

## Notice of Meeting

# Cabinet Member for Customer and Communities Decisions



### Date and Time

Tuesday, 31 October  
2023  
11.00 am

### Place

Committee Room,  
Woodhatch Place,  
Reigate

### Contact

Joss Butler  
joss.butler@surreycc.gov.uk

### Web:

[Council and  
democracy  
Surreycc.gov.uk](https://www.surreycc.gov.uk/council-and-democracy)

### Twitter:

@SCCdemocracy



**Cabinet Member:**  
Denise Turner-Stewart

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## **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 (25 October 2023).

#### **b PUBLIC QUESTIONS**

The deadline for public questions is seven days before the meeting (24 October 2023).

#### **c PETITIONS**

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

### **3 YOUR FUND SURREY APPLICATION - REIGATE RUGBY CLUB**

(Pages  
5 - 12)

This report sets out the Your Fund Surrey application from Reigate Rugby Club for the consideration of the Cabinet Member for Customer and Communities.

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.

**4 YOUR FUND SURREY APPLICATION - WARLINGHAM SPORTS CLUB** (Pages 13 - 20)

This report sets out the Your Fund Surrey application from Warlingham Sports Club for the consideration of the Cabinet Member for Customer and Communities.

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.

**5 YOUR FUND SURREY APPLICATION - THE HORTON GARDENS PROJECT** (Pages 21 - 28)

This report sets out the Your Fund Surrey application from Horton Chapel Arts and Heritage Society - The Horton Gardens Project for the consideration of the Cabinet Member for Customer and Communities.

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.

**Joanna Killian**  
**Chief Executive**  
Published: 23 October 2023

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## **QUESTIONS AND PETITIONS**

Cabinet and most committees will consider questions by elected Surrey County Council Members and questions and petitions from members of the public who are electors in the Surrey County Council area.

### **Please note the following regarding questions from the public:**

1. Members of the public can submit one written question to a meeting by the deadline stated in the agenda. Questions should relate to general policy and not to detail. Questions are asked and answered in public and cannot relate to “confidential” or “exempt” matters (for example, personal or financial details of an individual); for further advice please contact the committee manager listed on the front page of an agenda.
2. The number of public questions which can be asked at a meeting may not exceed six. Questions which are received after the first six will be held over to the following meeting or dealt with in writing at the Chairman’s discretion.
3. Questions will be taken in the order in which they are received.
4. Questions will be asked and answered without discussion. The Chairman or Cabinet members may decline to answer a question, provide a written reply or nominate another Member to answer the question.
5. Following the initial reply, one supplementary question may be asked by the questioner. The Chairman or Cabinet members may decline to answer a supplementary question.

## SURREY COUNTY COUNCIL

## CABINET MEMBER FOR CUSTOMER AND COMMUNITIES

DATE: 31 OCTOBER 2023



REPORT OF CABINET MEMBER: DENISE TURNER-STEWART – CABINET MEMBER FOR CUSTOMER AND COMMUNITIES

LEAD OFFICER: MARIE SNELLING – EXECUTIVE DIRECTOR FOR CUSTOMER AND COMMUNITIES

SUBJECT: YOUR FUND SURREY APPLICATION – Reigate Rugby Club

ORGANISATION STRATEGY PRIORITY AREA: EMPOWERING COMMUNITIES

<b>Purpose of the Report:</b>
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This report sets out the Your Fund Surrey application from **Reigate Rugby Club** for the consideration of the Cabinet Member for Customer and Communities.

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.

<b>Recommendations:</b>
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It is recommended that the Cabinet Member:

1. Approves the full amount requested of £221,705 composed of:
  - £203,365 capital funding towards to construction costs of the changing rooms, photovoltaic panels and pitch drainage.
  - £7,255 contingency on the changing rooms and photovoltaic elements of project.
  - £11,085 (5%) to be held by SCC until final evidence of income, expenditure has been received.

<b>Reason for Recommendations:</b>
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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.

The project aims to regenerate a multi-sport and sustainable community asset close to the centre of Reigate through a new drainage system, accessible and segregated changing facilities and photovoltaic panels. The enhancements will ensure that the Club can be used year-round and is an equitable experience for users of the club.

<b>Executive Summary:</b>
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1. Reigate Rugby Club (RRC) is a registered Community Amateur Sports Club (CASC), a government scheme launched in 2002 to allow sports clubs to register with HMRC and benefit from reliefs similar to charities. There are six qualifying criteria to become a CASC, which include being open to the whole community and providing facilities for one or more different sports. Written into their governance documents are several strategic objectives, including:
  - I. To conduct activities at the club to provide the best possible facilities for the local community
  - II. To strengthen the bond between the club and local community
2. Due to increased demand, the project seeks to regenerate five acres of existing multi-sport playing fields with a drainage system to ensure the fields can be used all year round. Currently the fields are, on average, unusable for three months of the year. The fields are split into two pitches (roughly 100x70 metres) with and an additional smaller grass area.
3. With a wider audience already using the facilities, and plans to grow further, the project also aims to build accessible and segregated changing facilities. Growth plans are closely linked to an increased demand for women's and children's sport and include the use by local schools with limited outdoor space. Finally, the club have ambitions to become the first carbon neutral rugby club in England and are proposing to install fifty-nine photovoltaic panels on the existing clubhouse to reduce costs and improve sustainability.

