



Leicester  
City Council

**For internal use only by Members Support Team:**

Unique reference number \_\_\_\_\_

Date scanned in \_\_\_\_\_

***This application will be considered as (please circle):***

Ward Action Plan

Community Cohesion

Ward Community Fund

## Ward Meeting Grant Application Form

**Please read the “Guide to Ward Meeting grants and how to apply” before you fill in this form.**

On completion please submit a signed paper copy of the form to:  
Karen Shelton, Member Support Team, 2<sup>nd</sup> Floor, Town Hall, Leicester City Council, Leicester LE1 9BG. Fax No: 0116 229 8827

*Continue on separate sheets if you need to, or expand the boxes if you are filling in the form electronically.*

1. Name of Ward(s) to which you are applying for funding

KNIGHTON

2. Name of your project/proposal

HOLBROOK MEMORIAL HALL: IMPROVEMENTS TO DISABLED ACCESS AND REPAIRS TO THE EXTERNAL FAÇADE OF THE BUILDING (TO ENSURE WEATHER PROOFING AND SURVIVABILITY SO THAT THE BUILDING MAY BE KEPT OPEN AND USED BY THE GENERAL PUBLIC FOR VARIOUS ACTIVITIES AND COMMUNITY EVENTS FOR THE FORSEEABLE FUTURE)

3. Name of group or person making the application

Revd Richard Bonney (Priest Attached to St Guthlac Church, Knighton) on behalf of Knighton PCC

4. Detailed description of proposal. Please tell us:

- What is the proposal (where and when)?
- If you are planning an event who will attend, and where will does your target audience come from?
- How will we know the proposal has been successful?

It is important that your answers to this question are clear so that the Ward Meeting can fully understand your proposal.

As the priest attached to St Guthlac Church, I have been in contact with a number of the users of Holbrook Hall, particularly those who are represented in the South Knighton Events Group. I have presented reports on progress with regard to 'saving' and then refurbishing the Memorial Hall at two successive Annual General Meetings. I am pleased to say that a formerly tense relationship has evolved into one of co-operation and we have a joint group looking at internal space provision and storage as well as future plans for refurbishment. We are planning a joint 'Community Carols' event this December.

For the first time this year, Holbrook Memorial Hall was included in the quinquennial review of the buildings for which Knighton PCC is responsible. A very careful survey was carried out by Michael Goodhart of Pick Everard of the external work needed to secure the fabric, preferably for the work to be carried out before winter comes. The estimate of costs for the work to be undertaken is £26,160 with VAT at 2011 levels. A copy of this estimate of work to be undertaken has been supplied in earlier correspondence concerning this grant application.

The PCC established a Working Party for the review of the Memorial Hall in the spring of 2010 of which I am joint convenor with Mr Mark Wyatt, Churchwarden. This project is entirely separate to a concurrent review of St Guthlac Church, which is also being undertaken and the Treasurer of the PCC maintains separate accounts for the Hall and the Church.

The external work to be carried out on the Memorial Hall is part one of a two-stage process, the second part of which is dependent on securing an external grant e.g. from Biffaward, for the internal refurbishment. In Jan. 2007, the previous Churchwarden, Mr. Paul Bonnet, placed an application for £44,802 with this grant giving authority, but this was withdrawn because of the then uncertainty concerning the Hall's future. Now that the future of the Hall is secure – following PCC decisions to establish the working party for its refurbishment and also the reaffirmation that the two halls (the Memorial Hall and the Parish Centre) are part of the PCC's outreach work to the community for the foreseeable future – the intention is to make a new application to this source. However, the PCC will need to be able to provide £5,000 of its own money to back a bid for a grant in the region of £50,000.

As explained in correspondence to Cllr. Hunt, if the parish expends its total resources for this purpose (those currently in the Holbrook Hall account plus

an anonymous private donation) it can just afford to pay for the urgent external work (stage 1). But it would then not be in a position to apply for the refurbishment work (stage 2) because it will lack the resource to back the bid by a commitment from its own resources.

