

Notice of Meeting

Leader Decisions



SURREY
COUNTY COUNCIL

Date & time

Thursday, 14
November 2013 at
3.30 pm

Place

Room 107 - County
Hall, Kingston-upon-
Thames, Surrey, KT1
2DN

Contact

Anne Gowing
Room 122, County Hall
Tel 020 8541 9122

Chief Executive

David McNulty

anne.gowing@surreycc.gov.uk

If you would like a copy of this agenda or the attached papers in another format, eg large print or braille, or another language please either call 020 8541 9122, write to Democratic Services, Room 122, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DN, Minicom 020 8541 8914, fax 020 8541 9009, or email anne.gowing@surreycc.gov.uk.

This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Anne Gowing on 020 8541 9122.

Leader

Mr David Hodge

AGENDA

1 DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary interests from Members in respect of any item to be considered at the meeting.

2 PROCEDURAL MATTERS

2a Members' Questions

The deadline for Member's questions is 12pm four working days before the meeting (8 November 2013).

2b Public Questions

The deadline for public questions is seven days before the meeting (7 November 2013).

2c Petitions

The deadline for petitions was 14 days before the meeting, and no petitions have been received.

3 COMMUNITY IMPROVEMENTS FUND - PANEL RECOMMENDATIONS (Pages 1 - 16)

To consider the recommendation of the Community Improvements Panel following a site visit to The Woodlands Trust – Marden Park, on Tuesday 8 October.

David McNulty
Chief Executive

Published: Monday, 4 November 2013

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SURREY COUNTY COUNCIL

LEADER

DATE: 14 NOVEMBER 2013

LEAD OFFICER: JANE LAST, PROGRAMME MANAGER AND LEAD MANAGER FOR COMMUNITY SAFETY AND PARTNERSHIP

SUBJECT: COMMUNITY IMPROVEMENTS FUND – PANEL RECOMMENDATIONS



SUMMARY OF ISSUE:

To consider the recommendation of the Community Improvements Panel following a site visit to The Woodland Trust – Marden Park on Tuesday 8 October 2013 and agree that the Woodland Trust receive funding from the Community Improvements Fund.

RECOMMENDATIONS:

It is recommended that the Leader of the Council approves the proposed grant funding of £17,000 to The Woodland Trust from the Community Improvements Fund Budget as set out in Annex 3.

REASON FOR RECOMMENDATIONS:

Approval of the proposed grant funding will enable the Community Partnerships Team to progress with facilitating the payments relating to the Community Improvements Fund.

DETAILS:

Business Case

1. On 12 February 2013, an increased Community Improvements Fund of £1 million for 2013/14 was announced for further investment in local projects, making a real difference to people's lives and help residents independently enhance where they live.
2. Bids for between £10,000 and £50,000 were invited for one-off capital schemes for community improvements (in exceptional circumstances bids for start-up revenue projects would be considered) between 1 April and 28 June 2013.
3. A total of 94 bids were submitted via the Community Partnerships Team and considered by a Community Improvements Panel consisting of Nick Skellett (Panel Lead), Pat Frost, Peter Hickman and Fiona White.
4. The Panel considered all bids submitted against the evaluation criteria outlined in Annex 1 and made recommendations for funding to the Leader.
5. At the Leader Decision meeting on 11 September 2013, the recommendations from the Panel were approved with the exception of The Woodlands Trust bid (Annex 2). The Leader requested additional information relating to the project be

submitted to the Community Partnership Team and a site visit to the project be arranged prior to the approval of any funds being released.

6. The Lead Member on the Member Advisory Panel (Nick Skellett) and the Community Partnerships Manager accompanied by the Divisional member for Caterham Valley Mrs Sally Marks attended a site visit to Marden Park on the morning of Tuesday 8 October 2013 arranged by the Woodland Trust.
7. The visit confirmed that Marden Park was a much valued local asset, accessible to all, which is widely used by a large cross section of the local community for educational and recreational purposes.
8. The Woodland Trust representatives were able to demonstrate the importance of Marden Park as a site in relation to bio diversity and habitat protection. The visit highlighted the importance of the Woodlands Trust bid to the site as this project will further enhance access to and awareness of this Woodland habitat for the benefit of all residents through the provision of waymarked routes and an enhanced car park.
9. The outcomes of the site visit were considered by members of the Community Improvements Fund advisory panel on the afternoon of Tuesday 8 October, where the Panel recommended that £17,000 be awarded to The Woodlands Trust for the capital elements of the project which most closely met the criteria of this specific fund, this included car park re-grading, French drain, signs, posts and interpretation boards as set out in Annex 3.
10. Additional comments were sought from the Divisional member for Caterham Valley Mrs Sally Marks, who has confirmed support for the project.

