

Surrey Community Buildings Grant Scheme

Reports for the Year 2016 to 2017

ANNEX A

LOCAL AUTHORITY AREA	Surrey Community Buildings –Tri-Partite	Application Amount	Awarded by LA	APPROVED BY SURREY COUNTY COUNCIL	COMMENTS
TANDRIDGE DISTRICT COUNCIL	BLETCHINGLEY CHURCH HOUSE	7,500	7,500		Approved by DC
TANDRIDGE DISTRICT COUNCIL	SOPER HALL, CATERHAM	10,000	Possibly approve 10,000		AWAITING DECISION
MOLE VALLEY DISTRICT COUNCIL	ASHTREAD PEACE MEMORIAL HALL	5,300	5,300		Approved by DC
MOLE VALLEY DISTRICT COUNCIL	GIRL GUIDING FAUREFOLD	25,000	25,000		Approved by DC
WOKING BOROUGH COUNCIL	ST PETERS CHURCH	27,500	Possibly approve 27,500		AWAITING DECISION
ELMBRIDGE BOROUGH COUNCIL	ST ANDREWS REFORMED CHURCH	20,000	20,000		Approved by BC
SURREY HEATH BOROUGH COUNCIL	BISLEY VILLAGE HALL	15,540	15,540		Approved by BC
GUILDFORD BOROUGH COUNCIL	PEASLAKE VILLAGE HALL	13,908	Possibly approve 13,000		AWAITING DECISION
GUILDFORD BOROUGH COUNCIL	WORPLESDON MEMORIAL HALL	23,784	Possibly approve 23,000		AWAITING DECISION
GUILDFORD BOROUGH COUNCIL	CHARLOTTESVILLE JUBILEE TRUST	11,000	Unlikely to be approved		AWAITING DECISION
GUILDFORD BOROUGH COUNCIL	EFFINGHAM VILLAGE RECREATION TRUST	15,880	Unlikely to be approved		AWAITING DECISION
OVERALL TOTAL		173,720	146,840		

* **WITHDRAWN:** means that the applicant decided not to continue with the project or it was deemed unsuccessful as it was underdeveloped or not ready to meet the requirements. They may reapply in subsequent years.

MOLE VALLEY DISTRICT COUNCIL	CAPEL SPORTS PAVILLION *	40,000	WITHDRAWN	WITHDRAWN	WITHDRAWN
RUNNYMEDE BOROUGH COUNCIL	FIRST CHERTSEY SCOUT GROUP *	40,000	WITHDRAWN	WITHDRAWN	WITHDRAWN
REIGATE AND BANSTEAD BOROUGH COUNCIL	RIDGEGATE RESIDENTIAL CARE HOME AND DAY CARE CENTRE*	40,000	WITHDRAWN	WITHDRAWN	WITHDRAWN
WITHDRAWN TOTAL		120,000			

LA: TANDRIDGE DISTRICT COUNCIL-APPROVED

APPLICANT: BLETCHINGLEY CHURCH HOUSE, BLETCHINGLEY

PROJECT: Major redevelopment and refurbishment of the building. This phase is the installation of a lift which will give access for all to the whole building.

GRANT REQUESTED: x2 £7,500 (one from SCC and one from LA)

PROJECT COST: Total cost of the project £673,475. This phase is the installation of the lift and its shaft (total cost £21,850)

REPORT: Bletchingley Church House is located in the village centre, next to a bus stop, and easily reached on foot by the majority of the community. Originally built in 1907, and with only minor improvements in the 1970's. The Charity own the freehold of the building. Because it lies within Bletchingley's central Conservation Area, the Trustees are limited to restoring and renovating rather than demolishing and rebuilding. The Church House is undergoing a major renovation in order to continue, and develop, as a community facility with an increased user profile. The trustees embarked on the project in 2011, together with an associated fundraising campaign. The objective was to create a venue for an estimated 200 users a week from the following principal user organisations:

- a Sure Start Children's Centre for families with children under five;
- Welcare (a charity dedicated to working with children and families in need);
- Bletchingley Youth Group;
- Alcoholics Anonymous; and
- St Mary's Church (Bletchingley) user groups.

During 2013, the Charity was allocated £50,000 from Surrey County Council's Communities Improvements Fund. In light of this, a £5,000 contribution from TDC was agreed. An additional grant of £5,000 from SCBGS was subsequently approved in 2014.

