

Record of decision taken under delegated powers by a council officer



Title:	Your Fund Surrey – October 2021
Divisions Affected:	All / List divisions in Surrey impacted <ol style="list-style-type: none"> 1. Weybridge (for decision relating to CF105 - Weybridge Men's Shed) 2. Hinchley Wood, Claygate and Oxshott (for decision relating to CF159 - Claygate Recreation Ground Trust - Inclusive Community Clubhouse access and Family Garden project)
Key Decision:	No Note: This record relates to two decisions each of which impacts solely on one division as set out above. Key Decision: Are decisions with financial impacts over £1m/ or a decision which Affects two or more Divisions within Surrey. Procurement decisions over £1m delegated to officers will have a call-in period to allow for member oversight.
Reason Key:	N/A
Decision taken under delegation by virtue of:	Cabinet/ Committee decision Cabinet 21st July 2020 Min Ref: 112/20 COMMUNITY PROJECTS FUND [Item 10] Link

Summary

Award of funds following the Advisory Panel meeting held on 22nd September to discuss two Your Fund Surrey applications, as set out below:

- I. CF105 Weybridge Men's Shed, for the full amount requested £30,000
- II. CF159 Claygate Recreation Ground Trust - Inclusive Community Clubhouse access and Family Garden project, for the full amount requested £35,000.

Details on each of the applications for funding are set out in the Your Fund Surrey Delegated Decision Reports in Annex 1 and 2.

Decisions made

Decisions made:

It was AGREED

- 1. that funding to be awarded to: CF105 Weybridge Men's Shed, for the full amount requested £30,000**
- 2. that funding to be awarded to CF159 Claygate Recreation Ground Trust - Inclusive Community Clubhouse access and Family Garden project, for the full amount requested £35,000.**

Reasons for Decisions:

These decisions are to enable expenditure from the Your Fund Surrey to be awarded to projects which have been objectively scored and assessed to meet the criteria for Your Fund Surrey by Officers and further considered by the Your Fund Advisory Panel.

Details on each of the applications for funding are set out in the Your Fund Surrey Delegated Decision Reports in Annex 1 and 2.

Decisions taken by:	Marie Snelling - Executive Director of Customer and Communities
Decisions taken on:	5th October 2021
To be implemented on:	5th October 2021, (not subject to Call In)

Alternative options considered

N/A

Summary of any financial implications

The two schemes that have been approved for funding have been through the due diligence and agreed governance process.

Cabinet agreed in July 2020 the funding for these projects will be drawn from the £100m of capital funding allocated to Your Fund Surrey within the Capital Programme.

Cabinet agreed in July 2020 to establish a core team to manage the delivery of the fund and risks associated with it, funded from the Corporate Feasibility budget.

Declarations of conflicts of interest

None

Consultation/Process Followed

Decision taken in consultation with Cllr Mark Nuti, Cabinet Member for Communities and following Your Fund Surrey Advisory panel review

Background Documents

Exempt:

Annex 1 – Your Fund Surrey Decision Report CF105 Weybridge Men's Sheds
Annex 2 – Your Fund Surrey Decision Report CF159 Claygate Recreation Trust

No

No

Annex 1

Your Fund Surrey Delegated Decision Report

Lead Officer	Beth Coley - YFS Programme Manager
Subject	CF105 Weybridge Men's Shed
Date of Advisory Panel	22nd September 2021

1. YOUR FUND SURREY DECISION REPORT

1.1. Purpose of the report

This report sets out the key information to the relevant decision maker, to enable expenditure from the Your Fund Surrey to be awarded to projects which have been objectively scored and assessed to meet the criteria for Your Fund Surrey by Officers and further considered by the Your Fund Advisory Panel.

The vision of Your Fund Surrey is to bring community-led place-making projects to life, with a focus on wider community benefit that leaves a real legacy.

1.2 Description of Project

The Weybridge Men's Shed Project is following a worldwide model and is one of almost 600 such initiatives throughout the UK. It is a registered charity and a member of the UK Men's Shed Association with all its accompanying benefits. The broad objective of any Shed is to relieve loneliness, social isolation, depression, suicide and low self-esteem, predominantly, but not exclusively, in men, by providing a common sense of purpose, companionship, and/or learning experience, whilst simultaneously using its facilities, skills and human resource for the benefit of other community groups; potentially throughout Elmbridge, but principally within the KT13 postcode.