Background

11. In December 2011, the Leader of Surrey County Council announced the introduction of a Community Improvements Fund of £750,000 to be allocated to community projects in Surrey in 2012/13.
12. The aim of the fund was to give local groups the chance to improve their areas, make a real difference to people's lives and strengthen the ability of residents to independently enhance where they live. In the first year of operation, the fund proved extremely popular with approximately 200 bids submitted and over 30 community groups successful in their applications.

<u>CONSULTATION:</u>

13. The Leader of the Council introduced the scheme, and Members appointed by the Leader sat on the Panel alongside the Assistant Chief Executive. The Community Partnerships Team liaised with applicants in developing their bids by providing guidance regarding the criteria.
14. Local Members and Local Committee Chairmen were consulted on the bids in their areas. Where bids had an implication on Surrey County Council services, officers within these services were asked to provide objective comments on the bids.

RISK MANAGEMENT AND IMPLICATIONS:

15. There are no identifiable negative risks attributed to the processing of the Fund. The Council needs to ensure that the payments are processed in a timely manner and for the projects approved. Each of the successful projects will be asked to report back on the outcomes of the funding within twelve months.

Financial and Value for Money Implications

16. The cost of funding the project identified within Annex 3 will be £17,000. There is £443,750 remaining in the Community Improvements Fund Budget for the 2013/14 financial year. This proposal is within the agreed revenue budget. The Panel will be making recommendations on the second round of bidding for decision early in the New Year.

Section 151 Officer Commentary

17. The Section 151 Officer confirms that all material, financial and business issues and risks have been considered / addressed.

Legal Implications – Monitoring Officer

18. The Scheme of Delegation includes reference to the Fund and authority has been allocated to the Community Partnerships Manager to process the approved funding. There are no further legal or legislative requirements relating to this Fund.
19. These grants are being made by the Council in accordance with its general powers of competence under Section 1 of the Localism Act 2011, under which it is empowered to do anything that individuals generally do and this includes the power to do things for the benefit of persons resident or present in its area.

Equalities and Diversity

20. The Fund is open to groups (not individuals) who are applying on behalf of the community, but is not restricted to any specific groupings within the county.
21. The Community Partnership Team is currently reviewing progress of all projects successful in securing funding in 2012/13. As part of that review the Community Partnership Team will request feedback from applicants on how they felt the funding process worked to identify better methods of communicating with hard to reach groups.
22. An Equality Impact Assessment has been carried out on criteria and process for applying for this Fund. It is available online for viewing.

WHAT HAPPENS NEXT:

23. The applicant will be informed whether they have been successful and if so what course of action they need to undertake to receive the funding that has been allocated.

24. Successful applicants will be asked to provide evidence within 12 months of expenditure and the achievement of the outcomes set out within the bid form. This will then be included in a future report for the Leader.
 25. Information on successful bidders are included on the Council's website – www.surreycc.gov.uk/communityimprovementsfund.
 26. A further report will be brought to the Leaders Decision Making Meeting in January 2014 on the Community Improvements Fund following the closing of the second round of funding bids on 24 October 2013.
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Contact Officer:

James Painter, Community Partnerships Manager
Tel: 01372 832539 Email: james.painter@surreycc.gov.uk

Consulted:

Nick Skellett (Panel Lead), Pat Frost, Fiona White and Peter Hickman, Susie Kemp (Panel Members).

Service Officers where appropriate, and other agencies where appropriate.

