

Notice of Meeting

Leader Decisions

**Date & time**

Thursday, 29
October 2015 at
4.00 pm

Place

Mess Conference
Room, County Hall,
Kingston upon
Thames, Surrey KT1
2DN

Contact

Andrew Baird or Rianna
Hanford
Room 122, County Hall
Tel 020 8541 6709 or 020
8213 2662

Chief Executive

David McNulty

andrew.baird@surreycc.gov.uk or
rianna.hanford@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 andrew.baird@surreycc.gov.uk or rianna.hanford@surreycc.gov.uk.

This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Andrew Baird or Rianna Hanford on 020 8541 6709 or 020 8213 2662.

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.

Notes:

- In line with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, declarations may relate to the interest of the member, or the member's spouse or civil partner, or a person with whom the member is living as husband or wife, or a person with whom the member is living as if they were civil partners and the member is aware they have the interest.
- Members need only disclose interests not currently listed on the Register of Disclosable Pecuniary Interests.
- Members must notify the Monitoring Officer of any interests disclosed at the meeting so they may be added to the Register.
- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest.

2 PROCEDURAL MATTERS

2a Members' Questions

The deadline for Members' questions is 12pm four working days before the meeting (23 October 2015).

2b Public Questions

The deadline for public questions is seven days before the meeting (22 October 2015).

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
- 14)

To consider the recommendations of the Community Improvements Fund Panel (9 October 2015) and agree which projects will be funded from the Community Improvements Fund.

David McNulty
Chief Executive

Published: Wednesday, 21 October 2015

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SURREY COUNTY COUNCIL**LEADER****DATE: 29 OCTOBER 2015****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 Fund Panel (9 October 2015) and agree which projects will be funded from the Community Improvements Fund.

RECOMMENDATIONS:

It is recommended that the Leader of the Council:

- (i) approves the proposed grant funding set out in Annex 2 from the Community Improvements Fund Budget, and
- (ii) notes the position of the applications agreed within the previous budget 2014/15.

REASON FOR RECOMMENDATIONS:

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

DETAILS:

1. The aim of the Community Improvements Fund is 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. Bids are invited for one-off capital schemes for community improvements (in exceptional circumstances bids for start-up revenue projects are considered).
2. The Community Improvements Fund budget for 2015/16 is £500,000. One project agreed in 2014/15 is not proceeding, so the funds that had been allocated to the project have been added to this, to give a revised fund total for 2015/16 of £550,000.
3. For 2015/16 the decision was taken to accept bids in a single round. Bids were invited from April to July 2015 for amounts between £10,000 and £30,000. A total of 65 bids were submitted, totalling £1,507,182.
4. 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 Pat Frost (Panel Lead), Margaret Hicks, Peter Hickman and 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 October 2015 to form their recommendations to the Leader. These recommendations, along with recommended conditions for the funding, are set out in Annex 2. There are 27 recommended projects, which total £550,000.

Update on the bids agreed in 2014/15

5. In 2014/15, bids to the Community Improvements Fund were considered in one round, with a total of 23 recommended projects, which total £566,286. A summary of the progress on the bids is attached at Annex 3.
6. Of these 23 bids, 11 of the projects have been completed, and three of the projects have had payment and are in the process of completing the works. A total of £333,396 has been paid out to organisations, leaving £232,890 to be paid.
7. One of the organisations has met their conditions and has been sent a funding agreement form, which when 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.

CONSULTATION:

8. The Leader of the Council introduced the scheme, and Members appointed by the Leader sat on the Panel alongside the Community Partnerships Team Leader and the Senior Principal Accountant for Customers and Communities. The Community Partnerships Team liaised with applicants in developing their bids by providing guidance regarding the criteria.
9. 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:

10. 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 12 months.

Financial and Value for Money Implications

11. The cost of funding the projects identified within Annex 2 will be £550,000. This matches the amount available for the fund.
12. 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 2016/17 in order to meet the committed funding.
13. All of the bids are subject to the standard conditions i.e. all funding for the project being confirmed and receipt of three competitive quotes. Where the grant is funding one element within a larger project, the project commencement relates to

the element being funded, to be assessed by officers. Any additional conditions are included in Annex 2.