<b>Project Summary</b>
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4. RRC is located at the Eric Hodgkins Memorial Ground in the Division of Reigate, close to the town centre. The memorial ground is also home to Reigate Women's Lacrosse Club and Reigate Priory Football Club, in addition to being used by several local secondary schools and businesses.

Lower Super Output Area (LSOA)	30267, Reigate
National Index of Multiple Deprivation (IMD)	10
Surrey Index of Multiple Deprivation	8
Neighbouring LSOAs	21839, Reigate (ND: 7, SD: 3)

5. Reigate and Banstead Borough Council have identified RRC as one of only two, multi-sport facilities in the whole borough. In addition, the Reigate and Banstead Playing Pitch Strategy highlights the need for improved drainage at the Eric Hodgkins Memorial Ground to service the demand in the Reigate area. RRC have seen their numbers grow in recent years, including the number of women playing rugby and in addition they have welcomed new sports onto their site. Consequently, the pitches are being used more but their condition is restricting the amount of usage, particularly through the winter months. Installing drainage would ensure the pitches can be used through poorer weather. The drainage will work in tandem with floodlights that have recently been installed by the club, providing another mechanism to ensure maximum usage.

6. The changing rooms onsite currently have only one shower area, which is not suitable for the increased mixed gender usage. The project seeks to install a segregated shower area with direct access to an adjoining changing area to enable more multi-sport and multi-gender activities occurring at the same time. The facility is currently well served by ample parking.
7. RRC expect their energy usage to increase alongside usage of the facility. However, they are conscious of the environment and are seeking to keep their carbon footprint as low as possible. The installation of photovoltaic (PV) panels is a key part of their environmental strategy. They plan to install fifty-nine PV panels on the south facing roof to be self-sufficient in power. Detailed planning has been completed with the chosen contractor to ensure the PV panels are within Permitted Development Guidelines, therefore planning permission is not required. It is estimated the panels will produce at least 28,000KwH per year. This is a conservative estimate but would provide payback on the PV investment within five years.
8. RRC own outright the land and building on the site. They have been awarded a significant grant from Reigate and Banstead CIL and will also be contributing to the project from their own fundraising and reserves.
9. RRC have been active in engaging with the local community to gain support and ideas for the project. They have also been introduced, via the local Community Link Officer, to Community Development Officers in other areas of the Borough. Through these connections the club seeks to engage further with these communities and offer their facilities.

## Details

### Description of project benefits

10. The key benefits from this project are:
  - Improved year-round access to outdoor sport and recreation
  - Better provision for women's and girl's sport through segregated changing facilities
  - Enhanced environmental credentials of a well-used community building

### Project Timeframes

11. The shower and PV panel projects will be delivered in tandem with each other taking twelve to fifteen weeks. The pitch drainage works will take sixteen weeks. All projects are planned to start in early 2024 to be completed for September 2024.

### Management of the project

12. The project will be delivered by a working group of five volunteers from RRC, including a builder to oversee the relationship with contractors installing photovoltaics and the changing room development, a civil engineer to supervise the pitch drainage and post development maintenance and a senior finance business manager to oversee the project finances.

## Financial and Value for Money Implications

13. YFS funding is requested for the key elements of the project. The project has applied for £221,705 which equates to 61% of the overall project costs.
14. Table 1. Financial Summary details the £142,099 of other funding which has been secured against the total project cost of £363,804.
15. 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>	£221,705
<b>Total project cost:</b>	£363,804
<b>Percentage of cost against total:</b>	61%
<b>Have other funding sources been secured?</b>	Yes
<b>Other funding:</b>	<u>Achieved</u> Reigate and Banstead CIL - £117,099 Club contributions - £25,000 TOTAL = £142,099
<b>Volunteer contributions</b>	Yes
<b>Is there a commercial element to the project?</b>	No
<b>Amount suggested for funding:</b>	£221,705

**Table 2. Project Cost breakdown and Grant utilisation**

<b>Activity</b>	<b>Total Cost (Including VAT)</b>
Preliminary works	£10,572
Drainage of pitch 1	£67,316
Drainage of pitch 2	£79,784*
Contingency on drainage works	£15,767
Water supply and seeding	£11,080*
Standpipe installation	£34,624*
PV panel installation	£67,214*
Scaffolding for PV	£5,746*
PV panel contingency	£4,033*
Segregated showers	£64,446*
Contingency on Segregated Showers	£3,222*
<b>Total</b>	<b>£363,804</b>

\*Denotes YFS funded elements

16. 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.



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

### Advisory Panel Comments

17. The Advisory Panel functions in an advisory capacity and its role is intended to assist the formal decision-making processes which sit outside the Panel.
18. The Advisory Panel met on 20<sup>th</sup> September 2023. A report detailing project CF362 was shared with panel members in advance and questions were invited ahead the meeting. There were no issues raised by panel and the panel was unanimous that this project should be recommended for full funding.

