



Community Capacity Fund

Application Form – Grants of between £2,000 and £25,000.

This fund is to support community organisations to develop projects or project ideas, to then be in a stronger position to access wider funding opportunities to deliver their project.

Please read the guidance before completing this form. Filling in this form is quite straightforward but if you require assistance, please contact us on ccf@cornwall.gov.uk or 01872 323806

1. Organisation Details

1	Name of the community organisation:	Liskeard Town Council
2	Address:	3/5 West Street
3	Postcode:	PL14 6BW
4	Email Address:	j.smith@liskeard.gov.uk
5	Phone Number:	01579 559560
6	Website and/or social media address:	www.liskeard.gov.uk
7	What is the Legal Status of your not-for-profit organisation?	<u>Town/Parish Council</u> If other, please specify:

	Please include your Companies House Registration Number or Charity Registration Number if you have one.	
8	Are you registered for VAT? If so, please provide your VAT Registration Number.	Yes

2. Contact Details

	Primary Contact:	Secondary Contact:
9	Contact Name: Cllr Julian Smith	Contact Name: Jacqui Orange
	Position in Organisation: Chair – Facilities Committee	Position in Organisation: Facilities Manager
	Contact email address: j.smith@liskeard.gov.uk	Contact email address: Facilities@liskeard.gov.uk
	Contact Telephone Number: 07802 688205	Contact Telephone Number: 01579 559562 / Mob 07926 571882

3. About the Project

10	Project Name: <i>Please keep this brief and relevant to the project activity.</i>	Liskeard Guildhall – An Iconic Community Facility to Emphasize Place
11	Which parish or parishes will your project be delivered in? <i>If you are unsure , please see the map contained in this link: Parish Map</i>	Liskeard, which is the service and shopping centre for a significant part of the South East Cornwall catchment area. This includes many moorland villages and the parishes down to and along the coast including Looe. Hence, Liskeard serves a resident and catchment area population of about 40,000.
12	Project Summary (maximum 200 words) <i>What are the key aims of the project? Describe what you wish to achieve.</i>	The Guildhall, a Victorian landmark Grade II* Listed Building with imposing clock tower overlooks Liskeard from its vantage point in the heart of the town. Formerly a civic building with upper halls housing Borough Council offices and Magistrates'

		<p>Court, it was later converted for commercial use with retail units at ground level. This application for a feasibility plan to refurbish and re-purpose the Guildhall, internally and externally, into a multi-use Community facility with full disabled access and amenities involves:</p> <ul style="list-style-type: none"> • architectural designs • structural & engineering reports • listed building consents • Planning Permission • tender documents to RIBA Stage 3 <p>The specific focus is on the fabric of the building, first floor, roof and improvement of access routes. Shops will be maintained with rear services modernized and improved. The building will then become a focus for Community activities fundamental - in conjunction with other planned improvements by other parties - to the revitalization of Liskeard's shopping and commercial centre. Liskeard is in need of such facilities, especially for young people who currently have few dedicated outlets. We would hope to undertake Phase 1 of the project over a 6 month period placing the Town Council in a position to then tender for the works.</p>
13	Will this application fund work to inform a wider, 'final' project? Yes or No?	Yes
14	Please describe the 'final' project that you hope to deliver.	<p>Ultimately, we envisage a complete refurbishment and re-purposing of the Guildhall to open access of the upper halls to a wider public, including people from the wider Liskeard catchment area of over 40,000. Our aim is inclusivity, since currently the stairs to the upper stories are narrow and thus restrict accessibility and limit our options of use. With easier access, the full glories of the upper halls can be enjoyed by all ages whether for Council meetings, music practice and recitals, indoor sports, setting up youth clubs, hosting art exhibitions and a variety of</p>

		<p>other community leisure events that benefit from an expansive accessible indoor space located in the very centre of town. The Guildhall is the largest building fronting Fore Street which is the main shopping street accommodating many independent niche traders. On the ground floor, we plan a much-needed overhaul of the services at the rear of the building's retail units and an upgrade of the shared facilities for the shopkeepers who have served the town over many years.</p>
15	<p>Do you think that your 'final' project will support any of the Good Growth outcomes listed in the Guidance document?</p> <p>If applicable, please list those that are relevant and explain how your project will support these outcomes?</p>	<p>We have no doubt that these crucial and long-awaited-for refurbishments will have untold benefits not only for the wellbeing of our town and community, but also will key in with many of the aspirations of the Good Growth vision. We believe our project will:</p> <ul style="list-style-type: none"> • Contribute to the levelling up of Liskeard by making the Guildhall a centre piece of Liskeard, a place that will raise the tone of our town and act as a beacon for investment and an increase in visitors. • Increased capacity for public and civic events and building the community, acting as a place maker and demonstrating leadership in our communities. • Create a more up-market ambience boosting desirability to work in town and contribute to greater productivity and prosperity for Liskeard. • Become a magnet for higher value businesses that can afford to pay above average wages. • Improve the everyday working conditions of our retailers thereby enhancing their wellbeing. • Engage with young people, providing a place to meet, encouraging connectivity, setting up a convenient location where skills training can be discussed, demonstrated and offered in an informal drop-in setting. • Reduction in CO2 emissions through more efficient heating and lighting once the full project is completed. • Reduction of CO2 emissions through the retention of more special interest shoppers that would otherwise travel to Plymouth.