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. Where commentaries have been provided to the Panel, quoted shortfalls are based upon position subject to receipt of the Community Improvements Fund grant.

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 2014/15. 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 online for viewing.

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, 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.

Contact Officer:

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

Consulted:

Pat Frost (Panel Lead), Margaret Hicks, Peter Hickman and Fiona White.
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 must meet each of the specific criteria set out below:

- a) **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;
- b) **Wider community benefit:** Demonstrating how the project benefits, and is accessible, to the wider community;
- c) **Making a real difference to people's lives;** including promoting public health and wellbeing for children, families and older people; providing opportunities for people to come together as a community for example through community based clubs and youth activities; helping people to live and age well in Surrey by exploring and maximising their skills, their potential and their community connection; providing facilities that encourage physical activities for all ages.
- d) **Encouraging communities to take greater responsibility for local issues and encourage people to work together:** including increasing volunteering among residents, businesses and the public or voluntary sector; and working together to address issues affecting communities, such as the flooding that affected parts of Surrey during winter 2013/14, to enhance community resilience

In addition to how your project meets the criteria above, your application will be assessed against the following requirements (please refer to the application form for further details):

- Where possible, all relevant permissions should have been secured for the project prior to submission of application to the fund, Where this is not possible, a timetable showing when relevant permissions will be secured must be included. All permissions must be in place 12 months from date of the Leader's decision, or the decision on the award of funding will be reviewed.
- If the application relates to a property which is leasehold, the lease must have at least 5 years remaining from the date of the Leader's decision (however, this may need to be longer depending on the nature of the bid);
- Details of clear timescales, baseline position and intended outcomes (with measures).
- Evidence of additional resources (people or money) available from partners to complement any county council resource – applications requesting 100% of funding are unlikely to be awarded.
- 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.
- Whether the project supports an area of need within Surrey.
- How the project demonstrates value for money of use of public funds. Itemised estimates and/or quotations to be provided in support of application to the fund.
- Applicant must be responsible for the fabric of the building to which the application relates.

2. Supporting Information

The bids will be assessed according to the information that is included in the application for. The only additional information that may be helpful to attach are quotes and a statement of accounts. If these are not submitted with the application, they may be requested if the application is successful.

3. 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 by local authorities or private companies to achieve their statutory obligations
- NOT contravene any of the Council's agreed policies or priorities
- NOT be used to support projects which involve taking sides on a planning dispute or relate to matters in which the County Council is a statutory consultee
- NOT be used to fund planning applications or fees (it is recommended that applicants should have permissions in place, if this is not possible then information should be included on when this will be secured)
- NOT be used to pay for a consultant to make an application to the fund on the applicants behalf
- NOT be used for retrospective funding
- NOT be provided to private companies, private clubs or other membership organisations unless the wider community benefit/s of the project are clearly demonstrated
- NOT NORMALLY be used to supplement existing funding available from the County Council towards a project.

Community Group	Project	Amount of funding requested	Amount of funding recommended	Additional conditions on recommended approval
Princess Alice Hospice	Develop a man shed for those suffering with illness needing a place to come together	£10,000	£10,000	<ul style="list-style-type: none"> Subject to planning permission being granted
Mickleham Children's Playground Association	Replacing old playground equipment, fencing and surfacing	£20,000	£20,000	
St Mary's Church, East Moseley	Reordering of St Mary's Church building and car park to make safe for pedestrians	£20,000	£20,000	
Collingwood College	Replacement of the roof in the Barossa Gym for local community use	£21,572	£21,572	
Outwood Parish Council	Creation of a new play area in the grounds of the New Lloyd Hall	£15,000	£15,000	
Woking & Sam Beare Hospices	Creation of the Goldsworth Cafe tailored for residents and patients/visitors with terminal and life-limiting conditions	£30,000	£30,000	
Elstead Village Hall	Upgrade and safety works for kitchen for community groups to utilise	£15,000	£15,000	
Surrey Wildlife Trust	Building of a fit for purpose education centre at Nower Wood.	£30,000	£30,000	
1 st Chertsey Scouts	Support towards the rebuilding of the group headquarters	£30,000	£30,000	
Tilford Institute	Rebuild of the pavilion to a fit for purpose building	£30,000	£30,000	<ul style="list-style-type: none"> Subject to all the funding being in place before release of the funds, and confirmation of planning permission approval