## Consultation

### Summary of Support

19. Have your say, which has had Reigate Rugby Club featured on the Commonplace website, received 172 comments. There were no negative comments.
20. Letters of support have been received from:
- Reigate Priory FC
  - Reigate Lacrosse Club
  - Clinical Team Manager and Paramedic for the London Ambulance Service
  - Reigate Women's Lacrosse Club
21. The Divisional Councillor Victor Lewanski has indicated his full support for the project.

## Risk Management and Implications:

22. The applicant has provided an overview of risks against the project, as summarised below. Officers consider there to be adequate control measures in place.

**Table 3. Summary Table of Risks and Key Mitigations**

Risk description	RAG	Mitigation action/strategy
Project costs increase	Yellow	Strong levels of contingency in place
Lack of community use post project	Green	Club are committed to offering their facilities and are Community Amateur Sports Club registered. There is a need for upgraded pitches within the Reigate and Banstead Playing Pitch Strategy

## Section 151 Officer commentary:

23. Significant progress has been made in recent years to improve the Council's financial resilience and the financial management capabilities across the organisation. Whilst this has built a stronger financial base from which to deliver our services, the increased cost of living, global financial uncertainty, high inflation and government policy changes mean we continue to face challenges to our financial position. This requires an increased focus on financial management to protect service delivery, a continuation of the need to be forward looking in the medium term, as well as the delivery of the efficiencies to achieve a balanced budget position each year.

24. In addition to these immediate challenges, the medium-term financial outlook beyond 2023/24 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 the stable provision of services in the medium term.

25. As such, the Section 151 Officer supports this application. The application has been financially assessed and all documentation was satisfactory, with all queries now resolved. Risks to be project are minimal and there is wider financial support, mainly in the form of CIL.

26. The borrowing costs associated with the fund have been fully built into the Council’s Medium-Term Financial Strategy. The annual cost of borrowing for this specific project of £221,705 would be £12,921.

**Legal implications – Monitoring Officer:**

27. 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.

28. 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:**

29. 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 the local community and particularly those with protected characteristics that may be more likely to experience social and economic exclusion.

30. 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:**

31. 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.

**Table 4: Implications for council priorities and policy areas**

<b>Area assessed:</b>	<b>Direct Implications:</b>
Corporate Parenting/Looked After Children	No direct implications

Safeguarding responsibilities for vulnerable children & adults	Improves capacity to safeguard vulnerable people at a well-used community venue
Environmental sustainability	Enhanced environmental credentials of the building and improved sustainability of grass pitches
Public Health	The project has a positive impact on wider health outcomes, with young people, women and girls and those with disabilities being encouraged to increase their physical activity.

#### **What Happens Next:**

- Following 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.
- Officers will prepare the relevant schedules and funding agreements to enable payment of funds and monitoring and evaluation of the project.
- The YFS Team officers will then issue a provisional offer of funding to the applicant, including a copy of the draft Funding Agreement.

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#### **Report Authors:**

Patrick Culligan, [yourfund@surreycc.gov.uk](mailto:yourfund@surreycc.gov.uk)

Nikki Tagg, [yourfund@surreycc.gov.uk](mailto:yourfund@surreycc.gov.uk)

#### **Consulted:**

Division County Councillor

Corporate Finance – Surrey County Council

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

YFS Criteria

YFS Governance Document

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## SURREY COUNTY COUNCIL

## CABINET MEMBER FOR CUSTOMER AND COMMUNITIES

DATE: 31 OCTOBER 2023



REPORT OF CABINET MEMBER: DENISE TURNER-STEWART – CABINET MEMBER FOR CUSTOMER AND COMMUNITIES

LEAD OFFICER: MARIE SNELLING – EXECUTIVE DIRECTOR FOR CUSTOMER AND COMMUNITIES

SUBJECT: YOUR FUND SURREY APPLICATION – Warlingham Sports Club

ORGANISATION STRATEGY PRIORITY AREA: EMPOWERING COMMUNITIES

<b>Purpose of the Report:</b>
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This report sets out the Your Fund Surrey application from **Warlingham Sports Club** for the consideration of the Cabinet Member for Customer and Communities.

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.

<b>Recommendations:</b>
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It is recommended that the Cabinet Member:

1. Approve the full amount requested of £244,892 composed of:
  - £211,498 of capital funding towards the redevelopment of Warlingham Sports Club to be paid in staged payments on evidence of spend.
  - £22,262 to be held by SCC as contingency funding, for release only upon an evidenced request.
  - £11,131 (5%) to be held by SCC until final evidence of income, expenditure and evaluation has been received.

<b>Reason for Recommendations:</b>
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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.

The project aims to improve an existing facility to increase the number and range of sporting and non-sporting activities offered to the community and secure the facility for the future. At least seven new activities will be offered through the funding.

