

## Notice of Meeting

# Cabinet Member for Communities Decisions

**Date & time**

Wednesday, 16  
March 2022 at 12.00  
pm

**Place**

Woodhatch, 11  
Cockshot Hill, Reigate  
RH2 8EF

**Contact**

Angela Guest  
Room 122, County Hall  
Tel

**Chief Executive**

Joanna Killian

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**This meeting will be held in public. If you would like to attend, please contact Angela Guest at [angela.guest@surreycc.gov.uk](mailto:angela.guest@surreycc.gov.uk)**

**Elected Members**

Mark Nuti (Cabinet Member for Communities)

:

## AGENDA

### 1 DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter

- i. Any disclosable pecuniary interests and / or
- ii. Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting

#### NOTES:

- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner)
- Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.

### 2 PROCEDURAL MATTERS

#### a Members' Questions

The deadline for Members' questions is 12pm four working days before the meeting (10/03/2022).

#### b Public Questions

The deadline for public questions is seven days before the meeting (09/03/2022).

#### c Petitions

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

### 3 YOUR FUND SURREY APPLICATION - LORD PIRBRIGHT'S HALL AND RECREATION GROUND CHARITY

(Pages 5  
- 22)

This report sets out the key information on the Pirbright Community Amateur Sports Pavilion Your Fund Surrey (YFS) Application for the consideration of the Cabinet Member for Communities with recommendations for funding approval.

### 4 CLAYGATE COMMUNITY POOL

(Pages  
23 - 44)

This report sets out the key information on the shortlisted Claygate Community Pool, Your Fund Surrey application for the consideration for the consideration of the Cabinet Member for Communities with recommendations for funding approval.

## 5 SOUTH PARK COMMUNITY 3G PITCH

(Pages  
45 - 60)

This report sets out the key information on the South Park Sports Association - Community 3G Pitch Your Fund Surrey (YFS) Application for the consideration of the Cabinet Member for Communities with recommendations for funding approval.

**Joanna Killian**  
**Chief Executive**

Published: 9 March 2022

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**SURREY COUNTY COUNCIL**

**MR MARK NUTI, CABINET MEMBER FOR COMMUNITIES**

**DATE: 16 MARCH 2022**



**SURREY**

**LEAD OFFICER: MARIE SNELLING EXECUTIVE DIRECTOR OF CUSTOMER AND COMMUNITIES**

**SUBJECT: YOUR FUND SURREY APPLICATION – LORD PIRBRIGHT'S HALL AND RECREATION GROUND CHARITY**

**PROJECT NAME: PIRBRIGHT COMMUNITY AMATEUR SPORTS PAVILION**

**CF REFERENCE: CF114**

**ORGANISATION** Growing A Sustainable Economy So Everyone Can Benefit/ Tackling Health  
**STRATEGY PRIORITY** Inequality/Enabling A Greener Future/Empowering Communities  
**AREA:**

**SUMMARY OF ISSUE:**

This report sets out the key information on the **Pirbright Community Amateur Sports Pavilion** Your Fund Surrey (YFS) Application for the consideration of the Cabinet Member for Communities with recommendations for funding approval.

The vision of YFS is to bring community-led and place-making projects to life, with a focus on wider community benefit that leaves a real legacy.

**RECOMMENDATIONS:**

It is recommended that the Cabinet Member:

1. Approve funding from Your Fund Surrey for project CF114 for the full amount requested of £300,000, composed of:
  - £278,000 capital funding towards provision of a new pavilion providing welfare facilities, changing, meeting and activity space, café/catering, health and safety and support services to improve social cohesion;
  - £22,000 to be held by SCC as contingency funding, for release only upon an evidenced request.
2. Approve the inclusion of the following conditions within the funding agreement as a requirement of this funding
  - completion of a long lease with Pirbright Parish Council;
  - completion of all planning conditions prior to release of YFS funding;
  - final evidence of all funding to bring the project to a successful conclusion is secured;
  - final evidence of competitive tender and selection process of preferred contractor costs;
  - to develop a policy to be adopted by the Management Advisory Committee and Lord Pirbright's Hall and Recreation Ground Charity for the life of the facility which ensures the widest access to the community, to include a booking policy and schedule of fees maintaining affordable rates;

- the applicant uses all possible measures identified to increase sustainability and reduce environmental impact during construction and operation of the facility, noting the project is proposing to install air source heat pumps, solar panels and LED lighting, alongside other measures.
3. Agree that the applicant be required to consider the wider social value aspects of the community café element of the project, including supported employment opportunities, apprenticeships and the use of local suppliers.
  4. Agree that the applicant be requested to work with local health providers including the GP surgery to identify and promote measures to tackle health inequalities through the use of the new facility, including via social prescribing and the provision of relevant classes, events or trial sessions.
  5. Agree that the applicant must consider all reasonable measures which could be undertaken to extend the reach of and use of the facility to harder to reach groups within the local community.

#### **REASON FOR RECOMMENDATIONS:**

This application has been the subject of a rigorous assessment process by officers, as set out in the body of this report. Officers consider the project to meet the aims and published criteria of the fund and to satisfy the requirements to award funding

#### **Executive Summary**

1. This is a proposal for an environmentally sustainable, community amateur sports pavilion, at the heart of the village, to help foster wider engagement in active lifestyles for all. The community have reintroduced rounders, youth and adult cricket, youth and adult football and walking cricket back on the village green for the first time in many years, following recent investment in the playground, playing pitches and equipment, for which the pavilion will provide necessary infrastructure.
2. The applicant aims to deliver a project that builds on the success of local clubs in developing local youth and older persons participation in sports activity throughout the Covid-19 lockdown. The proposal is specifically aimed at increasing diversity and inclusion in active sport and fitness to all within the community, irrespective of age, gender, ability, or ethnic background. It is proposed to be the centrepiece of outdoor sports and recreation in Pirbright Parish and is part of their response to the Armed Forces Community Covenant that they share with Army Training Centre (ATC) Pirbright.
3. The existing cricket pavilion is nearly 70 years old, is in poor condition and fails to meet the required health and safety, and welfare standards recognised by sporting National Governing Bodies. It is also incapable of providing facilities for disabled access or mixed gender participation. A survey has confirmed that it is of insufficient size and condition to be adapted to provide the required facilities.
4. The Pirbright Community Amateur Sports Pavilion comprises a new pavilion building is designed to provide accessible, modern toilet facilities, welfare and changing rooms, a kitchen and meeting space that will support the development of a wider range of sports and activities for all ages and abilities, including after school and holiday activities and a dedicated training space. The new pavilion design has planning permission and accords with the relevant standards for amateur football and cricket at youth and adult level, which increasingly form the focus of developing activity on the village green.

5. There are currently four buildings related to community activity within Pirbright. The Lord Pirbright's Hall and Meeting Room (the Green Hut) provide space for local groups to meet but has limited welfare facilities and no changing or shower facilities. A typical weekly schedule for Lord Pirbright's Hall has been provided which shows that the facility is almost fully booked and used for a range of different activities that do not duplicate with the proposed Community Sports Pavilion.
6. The existing Pirbright Cricket Pavilion, which is the subject of this funding request, is proposed to be demolished and rebuilt to provide for multi-sports use.
7. There are two existing tennis courts located on School Lane and a small car park and a small timber welfare building owned by the Tennis Club. The facilities provided are limited to toilets and a kitchen facility with no team changing or officials facilities. the building is remote from the cricket and football pitches and village green.
8. The existing community buildings in Pirbright are not suitable for the intended use, which is to provide facilities for welfare and changing that meet the requirements of Surrey FA and Surrey Cricket, in order to support the development of a wider range of sports and activities in line with the inclusivity agenda set by Lord Pirbright's Hall and Recreation Ground Charity (LPHRC) and Pirbright Parish Council (PPC) to provide certain basic facilities that meet the size and specification of the responsible organisations and enable full disabled access.
9. The closest alternative sports provision with disabled access is at Woking Sportsbox which is 7.5km away or at Surrey Sports Park and Woking Leisure Centre which are some 8-9km away.

<b>Details</b>
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### **Description of project benefits**

10. The project aims to promote 'living locally' and developing community cohesion and support, which helps integrate all parts of the community, including state and special schools for those with learning difficulties and the wider community, including as part of the Armed Forces Covenant with the ATC Pirbright Barracks.
11. Officers consider the project contributes towards the following areas of the SCC priorities 2021-2026:

*Growing a sustainable economy so everyone can benefit*

- Coaching and training in team sport and physical exercise increases physical and interpersonal and life skills.
- Appointment of best value tender to businesses based in Surrey or employing local people.

*Tackling health inequality*

- Increased involvement in physical activity and team sports increases confidence, community cohesion and personal development within an appropriate safeguarding environment.

*Enabling a greener future*

- Reducing vehicle movements by providing improved local facilities within walking distance of schools and the community.
- Providing a modern, energy efficient building which minimises energy and water consumption.

- Using low carbon, renewable energy.
- Enhancing biodiversity - by providing a management plan for the village green which forms part of the Pirbright Common, Pirbright Green and Dawney Hill SNCI and for the provision of new bat and bird nesting boxes.

#### *Empowering communities*

- Provision of a new pavilion providing welfare facilities, changing, meeting and activity space, café/catering, health and safety and support services to improve social cohesion.

### **Project Timeframes**

**12.** The project timeframes are approximately 6 months, comprised of:

- 8 weeks – contractor appointment, building regulations, construction commencement
- 6 weeks – groundworks
- 4 weeks – superstructure
- 6 weeks – internal works and fit-out

**13.** The management team is in place and the project is ready to commence as soon as funding is achieved.

**14.** Following significant investment by PPC the sports pitches are used by the sports clubs, the ATC Pirbright for annual fixtures and when their facilities are unavailable and by Knowle Hill school on a regular basis as well as a variety of training, fitness coaching and other activities which would all benefit from having undercover changing and welfare facilities.

### **Management of the project**

**15.** The long-term leaseholder of the existing cricket pavilion, responsible for its management and maintenance is LPHRC. The charity was founded in 1901 and its charitable objective is the provision of a hall, recreation ground and associated facilities for the use of local clubs, societies and the community. Any profits are retained for the operation, maintenance and enhancement of its assets and the facilities available to the community.

**16.** The LPHRC is managed by trustees appointed by PPC and manages the community buildings and recreation ground for the parish. LPHRC has regular meetings and files its own accounts. LPHRC has been in existence for over 100 years and has successfully managed Lord Pirbright's Hall and recreation ground for the benefit of the community over that period. It has the resources and skills to do so for the proposed pavilion. If it were to fail, the assets would vest with the PPC as landowner who would take over the management responsibilities. The Parish is funded by council tax precept and both LPHRC and PPC have sinking funds for maintenance.

**17.** LPHRC would take on the responsibility for the pavilion under a long lease from PPC of no less than 20 years at a peppercorn rent. The proposed lease is based on the terms of the Law Society model lease. Given the nature of the community sports pavilion, an additional Management Advisory Committee has been formed to inform the day-to-day operation and objectives of the pavilion and its management.

**18.** The Management Advisory Committee represents a coalition of stakeholders which includes Pirbright Cricket Club, Pirbright Football Club (Youth and Adult), Pirbright Tennis Club, the Army Training Centre Pirbright (ATC Pirbright) and PPC. The committee will help advise on management and maintenance of the Pavilion and the associated sports pitches and facilities. The Advisory Management Committee draws on skills from volunteers from each of the



stakeholder groups including marketing, catering, regulation, sports coaching and training and practical skills involved in maintenance and work programs.

19. The inclusion of a community café as part of the Pavilion, which will be let to a local contractor as a result of a proposed tender process, will provide regular monthly income to assist in the budget as well as match fees and events. Financial control and management responsibility will rest with LPHRC as part of their overall budget.
20. The pricing policy provided for Lord Pirbright Hall shows Pirbright parishioners & societies receive 30% discount on published prices. The pricing is already below that of similar facilities in Surrey as a result of the wish to encourage participation.
21. Pirbright and Knowle Hill School use the sports fields on a free of charge basis at present with the playing fields maintained by PPC through the precept. While charges will be necessary for use of indoor facilities, this is a 'not for profit' venture designed to meet community needs and these will be used to cover the cost of running and maintaining the facilities only.
22. The site is included within the Pirbright Conservation Area, within the Green Belt and part of a wider site of nature conservation interest which includes part of the village green and adjacent woodland. Each of these constraints were taken into account in the design and siting of the pavilion and in the approval of planning permission for the development. The site forms part of Pirbright village green and is subject to the bylaws applying. These allowed for the development of the original pavilion in the 1950's and allow for the replacement in accordance with the planning permission. The bylaws require the maintenance of the village green as a space available for sport and recreation and for access to the community. The development of the pavilion is consistent with these objectives.

### **Project Lifespan**

23. The sustainably sourced, timber framed, insulated building will have a life expectancy of 60 years or more.

### **Financial and Value for Money Implications**

24. YFS funding is requested for construction and fit-out of new building. The project has applied for £300,000 which equates to 62% of the overall project costs. The remaining monies needed for the project have been raised from PC CIL allocations, the clubs involved in the project and local fundraising. The applicant did seek funding from the Lottery, England and Wales Cricket Board (ECB) and the Football Association (FA) but because Covid had diverted much of the focus for support and the project spans different sports it did not fit neatly into their criteria. The relevant governing bodies are supportive, as evidenced by their letters of support (see para 41).
25. Table 1. Financial Summary details the £184,989 of other funding which has been secured against the total project cost of £484,989.
26. Table 2. Project Cost Breakdown and Grant Utilisation, itemises the allocation of YFS grant against specific works.
27. As with all applications, there is a risk that construction and purchase costs will increase between application and approval. This is mitigated by the contingency (which will only be released if there is demonstrated need). The applicant has secured quotes that support their costing, and will ultimately be funded based on evidenced, actual spend, up to the amount awarded.

**Table 1. Financial summary**

<b>Amount applied for:</b>	<b>£300,000</b>
<b>Total project cost:</b>	<b>£484,989</b>
<b>Percentage of cost against total:</b>	62%
<b>Have other funding sources been secured?</b>	Yes
<b>Other funding:</b>	<b>£184,989</b>
<b>Volunteer contributions</b>	£29,000 worth of volunteer contributions incurred to date
<b>Is there a commercial element to the project?</b>	Yes
<b>Amount suggested for funding:</b>	<b>£300,000</b>

**Table 2. Project Cost breakdown and Grant Utilisation:**

<b>Activity</b>	<b>Total Cost</b>	<b>YFS Contribution</b>
Planning and surveys	£18,914*	£0
Professional fees	£30,000	£0
Evaluation	£5,075	£0
Prelims	£14,000	£0
Demolition	£12,000	£0
Groundworks	£42,300	£30,000
Substructure	£28,000	£28,000
Superstructure	£114,300	£110,000
Internals	£139,500	£110,000
Fit-out	£58,900	£0
<b>Sub total</b>	<b>£462,989</b>	<b>£278,000</b>
Contingency	£22,000	£22,000
<b>Total</b>	<b>£484,989</b>	<b>£300,000</b>

\*Costs already incurred at planning stage

**Assessment of the application against the criteria for the fund:**

29. This application for funding has been through the due diligence and agreed governance process for the fund, which are publicly available on the County Council website.
30. The application has been subject to a rigorous two step application process involving assessment and scoring by YFS Officers, with input from the Expert hub, a group of specialist Officers providing insight for the eligibility of funding. The application has been assessed and scored independently by three Officers whose scores are then moderated. A summary of the Assessment Report comments against the funds five published scoring criteria are set out in Annex 2.

**Expert Hub Review**

31. Commercial – An income and expenditure statement has been provided for year 1 together with projected figures for year 2 to year 6. There is an increase in income year on year linked predominantly to the increase in subscriptions. This increase in usage is also reflected in the food and beverage sales projections.
32. Workings have been provided to substantiate the increase in subscriptions showing volume and price increases. The uplift in subscription volumes are moderate in the Junior and Men's categories. The uplift in subscriptions for ladies is much higher and is linked to the desire to offer more opportunities to this category. The price increases are again relatively modest for the

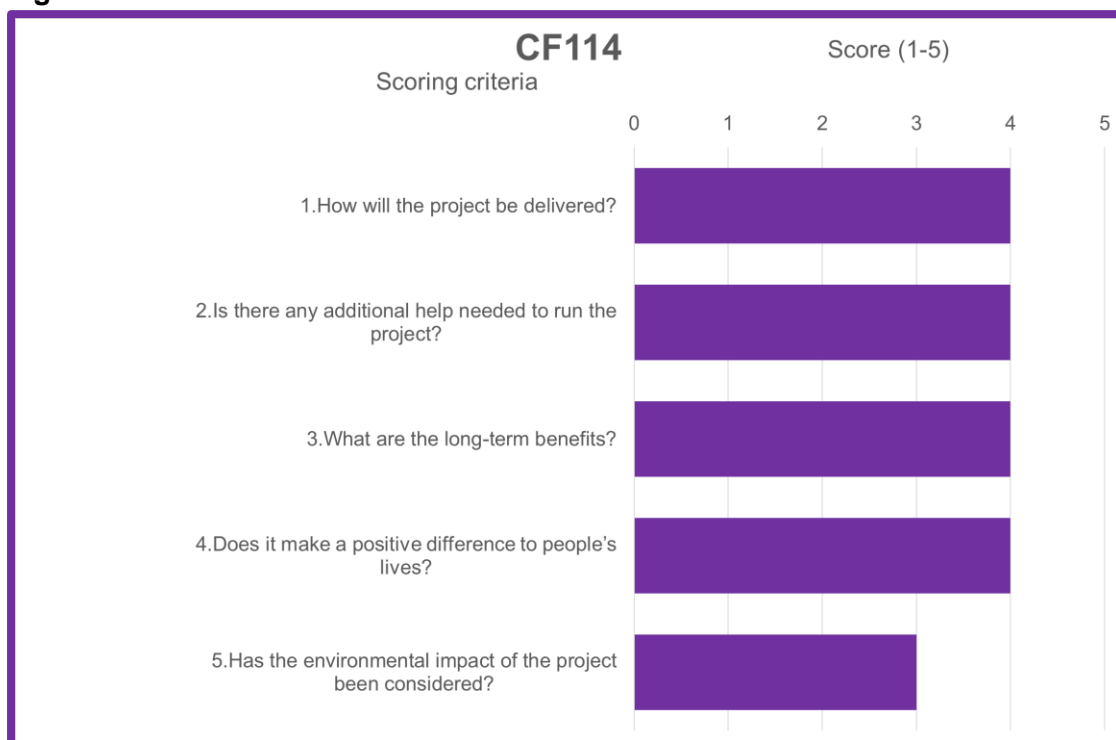
Junior and Men's categories. The Ladies subscription price is lower than the Men's to encourage engagement for 2 years, at which time it rises to the same level.

