



PROPOSALS FOR THE COMMITTEE'S CAPITAL ALLOCATION

SURREY COUNTY COUNCIL LOCAL COMMITTEE (GUILDFORD)

10th December 2008

KEY ISSUE/DECISION:

To agree projects to be funded by the Committee's capital allocation for 2008/09.

RECOMMENDATIONS

The Committee is asked:

- a. to decide which of capital funding applications to agree to fund

BACKGROUND

- 1 A capital allocation of £35,000 mainly for voluntary or community organisations has been made available to each Surrey County Council Local Committee for 2008/9. There is also an additional £1,000 available due to a return from funding allocated in 2007/8 giving a total of £36,000.
- 2 The Local Committee also has a separate local capital allocation of £100,000, which it has been agreed, will be used for highway purposes in 2008/09.

PROPOSALS FROM THE CAPITAL ALLOCATION FOR 2008/09

- 3 At the committee meeting held on 18th June 2008 Members agreed that a theme of older and vulnerable people, and carers be applied to the Capital allocation for the capital funding in 2008/9. Bids have been invited from voluntary and community groups providing services to older or vulnerable adults and/or their carers in the Guildford borough area. The deadline for the submission of bids was set at 31st October 2008.
- 4 A total of 17 applications were received from a variety of organisations providing services to older or vulnerable adults and/or their carers in the

Guildford borough area. The total amount of funding requested in these applications is £129,196. Each of the applications is attached in Appendix 2.

- 5 As the amount of funding applied for far exceeds that available Dave Johnson, Area Director SW Surrey, has made some recommendations as described in the summary document attached as Appendix 1. These are based upon funding the organisation has already received from Surrey County Council Local Committee (Guildford) since 2002 and on the number of people who will benefit from the funding.

CONSULTATIONS

- 6 The appropriate SCC services and partner agencies for each proposal have been consulted as detailed in each proposal document, appended to this report.

IMPLICATIONS (FINANCIAL, EQUALITIES, SAFETY, ENVIRONMENTAL)

- 7 The proposals for the Committee allocation are intended to enhance the wellbeing of Guildford residents and make best possible use of the funds available to the Local Committee.

CONCLUSION AND REASONS FOR RECOMMENDATION

- 8 The spending proposals put forward for this meeting have been assessed for appropriateness and value for money and it is recommended that they should be approved, to enhance the wellbeing of Guildford residents.

WHAT HAPPENS NEXT:

- 9 When Members agree the proposals from the Members' allocations capital, officers will require recipient agencies to sign a brief funding agreement form (based on the attached documents and Committee's decision), and then transfer funds when the agency requires. Recipient agencies are required to: account for the way the money has been spent, identifying where outcomes have been achieved, include a credit for SCC Local Committee in any publicity, and meet other conditions of the funding agreement. Officers will continue the practice of preparing an annual report on the outcomes of the previous year's funding.
- 10 As part of their community leadership role, many Members will be in ongoing contact with projects. The input and perspective of Members on the effectiveness of the projects will be an important contribution to the ongoing monitoring of this funding.

CONTACT DETAILS

Responsible Officer: Dave Johnson, Area Director South West
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Contact Officer: Diccon Bright, Local Committee & Partnership Officer
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Group/Organisation client group	details of bid	Number of residents who would benefit	amount requested	max amount proposed by DJ	comments from DJ	notes from applicants	
Abbeyfield Pirbright & District Society - Cunningham House	Older people	Velux windows to improve quality of life, utility area to meet health & safety requirements.	9	£15,700	£3,000	This is a disproportionately large bid for a small number of residents.	Any amount up to £15,700 - 9 retirement flats
Age Concern Surrey	Older People	Room partitioning at Riverside Centre, Guildford to allow greater flexibility of use of facilities to provide funding for services for older people	2000	£3,740	£3,740		
Alzheimers Society	People with dementia & their carers	Laptop & associated accessories to enable the Guildford Outreach worker to be more efficient, see more clients/carers	400	£656	£656		Currently supports 400 carers & people with dementia
Ash CAB	Vulnerable People	Purchase and installation of a new server to replace old one that can't be repaired. Essential to run service.	5400	£2,520	£2,520		
Carers Support	Carers	To purchase a 6 berth caravan on the south coast to enable carers/families (up to 264 people) to have a holiday	264	£33,821	£0	This is a disproportionately large bid for the number of users	Not in a position to raise any of the funding due to other funding commitments
DisCASS	Disabled people & carers	Database creation to provide information to disable people & their carers	500	£3,500	£875	25% of £3,500 for Guildford users	60% of clients are from Waverley, 15 % from elsewhere 25% from Guildford
Fir Tree Community Garden (GBC & PCT)	Including vulnerable & elderly residents	Benches, paving, shrubs/trees for the communal area & sensory garden	30	£10,000	£4,900	As the Local Committee has already given £3,500 this year.	
Guildford CAB	Adults advice service	IT equipment to replace 15 pcs & screens and a printer.	5000	£8,165	£2,000	Local Committee funds previously received 2004 £3,400	Helped 5000 clients in 2007
Guildford Institute	90% of clients are	Audio visual equipment to provide an essential tool in cultural and learning	500	£3,285	£2,000	As the Local Committee has already given £3,000	

Group/Organisation client group	details of bid	Number of residents who would benefit	amount requested	max amount proposed by DJ	comments from DJ	notes from applicants	
	60+	opportunities			this year		
Guildford Mediation centre	Adults conflict resolution	IT equipment - computer printer & software	160	£750	£750		
Headway	People who have suffered brain injury	Automatic door entry Resource Centre	710	£5,000	£3,000	As the organisation does cover the whole of Surrey	In the last 12 months 710 from Guildford borough used the service
Home Support Services	Elderly, disabled & vulnerable people	Various office equipment	200	£759	£759		
Normandy community minibus appeal	Elderly & disabled residents	Towards a replacement second hand village minibus - to enable residents to visit Guildford shops & supermarkets	600	£3,000	£3,000		The organisation would happily take any contribution up to £3,000
Normandy Therapy Garden	People with disabilities or learning difficulties	Foundations for a permanent building		£10,000	£4,000	The organisation has received funds from SCC Local Committee previously - £500 in 2004	
Redwood	50 elderly residents	greenhouse & landscaping to enable residents to take part in gardening activities	50	£15,000	£4,000	This is a disproportionately large bid for a small number of residents.	
Stoke Hospital	Elderly people	Refurbishment of 5 kitchens in the flats	5	£12,500	£0	This will only benefit five residents	Each kitchen costs £2,500 so any multiple of £2,500
Surrey Law Centre	sick, elderly & disabled people	to replace 2 x computers to assist with outreach support	50	£800	£800		
		TOTAL		£129,196	£36,000		