## Executive Summary:

1. Warlingham Sports Club (WSC) is a registered Community Amateur Sports Club (CASC), a government scheme launched in 2002 to allow sports clubs to register with HMRC and benefit from reliefs similar to charities. There are six qualifying criteria to become a CASC, which include being open to the whole community and providing facilities for one or more different sports. Sports and recreation have been played on the site since the 1850s and WSC in its current form dates back to the 1930s. WSC is comprised of five constituent sports; football, cricket, squash, racquetball and pétanque, with plans to reintroduce tennis and netball due to local demand.
2. If successful in receiving funding from Your Fund Surrey, WSC will be able to expand the number of sporting and non-sporting initiatives on offer to the local community including:
  - Walking football
  - Healthy mums' fitness classes
  - Active seniors' fitness classes
  - New netball sessions
  - Re-introduce tennis sessions for all ages
  - Emily Ash Trust meetings (cancer support charity)
  - Blood donor sessions
  - Breast cancer screening

## Project Summary

3. WSC is located in the Division of Warlingham and serves residents from across northern Tandridge. The club is less than 10 minute walk from the centre of Warlingham and has ample parking on site.

Lower Super Output Area (LSOA)	Warlingham East & Chelsham & Farleigh, rank 30215
National Index of Multiple Deprivation (IMD)	10
Surrey Index of Multiple Deprivation	8
Neighbouring LSOAs	Warlingham, 13009 (Surrey decile: 1)

4. The club have developed plans over several years to modernise and improve accessibility to the 1960s clubhouse. The current facility incorporates a bar, a community hall and two changing rooms. The building is of 1960s construction and by its nature is inaccessible and not fit for modern day purposes. The club is vibrant and provides activities for all ages, genders and abilities, but is restricted by outdated facilities.
5. The project has been carefully split into three phases to allow the club to stay operational as much as possible throughout the development. Phase one will focus on improving accessibility by adding a new entrance area and provide separate spaces for community and sporting users. This will allow the club to expand the number of groups and organisations who can use the facility. Your Fund Surrey is being asked to fund this phase. By incorporating a new entrance and adding accessible toilet facilities

the entrance will become a welcoming space and increase the range of people able to access both club and community activities.

6. Phase two will focus on completing a new suite of accessible changing facilities to cater for the increase in sporting participants, including more women's and disability sport. The third phase, which will be a standalone project after phases one and two, will encompass renovating the existing changing facilities to bring them up to modern day standards to complete the modernisation of the site.
7. WSC have secured a large grant from Tandridge District Council Community Infrastructure Levy (CIL), alongside significant contributions from the English Cricket Board and Surrey Playing Fields. There are also healthy contributions from the club itself through fundraising and use of reserves. Warlingham Parish Council have been approached for funding, however their funds are fully committed towards the Green Improvement Scheme.
8. Overall, the club is in a healthy financial position and do not rely on income from community users to sustain the facility. Therefore they will not charge community groups, organisations and charities for use of the community spaces.

## Details

### Description of project benefits

9. The key benefits from this project are:
  - Improved accessibility to the site
  - Increased opportunities for women, girls and people with disabilities to play sport
  - Improved facilities and provision for local groups and organisations to thrive
  - Enhanced access to key health services for local residents

### Project Timeframes

10. Delivery of the project has been split into three phases. On completion of phase one work will begin on phase two, however phase three is a standalone project to be completed at a later stage. The timescales are as follows:  
Phase one – 26 weeks  
Phase two – 36 weeks  
Phase three – 24 weeks

### Management of the project

11. The project committee contains the club Chairman, Honorary Treasurer and five additional club members, all of whom have been selected due to their experience across the following sectors; construction, roofing, project management and chartered surveying. The committee will be answerable to the club management committee and will deliver the day-to-day aspects of the project.
12. The ongoing management of the building will be the responsibility of the existing Club Manager, who will absorb the increased bookings into their current workload.

### Project Lifespan

13. With good care and maintenance the proposed development will last for at least 50 years, although much longer is expected.

<b>Financial and Value for Money Implications</b>
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14. YFS funding is requested for Phase 1 of the project. The project has applied for £244,892 which equates to 18% of the overall project costs (phases 1-3).
15. Table 1. Financial Summary details other funding which has been secured or is expected against the total project cost of £1,053,029 (phases 1 & 2). Phase 3 of the project equates to £330,950 and has been included in the report to provide an understanding of the overall project. Including phase 3 the total cost is £1,383,979.
16. 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>	£244,892
<b>Total project cost:</b>	£1,383,979
<b>Percentage of cost against total:</b>	18%
<b>Have other funding sources been secured?</b>	Yes
<b>Other funding:</b>	<u>Achieved</u> Tandridge District Council CIL - £556,500 WSC contributions - £197,166 Surrey Playing Fields - £50,000  <u>Expected</u> English Cricket Board - £20,000 (interest free loan)
<b>Volunteer contributions</b>	Yes
<b>Is there a commercial element to the project?</b>	Yes
<b>Amount suggested for funding:</b>	£244,892