The Project is located within the Churchfield Allotments in central Weybridge and is already delivering services. It opened its doors formally in July and will be self-sustaining both financially and operationally thereafter. Funding has already enabled foundations to be laid and all necessary structures purchased and erected, with the final storage container also on order. The sheds are awaiting connection to utilities and their final fitout which is where the funding from Your Fund Surrey would be used.

A summary of the project against the SCC priorities 2021-2026 is set out in section 2.1.

1.3 Officer Recommendations in consultation with the Advisory Panel

It is recommended that:

	Recommendations
1.	The delegated decision maker approves the award of funding to project CF105 Weybridge Men's Shed, for the full amount requested £30,000.

Divisions Affected:	Weybridge
Key Decision:	No

1.4 Reason(s) for recommendations

It is recommended funding is approved for the Weybridge Men's Shed project as set out in the paragraphs below.

The applicant has a 25yr lease from the landowner, Weybridge Land Charity, and planning permission is in place for the partially built and open site, with significant additional funding secured against the total cost of the project. Trustees and a Steering Group are in place, with circa 150 registered volunteers engaged.

Several letters of support have accompanied the application and further evidence has been provided reinforcing how the approach can reduce loneliness, social isolation, and depression mainly, but not exclusively in men, and provide all with a sense of fulfilment and enhance self-esteem. Although there is an older person focus, additional peripheral beneficiaries have been considered, such as schools. There is a longer-term aim of reducing the call on stretched mental health services.

The environmental impact of the project has been considered and includes timber sheds, reuse of donated machinery/tools, noise insulation from power tools and water catchment for use in allotment, where the site is located. In addition, the project includes an apiary to assist pollination and the sale of honey, the use of fruit trees in cider/mead production, the making of planters for Weybridge in Bloom and a Little Libraries group, connecting school age children with nature.

2 EXECUTIVE SUMMARY

2.1 Priority objectives

Description of project benefits as set against SCC priorities 2021-2026:

1. Growing a sustainable economy so everyone can benefit

i. The project has potential to grow its capacity and impact becoming self-sustaining once fully operational.

2. Tackling health inequality

- i. Reduce loneliness, social isolation and depression mainly, but not exclusively, in men, and provide all with a sense of fulfilment and enhance self-esteem
- ii. Reduce the call on mental health services.

3. Enabling a greener future

- i. Assist community groups in the enhancement of the environment

4. Empowering communities

- i. Provide a welcoming environment for anyone who needs the support on offer
- ii. Also support other community groups which might benefit from its services

2.2 Timeframes

Task	Date commenced	Date complete
Formal opening		01/08/2021
Purchase and Install Tooling, Fixtures & Fittings (4 weeks)	01/08/2021	30/08/2021
Complete building and connection work (8 weeks)	On award of funding	8 weeks following award of funding

3 FINANCIAL

3.1 Financial summary

Summary	Complete / select
Total scheme cost in £	£82,593
Amount applied for	£30,000

Summary	Complete / select
Percentage of cost against total	36%
Total of other funding	£52,593
Amount suggested for funding	£30,000
Have the other funding sources been secured	Yes
Is there a Commercial element to the project	No

4 CONSULTATION

4.1 Summary of Support

Several letters of support accompanied the application, these included SCC Adult Services, Clinical Commissioning Group, local GP practices, a local church and project beneficiaries. Further support was demonstrated from the Commonplace 'Have your say' site which generated 154 comment interactions and the planning permission consultation. There has been some negativity regarding the exclusive nature of the name of the project with reference to gender. The applicant responded to this query explaining the services on offer were accessible to all and the name of the group follows its membership of the UK Men's Sheds Association.

Although the beneficiary focus is for older people, additional peripheral beneficiaries have been considered, such as schools with a Little Learners group.

The Divisional Councillor, Tim Oliver, has confirmed he is supportive of the project.

5. RISK MANAGEMENT AND IMPLICATIONS

5.1. Table of Risks and Key Mitigations

The applicant has provided an overview of risks against the project. This is summarised below. Officers consider there to be adequate control measures in place.

	Risk description	RAG	Mitigation action/strategy
1.	Sub-contractor/supplies delay		Delayed start of reliant sessions
2.	Too many applicants to satisfy demand		Increase sessions and recruit more leaders
3.	Industrial-type machinery/risk of fire		Regular review of procedures and update

6. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS

Each item of projected costs has been supported with three competitive price quotations from different suppliers to independently provide a price on the work, in order that value for money can be demonstrated. Quotations have been obtained from suppliers of goods or services independent of the applicant organisation.

