



NOTICE OF MEETING

CABINET MEMBER FOR CULTURE, LEISURE AND ECONOMIC DEVELOPMENT

FRIDAY, 17 JULY 2020 AT 11.30 AM

VIRTUAL REMOTE MEETING - REMOTE

Telephone enquiries to Lisa Gallacher, Democratic Services Tel 02392 834056

Email: lisa.gallacher@portsmouthcc.gov.uk

If any member of the public wishing to attend the meeting has access requirements, please notify the contact named above.

CABINET MEMBER FOR CULTURE, LEISURE AND ECONOMIC DEVELOPMENT

Councillor Steve Pitt (Liberal Democrat)

Group Spokespersons

Councillor Frank Jonas BEM, Conservative

Councillor Stephen Morgan, Labour

Councillor Claire Udy, Progressive Portsmouth People Group

(NB This Agenda should be retained for future reference with the minutes of this meeting.)

Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: www.portsmouth.gov.uk

Deputations - A written deputation stating which agenda item it refers to must be received by the Local Democracy officer named on the agenda by 12 noon two working days preceding the meeting. Any written deputation received by email will be sent to the Members on the relevant decision making body and be referred to and be read out at the meeting.

AGENDA

- 1 Apologies for absence**
- 2 Declarations of Interest**
- 3 Portsmouth Coronavirus Memorial Trust (Pages 5 - 18)**

Purpose

To seek the Cabinet Member's approval for the establishment of the Portsmouth Coronavirus Memorial Trust.

RECOMMENDED

- (1) That officers are authorised to establish a new charitable**

incorporated organisation (CIO) in order to support the anticipated public desire for memorials following the 2020 Coronavirus pandemic.

(2) That the Director of Culture, Leisure and Regulatory Services (in consultation with the City Solicitor) is delegated the authority to finalise the constitutional documents of the CIO

4 Landing Craft Tank Project Update (Pages 19 - 24)

Purpose

To update the Cabinet Members of progress made on the Landing Craft Tank 7074 project during the Covid-19 lockdown and some of the challenges affecting the project.

RECOMMENDED

(1) The Cabinet Member notes the achievements of the project to date.

(2) The council works with its project partner, the National Museum of the Royal Navy, to secure the outstanding funding required to deliver the project as planned and that the Cabinet Member approves officers seeking a further financial contribution from the council should the need arise.

(3) The Cabinet Member approves a request to the National Heritage Lottery Fund, asking if residual funds from the Transforming the D-Day Museum project might be used in these exceptional circumstances to support the LCT 7074 project.

(4) The Cabinet Member notes the intention to run a crowd-funding campaign to raise funding to cover additional costs incurred as a result of the coronavirus pandemic.

(5) The Cabinet Member notes the uncertainty with respect to visitor numbers post Covid-19 and the impact this will have on the delivery of the LCT 7074 business plan once Landing Craft Tank opens as part of The D-Day Story later this year.

The following items are for information only

5 Culture & Leisure response to the COVID-19 pandemic March-June 2020 (Pages 25 - 54)

Purpose

To provide information on the scope and breadth of actions and activities carried out by Culture and Leisure teams, within the Directorate, in response to the Covid 19 pandemic, in order to mitigate impacts and support residents.

6 Economic Development Response to the COVID-19 Pandemic March - June 2020 (Pages 55 - 62)

Purpose

To provide a brief summary of highlights of critical actions and activities

carried out by Economic Development in response to the COVID 19 Pandemic, in order to support businesses and residents.

7 Natural History Collection (Pages 63 - 80)

Purpose

To report on progress to identify collectors and collections in Portsmouth's natural history collections.

8 Seafront accessibility (Pages 81 - 84)

Purpose

To update the Cabinet Member on the work to make the seafront as accessible as possible so as many people can access this part of the city as possible.

9 COVID 19 Portsmouth Discretionary Business Grant Scheme - report back of the Standing Order 58 decision of 4 June 2020 (Pages 85 - 86)

Members to note the Standing Order 58 urgent decision made by the Chief Executive on 4 June.

This meeting is webcast (videoed), viewable via the Council's livestream account at <https://livestream.com/accounts/14063785>

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Title of meeting:	Culture, Leisure and Economic Development Decision Meeting
Date of meeting:	17 July 2020
Subject:	Portsmouth Coronavirus Memorial Trust
Report by:	Director of Culture, Leisure and Regulatory Services
Wards affected:	All
Key decision:	No
Full Council decision:	No

1. Purpose of report

- 1.1 The purpose of the report is to seek the Cabinet Member's approval for the establishment of the Portsmouth Coronavirus Memorial Trust.

2. Recommendations

- 2.1 **That officers are authorised to establish a new charitable incorporated organisation (CIO) in order to support the anticipated public desire for memorials following the 2020 Coronavirus pandemic.**
- 2.2 **That the Director of Culture, Leisure and Regulatory Services (in consultation with the City Solicitor) is delegated the authority to finalise the constitutional documents of the CIO**

3. Background

- 3.1 Everyone will be aware that the on-going Coronavirus pandemic has created a national crisis on a scale not seen for a generation. Its far-reaching consequences have touched the lives of many families and individuals including those in Portsmouth. The crisis has also reinforced to all the importance of the NHS and our essential workers. Perhaps not unexpectedly the crisis also brought out a renewed sense of community spirit, which helped many carry on and work through these worrying times.
- 3.2 Sadly a number of Portsmouth residents and workers have died as a direct result of the 2020 Coronavirus pandemic and we anticipate that the public may ask for a form of memorial to mark this occasion.

- 3.3 We already have in place a memorial bench and memorial tree scheme but with the anticipated potential requests for memorials as a result of the numbers who died in this pandemic officers do not believe these schemes are the appropriate mechanism to mark this particular event.
- 3.4 The purpose of the CIO will be to create and sustain a memorial to the Portsmouth residents and workers who died as a result of the Coronavirus pandemic and to support a sense of collective remembrance.
- 3.5 We are aware that memorials are typically thought of as sites of contemplation and healing that are created after a catastrophic event but they are often more than this as they serve as a forum to allow communities to engage in the longer term process of healing with the beneficial effects being felt by the remaining family members.
- 3.6 The initial make-up of the CIO will include a representative of the Portsmouth Hospitals Trust, a representative of those who have died and a representative of Portsmouth City Council.
- 3.7 It is anticipated that the CIO will consult with the public on the nature and type of any memorial, including consideration for options within the country park, at an appropriate time when it is perceived that the pandemic is ending so any memorial can be considered as a whole as opposed to in a piecemeal way.

4. Reasons for recommendations

- 4.1 We would like to ensure that the Council is prepared and able to respond to the anticipated requests from the public where they are seeking a memorial for a loved one as a result of the Coronavirus pandemic.
- 4.2 The proposed CIO structure enables community engagement both from direct families who lost a family member but also recognises the valiant efforts of the NHS in supporting all Portsmouth residents some of whose members also died.
- 4.3 The CIO will be better placed to apply for external funding, should this be necessary to support the long-term management of any memorial into the future.

5. Integrated impact assessment

- 5.1 An Integrated Impact Assessment is attached at Appendix 1.

6.1 Legal implications

- 6.1 Charitable incorporated organisation (CIO) is a new incorporated form of charity which is not a limited company or subject to company regulation and, as a result, does not need to be registered at the Companies House.
- 6.2 CIOs are regulated by the Charity Commission and governed under the Charities Act 2011 (and the relevant regulations). Once incorporated, the CIO will have a separate legal personality from its trustee(s).

- 6.3 By virtue of section 139 of the Local Government Act 1972 the Council is allowed to act as a trustee and hold and administer gifts made for the benefit of the inhabitants of the area (except where these would be held on trust for an ecclesiastical charity or a charity for the relief of poverty). However, some charity structures require the trustees to be natural persons thus making it impossible for the Council to act as a trustee and a representative of the Council would have to take up such role.
- 6.4 The CIO must be incorporated for exclusively charitable purposes as set out in section 3 of the Charities Act 2011. Before the CIO is incorporated, the officers need to be satisfied that the purpose of the CIO falls within at least one charitable purpose as identified in the Charities Act 2011, otherwise, the application might be rejected by the Charity Commission. Furthermore, the charitable purpose of the CIO must also be for the public benefit.
- 6.5 In addition, once established, the CIO will have to operate for exclusively charitable purposes and thus be completely independent from the Council - it cannot be established for the purposes of advancing the Council's policies. Decisions about the administration and operation of the CIO will need to be taken solely in the best interest of the CIO and its charitable purposes.
- 6.6 The trustee(s) will have to act solely in the interests of the CIO thus making it difficult for the Council itself to act as a trustee or for the officers of the Council to act as trustees without potentially breaching their duties either to the CIO or the Council. It is therefore generally not advisable for local authorities (or its officers) to act as the trustee(s).
- 6.7 The CIO's constitution must be in the form specified in regulations made by the Charity Commission, or as near to that form as the circumstances admit. The Charity Commission has published two model forms of constitution for CIOs, namely:
- 6.7.1 The 'foundation' model - this model is suitable for CIOs whose only voting members will be the charity trustees; and
- 6.7.2 The 'association' model - this model suitable for CIOs that will have a wider membership, including voting members other than the charity trustees.
- 6.8 Although it is possible to convert from one model to the other, however, the procedure is not straightforward and it may require the approval from the Charity Commission hence the advantages of each model ought to be weighed before the decision is made and if required legal services shall be consulted accordingly.

7. Director of Finance's comments

- 7.1 There are currently no known direct financial implications arising from the recommendation of this report.

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Signed by:

Stephen Baily

Director of Culture, Leisure and Regulatory Services

Appendices:

Appendix 1 - Integrated Impact Assessment

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

.....

Signed by:

Cabinet Member for Culture, Leisure and Economic Development

Integrated Impact Assessment (IIA)

Integrated impact assessment (IIA) form December 2019

www.portsmouth.gov.uk

The integrated impact assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies that could impact positively or negatively on the following areas:
 - Communities and safety
 - Regeneration and culture
 - Environment and public space
 - Equality & - Diversity - This can be found in Section A5

Directorate:

Culture, Leisure & Economic Development

Service, function:

Culture

Title of policy, service, function, project or strategy (new or old) :

Proposed Portsmouth Coronavirus memorial Trust

Type of policy, service, function, project or strategy:

- ☐ Existing
- ☒ New / proposed
- ☐ Changed

What is the aim of your policy, service, function, project or strategy?

To establish a new charitable incorporated organisation in order to support anticipated public desire for memorials following the 2020 Coronavirus pandemic

Has any consultation been undertaken for this proposal? What were the outcomes of the consultations? Has anything changed because of the consultation? Did this inform your proposal?

No specific consultation has been undertaken for this proposal as the pandemic is still continuing but it is anticipated that the public will want to mark those who have lost their lives in some form.

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A1-Crime - Will it make our city safer?

☐☒

In thinking about this question:

- How will it reduce crime, disorder, ASB and the fear of crime?
- How will it prevent the misuse of drugs, alcohol and other substances?
- How will it protect and support young people at risk of harm?
- How will it discourage re-offending?

If you want more information contact Lisa.Wills@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-spp-plan-2018-20.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How will you measure/check the impact of your proposal?

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A2-Housing - Will it provide good quality homes?

☐☒

In thinking about this question:

- How will it increase good quality affordable housing, including social housing?
- How will it reduce the number of poor quality homes and accommodation?
- How will it produce well-insulated and sustainable buildings?
- How will it provide a mix of housing for different groups and needs?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/psh-providing-affordable-housing-in-portsmouth-april-19.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A3-Health - Will this help promote healthy, safe and independent living?



In thinking about this question:

- How will it improve physical and mental health?
- How will it improve quality of life?
- How will it encourage healthy lifestyle choices?
- How will it create healthy places? (Including workplaces)

If you want more information contact Dominique.Letouze@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cons-114.86-health-and-wellbeing-strategy-proof-2.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

It is anticipated at this early stage that residents who have lost loved ones through the pandemic will wish to mark their passing in an appropriate way. We do not believe our current memorial schemes will be able to cope with the potential number of requests and therefore are seeking to set up this CIO in order to help support requests in a considerate and appropriate way.

How are you going to measure/check the impact of your proposal?

Any suggestions for memorials or sites of contemplation and healing would be consulted on with the wider public before being implemented in order to ensure the proposal is able to achieve the desired impact.

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A4-Income deprivation and poverty-Will it consider income deprivation and reduce poverty?



In thinking about this question:

- How will it support those vulnerable to falling into poverty; e.g., single working age adults and lone parent households?
- How will it consider low-income communities, households and individuals?
- How will it support those unable to work?
- How will it support those with no educational qualifications?

If you want more information contact Mark.Sage@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-homelessness-strategy-2018-to-2023.pdf>
<https://www.portsmouth.gov.uk/ext/health-and-care/health/joint-strategic-needs-assessment>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

A5-Equality & diversity - Will it have any positive/negative impacts on the protected characteristics?

In thinking about this question:

- How will it impact on the protected characteristics-Positive or negative impact (Protected characteristics under the Equality Act 2010, Age, disability, race/ethnicity, Sexual orientation, gender reassignment, sex, religion or belief, pregnancy and maternity, marriage and civil partnership,socio-economic)
- What mitigation has been put in place to lessen any impacts or barriers removed?
- How will it help promote equality for a specific protected characteristic?

If you want more information contact gina.perryman@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cmu-equality-strategy-2019-22-final.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B1-Carbon emissions - Will it reduce carbon emissions?☐☒

In thinking about this question:

- How will it reduce greenhouse gas emissions?
- How will it provide renewable sources of energy?
- How will it reduce the need for motorised vehicle travel?
- How will it encourage and support residents to reduce carbon emissions?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cmu-sustainability-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B2-Energy use - Will it reduce energy use?☐☒

In thinking about this question:

- How will it reduce water consumption?
- How will it reduce electricity consumption?
- How will it reduce gas consumption?
- How will it reduce the production of waste?

If you want more information contact Triston.thorn@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

<https://democracy.portsmouth.gov.uk/documents/s24685/Home%20Energy%20Appendix%201%20-%20Energy%20and%20water%20at%20home%20-%20Strategy%202019-25.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B3 - Climate change mitigation and flooding-Will it proactively mitigate against a changing climate and flooding?

☐☒

In thinking about this question:

- How will it minimise flood risk from both coastal and surface flooding in the future?
- How will it protect properties and buildings from flooding?
- How will it make local people aware of the risk from flooding?
- How will it mitigate for future changes in temperature and extreme weather events?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/env-surface-water-management-plan-2019.pdf>

<https://www.portsmouth.gov.uk/ext/documents-external/cou-flood-risk-management-plan.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B4-Natural environment-Will it ensure public spaces are greener, more sustainable and well-maintained?

☐☒

In thinking about this question:

- How will it encourage biodiversity and protect habitats?
- How will it preserve natural sites?
- How will it conserve and enhance natural species?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-solent-recreation-mitigation-strategy-dec-17.pdf>

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B5-Air quality - Will it improve air quality?☐☒

In thinking about this question:

- How will it reduce motor vehicle traffic congestion?
- How will it reduce emissions of key pollutants?
- How will it discourage the idling of motor vehicles?
- How will it reduce reliance on private car use?

