

Record of decision taken under delegated powers by a council officer



Title:	YOUR FUND SURREY APPLICATION – HEAD2HEAD THEATRE COMMUNITY BUILDING CF363
Divisions Affected:	Oxted Division – Cameron McIntosh
Key Decision:	No Note: This record relates to a decision which impacts solely on one division as set out above.
Decision taken under delegation by virtue of:	Cabinet/ Committee decision Cabinet 21 st July 2020 Min Ref: 112/20 COMMUNITY PROJECTS FUND [Item 10] Link

Summary

This decision record sets out the key information for publication on the decision by the Executive Director for Customer and Communities to approve expenditure for a Your Fund Surrey project located in Tandridge. The agreed recommendations are set out below and details of the project are set out in a decision report attached as an annex to this record.

Decisions made

It was AGREED to:

1. Fund project CF363 for the full amount requested of £91,225, composed of:
 - £91,225 capital funding towards refurbishment works.
 - Including 5% to be held by SCC until final evidence of income and expenditure and building control sign-off is provided.

Reasons for Decisions:

These decisions are to enable expenditure from the Your Fund Surrey to be awarded to a project which have been the subject of a rigorous assessment process by officers, as set out in Annex 1.

Officers consider the project to meet the aims and published criteria of the fund, has been considered by the Your Fund Advisory Panel and to satisfy the requirements to award funding.

Decisions taken by:	Marie Snelling - Executive Director of Customer and Communities
Decisions taken on:	27 September 2023
To be implemented on:	27 September 2023

Alternative options considered

N/A

Summary of any financial implications

This project that has been approved for funding and has been through the due diligence and agreed governance process.

Cabinet agreed in July 2020 the funding for these projects will be drawn from 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 Denise Turner, Cabinet Member for Communities and Community Safety following Your Fund Surrey Advisory panel review.

Background Documents**Exempt:****Annex 1 – Your Fund Surrey Decision Report CF363****No**

Your Fund Surrey - Delegated Officer Decision Report

DATE: 21st September 2023

SUBJECT: YOUR FUND SURREY APPLICATION – HEAD2HEAD THEATRE

PROJECT NAME: COMMUNITY BUILDING

CF REFERENCE: CF363

Purpose of the Report:

This report sets out the key information to the relevant decision maker on the **Head2Head Theatre Community Building** Your Fund Surrey Application for the consideration of the Your Fund Surrey (YFS) Advisory Panel.

This is 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 (YFS) is to bring community-led and place-making projects to life, with a focus on wider community benefit that leaves a real legacy.

Recommendations:

Officer Recommendations in consultation with the Advisory Panel. It is recommended that:

1. To fund project CF363 for the full amount requested of £91,225, composed of:
 - £91,225 capital funding towards refurbishment works.
 - Including 5% to be held by SCC until final evidence of income and expenditure and building control sign-off is provided.

Reason for Recommendations

- 1. This application has been the subject of a rigorous assessment process by officers, as set out in the body of this report. Officers consider the project to meet the aims and published criteria of the fund and to satisfy the requirements to award funding.
- 2. The project is to renovate the barn and improve the energy efficiency to allow increased use by the community.

Executive Summary

- 1. Head2Head Sensory Theatre is a registered special needs and disability theatre charity based in Tandridge, Surrey. Founded in 2006, and registered in 2015, the charity is dedicated to serving the special needs' community of Surrey through creating imaginative ways to make theatre and film accessible and inclusive for everyone. They cater for a wide range of learning difficulty and disability including children and young people with Special Educational Needs (SEN), Autism, and those who have life threatening and/or life limiting conditions.
- 2. Head2Head Theatre purchased Drewshearne Barn, an old milking station set in the hamlet of Crowhurst Lane End, on the outskirts of Oxted, Godstone and Lingfield. The Barn is divided into three areas: storage, studio and reception. It has single glazed windows, no ceilings, wooden barn doors and only one oil fired heater to heat the three rooms.
- 3. The YFS application is to support creating a sustainable, energy efficient building for all in the community by installing a variety of energy efficient features such as an air source heat pump, solar panels, fire doors and insulation.

