

Public Document Pack

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28 February 2024

S U M M O N S

MEETING: Grants Sub-Board
DATE: 7 March 2024
TIME: 6.00 pm
PLACE: Council Chamber
Democratic Services contact: Linda Coote

PETER BAULF
Borough Solicitor & Monitoring Officer

MEMBERS OF THE BOARD

Councillor Chegwyn (Chairman)

Councillor Bradley
Councillor Burgess

Councillor Mrs Cully
Councillor Hutchison

FIRE PRECAUTIONS

(To be read by the Chairman if members of the public are present)

In the event of the fire alarm sounding, please leave the room immediately. Proceed downstairs by way of the main stairs or as directed by GBC staff, follow any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.

IMPORTANT NOTICE:

- If you are in a wheelchair or have difficulty in walking and require access to the Committee Room on the First Floor of the Town Hall for this meeting, assistance can be provided by Town Hall staff on request.

If you require any of the services detailed above please ring the Direct Line for the Democratic Services Officer listed on the Summons (first page).

NOTE:

- i. Councillors are requested to note that, if any Councillor who is not a Member of the Board wishes to speak at the Board meeting, then the Borough Solicitor is required to receive not less than 24 hours prior notice in writing or electronically and such notice shall indicate the agenda item or items on which the member wishes to speak.
- ii. Please note that mobile phones should be switched off or switched to silent for the duration of the meeting.
- iii. This meeting may be filmed or otherwise recorded. By attending this meeting, you are consenting to any broadcast of your image and being recorded.

AGENDA

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes of previous meeting held on 7 December 2023** (Pages 5 - 12)
4. **Deputations**

- *(NOTE: The Board is required to receive a deputation(s) on a matter which is before the meeting of the Board provided that notice of the intended deputation and its object shall have been received by the Borough Solicitor by 12 noon on Tuesday 5th March 2024. The total time for deputations in favour and against a proposal shall not exceed 10 minutes).*

5. **Public Questions**

- *(NOTE: The Board is required to allow a total of 15 minutes for questions from Members of the public on matters within the terms of reference of the Board provided that notice of such Question(s) shall have been submitted to the Borough Solicitor by 12 noon on Tuesday 5th March 2024).*

6. **Awards Update from Previous Boards** (Pages 13 - 20)

This report provides an update on the funding awards and recommendations made by the Board at its previous meetings, including six end of project reports and one interim report. This report also provides an update on the creation of a separate Events Fund

7. **Community Grant Fund Applications** (Pages 21 - 36)

To provide a summary of each application received to the Community Fund in this funding period in order that members can determine if they wish to award grant funding for each proposal as set out in this report.

8. **Late Items Community Grant Fund**

To consider applications for Community Grant Funding from:

1. The Lee Hub Independent Community Library to replace front doors
2. Veterans Can for venue hire for a networking event.

9. **Heritage Fund Applications** (Pages 37 - 44)

To provide a summary of the five applications received to the Heritage Fund in this funding period in order that members can determine if they wish to award grant funding for the proposals set out in this report.

10. **Any other items**

Public Document Pack Agenda Item 3

Grants Sub-Board
7 December 2023

A MEETING OF THE GRANTS SUB-BOARD WAS HELD ON 7 DECEMBER 2023

Councillors Bradley, Burgess, Chegwyn, Mrs Cully and Hutchison

23. APOLOGIES

There were none

24. DECLARATIONS OF INTEREST

Councillor Cully declared a personal interest in item 7 para 3 as her husband is a tenant of a non GBC allotment

Councillor Hutchison declared a personal interest in item 8 para 3 as he has attended meetings of the D-Day Fellowship.

Councillor Burgess declared an interest in item 7 para 7 as he had awarded them a grant as an HCC Councillor

Councillor Chegwyn declared an interest in the following items as he had awarded them a grant as an HCC Councillor:

Item 7 para 12

Item 7 para 13

25. MINUTES OF THE PREVIOUS MEETING HELD ON 28 SEPTEMBER 2023

RESOLVED: That the minutes of the meeting held on 28 September 2023 were signed as a true and correct record.

26. DEPUTATIONS

There were no deputations but 11 representatives had requested to speak to the Sub Board on their applications

27. PUBLIC QUESTIONS

There were none

28. AWARDS UPDATE FROM PREVIOUS BOARDS

Consideration was given to a report by the Head of Corporate Policy and Community Safety confirming changes made to the grants guidance and forms as outlined in the September 2023 Sub Board to clarify the process for applicants and aid administration of the grants process effective from this round. It also provides an update on the funding awards and recommendations made by the Sub board at its previous meetings including three end of project reports.

The Grants officer shared the following interim report from the Diving Museum.

The Diving Museum closed on October 2nd and all the exhibits were placed into storage. The contractor took over the Battery at the start of November and the project is scheduled to be completed in May 2024.

The grant award toward the £860,000 project to make No2 Battery an even better asset for the Borough is greatly appreciated by the society. A full end of project report will be submitted to the Board after completion of the project in the New Year.

Members were reminded that the applicants have up to two years in which to spend their grants, and therefore some projects may not be started yet, but other more event based grants had been chased.

The Chairman expressed his sympathy for the organiser of Fortonfest on their sad loss.

RESOLVED: That the Sub Board noted:

- i) The status report provided on the June and September Sb Board awards and recommendations in Appendix 1
- ii) Three end of project report summaries from March awards

29. COMMUNITY GRANT FUND APPLICATIONS

Consideration was given to a report by the Head of Corporate Policy and Community safety providing a summary of each application received to the Community Fund in this funding period in order that Members can determine if they wish to award grant funding for each proposal as set out in this report.

The Chairman started by explaining the process to the applicants and checking the balances available with the Grants Officer.

Members agreed to award £5,000 to Gosport Allotment Holders and Gardeners Association contingent upon successful planning permission being obtained at its September meeting, and were updated that the planning permission was still pending.

Members agreed to award £4,000 to the Rowner Bowling Club as a contribution toward a new perimeter fence per its September grant application as all outstanding queries about the proposed fence had been answered.

- i) Willow Incredible Garden

The applicant wished to thank the Members that had visited the site, and confirmed that the grant applied for would purchase the materials required to create an outdoor learning space. Previous works had been carried out by volunteers who had trade experience and it was hoped to do the same again.

Members asked the applicant to provide more details of the proposed outdoor learning space structure to the planning department to determine if it would require planning permission.

Members were advised that due to the increased price of materials other grants would be sought to make up the shortfall.

Members wished to congratulate the applicant on what had been achieved so far and recognised the value of the project to the community. A future visit was agreed.

Members agreed to award £5,000

ii) Hub4Stuff

Members were advised that the organisation is staffed only by volunteers and collects unwanted furniture and household goods to redistribute to those in need. They also provide new cooking facilities such as microwaves and hot plates, and no one is ever turned away. The money would also be used to pay the costs associated with the delivery van.

Members agreed that Hub4Stuff provided an invaluable service and worked closely with the housing and homeless departments to provide for the most in need in the community.

Members agreed to award the full amount of £1,500

iii) Lee Rangers Football Club

Members who are familiar with the club advised that it is a well organised team which takes on players from a young age right through to adulthood.

Members agreed to award the full amount of £1,000

iv) Green Dragon Football Club

Members were advised that the club had been started in 2010 as a five a side, but had grown over the years, but kept many of the original players. They play in the Sunday league and consist of two teams. The club had been involved in many fundraising schemes for other community groups.

In answer to a Members question the applicant advised that the jackets would instill a feeling of team spirit and belonging into the players, and a sense of pride.

The applicant also described other team equipment items it regularly needs to replace.

Members agreed to award the sum of £2,000

v) Gosport Rovers Football Club

Members agreed to defer this application

vi) Gosport Cricket Club

Members were advised that the grant would fund the purchase of two sightscreens, as the current ones are falling apart. These type of screens are an accreditation requirement, without which the teams can't play in the Southern Cricket League.