		<ul style="list-style-type: none"> • Providing a resource that the whole community (of Liskeard and the wider catchment – 40,000 people) can use and enjoy. • Turning a disabled inaccessible building into a fully accessible building for people with disabilities that require facilities to make the building's public spaces available to them.
16	If relevant, do you own the site/building that this application relates to? If not, please explain who owns it.	Yes
17a	How much funding are you requesting? <i>The minimum grant size is £2,000 the maximum is £25,000.</i>	<u>£25,000</u>
17b	Does this include VAT?	No
18	Do you need funding to cover 100% of the project costs? If you have answered 'No', what other funding has been secured and how much?	No Match Funding £10,000 from Town Council
19a	Has your organisation received any grant funding in the last 3 years? <i>Please list all funding received (funding body and amount received).</i>	Yes
19b	Have you applied for other Good Growth Funds? If so, which fund have you applied for and, if this has been decided, what is the outcome of the application?	No
20	What will this grant be spent on? <i>Provide details of what you would spend the funds on with a breakdown of costs, if it is more than one item.</i> <i>Please read the guidance about what is eligible project development activity for this fund.</i>	Funding will be used to meet the costs of all consultants and specialists required to take us to RIBA Stage 3. This will include an architect, structural engineer, planning consultants, disabled facilities consultants stakeholder and community consultation specialists, environmental and listed building consultants. The Town Council has limited resources to undertake this project without significantly impacting the precept. It does have some funding available to contribute to the cost of this phase. All contracts will be awarded on the basis of proper procurement procedures applicable to a Town Council. A fee quote has been provided by LePage Architects who are also working on a refurbishment project in the Town Hall after a tendering process. This covers most of the initial work but we have been advised to allow for some

		<p>additional costs such as a structural engineer and ecologist which would be additional to the fee quote submitted with this application.</p> <p>Architects Fees Including Surveyor and Heritage Consultant - £27,830</p> <p>Allowance for Structural Surveyor - £3,000</p> <p>Public Consultation on proposals - £3,000</p> <p>General Expenses - £1,170</p> <p>Total £35,000</p>
21	<p>Project Delivery (maximum 150 words)</p> <p><i>Describe how your project will be delivered. Who will lead the project? Will there be any delivery partners or stakeholders? What will their role be?</i></p>	<p>The Facilities Committee of the Liskeard Town Council and Facilities Manager, together with the Town Clerk will be responsible for delivering the project, employing such professional consultants as required. An architect will be the lead consultant, involving Heritage advisors and Planning Consultants as needed. The Town Council as a whole will be providing governance oversight of the project.</p>
22	<p>Proposed dates for delivery</p> <p><i>Please provide a start date and end date.</i></p> <p>Projects must be paid for and delivered by March 2025. Your grant should be spent within 6 months of receipt.</p>	<p>01/10/2023 – 31/04/2024</p>

19a	<p>Has your organisation received any grant funding in the last 3 years?</p> <p><i>Please list all funding received (funding body and amount received).</i></p> <p>See separate document Grants Received by Liskeard Town Council</p>	<p>Yes</p>
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4. Declaration & Signature:

23	I declare that I have read and understood the applicant guidance note, that there are no conflicts of interest between any members of the applicant organisation and suppliers used to undertake project activity, and that we have arrangements in place to ensure no such conflicts of interest arise during the project	
	Signature: (An electronic signature is sufficient)	<i>Cllr Julian Smith</i>
	Date:	<u>23/08/2023</u>

5. Privacy Notice & Declaration

24		Please tick below ✓
	I have read the privacy notice	<input checked="" type="checkbox"/>
	I give the Council permission to contact me about the Cornwall and the Isles of Scilly Good Growth Programme	<input checked="" type="checkbox"/>
	I give the Council permission to share my information with officers and Members relating to this programme	<input checked="" type="checkbox"/>
Name: Cllr Julian Smith		
Signature: <i>Cllr Julian Smith</i> (An electronic signature is sufficient)		
Date: 23/08/2023		

6. Supporting Documents

25		Please tick below ✓
	I have enclosed our constitution	<input checked="" type="checkbox"/>
	I have enclosed our most recent bank statement or accounts for the most recent year	<input checked="" type="checkbox"/>
	I have included copies of quote(s) (if already gathered)	<input checked="" type="checkbox"/>

Please save this form to your computer using the project name and send it, along with any of the supporting documents, to ccf@cornwall.gov.uk