

Notice of Meeting

Cabinet Member for Communities Decisions

**Date & time**

Monday, 27 June
2022 at 12.00 pm

Place

Woodhatch Place, 11
Coskshot Hill,
REIGATE

Contact

Angela Guest
angela.guest@surreycc.gov.uk

Chief Executive

Joanna Killian

If you would like a copy of this agenda or the attached papers in another format, eg large print or braille, or another language please email angela.guest@surreycc.gov.uk.

This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Angela Guest on 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 (21/06/2022).

b Public Questions

The deadline for public questions is seven days before the meeting (20/06/2022).

c Petitions

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

3 YOUR FUND SURREY APPLICATION - WR SPORTS CLUB

(Pages 5
- 16)

This decision record sets out the key information for publication on the decision by the Cabinet Member for Communities to approve expenditure for a Your Fund Surrey project at WR Sports Club.

4 YOUR FUND SURREY APPLICATION - LEATHERHEAD & DORKING GYMNASTICS CLUB

(Pages
17 - 28)

This decision record sets out the key information for publication on the decision by the Cabinet Member for Communities to approve expenditure for a Your Fund Surrey project at Leatherhead & Dorking Gymnastics.

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Thank you for your co-operation

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SURREY COUNTY COUNCIL**MARK NUTI, CABINET MEMBER FOR COMMUNITIES****DATE: 27 JUNE 2022****LEAD OFFICER: MARIE SNELLING, EXECUTIVE DIRECTOR
CUSTOMER & COMMUNITIES****SUBJECT: YOUR FUND SURREY APPLICATION – WR SPORTS CLUB**

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

SUMMARY OF ISSUE:

This decision record sets out the key information for publication on the decision by the Cabinet Member for Communities to approve expenditure for a Your Fund Surrey project at WR Sports Club.

This is to enable expenditure from the Your Fund Surrey to be awarded to projects which have been objectively scored and assessed to meet the criteria for Your Fund Surrey by Officers and further considered by the Your Fund Advisory Panel.

The vision of Your Fund Surrey (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. To fund project CF142 for the full £300,000 requested, composed of:
 - £300,000 of capital funding towards the extension build to be paid in staged payments, on evidence of spend.
 - Including £15,000 (5%) to be held by SCC until final evidence of income, expenditure and evaluation is received.
2. To approve the following conditions for the applicant to be included within the funding agreement:
 - final evidence of all funding secured to complete the project
 - final evidence of income & expenditure and evaluation
 - the applicant uses all possible measures identified to increase sustainability and reduce environmental impact during construction and operation of the facility
 - evidence that all planning requirements are met prior to the project start
3. To develop a usage policy to be adopted by WR Sports Club 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.

4. To encourage applicant to consider all reasonable measures which could be undertaken to expand the reach and use of the facility. In particular to work closely with Spelthorne Borough Council and the local voluntary sector.

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.

DETAILS:

1. This is a proposal for an extension of WR Sports Clubs' clubhouse to increase the size of the communal bar area, build a second indoor area adjacent to the current clubhouse and to relocate the toilets, showers and kitchen to a more accessible area. The proposal will also relocate the current disabled toilet facilities to improve accessibility. The build will be of brick construction and will include LED lighting on sensors, water saving devices and percussion taps in the toilets. The enlarged main bar area will increase by 75% and will have a moveable dividing wall in place to ensure multiple usage at any one time. The clubhouse has had basic renovations completed over the years by volunteers but needs an extension and reconfiguration to be suitable for modern use. The club has parking for 83 cars, ensuring that multiple groups can access the venue.
2. WR Sports Club is a Private Limited Company and has three-member clubs, Ashford Bowls Club, Ashford Tennis Club and Ashford Table Tennis Club who all have Community Amateur Sport Club (CASC) status. The company is administered by a team of volunteer directors who are representatives of each member club and the social members. Between the three clubs and social members (including darts and pool teams) there are approximately 750 members of WR Sports Club. WR Sports Club is in Ashford North, an area of relatively high deprivation in the Multiple Index of Deprivation (IMD) for Surrey. To reflect this WR Sports Club offer affordable memberships starting at £20 per year for adults and £5 per year for children. The club is a social hub for local people, in particular families because there is a play park on site meaning the venue can cater for all ages. The venue is also open for non-member bookings at a fee covers costs only.
3. The premise of the proposal is to increase the size of the indoor space available to better provide services for members and non-members alike. The clubhouse is currently used throughout the week by the various sports clubs, private parties and functions, mother and toddler groups, quizzes, music nights, wakes, christenings and charity fundraising events. However space is limited, consequently the facility struggles to support multiple usage at any one time and has a heavy focus on evenings. The club has support from organisations such as TALK, a charity that supports Stroke survivors, and U3A, a charity that provides activities for people no longer in work. This is in addition to local card clubs, yoga and Pilates classes who have provided their intention to use the facility if the project is successful. The U3A will be the biggest beneficiary because they have a schedule of activities that have long waiting lists for groups such as book club, dance lessons, knit 'n' natter club and language lessons. The club is open from

11am – 11pm every day and they are keen to enhance usage during the day, in addition to catering for more people during the evening.