The applicant explained that they had been recognised as the most improved ground last year and wished to continue to improve in order to raise perception of the ground and inspire more people to train there.

Members wished to recognise the commitment and opportunities created for such a mixed group.

The applicant invited the members to visit next season and advised them of the Friday café.

Members agreed to award the full amount of £3,042

vii) GADSAD

Members were advised that GADSAD provide sporting activities for the disabled overseen by 8 volunteers. They offer activities to help with a range of physical and mental health issues, and provide respite for carers and offer company and a sense of community.

The applicant explained that the decision had been made to hire a mini bus when their own finally had to be scrapped, and the grant would fund this vital element of the group, along with replacing sport equipment.

Members were advised that the hall is rented out to other groups and this was an area they were hoping to expand on along with other types of fundraising.

The Chairman suggested applying for a HCC grant to make up the request.

Members agreed to award £4,000

viii) The Ritz at St Vincent.

Members were advised that a team of volunteers staged a cinema screening once a fortnight at St Vincent. The hire of the venue and the cost of renting the films had both jumped to a point where they are losing money at most screenings.

The applicant explained that they had been awarded a grant to show a particular directors films, and were confident that commercial advertising at the screenings would help increase the income. There had been collaborative screenings at venues such as Thorngate Hall and the Diving Museum, but worked to complement the Gosport Community Cinema and not clash on screening days.

Members hoped that the Council could help promote the screenings as part of its own events marketing.

Members agreed to award the full amount of £1,221

ix) Gosport Community Cinema

Members were advised that although cinema is at the heart of this application it is also a community service which tries to reach people for whom visiting a cinema would be impossible, and provides a break from the loneliness and social isolation felt by many.

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The applicant explained that the grant would be used as match funding to attract Lottery type grants and would cover the running costs up to April so the team could focus on delivery of a screening day per week and exploring the possibility of commercial sponsorship.

Members were advised that Thorngate had been extremely supportive of this project but realistically may not be able to increase this support if the screenings were held more often.

Members agreed to award £4,522

- x) Late item from Bridgemary Rowner and Woodcot Community Association

By reason of special circumstances, the Chairman determined that the following item be considered at this meeting notwithstanding the fact that the item had not been available for public inspection in accordance with the provisions of Section 100B94)(a) of the Local Government (Access to Information) Act 1985

RESOLVED: That the Sub Board agreed to take the late item.

Members were advised the association has been based in the grounds of Bridgemary school since 1947. It consists of a hall and lounge bar which is hired out to a wide variety of community groups. Three hundred members use the bar area.

The applicant explained that they had recently refurbished the hall and kitchen. The grant would be used to replace the front doors, to facilitate greater accessibility, and decorate the lobby area to make the area safer and more inviting.

In answer to a Member's questions officers were asked to confirm terms of the underlease.

Members agreed to award the full amount of £5,000 subject to the terms of the lease.

RESOLVED: That the Sub Board

Considered the applications in the report and:

1. A grant of £5,000 to be paid to the Willow Incredible garden
2. A grant of £1,500 to be paid to Hub4Stuff
3. A grant of £1,000 to be paid to Lee Rangers Football Club
4. A grant of £2,000 to be paid to Green Dragon Football Club
5. Defer the application from Gosport Rovers Football Club
6. A grant of £3,042 to be paid to Gosport Cricket Club
7. A grant of £4,000 to be paid to GADSAD
8. A grant of £1,221 to be paid to The Ritz at St. Vincent
9. A grant of £4,522 to be paid to Gosport Community Cinema
10. A grant of £5,000 to be paid to BRW Community Association subject to confirmation of the terms of the underlease.

30. HERITAGE FUND APPLICATION

Consideration was given to a report by the Head of Corporate Policy and Community Safety providing a summary of the two applications received to the Heritage Fund in this funding

period in order that Members can determine if they wish to award grant funding for the proposal asset out in this report.

I) The D-Day Fellowship

Members were advised that it was hoped that the heritage grant from this sub board would kick start the fundraising and help to land match funding from other organisations.

The applicant recognised that the scheme still had to receive planning permission but was hoping it could still be delivered by June 6th 2024.

Members were in favour of memorials as a concept but felt they had more meaning for and buy in from the community linked to the subject if they had been part of the fundraising and project.

It was agreed that the Canadian Stone was owned by GBC, but the applicant had written to Canada House to advise them of the plan.

Members agreed to use GBC social media in order to promote the fundraising campaign.

Members agreed to pledge £5,000 and a letter of support, conditional on planning permission being granted and the rest of the project costs being raised.

ii) Nest & Anchor Events Limited- Anchored in Gosport project.

Members all agreed that Nest & Anchor's social media presence was excellent and that the Christmas market had been a success.

Members were advised that the purpose of the project was to connect independent businesses, provide a showcase in which their story could be told, and hopefully increase footfall to the shops. There would be three parts to the project. A physical magazine including pieces on each of the businesses, an online digital platform where blog posts would provide an updated story of what was going on in the High Street and an exhibition to be staged somewhere on the High Street, possibly the Imagination Refinery.

In answer to a Member's question, the applicant confirmed that the exhibition would be focused on the heritage of the market and as well as including photos would also be dependent on audio of people's memories.

Members were concerned that 500 copies of the magazine would not be enough and suggested checking with the Councils repro department for comparison quotes. It was felt that the "then and now" aspect of the project would be very popular. The applicant advised that they did not want the magazine to be advert heavy, more editorial and promotional.

Members felt that this was a potentially good project, which would raise awareness of the High Street businesses and market, but needed more thought, and possibly linked in with the Councils events programme.

Members agreed to defer any decision to the next meeting.

RESOLVED: That the Sub Board:

Considered the applications in the report and:

1. A letter of pledge for a £5,000 grant conditional on it being the last £5,000 of the total scheme cost, and subject to planning permission being granted.
2. Defer to the next meeting

31. ANY OTHER ITEMS

CHAIRMAN

Concluded at 8.40 pm

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Board/Committee:	GRANTS SUB BOARD
Date of meeting:	Thursday, 7 March 2024
Title:	Awards Update from Previous Boards
Author:	Head of Corporate Policy and Community Safety
Status:	For Noting

Purpose

This report provides an update on the funding awards and recommendations made by the Board at its previous meetings, including six end of project reports and one interim report. This report also provides an update on the creation of a separate Events Fund.

Recommendation

That the Board:

- i) Notes the six end of project reports and one interim report received since its last meeting
- ii) Notes the status report provided on the previous Board awards and recommendations in Appendix 1
- iii) Notes the creation of an Events Grant Fund

1.0 Background

1.1 Members will recall that the initial processes set up for administering the Community and Heritage Grant funds were considered pilot processes with lessons learned being incorporated into later funding rounds.

1.2 The Chief Executive was given delegated authority in consultations with the Leader to review this process with other officers at the P&O Board (30/11/22) as it was accepted that there may need to be adjustments made to provide greater clarity to applicants and ease of administration.

1.3 At the request of the Chair of the Grant Sub Board, an Events Fund has been created to support inclusive community events in the Borough that bring people together, celebrate and enhance local attractions and amenities, provide local opportunities and contribute to the local economy.

1.4 This new fund will open for applications from 1 April and applications will be considered for the first time at the Grants Sub Board scheduled to take place on 27 June 2024. The maximum award from the Events Fund for a single event will be £10,000. The total amount in this fund for 2024-25 will be £77,000.