If you want more information contact Hayley.Trower@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/env-aq-air-quality-plan-outline-business-case.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B6-Transport - Will it improve road safety and transport for the whole community?☐☒

In thinking about this question:

- How will it prioritise pedestrians, cyclists and public transport users over users of private vehicles?
- How will it allocate street space to ensure children and older people can walk and cycle safely in the area?
- How will it increase the proportion of journeys made using sustainable and active transport?
- How will it reduce the risk of traffic collisions, and near misses, with pedestrians and cyclists?

If you want more information contact Pam.Turton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/travel/local-transport-plan-3>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change

Yes

No

Is your policy/proposal relevant to the following questions?

B7-Waste management - Will it increase recycling and reduce the production of waste?

☐☒

In thinking about this question:

- How will it reduce household waste and consumption?
- How will it increase recycling?
- How will it reduce industrial and construction waste?

If you want more information contact Steven.Russell@portsmouthcc.gov.uk or go to:

<https://documents.hants.gov.uk/mineralsandwaste/HampshireMineralsWastePlanADOPTED.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

C - Regeneration of our city

Yes

No

Is your policy/proposal relevant to the following questions?

C1-Culture and heritage - Will it promote, protect and enhance our culture and heritage?



In thinking about this question:

- How will it protect areas of cultural value?
- How will it protect listed buildings?
- How will it encourage events and attractions?
- How will it make Portsmouth a city people want to live in?

If you want more information contact Claire.Looney@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The provision of an appropriate memorial will help to reinforce to all the importance of the NHS and our essential workers all of whom have had a significant and often understated role to play in the current pandemic situation.

How are you going to measure/check the impact of your proposal?

It is anticipated that the CIO will consult with the public on the nature and type of any memorial, including consideration for options within the country park at an appropriate time when it is perceived that the pandemic is ending.



C - Regeneration of our city

Yes

No

Is your policy/proposal relevant to the following questions?

C2-Employment and opportunities - Will it promote the development of a skilled workforce?



In thinking about this question:

- How will it improve qualifications and skills for local people?
- How will it reduce unemployment?
- How will it create high quality jobs?
- How will it improve earnings?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

Is your policy/proposal relevant to the following questions?

C3 - Economy - Will it encourage businesses to invest in the city, support sustainable growth and regeneration?

☐☒

In thinking about this question:

- How will it encourage the development of key industries?
- How will it improve the local economy?
- How will it create valuable employment opportunities for local people?
- How will it promote employment and growth in the city?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

Q8 - Who was involved in the Integrated impact assessment?

Claire Looney

This IIA has been approved by: Stephen Baily

Contact number: 4185

Date: 03/07/2020



Title of meeting: Culture, Leisure and Economic Development Decision Meeting

Date of meeting: 17 July 2020

Subject: Landing Craft Tank Project Update

Report by: Director of Culture, Leisure and Regulatory Services

Wards affected: All

Key decision: No

Full Council decision: No

1. Purpose of report

- 1.1 To update the Cabinet Member of progress made on the Landing Craft Tank 7074 project during the Covid-19 lockdown and some of the challenges affecting the project.

2. Recommendations

It is recommended that:

- 2.1 The Cabinet Member notes the achievements of the project to date.
- 2.2 The council works with its project partner, the National Museum of the Royal Navy, to secure the outstanding funding required to deliver the project as planned and that the Cabinet Member approves officers seeking a further financial contribution from the council should the need arise.
- 2.3 The Cabinet Member approves a request to the National Heritage Lottery Fund, asking if residual funds from the Transforming the D-Day Museum project might be used in these exceptional circumstances to support the LCT 7074 project.
- 2.4 The Cabinet Member notes the intention to run a crowd-funding campaign to raise funding to cover additional costs incurred as a result of the coronavirus pandemic.
- 2.5 The Cabinet Member notes the uncertainty with respect to visitor numbers post Covid-19 and the impact this will have on the delivery of the LCT 7074 business plan once Landing Craft Tank opens as part of The D-Day Story later this year.

3. Background

- 3.1 Landing Craft Tank (LCT) 7074 is the last surviving LCT from D-Day. The council is working in partnership with the National Museum of the Royal Navy (NMRN) to move LCT 7074 to Southsea Seafront where the ship will open to the public as part of the D-Day Story. The two D-Day Tanks formerly located outside the museum will be displayed aboard LCT. The main funder of the project is the National Lottery Heritage Fund which is contributing £4.5 million towards the total project cost of £5.6 million. The council has contributed £96,000 of match funding and supported the project in other ways.
- 3.2 The NMRN will retain ownership of LCT 7074 but the ship will be operated by the council as part of The D-Day Story.
- 3.3 LCT7074 will have a positive impact on the local visitor economy, will be a great addition to The D-Day Story offer and attract more visitors to Southsea Seafront.

4. Reasons for recommendations

- 4.1 After a short pause following the Covid-19 lockdown contractors returned to work in early May. Construction work on site has continued apace and the striking steel framework that will support the canopy has now taken shape. The conservation and repainting of LCT 7074 is also coming to an end and the scaffolding gradually coming down to reveal the ship in all its glory. Work on the conservation of the two D-Day tanks is similarly also nearing completion. The team are now working with partners on plans for the move of the ship to her final location in the late summer. An autumn opening date is envisaged.
- 4.2 The National Museum of the Royal Navy (NMRN) is the fundraising lead for the LCT project and to date some £700,000 of match funding has been successfully raised, with another £280,000 to go. The project has a number of other financial challenges; costs linked to the creation of the new D-Day Car Park entrance for example and delays linked to the coronavirus pandemic. With work on the ship nearing completion and with the priorities of funders redirected to addressing the impact of Covid-19 this gap will be much harder to fill.
- 4.3 The NMRN is exploring a number of options to meet the shortfall including a crowd funding campaign working with the council's approved partner Crowdfunder UK. A further option relates to a modest underspend on the capital element of the council's Transforming the D-Day Museum project. In view of the synergy between the two projects this underspend might be usefully deployed to support the LCT 7074 project, subject to the approval of the National Lottery Heritage Fund. In the event that the NMRN is unsuccessful in this final phase of fundraising, further support from the council may be necessary.
- 4.4 The D-Day Story will be responsible for the operation of LCT 7074 and the successful delivery of the business plan. In the previous report attention was drawn to potential pressures on the business plan. The situation has been exacerbated by the coronavirus pandemic and the uncertainty over the level of

visits and earned income that can be expected. A reduction in visits and consequent loss of income from admissions and events will limit the potential to generate a surplus year on year to fund future maintenance costs. Officers will be in a better position to judge likely impact following the reopening of the D-Day Story and other UK museums.

5. Integrated impact assessment

- 5.1 Not required as an existing project.

6. Legal implications

- 6.1 As the project is being primarily funded by the National Lottery Heritage Fund, ensure any match funding is compliant with the terms of this fund. Further, the partnership agreement dated 15 March 2017 between the Authority and NMRN should be considered - particularly in light of the split / sharing of any match funding. If the National Lottery Heritage Fund approve using residual funds from the Transforming the D-Day Museum project, this should be reflected in appropriate contractual documentation.
- 6.2 Any funding from the Authority to the project should be considered in relation to the Authority's duty of best value to ensure appropriate use of public money - also in light of NMRN retaining ownership of the landing craft and the Authority being landowner (vs any match funding offered by NMRN). This should also be considered in light of the ongoing roles of the parties (including repair / maintenance obligations and responsibility for health and safety in light of Covid-19) - if the Authority has obligations to repair/maintain the landing craft then it will be paying money towards something which on expiry or earlier termination of the lease it will have no ownership of. If there is no cap on payments for repair/maintenance by the Authority then this leaves potential spend here unlimited. It is understood that the Authority is retaining ownership of the two D-Day tanks.
- 6.4 The final legal recipient of any match funding should be considered in light of relevant state aid and procurement legislation. Internally, the Council's constitution and Contract Procedure Rules must be adhered to. Further legal advice can be provided on this point when further information is available.
- 6.3 It is understood that legal documentation for the project overall is primarily being prepared and negotiated by Legal Property. Standard landlord and tenant clauses should be provided for in the lease to ensure that the Authority is protected as landowner. Detailed legal advice on the terms and conditions of such documentation can be provided outside the scope of these comments.

7. Director of Finance's comments

- 7.1 There is a potential funding gap of approximately £280k but this may increase further due to a number of financial challenges the project is facing. The National Museum of the Royal Navy (NMRN) who are the fundraising lead for

the LCT project are exploring a number of options in order to raise funds. If the NMRN are unsuccessful in raising the full amount, support from PCC may be sought.

- 7.2 The underspend on the capital element of the D-Day Museum project is forecast to be approximately £75k. The use of this will be dependent on approval from the National Lottery Heritage Fund and confirmation of final costs in relation to the D-Day Museum project.
- 7.3 Once the museum reopens to visitors we will be in a better position to review the impact on the delivery of the business plan. In the previous report it was noted that there are financial risks associated with the installation of the LCT outside the D Day Museum and the current pandemic situation means there is uncertainty on the level of future visitor numbers and the income expected.

.....
Signed by:

Stephen Baily

Director of Culture, Leisure and Regulatory Services

Appendices: None

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

.....
Signed by:

Cabinet Member for Culture, Leisure and Economic Development

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Agenda Item 5



Portsmouth
CITY COUNCIL

THIS ITEM IS FOR INFORMATION ONLY

(Please note that "Information Only" reports do not require an Integrated impact assessment, Legal or Finance Comments as no decision is being taken)

Title of meeting:	Culture, Leisure and Economic Development Decision Meeting
Subject:	The Culture and Leisure Response to the Covid 19 Pandemic March - June 2020
Date of meeting:	17 July 2020
Report by:	Director of Culture, Leisure and Regulatory Services
Wards affected:	All

1. Requested by:

- 1.1 The Portfolio Holder for Culture, Leisure and Economic Development

2. Purpose

- 2.1 To provide information on the scope and breadth of actions and activities carried out by Culture and Leisure teams, within the Directorate, in response to the Covid 19 pandemic, in order to mitigate impacts and support residents.

3. Introduction

3.1 Information requested

- 3.1.1 The impact of the Covid 19 pandemic across the city of Portsmouth was to initially close most services with direct public access, taking steps to mitigate risk to customers and staff. Subsequently staff across the services have been adaptable and innovative in terms of finding new ways to work, communicate and support residents during lock down.

On-line digital solutions and social media communication have played a major role in maintaining contact with colleagues and existing audiences. They have enabled access to new customers and contacts as residents have become more confident in accessing and participating in new digital content and platforms. Other works have engaged vulnerable and isolating individuals and families and manage the different ways people have sought to access the city for exercise and essential activities.

- 3.1.2 This report sets out, service by service, the key issues, actions and innovations employed to address the challenges of Covid 19, in Portsmouth, March - June

2020. It includes further developments and work plans being devised in order to adapt to the changing environment in the months ahead.

3.2 Business support team, also including the Hotwalls Studios, Beach Huts Management and Guildhall

3.2.1 Beach huts

On 13th March communication was made to annual beach huts owners not to use the huts during lockdown unless they lived within 1 hour exercise parameters and those living locally. With ease of government restrictions beach huts were opened on 15th May with government guidelines on cleaning, social distancing and time spent away from home.

3.2.2 Despite being in lockdown the service was able to re-let the 10 huts that have been given up from July, for the start of the year.

3.2.3 One of the measures in place, as part of the easing of the lockdown, was to gather data on a daily basis for the 10 days following the decision on the opening of the sites, to check if social distancing rules have been followed. It was encouraging to find, even in high temperatures and a bank holiday, that the information was positive, with most people adhering to the rules and protecting others. We have introduced community advisers this year, as part of the support along the seafront and although particularly focused on supporting the correct use of BBQs, we will also request them to check on the area at Lumps Fort for any further social distancing issues.

3.2.4 Hotwalls Studios

Artists living locally continued to use their studios over lockdown, with internal doors locked. No Public Access signs were displayed in the windows, with yellow signage in the area to enforce social distancing measures. Toilets remained open to the public. At the point of lockdown artists and participants were made aware of cancelled events via our social media channels and through a Mailchimp newsletter send to approx. 750 people. The newsletter included our lockdown announcement as well as ways of engaging with creative practice from home.

3.2.5 Information on business support and grants was shared with the artists. All creatives were successful in their application for the £10,000 business grant from PCC/ Government. This was a lifeline for these business and the site itself. Many creative in the city were not so lucky. An application for Emergency Funding from Arts Council England was compiled and was successful, granting £15, 000 to commission Hotwalls artists to create new artworks that can become part of the museum's collection. Other studio artists, including Alice Hume and Company of Makers, have also been granted Emergency Funding. Alice is using the money to launch her project Community Textiles, in which she will work with local charities to supply macramé kits to vulnerable people across Portsmouth.

- 3.2.6 The office has been fitted out providing a presence on site to support artists and ensure site is operating well and working safety. All staff on site with PPE in place.
- 3.2.7 Support has been provided for the "We Believe" project with Portsmouth Creates as a crowdfunding initiative for those artists that have fallen between the cracks. Artists will be commission to produce work that will go into an arts trail across the city in vacant poster sites. Vacant poster sites are offered at no charge for this work
- 3.2.8 The first Digital Market via Instagram was launched instead of a physical event, with positive feedback, a notable increase in sales and a strong interaction with their website and social media. The Hotwalls Studios profile was viewed by 750 people-compared with an average of 60-70 over the same time period
- 3.2.9 Future plans include:
- Using the Round Tower as a pop-up shop and also supporting the artists as a space for the public going forwards
 - Hosting a series of Digital Open Studios events Instagram and Facebook and strengthening digital offer. Artists adapting business model; to online and click and collect which will benefit some in the long terms
 - Coordinate a digital tour of Old Portsmouth and Hotwalls Studios for Heritage Open Days. If it's safe to do so, tours in person, will be offered to small groups in addition to sharing digital versions.
 - Increased access to events by providing digital content where possible
 - Participation in a collaborative arts festival, "Back and Fill", initiated by Marine Studios in Margate. The aim is to unite coastal towns in putting on a creative celebration that shows the resilience of coastal areas and the power of art for regeneration.
 - From Monday 15th June, some studios have taken the first steps to re-open to the public. This has been the choice of individual artists, and some have welcomed in one visitor at a time, encouraged contactless payments and asked customers to put items in bags themselves. PCC have supplied starter PPE kits including anti-bacterial wipes and hand sanitiser, as well as posters and floor markings.
 - The Canteen to move to 7 days a week opening for take-away only and reopen outdoor seating in July.
 - Resumption of small scale events in the autumn, subject to government guidelines.

3.2.10 Staffing

Half of the 10 staff have IT access to enable working from home. The remainder was supplied slowly over the following weeks of April, other sites found for staff who can't work from home such as seafront services. Staff deployed to registrars. Communication via what's app groups, zoom weekly staff meetings and zoom 121's. Work processes were put in place to ensure business continuity, communication and GOLD commitments assured. Until everyone was installed with Cisco jabber - the seafront and Hotwalls phones were manned by the team throughout lockdown including weekends.

3.3 Community Centres

The Community Projects Officer has retained regular email and telephone contact with all the community associations and been sending them copies of information from the government, links to advice and information sources and templates of key documents to ensure the best and most current information was available to them. She has also remained in contact to respond to any questions and provide clarifications. Community Centres have been encouraged to keep in contact with each other, to provide constancy of approach and share information and examples of their documentation for re-opening. This has included risk assessments, cleaning procedures etc.