	Name of project:	Improvements to Cunningham House, an Abbeyfield Home in Pirbright
	Which organisation would be responsible for carrying out the project? Name of contact person:	Pirbright and District Abbeyfield Society Trevor Cobley (Executive Committee Member)
	Description of Project: a) What will be done? What outcomes are expected? b) What needs will it address? What is the evidence of need? c) What geographical area will it cover? d) Who will benefit? How many people in the borough of Guildford?	Provision of Velux roof lights in four residents' rooms to give more natural light and thereby significantly improve the quality of their environment. Kitchen extension to cover existing yard area of 13.2sq m and provide essential utility/storage. The outcome will enable freezers to be accommodated to meet health and safety requirements and to better facilitate preparation of meals. Several residents have complained about the lack of natural light in their rooms. It is an accepted medical fact that natural light contributes to a feeling of well being, and its absence can exacerbate depression and Seasonal Affective Disorder (SAD) Pirbright Cunningham House has 9 residents and a residential housekeeper.
	What consultation has been undertaken and what was the outcome?	The proposals have been extensively discussed and researched in the House Committee which oversees the day-to-day running of the House and includes input from the Housekeeper. The project has recently been endorsed by the Executive Committee of the Society.

	a) When will the project be i) started and ii) completed? When will outcomes be seen?	(i) Early Spring 2009 (ii) As quickly as possible, but the installation of Velux windows will need to be carefully managed to minimise disruption to residents. The outcomes of both parts of the project will be immediately apparent when they have been completed
	b) When will you need the funds (date)?	On completion of the project (date to be notified when the project plan has been agreed with the contractor and architect).
	What is the total cost of the project? Please include estimate/breakdown of costings.	The total cost, using contractors' estimates for the installation of the Velux windows and the architect's estimate for the creation of the utility area amounts to some £31,400 including building works, service costs, architects fees and VAT.
	How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part.	Up to 50% of the total cost, if possible
	Where is the rest coming from? Is it promised already, or still to be found?	From the Society's maintenance budget (which is already under pressure) and, if necessary, from some limited reserves available to the Society to meet the costs of high priority work
	a) Have you applied to anywhere else for this same funding? If so, to whom and when? Please give details.	No, but a contribution is being sought from a small village charity (The Lempriere Trust) who have previously supported the Society. However, any such contribution is likely to be less than £1,000
	b) Have you applied for this funding from any other part of Surrey County Council? Please give details.	No
	Have you received Local Committee funding for this purpose in the past? Please give details.	No
	If this project will need funding in future, how will that be met?	This is capital expenditure and there will be no ongoing costs

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	Name of project:	Riverside Centre, Guildford Room Partitioning
	Which organisation would be responsible for carrying out the project? Name of contact person:	C E Solutions co .ltd for Age Concern
	Description of Project: a) What will be done? What outcomes are expected?	Partitioning the main room, allowing the restaurant to be separated from the Computer drop in centre This achieved by a folding partition thus allowing the room to be formally separated or used as one facility for major events
	b) What needs will it address? What is the evidence of need?	It will allow the smaller room to be used for separate meetings and let to other organisations, fulfilling the need to provide meeting space for other organisations in the town centre
	c) What geographical area will it cover?	Mainly the Borough of Guildford but also for county meetings in Surrey
	d) Who will benefit? How many people in the borough of Guildford?	This is a key element in using the Riverside facilities to provide funds to maintain services for older people at the centre It currently supports more than 2000 older people through the range of...lunch and coffee facilities, gardening services, footcare services, visiting and befriending, computer support, shopping services and outings / drop in club.
	What consultation has been undertaken and what was the outcome?	Club members are very supportive of the programme, which has also been confirmed by our landlords the G B C
	a) When will the project be i) started and ii) completed? When will outcomes be seen?	The work will be commenced in November, for completing before Xmas.

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	b) When will you need the funds (date)?	Xmas 2008
	What is the total cost of the project? Please include estimate/breakdown of costings.	£3740, to be invoiced by C E Solutions co ltd
	How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part.	£3740
	Where is the rest coming from? Is it promised already, or still to be found?	n/a
	a) Have you applied to anywhere else for this same funding? If so, to whom and when? Please give details.	No
	b) Have you applied for this funding from any other part of Surrey County Council? Please give details.	No
	Have you received Local Committee funding for this purpose in the past? Please give details.	No
	If this project will need funding in future, how will that be met?	n/a

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	Name of project:	Guildford Outreach I.T. equipment
	Which organisation would be responsible for carrying out the project? Name of contact person:	Alzheimer's Society, Haslemere and Waverley branch Julie Pejnovic
	Description of Project: a) What will be done? What outcomes are expected?	<p>New I.T equipment will be purchased to be used by the Guildford outreach worker. The outreach worker will work more effectively and efficiently, enabling him to see more clients and provide an improved service for people with dementia in Guildford & their carers</p> <p>One outreach worker covers the whole Guildford area, working from an office base in Haslemere. With new I.T equipment, he will be able to set up temporary workstations at support group venues, or in clients' homes.</p>
	b) What needs will it address? What is the evidence of need?	<p>Carers need information, advice and expert support, at times and venues convenient to them, fitting in with their caring responsibilities. There is a growing need for this outreach service, and the number of people with dementia in Guildford is expected to rise by 17% in the next 5-10 years. Evidenced by national and local organisations.</p>
	c) What geographical area will it cover?	The borough of Guildford
	d) Who will benefit? How many people in the borough of Guildford?	<p>People with dementia of all ages, and their families and carers. One part time outreach worker currently supports 400 carers and people with dementia in Guildford.</p>