Project Summary

- 4. Head2Head Theatre is based in the electoral division of Oxted. The location is four miles from Oxted town centre with the nearest train station in South Godstone, 2 miles away. It can only be accessed by car with on-site parking for eleven vehicles and by foot for local residents. The community building will be open to all residents in Surrey.

Lower Super Output Area (LSOA)	Oxted North & Tandridge, rank 22024
National Index of Multiple Deprivation (IMD)	7
Surrey Index of Multiple Deprivation	3
Neighbouring LSOAs	Lingfield & Crowhurst, rank 13379 (Surrey decile 1) Godstone, rank 11615, (Surrey decile 1)

- 5. Head2Head Theatre currently work with over 350 families in Surrey who have a child with a learning difficulty and/or disability. They tour across Surrey providing learning and entertainment activities for special schools, colleges and groups with performances mainly taking place at small community centres and special needs schools. Since the pandemic, the charity has resumed touring but is finding it increasingly difficult to secure special school venues. These are needed as they provide a safe and secure environment and hygiene room facilities for those who are wheelchair users.

6. Drewshearne Barn was purchased by the charity in 2021 with the intention to make it a permanent base to help sustain and expand their activities. They currently utilise the facilities in the summer months for production rehearsals and filming sessions for their YouTube channel, as well as for storage and office space. However, the Barn is too cold and draughty to accommodate more than this. Their intention is to make the new base designed for the special needs' community offering young people with disabilities a safe place to socialise, learn new life skills and share experiences. Funding to heat the barn and make it energy efficient will result in the facility being used all year round.
7. They have recently completed the installation of a special changing places toilet, which is completely accessible and provides sufficient space for people who are not able to use the toilet independently. They are in the process of applying to be added to the UK database of changing places toilets, currently standing at 1,863 throughout the UK, so that members of the public may use the facilities as and when required. If successful, they will be able to offer this additional service to the Tandridge and wider communities providing dignity and comfort to people with profound and multiple learning disabilities.
8. Drewshearne Barn is located in a hamlet that consists of 34 houses with a population of just under 100. There is no public transport or amenities, and the local community is keen for the building to also become a community hub as they recently lost their meeting hub due to fire. The project will allow the barn to be made available for an initial 8 hours per week for community use. Over the past 18 months the charity has established a strong rapport with their neighbours, many of whom volunteer for the charity in a variety of ways. Head2Head Theatre has evidenced a number of residents and groups who would be interested in using the space, as well as local schools and colleges including:
 - Line dancing classes
 - LCA Stage Academy
 - Drumming & Rhythm Workshops
 - Bushcraft skills
 - Yoga classes
 - The Orpheus Centre
9. Each year, the charity provide live entertainment for more than 5,000 young people and in excess of 20,000 young people through their online channel. Their productions are funded by the Community Foundation for Surrey, local government (Tandridge and Reigate & Banstead), donations and various funders. Through their work experience programme they are able to provide 20 placements each year for disabled students who wish to receive mentoring and guidance in theatre craft and life skills in preparation for a theatrical career or a customer-facing job. Heating of the facilities will enable them to increase this to at least 30 individuals, as well as expanding their multi-sensory pantomimes, shows, immersive experience and drama workshops for all in the special needs' and disability community.

Details

Description of project benefits

10. The benefits to the project include:
 - Increased participation for children of all abilities
 - Increases volunteering opportunities in the area
 - Reduces isolation and provides a space for enhanced social cohesion

- Reducing vehicle movements by providing improved local facilities

11. Head2Head place emphasis on the building being sustainable. Included within the building, but not limited to, will be high levels of insulation, an Air Source Heat Pump, solar panels and fire doors.

Project Timeframes

12. The project will take approximately 7 weeks to complete. Planning permission has been approved for the external air source heat pump units and Tandridge District Council have also confirmed that prior approval is not required in respect of the 12 panel PV/ Solar Array.