A total sum of £575,000 had been raised by July 2015. However, in the autumn, the Trustees found it necessary to approach the SCBGS for a further £7,500 from both TDC and SCC. The circumstances for the shortfall in funding is due to the major issues encountered such as:-

- extra £80k worth of underpinning and extra steel works needed due to foundations being less than anticipated;
- additional propping to walls prior and during underpinning;
- removal of complete ground floor slab;
- stitching of more extensive cracks to walls and chimney; and
- replacement of rotten rafters and repositioning of gutter in one corner

all which have incurred an extra gross cost which is in excess of the contingency amounts already allowed (budget of 15% of total value). The Appeal Committee was confident that the original small shortfall in funding could have been addressed. However, as work has progressed, the condition of the building has been found to be far worse than had been revealed in the detailed and exploratory surveys (carried out professionally beforehand).

The result is that funds will be exhausted before completion and they are seeking additional funding of £15,000 from the SCBGS to help fund the installation of the lift and its shaft (total cost £21,850) to ensure that we will be able to provide ACCESS FOR ALL which is one of the fundamental objectives of the whole project. In the old building, access was either up an old stone staircase to the first floor, or down a similar staircase to the basement. There was no ground floor.

The trustees are continuing to make numerous applications (over 87) to grant making organisations and believe that now they are actually working on the restoration programme, the project has considerably greater credibility than when they were first applying for grants.

The Charity's latest progress report (as at December 2015) estimates Project Cost is now £673,475, which still includes a contingency of £4,200. The amount raised, including pledges, has risen to £604,894, leaving a current shortfall of £68,581. This will reduce to £53,581 if the current SCBGS bid is successful (i.e. if TDC and SCC both contribute £15,000 towards the lift installation). The trustees and their professional advisers are confident that the remaining work is reasonably predictable and that costs can be contained.

On the scoring under the current SCBGS criteria the application scored 9/10.

Tandridge District Council has approved £7,500 towards the project.

RECOMMENDATION: OFFER GRANT 2 X £7,500 ONE FROM LA AND ONE FROM SCC

Subject to the following conditions:-

- 1. That evidence of the balance of funding is provided in writing prior to any payment of the grant.**

County Councillor: Helena Windsor

Division: Godstone

Wrote: I am in full support of the bid for matched SCC funding for the additional work on Church House. We have all pulled together as a community in the village to raise funds to renovate this building and, as always happens when the builders start work, new problems are discovered which require additional expenditure.

I understand that it is intended to put the award towards the provision of a lift, as this building is on three levels this is essential for full accessibility for everyone.

my apologies for not responding sooner, Mr Muller's original e mail arrived during my summer holiday and got mis read by me as a progress update when I got back.

LA: TANDRIDGE DISTRICT COUNCIL

APPLICANT: SOPER HALL (CATERHAM) COMMUNITY CENTRE

PROJECT: At the time of preparing this report, a late outline funding application to the SCBGS had been submitted by the Soper Hall Community Centre Limited (SHCCL) to support a refurbishment project including:

1. the installation of a wheelchair accessible WC
2. an extension to the front of the building to make it more accessible, inclusive and appealing for community use
3. damp proofing and
4. insulation works.

GRANT REQUESTED: x2 £10,000 (one from SCC and one from LA)

PROJECT COST: £110,000

REPORT: This application is a late application is supported in principal by Tandridge District Council above their usual allocation of money. The Soper Hall has stood, in the centre of Caterham, for more than 100 years, and in that time has served the residents as both an administrative centre for local government and a venue for parties, meetings, exhibitions and a community facility. The Soper Hall was built, in 1911, as Council Offices for Caterham Urban District Council. From its inception the hall was used as both a civic centre and a public hall for both community and private functions. It is owned by the community for the community. The only condition of the asset transfer was that the use as a community facility would continue, and Caterham & Warlingham Citizens Advice Bureau, Tandridge Voluntary Service Council and Lions Talking Newspapers for the Blind were able to continue operating from the building. There are also Occupational Licenced tenants using the building in place as well.

The impressive halls make it a wonderful space for parties and events. However they are in a run-down state and the building needs reconfiguring to open it up and make it more accessible. It has an inherent damp problem and is incredibly cold. The heating and electric running costs of the building is 40% above the average square footage of a comparable building of the same age and size. The energy saving devices needed will hopefully help reduce the costs. At present the community usage is 42% but it is hoped to develop the usage so that it becomes more of a hub for Caterham and surrounding areas by hosting Farmer's Markets, Car Boot Sales, Community Discos, Children's Cinemas and anything that the community feels the hall should be used for. There is also an idea to develop the venue into an enterprise and wedding hub and create employment opportunities using the apprenticeship scheme.

Whilst the Soper Hall application has not yet been finalised, the organisation hopes to secure £10,000 from TDC, with matched funding from the County.

The management committee have some of the funding towards some of the cost of the project but they will need to fundraise towards the rest and have been given extensive advice on grant making trusts available to apply to. The Trustees need to be capacity built as they are struggling with the Business Plan, Marketing plan and to look at the sustainability of the building. However the Surrey Community Buildings Advisor (employed by Surrey Community Action) believes that the project has merit and is working with the Trustees to enable them to develop their application within the next couple of months.