Annexes:

Annex 1 - Criteria and Guidance for Community Improvements Fund

Annex 2 – Woodland Trust application

Annex 3 - Community Improvements Fund Panel Recommendations Woodland Trust

Sources/background papers:

- Community Improvement Fund Application Form
- Community Improvement Fund Criteria and Guidance
- Community Improvement Fund Assessment summary documents

Criteria and Guidance

1. Criteria

The project should help across the three following criteria:

- **Improving community facilities:** enhancing the look and feel of Surrey, including improvements to local facilities or the convenience, appearance or safety of community spaces or venues;
- **Making a real difference to people's lives;** including promoting public health and wellbeing (e.g. community allotments) and;
- **Encouraging self-reliance:** supporting communities to take responsibility for local issues including increasing volunteering among residents, businesses and the public or voluntary sector.

N.B. If the bid doesn't meet at least one of the criteria, the bid will not be considered

2. In addition to how your project meets the criteria above, your application will be assessed against the following requirements:

- Evidence of community involvement in the development of the bid, and the ongoing community involvement in the project;
- Details of clear timescales, baseline position, costings and intended outcomes (with measures);
- How the project will provide a legacy for the community;
- Evidence of additional resources (people or money) available from partners to complement any county council resource;
- Evidence of-how funding will be sustained beyond the initial funding period;
- How the project is consistent with the best practice principles of the Surrey Compact (where working with Voluntary, Community and Faith groups);
- How the project is consistent with county council policies;
- Successful bids will be asked to produce a final report showing the success of the project, how they have worked with the community and how the money has been spent.

3. Monitoring and Evaluation

The Council will ask for successful applicants to report back on:

- How the money was spent and the impacts / outcomes of the project;
- The Community Engagement through the project and ongoing, if applicable;
- Statements of accounts, and any remaining balances held;
- As funding is public money, successful applicants may be asked to provide additional information for audit purposes.

4. Restrictions

The Community Improvements Fund may:

- NOT be used to support political organisations or individuals;
- NOT be used to cover ongoing revenue costs, including salaries;
- NOT be used to replace withdrawn funding for existing projects;
- NOT be used for projects opposed to County Council Policy or taking sides in a planning application;
- NOT to be used for costs wholly or mainly incurred for the delivery of the national curriculum as this is already resourced on a formula basis by the Council;
- NOT be used by local authorities or private companies to achieve their statutory obligations;
- NOT NORMALLY be used to supplement existing funding available from the County Council towards a project.

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Leader's Initiative: Community Improvements Fund

Please answer questions below	
Organisation details:	Help Notes
Q1 Name of organisation: The Woodland Trust	This is the name of the organisation responsible for carrying out the project.
Q2 Status of this organisation: Voluntary <input checked="" type="checkbox"/> Local authority <input type="checkbox"/> Private <input type="checkbox"/>	
Your details:	
Q3 Contact person Name: Role in project: Address Line 1: The Woodland Trust Address Line 2: Town: County: Post code: Telephone: E-mail:	Full name, role and contact details of the lead person for your project
Applicant's Signature: (Not required when submitting this form electronically)	
What are you seeking funding for:	
Q4 Project title Introducing Marden Park	Full title of the specific project
Q5 Description of the project	
a) What will be done? The aim of this project is to deliver access and biodiversity improvements to Marden Park, a special place and a site of special scientific interest. The project aims are to encourage more visitors, from the local community to go to the wood, enjoy its quiet ambiance, coming away with a better understanding of the area. We understand the need to provide open space for people to visit, where they feel safe and can feel free to let off steam and have fun, which has also been found to improve both mental and physical health. The Project will provide that safe environment by giving people the confidence to visit by good signage and interpretation, coupled with "come and see" events. A circular route will be clearly marked and there will be improvements to help navigation around the site for those that are not so experienced in countryside activities. The events we run will promote the area, to encourage its future use and provide materials for people to enhance their visits. To increase the biodiversity value of the SSSI chalk grassland we will be extending the grazing on the site, an activity that is important in the management of this special habitat.	a) The work involved to achieve the aims of the project