However, if the Council could assist in the costs of stage 1 by a grant of £5,000 plus work for improving disabled access, this would mean that the PCC could proceed with stage 1 work immediately on receipt of the grant and then develop the bid for stage 2 (internal refurbishment work using the parish resource of £5,000 not expended on stage 1 work to back a bid of up to £50,000) **to make Holbrook Memorial Hall a viable modern premises for its variety of users, to increase the number of users and help improve the revenue stream so that future repairs could be funded out of income generated, thus making the Hall largely self-sustaining. If the Biffaward grant application is successful, it is hoped that this second stage can be achieved by 2012.**

The community interest in this project is evident from the fact that there is no public amenity space in this area of Knighton (i.e. between Carisbrooke Road and the A6) yet there is an increasing population living in the area as a result of infilling. Inhabitants could walk to the Memorial Hall to use the facilities so that there would not be an increased demand for parking. The development of South Knighton Events Group has shown the extent to which there is public interest in the greater use of the hall for community purposes.

5. Have you attached any supporting information? YES  NO   
(Please tick) **YES**

6. Does your organisation have audited accounts? YES  NO   
(Please tick) **YES**

*If yes please submit your latest set*

7. Does your organisation have a constitution? YES  NO   
(Please tick) **YES**

*If yes please submit your constitution*

8. How much are you applying to the Ward Meeting(s) for?

9. Please show each item of expenditure and say whether it is an estimate or an actual cost. Costings should be as accurate as possible and in most cases be based on quotes. If it is an actual cost please provide quotes and any other written confirmation. In the final column please show which elements of your project you are applying to the Ward Meeting for.

Item	Cost £	Estimate or Actual cost (E or A)?	Request to Ward Meeting (£)
<b>A. Improvements to Disabled Access to Hall</b>			
New front entrance door of 800mm clear width and narrower slave leaf	833	E	833
Pavings adjacent to north fire exit to provide a level threshold	878	E	878
Handrails at both sides of path between Holbrook Road and the base of the ramp	513	E	513
<b>Total A</b>	<b>2,224</b>	<b>E</b>	<b>2,224</b>
<b>B. Repairs to External Façade of Hall</b>			
Patch repairs to render	1246	E	1246
20 metres galvanised stop beads	328	E	328
Replacement of mortar beddings	256	E	256
Replacement of render to east wall	248	E	248
Repairs to 12 window sills	918	E	918
Overall of 4 timber sash windows	1078	E	1078
Repairs to two dormer windows	283	E	283
Overhaul to crittall steel windows to toilets	748	E	748
<b>Additional items as per schedule</b>	<b>+ Other items</b>		
<b>Total B ex VAT</b>			<b>5,105</b>
<b>Total project 1 incl. VAT</b>	<b>26,160</b>		
<b>Total request to Council = A + B itemised costs</b>	<b>28,384</b>		<b>7,329</b>

10. Have you obtained or are you trying to obtain funding for this project from anywhere else, either Leicester City Council or from another organisation? If so, please give details including:

Name, address, phone number and any other contact details of the funder. The amount requested or received. When do you expect a decision if you do not know already?

**Please note that a failure to disclose any relevant information relating to other funding streams may result in your application being rejected or any offer of funding being withdrawn.**

**£1,500 to improve disabled access to Holbrook Memorial Hall. This offer is still pending.**

## 11. Details of recipient

If your application is successful the grant will be paid by cheque to your organisations bank account. Please provide the payee name which appears on the account.

...Knighton PCC.....

Alternatively if you wish to be paid by BACS please provide bank and sort code details on headed paper and attach to the application.

## 12. Declaration and contact details

I have read the 'Guide to Ward Meeting Grants' and I understand and accept the arrangements described in that guide. I confirm that the information I have given on this form is true. I will inform the council immediately if any of the information I have given on the form changes. I accept that Leicester City Council may reject this application or withdraw any funding provided if any of the information submitted is inaccurate.

I agree to complete a project evaluation form once the project has been completed (failure to do so may count against you receiving future funding).

Name of contact person Revd Professor Richard Bonney	
Your position in organisation or group Co-Convenor, Working Party for the Refurbishment of St Guthlac's Church and Holbrook Memorial Hall	
Name of organisation or group Knighton P.C.C.	
<b>Working and banking name: Knighton PCC</b>	
<b>Charities Commission Reg. No. 1130923</b>	
Address 7 Carisbrooke Park, Knighton, Leicester, LE2 3PQ	
Phone number 2125677	Email rjbonney@gmail.com
Signature	Date 15 Nov. 2010

Please send this completed form back to:

Karen Shelton, Member Support Team, 2<sup>nd</sup> Floor, Town Hall, Leicester City Council, Leicester LE1 9BG. Fax No: 0116 229 8827

**Failure to sign the form may result in delay in the processing of your application**