3.4 Public Libraries

- 3.4.1 Portsmouth Central Library and the History Centre were closed to the public, at 5pm on Friday 20th March. All other library service points, including the Mobile, had been closed earlier in the week on Tuesday 17th March, following PCC decision to focus on critical service delivery only. Frontline library staff were requested to report to Central Library from Wednesday 18th March in order to keep the library open, in line with Library and Archive Service Business Continuity planning. Given the timing of the decision, information of the closure was sent to Corporate Communications and shared on library and PCC social media.
- 3.4.2 A group of senior staff assembled at Central Library the following Monday and immediately began working on consolidating the online public library offer to residents. Posters were distributed to all library sites, inviting the public to access eBooks, eAudiobooks; music downloads; magazines and newspapers for free with their library cards. Those without a library card were invited to access the library homepage and register for a library card online. This communication also reassured residents that books and other physical items on loan during this period had automatically been renewed, so there would be no penalties for late return.
- 3.4.3 Online membership, not surprisingly, has increased during this period. In April, there was a 94% rise in registrations, which is 574% up on the same time last year. Just over half of online registrations immediately after lockdown were from people aged 50-70 years. People who register online receive a unique number

and PIN that they can use immediately. When libraries re-open, they will be able to collect a physical library card.

- 3.4.4 As physical book deliveries were suspended by our suppliers, additional resources from the Bookfund have been allocated to increase the digital offer. Compared to April 2019, eBook loans increased by just over 150% and eAudiobook loans were increased by 95%. In May, the figures increased again by 10%. Supplier of online content have responded to the increased demand by offering attractive discounts or two-for-one offers on eBook and eAudiobook titles. Portsmouth also benefitted from national Arts Council England funding, which provided £1000 for library authorities to purchase additional online resources to meet demand.
- 3.4.5 Corporate Communications supported libraries with a poster campaign in local parks, promoting 'a world of free fun online'. Throughout this period, library staff working from home have been active in uploading digital content suitable for all ages to our social media platforms, ranging from video rhymetimes and storytimes to recipes and craft activities. Staff have also uploaded how-to guides to all the digital platforms so support those needing additional help accessing our resources.
- 3.4.6 COVID19 has identified the digital divide in the city and the Library and Archive Service recognises there are many families who are not online and cannot take advantage of these offers. Immediately after lockdown, staff were involved in making telephone calls to some of our Home Library Service customers, referring them to Portsmouth HIVE, where necessary. Library staff were also able to resume book deliveries to these customers, observing social distancing and guidelines from Public Health England around handling books and other items.
- 3.4.7 From Wednesday 29th April, more staff who were unable to work from home were called into Central Library, Portsmouth History Centre, Southsea Library, North End Library, Cosham Library and Beddow library. Library assistants have been working in closed buildings for three days each week, Wednesday to Friday. This work, which has been timetabled and risk assessed to ensure safe practice and social distancing, has enabled staff to begin the process of preparing work spaces to re-open to the public. This will include moving shelving to avoid bottlenecks, directional guidance and safe queuing spaces. They will also undertake cleaning, stock work.
- 3.4.8 Once initial emergency needs from residents - health; financial and food - were being addressed by Portsmouth HIVE, it was reported that residents were in need of additional resources to facilitate wellbeing. To this end, libraries have developed a partnership whereby residents calling the HIVE helpline can request books for all ages and in a variety of formats. These are put together by library staff working from the larger branches and are collected and delivered by HIVE volunteers. Again, Corporate Communications have supported libraries with a poster campaign and engaging social media posts to promote this service. Libraries also purchased games; jigsaws; colouring books and pencils

that can be sent out in these packs. Library staff have also been working on simple craft activities and puzzles for families.

3.4.9 Libraries, as lead organisation for the Portsmouth Cultural Education Partnership are facilitating the delivery of packs generated by Portsmouth Creates containing their colouring book together with resources donated by Aspex Gallery, the Guildhall, library teams and Artswork. Together they provide innovative and culturally stimulating resources to stir the imagination of children. The packs also contain invitations to take part in the "Great Indoors" challenge to either draw or write about their experience of lockdown. Working with local schools, libraries will ensure 1,000 pack reach vulnerable and targeted children in the city.

3.4.10 **School Library Service**

- Portsmouth School Library Service (SLS), a Traded Service of PCC, closed its building on Tuesday 17th March. Primary and Secondary School customers have continued to receive weekly communication by email newsletters and staff set up a private Facebook page for school staff so that links and videos to online educational resources could be shared.
- For some years, SLS has provided an eBook and eAudiobook service to customers. As the vast majority of pupils were sent home, demand for these resources was unprecedented. In April, there was a 210% increase in the number of online borrowers of eBooks and eAudio books compared to the previous year. The number of online titles on loan or reserved was up 250% on the same period last year.
- SLS has also continued to support schools by providing *The Day* and *The Day Explorer*, an online news resource for primary and secondary pupils and the SLS Twitter account @portsmouths/sls, keeping school staff informed of resources available from authors, publishers and reading related resources.

3.4.11 **Archive and Portsmouth History Centre**

The History Centre Team have been working during this period, reconfiguring the space for re-opening and undertaking ongoing work on the organisation and cataloguing of collections. Working in collaboration with the Museum Service on 'Collecting Covid'. A major priority is to capture documents, leaflets, images, records and personal reflections related to the coronavirus pandemic in Portsmouth. As a major event in Portsmouth's history, that has affected everyone in the city in many ways, local people will wish to study the outbreak in the city and PHC expect to be asked to produce an exhibition and related material in due course. Two photographers are working with the centre to provide a photographic record, there has been a call out on social media for personal insights and entries to the children's challenge, and "The Great indoors" will form part of a permanent record.

Children are asked to record their feelings and experience of lockdown in a picture, poem or piece of writing. The PHC and the Museum Service have been working with Corporate Communications to encourage public engagement whilst emphasising that no one should take any action that compromises current guidelines and health priorities. A blog has already been created to encourage members of the public to respond.

3.4.12 **Conan Doyle**

The Conan Doyle Collection used past resources to provide Study Packs (Key Stages 1 -4) via the School Library Service to all schools in Portsmouth. These were advertised on the Conan Doyle, Library and Museum Facebook pages and this brought in 30 additional requests from families, with more downloading the Study packs directly from the Museum website too.

Quote from parent: 'Just wanted to say a humongous massive thank you so much for the brilliant articles you so kindly printed out for us and the fantastic copy of the original story!!! Wow!! We feel like Christmas has come early, my daughter and I are thrilled with this extra treat you have gifted us, it means a lot to us, thank you again for your kindness in helping.'

A volunteer has been engaged virtually to manage the social media pages the Conan Doyle Collection has. There has been interesting engagement with the promotion of the Conan Doyle past exhibitions, linking to the website. There has been a noticeable increase in fans going from the Facebook page to the website to view these pages. <https://www.facebook.com/conandoylescacebook>

Website stats are up with 769 people hitting the website this month so far from all over the world, buoyed by the hits from Facebook. Recently added to the website has been the Story Cubes stories written by the community groups that made them, along with a page explaining the project and photographs of the 6 community made story cubes. Each community group has been told about this too, and the Young Carers talked about their involvement in the Story Cubes in their newsletter to all of their Young Carers.

<https://www.visitportsmouth.co.uk/conandoyle/our-work/city-of-stories/story-cubes>

The Conan Doyle Collection has recently taken on two young adults (one after finishing a degree at Exeter and another having just finished college) again as virtual volunteers to write Adult Study Packs. The Conan Doyle Collection has a wealth of resources from the years of talks and projects detailing the collection and world of Sir Arthur Conan Doyle and Sherlock Holmes. There is a need for more adult activities for those people shielding or vulnerable, that are accessing packs from the HIVE/Central Library, but these would also be a great resource for the future with the potential for these to be given to people with longer term health issues who are house bound, or people living in residential homes. They will also prove useful should there be a second wave of Covid19, forcing a secondary lockdown.

3.4.13 **Recovery**

Based on current Government guidelines, no public library can open its doors before Saturday 4th July. Portsmouth Libraries plan to initially open Central; Southsea; North End and the Mobile Library Service from Monday 6th July. Each library has been risk assessed in consultation with senior management; frontline library staff and trade union representatives. Libraries Connected have also provided some guidance for public libraries nationally and will deliver a Toolkit in agreement with DCMS. Buildings have been reconfigured to allow social distancing and are equipped with PPE, cleaning stations and desk shields.

Strict limits on numbers of members of the public in the buildings at any one time have been agreed and the emphasis is on encouraging rapid engagement where possible. To this end, public computer access will be reduced to 1 hour per day and whilst browsing is permitted, members of the public will be given the opportunity to take away bags of pre-selected books or call ahead with requests for certain themes, authors or genre to be prepared for collection (Click and Collect)

The Recovery Plan is provided as Appendix 1

3.4.14 **Future Planning**

Library teams are currently preparing children's activities for the summer, to replace the live events which would usually take place in libraries. They can be collected in bags from open buildings or be delivered through collaboration with the Hive.

The concluding celebration for the ACE funded City of Stories project was delayed by lockdown and is now planned to be incorporated in BookFest 2020. The work and participating artists of the last two years will be celebrated in film and other digital content to be consumed in diverse ways as well as exploring some modest live events.

In association with the Children's, Families and Education Directorate, Reading Agency and local schools, the Public and Schools Library Services will be delivering the Summer Reading Challenge to all primary age children this summer, both via schools and open libraries. The initiative will be supported by a communication campaign to encourage children across the city to get reading and discover new books this summer, to support literacy and learning in a time when many have been away from the classroom for a long time.

3.5 **Marketing and Tourism**

- 3.5.1 **National and regional meetings and webinars.** Jane Singh has joined as many relevant meetings and webinars as possible during this period. This includes regular VisitEngland/VisitBritain Destination Management Organisation

(DMO) meetings (fortnightly), UKInbound webinars, Tourism South East DMO meetings (weekly), Coastal Tourism national group meetings and the COVID19 Regional Tourism, Hospitality and Leisure Recovery meeting which includes Solent LEP. This has ensured Portsmouth has a voice at these various forum, also feeding into groups reporting direct to Government and regular contact with the Tourism Policy Advisor in DCMS.

3.5.2 **Engagement with tourism partners.** Keeping partners informed and up to date with news and support both from PCC and the Government has been key and regular updates have been sent by email. There have been three virtual destination meetings and regular catch up with key tourism partners including the International Port and Shaping. .

3.5.3 **Brochure Mail-Out** As people have been mostly trapped at home, 5,000 Visit Portsmouth brochures are being sent to individual addresses across the UK. About 50% of these have been distributed so far, all including a letter explaining the changes to events and attractions etc. The digital versions of the brochures and Mini Guides have been amended to reflect changes to events this year.

3.5.4 **Visit Portsmouth website**

In addition to cancellations and rescheduling to reflect the lockdown environment, new pages and sections have been created to provide up-to-date information, continuing promotion of the city and aligning with wider campaigns. The Covid-19 information page detailed attractions closures, latest governmental advice, information on big events and general updates has been viewed 2,329 times to date, with the average time on page being 30.9% higher than the site average, as people spend time reading the content. The Virtual Portsmouth section was created to promote city attractions and encourage people to keep the city in mind for when they are able to safely travel. It collated activities that people were able to do from home, from virtual museum tours to craft activities, live music performances and more. Since it went live at the very end of March, the section has been viewed 14,249 times. People are engaging with the content and staying on the site longer than average, with the bounce rate 28.1% lower in this section than the site average. Since it has been live, the Virtual Portsmouth landing page has been the single most viewed page on the site, ahead even of the homepage.

3.5.5 Ahead of the busy bank holiday period, a campaign: Don't Visit Portsmouth... yet, aimed to promote the city and showcase what people can enjoy, but to dissuade them from doing so during lockdown. The page included government advice, as well as FAQs and information on events. It has been viewed 3,237 times and had a spike in traffic when it first launched thanks to the social media campaign run alongside it. More recently (within the past week) we launched a page to run alongside our Stay Safe: Plan Ahead campaign. This campaign will begin encouraging visits from those within the region and advising people to plan ahead to ensure their visit is not only enjoyable but also safe.

3.5.6 The Visit Portsmouth social media channels have been updated throughout this period, sharing updates from individual attractions, promoting the various

campaigns that have been run, and posting feel-good images and videos. Since 16 March, the Facebook posts alone have enjoyed a reach of 798,279 – or a reach of 13,530 per post. In that time Facebook has driven 8,009 people directly to the Visit Portsmouth website. These visitors have been better quality than the average, with the bounce rate of Facebook traffic being 24.9% below the site average, and the average pages per session coming out 12.3% higher.

- 3.5.7 In early April, a video of the city's most popular spots looking quiet with few people around, reached 57,400 people and generated 13,597 minutes of video view time. The Facebook page now has a total of 36,770 followers. The Twitter page generated 221,000 impressions over this period – around 2,500 per day. It has driven 641 people directly to the Visit Portsmouth website.

3.6 Museums

- 3.6.1 Visitor Information Services have continued to be provided during this period of lockdown by phone and email. The online shops have gone live for Portsmouth Museums and The D-Day Story, already generating sales and with ambition to add more products and promote more widely.

A number of staff have been furloughed with a core team who are carrying out site checks twice a week and staffing The D-Day Story and Portsmouth Museum for the HIVE and essential works. They are also undertaking the community advisor roles on the seafront at weekends. The team are currently working hard on our re-opening plans with The D-Day Story first on 20 July, followed by Portsmouth Museum and Art Gallery on 11 August. Both museums will have a number of measures in place including a reduced capacity, queueing systems, one way system, new screens for reception areas (already installed) and will adhere to the new VisitEngland/VisitBritain safety standard for tourism businesses.

3.6.2 Digital

During lockdown there has been a marked increase in digital activity to provide an alternative form of access for visitors and other users at a time when the museums cannot be visited. We have delivered continuous collection based posts on Facebook whether anniversary based or as part of a Facebook Live series of talks. Recent Facebook Live sessions have covered the artist Edward King, the Overlord Embroidery and work on the city's natural history collection. On twitter we have participated in national lockdown initiatives such as #CuratorBattle, #MuseumsUnlocked, #MuseumFromHome and #MuseumsWeek. We have produced videos including of the 'D is for Dodo, E is for Extinct' display at Portsmouth Museum and Art Gallery <https://www.youtube.com/watch?v=Lk5WIYtk3c> and another showcasing work on the Hymenoptera collection is in progress. Smaller videos have also been uploaded to Facebook and Twitter. We have also collaborated online with organisations such as the Commonwealth War Graves Commission and we anticipate that this will lead to other national and international collaborations on social media in the future.

