

NOTICE OF MEETING

Meeting	Executive Member for Recreation and Heritage Decision Day
Date and Time	Monday, 3rd September, 2018 at 12.30 pm (or on the rising of the Culture and Communities Select Committee – whichever is the later)
Place	Chute Room, Ell 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. GRANT FUNDING FOR CULTURE AND COMMUNITY ORGANISATIONS 2018/19 (Pages 3 - 14)

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

2. COMMUNITY BUILDINGS CAPITAL FUND 2018/19 (REQUESTS FOR £25,000 AND UNDER) (Pages 15 - 28)

To consider a report of the Director of Culture, Communities and Business Services outlining grant applications to the Community Buildings Capital Fund.

3. ANDOVER LIBRARY INTERNAL REFURBISHMENT (Pages 29 - 38)

To consider a report of the Director of Culture, Communities and Business Services seeking approval to project proposals for the refurbishment of Andover Library.

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 Recreation and Heritage
Date:	3 September 2018
Title:	Grant Funding for Culture and Community Organisations 2018/19
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. Recommendations

- 1.1 That the Executive Member for Recreation and Heritage:
- i) Approves awards from the Culture and Community Activity Grants 2018/19 totalling £12,570 to cultural, recreational and community organisations across Hampshire as outlined in Appendix 2.
 - ii) Approves a grant of £21,600 to Gosport Community Association towards the organisation's deficit on exit of the Hampshire Pension Fund.
 - iii) Approves the transfer of £15,000 to the Community Buildings Capital Fund.

2. Executive Summary

- 2.1 This report seeks approval from the Executive Member for Recreation and Heritage for £12,570 of Culture and Community Activity Grants 2018/19 to cultural, recreational and community organisations across Hampshire.
- 2.2 The report outlines the background to Gosport Community Association's request for support with a demand of £43,200 from the Hampshire Pension Fund following its exit from the scheme when its last active member of the scheme left in 2014. This member was previously employed by Hampshire County Council before transferring to employment by Gosport Community Association under TUPE and remained a member of the Local Government Pension Scheme.
- 2.3 The report provides an update on the financial position of revenue grant schemes to culture and community organisations in 2018/19 and seeks

approval to close the Culture and Community Activity Grants 2018/19 and transfer a sum of £15,000 is transferred to the Community Buildings Capital Fund, leaving a contingency sum of £6,090 for any strategically important applications in the final part of the financial year.

3. Culture and Community Activity Grants

- 3.1 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.
- 3.2 Eight organisations have applied for funding and the details are set out in Appendix 2.

4 Gosport Community Association

- 4.1 Historically Hampshire County Council employed some staff in a few community associations across Hampshire, but over time, the employment of these staff was transferred under TUPE to the individual community associations. This was the case with Gosport Community Association and staff transferred under TUPE remained members of the Local Government Pension Scheme. Gosport Community Association chose not to open this pension scheme to new members, however, and in 2014 the last active member of the scheme left employment.
- 4.2 Under the scheme regulations this meant that Gosport Community Association became an exiting scheme employer and an exit valuation was required by the fund actuary. This report identified a deficit on exit of £43,200 which the Community Association are required to pay.
- 4.3 The Community Association's accounts for 2016/17 shows provision for the £43,200 payment to the Pension Fund, but there is not enough money in reserves to pay this and the Community Association's expenditure would exceed its income if the payment was made. The Community Association has therefore approached the County Council to ask for a grant towards paying off the £43,200.
- 4.4 In 2013/14 a new committee took over the management of Gosport Community Association and it has worked hard since then to address the organisation's financial position through a staff restructure, capital works to improve income generation opportunities and a review of costs. The organisation's financial position has improved, but it remains tight while the impact of this approach begins to have an effect. The Community Association provides a valuable service to the local community by running or hiring out its spaces for a wide range of events and activities from within its extensive range of buildings. In view of this, it is recommended that a grant

of £21,600 is awarded to Gosport Community Association to meet half of the deficit charge on exit from the Hampshire Pension Fund.

- 4.5 Gosport County Councillors were invited to comment. Councillor Carter fully supports the recommendation.

5. Financial Information

- 5.1. The total draft budget for the 2018/19 revenue grants is £977,000. Of this, £475,761 was allocated on 7 December 2017 and £351,239 was allocated on 18 January 2018, with the remaining £150,000 set aside for Culture and Community Activity Grants (CCAG) 2018/19.

5.2 Allocation for CCAG 2018/19	£150,000
Previously awarded (5 March 2018)	£ 29,885
Previously awarded (10 May 2018)	£ 39,435
Previously awarded (9 July 2018)	£ 25,420
Recommendations for approval in this report	£ 34,170
Remainder available <i>(if all recommendations in this report are approved)</i>	£ 21,090

- 5.3 There are unlikely to be many more applications for Culture and Community Activity Grants in 2018/19 as the activity needs to have been completed by the end of March 2019 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 a capital fund, any money not spent by the end of 2018/19 is carried over into 2019/20. It is therefore recommended that the Culture and Community Activity Grants 2018/19 is closed and a sum of £15,000 is transferred to the Community Buildings Capital Fund, leaving a contingency sum of £6,090 for any strategically important projects in the final part of the financial year. It is further recommended that any remaining balance is transferred to the Community Buildings Capital Fund at the end of the financial year.

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.