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	<p>What consultation has been undertaken and what was the outcome?</p>	<p>Discussion with Guildford outreach worker about effective working. He knows admin is necessary - a laptop computer would enable him to work more efficiently. It would also enable him to print information sheets, referral forms, etc, at the point of contact, so that clients receive a hard copy of the verbal information.</p>
	<p>a) When will the project be i) started and ii) completed? When will outcomes be seen?</p>	<p>i) ASAP ii) I.T equipment will be ordered immediately. Outcomes will be evident within 3 months, when travel time, admin time, and time spent with clients is analysed.</p>
	<p>b) When will you need the funds (date)?</p>	<p>November/ December 2008</p>
	<p>What is the total cost of the project? Please include estimate/breakdown of costings.</p>	<p>Toshiba Sat Pro U400 laptop £494.00 Office Jet Printer/photocopier/fax £119.00 Carry case £20 Mouse £11.50 Keyboard £11.50 Total £656</p>
	<p>How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part.</p>	<p>100% i.e £656 if possible.</p>
	<p>Where is the rest coming from? Is it promised already, or still to be found?</p>	<p>Any shortfall would have to be met by fundraising initiatives</p>
	<p>a) Have you applied to anywhere else for this same funding? If so, to whom and when? Please give details.</p>	<p>No</p>
	<p>b) Have you applied for this funding from any other part of Surrey County Council? Please give details.</p>	<p>No. We receive some funding from Guildford Voluntary Grants panel . We may not use that grant funding, for capital projects.</p>
	<p>Have you received Local Committee funding for this purpose in the past? Please give details.</p>	<p>No</p>
	<p>If this project will need funding in future, how will that be met?</p>	<p>Local fundraising</p>

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	Name of project:	Ash Citizens Advice Bureau Server
	Which organisation would be responsible for carrying out the project? Name of contact person:	Ash CAB Vicky Payne
	Description of Project: a) What will be done? What outcomes are expected?	Replacing old Server to run our network of pcs.
	b) What needs will it address? What is the evidence of need?	Existing Server nearly 5 years old and failing. Reliable IT is essential for the running of the bureau and providing advice for local community
	c) What geographical area will it cover?	Ash, Ash Vale, Tongham and Normandy (all in Guildford Borough Council area)
	d) Who will benefit? How many people in the borough of Guildford?	The residents of the above villages who are potential clients of this CAB. Ash CAB made approximately 5400 contacts with clients in this vicinity in 2007/8
	What consultation has been undertaken and what was the outcome?	Two engineers have attempted to repair server but it has gone beyond repair. Unable to purchase parts to repair it because of its age. The need to have a reliable Server is essential for the efficient running of the bureau and serving the clients.
	a) When will the project be i) started and ii) completed? When will outcomes be seen?	Server needs replacing asap as it is failing.
	b) When will you need the funds (date)?	Ideally by 10 th November 2008
	What is the total cost of the project? Please include estimate/breakdown of costings.	£3020 Cost of new Server: £670.00 Cost of rebuilding and installing: 2350
	How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part.	£2520
	Where is the rest coming from? Is it promised already, or still to be found?	£500 from Ash CAB equipment fund

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	a) Have you applied to anywhere else for this same funding? If so, to whom and when? Please give details.	No
	b) Have you applied for this funding from any other part of Surrey County Council? Please give details.	No
	Have you received Local Committee funding for this purpose in the past? Please give details.	No
	If this project will need funding in future, how will that be met?	Fundraising plus Ash CAB equipment fund.

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	Name of project:	Carers Breaks Project
	Which organisation would be responsible for carrying out the project? Name of contact person:	Carers Support Guildford Maria Hewson
	Description of Project: a) What will be done? What outcomes are expected?	To purchase a 6 berth caravan on the south coast to enable Carers to have a much needed break/holiday The caravan would be on a site with many facilities available, good transport links and many local attractions. It could potentially help up to 264 carers (and family members) a year
	b) What needs will it address? What is the evidence of need?	33% of Carers have had no break in the last 2 years. A break is one of the top needs for Carers. This can be backed up by Carers UK, contact a family and hearing it directly from the carers we visit
	c) What geographical area will it cover?	Carers in Guildford and Waverley
	d) Who will benefit? How many people	Any Carer known to our organisation and those from Waverley. Potentially up to 48 Carers/families, up to 264 people a year in total
	What consultation has been undertaken and what was the outcome?	None with Carers specifically but good uptake with other organisations with similar facilities. Surveys by national Carers organisations. Also number of forms we complete to assist with financial assistance for a break
	a) When will the project be i) started and ii) completed? When will outcomes be seen?	ASAP. If successful we would hope to purchase a caravan immediately. January 2009? The outcomes would be evident in the number of bookings taken and monitored annually
	b) When will you need the funds (date)?	ASAP

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	<p>What is the total cost of the project? Please include estimate/breakdown of costings.</p>	<p>£33,821 Caravan -£27,000 Site/pass fees-£5085 Gas/Elec -£200 Rates -£405 Cleaning - £880 Insurance -£251</p>
	<p>How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part.</p>	<p>The full cost of £33,821 caravan -£27,000 Site/pass fees -£5085 Gas/Elec -£200 Rates -£405 Cleaning -£880 Insurance £251</p>
	<p>Where is the rest coming from? Is it promised already, or still to be found?</p>	<p>We are not in a position to raise the rest as we already have other commitments which require fund raising.</p>
	<p>a) Have you applied to anywhere else for this same funding? If so, to whom and when? Please give details.</p>	<p>No</p>
	<p>b) Have you applied for this funding from any other part of Surrey County Council? Please give details.</p>	<p>No</p>
	<p>Have you received Local Committee funding for this purpose in the past? Please give details.</p>	<p>£2,000 received for carers' respite and support from SCC Local Committee 2007/8.</p>
	<p>If this project will need funding in future, how will that be met?</p>	<p>This would be met by charge made to Carers and the option to sublet to the site for private rent</p>

