



## **Allocating Local Committee Funding: Members' Allocations**

**Surrey County Council  
Local Committee (Woking)  
21 June 2007**

### **KEY ISSUE:**

To set out the funding available for County Councillors' allocations for 2007/08, to agree the protocol for the expenditure of this money and to consider the requests received.

### **SUMMARY:**

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

### **OFFICER RECOMMENDATIONS:**

The Committee is asked to:

- a. Agree the following additional local criteria in relation to bids being approved under delegated authority:
  - (i) Each individual Member can have up to two grants approved in between each formal Local Committee meeting.
  - (ii) Applications will be considered for approval by the Area Director, in consultation with the Local Committee Chairman if

the funding is required prior to the next formal meeting of the Local Committee.

- b. Agree the criteria to be considered for Members' Allocations set out in Annex 1
- c. Note the advice from Legal Services regarding the use of Local Committee funding for the provision of residential parking set out in Annex 2
- d. Consider and approve the proposed expenditure from the Members' Allocation budget 2007/08

## Background

1. The Surrey County Council Local Committee (Woking) has £77,000 in 2007/08 to spend on local projects to promote the social, economic or environmental well-being of the people of Woking. This amounts to £11,000 per County Council member of the committee.
2. An additional capital allocation of £35,000 has been made available to each Surrey County Council Local Committee. In addition to this £667 of capital monies has been returned as unspent from 2006/07 and can therefore be reallocated this financial year.
3. Members of the Local Committee (Woking) have agreed to pool the available funds. Annex 3 sets out a list of all funding approved from the Members Allocation and Capital Allocation budget to date for 2007/08.
4. At its meeting on 2 November 2006, the Local Committee noted the authority that the Area Director, in consultation with the Local Committee Chairman, now has in approving grants from the Members' allocations budget and agreed additional local criteria. The criteria agreed by the Surrey County Council Executive on 12 September 2006 for this delegation, along with the local additional criteria agreed by the Local Committee 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

Additional criteria:

- (i) Each individual Member can have up to two grants approved in between each formal Local Committee meeting.

(ii) Applications will be considered for approval by the Area Director, in consultation with the Local Committee Chairman if the funding is required prior to the next formal meeting of the Local Committee.

5. It is recommended that the additional local criteria set out above are agreed for the year 2007/08.

## Criteria for allocations

6. Members' Allocations can only be used for purposes that fall under Surrey County Council's legal powers. In summary, this means that money must be used either for a Surrey County Council service, or under the power to promote the social, economic or environmental well-being of the area contained in the Local Government Act 2000.
7. In spending the budgets the Local Committee must do so in accordance with the administrative guidelines and must ensure that it does not commit to on-going funding.
8. Annex 1 sets out the criteria the Local Committee used in 2006/07 to allocate to this budget and the procedure that groups who wished to apply for funding should follow. The Committee need to agree whether they would like to continue to use these criteria for considering bids.
9. Following a query at the Local Committee meeting on 28 February 2007, advice has been sought from Surrey County Council's Legal Services Department on whether Members' Allocation funding can be spent on funding residential parking bays. This advice is set out in Annex 2.

## Bids received

10. The table below shows all bids received which have been sponsored by at least one member. They are therefore all eligible for decision by the Local Committee.

Project summary	Capital/ Revenue	Member sponsor	£ requested	£ recommended
<p><b>Friends of Byfleet Library</b></p> <p>New furniture is required for the library for the use of the elderly and expectant mothers. No other source of funding has been applied to. The Friends of Byfleet Library have received funding from the local committee in the past to pay for a children's area (£198 on 20/10/05)</p>	Capital	Geoff Marlow	£2,500	£2,500

