

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



Title:	<b>YOUR FUND SURREY APPLICATION – EARLSWOOD PARK MANAGEMENT COMPANY (BAGSHOT) CF398</b>
Divisions Affected:	Bagshot, Windlesham and Chobham
Key Decision:	No
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="#">Link</a>

## Summary

This decision record sets out the key information for publication on the decision by the Executive Director for Adults, Wellbeing and Health Partnerships to approve expenditure for a Your Fund Surrey project located in Bagshot, Surrey Heath. 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:

### **Fund the full amount requested of £84,962 comprised of:**

- **£84,962 of capital funding towards the renewal of the play park and development of a community garden to be paid in staged payments, on evidence of spend.**
- **Including 5% to be held by SCC until final evidence of income, expenditure, building control sign-off.**

### Reasons for Decision:

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.

The project is to improve a limited and underused play park, making it more inclusive for the community. They also want to develop the area further and create a new outdoor community space by planting a community garden.

Decision taken by:	Claire Edgar – Executive Director
Decision taken on:	11 <sup>th</sup> December 2024
To be implemented on:	11 <sup>th</sup> December 2024

**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, Deputy Leader and Cabinet Member for Customer and Communities following Your Fund Surrey Advisory panel review.

**Background Documents**

**Annex 1 – Your Fund Surrey Decision Report CF398**

Exempt:

No

# Annex 1

## Your Fund Surrey – Full Application Assessment Report

**DATE:** 26<sup>TH</sup> OCTOBER 2024

**SUBJECT:** YOUR FUND SURREY APPLICATION – EARLSWOOD PARK MANAGEMENT COMPANY

**PROJECT NAME:** GOMER ROAD PLAY PARK RENEWAL – BAGSHOT, SURREY HEATH

**CF REFERENCE:** CF398

### Purpose of the Report:

This report sets out the key information on the shortlisted **Earlswood Park Management Company - GOMER ROAD PLAY PARK RENEWAL – BAGSHOT, SURREY HEATH** 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 the full amount requested of £84,962 comprised of:
  - £84,962 of capital funding towards the renewal of the play park and development of a community garden to be paid in staged payments, on evidence of spend.
  - Including 5% to be held by SCC until final evidence of income, expenditure, building control sign-off.

### 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 improve a limited and underused play park, making it more inclusive for the community. They also want to develop the area further and create a new outdoor community space by planting a community garden.

### Executive Summary

3. Earlswood Park Management Company (EPMC) is a resident-led management organisation. The company oversees the management of Earlswood Park Estate, with the aim of ensuring it remains a place all residents are proud to call home.
4. The project aims to improve the underused and limited play park at Earlswood Park Estate, making it more inclusive, accessible and able to attract a wider range of users, including the broader public. Currently the park is underutilised by the local community due to outdated equipment and poor accessibility. Additionally, the project seeks to enhance the natural environment and strengthen community connections by introducing a community garden.
5. The YFS application is to support the installation of a new play area and community garden.

<b>Project Summary</b>
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6. Gomer Road Play Park is based in the electoral division of Bagshot, Windlesham and Chobham. The play park is located within a housing development, just off the A30 behind Bagshot Retail Park, south of Bagshot village centre. Gomer Road, a brick and cobble street with limited traffic runs along the Park's northern boundary. The development includes several social housing blocks that currently lack access to garden space. The park is accessible by all modes of transport, with a bus stop and train station nearby.

Lower Super Output Area (LSOA)	8 (1 being the most deprived)
National Index of Multiple Deprivation (IMD)	23795
Surrey Index of Multiple Deprivation	4
Neighbouring LSOAs	Surrey Heath 15787 (Surrey Decile 2) and Old Dean (Surrey Decile 1)

7. The existing park, built over a decade ago, offers limited and outdated equipment that lacks both play value and accessibility for people with diverse needs and abilities. The ground surface is uneven, with areas around the equipment frequently waterlogged. Access from the main path to the park is also inadequate. A large tarmac rectangle currently dominates the space, which is primarily used by teenage boys for football, while the remaining equipment often breaks and is of poor play value. The new area will be enhanced with a new goal and line markings to play football, netball and basketball.
8. The project aims to fulfil a community need for a space that is inclusive to all. The new equipment is designed with longevity and performance in mind and will provide play value for many years to come.
9. This project also aims to address the fact that some residents do not have access to outdoor space by creating a community garden. In addition to improving the natural environment, this aims to strengthen the sense of community and social environment.

