



OFFICER REPORT TO LOCAL COMMITTEE (ELMBRIDGE)

MEMBERS' ALLOCATIONS REPORT

1 MARCH 2010

KEY ISSUE

To note the criteria and process for the use of Members' Allocations and make decisions on funding proposals.

SUMMARY

The report outlines the proposed criteria and process for the use of Members' Allocations and makes recommendations on a number of proposals.

OFFICER RECOMMENDATIONS

The Local Committee (Elmbridge) is asked to:

- (i) To note the Criteria and Guidance Note for the use of Members' Allocations as set out in Annex A and B.
- (ii) To note the allocations approved under delegated authority by the Area Director in consultation with the Chairman (paragraphs 2.1 to 2.8).

1 INTRODUCTION AND BACKGROUND

- 1.1 In 2009/10 each County Councillor in Elmbridge is allocated a revenue fund of £8,250 with a pooled capital fund of £35,000. The following sets out the amounts remaining from this fund for 2009/10:

Member's Revenue Allocations

	Balance Remaining £
Mr Bennison	6,063
Mr Butcher	7,890
Mr Cooper	-
Mr Hickman	6,290
Mrs Hicks	4,300
Mr Lake	11,211
Mr Mallett	-
Mr Phelps-Penry	8,405
Mr Taylor	5,755

Total £49,914

Committee Capital Allocation

Total £365

2 MEMBER'S REVENUE ALLOCATION

DELEGATED AUTHORITY

The following applications were approved by the Area Director under delegated authority in consultation with the Chairman or Vice-Chairman.

- 2.1 A one off sum of £190 from Mr Bennison's allocation was approved on 8 December 2009 towards Hinchley Wood girl guiding coach travel.
- 2.2 A one off sum of £500 from Mr Lake's allocation was approved on 8 December 2009 towards the Fast & Loose Theatre Company's production of The Digger's Daughter.
- 2.3 A one off sum of £1,000 from Mr Taylor's allocation was approved on 21 January 2010 to Brooklands FM Radio towards PC Equipment and display materials.
- 2.4 A one off sum of £1,000 from Mr Taylor's allocation was approved on 21 January 2009 to Sam Beare Hospice, Weybridge towards curtains.

- 2.5 A one off sum of £360 from Mr Butcher's allocation was approved on 2 February 2010 towards the manufacture of exhibition screens.
- 2.6 A one off sum of £980 from Mr Lake's allocation was approved on 2 February 2010 towards 1st Weybridge (Brooklands) Scout Group extension roof replacement.
- 2.7 A one off sum of £1,000 from Mr Lake's allocation was approved on 9 February 2010 towards Fast & Loose Theatre Company Digger's Daughter school workshops.
- 2.8 A one off sum of £393 from Mrs Hicks' allocation was approved on 12 February 2010 towards Nimbus Ensemble production of the Moon Ants Law at Cardinal Newman School, Hersham.

3 FUNDING BIDS

The following new request for funding has been received:

3.1 Love of Learning – Eco Friendly Mosaics at Royal Kent School

£1,500 - Michael Bennison

This will provide funding for The Eco Friendly Mosaics project at the Royal Kent C of E Primary School, Oxshott. Pupils in years 5 and 6 will produce a moveable mosaic screen for the eco area in their school. The school and pupils are working towards the highest 'Green Flag Eco' award, which will be a great accolade for the school. A local Elmbridge artist introducing the children to a new and enjoyable art medium will facilitate the project.

Quotes for this project have been submitted and the total cost is sought from the Local Committee.

3.2 Claygate Parish Council - Foley Road, Claygate Red Block Paving

£2,000 - Michael Bennison

This project will provide funding towards the replacement of existing red brick footpaths with sections of red blocks and asphalt. It will address safety concerns, complaints and claims regarding the material and maintenance of the existing footpaths, whilst retaining the heritage of red bricks.

It will cover the area of Foley Road from Coverts Road to Claremont Road. This will be beneficial from a safety aspect to the residents of Foley Road and also children attending Claygate Primary and Rowans School. It will protect both Claygate and Surrey County's heritage.