- 33. The increase in food and beverage sales increases from year 1 to year 2 with the ability to prepare food 'in-house'. The increases from year 2 onwards are modest and below the expected growth of subscriptions providing some further income potential.
- 34. A Management and Maintenance plan has been drafted which has assisted the drafting of the income and expenditure model.
- 35. The projections are for a year-on-year surplus to be generated. This provides protection to the financial viability of the application should subscriptions not increase to the levels forecasted. There is a direct link between the increase subscription income and the surplus forecasted to be generated therefore, should the increase not occur, the venture will revert to being close to breakeven should the year 1 subscription volume be maintained.
- 36. Finance – The applicant passed the standard financial assessment undertaken, demonstrating adequate quotations for the work, a positive cash flow throughout, and evidencing the other income. Personal pledges have not yet been taken in cash form, pending the successful outcome of the YFS bid – in order to avoid the need to repay if the bid is unsuccessful. A condition of funding should be that final evidence of funds to bring the project to a successful conclusion is secured.

**Score Breakdown**

- 37. The application scored a total of 370 out of 500 when scored by Officers broken down as follows:

**Figure 1. Assessment score breakdown**



## Advisory Panel Comments

- 38.** As set out in the overall governance document for YFS, the YFS Advisory Panel functions in an advisory capacity and its role is intended to assist formal decision-making processes which sit outside the Panel. The role of the YFS Advisory Panel is to review shortlisted applications following the assessment and scoring of bids by Officers, and to advise and inform the final officer recommendations to the appropriate decision-maker on the proposed funding awards to be made.
- 39.** The YFS Advisory Panel was appreciative of the applicant's submission and supportive of the project. The panel, via the Chair sought additional clarification in relation to this application concerning the impact of inflation on costs and the ability to start work, and the experience of the applicant in project and commercial management. The panel further sought clarification on a number of points concerning a plan for local facilities and the size of the facility, income and expenditure, maintenance funding and funding from cricket boards or sponsors, the model lease proposed, and the operations of the community café. Further detail was provided to all panel members on these points subsequent to this session.
- 40.** The Panel were fully supportive of the project and the recommendation to award £278,000 to the applicant with conditions to be included in the funding agreement. These conditions are outlined in Recommendation 2. The panel were supportive of a separate sum of £22,000 to be held by SCC as contingency funding for release should it be needed, recognising potential delays related to Covid or the sourcing of materials.

## Consultation

### Summary of Support

- 41.** Have your say, which has had the Pirbright Pavilion featured on the Commonplace website, received 365 comments. There was one negative comment which stated that parking would be an issue to address.
- 42.** Letters of support have been received from:
- Pirbright Tennis Club (26/07/21)
  - Surrey County Cricket Club (19/08/21)
  - Claire Seager Pilates (19/08/21)
  - Coaching Centred Leadership
  - Pirbright Arts festival lead (English National Opera) (15/08/21)
  - Resident (07/10/19)
  - Pirbright Football Club Chairman and Secretary (27/06/21)
  - Pirbright Premier Football Club (Oct 19)
  - Pirbright Village Primary School (Feb 22)
  - Commanding Officer, Pirbright Army Training Centre (14/01/21)
  - Surrey Cricket Foundation
  - Surrey Football Association (29/01/22)
  - Jonathan Lord MP (22/06/21)
  - Knowl Hill School (02/02/22)
  - Pirbright Parish Council (28/01/22)
- 43.** The Divisional Councillor Keith Witham has commented as follows:

The Pirbright Community Sports Pavilion is a project that is at the centre of the community in the parish and has my full support. It brings together the local community, army families and service

personnel from the ATC Pirbright under the Forces Covenant, local state and special schools and the older members of the community.

The existing pavilion is over 70 years old and does not enable disabled access or provide the changing and welfare needs of female and male or home and away teams, which are essential in increasing the diversity and age range of participation in active sport and recreation.

The importance of sport and recreation to mental and physical health cannot be overstated, especially following prolonged lock down. The village green is an accessible green space that has been the focus of community and informal outdoor recreation and sports and is increasingly busy. However, there are no changing or welfare facilities that meet modern standards or safeguarding requirements.

There is also a demand for additional small classes covering a range of activities, including fitness training, yoga, Pilates, rounders, walking cricket and over the last 18 months a thriving youth program including ladies, girls and mixed ability teams. Without the facilities provided by the pavilion, these cannot develop further and are threatened, as they depend on outdoor catering, support, and have no real facilities to support parents, volunteers, or participants.

There are no disabled facilities or indoor changing facilities to support sports pitches in the area and people must currently travel to Woking or Guildford to access them. There is a lack of availability at those facilities, and we regularly receive booking requests from people and clubs that cannot currently be met.

The proposals have the support of all the schools, the army, local businesses, the Parish Council and very many local organisations and are fundamental to enabling access to sport and recreation for all and will enable more people to participate at a local level.

I hope that the Panel will be able to support this application

**Risk Management and Implications:**

44. This application for funding has been through the due diligence and agreed governance process. As part of this process the applicant has provided an overview of risks against the project. This is summarised below. Officers consider there to be adequate control measures in place.

**Table 5. Summary Table of Risks and Key Mitigations**

Risk description	RAG	Mitigation action/strategy
Cost over runs during construction	Yellow	Close review of contractors
Shortfall in local funding/pledges	Green	Fund raising events being organised
Lack of use of facilities	Yellow	Marketing and social media
Loss making asset	Yellow	Review operations/contracts/usage
Weak Management Committee	Green	Proactive reviews by PPC

**Section 151 Officer commentary:**

45. Although significant progress has been made to improve the Council's financial position, the medium-term financial outlook beyond 2022/23 remains uncertain. With no clarity on central government funding in the medium term, our working assumption is that financial resources will continue to be constrained, as they have been for the majority of the past decade. This places

an onus on the Council to continue to consider issues of financial sustainability as a priority in order to ensure stable provision of services in the medium term.

46. The long-term sustainability of the projects funded by Your Fund Surrey is a key factor in assessing their suitability. Certain projects are relatively straightforward, where ongoing sustainability relies only on identifying a modest and reasonably secure source of funds to maintain an asset.
47. Other, more complicated and typically higher value, projects (such as Pirbright Community Amateur Sports Pavilion) rely on generating significant levels of ongoing income to cover management, operation, maintenance and ultimately replacement of the asset funded by the grant. The sustained delivery of project benefits also relies on the commitment and longevity of the organisation operating the asset. A level of risk in the ongoing delivery of benefits from these schemes is inevitable and despite officers gaining assurance that mitigations are in place, success cannot be absolutely guaranteed for each individual project.
48. The commercial assessment is set out in paragraphs 33 and 38, along with a summary of risk and mitigations set out in paragraph 46. These factors, set out alongside the expected benefits of the project have been scrutinised and challenged by officers and are deemed acceptable in this instance. An important consideration is that Your Fund Surrey is a key part of the Council's Empowering Community approach focused upon enabling communities through investing in a meaningful and lasting way. Therefore, the success of Your Fund Surrey will set against establishing a different relationship with communities, empowering them to be more self-reliant. In forging that relationship, the success of individual projects will vary within the benefits delivered by the programme as a whole. Learning points from successful and unsuccessful projects will be taken and used to inform the development and evolution of the fund over time.
49. *The borrowing costs associated with the fund have been fully built into the Council's Medium-Term Financial Strategy.*

#### **Legal implications – Monitoring Officer:**

50. The report sets out the information and steps for the consideration of the application further to the Council's governance arrangements for Your Fund Surrey.
51. Further to those arrangements, if approved, the Council and the organisation will enter into a comprehensive funding agreement which will include the performance measures that will be put in place to ensure the funding is used as intended as well as clearly describing any support or additional conditions agreed as part of the funding award.

#### **Equalities and Diversity:**

52. Your Fund is designed to provide investment in schemes that encourage community participation, reduce isolation, and develop the potential for social wellbeing and economic prosperity. As such it is anticipated that it will have a positive impact on a number of those who may rely on or gain support from within the local community and those within protected characteristics that may be more likely to experience social and economic exclusion.
53. An Equalities Impact Assessment has been produced for YFS and was circulated as an Annex to the YFS Cabinet Report 26<sup>th</sup> January 2021.

## Other Implications:

54. The potential implications for the following council priorities and policy areas have been considered. Where the impact is potentially significant a summary of the issues is set out in detail below.

Area assessed:	Direct Implications:
Corporate Parenting/Looked After Children	No direct implications
Safeguarding responsibilities for vulnerable children & adults	The Management Advisory Committee have a permanent representative to report and monitor safeguarding issues and act as liaison with sports organisations. All of the clubs and organisations responsible for organising relevant activities involving children or vulnerable adults will be required to have a safeguarding policy, relevant official/representative and set of safeguarding procedures that comply with the recommended standards of Sport England.
Environmental sustainability	Air source heat pumps and solar panels are proposed for a low carbon solution, along with LED lighting, insulation, responsibly sourced timber. Reduction in journeys further afield. Ecological survey completed, planning requirement, to protect and enhance habitats around the site.
Public Health	The project has a positive impact on wider health determinants with specific reference to users being encouraged to take part in outdoor physical activity and the coming together aspects of sport and the community cafe.

## What Happens Next:

- Following the advisory panel, a dedicated Officer decision report will be produced for consideration by the Cabinet Member for Communities, incorporating the comments of the Advisory Panel.
- Following Delegated Cabinet Member approval of the funding a notice of the records of decisions taken under delegated power, will be published within 3 days of the decision being made. A note of this decision will be included in the next Cabinet report update of Your Fund Surrey.
- Officers will prepare the relevant schedules and funding agreements to enable payment of funds and monitoring and evaluation of the project against its outcomes.
- The YFS Team officers will then issue a provisional offer of funding to the applicant, including a copy of the draft Funding Agreement incorporating any additional conditions.

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### Report Authors:

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James Painter, james.painter@surreycc.gov.uk

### Consulted:

Division County Councillor

Procurement, Corporate Finance – Surrey County Council

**Annexes:**

**Annex 1:** Project Location

**Annex 2:** Summary Scoring Comments

**Annex 3:** Commonplace Summary Report

**Sources/background papers:**

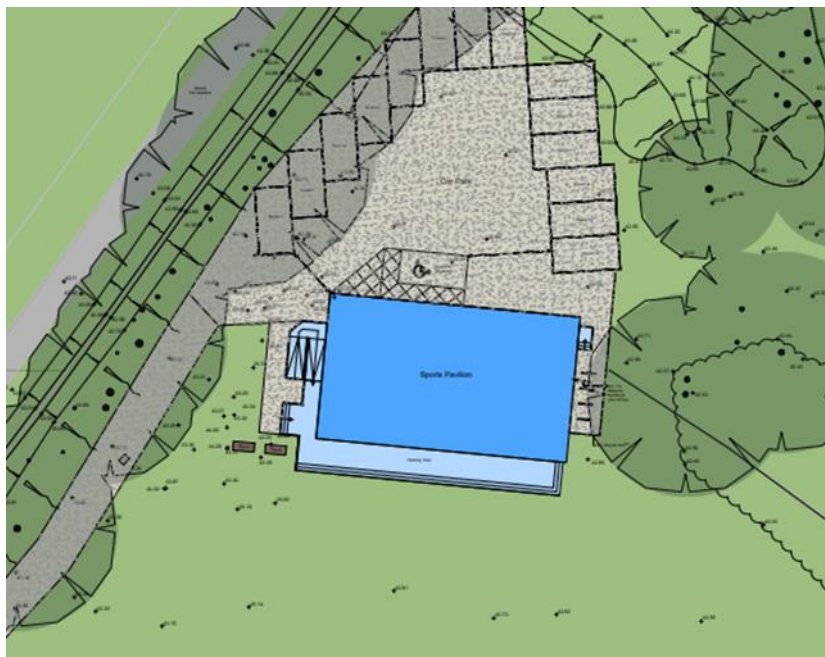
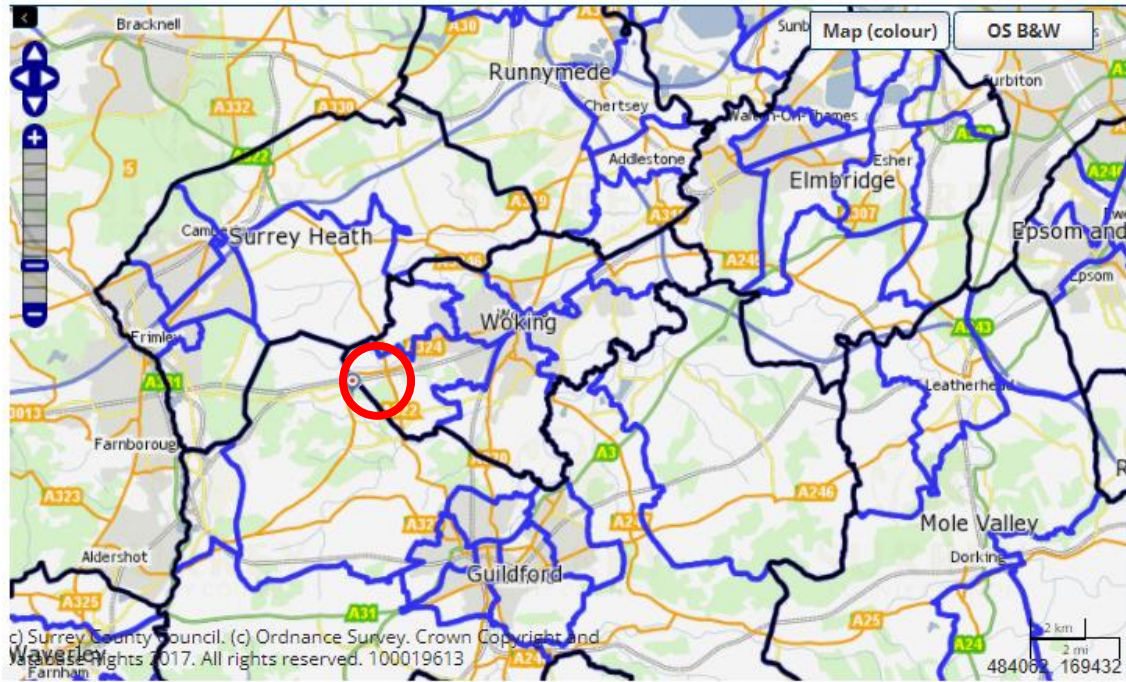
Your Fund Surrey Criteria

Your Fund Surrey Governance Document



## Annex 1 – Project Location

Location (map)



Consented Site Layout (in existing pavilion location)



Image of the Consented Design for the Community Sports Pavilion

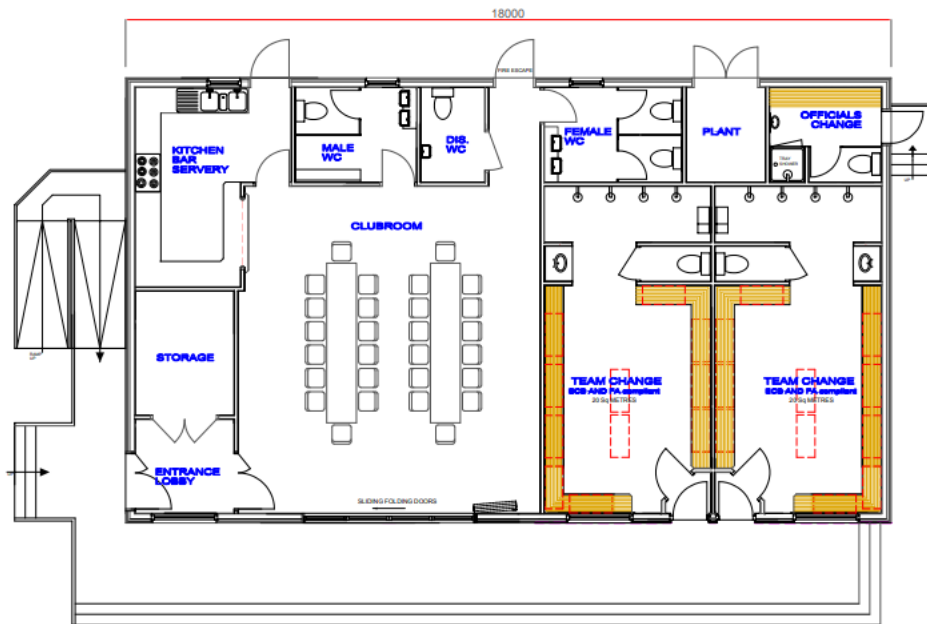


Figure 4: Consented Floor Plan

## **Annex 2: Summary Scoring Comments**

### **Criteria 1 - How will the project be delivered?**

Three quotes provided with a tender breakdown of preferred contractor (Albatross). Also commented that they would ensure delivery within budget by doing a value engineering exercise with contractor.