4. Most members of the club are aged 50+ however with the lack of similar facilities in the area, the club has become a social hub for local families. Approximately 25% of the clubs' members are of non-British origin and roughly two thirds of the membership are male. The tennis club runs regular holiday camps for local young people, but the lack of indoor space means that there is not a separate indoor space required for safeguarding reasons. This proposal would allow the tennis camps to provide a safe indoor space away from the main clubhouse area, providing a better experience for the young people in attendance.

Description of project benefits

5. The project aims to enhance the experience of the club for existing members and to modernise the facility so that it can better serve the local community to promote social cohesion amongst non-club members. WR Sports Club is already a social hub for many local people and this proposal would allow the wider community to benefit, particularly social housing estates that are close to the venue. The proposal would improve access for people living with disabilities, which could increase the usage of the venue by people with mobility needs.
6. Officers consider the project contributes towards the following areas of the SCC priorities 2021-2026:

Growing a sustainable economy so everyone can benefit

- Provide an affordable location for local people to host events and socialise
- More local businesses can operate in the extended space

Tackling health inequality

- Increase the number of people taking part in social and physical activities in a deprived area
- Support the wellbeing of local people through socialisation and targeted support via Charities

Enabling a greener future

- Improve the environmental credentials of the existing building

Empowering communities

- Enhancing a community asset so it becomes suitable for wider user groups and increases social cohesion

Project Timeframes

7. The project timeframes are approximately ten to twelve weeks, comprised of:
 - Drainage (YFS Funded)
 - Preparation works (YFS Funded)
 - Foundation works (YFS Funded)
 - Below DPC (YFS Funded)
 - Ground floor build (YFS Funded)
 - Walls (YFS Funded)
 - Structural members (YFS Funded)

- Roof (YFS Funded)
- Openings (YFS Funded)
- Electrics (YFS Funded)
- Plumbing (YFS Funded)
- Heating (YFS Funded)
- Internals
- Other costs

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

Management of the project

9. The freeholder of the existing building and land is Ashford Sports Club. A new sixty-year lease was signed in 2021 between Ashford Sports Club and WR Sports Clubs, securing the applicants position for the foreseeable future.
10. WR Sports Club is a Private limited Company and has three-member clubs, Ashford Bowls Club, Ashford Tennis Club and Ashford Table Tennis Club who all have Community Amateur Sport Club (CASC) status. The company is administered by a team of volunteer Directors who are representatives of each member club. The lead Director for this project has 40 years' experience in the building trade and will assume the Project Manager Role during the build. A paid Club Manager is employed to oversee day-to-day running of the club and will be onsite throughout the build.
11. The WR Sports Company Directors meet quarterly and there will be a standard agenda item to monitor the project during and post build. Directors will evaluate usage of the venue against the ambitions of the Surrey 2030 Vision to ensure the venue is fulfilling its potential. A regular report will be submitted to the Directors by the Club Manager which will detail changes in community bookings and events.

Project Lifespan

12. The extension will have a life expectancy of at least 50 years.

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| Financial and value for money implications: |
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13. YFS funding is requested for the construction and fit-out of the extension to the clubhouse. The project has applied for £300,000 which equates to 72% of the total project costs. The remaining monies needed for the project have been raised by the three member clubs and Spelthorne Sports Council.
14. Table 1. Financial Summary details the £116,547 of other funding which has been secured against the total project cost of £416,547.

15. Table 2. Project Cost Breakdown and Grant Utilisation, itemises the allocation of YFS grant against specific works.

16. As with all applications, there is a risk that construction and purchase costs will increase between application and approval due to the current economic environment. 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.

17. Table 1. Financial summary

| | |
|--|---------------------|
| Amount applied for: | £300,000 |
| Total project cost: | £416,547 |
| Percentage of cost against total: | 72% |
| Have other funding sources been secured? | Yes |
| Other funding: | £116,547 |
| Volunteer contributions | Yes - £3,500 |
| Is there a commercial element to the project? | Yes |
| Amount suggested for funding: | £300,000 |

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

| Activity | Total Cost | YFS Contribution |
|--------------------|-------------------|-------------------------|
| Professional fees | £13,533 | 0 |
| Drainage | £16,015 | £16,015 |
| Preparation | £2,830 | £2,830 |
| Foundation | £14,653 | £14,653 |
| Below DPC | £8,023 | £8,023 |
| Ground floor | £50,323 | £50,323 |
| Walls | £40,172 | £40,172 |
| Structural Members | £44,156 | £44,156 |
| Roof | £62,732 | £62,732 |
| Openings | £42,335 | £42,335 |
| Electrics | £5,772 | £5,772 |
| Plumbing | £9,568 | £9,568 |
| Heating | £8,350 | £3,421 |
| Internal | £57,279 | 0 |
| Evaluation | £5,000 | 0 |
| Sub total | | |
| Contingency | £35,799 | 0 |
| Total | £416,547 | £300,000 |

Assessment of the application against the criteria for the fund:

19. 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.

20. 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.