**Table 2. Project Cost breakdown and Grant utilisation**

<b>Activity</b>	<b>Total Cost (Including VAT)</b>
Professional fees – pre build	£41,166.66
Phase 1 Building Preliminaries	£28,167*
Phase 1 Demolitions, Groundworks etc	£48,034*
Phase 1 Main Construction	£62,056*
Phase 1 Mechanical & Electrical	£50,086*
Phase 1 Finishes	£12,570*
Phase 1 Sundries	£3,774*
Phase 1 Project Management	£17,940*
Phase 1 Contingency (5%)	£11,131*
Phase 1 Inflation (5%)	£11,131*
Phase 2 Building Preliminaries	£145,680
Phase 2 Demolitions, Groundworks etc	£108,004
Phase 2 Main Construction	£210,368
Phase 2 Mechanical & Electrical	£118,552
Phase 2 Finishes	£38,567
Phase 2 Sundries	£11,941



Phase 2 Project Management	£17,940
Phase 2 Contingency (5%)	£32,552
Phase 2 Inflation (5%)	£32,552
<b>Phases 1 &amp; 2 Total</b>	<b>£1,004,218</b>
Phase 3 Total (including contingency & inflation)	£330,950
<b>All Phases Total</b>	<b>£1,383,979</b>

\*Denotes element with YFS contribution.

17. As with all applications, there is a risk that construction and purchase costs will increase between application and approval. This is partially 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.

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

#### Advisory Panel Comments

18. The Advisory Panel functions in an advisory capacity and its role is intended to assist the formal decision-making processes which sit outside the Panel.

19. The Advisory Panel met on 20<sup>th</sup> September 2023. A report detailing project CF362 was shared with panel members in advance and questions were invited ahead the meeting. There were no issues raised by panel and the panel was unanimous that this project should be recommended for full funding.

### Consultation

#### Summary of Support

20. Have your say, which has had Warlingham Sports Club featured on the Commonplace website, received 204 comments. There were no negative comments.

21. Letters of support have been received from:

- Jarvis Breast Centre (NHS Mobile breast screening)
- Claire Coutinho MP
- The Emily Ash Trust – supporting families who have a child, teenagers or young adult with cancer
- The CR3 Youth Project
- Warlingham Parish Council

22. The Divisional Councillor Becky Rush has commented as follows:

*As the divisional member for Warlingham I am delighted that Warlingham Sport Club are pursuing funding through YFS and am wholeheartedly supportive of this worthwhile bid.*

*Warlingham is a thriving community of c7,000 residents located in the very North East of Surrey, bordering Croydon Borough Council, with 2 primary schools, 1 secondary and a number of care homes and supported living accommodation. The overall vision for this project is to enhance a vital community asset both in terms of the sporting facilities offered, but also opening up important community services such as health clinics.*

*The phase 1 work to create mobility access is an important step in enabling the site for community use. The Club is located in the centre of Warlingham, on the same road as the doctors surgery providing excellent cross working opportunities, but also has ample onsite parking, meaning the site is easily accessed by all in Warlingham and in surrounding villages. I am particularly excited by the prospect of establishing screening clinics and other health and wellbeing services being run out of the Club. This really delivers on the Councils objectives around local communities, accessing services on your doorstep, enabling residents to remain independent for longer, and reducing car journeys. Warlingham is fairly isolated as a community due to the topography of the North Tandridge area, located on the top of the Northdowns the nearest large hubs to access health services and community support are in Caterham and Oxted, both difficult to access by public transport. Additionally East Surrey Hospital is a 40minute drive and again not connected by public transport. Enabling such health services to be provided in Warlingham would be a huge community asset, and the future opportunities are enormous.*

*The further phases of work this project would enable, focused on the changing rooms and sports facilities, are equally important to the Warlingham community. Recently planning permission has been granted to build a housing development in the green belt, on existing sports playing fields. It is really important for the health and activity of the local community that remaining sports facilities exist and are able to thrive. Enhancement of changing facilities to encourage and enable girls teams and youth teams to participate in a safe way is really welcomed by the local community.*

*It is fantastic that planning permission for this scheme, alongside a substantial amount of funding from other organisations, has been secured. There is a team of incredibly committed volunteers who have seen a vision for how to support their local community and have worked hard to get the project to this point, where subject to funding, they are ready to go.*

*As a local resident I can really vouch for the fact that this enhanced community asset will make a big contribution to the local area and am pleased to offer my strong support; I hope YFS will see the benefits and support this bid.*

<b>Section 151 Officer commentary:</b>
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23. *Significant progress has been made in recent years to improve the Council's financial resilience and the financial management capabilities across the organisation. Whilst this has built a stronger financial base from which to deliver our services, the increased cost of living, global financial uncertainty, high inflation and government policy changes mean we continue to face challenges to our financial position. This requires an increased focus on financial management to protect service delivery, a continuation of the need to be forward looking in the medium term, as well as the delivery of the efficiencies to achieve a balanced budget position each year.*

24. *In addition to these immediate challenges, the medium-term financial outlook beyond 2023/24 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 the stable provision of services in the medium term.*

25. *As such, the Section 151 Officer supports this application. The financial cost of the overall project (phases 1-3) is large with the YFS funded element supported by*

*significant wider funding. There is a risk that phase 3 is not delivered, but the YFS investment will produce tangible benefits from delivery of phases 1 and 2, regardless of the final elements being completed.* Due to the scale of the project, costs need to be tightly controlled and project management needs to be strong to ensure financial risk is minimised. The project documentation submitted provides confidence that this is in place.