Claygate Parish Council has consulted residents of this section of Foley Road by way of a questionnaire. They received 40 responses to this and also held a well-attended public meeting. Surrey County Council have designed a scheme and attended site visits. A leading supplier of blocks has provided samples and made recommendations.

The total cost of the project is £16,500 for the red block element to achieve heritage benefits, plus costs of £116,250 to Surrey County Council for alternative blacktop in order to achieve highway safety.

Claygate Parish Council have agreed to underwrite up to £8,500 with the rest of the funding being sought from donations by frontagers and other residents. There is also an intended application to Surrey County Council and Elmbridge Borough Council for the limited Conservation Area element of the scheme.

There would be no future funding required, Surrey County Council will maintain the footway as part of the highway.

NB: This project will only go ahead if agreement can be met between Surrey County Council Highways department and Claygate Parish Council as to the tree roots issue, i.e. all trees must have a clear circumference of 5 metres around them.

3.3 3rd Hinchley Wood Guides - Centenary Adventure

£1,063 - Michael Bennison

This project will provide funding towards adventures in Summer 2010 to Iceland and Portland. This meets the challenge for a guiding centenary mountain top moment, plus individual fundraising and independent travel. The Iceland trip would also include service work.

This will be beneficial to the guides and their leaders. The total cost of the project is estimated at £31,500 for Iceland (21 people) and £5,100 Portland (17 people). Local Committee funding is towards the Iceland flights and Portland Youth Hostel accommodation, quotes have been submitted for these. The remaining funding will be raised by fundraising efforts by the girls and leaders who will be participating on the trips.

3.4 Love of Learning – Play & Stay Connected Through Art at Claygate Primary School

£1,500 - Michael Bennison

This will provide funding for The Play and Stay Connected Through Art project. This will enable the parent and child to play, learn and

communicate together through the medium of art whilst attending an art workshop in their child's school.

A local Elmbridge artist will facilitate the workshop and an adult/child relationship counsellor will also be present throughout to support and encourage the experience the parents will be sharing with their children. This will help the parents analyse their parenting skills and family needs.

This will be beneficial to children in reception year and their parents. Staff at the school have agreed that this will enhance the ethos of the school by enabling the parents and children to attend these workshops.

Quotes for this project have been submitted and the total cost is sought from the Local Committee.

3.5 Elmbridge Rentstart - Computer, Printer & Copier Equipment

£1,813 - Roy Taylor

This project will provide funding for the purchase of new computers, printer and copier equipment. This will enable Elmbridge Rentstart staff to access the database at the same time, to scan documents and print leaflets. Elmbridge Rentstart is a charity registered organisation and helps homeless single people and childless couples on low incomes who are not entitled to housing under the homelessness legislation.

The total cost of the project is sought from the Local Committee.

3.6 Love of Learning – Drumming All Over the World Dittons Schools

£2,500 - Peter Hickman

This will provide funding for the 'Drumming All Over the World' project in Long Ditton Infants and Thames Ditton Infant and Junior Schools. It will enable the children to play, learn and communicate together through the medium of the drum during drumming workshops held within their schools. Elmbridge world music group and Love of Learning will facilitate this and the children will learn the art of drumming using different techniques from around the world. Each child will have their own drum and will be shown how to use various different world instruments. A play and learn counsellor will be present to support and encourage the children to share and appreciate the experience.

The children will be introduced to different cultures around the world through the medium of the drum and world music. The children will be able to enjoy quality time together within their school environment and experience an opportunity, which may otherwise have been unavailable to them. The act of sharing and demonstrating new found skills would

boost their confidence and raise their self-esteem. It will be beneficial to 360 children and the staff in the Dittons schools.

Quotes for this project have been submitted and the total cost is sought from the Local Committee.

3.7 Dittons Scout Group – Centenary Celebration

£306 - Peter Hickman

This will provide funding for 2 scouts from a disadvantaged area of Booyesen Park, Port Elizabeth, South Africa to visit the UK at Easter 2010 for an ambassadorial educational visit. This will coincide with the Centenary of the The Dittons Scout Group and it is hoped that this would give their year's celebration a poignant touch by helping far less advantaged scouts from the land where Baden Powell did his training. This visit will contribute towards the international education of all the scouts in the Thames Ditton area.