- 3.6.3 The museums' new websites were launched during lockdown and a range of online activities added; collection based jigsaws for all ages and abilities, history puzzles downloadable colouring sheets and jigsaws based on the paintings of Edward King, worksheets and ideas for 'make and takes' based on the natural history collections. In June we launched the people's online gallery. The theme for the first exhibition is 'Pets at Home' which will be live on the website from 19th June to 16th August. The exhibition theme will change monthly and is open to all ages and abilities.
- 3.6.4 The D-Day Story has used this period as an opportunity to understand online audiences and engage new ones; creating content in line with our brand values to attract younger and family visitors. This has informed the development of a wider project to create a digital strategy for the museum service. The response from users has generally supported the view that collections and the stories associated with them are popular. Having said that, the most popular posts on the Cumberland House Facebook page have been those featuring local wildlife, especially insects. A post about stag beetles had a reach of 3.4k. Our experience indicates that digital needs to be integral to everything we do and has highlighted the resources, including staff time, required to create the content. One member of staff has created 230 posts during lockdown - an estimated 213.5 hours / 5.8 weeks' work (noting that creating content is slower when working from home); a second estimates 1.5 hours for each post including, research, writing, scheduling, replying/monitoring and fact checking with colleagues. The total post reach for all the museums' Facebook accounts from 23 March to 28 June is 730,245.
- 3.6.5 **DD-76 Campaign What a difference a year makes.** The D-Day Story's campaign to commemorate D-Day 76 reached over 261,000 people on social media. The campaign started in mid-May and ran to 7th June. Museum volunteers created videos explaining why they believe people should still remember D-Day, members of the public shared their photos of last year's events and the Event Team worked with us to create a virtual memorial ceremony. The virtual memorial ceremony featured the Lord Mayor and a service by Canon Rev'd Bob White. It was played on Facebook on 6th June and reached 13,000 people. Bob White appeared on Sky News and Andrew from the museum was interviewed by BBC Radio Solent. As a result of the campaign Facebook page likes were up 300% and on Twitter engagements were up 320% compared to before the start of the campaign. A series of #OnThisDay tweets were particularly successful, highlighting key events in the run up to D-Day using objects from our collection.
- 3.6.6 The team continued their Facebook Live series and have taken part in live events with the Commonwealth War Graves Commission and the 'Polish D-Day Story'. The Polish D-Day Story event was watched by 330 people and attracted viewers from all over the globe, from Canada, Sweden and even Singapore. The campaign presented a good opportunity to work with colleagues in the Event Team to run events in lockdown and we seek to build on it in future.

- 3.6.7 **Collecting Covid-19** The museum service in partnership with archives is collecting material reflecting the city's experience of the coronavirus pandemic. We have been offered a number of objects including artwork produced in lockdown and face shields produced by local companies. We have also been engaging with local businesses, organisations and PCC teams to ask them to keep objects safe for us to collect later. This has been a useful exercise in terms of contemporary collecting illustrating the staff time required and use of multiple channels to reach people. The News is a partner in the project and this will be invaluable in terms of generating interest and contributions. Local photographer Paul Gonella has been documenting Portsmouth during lockdown with the permission of relevant landowners and businesses. Paul reports that he has over 2,000 photographs to sort and edit. The collection will be donated to the city and we plan to feature some of the photographs in the forthcoming Portsmouth revisited II exhibition at Portsmouth Museum and Art Gallery.
- 3.6.8 **Portsmouth revisited II** This new exhibition will open in August at Portsmouth Museum and Art Gallery. It will be an opportunity to showcase over 80 modern and contemporary works from the city's permanent art collection complemented by key loans by local artists. The Curator of Art created a virtual tour to promote the exhibition in April, shown on YouTube and on Facebook. The exhibition was featured in the May edition of the Southsea Lifestyle magazine and will be covered in Flagship. We have applied to the Art Fund and V&A Purchase Grant Fund for funding towards the cost of purchasing a group of prints by the Portsmouth born artist Derek Boshier for the exhibition. If successful it will mean the museum will have the largest collection of his works, ranging in date from the early 60s when a young artist to more recent work as an established international artist. The acquisition will enhance the contemporary aspect of the fine art collection and support community engagement.
- 3.6.9 **Collections** Prior to lockdown, recent work on the natural history database had focussed on creating new well-structured records with the help of volunteers. Lockdown has provided an unexpected opportunity to finally get to grips with and revisit the data of previously catalogued objects. Since the start of lockdown over 12,000 records have been updated and restructured. Some areas of the database have been globally edited, but many records needed to be updated individually. Information from old card indexes and copies of accession registers and notebooks have been added to improve the quality of the database. This work has vastly improved our knowledge of the natural history collections and we have been able to write an overview of the collections for the first time since the 1980s. We also have a list of taxidermists associated with the collection which has been researched by front of house staff and natural history volunteers. Another volunteer has been working through the collectors associated with the insect collections.

The Natural History Collections Assistant has been curating the Hymenoptera (bees and wasps) collection (over 1000 to date). This will soon be the first fully catalogued and labelled insect collection.

3.6.10 **Covid related activity has included:**

- Covid-proofing displays in preparation for re-opening including how we treat objects on open display and hands-on interpretation
- Adjusting externally funded project budgets to take account of Covid-19 and seeking approval from the funder (National Lottery Heritage Fund).
- Preparing bids for Covid-19 emergency funding

3.6.11 **New Museum websites**

The new websites for the Portsmouth Museum Service were launched during lockdown. The suite includes six new sites: Portsmouth Museum and Art Gallery; Southsea Castle; Cumberland House; Charles Dickens' Birthplace Museum; Eastney Engine Houses; and a Portal to sit above them all and cover service-wide aspects.

3.7 **Parks**

- 3.7.1 The Parks Team have continued service delivery throughout the pandemic with the only interruptions to facilities/services being as dictated by Government legislation. Upon lockdown, the Government widely referenced parks and open spaces as places the public should use for their daily exercise routine - alone or with members of their household. Since many residents in the city do not have gardens of their own and want to exercise - whether it be running, walking or exercising the dog - the initial legislation was to use the open space nearest to where they live. This has now been relaxed to unlimited time and travel to exercise, albeit there are still restrictions on who you can exercise with. The team made early adjustment to the working practices of staff, moving to a mixed model, with some staff working from home, adjusting configurations and start times at depots, use of vehicles, restricted use of the Civic Offices and the majority of staff working at distance in the field. Some facilities had to close, but have since re-opened and are operating under revised arrangements.

The full Park Situation Report can be viewed at Appendix 3.

3.7.1 **Achievements:**

- Increased number of residents and visitors using our public open spaces
- People are visiting sites they have not previously used in order to find quieter spaces for exercise and where they can socially distance, such as wildlife sites like Portsdown Hill, Hilsea Lines and Milton Common
- The grounds maintenance team have continued to achieve very high standards of maintenance to our parks and open spaces across the city, which considering the adaptations that have had to be incorporated, is a real achievement. All the bedding (70,000+ plants) and hanging baskets are on display and being maintained
- All safety inspections have been completed as normal to help reduce risk of harm to the public

- The service and team has received a higher number of compliments than normal through various communication channels - a sign that residents have appreciated how their open spaces are maintained
- Lockdown restrictions have led to new users playing golf at Great Salterns, which opened under revised booking and play arrangements. Demand is exceptionally high and the adaptations have worked very well. However the necessary adjustments to facilities such as Great Salterns Golf Course and Waterfront Garden Centre mean they are not able to operate at full capacity, at this time of increased demand
- The Waterfront Garden Centre has re-opened (with adjustments) and is making record sales with increased visitor footfall

3.7.2 **Issues and Challenges:**

- Number one priority has been the welfare of all staff who have continued working their normal roles during this time. Adaptations have been made where they can and working practices amended where necessary. This is a continuing responsibility whilst we work through the recovery phase, as further changes are made to Government regulations, to ensure our staff and the public remain safe.
- With increased visitor numbers, comes increase in the number of common issues or causes of complaint. Many people have used open spaces not only for exercise but to overcome some of the mental and social constraints of lockdown and there needs to be appreciation that these are unprecedented times. There is a balance between issues that we can and cannot influence at this time.
- Common causes for complaint are littering, BBQ's and anti-social behaviour. The Communications Team are working on a campaign aimed at raising awareness of littering and disposal. The newly formed Seafront Community Advisors are helping raise awareness of the dedicated BBQ zones and to avoid leaving scorch marks and to encourage use of the available bins. The Parks Team are taking any measures it can to help alleviate increased ASB issues and nuisance to properties neighbouring parks amenities.
- With Government restrictions affecting the operation of many buildings and facilities, there is an increase in the number of businesses and activities that wish to make use of open space in order to operate at the same capacity. This will place an increase in demand on available open space and how temporary permissions may be enabled where this is to be considered.

3.8 **Partnership and Commissioning Manager**

The post holder relocated to the Seafront Office at the point of lockdown and has been able to assist the work of the Hive, located in the D Day Museum and other services, facilitating new ways of working and applying good practice to address new challenges. The key achievements during the period of lockdown have been:

- 3.8.1 Supporting the Hive initially to cross reference food offers with requests to support vulnerable families and individuals and those who are shielding. Also to consider food offers with businesses offering to donate food to NHS and key workers
- 3.8.2 Assisting the Hive to secure necessary infrastructure including, walk in chiller units which were secured from both the International Port and the Royal Navy.
- 3.8.3 Providing logistical support in devising logging system and applying event management knowledge to different circumstances
- 3.8.4 Working with Portsmouth Creates to assist their distribution of activity packs to isolated, shielded and vulnerable individuals and families and starting work on their next initiative which is to offer a number of artist commissions to local artists for new works which will be featured in the poster sites going forward
- 3.8.5 Supporting Revenue funded organisations, ensuring they have been made aware of funding streams which became available within PCC and much wider.
- 3.8.6 Co-ordinating a new Service newsletter to update both internally and externally on actions the service was undertaking, offers and how it was responding to the situation with a view to ensuring there was a good understanding of our wider offer and, where necessary constraints
- 3.8.7 Coordination of the seafront offer in response to Covid, using an Events management model, to improve communication and understanding of operations in this multi-service space with both PCC services and also key external stakeholders such as Police and RNLI
- 3.8.8 Managing resident and visitor expectations of how spaces could work and function within the Government restrictions related to Covid and ensuring that the latest messaging was clearly displayed across the open spaces
- 3.8.9 Supporting safe usage of the seafront with significantly increased footfall since the beginning of the pandemic

.....
 Signed by
Stephen Baily
Director of Culture, Leisure and Regulatory Services

Appendices:

Appendix 1

Library and Archive Recovery Plan

Portsmouth Public Libraries and Archive Recovery Proposal

The proposals below are risk assessed, agreed with HR and in line with current guidelines and Government advice. They are continually under review, if and when guidance might change. The proposals and changes in practice are put in place to safeguard customers and staff during the Covid 19 emergency. Property Management and Corporate Communications will be notified ahead of opening any library and archive building to the public.

Change in approach and priorities regarding service delivery in initial period of release from lockdown

- The function of libraries will be to provide loan material, digital access and all universal offers, but NOT provide places to linger, meet friends or attend events. While the importance of digital access is acknowledged, excessive recreational use of the Peoples Network will be discouraged and session length will be limited and informed by size of queues (where appropriate.)
- In line with best practice in supermarkets, cleaning stations will be provided for customers to clean surfaces/keyboards etc and use hand sanitizer at their discretion.
- Promotion of Spydus App to encourage self-issue/discharge
- Ongoing promotion of digital offers

Changes to policy to be implemented prior to opening:

- Maximum numbers of customers agreed for the building - both PC users and other customers. In the case of Central the maximum number per floor agreed
- The reservation service will be suspended
- Volunteers will not be invited back during social distancing measures
- Only one family in the children's library at a time
- PN computer sessions limited to one hour. Where customers are waiting this may be reduced to 30 minutes.
- History Centre to encourage customers to reserve a place where possible - up to the maximum for the floor.
- Card payments only accepted - amounts less than £1 should be paid by the customer into a donations box
- Provision of "click and collect" collections, or those who wish to limit their time in the building. These will be themed collections of library books and other loan items. Customers may specify genre, topics or preferred authors but not specific titles. This is in line with the existing services provided to isolating families in receipt of home deliveries.
- Handling stock policy - all returned and browsed items to be quarantined for 72 hours before handling and re-shelving.
- Where applicable only one person or social bubble on a stair well at a time.
- Where applicable only one person, or social bubble in a lift, at a time.

Priority for re-opening library buildings as lockdown eases

The rationale is based on providing access in larger buildings where distancing can more readily be achieved. Prioritising libraries where records of use show they provide access for the largest number of residents and provide the best geographical spread around the city.

1. Central - priority also based on providing access to the Portsmouth History Centre and tenants and their clients. Maximum customers in public areas :
LGF 6 (TBC with HIVE)
GF 2PN and 1 child PN and 8 roaming
1st Floor 10 PN and 10 roaming
2nd Floor 2PN and 6 at work stations
3rd Floor (TBC)
2. Southsea - maximum customers - 7 adult and 1 child on PN and 12 roaming
3. North End - maximum customers - 7 adult and 1 child on PN and 10 roaming

The following libraries have also been assessed for maximum numbers of customers, but will not open in the first phase on 6th July:

4. Cosham - maximum customers - 4 adult and 1 child PN and 10 roaming
5. Beddow - maximum customers - 3 adult and 1 child on PN and 8 roaming

Smaller branches should remain shut until social distancing measures are relaxed and increased staffing is available.

Initial opening times

Monday - Friday 9.30 - 17.00 No weekend opening

Timetable June/July 2020

DCMS advice indicates Public Libraries should re-open as part of phase 3 of the Governments programme. The suggested date is Saturday 4th July 2020. As Portsmouth aims to deliver a Monday - Friday service in the first instance, we would open the libraries identified below from Monday 6th July 2020.

Currently small social distancing teams of staff are working in Central, Southsea, North End, Cosham and Beddow Libraries from Wednesday - Friday each week. Their role includes works to prepare libraries for re-opening, also preparation of loan items for the home delivery packs, liaising with the HIVE, stockwork and cleaning.

Present - 21 June	22 June - 5 th July	6 th July - onward
Skeleton staff working in Central, Southsea, North End , Cosham and Beddow Libraries.	Full operational teams working from Central, Southsea and North End. Other buildings remain closed	Full operational teams working from Central, Southsea and North End

<ul style="list-style-type: none"> • Preparation for Covid reopening. • Cleaning • Removal and alternations to furniture and equipment 	<ul style="list-style-type: none"> • Establishing new work routines and safe working practice. • Use of PPE • Training and clarification of the amended library policy and procedures 	<ul style="list-style-type: none"> • Open to the public and delivering library services in line with guidelines • Ongoing review of practice
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Priority for re-opening July 2020

Currently constrained by the availability of front line staff to attend libraries and the need for additional staff numbers to manage queues and deal with enquiries after the extended period of closure. Some staff are shielding and unable to attend the workplace.

1. Central
2. Southsea
3. North End

The above presumes normal library staffing levels + 2 additional persons for Central Library and Southsea and 1 additional person for North End.

Changes to buildings to be implemented prior to opening, to be agreed with senior managers:

- Removal of public seating other than at public network PC's and limited short term single seats for the elderly and disabled.
- Removal of shelving and display where this creates narrow passing points
- Establish cleaning stations for public use
- Put alternate public access PC's out of action to enable 2 meter distancing for users
- Queue/distancing markers outside entrance and in building at desks as appropriate
- Mark "one-way" movement around space
- Plastic skips by discharge kiosks to receive returned stock for 72 hour quarantine.
- Provide posters to inform customers of changes to practice
- Install sneeze guards at front desks.
- History Centre to provide self-help guides to the services
- Availability and access to public toilet facilities - to be advised

Storage for excess furniture to be provided in Room D Central and Volunteer room above Southsea Library

Staff Support:

In line with HR policy - Coronavirus; Returning to work after lockdown

Guide for Managers.