26. The borrowing costs associated with the fund have been fully built into the Council's Medium-Term Financial Strategy. The annual cost of borrowing for this specific project of £244,892 would be £14,272.

**Legal implications – Monitoring Officer:**

27. 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.
28. 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:**

29. 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 the local community and particularly those with protected characteristics that may be more likely to experience social and economic exclusion.
30. 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.

**Risk Management and Implications:**

31. The applicant has provided an overview of risks against the project in Table 3 below. Officers consider there to be adequate control measures in place.

**Table 3. Summary Table of Risks and Key Mitigations**

<b>Risk description</b>	<b>RAG</b>	<b>Mitigation action/strategy</b>
Costs rise risking the project		Significant inflation and contingencies have been built into the project costs
Lack of wider community use		The club are committed to ensuring community groups, organisations and charities can access the venue free of charge
Unable to secure funding to complete all 3 phases		Benefits of the project will be realised after YFS funded elements, therefore if final phase does not happen it will not impact the investment from YFS.

**Other Implications:**

32. 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.

**Table 4: Implications for council priorities and policy areas**

<b>Area assessed:</b>	<b>Direct Implications:</b>
Corporate Parenting/Looked After Children	No direct implications
Safeguarding responsibilities for vulnerable children & adults	Improves capacity to safeguard vulnerable people at a well-used community venue
Environmental sustainability	Enhanced environmental credentials of the building
Public Health	The project has a positive impact on wider health outcomes, with young people, women and girls and those with disabilities being encouraged to increase their physical activity. Increased socialisation amongst vulnerable groups.

**What Happens Next:**

- Following 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.
- 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.

**Report Authors:**

Patrick Culligan, [yourfund@surreycc.gov.uk](mailto:yourfund@surreycc.gov.uk)

Nikki Tagg, [yourfund@surreycc.gov.uk](mailto:yourfund@surreycc.gov.uk)

**Consulted:**

Division County Councillor

Corporate Finance – Surrey County Council

**Sources/background papers:**

YFS Criteria

YFS Governance Document

## SURREY COUNTY COUNCIL

## CABINET MEMBER FOR CUSTOMER AND COMMUNITIES

DATE: 31 OCTOBER 2023



REPORT OF CABINET MEMBER: DENISE TURNER-STEWART – CABINET MEMBER FOR CUSTOMER AND COMMUNITIES

LEAD OFFICER: MARIE SNELLING – EXECUTIVE DIRECTOR FOR CUSTOMER AND COMMUNITIES

SUBJECT: YOUR FUND SURREY APPLICATION – The Horton Gardens Project

ORGANISATION STRATEGY PRIORITY AREA: EMPOWERING COMMUNITIES

<b>Purpose of the Report:</b>
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This report sets out the Your Fund Surrey application from **Horton Chapel Arts and Heritage Society - The Horton Gardens Project** for the consideration of the Cabinet Member for Customer and Communities.

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.

<b>Recommendations:</b>
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It is recommended that the Cabinet Member:

1. Approves the full amount requested of £112,594, composed of:
  - £112,594 capital funding towards renovating the existing overgrown land around The Horton to be a landscaped green space open to all.
  - Including 5% to be held by SCC until final evidence of income and expenditure is provided.

<b>Reason for Recommendations:</b>
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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.

The project is to transform the overgrown and neglected grounds of the recently renovated The Horton Arts Centre, Epsom into a sustainable, landscaped green space for the whole community to enjoy.

<b>Executive Summary:</b>
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1. The Horton is a cultural venue in Epsom that opened in 2021 after a £3m project to renovate the former Horton Hospital Chapel. The project was funded primarily by the

National Lottery Heritage Fund and designated Section 106 contributions, ring-fenced from the former hospital cluster site. The Horton operates as a not-for-profit venue, managed by registered charity Horton Chapel Arts & Heritage Society. A variety of community arts, heritage and wellbeing activities take place at the venue.

2. The 10,000m2 gardens are a natural local asset but the grounds are currently in a poor state with uneven land which is inaccessible to the community. A natural concept has been developed, based on feedback and consultations over the last four years, including new trees, planting, seating, and the creation of a looped path, so that The Horton's grounds can be accessed by all.
3. The YFS application is to support with the landscaping of the site to enable it to be used and enjoyed by the community.

### Project Summary

4. The Horton is based in the electoral division of Epsom West. The location is two miles from Epsom town centre with both Epsom and Ewell West stations approximately two miles away. The site can be accessed by all modes of transport.