Mitigation of risks fairly basic but risks addressed.

Management Advisory Committee will support the delivery of the project and ensure upkeep of facilities.

Planning permission in place.

Clear plan to manage project and clear responsibilities for the building post build

Resources - strong support from several stakeholders of the building

### **Criteria 2 - Is there any additional help needed to run, the project?**

Volunteers are involved through the Management Committee.

The community café is proposed to be run by a company.

Voluntary donations have been provided and a cash throughflow assessment.

Partnership with Pirbright Parish Council, Pirbright Cricket Club, Pirbright Football Club.

There is already a user base to make the building financially viable, but lack of wider thinking on income.

### **Criteria 3 - What are the long-term benefits?**

There is a definite need for a community hub of some sort in the rural area, and this would seem ideal as long as there is the option for community events.

Very good and a clear understanding of what is needed for evaluation.

The build looks sustainable

High levels of engagement and over time, residents have had a voice and ability to influence the work.

Beneficiaries include schools and women and disability.

Clear evidence of expanded cricket opportunities for a range of people – in particular, a focus on disabled YP. There is also reference to a community rate for hiring the facility making it accessible for local groups. Connections with local schools and with the local armed forces community has been demonstrated.

### **Criteria 4 - Does it make a positive difference to people's lives?**

Particularly like the link up with ATC Pirbright and the schools, the additional information shows commitment to including new activities at the site through this.

Clear management structures and ability for partners to feed in through the Advisory Group. Although I would have wanted to see representation from local residents on there as well but good to note that residents can feedback through parish survey so not closed loop.

**Breadth of groups benefitting or specific under-represented groups / needs?** – Original documentation focuses inclusivity on providing a female cricket team and reflects what the known needs are, additional docs state how groups other than sporting ones would be incorporated. In

additional info there is a commitment to support community groups wider than sporting ones and to ensure a level playing field of inclusion for how they might find out what else might be needed.

There is a strong argument that the existing sports area has been popular, especially amongst youth groups

Development of ladies' participation and activities for all abilities (incl senior). Partnerships between mainstream & specialist schools and other youth engagement.

Parish meetings and newsletters over the past 4 years, online surveys and engagement at village fairs.

With the extension of facilities, they hope to reach -Children and young adults, Women, Older people, Minority groups, The armed forces and their families (esp. Pirbright Camp), People with physical or other disability, Members of the local gypsy and traveller community, People on low-income households who do not have access to facilities further afield.

-Both schools they work with have significant number of hard to reach and underrepresented groups within them These include the children of service families, who are often moved depending on force deployment, low-income households.

Could have more connections with local community-based organisations to help provide volunteering opportunities

#### **Criteria 5 - Has the environmental impact of the project been considered?**

Reduction of their carbon footprint considered in the building planning identified in the base building spec enhancements document. These include energy efficient lighting, responsibly sourced timber, carpets 80% yarn. Only suggested 'if possible.'

Proposal has been designed to reflect the results of a comprehensive ecology survey, which ensures that nature conservation interests around the site are enhanced

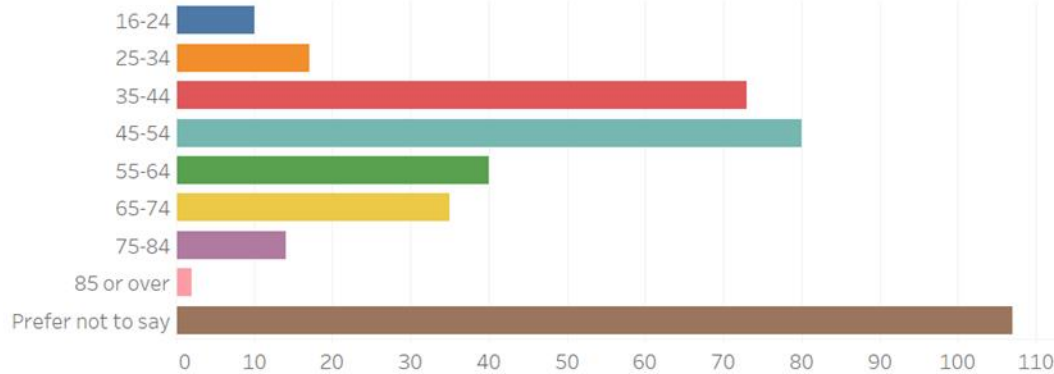
Suggestion of a number of features to reduce carbon footprint that would be used once the building was in use, e.g. - rainwater harvesting, solar preheating of water Although, not much detail is given beyond this and is only suggested as an 'if possible.'

# Annex 3. Commonplace Summary Report

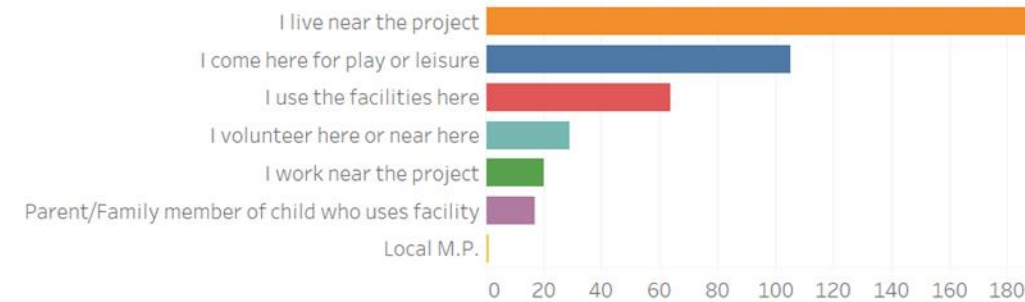
Commonplace Engagement Report- Pirbright Community Amateur Sports Pavilion  
Respondent Demographics

Number of respondents: 365

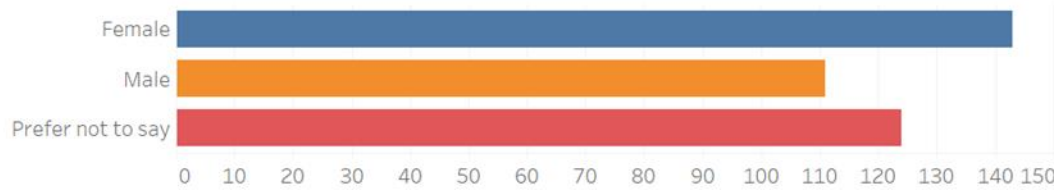
## Age Group



## Connection to the project

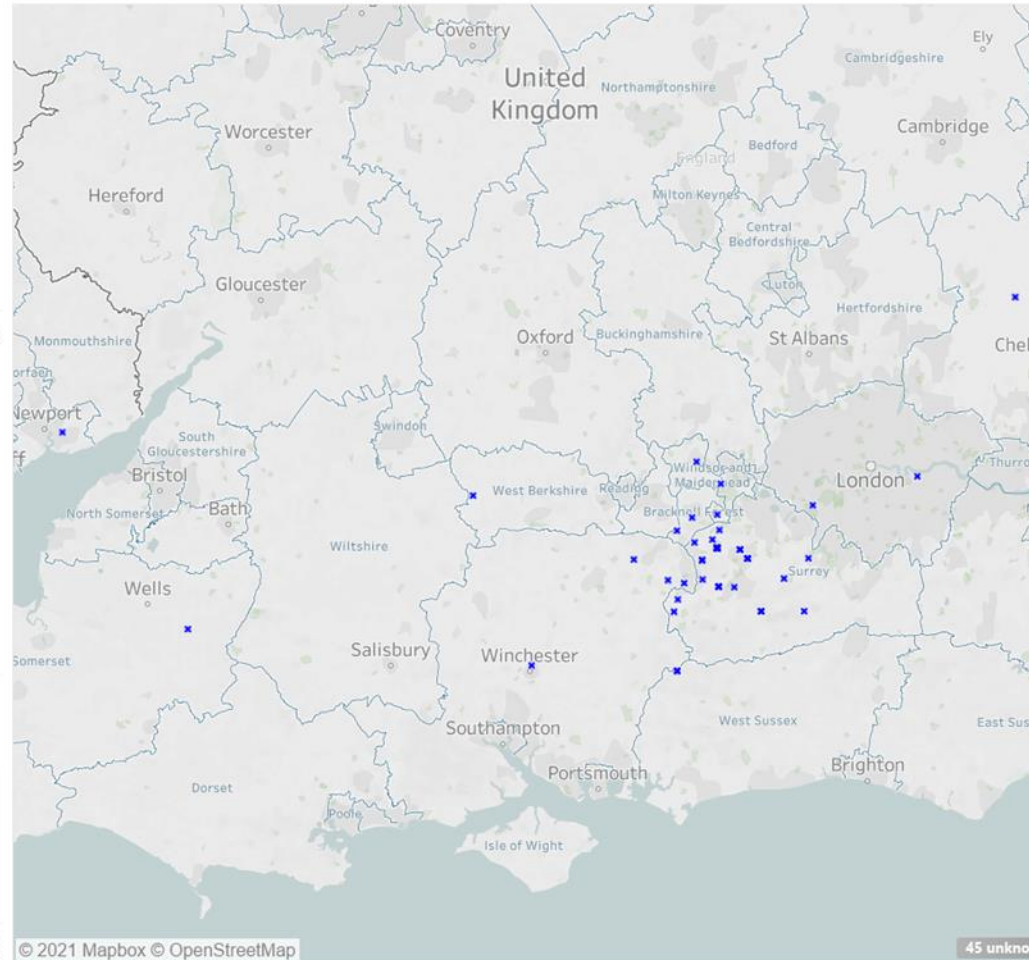


## Gender



## Map

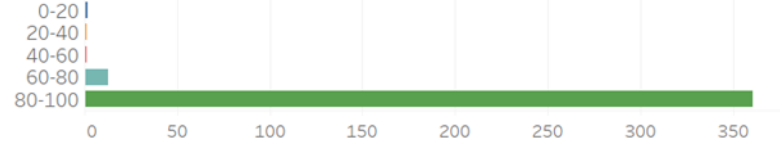
Each cross indicates a rough location from which people resided.



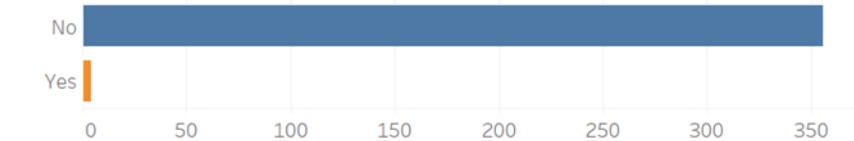
# Annex 3. Commonplace Summary Report

## Key Findings

How important do you feel the project is?



Is there anything else like this in the local area?



The were no projects identified as being similar to the proposed project.

**SURREY COUNTY COUNCIL**

**MR MARK NUTI, CABINET MEMBER FOR COMMUNITIES**

**DATE: 16 MARCH 2022**



**LEAD OFFICER: MARIE SNELLING EXECUTIVE DIRECTOR OF CUSTOMER AND COMMUNITIES**

**SUBJECT: YOUR FUND SURREY APPLICATION – CLAYGATE PRIMARY SCHOOL**

**PROJECT NAME: CLAYGATE COMMUNITY POOL**

**CF REFERENCE: CF102**

**ORGANISATION** Growing A Sustainable Economy So Everyone Can Benefit/  
**STRATEGY PRIORITY** Tackling Health Inequality/Enabling A Greener Future/Empowering  
**AREA:** Communities

#### **SUMMARY OF ISSUE:**

This report sets out the key information on the shortlisted **Claygate Community Pool**, Your Fund Surrey application for the consideration for the consideration of the Cabinet Member for Communities with recommendations for funding approval.

The vision of YFS is to bring community-led and place-making projects to life, with a focus on wider community benefit that leaves a real legacy.

#### **RECOMMENDATIONS:**

It is recommended that the Cabinet Member:

1. Approve funding from Your Fund Surrey for project CF102 Claygate Community Pool for the full amount requested of £363,500, composed of:
  - £351,000 capital funding towards Phase 2 project works including fit-out, ground source heat pump, solar panels and external landscaping;
  - £12,500 held by SCC (Surrey County Council) as contingency funding, for release only upon an evidenced request.
2. To approve the inclusion of the following conditions in the funding agreement as a requirement of this funding:
  - That the applicant provide assurance that the cost of sessions, facility hire and membership fees are maintained at rates affordable to all residents for the life of the facility;
  - that the applicant used all possible measures identified to increase sustainability and reduce environmental impact during construction and operation of the facility including the installation of a ground source heat pump and solar panels;
  - the applicant having all relevant insurances and safeguarding policies in place for the life of the facility.

3. Agree that the applicant Claygate Community Pool Management Group (CCPMG) be requested to continue to work with Capelfield GP Surgery, local health providers and partners to identify and promote measures to tackle health inequalities including via social prescribing and through the provision of relevant swim, exercise, or trial sessions.
4. Agree that the applicant Claygate Community Pool Management Group (CCPMG) be required consider all reasonable measures which could be undertaken to extend the reach of and use of the facility to harder to reach groups within the local community.
5. Note the regulations in place regarding the type of school projects admissible under YFS and that this project has been recommended by Officers for funding approval on the basis the project benefits the wider community and meets the aims and published criteria of the fund.

### **Reason for Recommendations**

1. This application has been the subject of a rigorous assessment process by officers, as set out in the body of this report. Officers consider the project to meet the aims and published criteria of the fund and to satisfy the requirements to award funding.

### **Executive Summary**

2. The Claygate Community Pool project comprises the redevelopment of the existing 20 x 7.5m outdoor swimming pool at Claygate Primary School (CPS). The development will convert the existing pool into a new indoor facility that will enable the whole community to use the pool all year round. The existing outdoor swimming pool is only available for use during the summer months. The lack of changing rooms, showers or toilet facilities has meant that despite the desire of the local community to use the pool, use of the pool is restricted to CPS pupils learning to swim.
3. A high-quality, long-life building is proposed to enclose the pool and provide necessary facilities including showers and changing rooms. The building will also incorporate a community room for use alongside the swimming pool. Relining of the existing pool and upgrading of some of the plant equipment will also be necessary to incorporate a Ground Source Heat Pump (GSHP) and solar panels to help towards the Council's carbon zero target by 2030. The building has also been designed to comply with Sport England guidance, ensuring a 2m circulation and safety area around the edge of the pool. Importantly, the development will also create a dedicated entrance route leading directly to the pool building. This will enable the pool facility to be easily accessed by the local community and operate safely within the school grounds.
4. Two phases of building are proposed:
  - Phase 1, which is already underway, is the construction of a building to enclose the pool, relining of the pool, surfacing around the pool and a new air handling unit.
  - Phase 2 is the purpose of this grant funding request, to fit out the building including the entrance hall, changing rooms, showers and community room, including necessary upgrades to pool plant room (GSHP and solar panels) and landscaping.
5. The construction work for Phase 1, which was fully funded, commenced in summer 2021 to enable the delivery of large steels and heavy machinery whilst the school was closed to pupils. Also, to ensure funds that had already been secured were not lost and use of the pool could continue.
6. The school has operated the swimming pool for use by pupils for swimming lessons for more than 45 years.



7. The proposal is considered to meet a local need as there is currently no public swimming pool available to the residents of Claygate and the surrounding area. The site is located in a sustainable location in the centre of Claygate with access from Foley Road and from the adjoining recreation ground which would allow for residents to access the site on foot or by bicycle.

## Details

### Description of project benefits

8. The project responds to a recognised community need in the Elmbridge Borough Council's (EBC) Leisure Facilities Strategy 2017-2035, which identifies the need for at least an additional two swimming lanes in publicly accessible, pay and play swimming pools. This increase is estimated to meet the growing population of Elmbridge by 2035. The location of the project, to the south of the borough is also beneficial to residents, since EBC's own public pools are both located in the north.
9. The project is founded on a community consultation which included local residents, community groups, third parties such as EBC, swim schools, architects, and the Parish Council. Views have been sought from the very outset of the project. The facility has been designed in consultation with local residents whose ideas have shaped the project. For example, the reduction of potential opening hours to allay concerns of neighbouring residents.
10. The positivity felt for the project in the area is also clear from the level of local fundraising achieved at over £90,000 from the CPS Parents Association, community fundraising, tile sponsorship, business headline sponsors and gift aid.
11. Officers consider the project contributes towards the following areas of the SCC priorities 2021-2026:

#### *Tackling health inequality*

- Swimming for exercise, self-confidence, mental and physical wellbeing and water safety.
- Curriculum swimming lessons to CPS pupils and pupils of other local schools i.e. Rowan Preparatory School.
- Links with Capelfield GP Surgery and local Wingham Court Bupa care home (for significant injuries not elderly care) to direct those who would benefit from swimming to the pool.