For the year ended 30th Nov 2014 the annual expenditure is £58,980 and income is £64,658.

On the scoring under the current SCBGS criteria the application scored 6/10.

Tandridge District Council is likely to have its approval meeting in April 2016.

RECOMMENDATION: OFFER GRANT 2 X £10,000 ONE FROM LA AND ONE FROM SCC

Subject to the following conditions:-

- 1. Energy Audit is carried out to find the best energy saving devices for the building.**
- 2. An accessibility audit is carried out for the building to ensure that the disabled toilet and the new front ensures accessibility and inclusivity.**
- 3. A Community Usage survey is carried out to engage with the community about what is needed from the hall. This needs to be developed into a business and building maintenance plan.**
- 4. That evidence of the balance of funding is provided in writing prior to any payment of the grant.**

County Councillor: Sally Marks. (Mrs)

Chairman - Surrey County Council

Division: Caterham Valley and Whyteleafe

Wrote: Further to our conversation yesterday I am pleased to confirm my support for the bid to the Community Buildings Grant Scheme by the Soper Hall.

For clarity I must declare that I used to be a Director of the Soper Hall Community Trust - I had no pecuniary or personal interest in this Trust but acted at all times on behalf of the Community. I left the Board a year or so ago but continue to support its aims and ambitions. It sorely needs financial support and so I hope that their bid is successful.

LA: MOLE VALLEY DISTRICT COUNCIL

APPLICANT: ASHTEAD PEACE MEMORIAL HALL

PROJECT: To provide sheltered disabled access to the premises through new doors which will be under a porch.

GRANT REQUESTED: 2 x £5,300 (one from SCC and one from LA)

TOTAL PROJECT COST: £23,000

REPORT: Ashtead Peace Memorial Hall was founded in 1926 and is situated in the centre of Ashtead village, just off the A24. It consists of a large main hall with stage and adjacent servery, two smaller meeting rooms, a very well appointed professional standard kitchen, licensed bar area, two male and female toilets and one disabled toilet and 6 storage areas/cupboards, an external playschool area and a caretaker's flat. The hall is well appointed and managed. It is well used by over 50 local organisations, indeed they use a strap line WAM – Where Ashtead Meets. They calculate that they achieve 71% session occupancy, a rise of 11% since the last grant in 2013.

In 2006 they were awarded £33,261 towards the refurbishment of the kitchens

In 2011 they were awarded x2 x £20,000 towards the Extension at the front of the hall to enlarge the office and male toilets and storage area and in one meeting room strip out existing male toilets and reinstate area.

In 2013 they were awarded x2 £4,936 to replace the existing lighting in the ceiling of the main hall and stage area and provided new wall lighting incorporating energy efficient and LED units.

Since 2006 the building has received £116,394 worth of SCBGS of grants.

For the year ended 31/12/2014 the annual expenditure is £69,568 income is £83,927.

The management committee are working to a 15 year development plan for the hall and evidence of their efforts are clearly to be seen in the improvements to the facilities and general ambience of the hall in recent years and the rise in occupancy levels.

The management committee have £5,300 towards some of the cost of the project but they will need to fundraise £7,300 towards the rest. The management committee have approached the Friends of Ashtead Hall to see if they will help. However they are extremely dedicated and determined and have been working on developing a strategy and a plan to raise the rest.

On the scoring under the current SCBGS criteria the application scored 8/10.

Mole Valley District Council has approved £5,300 towards this project.

RECOMMENDATION: OFFER GRANT 2 X £5,300 ONE FROM LA AND ONE FROM SCC

Subject to the following conditions:-

- 1. That evidence of the balance of funding is provided in writing prior to any payment of the grant.**

County Councillor: Mr Chris Townsend

Division: Ashtead

Wrote: I am very happy to support the Ashtead Peace Memorial Hall's project to provide disabled access to their Hall. They aim to replace the outside doors into the bar with

ANNEX A

accessible doors with a push button on the pillar of a new porch which will be built to protect the doors. The Hall will then be a fully accessible building able to welcome in more disabled members of the community to functions. The cost of the project is approx. £22 - 23k and they will be funding one third of it themselves through their own fund raising efforts. This is truly a great project designed to help many in our community.