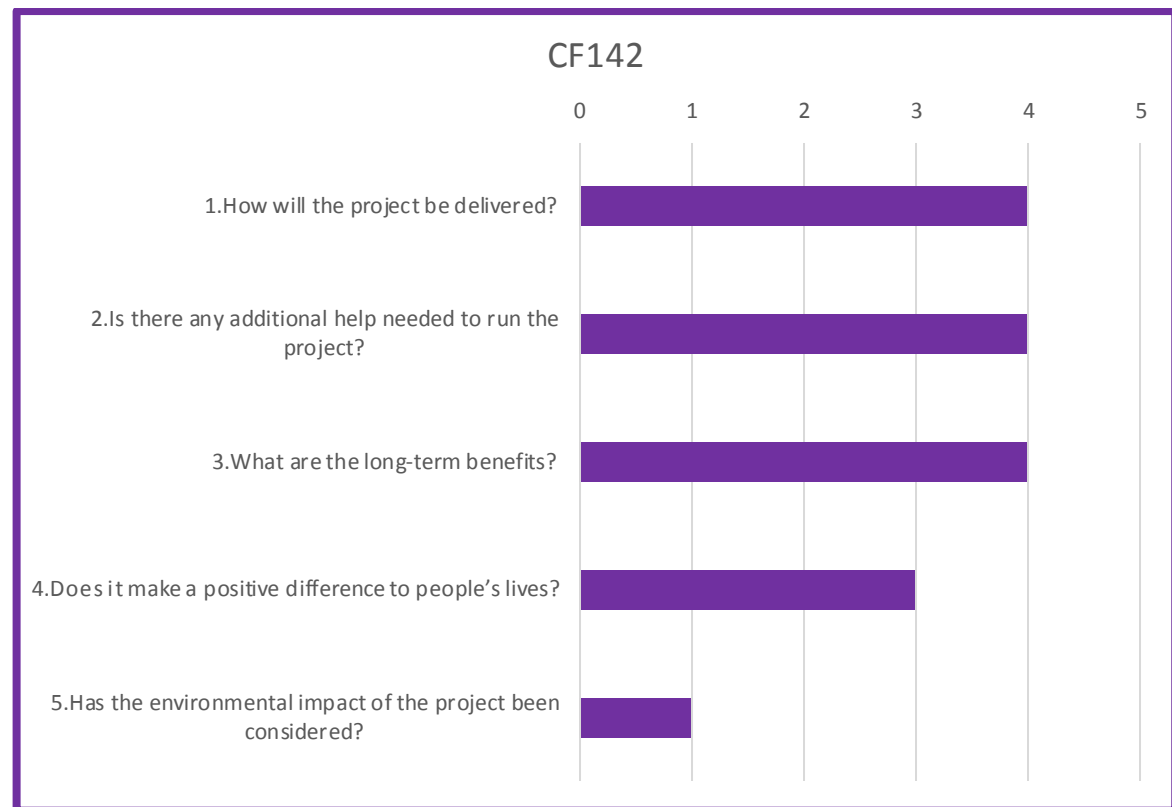
Expert Hub Review

- 21. Commercial** – The commercial element of the investment relates to the increase of income opportunities which can be generated from the expanded bar area. On average the applicant has generated circa £12k of profit from their current offering and that is set to increase to circa £27k per annum based on the applicants financial modelling. The surplus funds are then to be reinvested into the Club as required. While there is always inherent risk in any commercial venture, this is an existing venture that appears to have operated successfully on the current footprint. If the current margins are maintained, the increased variable use of the facility should only enhance the ability of the facility to generate a surplus to deliver wider benefits for the clubs. Based on the information provided, it appears there is a relatively low risk of the venture failing to operate as a 'going concern' in future years.
- 22. Finance** – The existing sports club are looking to expand their building and facilities, and whilst have some smaller contributions to the project from associated organisations, they require the majority of the funding from YFS. This places more risk on YFS however, the delivery of the project appears to be adequately planned financially and the investment should provide expanded community benefit and financial return, to enable the organisation to maintain the larger premises in the longer term.

Score Breakdown

- 23.** The application scored a total of 330 out of 500 when scored by Officers broken down as follows:

24. Figure 1. Assessment score breakdown



Advisory Panel Comments

- 25.** The 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.
- 26.** The Panel were appreciative of the applicants' submission and were supportive of the project. The panel, via the Chair sought clarification on what basis the rent review would be conducted. Further detail on this point was provided to all Panel members subsequent to this session.
- 27.** The Panel were fully supportive of the project and recommendation to award £300,000 to the applicant with conditions was agreed. These conditions are set out in Recommendation 2.

CONSULTATION:

Summary of Support

- 28.** Have your say, which has had the WR Sports Club Extension featured on the Commonplace website, received 151 comments. There were only two negative comments which highlighted concerns about there not being enough parking onsite, that the club is not regularly at capacity and that the project would mainly benefit the members. The negative comments are not without merit; however Your Fund Surrey officers believe their assessment of the proposal provides

evidence to the contrary. The venue has over 80 car parking spaces and is within walking distance for many members of the community. The current venue is unable to provide for multiple user groups at any one time, hence it can be viewed as being under capacity. The premise behind the proposal is that the extension would allow WR Sports Club to offer their venue for additional community use, which the area currently lacks. Consequently the local community will benefit alongside existing members of the club.

