



**OFFICER REPORT TO LOCAL COMMITTEE
(ELMBRIDGE)**

MEMBERS' ALLOCATIONS REPORT

28 FEBRUARY 2011

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 (paragraph 2.1–2.5).
- (iii) To note returned Capital funding from Highways of £4,835
- (iv) To consider an application for funding of £3,000 from Claygate Village Youth Club for refurbishment of the bar area and an extension to be funded from Mr Bennison's allocation.
- (v) To consider an application for funding of £1,653 from Heathside School, Weybridge towards new PE Mats to be funded from Mr Lake's application.
- (vi) To consider an application for funding of £300 from Claygate in Bloom towards the planting and initial watering of a screening hedge at Claygate Recreation Ground to be funded from Mr Bennison's allocation.
- (vii) To consider an application for funding of £2,364 from Oasis Childcare Centre towards a 2011 Summer Holiday Scheme to be funded from Mr Butcher's allocation. NB If this application is withdrawn or rejected

to consider an application for funding of the £2,364 from Cobham in Bloom towards the planting of bedding plants from Mr Butcher's allocation.

- (viii) To consider an application for funding of £1,000 from Elmbridge Borough Council towards the Claygate Day Centre Stroke Support Group to be funded from Mr Bennison's allocation.
- (ix) To consider an application for funding of £1,000 from Hersham Youth Trust towards Disco Equipment and a purpose built Storage Unit to be funded from Mrs Hicks' allocation.
- (x) To consider an application for funding of £1,500 from Hersham in Bloom towards the Hersham in Bloom 2011 Campaign for Planters, Water Connection and Information Boards to be funded from Mrs Hicks' allocation.
- (xi) To consider an application for funding of £1,400 from Elmbridge Mencap towards a new water heater in the kitchen to be funded from Mrs Hicks' allocation.
- (xii) To consider an application for funding of £2,775 from St Mary's Church PCC towards the provision of an outside play area to be funded from Mr Hickman's allocation.
- (xiii) To consider an application for funding of £684 towards 2 signs, fitting and anti-graffiti at the entrances to Fieldcommon to be funded from Mr Phelps-Penry's allocation.
- (xiv) To consider an application for funding of £1,386 towards the Elmbridge Taxi Voucher Scheme to be funded from Mrs Hicks' allocation.
- (xv) To consider an application for funding of £8,500 towards the cleaning and re-engraving of some of the most weatherworn names on the Weybridge War Memorial, Temple Market to be funded from Mr Ian Lake's allocation.

3 FUNDING BIDS

The following new requests for funding have been received:

3.1 Claygate Village Youth Club – Refurbishment Bar Area & Extension

£3,000 – Mr Mike Bennison

This project is for the refurbishment of the bar area and an **extension** at Claygate Youth Centre. This will help in letting out the Youth Club and improve the quality for users of the building. This will be beneficial to the residents of Claygate, young people and organisations/members of the public who rent it out.

The total cost of the project is estimated at £6,000. The remainder of the funding is to be raised by Claygate Parish Council.

3.2 Heathside School – PE Mats

£1,653- Mr Ian Lake

This project will provide funding towards new PE mats at Heathside Secondary School, Weybridge. This will increase the safety of the students and improve the delivery of the PE curriculum. This will be beneficial to the students and those hiring facilities.

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

3.3 Claygate in Bloom – Screening Hedge at Claygate Recreation Ground

£300 – Mr Mike Bennison

This project will provide funding towards the purchase of a 25-foot length of hedge, consisting of 60 native bare root hedge plants including alder, hawthorn, blackthorn and hazel. This is to be planted close to the Dalmore entrance to Claygate recreation ground. This hedge will act as a screen for the storage containers on Claygate recreation ground. Funding will also cover soil treatment and 5 months of initial watering. Surrey County Council will not be responsible for future maintenance of the hedging.

This will benefit all residents who pass through, walk in or play sports on the ground, and users of the multi sport area and the children's playground.

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

3.4 Oasis Childcare Centre – Summer Scheme 2011

£2,364 – Mr John Butcher

To consider an application for funding of £2,364 from Oasis Childcare Centre Ltd (registered charity) towards the provision of 1 week's summer holiday scheme 2011 at Haven Park, Weymouth. This will be beneficial to vulnerable families and children. Oasis Childcare will also provide activities throughout the summer holidays.

This scheme has been run over the past 5 years and is beneficial to vulnerable children. The total cost of the project is approximately £25,000 and the rest of the funding has still be found.

NB: As an alternative, if the above application is withdrawn or rejected, to consider an application for funding of that same figure from Cobham in Bloom towards Summer planting. The total cost of this project is £2,900 and additional funding will hopefully be obtained from personal donations or local organisations.

