



KING WILLIAM IV
NAVAL FOUNDATION

BLUEBOOK

KING WILLIAM IV NAVAL FOUNDATION
(Registered Charity No: 210392)
Royal Naval Cottages, Priors Road,
Southwick, Hampshire PO17 6HE.

HISTORY

1. The Foundation, which provides twelve homes for the needy widows or daughters of deceased officers of the Royal Navy, Royal Marines, RN/RM Reserves and Naval Chaplains, was created in 1847 by the Dowager Queen Adelaide in memory of her husband, the sailor King, William IV.
2. At the time, no provision was made by the State for widows and unmarried daughters of those who had lost their lives in the Naval Service, and many found themselves destitute and homeless. The Foundation is now a Registered Charity and depends on investment income, contributions from the Residents, donations and legacies.

MANAGEMENT

3. Five Governors were appointed initially, including members of the Royal Family, the First Sea Lord, and the Earl Howe, to manage the affairs of the Foundation, and to ensure that the Residents were "of sober habit, attended Church regularly and conducted themselves in a ladylike manner". There were also four Trustees and a Secretary from the Royal Household.
4. The current Charter provides for up to seven Governors, the Earl Howe as hereditary Governor, and up to six co-opted Governors who have served in the Naval Service. One Governor is appointed as Chairman, one as Domestic Governor, and one as Welfare Governor.

LOCATION & FACILITIES

5. The Homes were first built on two acres of land at Penge and remained there until the early 1970s, when land at Southwick, Hampshire, adjacent to the then HMS DRYAD, was leased to the Foundation by the Ministry of Defence at a peppercorn rent. Twelve new 'Cottages' were erected there and opened in 1973. These are next to Southwick village but also have attractive open views over pleasant countryside and are surrounded by lawns and flower gardens; each cottage has a small garden space alongside it. There is a car park and paved footways for access.
6. The Cottages are all at ground floor level. Four of the Cottages have two bedrooms, and the remaining eight one bedroom; all have a sitting room, bathroom, storeroom, hall with built-in cupboards, and fitted kitchen. All the cottages were re-furnished and modernised in 2006/7, installing double-glazing, cavity wall, and loft insulation as well as modern bathroom and kitchen fittings. Furnishings are provided by the incoming Resident to taste. The Cottages are centrally heated and provided with domestic hot water from a central boiler room.
7. The Central Block contains a well-furnished sitting room for communal gatherings and meetings, and a bedroom, kitchen and lavatory, which relatives and friends can book to stay for a very small fee.
8. Southwick is a small village close to the west of the cottages, with Southwick Park (the former HMS DRYAD – currently the Defence College of Police & Guarding) some 300 yards north-east. The village has a Church and two pubs.

9. Doctors with a practice in Wickham serve the Cottages, while the nearest Hospital is Queen Alexandra's in Cosham. Fareham is the nearest large shopping centre, with a large covered pedestrian precinct and a wide variety of shops and stores, adjacent to which are the bus station, banks, building societies etc.

ELIGIBILITY FOR ADMISSION

10. Eligibility is defined by the Charter as being confined to:

- Widows or daughters (over the age of 40) of deceased Officers of the Royal Navy and Royal Marines and Royal Navy Chaplains, including those Officers of the Reserves who have given mobilised service; and
- Wives or daughters (over the age of 40) of living Officers who would otherwise meet the requirements of the sub-paragraph above but who, through incapacity or other circumstances, are unable to provide for their dependants.

11. Applicants must be in good health and capable of looking after themselves independently, without assistance, as there is no Warden or other specialist on-site resident support.

12. The Terms of the original Foundation Deed were designed for the circumstances of the mid-19th Century, and so have been updated over time since then. In judging eligibility, Governors must therefore be guided by these principles while preserving a little latitude for judgement as long as need and eligibility are clear. There is normally a short waiting list which is reviewed regularly but priority is related to need rather than time on the list.

COST AND FINANCE

13. Residents are charged no rent for Cottages. There is, however, a small monthly charge for heating and maintenance. Council tax, water rates, telephone rental and usage, electricity, TV licence, and any similar charges are the responsibility of the Resident. The Honorary Treasurer can advise Residents on any matters related to charges, costs and finance.

COMMUNAL MATTERS

14. One resident is appointed as Resident Secretary, and another as her Deputy. The Resident Secretary's role is to deal with minor day-to-day administration matters, and to act as liaison between Governors and the Residents. These appointments usually rotate among Residents on a voluntary basis every one or two years. The principal tasks carried out by the Resident Secretary are shown at Appendix 1 and it must be emphasised that she does not have any responsibilities to act as a "warden" or the equivalent.

15. Every Resident will be visited by Governors on at least one occasion per year, when there will be an opportunity to discuss any matters of interest or concern to the Resident. Residents may also seek urgent advice or help at any time on personal matters from the Welfare Governor, who can be contacted by telephone or letter at any time, or the Chairman. Maintenance matters in the Cottages will be dealt with by the Domestic Governor.

