



## OFFICER REPORT TO LOCAL COMMITTEE (Surrey Heath)

### Members Allocations 08/09

16<sup>th</sup> October 2008

#### KEY ISSUE

To set out the funding available for County Councillors' allocations for 2008/09, and consider the requests received.

#### SUMMARY

This report lists and makes recommendations on bids received for Members' Allocations that have been sponsored by at least one Member.

#### OFFICER RECOMMENDATIONS

##### The Local Committee (Surrey Heath)

1. Agree the allocations detailed in paragraphs 16 - 27
2. Notes the allocations agreed under delegated powers in paragraphs 28 - 33
3. Notes the variation to finding detailed in paragraph 34

#### CONTACT DETAILS

Accountable Officer: Carolyn Rowe  
Area Director  
01483 518093

Responsible Officer: Jane Biscombe  
Local Committee & Partnership Officer  
01276 800269

#### INTRODUCTION

1. The budget available to Members is £66,000 of revenue funding to be spent on local projects to promote the social, environmental or economic well-being of the people of Surrey Heath. This amounts to £11,000 for each County Member of the Committee. An additional capital allocation of £35,000 has been made available to each Surrey County Council Local Committee.
2. The current allocations are set out in Annex A to this report, together with the balance remaining to be spent.
3. In July 2008 Members agreed to pool £5,000 from each fund to a central pot totalling £30,000. Members also agreed that a maximum level of

funding of £3,000 would be considered for each project, however, projects over £3,000 may be considered for capital funding.

#### **Allocation criteria 08 / 09**

4. To be considered, projects should support County Council's Corporate plan 2007/08, One: Outstanding Council Making Surrey a better place, which sets out the following four priorities:
  - Improving highways and maintaining roads;
  - Ensuring that looked after children grow up better equipped for life, in particular through education;
  - Increasing the number of vulnerable adults able to live independently;
  - Increasing waste minimisation and recycling.
  
5. and should support the priorities of the Community Strategy for Surrey Heath:
  - Health
  - Housing and Employment
  - Transport
  - Safety
  - Community Support
  - Education
  - Environment
  
6. The project must also be possible to implement within the time and budget, offer value for money, have a clear audit trail and demonstrate its impact within 12 months of receiving funding.
  
7. The Local Committee does not have enough money to fund all the good ideas. In choosing what to fund, the Local Committee considers projects which
  - have the support of the Local County Councillor
  - benefit a variety of communities of interest (for example, young people, old people, ethnic minorities, disabled), and different areas of Surrey Heath;
  - A large project that benefits a lot of people will take priority over a project that benefits only a few people.
  
8. Within this framework the Committee seeks to assure:
  - The funding is needed "one-off". All payments are made on a one off basis. There is no expectation of future funding. Consequently any organisation that uses funding from this source will have to make arrangements for securing any future ongoing funding necessary for their project. If the project involves ongoing costs such as maintenance, repair etc. there must be confirmation that an organisation has agreed to take on these costs.
  - The project will commence within 12 months of Local Committee approval.
  - The project will give long-term benefit and be preventative in purpose.
  - The project targets more disadvantaged areas or communities.
  - Local Committee funding will unlock much more funding from other sources.
  - If small and local, the project has a significant impact on the quality of life of the people affected.

9. Capital funding must meet the above criteria but also:
  - it must be applied to a physical asset/s with life of more than one year
  - it must not be used to meet staffing costs or other routine running costs
10. The funding should not:
  - be used to fund schools for the direct delivery of the National Curriculum, as this is already resourced on a formula basis by the County Council
  - be used as a “grant” to an individual
  - sponsor a political party, including contributing to the expenses of any conference, meeting or other event organised by on behalf of the party
 

**NB** Some Surrey residents’ associations and local societies have to register as political parties because they have candidates standing in District, County or General Elections
  - a project which has already started

### **Capital Funding**

11. To be considered projects need to be sponsored by their local County Councillor in the first instance.

### **Allocation Procedure**

12. If the local County Councillor feels that a project meets the criteria and wishes to sponsor the project and put it forward to the Local Committee for approval, then a bid form (Annex B) needs to be completed by the group applying for funding and returned to the Local Partnerships Team. The Local Partnerships Team will confirm eligibility and, if appropriate, will ensure the project is included in the next Members Allocations Local Committee report for Local Committee approval.
13. If the Local Committee approves the funding then the Local Partnership Team will forward a Service Level Agreement to the group for completion and on receipt of a fully completed Service Level Agreement form will ensure payment is made.