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

Other Significant Links

Links to previous Member decisions:	
<u>Title</u>	<u>Date</u>
Grant Funding for Culture and Community Organisations 2018/19	9 July 2018
Grant Funding for Culture and Community Organisations 2018/19	10 May 2018
Grant Funding for Culture and Community Organisations 2018/19	5 March 2018
Grant Funding for Culture and Community Organisations 2018/19	18 January 2018
Grant Funding for Culture and Community Organisations 2018/19	7 December 2017
Grant Funding for Culture and Community Organisations 2017/18	18 September 2017
Grant Funding for Culture and Community Organisations 2015/16	16 July 2015
Supportive Communities Grant Award	13 March 2018
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.)

Document

Location

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.

Applicants must support the priorities and outcomes of Hampshire County Council's [Serving Hampshire - Strategic Plan for 2017-2021](#). It forms the cornerstone of all strategies and plans across departments and service areas, and features four key aims:

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

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) and applications submitted using the Short Form (£1,000 or under) may be required to resubmit using the Standard Form. 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/complementary treatment activities or support groups
- 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 must include district, borough, town or parish council funding where available. Priority will be given to applications which have partner funding in place from other sources, particularly district, borough, town or parish council funding where available.**
- 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 [Serving Hampshire - Strategic Plan for 2017-2021](#) 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 and a copy of their constitution/terms of reference.

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.

Culture and Community Activity Grants 2018/19
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 2018/19
Andover Trees United (Test Valley / Andover South)	Schools Planting Weeks 2018 (£2,830)	<p>Andover Trees United seeks funding towards a schools tree planting fortnight to take place in November and December 2018. Funding will contribute towards transport for the children, plus some refreshments and tags for trees to record the names of children who planted each one, so they can find them in the future as they grow. This is part of an ongoing project to create a community woodland, with five more years expected before it is completed. The Countryside Service fully supports this project and greatly values the efforts of Andover Trees United in engaging the community in the development of Harmony Woods. Officers from Children's Services were also consulted and are supportive of the project overall.</p> <p>1,000 Hampshire residents are expected to benefit.</p> <p>The organisation has applied for £1,000 from Test Valley Borough Council (outcome expected October 2018) and £500 from Andover Town Council (outcome expected October 2018). It is applying for more than the project shortfall of £1,330. Councillor Boiles was invited to comment.</p> <p><u>Note 1:</u> The organisation was awarded £2,425 Culture and Community Activity Grant 2015/16 (decision day 16/07/2015) and £1,010 Culture and Community Activity Grant 2017/18 (decision day 18/09/2017) towards this ongoing project.</p> <p>It is recommended that Andover Trees United is awarded the project shortfall of £1,330. In light of previous support to the project and to reduce reliance on Council funding, this will be the last award to this project for school tree planting fortnight through this grant scheme.</p>	£2,830	£1,330
BrendonCare (Winchester / Winchester Downlands)	Dementia Friendly Group (£5,300)	BrendonCare seeks funding towards a weekly activity group for people with dementia, their partners and/or carers and wider community members. The organisation is opening a pioneering new residential facility in Otterbourne in August 2018, that enables couples to stay together where one has dementia and requires residential care. The aim of the project is to provide stimulating activity, to help residents integrate into the local	£3,000	£3,000

Organisation (District / Division)	Project Title (Project Costs)	Proposal	Amount Requested	Amount recommended activity grant 2018/19
BrendonCare, cont.		<p>community and to reduce social isolation. Activities are expected to include dancing, yoga, curling and specialist dementia table tennis. As a new club there will be costs to purchase equipment, recruit and train volunteers, promote and design the club in consultation with residents, their partners and with community members, but the club will be able to operate after the grant period on lower costs making activity sustainable. Officers from Adult Health and Care (AHC) were consulted and are supportive of the proposal. AHC have a good relationship with BrendonCare Clubs. 20 Hampshire residents are expected to benefit.</p> <p>The organisation has secured £300 from Isle of Wight Community Foundation and will benefit from £2,000 in-kind support in venue costs. Councillor Warwick supports the application.</p> <p><u>Note 1:</u> The organisation was awarded an Adult Health and Care Community Based Support Grant 2018/19 of £49,696 towards Gosport Community Hub Development (decision day 13/03/2018).</p> <p><u>Note 2:</u> The organisation was awarded 8 County Councillor Grants in 2017/18 towards various BrendonCare clubs around the county.</p> <p>It is recommended that BrendonCare is awarded £3,000.</p>		
Charles Kingsley Society (Hart / Hartley Wintney and Yateley West)	Charles Kingsley 200, phase 1 (£7,100)	<p>Charles Kingsley Society seeks funding to support community outreach activity in advance of a festival in June 2019 to celebrate the bicentenary of author Charles Kingsley through activities including a series of talks, a locally written and performed play and a choral work performed by local choral societies. Funding will go towards engagement activity with local children and families including workshops in pageantry and puppetry as well as outreach work with local choral societies and a local orchestra in the lead up to performances at the festival in June. It will also contribute to some marketing costs specifically to engage children and young people via animated online marketing.</p> <p>The organisation has committed £500 of its own funds to the project and has secured £2,500 from the Duke of Wellington. 1,000 Hampshire residents are expected to benefit. Councillor Simpson was invited to comment.</p> <p>It is recommended that Charles Kingsley Society is awarded £3,000 on condition that Safeguarding Policies are developed and submitted.</p>	£3,000	£3,000
deafPLUS (Multiple)	Safe, Healthy & Independent Living Workshops	<p>deafPLUS seeks funding to support monthly one-hour workshops, to be delivered in Aldershot, Eastleigh and Farnborough, for deaf people. Topics will include online safety, making video calls, staying healthy and well (advice on nutrition and attending health checkups), universal credit, information on self-employment and how to vote. Not all of</p>	£3,000	£0