29. The Divisional Councillor Denise Turner Stewart has commented as follows:

- a) This is an extremely worthy project that will bring significant benefits to the local community. This part of Ashford (North) is very densely populated and is high up the Surrey deprivation index. The location provides many all-age activities and is heavily depended upon for many residents for social, activity based and communal functions and the application will enable the organisation to provide improved facilities to expand the current offer and cater for larger groups from the local community and a broader range of activities and events.
- b) The Sports Club is very well run and attended and has been improved considerably in recent years due to the success of the Tennis Club and Bowls Club and Table Tennis Club and the popularity of this club for social activities.
- c) The club provided a hub for the local community and provides excellent wellbeing support for residents who rely on the welcoming and friendly environment that this club provides.
- d) The catchment for this club also takes in a large local social housing estate in Staines South and so is very well positioned to provide activities and social support for families on low incomes and vulnerable residents. The improvement to the disabled facilities will significantly improve accessibility.
- e) This organisation serves many residents in Staines Ashford and Laleham and across Spelthorne and is extremely deserving of much needed funding to realise the ambitions of WR Sports Club for our local community.

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| RISK MANAGEMENT AND IMPLICATIONS: |
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- 30) 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 | | Close review of contractors |
| Shortfall in local funding/pledges | | Fund raising events being organised |
| Lack of use of facilities | | Marketing and social media |
| Loss making asset | | An existing venture that has operated successfully for several years. |
| Weak Management Committee | | Proactive reviews by WR Sports Club Directors |

Section 151 Officer commentary:

31. 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.
32. 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.
33. The finance and commercial assessment is set out in paragraphs 20 and 21, along with a summary of risk and mitigations set out in paragraph 28. 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.
34. The borrowing costs associated with the fund have been fully built into the Council's Medium-Term Financial Strategy.
35. This project has been reviewed financially is felt to be adequately planned and risks appropriately mitigated where possible.

Legal implications – Monitoring Officer:

36. 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.
37. 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:

38. 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.
39. An Equalities Impact Assessment has been produced for YFS and was circulated as an Annex to the YFS Cabinet Report 26th January 2021.

Other implications:

40. 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 | WR Sports Club have a permanent Welfare Officer based on site to oversee safeguarding of vulnerable people. A child protection policy is in place that is mandatory for all users to adhere to whilst on site. |
| Environmental sustainability | The build would improve the environmental credentials of the venue. |
| Public Health | The project has a positive impact on wider health determinants with specific reference to users being encouraged to join and take part in the sports and physical activity on offer. The project also seeks to enhance social cohesion in an area of deprivation. |

WHAT HAPPENS NEXT:

- 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

YFS Decision Tracker and the next Cabinet report containing an update on 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.

Report Authors:

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Consulted:

Division County Councillor

Corporate finance

Annexes:

Annex 1: Summary Scoring Comments

Sources/background papers:

Your Fund Surrey Governance Document

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SURREY COUNTY COUNCIL**MARK NUTI, CABINET MEMBER FOR COMMUNITIES
DECISIONS****DATE: 27 JUNE 2022****LEAD OFFICER: MARIE SNELLING, EXECUTIVE
DIRECTOR CUSTOMER &
COMMUNITIES****SUBJECT: YOUR FUND SURREY APPLICATION –
LEATHERHEAD & DORKING GYMNASTICS CLUB****Purpose of the Report:**

This decision record sets out the key information for publication on the decision by the Cabinet Member for Communities to approve expenditure for a Your Fund Surrey project at Leatherhead & Dorking Gymnastics.

This is to enable expenditure from the Your Fund Surrey to be awarded to projects which have been objectively scored and assessed to meet the criteria for Your Fund Surrey by Officers and further considered by the Your Fund Advisory Panel.

The vision of Your Fund Surrey (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:

Officer Recommendations in consultation with the Advisory Panel. It is recommended:

1. To fund project CF171 for the full amount requested of £500,000, composed of:
 - £437,000 capital funding towards the extension of facilities to include an additional gymnasium (40m by 9.5m) to provide additional and bespoke facilities for children with disabilities, including a sensory room and an enhanced reception area.
 - £63,000 to be held by SCC as contingency funding, for release only upon an evidenced request.
2. To approve the following conditions for the applicant to be included within the funding agreement:
 - updated quotes supplied for sensory room & gym equipment.
 - the applicant uses all possible measures identified to increase sustainability and reduce environmental impact during construction and operation of the facility.
 - Request the applicant develop a usage policy to be adopted by Leatherhead & Dorking Gymnastics 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 and subsidy for disability classes.

