	

IMPACT ASSESSMENTS:

1. Equality Duty

1.1. The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- a) The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- b) Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- c) Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

1.2. Equalities Impact Assessment:

A high level Equalities Impact Assessment has been undertaken. The grants are intended to have a positive impact and advance equality.

2. Impact on Crime and Disorder:

2.1 Not applicable.

3. Climate Change:

a) How does what is being proposed impact on our carbon footprint / energy consumption?

Not applicable.

b) How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts?

Not applicable.

Community Buildings Capital Fund

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).

Hampshire County Council can fund up to a maximum of 50% of the total project costs not exceeding a maximum grant of £25,000.

The aim of this funding 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 installation of insulation, new windows and a modern central heating system could have a significant effect on heating costs as well as carbon footprint. 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 other local community groups which were previously housed in an old, inadequate building with very high maintenance and heating bills.

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

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.

Organisations will not normally be awarded more than one grant per financial year and previously funded projects must be completed before a new application is made. If an organisation requires an emergency request outside of the above dates please contact CCBSgrants@hants.gov.uk.

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, support the priorities and outcomes of Hampshire County Council's [Strategic Plan 2013-17 'Shaping Hampshire: modern, public services for the future'](#)  and improve the health and wellbeing for all, 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.

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 open access 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 has 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 (or engaged in the process of) planning permission and/or listed buildings consent (if appropriate) to carry out the works.

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.

Feasibility studies

In order to assist voluntary organisations apply for funds from other sources, Hampshire County Council may support the costs of feasibility studies. Applications will be considered for 50% of the cost of such studies up to a maximum of £500.

**Community Buildings Capital Fund 2017/18
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 (District / Division)	Project Title (Total project costs)	Proposal	Amount Requested	Amount recommended capital fund 2016/17
Barton Stacey Village Hall (Test Valley / Test Valley Central)	Replacement of all windows and doors and redecoration (£4,982)	<p>The organisation seeks funding towards the replacement of rotten windows and doors with double-glazed units and some redecoration. The facility is used by a club for older people, a playgroup, WI, music, martial arts and special interest groups. 1,000 Hampshire residents are expected to benefit.</p> <p>The organisation has applied to Test Valley Borough Council for £2,491 (awaiting outcome). Councillor Gibson supports the application.</p> <p><u>Note 1:</u> This application was deferred at the last decision date (15/06/2017). <u>Note 2:</u> Desk research suggests this is the only community hall in Barton Stacey. Halls in neighbouring villages within 5 miles have previously been supported through this fund (The Colonel Jenkins Memorial Hall, Wherwell, £10,135, decision date 25/09/2013; Chilbolton Village Hall, £1,994, decision date 06/07/2012).</p> <p>It is recommended that Barton Stacey Village Hall is awarded up to 50% of project costs to a maximum of £2,490 on condition that a Reserves Policy is developed.</p>	£2,491	£2,490
Bighton Village Hall (Winchester / Itchen Valley)	Improvements to surface water drainage (£12,146)	<p>The organisation seeks funding towards the repair and improvement of drainage to cope with run off from a neighbouring car park. Currently flood water seeps under the hall through air bricks and risks causing significant and costly damage to flooring. The project costs have increased since the need was initially identified and the organisation's fundraising is no longer sufficient to meet these costs. Work is planned to take place in November 2017 and a 'without prejudice' letter has been granted to enable the contractor to be booked before a decision is made on this application. The facility is used by several fitness classes, badminton group, children's activities, Winchester Mediation Services, a village book swap and social events.</p>	£5,000	£5,000