Management of the project

13. The charity is volunteer-led and maintains an equal ratio of volunteers to part-time contract staff. The site is administered by two part-time, job-share administrators. During evenings, weekends and bank holidays the local community check on the building. A neighbour holds a key and has an emergency out-of-hours' contact number for the Chief Executive Officer (CEO) of the charity.

14. The project will be managed by the board of trustees who have professional skills in finance and construction management. The CEO will oversee the project with daily tasks delegated to the two site administrators.

Financial and Value for Money Implications

15. YFS funding is requested for the installation of energy efficient features. The project has applied for £91,225 (£87,207 & £4,018 contingency) which equates to 61% of the overall project costs. The remaining monies needed for the project have come from a trustee.

16. Table 1. Financial Summary details the £57,617 of other funding which has been secured against the total project cost of £148,842.

17. Table 2. Project Cost Breakdown and Grant Utilisation, itemises the allocation of YFS grant against specific works.

Table 1. Financial summary

Amount applied for:	£91,225
Total project cost:	£148,842
Percentage of cost against total:	61%
Have other funding sources been secured?	Yes
Other funding:	£9,250- Trustee contribution Changing places toilet: £15,000 - Wooden Spoon £24,755 - Head2Head unrestricted funds — £3,612 - Screwfix Foundation £5,000 - B&Q

	Total = £57,617
Volunteer contributions:	£3,440
Non-cash contributions:	£4,450
Is there a commercial element to the project?	Minimal

Table 2. Project Cost breakdown and Grant Utilisation:

Activity	Total Cost (Including VAT)	YFS Contribution
Air Source Heat Pump System	£20,837	£20,837
PV Solar Panels	£17,706	£17,706
Acoustic ceiling tiles	£9,265	£9,265
Electrical work	£9,000	£9,000
Fire doors & brickwork - Storage Area	£9,857	£9,857
Insulation of ceilings unit 1	£1,341	£0
Insulation of ceilings unit 2	£687	£687
Insulation boarding of two walls	£915	£915
Fire compartmentation - Wardrobe Area	£5,178	£5,178
Double glazed opening windows	£4,291	£382
Preparatory electrical work	£12,480	£12,480
Oversight of project	£4,000	£0
Kitchen units	£900	£900
Changing places toilet	£48,367	£0
Sub total	£144,824	£87,207
Build & Equipment Contingency	£4,018	£4,018
Total	£148,842	£91,225

18. As with all applications, there is a risk that construction and purchase costs will increase between application and approval. This is mitigated by the contingency (which will only be released if there is demonstrated need). The applicant has secured quotes that support their costing, and will ultimately be funded based on evidenced, actual spend, up to the amount awarded.

Assessment of the application against the criteria for the fund:

19. This application for funding has been through the due diligence and agreed governance process for the fund, which are publicly available on the County Council website.

20. The project scored a total 383 out of 500. The YFS criteria is outlined below in Table 3 below.

Table 3. Scoring Comments

YFS Criteria	Officer comment
Is the project deliverable?	High score <ul style="list-style-type: none"> The finance information demonstrates the project is deliverable and sustainable There is adequate and appropriate resources to deliver and run the project
Is there additional help needed	High score

to run the project?	<ul style="list-style-type: none"> • There is a suitable organisation structure in place to deliver, manage and maintain the project
What are the long-term benefits?	<p>High score</p> <ul style="list-style-type: none"> • The benefits appear sustainable for at least 5 years • It clear and evidenced who will benefit and how
Does it make a positive difference to people's lives?	<p>High score</p> <ul style="list-style-type: none"> • It has potential to be an important local community space • Adequate amount of support for the value requested and the local need
Has the environmental impact of the project been considered?	<p>Average score</p> <ul style="list-style-type: none"> • Solar panels, air source heat pumps & insulation

Expert Hub Review

21. Commercial – Like most of the YFS applicants, they are depending on funding from grants and donations. This funding has increased almost every year up to over £200k in the year to April 22, but it fell back to £150k the following year. They believe the recent decline was temporary as funders shifted to refugees and deprived families, but that interest has shifted back again. They are forecasting future funding to bounce back which may be reasonable if last year's decline was temporary and they have a proven track record of increasing income. I'm generally happy with their forecast. If increased grants and donations do not materialise, they would have to cut back on events but it should not put the building or organisation at risk.
22. Finance – Funding for this project is coming from a variety of sources, with YFS being requested to make up 61%. The delivery of the project appears to be adequately planned financially and the investment should provide community benefit.