10. EPMC have consulted widely with their community to identify their needs including a dedicated Facebook page and survey. The results from the survey allowed EPMC to design a more user friendly, social space appealing to the wider community and tailored play equipment, catering to a broad range of children. Diverse age ranges and needs have been considered. The community organised a BBQ to actively engage with the proposal, shaping the project and demonstrating its need.
11. The applicant engaged in a comprehensive tendering process with their contractor, Proludic, to design the most appropriate, inclusive play equipment. Some of the new play equipment includes:
  - A pod swing allowing easy transfer from a wheelchair
  - Monkey bars
  - A Tic Tac Toe game
  - An enhanced sport area for older teenagers with a new goal end and thermoplastic graphics.
12. Additional seating and picnic benches will also be provided.
13. EPMC have reached out to Natural England to see how they can incorporate the surrounding woodland and natural grassland. The aim is to signpost the woodland and grassland areas and provide pathways that connect the play park to the surrounding environment. The design is using natural materials including both recycled and recyclable raw materials.
14. The project will be delivered in partnership with Proludic Ltd who have over 35 years of experience in designing and manufacturing playgrounds, outdoor gyms and sports areas that actively contribute to children's physical development.
15. Several residents on the estate currently volunteer their time to help with operations such as gardening, financial insight and managing the Estate's Facebook page.

### **Description of project benefits**

16. The benefits to the project include:
  - Fresh and healthy food from the community garden space.
  - New play equipment to promote activity, wellness and mindfulness.
  - Increased seating and tables, creating a sociable community space.
  - Provision of multi-use bins to create a litter free space.
  - Tree planting to create a greener community.

### **Project Timeframes**

17. The project delivery is estimated to take 20 weeks.

### **Project Management**

18. Earlswood Park Management Company is run by three directors who are residents of Earlswood Park Estate. The directors have lived there since the

estate was constructed over a decade ago and were fundamental in the creation of the resident-led company that manages the site. They all volunteer their time to maintain the area.

19. ItsYourPlace were instrumental in enabling the creation of the company and supported the residents in the legal process to set this up replacing the previous, developer appointed agents. The manager of ItsYourPlace is responsible for the day-to-day oversight of the development.
20. EMPC will oversee and be accountable for delivery of the project in partnership with Proludic, the contractor for the equipment. Proludic will provide the associated warranties and any required maintenance procedures. The play park equipment needs only limited maintenance. In addition, the estate manager (ItsYourPlace) will continue to conduct monthly inspections of the site. A local gardening club will maintain the community garden.
21. Planning permission was granted by Surrey Heath Borough Council in July 2024. EPMC has full management responsibility to upkeep, maintain and renew the play park and have adequate insurance for the play park.
22. The new play park equipment will have a significant expected life expectancy of 15- 20 years. On-going maintenance has the potential to extend the lifespan beyond this.

<b>Financial and Value for Money Implications</b>
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23. YFS funding is requested to contribute towards the renewal of the play park. The project has applied for £84,962 which equates to 59% of the overall project costs. The remaining monies needed for the project have been raised or are expected from various sources (see Table 1).
24. Table 1. Financial Summary details the £58,592.96 of other funding against the total project cost of £144,000. Table 2 details the total project cost breakdown.

**Table 1. Financial summary**

<b>Amount applied for:</b>	<b>£84,962</b>
<b>Total project cost:</b>	<b>£144,000</b>
<b>Percentage of cost against total:</b>	59%
<b>Have other funding sources been secured?</b>	Yes
<b>Other funding:</b>	<b>Confirmed funding:</b> EMPC - £41,593 Parish CIL funding- £17,000 <b>Total - £58,593</b>
<b>Volunteer contributions:</b>	£2,500
<b>Noncash contributions:</b>	N/A
<b>Is there a commercial element to the project?</b>	No
<b>Amount suggested for funding:</b>	<b>£84,962</b>

**Table 2. Project Cost breakdown:**

Activity	Total Cost (Inc.	YFS Funding	Other
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	<b>VAT)</b>		<b>Funding</b>
Playground equipment	£34,819.19		
Playground equipment installation	£6832.84		EMPC
Benches	£3840.58		CIL
Benches installation	£985.25		
Landscape	£62,348.24		EMPC & CIL
Plant hire	£720.00		
Preliminaries	£3120.00		EMPC
Cut and removal of existing play equipment	£4298.13		
Support with planning drawings	£156.00		EMPC
Post installation inspection	£500.00		EMPC
Delivery charge	£4,091.56		EMPC
<b>VAT</b>	<b>£24,000.00</b>		
<b>Sub-total</b>	<b>£145,711.79</b>		
<b>Discount from supplier</b>	<b>-£1711.79</b>		
<b>Total</b>	<b>£144,000</b>		

25. As with all applications, there is a risk that construction and purchase costs will increase between application and approval. This is partially 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.
26. All funding will be subject to a funding agreement to ensure that all outstanding fundraising has been secured before any funds are realised.

<b>Assessment of the application against the criteria for the fund:</b>
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27. 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.
28. The project scored a total 348 out of 500. The project scored particularly well on making a positive difference to people's lives and having long-term benefits. The YFS criteria is outlined below.

