



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

**MEMBERS' ALLOCATIONS REPORT**

**16 JUNE 2008**

**KEY ISSUE**

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

**SUMMARY**

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

## OFFICER RECOMMENDATIONS

The Committee is asked:

1. To approve the Criteria and Guidance Note for the use of Members' Allocations as set out in Annex A and B.
2. To note the funding approved under delegated authority (paragraphs 2.1, 2.2, 2.3 & 2.4).
3. To consider an application for funding of £2,500 towards Surrey Locality Team Motor Skills course - to be funded from Mr Bennison's allocation £500, Mr Taylor's allocation £500, Mr Hickman's allocation £500, Mr Mallett's allocation £500 and Mr Phelps-Penry's allocation £500.
4. To consider an application for funding of £500 towards Weybridge Vandals Cricket Club Young Leaders Project to be funded from Mr Lake's allocation.
5. To consider an application for funding of £2,574.50 towards One Elmbridge Partnership – Teenage Tom Tom to be funded from a previous allocation sponsored by Cllr Rachael Lake towards Fieldcommon Road Markings. This allocation is supported by Mr Taylor.
6. To consider an application for funding of £900 towards Say It's Friday Youth Club Blackout Blinds and Laptop to be funded from Mrs Mitchell's allocation.
7. To consider an application for funding of £900 towards the Youth Café at Costa Coffee, Cobham to be funded from Mrs Mitchell's allocation.
8. To consider an application for funding of £3,000 towards Cobham in Bloom Planting of Tubs, Flowerbeds and Shrubs to be funded from Mrs Mitchell's allocation.
9. To consider an application for funding of £2,000 towards Questionnaires for Envisage Steering Committee to be funded from Mrs Mitchell's allocation.
10. To consider an application for funding of £1,950 towards The Barn Theatre – Film Club. £975 to be funded from Mr Oliver's allocation and £975 to be funded from Mr Mallett's allocation.
11. To consider an application for funding of £990 towards shelving for the Esher Molesey Garden Society Trading Hut. £255 to be funded from Mr Mallett's allocation, £245 to be funded from Mr Oliver's allocation, £245 to be funded from Mr Bennison's allocation and £245 to be funded from Mr Hickman's allocation.
12. To consider an application for funding of £3,000 towards the resurfacing of Beauchamp Road Allotment Car Park. £1,500 to be funded from Mr Mallett's allocation and £1,500 to be funded from Mr Oliver's allocation.
13. To consider an application for funding of £1,000 towards Molesey Community Church Refresh Centre for Computers & Printer. £500 to be funded from Mr Mallett's allocation and £500 from Mr Oliver's allocation.

14. To consider an application for funding of £2,000 towards Neighbourhood Watch (Molesey, Dittons & Hinchley Wood) Newsletters. £500 to be funded from Mr Bennison's allocation, £500 from Mr Hickman's allocation, £500 from Mr Oliver's allocation and £500 from Mr Mallett's allocation.
15. To consider an application for funding of £4,000 towards Window Refurbishment at Methodist Church, East Molesey £2,000 to be funded from Mr Oliver's allocation and £2,000 from Mr Mallett's allocation.
16. To consider an application for funding of £3,520 towards Elmbridge Taxi Voucher Scheme to be funded £1,000 from Mr Taylor's allocation, £770 from Mr Mallett's allocation, £750 from Mr Phelps-Penry's allocation, £500 from Mrs Hicks' allocation and £500 from Mr Hickman's allocation.
17. To consider an application for funding of £334 towards a Gazebo for Neighbourhood Policing Team, Hersham to be funded from Mrs Hicks' allocation.
18. To consider an application for funding of £3,000 towards Interactive Speedsigns for Molesey Road, Hersham to be funded from Mrs Hicks' allocation.
19. To consider an application for funding of £4,000 towards Resurfacing of Beauchamp Road Allotment Car Park to be funded from the Capital allocation, sponsored by Mr Mallett and Mr Oliver.
20. To consider an application for funding of £741 towards Computers & Printers for Molesey Community Church Refresh Centre to be funded from the Capital allocation, sponsored by Mr Oliver and Mr Mallett.
21. To consider an application for funding of £2,000 towards street signs for Neighbourhood Watch in the Molesey, Dittons & Hinchley Wood areas to be funded from the Capital allocation sponsored by Mr Hickman, Mr Bennison, Mr Mallett and Mr Oliver.
22. To consider an application for funding of £873 towards window refurbishment at the Methodist Church, East Molesey to be funded from the Capital allocation sponsored by Mr Mallett and Mr Oliver.
23. To consider an application for funding of £3,000 towards Interactive Speed signs in Molesey Road, Hersham to be funded from the Capital allocation sponsored by Mrs Hicks.
24. To consider an application for funding of £7,345 towards Display Screens at Weybridge Library to be funded from the Capital allocation sponsored by Mr Lake, Mr Taylor, Mr Phelps-Penry and Mr Mallett.
25. To consider an application for funding of £4,240 towards a replacement boiler at Esher Citizens Advice Bureau. To be funded from the Capital allocation sponsored by Mrs Mitchell, Mr Bennison, Mr Hickman, Mr Oliver and Mr Mallett.

