

# Record of decision taken under delegated powers by a council officer



Title:	<b>Your Fund Surrey Application – CF348 Kingswood Shetlands &amp; Friends</b>
Divisions Affected:	Tandridge - Caterham Valley
Key Decision:	No
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] <a href="#">Decision - Community Projects Fund - Surrey County Council (surreycc.gov.uk)</a>

## Summary

This decision record sets out the key information for publication on the decision by the Executive Director for Customer, Digital and Transformation 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.

## Decision made

### Decision made:

It was AGREED to:

1. Fund project CF348 for the full £69,935 requested, composed of:
  - £69,935 capital funding towards a garden building and outdoor equipment.
  - Including 5% to be held by SCC until final evidence of income and expenditure and building control sign-off is provided.

### Reasons for Decision:

This decision is to enable expenditure from Your Fund Surrey to be awarded to a project which has been the subject of a rigorous assessment 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 satisfies the requirements to award funding.

Decision taken by:	Michael Coughlin - Executive Director - Customer, Digital & Transformation
Decision taken on:	21 March 2024
To be implemented on:	24 March 2024

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**Alternative options considered**

N/A

**Summary of any financial implications**

This project has been through due diligence and agreed governance processes.

Cabinet agreed in March 2020 the funding for these projects will be drawn from capital funding allocated to Your Fund Surrey within the Capital Programme.

Cabinet agreed in March 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 Stewart, Deputy Leader and Cabinet Member for Customer and Communities, following the Your Fund Surrey Advisory panel review.

**Background Documents**

Exempt:

Annex 1 – Your Fund Surrey Decision Report CF348

No

**YOUR FUND SURREY - DELEGATED OFFICER DECISION REPORT**

**DATE:** 13<sup>TH</sup> MARCH 2024

**SUBJECT:** YOUR FUND SURREY APPLICATION – KINGSWOOD SHETLAND & FRIENDS

**PROJECT NAME:** NURTURING COMMUNITIES THROUGH ANIMALS AND NATURE

**CF REFERENCE:** CF348

**Purpose of the Report:**

This report sets out the key information on the shortlisted Kingswood Shetland & Friends Your Fund Surrey (YFS) Application for the consideration of the YFS Advisory Panel.

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

The role of the YFS Advisory Panel is to review shortlisted applications following the assessment and scoring of bids by Officers, and to advise and inform the final officer recommendations to the appropriate decision-maker on the proposed funding awards to be made.

**Recommendations:**

**It is recommended that the YFS Advisory Panel:**

1. **Consider whether to fund project CF348 for the full amount requested of £69,935 composed of:**
  - **£69,935 capital funding towards a garden building and outdoor equipment. To be paid in staged payments on evidence of spend.**
  - **5% final payment to be held by SCC until evidence of completion and completed Investment and Income form approved**

**Reason for Recommendations**

- 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.
- The project is to install a garden building and outdoor equipment to make the site fully accessible for people with disabilities. It will also provide a new learning space for the charity and community, as well as enhancing the activities Kingswood Shetland & Friends currently have on offer through their learning programmes.

**Executive Summary**

1. Kingswood Shetland & Friends (KS&F) is a charity based in Caterham that supports children, young people and families affected by disability, special educational needs and mental health through their animal assisted therapy programme. Their clients come from a range of backgrounds and educational settings in and around Surrey. KS&F currently mainly serve school age children up to the age of 18 and also young people who are not in education, employment or training. They also provide support via animal assisted interventions to care and residential homes for vulnerable adults

and the elderly. The charity currently serves over 200 people per week through their farm and associated programmes.

2. KS&F worked with Westerby Private Pension Scheme to purchase the 16 acres of grazing land, woodland and stables. This is then rented to KS&F. As their charity grows, they are looking to expand their provision and opportunities for young people as well as opening the site to community groups.
3. The YFS application is to support with installing a garden building to provide shelter and a new learning space for the community. They also need additional equipment to make the site fully accessible to people with disabilities, as well as enhancing the activities that they have on offer through their learning programmes.

<b>Project Summary</b>
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4. FK KS&F is based in the electoral division of Caterham Valley in Tandridge. The location is approximately 2 miles from Caterham and 3.5 miles from Merstham, in a rural location. The site is a 20-minute walk from Caterham train station or is accessible by car, with a car park for up to 10 cars.