<p>b) Which borough/district area will benefit from the project? Tandridge</p>	<p>b) In which of the eleven Surrey borough/districts areas will your project be?</p>
<p>c) What outcomes will be achieved / sought? We expect increased visitors from the local community including all age groups. We expect to gain more volunteers for the site, increasing the current membership of the local community volunteer group making them more sustainable. Increasing protection and management of the special chalk grassland habitat.</p>	<p>c) Objectives for the project and how they will be sought</p>
<p>d) How does the application meet the following key criteria for this fund?</p> <ul style="list-style-type: none"> • Improving Community Facilities • Making a real difference to people's lives • Encouraging self reliance • Improving Community Facilities <p>Marden Park is visited and loved by many of the local residents it is accessible to all, but not as widely used as we would like. After a recent consultation event, ideas were put to the community enabling us to listen to their view, to see what they would like. Some of the qualitative answers to the questionnaire spoke of ideas for children's activities, improving and enlarging car parks, waymarked routes to encourage safer and more confident use of the woodland, providing interpretation and distributing leaflets about the woods. They were also concerned with improving the chalk grassland which is a really special habitat for this area. We have listened to these ideas and incorporated them into our improvement project. We always try and take on board local people's views for all our projects as they are the ones that ultimately benefit from any improvements. This also gives a buy in making the project much more sustainable</p> <ul style="list-style-type: none"> • Making a real difference to people's lives <p>Woodlands and open spaces are recognised as places that can improve people's lives. This can be just giving space to people in their busy lives to go somewhere quiet, to walk the dog, or just to reflect on their day. We have found, working with groups of dementia sufferers, positive benefits from outside places. Evidence shows that access to green space does benefit these groups, and this quote <i>"Evidence...supports what many feel instinctively: regular opportunities to experience nature have positive impacts on mental and physical health, learning and relationships between neighbours. Nature can benefit us at all stages in our lives"</i> (Department for Environment, Food and Rural Affairs) clearly describes the importance of places like Marden Park that have full access for all at whatever level they require. The importance of safe and well advertised facilities giving people the confidence to visit does provide the choices for people of where and how far they can safely go and enjoy quiet outdoor recreation. The Woodland Trust believes that everyone should have access to places like this within 500 metres of their front door.</p> <p>We have a small group of committed volunteers at Marden Park who also gain a great deal of satisfaction in being</p>	<p>d) Demonstrate how the project meets the criteria for the fund</p>

involved in direct volunteering work in the woodland. We would like to see this extended and expect our programme of community events will draw more people into the woodland family to offer their services to creating this very special place.

- Encouraging self reliance

Volunteering opportunities created by this project will encourage people into realising their potential. We expect that the schools and family projects with the memories project will awaken lost and forgotten experiences within the community to this special place, spreading an understanding in the community how important and special Marden Park has been over the years. We have seen really incredible impacts of engagement with community and also working partnerships with organisations like Dementia Adventure that use our resource to give better lives for these clients and teaching children, a lost generation as far as outside and informal play is concerned, to better love their environment allowing them to pass this on to their children creating, a lasting legacy for Marden Park in particular and also our other woodlands in Surrey. Our events will help re-teach this connection to the outdoors and encourage repeat visits from the local stakeholders.

Our volunteers work really hard and gain a great deal from being involved. We value this input but it also gives them a sense of belonging. Well supported volunteers are really important to us and the Woodland Trust does have a dedicated volunteer team to ensure that they are helped through support training and networking.

<p>e) What is the evidence for the need for the project and how this has been assessed?</p> <p>This has come from a consultation exercise and questionnaire to users of the site and the local community. There has also been informal contact between the site manager and the volunteer group. We have the results from the consultation if required.</p>	<p>e) Identify, evidence and assess the need for the project</p>
<p>f) How will you monitor and evaluate achievement of the outcomes of the project? The biodiversity aspect of the project will be monitored by the site manager to ensure there is an increasing area of chalk grassland</p> <p>The community elements of the project's success will be measured by attendance at the events, repeat visits from schools, feedback questionnaires from each event. These are important to us as we critically analyses these to ensure we learn from our experiences. The memories project will be seen as a success by the material this produces from local people. We have experience of delivering this type of project at another wood, Joydens Wood, and it was really well received We will be working alongside the local history group to deliver this.</p>	<p>f) Demonstrate how the outcomes of the project will be measured and monitored to include the reporting method to SCC.</p>
<p>g) How will you ensure that the project is fully accessible to this community? All Woodland Trust's woods are open to the community 365 days of the year, 24 hours a day and completely free of charge. We do not have any restriction</p>	<p>g) Methods you will use so that all members of your 'community' benefit from this project</p>