LA: MOLE VALLEY DISTRICT COUNCIL

APPLICANT: GIRL GUIDING SURREY EAST – FAUREFOLD WESTCOTT

PROJECT: To provide a replacement building which is beyond economic repair

GRANT REQUESTED: 2 x £25,000 (one from SCC and one from LA)

TOTAL PROJECT COST: £487,000

Report: Faurefold Girl Guiding is Surrey East's County Holiday and Camp Site, in Westcott, near Dorking. Acquired by London South West Girl Guiding in the late 1950's as their County Campsite. It was later developed into a Brownie Holiday home and is now managed by Surrey East Girl Guiding. Set in 11 acres of its own grounds and is all within a fenced boundary. It has an open space in front and to the side of the building, and wooded areas around it. The building has a large dormitory sleeping 24 in bunk beds, a separate Leaders' bedroom sleeping 4, and a Young Leaders/Pack Leaders' room sleeping 2. There is a large main room, a separate kitchen and a bathroom with a shower. The building is in a poor state of repair and is not fit for purpose by modern standards and does not offer accessibility for disabled users. The current community usage is 36%. The original planning permission was granted in November 2012 and limited the use of the building to only 'purposes associated with Girlguiding UK, The Scout Association, the Duke of Edinburgh's Award scheme and organised groups for children under the age of 16 years old'. However for the building to be sustainable this planning restriction needs to be reviewed.

For the year ended 24/01/2016 the annual expenditure is £55,860 and income is £88,019.

The management committee have £315k towards some of the cost of the project but they will need to fundraise £172k towards the rest and are currently actively working on a number of applications. They currently have applications into 37 grant making trusts and enquiries into several more. They are extremely dedicated and also have activities planned to raise funds locally.

On the scoring under the current SCBGS criteria the application scored 8/10.

Mole Valley District Council has approved £25,000 towards this project.

RECOMMENDATION: OFFER GRANT 2 X £25,000

Subject to the following conditions:-

- 1. The planning permission is extended to include other groups such as yoga, the Women's Institute, so that the hall can be more widely used and sustainability and maintenance assured.**
- 2. That evidence of the balance of funding is provided in writing prior to any payment of the grant.**

County Councillor: Hazel Watson

Division: Dorking Hills

Wrote: Thank you for sending me a copy of your application form for Surrey Community Buildings Grant for Faurefold.

I confirm my support for your application as a very worthwhile project. The current building is not fit for purpose and thus needs to be replaced to provide modern facilities. Up to date facilities are needed so that young people visiting Faurefold for a residential stay can have a comfortable and enjoyable experience. I also believe that improved facilities will enable the site to be used much more by young people, which is very desirable.

LA: WOKING BOROUGH COUNCIL

APPLICANT: ST PETERS CHURCH, OLD WOKING

PROJECT:

1. To improve access to the centre for the elderly and disabled by ensuring that the entrances at the front and back comply with DDA access and egress
2. To have fit for purpose, easy to clean, attractive toilets
3. Improve nappy changing facilities

GRANT REQUESTED: 2 x £27,500 (one from SCC and one from LA)

TOTAL PROJECT COST: £97,348

REPORT: The historic church of St Peter's, Old Woking has been in the community for 900 years. The Parish of St Peter Woking includes three churches: St Peter's, Old Woking; All Souls', Sutton Green and St Mark's, Westfield and the Church Centre. The centre is an old school building. The current state of the toilet facilities and access to the building has begun to affect the usage of the centre with its present occupancy rate standing at 76%. This is a slight decrease of 2% six months ago and user groups are threatening to take their business elsewhere. The toilets are one of the worst and dangerous seen and do not comply with Health and Safety legislation as water and electrics are mixed. This is meant that the hot water had to be shut off to the ladies toilet to minimise the risk of accidents.

The existing 40 year old toilet blocks will be rearranged to provide new wash-hand basins, toilets and cubicles to create an acceptable stand. New modern flooring and wall surfaces will be capable of being cleaned more easily and more hygienically than the current surfaces. Unsightly water pipes and the electrics that are currently cross threaded with each other will be reconfigured to comply with Fire Regulations 2005 and Building Regulations 2015.

Access to the Church Centre from Church Street (particularly disabled access) will be improved. This part of the proposal has caused quite a few issues as the ramp and door proposed comes out onto fixed metal railings that are part of a conservation area. To comply with DDA 1995 and Fire Regulations 2005 the railings would have to come down to ensure correct evacuation of the building. However this would be a political nightmare. Therefore a solution has been proposed to move the principal disabled entrance to the front door at the back of the car park, put in a ramp there. However a ramp still needs to go in at the other entrance as well. All this discussion has been on going with Woking Borough Council, Building Regulations and the Borough Fire Safety Officer and Conservation Officers to try and come up with a practical and workable solution for the Church Centre. However there are financial implications and hence an uplift in the grants applied for.

The management committee have some of the funding towards some of the cost of the project but they will need to fundraise towards the rest and have been given extensive advice on grant making trusts available to apply to.