1.5 Any applications received for the March Sub Board seeking grant funding for community events scheduled to take place before the 27 June Grant

- Sub Board meeting will still be considered at the March meeting.
- 1.6** Applicants to the March Grant Sub Board seeking funding for community events after June will be deferred to the June meeting and advised of the opportunity to amend their requested amount in light of the higher maximum award allowable under the Events Fund.
- 1.7** All event organisers hoping to benefit from the new Events Fund will have the opportunity to apply. The application form and guidance will be available on the Council's website from 1 April 2024. Subsequent rounds of the Events Fund will operate on the same timescale as the Community Fund and the Heritage Fund.
- 1.8** This rest of this report includes six end of project report summaries and one interim report summary received since the last Board and provides a short status update on previous grant awards made.

2.0 Report

- 2.1** An updated status summary of all grant awards made or deferred at previous Grants Sub Board is available in Appendix 1.

3.0 Gosport Living History Society

- 3.1** The Society was awarded £7,431 last June to repair and replace areas of wattle and daub on buildings in the Little Woodham Living History Village and coat repaired areas with lime wash.
- 3.2** The grant was completely spent for this repair work that improved the presentation to the visiting public and improved the use of the under-croft area. An additional £400 was spent by the Society due to an underestimate of the repair works needed.
- 3.3** The Society has ring-fenced some of its savings from income to help cover such repairs needed to the buildings into the future. It has supplied several before and after photos of the repaired buildings.

4.0 Fareham and Gosport MS Society

- 4.1** The Society was awarded £4,759 in June to replace the doors of its storage garage that were heavy, large, warped and wooden and over 40 years old with new doors which are easier to access and allow light into the garage as it has no electricity.
- 4.2** The new doors were installed in October and allow members to retrieve and store equipment in all weathers, keeping items dry and safe, and the windows above the doors allow sufficient light to see inside.
- 4.3** The Society has been successful in obtaining another grant for shelves in the garage and report The Men's Shed has repaired the guttering on the garage.
- 4.4** Before and after photos were supplied with the report.

5.0 Stoke Road Community Association

- 5.1 The association received a £1,000 grant in March toward the costs of holding a free Stoke Road Community day last year on 16 September.
- 5.2 The organiser said the event promoted the Stoke Road area and raised awareness of the many shops, community groups and clubs that meet in and around Stoke Road. All the entertainments and activities were free to access and brought many people together.
- 5.3 There were no exact measurements of success provided, but a link to several photos taken on the day was provided with the report.
- 5.4 The organiser stated the project has helped the traders to build a sense of community and pride.
- 5.5 There are no long-term on-going costs other than £100 to maintain the premises license with Hampshire County Council. The Association is looking at funding streams and sponsorship for future events.

6.0 Lee-on-the-Solent Community Association

- 6.1 The Association was awarded £2,287 in September to replace five fire exit doors that were weather damaged.
- 6.2 The new doors were installed in December. They improve building security and improve the emergency exit procedure for anyone using the main hall, cellar and committee room.
- 6.3 There are no on-going costs and the Association has provided before and after photos with the new doors in place.

7.0 Yellow Edge Gallery

- 7.1 The gallery was awarded £2,500 last March to run art classes for local children ages 5 – 11 between 31 July and 5 August.
- 7.2 The organiser reported a high level of engagement with families and children taking part in creative events which also promoted awareness of Stoke Road businesses as many of the people taking part hadn't visited Stoke Road for quite a while.
- 7.3 Feedback received during and after each workshop from both parents and children were very positive. The exhibition was also well-attended by parents and extended family members. There are no ongoing costs; a shortfall of £500 was met by the gallery for the project.
- 7.4 Photos and a video of the project was included in the end of project report.

8.0 Elson Infant School

- 8.1 The school was awarded £1,000 in June to create a sensory space, a planting area all classes and a memorial space. Work was undertaken over the last few months and the garden will soon be open to families and children
- 8.2 The school will open the space in the summer months for a drop in session for families. A service club and gardening club that help to maintain the space are already in place.

8.3 There are ongoing costs associated with the project such as staffing costs to run the gardening club and the cost to buy seeds and maintain plants, but these will be absorbed within the school's budget.

9.0 12th Gosport Scout Group – Interim Report

9.1 The scout group was awarded £6,000 in March 2023 toward the cost of replacing the Scout Hut's roof. In its interim report, the Scout Group said work was delayed due to rising construction costs and finding the right roofer to do the work.

9.2 The treasurer has reported that a roofer has now been found to commence the work at a reasonable price and in the interim the scout group has managed to secure additional grant funding to bridge the funding gap.

9.3 The site is cleared to receive the building materials and the work is expected to start in the next two months. The grant is very much needed and appreciated and the treasurer confirmed a further update will be provided at the completion of the work.

10.0 Risk Assessment

10.1 There will always be an element of a risk when issuing grants to a third party organisation. The Council have financial and legal due diligence measures in place to ensure that the risks are minimised and will not issue any grants until the Council is satisfied that these measures have been satisfied.

10.2 The Grant Agreement forms are part of the measures to ensure the money is used for the purposes set out in the application and agreed by the Sub-Board.

11.0 Conclusion

11.1 This report provides six end of project report summaries and an interim report from previous grant recipients and a status update on all previous awards made since March 2023 for noting by the Grants Sub Board.

Financial Services comments:	No comments needed
Legal Services comments:	No comments needed
Equality and Diversity:	Not applicable for this report
Climate Change implications:	Not applicable for this report
Crime and Disorder:	Not applicable for this report
Corporate Plan:	The Grants Process empowers residents to contribute towards the six priorities
Risk Assessment:	Contained within the report
Background Papers:	Community Grant Guidance
Appendices:	Appendix 1 Status Report Table from Previous Board Awards
Report Author/Lead Officer:	Mandy Baggaley, GBC Grants Officer, Corporate Policy & Community Safety

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Status of Grant Awards from Previous Boards

December Awards- Updates

Organisation	Grant Paid	Status
Green Dragon Football Club	✓	
Gosport Borough Cricket Club	✓	
Rowner Bowling Club	✓	
Willow Incredible Garden	x	Pending structure details to ascertain if planning permission needed
GADSAD	✓	
Gosport Borough Cricket Club	✓	
Gosport Community Cinema	✓	
Gosport Rovers Football Club		Application withdrawn
Hub4Stuff	✓	
Lee Rangers Football Club	✓	
The Ritz at St Vincent	✓	
The D Day Fellowship	N/A	Pledge letter sent with the proviso permissions granted and balance being raised

September Awards- Updates

Organisation	Grant Paid	Project Report Received
Golden Lion Football Club	✓	requested
LOS Community Assoc.	✓	✓ Included with this report
Green Dragon Football Club	x	Deferred to December and December award made
Gosport Borough Cricket Club	x	Application withdrawn, alternative solution agreed with GBC
Rowner Bowling Club	✓	requested
Gosport Allotment Holders & Gardeners Assoc.	x	planning permission received, query re lease update to Property Services
Willow Incredible Garden	x	See December update
Harbour Cancer Care Support	✓	Project ends April 2024
Gosport Museum & Art Gallery	✓	Project ends March 2024

June Awards- Updates since September

Organisation	Grant Paid	Project Report Received
Friends of Stanley Park	✓	✓
Gosport Model Yacht & Boat Club	✓	✓
Elson Infant School	✓	✓ included with this report
Solent Town Football Club	✓	✓
FortonFest Event	✓	✓
Gosport Hospital Radio	✓	requested
Big Noise Community Samba Band	✓	Project ends July 2024
Gosport and Fareham MS Society	✓	✓ included with this report
MHA Communities Gosport & Fareham	✓	Project ends July 2024
Hampshire Music Service	✓	Project ends August 2024
Disability Union	✓	Project ends September 2024
Oarsome Chance	✓	Project ends July 2024
St. Mary's Parish Alverstoke	N/A	
Little Woodham LH Village	✓	✓ included with this report
HAZ Sunset Festival	✓	requested