Advisory Panel Comments

23. The Advisory Panel functions in an advisory capacity and its role is intended to assist the formal decision-making processes which sit outside the Panel. The role of the YFS Advisory Panel is to review shortlisted applications and to advise and inform the final officer recommendations to the appropriate decision-maker.
24. The Advisory Panel met on 20th September 2023. A report detailing project CF363 was shared with panel members in advance and questions were invited ahead the meeting. There were no questions raised by panel and a unanimous decision was reached to recommend the project for the full funding amount requested.

Consultation

25. Have your say, which featured Head2Head Theatre featured, received 121 comments. There were no negative comments.
26. Letters of support were received from:
- Crowhurst Lane End resident
 - Creator and Director, LCA Stage Academy
 - Anthony Sturley – Drumming & Rhythm workshops
 - The Orpheus Centre
 - Parent

27. The Divisional Councillor Cameron McIntosh has commented as follows:

“I am delighted to support this application. Head2Head has already done some amazing work locally, providing drama and acting classes to young people with SEND. The activities and classes on offer have helped many of these young people improve the skills needed to go on into employment. The YFS application would help transform and modernise what is a currently converted barn, allowing the activities and classes, alongside the community facilities that this venue now hosts, to continue to thrive in a rural community in the heart of Tandridge”

Risk Management and Implications:

28. This application has provided an overview of risks against the project, as summarised below. Officers consider there to be adequate control measures in place.

Table 4. Summary Table of Risks and Key Mitigations

Risk description	RAG	Mitigation action/strategy
Limited community use		Includes a booking and usage policy to ensure affordable rates and maximising reach of facility to all groups
Not receiving appropriate approvals		<ul style="list-style-type: none"> • Whilst not subject to planning permission (as the roof based PV array is a Permitted Development) the solar panels need Local Authority approval. • The air source heat pumps are within the accepted size requirements <p>A condition of funding would be to see approval and planning permission before any funding is given out.</p>

Equalities and Diversity:

29. Your Fund is designed to provide investment in schemes that encourage community participation, reduce isolation, and develop the potential for social wellbeing and economic prosperity. As such it is anticipated that it will have a positive impact on a number of those who may rely on or gain support from within the local community and those within protected characteristics that may be more likely to experience social and economic exclusion.

30. An Equalities Impact Assessment has been produced for Your Fund Surrey and was circulated as an Annex to the Your Fund Surrey Cabinet Report 26th January 2021.

31. During the pandemic there has been a big increase in the numbers of people walking and cycling in the area. This project will address accessibility of access to the countryside for people of all ages and abilities, through provision of wider routes, kissing gates and no stiles, level routes and surfaces suitable in all weathers.

Legal Implications and Monitoring Officer

32. 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.

Other Implications:

33. The potential implications for the following council priorities and policy areas have been considered. Where the impact is potentially significant a summary of the issues is set out in detail below.

Area assessed:	Direct Implications:
Corporate Parenting/Looked After Children	No direct implications
Safeguarding responsibilities for vulnerable children & adults	Enhanced provision for young people and children with SEN.
Environmental sustainability	Improved sustainability of a community building
Public Health	Increased access to the arts for young people and children with SEN, positively impacting wider determinants of health.

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.
- Officers will prepare the relevant schedules and funding agreements to enable payment of funds and monitoring and evaluation of the project against its outcomes.
- The YFS Team officers will then issue a provisional offer of funding to the applicant, including a copy of the draft Funding Agreement incorporating any additional conditions.

Report Authors:

Nikki Tagg, yourfund@surreycc.gov.uk

Consulted:

Division County Councillor

Sources/background papers:

Your Fund Surrey Governance Document