

# Public Document Pack

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**18 September 2018**

## **S U M M O N S**

**MEETING:** Policy and Organisation Board  
**DATE:** 26 September 2018  
**TIME::** 6.00 pm  
**PLACE:** Council Chamber  
**Democratic Services contact:** Lisa Young

MICHAEL LAWThER  
BOROUGH SOLICITOR

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## **MEMBERS OF THE BOARD**

The Mayor (Councillor Mrs Furlong (ex-Officio))  
Councillor Hook (Chairman)  
Councillor Burgess (Vice-Chairman)

Councillor Bateman	Councillor Hylands
Councillor Carter	Councillor Jessop
Councillor Chegwyn	Councillor Murphy
Councillor Mrs Cully	Councillor Pepper
Councillor Foster-Reed	Councillor Philpott
Councillor Hicks	

## **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**

RECOMMENDED  
MINUTE FORMAT

1. APOLOGIES FOR NON ATTENDANCE

2. DECLARATIONS OF INTEREST

*All Members are required to declare, at this point in the meeting or as soon as possible thereafter, any disclosable pecuniary interest or personal interest in any item(s) being considered at this meeting.*

3. MINUTES OF THE MEETING OF THE BOARD HELD ON 25TH JULY 2018 (Pages 1 - 4)

4. DEPUTATIONS - STANDING ORDER 3.4

*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 Monday 24<sup>th</sup> September 2018. The total time for deputations in favour and against a proposal shall not exceed 10 minutes).*

5. PUBLIC QUESTIONS - STANDING ORDER 3.5

*(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 Monday, 24<sup>th</sup> September 2018).*

6. FUNDING REQUEST FOR THE GOSPORT HERITAGE MUSEUM AND GALLERY PROJECT - OLD GRAMMAR SCHOOL BUILDING, HIGH STREET, GOSPORT (Pages 5 - 14)

*To request funding in support of a Heritage Lottery Fund (HLF) Bid by the Hampshire Cultural Trust (HCT) for the implementation of a development project at the former Grammar School Building in Gosport High Street.*

7. ANY OTHER ITEMS

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# Public Document Pack Agenda Item 3

Policy and Organisation Board  
25 July 2018

## **A MEETING OF THE POLICY AND ORGANISATION BOARD WAS HELD ON 25 JULY 2018**

Councillors Bateman, Burgess, Carter, Chegwyn, Mrs Cully, Foster-Reed, Hicks, Hook, Mrs Hook (Substituting for Murphy), Hylands, Jessop, Pepper and Philpott

It was reported that in accordance with Standing Order 2.3.6 Councillor Mrs Hook had been nominated to replace Councillor Murphy for this meeting.

### **9. APOLOGIES**

Apologies for inability to attend the meeting were received from Councillor Murphy

### **10. DECLARATION OF INTEREST**

There were none.

### **11. MINUTES**

RESOLVED: That the minutes of the meeting of the Board held on 11 July 2018 be signed as a true and correct record.

### **12. DEPUTATIONS**

There were none.

### **13. PUBLIC QUESTIONS**

There were none.

### **14. FINAL ACCOUNTS**

Consideration was given to the report of the Borough Treasurer summarising the outturn position for the 2017/18 financial year and recommends the approval of the Statement of Accounts for 2017/18.

The Board was advised that the draft statement had been prepared and that the statement presented to the Board included the changes to date.

The Audit opinion would be issued on the 31<sup>st</sup> July 2018.

In answer to a Member's question, the Board was advised that the delegated maximum an officer of the Council could approve 'write-off' was £20000.

The Board was advised that there was not anticipated to be any other changes to the statement.