<p><b>Byfleet Village Farm and Produce Market</b></p> <p>A monthly farmers market will be started to encourage the use of local produce. The market committee would like £2,500 to cover the start up costs in the first year i.e. public liability insurance, advertising, leaflets, signs, banners, a fee for use of the village green. In future the market will be self funding from the market trader fees. The market committee has not applied to Local Committee for funding in the past.</p>	Revenue	Geoff Marlow	£2,500	£1,000
<p><b>South-West Woking Assisting Neighbours (SWAN)</b></p> <p>Artwork and publicity leaflets will be printed to address the shortfall in volunteers and client awareness of the services provided. SWAN offers assistance to members of the community who need help with everyday tasks such as shopping and transport for medical appointments. SWAN has not received funding from Local Committee in the past.</p>	Revenue	Andrew Crisp	£500	£500
<p><b>Equipment Store – 1<sup>st</sup> St John’s Scout Group</b></p> <p>A storage facility will be built attached to St John’s Church youth hall for camping equipment which is currently stored offsite in an unsafe store. This will benefit boys aged 6-15 in the areas of St Johns, Hermitage, Hook Heath and parts of Goldsworth Park. The total cost of the project is £29,375. Approximately £4,500 has already been raised and the scout group is asking for as much as possible of the remainder from the Local Committee. The scout group has not received funding from the Local Committee in the past.</p>	Capital	Elizabeth Compton	Up to £24,875	<p>£15,000 subject to criteria:</p> <ul style="list-style-type: none"> <li>• Status of planning application</li> <li>• Arrangement for ongoing use</li> <li>• Provision of remaining funding</li> </ul>
<p><b>St John’s Cornerstone Centre double-glazing</b></p> <p>Camphill Rd entrance and windows to be double glazed including Langsmede Room on 1st floor. This will reduce energy consumption, reduce draughts, traffic noise and improve security. The total cost of the project is £6,858. As much of the cost as possible is requested from the Local Committee. The Local Committee provided £13,660.77 to the Cornerstone Centre on 2<sup>nd</sup> November 2006 for double glazing of the main hall and kitchen (£667.06 was subsequently returned as unspent).</p>	Capital	Geoff Marlow	£6,858	£6,858
<p><b>Woking Salvation Army</b></p>	Capital	Shamas Tabrez	£4,005	£4,005

<p>Woking Salvation Army is looking to fit and equip a community kitchen for use as a lunch club for the elderly and vulnerable/lonely people of all ages. Also for a drop in coffee area and other community functions. Will benefit the community in the Lakeview, Goldsworth Park, Horsell and wider Woking area. The total cost of the project is £4,005. Woking Salvation Army has not applied to the Local Committee for funding in the past.</p>				
<p><b>Byfleet Care – Recruitment Campaign</b></p> <p>Publicity, advertising, leaflets, printing of posters, and an open day providing afternoon tea and training of volunteers. This will benefit the elderly and disabled in Byfleet and West Byfleet. The total costs of the project is £1,000. Byfleet Care is applying for £500 from the Local Committee. The remaining £500 has been requested from McCarthy Stone.</p> <p>Byfleet care was awarded two payments totalling £1,200 from the Local Committee in 2003.</p>	Revenue	Geoff Marlow	£500	£500
<p><b>Vehicle Activated Sign – Brewery Road</b></p> <p>Install vehicle activated sign in Brewery Road Horsell to address speeding issues. The total cost of the project is £5,000, all of which is being requested from the SCC Local Committee. The local committee awarded £5000 in 2006 for a vehicle activated sign in Horsell High St.</p>	Capital	John Doran	£5,000	£5,000
<p><b>Rainbow Tots – soft play equipment</b></p> <p>Addition of more safety mats, high chairs and baby/toddler play equipment for outdoor play, plus tables and chairs for the parents to sit at. Will provide increased safety for the children plus better facilities for learning and developing basic skills. This equipment would not be able to be provided without additional funding. The Parent and Toddler Group is open on a Tuesday and Wednesday from 10-4pm and Friday 10-3pm. Will benefit Knaphill and surrounding villages. The equipment will also be available to other users of the hall including the Beavers and Scouts. The cost of the project is £1,774.47. As much as possible is requested from the Local Committee. The Rainbow Tots have indicated that the indoor</p>	Revenue	Diana Smith	£1,774.47  (£434.16 for indoor equipment and £1,340.31 for outdoor equipment)	£1,774.47

equipment is a priority over the outdoor equipment. Rainbow Tots have not received funding from the Local Committee in the past.				
<b>TOTAL Capital Revenue</b>				<b>£33,363 £3,774.47</b>
<b>Total available to this meeting: Capital (including £667 returned as unspent in April 07) Revenue (£1000 approved under delegated powers)</b>				£35,667 £76,000
<b>Balance for future use Capital Revenue</b>				£2,304 £72,225.53