Annual expenditure £11,009 income £13,386 for the year ended 31st Dec 2014.

On the scoring under the current SCBGS criteria the application scored 8/10.

Woking Borough Council will have their final approval meeting in April 2016.

RECOMMENDATION: OFFER GRANT 2 X £27,500.

Subject to the following conditions:-

1. **Woking BC approves the grant.**

ANNEX A

2. A clause is put in the grant agreement that Woking Borough Council's Building Regulations team and the Community Buildings Advisor closely monitor the project to ensure compliance.
3. That evidence of the balance of funding is provided in writing prior to any payment of the grant.

COUNTY COUNCILLOR: LIZ BOWES

DIVISION: Woking South East

WROTE: Please accept this email that I support your application

Please feel free to forward this email to whomever you need to

I would just like to add a note of caution that it is unlikely that you will be successful for both funds. As I am sure you appreciate there is stiff competition for funds and we have to ensure that they are spent as fairly as possible.

LA: ELMBRIDGE BOROUGH COUNCIL

APPLICANT: ST ANDREWS REFORMED CHURCH, WALTON ON THAMES

PROJECT:

1. Extend, and replace gents, ladies and disable toilets and provide upgraded baby changing facilities.
2. To move vestry entrance to allow for the extension of the toilets.

GRANT REQUESTED: 2 x £20,000 (one from SCC and one from LA)

TOTAL PROJECT COST: £196,038

REPORT: St Andrew's URC, Walton-on-Thames was formed in the 1930s by a group of Christian people, many of them of Scottish origin, who set up a Presbyterian Church in Walton-on-Thames. A site was acquired and a church building erected. It was intended at a later date this building would be used as the Church hall, while a while a new Church would be erected on the site. Later it was decided to retain the original building as the church and build a hall adjacent on the site. These were completed in the 1950s and refurbished in the 1990s. St Andrew's was structured in the traditional way, with a Deacon's Court looking after the finance fabrics and buildings, while the Minister and Elders gave pastoral care to the congregation. As membership increased over the years, particularly in the 1960/1970 period, over 300 members and their families attended the morning or evening services. The Church hall became a focus for community activities including cubs, brownies, scouts and guides, as well as an open youth club, and being hired out to other organisations for local functions. The hall is well used by a variety of local organisations and they calculate that they achieve 66% session occupancy.

The current Toilet accommodation is difficult for the disabled or frail to access and is inadequate for the number of people who use them, both for church members and for hirers of St Andrew's halls and rooms. The accommodation does not meet the minimum recommended provision and the size of the disability accessible toilet no longer meets current standards. The trustees propose to make changes to the toilet accommodation to bring them up to standard for both the minimum provision and for disability access. The entire toilet area will be made larger by relocating the Vestry entrance, which will free up space to extend across the rear wall of the building. The female and male toilet accommodation will be increased to enable the provision of facilities to the current standard of approximately 170 people. The disability access accommodation will be made larger and will comply with the current standards. The new facilities will be fully accessible to all and will bring St Andrew's into line with current best practice and Disability Discrimination Act requirements from 1995.

In 1972 St Andrew's joined the newly established United Reformed Church in the Guildford District of the Wessex Province. The Synod is requesting that the Church does not go out to get quotes or tender until 90% of the funding is in place. This is making the process of approval very difficult for Elmbridge Borough Council.

The management committee have some of the funding towards some of the cost of the project but they will need to fundraise towards the rest and have been given extensive advice on grant making trusts available to apply to.

Annual expenditure £94,432 income £88,378 for the year ended 31st Dec 2014. There has been a deficit for the past three years.

On the scoring under the current SCBGS criteria the application scored 4.5/10.

Elmbridge Borough Council has approved £20,000 towards this project.

RECOMMENDATION: Offer grant 2 x £20,000.

Subject to the following conditions:-

- 1. A clause is put in the grant agreement that from the project specification that a clear identified tendering process be put in place to ensure that the project ensures Best of Value and Best of Sustainability that satisfies Elmbridge Borough Councils processes and Surrey County Council processes as well as procurement processes and CDM regulations 2015.**
- 2. That evidence of the balance of funding is provided in writing prior to any payment of the grant.**

COUNTY COUNCILLOR: TONY SAMUELS

DIVISION: ELMBRIDGE

WROTE: Thank you for your email of this evening.

I apologise if my previous email was unclear.

I support your application along with Rachael Lake and again wish you good luck.

All best

LA: SURREY HEATH BOROUGH COUNCIL

APPLICANT: BISLEY VILLAGE HALL

PROJECT:

1. Strengthening the structure underneath the kitchen floor and replacing the floor to prevent further deterioration and ensure the kitchen area is stable and safe.
2. Upgrading kitchen units and appliances so that the facilities are safer, more efficient and attractive.

