

## Notice of Meeting

# Leader Decisions



**Date & time**  
Friday, 4 December  
2015 at 2.00 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 7609 or 020  
8213 2662

**Chief Executive**  
David McNulty

Andrew.baird@surreycc.gov.uk  
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**@SCCdemocracy**

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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 Andrew Baird or Rianna Hanford on 020 8541 7609 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 (30 November 2015).

#### **2b Public Questions**

The deadline for public questions is seven days before the meeting (27 November 2015).

#### **2c Petitions**

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

### **3 COMMUNITY IMPROVEMENTS FUND**

To consider further recommendations for projects to be funded through the Community Improvements Fund 2015-16.

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**David McNulty**  
**Chief Executive**

Published: Thursday, 26 November 2015

## **MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE**

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**SURREY COUNTY COUNCIL****LEADER****DATE: 4 DECEMBER 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 further recommendations for projects to be funded through the Community Improvements Fund 2015-16.

**RECOMMENDATIONS:**

It is recommended that the Leader of the Council approve the proposed grant funding set out in Table 1 and considers bids in Table 2 for funding from the Community Improvements Fund Budget.

**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 had not proceeded, 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.

5. The Panel's recommendations were put forward for consideration by the Leader of the Council on 29 October 2015, and the Leader approved 23 projects totalling £400,861 of the £550,000 budget.
6. There were three bids that required clarification on whether they were proceeding with the Surrey Community Building Grants Scheme before a decision could be made on whether to fund the project through the Community Improvements Fund.
7. Since the decision making meeting on 29 October, the Wisley and Pyrford Church has decided to withdraw its request for funding as the project had already gone ahead. Therefore the £17,000 that was allocated to the project is also available to be allocated. This means that £383,861 was allocated at the last meeting, with £166,139 remained to be allocated.

### **Surrey Community Building Grants Scheme update**

8. 1<sup>st</sup> Chertsey Scouts, building a new headquarters. The organisation has confirmed that they will not be proceeding with the Surrey Community Building Grants Scheme and therefore want to proceed with this funding stream. Therefore the recommendation is to proceed with funding this project.
9. Girlguiding South East, providing a new facility at Faurefold. The organisation has decided to withdraw from the Community Improvements Fund and carry on with the Surrey Community Buildings Grants Scheme.
10. Parochial Church Council of Ecclesiastical Parish of St. Peter Woking, toilet refurbishment and improved access. The organisation has decided to continue with the Surrey Community Building Grants Scheme, and therefore the recommendation is not to continue with this project.
11. With the projects that were funded at the meeting on 29 October, and with this recommendation above for the 1<sup>st</sup> Chertsey Scouts project, the total that would be funded would be £413,861 (£383,861 and £30,000) which would leave £136,139 to allocate.

### **Recommendations for the remaining funding**

12. After all the application forms had been submitted, officers looked at all the bids and assessed them against the criteria, for reference by the Panel. At the last Leader's decision making meeting, officers were asked to identify projects for consideration for the remaining funding.
13. The projects that most met the criteria following those approved at the last Leader's decision making meeting are as follows, and therefore these projects are being put forward for approval.

**Table 1**

Tandridge Lesiure Trust	Sports Pool Refurbishment	£30,000
Old Reigatian Rugby Club	New playing fields	£20,000
St Mary's Church	Orchard Way Playground	£30,000

Clarendon Childrens' Centre	Outdoor Play area	£26,000
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14. If all the above projects were approved to the amount requested, £30,139 would remain to be allocated. The following projects were the next that officers assessed that meets the criteria, and could therefore be considered:

**Table 2**

Surrey Disabled People's Partnership	Installation of a Changing Places toilet	£25,000
St Mary's Church	Kitchen Refurbishment	£30,000
St Peter's Church, Leverton Hall, Wrecclesham	Improved access (including disabled access)	£20,000

#### **CONSULTATION:**

15. 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.
16. 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:**

17. 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**

18. The cost of funding the projects approved at the meeting on 29 October 2015 totals £383,861. £136,139 remains to be allocated from the projects above.
19. 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.
20. All of the bids are subject to the standard conditions of – Subject to 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**

21. 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.
22. 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**

23. 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.
24. 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**

25. 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.
26. 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.
27. 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:**

28. 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.
29. 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.



30. Information on successful bids are included on the Council's website – [www.surreycc.gov.uk/communityimprovementsfund](http://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:**

Pat Frost (Panel Lead), Margaret Hicks, Peter Hickman and Fiona White (on initial projects). 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

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## 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.

**Projects being proposed for consideration**

**Annex 2**

<b>Organisation</b>	<b>Project</b>	<b>Amount</b>	<b>Project description</b>
Tandridge Lesiure Trust	Sports Pool Refurbishment	£30,000	A refurbishment of the swimming pool, to include replacing gulley tiles and drainage, creating steps down into the water, re-tiling all of the pool tank, and poolside to the existing walls
Old Reigatian Rugby Club	New playing fields	£20,000	The creation of new playing fields. The organisation has recently acquired of 12 acres of land and funding is to provide much needed additional playing areas for our playing members especially mini and juniors. This will enable the club to offer and support local community sport.
St Mary's Church	Orchard Way Playground	£30,000	Installation of a community play provision for the children and families of the James Road estate and beyond.
Clarendon Childrens' Centre	Outdoor Play area	£26,000	Creation of an outside natural play area which is readily available to the children and families who visit the centre. Filling the existing pond space, a camp style play area with opportunities for role play, installation of a mud kitchen, a framework for self-draping a trampoline or camouflage net, a natural tunnel and planter bed and an all weather play lawn.
Surrey Disabled People's Partnership	Installation of a Changing Places toilet	£25,000	Installation of Changing Places toilet and toilet upgrade at the Ian Goodchild Centre, Camberley to better meet the needs of residents and visitors by making facilities accessible to all
St Mary's Church	Kitchen Refurbishment	£30,000	Kitchen and Centre upgrade. The funding is for a replacement oven & dishwasher, improved kitchen storage & facilities, upgrade heating and decorating of the community rooms
St Peter's Church, Leverton Hall, Wrecclesham	Improved access (including disabled access)	£20,000	Improved access (including for disabled) to St Peter's church and Leverton Hall

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