Staff will be encouraged to handle and practice with all PPE in the two weeks prior to opening.

Training to support new policies and processes in the two weeks prior to opening, to include use of walkie talkie.

Staff time to agree routines and processes for the staff areas, work spaces and rest facilities.

PPE provision

- Desk/sneeze guards
- Visors/masks
- Disposable gloves
- Cleaning wipes
- Hand sanitizer/cleaning wipes/soap/paper towels
- Cleaning stations for public use.

Library and Archive communication with customers

- 22nd June - 5th July Promote library opening via social media, website and campaign with Corporate Communications
- Posters in libraries to communicate changes to the library offer
- Promote the Spydus App - this enables customers to use their phone to record loans etc
- Continue to promote the digital library offer
- Actively promote the "Click and Collect Service" and continue to promote home delivery services for shielding families and individuals in association with the HIVE and HIVE volunteers

Review

Managers to monitor service points on day 1 of opening, to consider changes to policy and procedures to support customer and staff safety and wellbeing. Then weekly evaluation or whenever Government guidance changes.

Appendix 2

Museum Social Media Statistics and Feedback

Comments received after the first Facebook Live on the artist Edward King:

Thank you that was very interesting. I do remember the bomb sites opposite the Guildhall. Looking forward to Milton Locks paintings as I was brought up there.

This was brilliant. Many Thanks

Quite upsetting really, and I think the stillness and the muted palette makes it more sad.

Hi from Australia 😊 I have ancestry from Portsmouth. My 2x great grandfather was born there. His father owned a bakery. I believe I have cousins still living there. I love this.

Thank you. It's like travelling on my couch 😊

I'm massively grateful to all museums and other institutions providing seminars and other activities on line. Shielding and finding it v tough mentally and this type of event is literally keeping me going. Glad to have come across this one I am in Sheffield and hadn't heard of Edward King before but will look more into his work.

Social statistics

The below stats cover the Facebook pages for Portsmouth Museum, Cumberland House and Southsea Castle, from when the lockdown officially began on 23 March through to 15 June.

Please note: Though the below figures show much higher figures for Portsmouth Museum than Cumberland House, the number of followers is more than twice the size, so this will have played a part. Also, total figures and averages have been included, to show the full volume but also how that sits more broadly, as the total post volume will have a large impact on the total post reach. The Southsea Castle page reach is much larger than the post reach, most likely because people tag it in their posts.

Portsmouth Museum

Posts: 186

Post reach: 349,619

Average reach per post: 1,880

Reactions: 33,417

Average reactions per post: 180

Page reach: 244,396

New page likes: 169 (+3.36% – from 5,025 to 5,194)

Cumberland House

Posts: 113

Post reach: 72,318

Average reach per post: 640

Reactions: 6,435

Average reactions per post: 57

Page reach: 63,724

New page likes: 69 (+4% – from 1,723 to 1,792)

Southsea Castle

Posts: 24

Post reach: 7,895

Average reach per post: 329

Reactions: 863

Average reactions per post: 36

Page reach: 145,284

New page likes: 32 (+1.81% – from 1,767 to 1,799)

Appendix 3

Situations Reports - Parks

Culture, Leisure and Regulatory Services - SITUATION REPORT - Parks	
<p>Priorities (no more than 5 priorities)</p> <ul style="list-style-type: none"> Staff to continue delivering essential service whilst observing social distancing to protect themselves, colleagues and members of the public. Provide well maintained and safe parks and open spaces for public use/exercise. Perform health and safety checks of parks amenities and public rescue equipment. Ensure parks amenities conform with latest government regulations over availability of use. Target resources to litter management (above other scheduled duties) as dictated by demand to cope with unprecedented use of public open space on a daily basis and accompanied by warm, dry weather 	<p>Anything to note on staff availability?</p> <p>79 staff within the team (68 perm, 11 seasonal + casual staff)</p> <p>3 unable to work (shielding / furloughed)</p>
<p>Any change to services active?</p> <p>Ball courts, tennis courts and basketball courts re-opened between 13-15/5 with revised signage erected.</p> <p>Great Salterns Golf Course - driving range re-opened on 15/5. Golf course re-opened on 18/5.</p> <p>Golf bookings available for up to 4-balls to be played from 8/6</p> <p>Allotment Association shops recommencing trading (online or with social distancing measures in place).</p> <p>Waterfront Garden Centre re-opened on 23/5 (open to public Thursday - Sunday).</p>	<p>76 available for work (5 working from home, 5 working at PCC site office, 65 front-line, 1 re-deployed)</p>
<p>Issues arising</p> <p>Issues associated to re-opening of ball-court facilities</p> <p>(noise and ASB)</p> <p>Continued closure of play facilities</p> <p>Revised season ticket offer in place. Take-up of available tee-times very healthy</p>	<p>Actions</p> <p>Checks on signage and advising the reporting of 'gatherings' to Police</p> <p>Checks on closure mechanism</p> <p>Close liaison with course professional and gm contractor and dealing with customer complaints</p>

Ongoing liaison with golf course and bowls associations		Advice where required Follow protocols for removal from site and implement additional site protection measures	
Traveller occupation on Southsea Common and Rugby Camp causing safety concern to increased visiting public			
Additional support required None currently.		Comms messages required (new/updated) In hand - anti-littering campaign	
Priority	Definition		
Critical (1)	Functions vital to ensure the preservation of life and the safety and well-being of the most vulnerable. Unacceptable financial, legal or reputational risk implications.		RAG ASSESSMENT GREEN - No issues or current anticipated issues or mitigation has worked AMBER - Some concern about the future arrangements RED - Imminent potential for service to fall over or has already fallen over BLACK – Not operational
High (2)	Functions necessary to support and assist those ensuring the safety and well-being of the vulnerable.		
Medium (3)	Functions which, could be reduced or altered in part, but which need monitoring to ensure minimum impact on health and welfare of the community.		
Low (4)	Functions which could be suspended/ altered in the short term without greatly impacting on the health and welfare of the community.		

OTHER SERVICES - Parks & Open Spaces

Ref	Priority	Service Provided	Comments: e.g. change in delivery of service, change in priority, etc.	Status
CL26	High	Respond and use the city's open space as required to mitigate the impacts of an emergency	Public being directed to public open spaces for unlimited exercise whilst observing the social distancing guidelines by: - may spend time outdoors with groups of up to six people from outside own household or bubble - staying 2m apart from those outside own household - unlimited travel distance, but no overnight accommodation - avoid use of public transport and only travel with others from own household unless it can be socially distanced i.e. cycling	Green

Ref	Priority	Service Provided	Comments: e.g. change in delivery of service, change in priority, etc.	Status
CL27	High	Provide and maintain the city's publically accessible parks and green spaces, wildlife areas and grassed sports areas including:	<p>Specific issues captured in service areas below. Overall, the service status is GREEN.</p> <p>79 staff within the team (68 perm, 11 seasonal + casual staff) 3 unable to work (shielding / furloughed) 76 available for work (5 working from home, 5 working at PCC site office, 65 front-line, 1 re-deployed)</p> <p>All staff contacted a minimum once per week by manager to check on work circumstances and wellbeing.</p> <p>All staff that can work remotely have ability to work remotely. All other staff attendance subject to observing and complying with social distancing and hygiene practices, generally listed as:</p> <ul style="list-style-type: none"> - staff using a desk/workstation to observe 2m distancing - where premises allow, 1 workstation per room - display of signage with guidance on social distancing and recommended hygiene practices where operatives frequently visit - display of signage to direct staff to Portsmouth testing station - regular cleaning of premises with adequate cleansing materials available for staff to use to maintain good hygiene - restriction on number of staff using welfare facilities at a time - restriction on visits from third parties entering premises - restriction on staff visiting private properties - staff MUST maintain 2m distance to colleagues, contractors, site operators and the public - staff issued hi-viz vest referencing 'key worker' and 'keep 2m distance' at all times <p>Explanation of the essential works being delivered by service communicated to staff.</p> <p>All key worker staff issued letter signed by Chief Executive to produce if presence challenged.</p> <p>Managers carrying out regular supervisory visits to ensure works are being carried out safely and that COVID-19 precautions are being applied in addition to normal safe working practices.</p>	Green

Ref	Priority	Service Provided	Comments: e.g. change in delivery of service, change in priority, etc.	Status
			Staff health and wellbeing reviewed. All staff with underlying health conditions who cannot work from home have been referred to Occupational Health (with consent) prior to return to work to ensure recommended adjustments are in place and social distancing can be strictly observed. Shielding staff have been furloughed.	
		<ul style="list-style-type: none"> • Grounds maintenance 	<p>In addition to general social distancing practices:</p> <ul style="list-style-type: none"> - staggered start times introduced at Duisburg and Burrfields - staff arriving for work immediately directed to designated work place/task or go straight to the designated work place/task - vehicles to have no more than one person (driver), with the exception of the 'double cabs' where two staff can travel together (passenger in rear at opposite side to driver) - bicycles purchased for use by grounds team to assist with deployment of staff not able to use vehicle (Bicycle Recycling) - where possible, the same teams to work together to reduce the risk of the virus spreading across the work force - staff provided with PPE and gloves required by the works - staff issues face visor and masks where social distance cannot be strictly observed (taking plant deliveries) <p>Operations critical to providing well maintained and safe public open spaces being prioritised.</p> <p>Tivoli staff successfully TUPE'd across on 1 April and operational.</p> <p>Tractor driver employed on short-term contract to cover staff absence due to health conditions.</p>	Green
		<ul style="list-style-type: none"> • Tree management 	<p>External contractor continuing to provide service, implementing change in working practices.</p> <p>Engagement with contractor to understand financial and staff constraints to ensure service provision remains viable.</p> <p>Retention of contracted works retains emergency call-out provision. Contractor staff issued letter signed by Parks Manager to produce if presence challenged.</p>	Green

Ref	Priority	Service Provided	Comments: e.g. change in delivery of service, change in priority, etc.	Status
			<p>Works being prioritised in open spaces where social distancing can be observed by staff (not Housing estates or gardens).</p> <p>Surveying to produce future works being prioritised on public open spaces.</p> <p>Public enquiries being managed. Dangerous tree reports being investigated and dealt with.</p>	
		<ul style="list-style-type: none"> Play area and splash pool inspection and maintenance 	<p>In addition to general social distancing practices:</p> <ul style="list-style-type: none"> - vehicles to have no more than one person (driver) - where possible, the same teams to work together to reduce the risk of the virus spreading across the work force - staff provided with PPE and gloves required by the works <p>Operations critical to providing well maintained and safe public open spaces being prioritised.</p> <p>COVID-19 signage erected across city's parks, open spaces and seafront. Regular checks undertaken and replaced as required.</p> <p>All city play areas closed (as per government instruction). Regular inspection of equipment, surfacing and means of closure.</p> <p>Police requests for additional measures accommodated where possible and monitored where a change would place pressure on resources if introduced</p> <p>Ball courts, tennis courts and basketball courts re-opened between 13-15/5 with revised signage to inform revised exercise regulations</p> <p>Ground markings installed to raise awareness of social distancing, but placed on hold for certainty of future distancing message</p>	Green
		<ul style="list-style-type: none"> Hard infrastructure management 	<p>As above</p> <p>Operations critical to providing well maintained and safe public open spaces being prioritised, including checks of Public Rescue Equipment along shoreline.</p>	Green

Ref	Priority	Service Provided	Comments: e.g. change in delivery of service, change in priority, etc.	Status
		<ul style="list-style-type: none"> Countryside management 	<p>Site presence being maintained by Countryside Officers.</p> <p>Officers retaining visible presence on site, engagement with visitors to observe social distancing, reinforcement of message with signage where required and perform basic safety checks.</p>	Green
		<ul style="list-style-type: none"> Allotments 	<p>Allotments remain open for tenants to visit (as their regular exercise per day).</p> <p>Engagement with Allotment Associations over Government guidance relating to allotments and social distancing measures that should apply to Association buildings.</p> <p>Shops closed as of 24/3. Current queries as to whether they can re-open (like B+Q).</p> <p>Shops able to re-open and have either implemented strict social distancing or online ordering/payment system.</p>	Green
		<ul style="list-style-type: none"> Sports pitches and golf course 	<p>Sports pavilions temporarily closed with weekly inspection (building team notified).</p> <p>All sports clubs and contacts known by service contacted to alert to Sport England Emergency Fund availability</p> <p><u>Football</u></p> <p>Nets and goals removed following engagement with Portsmouth Football Association and reports of use by public. Pitch reinstatement to commence as no play anticipated until Autumn earliest. No grassed pitch provision out of season</p> <p>Teams able to undertake training in groups no greater than 6 whilst observing distancing</p> <p><u>Bowls</u></p> <p>Clubs have requested use of 'maintenance transition fund' to cover maintenance costs whilst closed. Clubs have been asked to submit application to Sport England for grant before this will be considered.</p> <p>Clubs have been directed to grant funding schemes administered by PCC</p>	Green (golf) (other sports black)

Ref	Priority	Service Provided	Comments: e.g. change in delivery of service, change in priority, etc.	Status
			<p>Clubs / associations able to re-open with social distancing controls in place</p> <p><u>Golf course</u> Course closed as of 24/3. External contractor continuing to provide reduced service, implementing change in working practices. Works focussed on maintenance of greens, tees and fairways as otherwise these will not be suitable for play once course re-opens. Engagement with contractor to understand financial and staff constraints to ensure service provision remains viable. Contractor staff issued letter signed by Parks Manager to produce if presence challenged. Engagement with Course Professional to review course management arrangements and to develop revised pricing and play strategy for when course re-opens. Course income and purchase of season tickets severely impacted by closure. Driving range re-opened on 15/5. Golf course re-opened on 18/5 with social distancing measures in place in shop (course fee payment only) and around course to remove touch points. Two-ball maximum rounds with 10 minute gap between tee-times. Revised season ticket options introduced. Course operations observed and social distancing controls have been successful. Further modifications to green pins to assist putting and eliminate hand contact with flag. Four-ball bookings now available.</p>	
		<ul style="list-style-type: none"> Waterfront garden centre 	<p>Site closed to public on 17/4.</p> <p>Plants being maintained by teams based around site. Garden Centre staff will assist Hive with managing volunteers for horticultural assistance to individuals in self-isolation.</p>	Amber

