

Notice of Meeting

Leader Decisions

**Date & time**

Thursday, 16
January 2014 at
3.00 pm

Place

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

Contact

Anne Gowing
Room 122, County Hall
Tel 020 8541 9122

Chief Executive

David McNulty

anne.gowing@surreycc.gov.uk

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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 (10 January 2014).

2b Public Questions

The deadline for public questions is seven days before the meeting (9 January 2014).

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 - 12)

To consider the recommendations of the Community Improvements Panel (9 December 2013) and agree which projects will be funded from the Community Improvements Fund.

David McNulty
Chief Executive

Published: Wednesday, 8 January 2014

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SURREY COUNTY COUNCIL**LEADER****DATE: 16 JANUARY 2014****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 recommendations of the Community Improvements Panel (9 December 2013) and agree which projects will be funded from the Community Improvements Fund.

RECOMMENDATIONS:

It is recommended that the Leader of the Council approves the proposed grant funding set out in Annex 2 from the Community Improvements Fund Budget, and notes the position of the applications agreed within the previous meetings held on 11 September and 14 November 2013.

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 helping 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).
3. During the first round, which invited bids from 1 April until 28 June 2013, a total of 94 bids were submitted. Seventeen of these bids were approved at the Leader Decision meetings on 11 September and 14 November 2013.
4. The second round of bidding to the Community Improvements Fund for 2013/14 opened on 29 June and closed on 24 October 2013. During this period, a total of 90 bids were received from across the county totalling requests for £2,829,194 of funding.

5. Bids to the Fund were submitted via the Community Partnerships Team and considered by a Community Improvements Panel consisting of Members supported by officers. Member representatives on the Panel are Mr Nick Skellett (Panel Lead), Mrs Pat Frost, Mr Peter Hickman and Mrs Fiona White. The Panel considered all bids submitted against the evaluation criteria outlined in Annex 1. Following the evaluation, which included site visits where appropriate, the Panel met on 9 December 2013 to form their recommendations to the Leader. These recommendations, along with recommended conditions for the funding, are set out in Annex 2. There are 15 recommended projects, which total £443,750.

Update on the bids agreed in September and November 2013

6. In September, 16 bids to the Community Improvements Fund were agreed for a total of £562,750, and a further bid was approved for £17,000 in November. Of these 17 bids, payment has been made to six organisations and funding agreement forms have been sent to three organisations. When these are returned, funds will be released. The conditions set for eight of the bids, which include relevant planning permission and remaining funding being in place, have yet to be met. Officers are in contact with these organisations on a regular basis to review progress against the conditions and will release the remaining funding as soon as the conditions are satisfied.

Background

7. 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.
8. 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.

CONSULTATION:

9. All bids submitted have been considered by the Community Improvement Panel. The Community Partnerships Team liaised with applicants in developing their bids by providing guidance regarding the criteria.
10. 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:

11. 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 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

12. The cost of funding the projects identified within Annex 2 will be £443,750. There is £443,750 of unallocated funding remaining in the Community Improvements Fund Budget for the 2013/14 financial year. This proposal is within the agreed revenue budget.
13. Given the requirement for grant recipients to meet specified conditions before funding is released, it is likely that a proportion of the allocated funding will not be paid within the current financial year. This will be requested as a budget carry forward into 2014/15 in order to meet the committed funding.

Section 151 Officer Commentary

14. The Section 151 Officer's representative has considered all applications listed in Annex 2 and has attended meetings with the advisory panel to provide objective financial advice in relation to the proposed projects.
15. The Section 151 Officer confirms that all material, financial and business issues and risks have been considered / addressed.

Legal Implications – Monitoring Officer

16. 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.
17. 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

18. 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.
19. 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.
20. An Equality Impact Assessment has been carried out on criteria and process for applying for this Fund. It is available to view on the council's website.

WHAT HAPPENS NEXT:

21. Applicants 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. This will include asking successful applicants to provide a copy of relevant quotes, where these have not been provided as part of the application. Where bidders have been unsuccessful, then they will also be informed of the decision, and will be offered feedback on their application.