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	Name of project:	DisCASS Database
	Which organisation would be responsible for carrying out the project? Name of contact person:	DisCASS (Disabled Citizens Advice and Support Service) Mr Julian Hubble
	Description of Project: a) What will be done? What outcomes are expected?	Building and design of a new database to provide information for disabled people and their carers.
	b) What needs will it address? What is the evidence of need?	Access to disability information. About 2000 enquiries are currently received each year.
	c) What geographical area will it cover?	Guildford and Waverley Boroughs.
	d) Who will benefit? How many people in the borough of Guildford?	Disabled people and those who care for them. Annually, about 500 clients (25%) who consult DisCASS are from the Guildford Borough area and 60% from Waverley.
	What consultation has been undertaken and what was the outcome?	Monitoring based on user surveys and internal records have been reviewed, identifying a large demand for easy access information.
	a) When will the project be i) started and ii) completed? When will outcomes be seen?	The project is ready to begin. The process is due to be completed within three months. The outcomes will be an improved information resource and a reduction in telephone enquiries in the longer term.
	b) When will you need the funds (date)?	The funds are needed at any time between the start of the project in November and February 2009.
	What is the total cost of the project? Please include estimate/breakdown of costings.	Total cost £5,500. Costs are £3000 for Consultancy and £2,5000 for Data and Web Construction.
	How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part.	The amount we are applying for is £3,500.
	Where is the rest coming from? Is it promised already, or still to be found?	The remainder of the funds for this project will be taken from balances and some fund-raising revenue.

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	a) Have you applied to anywhere else for this same funding? If so, to whom and when? Please give details.	Funding has not been requested from any other source.
	b) Have you applied for this funding from any other part of Surrey County Council? Please give details.	No
	Have you received Local Committee funding for this purpose in the past? Please give details.	No
	If this project will need funding in future, how will that be met?	Fund-raising and general finances

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	Name of project:	Fir Tree Community Garden
	Which organisation would be responsible for carrying out the project? Name of contact person:	Surrey PCT and Guildford Borough Council Parks Department on behalf of Stoke Ward Linda Sieber
	Description of Project: a) What will be done? What outcomes are expected?	Jointly we are in the process of building a community garden on a neglected piece of green space in Bellfields. The aim is to create a garden that can be used by local people from various different groups, involving Lockwood Day Centre, older peoples groups, people with mental health problems. The garden will be divided into irregular shaped plots that people can rent out and garden, not tied to only vegetable gardening but do with as they please. There will also be a communal area that will have a seating area and sensory garden with appropriate pathways suitable for wheelchair access.
	b) What needs will it address? What is the evidence of need?	It will provide a much needed attractive green space within the ward of Stoke. A survey was undertaken by my predecessor and the results showed that it was a project supported by the local community.
	c) What geographical area will it cover?	The garden will open primarily for the people in Stoke Ward.
	d) Who will benefit? How many people in the borough of Guildford?	There will be approximately 30 plots, these can either be gardened by individuals or groups of people.
	What consultation has been undertaken and what was the outcome?	A door to door survey was undertaken by predecessor and the results showed that there was a lot of interest. Groups including Lockwood Day Centre (for people with learning disabilities), YMCA – Guildford, North Guildford Children’s Centre and local churches have also been contacted and all are interested in securing a plot once the land has been developed.
	a) When will the project be i) started and ii) completed? When will outcomes be seen?	Funding has been secured for the fencing and the putting in of water by Guildford Borough Council’s Parks Department and hopefully the work will be completed by the new year.
	b) When will you need the funds (date)?	January 2009

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	<p>What is the total cost of the project? Please include estimate/breakdown of costings.</p>	<p>£34,500 £12,000 – fencing £9,000 – water £3,500 – portacabin and equipping portacabin £3,000 – benches £3,000 – plants/shrubs/trees £4,000 - pathing</p>
	<p>How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part.</p>	<p>£10,000 £3,000 – benches £3,000 – plants/shrubs/trees £4,000 - pathing</p>
	<p>Where is the rest coming from? Is it promised already, or still to be found?</p>	<p>£21,000 – secured by the Parks Dept £3,500 – secured from SCC local committee</p>
	<p>a) Have you applied to anywhere else for this same funding? If so, to whom and when? Please give details.</p>	<p>no</p>
	<p>b) Have you applied for this funding from any other part of Surrey County Council? Please give details.</p>	<p>No (only the money for the porta cabin as mentioned above)</p>
	<p>Have you received Local Committee funding for this purpose in the past? Please give details.</p>	<p>Yes – £3,500 – secured from SCC local committee</p>
	<p>If this project will need funding in future, how will that be met?</p>	<p>Funding will be sort either locally or nationally.</p>

	Name of project:	Updating Bureau IT equipment
	Which organisation would be responsible for carrying out the project? Name of contact person:	Guildford Citizens Advice Bureau Nigel Parsons
	Description of Project: a) What will be done? What outcomes are expected?	Some years ago thanks to two legacies IT equipment was updated. This project now seeks to replace a 5 year old server, a printer and 34 bulky old monitors giving a less slow and more robust system for volunteer Bureau advisors and staff. This capital expenditure is vital both for the information system to advise clients and databases etc. All client advisory work is reliant on IT for information and clients' CASE recording. The CASE system used by CAB nationally will require by late 2008 that our screens be replaced by 17" models for advisors to use both in the back office and in client direct personal interview rooms. Several other IT projects for ongoing cost savings and improved service
	b) What needs will it address? What is the evidence of need?	The need to modernise the Bureau's IT as evidenced in 3a
	c) What geographical area will it cover?	Guildford Borough
	d) Who will benefit? How many people in the borough of Guildford?	The vulnerable and disadvantaged community – people with mental health problems, suffering illness, disability, distressed older folk, young families, prisoners and low income groups. In 2007 our Bureau helped over 5000 Guildford clients with 10000+ problems.
	What consultation has been undertaken and what was the outcome?	A three stage plan to update our IT equipment was proposed. A sponsor funded £5000 for the first stage in summer 2008.