### **Delegated Powers**

14. On the 17 October 2006 the County Council amended the scheme of delegation to give Area Directors, in consultation with the Local Committee Chairman, authority to approve grants from Member’s revenue allocations, subject to agreed criteria in order to minimise the time taken to respond to grant applications.
15. The criteria agreed by the Executive on 12 September 2006 are set out below:
  - (i) The application must have been endorsed by the appropriate local Member.
  - (ii) The application should be for a maximum of £1,000
  - (iii) Applications from private clubs or other membership organisations must clearly demonstrate the wider community benefit of the project

- (vi) Projects must not contravene any of the Council's agreed policies or priorities
  - (v) The application should be for a future project, not a retrospective request
  - (vi) The application should not be to cover ongoing revenue costs
16. The amended scheme of delegation also enables Local Committees to, by resolution of the Committee, retain the power to approve all grants from Members' revenue allocations, in which case the Area Director will have no authority to approve any such grant from an allocation of a Member of that Committee. In order to minimise the time taken to respond to grant applications, it is suggested that this Local Committee does not retain this power.
17. The County Council agreed that the Local Committee could further outline the circumstances in which the Area Director may exercise his or her delegated authority by adding to the criteria set out in paragraph 9 of this report. These are as follows:
- (i) The money is required before the next Local Committee meeting.
  - (ii) Each individual Member may sponsor up to two grants for approval in between each formal Local Committee meeting.
  - (iii) On receipt of a completed application form that is supported by the local Member the application will be shared with the six County Councillors for their agreement prior to approval by the Area Director.
  - (iv) Allocations made under delegated powers will be reported back to the next Local Committee meeting.

## PROPOSALS FROM INDIVIDUAL REVENUE ALLOCATIONS

### 18. Chobham Community Centre

To provide costs towards a basic sound and induction loop system for the main hall at the Centre. This will enable lectures and other social activities to be better heard, especially for the hard of hearing.

Members Name: Lavinia Sealy  
 Project Cost: £3207.00  
 Amount Requested: £1,000.00 (31%)

### 19. Chobham Mother and Toddler Group

To provide costs towards purchasing a new bookcase, new books, play and craft equipment for the pre-school children which will improve their environment and offer educational opportunities through exploration and play.

Members Name: Lavinia Sealy  
 Project Cost: £700.00  
 Amount Requested: £700.00 (100%)

### 20. Chobham Football Club & Chobham Parish Council

To provide costs towards re-roofing the football pavilion. This building is used by adults and youth teams, their supporters and away visitors, playing up to 4 matches a week. The roof has failed in several places causing water seepage and damp problems. They would like to re-felt the roof and seal it to modern standards.

Member Name: Lavinia Sealy  
 Project Cost: £7,500.00  
 Amount Requested: £750.00 (10%)

**21. Surrey Police**

To provide costs towards a Heatherside Halloween Festival. This is a fun community evening to try and encourage members of the public to engage with the Police. The money will provide a Punch and Judy show, balloon modelling, a magician and costs towards having a stage built for three young bands from the area to play during the evening.

Members Name: David Ivison  
 Project Cost: £5,547.00  
 Amount Requested: £2,000.00 (36%)

**22. The Stilwell Partnership (through Cllr Tim Dodds)**

To provide costs towards carrying out an assessment of parking provision in Lightwater village centre, identifying areas of traffic safety concern and to propose some outline concepts re-ordering the street scene to improve parking availability.