Lower Super Output Area (LSOA)	30002 – Harestone
National Index of Multiple Deprivation (IMD)	7
Surrey Index of Multiple Deprivation	10
Neighbouring LSOAs	11615 – Godstone (Surrey decile 1) 11778 – Bletchingley & Nutfield (Surrey decile 1)

5. KS&F have been running for 9 years and became a Community Interest Company in 2020. Up until recently, they were renting a 16-acre pastureland in Caterham which included stables and a car parking area. The site is home to several horses, ponies, sheep, goats, alpacas, ducks and chickens. There is a L shaped stable yard comprising of 3 stables with another outhouse serving as a feed and storage room. There is a woodland at the lower level of the land and the site is grazed by horses, sheep and goats.
6. The organisation run Animal Assisted Therapy (AAT) on site through group or 1:1 sessions, with over 200 children and young people supported per week. These sessions are mainly through referrals from local authorities, education providers and charities, although they do receive private referrals. KS&F also offer AAT for adults with learning difficulties from local care homes.
7. The outreach services provided are operated for children who require alternative provision due to social, emotional and mental health needs. They provide additional support for those children at risk of permanent exclusion or for children returning to school following long term absence due to exclusion, ill health or school refusal. On the premises there are forest school facilities and tutors available to teach conservation, bush craft, bee keeping and educate children around their local environment and sustainability.
8. KS&F are requesting funding to install a garden building and purchase outdoor equipment that will support them in expanding their existing provision as well as providing additional activities to the community. The new outdoor garden building will give them a place to run lessons and offer courses in all weathers. It will also offer a place for well-being for parents/carers including yoga, mindfulness and specific

workshops dedicated to increasing knowledge of their child's needs. KS&F are also looking at running summer holiday programmes and developing their volunteer programme.

9. The funding will allow KS&F to continue and expand further:
  - Animal Assisted Therapy for children and young people from local special needs schools
  - Visits from local care homes for the elderly as part of their recreation plans
  - Expand the facilitation of animal care courses through Award Scheme Development and Accreditation Network (ASDAN) to support the learning of young people who are not accessing education.
  - Expand Equine Facilitated Learning (EFL) including schools, 121 sessions, and local community groups.
  - Local groups will be invited to attend mental wellbeing events at the premises.
  - Local groups and participants will also be able to learn about the local flora and fauna, conservation issues, beekeeping, and woodland management.
  - A youth volunteering programme will be offered and extended to family groups.
10. KS&F conducted a community survey to understand how they might expand their current offering. Yoga and mindfulness classes, a forest school provision, and farm open days were highlighted as the most popular choices by the community.
11. Since the site is a protected scientific site, studies of plants and different species that naturally grow there can be conducted. KS&F works closely with environmental groups to conduct workshops and involve the community in such activities.
12. KS&F has received funding from other sources including a Charity Aid Foundation donation of £40,00 to assist with the running costs of rent for the next five years and a contingency fund for emergency animal care costs. Over the course of the year, the Arabella and Julie Smith Family Trust has provided them with £5,500 to run six-week courses for eight young people.

<b>Details</b>
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### **Description of project benefits**

13. The key benefits of the project include:
  - Assisting young people who are not able to access education
  - Assisting special needs schools and local care homes to deliver AAT and incorporate recreation plans into their programs.
  - Supporting physical and mental health by providing unique opportunities to engage with animals.
  - Providing greater access to green spaces in Surrey.
  - Ensuring those with disabilities will be able to fully access and use the site.
  - Enhancing children's and young people's access to outdoor learning and skills development.
  - Supporting the Council's green objectives by educating children, youth, and other groups within the community about nature, animal welfare, or conservation.
  - Increased volunteering opportunities.

### **Project Timeframes and Management**

14. The project will take several weeks to complete, consisting of:
  - Installation of the garden building and classroom resources for ASDAN courses – 2 weeks

- Fencing of the site and inner fields – 4 weeks
- Field shelters – 1 week
- Mud mats and disabled ramp – 1 week
- Planters and gardening – 4 weeks
- Quad bike, trailer and lockable storage – 1 day
- Bee keeping area – 4 weeks
- Rustic screens – 1 week

15. The Management team at the centre will oversee the delivery and the management of the project. The project is held to account by the board containing six individuals with responsibilities including events, fundraising activities, clerk, website management and the founder themselves.

16. A 10-year lease has been granted by the landlord at a rent rate of £3,640 exclusive of VAT per year, and each party may request a rent review every five years.