There are many links between Port Elizabeth and the UK, but in particular the new Group's logo has been chosen as the 'Drinking Horse' memorial, which is an icon of Port Elizabeth. The bronze was cast in the foundry at Thames Ditton and the founding Group Scout Leader of 1st Booyesen Park, left the United Kingdom as retiring Group Scout Leader of the Dittons.

NB: This funding would be retrospective as the tickets for the flights have already been purchased at a cost of £1,200 each.

3.8 Cobham in Bloom – Summer Planting

£2,400 – John Butcher

This project will provide funding towards Cobham in Bloom carrying out summer planting in wooden troughs/barrels, two troughs on railings and eight flowerbeds. Bedding plants, additional shrubs, compost and weed killer will be purchased. This will benefit residents, businesses and visitors to Cobham and enhance the appearance of the town. Consultation has been undertaken with local organisations, residents and Elmbridge Borough Council. The work will be started in April/May 2010 and completed in June 2010.

The total cost of this project is estimated to be £3,000

3.9 Elmbridge Taxi Voucher Scheme

www.surreycc.gov.uk/elmbridge

£1,232 – John Butcher

This project will provide funding towards the purchase of 8 books of taxi vouchers to reach 8 vulnerable people in the Cobham area. This scheme is offered to vulnerable Elmbridge residents by allowing vouchers to be used towards payment or part payment of taxi fares. The scheme was initially developed in 2007 as a result of consultation at partnership working group meetings. It will help with transport needs of local residents who find it a challenge to access forms of public and private transport.

The scheme identifies vulnerable groups who are eligible, this includes older people, people with physical, learning or mental health disabilities and younger families in isolated areas. It is demand responsive and available at all times.

3.10 Cobham Conservation & Heritage Trust - Riverhill Regeneration Architects Fees**£4,258 – John Butcher**

To provide funding towards the Riverhill Regeneration Project in Cobham. The funding would be towards the architect's fees needed to kick-start the project. This will re landscape the area of riverbank from the end of the High Street eastwards to the Mill (approximately 200 –300 metres). It will open up an unusable area to the community, providing education into the flora and fauna of the area. It will also stabilise the erosion of the riverbank that has happened as a result of extreme weather. The project would also enable access to this attractive area for people with mobility constraints and would improve the entrance to Cobham, making the shopping and commercial sector more attractive.

It will be beneficial to local residents, those working in shops and offices and visitors to Cobham. Consultation has been undertaken at the Heritage Trust open meeting, with Cobham and Downside Residents Association, Stoke D'Abernon Residents Association and Cobham Chamber of Commerce.

The total cost of the project is £85,000. Additional funding is still to be found but it is proposed that this will come from the Cobham Conservation & Heritage Trust's existing or committed funds, Elmbridge Borough Council, the Heritage lottery fund with the remainder being sought from a major fundraising campaign to the local community.

3.11 Surrey Highways - Increasing Accessibility to Local Facilities for Residents

£3,300 – Margaret Hicks

To provide funding towards a Community Gang dropping kerbs at junctions in residential roads to enable mobility impaired residents to access local facilities. Requests from the public have prompted this work and this will address the continued independence of residents. Locations are to include Odard Road and Faraday Road in Hersham with other areas dependent on the work schedule.

This will benefit all residents in the area.

The total cost of this work is sought from the Local Committee.

3.12 Hersham in Bloom - Planting for Teaching Apiary at Burhill Community Infants School

£1,000 – Margaret Hicks

To provide funding towards the preparation of an area for planting, for the purchase of specific plants and shrubs that will attract bees. These will be planted as appropriate to provide a screen around the apiary. It is also planned to include some trellis to surround the area.

This will benefit the pupils, staff and parents of the school and also those attending apiary courses and practical beekeeping sessions during the year. The project will not need any further funding for the future.

The total cost of this project is sought from the Local Committee.

3.13 St James' Church, Weybridge – Replacement Doors & Windows in Parish Centre

£2,500 – Ian Lake

This project would provide funding for the replacement of a major portion of doors and windows in the parish centre.

This will be beneficial to the community of Weybridge. The Parish Centre is used by a vast variety of community organisations such as playgroups, choirs, dance groups, brownies, drama groups, etc.