Members Name: Alan Peirce  
 Project Cost: £2350.00  
 Amount Requested: £1900.00 (80%)

**PROPOSALS FROM POOLED BUDGET**

23. None

**PROPOSALS FROM CAPITAL BUDGET****24. Camberley Sea Cadets**

To provide equipment and teaching aids e.g. projector and screen and furniture at the new Cadet headquarters. The Sea Cadets support young people between the ages of 10-18 years from the Camberley and Farnborough districts.

Members Name: David Ivison  
 Project Cost: £8,000.00  
 Amount Requested: £3,000.00 (37.5%)

**25. Chobham St Lawrence Church**

To purchase a new commercial dishwasher to assist with the increasing number of social and community functions held at the Church.

Members Name: Lavinia Sealy  
 Project Cost: £1703.75  
 Amount Requested: £1509.88 (93%)

**26. Heatherside Pre-school**

Provision of soft play surface in playground. This will replace the existing concrete and provide a safer environment for the children.

Members Name: David Ivison  
 Project Cost: £4,700.66  
 Amount Requested: £1500.00 (31%)

**27. Surrey Fire and Rescue**

To provide equipment to extend the YES scheme into Surrey Heath. The Youth Engagement Scheme is a one week, 5 day practical programme (Monday to Friday), based on a fire station, for young people aged 14 – 17. The scheme aims to aid personal development of the young people and address anti-social behaviour in the community, including fire and vehicle related crime. YES is part of intervention package, which, in partnership with Youth Justice Service and Educational Welfare Service, can last up to 3 months.

Members Name: David Ivison  
 Project Cost: £26,250.00  
 Amount Requested: £1,000.00 (4%)

## **ALLOCATIONS MADE UNDER DELEGATED POWERS SINCE 10<sup>th</sup> July 08**

### **28. Heatherside Community Association**

To provide real reindeer and helpers to the Santa's Grotto at the Community Christmas Fayre in December in a bid to encourage more people to visit. This will not only provide a great attraction for the children and adults but give some educational benefit at the same time.

Members Name: David Ivison (individual)  
 Project Cost: £650.00  
 Amount Requested: £650.00 (100%)

### **29. Surrey Police**

To provide costs towards a summer holiday sports event for the Heatherside & Parkside residents. A mixed programme of sports events to be held 2 days each week between 2.00pm and 6.00pm to encourage the local community to participate in.

Members Name: David Ivison (individual)  
 Project Cost: £2,000.00  
 Amount Requested: £1,000.00 (50%)

### **30. Surrey Police**

To provide costs towards catering at a Police Community BBQ in the Mytchett area during the summer. This informal approach was taken to encourage more residents to come along and participate.

Members Name: Chris Pitt (individual)  
 Project Cost: £50.00  
 Amount Requested: £50.00 (100%)

### **31. Surrey Lifelong Learning Partnership**

To provide costs towards a Family Learning Day. The event aims to be a fun community day with activities to help parents engage in learning with their children and to have a mobile unit on hand to offer measures to help parents get back to work.

Members Name: Maurice Neighbour (Pooled)  
 Project Cost: £1,000.00  
 Amount Requested: £800.00 (80%)

### **32. Surrey Police & Surrey Army Cadet Force**

To take 20 crime vulnerable young people on a leadership and adventure training course with the Army Cadet Force. This will help the socially and educationally disengaged boys and girls become responsible citizens by using team based activities to raise self esteem, build confidence and broaden their perspective on what they can achieve.

Member Name: Maurice Neighbour (Pooled)  
 Project Cost: £2,500.00  
 Amount Requested: £500.00 (20%)

### **33. Our Lady Queen of Heaven Church**

To carry out a kitchen refurbishment at the church hall. The Hall is used by many local community groups (brownies, prayer groups, parties etc) and the kitchen recently failed a health and hygiene inspection.