March Awards- Updates since September

Organisation	Grant Paid	Project Report Received
12th Gosport Scout Group	✓	✓ Interim update included with this report
C2U	✓	✓
Friends of Hardway	✓	✓
Gosport Community Cinema	✓	requested
Gosportarians	✓	✓
Hampshire Music Service	✓	Project ends August 2024
Level Up Gosport	✓	Project ends August 2024
Montserrat- Coronation event	✓	✓
Montserrat-Stage truck stage	✓	✓
Portsmouth Harbour Marine	✓	requested
Repair Café Gosport	✓	requested
St Matthew's Church	✓	requested
Stoke Road Community Assoc.	✓	✓ included with this report
Yellow Edge Gallery	✓	✓ included with this report
Historic Diving Museum	✓	Interim update provided at December Board

Board/Committee:	GRANTS SUB BOARD
Date of meeting:	Thursday, 7 March 2024
Title:	Community Grant Fund Applications
Author:	Head of Corporate Policy and Community Safety
Status:	For Recommendation

Purpose

To provide a summary of each application received to the Community Fund in this funding period in order that members can determine if they wish to award grant funding for each proposal as set out in this report. A list of all applications made to date with amounts requested is in Appendix 1

Recommendation

That the Board:

- Consider the 15 applications outlined in the report

1.0 Background

1.1 Members will recall at the Policy and Organisation Board of 30th November 2022 that the Council agreed to set up a new Community Fund to offer grants to local community projects and first Grants Sub Board met in March to award grants and make recommendations to applicants.

1.2 Following the September Board, the Community Fund grant guidance and application form were amended to reflect the changes agreed by the Grants Sub Board, notably to reduce the maximum award to £5,000 and to emphasise the desirability of match funding evidence on applications over requests for the full cost amount.

1.3 This report summarises the applications made to the Community Fund since the December Grant Sub Board meeting. All applications received and verified to date are included as part of this report after which any received may be submitted as a late item.

1.4 The Community Fund has the following priorities and applicants are asked to identify which of the following their project will help to address:

- a) Enhancing community places and spaces;
- b) Bringing people together and building stronger communities;
- c) Improving sustainability and tackling climate change;
- d) Developing people, skills and opportunities.

- 1.5** The Community Fund guidance advises that funding awards will be looked on more favourably where applications can demonstrate:
- a) A strong evidence of need;
 - b) The proposed approach is likely to achieve the desired outcomes;
 - c) The application does not contain high revenue costs that cannot be sustained long term;
 - d) A lasting benefit can be achieved;
 - e) It meets more than one of the four funding priorities;
 - f) Match funding is provided;
 - g) It will benefit a significant number of people;
 - h) Public benefit outweighs any private gain.

2.0 Report

2.1 Accounts has confirmed that there is a total of **£58,920** available in the general fund Community Fund for 2024/25. The 2023/24 Community Fund General Fund has all been allocated, with **£9,196** available from the 2023/24 Community Infrastructure Levy (CIL Neighbourhood Fund). The amount of CIL funding available for 2024/25 is not yet confirmed.

2.2 For this round of Community Grant awards the Council received 16 new applications for consideration; however one has been deferred to the June Sub Board meeting for consideration under the new Events Fund.

3.0 Gosport Railway Society

3.1 The voluntary group researches and records the history of the railways on the Gosport peninsula and others nearby and is seeking **£429** or 50% of the total cost of £841.80 to publish books and greeting cards to sell in local shops.

3.2 The society said post pandemic its membership and sales have dropped considerably. It aims to educate and inform the public about local railway history and sells its books in local shops to fund its activities.

3.3 It has provided a cost breakdown for the printing of 135 books under nine different titles as £769.20 and the printing of 60 greeting cards under three designs as £72.60

4.0 Incredible Edible Gosport

4.1 This is a Community Interest Company (CIC) based in Nightingale Road, whose purpose is to build stronger connections between those involved in the local food system.

4.2 It is seeking **£824.86** or 89% of the total cost of £924.86 for its Eating for Health Project, a pilot four-week cookery/nutrition/wellbeing course aimed at people with long-term health issues. The pilot will involve 10 people and will be fully evaluated on what impact changes to diet can make to long-term health conditions such as diabetes and cardiovascular disease.

4.3 The project aims to:

- Explore health and wellbeing with a focus on food and relaxation.
- Strengthen connections and reduce social isolation
- Enhance cooking skills using fresh, healthy ingredients
- Educate 3 participants about nutrition and self-care
- Advise on accessing affordable, healthy food and cutting waste
- Provide an opportunity to relax via guided meditation session
- Link in with partners – Social Prescribers, the Community Pantry, Walking for Health groups also offering support
- Encourage volunteering linked to the local food system – growing, composting, food distribution etc
- Build their confidence and strength to help bring about change.

4.4 The company has provided the following cost breakdown for the project:

Per course:	
Staffing 14 hours @ £16 ph	£ 224
Venue hire 14 hours @ £13 ph	£ 182
Ingredients	£ 160
Publicity	£ 30
Total	£ 596
One off cost: Equipment and materials	
Double induction hob	£128.99
A1 flip chart stand with white board	£ 55.90
A1 paper pad	£ 11.99
2 x printed aprons	£ 31.98
Total:	£228.86
Overall total:	£824.86

4.5 Participants will be asked to pay £1 per session as the company believes that people are more likely to value a course and attend if there's a cost, however small. Refreshments will be served.

4.6 The aim is to make this sustainable by offering the course at a market rate for those who can afford it, using income to cover costs. Local supermarkets will be approached to try to raise income through their fundraising opportunities.

4.7 The project will run from April to December 2024.

5.0 Harbour Cancer Support Centre

5.1 Harbour Cancer Care Support is a registered charity, 1102055, based on Stoke Road and providing practical and emotional support to anyone affected by cancer and is seeking **£2,038** or 100% of the hall hire costs to host its Harbour Coffee Morning/ Support Group in 2024.

5.2 Currently the coffee morning occurs twice a month, but participants have requested that this be weekly. Volunteers are in place, but due to the nature of confidential therapies undertaken at the main support centre the coffee morning needs to run off site; therefore funding is needed to cover the hall hire costs.

5.3 Approximately 15 people attend per session, so over 52 weeks this would create 780 spaces. The sessions offer peer support and signposting to other services and supports. Hall hire costs were submitted at £39 per session x 52 sessions= £2,028.

5.4 The charity has a donation pot onsite; however, donations usually go towards the purchase of the refreshments required.

6.0 Mend & Tend Service- Gosport Voluntary Action

6.1 This is a non- profit service run by Gosport Voluntary Action (GVA), a registered charity,1087177, providing garden and home maintenance services for vulnerable local residents and is seeking **£2,146** or 26% of the total cost of £8,235 to aid continuation of the project for a further year, during the cost of living crisis. The service is currently applying for other grants to help run the service it provides to approximately 300 people.

6.2 Funding received by the Inman Trust for 2023 allowed the service to run during this cost of living crisis without charging administration fees by invoice, reducing the cost to the customer and reducing the running costs. Customers currently pay their self-employed worker directly at £12.00 per hour.

6.3 In order to match fund any successful grants the service said it needs to introduce a small annual subscription fee, from 1st April 2024, to support the continuation of the project, but will continue to apply for other grant funding.

6.4 The service has identified a significant increase in referrals from GBC tenants, 1/3 of referrals in the last 12 months. Feedback shows this is a result of changes to the GBC Repair Responsibility leaflet.

6.5 In the last tax year, the service provided support to 202 local residents. The team provided 3,689 hours of gardening support & 519 hours of repairs/décor support. From April – September 2023 it had 63 new customers, indicating a great need for this service to continue.