This application for funding has been through the due diligence and agreed governance process.

Cabinet agreed in July 2020 the funding for these projects will be drawn from the £100m of capital funding allocated to Your Fund Surrey within the Capital Programme.

7. LEGAL IMPLICATIONS MONITORING OFFICER

A Funding Agreement will be entered into with the applicant incorporating the performance measures that will be put in place to ensure the funding is used as intended, as well as outlining any support or additional conditions agreed as part of the funding award.

8. EQUALITIES AND DIVERSITY

8.1 Summary

The services on offer are accessible to all and the name of the group follows its membership of the UK Men's Sheds Association.

An Equality Impact Assessment has been produced for Your Fund Surrey of which the administration of the fund adheres.

9. OTHER IMPLICATIONS

Area assessed:	Direct Implications:
Corporate Parenting/Looked After Children	Not directly applicable
Safeguarding responsibilities for vulnerable children and adults	Not directly applicable.
Environmental sustainability	The environmental impact of the project has been

Area assessed:	Direct Implications:
	considered and includes timber sheds, reuse of donated machinery/tools, noise insulation from power tools and water catchment for use in allotment, where the site is located.
Compliance against net-zero emissions target and future climate compatibility/resilience	The project includes an apiary to assist pollination and the sale of honey, the use of fruit trees in cider/mead production, the making of planters for Weybridge in Bloom and a Little Libraries group, connecting school age children with nature.
Public Health	The project has wider health benefits for participants, this was identified within the letters of support from local GP practices.

10. WHAT HAPPENS NEXT

Following Delegated Officer approval of the funding a notice of the records of decisions taken under delegated power, will be published within 3 days of the decision being made. A note of this decision will be included in the November Cabinet report update of Your Fund Surrey.

Officers will prepare the relevant schedules and funding agreements to enable payment of funds and monitoring and evaluation of the project against its outcomes.

Report Author:

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James Painter

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Consulted:

Adult Social Care – Surrey County Council

Division County Councillor

Portfolio holder for Communities

Resources, Corporate Finance – Surrey County Council

ANNEXES:

List the annexes attached to this report.

1. Contribution to the Community vision for Surrey in 2030
2. Delegation guidance:

ANNEX 1

[Community vision for Surrey in 2030](#)

Contribution to the Community vision for Surrey in 2030 – select all that apply	Enter “X”
Children and young people are safe and feel safe and confident	
Everyone benefits from education, skills and employment that help them to succeed in life	X
Everyone lives healthy, active and fulfilling lives and makes good choices about their wellbeing	X

Contribution to the Community vision for Surrey in 2030 – select all that apply	Enter “X”
Everyone gets the health and social care support and information they need at the right time and place	X
Communities are welcoming and supporting especially of those most in need and people feel able to contribute to community life	X
Residents live in clean, safe and green communities where people and organisations embrace their environmental responsibilities	X
Journeys across the county are easier, more predictable and safer	
Businesses thrive in Surrey	
Everyone has a place they can call home with appropriate housing for all	
Well-connected communities with effective infrastructure that grow sustainably	
Transforming as a Council	

ANNEX 2:

Delegation guidance:

- **Projects up to £100K** – delegated to the Executive Director with direct responsibility for the delivery of Your Fund Surrey.

- **Projects between £100K and 500K** – delegated to the appropriate Cabinet Member as determined by the Leader
- **Projects over £500K** – decision taken by Cabinet
- For reasons of transparency, all ‘key decisions’ to be taken by full Cabinet. A “key decision” means an executive decision which is likely either:
 - i. to result in the Council incurring expenditure, or making of savings with a value of £1m or over, and which are significant having regard to the budget for the service or function to which the decision relates; or,
 - ii. to be significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions in the county.
 - iii. “Key decisions” may only be made in accordance with the requirements of the Cabinet Procedure Rules.

ANNEX 2.

Your Fund Surrey Delegated Decision Report

Lead Officer	Beth Coley - Your Fund Surrey Manager
Subject	CF159 - Claygate Recreation Ground Trust, Inclusive Community Clubhouse access and Family Garden project
Date of Advisory Panel	22nd September 2021

2. YOUR FUND SURREY DECISION REPORT

2.1. Purpose of the report

This report sets out the key information to the relevant decision maker, to enable expenditure from the Your Fund Surrey to be awarded to projects which have been objectively scored and assessed to meet the criteria for Your Fund Surrey by Officers and further considered by the Your Fund Advisory Panel.