Member Name: Fred Chipperfield (Capital)  
 Project Cost: £29,662.26  
 Amount Requested: £1,000.00 (3%)

## **VARIATION TO EXISTING ALLOCATIONS**

### **34. Hubble Enterprise**

A grant of £2,000 was given to the Hubble Enterprise in July 2008 for providing a summer holiday camp on the Old Dean Estate. When all costs were in there was £400 left over from this allocation. The applicant has spoken to Cllr Maurice Neighbour, who has agreed she can use this money to purchase some portable lighting for the puppet shows she provides at local schools and clubs.

## **RETURNED FUNDS**

35. £43.00 was returned to the Capital fund from Connect Christian Counselling as they had money left over from their allocation to provide a new computer, software and furniture for their counselling service.

## **CONCLUSION AND REASON FOR RECOMMENDATION**

36. The spending proposals put forward for this meeting have been assessed against the criteria and also against County standards for appropriateness and value for money and it is recommended that they should be approved.

## **WHAT HAPPENS NEXT**

37. The agreed payments will be progressed for payment as soon as possible. Agreement forms will be sent to the organisations and payment made when the form is returned.

Version No.1

Date:

Initials: JB

No of annexes: 2

## Annex A

	Project	Allocation £	Date agreed	Paid ?
<b>Capital</b>				
£35,000	Bisley Scouts – kitchen, fuse board and roof	2,000.00	10.07.08	
	St Francis Hall car park	3,000.00	10.07.08	
	Heather Ridge School PTA - toilets	3,000.00	10.07.08	
	Bisley Village Hall roof	3,000.00	10.07.08	
	Camberley Town Football Club – toilet access	3,000.00	10.07.08	
	Tringham Hall - refurbishment of entrance hall.	3,000.00	10.07.08	
	Commercial Dishwasher – Chob. St. Lawrence Church	1,509.88	16.10.08	
	Kitchen refurbishment – Our Lady Queen of Heaven	1,000.00	16.10.08	
	Refurbishment of HQ – Camberley Sea Cadets	3,000.00	16.10.08	
	Surrey Fire and Rescue - YES	1,000.00	16.10.08	
	Heatherside Pre-School – resurface outdoor play area	1,500.00	16.10.08	
	Total	25,009.88		
<b>Pooled</b>				
£30,000	Youth Development Service – Sweden trip	2,000.00	10.07.08	
	Surrey Fire and rescue – Safe Drive Stay Alive	5,000.00	10.07.08	
	Camberley town Centre CIC – “Party in Park Street”	1,000.00	10.07.08	
	Surrey Police & Army Cadet Corp – Outreach Project	500.00	16.10.08	
	Surrey Lifelong Learning – Family Fun Day	800.00	16.10.08	
	Total	9,300.00		

<b>Mr Neighbour</b>				
£6,500.00	Hubble – summer play sessions at Pine Ridge School	1,600.00	10.07.08	
	Older and Bolder – trip for elderly residents.	700.00	14.05.08	
	Youth Dev. Service – Old Dean Summer Programme	750.00	10.07.08	
	Hubble – portable lighting for puppets	400.00	16.10.08	
	Total	3,450.00		
<b>Mr Chipperfield.</b>				
£6,000.00				
	Total	0		
<b>Mrs Sealy.</b>				
£6,000.00	Bisley All-stars soccer strip	650.00	12.05.08	
	Chobham Par. Council – football pavilion roof repairs	750.00	16.10.08	
	Chobham Community Ctre – Sound system/Ind Loop	1,000.00	16.10.08	
	Chobham Mothers & Toddlers – New bookcase/toys	700.00	16.10.08	
	Total	3,100.00		
<b>Mr Ivison.</b>				
£6,000.00	Heatherside Comm. Ctre – Reindeer for Xmas Fair	650.00	29.07.08	
	Surrey Police – Heatherside/Parkside Sports Day	1,000.00	29.07.08	
	Surrey Police – Heatherside Halloween Festival	2,000.00	16.10.08	
	Total	3,650.00		
<b>Mr Peirce.</b>				
£6,000.00	Youth Dev. Service – Lockable Filing cabinet	950.00		
	Stilwell Project – Lightwater Parking survey	1,900.00		
	Total	2,850.00		
<b>Mr Pitt.</b>				
£8,815.00	Mytchett Community BBQ	50.00		