Community Group	Project	Amount of funding requested	Amount of funding recommended	Additional conditions on recommended approval
Egham Cricket Club	Reprovide the roof for the cricket club house	£30,000	£30,000	
Maybury Centre Trust	Improvement of the toilet facilities and a multi-cultural community centre	£25,000	£25,000	<ul style="list-style-type: none"> • Funding up to £25,000 as required
Girlguiding South East	Providing a new building facility at Faurefold	£30,000	£30,000	
Woodlarks Centre	Provision of a shed and awning facilities for use by the community with dementia	£12,278	£5,000	
Epsom and Ewell Foodbank	Expansion of the current provision, funding towards the refurbishment of the current site	£30,000	£9,000	<ul style="list-style-type: none"> • Funding is towards improvements at the current site as identified in the bid
Albury Parish Council	Provision of a disabled toilet at Albury Memorial Library	£15,000	£5,000	
Woking Resident Operations Board	Creation of a garden play area in Knaphill	£30,000	£30,000	
Warlingham Methodist Church	Complete revisioning of the entrance area of the church to provide for disabled access	£25,000	£25,000	
Philip Southcote School	Creation of a community cafe	£20,000	£20,000	
Wisley and Pyrford Church	Refurbishment of the community halls at the centre	£17,000	£17,000	
Reigate United Reformed Church	Refurbishment of the community halls including flooring, heating and lighting	£26,570	£20,000	

Community Group	Project	Amount of funding requested	Amount of funding recommended	Additional conditions on recommended approval
Cranleigh Arts Centre	Repair of existing heating and installation of new air handling unit at centre auditorium	£19,667	£19,667	
Parochial Church Council of the Ecclesiastical Parish of St. Peter Woking	Toilet refurbishment and improved access	£25,000	£25,000	
Wey and Arun Canal	Build of a visitor centre and footpaths on the northern section of the Wey and Arun Canal in Shalford	£20,000	£20,000	<ul style="list-style-type: none"> Subject to confirmation of planning permission and BIFFA bid
Horley Town Council	Replacement of the skate park at Horley Recreation Ground	£30,000	£15,000	
Clockhouse Day Centre	Purchase of a minibus for community use in connection with the centre	£30,000	£27,761	<ul style="list-style-type: none"> Subject to confirmation that the balance of funding had been raised and that the publicity of the SCC logo on the vehicle to be taken from the project costs.
Whitebushes Village Hall	Replacement of the roof at the hall	£10,000	£5,000	

Totals	£617,087	£550,000
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Organisation	Project	Amount	Notes	Completed
Sunbury and Walton Sea Cadets	Creation of an enhanced multi-boating facility on the Thames, to increase youth activities in this area.	£30,000	The project has been delayed, consultation taking place on amendments to the project, with planning permission being submitted in December 2015 following consultation.	No
St Mark's Community Centre	Community centre improvements (parapets, guttering and roof repairs) for a vital community asset in an area of deprivation	£20,000	All preparatory work has been completed, and architect fees paid. The organisation is awaiting the start of works which is expected to be in the first half of November.	No
Epsom & Ewell Borough Council	Enhanced playground at Gatley Avenue	£30,000	Consultation has taken place. The Council is awaiting confirmation of contractor on dates, funding due to be paid out by January 2016	No
Guildford Cathedral	Provide disabled access through the North Porch and West End, upgrade the sound system and install an induction loop as part of the general Cathedral upgrade project.	£29,990	Funding agreement has been received now that Heritage Lottery Funding has been confirmed. Payment due to be made and project due to start soon.	No
Pyrford Village War Memorial Hall	Enhanced stage and community room area within a community asset	£30,000	The hall refurbishment is currently being finished off and the official opening of the Green Room is on Monday 19 October 2015	Yes
Cobham Village Hall	Boiler replacement and remedial acoustic works to ensure that a community asset continues.	£19,000	Boiler has been replaced and project completed. The acoustic works were outside the scope of the funding approval.	Yes
Godalming Lawn Tennis Club	Clubhouse redevelopment so that there are the needed resources to provide capacity for free community use (10 hours a week).	£30,000	Redevelopment has been completed and community use has been established.	Yes