#### *Enabling a greener future*

- Due to the installation of the building around the existing pool, the project will result in an immediate and significant reduction in water evaporation (up to 90%) and heat loss (up to 70%) as a result of enclosing the pool. Renewed mechanical pool equipment will also assist in more efficient chemical usage and heating.
- The project embraces the Council's Greener Futures agenda and is proposing to install a GSHP and solar panels, instead of a new gas boiler.
- Sustainable drainage options are being incorporated and an artificial grass bank replaced with planting to increase biodiversity.
- New publicly accessible pool within walking or cycling distance for the majority of users that currently drive to pools elsewhere in the borough. The project will immediately reduce the length of journeys and number of journeys undertaken in private vehicles e.g., Rowan Prep School currently bus pupils some distance for swimming lessons and they will be able to walk to this facility. The facility is easily accessed via footpaths and plenty of cycle parking is available. Cycle parking is

available for users of the pool, located at the community entrance. Car parking will be available on site outside of school hours.

- Membership to the pool requires those using the pool to arrive by foot or on bike whenever possible and this will be monitored to ensure journeys to the pool are as sustainable as possible.

#### *Empowering communities*

- Community swimming sessions and private hire of pool for several group activities, to include the Scouts, Rowan Preparatory School, Holy Trinity Church and exercise referral through Capelfield GP Surgery and Wingham Court Bupa care home.
- New community hub within Claygate including a room available to hire for community groups and a small café for socialising after swims.

### **Project Timeframes**

12. The project has been split into two phases to ensure construction works could take place whilst the school is closed to pupils. To ensure funds already secured were not lost and current use of the pool could continue for as long as possible.
13. Phase one is already underway and due to complete by the end of April 2022. This has included construction of the building to enclose the pool, relining of the pool, surfacing around the pool and a new air handling unit.
14. Phase 2, which is the subject of the funding request to Your Fund Surrey, is to fit out the new building including the entrance hall, changing rooms, showers, and community room; external landscaping and installation of a GSHP and solar panels, to generate the additional heat and hot water. This is due to commence from May 2022 for approximately 5 months.

### **Management of the project**

15. Claygate Community Pool is operated by CPS. CPS is responsible for the safe operation of the pool infrastructure and for providing the framework for safe day to day operation.
16. The CPS Business Manager manages the pool alongside the Claygate Community Pool Management Group (CCPMG). The CCPMG is formed of volunteers to assist in the running of the pool. The Group must comprise of at least three members at all times. The CCPMG is likely to be operated as an unincorporated association to oversee the running of the pool. The CCPMG will be formed by a cross section of the community, a parent representative, CPS Headteacher, CPS Business Manager and Governors. The CCPMG will report regularly to the school and Governing Body which retains ultimate responsibility and will be required to approve any financial decisions and sign formal contracts, as necessary. These details are proposed to be agreed at the next Governors Resources meeting which will formally delegate the running of the pool to the CCPMG in line with the remit of the constitution.
17. The pool is available for community use during designated community sessions. These comprise Family Sessions and Lane Sessions. Attendance at these sessions is only permitted to members of the Claygate Community Pool.
18. Community use will be through a membership scheme at £10 per member per year plus usage fees of approximately £5 per session, with discounted rates proposed for seniors and medical referrals. A membership scheme is necessary in order that the pool can safely be operated within the terms of the pool insurance policy. Membership will be prioritised for existing members; families and staff of CPS; residents of Claygate; then

residents of surrounding areas. The membership will be advertised to CPS families and village residents through a number of means including social media, CPS website, posters and Claygate Courier.

19. When an organisation hires the pool that organisation takes on the responsibility for the safe operation and use of the pool, for example ensuring suitable supervision is provided and pool occupancy is not exceeded. For every session, the Session Manager must nominate in advance the Person in Charge. The Person in Charge must be present at the Claygate Community Pool for the entire duration of the session including time that any part of the facility is being used (i.e. the changing rooms). A designated Safety Supervisor must be in attendance at all sessions to ensure the rules of the pool are adhered to by users.
20. A Session Manager is required for the community sessions and a Safety Supervisor (lifeguard) will be arranged for each of the community sessions in advance and is included within the project costs.
21. CCPMG will be responsible for reviewing the use of the pool and financial efficiency of the facility in order to ensure the continued financial sustainability of the operation.
22. The future income of the facility has been researched and calculated based on feedback from the local community and comparable facilities. This includes:
  - Feedback from local community and parents on costs and usage;
  - Review of historic use data for the pool including lessons and family swims;
  - Interviews with school operating pools open to the public and let to swim schools;
  - Assistance from comparable community pools particularly regarding usage, costs and operation;
  - Detailed research to inform swim school tender (initial part of tender now complete with interest from a significant number of parties wishing to operate from the pool);).
  - Discussions with local schools i.e. Rowan to establish potential for future use of the pool by other schools;
  - Input to the costings and pool timetable from local groups wishing to make use of the facility i.e. Scouts; and
  - Advice and feedback from regulated bodies such as Swim England and established local swimming clubs.
23. The forecast is conservative and includes a maintenance allowance and sinking fund. There is significant capacity within the pool timetable to increase usage in the future. The pool and buildings will remain within the ownership of the school but financially operated as a separate entity with a separate bank account.

### **Project Lifespan**

24. A key consideration in designing the building has been to provide a low maintenance asset, both internally and externally which is constructed using high quality materials to ensure a sustainable and long-life building for CPS and the local community.
25. The pool liner has a life span of at least 25 years. With regards to the building, a high-quality block-built building such as the pool facility should have a life of at least 60 years, but in reality, could be much longer. The existing gas boilers should remain effective for at least another 10 years with regular maintenance. The new GSHP equipment has a lifespan of 20 years. The solar panels have a lifespan of 20 to 25 years, although the inverter element of that system will need renewing after 10 years. The inverter costs approximately £2,000 which has been taken into account when considering the future sinking fund.

## Financial and Value for Money Implications

- 26.** There are strict regulations regarding the type of School projects that can be funded through Your Fund Surrey, to which this project adheres.
- 27.** Schools are provided with a delegated budget which is based on a formula which must comply with the current School and Early Years Finance Regulations (these are updated every year). The purpose of the legislation is to ensure all schools are funded on a consistent basis and have a choice as to how to spend their budget. Delegated budgets are provided to cover revenue expenditure associated with core education provision including textbooks and library books (and electronic equivalents), routine maintenance of building and grounds, internal redecoration and replacement of normal classroom furniture, equipment, and IT.
- 28.** The Council (and therefore YFS Funding) may only fund Schools over and above the delegated budget share for purposes specifically listed in the regulations, i.e. over and above that which most schools would normally be expected to need and to provide from their delegated budget. The fact that schools may choose to deliver the core curriculum in novel ways (or by using external speakers or external organisations) does not itself mean that the costs are not core curriculum costs. It should not matter whether the application is from the school, the PTA, or a third-party organisation if it is for the benefit of the school.
- 29.** This project is considered to fit the criteria for YFS funding because:
- The project has demonstrated deliverability as funding is in place with funding from a variety of sources demonstrating support for the project from an organisational level including significant local community fundraising and support. It has planning permission and a contractor already appointed through a thorough procurement process. A specific volunteer management group is in place to manage and operate the pool, with a separate bank account clearly separating the community pool from the school finances.
  - The proposal explains the story of how volunteers have consulted with the community in relation to the need and then developed the project to meet that need and provide community benefits through evidenced community engagement, evidenced community support through fundraising and evidenced the need from EBC.
  - It meets the Council's Greener Futures agenda having developed greener energy solutions.
- 30.** YFS funding is requested for Phase 2, which will fit out the building including the entrance hall, changing rooms, showers, and community room; external landscaping and necessary upgrades to pool plant room including a GSHP and solar panels.
- 31.** The project has applied for £363,500 which equates to 43% of the overall project costs. Table 1. Financial Summary details the £475,391 of other funding which has been secured against the total project cost of £838,891.
- 32.** Table 2. Project Cost Breakdown and Grant Utilisation itemises the allocation of YFS grant against the specific works in each building phase.
- 33.** Considerable fundraising has already taken place to enable phase 1 of the project to commence. There is significant confidence in the ability of the applicant to meet their fundraising targets given the success to date and the long history of fundraising to install and maintain the external pool for over 45 years.

34. As with all applications, there is a risk construction and purchase costs will increase between application and approval. This is mitigated by the contingency (which will only be released if there is a demonstrated need). The applicant has secured quotes that support their costing, and will ultimately be funded based on evidenced, actual spend, up to the amount awarded.

**Table 1. Financial Summary**

<b>Total project cost:</b>	<b>£838,891</b>
<b>Amount applied for from YFS:</b>	£363,500
<b>Percentage of amount applied for to YFS against total cost:</b>	43%
<b>Total other funding:</b>	Total £475,391 towards Phase 1, which has already been delivered
<b>Have other funding sources been secured?</b>	Yes – towards Phase 1 of the project
<b>Is there a commercial element to the project?</b>	Yes
<b>Amount recommended from YFS:</b>	£363,500

**Table 2. Project Cost breakdown and Grant Utilisation:**

<b>Activity</b>	<b>Total Cost</b>	<b>YFS Contribution</b>
<b>Phase 1</b>		
Architect	£9,600	£0
Structural engineer	£940	£0
Planning application fees	£2,587	£0
Tender	£0*	£0
Phase 1 construction	£420,000	£0
Phase 1 Employers Agent	£21,264	£0
<b>Sub total</b>	<b>£454,391</b>	<b>£0</b>
Phase 1 contingency	£21,000	£0
<b>Total</b>	<b>£475,391</b>	<b>£0</b>
<b>Phase 2</b>		
Finishes	£25,000	£25,000
Filtration plant and pipework	£30,000	£30,000
Pool Hall A/C	£50,000	£50,000
Electrical and Plumbing	£76,000	£76,000
CCTV / Security	£12,000	£12,000
External works	£12,000	£12,000
Internal Doors & Screens	£15,000	£15,000
Site costs (Prelims)	£22,000	£22,000
Steel frame cost increase	£30,000	£30,000
Heat pump	£31,500	£31,500
Excavation and backfill trenches	£10,000	£10,000
Install GSHP pipework	£3,000	£3,000
Construct lean-to plant housing	£1,500	£1,500
Solar panels	£12,500	£12,500
Phase 2 Employers Agent	£12,500	£12,500
<b>Sub total</b>	<b>£826,391</b>	<b>£351,000</b>
Phase 2 contingency	£12,500	£12,500
<b>Total</b>	<b>£838,891</b>	<b>£363,500</b>

\*provided by volunteers £32,500

## **Assessment of the application against the criteria for the fund:**

- 35.** This application for funding has been through the due diligence and agreed governance process for the fund, which are publicly available on the County Council website.
- 36.** The application has been subject to a rigorous two step application process involving assessment and scoring by Your Fund Surrey Officers, with input from the Expert hub, a group of specialist Officers providing insight for the eligibility of funding. The application has been assessed and scored independently by three Officers whose scores are then moderated. A summary of the Assessment Report comments against the funds five published scoring criteria are set out in Annex 2.

### **Expert Hub Review**

- 37.** Education – Given the known risks to primary school pupil numbers in the area it could be an income earner or marketing aid for the school.
- 38.** Greener Futures - The proposal is based on a GSHP which is one of the low carbon technologies available and the main source for providing heating to the building. Solar PV is also provided to off-set the electrical demand for running GSHP. This is a change to the original proposal of a new gas boiler and a much more sustainable solution contributing towards SCC's carbon neutral target by 2030.

### **Finance**

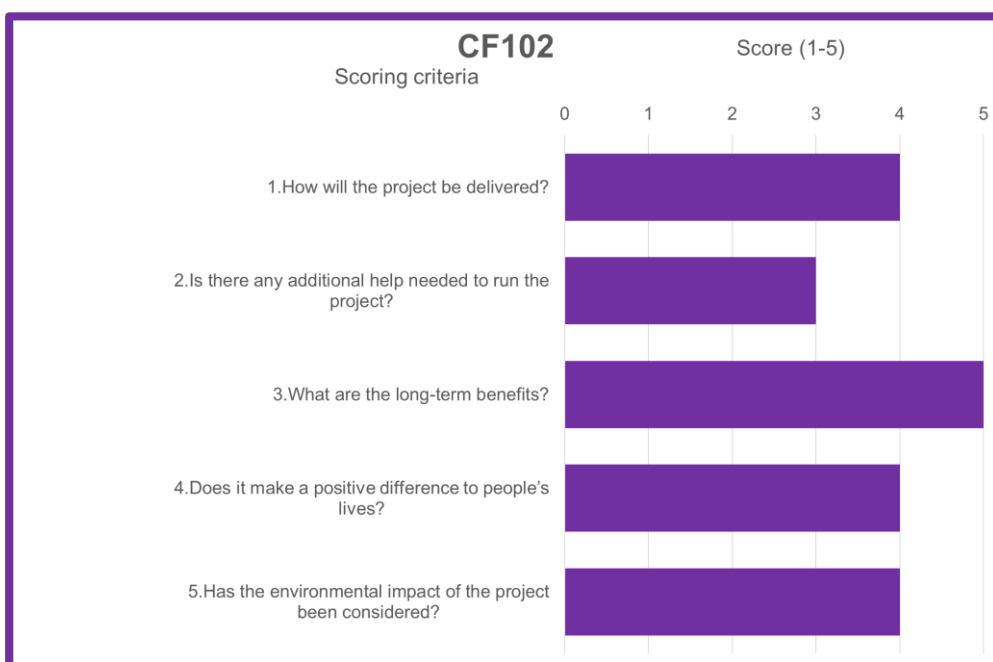
- 39.** General - Ultimately the school is part of the County Council and so is not subject to the same financial standing assessment as external applicants. The costs are supported by an assessment of tenders submitted for the project. The ongoing need for the school in terms of sustainability of pupil numbers was tested with the Schools Finance team. There is a surplus of places reflecting a surplus in the area generally and that while no absolute guarantee can be given as to the future of any school this is not a school which is seen as at risk of closure.
- 40.** Commercial – The annual running costs of the facility are proposed to be covered by the income generated from the usage. As part of the application review, the income and expenditure projections and assumptions provided by the applicant were assessed.
- 41.** The income expects contributions from other schools and club usage together with local community usage. Responses and reassurance by way of reference to specific areas of income were provided by the applicant:
- Parent contributions, and the assumption of ongoing contributions;
  - Annual subscription from the registration scheme, and the risk of this being a barrier to usage;
  - Weekend usage, and the quantum of the number of weeks of expected usage;
  - Benchmarking of rates and usage of the pool based on all income streams.
- 42.** The expenditure assumptions were tested to ensure the following:
- Heating and water evaporation reductions detailed in the submission were reflected in the costing assumptions;
  - The relatively modest spend on lifeguards was sufficient to service the expected usage of the pool;
  - All costs modelled were in line with the expected usage of a pool of this size.
- 43.** While there is inherent risk in any commercial venture, the responses received together with the projected margin demonstrate that the costs can rise by £22.5k (31.9%) or

income decrease by £22.5k (24.2%) before breakeven is reached and provide assurance that there is scope to absorb moderately material changes before the application becomes unviable from the commercial perspective.

### Score Breakdown

44. The application scored a total of 394 out of 500 when scored by Officers broken down as follows:

**Figure 1.** Assessment score breakdown



### Advisory Panel Comments

45. As set out in the overall governance document for YFS, the YFS Advisory Panel functions in an advisory capacity and its role is intended to assist formal decision-making processes which sit outside the Panel. The role of the YFS Advisory Panel is to review shortlisted applications following the assessment and scoring of bids by Officers, and to advise and inform the final officer recommendations to the appropriate decision-maker on the proposed funding awards to be made.

46. The Panel were fully supportive of the project and recognised the considerable effort which had gone into the application. The panel were supportive of a recommendation to award a sum of £351,000 with the conditions to be included in the funding agreement around assurances that fees are maintained at rates affordable to all residents for the life of the facility, to continue to increase sustainability and reduce negative environmental impact, and to maintain all relevant insurances and safeguarding policies in place for the life of the facility. The panel were supportive of a separate sum of £12,500 to be held by SCC as contingency funding for release should it be needed, recognising the difficulties of potential Covid related delays or in the increased cost of sourcing materials.

47. The Panel were also supportive of encouraging the applicant to continue to work with the GP surgery and others to tackle health inequalities and to try and extend the reach and use of the pool to harder to reach groups in the community. The Panel noted the regulations in place regarding the type of school projects admissible under YFS and that this project has been recommended by Officers for funding approval on the basis the project benefits the wider community and meets the aims and published criteria of the fund.

48. In advance of the YFS Advisory Panel session, a member of the Panel had sought clarification from officers on a number of points concerning income and expenditure, charges related to use of the pool, a sinking fund, which schools would use the pool, and to what extent it would be possible to operate without Phase 2. Further detail was provided to all Panel members in advance of the Panel session.

## Consultation

### Summary of Support

49. Have your say, which has had the Claygate Community Pool featured on the Commonplace website, received 356 comments, extracts of which can be seen in Annex 2. There was one negative comment stating that there are so many other urgent funding needs for children's education after Covid.