The vision of Your Fund Surrey is to bring community-led place-making projects to life, with a focus on wider community benefit that leaves a real legacy.

1.2 Description of Project

In 1998, the community of Claygate with Elmbridge Borough Council (EBC) established the Claygate Recreation Ground Trust (CRGT) – a charity run by volunteers, responsible for managing the site. In 2016, the Clubhouse was destroyed by fire, being rebuilt, and opened earlier this year. The funding sought would enable accessible access to the site and create a Family Garden making the clubhouse and surrounding area available and enjoyable to all with planting, benches and a perimeter path.

This project will enable individuals, families, sporting, and community groups, regardless of ability, to enjoy spending time outdoors, socialise with friends, family and the wider community promoting their health and wellbeing.

1.3 Officer Recommendations in consultation with the Advisory Panel

It is recommended that:

	Recommendations
2.	The delegated decision maker approves the award of funding to CF159 Claygate Recreation Ground Trust - Inclusive Community Clubhouse access

	Recommendations
	and Family Garden project, for the full amount requested of £35,000.

Divisions Affected:	Hinchley Wood, Claygate and Oxshott
Key Decision:	No

1.4 Reason(s) for recommendations

It is recommended funding is approved for the Claygate Recreation Ground Trust project as set out in the paragraphs below.

The site has been managed by a long-established Charitable Incorporated Organisation representative of the community it serves, with a 25-year lease from Elmbridge Borough Council until 2037, funding maintenance work through facility hire and an annual council grant.

The project works with several partners including sports clubs, a local church, care home, primary school, and various local community organisations. In addition to the Trustees, there are over 30 volunteers regularly assisting with activities such as woodland clearance days who have expressed an interest in assisting with maintaining the Family Garden

The project is community-led and aims to widen access to families, older people, and commuters. It supports physical exercise and mental health through use of outdoor space as well as social interaction and community ownership.

A resident survey in 2016 highlighted the need for additional seating, improved paths, and an area for teenagers on the site. Following this the Trustees have engaged widely with a youth club, sports clubs, a local care home in Claygate, an elderly care charity and a charity supporting young people with learning disabilities to understand the potential of this site.

The environmental impact of the project has been considered through the distribution of soil from groundworks to be used elsewhere on site and hardwood, sustainably sourced benches will be used to minimise vandalism and maintenance. The environment will be enhanced with more planting and cycle parking, alongside the accessible paths aiding walking and cycling.

2 EXECUTIVE SUMMARY

2.1 Priority objectives

Description of project benefits as set against SCC priorities 2021-2026:

1. Growing a sustainable economy so everyone can benefit
 - i. Increased seating on Claygate Recreation Ground that will increase customers visiting the café at the Pavilion and other businesses who use the rec to thrive
 - ii. A tarmac path from the Claygate Pavilion to the Dalmore Avenue entrance enabling commuters, wheelchair users and families with buggies to be able to cross the rec. more easily
2. Tackling health inequality
 - i. A space for community children and mental health charities to plant, grow and care for plants
 - ii. A safe garden space for children and their families to spend time together
3. Enabling a greener future
 - i. Creating a greener environment and a safe place to relax and spend free time
 - ii. Increased biodiversity
 - iii. A tarmac path from the Claygate Pavilion to the Dalmore Avenue entrance enabling commuters, wheelchair users and families with buggies to be able to cross the rec. more easily
4. Empowering communities
 - i. Creation of an inclusive family garden space where wider community activities can take place, individuals can watch and partake in sport and other recreational activities on the recreation ground

2.2 Timeframes

Task	Date commenced	Date complete
<ul style="list-style-type: none"> • Ground preparation, prepare subbases, removal and disposal of old path • Hard landscaping family garden paths, new concrete edging stones • Paving installation • New tarmac path installation (4 weeks) 	On award of funding	4 weeks following award of funds
Installation of benches, picnic tables and bins (1 week)	On completion of contractor works above	1 week after completion of contractor works above
Planting, seeding and making good (1 week)	Following completion of installation	1 week after Following completion of installation

3 FINANCIAL

3.1 Financial summary

Summary	Complete / select
Total scheme cost in £	£68,152
Amount applied for	£35,000
Percentage of cost against total	51%
Total of other funding	£33,152
Amount suggested for funding	£35,000
Have the other funding sources been secured	Yes
Is there a Commercial element to the project	No

4 CONSULTATION

4.1 Summary of Support

Several letters of support accompanied the application, these included Claygate Parish Council , the Greenspaces team at Elmbridge Borough Council, The local church , Youth club, Primary School and Ward Councillors. Further support was demonstrated from the Commonplace 'Have your say' site which generated 268 comments and interactions (6 negatives) and the planning permission consultation. The Local Division

The Divisional Councillor, Mark Sugden , has confirmed he is supportive of the project.