GRANT REQUESTED: 2 x £15,540 (one from SCC and one from LA)

TOTAL PROJECT COST: £60,000

REPORT: Bisley Village Hall was built in 1874 and was originally the chapel to the Shaftesbury School. In 1962 the hall was opened as Bisley Village Hall and charitable status was conferred on the Hall. The Jubilee Hall was added in 1982. In the original application dated 31st August 2015 this included remedial action to make the area under the floor of the kitchen stable and safe; replacing the flooring, kitchen units and appliances and taking the first steps towards installing a new heating system. However the new heating system is not included in the revised application dated 31st Dec 2015.

The need to make the area under the kitchen floor stable and safe has become more urgent and important since August. The trustees did not then know the full extent of the deterioration in the joists under the kitchen floor or the cause of it. The joists under the floor in the part of the kitchen where the floor was sinking are in a dangerous condition because of rot caused by damp rising from the earth. They have made that part of the kitchen safe and the company that treated the underfloor area in 2003 (x2 grants £10,000 work funded by the SCC and SHBC) have agreed to carry out remedial work – including replacing the damaged joists. They have confirmed that they cannot claim on insurance as their policy does not cover subsidence or rot.

The remedial work will take place in February, during the half-term break – when the Hall is less heavily used. Although it will substantially be done under guarantee, there will be costs involved in replacing the floor, units and appliances in the damaged areas. The trustees have carried a risk assessment and have put in place mitigation measures and are carrying out weekly monitoring. The main objective of the revised application is to solve the problems of ensuring stability and safety in the kitchen area once and for all. The best long-term, sustainable solution is to thoroughly damp-proof the whole of the underfloor area; then fill it with concrete.

The management committee have some of the funding towards some of the cost of the project but they will need to fundraise towards the rest and have been given extensive advice on grant making trusts available to apply to.

Since 2003 the building has received £20,000 worth of SCBGS grants.

Annual expenditure £30,628 income £42,480 for the year ended 30th Jan 2015.

On the scoring under the current SCBGS criteria the application scored 8.5/10.

Surrey Heath Borough Council has approved this grant application.

RECOMMENDATION: OFFER GRANT 2 X £15,540.

Subject to the following conditions:-

1. That evidence of the balance of funding is provided in writing prior to any payment of the grant.

COUNTY COUNCILLOR: ADRIAN PAGE

DIVISION: LIGHTWATER, WEST END AND BISLEY

WROTE: Thankyou so much for contacting me about your teams' project to tackle the structural works required to ensure that Bisley Village hall continues to be the focal point for the community activity in the village.

I note the fantastic team spirit and commitment the Village hall management team have undertaken in terms of local fundraising to help support this important refurbishment of the hall. The funds raised so far from local events is impressive. However, despite this activity I am well aware that the community building is usually expensive and you will have to rely on grants to achieve your goal of having a community building that is useable and attractive for many years to come. I know from visiting the Bisley Butts/Trighams Old Folks Lunch Club that the kitchen floor has been a major cause for concern. I do hope that your project can go forward soon.

As the county councillor I would like to offer my full support for the ongoing development of Bisley Village Hall. I agree that the hall is in desperate need of refurbishment to meet modern building standards. To this end I hope that your Surrey Community Building Grant application for 2016-2017 scheme is successful.

LA: GUILDFORD BOROUGH COUNCIL

APPLICANT: THE WAR & SPOTTISWOODE MEMORIAL HALL: PEASLAKE VILLAGE HALL

PROJECT: Kitchen refurbishment

GRANT REQUESTED: 2 x £13,909 (one from SCC and one from LA)

TOTAL PROJECT COST: £41,725

REPORT: The Hall was built in 1923 and has undergone many improvements since then. In 2007 saw the completion of a substantial programme of work which had started in the 1970's. The Hall is regularly used by The Badminton Club, Peaslake W.I., Peaslake Players (the local amateur dramatic society) a Toddlers Group and many other local organisations. However the community usage figure was extremely low at 26% on application. However following some marketing advice they have increased the figure to 51%. They have also installed Broadband and WIFI.

The management committee have some of the funding towards some of the cost of the project but they will need to fundraise towards the rest and have been given extensive advice on grant making trusts available to apply to. They have managed to raise £8k towards the cost of the project and got a grant to replace the chairs.

Since 2002 the building has received £21,630 worth of SCBGS grants.

Annual expenditure £7,359 income £12,743 for the year ended 26th Oct 2015.

On the scoring under the current SCBGS criteria the application scored 5.5/10. This project is really a capacity building project as the two gentlemen that are leading on it have attended training on writing capital funding bids, fire training and are learning.