50. Community engagement has included:

- Facebook Page Regularly updated with news items relating to the project.; Claygate Parish Council Monthly updates to Parish Council via email
- Attendance and presentations at Parish Council meetings to update members and the community, including in relation to the design proposals, CIL (Community Infrastructure Levy) application and planning application.
- Update article in each edition of Claygate Courier community newsletter; CPS newsletter
- Weekly update provided to staff and parents.; Claygate community notice boards
- Regularly updated posters including news items and fundraising events; Nextdoor News and fundraising events posted.
- LinkedIn News and fundraising events posted to Claygate LinkedIn Network; Leaflet drop Leaflets delivered to households in Claygate outlining plans and seeking community feedback.
- Exhibition stand in the primary shopping area in The Parade, outlining plans and seeking community feedback.
- CPS Website Regularly updated with news items relating to the project; WhatsApp groups Regular communication to local WhatsApp groups to provide updates.
- Formal pre-application consultation with neighbours adjoining school site.
- Letters written to all residents neighbouring the school site seeking feedback and offering to discuss the proposals in further detail prior to the submission of the planning application. Several follow up consultation meetings were held with neighbours as a result.
- Ongoing communication with local groups to understand how the pool might be used by the local community and ensure that the pool timetable has the potential to accommodate this variety of future community use, including Scouts, Rowan school, Bupa, Holy Trinity Church, Capelfield GP Surgery.
- Significant local fundraising
- Support and granting of CIL applications
- Support for funding applications
- Feedback to plans and future usage
- Support for planning applications
- Social media engagement and support
- Significant investment of time from many volunteers

51. Letters of support have been received from:

- Claygate Scouts
- Holy Trinity Church
- Capelfield Surgery



- CPS
- The Probus Club of Claygate
- Claygate Recreation Ground Trust
- Claygate Parish Council
- Elmbridge Planning Services
- Elmbridge Leisure Services

**52. The Divisional Councillor Mark Sugden has commented as follows:**

It has been a long-held objective of CPS, Claygate Parish Council, local residents and community organisations to significantly improve and broaden the use of this facility, not just for pupils attending CPS to utilise more frequently but to make it available to thousands of local residents of all ages.

There are no swimming pools in the local area open to local residents and those elsewhere in Elmbridge Borough are far afield and not accessible by public transport.

This is an extremely well supported community project. The project team have raised significant funds towards this project from their own ongoing fundraising efforts, the School Parents Association, Community Infrastructure Levy Grants from Claygate Parish Council (£40,000) and Elmbridge Borough Council (£200,000) and the London Marathon Charitable Trust (£50,000).

In January 2022, Claygate Parish Council awarded a further grant of £5,380 to address some surface water matters that had been identified during the current work.

There is a clear, costed, well managed project plan with local volunteers coming together and investing their expertise, talent, and time to bring this to fruition.

This project will open up an underutilised facility to thousands of local residents that will make a positive difference to their lives, improving health and wellbeing and further bringing our diverse community together.

I keep in regular contact with the project team, and I am aware that they continue to critically review the build and to incorporate any improvements identified. The project addresses our Greener Futures strategy and the Surrey carbon neutral target by 2030. The project team are striving to deliver a facility that addresses and incorporates many environmental improvements such as the removal of gas boilers and the use of GSHPs (Ground Source Heat Pump) and solar panels to heat the pool and to ensure the facility is both sustainable for the long-term.

I commend this submission to the panel – it will have significant, long term, sustainable positive benefits for many thousands of members of the community, now and in the future.

<b>Risk Management and Implications:</b>
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**53.** This application for funding has been through the due diligence and agreed governance process. As part of this process the applicant has provided an overview of risks against the project. This is summarised below. Officers consider there to be adequate control measures in place.

**Table 5. Summary Table of Risks and Key Mitigations**

<b>Risk description</b>	<b>RAG</b>	<b>Mitigation action/strategy</b>
Delays to construction, supply chain issues, labour shortages and cost increases		Detailed cost estimates carried out and regularly updated throughout the project. Fixed price contract ensures the risk lies with

related to market conditions or COVID-19.		the contractor. Contingency funding ring fenced if necessary.
Unable to fundraise the balance of project costs		Committed volunteers and regularly updated / engaged community
Net income lower than forecasted or increase in running costs, specifically energy costs		Management group already have experience of running the pool. Options include increase in subscription fees, open more sessions to private hirers, further fundraising, further funding applications – community use is secured through planning permission.

**Section 151 Officer commentary:**

- 54.** Although significant progress has been made to improve the Council's financial position, the medium term financial outlook beyond 2022/23 remains uncertain. With no clarity on central government funding in the medium term, our working assumption is that financial resources will continue to be constrained, as they have been for the majority of the past decade. This places an onus on the Council to continue to consider issues of financial sustainability as a priority in order to ensure stable provision of services in the medium term.
- 55.** The long-term sustainability of the projects funded by Your Fund Surrey is a key factor in assessing their suitability. Certain projects are relatively straightforward, where ongoing sustainability relies only on identifying a modest and reasonably secure source of funds to maintain an asset.
- 56.** Other, more complicated and typically higher value, projects (such as Claygate Community Pool) rely on generating sustainable levels of ongoing income to cover management, operation, maintenance and ultimately replacement of the asset funded by the grant. A level of risk in the ongoing delivery of benefits from these schemes is inevitable and despite officers gaining assurance that mitigations are in place, success cannot be absolutely guaranteed for each individual project.
- 57.** The finance and commercial assessment is set out in paragraphs 38 to 42, along with a summary of risk and mitigations set out in paragraph 52. These factors set out alongside the expected benefits of the project have been scrutinised and challenged by officers and are deemed acceptable in this instance. An important consideration is that Your Fund Surrey is a key part of the Council's Empowering Community approach focused upon enabling communities through investing in a meaningful and lasting way. Therefore, the success of Your Fund Surrey will set against establishing a different relationship with communities, empowering them to be more self-reliant. In forging that relationship, the success of individual projects will vary within the benefits delivered by the programme as a whole. Learning points from successful and unsuccessful projects will be taken and used to inform the development and evolution of the fund over time.
- 58.** The borrowing costs associated with the fund have been fully built into the Council's Medium-Term Financial Strategy.

**Legal implications – Monitoring Officer:**

59. The report sets out the information and steps for the consideration of the application further to the Council's governance arrangements for Your Fund Surrey. The proposal is permitted under the Schools & Early Years Finance Regulations
60. Further to those arrangements, if approved, the Council and the organisation will enter into a comprehensive funding agreement which will include the performance measures that will be put in place to ensure the funding is used as intended as well as clearly describing any support or additional conditions agreed as part of the funding award.

**Equalities and Diversity:**

61. Your Fund is designed to provide investment in schemes that encourage community participation, reduce isolation, and develop the potential for social wellbeing and economic prosperity. As such it is anticipated that it will have a positive impact on a number of those who may rely on or gain support from within the local community and those within protected characteristics that may be more likely to experience social and economic exclusion.
62. An Equalities Impact Assessment has been produced for Your Fund Surrey and was circulated as an Annex to the Your Fund Surrey Cabinet Report 26<sup>th</sup> January 2021.

**Other Implications:**

63. The potential implications for the following council priorities and policy areas have been considered. Where the impact is potentially significant a summary of the issues is set out in detail below.

<b>Area assessed:</b>	<b>Direct Implications:</b>
Corporate Parenting/Looked After Children	No direct implications
Safeguarding responsibilities for vulnerable children & adults	The school already has safeguarding in place.
Environmental sustainability	<p>The project has a positive contribution to environmental sustainability.</p> <ul style="list-style-type: none"> <li>Measures incorporated in original design: Insulated cavity walls, building airtightness, local facility reducing travel by road and length of journeys, recirculated air.</li> <li>Additional measures implemented: Area of double-glazing reduced, reduced internal temperatures, tree planting along boundary of playing field (12 no.), GSHP instead of gas boiler and solar panels for additional hot water and air heating, rainwater harvesting.</li> </ul>
Public Health	The project has a positive impact on wider health determinants with specific reference to residents being encouraged to undertake physical activity to access the pool (walk/cycle) and in use of the pool for physical health and wellbeing and use of the community room/café as a meeting place to foster community cohesion. The accessible path to the pool will

	encourage greater use by the less able and for longer periods of the year.
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### **What Happens Next:**

- Following the advisory panel, a dedicated Officer decision report will be produced for consideration by the Cabinet Member for Communities, incorporating the comments of the Advisory Panel
- Following Delegated Cabinet Member approval of the funding a notice of the records of decisions taken under delegated power, will be published within 3 days of the decision being made. A note of this decision will be included in the next Cabinet report update of Your Fund Surrey.
- Officers will prepare the relevant schedules and funding agreements to enable payment of funds and monitoring and evaluation of the project against its outcomes.
- The YFS Team officers will then issue a provisional offer of funding to the applicant, including a copy of the draft Funding Agreement incorporating any additional conditions.

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### **Report Authors:**

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### **Consulted:**

Division County Councillor

Greener Futures

Corporate Finance and Commercial – Surrey County Council

### **Annexes:**

**Annex 1:** Project Location

**Annex 2:** Summary Scoring Comments

**Annex 3:** Commonplace Summary Report

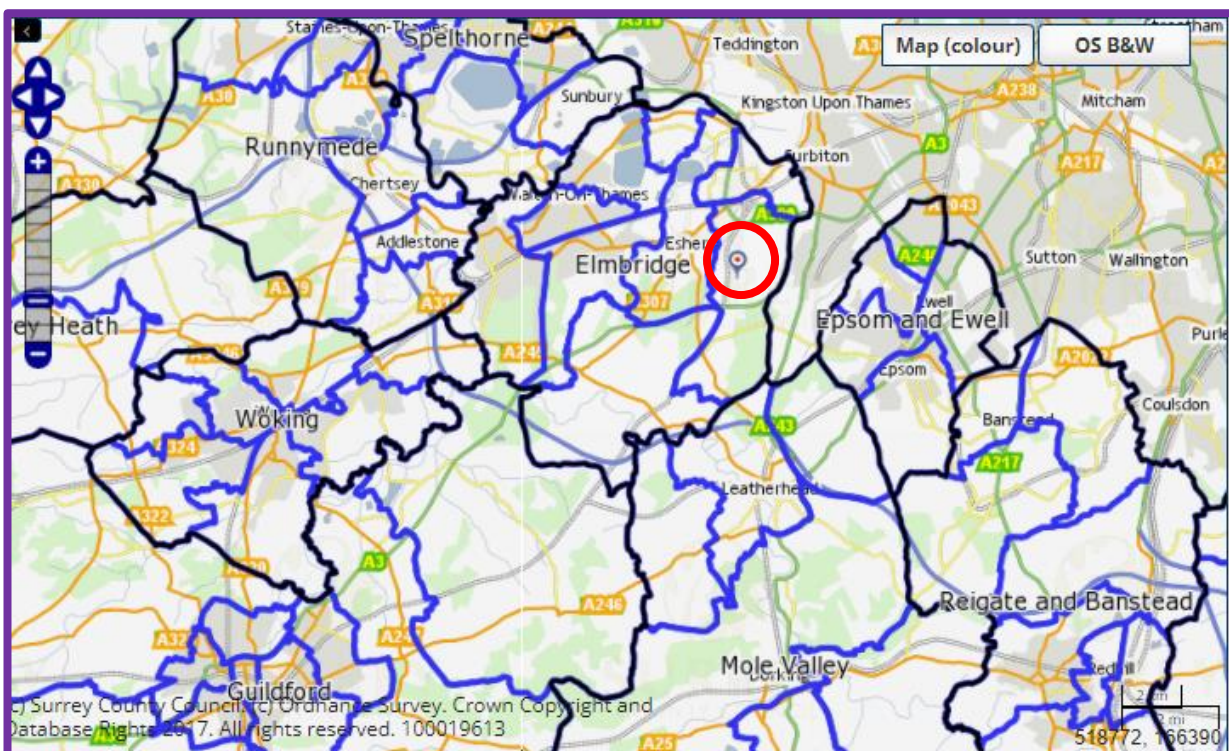
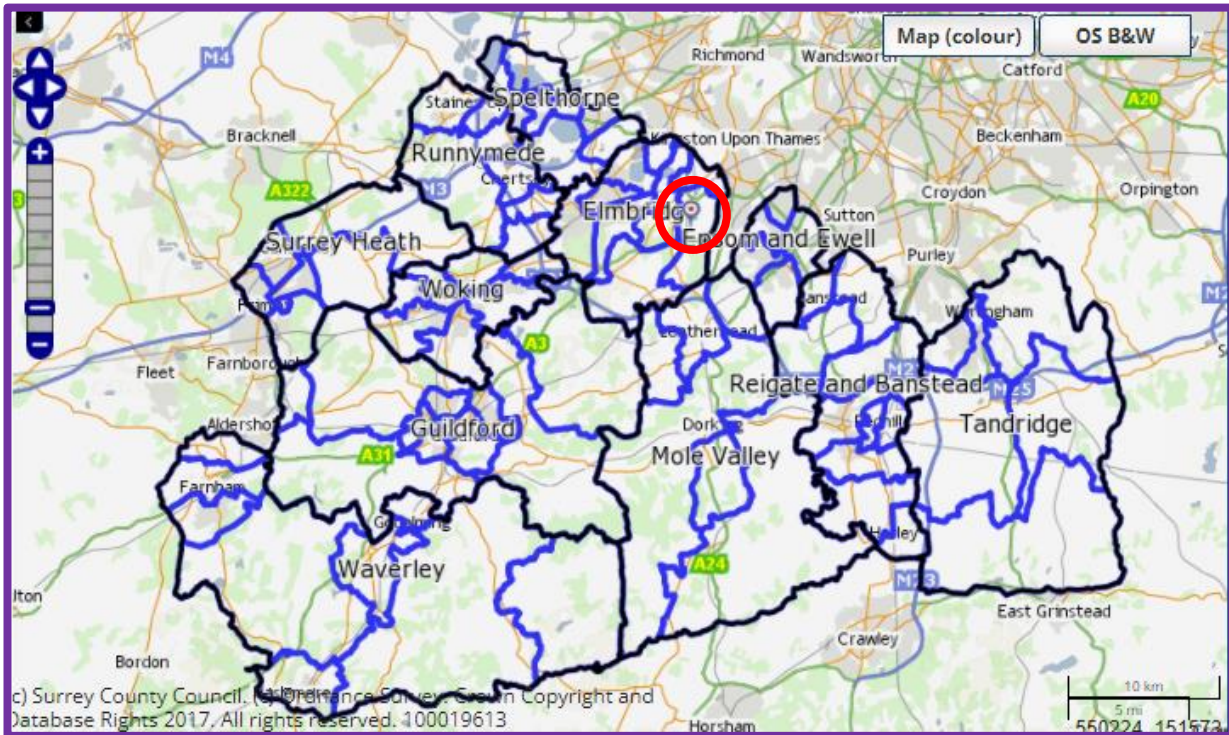
### **Sources/background papers:**

Your Fund Surrey Criteria

Your Fund Surrey Governance Document

**Annex 1 – Project Location**

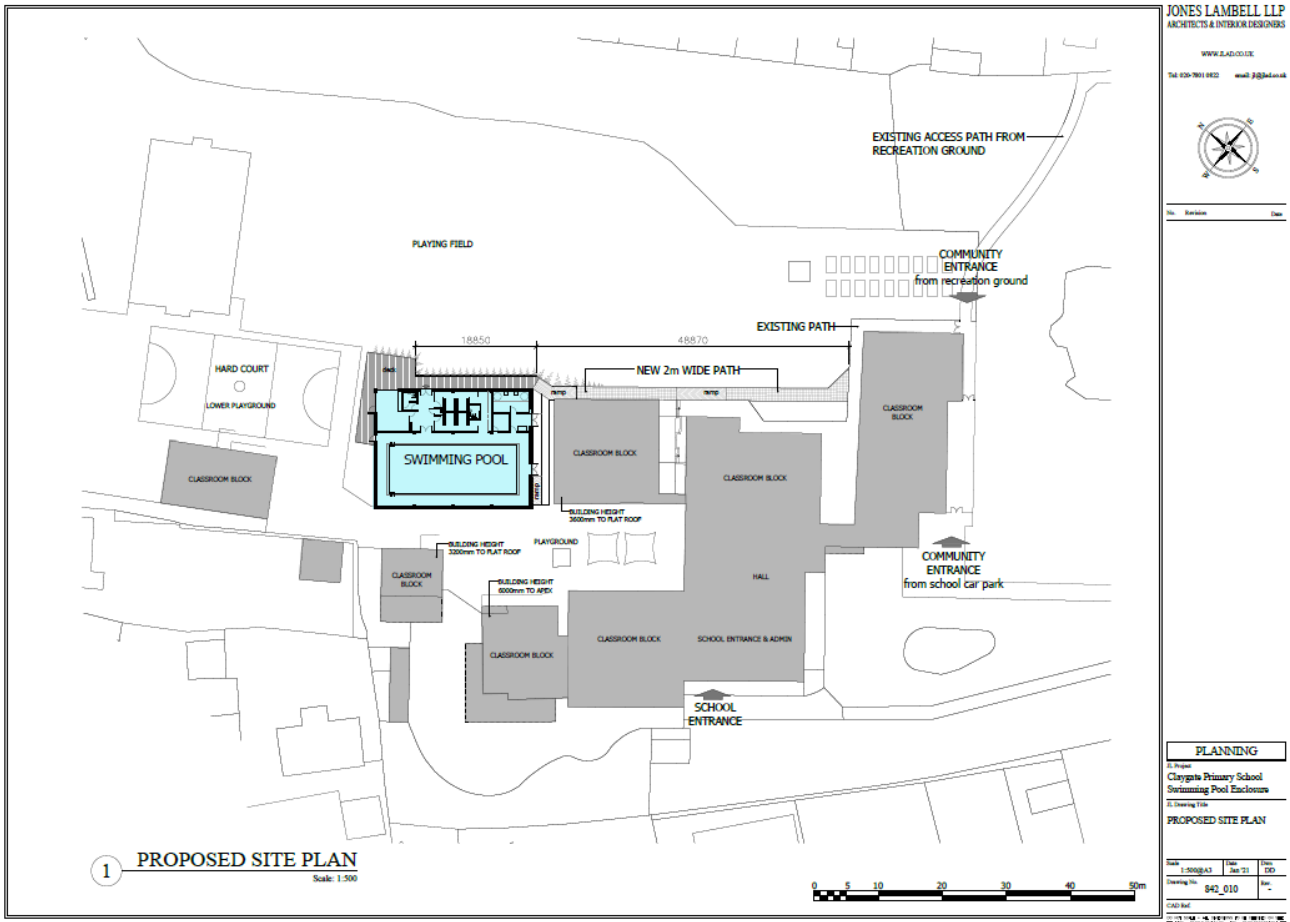
Location (map)