16. The Governors very much hope that Residents will live together happily and in harmony in this small community. While much depends on self-help and self-sufficiency, mutual support is also a facet of the cottage community. Governors reserve the right to require a Resident to leave if the Resident's behaviour becomes anti-social and their policy on anti-social behaviour is stated at Appendix 2. As noted earlier, Residents will have to leave also should their physical or mental condition require a level of medical or caring support such that the Resident is unable to look after herself.

CONDITIONS OF OCCUPANCY FOR RESIDENTS

17. The Governors require Residents to comply with the following Conditions of Occupancy. On being accepted for residency by the Governors, all new Residents are required to sign a 'Letter of Appointment', acknowledging the conditions upon which their Residency depends. Some specific Conditions and Information for Residents are set out below:

1. **NEXT-OF-KIN:** Residents are to inform the Governors via the Resident Secretary of any change in the name, address, or contact details of their next-of-kin.
2. **SUB-LETTING:** No sub-letting of a Cottage is permitted under any circumstances.
3. **ABSENCE:** In the interests of the security and welfare of Residents, they should note the dates they intend to be away from the Cottages for more than 24 hours in a diary which is kept in the centre block. Whenever they plan to be away overnight, Residents should leave a contact telephone number/address in the diary where they can be contacted in case of need. Permission is to be obtained from the Chairman of Governors for any absences which will amount to over 56 days per year.
4. **CHARGES:** The small charge levied towards the costs of heating and supply of hot water to the cottages, and general maintenance and upkeep costs of the Cottages, will be reviewed annually by Governors in October, or as necessary depending on the economic circumstances at the time. Residents will be informed of the amount required when they arrive, and annually thereafter normally in October of any changes. The exact amount also depends on whether the Cottage has one bedroom or two, and is to be paid to the Foundation by Direct Debit or Bankers Order as arranged with the Honorary Treasurer. Residents are responsible for the prompt payment of their individual costs for water rates, electricity consumption, council tax, and TV licence.
5. **INSURANCE:** The Insurance cover taken out by the Foundation covers the buildings only and Residents are to ensure that they have adequate cover for their own personal property and belongings.
6. **PETS:** Pets may not be kept in the Cottages without the express written consent of the Governors. Visitors' dogs must be kept on a lead and are not allowed in the Centre Block or Guest Room, and should not foul the grounds of the Cottages

GENERAL SAFETY AND SECURITY

18. The Naval Cottages are on Ministry of Defence land, but outside the security area of Southwick Park in which is sited the Defence College of Police and Safeguarding. This is not an area with a history of crime but, nonetheless, all Residents are advised to keep their doors locked and not to admit strangers without proof of identity. If any suspicious strangers call or are seen in the grounds, residents should inform the Resident Secretary and Southwick Park on 02392 284428/284445.

19. Each Cottage is fitted with the following:

- A door-viewer in each front door, to help establish the identity of any visitor;
- A smoke-detector in each internal hallway;
- A Fire-blanket in each kitchen;
- A security lock on the rear door of the common passageway between each pair of cottages;
- Should it become necessary and desirable, a personal alarm system which operates in conjunction with the telephone line may be fitted in a Cottage for use by the Resident in case of emergency.

FIRE

20. In the event of the outbreak of a fire in a Cottage, unless it is of very minor nature and can be smothered with the fire-blanket provided in each kitchen, the Resident is to evacuate the Cottage immediately, closing all doors as she leaves. On vacating the Cottage, the Resident should call the Fire Brigade on 999, alert her neighbours, inform the Resident Secretary, and alert Southwick Park on 02392-284428/284445. All fires, however minor, should be reported to the Resident Secretary who will inform the Domestic Governor. A small fire extinguisher is located in the Centre Block passageway by the boiler-room.

COMMUNAL FACILITIES

21. The Cottages have a number of communal facilities:

- **Guest Room:** The Guest Room in the Centre Block is available for guests of a Resident for up to 14 days at a time, or longer if not required by other Residents. Bookings are to be made with the Resident Secretary via the diary in the Centre Block. A small charge per night will be made – the level of this will be reviewed each October. The 'hostess' is responsible for preparing the Guest Room, washing the bed linen etc and for cleaning the room and toilet facilities after the departure of the Guest.
- **Communal Room:** The Communal Room in the Centre Block is for meetings and social gatherings, and may also be used by individual Residents, subject to prior notice to the Resident Secretary. Residents using the room must leave it clean and tidy.
- **Centre Block Kitchen:** This contains stand-by calor gas equipment for use by Residents in an emergency and will be organised by the Resident Secretary. There is an automatic washing machine and tumble-dryer for the use of Residents. A small charge will be made for the use of the latter two pieces of equipment, payable to the Resident Secretary.