## Revenue Funding Allocated under Delegated Powers

11. Since the last meeting on 28 February 2007, two revenue allocations have been approved by the Chairman and the Area Director under delegated powers.
12. The first one was from the 2006/07 revenue budget for £1,000. This funding was used towards establishing electrical connections as part of the Automatic Number Plate Recognition project in Woking Town Centre.
13. The second allocation was from the 2007/08 revenue budget for £1,000. This was for the Can U Claim it Campaign. The North West Surrey Association Disabled People will hold a week long campaign from 11-16 June 2007 around Woking to promote benefits take up. Well being information will also be provided as well as a range of disability information. A free telephone line will be available for 12 weeks after the campaign. Ongoing work will be undertaken by appropriate staff including CAB for benefits applications and home visits will be made where necessary. The SCC Local Committee has not awarded money for this purpose in the past.

## Conclusion and Reason for Recommendation

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

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**Responsible (Lead contact): Sarah Goodman/Ruth Meade, Local Committee and Partnership Officer, Tel 01483 518095**

**Accountable: Carolyn Rowe, Area Director**

**Consulted:**

**Background Papers: The listed bids for Members' Allocations**

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## Annex 1

## Surrey County Council Local Committee (Woking) Members' Allocation Criteria

Criteria to be considered should include whether projects:

1.
  - a. Support the priorities of Making Surrey a Better Place:
    - to learn and develop
    - to live and do business
    - to travel
    - where vulnerable people are more independent
    - where people feel safe
    - where everybody matters
  - b. Support the priorities of the Community Strategy for Woking:
    - A strong community spirit with a clear sense of belonging and responsibility
    - A clean, healthy and safe environment
    - A transport system that is integrated and accessible, recognising Woking's potential as a transport hub
    - Access to housing that is decent and affordable for local people and key workers
    - A community which values personal health and well being
    - Integrated and accessible local facilities and services
  - c. Meet demonstrable local needs
  - d. Be possible to implement within the time and budget, offer value for money and have a clear audit trail.
  
2. To be eligible for consideration for funding a project should be able to demonstrate that:
  - a. The funding needed is "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 those costs
  - b. The project will commence within 12 months of Local Committee approval.
  - c. The project will demonstrate its impact within 12 months of receiving funding.
  - d. The project will give long-term benefit and be preventative in purpose.
  - e. The project targets more disadvantaged areas or communities.
  - f. Local Committee funding will unlock much more funding from other sources.
  - g. There is no other probable alternative source of funding
  
3. The funding must 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 or 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.

### Capital Funding

4. The £35,000 capital is primarily allocated for support to the voluntary sector, however this funding may be used for other functions. It must meet the following criteria:
  - a. it must be applied to physical assets with life of more than one year
  - b. it must not be used to meet staffing costs or other routine running costs.

### Additional Guidelines:

5. In choosing what to fund, the Local Committee aims for a portfolio which overall:
  - a. includes at least one comparatively large project of benefit to Woking;
  - b. benefits a variety of communities of interest (for example, young people, old people, ethnic minorities, disabled people), and different areas of Woking;
  - c. includes a mix of large and small projects, but not a lot of very small ones.
  - d. A large project that benefits a lot of people will take priority over a project that benefits only a few people.

## **Members Allocation Procedure for 2007/8**

6. Groups that wish to apply for funding should contact their local County Councillor to discuss the project.
7. If the County Councillor feels the project meets the criteria (paragraphs 6-10) and wishes to support the project, the applicant should complete the bid form and return it to the Local Partnerships Team. The Local Partnerships Team will confirm compliance with the allocation criteria and if this is met will ensure the project is included in the next report to the Committee.
8. If the funding is approved, the Local Partnerships Team will complete the allocation process and ensure that payment is made.