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	a) When will the project be i) started and ii) completed? When will outcomes be seen?	Stage 2 of the project needs to be completed by year end. New PCs would be purchased and installed by our volunteer IT expert immediately.
	b) When will you need the funds?	November 2008.
	What is the total cost of the project? Please include estimate/breakdown of costings.	Total budget cost of project c£20000. New server £1670, printer £140, 34 PCs and screens each £535
	How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part.	Stage 2 of project cost £8165 printer £140 15PCs and screens £8025.
	Where is the rest coming from? Is it promised already, or still to be found?	£5000 from local charity. Actively seeking sponsor for stage 3, balance cost of the project needed in next 12-18 months. If necessary trustees will agree that this be taken from our meagre reserves.
	a) Have you applied to anywhere else for this same funding? If so, to whom and when? Please give	No
	b) Have you applied for this funding from any other part of Surrey County Council? Please give details.	No
	Have you received Local Committee funding for this purpose in the past? Please give details.	Yes – from Guildford Local Committee in 2004 for 5 PCs
	If this project will need funding in future, how will that be met?	In future we plan to replace PCs etc on a 4 year rolling programme thus not requiring such large capital expenditure each year.

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	Name of project:	Provision of audio-visual equipment to enhance cultural and learning opportunities.
	Which organisation would be responsible for carrying out the project? Name of contact person:	The Guildford Institute Liz Markwell
	<p>Description of Project:</p> <p>a) What will be done? What outcomes are expected?</p> <p>b) What needs will it address? What is the evidence of need?</p> <p>c) What geographical area will it cover?</p> <p>d) Who will benefit? How many people in the borough of Guildford?</p>	<p>a) Purchase of new audio-visual equipment to replace outdated and unreliable equipment.</p> <p>b) Expectation of greater satisfaction from current students, tutors, arts organisations and local clubs and societies; increased use of Institute facilities by other similar groups who are currently “put off” by inadequate provision.</p> <p>AV equipment is an essential tool in illustrating talks, lectures and courses. A multimedia approach has been proven to enhance learning, and the enjoyment of learning</p> <p>Guildford and surrounding area.</p> <p>We currently have close to 400 people enrolled on our courses. Although our courses are open to all, the vast majority (>90%) claim a reduction for the over 60s. We hope to expand our course provision over the next twelve month period.</p> <p>All of our activities are open to Institute members and to the general public. Our current membership of close to 500 is mainly (also >90%) over retirement age.</p> <p>Others who will benefit include members and visitors attending sessions of the various clubs, societies and small businesses who meet here.</p>
	What consultation has been undertaken and what was the outcome?	We consistently and actively seek feedback from events and courses that we put on ourselves and from those organisations who rent space from us for their activities. The need for up to date and reliable equipment is a constant and key element in such feedback.

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	<p>a) When will the project be i) started and ii) completed? When will outcomes be seen?</p>	<p>a) We hope to purchase new equipment as soon as possible – ideally in early November, and would expect all such purchases to have been completed by December. Outcomes will be immediately seen once such equipment is available.</p>
	<p>b) When will you need the funds (date)?</p>	<p>November 2008 or asap</p>
	<p>What is the total cost of the project? Please include estimate/breakdown of costings.</p>	<p>£3285 Breakdown attached to this form</p>
	<p>How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part.</p>	<p>£3285 as attached</p>
	<p>Where is the rest coming from? Is it promised already, or still to be found?</p>	<p>If SCC is unable to fund the whole amount, we will have to fund the shortfall from within our annual budget. This will mean moving spending from other areas.</p>
	<p>a) Have you applied to anywhere else for this same funding? If so, to whom and when? Please give details.</p>	<p>No</p>
	<p>b) Have you applied for this funding from any other part of Surrey County Council? Please give details.</p>	<p>No</p>
	<p>Have you received Local Committee funding for this purpose in the past? Please give details.</p>	<p>£3,000 for software & internet connection agreed at SCC Local Committee 18/6/08</p>
	<p>If this project will need funding in future, how will that be met?</p>	<p>We do not envisage any further funding requirement in the area. However, there will be an element in future budgets for repair or replacement of equipment as necessary. All expenditure on equipment will be capitalised as the benefits will be expected to last for several years</p>

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	Name of project:	IT equipment for Guildford Community David Hunter Sec/Treasurer
	Which organisation would be responsible for carrying out the project? Name of contact person:	Admin of the Guildford Mediation Service in the Borough.
	Description of Project: a) What will be done? What outcomes are expected?	All Admin and Accounts. The present machine cannot cope with current needs.
	b) What needs will it address? What is the evidence of need?	At present we are using the machine of a friend. Existing machine does not have e-mail facility.
	c) What geographical area will it cover?	All of Guildford borough.
	d) Who will benefit? How many people in the borough of Guildford?	All those who ask for help in resolving disputes -approximately 160 people per year.
	What consultation has been undertaken and what was the outcome?	A preliminary check made on the costs of a new computer and printer.
	a) When will the project be i) started and ii) completed? When will outcomes be seen?	i)As soon as funds are available. ii)Within a matter of days.
	b) When will you need the funds (date)?	As soon as possible.
	What is the total cost of the project? Please include estimate/breakdown of costings.	Approx £750.00 £500 for computer £150 for printer £100 for software
	How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part.	£750.00
	Where is the rest coming from? Is it promised already, or still to be found?	None available
	a) Have you applied to anywhere else for this same funding? If so, to whom and when? Please give details.	Various trust funds. The Tudor Trust-unsuccessful
	b) Have you applied for this funding from any other part of Surrey County Council? Please give details.	No
	Have you received Local Committee funding for this purpose in the past?	The Borough supported us until 2002/3 but no further funding.
	If this project will need funding in future, how will that be met?	Not applicable.