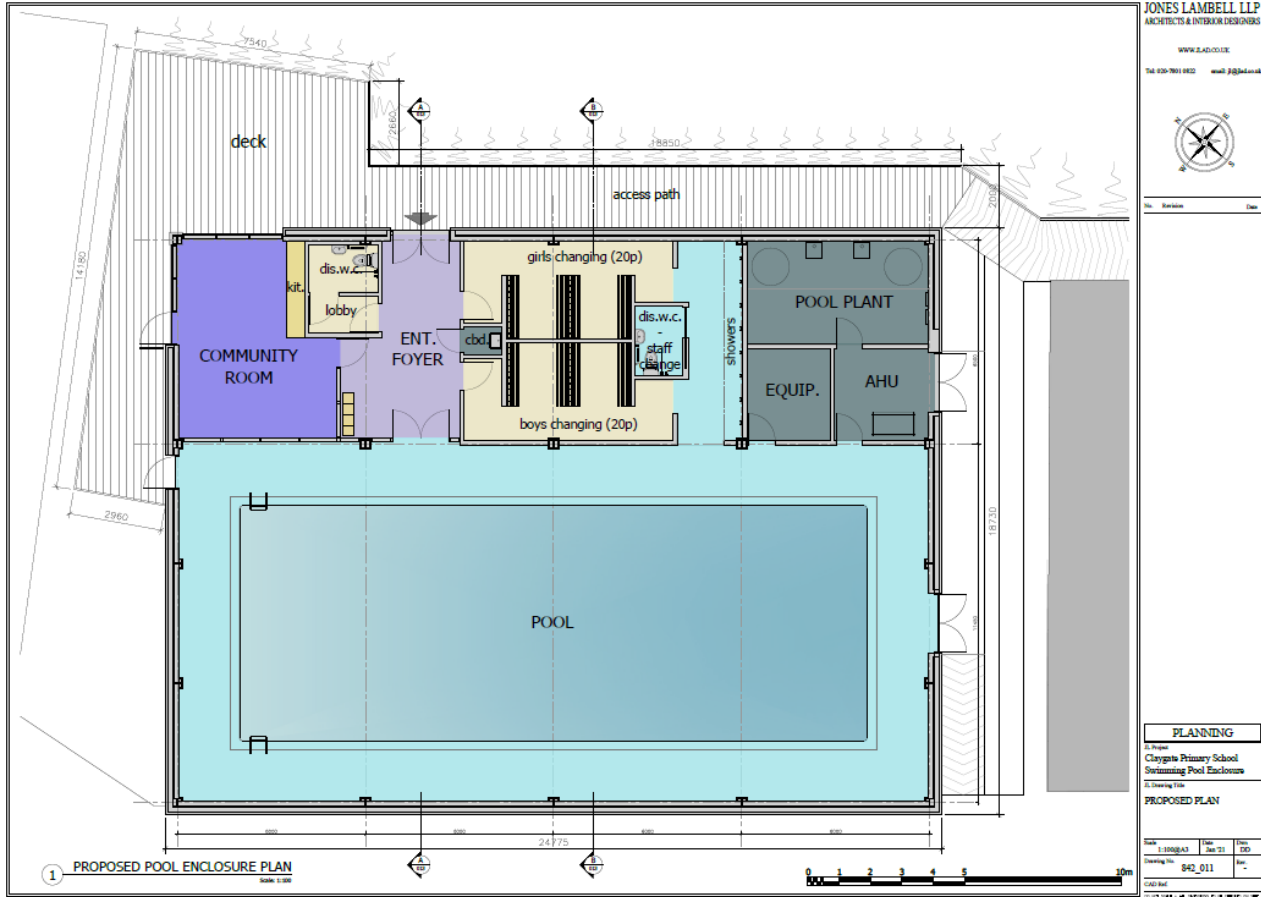
**Artist impression of new building:**



Site Plan:



Layout plan:





THINK **BIG**

## **Annex 2: Summary Scoring Comments**

### **Criteria 1 - How will the project be delivered?**

Initial works underway. Detailed plan in place and phased according to school holidays/safe site access. Planning consent in place.

Thorough tender document specifying requirements; JCT contract for Design & Build where contractor takes majority of risk. The tender process has had expert professional input and there seems to have been a robust interrogation of the preferred construction companies

Usage has been planned. Structured pool timetable for income generation. Estimated operating income/expenditure based on potential usage.

CPS Business Manager manages the pool alongside the Claygate Community Pool Management Group (CCPMG). Active volunteer group driving project.

Significant fundraising and other funds secured, although still a funding gap.

### **Criteria 2 - Is there any additional help needed to run, the project?**

Longer term sustainability will require ongoing significant pool usage.

Volunteers – project is already using significant numbers of volunteers to drive the project forwards. CPS will be heavily involved in the project management and the new organisation CCPMG will become the management function to manage the ongoing running of the site once opened. Costings estimated at in excess of £30K for the professionals who have volunteered for the project so far.

### **Criteria 3 - What are the long-term benefits?**

Meets objectives of Elmbridge BC to provide additional swimming pool space in borough to meet identified need. Pool timetable allows flexible time to incorporate the many possible end users. No pool facilities in local area. Demand for all year-round swimming and associated water activities will continue. Pool use by other schools, lessons for all pupils, family swimming sessions, triathlon club, swim school, Scouts. Design allows for retrofitting of additional equipment such as hoist.

Consultation started in 2019 – sports clubs, parish council, scouts, nursery, Elmbridge Borough Council, Care home, local businesses, school pupils and families, church, wider community through social media.

### **Criteria 4 - Does it make a positive difference to people's lives?**

Broad engagement across the community with existing organisations. Nice to hear that the pool was dug out by parents in the 1970s! Significant community support is evidenced by the level of comments and positive support for the project, not least from the letters provided but also by the 350+ comments on commonplace

The application could also consider ethnically diverse communities, people from low-income families, disabled people, or people with poor mental health. Whilst there is a community room/hub/cafe within the project proposals no real info on how this will be used. Older people considered through the Probus group and the local church.





THINK **BIG**

**Criteria 5 - Has the environmental impact of the project been considered?**

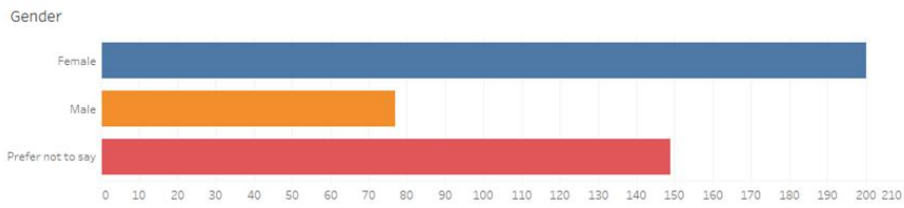
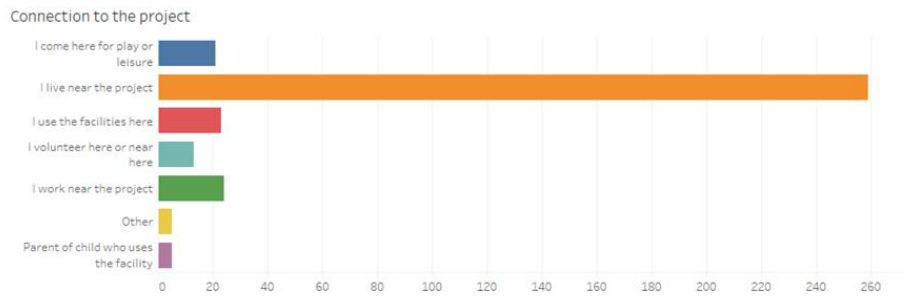
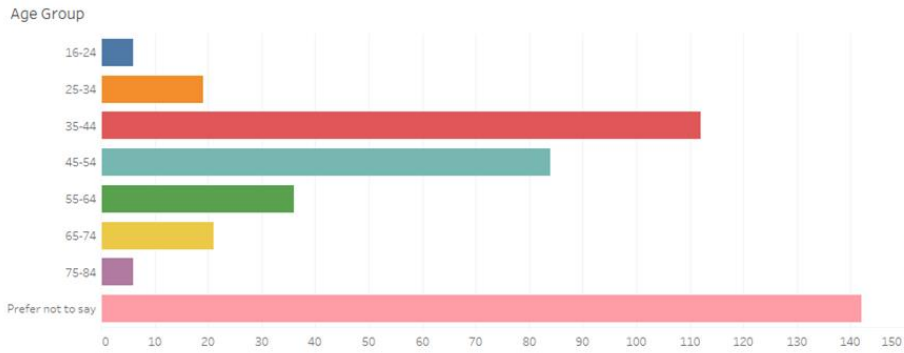
Significant reduction in water evaporation (up to 90%) and heat loss (up to 70%) as a result of enclosing the pool. Renewed more efficient mechanical pool equipment will also assist in more efficient chemical usage and heating.

Bicycle parking and all level for accessibility. Walking/cycling/sustainable travel plans for the facility.

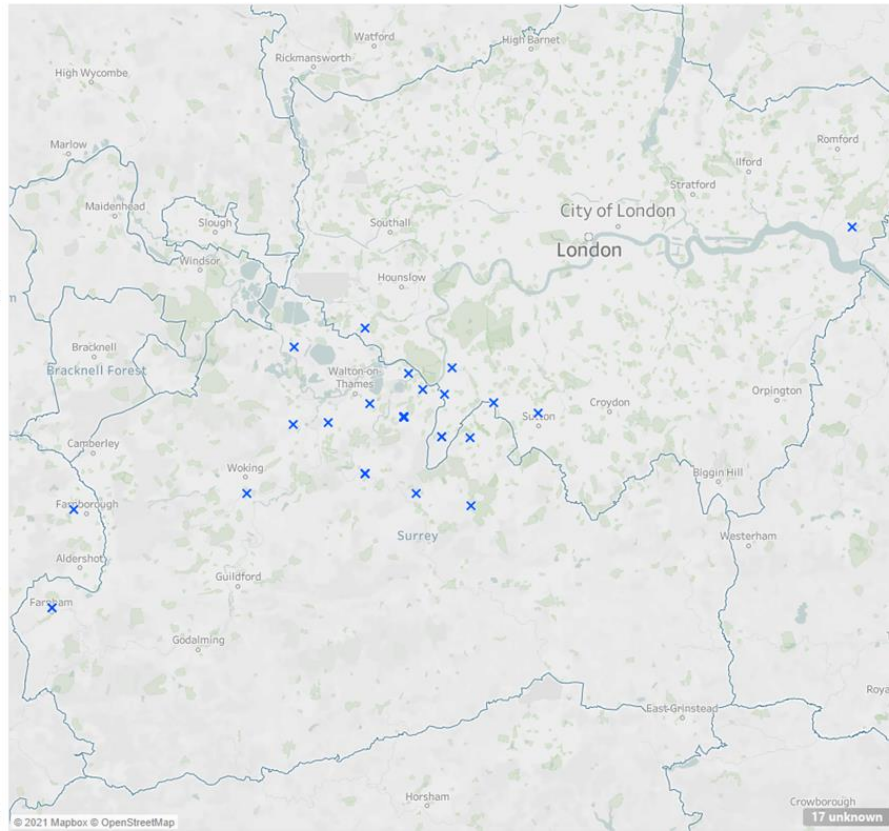
# Annex 3. Commonplace Summary Report

Commonplace Engagement Report- Claygate Community Pool  
Respondent Demographics

Number of respondents: 356



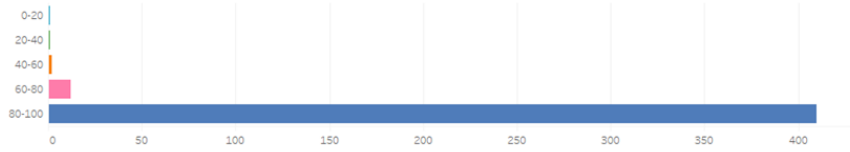
Map  
Each cross indicates a rough location from which people have responded.



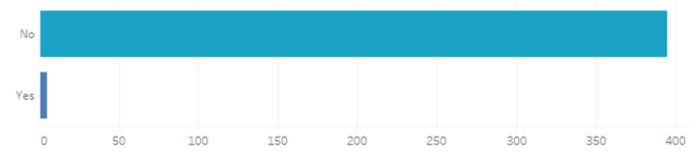
# Annex 3. Commonplace Summary Report

## Key Findings

How important do you feel the project is?



Is there anything else like this in the local area?



Nothing has been identified as being similar to the proposed project.

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**SURREY COUNTY COUNCIL**

**MR MARK NUTI, CABINET MEMBER FOR COMMUNITIES**

**DATE: 16 MARCH 2022**



**LEAD OFFICER: MARIE SNELLING EXECUTIVE DIRECTOR OF CUSTOMER AND COMMUNITIES**

**SUBJECT: YOUR FUND SURREY APPLICATION – SOUTH PARK SPORTS ASSOCIATION**

**PROJECT NAME: SOUTH PARK COMMUNITY 3G PITCH**

**CF REFERENCE: CF251**

**ORGANISATION** Growing A Sustainable Economy So Everyone Can Benefit/ Tackling  
**STRATEGY PRIORITY** Health Inequality/Enabling A Greener Future/Empowering  
**AREA:** Communities

#### **SUMMARY OF ISSUE:**

This report sets out the key information on the **South Park Sports Association - Community 3G Pitch** Your Fund Surrey (YFS) Application for the consideration of the Cabinet Member for Communities with recommendations for funding approval.

The vision of YFS is to bring community-led and place-making projects to life, with a focus on wider community benefit that leaves a real legacy.

#### **RECOMMENDATIONS:**

It is recommended that the Cabinet Member:

1. Approve funding from Your Fund Surrey for project CF251 South Park Community 3G Pitch for the full amount requested of £150,000 with no contingency due to the fixed price contract.
2. To approve the inclusion of the following conditions in the funding agreement as a requirement of this funding:
  - For the applicant to develop a usage policy to be adopted by the Steering Committee and South Park Sports Association for the life of the facility which ensures the widest access to the community, to include a booking policy and schedule of fees maintaining affordable rates;
  - completion of all planning conditions prior to release of YFS funding;
  - final evidence of all funding to bring the project to a successful conclusion is secured;
  - the applicant uses all possible measures identified to increase sustainability and reduce environmental impact during construction and operation of the facility;
  - the applicant having all relevant insurances and safeguarding policies in place.

3. Agree that the applicant be required to consider all viable options to extend the reach of and use of the new facility to all groups within the local community as part of the development plan, noting the offer for women & girls and people living with disabilities. To request that monitoring of the development plan is shared with YFS Team Officers as part of the YFS monitoring of the project.
4. Agree that the applicant be required to work with partners to identify and promote measures to tackle health inequalities through the use of the new facility via the development of a usage policy, including consideration being given to social prescribing and provision of relevant sessions, or trial events
5. Agree that the applicant be required to consider all reasonable measures which could be undertaken to extend the reach of and use of the facility to harder to reach groups within the local community.
6. To agree that the YFS funding (£150,000) will specifically contribute toward item of expenditure for the pitch base and foundations (210,574), which equates to 71% of this item.
7. To agree to require the applicant that if the project costs for the item being funded by YFS come in under budget, then the relevant proportion (71%) of those savings are to be returned to YFS under the Guaranteed Maximum Price contract

### **Reason for Recommendations**

This application has been the subject of a rigorous assessment process by officers, as set out in the body of this report. Officers consider the project to meet the aims and published criteria of the fund and to satisfy the requirements to award funding.

### **Executive Summary**

1. This Project comprises the design, manufacture and installation of a 106m x 70m floodlit Stadia / Community 3G Artificial Grass Pitch (AGP) within an existing stadium (virgin greenfield site) including new perimeter 4.5m high fencing and 1.2m high spectator fencing, light-emitting diode (LED) floodlights, goal storage, new spectator area, sports and maintenance equipment, infill retention mitigation. 3G stands for a Third-Generation synthetic surface which consists of three elements; synthetic turf, sand infill and rubber infill. The aim from the South Park Sports Association is to have a facility that benefits the whole community and is inclusive for all.
2. A Local Football Facility Plan (LFFP) has been conducted by the Football Foundation (FF) in collaboration with the Football Association (FA), Surrey FA, Reigate Borough Council and Active Surrey. The purpose of the LFFP is to identify priority projects that can deliver better facilities for grassroots football. The Reigate and Banstead LFFP has identified the need for seven new 3G pitches in the borough to meet demand and the South Park Sports Association project is included as a priority.
3. The 3G pitch will provide an opportunity for existing, former and new teams to play given that many teams have found it difficult to find pitch availability in the area and pitches have been in decline for many years. For example, the local Redhill and District Football League has seen a 70% reduction in participating teams in recent years. The 3G pitch will also enable games and events to be organised by local clubs, residents, and

members, as well as enable South Park Sports Association to build their provision for women, girls and people living with disabilities.