Organisation (District / Division)	Project Title (Project Costs)	Proposal	Amount Requested	Amount recommended activity grant 2018/19
deafPLUS, cont.	(£3,007)	<p>these topics are relevant to this grant scheme. The project will recruit a co-ordinator to work 5 hrs per week. Officers from Adult Health and Care commented the organisation is professional in approach and is adept at finding funding from a variety of sources. 50 Hampshire residents are expected to benefit.</p> <p>The organisation has applied for £5,000 from, Anton Jurgens Charitable Trust (outcome expected July 2018), £5,000 from Ernest Hecht Charitable Foundation (outcome expected July 2018), £5,000 from Peter Stebbings Memorial Charity (outcome expected August 2018) and £5,000 from Odin Charitable Trust (outcome expected August 2018). There is no project shortfall if any of these funding applications are successful.</p> <p><u>Note 1:</u> The organisation was awarded two grants of £29,965 each from the AHC Hampshire Community Grants Programme 2017/18 (decision day 17/01/2017).</p> <p>As there is no project shortfall and the topics for workshops are not all relevant for this grant scheme, it is recommended that deafPLUS is not supported.</p>		
Love Andover Ltd (Test Valley / Multiple)	Andover Proms in the Park (£8,075)	<p>Love Andover Ltd seeks funding towards a screening of Proms in the Park on 8 September 2018 to offer a classical music event and celebration of British culture. Local bands and choirs will also have an opportunity to appear. Funding will support hire of screen, stage, generator, seating, toilets and post-event park clean-up. 3,000 Hampshire residents are expected to benefit.</p> <p>The organisation has committed £500 of its own funds and has applied for £1,000 from Test Valley Borough Council (outcome expected August 2018). Councillors Boiles, Brooks and Locke were invited to comment. Councillor Locke supports the application.</p> <p>It is recommended that Love Andover Ltd is partially supported and awarded £1,000, matching the award from Test Valley Borough Council.</p>	£3,000	£1,000
The Society of St James (SSJ) (Rushmoor / Aldershot South)	North Lane Lodge Activities Project (£2,000)	<p>The Society of St James (SSJ) seeks funding to support monthly outdoor activities for residents of North Lane Lodge, which provides accommodation and support for entrenched homeless, most of whom also experience substance abuse and mental health issues. Activities would take place in activity centres across Hampshire with each of the male residents supported to engage in at least one activity per month to increase their social skills and develop team work, trust, time keeping and other independent living skills. The project will provide an opportunity for people who have been living a reclusive life to re-engage with others, including family and friends who they will be able to recount their experiences to. Officers from Adult Health and Care were consulted and are supportive of the proposal. The project aims align to those of the AHC departmental strategy in terms of prevention and managing demand, specifically through seeking to increase connections with others and reducing social isolation and loneliness.</p>	£1,500	£1,500

Organisation (District / Division)	Project Title (Project Costs)	Proposal	Amount Requested	Amount recommended activity grant 2018/19
The Society of St James (SSJ), cont.		12 Hampshire residents are expected to benefit. The organisation secured £100 from the Office of the Police and Crime Commissioner. Councillor Withers was invited to comment. It is recommended that The Society of St James (SSJ) is awarded £1,500.		
Weeke Community Association (Winchester / Winchester Downlands)	Matinee Club (£3,176)	Weeke Community Association seeks funding towards a fortnightly community cinema, particularly for older people. The application is to expand and embed a pilot project which has been running for six months with an average attendance of 25. Transport has been identified as a barrier and the project includes costs to hire a minibus and recruit and manage volunteer drivers/escorts as well as for an improved screen, upgraded community license to allow wider variety of titles to be show, refreshments and some publicity to expand attendance. The organisation serves a community in the 25% most deprived wards in Hampshire (IMD 2015). 40 Hampshire residents are expected to benefit. The organisation has secured £700 from North Winchester Community Church. It has not yet applied to Winchester City Council. Councillor Warwick supports the application. It is recommended that Weeke Community Association is partially supported and awarded £1,240. It is suggested the organisation apply to Winchester City Council for the remaining shortfall.	£2,476	£1,240
Westfield Productions (Eastleigh / Bishopstoke and Fair Oak)	Peter Pan (£17,304)	Westfield Productions, a community theatre group, seeks funding to stage Peter Pan as a pantomime at The Point, Eastleigh in January 2019. This will be a more ambitious and expensive production than usual to mark their 80th Anniversary, as Peter Pan requires some of the performers to fly at a cost of £3,500 to the project. The organisation will also offer a workshop to young people on the set to encourage new members. 500 Hampshire residents are expected to benefit. The organisation has secured £200 from Community Kick Start and will apply to Eastleigh Borough Council when its community grant scheme opens for applications in September. It expects to generate £11,500 from ticket sales, £500 through membership subscriptions and £750 from programmes and raffles. It will also benefit from £1,000 in-kind support in programme sponsorship. Councillor Thornton was invited to comment. It is recommended that Westfield Productions is partially supported and awarded £1,500. It is suggested the organisation apply to Eastleigh Borough Council for the remaining shortfall.	£3,000	£1,500
TOTAL			£21,806	£12,570

HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker:	Executive Member for Recreation and Heritage
Date:	3 September 2018
Title:	Community Buildings Capital Fund 2018/19 (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. Recommendation

1.1. That the Executive Member for Recreation and Heritage:

- a) Approves grant funding of £114,645 from the Community Buildings Capital Fund 2018/19.