6.6 The service offers flexible self- employment opportunities and is recruiting to the service to meet growing demand.

6.7 Mend & Tend submitted the following breakdown of the total costs for the service, covering staff & volunteer administration hours, finance and overheads for 1 year (2024)

Weekly admin includes but is not limited to:

- Recruitment, interviewing & vetting (refs & DBS checks) of workers
- Allocation of customers & monitoring new workers/customer reviews
- Answering new enquiries/request calls/emails
- Data collection/data entry/monitoring

Costs:

- Postage costs where email applications aren't available
- Stationery & printing costs
- Landline phone & mobile phone costs
- Room hire, utilities, building overheads, insurances etc
- Data base
- Staff and volunteer training
- Staff and volunteer hours

Direct cost – £7133.00

Overheads - £1102.00

7.0 The Village Home Football Club

7.1 This Gosport Sunday League men's football club has 30 members from across the Borough, aged 18 to 56 and is seeking £1,000 or 33% of its annual costs to ensure it can continue to provide the exercise, health and wellbeing benefits the club provides to its members.

7.2 The club is contributing £1,600 of its own resources through match subs and is actively pursuing sponsorship opportunities.

8.0 Gosport Borough Youth Football Club

8.1 The club said it organises matches for over 70 teams of children in Gosport and is seeking **£2,500** or 75% of the total cost of £3,024 to supply football kits for its six new teams (72 children) this year. It is supplying £500 from its own resources.

8.2 The cost works out to £42 per kit per person from their usual supplier and it is their wish to keep all of the football kits the same so has not provided any alternative supplier and costs.

8.3 The club said there is no funding available for this from the Hampshire Football Association. It currently leases St Georges playing fields from the Ministry of Defence (MOD).

9.0 TML Football Club

9.1 This football club has three football teams in the Gosport, Fareham and Solent League. Almost all of its players are from the Borough and it is seeking **£2,812.70** or 93% of the total cost of £3,031.69. The club is contributing £68.99 of its own resources and £150 in kind.

9.2 The club formed in 1978 and was managed by the applicant's grandfather until 2004. It reformed in 2010 and the applicant took charge of it in 2017. It has grown into three teams with approximately 100 players. Some of its

original players are still playing.

- 9.3** If successful in receiving funding, the club would use it in three ways:
- to buy some basic training equipment such as bibs cones and balls.
 - cover the cost of training facilities for a 6 month period, requesting the whole site and splitting into three secession to enable individuals to mix with similar abilities to help improvement.
 - host an 6 a side tournament between our players and any others who would like to take part.

- 9.4** The club is particularly keen on helping young coaches gain coaching badges by taking these sessions, enabling players to learn new skills and to help improve mental health and social interactions.

- 9.5** The team has provided a cost breakdown:

Cost	Units	Total
Training		
Bay house whole pitch for 3 teams over 6 months £82.50	26	£2,145.00
Tournament		
Bay house pitch		£ 82.50
Referee x 2 £20	8	£ 160.00
Trophy £150	1	£ 150.00
Laundry £19.99	1	£ 19.99
Water £2.40	10	£ 24.00
First Aid £25.00	1	£ 25.00
Equipment		
Bibs 25 pack £24.00	4	£ 96.00
Cones set £31.00	1	£ 31.00
Mitre footballs £8.45	6	£ 50.70
total		£3,031.69

10.0 Disability Union

- 10.1** This is a community interest company (CIC) supporting families and children before school age with their learning and development and is seeking **£3,270** or 50% of the Sensory Superstars project cost to run for one year from April 2024.
- 10.2** The funding will provide two, one- hour sensory messy play sessions in Gosport Garden Centre and Gosport Art Gallery on a term time basis. Sessions are open to children with or without disabilities and 40-50 families could benefit.
- 10.3** Disability Union has been successful in obtaining a £3,000 grant from the National Royal Chemistry Foundation toward costs and will continue to apply to suitable funders and host fundraising events such as its Open Day at Manor Farm over Easter holiday.

10.4 The breakdown of project costs are:

Staff costs £60 per session x 2 per week x 39	£4,680
Weekly resources £40x 39 weeks	£1,560
Marketing, training and safeguarding checks	£ 300
Total	£6,540

11.0 Nest & Anchor Events

This is a company limited by guarantee,13881689, based in Fareham that provides and hosts events and bespoke markets and is seeking £4,700 or 100% to provide free public transport to four bespoke markets in the High Street to help regenerate Gosport High Street and the market.

11.1 The company currently has a contract with the Council to operate and manage the weekly High Street market and deliver eight event markets in a 12 - month period. This project aims to provide free public transport via double decker buses to enable Gosport families to attend four monthly bespoke markets between March and June 2024. A similar scheme provided free bus transport to the Gosport Christmas Light Switch On.

11.2 The company estimates 1,000 people will participate per market from two buses operating on a route that will encompass the main populated area of Gosport, including Lee on the Solent.

11.3 The project provides local people with the opportunity to attend bespoke markets, which may inspire them to try a new skill, set up a company or just take part in the free activities on the day while reducing the carbon footprint of vehicular traffic.

11.4 A copy of the invoice from Xelabus for the Christmas transport was received as proof of cost. No other quotes were received. The cost breakdown provided was: 2 x Double decker bus per event - £1190; £1190 x 4 events = £4760.

12.0 St John's Primary School

12.1 Located on Grove Road, the school has a large catchment area. It is seeking £4,365 or 90% of the total cost of £4,850 to turn an unused outbuilding into a community hub for local families and organisations to use. The school will provide 10% of the cost.

12.2 The school wants to provide the space for wellbeing courses, coffee mornings and skill based courses for our most vulnerable families (e.g. cooking/money management) and others in the local community. The spaces would also provide a room to other community services such as Acts of Kindness as a drop in facility.

12.4 The outbuilding is accessible only via the school main building, which means any visitors must sign in and have an escort to the outbuilding to adhere to our safeguarding policies. Under this set up, the school cannot hire the room or let it be used by the local community while the school is open and pupils are on site, as escorting members of the public around the

- building at all times is not achievable safely within staffing levels.
- 12.4** Funding would create a secure entrance to the outbuilding from the school's carpark by moving some fencing to create an access path. The venue would be accessible from the carpark without the need for visitors to sign in through the office or access to the main school building. This would meet safeguarding requirements and allow the outbuilding to be accessible from 8:30am-3pm weekdays.
- 12.5** The space would be available for community outreach programs for training and events. Non-charitable organisations could be charged a fee for its use, creating a funding stream for the school.
- 12.6** Two full quotes were supplied with the application for the work to remove the existing fencing and install the new fence required. The school's preferred company has supplied the lowest quote. If funding is awarded, the work can be completed quite quickly.

13.0 Plan B AP

- 13.1** Plan B AP is a community interest company, 14272810, based in Park Road supporting young people from Gosport and surrounding areas unable to engage with mainstream education by providing vocational and experiential teaching build positive re engagement with family, education and society.
- 13.2** Plan B is seeking **£4,496** or 33% of the total cost of £13,625 for its Proof is in the Pudding project to enable its students, who have learned how to prepare and cook meals for themselves and internal staff and volunteers, to deliver a weekly lunch to an invited external audience from its community supporters to showcase their developing skills. Plan B is contributing £3,183 of its own resources and has £5,946 of in-kind donations.
- 13.3** The project will involve 50 students and staff and 450 invited guests (10 each lunch) over 45 weeks. Students will also take home a healthy meal pack and menu, to prepare and cook at home to further encourage healthier food choices at home.
- 13.4** The project notes it gets some ingredients donated by waste food provider UKHarvest, (Charity 1171916), but has submitted a project breakdown for the remaining costs:

Professional chef support additional hours: 45 x 4hr @ £13	£ 2,340
Food cost 500 @ £6	£ 3,000
Premises heat electricity, estimated	£ 675
Management and outcome measurement 45 hrs @ £15	£ 675
Printing of Meal nutritional information and menu instructions, estimated	£ 350
Weekly Take home meal bags 38 x 39 x 0.20,	

estimated	£ 297
Weekly Take home food bag ingredients 38 x 39 x £4	£ 5,928
Total	£13,265

13.5 If successful in obtaining the funding, the project will run from April 2024 to April 2025.

14.0 Gosport Marine Festival

14.1 Portsmouth Harbour Marine, a community interest company, 08478820, is seeking **£4,500** or 26% of the total cost of £16,700 to fund the festival on 20 May 2024.