## 1.0 INTRODUCTION

- 1.1 The budget for 2008/09 made the following funds available – £11,000 per Member and £35,000 capital allocation. These figures show the amounts still available.

### Member's Revenue Allocation

	Balance Remaining £
Mr Bennison	10,305
Mr Hickman	11,995
Mrs Hicks	10,400
Mr Lake	11,000
Mr Mallett	11,000
Mrs Mitchell	11,000
Mr Oliver	11,000
Mr Phelps-Penry	11,000
Mr Taylor	11,000

**Total            £98,700**

### Committee Capital Allocation

**Total            £35,000**

- \* *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.*

## 2.0 MEMBER'S REVENUE ALLOCATION

### DELEGATED FUNDING 2007/08

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 £938 from Mr Lake's allocation was agreed towards CCTV for St James Parish Church, Weybridge.

- 2.2** A one off sum of £362 from Mrs Mitchell's allocation was agreed towards new tables for the Downside Village Hall Refurbishment project.

### **DELEGATED FUNDING 2008/09**

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

- 2.3** A one off sum of £695 from Mr Bennison's allocation was agreed towards Smarties Parent & Toddlers Group.
- 2.4** A one off sum of £600 from Mrs Hicks' allocation was agreed towards the Male Victims of Domestic Abuse Training Event by the North Surrey Domestic Abuse Forum.

### **3.0 FUNDING BIDS**

The following new requests for funding have been received since the last meeting of the Local Committee.

#### **3.1 Surrey Locality Team – Motor Skills Course**

**£500 – Michael Bennison**

**£500 – Roy Taylor**

**£500 – Peter Hickman**

**£500 – Ernest Mallett**

**£500 – Tom Phelps-Penry**

This project is for young people in year groups 9 – 11 who are unlikely to achieve 5 GCSEs Grade A-C and are close to permanent exclusion. All pupils must live in the Elmbridge Borough and attend one of the following four secondary schools: Hinchley Wood, Esher Church of England High, Rydens or Heathside. The pupils participating in the scheme will be expected to attend and conform at their school for the remainder of the time when they are not on the scheme, as permanent exclusion from their secondary school will result in losing their place.

GT Motors will provide a fully qualified mechanic, bodywork teacher and instructor to the unit for one day a week for a maximum of seven pupils. The fully fitted garage at Hersham PRU is the property of Surrey County Council and is fully stocked with the requisite tools. The pupils will be provided with an accredited National Vocational Qualification from which they will be able to develop their skills later.

This scheme would be beneficial to pupils on roll at a mainstream secondary school who are predicted to get low grades. It will help to prevent permanent exclusions from school, anti-social behaviour and crime. It will offer an incentive to pupils to conform in school, provide a recognised qualification and skill. It will provide an opportunity for the Locality Team to work in partnership with schools to address some of the difficulties they are facing and provide an additional service they can offer a group of their pupils. If the scheme can divert pupils from permanent exclusion this will reduce pressure on social care staff and taking children into public care.

The total cost of this project would be £15,500. The following organisations have been approached to secure additional funding:

£7,500	SCC Locality Team
£2,000	Elmbridge Community Safety Partnership
£1,500	One Elmbridge Partnership

One off funding is being sought from the Local Committee towards staffing costs that would total £15,000.