2. Executive Summary

2.1. The purpose of this report is to seek approval from the Executive Member for Recreation and Heritage for £114,645 of funding from the Community Buildings Capital Fund 2018/19.

3. Summary of Grants:

3.1 Community Buildings Capital Fund 2018/19 applications

Organisation	District	Recommended
Alton Community Association	East Hampshire	£12,400
Bramley Village Hall	Basingstoke and Deane	£21,600
Hale Village Hall	New Forest	£7,500
King's Somborne Village Hall	Test Valley	£25,000

Organisation	District	Recommended
Lymington Community Association	New Forest	£25,000
Northbrook Hall Management Committee, Micheldever	Winchester	£3,525
Tadley and District Community Association	Basingstoke and Deane	£19,620
The Rockhouse, Andover	Test Valley	£0
Total		£114,645

4. Contextual information

- 4.1. 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.
- 4.2. 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.
- 4.3. Nine organisations have applied for 2018/19 funding and details are set out in Appendix 2.

5. Budget position 2018/19

	£
Budget approval for 2018/19	125,000
Transfer from revenue grants 2018/19 (18 January 2018)	208,994
Remainder from 2017/18 funds at 5 March 2018	12,322
Contribution from Property Services (5 March 2018)	30,000
Unspent / returned funds at 9 July 2018	1,561
Unspent / returned funds since 9 July 2018	287
Previously awarded (9 July 2018)	51,350
Grants recommended for approval in this report	114,645
Remaining balance for allocation in 2018/19	212,168

6. Criteria of grant

6.1. Criteria for the Community Buildings Capital Fund are set out in Appendix 1.

7. Other considerations

7.1. 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.

CORPORATE OR LEGAL INFORMATION:

Links to the Strategic Plan

Hampshire maintains strong and sustainable economic growth and prosperity:	no
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

Other Significant Links

Links to previous Member decisions:	
<u>Title</u>	<u>Date</u>
Community Buildings Capital Fund 2018/19 (requests for £25,000 and under)	9 July 2018
Community Buildings Capital Fund 2017/18 (requests for £25,000 and under)	5 March 2018
Grant Funding for Culture and Community Organisations in Hampshire 2018/19	18 January 2018
Community Buildings Capital Fund 2016/17 (requests for £25,000 and under)	18 September 2017
Community Buildings Capital Fund 2016/17 (requests for £25,000 and under)	21 March 2017
Community Buildings Capital Fund 2016/17 (requests for £25,000 and under)	11 July 2016
Community Buildings Capital Fund 2015/16 (requests for £15,000 and under)	16 July 2015
Community Buildings Capital Fund 2015/16 (requests for £25,000 and over)	9 April 2015
Community Buildings Capital Fund 2014/15 (requests for £25,000 and under)	16 September 2014
Community Buildings Capital Fund 2013/14 (requests for over £25,000)	6 March 2014
Community Buildings Capital Fund 2013/14 (requests for £25,000 and under)	6 March 2014
Community Buildings Capital Fund 2013/14	4 December 2013
Community Buildings Fund 2013/14	20 June 2013
Community Buildings Fund 2013/14	25 April 2013
Community Buildings Fund 2012/13	7 March 2013
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.

1.1. 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.

Criteria for 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 on projects which provide improvements that reduce running costs and develop facilities which support early intervention and prevention through helping people to stay safe, eat well, be active, access information and advice and connect with others.

Examples of eligible projects include:

- installation of insulation, new windows and a modern central heating system which could have a significant effect on heating costs as well as carbon footprint
- 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 high maintenance and heating bills
- installation of a [Changing Place toilet](#) or improvements to access or facilities for people with disabilities to make community venues more inclusive. We would expect any applications for new buildings or large extensions to show consideration has been given to the development of a Changing Place even if it is not included in the final project.

The programme is not designed to be overly 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 e.g. playgroup, lunch clubs or youth groups
- Uniformed organisations
- School properties, including preschools
- Sports clubs or venues
- 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.

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 [Serving Hampshire - Strategic Plan for 2017-2021](#) 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 costs of such studies up to a maximum of £500.

**Community Buildings Capital Fund 2018/19
Application assessment summary**

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

Organisation (District / Division)	Project Title (Total project costs)	Proposal	Amount Requested	Amount Recommended
Alton Community Association (East Hampshire / Alton Town)	Building Works Phase 4 (£24,803)	<p>Alton Community Association seeks funding towards works to bring the building up to fire protection and prevention standards, including refurbishment of internal doors, replacement of electrical sockets, fire exit signage and detection, fire shutters for the community café and works to false ceilings to ensure appropriate fire rating. This project will be jointly managed with East Hampshire District Council which owns the building and is making external improvements to an approximate cost of £70,000.</p> <p>The organisation's community programme includes a playgroup; youth club (twice weekly); large adult and community learning programme; U3A; shop mobility; community club for older people; mini-bus for community use; community café; wellbeing, sports, arts and special interest groups and activities for children and adults.</p> <p>1,200 Hampshire residents are expected to benefit.</p> <p>The organisation has committed £2,000 of its own funds to the project and has applied for £10,400 from Garfield Weston Foundation (outcome expected October 2018).</p> <p>Councillor Joy wholeheartedly supports the application and notes the value of the venue locally as well as the importance of the planned works.</p> <p><i>Note 1:</i> Desk research suggests other community halls are available in Alton, reflecting the urban setting. This scheme has previously supported community venues within five miles, including Froyle Village Hall (£5,000, decision days 27/09/2012 and 25/04/2013).</p> <p><i>Note 2:</i> The organisation was awarded £25,000 Community Buildings Capital Fund 2016/17 (decision day 21/03/2017), £34,676 Community Buildings Capital Fund 2015/16 (decision day 09/04/2015) and £5,000 Community Buildings Capital Fund 2014/15 (decision day 16/09/2014) towards Phases 1-3 of its Building Works. It was also awarded £3,000 Culture and Community Activity</p>	£12,402	£12,400