14.2 It has committed £1,000 towards funding and £5,000 in kind from volunteer hours and Haslar Marina pontoon usage. The company aims to stimulate and support marine business growth in Gosport, raise the Borough's profile as a yachting destination and service centre and to promote careers and employment in the marine sector.

14.3 Gosport Marine Festival is a free community event, show casing on-water opportunities available on the Gosport peninsula and allowing people of all ages and abilities to experience these activities. It highlights learning, personal development and career opportunities.

14.4 The organisers are seeking funds help to cover the foundational costs of this long running festival to secure its future and bring back a parade through Gosport High Street. It claims this fundamental support will be exceeded by fundraising and activities that give back to the local community.

14.5 A cost breakdown has been provided based on past festival costs and current quotes for this year's event:

Festival Expenses (Under this Grant)	
Use of land	£ 1,500
Waste Collection	£ 500
Public Liability Insurance	£ 1,000
Traffic Management (to deliver a parade through Gosport High Street / Town Hall)	£ 1,500
Grant Request Total	£4,500
Other Expenses (Funded Elsewhere)	
Staging, Lighting & PA systems	£ 3,000
Marketing Management Costs	£ 1,500
Promotional Material	£ 2,000
First Aid	£ 750
Site Security	£ 300
Photography	£ 150
Funfair Zone	£ 1,450

Cost of third-party street performers	£ 1,131
Volunteer Welfare	£ 500
Contingency	£ 750
PC Sum to be paid as donations post event	£1,000.
Total Festival Expenses	£ 16,731

15.0 Citizens Advice

15.1 The registered charity, 279057, based in Martin Snape House, is seeking **£4,711** or 59% of the total cost of £8,011 for its How to Handle your Money project to empower more than 700 secondary school students with financial literacy skills.

15.2 The project aims to reach Year 7 students in two secondary schools to help them understand issues around debt and borrowing and learn money management skills. Citizens Advice has secured £3,300 in other grants toward this project.

15.3 Financial capability is included in the national curriculum mainly through maths and numeracy and covering some aspects of budgeting, but this project will be more practical and delivered by trained money experts, providing students with practical skills and tools to manage their finances effectively.

15.4 Feedback from Gosport Family Matters and a local pilot study involving 700 year 9 children evidenced the need for the project. A financial capability session could help students develop the confidence and knowledge they need to make informed financial decisions throughout their lives and will complement the national curriculum by providing a more comprehensive and practical understanding of personal finance.

15.5 Citizens Advice has provide a cost breakdown for the project:

Trainer Costs - Travelling time/expenses and teaching the sessions (two staff)	£ 3,750
Course Design	£ 1,000
Printing	£ 100
Evaluation and reporting	£ 1,200
Laptop	£ 800
Overheads 15%	£ 1,161
Total	£ 8,011

15.6 The project plans delivery from April to July 2024.

16.0 Gosport Pantry

16.1 Gosport Pantry (part of GBFC Holdings Limited) is a limited company, 11191771, based in Privett Park and set up to support families with good quality food at affordable prices and reduce food waste. GBFC Holdings Ltd is a Council leasehold property with a lease until 31 January 2046. The Gosport Pantry is seeking **£5,000** or 25% of the estimated £20,000 cost for a community restaurant located in the Boro Bar at the football club.

Further details of the proposed venue hire arrangement have been requested.

- 16.2** The Gosport Community Restaurant aims to provide healthy, affordable weekly meal to bring people together, improve health and provide volunteering opportunities, recipes, cookery tips and advice. An estimated 50 people would benefit each week.
- 16.3** The Community Pantry set up in 2021, providing groceries and toiletries for a small fee, organising activities, offering support services and opportunities for social interaction and helping to cut food waste. It now has 579 members.
- 16.4** The Pantry works with local partners, among them a local vegetarian chef, Incredible Edible Gosport and the Gosport Community Gardeners.
- 16.5** The Pantry has committed £5,000 of its own funds to the project, applied for other grants of £5,000 and has contributed £5,000 in kind.
- 16.6** Meals will be charged at £3.50 per adult and £2 per child as the company said customers do not want a 'hand out' The fee will be discretionary depending on individual circumstances.

- 16.7** A cost breakdown of the Gosport Community Restaurant was provided:

Chefs hours 6@£15 per week	£ 4,680
Coordinator 4@£12 per week	£ 2,496
Food £200 per week	£10,400
Venue Hire £40 per week(Boro Bar)	£ 2,080
Equipment	£ 500
Total	£20,156

- 16.8** The restaurant will run from April 2024 to April 2025.

17.0 Elson Community Library & Hub

- 17.1** This is a registered charity, 1192590, located on Chantry Road offering a community library service and a community hub for events, activities and learning and is seeking £4,000 or 75% of the total cost of £5,308 for its Safe Place project.
- 17.2** The project will renew the outdated fire detection system that is 20 years old and bring it to the current standard required. It will also include the installation of four additional fire detectors in areas of risk. The Community Library & Hub is undertaking the project within the terms of its lease with the Council for the property that is in place until 2031.
- 17.3** Planning permission for the proposed works is not required as this is a renewal of an existing system. Property services confirms it would need to see the intended plan of the alarm renewal and evidence of completion certificates along with subsequent testing regimes.
- 17.4** Two quotes were obtained, but not wholly comparable. One quote did not include the four additional detectors and included WiFi controls. The

project prefers the quote that will provide the number of detectors needed, provide separate cabling to recognise faults in the system and have a battery back up system. The library and hub will contribute £1,308 of its own resources.

17.5 The library and hub has over 1,800 members and provides a venue for other local organisations. Making the fire system improvements now will avoid potential closure if the old system fails and urgent repairs are required.

17.6 If successful, the project would take place between May and June 2024.

18.0 Next Steps

18.1 Subject to Members’ decisions on each of the applications, the grants officer will advise the applicant accordingly and where necessary ask for any outstanding information.

18.2 Upon satisfactory receipt of all information required, the Grants Officer will ensure the applicant signs the Grant Agreement that will include the relevant checks to ensure that the organisation has a bona fide bank account.

18.3 Members are advised at the next Board the outcome of this process and which grants have been issued and whether any matters have arisen as part of this checking process.

19.0 Risk Assessment

19.1 There will always be an element of a risk when issuing grants to a third party organisation. The Council have financial and legal due diligence measures in place to ensure that the risks are minimised and will not issue any grants until the Council is satisfied that these measures have been satisfied.

19.2 The Grant Agreement forms are part of the measures to ensure the money is used for the purposes set out in the application and agreed by the Sub-Board.

20.0 Conclusion

20.1 This report summarises the 15 applications made to the Council’s Community Grants Fund for the Grant Sub Board’s consideration at the March meeting.