<p>on quiet walking and recreation. We will limit access by horse riders and cyclists to appropriate routes.</p>	
<p>h) Do you have the landowners consent for the project? The land is owned by the applicant</p>	<p>h) The consent of the landowner should be sought before submitting your bid please detail. Who owns the premises/land and are the premises freehold or lease hold?</p>
<p>i) Do you have all the relevant permissions for the proposed project in place? Yes</p>	<p>i) If you need planning permission or other approvals please identify them here, and whether they have been gained.</p>
<p>j) Where expenditure is for the maintenance or repair of a non Surrey County Council building, do you envisage that the building will remain in use for the foreseeable future. The Trust manages woodland sites all over the country. It is one of our aims to provide green open space for the use of all members of the public whether or not they are a member of the charity. This will be the case for as long as the charity operates. We underdsatnd the importance of having open space free for the public to visit. We set annual budgets for general upkeep and maintenance which will be used at Marden Park once the funded elements of the project are delivered.</p>	<p>j) (if applicable) confirmation that you expect a building to continue to be used in the foreseeable future</p>
<p>Q6 What has been, and what will be the ongoing citizen and community involvement in the project? We already have a strong group of local volunteers who provide us with help in the looking after of the woodland. Some will visit on a day to day basis to ensure there are no safety issues and also carryout conservation tasks within their ability to improve the exisiting habitats and keep the paths clear and tidy for visitors. They work closely with the Site Manager and follow the Management plan. Before approaching the Council we had a community consultation where we asked for comments on our proposals. The comments we received were positive with these results: Improving access with better signage for all users 67% Running family events 59% Providing new interpretation 67% Increasing area of grazed chalk grassland 75% with this evidence we have decided to raise the necessary funds to make this happen. We have also carried out a local appeal asking for finacial help from the community who will benefit from the improvements. So far this has raised £6,300 establishing a strong support for the project. Going forward we expect community involvement will grow with more members for the local volunteers in all roles including local speakers for Marden Park to spread the work whilst undertaking talks for the Woodland Trust to local organisations</p>	<p>Please evidence how the community has been, and will be involved in the proposed project</p>

<p>Q7 What will be the legacy for the community? Marden Park will be a place people will want to visit well into the future as new generations of families are introduced to this stunning place. It will be easy to get around and information will be freely available to make every visit special. It will be a place where residents can feel safe to roam and exercise or spend time to reflect. The Trust understands the importance for people's health to have quiet and safe places to visit close to where they live especially with society become evermore stressful. we are able to provide this facility for people to enjoy without charge.</p>	<p>Please specify how this project will provide a legacy for the community.</p>
<p>Q8 Please provide clear timescales for the project, including: a) When will the project be: started: June 2014 completed: September 2015 b) Will the project be completed within 12 months of approval of funding? No</p>	<p>The dates you expect your project to begin and be finished.</p>
<p>Q9 Name of local County Councillor David Hodge</p>	
<p>Financial Questions</p>	
<p>Q10 When will you need the funds? Project will start its delivery phase in June 2014, if we are successful, the funding can be supplied in a phased manner as the appropriate activity is completed during the life of the project. We will have a dedicated project team that will handle these transaction and who ensure works are carried out to the timetable.</p>	<p>The date by which you will require the funds.</p>
<p>Q11 Please provide costings for the project, including any estimate/breakdown of costs. Please see the budget at the end of the form</p>	<p>The total amount of money the project will cost with a breakdown of the costings.</p>
<p>Q12 Is this one phase of a larger project? If so please provide a brief summary of the project. Not applicable</p>	<p>If this is part of a bigger project – please identify how this fits into the project</p>
<p>Q13 How much of the total cost would you like from Community Improvements Fund Please include estimate/breakdown of this part. £37,140 The cost breakdown is in the budget at the end of the form.</p>	<p>The amount of funding you would like with a breakdown of these costs. If you have a quote, please attach it to the form</p>
<p>Q14 a) Where is the rest coming from? We have already received £6,300 as part of a successful local appeal to site users members and supporters. We are applying to the landfill communities fund specifically for the Biodiversity element of the project. We should hear if we are successful within 6 months, due to the long lead in times required for these applications. b) Is it promised already, or still to be found? The £6,300 is already allocated to the project The biodiversity element of the project is still to be found</p>	<p>The names of the sources from where you are obtaining the rest of the costs for the project</p>
<p>Q15 Evidence of additional resources (financial or other) As Q14 plus hours spent on the project by the community group</p>	<p>Please evidence what additional resources have been identified from the community or other sources toward this project?</p>