9. RISK MANAGEMENT AND IMPLICATIONS

The applicant has provided an overview of risks against the project. This is summarised below. Officers consider there to be adequate control measures in place.

5.1. Table of Risks and Key Mitigations

	Risk description	RAG	Mitigation action/strategy
4.	Weather		Ensure the contractor has the appropriate equipment to work in all weathers
5.	Supply of materials and cost increases		Order all materials as soon as the work commences. A 15% contingency has

	Risk description	RAG	Mitigation action/strategy
			been included in the project.
6.	Contractor availability		Contractor has been reserved for these works
7.	Injury to passer's by		The contractor will conduct their own risk assessment for site safety. The CRGT will also conduct a risk assessment to ensure all H&S risks are kept to a minimum

10. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS

Each item of projected costs has been supported with three competitive price quotations from different suppliers to independently provide a price on the work, in order that value for money can be demonstrated. Quotations have been obtained from suppliers of goods or services independent of the applicant organisation.

This application for funding has been through the due diligence and agreed governance process.

Cabinet agreed in July 2020 the funding for these projects will be drawn from the £100m of capital funding allocated to Your Fund Surrey within the Capital Programme

11. LEGAL IMPLICATIONS MONITORING OFFICER

A Funding Agreement will be entered into with the applicant incorporating the performance measures that will be put in place to ensure the funding is used as intended, as well as outlining any support or additional conditions agreed as part of the funding award.

12. EQUALITIES AND DIVERSITY

Paths and seating make the site more accessible

An Equality Impact Assessment has been produced for Your Fund Surrey of which the administration of the fund adheres.

13. OTHER IMPLICATIONS

Area assessed:	Direct Implications:
Corporate Parenting/Looked After Children	Not directly applicable.
Safeguarding responsibilities for vulnerable children and adults	Not directly applicable.
Environmental sustainability	Soil from groundworks to be used elsewhere on site. Accessible paths will aid walking and cycling, safer, encourage more visitors. Hardwood sustainably sourced benches to minimise vandalism and maintenance. Enhanced environment with more planting and cycle parking.
Compliance against net-zero emissions target and future climate compatibility/resilience	Use of native plant/tree species, FSC certified timber, use of porous surfaces are all mentioned, plus encouraging community engagement in looking after the garden, with the many spin off benefits that will have, are all pluses
Public Health	A space for community children and mental health charities to plant, grow and care for plants A safe garden space for children and their families to spend time together

14. WHAT HAPPENS NEXT

Following Delegated Officer approval of the funding a notice of the records of decisions taken under delegated power, will be published within 3 days of the decision being made. A note of this decision will be included in the November Cabinet report update of Your Fund Surrey.

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James Painter

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Consulted:

Division County Councillor

Portfolio holder for Communities

Resources, Corporate Finance – Surrey County Council

ANNEXES:

List the annexes attached to this report.

- 3. Contribution to the Community vision for Surrey in 2030
- 4. Delegation guidance:

ANNEX 1

[Community vision for Surrey in 2030](#)

Contribution to the Community vision for Surrey in 2030 – select all that apply	Enter “X”
Children and young people are safe and feel safe and confident	X
Everyone benefits from education, skills and employment that help them to succeed in life	
Everyone lives healthy, active and fulfilling lives and makes good choices about their wellbeing	X
Everyone gets the health and social care support and information they need at the right time and place	
Communities are welcoming and supporting especially of those most in need and people feel able to contribute to community life	X
Residents live in clean, safe and green communities where people and organisations embrace their environmental responsibilities	X
Journeys across the county are easier, more predictable and safer	X
Businesses thrive in Surrey	
Everyone has a place they can call home with appropriate housing for all	
Well-connected communities with effective infrastructure that grow sustainably	

Contribution to the Community vision for Surrey in 2030 – select all that apply	Enter “X”
Transforming as a Council	

ANNEX 2:

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 - iv. to result in the Council incurring expenditure, or making of savings with a value of £1m or over, and which are significant having regard to the budget for the service or function to which the decision relates; or,
 - v. to be significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions in the county.
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