22. Each of the 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.
23. Information on successful bids are included on the Council's website – www.surreycc.gov.uk/communityimprovementsfund.
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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 – Community Improvements Fund Panel Recommendations

Sources/background papers:

- Community Improvement Fund Application Forms
- 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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Community Group	Project	Amount of funding requested	Amount of funding allocated	Conditions on recommended approval
17 th Reigate Scout Group	<p>Building for the Future - to build a new scout hall</p> <p>To add a first floor to an existing building on the premises owned by St Joseph's Church, which will become the new scout hut.</p>	£47,760	£47,760	No additional conditions
A2 Dominion Group	<p>The Big Garden Project</p> <p>To work with staff, volunteers and residents to re-design and develop landscaped 'Sensory Gardens' at the following Sheltered Housing Schemes:</p> <ul style="list-style-type: none"> • Chestnut Court, Stanwell • Beechwood Court, Sunbury • Broomfield, Staines <p>The funding would provide the equipment needed for this work to be carried out.</p>	£15,500	£12,000	To be spent on the capital items of the project only
Betchworth Parish Council	<p>Betchworth Jubilee Pavilion</p> <p>To construct an open sided oak framed shelter in the Parish burial ground/allotments for use by the community.</p>	£9,351	£9,351	No additional conditions

Trustees of Chaldon Village Hall	Chaldon Village Hall Improvements To provide an improved access and reception area and upgrade the toilet facilities at the village hall.	£50,000	£30,000	The funds only to be released once all other monies are in place and the project is ready to proceed.
Chobham Recreation Ground Charitable Trust	Chobham Children's Playground renovation To replace four major items of play apparatus with associated safety surfacing. At least one of the items will be aimed at older children.	£44,400	£25,000	1) The funds only to be released once all other monies are in place and the project is ready to proceed. 2) A formal tender process is carried out to obtain best value and a copy of the quotes are provided.
Egham Museum	Renovating a Centre for Life-Long Community Learning To renovate and refit Egham Museum and to renovate the entrance and main corridor of the Literary Institute. This will include new display cabinets, shelving, furniture, improved lighting, new security door, new monitors and redecoration.	£41,800	£41,800	Funding agreed subject to: 1) A signed lease being in place. 2) Confirmation that all outstanding critical repairs to the building have been completed. 3) The museum confirm and accept guaranteed museum public opening arrangements for the next 2 years. 4) The Museum to confirm that they will fully comply with all fire and safety regulations after refurbishment in view of their plan to increase the number of visitors and make the Museum more amenable for research and visits by school children
Guildford City Youth Project	Dressing Rooms for Sutherland Park	£12,000	£7,000	No additional conditions

	To construct new dressing rooms that will be used by the Youth Project.			
Lloyd Hall Management Committee	Rebuilding of the Lloyd Hall To rebuild a new community hall in Outwood.	£50,000	£40,000	The funds only to be released once all other monies are in place and the project is ready to proceed.
Runnymede Foodbank	Runnymede Foodbank access lift To provide a platform lift to carry both goods and people to the first floor of a coffee shop in Chertsey where the foodbank will use the space as a warehouse for storing food, an office and will also open for one session a week allowing local residents in crisis to access the service.	£18,472	£18,472	The funds only to be released once: 1) The lease has been signed by The Community Life Trust allowing Runnymede Foodbank free use of the space. 2) The relevant planning permissions for change of use are in place.
Skaterham (CR3) Youth Project	Making Safe To replace the old lighting with LED lights, to replace the CCTV system and update the Fire Protection system.	£26,300	£26,300	No additional conditions
St Annes Catholic Primary School	Multi Use Games Area – school and community facility at St Anne’s School To provide an all weather sports	£48,000	£48,000	1) Funding only to be released once the relevant planning permission is in place. 2) That there is a clear binding agreement by the school to opening up the MUGA to the community and that a

	surface for use by the school and community on an unused piece of land at the school.			user friendly booking system for 12 months of the year is set up to the satisfaction of the Community Partnerships Manager in consultation with the Community Improvements Panel. 3) That the drainage works on the field are carried out in advance of any works taking place.
St Clare's Church (C of E) Parish of Westborough	St Clare's Hall: improvements towards sustaining community use To improve the heating system and insulation, improve the kitchen facilities, renew some aging fixtures, fittings and furniture and improve the general appearance of the community facility.	£29,810	£29,810	No additional conditions
St Mary Oatlands Church Community Centre	Upgrade of facilities for two community halls. Works to be undertaken include a new entrance porch, refurbished toilet facilities, refurbished kitchen and a new office.	£44,000	£43,703	No additional conditions
Tatsfield Community Composting Scheme under the auspices of Tatsfield Horticultural Society	Expansion of the Community Composting Scheme. To purchase a more powerful shredder for the composting	£14,554	£14,554	No additional conditions

	scheme.			
Woking Borough Council in partnership with Horsell Common Preservation Society	<p>Muslim Burial Ground – Community</p> <p>To create a community memorial garden at the site, which is the second phase of the project. The Muslim Burial Ground was built in 1917 for the burial of Muslim Soldiers (who have since been reinterred at Brookwood Military Cemetery). Phase one of the project has been to repair and renovate the historic structure, which is a grade II listed building and a registered war memorial. The community garden will have open access to members of the public, as well as being a destination for educational visits.</p>	£50,000	£50,000	The funds only to be released once planning approval has been granted.

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