- Encourage the applicant to consider all reasonable measures which could be undertaken to extend the reach of and use of the facility to more voluntary sector disability organisations and underrepresented 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. Leatherhead & Dorking Gymnastics Club comprises of three purpose-built gymnasiums which have all been built and funded by the Club and grants since the club was established in 1976. In 1981 it was the first Gymnastics Club to be registered as a charity. The project is to extend the facility by building an additional gymnasium (40m by 9.5m), a sensory room to provide additional and bespoke facilities for children with disabilities and an enhanced reception area to improve access for all users.
2. Leatherhead & Dorking Gymnastics is in a sustainable location, located approximately 1 km southwest of Leatherhead town centre with access via Guildford Road which allows for residents to access the site on foot or by bicycle. It is located in Leatherhead and Fetcham East (Mole Valley) which is ranked 26902 (Decile 10) on the Index of Multiple Deprivation. Within close proximity to the Club is Leatherhead North which is recognised as an area of deprivation, ranking 11340 (Decile 3).
3. The present gymnastic facilities are designed and equipped for general gymnastics training operated every day of the week (approx.12 hours each day) which includes pre-school classes, school programmes (disability classes to a local special school and other disability groups), recreational classes, elite classes, squad gymnastics and 'Fun in the Foam' sessions. The current facilities restrict the ability to cater for children with severe learning and physical disabilities. The extension will provide dedicated areas specifically designed to meet the needs of the users with a wider range of disabilities as well as providing more space for the classes and improved access for wheelchair users.
4. The need for a facility to increase their disability provision is accentuated by research conducted by Active Surrey in January 2022. The research aimed to find out about the physical activity experiences of children and young people with additional needs and disabilities in Surrey. The research suggests that there needs to be more facilities offering a choice of activities spread throughout the county; many parents said there were no facilities local to them that catered for their disabled child. Organisations who promote activities which are inclusive to all in Mole Valley include: Blue Swan Walking Netballers; Kickbox Karate; Surrey FA (walking football) and Dorking Sports Centre (swimming). However, Leatherhead and Dorking Gymnastics is the only inclusive gymnastic club. The closest clubs that offer some form of disability gymnastics are Kingston Trampoline Academy and Genesis Gymnastics Club which are both located in Chessington, approximately 7km away. The closest alternative gymnastics provision that serves a similar capacity to Leatherhead & Dorking Gymnastics is Woking Gymnastics club which is 24km away.
5. The building extension will provide a much-needed boost in gymnastics provision as well as disability services provided in their community. A detailed needs assessment was undertaken. Crucially, the club has examined the emerging Mole Valley Local Plan likely to be adopted in early 2023. The proposals for Leatherhead indicate there will be an additional 1,000 dwellings. An application of occupancy figures regarding children living in these dwellings is likely to result in an excess of 2000 more children. An examination of sites for housing development as identified in the plan indicates that the emerging population is within walking distance of the club, thereby responding to sustainable

transport objectives. The planned extension of the facilities will enhance their gymnastics offer (all abilities) to the local community.

6. The Club and Mole Valley District Council have been working in a positive partnership to promote and deliver their disability programme which also includes external participation from disability groups and disability schools. In 2018, the club was designated by British Gymnastics as an inclusive “I’m in” disability facility and are now looking to expand their provision for the benefit of the community beyond its present capacity. Extending the present facilities will facilitate a significant increase in membership, the Club having a long-standing waiting list in all areas. Provision of a gymnasium for children with disabilities together with a sensory room will enable the club to focus on provision designated to respond to all levels of disability (physical and mental).

7. Leatherhead & Dorking Gymnastics Club is partnered with other clubs and organisations who utilise the facilities. These include other gymnastics clubs without bespoke facilities, adult disability groups from Surrey Choices & Dyscover, state and special schools for children with disabilities and Chelsea Football Club. In 2017 they hosted the Surrey Para Games and are looking to continue this in the future. The extension will expand the number of classes available and enable them to offer additional opportunities to the community whilst continuing to promote physical activity for health and wellbeing.

8. The Club charges membership for all members from Pre School, General classes and Squads. Membership is not required for their ‘Drop in’, ‘Fun in the Foam’ or school sessions. The fees for classes are reviewed annually due to inflation. However, the club has not increased their prices for the past two years, allowing members to recover from the impact of the Covid pandemic.

| Membership | |
|-------------------------------------|--------------------------------------|
| Kinder gym / Pre School | £12/child per year |
| General Gymnastics | £17/child per year |
| Squad Gymnastics | £22/child per year |
| Schools | |
| Mainstream Schools | £225 per class |
| Disability Schools/groups/charities | £75 per class (costs for coach hire) |
| Classes | |
| Kinder gym and Pre School | £9.50 per class |
| General Classes - Beginners (1Hour) | £13 per class |
| Intermediate (1.5 hours) | £16.25 per class |
| Advanced (2 hours) | £18.50 per class |

9. To enable inclusivity, Disability Groups and charitable organisations are subsidised (outside of general weekly classes) and are only charged the cost of the coaches’ salaries rather than facility hire. The proposed Sensory Room will be free access for disability children and their parents/carers. While charges will be necessary for use of indoor facilities, this is a ‘not for profit’ venture designed to meet community needs and any excess profit they receive is re-invested into the provision or used to subsidise classes/sessions with other charities.
10. The club lease the land from Mole Valley District Council and have 48 years remaining on the lease. The new facility has planning permission and has received all relevant land permissions with regards to the new drainage system that extends onto the adjoining land at Fetcham Grove where Leatherhead Cricket Club is based.

11. A detailed tender comparison was completed. The factors considered during the tender review were the projects that the companies had previously undertaken, the interview process, price, length of project and when the project could start. Quotes were supplied for the Sensory Room and Gym equipment. Factors behind choosing their preferred provider were quality, price, company reputation and from feedback from other gyms and schools.