Organisation (District / Division)	Project Title (Total project costs)	Proposal	Amount Requested	Amount recommended capital fund 2016/17
<i>Bighton Village Hall, cont.</i>		<p>320 Hampshire residents are expected to benefit. The organisation has committed £7000 of its own funds to the project. Councillor Porter was invited to comment.</p> <p><u>Note 1:</u> The organisation was awarded £7,600 Community Buildings Capital Fund 16-17 (decision date 04.10.2016) towards roofing repair.</p> <p><u>Note 2:</u> Desk research suggests this is the only community hall in Bighton, although there are halls available for community hire in neighbouring villages within five miles. These have not been supported by this fund within the last five years.</p> <p>It is recommended that Bighton Village Hall is awarded up to 42% of project costs to a maximum of £5,000 on condition that a Health and Safety Policy is developed.</p>		
Crondall Village Hall (Hart / Odiham and Crook)	Crondall Village Hall (£169,302)	<p>The organisation seeks funding towards a side extension including modernising the kitchen, increasing storage and office space, installing double glazing and upgrades to heating and lighting. The hall provides a venue for several sports, dance and fitness activities for children and adults as well as brownies, WI, special interest groups and first aid classes. 2160 Hampshire residents are expected to benefit.</p> <p>The organisation has raised £49,000 locally, secured £10,000 from Awards for All and applied to the Parish Council (£50,000) and various Trusts (£35,000). Work is planned to be completed in 2018. Councillor Glen fully supports the application.</p> <p><u>Note:</u> Desk research suggests this is the only community hall in Crondall. Halls in neighbouring villages within 5 miles have previously been supported through this fund (Froyle Village Hall, £3,998, decision date 27/09/2012 and £1,002, decision date 25/04/2013; Cross Barn, Odiham, £2,000, decision date 16/09/2014 and £14,950, decision date 15/06/2017).</p> <p>It is recommended that Crondall Village Hall is awarded up to 15% of project costs to a maximum of £25,000.</p>	£25,000	£25,000
Eastleigh Youth and Community Trust (Eastleigh / Eastleigh South)	Improving Provision (£19,193)	<p>The organisation seeks funding towards installation of LED lighting, car park improvements and landscaping, chairs, tables and redecorating. These works will bring the original facility in line with the extension funded through a large project Community Buildings Capital Fund award 2013-14, completing the improvements. The hall provides a venue for 42 regular community groups and the organisation delivers a range of services</p>	£6,438	£6,440

Organisation (District / Division)	Project Title (Total project costs)	Proposal	Amount Requested	Amount recommended capital fund 2016/17
<i>Eastleigh Youth and Community Trust, cont.</i>		<p>including inclusive activities for people with additional needs. It is supported by a team of 60 volunteers. 3000 Hampshire residents are expected to benefit. The organisation has committed £5,415 of its own funds and secured £7,340 from Eastleigh Borough Council. Councillor Irish was invited to comment.</p> <p><u>Note 1:</u> The organisation was awarded £173,280 Community Buildings Capital Fund (large projects) 13-14 (decision date 06/03/2014). <u>Note 2:</u> Desk research shows a number of established community venues in Eastleigh, reflecting the local population density.</p> <p>It is recommended that Eastleigh Youth and Community Trust is awarded up to 34% of project costs to a maximum of £6,440.</p>		
South Wonston Village Hall (Winchester / Winchester Downlands)	Replacement of heating boiler (£4,044)	<p>The organisation seeks funding towards the replacement of its boiler which is over thirty years old, unreliable and increasingly difficult to fix. The hall is used for weekly sports, fitness and special interest clubs, fortnightly craft activities and club for older people, a monthly community cinema and a village book swap. 500 Hampshire residents are expected to benefit. The organisation has committed £2000 of its own funds. Councillor Warwick supports the application.</p> <p><u>Note 1:</u> The organisation was awarded £2,980 Community Buildings Capital Fund 16-17 (decision date 21/03/2017) towards roof repair and £7,500 Community Buildings Capital Fund 15-16 (decision date 15/09/2015) towards the installation of a disabled toilet. <u>Note 2:</u> Desk research suggests this is the only community hall in South Wonston. Halls in neighbouring villages within 5 miles have previously been supported through this fund (Northbrook Hall, £25,000, decision date 04/12/2013 and £14,180, decision date 16/05/2015; Crawley Village Hall Trust, £5,300, decision date 04/12/2013; Sparsholt Memorial Hall, £5,000, decision date 15/06/2017).</p> <p>It is recommended that South Wonston Village Hall is awarded up to 50% of project costs to a maximum of £2,000.</p>	£2,000	£2,000

Organisation (District / Division)	Project Title (Total project costs)	Proposal	Amount Requested	Amount recommended capital fund 2016/17
St James' Church Hall (Eastleigh / Hedge End and West End South)	Warm Welcome Project (£41,430)	<p>The organisation seeks funds to refurbish the hall kitchen, to enable user groups to cater for up to 60 people and to support the development of a drop-in café and weekly lunch club. The venue is used by a range of groups including mothers and babies, social group for older people, guiding, fitness and special interest groups.</p> <p>The facility serves a sizeable, urban community.</p> <p>The organisation has committed £4,000 of its own funds, secured £850 from a County Councillor grant and £33,778 from Biffa.</p> <p>Councillor Craig was invited to comment.</p> <p><u>Note 1:</u> This application was deferred at the last decision date (15/06/2017).</p> <p><u>Note 2:</u> The organisation was awarded £850 County Councillor grant 2016-17 towards this project.</p> <p><u>Note 3:</u> Desk research shows a number of established community venues in West End, reflecting the local population density.</p> <p>It is recommended that St James' Church Hall is awarded up to 7% of project costs to a maximum of £2,800.</p>	£2,802	£2,800
TOTAL			£43,731	£43,730