	Total	50.00	
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Annex B



## Surrey County Council's Local Committee for Surrey Heath

### Bids for Members' Allocations

<p><b>1. Name of project:</b></p>
<p><b>2. Which organisation would be responsible for carrying out the project?</b></p> <p style="text-align: center; margin-top: 20px;"><b>Name of contact person:</b></p>
<p><b>3. Description of Project:</b></p> <p style="margin-left: 40px;">a) what will be done?</p> <p style="margin-left: 40px; margin-top: 20px;">b) what needs will it address?</p> <p style="margin-left: 40px; margin-top: 20px;">c) what geographical area will it cover?</p> <p style="margin-left: 40px; margin-top: 20px;">d) who will benefit?</p> <p style="margin-left: 40px; margin-top: 20px;">e) Please confirm that, where expenditure is for maintenance or repair of a non-Surrey County Council building, you envisage that building will remain in use for the foreseeable future.</p>
<p><b>4. What consultation has been undertaken?</b></p>
<p><b>5a. When will the project be:</b> a) started</p> <p style="text-align: center; margin-top: 20px;">b) completed</p> <p><b>b. When will you need the funds?</b></p>

<b>6. What is the total cost of the project?</b>
<b>7. How much of the total cost would you like from the Local Committee?</b>
<b>Please include a breakdown of these costs and attach any relevant quotations.</b>
<b>8. a. Where is the rest coming from?</b>
<b>b. Is it promised already, or still to be found?</b>
<b>9 a. Have you applied to anywhere else for this same funding? If so, to whom and when? Please give details.</b>
<b>b. Have you applied for this funding from any other part of Surrey County Council? Please give details.</b>
<b>10. Have you received Local Committee funding for this or any other purpose in the past? Please give details.</b>
<b>11. If this project will need funding in the future, how will that be met?</b>
<b>12. Details of the contact person for your project. This should be the person with whom the Local County Councillor will liaise.</b>
<b>Name:</b>
<b>Role in project:</b>
<b>Address:</b>
<b>Tel. No.:</b>
<b>Email address:</b>
<b>13. Name of local County Councillor proposing request to the Local Committee:</b>

Please return to:

The Local Partnerships Team, Surrey County Council, The Absolute Building, Lyon Way, Frimley, Camberley, Surrey, GU16 7ER.

Tel: Jane Biscombe: 01276 800269 or Amber Jenkins: 01276 800208

Email: [Tjane.biscombe@surreycc.gov.uk](mailto:Tjane.biscombe@surreycc.gov.uk) or [amber.jenkins@surreycc.gov.uk](mailto:amber.jenkins@surreycc.gov.uk)



## **Surrey County Council's Local Committee (Surrey Heath) Members' Allocations – Details & Criteria**

The Surrey County Council Local Committee has funding to be used on projects which will benefit the people of Surrey Heath. The maximum amount which can be allocated for any one project is £3,000.

If you would like your bid to be considered at the meeting on Thursday 16<sup>th</sup> October 2008, please return your completed form by **Friday 3<sup>rd</sup> October 2008**.

### **Criteria for Members' Allocations**

To be considered, projects should support County Council's Corporate plan 2007/08, One: Outstanding Council Making Surrey a better place, which sets out the following four priorities:

- Improving highways and maintaining roads;
- Ensuring that looked after children grow up better equipped for life, in particular through education;
- Increasing the number of vulnerable adults able to live independently;
- Increasing waste minimisation and recycling.

and should support the priorities of the Community Strategy for Surrey Heath:

- Health
- Housing and Employment
- Transport
- Safety
- Community Support
- Education
- Environment

The project must also be possible to implement within the time and budget, offer value for money, have a clear audit trail and demonstrate its impact within 12 months of receiving funding.