- **RESOLVED:** That;
- The Board approve the accounting policies contained within the Statement of Accounts (Appendix F, page 19) be approved.
- The Statement of Accounts for 2017/18 at Appendix F be approved
- The outturn position contained in the report and Appendices including
  - The capital programme slippage detailed in Appendix B
  - The write offs approved under delegated authority at Appendix D be noted
- The Letter of Representation at Appendix E be approved

#### **15. TREASURY MANAGEMENT ANNUAL REVIEW 2017/18, PROGRESS REPORT 2018/19, & PRUDENTIAL INDICATORS**

*Consideration was given to the report of the Borough Treasurer. An annual treasury report was a requirement of the Council's reporting procedures and covers the treasury activity for 2017/18 together with a review of Quarter 1 2018/19. The report also includes the Prudential Indicators for 2017/18 in accordance with the requirements of the Prudential Code.*

Members were advised that this was the first of two Treasury Management reports, with this one looking at 2017/18. A further report would be included within the budget report in February 2019.

**RESOLVED:** That the Board note

- The Treasury Management outturn report 2017/18 as identified in 2.2
- The Treasury Management position for 2018/19 at the end of Quarter 1 as identified in 2.3
- The Prudential Indicators outturn report 2017/18 as identified in 2.4

#### **16. ERNST & YOUNG 2017/18 AUDIT RESULTS REPORT**

Consideration was given to the report of Ernst and Young summarising the findings from the 2017/18 external audit, It includes the messages arising from their audit of the Council's financial statements and the Council's arrangements to secure value for money in their use of resources.

David White summarised the report for the Board.

In answer to a Member's question, the Board was advised of the calculation and meaning of materiality.

**RESOLVED:** That the Policy and Organisation Board receive the 2017/18 Audit Report.

## **17. APPOINTMENT OF HONORARY ALDERMAN**

Consideration was given to the report of the Chief Executive considering a request that former Councillor Richard James Dickson be appointed an Honorary Alderman.

A Member advised the Board that they were unhappy that wider consultation had not taken place prior to the proposal being presented to the Board and requested that a criteria be established for any future award and that future appointments be made following consideration by a sub-board comprising all parties.

It was proposed and seconded that the nomination be deferred pending a meeting of an all party sub-board and that criteria be established for the award. The amendment was put to the Board and subsequently lost.

RESOLVED: That Board recommends to Council that former Councillor Richard James Dickson be appointed an Honorary Alderman.

## **18. APPOINTMENT OF HONORARY FREEMAN**

Consideration was given to the report of the Chief Executive considering a request that former Councillor Dennis Frederick Wright be appointed an Honorary Freeman.

It was proposed and seconded that the that former Councillor Dennis Fredrick Wright be appointed an Honorary Freeman and that a cross party sub board be established to consider any future nominations of Alderman and that a criteria for the award be established.

RESOLVED: That Board recommends to Council that former Councillor Dennis Fredrick Wright be appointed an Honorary Freeman

And that a cross party sub board be established to consider any future nominations of Alderman and Freeman and that criteria for the award be established.

## **19. ANY OTHER ITEMS**

There were none.

**CHAIRMAN**

Concluded at 5.25 pm

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# Agenda Item 6

<b>Board/Committee:</b>	P & O BOARD
<b>Date of Meeting:</b>	26 SEPTEMBER 2018
<b>Title:</b>	FUNDING REQUEST FOR THE GOSPORT HERITAGE MUSEUM AND GALLERY PROJECT – OLD GRAMMAR SCHOOL BUILDING, HIGH STREET, GOSPORT
<b>Author:</b>	HEAD OF PLANNING & REGENERATION
<b>Status:</b>	FOR DECISION

## **PURPOSE**

To request funding in support of a Heritage Lottery Fund (HLF) Bid by the Hampshire Cultural Trust (HCT) for the implementation of a development project at the former Grammar School Building in Gosport High Street.