Lower Super Output Area (LSOA)	Epsom & Ewell 005A – new Horton Ward (previously Court Ward)
National Index of Multiple Deprivation (IMD)	4
Surrey Index of Multiple Deprivation	1
Neighbouring LSOAs	Epsom & Ewell 007A -Court -7437 (IMD 3, Surrey 1) Epsom & Ewell 002C -Ruxley -0110 (IMD 4, Surrey1)

5. Horton Chapel Arts & Heritage Society was founded in 2016 to save and renovate the grade II listed building Horton Chapel for the benefit of the public and to run it as a not-for-profit venue for arts and culture – The Horton. After it's renovation in 2021, The Horton opened in April 2022 to the public. Since then, more than 20,000 people have visited and attended performances, workshops, events, used the café and viewed the free permanent exhibition about the history of Epsom Hospital Cluster. The extensive grounds of the site, however, have remained closed.
6. Their activities are designed to appeal to a range of age-groups. Day-time visitors tend to be older, retired, self-employed and people with long-term conditions. Evening events are more diverse attracting working-age adults with weekends attracting more families with younger children. Indoor activities support people with mental health and wellbeing, and they have worked with organisations such as Mary Frances Trust, End Stigma Surrey, Love Me Love My Mind and Horton Rehabilitation Centre.
7. The Horton location is in one of Surrey County Council's identified Key Neighbourhoods. Community engagement has been at the heart of the original Horton Chapel Project, with consultation and focus group research, information evenings and special events on-site. In addition to these consultations, they have also led workshops for the Garden Project with a diverse group of young people aged 10 to 15. These consultations have formed the basis for the landscape design.
8. Although The Horton is free to enter, many of the activities on offer require visitors to buy tickets. The charity wish to extend the community use of their facility beyond paying visitors

and offer free access to the grounds of the site to everyone in the community. Once the grounds are redeveloped, in addition to free daily public access to enjoy the gardens, there are plans in place to host outdoor cultural activities for all, including:

- Outdoor creative workshops
  - Nature play activities for children
  - Gardening groups
  - Outdoor family performances
  - Areas for volunteers to help to grow herbs, fruit and vegetables for the café
  - Outdoor storytelling
9. The Horton currently has 20 regular volunteers who support with events, research, workshops, administration and welcoming visitors. In order to maintain the Garden Project going forward, The Horton are hoping to double their number of volunteers and there is already a waiting list for the specific role of gardening volunteers.
10. The Horton has a 125-year lease from Epsom & Ewell Borough Council at a peppercorn rent. The site is managed by Horton Chapel Arts and Heritage Society and the project has full planning permission for the landscaping works. Restrictive covenants on the Grade II-listed building restrict its use to 'community' and 'health.'
11. The project aims to make the grounds safe and clean through filling in collapsed disused tunnels and removing debris that has accumulated over the last 40 years. The whole area will be made accessible to wheelchair users and they will specifically look to:
- Create an accessible path that meanders through the landscape setting
  - Build a natural terraced seating area to make the most of the change in levels and add bench seating in secluded glades
  - Rotavate and re-seed to develop the gardens, including grass lawn, wildflower and planted areas
  - Plant trees and perimeter hedging to increase biodiversity
  - Set out designated areas for creative learning and leisure where The Horton can deliver projects

## Details

### Description of project benefits

12. The benefits to the project include:
- Improve the local economy through increased skills and volunteering opportunities
  - Reduces isolation and provides a space for enhanced social cohesion for all ages
  - Meeting SCC ambition of 'No-one Left Behind' by providing community amenities and support in a Key Neighbourhood
  - Reducing vehicle movements by providing improved local facilities
  - Offering a new community space with opportunities to enhance social interaction and improve health and wellbeing
  - Supporting the Council's green objectives through increasing biodiversity
13. The project will develop a space that blends with the environment and enhances an existing wildlife corridor. Biodiversity will be boosted with new planting of native species and meadow flowers. The plans include composting, rainwater catching and adding recycling bins which should reduce litter and create a mini-eco-system on-site.

### Project Timeframes

14. The project will take approximately 8 weeks to complete and will consist of:

- Site clearance and levelling
- Breaking up of concrete road and laying new paths
- Seeding and planting
- Installation of benches, bins and signage

### Management of the project

15. The Horton Chapel Arts & Heritage Society board of trustees will oversee and be accountable for the project. The board has experience in overseeing the £3m renovation of the former chapel building over the last five years, working with National Heritage Lottery Fund. Individual trustees have experience from their professional lives of managing national visitor attractions including Stonehenge and portfolios of National Trust landscapes and properties. The venue Manager will be responsible for delivery of the project and reporting to the board. She previously led the £3m renovation of the building.

16. The Horton's Maintenance Co-ordinator will be responsible for day today maintenance.

<b>Financial and Value for Money Implications</b>
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17. YFS funding is requested for the hard and soft landscaping of the gardens. The project has applied for £112,594 (£103,925 & £8,642 contingency) which equates to 64% of the overall project costs.

18. Table 1. Financial Summary details the £55,345 of other funding which has been secured against the total project cost of £167,939.