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HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker:	Executive Member for Culture, Recreation and Countryside
Date:	18 September 2017
Title:	Appointments to Outside Bodies and Statutory Joint Committees
Report From:	Director of Culture, Communities and Business Services and Director of Transformation and Governance – Corporate Services

Contact name: Emma Clarke
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1. Executive Summary

- 1.1. The purpose of this report is to request that the Executive Member makes appointments to the Statutory Committees and Outside Bodies as listed below at Section 1.4.
- 1.2. On the 15 June 2017 the Executive Member reviewed the appointments to cultural and community organisations. An aspect of this review was the decision to no longer make County Council appointments to the New Forest Access Forum.
- 1.3. Since the decision on 15 June 2017, and following further consultation with stakeholders, additional information has been identified which would mean that the New Forest Access Forum does meet the criteria for a County Council appointment.
- 1.4. The table below provides some further detail on the New Forest Access Forum, one Outside Body and two Statutory Joint Committees which also require appointments to be made.

Name of body, number of representatives required, further information	Appointment until May 2021
New Forest Access Forum (1 rep overall) (1 representative is required) A local access forum for the New Forest National Park and South West Hampshire (New Forest District Council area) as required under the Countryside and Rights of Way Act 2000.	1x vacancy

<p>The main role of the Forum is to advise the National Park Authority, and other organisations, on how to make the New Forest countryside and coast more accessible and enjoyable. The Forum meets four times a year, with some additional training events and workshops.</p>	
<p>Eastleigh Museum JMC (3 reps overall) (2 representatives are required. Councillor Judith Grajewski is the third representative and was appointed at the 15 June 2017 Decision Day.)</p> <p>A Statutory Joint Management Committee between Hampshire County Council (HCC) and Eastleigh Borough Council (EBC) and concerns the management of the Eastleigh Museum. The Museum explores Eastleigh's past including that of the railway. There is a regularly changing programme of special exhibitions, workshops, talks and events, plus an activities schedule, a café and gift shop. The Committee meets three times a year.</p>	2x vacancies
<p>Bursledon Windmill JMC (3 reps overall) (1 representative is required. Councillors Keith House and Judith Grajewski are current representatives and were appointed at the 15 June 2017 Decision Day.)</p> <p>A Statutory Joint Management Committee between HCC and EBC and concerns the management of the Bursledon Windmill. Bursledon Windmill is Hampshire's only working windmill. Built in 1814, it was restored and reopened in 1990 as a working windmill and heritage visitor attraction. The Committee meets three times a year.</p>	1x vacancy
<p>Forest Forge Theatre Company Board (1 rep overall) (1 representative is required.)</p> <p>Based in Ringwood, the Theatre Company specialises in creating professional performances for the studio-theatre and on tour, supporting emerging artists and delivering Creative Learning projects with the ongoing aim of inspiring, engaging and transforming communities. The Company run events such as Youth Theatre, Adult Drama Groups, Community Theatre (working with the traveller community, day hospices and toddler groups) and Educational Theatre (working with Pupil Referral Units and individuals with Special Educational Needs.) The Board meets quarterly.</p>	1x vacancy

2. Recommendation

- 2.1. That the Executive Member for Culture, Recreation and Countryside makes appointments to the Statutory Joint Committees and Outside Bodies as detailed above. The term of office to expire at the County Council elections in May 2021.

CORPORATE OR LEGAL INFORMATION:**Links to the Strategic Plan**

Hampshire maintains strong and sustainable economic growth and prosperity:	yes
People in Hampshire live safe, healthy and independent lives:	yes
People in Hampshire enjoy a rich and diverse environment:	yes
People in Hampshire enjoy being part of strong, inclusive communities:	yes

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.)

DocumentLocation

None

IMPACT ASSESSMENTS:

1. Equality Duty

1.1. The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- 1.2. The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- 1.3. Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- 1.4. Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

2. Impact on Crime and Disorder:

2.1. Not applicable.

3. Climate Change:

3.1. How does what is being proposed impact on our carbon footprint / energy consumption? Not applicable to this report.

3.2. How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts? Not applicable to this report.

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