4. South Park Sports Association have devised a usage plan that commits to a wide variety of regular community use for the pitch in addition to local grassroots football clubs, such as Reigate Priory FC, Reigate Football Club and Reigate Women's Football Club. In addition, the usage plan includes regular participation by YMCA East Surrey, Man vs Fat, Reigate Refugee Programme, East Surrey Hawks (An inclusive football club for children with disabilities, health conditions and complex needs), Crawley Town FC Foundation, Just Play (in conjunction with Reigate and Banstead Borough Council), English Deaf League, Wildcats (a specific FA programme for non-competitive girls' football) and South Park Walking Football. South Park Sports Association are also committed to starting a senior women's team by the 2022/23 season. As part of their partnership with local football clubs and the organisations listed, South Park Sports Association will be offering reduced hiring fees to all community organisations.
5. The range of organisations scheduled to use the new facility supports the Council's approach to equality, diversity and inclusion. The facility is also located in Woodhatch, an area of greater challenge, therefore the project supports the Council's no one left behind agenda.
6. The applicant has secured a substantial amount of funding for this project and their submission to YFS is the last piece needed to mobilise the project. If successful they will be in a position to begin work imminently.

## Details

### Description of project benefits

7. The project responds to the demonstrated community need in the Reigate and Banstead LFFP, for improved playing facilities for grassroots football in the area.
8. The project aims to increase the variety of football opportunities that are on offer for residents. Particularly the offer for women & girls and people living with disabilities will increase due to the inclusion of the Wildcats and YMCA East Surrey as regular users.
9. Officers consider the project contributes towards the following areas of the SCC priorities 2021-2026:

#### *Growing a sustainable economy so everyone can benefit*

- Grounds team to receive Level 2 qualification in Maintenance of Artificial Surfaces.
- All coaches to be supported in achieving at least a Level 1 in football coaching.
- Plans to include a corporate 5-a-side league for local business to enhance their cohesion and productivity.
- A local contractor has been selected for the works.
- Signed up to the FA Pitch Improvement Programme to improve grass pitches including a range of measures to help develop the skills and knowledge of the volunteers and groundsmen including seminars and workshops.

#### *Tackling health inequality*

- Through the diverse usage plan all age groups, genders and disabilities will be supported to be active in an environment that suits their needs to improve mental and physical health.

### *Enabling a greener future*

- A lack of suitable facilities in the area means longer car journeys, this facility would reduce the need for travel by residents.
- Reduced water usage of between 1.8million to 3.7million litres each year for full sized adult pitch.
- SPSA have signed up to the FF Pitch Maintenance Fund. And will report on improvements twice yearly through the Pitch Power App.
- Floodlights are proposed to be energy efficient LEDs

### *Empowering communities*

- Increase in usage creates opportunities for community volunteers.
- Increase in socialisation and community spirit.

## **Project Timeframes**

**10.** The key project delivery dates are approximately 3 months, comprising of:

12 weeks for build of facility

- Pitch installation
- Erecting perimeter fence and floodlights
- Preparation of surrounding land to ensure the facility is accessible

1 week for handover from contractor to South Park Sports Association.

**11.** The FF grant must be utilised in this financial year and hence the project will commence as soon as a funding decision is confirmed from YFS in March 2022. Otherwise, FF funding will be withdrawn and South Park Sports Association would have to re-apply to FF.

## **Management of the project**

**12.** South Park Sports Association is a not-for-profit organisation run by a management committee elected by the members. The three member clubs are South Park FC, South Park Juniors and East Surrey Hawks. The organisation has a written constitution. All sections have their own committee with representation on the association committee. A Steering Committee is being formed to oversee the day to day running and usage of the 3G pitch and report back to the South Park Sports Association management committee. The FF and Reigate & Banstead Borough Council each have a seat on the steering committee to ensure community usage is strongly represented. As part of the FFs' funding, the Steering Committee will also be accountable for a development plan which has a focus on increasing provision for women, girls and people living with disabilities.

**13.** The South Park Sports Association Steering Committee will oversee management of the build and will be the key contacts during the handover of the facilities from contractor to the association. During the first year, the site maintenance will be carried out by the contractor. This will then be handed over to the South Park Sports Association Steering Committee to run moving forward. The Grounds team will be undertaking the Level 2 Effective Maintenance of Artificial pitches in time for the maintenance handover.

**14.** A facilities team comprising of Duty Managers, Caretakers and Grounds People will be headed by a Bookings Manager. This team will have day-to-day control of the facility and will manage fair and regular use for community groups. The facilities team will report to the Steering Committee.

**15.** The site is vested with Fields in Trust meaning it is safeguarded for recreational use. South Park Sports Association has been running for over 100 years but if it were to fold Fields in Trust would take over the running of the site. The Football Foundation will also



have a charge on the site to safeguard their investment. Meaning the site is safeguarded for recreational use for future generations.

## Project Lifespan

16. The pitch will have a minimum lifespan of 10 years. South Park Sports Association has committed to a sinking fund for maintenance, upgrades and replacement. The ongoing maintenance procedures that the facilities team will undertake has potential to extend the lifespan well beyond 10 years.
17. The benefits of 3G pitches include that they are free draining and hence permit play all year round. Depending on intensity of usage they yield 90 million hours of play over eight to ten years. The lifespans of those with floodlights tend to be shorter. They are environmentally friendly by reducing significant watering costs and require no pesticide or fertiliser use. The playing surface is scattered with a layer of sand and rubber crumb, which is usually made from old tyres and recycled rubber material. They reduce the risk of player injuries and are low maintenance. However, the ability to recycle artificial turf at the end of its life and the costs of recycling compared to landfill are still being developed.

## Financial and Value for Money Implications

18. YFS funding is requested for construction of the foundation and base of the 3G AGP. The project also includes perimeter 4.5m high fencing and 1.2m high spectator fencing, LED floodlights, goal storage, new spectator area, sports and maintenance equipment, infill retention mitigation.
19. The project costs are based on independently sourced quotations from 6 contractors. The tender process was run through FF. The selected contractor is Support in Sport (SIS). The contractor will be awarded on a Guaranteed Maximum Price contract.
20. The project has applied for £150,000 which equates to 19% of the overall project costs. The remaining monies needed for the project have been raised from various sources (see Table 1).
21. Table 1. Financial Summary details the £632,648 of other funding which has been secured against the total project cost of £782,648.
22. Table 2. Project Cost Breakdown and Grant Utilisation, itemises the allocation of YFS grant against specific works.

**Table 1. Financial summary**

<b>Amount applied for:</b>	£150,000
<b>Total project cost:</b>	£782,648
<b>Percentage of cost against total:</b>	19%
<b>Have other funding sources been secured?</b>	Yes
<b>Other funding:</b>	<b>£632,648</b>
<b>Is there a commercial element to the project?</b>	Yes
<b>Amount suggested for funding:</b>	£150,000

**Table 2. Project Cost breakdown and Grant Utilisation:**

<b>Activity</b>	<b>Total Cost (excluding VAT)</b>	<b>YFS Contribution</b>
Site preliminaries – below ground	£15,800	£0
Site clearance, excavation, groundworks	£36,588	£0
Drainage Works	£14,443	£0
Pitch Foundations and Base	£210,574	£150,000

Floodlighting (below ground)	£7,364	£0
Infill Retention Mitigation	£16,157	£0
Contractors other items	£7,500	£0
Site preliminaries – above ground	£24,170	£0
Artificial Grass Surface	£142,505	£0
Perimeter Fencing	£87,941	£0
Sports Equipment and Site Furniture	£32,723	£0
Floodlighting	£47,475	£0
Reinstatement	£2,050	£0
Maintenance equipment	£21,900	£0
Groundworks	£36,588	£0
Contingency	£10,000	£0
Design fees	£15,000	£0
Overheads	£13,342	£0
Extra costs for delays	£37,978	£0
Planning costs	£15,000	£0
Grant applications and project management	£5,000*	£0
Other Costs	£186,153	£0
<b>Total</b>	<b>£782,648</b>	<b>£150,000</b>

\*not funded by YFS

- 23.** As with all applications, there is a risk that construction and purchase costs will increase between application and approval. The applicant has secured quotes that support their costing, and will ultimately be funded based on evidenced, actual spend, up to the amount awarded
- 24.** It is not proposed to hold any contingency sum for this project as YFS are the last funder. The majority and lead funder is the FF. All works fall under the contract which is let as a Guaranteed Maximum Price, hence the risk sits with the Contractor under their agreement with the FF. All invoices will go through the FF before any payment of their grant funding and they monitor the project for up to 21 years after completion.
- 25.** YFS funding (£150,000) is being requested to contribute to the item of expenditure for the pitch base and foundations (210,574), which equates to 71% of this item. If the project costs for the item being funded by YFS come in under budget, then the relevant proportion (71%) of those savings are to be returned to YFS under the Guaranteed Maximum Price contract.

#### **Assessment of the application against the criteria for the fund:**

- 26.** This application for funding has been through the due diligence and agreed governance process for the fund, which are publicly available on the County Council website.
- 27.** The application has been subject to a rigorous two step application process involving assessment and scoring by YFS Officers, with input from the Expert hub, a group of specialist Officers providing insight for the eligibility of funding. The application has been assessed and scored independently by three Officers whose scores are then moderated. A summary of the Assessment Report comments against the funds five published scoring criteria are set out in Annex 2.

#### **Expert Hub Review**

- 28.** Finance – The project passed the standard Financial assessment undertaken, demonstrating adequate quotations for the work and a positive cash flow throughout. A commercial assessment of the project is set out below.

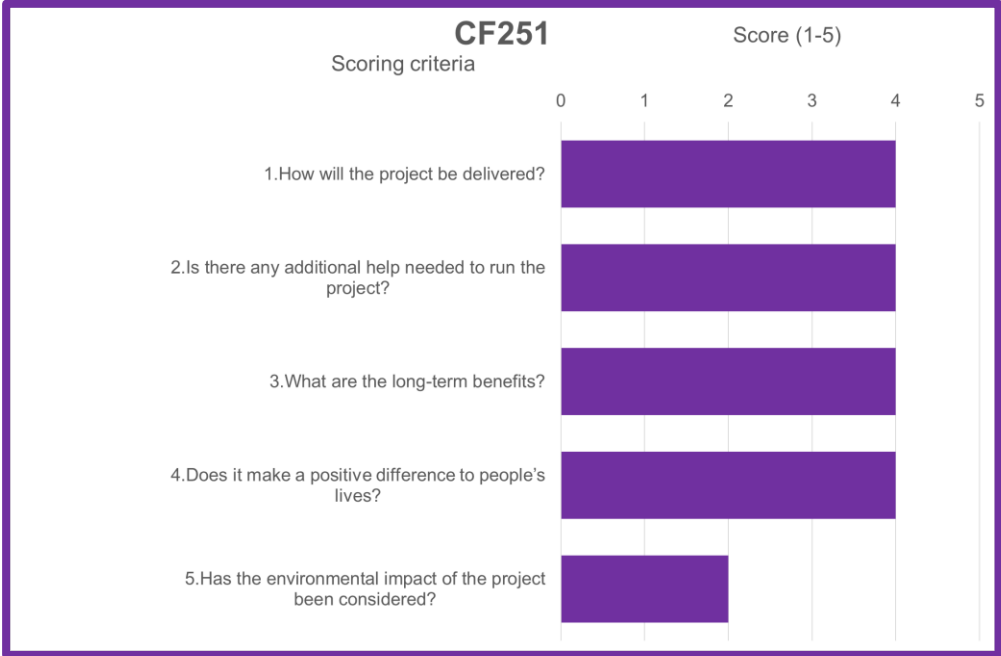
**29. Commercial** - The commercial viability of the applicant's submission is linked to the income generated from the usage of the pitch site. An expected timetable of usage together with pricing has been submitted by the applicant showing the forecast income expected to be generated from the winter weeks. This 30-week period makes up 96% (£68k) of the projected income and therefore is key to the financial viability of the application. The 18-week period classified as summer has further opportunities to be monetised via summer clubs and festivals, however, this income has not been forecast which provides protection to the submitted income and expenditure projections. The shortage of facilities in the area is expected to drive the anticipated usage, with the pricing aligned to other similar facilities in the surrounding areas.

**30.** The year-on-year income generated by the bar and kitchen is projected to be higher than the total pitch income. For Year 2 income is forecast to be £103k verses £68k, respectively. Product, delivery, and labour costs for the delivery of this income stream are in line with expectations and mean there is a relatively modest 13% margin generated. The applicant will need to manage the costs appropriately to ensure the delivery of this service does not impact the viability of the project. The forecast surplus generated from the pitch would allow for the bar and kitchen offering to operate at breakeven while ensuring the project continues to be financially viable. Therefore, this affords the applicant flex to remove the offering should it become loss making and continue without it.

**Score Breakdown**

**31.** The application scored a total of 375 out of 500 when scored by Officers broken down as follows:

**Figure 1.** Assessment score breakdown



**Advisory Panel Comments**

**33.** As set out in the overall governance document for YFS, the YFS Advisory Panel functions in an advisory capacity and its role is intended to assist formal decision-making processes which sit outside the Panel. The role of the YFS Advisory Panel is to review shortlisted applications following the assessment and scoring of bids by Officers, and to advise and inform the final officer recommendations to the appropriate decision-maker on the proposed funding awards to be made.

- 34.** The YFS Advisory Panel, via the Chair sought additional clarification in relation to this application to which responses were provided. These points included concerns over income and expenditure, maintenance costs and fact clarifications. The Panel further requested additional information on possible work with the SCC Natural Capital team to explore where trees could be planted to 'soft scape' the facility and if a defibrillator would be installed on site. Further detail was provided to Panel members subsequent to this session.
- 35.** The Panel were fully supportive of the project and recognised the considerable effort which had gone into the application. The panel were supportive of a recommendation to award a sum of £150,000 with the conditions to be included in the funding agreement around developing a booking and usage policy to assure affordable rates and equal access, completion of all planning conditions, confirmation of funding being in place, measures to increase environmental sustainability, maintain all relevant insurances, put in place robust safeguarding policies and that 71% of any savings on the item being funded should be returned to YFS.

## Consultation

### Summary of Support

- 36.** Have your say, which has had South Park Sports Association featured on the Commonplace website, received 773 comments. The overwhelming majority of respondents are in favour of the project, however there were 11 negative comments. In response to the negative comments, South Park Sports Association have provided a document to clarify the points raised which has been deemed satisfactory by officers.
- 37.** The Divisional Councillor Catherine Baart has commented as follows:
- I am absolutely in favour of sports facilities which are open to all groups and encourage exercise and participation.
- When I was approached about this application by South Park Sports Association, I supported them and also passed on to them concerns residents in New North Road had raised with me about the high metal fence to be erected just behind their gardens, and also how this would impact local people using the space which is currently open access, and light pollution.
- 38.** During planning engagement three objections were received. Two objections focused on parking issues, increased noise pollution and anti-social behaviour. The third was based on ecological objections to installing a 3G pitch. In the planning application location plan, the pitch is away from housing. Planning has been granted therefore the objections were not deemed to have any impact on grounds for planning.
- 39.** Letters of support have been received from:
- Reigate and Banstead Borough Council refugee family support team
  - YMCA East Surrey
  - English Deaf League
  - East Surrey Hawks (for special needs children)
  - Man v Fat
  - The Play Makers Academy
  - Dunnottar School
  - Surrey FA
  - Pro Soccer
  - Merstham Ladies FC

**Risk Management and Implications:**

40. This application for funding has been through the due diligence and agreed governance process. As part of this process the applicant has provided an overview of risks against the project. This is summarised below. Officers consider there to be adequate control measures in place.

**Table 5. Summary Table of Risks and Key Mitigations**

<b>Risk description</b>	<b>RAG</b>	<b>Mitigation action/strategy</b>
Project start date delayed		Looking at ground shares and other facilities to hire
Confirmed users drop out		Regular communication to be made with confirmed and unconfirmed users to update on progress and potential opening dates
Full Funding not secured		Work with FF and Surrey FA on other funding options
Bad Weather during build		Looking at ground shares and other facilities to hire
Usage Lower than Forecast		Steering Committee to meet and review usage. Work closely with Reigate and Banstead and Surrey FA to identify potential new users. Advertise any open slots

41. The site is vested with Fields in Trust meaning it is safeguarded for recreational use. South Park Sports Association has been running for over 100 years but if it were to fold Fields in Trust would take over the running of the site. The FF will also have a charge on the site to safeguard their investment. Meaning the site is safeguarded for recreational use for future generations.

**Section 151 Officer commentary:**

42. Although significant progress has been made to improve the Council's financial position, the medium-term financial outlook beyond 2022/23 remains uncertain. With no clarity on central government funding in the medium term, our working assumption is that financial resources will continue to be constrained, as they have been for the majority of the past decade. This places an onus on the Council to continue to consider issues of financial sustainability as a priority in order to ensure stable provision of services in the medium term.

43. The long-term sustainability of the projects funded by Your Fund Surrey is a key factor in assessing their suitability. Certain projects are relatively straightforward, where ongoing sustainability relies only on identifying a modest and reasonably secure source of funds to maintain an asset.

44. Other, more complicated and typically higher value, projects (such as South Park Community 3G Pitch) rely on generating sustainable levels of ongoing income to cover management, operation, maintenance and ultimately replacement of the asset funded by the grant. The sustained delivery of project benefits also relies on the commitment and longevity of the organisation operating the asset. A level of risk in the ongoing delivery of benefits from these schemes is inevitable and despite officers gaining assurance that mitigations are in place, success cannot be absolutely guaranteed for each individual project.