Financial Services comments:	Contained within this report
Legal Services comments:	There are no legal implications with respect to the process. The applications are solely to be judged by the relevant Sub-Board within the existing policy framework.
Equality and Diversity:	Community Fund application form template and guidance was reviewed by the Council’s

	Equality & Diversity Lead Officer
Climate Change implications:	Not applicable
Crime and Disorder:	Not Applicable
Corporate Plan:	Grant applications empower residents to help contribute to the six strategic priorities
Risk Assessment:	Contained within the report
Background Papers:	Community Fund Guidance
Appendices:	Appendix 1 Table of Applications received to date
Report Author/Lead Officer:	Mandy Baggaley, GBC Grants Officer, Corporate Policy and Community Safety : mandy.baggaley@gosport.gov.uk or 02393 545695

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Community Fund Applications for Decision at 7 March Board

Organisation	Date received	Amount Requested
Disability Union	13/12/2023	£3,270.00
Harbour Cancer Care Support- Coffee Morning	19/12/2023	£2,028.00
The Gosport Railway Society	02/01/2024	£429.00
The Village Home Football Club	16/01/2024	£1,000.00
TML Football Club	16/01/2024	£2,812.70
Gosport Borough Youth Football Club	10/12/2023	£2,500.00
Elson Community Library and Hub	17/01/2024	£4,000.00
St John's Primary School	18/01/2024	£4,365.00
Nest & Anchor Events Ltd-transport to Markets	19/01/2024	£4,700.00
Mend & Tend Service GVA	19/01/2024	£2,146.00
Citizens Advice How to Handle Your Money	19/01/2024	£4,711.00
Incredible Edible Gosport	19/01/2024	£824.86
Gosport Pantry	19/01/2024	£5,000.00
Plan B AP	22/01/2024	£4,496.00
Gosport Marine Festival	22/01/2024	£4,500.00
Total Requested as at 26-02-24		£46,782.56

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Board/Committee:	GRANTS SUB BOARD
Date of meeting:	Thursday, 7 March, 2024
Title:	Heritage Fund Applications
Author:	Head of Corporate Policy and Community Safety
Status:	For Recommendation

Purpose

To provide a summary of the five applications received to the Heritage Fund in this funding period in order that members can determine if they wish to award grant funding for the proposals as set out in this report.

Recommendation

That the Board:

- Consider the five applications outlined in the report.

1.0 Background

1.1 Members will recall at the Policy and Organisation Board of 30th November 2022 that the Council agreed to set up a new Heritage Fund to offer grants to local community projects for up to £50,000. The Grants Sub Board has awarded grants from this fund in its first two rounds.

1.2 This report summarises the five applications made to the Heritage Fund since the December Grant Sub Board meeting. Any application received after the published Board Agenda deadline may be submitted as a late item.

1.3 The Heritage Fund has five funding priorities and applicants are asked to identify how their project will address at least one of them.

- a) Removing property from the 'Heritage at Risk' register
- b) Enhancing the townscape or setting of a heritage asset
- c) Improving sustainability and tackling climate change
- d) Creating employment or a sustainable future use
- e) Enhancing public access or interpretation

1.4 Heritage Fund guidance advises that strong applications demonstrate:

- a) A strong evidence of need
- b) Evidence that the proposed approach is likely to achieve the desired outcomes
- c) The project does not contain high revenue costs that cannot be sustained long term
- d) A lasting benefit can be achieved
- e) It meets more than one of the five funding priorities
- f) Match funding is provided
- g) Public benefit outweighs any private gain.

2.0 Report

2.1 The fund is open for full applications for local heritage projects of up to £50,000, as well as Development Grants of up to £5,000 to assist in putting bids together.

2.2 After the pledge of support for £5,000 to the D Day Fellowship towards its memorial plans pending obtaining all necessary consents and match funding needed, Accounts has confirmed **£157,069** remains available in the Heritage Fund 2023/24 for this round. The Heritage Fund budget for 2024/25 has been confirmed as £200,000.

3.0 St John's Arts 2024 Programme: Exhibition Panels

3.1 St John's Art is an arts programme set up in collaboration with the Gosport and Fareham Multi-Academy Trust (Brune Park and Bay House schools in particular) and located in St John's Church, 133-141 Forton Road.

3.2 The programme seeks **£3,545** or 5.5% of total project cost for purchasing movable exhibition walls and lighting that will create properly lit wall space for the two exhibitions already funded for in 2024 and to help ensure delivery of future exhibitions at a reduced cost.

3.3 The project has been running since January 2022 and aims to increase the accessibility of quality arts events, exhibitions and activities for the community, with a focus on giving Gosport's young people equity of access to quality arts provision. The programme has had over 1,500 engagements by the community so far, with over 850 of those being secondary school students participating in workshops and activities.

3.4 The church building is on the local list of heritage assets, LL041, and managed by the parochial church council of the ecclesiastical parish of Gosport South, a registered charity and religious non-profit organisation, number 1199183.

3.5 Saint John's Arts received £49,999 from Arts Council England for its 2024 Programme and has committed £5,350 of its own resources and another £5,350 of in-kind resources toward the overall £64,244 project. It needs to raise some additional funding to improve its exhibition space. The works are set to commence in May.

3.6 The church building has very little wall space, and much of it is brick, which could be damaged by installing fixings. The church is also dark with not much natural light.

3.7 The solution is a set of moveable panels capable of being re-configured to suit spaces in the café and in the Nave and lit in different ways. This will create wall space to suit each particular exhibition this year and in future.

3.8 A cost breakdown for the panels, lighting, design and construction was provided with the application:

MDF 15x£30/sheet - based on cost to buy from Wickes	£ 450
Timber Wickes Treated Sawn Timber - 19 x 38 x 2400mm - Pack of 10	£ 45
Treated Sawn Timber - 25mm x 38mm x 2.4m 10 x £5	£ 50
Other Paint, white emulsion - £30/tub x 2	£ 60
Screws, tape, paint rollers & misc other construction requirements	£ 90
Castors & wall fixings	£ 300
Lighting Picture Mounted Wall Light in Matt Nickel, 600mm - £95/ea x10	£ 950
Construction Technician 5 days at £200/day +20%VAT	£1,200
Design/management 2 days at £200/day (no VAT)	£ 400
Total	£3,545.00

3.9 The project claims to meet the following fund priorities:

- Create employment- hiring a local designer and technician
- Create a sustainable future use- the work will enable the wider more inclusive use of the church building during the week and able to host wider variety of exhibitions
- Enhance public access & interpretation- the work will enable a greater mix of spaces on offer, less imposing and more welcoming

4.0 The Queen's Hotel 143 Queens Road

4.1 Ace of Spades Holdings Ltd, a company limited by guarantee, 11749033, is seeking **£15,000** or 50% of the total cost of £30,000 for its project to the 3rd storey roof and middle- floor sash windows of this freehold public house on the local list of heritage assets, LL067.

4.2 Prior to its purchase by its current owners in 2022, the building's poor maintenance for 50 years resulted in the roof leaking in many places. The owners have successfully reopened the pub, but would now like to re-open the derelict areas above the pub to re-instate their use as a hotel, manager's accommodation and meeting rooms.

4.3 The owners said they purchase and protect buildings of note for the benefit of the community and to provide affordable accommodation for key NHS and care workers in Gosport.

4.4 The roof work consists of removing the 3rd storey main hipped roof, re-

felting and replacing battens and slates and re-instating with original hip tiles at a cost of £12,000.

- 4.5 The sash window work consists of repairing and restoring 10 windows, replacing broken glass, putty, cord and ironmongery as required at a cost estimate of £18,000.
- 4.6 One quote was received for the roof and for the window work with the application. The applicant has been asked about obtaining additional quotes. All work is to restore or replace on a like for like basis and therefore no planning permission is needed for the repairs.
- 4.7 An application for the retention of a heat exchange unit (planning application ref: 23/00446/FULL) has been submitted by the pub operator and is currently under consideration. This is a freestanding heat exchange unit within the front courtyard that is not attached to the building and would not be directly affected by the proposed refurbishment works.
- 4.8 The work will be project managed in house in consultation with a planning and environmental advisor and a local architect. The work is planned for completion between April and June 2024 and will be undertaken by local trades.
- 4.9 The ongoing maintenance programme for The Queens Hotel will be funded by paying guests eventually to help ensure its sustainability as a local heritage landmark, local employer, and a community venue.