19. 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>	£112,594
<b>Total project cost:</b>	£167,939
<b>Percentage of cost against total:</b>	64%
<b>Have other funding sources been secured?</b>	Yes
<b>Other funding:</b>	CIL - £49,995 Tesco via The Federation of Groundworks Trusts - £1,000 Private donations - £2,000 Co-op Members Cause Donations - £1,000 Viridor Credits - £1,350 <b>Total £55,345</b>
<b>Volunteer contributions:</b>	Garden maintenance - £2,080 Garden planting - £800
<b>Non cash contributions:</b>	Woodland Trust – Trees & Hedge planting - £1,500 Landscape architect (concept design) - £3,000 Film & photography - £500



Is there a commercial element to the project?	No
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**Table 2. Project Cost breakdown and Grant Utilisation:**

Activity	Total Cost (Including VAT)	YFS Contribution
Final drawings by landscape architect	£3,000	£0
Project Manager fees	£6,300	£6,300
Contractor costs – site clearance, levelling the ground, paths, seating, planting and seeding	£49,995	£0
	£77,362	£77,362
Evaluation	£2,700	£2,700
Gardening equipment	£1000	£0
Launch event	£300	£300
Shed	£350	£0
Bench seating	£1000	£0
Full cost recovering – Centre Manager, Finance Manager, Marketing Manager, Facilities Coordinator	£3,000	£3,000
Inflation allowance 9%	£14,290	£14,290
<b>Sub total</b>	<b>£159,297</b>	<b>£104,684</b>
Build & Equipment Contingency	£8,642	£8,642
<b>Total</b>	<b>£167,939</b>	<b>£112,594</b>

20. As with all applications, there is a risk that 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.

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

**Advisory Panel Comments**

21. The Advisory Panel functions in an advisory capacity and its role is intended to assist the formal decision-making processes which sit outside the Panel.

22. The Advisory Panel met on 20<sup>th</sup> September 2023. A report detailing project CF279 was shared with panel members in advance and questions were invited ahead the meeting. There were no issues raised by panel and a unanimous decision was reached to recommend the project for the full amount requested.

## Consultation

### Summary of Support

23. Have your say, which has had The Horton Theatre featured on the Commonplace website, received 124 comments. There were two negative comments. One of these respondents was positive about the project but said that there are significant other issues in the area that need addressing such as crime, healthcare and safety. The other respondent said that there was plenty of beautiful green spaces in the surrounding area and the money should be invested in youth services.

24. Letters of support have been received from:

- Cllr Bernie Muir Surrey County Councillor - Epsom West Division & Epsom & Ewell Borough Councillor – Horton Ward
- 7 local residents
- Love Me Love My Mind

25. The Divisional Councillor Bernie Muir has commented as follows:

*'I have been involved in this project from very early on and have seen the skill, expertise and professionalism that has characterised the development of this vital asset to the wider community and the very wide demographic that it services. I fully support.'*

### Section 151 Officer commentary:

26. Significant progress has been made in recent years to improve the Council's financial resilience and the financial management capabilities across the organisation. Whilst this has built a stronger financial base from which to deliver our services, the increased cost of living, global financial uncertainty, high inflation and government policy changes mean we continue to face challenges to our financial position. This requires an increased focus on financial management to protect service delivery, a continuation of the need to be forward looking in the medium term, as well as the delivery of the efficiencies to achieve a balanced budget position each year.

27. In addition to these immediate challenges, the medium-term financial outlook beyond 2023/24 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 the stable provision of services in the medium term.

28. As such, the Section 151 Officer supports this application. This is a low value and low risk project, providing landscape improvements to the finished large renovation project which will improve community access and engagement at the site. Given the work already delivered by the organisation to date, the scale of this addition should be easily achievable by the organisation. There is wider financial and non cash support.

29. The borrowing costs associated with the fund have been fully built into the Council's Medium-Term Financial Strategy. The annual cost of borrowing for this specific project of £112,594 would be £14,581 (assuming a 10 year life).

**Legal implications – Monitoring Officer:**

30. 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.
31. 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:**

32. 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 the local community and particularly those with protected characteristics that may be more likely to experience social and economic exclusion.
33. 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.

**Risk Management and Implications:**

34. The applicant has provided an overview of risks against the project as outlined below. Officers consider there to be adequate control measures in place.

**Table 3. Summary Table of Risks and Key Mitigations**

<b>Risk description</b>	<b>RAG</b>	<b>Mitigation action/strategy</b>
Financial risks		The charity will undertake tight monitoring and rigorous checks against completed phased works. Designated contingency and inflationary costs have been included.
Health & safety or medical incident on-site		The charity will ensure that a full risk assessment is done in advance for all works. Safety will include secured fences to prevent members of the public straying into work areas, insurance cover is adequate, site manager/activity manager is aware of nearest first aid provision or medical support. Volunteers will have an induction, training and be aware of emergency procedure.
Delays		Ensure signing of contract is not delayed and includes penalties for delayed start. Review phasing of works according to actual start date.
Staff and volunteer capacity		The charity will activate volunteer recruitment and a training plan to bolster existing expressions of interest. They will engage other local organisations for partnership working.

**Other Implications:**

35. 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.

**Table 4: Implications for council priorities and policy areas**

<b>Area assessed:</b>	<b>Direct Implications:</b>
Corporate Parenting/Looked After Children	No direct implications
Safeguarding responsibilities for vulnerable children & adults	No direct implication

Environmental sustainability	Strong links to environmental policies and net-zero targets
Public Health	Provides a green space for residents to utilise and benefit from, positively impacting on wider determinants of health

### What Happens Next:

- Following 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.
- 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.

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Division County Councillor

Corporate Finance – Surrey County Council

### Sources/background papers:

YFS Criteria

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