The Local Committee does not have enough money to fund all the good ideas. In choosing what to fund, the Local Committee considers projects which

- have the support of the Local County Councillor
- benefit a variety of communities of interest (for example, young people, old people, ethnic minorities, disabled), and different areas of Surrey Heath;
- include a mix of large and small projects, but not a lot of very small ones
- A large project that benefits a lot of people will take priority over a project that benefits only a few people

Within this framework the Committee seeks to assure:

- The funding is needed "one-off". All payments are made on a one off basis with no expectation of future funding. If the project involves ongoing costs such as maintenance, repair etc. there must be confirmation that an organisation has agreed to take on these costs
- The project will commence within 12 months of Local Committee approval
- The project will give long-term benefit and be preventative in purpose
- The project targets more disadvantaged areas or communities
- Local Committee funding will unlock much more funding from other sources.
- There is no other probable alternative source of funding

**What cannot be funded**

The funding should not:

- be used to fund schools for the direct delivery of the National Curriculum
  - be used as a “grant” to an individual
  - sponsor a political party, including contributing to the expenses of any conference, meeting or other event organised by on behalf of the party
- NB** Some Surrey residents’ associations and local societies have to register as political parties because they have candidates standing in District, County or General Elections
- a project which has already started

**Capital Funding**

Capital funding must meet the above criteria but also:

- it must be applied to a physical asset/s with life of more than one year
- it must not be used to meet staffing costs or other routine running costs

**How to apply for Members Allocation Funding**

1. Criteria and you wish to apply for funding, you should contact your local County Councillor in the first instance. Details are as follows:

Councillors Name	Division	Address	Telephone No.	Email
Maurice Neighbour	Camberley East	2, Russett Gdns. Camberley GU15 2LG	01276 63631	<a href="mailto:maurice.neighbour@surreycc.gov.uk">maurice.neighbour@surreycc.gov.uk</a>
Lavinia Sealy	Chobham, Bisley & West End	Timber Hill Chertsey Road Chobham GU24 8JF	01932 873875	<a href="mailto:lsealy@surreycc.gov.uk">lsealy@surreycc.gov.uk</a>
Alan Peirce	Bagshot, Windlesham & Lightwater	11 Arthur Close Bagshot GU19 5QT	01276 453721	<a href="mailto:a.pierce@surreycc.gov.uk">a.pierce@surreycc.gov.uk</a>
David Ivison	Heatherside & Parkside	1 Dundaff Close Camberley GU15 1AF	01276 27778	<a href="mailto:david.ivison@surreycc.gov.uk">david.ivison@surreycc.gov.uk</a>
Fred Chipperfield	Camberley West	4 Melville Ave. Frimley GU16 8LX	01276 65138	No email
Chris Pitt	Frimley Green & Mytchett	Moor Farm 20 Henley Drive Frimley Green GU16 6NE	01252 834221	<a href="mailto:chris.pitt@surreycc.gov.uk">chris.pitt@surreycc.gov.uk</a>

2. If the County Councillor feels the project meets the criteria and wishes to support the project, the applicant should complete the bid form and return it to the Local Partnerships Team. They will confirm compliance with the allocation criteria and if this is met, will ensure the project is included in the next report to the Local Committee for their approval.
3. If the funding is approved, the Local Partnerships Team will complete the allocation process by sending out a confirmation letter, funding agreement form and payment advice form. Once these are received back, the payment can be made.
4. Evidence of expenditure (ie. Invoices and/or receipts totalling the amount given) should be sent through to the Local Partnerships Team within 3 months of receipt of the funding.

If you have any questions, please contact the Local Partnerships Team on 01276 800269 or email Jane Biscombe at [jane.biscombe@surreycc.gov.uk](mailto:jane.biscombe@surreycc.gov.uk)