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	Name of project:	Enhanced Disabled Access to Resource Centre
	Which organisation would be responsible for carrying out the project? Name of contact person:	Headway Surrey Oliver McGeachy
	Description of Project: a) What will be done? What outcomes are expected?	The purchase and installation of an automated door entry system to be fitted to the new Headway resource centre, Guildford.
	b) What needs will it address? What is the evidence of need?	It will allow improved automatic access for our disabled service users to our project. Many of the people who access our centre and our other support services have difficulty with mobility - some use mobility aids - and this will improve their access to our facilities, aiding their independence and cutting down on the embarrassment and inconvenience of having to ask or wait for assistance.
	c) What geographical area will it cover?	The whole County of Surrey – Project is based in Guildford
	d) Who will benefit? How many people in the borough of Guildford?	Headway Surrey service users and others seeking support and advice in relation to brain injury. From 0708 figures 638 people using our traditional services live in Guildford. 72 using the drop in live in Guildford.
	What consultation has been undertaken and what was the outcome?	We have consulted with our disabled services users, carers support group, staff and Council of Management.
	a) When will the project be i) started and ii) completed? When will outcomes be seen?	i) the resource centre is currently under construction ii) Estimated date for completion end of June 2009 Outcomes will be seen immediately from when we move back into completed centre. (June 2009)
	b) When will you need the funds (date)?	01 st April 2009
	What is the total cost of the project? Please include estimate/breakdown of costings.	Total Cost of construction of resource centre £200,000 £170,000 Build costs £10,000 Commissioning £20,000 Fitting out

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	How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part.	£5,000 for purchase & installation of automatic door entry system.
	Where is the rest coming from? Is it promised already, or still to be found?	Fundraising Initiatives / Capital Reserves
	a) Have you applied to anywhere else for this same funding? If so, to whom and when? Please give details.	Not for this part of the project
	b) Have you applied for this funding from any other part of Surrey County Council? Please give details.	No
	Have you received Local Committee funding for this purpose in the past? Please give details.	No
	If this project will need funding in future, how will that be met?	This project is a one off cost.

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	Name of project:	Home Support Services Guildford
	Which organisation would be responsible for carrying out the project? Name of contact person:	HSSG/ Helen Titley and Di Anthony
	Description of Project: a) What will be done? What outcomes are expected?	<p>HSSG is a Community Interest Company which operates within the Guildford Borough. It offers home support : mainly domestic cleaning, shopping and gardening to elderly, disabled and vulnerable people referred either through statutory agencies or by self referral.</p> <p>HSSG has a bank of approximately 50 self-employed domestic helpers. The helpers are recruited by taking up two written references plus an enhanced CRB check and a POVA check. The helpers are required to have their own public liability insurance.</p> <p>Requests for help are considered subject to current legislation. HSSG is not registered with CSCI as it does not provide personal care.</p>
	b) What needs will it address? What is the evidence of need?	see above
	c) What geographical area will it cover?	see above
	d) Who will benefit? How many people in the borough of Guildford?	Currently 200 clients.
	What consultation has been undertaken and what was the outcome?	
	a) When will the project be i) started and ii) completed? When will outcomes be seen?	We moved into our current office in July 2008
	b) When will you need the funds (date)?	As soon as possible

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	<p>What is the total cost of the project? Please include estimate/breakdown of costings.</p>	<p>£759.43 Office chairs x 2 @£129.99 Shredder @£69.99 Printer @£119.49 Filing cabinet @£129.99 Filing cabinet @£99.99 Label printer @£79.99</p>
	<p>How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part.</p>	<p>£759.43</p>
	<p>Where is the rest coming from? Is it promised already, or still to be found?</p>	<p>n/a</p>
	<p>a) Have you applied to anywhere else for this same funding? If so, to whom and when? Please give details.</p>	<p>No, we will look for other funding if we are unsuccessful in this bid</p>
	<p>b) Have you applied for this funding from any other part of Surrey County Council? Please give details.</p>	<p>No</p>
	<p>Have you received Local Committee funding for this purpose in the past? Please give details.</p>	<p>No</p>
	<p>If this project will need funding in future, how will that be met?</p>	<p>n/a</p>

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	Name of project:	Normandy Community Minibus Appeal
	Which organisation would be responsible for carrying out the project? Name of contact person:	Normandy Community Minibus Appeal. Mr Clive Nichols
	<p>Description of Project:</p> <p>a) What will be done? What outcomes are expected?</p> <p>b) What needs will it address? What is the evidence of need?</p> <p>c) What geographical area will it cover?</p> <p>d) Who will benefit?</p> <p>How many people in the borough of Guildford?</p>	<p>The residents of Normandy in Surrey, with support from the Emmanuel Church, aim to raise £22,000 in order to upgrade the existing village minibus enabling elderly and disabled villagers to be able to visit supermarkets and local towns for their weekly shopping. A further objective is to enable local organisations within the village to use the minibus for transportation to events and day trips out.</p> <p>Without the minibus many of these residents would not be able to get to the shops owing to the difficulty of catching a service bus, as the village extends over a mile from the main road where there is a bus stop. The need is already established as the existing minibus has been in operation since 2001 and is has become invaluable to the numerous elderly and disabled villagers who use it.</p> <p>The Village of Normandy near Guildford</p> <p>The elderly and disabled residents of Normandy. Other organisations who use the minibus for transportation to events and day trips out will also benefit.</p> <p>All the people who benefit will be from the borough of Guildford. Normandy has a large elderly population, out of a total of just over 3,000 residents</p>
	What consultation has been undertaken and what was the outcome?	At the time that the original minibus was bought in 2001, consultation with the villagers identified the need for a minibus. In 2001 we still had one shop in the village but now, unfortunately, we have no local shops and the Normandy bus has become invaluable to elderly and disabled local residents for their weekly trips to the shops.