<p>Q16 Have you applied for or are you in receipt of any grant or contract funding from Surrey County Council? Please give details: No</p>	<p>Details of other departments in Surrey County Council you have applied to for funding, how much you have received and when would the funding cease.</p>
<p>Q17 If this project will need funding in future, how will the costs be met? (Costs may be include e.g. maintenance, replenishment, breakdown, repair, support) The Woodland Trust has a responsibility to ensure its woodlands are safe and cared for on a day to day basis This is made possible through its general income from unrestricted donations into the Trust. We employ a site manager who is responsible to manage contractors to ensure the site remains a safe environment for visitors. This will continue when the funded peoject element is delivered ensuring a continuity of management into the future. Volunteers will also be encouraged to continue with their good works which helps with the upkeep of the site. We hope this could be increased during recruitment of more volunteers during the project phase. Throughout the country we are manageing over 1,000 woodland areas and have a clear understanding of our duty of care.</p>	<p>Information on how you intend to fund and/or maintain your project in the future.</p>

NB If your bid is successful; you will need a bank account in the name of your organisation. Any queries please contact the Community Partnerships Team via your Community Partnership & Committee Officer (details included on the attached cover sheet). Please return the form to your Community Partnership & Committee Officer

For official use

Date received		Amount to be funded	£
Date of Panel		Date of notification of decision	
Panel decision	Fund / Fund in part / Reject		

Question 11 Please provide costings for the project, including any estimate/breakdown of costs
Budget

Item description	Quantity	Cost	Surrey CC	Other funding
Fencing around the new area of grazed chalk grassland	1100m	£5,000		£5,000
Pedestrian and management gates	9 + 2	£3,500		£3,500
Connecting the two areas together through scrub woodland	Approx. 300m	£4,000		£4,000
Creating of diversion path around the new grassland area	Approx. 250m	£1,000		£1,000
Installing water troughs for livestock	-	£4,200		£4,200
Re-grading the car park	-	£4,000	£4,000	
Installing French drain on main path from car park	Approx. 50m	£1,000	£1,000	
Installing waymarker posts to create a circular route	35	£3,500	£3,500	

Creating finger posts to improve navigation around the site highlight key areas	3	£2,500	£2,500	
New leaflet	-	£700	£700	
Interpretation boards at main entrances	4	£5,000	£5,000	
No cycling/horse riding signs	10	£1,000	£1,000	
Family events	6 (3 each year)	£3,600	£3,600	
Discovery Week	1	£4,200	£4,200	
Bushcraft events	4 (2 each year)	£2,880	£2,880	
Grazing event – general public can meet the grazing animals and talk to the graziers	1	£480	£480	
Recruitment, training, equipment and expenses for volunteer speakers	-	£1,440	£1,440	
Memories project	-	£6,000	£6,000	
Visitor survey at end of the project	1	£840	£840	
Total		£54,840	£37,140	£17,700

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Community Group	Project	Amount of funding requested	Amount of funding allocated	Conditions on recommended approval
The Woodland Trust	Introducing Marden Park – to deliver access and biodiversity improvements to Marden park	£37,000	£17,000	1) Funding to be utilised toward identified capital items: <ol style="list-style-type: none"> 1. Re-grading the car park - £4,000 2. Installing French drain on main path from car park - £1,000 3. Installing waymarker posts to create a circular route - £3,500 4. Creating finger posts to improve navigation around the site - £2,500 5. Interpretation boards at main entrances - £5,000 6. No cycling/horse riding signs - £1,000
Total		£37,000	£17,000	

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