Additional funding is being provided by environmental trusts. Quotes for this work have been submitted and the total cost of the project is estimated to be £28,000.

3.14 Thames Ditton & Weston Green Residents Association – Blue Plaques, 1st Phase

£1,674 – Peter Hickman

To provide one off funding towards seven blue plaques in Thames Ditton and Weston Green to celebrate people or places of special significance to the community. It is intended at a later point to support this with some published 'blue plaque walks' to give people more background to the significant people or places. This is intended to strengthen community spirit and foster pride in the local area. It will provide a focal point for local history to encourage local education projects and help young people taken an interest in their surroundings. It will also encourage visitors to explore the area and use other amenities, e.g. shops, restaurants and pubs.

The local website and magazine has been used to suggest a blue plaque scheme and members of the public have put forward suggestions for people and events that should be marked in this way.

It is anticipated that additional blue plaques will be added later on. Thames Ditton & West Green Residents Association will look at how to fund a continuation of the scheme at that point. Thames Ditton & Weston Green Residents Association has confirmed that the necessary permissions will be sought to put up the plaques, ie if a listed building.

The total cost for the first phase of this project is £2,231.33. Thames Ditton and West Green Residents Association have promised the rest of the funding for this first phase.

3.15 Surrey Police – Football Coaching

£750 – Peter Hickman

This project will provide coaching for boys and girls aged 11 to 15 years. It will promote physical and mental development and encourage teamwork and fitness. This will be within the Dittons and Hinchley Wood area for approx 100 children. Consultation has been undertaken with PSR (Performance Success Results) coaching.

The total cost of this project is sought from the Local Committee.

3.16 Binding of 'Thames Ditton Today' Magazines

£420 – Peter Hickman

This project will provide funding to book bind all previous copies of the local magazine – since 1970. This will provide an important addition to the ‘Mercer’ collection in Thames Ditton Library. This will benefit members of the local community who are interested in the history of Thames Ditton and West Green.

The total cost of the project is £420 + postage costs. The Thames Ditton Residents Association will provide funding towards postage costs.

3.17 Support for Hurst Park Allstars Junior F.C.

£2,373 – Tom Phelps-Penry

This project will provide essential equipment for junior football enabling the club to be properly equipped to play and train. It will benefit Molesey, Walton-on-Thames and Hersham and any other players from the Elmbridge Borough. Equipment will be serviced and/or replaced by club funds, as it is needed.

The total cost of the project is £3,773.

3.18 St Albans R.C. PTA - Safeguarding Reception Children

£2,150 – Tom Phelps-Penry

This project will provide the replacement of a small window with a larger sliding door. This will provide visibility and easy access to a safe play area. There are approximately 30 children aged 4 to 5 years in the reception year. It will mainly cover the geographical areas of Molesey, Walton & Hersham but could extend throughout Elmbridge, depending on the location of where the children live.

Consultation has been undertaken with parents and teachers of young children and the school PTA.

The total cost of the project is £4,358.50.

3.19 Surrey Wildlife Trust – Minibus for Volunteers

£1,000 – Roy Taylor

This project will provide funding towards two new minibuses for SWT volunteers.

Volunteering plays an essential role in Surrey Wildlife Trust’s work and in the general well being of the wider community. It gives people from a variety of backgrounds, including the long-term unemployed and those lacking self-confidence or with mental health issues, the chance to learn practical outdoor skills. It also helps finance, in terms of matched

funding, projects with high social impact such as the HLF funded Surrey Greenspace project.

Between April 2008 and March 2009 volunteers donated over 3,000 working days towards community projects in order to help maintain, recreate or restore sites for wildlife conservation and public enjoyment.

There are ample, and increasing, volunteering opportunities across all the county's boroughs that are constrained in fulfilling by the lack of transport. The current minibus is battered and outdated and it is therefore only possible to organise a limited number of weekday volunteer work parties, normally within a short radius of the headquarters in Pirbright.

There has been a substantial increase in the number and scope of volunteers working on the SCC Countryside Estate over the past few years.

Total cost of project is £40,000. The rest of the funding is sought from Surrey Wildlife Trust's own funds and donations.