Ref	Priority	Service Provided	Comments: e.g. change in delivery of service, change in priority, etc.	Status
			<p>Plants have been used by grounds maintenance team where feasible. Other plants have been distributed locally to Care Homes by Victorious Team.</p> <p>Staff returning to site w/c 18/5 to consider adjustments required to enable site to be re-opened to public.</p> <p>Site re-opened on 23/5 with social distancing controls in place.</p> <p>Numbers limited to essential staff only at present to enable social distancing to be observed and manage customers.</p> <p>Supported volunteers will not attend until site controls are in place to ensure social distancing and recommended hygiene practices can be strictly observed and where travel to site does not place individuals at risk (using public transport) or where individuals are shielding.</p>	
CL28	Medium	Continue management and maintenance arrangements to open spaces and wildlife areas, so that standards do not decline or detrimental to the flora and fauna of protected grassland habitats	Sites continue to be maintained as described in CL27.	Green
CL29	Medium	Ensure open spaces are of fit standard to accommodate the planned events programme	Sites continue to be maintained as described in CL27 and will be fit for events programme once this resumes.	Green
CL30	Medium	Management of volunteer engagement opportunities, including supported volunteers	<p>Volunteer engagement opportunities are temporarily suspended due to Government guidelines.</p> <p>Officers have retained contact with volunteers in interim period.</p> <p>Volunteers attending site as part of group or as part of their daily exercise.</p> <p>Tasks risk assessed and limited to those where social distancing and hygiene practices can be strictly observed.</p>	Green
CL31	Low	Provision of information to the public (in person, telephone, web)	Public enquires are being managed by telephone and electronically.	Green

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

THIS ITEM IS FOR INFORMATION ONLY

(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

Title of meeting:	Culture, Leisure and Economic Development Cabinet Meeting
Subject:	Economic Development Response to the COVID 19 Pandemic March - June 2020 HIGHLIGHTS
Date of meeting:	17 July 2020
Report by:	Economic Growth Manager
Wards affected:	All

-
1. Requested by:
The Portfolio Holder for Culture, Leisure and Economic Development
 2. Purpose
 - 2.1 To provide a brief summary of highlights of critical actions and activities carried out by Economic Development in response to the COVID 19 Pandemic, in order to support businesses and residents.
 3. Introduction
 - 3.1 **Information requested on the following**
 - COVID 19 Portsmouth Business Help Line.
 - Solent LEP partnership work.
 - Crowd-funder "Pay It Forward" COVID 19 Scheme.
 - Dispersal of Business Grants.
 - Shaping's Portsmouth's Future Together and our role in it
 - Market Move and developing work on Future High Streets.
 - Supporting Businesses in the Enterprise Centres
 - Skills work update.
 - Commercial Tenants Support Programme

3.2 COVID 19 Portsmouth City Council Business Help Line

On 20th of March the Business Help line was established at the suggestion of the Portfolio Holder and a new unique number was set up by IT with a hunt group/contact centre system in place using (02392) 841641. It was the first such Business Help line to be established in the Solent and has subsequently been copied by the Solent LEP and all other councils. 5 extra staff have been re-deployed to the Help Line from Employment, Learning and Skills and Strategy teams so the team is 10 strong. Performance figures are set out below.

- Help Line operational 7.00AM to 7.00PM every weekday.
- Has operated every week day since March 20th.
- All of the team use a Crib sheet which has been updated 72 times.
- Most weeks there are new announcements from Government which the team supports businesses, residents and community groups with examples include Furloughing, SEISS, BBL, CBILS etc.
- Using a rota every hour is covered.
- No more than 1 or 2 calls go to answer phone every day.
- 1700 businesses and residents helped.
- Countless thank you e-mails received for the help that people have been given.
- 100s of businesses helped to obtain critical financial assistance and hence stay in business.
- Retail sector helped to re-open on the 15th of June across the city.
- Hospitality sector helped to re-open on the 4th of July across the city.

3.3 Solent LEP Partnership and H&IOW Local Resilience Forum Work

Planning and Economic Development are presenting the Council on both Solent COVID 19 Task Force led by Chief Exec of LEP, work with the LEP on the Solent Economic Recovery Plan, and on the H&IOW Local Resilience Forum (LRF) Business and Economy Group. Summary of outcomes to date.

- Participation in the Solent LEP Freeport Task and Finish Group to ensure the best option is put forward as a bid for the Solent when the bidding for 10 such Freeports/Freezones is announced shortly.
- Exchange of best practice as regards all Local Authority business grant funds and benchmarking of performance.
- Sub-group set up on the Discretionary Grant scheme to ensure consistency across the Solent.
- New Loan scheme launched by the LEP to provide extra funds for businesses.
- LEP established similar Crowd Funding Scheme using the Portsmouth scheme as a model.
- MHCLG call for shovel ready capital projects (start in 18 months or less) Portsmouth submitted 10 prioritised schemes and LEP submitted 69 for Solent as a whole.

- Working as part of Solent Regeneration and Economic Development Leads on Solent Economic Recovery Plan with LEP and Lichfields'- a 2 year plan to be approved 17th of July at LEP Board represents first 2 years of the Solent 2050 Strategy.
- Participation in the Business and Economy Group of the LRF and have succeeded in getting a business survey out led by UOP.
- Supported identification of key sectors and engagement with them to gather intelligence and share information

3.4 Portsmouth Crowd Funder "Pay It Forward Scheme"

Portsmouth City Council launched its new Crowdfund Portsmouth in January 2020, in partnership with Shaping Portsmouth to help increase start-ups and business growth. In early March, we adjusted the Crowdfund Portsmouth match funding criteria to offer a new scheme called "Pay It Forward", to ensure that our business community who had been adversely affected by COVID-19 had the help they needed, particularly those who have not been supported with government funding packages. We were one of the first 4 councils in the country to launch such a scheme now many have done so and of course the LEP has copied the scheme for the whole Solent. The scheme aims to help small eligible businesses to access immediate alternative revenue stream, and a community of business support.

In the four months:

- the scheme has attracted interest from 127 local businesses
- the council has pledged a total of £20,500 which raised a further £51,342 from the crowd, to support nine businesses across a range of sectors
- plus additional funding leveraged from external sources of £25,500
- So total financial support to local businesses of £97,342 in just 3 months with the new scheme.
- £20,500 of council funds has levered in £76,842 of other funds.

The City also has benefitted from further pledges from the Solent LEP funding on ten Portsmouth projects total of £30,250 which raised a further £74,911 from the crowd.

- So via the LEP we have brought in an additional £105,161 of financial support for local businesses.
- Therefore in total Crowd Funding has brought £202,503 of finance to local businesses to help them through the COVID 19 Pandemic.

3.5 Dispersal of Business Grants

Central Government announced in March 2020 a total of £12.3B of business grants to support small businesses and retail, leisure and hospitality businesses across the country. Portsmouth received £41M.

Economic Development worked with the Business Rates team, IT, Corporate Communications and finance to get these out to businesses across the city as fast as possible. Key statistics below.

- At 29th June £37M paid out to 2886 businesses in Portsmouth.
- 91% of all grants received now paid out.
- First grants paid out on 15th of April.
- In addition a total value of £46M given to businesses in Portsmouth in the form of rate relief this is for the retail, leisure and hospitality sector and for nurseries and early year's settings.
- 37% of the 7880 businesses in the city have received grant support from the business rate grants.

3.6 Shaping Portsmouth's Future Together - Progress and our role in it

The Economic Development team has worked with Shaping Portsmouth to establish a new action group to co-ordinate and drive recovery in the city. It is very much about re-igniting the city economy. Objectives are:-

- Ignite the Portsmouth business activity and support using current analysis in order to take advantage of the UK economy re-opening
- Ensure that Portsmouth Schools needing support from Businesses get access to those resources
- Support the Portsmouth Charity and Not For Profit Sector with any required and available resources and mentors

Coordinate our Communications so that our citizens & businesses have the best access to knowledge and information.

Membership is:-

- PCC - Econ Dev, Education and Strategy
- The News.
- Local Resilience Forum.
- The Hive.
- Pompey in the Community.
- Hampshire Chamber of Commerce
- Federation of Small Businesses.
- University of Portsmouth.
- Solent NHS.
- City Care Homes

First successful outcomes as follows:-

- Portsmouth Chamber of Solutions providing businesses with essential support to recover from the shut- down.
- Shaping commissioned to work establishing viable clusters of retail, hospitality and leisure businesses in the hot spots for re-opening with Economic Development.
- Co-ordinated business survey of impact and future business leads led by UOP.
- Effective communications led by marketing and promotions officer in Economic Development.

3.7 Markets and the Move and Developing work on Future High Streets

A very early decision was taken to support market traders in the two council run markets in the city; that is on Cosham High Street and Commercial Road. All traders were given a 3 month pitch-fee holiday unless they were still able to trade due to being essential.

The Fruit and vegetable stalls and the butchers continued to trade throughout the lock down and in fact we opened a new fruit and veg stall in Palmerston Road due to local demand.

Cosham Market re-opened on 1/6/20 and the City Centre Commercial Road market opened 4/6/20. Love Southsea is planning to re-open from 4th July and Hampshire Farmers Market re-opened 21st of June in Palmerston Road.

Good progress is still being made with the move of the Commercial Road market from current location to a new location further down Commercial Road. This will include increase in number of stalls and also new gazebos and a re-launch as part of recovery work from COVID 19.

Future High Streets Bids

Economic Development is part of a multi-disciplinary team in Regeneration working up these bids

- This is part of £3.6B Towns Fund from MHCLG of which Future High Streets is £1B.
- Portsmouth one of 100 successful towns and cities in first round bids.
- Fratton Road and Commercial Road both awarded £50K each to work up full business cases.
- Portsmouth 1 of only 4 cities and towns to have 2 high streets included in the successful bids.
- Full business case to be submitted 14th of July 2020.
- Maximum funding available is £25M for each high street but most likely will be £5M to £10M for each.

3.8 Supporting Businesses in the Enterprise Centres

The Council's Enterprise centres have been open throughout the covid period albeit with reduced opening hours providing access and support and to arrange postal deliveries. As of this week normal opening hours have been reintroduced. During this period all businesses have been let informed with regular updates by email, e-business bulletin and information about the various Grant schemes. Additional support has been provided, such as arranging access to loading bays for deliveries out of working hours when needed and increasing the frequency of security patrols at each centre while businesses were not operate from the centre. The team has also helped two businesses downsize units within the centres to help them keep trading with reduced cost while maintaining an income for PCC, met with representatives of tenants at Portsmouth EC who had grouped together to engage with the Council and agreed rent deferrals to support tenants.

Only one business has vacated as a direct result of Covid-19 (Phlex - co-work space), one other bought forward his retirement plans and gifted all his catering equipment to HIVE who in turn contacted several small charities who shared the equipment. We have been able to continue to facilitate viewing and rent out units to new business tenants during the period, with 5 new tenants at Victory BC, 3 more units pre-let. and 2 new businesses at Portsmouth EC. In total we currently support 121 businesses in the 3 centres.

3.9 Skills Work Update

The Employment, Learning and Skills team is now part of the Economic Growth function, albeit within the responsibilities of the Cabinet member for Childrens, Families and Educaiton. Below is an update of work done during March to June.

- Team moved to remote working supporting long term unemployed into work and through COVID swiftly offering a very different service and approach with a seamless participant experience. **26** individuals have secured work since lockdown working with the team despite supporting a large percentage of high risk and shielded individuals
- **30** learners in Portsmouth have been supported to achieve their Maths, English or IT qualifications during lockdown due to the governments new internally assessed model with our community learning service
- 2 new apprentices have started training with Community Learning and joined the council as employees since lockdown (started in Enterprise Centres)
- 4 Apprentices have achieved their full programmes during lockdown - with one achieving a coveted Distinction grade during her remote End Point Assessment exams
- National Careers Service (NCS) has moved to remote delivery supporting adults to update their CV's, job search and move their careers forward

And

- 3 staff have supported the Business Helpline see info above.
- 2 staff have deployed to very different roles Adult Social Care supporting PCC care homes to continue to function

The Skills team are supporting the Solent Apprenticeship Hub (SAP) initiative launched 1 July 2020 "Transfer to Transform ". Following the councils successful levy transfer, targeting unused levy funds within our own budgets to support SME businesses take on apprentices across Portsmouth. The council has committed further funds under this project to support the £400K launch supported by Cooper Vision, B&Q, PCC and SCC.

Large organisations are encouraged to pledge further funds to support local SME across the Solent region, with the council's commitment ring-fenced to support Portsmouth businesses following the previous levy transfer protocols.

Overall achievements during 19/20 year

- **140 Construction skills** cards with supporting courses provided for local people to get them into construction
- The Bridge2Work programme was completed, having helped 99 (target was 76) individuals move into work during 19/20
- Well@Work supported 41 employees experiencing physical disability or mental health conditions which required support to retain them in work and their respective businesses - helping individuals stay in jobs
- Our Health and Wellbeing coordinator funded by Public Health has supported individuals with enquiries 83 diet, 44 weight, 97 smoking, 38 alcohol, 7 substance misuse, 41 high blood pressure +160 Individuals supported to overcome health related barriers to work through weight management, smoking cessation and other addictive behaviour. All work supports them into employment
- **14** individuals referred for emergency health care/immediate Drs after identifying unrecognised health conditions by our health and Wellbeing Coordinator!
- **61 of the 74** individuals who have engaged in the National Careers Service work have secured employment in this year.
- Work and Health supported **110** long term unemployed into sustained employment in 2019 and **46** so far in 2020.

4.0 Portsmouth City Council Commercial Tenant Support Scheme

The Commercial Tenant Support Scheme has been implemented to assist all 530 of the council's commercial tenants. The application of the scheme is in sync with the Governments recently published Code of Practice for commercial property and is our way of recognising the devastating impact of the COVID pandemic and supporting our tenants in a way that works synergistically with the governments other grant, and loan based financial support schemes.

- To-date we have supported 45 tenants with re-scheduling rental payments in value over £850,000 in rent.

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Signed by (Director)

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Agenda Item 7



Portsmouth
CITY COUNCIL

THIS ITEM IS FOR INFORMATION ONLY

(Please note that "Information Only" reports do not require an Integrated impact assessment, Legal or Finance Comments as no decision is being taken)

Title of meeting:	Culture, Leisure and Economic Development Decision Meeting
Subject:	Portsmouth's Natural History Collections
Date of meeting:	17 July 2020
Report by:	Director of Culture, Leisure and Regulatory Services
Wards affected:	All

1. Requested by

- 1.1 The Portfolio Holder for Culture, Leisure and Economic Development

2. Purpose

- 2.1 To report on progress to identify collectors and collections in Portsmouth's natural history collections.

3. Information Requested

- 3.1 The 'Wild about Portsmouth Project', funded by the National Lottery Heritage Fund and match funded by Portsmouth City Council was set up to share and raise the profile of the city's natural history collection.
- 3.2 Underpinning the project has been a team of volunteers (26 to date) who have helped to catalogue and re-organise the collections. The 'Herbarium Rehousing project' (cutting and making up 1500 folders with colour codes for 20,000 plants before relocating into 36 herbarium cabinets donated by the Natural History Museum, London) and the 'Big Box Blitz' (bagging up and rehousing 2000 taxidermy specimens) are two examples of how volunteer assistance has been crucial in helping to improve standards and access to the collections.
- 3.3 Since the project began, the size of the database has more than doubled, from 16,000 specimens to 33,000 specimens catalogued. These have been catalogued by both volunteers and staff, with the bulk of the work carried out by the Natural History Collections Assistant. Although the original records met museum documentation standards, many were catalogued as part of an audit exercise and very little provenance data captured.