## **RECOMMENDATION**

- i) that the Council endorses the Round 1 bid to the HLF by the HCT in the sum of £950,300 towards an overall £2,090,300 project to develop the Old Grammar School into a multi-purpose cultural hub, noting that the requested financial commitment from GBC should the full scheme bid be approved, is a capital contribution of £100,000 in total;
- ii) that the Borough Treasurer advises that whilst the overall Capital Resources and associated Capital Programme has yet to be revised for the current year and proposed for 2019/20 onwards, a future capital commitment of £80,000 (see recommendation 3 below) is expected to be affordable within the capital resources available to the Council after taking account of all other known essential capital investment requirements;
- iii) that the P & O Board approve an allocation of the initial £20,000 (of the total £100,000 commitment) towards the Round 1 bid, to be funded from within the overall Board budget;
- iv) that the Council supports a separate application to be made to the Coastal Communities Fund by the HCT in 2019 for up to £250,000 towards the Old Grammar School project in advance of the Round 2 HLF application;
- v) that the Council confirms the continuation of the current 3

year rolling agreement to provide £60,000 per annum grant funding to the Trust for delivering cultural heritage activities in Gosport and looking after the GBC museum collections, subject to regular review of the annual delivery plan and the activities undertaken by the Joint Member Committee.

## **1.0 Background and Vision**

1.1 The Old Grammar School Building is located at the western end of Gosport High Street. The building is owned by HCC and is a Listed Heritage Asset of great local significance. The existing cultural and education facilities are currently fragmented, outdated and are not easily accessible by the intended users due to the current layout of the building. Some of the facilities and resource provided by Hampshire Country Council Libraries have also recently transferred across into the Discovery Centre.

1.2 Earlier this year, the Hampshire Cultural Trust approached the Council with draft proposals to develop the Old Grammar School building as a multi-purpose cultural hub.

1.3 The vision for the project is to turn the building into a place that provides both cultural and heritage opportunities for local communities and which also supports the development of skills and learning useful to young people in obtaining employment. It is intended that the proposals will provide improved access to a wider range of facilities that will include a museum focussed on local heritage and a community gallery that are fit for purpose sitting alongside modern education and training facilities. The overall aims of the project are to:-

- inspire local people through opportunities to engage with heritage
- offer a sense of place through a building of local cultural heritage significance
- contribute to the development of skills, learning and well-being

1.4 The Adopted Gosport Waterfront and Town Centre SPD (March 2018) recognises the opportunity to develop a cultural quarter in conjunction with the Discovery Centre primarily using the Old Grammar School for increased art space.

## **2.0 Proposals**

2.1 No structural changes to the building are proposed. The gallery, museum, education and training spaces (including SEARCH), office, conference and library facilities would all be upgraded to support an increased programme of activities along with the provision of a

permanent play gallery to help families relate to the exhibitions and museum programme. The changes would improve the current offer to schools, increasing capacity for community led programmes

- 2.2 There would be new hard and soft courtyard landscaping and an enclosed link between the frontage building and rear wing with a new external fire escape stair. A café and small retail area selling arts and crafts and souvenirs is proposed within the frontage building with improved entrance arrangements facing onto the High Street. Some outdoor seating may also be provided associated with the café use. Artist's studios would be offered for rent on the first floor and new WCs would be provided.
- 2.3 HCT would employ two members of staff for the project, a community manager and a community programme co-ordinator, to develop and deliver the activity plan.

### **3.0 Outcomes**

- 3.1 The intended outcomes of the project are to:-
- Offer new learning and skills development opportunities to grow participation in cultural activities and heritage based learning
  - Reinforce and develop community identity, belonging, distinctiveness and local pride through the use of culture and heritage
  - Protect and sustain an attractive and important local heritage asset
  - Develop and support the use of a cohort of volunteers
  - Develop a stronger heritage and cultural offer to attract visitors, changing the heritage and cultural profile of Gosport.

### **4.0 Proposed Funding**

- 4.1 The overall total cost of the Project is anticipated to be £2,090,300. A Round 1 bid for heritage lottery funding for £950,300 in total has been submitted by the Trust. £250,000 in total has been requested from HCC, along with £100,000 from GBC. The proposed contribution by the Trust is £200,000. Hampshire County Council has also offered the services of the design team and project managers as a benefit in kind to the project. An application for £250,000 additional grant funding (subject to change depending on success of other funding) is also to be submitted to the Coastal Communities Fund by the Trust. A detailed breakdown of the costs and funding amounts required at

both the development and delivery phases of the project are set out in Appendices 'A' and 'B' respectively, noting that a contribution of £20,000 has been requested from the Council at the development phase.