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		After intensive fundraising a second-hand minibus was purchased and has been in continual use up to now. Several volunteer drivers from the village work on a rota basis to drive the bus to nearby towns and supermarkets. Unfortunately the minibus is now past its prime and it is time to purchase a more modern second-hand bus, with all the disabled facilities that the present bus has.
	a) When will the project be i) started and ii) completed? When will outcomes be seen?	It is proposed to purchase the replacement minibus during 2009. It will have an immediate impact on the lives of the elderly and disabled residents who use the community minibus as the existing bus is becoming more and more mechanically unreliable
	b) When will you need the funds (date)?	In 2009
	What is the total cost of the project? Please include estimate/breakdown of costings.	Cost of second-hand minibus will be £22,000, although if greater funding becomes available a more modern second-hand minibus will be purchased.
	How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part.	£3,000, although either a lesser or greater sum will be much appreciated.
	Where is the rest coming from? Is it promised already, or still to be found?	£8,000 has already been raised by the villagers.
	a) Have you applied to anywhere else for this same funding? If so, to whom and when? Please give details.	A bid has been made to Johnson Wax Charitable Trust for £8,000. If this is granted, together with this grant of £3,000 from the Local Committee, the Fund Raising Committee will need to raise just a further £3,000. Events are already planned where the whole village can be involved in fundraising. Also, letters requesting funding have been sent to numerous organisations.
	b) Have you applied for this funding from any other part of Surrey County Council? Please give details.	No
	Have you received Local Committee funding for this purpose in the past? Please give details.	No
	If this project will need funding in future, how will that be met?	It is estimated that the minibus will not need replacing until at least 2015

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	Name of project:	Foundations for permanent building at Normandy Therapy Community Garden, Guildford
	Which organisation would be responsible for carrying out the project? Name of contact person:	Normandy Community Therapy Garden – see website normandygardens@btik.com Mrs Ann Adey
	<p>Description of Project:</p> <p>a) What will be done? What outcomes are expected?</p> <p>b) What needs will it address? What is the evidence of need?</p> <p>c) What geographical area will it cover?</p> <p>d) Who will benefit? How many people in the borough of Guildford?</p>	<p>Planning permission has been granted for a permanent building on site. Phase 1 of our plans is to construct the foundations. This will then enable us to raise the funds for the construction of the permanent building.</p> <p>We will be able to expand the NPTC courses offered to Special Needs pupils. Student numbers have risen by over 40% since the first course was offered in Sept 2007. We will also be able to provide better facilities for Social Service clients who use the Centre</p> <p>All Guildford Secondary mainstream and Special Needs schools will be able to apply for places on the courses. All socially disadvantaged people with long term or limiting disabilities or learning difficulties from the Guildford borough and funded by Social Services will be able to use the facilities.</p> <p>All socially disadvantaged people with long term or limiting disabilities or learning difficulties from the Guildford borough will be able to benefit.</p>
	What consultation has been undertaken and what was the outcome?	Prior to the Normandy Community Therapy Garden opening the needs were assessed and a permanent building was part of the long-term plan. Planning permission was granted for the permanent building. Now that the Charity has been operating for five years the Trustees feel the time is right to start construction.

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	a) When will the project be i) started and ii) completed? When will outcomes be seen?	It is planned for the foundations to be laid May/June 2009
	b) When will you need the funds (date)?	If confirmation is given of the funding, this will be required from Spring 2009
	What is the total cost of the project? Please include estimate/breakdown of costings.	The foundations and all related work have been costed at £49,000. The cost of the remaining construction for the building will be approx £310,000
	How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part.	£10,000 to pay for part of the foundations. We are confident that we will then be able to raise the money for the permanent building from other donors and charitable trusts. Clearly, if the Local Committee can fund this project to a greater extent then this support would be valued
	Where is the rest coming from? Is it promised already, or still to be found?	From donors and Charitable Trusts. We have raised £17,000 so far.
	a) Have you applied to anywhere else for this same funding? If so, to whom and when? Please give details.	No
	b) Have you applied for this funding from any other part of Surrey County Council? Please give details.	No
	Have you received Local Committee funding for this purpose in the past? Please give details.	Yes £500 for office equipment agreed at SCC Local Committee on 11/3/2004
	If this project will need funding in future, how will that be met?	This is a one-off funding to construct the foundations for the permanent building. The Trustees will now be seeking funds to construct the permanent building.

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	Name of project:	"The Greenhouse Project"
	Which organisation would be responsible for carrying out the project? Name of contact person:	Redwood Care Home Gillian Hudson, Manager
	Description of Project: a) What will be done?	<p>Redwood Nursing Care Home situated in Merrow, Guildford caters for 50 elderly residents who require nursing care and support. We also provide assessment and rehabilitation care.</p> <p>(1) We would like to install a small greenhouse on our premises as our residents really do enjoy gardening and planting activity. The greenhouse option selected is the flush door option which will provide wheelchair access and meet health and safety standards.</p> <p>This summer our residents produced a really great crop of beans and tomatoes, peas in pots and I feel if there is more opportunity they can do so much more. There has also been a request for a small herb and salad garden.</p> <p>(2) We would like to landscape the area of our garden outside the conservatory and install raised plant beds and a small water feature.</p>
	What outcomes are expected?	<p>Our residents will be able to participate in gardening activity in the shelter of the greenhouse and will be able to enjoy the outdoor spaces in the spring and summer times.</p> <p>Residents can grow their own vegetables which can then be used in salads etc.</p>
	b) What needs will it address? What is the evidence of need?	<p>Relaxing, Activity and Entertainment Gardening Activity</p> <p>Our residents do enjoy gardening activity and I feel the raised plant beds and greenhouse would be of benefit to our life here at Redwood.</p>
	c) What geographical area will it cover?	Redwood Residents in Merrow, Guildford and their families.

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	d) Who will benefit? How many people in the borough of Guildford?	50 residents at Redwood and their families and friends
	What consultation has been undertaken and what was the outcome?	Discussed at Residents meeting on 8 th October 2008
	a) When will the project be i) started and ii) completed? When will outcomes be seen?	Commenced: February 2009 Completed: April 2009
	b) When will you need the funds (date)?	March 2009
	What is the total cost of the project? Please include estimate/breakdown of costings.	£15,000 <u>Breakdown of Costs:</u> Garden Landscaping £ 10,000 Greenhouse £ 5,000
	How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part.	£15,000
	Where is the rest coming from? Is it promised already, or still to be found?	N/A
	a) Have you applied to anywhere else for this same funding? If so, to whom and when? Please give details.	No. We have only recently decided on the project.
	b) Have you applied for this funding from any other part of Surrey County Council? Please give details.	No
	Have you received Local Committee funding for this purpose in the past? Please give details.	No
	If this project will need funding in future, how will that be met?	Once installed the greenhouse and grounds will be maintained under the general maintenance contract for the establishment.