### **3.2 Weybridge Vandals Cricket Club – Young Leaders Project**

#### **£500 – Ian Lake**

This project would provide a Young Leaders Cricket training course to enable members of the under 17 team to coach the younger age ranges (under 10s). Work is already being undertaken with three age groups - Under 12s, Under 14s and Under 17s. This will start to address the lack of qualified coaches for the junior section and will help to ensure sustainability for the club. It will also develop the mentoring and coaching skills of the young people who attend the course and will enable the Vandals Cricket Club to include more young people throughout the junior section. It will benefit the 16 year old boys completing the course, all of the young people involved in the cricket club junior section and also the club as a whole.

The total cost of this project is £625. Local Committee funding would pay towards course delivery for 10 participants and certificates on completion.

### **3.3 One Elmbridge Partnership – Teenage Tom Tom**

#### **£2,574.50 – Reallocation of Fieldcommon Road Markings Funding Rachael Lake (supported by Roy Taylor)**

This project is to provide sessions of non-prescriptive support, both as a group and individually, to parent/carers of young persons living in Elmbridge whose behaviour is presenting cause for concern.

The project is run by the One Elmbridge Partnership with the first successful pilot sessions being undertaken by a local organisation called 'Love of Learning' over a 6 week period with sessions running on a two hour weekly evening basis. Further sessions are now underway with additional sessions planned for families in June, July and September to December. A Fire Fighter for a day activity for all parent/carers and the young people they care for is also being planned.

The concept of this is more than a standard parenting course and topics covered will include strategies to deal with discipline/behaviour/boundaries/relationships as well as enabling the parent/carers to deal with their own stress, develop new skills and build confidence and self-esteem. There will also be an opportunity to discuss alcohol/substance misuse, mental health and young people with special needs.

This project will cover the geographical area of Elmbridge and will benefit parent/carers, young people and wider family members.

The total cost of the project is £2,845.

### **3.4 Say It's Friday Youth Club – Blackout Blinds & Laptop**

#### **£900 – Dorothy Mitchell**

This project is to provide black-out blinds for the Say It's Friday Youth Club so that they can use the projector during the day for youth activities and also blackout the early evening sunlight when holding discos. The young people attending the youth club have also requested a laptop as their next priority on their wish list

The total cost of this project is 1,302.90. The remainder of the funding will be raised by charities and through youth funding.

### **3.5 Youth Café at Costa Coffee, Cobham**

#### **£900 – Dorothy Mitchell**

This project will provide quiz nights and youth discussions at Costa Coffee in Cobham for young people aged 13-17 for the next 6 months. It will cover the geographical areas of Cobham, Oxshott, Downside & Fairmile and will be beneficial to both the young people and community at large. The project is run between Safer Neighbourhoods and Cobham & Downside Residents Association and will address local issues.

### **3.6 Cobham in Bloom – Planting Tubs, Flowerbeds & Shrubs**

**£3,000 – Dorothy Mitchell**

This project will provide funding towards the purchase and planting of 1,500 Geranium plants. It will pay for tub and window box planting and the watering of extra hanging baskets. A major clean up and weeding of beds will make the area attractive to local residents and visitors to Cobham.

The total cost of the project is £5,000.

### **3.7 Envisage Steering Committee – Questionnaires**

**£2,000 – Dorothy Mitchell**

This project is for a town health check and plan. This funding will go towards the printing of a questionnaire gathering information from 17,000 people living in the area. It will cover the areas of Cobham, Downside, Oxshott and Stoke D’Abernon and will provide the community plan with the right information to manage change for the future.

The total cost of this project is £3,326.43. The remainder of the funding has been promised by Elmbridge Borough Council.

### **3.8 The Barn Theatre – Film Club**

**£975 – Tim Oliver**

**£975 – Ernest Mallett**

This project will provide funding towards setting up a film club at The Barn Theatre, West Molesey. A projector with integral DVD player, free standing screen, fee for joining Filmbank Ltd and hiring of film including copyright will be purchased. This club will particularly benefit the older more vulnerable people in the area who may find it difficult and inconvenient to travel by public transport to a local cinema. It will provide an opportunity for members of the community to view films and have a social evening in a warm and friendly atmosphere. The geographical areas that this project will cover are Molesey, Hersham and Thames Ditton.