Details

Description of project benefits

12. The building extension will play a key role in providing a much-needed boost in disability services provided in the community, with particular importance to those with profound physical and mental disabilities. Gymnastics has been shown to be an incredibly beneficial activity for children with disabilities to improve fine motor skills and muscle development as well as abundant psychological benefits including improved communication, interpersonal relationships, self-esteem and independence (Richardson, 2002).
13. The Sensory Room will be a stimulating environment aimed at developing hand-eye coordination, motor skills, colour recognition, communication and sensory skills for children with sensory impairments. The Sensory Room will be used to calm overactive children and will be a separate space to be used during the gymnastics session to support relaxation, focused work, stimulation, control, massage, communication and stress release.
14. The extension will increase the number of classes available as well as allow more space for general classes, increasing capacity to 32 per class instead of the current 24 per class. This will support their expanding waiting list of approximately 400 children.
15. Officers consider the project contributes towards the following areas of the SCC priorities 2021-2026:

Children and young people feel safe and confident

- Increased participation for children of all abilities.
- It will strengthen personal, social and emotional development within the participants and facilitate opportunities for external agencies.
- Increased opportunity to offer help to young people by having dedicated Welfare Officers on site as well as all coaches being DBS checked and having a safeguarding and safer coaching qualification.

Everyone lives healthy, active and fulfilling lives

- Their aim is to encourage young people to become active through participation in gymnastics. They do this by offering free taster sessions for schools and young people in the community.
- Increased involvement in physical activity increases confidence, community cohesion and personal development within an appropriate safeguarding environment.
- Children are encouraged to try new things in all sessions and receive personal badges with their own goals which are monitored, resulting in them gaining new skills and growing in confidence.

Communities are welcoming and supportive

- Increased participation and partnership with schools across Mole Valley, Guildford and Waverley.
- The club offers visits to local schools to introduce the gymnastics programme and its benefits.
- The club also encourages participation beyond "term times" through courses during the holiday periods.

Businesses in Surrey thrive

- The club have worked with other sports such as football clubs to introduce them to gymnastics. Feedback suggests that with the increased space, the club would be able to provide an increased number of sessions during the week for other sports to learn gymnastics and increase their fitness.
- Increased capacity to include additional classes for the community.

Everyone benefits from education, skills, and employment opportunities

- The club offer a Trainee scheme where they train their trainee coaches and pay 50% towards their course fees for a qualification.
- The club has ensured its coaching team have achieved qualification to respond to the needs of children with disabilities.

Enabling a greener future

- Reducing vehicle movements by providing improved local facilities within walking distance of schools and the community.

Project Timeframes

The build is estimated to take 9 months from beginning to end. It is in four phases which are outlined below:

- **Phase 1** – complete – preparation of technical design.
- **Phase 2** - started in January 2022 - Site clearance, preparation and installing the mains drainage
- **Phase 3** – Steel frame for gym 4 and Sensory Room building
- **Phase 4** – Internal work and Reception extension (subject to Your Fund Surrey Funding)

16. The management team is in place and the project is ready to continue as soon as full funding is achieved.

Management of the project

17. The gymnastics facility has over 40 years' experience of successful development with the first building completed in 1980 (Gym 1), its expansion in 1984 (Gym 2), and its most recent building completed in 2007 (Gym 3). All of these projects have received financial support from The Sports Council, Sport England, The Foundation for Sport & the Arts, Surrey County Playing Fields Association and The National Playing Fields Association and Mole Valley District Council.
18. The club has been an integral part of the local and wider community since its initial formation in 1976. Its understanding of the community is founded on its background, charitable status and the constitution on which it is based.
19. The Management Team comprises of individuals who are skilled in construction, banking, management and Gymnastics coaching. The management and coaching structure comprises of:
 - Four appointed trustees
 - Directors (technical, organisation and financial) - all volunteers
 - A Club Management Team (Operations Director, Club Manager, Office Managers, Coaches and Welfare Officers)
 - An Elected Club Committee (support fundraising and other activities) - majority are volunteers
20. The club currently employ 28 coaches, 6 administration staff and have 15 trainees/volunteers. There is also 1 self-employed staff member.
21. The Operations Manager and Site Manager will oversee the management of the build and will be the key contacts during the handover of the facilities from contractor to the Club. The contractors and the core management team made up of the Operations

Manager, Site Manager, Director and Architect meet every two weeks to discuss the progress.

22. The Club Management team will have the day-to-day control of the facility and will manage fair and regular use for disability groups. Detailed risk assessments are in place and equipment checks are undertaken on a regular and ongoing basis by the club. It is a standard British Gymnastics requirement that coaches must inspect equipment in advance of class. Each week a designated professional coach undertakes a full equipment safety inspection and annually a British Gymnastics designated manufacturer undertakes an equipment safety audit (Continental Sports/ PG Foam/Gymnova).
23. Leatherhead & Dorking Gymnastics has been running since 1976 but if it were to fold the constitution states that if any property remains after the satisfaction of all debts and liabilities, the property shall be given or transferred to another charitable institution that has similar to some or all of the objects of the club.

Project Lifespan

24. The new building will have a life expectancy of 50 years or more. The ongoing maintenance procedures that the Club Management Team will undertake has potential to extend the lifespan beyond this.