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	Name of project:	Stoke Hospital - Kitchen Refurbishment Programme
	Which organisation would be responsible for carrying out the project? Name of contact person:	The Hospital of William Parson, known locally as Stoke Hospital, 92 Stoke Road, Guildford GU1 Administrator: Denise Nanovich-Walker
	Description of Project: a) What will be done? What outcomes are expected?	<p>The kitchens in the flats are over thirty years old and fall below the Governments "Decent Homes Standard". The units do not provide the perfect space and are not at the right height for our elderly residents, a large proportion of whom now have walking frames and find the kitchen access difficult. Since the original kitchens were installed, there have been numerous advances in ergonomic design, particularly with handles which would help those with arthritis, and failing sight. The plumbing is equally out-dated and we are beginning to incur costly repair charges for replacing seized stop-cocks, furred taps and leaking pipes. In refurbishing the kitchens we will increase the tiled wall areas and replace the chipped work surfaces, which will make the surfaces easier to clean and keep germ free.</p> <p>The new kitchens will provide the residents with easy to use, easy to clean and easy to access cooking and food preparation area.</p>
	b) What needs will it address? What is the evidence of need?	The kitchens in the flats are over thirty years old and fall below the Governments "Decent Homes Standard".
	c) What geographical area will it cover?	Guildford
	d) Who will benefit? How many people in the borough of Guildford?	Each kitchen is in a dwelling which houses 1 person. There are 13 flats, which would mean 13 residents of Guildford.

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	What consultation has been undertaken and what was the outcome?	The Trustees commission regular surveys to produce a schedule of works required to maintain the building and fixtures and fittings. The Kitchens have been highlight as needing replacement.
	a) When will the project be i) started and ii) completed? When will outcomes be seen?	Each kitchen takes approx. 2 weeks to complete and will start as soon as funding has been received.
	b) When will you need the funds (date)?	Approx. within a month of acceptance of our bid.
	What is the total cost of the project? Please include estimate/breakdown of costings.	Each kitchen costs £2,500 to complete. There are 5 left to complete, which gives a total of £12,500
	How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part.	Funding for one at least kitchen, £2,500 would be greatly appreciated.
	Where is the rest coming from? Is it promised already, or still to be found?	2 of the 8 already completed were funded by the Garfield Weston Foundation, 1 was paid for by the son of the resident and the other 5 were paid out of internal funds. The remaining kitchens will have to be funded externally as our resources have become depleted due to other urgent remedial works on the building.
	a) Have you applied to anywhere else for this same funding? If so, to whom and when? Please give details.	Garfield Weston Foundation donated £5,000 Nov 2007 Mercers Co. – Nil April 2008 Guildford Poyle Charity – Nil May 2007
	b) Have you applied for this funding from any other part of Surrey County Council? Please give details.	No
	Have you received Local Committee funding for this purpose in the past? Please give details.	No
	If this project will need funding in future, how will that be met?	Once the kitchens are installed we do not anticipate any further costs within the next 10+ years.

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	Name of project:	Community Care Outreach
	Which organisation would be responsible for carrying out the project? Name of contact person:	Surrey Law Centre Laura Melbourne (Practice Manager)
	Description of Project: a) What will be done? What outcomes are expected?	This project will raise the awareness of the sick, disabled and elderly people in Guildford about services they are entitled to receive from social services, and will provide assistance in securing these services.
	b) What needs will it address? What is the evidence of need?	<p>This project will work with all of the voluntary and statutory sector agencies in Guildford who are in contact with the disabled and elderly and their carers to provide:</p> <ul style="list-style-type: none"> • Publicity and training • Telephone advice – both to individuals and/or to their advocates and advisors • Casework support <p>At the present time, many of our clients slip through the statutory net and often have no means other than ourselves and limited partners in the voluntary sector to voice their needs and raise awareness of their legal rights.</p> <p>Surrey Law Centre is seeking similar funding from other organisations to enable us to provide this service across the county.</p>
	c) What geographical area will it cover?	Guildford Surrey

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	d) Who will benefit? How many people	<p>Our casework specifically targets the following vulnerable members of the community:</p> <ul style="list-style-type: none"> • Older people • Sick and disabled adults and children <p>Over one 12 month period, we will deliver 50 hours of direct telephone advice or direct outreach support provided by a qualified Solicitor/caseworker to be determined by Guildford community need.</p>
	What consultation has been undertaken and what was the outcome?	An audit of calls received requesting information for such information has been undertaken from 1/10/07 – 31/3/08. At present we are unable to assist in excess of 3 clients per week.
	a) When will the project be i) started and ii) completed? When will outcomes be seen?	January 2009 – December 2009 Within first month
	b) When will you need the funds (date)?	At the beginning of the funding period
	What is the total cost of the project? Please include estimate/breakdown of costings.	£3800
	How much of the total cost would you like from the Local Committee? Please include estimate/breakdown of this part.	£800 – we presently have two computers that are in excess of five year's old and are extremely slow and frequently require maintenance. The amount of £800 is to replace them both.
	Where is the rest coming from? Is it promised already, or still to be found?	£3000 has been granted by Guildford Poyle Charities to support the service for one year.
	a) Have you applied to anywhere else for this same funding? If so, to whom and when? Please give details.	The capital expenditure has not been applied from elsewhere
	b) Have you applied for this funding from any other part of Surrey County Council? Please give details.	No
	Have you received Local Committee funding for this purpose in the past? Please give details.	No
	If this project will need funding in future, how will that be met?	It is not anticipated that the computers will need to be replaced for another five years or so.