<b>YFS Criteria</b>	<b>Officer comment</b>
Is the project deliverable?	Yes <ul style="list-style-type: none"> <li>• Timescales are adequate.</li> <li>• There is a clear plan to manage and maintain the project.</li> </ul>

Is there additional help needed to run the project?	Yes <ul style="list-style-type: none"> <li>• Applicant has achieved additional funding towards the project which is evidenced in their application.</li> <li>• Structure allows for project to be managed and maintain, with additional volunteers available</li> </ul>
What are the long-term benefits?	<ul style="list-style-type: none"> <li>• Inclusive to wider community</li> </ul>
Does it make a positive difference to people's lives?	<ul style="list-style-type: none"> <li>• There is a clear need for an updated playground as the current playground is rundown and inaccessible.</li> <li>• There are several social housing residents currently without access to a garden.</li> </ul>
Has the environmental impact of the project been considered?	Yes <ul style="list-style-type: none"> <li>• The products use recycled plastic or are recyclable.</li> <li>• Planting trees and creating a gardening space will have a positive impact on the environment.</li> </ul>

### Expert Hub Review

Application documents	Reviewed by
Financial breakdown, cashflow, quotes	Finance & Commercial Finance 2 YFS officers
YFS application documents	2 YFS officers

29. **Finance** - The project has been reviewed financially and initial questions have been resolved. The applicant is funding £41.6k of the cost with a further £15k of CIL funding, with YFS requested to fund the remaining £84,962 (59% of the project cost). The delivery of the project appears to be adequately planned financially. The project should create a lasting asset that can be enjoyed by the community.

30. **Commercial** - The ongoing costs of the play park will continue to be managed by EPMC, financed from residents' service charges.

### Consultation

#### Summary of Support

33. Have your say, which featured the Gomer Road Play Park Renewal project, received 101 positive comments. The application has also benefited from 2 community-arranged events.

34. Letters of support have been received from the following organisations, groups and individuals:

- 2 resident emails
- Divisional Councillor, Richard Tear



35. The Divisional Councillor Richard Tear fully supports the application and has commented as follows:

*“This facility in my Division of Windlesham, Bagshot and Chobham that I represent at Surrey County Council is one that is highly valued and well used in the local community, in particular by families, on the Earlswood Park Estate.*

*It represents a resource for the whole of the local community that is showing signs of age and that the facilities are in need of renewal and updating.*

*Because of the status of this estate certain methods of funding are not available to support this but I am particularly keen to encourage my own organisation, Surrey County Council and others to do so.”*

### **Advisory Panel Comments**

36. The Advisory Panel reviewed the project via email and were supportive of the application. Queries were raised regarding:

- a. the value appearing high for a play park but it is in-line with other YFS funded playgrounds.
- b. The ownership structure.
- c. The accessibility of equipment

### **Risk Management and Implications:**

37. The applicant has provided an overview of risks against the project in Table 3 below. Officers consider there to be adequate control measures in place.

**Table 3. Summary Table of Risks and Key Mitigations**

<b>Risk description</b>	<b>RAG</b>	<b>Mitigation action/strategy</b>
Lack of usage once complete		EMPC have heavily consulted the community and allowed the community to shape the project.
Negative impact on the environment		The use of natural materials, planting of trees and providing a gardening space supports EMPC’s environmental responsibilities.

### **What Happens Next:**

- Following review by the advisory panel, a Decision Report incorporating their views will be produced for consideration by the Executive Director in consultation with the Cabinet Member for Customer and Communities
- Following approval of the funding, a notice of the records of decisions taken 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.

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**Annexes**

**Annex 1:** Existing play equipment

**Annex 2:** Proposed Gomer Play Park

**Annex 3:** Project location

## Annexes

### Annex 1: Existing play equipment.



### Annex 2: Proposed Gomer Play Park

## Gomer Road

### It's your Place

**80+** Children can Play

**60+** Play Values

**9** New Play Items

The existing Goal Area will be enhanced with a new Goal End, Ball Game and exciting thermoplastic graphics. These will encourage older visitors to challenge their friends.

Linking the Two Wetpour areas to the existing pathway as well as the addition of the Permeable Pathway creates an all weather accessible space.

Origin Play Equipment (Robinia) has been proposed to provide a natural looking space.

Green and brown Wetpour graphics add a natural aesthetic.

Entering from the Easterly entrance you will be greeted by the tallest Sunflower you've ever seen! There are questions and activities as you make your way up the stalk to the big flower.

A curved mound around the Accessible Picnic table provides an informal balancing and seating space.

The free space in the grassed areas could be used for informal picnics.

A variety of different play opportunities for all ages can be found throughout the space.

Two new Large Sleeper Planters next to the Permeable Pathway will be installed (empty). The suggested space for community planting encourages children and adults alike to come together and create their own garden.

If you come in from the Westerly entrance you will be greeted by an activity Caterpillar graphic, will you HOP, SKIP or JUMP your way to the end?

This drawing is an artistic representation of the proposed site and shows the approximate scale and positions of our play items. Refer to the layout plan for exact equipment location & surfacing. \*on metal posts, frames, poles, HPL, HDPE panels and decks. \*\*100% recycled plastic content. Small: 100kg, 1000mm x 1000mm. Large: 200kg, 2000mm x 2000mm. © Proludic 2023. All rights reserved.



**Annex 3: Project location**