3.20 St Mary's Church, Walton-on-Thames – Replacement Pullies & Ropes for Church Bells

£2,252 – Roy Taylor

This project will provide funding towards replacement pullies and ropes for the bells at St Mary's Church, Walton-on-Thames. This will benefit local churchgoers and members of the public.

The total cost of the project is sought from the Local Committee.

3.21 Heathside School – On-line Reporting

£3,250 – Ian Lake

This project will provide a SIMS Learning Gateway to be purchased. This will enable statutory on-line reporting to parents on their children's progress. This will be beneficial to all the geographical areas from which Heathside students attend. The school has researched the best provider by attending courses and visiting other institutions.

The cost of the 1st year is £2,500 with a £4,000 licence. The school will meet future funding with the cost of the second and third years being £4,000 a year.

4 CAPITAL ALLOCATIONS

4.1 Friends of Hersham Library – 2 Folding Tables

£130 proposed by Margaret Hicks

To provide funding for the purchase of 2 folding tables to be used for catering, book sales and fund raising events held within Hersham Library. The total cost of the project is sought from the Local Committee.

4.2 Cobham Conservation & Heritage Trust - Riverhill Regeneration

£235 – Proposed by John Butcher

Please see item 3.10

5 RETURNED/REALLOCATED REVENUE FUNDING

5.1 To note returned funding of £630 for Hersham Children's Centre Lean to canopy (approved at Local Committee on 27 July 2009) to Mrs Hicks' allocation.

5.2 The Local Committee are asked to reapprove £708.33 from Mr Butcher's allocation to S.A.Y. It's Friday Youth Club towards the Modern Survival Project 2010. This funding is remaining from £900 originally granted at Local Committee on 25 November 2008 towards Top Golf and Modern Survival projects 2009.

6 EQUALITIES AND DIVERSITY IMPLICATIONS

6.1 The contributions proposed would benefit a wide range of adults and children in Elmbridge.

7 FINANCIAL IMPLICATIONS

7.1 Paragraph 1.1 sets out what remains of both the individual Members revenue allocation and capital fund. There are sufficient monies from which the proposals in paragraphs 3 and 4 could be funded and if the above recommendations are approved the remaining sums will be as follows:

	Balance Remaining £
Mr Bennison	-
Mr Butcher	-
Mr Cooper	-
Mr Hickman	640
Mrs Hicks	-
Mr Lake	5,461
Mr Mallett	-
Mr Phelps-Penry	3,882
Mr Taylor	690

Total £10,673

Committee Capital Allocation

Total £0

** Please note these figures do not include any applications submitted for approval after the deadline for this report or that are currently pending approval under delegated authority.*

8 CONCLUSION AND RECOMMENDATIONS

8.1 These proposals meet the criteria agreed by the Committee for Member Allocations and are eligible to be approved.

9 WHAT HAPPENS NEXT

9.1 The Local Partnerships Team (Elmbridge) will inform the applicants whether or not their application have been success and process the funding payment as appropriate.

LEAD OFFICER: Katie Mills, Local Committee and Partnerships Officer
TELEPHONE NUMBER: 01372 832606
E-MAIL: katie.mills@surreycc.gov.uk
CONTACT OFFICER: Delia Davies, Local Support Assistant
TELEPHONE NUMBER: 01372 832607
E-MAIL: delia.davies@surreycc.gov.uk
BACKGROUND PAPERS: None

ANNEX A**CRITERIA FOR USE OF FUNDS****1. MEMBER'S ALLOCATIONS**

- a) Support for any one project will not normally exceed £10,000.
- b) Any proposal to be considered by Committee must be proposed by at least one Member who is willing to provide at least some financial support to the project. However, Members whose funds are totally committed may still put proposals forward for support by the Committee.
- c) The funds will not be used to cover revenue costs – expenditure must be of a one-off nature or serve as “pump-priming”.
- d) Contributions will not normally be made to cover funding gaps arising from budget reduction decisions.
- e) Priority will be given to proposals attracting an element of match funding.
- f) Proposals will be considered from SCC services, other statutory bodies and voluntary organisations.