THIS ITEM IS FOR INFORMATION ONLY

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- 3.4 From the outset of the project, the curator was keen to develop the database to capture as much data on each record as possible. One of the great strengths of Portsmouth's natural history collection is the quality of data attached to the specimens. Volunteers and new staff were trained in what to record for each record and where to add the information.
- 3.5 Although more labour intensive, this approach has created an important biological and geological resource. One of the first insect collections catalogued was the Guernonprez moth collection (8500 records). The data was shared with the Sussex Biodiversity Record Centre and Sussex Moth Group who have found several new species records for the Sussex.
- 3.6 Having natural history collections with good quality data enables the city's collection to take part in local, national, and international recording initiatives and contribute to biodiversity and environmental research at universities and other institutions. Over the last two years the natural history collections have contributed to research at the University of Portsmouth (ancient DNA in molluscs), the University of Southampton (ongoing research into robin behaviour and measuring carnivore skulls) and sawfish measurement and DNA analysis for the Universities of Southern Mississippi and Louisiana State.
- 3.7 Lockdown has enabled the curator and assistant to focus on the collections data. The natural history collections assistant, a keen entomologist, has been working through the Hymenoptera (bees and wasps) collection – cataloguing, checking identities and labelling each insect. Once complete this will be the first fully curated and labelled insect collection.
- 3.8 The curator has been working through the original 16,000 records to improve the quality and quantity of data. Brief descriptions have been globally edited to add common and scientific names and field data, but many have needed updating individually. Fortunately, card index files set up in the 1960s – 1980s (the forerunner of digitisation) still existed along with day books, accession registers and notebooks, which provided a valuable source of additional information. To date (June 2020) just over 12,000 records have been updated.
- 3.9 Working through the database has provided the curator with a more detailed overview and scope of the natural history collections and, for the first time in decades, 'lost' collections knowledge has been regained. The work on the database will help ensure that this regained collections' knowledge is retained.
- 3.10 An overview of the natural history collections has been attached to this report. It was written to provide evidence to the statement that the natural history collection 'is of regional significance, with some parts of the botanical, geological

and entomology collections being of national significance' 'by the Natural History Museum (London) in their draft report *Wild about Portsmouth – Assessment of Portsmouth's Natural History Collections*'.

THIS ITEM IS FOR INFORMATION ONLY

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Signed by
Stephen Baily
Director of Culture, Leisure and Regulatory Services

Appendices:**Appendix 1 - Summary of Portsmouth Natural History Collection**

Summary of Portsmouth's natural history collections

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

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Appendix 1

Summary of Portsmouth's Natural History Collections

Introduction

Many of Portsmouth's Museums' collections were destroyed during the bombing of the city in 1941, which left only a handful of artefacts. Between 1945 – 1970s there were focussed efforts to rebuild the city's natural history collections.

In the 1970s Bognor Regis Museum transferred most of its natural history collections, which included the extensive Guermonprez Collection, to Portsmouth Museum. Most of Guermonprez's material was collected mainly from West Sussex and has full provenance data.

This report provides an analysis of Portsmouth's natural history collections based on work carried out to date (June 2020)

Taxidermy

There are c 2400 specimens in the taxidermy collection. Over 560 were collected locally in Portsmouth and the surrounding area between 1945 and 1987. Most (c1600) came from Bognor Regis Museum, along with the Guermonprez Collection in the 1970s. The collection contains many taxidermy examples by HLF Guermonprez and EM Venables (Bognor Regis Museum) as well as the work of several Sussex taxidermists.

There are a few nationally known taxidermists in the collection including: Rowland Ward, Henry Ward, James Gardner, and Peter Spicer. There are two examples of local taxidermists – Richardson from Southsea and Francis Artlett who was based in Commercial Road, Portsmouth.

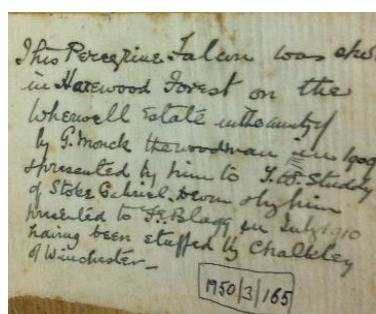


Water rail by Portsmouth taxidermist, Francis Artlett (left) and extinct Huia birds from New Zealand (right)

There are cases of exotics including birds from Guiana, Kiwi birds, case of birds from New Zealand, a case of the extinct Huia, birds from the Southern Hemisphere (H Ward) and an Albatross.

Other collections identified in the taxidermy collection to date:

- I. **Knight Collection** – c120 bird specimens c1849-1860. This collection was purchased by Guermonprez in 1899. Most are thought to have been collected in the Chichester area, some have data. R George, Naturalist based at Chichester is thought to have preserved most of the birds. Many have been remounted by Guermonprez.
- II. **S J Woodland Collection** – 14 bird specimens, 7 from Sidlesham, West Sussex. Mid-19th century. Some preserved by H George, Chichester. Purchased by Guermonprez 1898.
- III. **F E Blagg Collection** – c100 bird specimens, mostly collected in Hampshire and Norfolk between c1905 – 1915. There are two taxidermists associated with this collection – HN Pashley of Cley, Norfolk and William Chalkley of Winchester, Hampshire. Bequest.



Hooded Crow from the Knight Collection (left) and Peregrine Falcon and label from the F E Blagg Collection (middle and right)

- IV. **P J Mountney Collection** – 17 birds specimens purchased from this taxidermist from Godalming in 1960.
- V. **D Jeffrey Collection** – c130 bird specimens purchased from this taxidermist from Dorchester in 1965.
- VI. **Winchester Museum Collection** – 19 specimens of birds and exotic fish transferred in 1971.
- VII. **Edwin Cohen Collection** – 12 specimens of birds collected by the author of 'The Birds of Hampshire' (1963)

2. Study skins

There are c300 skins in the study skin collection. Over half of the were prepared by HLF Guermonprez.

- I. 57 birds and mammals were collected in the Portsmouth area.
- II. c70 birds were collected from the Malay Peninsula (no date) and purchased at auction by HLG Guermonprez.
- III. Other exotic material includes a Kakapo and two Kea.



Mammal study skins from the Portsmouth area (left) and bird skins from the Malay Peninsula (right)

3. Eggs

- I. **Cook Collection** – small collection of British birds' eggs collected in Portsmouth and Chichester area in the 1940s.
- II. **Littlejohn Collection** – small collection of British birds' eggs, no data but thought to have been collected in Hampshire.
- III. **Mrs Tibbet Collection** – British birds, 160 individual egg and clutches donated in the 1960s.
- IV. **Worthing Museum Collection** – c400 of mainly British Birds' eggs, donated in 1963. Very few with data
- V. **Bognor Regis Museum Collection** – British and foreign birds' eggs.
- VI. **Maclure Collection** – Cabinet of British birds' eggs, mainly collected in Hampshire in the 1930s-1940s, with full data and accompanying notebooks.

The collection also includes three Gentoo Penguin eggs, collected during survey work of RSS Discovery II from Falkland Islands, and decorated with illustrations of the Discovery II at Port Stanley, ship's crew in a tender at Port Stanley and Chinstrap and Adelie penguins.



Eggs from the Maclure Collection (left) and gentoo penguin eggs from the Discovery II Expedition (right)

4. Osteology

There are c200 sets of bones in the Osteology collection, mainly amassed by Guernonprez, but also some previous staff finds. Most are British mammals, with some birds. There are a few assemblages, from small rodents up to carnivores and a Roe Deer.

A few marine species are represented in the form of vertebrae (whale and dolphin), a complete porpoise skeleton, a whale rib, teeth of a sperm whale, sawfish rostra and shark jaws.

The collection also holds some elephant material (molars and tusk) and a tibiotarsus (shin bone) of a giant moa.

Tibiotarsus from a Giant Moa



5. Nests

There are just over 150 birds' nests, mainly British birds, but also some foreign birds and small mammal nests. Forty nests were collected in Hampshire (VC 11) between 1940 – 1960. Ninety-five are from the Guermonprez collection and collected mainly in West Sussex between 1890 and 1915.

6. Spirit Collections

There are 121 vertebrates in the spirit collections. Most of the collection was collected by Guermonprez from West Sussex and Kent. Until recently they were thought to have little data. Most of the vertebrates are fish, bats, and reptiles. Amphibians, which do not preserve well in other forms, are also found in this collection.



Detail of the Spirit Collection

Plants

1. Vascular Plants

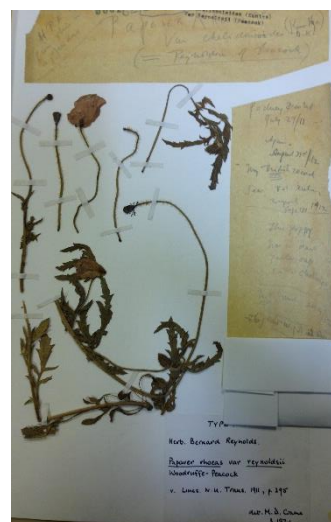
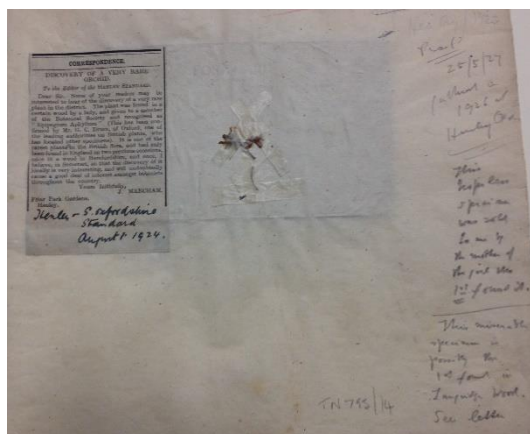
The Vascular Plant Herbarium comprises nearly 20,000 plants. Nearly half of the plants were collected by Guermonprez and members of his family from West Sussex, between late 19 – early 20 century. There are several collectors associated with Guermonprez's plant collection including some of the well-known botanists of the early 20th century - AH Wolley-Dod and C Claridge Druce.



Plant from the Guernonprez Herbarium

Other collections identified in the vascular plant collection to date:

- I. **Bernard Reynolds Herbarium** – c4250 specimens, including 53 *Rubus* specimens, a Ghost Orchid (see above), and a possible type specimen *Papaver rhoeas* var *reynoldsii* Mihi, found Lincolnshire 12.7.1911.



Very rare ghost orchid (left) and possible type specimen (right) from the Reynolds Herbarium

- II. **John Jenkins Herbarium** – c700 specimens (Sussex, Kent, Surrey, North Wales, and Dorset).
- III. **Rev Harry Joseph Riddelsdell Herbarium**– c150 *Rubus* (bramble) specimens.
- IV. **AW Westrup Herbarium** - 1150 British plants (apart from Hampshire which are housed in Winchester), also Alpine plants.
- V. **Charlotte Ellen Palmer Herbarium** – late 19 century plants collected in Odiham and the New Forest, Hampshire. Collected with her nephew Bolton Long.

- VI. **Mrs Tate Herbarium** – 120 plants collected mainly on Portsea Island, Portsmouth in 1832.
VII. **John Gisborne Herbarium** - an 18th century collection of British plants.



Plants from the Jenkins Herbarium (left) and the Tate Herbarium (right)

2. Mosses

There are c110 mosses held in newspaper packets, collected by or for HLF Guermonprez from Hampshire (VC 11), West Sussex and Derbyshire between c1880 – 1922. These have been loaned for identifying, photographing, and cataloguing by Brad Scott and Sue Rubinstein.

3. Lichens

A cabinet of 19 century lichens in 18 drawers was located during the NHM collections survey. There are several specimens identified as collected by Reverend William Allport Leighton (1805 – 1889) who wrote the Flora of Shropshire.

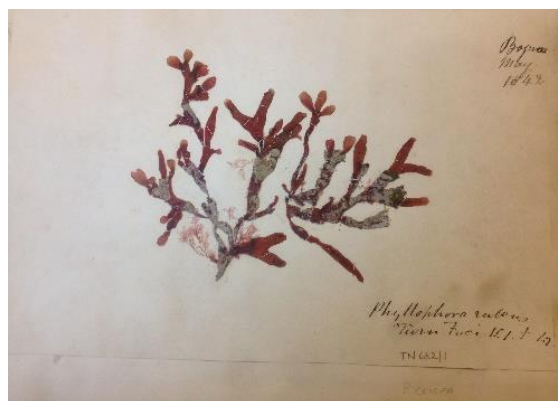
Drawer from the Lichen Collection



4. Marine algae

There are 1600 mounted marine algae collected by HLF Guermonprez from Hampshire (VC 11) and West Sussex between c1890 and 1922. There is also an album of 44 marine algae collected at Bognor Regis in 1842.

Seaweed collected from Bognor
Regis in 1842



Insects

The entomology collections comprise c50,000 insects.

I. Lepidoptera

The Lepidoptera (butterflies and moths) collection is the largest collection, with c 25,000 specimens. The largest collection is the HLF Guermonprez Collection with c9000 specimens collected mainly from West Sussex c1890 – 1922. This collection has been catalogued except for a few drawers and Sussex records forwarded to the Sussex Biodiversity Record Centre.

Other collections identified in the Lepidoptera collection to date:

- I. **D J Clark Collection** - c1000 specimens of butterflies collected at various sites in Hampshire (VC11), Isle of Wight, Dorset, counties in south east England, County Durham, and Glasgow between c 1949 – 1960. Some older material collected by other collectors.
- II. **W E Waller Collection** - c2000 specimens, c1500 moths and c500 butterflies. Collected mainly in West Sussex c1930 – 1950. Includes older material from other collectors.
- III. **C Ash Collection** – c300 specimens held in three stores boxes with W E Waller specimens. There are also specimens collected by Ash in the Waller Collection.
- IV. **Stanley Morris Collection** c 1200 Butterflies from West Sussex (Diaries and notebooks held at NHM).
- V. **Downer Butterfly Collection** c600 butterflies collected from around Portsmouth, Isle of Wight, and Hampshire (VC 11) in the 1980s.
- VI. **Dr J Malpas Collection** – Butterflies and moths originally held in two cabinets. Collected by a local Southsea doctor James Malpas.
- VII. **A W Westrup Collection** – originally stored in 8 boxes. Collected mainly from Hampshire c1930s – 1950s.
- VIII. **A H Sperring Collection** – moth collection, c500 specimens collected mainly from Hampshire (VC 11), mid 1940s – early 1950.
- IX. **Baker Collection** – c200 specimens of British butterflies bred by the donor. No data.
- X. **Heppell Collection** – c150 butterflies and 100 moths collected from Winchester, the New Forest, Gosport, and the Portsmouth area, 1940s -1950s. Amalgamated with other smaller collections.
- XI. **Dr Stone Collection** – Lepidoptera collection from the UK with an emphasis on the Portsmouth locality, c1900 - 1920
- XII. **A H Sperring Collection** – c 500 specimens of Lepidoptera collected from south Hampshire, including Portsmouth in the 1950s



Moth from the Guermonprez Collection (top left), butterflies from the Stanley Morris Collection (top right) and Waller Collection (left)

2. Coleoptera

The Coleoptera (beetles) collection contains c3000 specimens. The Guermonprez Collection of c2000 specimens collected mainly from West Sussex is the largest collection.

Other collections identified in the Coleoptera collection to date:

- I. **D J Clark Collection** c1000 collected at various sites in Hampshire (VC11), Isle of Wight, Dorset, counties in south east England, County Durham, and Glasgow between c 1949 – 1960. Some older material collected by other collectors.