The total cost of this project is sought from the Local Committee. The project will be self-funding from membership fees in the future.



### **3.9 Esher Molesey Garden Society – Shelving for Trading Hut**

**£255 – Ernest Mallett**  
**£245 – Tim Oliver**  
**£245 – Michael Bennison**  
**£245 – Peter Hickman**

This project will provide funding towards shelving for the trading hut of the Esher Molesey Garden Society which is situated on the Beauchamp Road Allotment site.

The total cost of this project is 989.94 with £990 sought from Local Committee.

### **3.10 Resurfacing of Beauchamp Road Allotment Car Park**

**£1,500 - Ernest Mallett**  
**£1,500 - Tim Oliver**

This project will provide funding towards the resurfacing of the allotment car park that has badly deteriorated with numerous potholes. This will be beneficial to allotment holders and visitors to the trading hut of the Esher Molesey Garden Society.

The total cost of this project is £8,054 the remainder being sought from club funds and £4,000 from the Local Committee Capital Fund.

### **3.11 Molesey Community Church Refresh Centre - Computers & Printer**

**£500 – Ernest Mallett**  
**£500 – Tim Oliver**

This project will provide funding towards 3 new computers and a printer to replace the old ones which are now 7 years old. This will provide pc and internet access for the centre users and general public. The Refresh Centre has been running for 10 years and is used daily by the community. Ongoing maintenance for this equipment will be funded by Molesey Community Church.

The total cost of the project is £1,741 the remainder is being sought from Local Committee Capital Funding.

### **3.12 Neighbourhood Watch – Printing of Newsletter & Street Signs**

**£500 - Michael Bennison**  
**£500 - Peter Hickman**  
**£500 -Tim Oliver**  
**£500 - Ernest Mallett**

This project will provide funding for the printing of 9,000 newsletters twice in 2008 for Neighbourhood Watch covering residents of Molesey, Dittons and Hinchley Wood. Funding will also go towards street signs to replace the old Metropolitan Police force signs.

The total cost of the newsletter printing is £918.30

### **3.13 Methodist Church, East Molesey – Window Refurbishment**

**£2,000 – Tim Oliver**

**£2,000 – Ernest Mallet**

This project will provide funding for the replacement of single glazed window with double glazing in the extension of the church. The current windows are not secure and the church was recently broken into. The premises are used on a daily basis for children's workshops and at evenings and weekends by regular lettings and church events. This will benefit residents in the Molesey area.

£873 towards this project is also being sought from the Local Committee Capital Allocation. The total cost of this project £4,873 is being sought from the Local Committee.

### **3.14 Elmbridge Taxi Voucher Scheme**

**£770 – Ernest Mallett**

**£500 – Margaret Hicks**

**£1,000 – Roy Taylor**

**£500 – Peter Hickman**

**£750 – Tom Phelps-Penry**

This project will provide funding towards taxi vouchers for payment towards taxi fares for vulnerable people in Elmbridge. It will address transport and access issues which provide a real challenge to many local residents. The scheme enables people to access a means of travel that truly can be described as demand responsive and available at all times. Criteria will determine who will benefit, but taxi voucher schemes can reach older people, people with disabilities, blind and partially sighted people, isolated younger families and young people. £154 purchases one taxi voucher book.

Additional funding has been promised by Elmbridge Borough Council and the Walton-on-Thames Charity.

This is repeat funding as the Taxi Voucher Scheme received allocations funding in 2007/08 but it is understood that these vouchers would benefit new applicants. There is a general presumption against repeat funding, however, the Local Committee can vary this rule where they feel the scheme provides an exceptional community benefit.

If this application were approved we would advise the applicant that future funding could not be guaranteed on an annual basis.

### **3.15 Gazebo for Neighbourhood Policing Team, Hersham**

#### **£334 – Margaret Hicks**

This project will provide funding for a gazebo for the Neighbourhood Policing team in Hersham to use on roadshows. It will be beneficial to the local community.