Organisation (District / Division)	Project Title (Total project costs)	Proposal	Amount Requested	Amount Recommended
		Grant 2018/19 (decision day 09/07/2018) towards Alton Community Club for the Elderly and £1,700 County Councillor Grant 2018/19 towards repairs and improvements to its boiler. It is recommended that Alton Community Association is awarded £12,400.		
Bramley Village Hall (Basingstoke and Deane / Calleva)	Proposed extension and improvement to village hall (£250,300)	Bramley Village Hall seeks funding towards an extension and remodelling to create a small meeting room/office space, relocated toilets (including accessible), larger kitchen, new nursery toilets for use by pre-school and other young children's groups using the venue and improved access to the main hall to increase multi-use of the facilities and improve financial sustainability. The current set up means when the pre-school is running sessions, other hire is limited. Facilities are currently at almost full use so additional capacity required, especially as an additional 1,000 homes are scheduled to be built locally. Planning permission is in place. The organisation's community programme includes a range of activities for different groups including Pre-School; Rainbows, Brownies and Guides; activities for children; sport and fitness activities for adults; music and dance activities; WI and a community cinema. 4,000 Hampshire residents are expected to benefit. The organisation has applied for £228,700 from Basingstoke and Deane Borough Council (outcome expected September 2018). Councillor Vaughan was invited to comment. <u>Note 1:</u> Desk research suggests this is the only community hall in Bramley. This scheme has previously supported community venues within five miles, including Brookvale Community Association (£6,250, decision day 06/07/2012), and Popley Fields Community Association (£11,909, decision day 20/06/2013). It is recommended that Bramley Village Hall is awarded £21,600.	£21,600	£21,600
Hale Village Hall (New Forest / Lyndhurst and Fordingbridge)	Two-Storey Extension to Hale Village Hall (£68,155)	Hale Village Hall seeks funding towards a two-storey extension to provide a small kitchen, improved toilets and increased storage space. It will also be fitted with sound insulation between floors to increase flexible/multi-use. The organisation has lost regular income following the recent closure of the pre-school that used its space. These works will enable it to diversify and increase hires and it has received interest from groups to hire the facilities after the improvements have been made. Planning permission is in place. The organisation's community programme includes activities for children and	£7,500	£7,500

Organisation (District / Division)	Project Title (Total project costs)	Proposal	Amount Requested	Amount Recommended
<i>Hale Village Hall, cont.</i>		<p>young people and sports and recreational activities for adults. 500 Hampshire residents are expected to benefit.</p> <p>The organisation has committed £5,500 of its own funds to the project and has secured £1,000 from Hale Parish Council. It has applied for £4,155 from Garfield Weston Foundation (outcome expected October 2018), and £50,000 from Power to Change Community Business Fund (outcome expected October 2018). Councillor Heron wholeheartedly supports the application.</p> <p><u>Note 1:</u> Desk research suggests this is the only community hall in Hale.</p> <p><u>Note 2:</u> The organisation was awarded £9,000 Community Buildings Capital Fund 16/17 (decision day 11/07/2016) towards toilets and changing room and £24,000 Community Buildings Capital Fund 13/14 (decision day 06/03/2014) towards lighting, kitchen and entrance hall.</p> <p>It is recommended that Hale Village Hall is awarded £7,500.</p>		
<p>King's Somborne Village Hall</p> <p><i>(Test Valley / Test Valley Central)</i></p>	<p>New community building and pre-school</p> <p>(£190,000)</p>	<p>King's Somborne Village Hall seeks funding towards a new modular building to relocate a pre-school from its existing facilities in the village hall, freeing up space for other hirers and providing improved facilities for the pre-school. The new building will be available outside term time to other groups. It will be built on land owned by the Parish Council and managed by the Village Hall, with the Parish Council's interest in the land to be ceded to the Village Hall on build completion. A planning pre-application is underway.</p> <p>The organisation's community programme includes more than twenty-five groups including pre-school; mother and toddlers group; adult and community learning; sports, arts and special interest groups for children and adults; groups to reduce social isolation. Plans for future use after the project has increased available space include a youth club, community cinema, cooking classes and a group for older people.</p> <p>1,200 Hampshire residents are expected to benefit.</p> <p>The organisation has committed £35,000 of its own funds to the project, has applied for £25,000 from Test Valley Borough Council (outcome expected February 2019), for £80,000 Community Infrastructure Levy (outcome expected February 2019) and has submitted an Expression of Interest for £25,000 from Loddon and Test LEADER Fund (outcome expected February 2019). Councillor Andrew Gibson was invited to comment.</p> <p><u>Note 1:</u> Desk research suggests this is the only community hall in King's</p>	£25,000	£25,000