Update on 2014/15 Approved Projects

Annex 3

Charlwood Pavilion	Provide an enhanced and fit for purpose pavilion as a sports and community hub.	£30,000	Organisation collecting 3 competitive quotes for the project.	No
St. Francis Church	Rewiring and relighting of St Frances Church building, to ensure the continuation of a fit for purpose community asset in an area of deprivation.	£23,296	Project recently completed. The lighting system that replaced the old one is very eco friendly, therefore the output is minimal compared to the old system.	Yes
Leatherhead Youth Project	Upgrading of the BFree Youth Cafe in Leatherhead to ensure it is fit for purpose as a commercial cafe as part of a thriving local enterprise.	£10,000	Cafe has been up and running for several months, due to celebrate 1 st year anniversary.	Yes
St. Luke's Church, Reigate	Replacement of current extension, with a two storey building to allow for the additional provision of a meeting room to be used by community groups	£30,000	Project near completion, due to be opened on 13 December 2015	No
1 st Byfleet Scouts	Creation of a new activity centre building for scout and community use	£30,000	Awaiting inventory of costs for the project before funding is transferred. This is due within the month.	No
Marwick Hall Management Committee	Upgrading of kitchen and associated works for the sole community facility in the locality to make it fit for purpose	£14,000	Kitchen works have been completed and funding has been gratefully received.	Yes
West End Parish Council	Enhanced playground in Benner Lane	£30,000	Playground complete and official opening held on 20 March 2015.	Yes
Holland Athletic Sports Club	Refurbishment of a running track and improved facilities at	£30,000	Funding was released in September.	No

	Mill Lane Athletics Track, Hurst Green, which would be open to all.			
Hambleton Village Shop Ltd	To develop an indoor cafe are for local community to meet	£30,000	The project was awarded in three steps. The first two steps had been completed. Awaiting three competitive quotes for the post office area refurbishment, once main work has been completed in December 2015	No
Spelthorne Borough Council	Creation of a natural play area in Orchard Meadow, Sunbury	£20,000	Further consultation has been carried out and is now subject to a planning application due to be resolved in the next couple of months.	No
Brockham Parish Council (Youth Council)	Creation of a new skatepark in Brockham, following a year long successful trial for this type of facility in this area.	£28,000	Awaiting the three quotes to move forward with the project.	No
All Saint's Church, New Haw	Replacement of flooring to ensure the community centre is fit for purpose.	£20,000	Flooring is in place and project has been completed. Good feedback from the applicant regarding the community use of the space	Yes
Waverley Borough Council	Creation of a new skatepark in Haslemere, as request by surveys in the locality.	£30,000	Stakepark is now in place and the picnic area is also in place.	Yes
Thursley Parish Council	Enhancement of a play area on Thursley Recreation Ground	£10,000	Playground is in place and being used.	Yes
St Paul's Church, Camberley	Kitchen upgrade to ensure fit for purpose community asset	£12,000	This project has been completed and they are having an official opening Saturday 17 October.	Yes
Windlesham Parish Council	Creation of a new pavilion as a community cohesion and information point for residents, at Lightwater Recreation Ground	£30,000	This project has been delayed due to a change at the Parish Council, this project is on track to be funded within the year.	No

Total paid out to date**£333,296**

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