### Financial and Value for Money Implications

17. YFS funding is requested for £69,935, which equates to 17% of the overall project costs.

18. Table 1. Financial Summary details the volunteer contributions and the amount being applied for which has been secured against the total project cost of £422,126.

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

**Table 1. Financial summary**

<b>Amount applied for:</b>	£69,935
<b>Total project cost:</b>	£422,126 (including the land purchase)
<b>Percentage of cost against total:</b>	17%
<b>Have other funding sources been secured?</b>	Yes
<b>Other funding?</b>	Towards service delivery rather than capital costs: <ul style="list-style-type: none"> <li>• Charity Aid Foundation - Individual Donation - £40,000</li> <li>• Arabella and Julie Smith Family Trust - £5,500</li> </ul>
<b>Volunteer contributions:</b>	Yes - £19,200
<b>Noncash contributions:</b>	Yes - £332,991
<b>Is there a commercial element to the project?</b>	Yes
<b>Amount suggested for funding:</b>	£69,935

**Table 2. Project Cost breakdown and Grant Utilisation:**

Activity	Total Cost (Including VAT)	YFS Contribution
Fencing	£17,130.94	£17,130.94
Garden Building	£24,134	£24,134
Garden Building Electrics & Heating	£511.25	£511.25
Vegetable Planters	£258	£258
Rabbit Walk	£808.32	£808.32

Field Shelters	£3,350	£3,350
Field Learning Shelter	£6,258	£6,258
Mud Matts	£2,356.51	£2,356.51
Sensory Benches	£252.18	£252.18
Disability Access Ramp	£90	£90
Disability Matting	£1,701.60	£1,701.60
Tablets	£676	£676
Quad Bike	£5,250	£5,250
Trailer	£855	£855
Wooden Fence Posts	£972	£972
Beehives	£2,475	£2,475
Bee Suits	£559.60	£559.60
Bee Gloves	£106	£106
Outdoor Canopies	£219.90	£219.90
ASDAN Books	£1,971	£1,971
<b>Total</b>	<b>£69,935</b>	<b>£69,935</b>

#### Commercial

20. Forecast future income is up against their latest accounts but appears reasonable considering their increased offer. Costs have been reviewed and also appear reasonable, leaving a small annual cash surplus.

#### Finance

21. There is a high proportion of non-cash contributions, meaning that YFS are only funding 17% of the total project cost. The financials submitted appear reasonable, so risks to the YFS investment should be minimised.

### **Consultation**

#### **Summary of Support**

22. Have your say, which has had Kingswood Shetlands and Friends featured on the Commonplace website, received 71 comments. There were 0 negative comments.

23. Letters of support have been received from:

- Cllr Rebecca Paul – Divisional Member for Tadworth, Walton and Kingswood
- Rod Ashford – Ward Member for Lower Kingswood, Tadworth and Walton
- Early Help & Integrated Youth Justice Service
- Kennedys Independent Property Agents
- The Grange
- Existing users and parents
- University for the Creative Arts
- Caterham Education Centre

24. The Divisional Member Rebecca Paul for Tadworth, Walton and Kingswood have commented as follows:

*“I wanted to write to give my full support to this application by Kingswood Shetland & Friends for funds to create a space to hold lessons and offer courses in all weathers. This Community Interest Company does great work in the local area ensuring children and young people with special educational needs get access to animal*

*assisted therapy and equine facilitated learning, both of which support their mental health and overall wellbeing. By providing funds to create an indoor space, this organisation will be able to offer a broader range of support to young people in the local area. I have visited Kingwood Shetlands previously and have huge admiration for Sarah Lopez and her team, so I do hope we can support them in expanding their reach so more young people with SEN can benefit from the wonderful surroundings and friendly animals.”*

**Risk Management and Implications:**

25. This application for funding has been through the due diligence and agreed governance process. As part of this process 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
Risk of fall or injury occurring throughout the project's construction, through quad bikes or around bee keeping.		Staff will be adequately trained and risk assessments undertaken. A member of the organisation is already a trained beekeeper and will liaise with the British Beekeepers Association (BBA) on all risk assessments and activities undertaken.

**Report Authors:**

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**Consulted:**

Division County Councillor

Commercial, Corporate Finance – Surrey County Council

**Sources/background papers:**

Your Fund Surrey Criteria

Your Fund Surrey Governance Document