Financial and Value for Money Implications

25. YFS funding is requested for the extension of facilities to include an additional gymnasium 40m by 9.5m, a sensory room and an enhanced reception area. The project has applied for £500,000 (£437,000 + £63,000 contingency) which equates to 42% of the overall project costs. The remaining monies needed for the project have come from their own funds as well as grants from Sport England, Peter Harrison Foundation, London Marathon Trust and a loan from Sporting Assets.
26. Table 1. Financial Summary details the £703,354 of other funding which has been secured against the total project cost of £1,203,354.
27. Table 2. Project Cost Breakdown and Grant Utilisation, itemises the allocation of YFS grant against specific works.
28. 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

| | |
|---|---|
| Amount applied for: | £500,000 |
| Total project cost: | £1,203,354 |
| Percentage of cost against total: | 42% |
| Have other funding sources been secured? | Yes |
| Other funding: | £75,000 £200,000 £150,000 £150,000 £128,354 |
| Volunteer contributions | N/A |

| | |
|---|----------|
| Is there a commercial element to the project? | Yes |
| Amount suggested for funding: | £500,000 |

Table 2. Project Cost breakdown and Grant Utilisation:

| Activity | Total Cost (Including VAT) | YFS Contribution |
|--|---------------------------------------|-----------------------------|
| In order to secure the land that we lease from MV we negotiated the relocation of the Cricket Clubs nets as required by Sport England. | £36,200 | £0 |
| Planning & Architect Fees | £19,839 | £0 |
| Legal Fees | £23,275 | £0 |
| Surveys/Professional Advisers/Chartered Surveyor | £24,384 | £0 |
| BT relocation of telegraph pole | £2,792 | £0 |
| Infographic survey / funding application | £1,204 | £0 |
| Contractor Preliminaries | £140,000 | £0 |
| Ground Works | £191,285 | £0 |
| Structure Works | £375,925 | £156,000 |
| M&E Services | £83,950 | £44,500 |
| Internal Works | £57,000 | £57,000 |
| External Landscaping | £35,500 | £30,500 |
| Internal surface matting, equipment, Landing Areas. New floor to gym 3 and sensory area. | £149,000 | £149,000 |
| Sub total | £1,140,354 | £437,000 |
| Build & Equipment Contingency | £63,000 | £63,000 |
| Total | £1,203,354 | £500,000 |

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.

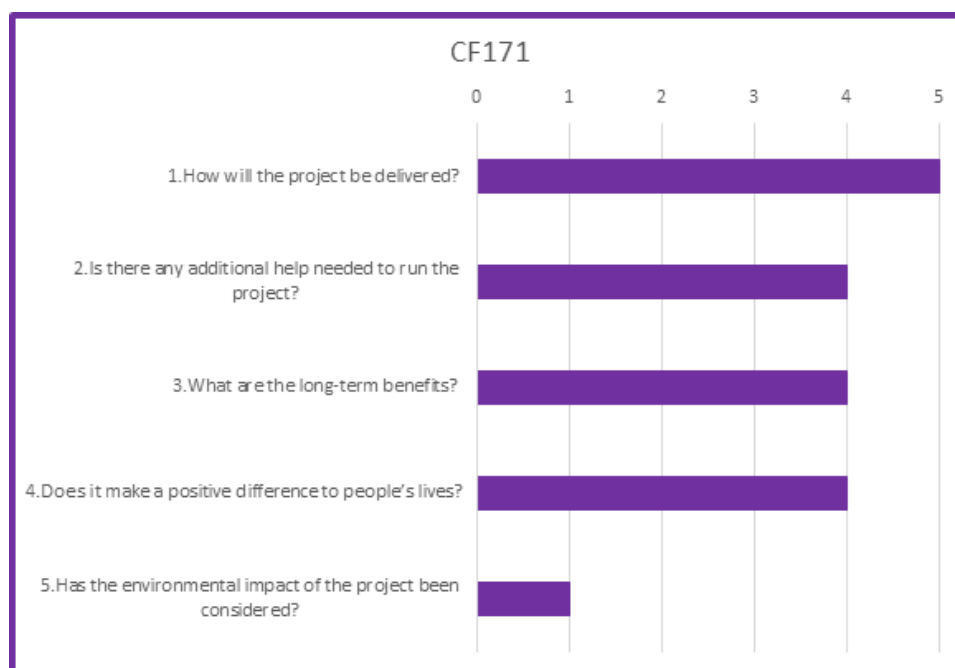
Expert Hub Review

31. Commercial – The applicant has submitted a 5-year plan which has been reviewed and sense checked comparing financial forecasts with the new facility, to current and historic performance. Evidence of waiting lists has been provided to support the demand for the new facility, and the process to ensure there are enough coaches to fulfil the demand has been communicated by the applicant. While there is an element of fixed cost for the maintenance and upkeep of the new facility, together with a cost for equipment, a number of the costs remain variable so can be flexed based on demand. The average surplus generated historically would go most of the way to covering the fixed cost projections for the new facility based on the costs provided, therefore the risk to the ‘going concern’ of the applicant operating the new facility is relatively low. The applicant also had a relatively large unrestricted cash reserve on their balance sheet at year end of circa £450k. This could be used going forward to mitigate any fluctuations in demand for its services as the new facility opens.
32. Finance – The organisation have requested 42% of the project is funded from YFS and have arranged for the remainder of the funding to be sourced from other organisations. This reduces the risk on our funding and shows a wide engagement and commitment to the project. We have reviewed their cost breakdown and forecasted financials and had satisfactory responses to queries raised. There is a contingency built into the expenditure side to reduce the risk from inflation or unforeseen issues with the project and as such should be deliverable. As mentioned above, there are also costed workings for how the organisation hopes to operate financially moving forward, with increased income projects providing revenue to support maintenance.