- 45. The commercial assessment is set out in paragraphs 29 - 31, along with a summary of risk and mitigations set out in paragraphs 37 and 38. These factors, set out alongside the expected benefits of the project have been scrutinised and challenged by officers and are deemed acceptable in this instance. An important consideration is that Your Fund Surrey is a key part of the Council's Empowering Community approach focused upon enabling communities through investing in a meaningful and lasting way. Therefore, the success of Your Fund Surrey will set against establishing a different relationship with communities, empowering them to be more self-reliant. In forging that relationship, the success of individual projects will vary within the benefits delivered by the programme as a whole. Learning points from successful and unsuccessful projects will be taken and used to inform the development and evolution of the fund over time.
- 46. The borrowing costs associated with the fund have been fully built into the Council's Medium-Term Financial Strategy.

**Legal implications – Monitoring Officer:**

- 47. The report sets out the information and steps for the consideration of the application further to the Council's governance arrangements for Your Fund Surrey.
- 48. Further to those arrangements, if approved, the Council and the organisation will enter into a comprehensive funding agreement which will include the performance measures that will be put in place to ensure the funding is used as intended as well as clearly describing any support or additional conditions agreed as part of the funding award.

**Equalities and Diversity:**

- 49. This application to Your Fund Surrey will have a positive impact Equalities and Diversity, the club has made a commitment in relation to the development and use of this facility to effectively grow women, girls and disability football within the locality. The location of the facility is in SouthPark which is an area of greater challenge and need. The proposed investment within this locality is consistent with the Council's no one left behind agenda.
- 50. Your Fund is designed to provide investment in schemes that encourage community participation, reduce isolation, and develop the potential for social wellbeing and economic prosperity. As such it is anticipated that it will have a positive impact on a number of those who may rely on or gain support from within the local community and those within protected characteristics that may be more likely to experience social and economic exclusion.
- 51. An Equalities Impact Assessment has been produced for YFS and was circulated as an Annex to the YFS Cabinet Report 26<sup>th</sup> January 2021.

**Other Implications:**

- 52. The potential implications for the following council priorities and policy areas have been considered. Where the impact is potentially significant a summary of the issues is set out in detail below.

<b>Area assessed:</b>	<b>Direct Implications:</b>
Corporate Parenting/Looked After Children	No direct implications
Safeguarding responsibilities for vulnerable children & adults	Safeguarding is the responsibility of South Park Sports Association and the constituent clubs.

Environmental sustainability	Reduction in travelling time and journeys for local residents Construction material being kept on site in a bund Reduction in pesticide and water use on artificial pitch
Public Health	The project has a positive impact on wider health determinants with specific reference to inclusivity including women & girls and people with disabilities. This project will make an overall contribution to the health of a wide range of residents.

### What Happens Next:

- Following the advisory panel, a dedicated Officer decision report will be produced for consideration by the Cabinet Member for Communities, incorporating the comments of the Advisory Panel.
- Following Delegated Cabinet Member approval of the funding a notice of the records of decisions taken under delegated power, will be published within 3 days of the decision being made. A note of this decision will be included in the next Cabinet report update of Your Fund Surrey.
- Officers will prepare the relevant schedules and funding agreements to enable payment of funds and monitoring and evaluation of the project against its outcomes.
- The YFS Team officers will then issue a provisional offer of funding to the applicant, including a copy of the draft Funding Agreement incorporating any additional conditions.

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### Consulted:

Division County Councillor

Corporate Finance – Surrey County Council

### Annexes:

**Annex 1:** Project Location

**Annex 2:** Summary Scoring Comments

**Annex 3:** Commonplace Summary Report

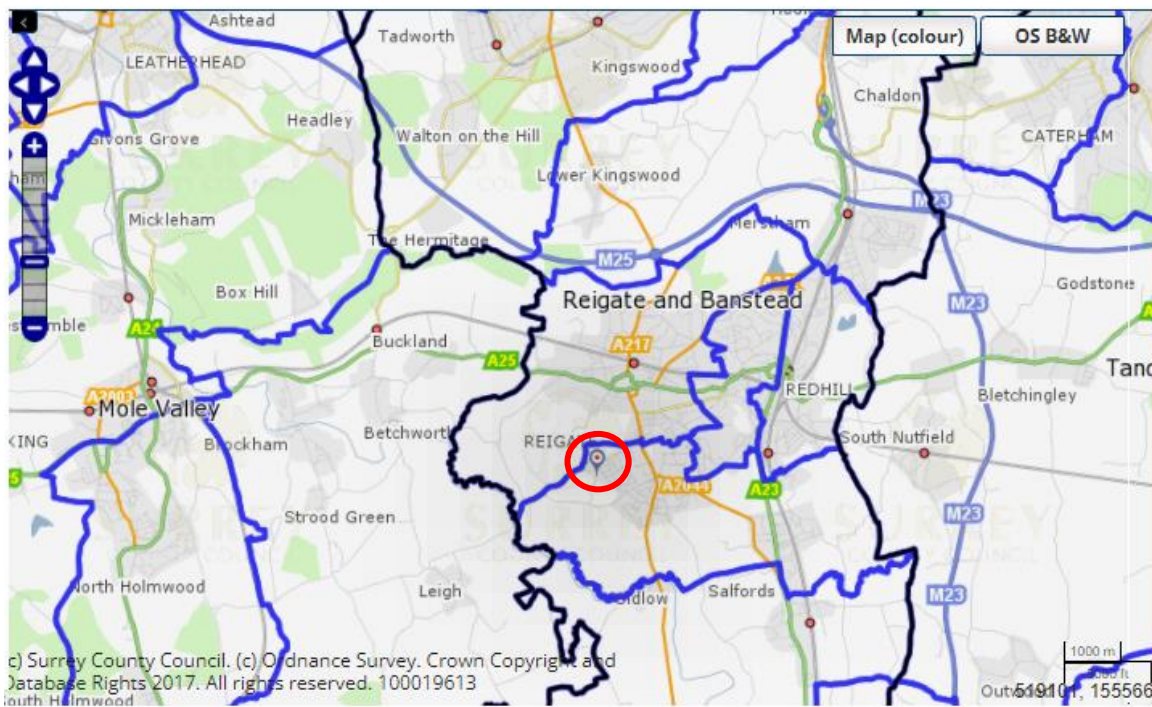
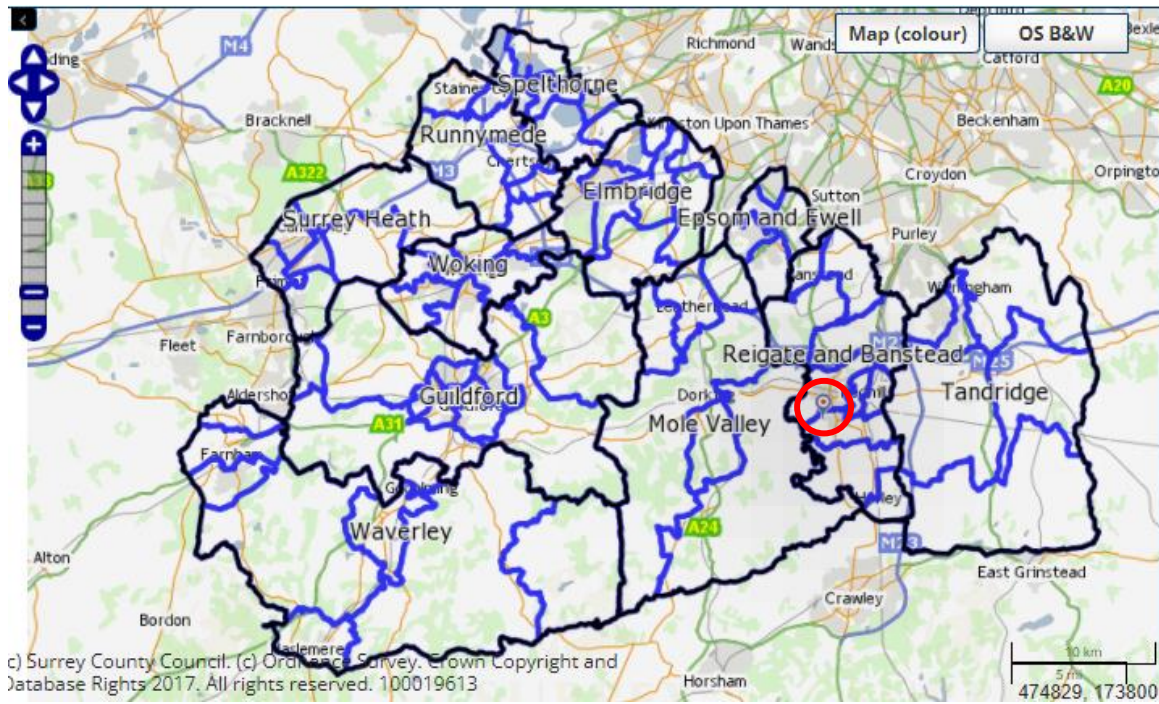
### Sources/background papers:

YFS Criteria

YFS Governance Document

### Annex 1 – Project Location

Location (map)





## **Annex 2: Summary Scoring Comments**

### **Criteria 1 - How will the project be delivered?**

- Well planned project, robust assessment of tenders by professional agency, supported by FF preferred suppliers process. However, the risk assessment is sparse, only 5 identified.
- Solid maintenance plan and business plan to finance this. Volunteer/part time grounds maintenance staff in place with training identified to support their maintenance of the site. Professional services will be brought in periodically – all part of conditions set by the FF.
- All other funding is in place to begin the project, the supplier has been identified through a rigorous tender process. Costs are in range of what is expected for this type of project and all suppliers considered are recommended by the FF. The project can mobilise quickly if funded by YFS.

### **Criteria 2 - Is there any additional help needed to run, the project?**

- Strong volunteer management committee and project steering group in place, modest amount of additional volunteer support to get the project to where it is currently. However, there is opportunity for increased volunteer input following the inclusion of new organisations.
- Significant financial support from FF and strategic support from Reigate and Banstead Borough Council.
- Usage plan demonstrates a variety of users however there is a need for FF and the Borough Council to ensure community usage remains important.

### **Criteria 3 - What are the long-term benefits?**

- Clear need established through the Local Football Facilities Plan which has identified a shortfall of 7 full size AGPs in R&B. This project would contribute to addressing that.
- The commitment from the club to grow women, girls and disability football is strongly linked to tackling health inequality. The project has a robust business plan and has budget set aside for comprehensive maintenance programme as well as a decent sinking fund.
- The evaluation plan could be stronger, however a development plan that was produced in conjunction with the FF offers reassurance that the community benefit will be durable.

### **Criteria 4 - Does it make a positive difference to people's lives?**

- The need and benefit are clearly demonstrated through the Local Football Facility Plan and the usage plan.
- Several new community-based football teams and initiatives will be able to run from the venue. Robust consultation and engagement with the wider community has been completed.
- Key partnerships with FF and Reigate & Banstead Borough Council will ensure the project is linked to key priorities in the local area, ensuring positive impact for local people.

### **Criteria 5 - Has the environmental impact of the project been considered?**

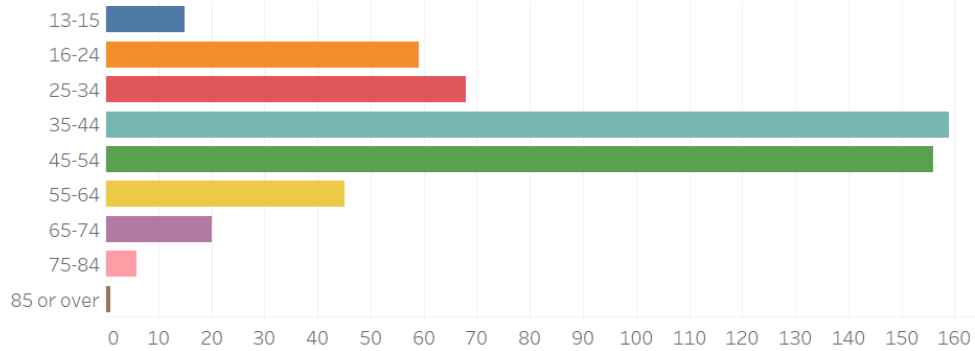
- The spoil from the build will be retained on site and turned into a bund rather than transported off site and disposed of. However, lack of detail for this within project plan.
- Reduction in water and pesticide usage in comparison to a grass pitch.

# Annex 3. Commonplace Summary Report

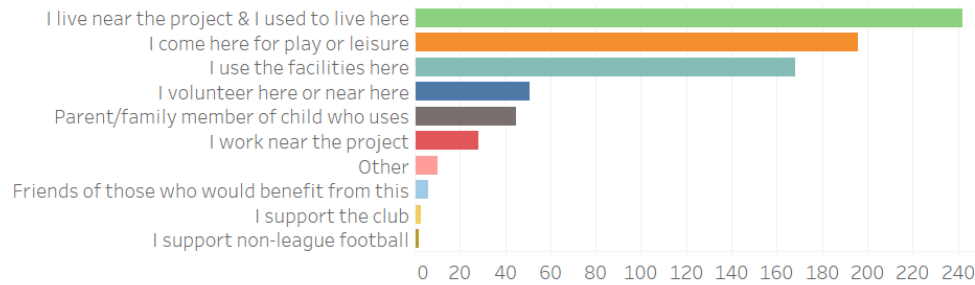
## Commonplace Engagement Report- Spath Park Sports Association Respondent Demographics

Number of respondents: 773

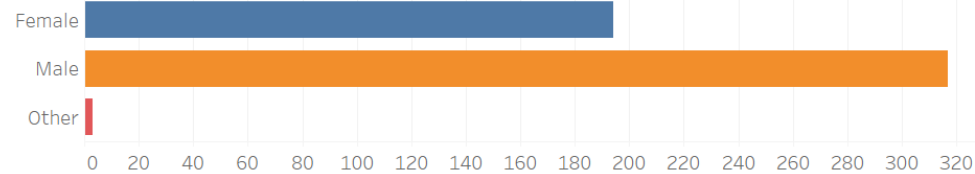
### Age Group



### Connection to the project

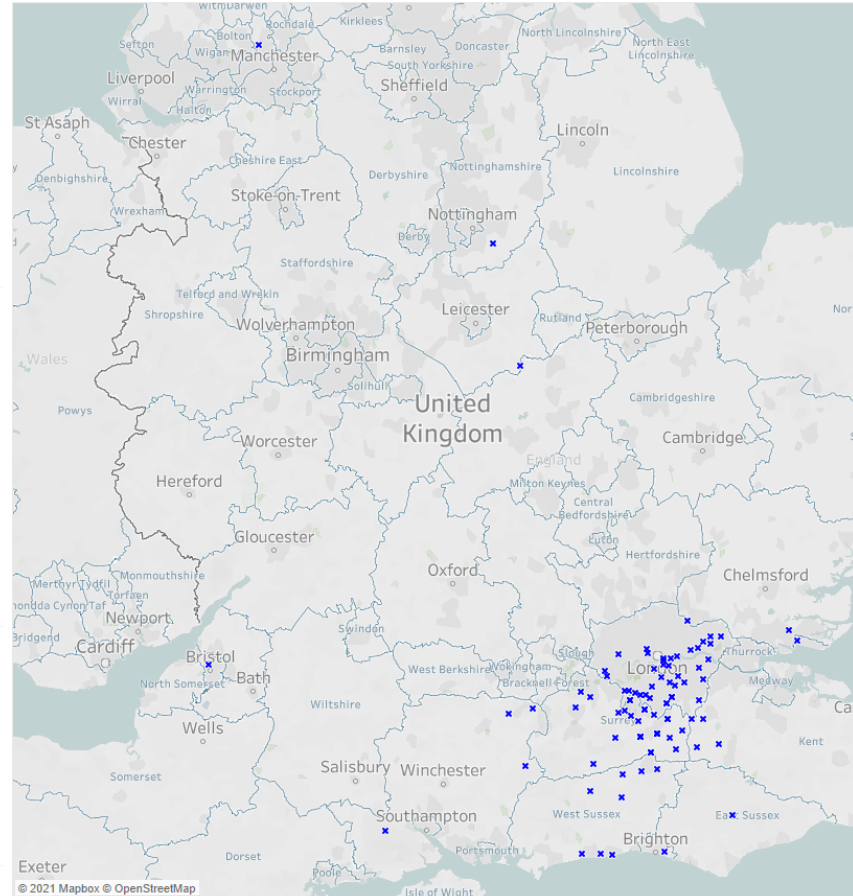


### Gender



### Map

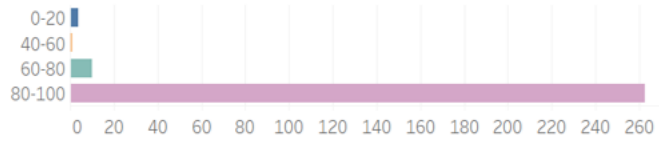
Each cross indicates a rough location from which people responded.



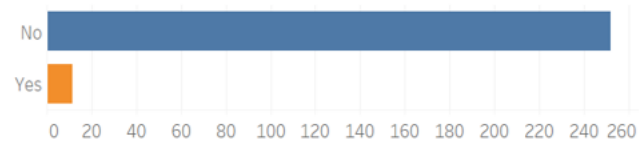
# Annex 3. Commonplace Summary Report

## Key Findings

How important do you feel the project is?



Is there anything else like this in the local area?



The following projects were identified as being similar to the proposed project:

- 3G pitch at Reigate School but access is limited .
- Dorking Wanderers
- Goals Cheam

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