## Annex 2

### Advice on use of local funding for new residential parking provision

I have been asked whether Members can spend either the annually agreed capital funding devolved to the committee or the annually agreed revenue budget per Member of the Committee on funding parking bays for residents. This has arisen because local transportation officers have advised members that this does not accord with the LTP and accordingly should not be funded locally.

The Financial Framework for Local Committees sets out a key underlying principle that the Committee is at liberty to spend on locally determined purposes that meet local social, economic or environmental well-being. It also sets out a number of rules or limitations. Particular to the argument here is that the expenditure should be consistent with County Council policies.

### Devolved Funding

In determining the use for this funding the Committee is required to take into account LTP objectives and any objectives set in the local community plan and make decisions on how much to allocate to a broad range of functional activities. There is therefore a positive duty to have regard to these objectives when making funding decisions. The LTP has no objective regarding increase of parking provision. There are however a set of clearly defined objectives:

- Tackling congestion to limit delays
- Increasing accessibility to key services and facilities
- Improving road safety and security
- Enhancing the environment and quality of life
- Improving maintenance and management of our transport network

My view is that the Executive has devolved funding to local committees on the basis that it will be used to further these objectives. Devolved funding cannot be used for different objectives set by the local Committee

The Council also has a parking strategy for Surrey; this is specifically referred to within the LTP. It was developed in conjunction with the Borough Councils of Surrey and was adopted by Surrey County Council in September 2003. The strategy contains standards limiting the amount of parking that can be provided for new residential development but is silent on older housing. However it is clear that the purpose of the strategy is to manage parking to reduce reliance on private vehicles and the Council's stance appears to be that unmanaged parking provision is not conducive to environmental well-being. To quote from the introduction to the parking strategy:

"It is impossible to provide enough road space in Surrey for all the cars that want to use our roads, particularly in town centres. Ways have to be found to discourage the use of the car where possible. Nationally, the Transport White Paper and Planning Policy Guidance (PPG13) on Transport set out a number of initiatives to control the demand for travel. Locally, the County Council has produced a Local Transport Plan, which sets out our own initiatives. These

initiatives in particular focus on providing alternatives to the use of the car. Alongside that, however, one of the main ways of gaining some control over car use is the regulation of parking provision. The County Council has therefore responded to public concerns by developing a parking strategy in conjunction with the Surrey District Councils” .

Increasing parking provision is therefore inconsistent with the Parking Strategy's overall aim to manage parking as a tool for reducing reliance on the motor vehicle.

The Executive retain the ability to monitor the use of devolved funding and may call in any Executive decision taken by a local committee which has significant policy or budgetary implications

### **Members' allocations**

The revenue funding allocated per Member of the committee must be used to promote the community well being of the locality covered by the Committee. Well-being falls into the categories of social economic and environmental. Once a member has brought a proposal forward it is either decided at Committee or under an officer delegation. Under the framework mentioned above such expenditure must be consistent with County Council policies. Officers can only exercise their delegated powers in relation to members' allocations if this does not contravene any of the Council's agreed policies or priorities.

The arguments here are not quite as clear-cut as in relation to the devolved budget, because there is no direct link to the LTP objectives, but I am not convinced that the provision of parking bays falls within the well-being powers. Both SCC and Woking BC have agreed that parking provision needs to be controlled and managed to benefit the environment and increasing parking provision contradicts the Parking Strategy's aims. It would not improve economic well-being of the locality and any argument about increasing social well-being for the locality seems tenuous – the benefit of the proposal appears to be limited to a small number of residents.

The arguments in relation to the overall aim of the Parking Strategy also apply here and I would be concerned that ad hoc decisions regarding individual requests from parking bays could be seen as undermining what is a joint County and Borough Strategy.

Ann Charlton

27 April 2007

## Annex 3

## Local Committee bids funded to date from April 2007/March 2008 Budget

<b>Project summary</b>	<b>Capital/ Revenue</b>	<b>Member sponsor</b>	<b>Date Approved</b>	<b>Agreed</b>
Can U Claim it Benefit Campaign	Revenue	Shamas Tabrez	11 June 2007 (Delegated Powers)	£1,000