The total cost is sought from the Local Committee.

### **3.16 Interactive Speed Signs – Molesey Road, Hersham**

#### **£3,000 – Margaret Hicks**

This project will provide funding towards 2 permanent Interactive Speed Signs on Molesey Road, Hersham. This will result in a reduction in traffic speed and will benefit drivers and pedestrians.

## **4. CAPITAL ALLOCATIONS**

### **4.1 Resurfacing of Beauchamp Road Allotment Car Park**

#### **£4,000 Capital (Sponsored by Timothy Oliver & Ernest Mallett)**

Please see item 3.10.

### **4.2 Molesey Community Church Refresh Centre - Computers & Printer**

#### **£741 Capital (Sponsored by Ernest Mallett & Timothy Oliver)**

Please see item 3.11.

### **4.3 Neighbourhood Watch – Molesey, Dittons & Hinchley Wood Street Signs**

#### **£2,000 Capital (Sponsored by Peter Hickman, Michael Bennison, Ernest Mallett and Timothy Oliver)**

Funding towards street signs to replace the old Metropolitan Police force signs in the areas of Molesey, Dittons and Elmbridge.  
Please see item 3.12.

**4.4 Methodist Church, East Molesey – Window Refurbishment**

**£873 Capital  
(Sponsored by Ernest Mallett & Timothy Oliver)**

Please see item 3.13 .

**4.5 Interactive Speedsigns – Molesey Road, Hersham**

**£3,000 (sponsored by Margaret Hicks)**

Please see item 3.16.

**4.6 Weybridge Society of Art – Display Screens Weybridge Library**

**£7,345 Capital  
(Sponsored by Roy Taylor, Ian Lake, Tom Phelps-Penry & Ernest Mallett)**

This project will provide funding for the purchase of adequate display screens to enable the Weybridge Society of Art and other local groups to exhibit their work in the area. Other venues in the area have become expensive and there is an extremely restricted facility for this in Elmbridge. The current screens at Weybridge Library are very dilapidated and dangerous. This would benefit local residents and the workforce using the Weybridge library.

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

**4.7 Esher C.A.B. – Boiler Replacement**

**£4,240 – Capital  
(Sponsored by Dorothy Mitchell, Michael Bennison, Peter Hickman, Tim Oliver and Ernest Mallett)**

This project would provide funding for a new boiler for Esher and District Citizens Advice Bureau at Harry Fletcher House. The current boiler for the central heating and pumping system is at least 25 years old and is unreliable, costly and inefficient in keeping the building warm. This will benefit the whole of the Elmbridge district who use the Citizens Advice Bureau.

#### 4. RETURNED/REALLOCATED REVENUE FUNDING

4.1 £995 Literate Learners returned to the revenue fund of Peter Hickman as the project is no longer going ahead.

4.2 The Local Committee are advised that a wheelchair was purchased for St. Paul's Church with money left over from the allocation for tables & chairs (£2,850) granted by Ernest Mallett & Timothy Oliver at LC on 24 September 2007.

#### 5.0 EQUALITIES AND DIVERSITY IMPLICATIONS

The contributions proposed would benefit a wide range of adults and children in Elmbridge, some of whom may have disabilities.

#### 6.0 FINANCIAL IMPLICATIONS

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 paragraph 2 and 3 could be funded and if the above recommendations are approved the remaining sums will be as follows:

##### Member's Revenue Allocation

	Balance Remaining £
Mr Bennison	9,060
Mr Hickman	10,250
Mrs Hicks	6,556
Mr Lake	10,500
Mr Mallett	4,000
Mrs Mitchell	4,200
Mr Oliver	5,280
Mr Phelps-Penry	9,750
Mr Taylor	9,500

**Total            £69,096**

**Committee Capital Allocation    £12,801**

\* *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.*

## **7.0 CONCLUSION AND REASONS FOR RECOMMENDATIONS**

These proposals meet the criteria agreed by the Committee for financial support.

**Report by: Delia Davies, Local Support Assistant - Elmbridge**

**LEAD OFFICER: Katie Mills, Local Committee and Partnership Officer**

**TELEPHONE NUMBER: 01372 832606**

## 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.



## **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.