Organisation (District / Division)	Project Title (Total project costs)	Proposal	Amount Requested	Amount Recommended
King's Somborne Village Hall, cont.		<p>Somborne. This scheme has previously supported community venues within five miles, including Stockbridge Town Hall (£4,980, decision day 16/07/2015), and Broughton Village Hall (£3,532, decision day 05/12/2012).</p> <p>It is recommended that King's Somborne Village Hall is awarded £25,000 on condition that a Reserves Policy is developed and submitted and evidence is submitted that the land has been ceded to the organisation by the Parish Council.</p>		
Lymington Community Association (New Forest / Lymington and Boldre)	Kitchen Enlargement (£88,500)	<p>Lymington Community Association seeks funding towards an extension to increase the size of its kitchen and to upgrade it to commercial/restaurant standard. The kitchen serves its main hall which can seat 120 and is used for functions as well as lunch clubs and similar. The works will increase income generation for the organisation and are part of a wider programme of improvement to the facilities to support ongoing financial sustainability.</p> <p>The organisation's large community programme includes approx. seventy-five affiliated clubs and societies offering a range of activities for children and adults; adult and community learning programme; community café; pre-school; community cinema and theatre. The venue is licensed for civil ceremonies. 4,000 Hampshire residents are expected to benefit.</p> <p>The organisation has committed £26,000 of its own funds to the project and has secured £37,500 from Lymington and Pennington Town Council. Councillor White was invited to comment.</p> <p><u>Note 1:</u> Desk research suggests another community hall is available in Lymington. This scheme has previously supported community venues within five miles, including Sway Village Hall (£22,420, decision day 05/03/2018).</p> <p><u>Note 2:</u> The organisation was awarded £21,990 Community Buildings Capital Fund 17/18 (decision day 21/03/2017) towards installation of double glazing and £25,000 Community Buildings Capital Fund 13/14 (decision day 06/03/2014) towards installation of high-efficiency gas boilers.</p> <p>It is recommended that Lymington Community Association is awarded £25,000.</p>	£25,000	£25,000
Northbrook Hall Management Committee	Northbrook Hall Improvements 2018	Northbrook Hall Management Committee seeks funding towards an upgrade of its heating system and controls to improve energy efficiency and towards improvements to the outside space to create a garden area which will increase hireable space and improve access to the storage shed outside.	£3,525	£3,525

Organisation (District / Division)	Project Title (Total project costs)	Proposal	Amount Requested	Amount Recommended
(Winchester / Itchen Valley) Northbrook Hall Management Committee, cont.	(£7,050)	<p>The organisation's community programme includes a youth club; lunch club and coffee morning; health, arts and special interest groups. 1,500 Hampshire residents are expected to benefit.</p> <p>The organisation has committed £3,525 of its own funds to the project and will benefit from in kind support from the Parish Council which will provide disposal of project waste.</p> <p>Councillor Porter supports the application. She also declared a non-pecuniary conflict of interest as Chair of one of the organisations hiring the facility.</p> <p><u>Note 1:</u> Desk research suggests another community hall is available in Micheldever. This scheme has previously supported community venues within five miles, including Micheldever Station Community & Recreation Centre, aka the Warren Centre (£200,000, decision day 06/03/2014), and Barton Stacey Village Hall (£2,490, decision day 18/09/2017).</p> <p><u>Note 2:</u> The organisation was awarded £25,000 Community Buildings Capital Fund 13/14 (decision day 04/12/2013) towards an extension, disabled toilets and windows and £14,180 Community Buildings Capital Fund 15/16 (decision day 16/07/2015) towards accessible entrance.</p> <p>It is recommended that Northbrook Hall Management Committee is awarded £3,525.</p>		
Tadley and District Community Association (Basingstoke and Deane / Tadley and Baughurst)	Toilet Refurbishment (£77,619)	<p>Tadley and District Community Association seeks funding towards toilet refurbishment, including accessible toilets. It will also take the opportunity during the refitting to improve sustainability through LED lighting and infra-red taps for reduced utilities use and costs.</p> <p>The number of expected beneficiaries was not included in the application but approx. twenty groups and activities use the venue.</p> <p>The organisation's community programme includes a pre-school; community cinema; toddler groups; healthy living and physical activities for children and adults.</p> <p>The organisation has committed £6,000 of its own funds to the project and has applied for £52,000 from Basingstoke and Deane Borough Council (outcome expected September 2018).</p> <p>Councillor Mellor supports the application.</p> <p><u>Note 1:</u> Desk research suggests other community halls are available in Tadley, reflecting the urban setting.</p>	£19,619	£19,620