Guildford Borough Council has an approval meeting in April 2016.

RECOMMENDATION: OFFER GRANT 2 X £13,909.

Subject to the following conditions:-

1. That the Borough Council approves the funding.
2. That evidence of the balance of funding is provided in writing prior to any payment of the grant.
3. A marketing and development plan is drawn up to increase community usage.

COUNTY COUNCILLOR: KEITH TAYLOR

DIVISION: SHERE

WROTE: This is just to confirm that I am pleased to support the grant application for Peaslake Village Hall

LA: GUILDFORD BOROUGH COUNCIL

APPLICANT: WORPLESDON MEMORIAL HALL AND RECREATION GROUND AND THE SIME TRUST

PROJECT:

1. Extension to the kitchen
2. Creation of a chair store
3. Provision of an outside toilet (including disabled)

GRANT REQUESTED: 2 x £23,784 (one from SCC and one from LA)

PROJECT COST: £71,353

REPORT: The Memorial Hall together with a Sports Club and tennis courts are set in a large recreation ground. The hall is situated on Perry Hill, part of the main A322 road which runs through Worpleston village. The Memorial Hall and the Sports Club are operated independently of each other by separate management trustees. The hall houses the work of the artist Sidney Sime, which was bequeathed to the hall. The Memorial Hall consists of a large main hall with stage, a small hall and two committee rooms, art gallery, kitchen, male, female and disabled toilets and five external garages with covered area. The hall is well used by a variety of local and county wide organisations and they calculate that they achieve 71% session occupancy, which is an increase from 56% from a previous application in 2013-2014. The trustees wish to broaden its usage further and develop the SIME gallery, which is an integral part of the building. The purpose of the project is to:-

- Enlarge the Sime gallery to create greater access and provide more space to display Sime's artwork and to hold exhibitions and workshops;
- Upgrade totally the kitchen to offer full catering and cafe facilities;
- Upgrade the toilets to include provision both for the disabled and for outside users;
- Provide a community cafe for gallery visitors, recreation ground and Hall users as well as for individuals in the local and wider community;
- Increase the usage of the Hall for all age groups and offer more services to the community

In achieving the above, the Hall wishes to encompass an artistic centre for the Sidney Sime Gallery, an enhanced hub and versatile venue for the community. To achieve the above, the Trustees commissioned Plan A UK Limited, Architects (www.planauk.com) to prepare a number of options for the Trustees to consider. These were presented to the community on 18th February 2016 at The Memorial Hall to gain feedback and support for the proposals. The community consultation attracted 30 people with the majority in favour of the plans. It is anticipated that the Trustees will apply for planning permission for the project in April. Due to the size of the project and the funding required, the Trustees have split the project into 2 phases:

- Phase 1: the kitchen extension together with the toilet improvements;
- Phase 2: the gallery extension.

Currently various funding applications are being made to a number of grant authorities to support the finances required for Phase 1 and thereafter it is expected that the works will be completed by autumn 2016.

Phase 2 will require a significant amount of funding and it is anticipated that this phase will commence in approximately 18 months, once the finances have been finalised. In 2017, the Trustees will be holding an exhibition at the Lightbox in Woking in April/ May to celebrate Sidney Sime. (www.sidneysimegallery.org.uk).

ANNEX A

In 2005 they were awarded x2 £22,250 towards the upgrading of the toilets

In 2009 they were awarded x2 £23,330 towards loft insulation, double glazing and a new central heating system which has resulted in a greatly improved ambience in the hall

In 2013 they were awarded x2 £13,518 towards extension to car park to include the removal of existing hedge and provide 17 additional parking spaces, upgrade electrical system and install radio fire alarm system, refurbishment of small hall floor to include sanding and resealing, purchase of 150 chairs .

Since 2002 the building has received £118,196 worth of SCBGS grants.

Annual expenditure £73,569 income £77,737 for the year ended 25th Aug 2015

On the scoring under the current SCBGS criteria the application scored 7.5/10.

Guildford Borough Council has an approval meeting in March 2016 to look at funding.

RECOMMENDATION: OFFER GRANT 2 X £23,784.

Subject to the following conditions:-

1. That Guildford Borough Council approve this grant.
2. Encouraged to join the Village SOS project so that a proper development business and training plan can be drawn up for the trustees.
3. That evidence of the balance of funding is provided in writing prior to any payment of the grant.

COUNTY COUNCILLOR: Mr Keith Witham

DIVISION: Worplesdon

WROTE: I understand that the Trustees of Worplesdon memorial Hall wish to apply for funding to support a further capital project at the Hall. Worplesdon Memorial Hall is a well-used and much valued local community asset.