- **Store Room:** The Store Room in the Centre Block houses certain control equipment for the Cottages and is also the stowage for spare communal gear such as ladders etc. Suitcases, trunks etc belonging to individual Residents may only be stowed there temporarily and by prior arrangement with the Resident Secretary.
- **Car Parking:** Cars of Residents and their guests may be parked in the area provided in front of the cottages. Cars should not be parked on the roadway or any other place.
- **Garden Shed:** The shed is for the stowage of gardening equipment, and is not to be used for any other purpose. It is to be left tidy after use, and care is to be taken not to spill water on the floor.

MAINTENANCE AND DECORATION OF THE COTTAGES:

22. No fixtures or fittings are to be removed or installed without prior permission from the Domestic Governor. The control and co-ordination of all maintenance work at the Cottages, which is for the benefit of all Residents, is the responsibility of the Governors, via the Domestic Governor who directs all contractors and keeps the Resident Secretary informed. Internal maintenance and decoration of each Cottage is the responsibility of the Resident.

23. Re-decoration of internal walls is to be pastel shades of emulsion paint, with white gloss on the woodwork. This is to avoid the expense of removal of paper or other wall coverings on change of occupancy. Residents are responsible for the cleanliness of exterior entrance halls.

24. Minor plumbing repairs (tap-washers, ball-cocks etc) and comparable electrical and other repairs (such as light-bulb replacement etc) are the responsibility of each Resident; guidance and assistance in minimising the associated costs of such work can be obtained from the Domestic Governor.

25. All defects and any major repairs attention are to be recorded in the Defect Book in the Centre Block and the Domestic Governor will check this book on each occasion that he visits and he will arrange for the work to be carried out. This will be assessed for payment by the Governors. The Foundation will pay for all external maintenance and decoration of the Cottages.

UPKEEP OF GROUNDS AND GARDENS

26. A Contract for the general maintenance of the Grounds and grass-cutting will be arranged by the Domestic Governor and paid for by the Foundation. Each Resident is responsible for the upkeep and appearance of the flower beds and immediate areas at the front and back of their Cottage.

GENERAL

27. The Governors reserve the right to require a Resident to leave if either her behaviour is causing difficulties for other Residents or if her physical or mental condition deteriorates to such an extent that she is unable to look after herself to the extent that she needs a level of medical or caring support that cannot be adequately provided at the Cottages.

Approved by the Governors April 2016

PRINCIPAL TASKS FOR THE RESIDENT SECRETARY

The Governors will appoint a Resident Secretary and very much hope that there will be sufficient Residents volunteering for the appointment so that the relatively light load can be shared evenly. Residents over the age of 80 will not normally be expected to be the Resident Secretary.

The Resident Secretary's principal tasks are to:

- Keep the Domestic Governor informed of any defects in the Defect Book;
- Keep the Welfare Governor informed of any problems with any of the Residents;
- Keep the Chairman of Governors informed about matters of general interest;
- Hold the Master keys for all the Cottages;
- Maintain the Petty Cash and Account Book;
- Tally the Laundry Book at the end of every month and ensure that appropriate money is collected;
- Pay the cleaner and buy materials (including water softening tablets) at her request;
- Pay the window cleaner as necessary.

The Governors emphasise that the Resident Secretary is not any form of Warden and ask Residents only to contact her during normal 'working hours' and preferably not at week-ends, other than for a genuine emergency.

There will normally also be a Deputy Resident Secretary who can assist the Resident Secretary and cover for her when, for example, she is absent on holiday.

ANTI-SOCIAL BEHAVIOUR – POLICY & PROCEDURE

POLICY

For the benefit of all Residents of the Cottages, the Governors of the King William IV Naval Foundation will not tolerate anti-social behaviour that affects the quality of life of a Resident or the management of the Foundation

Residents are encouraged to report to the Governors, through the Welfare Governor or directly to the Chairman, any behaviour considered by them to be anti-social by any person. The Governors will investigate such reports, in confidence when this is appropriate.

Should Mediation be appropriate, the Governors may involve the Advice, Information & Mediation Service of Age UK.

If the matter cannot be resolved by mediation, the Governors will not hesitate to act on behalf of a Resident affected by anti-social behaviour. If this is caused by another Resident, in contravention of the letter of appointment, the Foundation will follow an internal investigation and warning process.

After a due process of verbal and written warnings, the Resident's appointment to the Cottages may be set aside. In case of anti-social by visitors or neighbours, the Governors may seek an Anti-Social Behaviour Order on behalf of one or more of the Residents.

PROCEDURE

Residents should report any behaviour considered by them to be anti-social to the Welfare Governor or the Chairman of Governors in writing, giving sufficient information to justify the complaint and allow the Governors to initiate an investigation.

Following an investigation, the Governors will then decide either to:

- Resolve the matter within the Foundation; or
- Refer the matter for external mediation; or
- Seek an Anti-Social Behaviour Order