Organisation (District / Division)	Project Title (Total project costs)	Proposal	Amount Requested	Amount Recommended
Tadley and District Community Assoc., cont.		<p>Note 2: The organisation was awarded £2,450 0-19 Children's Services 17/18 (decision day 02/11/2016) towards a girls' group at The Point Youth Centre and £800 County Councillor Grant 17/18 towards energy savings.</p> <p>It is recommended that Tadley and District Community Association is awarded £19,620.</p>		
The Rockhouse (Test Valley / Andover South)	Local Community Hub (£17,500)	<p>The Rockhouse is a nightclub/music venue in Andover with aspirations to offer its space during the daytime and on evenings when there are no music events for free community use. In advance of doing this, it seeks support for improvements to toilets, internal decoration, cover for an outside seating area and CCTV upgrade. It is operated as a charitable company, registered with Company House as The Rockhouse Foundation Ltd. and its articles of incorporation state that its objects are specifically restricted to the support and promotion of wellbeing and preservation of life of sufferers of mitochondrial disease. To achieve this object, profits go to the Abel Foundation which provides support for people with mitochondrial disease and their families. As such, this constitutes a fund-raising activity which is not supported through this grant scheme. In addition, the principal beneficiaries for most of the work would be the music venue users rather than potential community users (particularly the CCTV and outside seating area, which make up two thirds of the project costs) and the potential community use is limited.</p> <p>Councillor Boiles was invited to comment.</p> <p>Note 1: Desk research suggests other community halls are available in Andover, reflecting the urban setting. This scheme has previously supported community venues within five miles, including St Paul's Church & Community Centre (£12,500, decision day 07/03/2013), and Longparish Village Hall (£25,000, decision day 11/07/2016).</p> <p>Note 2: The organisation was awarded £1,313 County Councillor Grant 17/18 towards toilet improvements.</p> <p>As profit-making/fund-raising schemes are not supported through this grant scheme, it is recommended that the application is not supported.</p>	£8,500	£0
TOTAL			£123,146	£114,645

HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker:	Executive Member for Recreation and Heritage
Date:	3 September 2018
Title:	Andover Library Internal Refurbishment
Report From:	Director of Culture, Communities and Business Services

Contact names: Bob Wallbridge
Max Whitlock

Tel: 01962 847894 **Email:** Bob.wallbridge@hants.gov.uk
01962 845261 Max.whitlock@hants.gov.uk

1. Recommendations

- 1.1. That the Executive Member for Recreation and Heritage gives approval to the project proposals for the internal refurbishment at Andover Library, at an estimated total cost of £276,000.
- 1.2. That the Executive Member for Recreation and Heritage gives approval to spend and enter into the necessary contractual arrangements to implement the project.
- 1.3. That the Executive Member for Recreation and Heritage gives approval to add the internal refurbishment at Andover Library scheme to the Policy and Resources capital programme at a value of £276,000.

2. Executive Summary

- 2.1 This report seeks approval to the project proposals for the internal refurbishment and alterations of Andover library in Andover, at an estimated total cost of £276,000.
- 2.2 The purpose of this report is to seek approval to spend and enter into the necessary contractual arrangements to implement the project.
- 2.3 Approval is also sought to add the internal refurbishment at Andover Library scheme to the Policy and Resources capital programme at a value of £276,000.

3. Scope of Work

- 3.1 It is proposed to internally refurbish Andover library, located in the Chantry Centre, Andover. The alterations will include the provision of a new accessible toilet, a new community room and the creation of a new office which could enable the Andover Register Office to relocate into the library.

4. Contextual Information

4.1. The project forms part of the Library Service Transformation Strategy to 2020. The Strategy outlines a transformation programme to provide a comprehensive, high quality, modern and affordable Library Service which is sustainable for the 21st Century. This will be achieved by investment in the buildings and IT infrastructure.

4.2. The funding strategy for the overall Library investment programme was approved at the Executive Member for Culture, Recreation and Countryside Decision Day on 18 April 2016 and this report outlines the available budget from within which the project must be designed and delivered.

5. Finance

5.1. Capital Expenditure:

The following tables outline the proposed breakdown of capital expenditure across the project:

Capital Expenditure	Current Estimate	Capital Programme
	£'000	£'000
Buildings	233,000	233,000
Fees	36,000	36,000
Lease and licence fees	7000	7000

5.2. Sources of Funding:

Financial Provision for Total Scheme	Buildings	Fees	Total Cost
	£'000	£'000	£'000
1. From Own Resources			
a) CCBS Library Revenue Budget	204,000	30,375	234,375
b) Access Improvement Funding (P&R revenue budget)	15,000	2,475	17,475
2. From Other Resources	--	--	--
c) Salix Loan Fund	21,000	3,150	24,150
Total	240,000	36,000	276,000

d) *Building Cost:*

Net Cost = £240,000

e) *Furniture & Equipment:*

The loose furniture, fittings and IT equipment allocation will be provided outside this project and will be funded separately. No allocation for general furniture and equipment has been made within this building project funding with the exception of the bespoke reception desk. The additional furniture and equipment will be funded directly by the Library Service.

f) *Library funding:*

£500,000 from the Book Fund has been set aside per year for a three year period to fund the library transformation. The Library Service has confirmed that sufficient funding is available for the 18/19 programme from the current year's allocation.

g) The Salix Loan Fund is a Government programme to provide up front funding for energy efficiency improvement to be repaid from savings achieved

Details of site and existing Infrastructure

5.3. Andover library is located within the Chantry Shopping Centre off 53 Chantry St, Andover

5.4. The main entrance to the library is from the internal shopping street at ground floor level and the library space is predominantly located at first floor level with good stair and lift access. The space occupied by the library is leased from the Chantry Centre and a licence with the landlord is in place for the proposed works.

5.5. The existing mains services and drainage infrastructure at the site will be sufficient to accommodate the project proposals with some localised upgrades to the electrical distribution within the space.