4.2 The outcome of the Round 1 funding application will be known by November 2018. It is anticipated that the development phase would take place between January and December 2019 with construction and delivery taking place in quarters 1-3 2020/21.

4.3 Subject to securing the required funding, the project will be delivered by a partnership between Hampshire Cultural Trust, Hampshire County Council and Gosport Borough Council. All parties will monitor and evaluate the project.

## **5.0 Risk Assessment**

5.1 The project will not progress if the bid is unsuccessful and sufficient funding is not successfully obtained. If the bid is unsuccessful at Stage 2 the monies provided at the development phase by all parties would be lost, including the £20,000 from this Council. If the project is not implemented this could have future implications for the future use and condition of the building due to costs associated with its upkeep.

## **6.0 Conclusion**

6.1 The Old Grammar School Building and the services that it provides are valued by the local community. If the project does come to fruition, it will enhance the existing community facilities and activity at the western end of the High Street. Securing the long term use of the building will also help to preserve this important heritage asset and bring about both social and economic benefits to the town.

<b>Financial Services comments:</b>	Contained within the report.
<b>Legal Implications:</b>	There may be legally binding documentation to be entered into in due course as a result of the proposals which could commit all signatories, including the Council, to specific terms and conditions.
<b>Equality and Diversity</b>	The proposals will improve access and movement around the building and enable a wider section of the community to access an enhanced range of

	cultural and heritage based facilities.
<b>Corporate Plan:</b>	The principle of enhancing the facilities in the town centre and waterfront area is embodied in the Gosport Borough Local Plan and the Waterfront and Town Centre Supplementary Planning Document. This is a key proposal that will help draw members of the public to the High Street and improve both the cultural and heritage facilities available to both targeted groups and the wider community.
<b>Risk Assessment:</b>	See Para 5.0
<b>Background papers:</b>	Nil
<b>Appendices/Enclosures</b>	Appendix 'A' - Project Costs Appendix 'B' - Funding requirements
<b>Report author/ Lead Officer:</b>	Debbie Gore

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## Gosport Museum and Gallery Costs

Cost	Development Phase	Delivery phase – Activity	Delivery Phase – Capital	Delivery Phase – Other
Detailed development of Activity Plan	45,300			
New staff costs including recruitment	39,800	90,000		
Design development contingency	55,000			
Staff training & travel		5,000		
Fees, equipment, course accreditation		30,000		
Volunteer training, travel & expenses		16,000		
Equipment & materials		10,000		
Community engagement programmes		55,200		
Specialists - engagement programmes		4,000		
Publicity & promotion				30,000
External evaluation				25,000
Construction contingency				57,000
Construction inflation				72,000
Repair & conservation work			1,118,000	
New building work			119,000	
Design work for gallery and museum			16,000	
Allowance for digital installations			100,000	
Allowance for display units			100,000	
Museum and gallery fit out			90,000	
Specialists and surveys			13,000	
<b>Total</b>	<b>£2,090,300</b>	<b>140,100</b>	<b>210,200</b>	<b>184,000</b>





**FUNDING TABLE: GOSPORT MUSEUM AND GALLERY**

<b>Funder</b>	<b>Development phase</b>	<b>Delivery phase</b>	<b>Totals</b>	<b>% rounded</b>
Heritage Lottery Fund	50,100	900,200	950,300	45
Hampshire Cultural Trust	20,000	180,000	200,000	10
Hampshire County Council	50,000	200,000	250,000	12
Gosport Borough Council	20,000	80,000	100,000	5
Coastal Communities Fund*		250,000	250,000	12
Trusts, Foundations & Legacies*		300,000	300,000	14
Private donations*		40,000	40,000	2
<b>Totals</b>	<b>140,100</b>	<b>1,950,200</b>	<b>2,090,300</b>	<b>100</b>

**Notes:**

\*Funding from these sources may vary

Applications for both phases are competitive

<b>Funder</b>	<b>%</b>	<b>Status</b>
Heritage Lottery Fund	45%	Applied for
Hampshire	27%	Secure
Other sources	28%	To be applied for