Score Breakdown

33. The application scored a total of 371 out of 500 when scored by Officers broken down as follows:

Figure 1. Assessment score breakdown



Advisory Panel Comments

34. The 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.
35. The Advisory Panel took place in Woodhatch with Members attending in person and virtually. Cllr Tim Hall introduced the project and spoke about its relevance in the community. Members were very supportive of the project and its low costs for disability schools. A query was raised by one Member about whether facility has public liability insurance as well as building insurance. The member also asked what the review process for the rent is. YFS Officer explored this further with the applicant after the Advisory Panel and satisfactory responses were provided via email. Consensus was received.

Consultation

Summary of Support

36. Have your say, which has had Leatherhead & Dorking Gymnastics featured on the Commonplace website, received 488 comments. There were no negative comments.
37. Letters of support have been received from:
- Dyscover (charity supporting people with acquired brain injury through Stroke or other trauma)
 - Surrey Choices
 - Surrey Playing Fields
 - Mole Valley District Council
 - Surrey Active - Active Schools Officer
 - West Hill School
 - Fox Grove School
 - Woodlands School
 - St John's School
 - St John's Respite Care Scheme
38. The Divisional Councillor Tim Hall has commented as follows:
- 'Having visited the Leatherhead and Dorking Gymnastic Club. I fully support their bid for a "Your Fund Surrey Grant".
 - The Club has for a number of years done increased work with disabled young people particularly associated with our local Special Schools. These mostly Learning Disability Young People, some of who are carrying on into adulthood. Benefit tremendously from their weekly visits, which improve their co-ordination and allow exercise in a safe space with dedicated coaches.
 - This project which was ready eighteen months ago, will allow the building of proper disabled facilities including a significant therapy room.
 - Its part of a wider scheme which will see the Club and neighbouring Cricket Club connected to Mains Drainage for the first time. Which is already funded by fundraising and other grants.
 - The club has over a thousand users a week and is a major facility in the community and this will allow proper facilities for the disabled.'

Risk Management and Implications:

39. 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 |
|--|------------|---|
| Financial risks | | <ul style="list-style-type: none"> • Robust financial management systems are in place. • Monitor membership on a weekly/monthly basis. • Marketing strategy in place to enhance growth. • Spectrum of external funding sources are being explored and applied for. • Adhere to the Government and our Governing Body guidelines. Having all our risk assessment in place we are able to operate safely with Covid-19. |
| Market risks | | <ul style="list-style-type: none"> • They offer a diverse and competitively priced spectrum of classes. • Lead coaching team are supported, and remunerated at, or above, market rate and continued development is individualised. |
| Reputational risks | | <ul style="list-style-type: none"> • Robust safeguarding policies & procedures are in place and are actioned. • Incident plan in place and all staff members are aware of action to take. • Detailed drop off and collection policy and procedure in place. • Digital channels are regularly monitored, excellent membership relationship management is in place. • Relevant business insurance is in place to compensate in litigious situations. |
| Accident or incident involving a member whilst on site | | <ul style="list-style-type: none"> • All health and safety requirements are implemented as per legislative requirements. Risk Assessments updated regularly. |

Section 151 Officer commentary:

40. 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.

41. 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.

42. The finance and commercial assessment is set out in paragraphs 31 and 32, along with a summary of risk and mitigations set out in paragraph 39. 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.

43. The borrowing costs associated with the fund have been fully built into the Council's Medium-Term Financial Strategy.
44. This project has been reviewed financially and has been adequately planned with sufficient contingencies and is supported by a variety of funding sources. Moving forward there is a commercial element to ensure sufficient revenue is raised to maintain the premises, forecasts for this have been robustly interrogated and risk mitigation is in place in the event of forecasts being optimistic.

Equalities and Diversity:

45. 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.
46. An Equalities Impact Assessment has been produced for YFS and was circulated as an Annex to the YFS Cabinet Report 26th January 2021.

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.

Other Implications:

1. 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 | As part of the Club Structure there are 3 Welfare Officers whose role is to report and monitor safeguarding issues and act as liaison with users of the facilities. The Welfare Officers are trained in safeguarding, first aid and mental health first aid. The club is also a member of British Gymnastics who have Regional Welfare Officers who support the club as well as undertake spot checks annually. |
| Environmental sustainability | <ul style="list-style-type: none"> • LED lighting • Reduction in journeys further afield |

| | |
|---------------|--|
| | <ul style="list-style-type: none"> • Planning requirement- change drainage from septic tank to main drainage with guidance from the Environment agency • Heating/Cooling – We will be having air conditioning units to heat and cool the premises. • Increasing biodiversity (bat and bird boxes, insect holes, bee-friendly planting) • The building has a sustainable design with opportunities to allow maximum utilization of the roof to accommodate either solar or photovoltaic (PV) panels. Although solar panels are not included in the build, the club have been in discussions with The Low Carbon Across the South and East (LoCASE) on a potential environmental grant to implement energy efficient measures. |
| Public Health | <p>The project has a positive impact on wider health outcomes with specific reference to users being encouraged to take part in gymnastics which has a positive impact on physical and mental health. Gymnastics has been shown to be an incredibly beneficial activity for children with disabilities to improve fine motor skills and muscle development as well as abundant psychological benefits including improved communication, interpersonal relationships, self-esteem and independence (Richardson, 2002).</p> |

What Happens Next:

- 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 YFS Decision Tracker and the next Cabinet report containing an update on 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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