There are also several drawers of foreign beetles, mostly with no data.



Drawers of beetles from the Guermonprez Collection (left) and the D J Clark Collection (right)

3. Hymenoptera

The Hymenoptera (bees, wasps, ants) collection contains c1500 specimens amassed by Guermonprez and collected in the main from West Sussex.

There are several species in the collection which are now considered uncommon or rare. One example is the shrill carder bee (12 specimens), was once found over much of England and Wales is now one of the rarest bumblebees in the UK.



Drawer of Bees (left) and shrill carder bee (right) from the Guermonprez Collection

4. Diptera

The Diptera (true flies) collection is held in 2 cabinets (20 drawers in total) and was amassed by Guermonprez. Families include Dolichopodidae, Pipunculidae, Syrphidae, Lonchoceridae and Tipulidae.

5. Orthoptera

There are five drawers of Orthoptera (grasshoppers, crickets, and allies), collected from Sussex (mainly West Sussex between 1872 and 1912. This collection has not been catalogued but records from this collection can be found in:

Haes, ECM. 1976. Orthoptera in Sussex. Entomologists Gazette. Vol 27, pp181-202

Drawer of grasshoppers from the Guermonprez Collection



6. Other insect orders

Other insect orders in the collection include five drawers Odonata (dragonflies) and Psocoptera (booklice or barklice) collected by Guermonprez.

Other Invertebrates

1. Molluscs

The Mollusc collection has recently been assembled in one place.

The largest collection is the Guermonprez collection which comprises c2500 unit trays of molluscs collected mainly in West Sussex and other counties in southern England between 1830 – 1927 by Guermonprez and others. There are some molluscs in the spirit collection.

Other collections identified in the Mollusc collection to date

1. **Penning Collection** – 127 class topped boxes of land and freshwater molluscs (mainly gastropods), from northern France, Hampshire (VC 11), Isle of Wight, West Sussex, and Wiltshire, 1916 -1925.
2. **C G Benson Collection** – c 1500 land and freshwater gastropods and some freshwater bivalves collected from various English counties, mainly from southern England, 1902 – 1921.



Molluscs from the Guermonprez Collection (top left), and Benson Collection (top right) and Penning Collection (left))

3. **Joseph G Turner Collection** – c800 unit trays of molluscs collected from Turner’s ‘World Tour’ in the 1930s.
4. **Gunyon Collection** – 45 marine and freshwater molluscs from the Isle of Wight.
5. **T A Getty Collection** – c1000 marine and freshwater molluscs from Hampshire (VC 11), Isle of Wight, Sussex, and Yorkshire by former member of staff.
6. **R B Gardner Collection** – cabinet of shells from Australia collected in 1866.

2. Crustacea (crabs, lobsters, shrimps etc)

Apart from a few specimens, the Crustacean specimens are all from the Guermonprez Collection. Some (c80) are stored in spirit the others are dried specimens.

I. Decapods

- a. Crabs – c850 crabs, mainly collected within 5 miles of Bognor Regis; Herne Bay, Kent, and other southern counties, c1887 – 1901 by Guermonprez.
- b. Other Decapods – small collection of other orders, similar localities and dates as above.



Crabs collected from Bognor Regis area in the Guermonprez Collection

3. Echinodermata (starfish and their relatives)

Apart from a few specimens, the Echinodermata specimens are all from the Guermonprez Collection. They are mainly stored in the spirit collection.

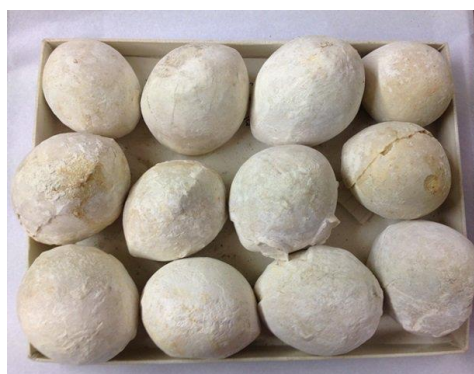
- I. **Ophurida (brittle stars)**
c40 brittle stars mainly collected from Bognor Regis and surrounds 1889- 1895.
- II. **Asteroidea (starfish)**
c80 seastars mainly collected from Kent and Aberdeen 1846 – 1895.
- III. **Echinoidea (sea urchins)**
c50 sea urchins mainly collected from southern counties 1890-1895.

Palaeontology

The palaeontology collection comprises c10,000 fossils. Many were collected by members of the museum staff in the 1970s. The largest collection is the Theo Getty Collection of c1300 from Hampshire (VC 11), West Sussex and Yorkshire.

Most of the palaeontology collections are from the Hampshire Basin, with a strong emphasis on the Hampshire coast, Isle of Wight, and West Sussex.

There are some Jurassic fossils, mainly molluscs but very few predating this period. There are small collections of fossils from Downend Quarry, Fareham (Campanian Stage, Cretaceous) and the 1957 Hole extension at Lower Swanwick (Ypresian Stage, Eocene).



Fossils from the Theo Getty Collection (left) Echinoderms from Downend Quarry (right)

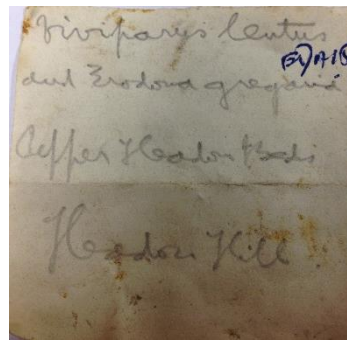
Other collections identified in the palaeontology collection to date:

1. **Guermonprez Collection** – c1000 unit trays of mainly Eocene fossils (mainly molluscs and brachiopods) from West Sussex, Hampshire (VC 11), Isle of Wight, southern counties and a few other British sites.



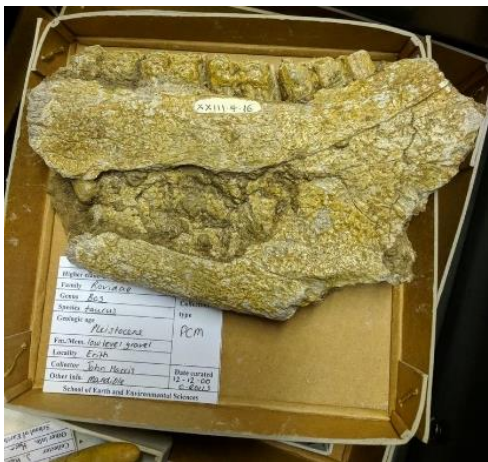
Eocene fossils from the Guermonprez Collection

2. **James F Jackson Collection** – a collection of assemblages of Eocene fossils in matrix from the Isle of Wight. Jackson collected fossils for Cumberland House for nearly 20 years. Most were destroyed in the Blitz along with most of Portsmouth's collections. To date about 100 have identified which were in the basement of Cumberland House.



One of the fossils (and label) from the recently re-identified James F Jackson Collection

3. **John Harris Collection** – collection of c55 post glacial mammal fossils from Erith, Kent, collected 1880 and purchased by Guernonprez in 1924.



Pleistocene *Bos* sp., from Erith, Harris Collection (left) and drawer from the M Draper Collection (right)

4. **M Draper Collection** – c300 unit trays of Eocene molluscs from Barton, Hampshire (Barton Beds), Bracklesham Bay, West Sussex (Bracklesham Beds), Hillhead, Hampshire (Bracklesham Beds), Lee-on-the-Solent, Hampshire (Bracklesham Beds).
5. **Overton Collection** – 77 unit trays have been identified to date. Mainly molluscs from Red, Crag Formation, also from Cambridge and Barton on Sea. There is also a small collection of correspondence including letters from J R Le B Tomlin and manuscript of a paper on *Anodonta* co-authored with HH Bloomer.
6. **Joseph G Turner Collection** – c650 unit trays of mainly Eocene molluscs. About 100 are from Gironde, France, and other French localities. The remainder are from Barton on Sea, Hampshire (Barton Beds, Eocene), Southampton, Isle of Wight, West Sussex, and Kent. A note with this collection stated that this is the residue of the collection, the remainder being at the NHM, London.

Minerals and Rocks

This collection stills needs working on as data has become disassociated over time.

Three collections of minerals (size unknown) were donated in the 1940s and another in the 1950s. The minerals are held in 18 drawers.



Drawer of rocks and minerals. First stage of re-associated specimen with their data cards has been completed.

Over 100 minerals have been identified from the Guermonprez collection and c90 rocks from the Isle of Wight collected by James G Jackson have been identified.

Most of the rocks are sedimentary and local samples, there are some metamorphic and igneous rocks. Many were put into a school loan collection which is currently under review.

There are two series of bore hole samples taken from bore hole 1 Portsmouth Water Company (19 samples taken at 5 - 10 feet intervals to a depth of 151 feet 6 inches) and from bore hole Walderton Pumping Station, West Sussex (52 samples taken at intervals to a depth of 430 feet).

Agenda Item 8

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Portsmouth
CITY COUNCIL

Title of meeting:	Culture, Leisure and Economic Development Decision Meeting
Subject:	Seafront Accessibility
Date of meeting:	17 July 2020
Report by:	Director of Culture, Leisure and Regulatory Services
Wards affected:	St Thomas, St Judes, Eastney & Craneswater

1. Requested by

- 1.1 Cabinet Member for Culture, Leisure and Economic Development.

2. Purpose

- 2.1 To update the Cabinet Member on the work to make the seafront as accessible as possible so as many people can access this part of the city as possible.

3. Information Requested

- 3.1 We are aware that Portsmouth has limited access for those with mobility issues to the shingle beaches along Southsea promenade with the exception of Eastney beach and at the current time it has not been possible to put in place an effective operation to support direct access to the sea.
- 3.2 Officers have explored a wide number of options for consideration including the potential of beach buggies as well as researching other good examples of inclusive beaches. Regrettably to date we have not been able to identify a fully accessible beach where they have similar physical conditions to the steep shingle banks as we have in Southsea.
- 3.3 We have been in touch with other local authorities who face similar difficulties including Worthing and Brighton who like us have steep shingle banks. Brighton are continuing to trial a number of options but have not yet identified a solution which has allowed permanent disabled access to the shoreline. They are due to trial a new electric all-terrain wheelchair which they have sourced internationally and we hope to be able to have access to the results of this trial in the future.
- 3.4 Officers have also had conversations with a number of specialists firms in other European counties including Greece where alternative options have been explored,

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as well as with more local specialists engineering firms including HOP where they were also involved in the discussions with Brighton.

- 3.5 At the suggestion of the petitioner we have also examined the existing ramp opposite the entrance to the ex-Royal Marines Museum but our investigation showed that this ramp is far too steep as well as not extending far enough across the shingle. The ramp itself ends further away from the sea edge than the existing disabled access matting and therefore is not feasible to use as the basis for access to the sea at the current time.
- 3.6 Until 2018 we had just one permanent maintained access area on Eastney beach adjacent to the Coffee Cup. This had a limited access provision that included extended secure matting linked to a concrete access ramp with the matting running across the beach but not fully to the shoreline.
- 3.7 An additional track of disabled access matting adjacent to the Eastney beach huts was expanded in 2018 by approximately 40% lengthwise with a broader end in order to support a turning circle. The beach here at Eastney is relatively flat and the shingle is secured to some degree by the vegetation growing on the beach which limits the movement of the shingle making it slightly easier to maintain. However the matting still requires sweeping and checking/repairing every week plus cable tying every fortnight.
- 3.8 According to user feedback, face to face and by phone the new matting is easier to use and after the trial period it is now being made a permanent addition. In order to support this the final elements of adjustment are being put in including:
- Dropped kerb from the road to the promenade (due to be completed by July 2020)
 - Disabled parking bay
 - Signage
 - Website information
- 3.9 We have been working with Shopmobility Portsmouth in recent weeks and we will be putting in place a new scheme to operate around the seafront which can be accessed through a pre-booked system. It is hoped that the provision of wheelchairs through Shopmobility will enable more people with mobility issues to access areas such as the promenade and the surrounding seafront landscape.
- 3.10 We are continuing to learn from other schemes and are aware that other considerations such as these need to be explored in order to have a fully accessible seafront:
- Hoist facilities for user to use (interestingly in the Northern Ireland scheme this cannot be aided by staff or volunteers)
 - Floating beach wheelchairs (only available for use when Lifeguards are present)
 - Wheelchair surf board
 - Developed booking system & operational procedures
 - Occupational therapist volunteers for equipment training
 - Adapted building to include shower facilities, changing bed and overhead hoist

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- 3.11 Going forward we will continue to liaise with Brighton & Hove Council to explore how the trials of their new all-terrain vehicle work and to continue to consider how to overcome the physical difficulties of actually reaching and accessing the sea. We are aware that the Coastal Defence scheme could provide some opportunities for elements such as viewing platforms, improved signage and more practically safe storage for equipment and we are keen to further develop a volunteer scheme to provide more information and assistance for people with mobility issues across the seafront.
- 3.12 In a more strategic approach the Cabinet member has also arranged for 2 members of the Portsmouth Disabled Access group to join the stakeholder advisory group for the Coastal Defence Scheme to ensure that enhancements will benefit disabled access and he has extended an invitation to Portsmouth Disability Forum to also have representation.

.....
Signed by
Stephen Baily
Director of Culture, Leisure and Regulatory Services

Appendices: None

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

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Agenda Item 9

Note of SO58 urgent decision teleconference with Chief Executive - COVID 19 Discretionary Business Grant Fund - Thursday 4 June 2020

Purpose: David Williams, Chief Executive, asked that a web meeting facility be used for him to consult on the urgent decision required on the COVID 19 Discretionary Business Grant Fund.

Reason for urgency: The COVID 19 Portsmouth Discretionary Business Grant Scheme needs to go live as soon as possible as Central Government has provided the funding and told councils to get this out early June. Also many businesses are in desperate need of this funding to survive.

Attendees:

Cllrs - Gerald Vernon-Jackson CBE (Leader of the Council), Steve Pitt (Cabinet Member for Culture, Leisure and Economic Development), Councillor Donna Jones (Leader of the Opposition) Opposition spokespersons Councillors Udy and Councillor Coles (standing in for Councillor Morgan).

Officers - David Williams (Chief Executive), Peter Baulf (City Solicitor), Chris Ward (Section 151 Officer), Mark Pembleton (Economic Growth Manager)

The SO58 referral and paper had been circulated to all the required consultees.

The Chief Executive asked Mark and Chris to add anything further. Chris said he had nothing further to add following the briefing yesterday and was happy to take any questions.

Members' Comments

There were no member questions and members were in agreement with the recommendations.

Chief Executive's Decision

David Williams said he was very happy to make the decision as recommended in the report and was satisfied that there was a good reason to proceed.

DECISIONS

The Chief Executive:

- (i) **Approved the Discretionary Grant Fund Scheme with the launch of the scheme starting on 5th June 2020. The scheme can be viewed [here](#)**

- (ii) Agreed that a two week window for applications to be made by affected businesses closing on Monday 22nd June 2020.**
- (iii) Delegated decision making to the Director of Finance together with the Director of Regeneration or their representatives following a technical multi-disciplinary team assessment.**

(This decision would be reported to all members via the Members' Information Service on 5 June 2020)

Meeting duration: 4:00-4:04pm