2. FUNDING PAID UNDER DELEGATED AUTHORITY

The decision to pay funding of not more than £1000 can be delegated to the Area Director, in consultation with the Chairman of the Local Committee. Funding paid under delegated authority is subject to the criteria laid down in paragraph 1 above, **and** the following additional criteria:

- a) The application must have been endorsed by the appropriate local Member.
- b) The application should be for a maximum of £1000.
- c) Applications from private clubs or other membership organisations must clearly demonstrate the wider community benefit of the project.
- d) Projects must not contravene any of the Council's agreed policies or priorities.
- e) The application should be for a future project, not a retrospective request.

- f) The application should not be to cover ongoing revenue costs.

3. COMMITTEE CAPITAL ALLOCATION

The balance of the £35,000 initially allocated to support capital projects through voluntary organisations will be used for any suitable project promoting well-being in Elmbridge and agreed by the Committee. These funds are not allocated to individual Members but are allocated by Committee decision.

The following is a definition for “capital” in these circumstances:

Capital expenditure is defined as the acquisition, construction, enhancement or replacement of an asset. An asset can be land & buildings, vehicles, plant, furniture & equipment or infrastructure. In order for an asset to be capitalised it should yield benefits for a period of more than one year.

It is proposed that the following criteria should apply to this fund:

- a) Any proposal to be considered by Committee must be put forward by at least one Member.
- b) Priority will be given to proposals attracting an element of match funding.
- c) Proposals must be of a local nature and be for the benefit of the people of Elmbridge.

ANNEX B**GUIDANCE NOTE****SCC LOCAL COMMITTEE ELMBRIDGE - MEMBERS' ALLOCATIONS**

This guidance note is designed to assist in the consideration of applications for requests for funding from Members' Allocations, and should be used in conjunction with the formal criteria laid down for funding.

1. FUNDING CEILINGS

- i) There is a general presumption against requests for 100% funding of projects and the Local Committee would wish to see evidence of fund raising and/or other partner contributions. However the Local Committee reserves the right to fund 100% of projects, taking into account the overall resources of the organisation, the sum requested and any previous fundraising by the organisation.
- ii) Individual bids should generally be for no more than £10,000.

2. REPEAT REVENUE FUNDING

There is a general presumption against requests for repeat funding for the same project, as over time this would reduce the scope to fulfil the original aim of allocations which was to enable Members to respond to local issues. However, the Local Committee reserves the right to vary this rule where it is felt that the project is making an exceptional contribution to the community and more time may be required to secure alternative funding. Repeat funding does not mean that the same organisation cannot be funded twice as long as the project which is being funded is different in some way. For example, a summer scheme for children would benefit a different group of children each year and, therefore, can be seen as a different project on an annual basis.

3. RETROSPECTIVE FUNDING

- i) It is not considered good practice to fund projects retrospectively and funding will not be considered for projects where the group has already committed, or decided to commit, funds.
- ii) Applications that are retrospective due to the timing of the Local Committee meetings may be considered provided that the proposed allocation has been brought to the attention of the

Area Director before the event/purchase/expenditure takes place. However the group should be advised by the proposing Member that the Local Committee decision is a not a 'rubber stamping' exercise and that any expenditure they commit in the hope of receiving funding is entirely at their own risk.

- iii) Applications for retrospective projects cannot be funded under the delegated authority powers.

4. PRIVATE CLUBS OR MEMBERSHIP ORGANISATIONS

Such organisations need to demonstrate clearly the wider community benefit that their project would bring.

5. HIGHWAYS PROJECTS

- i) Members' allocations should rarely be used to 'top up' the Highways budget agreed by the County Council, especially where the additional £100,000 capital allocation has been allocated by the Local Committee for Highways purposes. However, it is recognised that small street scene improvements, i.e. additional tree cutting or planting, can be a positive and welcome use of Members' Allocations.
- ii) Any such proposals should initially be shared with the East Area Group Manager/Local Transportation Manager for a view on appropriateness of the proposed expenditure bearing in mind any priority lists and the capacity for additional work to be carried out without damaging the implementation of the agreed work programme for the service.

6. SUBMISSION OF BIDS

Members are required to submit their bids to the Local Partnership Team by the set deadline. This is to ensure that the bids are assessed correctly against the necessary criteria and are appropriate to put forward to the Local Committee for decision. The bid form should be completed in full and accompanied by any relevant paperwork that may support the bid, for example, quotations for any work to be carried out or equipment that is to be purchased.