5.0 **2, 2A & B, 6 and 6A Church Road Alverstoke**

- 5.1 Mrs. Susan Bruce is a private individual and the landlord of the properties currently in use as shops and flats in the Alverstoke Conservation Area and is seeking **£50,000** or 75% of the total cost of £66,960 to repair and redecorate the external joinery, including shopfronts and sash windows, and install secondary glazing to existing windows to flats. The owner is contributing £16,960.
- 5.2 Nos 2, 2A and 2B Church Road are grade II listed, 1232827, and Nos 6 and 6A Church Road are also grade II listed, 1276908. Other notable heritage assets are nearby, including the grade II listed St. Mary's Church.
- 5.3 The Council's Principal Conservation and Design Officer has viewed the site and the plans and confirms Listed Building Consent (LBC) is not needed for the works to the fabric of the building as they are like for like and mainly constitute repair and maintenance. Installation of secondary glazing will not require a LBC.
- 5.4 This project will repair the historic fabric of both listed buildings to ensure they are left in a sound, weather-tight condition. Repairs will take a conservation led approach, with scarf in timber repairs to maintain as much historic fabric as possible. Sash windows to be up-graded with draught

seals and fitted with secondary glazing to improve thermal performance where possible.

5.5 This project aims to meet at least two of the funds priorities: enhancing the setting of the Conservation Area and improving the sustainability through the upgrading of the sash windows with draught-proofing and secondary glazing.

5.6 The conservation architect and project manager, Giles Pritchard of Pritchard Architecture has submitted a cost breakdown of the planned works:

Repairs and redecoration of sash windows to front elevation (8no):	£ 8,000
Repairs and redecoration of external doors (4no):	£ 4,500
Repairs to shop fronts (4no)	£20,000
Overhaul of rainwater goods:	£ 2,500
Installation of secondary glazing (4no)	£ 4,000
Access requirements:	£ 2,600
Preliminaries:	£ 5,200
Contingency:	£ 4,500
Professional fees:	£ 4,500
TOTAL:	£55,800
VAT:	£11,160
GRAND TOTAL:	£66,960

5.7 Site location photos complete with scope of repair notations were submitted with the application by Pritchard Architecture. Costs submitted are based on the firm's recent experience of delivering the shopfront projects as part of the High Street HAZ project. It said it led around 10 of these projects, so had lots of cost information to draw upon from similar projects in Gosport. If a grant is awarded, it will seek quotes for all the work and may package some or all of them together to get best value.

5.8 The conservation work will take place between April and November 2024.

5.9 The owner has made a commitment to a maintenance schedule should the grant be successful to ensure the grant investment is adequately maintained in the future, detailing the works and the frequency by which they will be undertaken.

6.0 2 High Street

6.1 This location is currently the site of Millennium Dental, a freehold property which is also a Grade II listed building, 1194994 and on the Local List of Heritage Assets, 1233587. The site is within the High Street No. 5 Conservation Area and within the Gosport Heritage Action Zone.

6.2 The dental practice leaseholds the property and is asking for a grant of **£50,000** or 93% of the total cost of £53,733.84 for the restoration of the main façade of the building while contributing £3,733.84 of its own resources. The dental practice entered the 15- year lease in January 2022.

A letter of support for the planned works from the owners has been requested by the dental practice.

6.3 The LBC has been received for the planned works.

6.4 Initially 2 High Street was a candidate for a High Streets Heritage Action Zone (HSHAZ) Shop front grant, and it funded their initial viability report. However, the viability assessment report took too long, leaving insufficient time to complete all the improvement works before 28 March 2024 when HSHAZ ends.

6.5 The Conservation Architect (CA) Deniz Beck of Deniz Beck Partners, submitted a cost breakdown of fixed quotes, inclusive of VAT, supplied after by contractors after site survey:

Mathematical tiles repair and replacement W.J.Cove Building Conservation quote	£ 22,464.00
plus materials	£ 7,974.72
scaffolding - JB Scaffolding Ltd	£ 3,054.00
Sash Windows repairs - Tailored wood	£ 11,481.12
canopy & entrance area timber repairs and repainting	£ 7,140.00
Inspection of works by CA - five site visits estimate, plus a pre-construction meeting , some coordination for inspection and plus admin- non PM role	£ 1,620.00
TOTAL	£ 53,733.84

6.6 The CA has submitted single quotes for these items given the specialist nature of the work. There is apparently only one specialist supplier of the historic-style mathematical tiles in Hampshire, for example.

6.7 The project manager is Nigel Finch; the CA will inspect the works over several site visits and those professional fees are included in the costs. Works will take place between April and September 2024

6.8 The works are expected to take place from April to September 2024.

6.10 The project aims to address four of the funds priorities. The refurbishment will improve the immediate setting of the heritage asset and positively impact the overall aesthetic of the High Street. The refurbishment of the windows will enhance the property's energy efficiency and contribute to sustainability. The project will create employment opportunities by engaging skilled trades and heritage experts and ensures the continued active use of the building. The project enhances public access or interpretation through securing the property's historical and architectural significance as part of the town's rich history.

7.0 25 High Street

7.1 The site, within the High Street Conservation Zone (No. 5) and within Gosport's High Street Heritage Action Zone, was most recently a café, but is currently empty awaiting renovation to run as Temperance, a hub for health promotion, including creating a community garden outside at the rear of the property.

7.2 Wendy Budd, of Temperance Health Ltd, is seeking **£50,000** or 59% of the total cost for the Temperance Health Hub & Community Garden project. She has contributed £7,000 of her own funds and secured a loan for £20,000 toward the total cost of £84,278.80 .

7.3 The project, which began in November 2023, received a letter of support from the owners of the building and was included with the application. If the application is successful, the project will be completed within two years. The garden will be an ongoing project, developing over the years.

7.4 The hub and community garden will include educational talks, workshops and activities, herbal medicine and permaculture (natural methods of growing herbs and plants), to empower members of the community to improve their health.

7.5 It aims to offer volunteering opportunities and community gardening sessions. Herbs and fruits grown in the garden will be used to deliver a range of free and low cost workshops and other events increasing footfall to the High Street and surrounding area.

7.6 The project funding costs have been supplied as fixed quotes and are noted if inclusive of VAT or not:

Replacement of all windows with highest performance aluminium windows in front and back of property (in keeping with current architecture throughout High Street	£20,544 (including VAT)
Drainage	£495.00+VAT
Renewing signage and shop frontage	£3,472.80 (including VAT)
Design and build of accessible community garden	£ 56,917.28+VAT
3 months funding for project manager's salary to oversee the work	(£2,850 +VAT)
TOTAL	£84,278.80

7.7 Design plans for the garden and a separate cost breakdown of its various elements was also submitted with the application along with one quote for the window repairs and two for the signage.

8.0 Risk Assessment

8.1 There will always be an element of a risk when issuing grants to a third party organisation. The Council have financial and legal due diligence measures in place to ensure that the risks are minimised and will not issue any grants until the Council is satisfied that these measures have been satisfied.

8.2 The Grant Agreement forms are part of the measures to ensure the money is used for the purposes set out in the application and agreed by the Sub-Board.

9.0 Conclusion

9.1 This report summarises the five applications made to the Council's Heritage Grants Fund and received by the Grants Officer in time for this report.

Financial Services comments:	Contained within this report
Legal Services comments:	The are no required legal comments as the basis of policy application is outlined in this report and vests with the Sub- Board
Equality and Diversity:	Heritage Fund application form template and accompanying guidance has been reviewed by the Council's Equality & Diversity Lead Officer
Climate Change implications:	Non applicable
Crime and Disorder:	Non applicable
Corporate Plan:	Each application can contribute to the five strategic priorities particularly in this case empowering our residents
Risk Assessment:	Contained within this report
Background Papers:	Heritage Grant Guidance
Appendices:	Appendix 1 Table of applications received to date
Report Author/Lead Officer:	Mandy Baggaley, Grants Officer, Corporate Police & Community Safety