3.5 Claygate Centre – Stroke Support Group

£1,000 – Mr Mike Bennison

This project will provide funding towards equipment for a weekly stroke group that supports stroke sufferers and their carers. It is proposed to buy equipment such as Nintendos and Wii's. This group will address physical, social and emotional needs and will be available to all Elmbridge residents (those out of borough if they are Centre members).

The total cost of the project is £1,109 and the rest of the costs will be raised through various fund raising at the Centre.

3.6 Hersham Youth Trust – Disco Equipment & Storage

£1,000 – Mrs Margaret Hicks

This project will provide funding towards the purchase of second hand disco equipment and storage facility for a Saturday evening Youth Led Disco and Social Project.

This will provide a monthly Saturday night disco and social night for young people (aged 14 to 21 years) at Hersham Youth Centre. This will provide a safe place for young people to meet up and socialise with their friends.

As the youth centre is the only one to open at weekends, the number of young people attending is increasing and including other areas such as Molesey, Weybridge, Esher, Claygate, Cobham and Walton.

The total cost of the project is £2,100 and the remaining funding is coming from the Hersham Youth Trust and donations.

3.7 Hersham in Bloom – 2011 Campaign

£1,500 – Mrs Margaret Hicks

This project will provide funding towards the purchase of additional planters to place around the village green to complement those provided by Elmbridge Borough Council, the installation of a water supply on the green for watering containers and the provision of boards giving information on flora and fauna at Hersham riverside.

This will be beneficial to residents, visitors and businesses in the Hersham area.

The total cost of the project is £1,695, the remaining funding is being sought from residents and business contributions.

3.8 Elmbridge Mencap – Water Heater Renewal at Burview Hall

£1,400 – Mrs Margaret Hicks

This project will provide funding towards the purchase of a new water heater at Burview Hall (adults and children with learning disabilities). This will increase efficiency and reduce energy costs, enabling hot drinks to be served to hall users more quickly and safely. A time saver device will enable the heater to switch off automatically when the hall is not in use.

This will benefit the users of Burview Hall, such as adults and children with learning disabilities.

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

3.9 St Mary's Community Hall, Long Ditton – Play Area

£2,775 – Mr Peter Hickman

This project will provide funding towards the provision of an outside play area. It will be a very useful addition to the Long Ditton Children's Centre. It will benefit the children attending the children's centre, Brownies, Rainbows, the Sunday school and anyone else using the hall.

The total cost of the project is £21,656 and the rest of the funding is being obtained from the Bishop of Guildford's Foundation, Veolia and the Mission & Evangelism Society.

3.10 Fieldcommon Identity Signs

£684 – Mr Tom Phelps-Penry

This project will provide funding towards the purchase, fitting and anti-graffiti of 2 signs at the entrances to Fieldcommon from Molesey Road (Fieldcommon Lane and Fernbank Avenue). The work is to be carried out by Calibre Metal Design.

This will be beneficial to the residents' sense of identity. The total cost of the project is sought from the Local Committee.

3.11 Elmbridge Taxi Voucher Scheme - Hersham

£1,386 – Mrs Margaret Hicks

This project will provide funding towards the purchase of 9 books at a cost of £154 per book towards Hersham applicants currently on the waiting list. This scheme is offered to vulnerable residents as payment or part payment of a taxi fare.

3.12 Weybridge War Memorial

£8,500 (+£3,500 from 2005/06) – Mr Ian Lake

This is an amendment to an approval provided in 2006 for £3,500. Since that time the project has been re-evaluated and to conduct the work to a high standard the cost will be significantly higher.

The project will provide funding towards the cost of cleaning and re-engraving of some of the most weatherworn names on the Weybridge War Memorial, Temple Market. This scheme will benefit the residents of Weybridge and the families of those who are remembered on this Memorial.

The original allocation that was committed for the completion of these works was £3,500. The additional costs of £8,500 are being sought from the Local Committee this year from Mr Lake's allocation.

4 CAPITAL ALLOCATIONS

4.1 Parking Projects in Elmbridge 2011/12

£4,835

This will contribute towards funding for new parking controls to be implemented and existing parking controls amended within the 2011/12 year. This will improve road safety, assist with access for emergency vehicles, aid access for refuse vehicles, ease congestion and improve the environment and amenity for residents.

5 EQUALITIES AND DIVERSITY IMPLICATIONS

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

6 FINANCIAL IMPLICATIONS

- 6.1 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:

Member's Revenue Allocations

	Balance Remaining £
Mr Bennison	784
Mr Butcher	0
Mr Cooper	541
Mr Hickman	600
Mrs Hicks	659
Mr Lake	1,022
Mr Mallett	635
Mr Phelps-Penry	4,504
Mr Samuels	0
Total	8,745

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. They also do not include any funding that is in the process of being returned to the Local Committee.*

7 CONCLUSION AND RECOMMENDATIONS

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

8 WHAT HAPPENS NEXT

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

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Background Papers: None

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 £30,000 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.

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 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.