6. Scope of the Project

6.1. The internal refurbishment to Andover library will include:

- Reconfiguration to the customer entrance and reception areas
- Full finishes replacement throughout
- Addition of an accessible toilet
- Alterations to form a community room and possible space for a separate Register Office
- Fire precaution upgrades
- LED lighting replacements to improve lighting levels and energy efficiency

7.2. Further details of proposals are illustrated on the attached plan.

- 7.3 It is proposed that the works be procured through the construction Minor Works Framework
- 7.4 It is anticipated that works will commence on site during Autumn 2018 and complete during Winter 2018.

7. The Proposed Building Works

- 7.1. The proposed works will be undertaken in two phases and contained within the existing space occupied by the Library Service.
- 7.2. It is proposed that the contractor will access the library site by the service yard, serving the rear of all the shop units in the shopping centre. The contractor's compound will be located adjacent to the external access steps to the library which has been agreed within the licence with the landlord.
- 7.3. Deliveries or movements of vehicles in the service yard will be managed locally by the contractor and the shopping centre management. Due to the high usage for shop unit stock deliveries, a traffic management plan will be developed in collaboration with the shopping centre management plan.
- 7.4. The shopping centre will remain in use during the construction period and local management arrangements will be put in place to manage the health and safety impact to all users.
- 7.5. A small Library facility, primarily for book and resource issues and returns, will remain operational for the majority of the term of the works.

8. External Works

- 9.1 There is no external work involved in this project.

9. Planning

- 9.1. No planning application or approval is required for this project.

10. Building Management

- 10.1. The existing building management arrangements will remain in place.

11. Professional Resources

Building Surveying	- Culture, Communities & Business Services
Mechanical & Electrical	- Culture, Communities & Business Services
Structural Engineering	- Culture, Communities & Business Services
Principal Designer	- Culture, Communities & Business Services

12. Consultations

- 12.1. The following have been consulted during the development of this project.

Executive Member for Recreation and Heritage
Cllr M Boiles (local County Councillor)
Fire Officer
Access Officer

13. Risk & Impact Issues

13.1. Please see Appendix B for a summary of the risk and impact issues considered in relation to the design of this project.

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

Other Significant Links

Links to previous Member decisions:		
<u>Title</u> Library Investment Programme approval. An Executive Member, Culture Recreation and Countryside Decision Day 18 April 2016 Library Services Transformation Project	<u>Reference</u>	<u>Date</u>
Direct links to specific legislation or Government Directives		
<u>Title</u> Section 7 of the Public Libraries and Museums Act 1964		<u>Date</u> 1964

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	

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:

Equalities Impact Assessments have been published for the impact of the Library Strategy to 2020. They have been reviewed and updated as a result of the extensive public consultation and used to inform the recommendations to the Executive Member for Culture, Recreation and Countryside

<http://www3.hants.gov.uk/rh-equalities>

2. Crime Prevention Issues:

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 Sprinkler systems are already present within the shopping centre as part of the overall centre fire management plan.
- 3.2 With respect to fire safety and property protection, the proposals have been risk assessed in line with the agreed Property Services procedures.
- 3.3 The proposals will meet the requirements of the Building Regulations and will be consistent with current fire safety legislation, the partnership arrangement with Hampshire Fire and Rescue Services, and are in line with the County Council's policy to manage corporate risk.
- 3.4 The project proposals include the following fire safety and enhanced features:
Localised alterations to the existing fire alarm system to suit the internal alterations and the provision of additional fire rated lobby to the public entrance and reception area.

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.

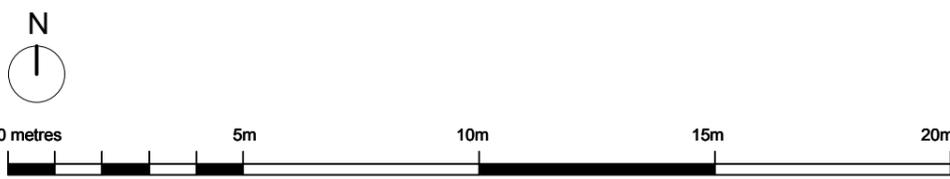
5. Climate Change:

- 5.1 The project will incorporate the following sustainability features:
Energy efficient LED lighting

Library Entrance
(from shopping centre)

Ground Floor Plan

First Floor Plan



Key:

- 01 Existing ground floor entrance lobby - redecorated.
- 02 Stairs up to library on first floor - redecorated.
- 03 Existing shop window with proposed new signage and graphics.
- 04 Proposed new registration services office.
- 05 Proposed new community room.
- 06 Proposed new accessible WC.
- 07 Proposed new kitchenette.
- 08 Existing staff facilities - redecorated.
- 09 Existing office size increased by removal of partions.
- 10 Store (existing - no works planned).
- 11 Store (existing - no works planned).
- 12 Existing meeting room - redecorated.
- 13 Existing meeting room - redecorated.
- 14 Boiler room (existing - no works planned).
- 15 Proposed new buggy park (removal of existing meeting room).
- 16 Proposed new reception area.
- 17 Proposed new fire lobby.

FOR INFORMATION



HCC Property Services,
Three Minsters House,
76 High Street, Winchester SO23 8UL.
tel: (01962) 847801

Notes	
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2 No dimensions are to be scaled from this drawing	

rev	description	date	by
A	Initial FF&E layouts	06.02.18	KT

PROJECT Andover Library Refurbishment & RFID			
SCALE 1:150@A3	DATE 06.02.18	DRAWN. KT	CHKD.

SHEET CONTENTS First Floor Proposed Plan Furniture Layouts		
DRAWING No. C08425-201	REVISION A	
FILE REF. File name		

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