2016-2018

Phase 1 – to extend the kitchen and refurbish it to suit the needs of the variety of users and to meet Health and Safety requirements. In addition, creation of additional toilets and chair storage to accommodate the needs of both the Hall, Gallery and outdoor users.

2018 – 2021

Phase 2 – to extend Sime Gallery to accommodate more visitors, paintings and storage costs and to provide area suitable for teas.

The trustees of the Memorial Hall have my full support in their endeavours and I fully endorse their applications for funding. If the Tri-partite scheme can support, initially Phase 1, that would be a tremendous support.

LA: GUILDFORD BOROUGH COUNCIL

APPLICANT: CHARLOTTESVILLE JUBILEE TRUST

PROJECT: To provide a level terraced area that will improve and increase the usage of the property

GRANT REQUESTED: 2 x £11,000 (one from SCC and one from LA)

TOTAL PROJECT COST: £33,000

REPORT: Charlottesville Jubilee Trust (The Spike) was built in 1906 to house vagrants and low paid workers and after the 1834 New Poor Laws ended in 1929 it continued as a night hostel until the mid-1960's. It was then used by the NHS for a variety of purposes. It is a Grade 11 listed building. The hall is currently under used by the local community used and with a current occupancy rate of 42%. The purpose of the project is to provide a level terraced area that will improve and increase the usage of the property by providing somewhere for the community to congregate. At present the Parents who use the children's playground which is situated opposite the community centre use the toilets whilst waiting for their children. The Spike would like to develop their facilities by providing the Parents with somewhere to sit and chat. The terrace would even out a 1 in 12 gradient and provide a flat surface to be able to put tables and chairs. The trustees would also like to develop a community café but have not proposed a business plan for this idea and looked at all the issues associated with the idea.

In 2005 they were awarded x2 £20,000 towards the conversion of the building.

In 2006 they were awarded x2 £17,500 towards the rewiring of the building.

Since 2005 the building has received £75,000 worth of SCBGS grants.

The management committee have some of the funding towards some of the cost of the project but they will need to fundraise towards the rest and have been given extensive advice on grant making trusts available to apply to.

Annual expenditure £63,399 income £66,475 for the year ended 4th Dec 2014

On the scoring under the current SCBGS criteria the application scored 3.7/10.

Guildford Borough Council has an approval meeting in April 2016 to look at funding however it is unlikely they will award this grant.

RECOMMENDATION: OFFER GRANT 2 X £11,000.

Subject to the following conditions:-

- 1. If Guildford BC approve this grant.**
- 2. The community survey and consultation is carried out and the results are implemented to ensure continuing community need, support and fundraising.**
- 3. A Marketing plan is drawn up to advertise the current facilities that are available for hire to try and increase occupancy and revenue.**
- 4. A fully developed business plan is drawn up to develop the idea to ensure that the community café is thought through as at present the trustees presume that parents are willing to sit on the terrace away from their children a distance of 75 metres and that there is the disposable income to spend in a café in an area designated as an area of deprivation.**
- 5. That evidence of the balance of funding is provided in writing prior to any payment of the grant.**

ANNEX A

COUNTY COUNCILLOR: MARK BRETT-WARBURTON

DIVISION: GUILDFORD SOUTH-EAST

WROTE: I understand that you require an email from me as the County Councillor for Guildford South East in support of the proposed Terrace Project at The Spike. Apologies for the delay in my email, John & Gina Redpath had asked me some time ago if I would send in the email, the error is mine.

The Spike is a great example of a facility created by community action, offering a valuable focus for local history as well as a valuable community building. I think an external terrace would enhance its attraction and therefore support the project.

If you require any further comment please do contact me. My number is 01483 578 597.

LA: GUILDFORD BOROUGH COUNCIL

APPLICANT: EFFINGHAM VILLAGE RECREATION TRUST (FORMERLY KING GEORGE V PLAYING FIELD AND HALL)

PROJECT:

1. Refurbish kitchen for the main hall
2. Develop the servery into a facility where a coffee shop can operate from
3. UPVC the patio doors on the patio area
4. Install a roller shutter to allow access to the disabled toilet from the main entrance but to be able to secure the rest of the building.

GRANT REQUESTED: 2 x £15,880 (one from SCC and one from LA)

TOTAL PROJECT COST: £ 47,641

REPORT: The King George V Hall in Effingham is situated in 32 acres and consists of a large brick built building; two sections of the building are leased to a licensed social club and a rugby club on a term which restricts community access. The Hall consists of a large main hall and stage, kitchen, male, female and disabled toilets and changing rooms. The hall is very well used a wide range of local organisations, including a pre-school on 5 mornings a week. They estimate their occupancy to be 50.5% this has decreased from previous years of 70 to 75% and this could be contributed to the general maintenance state and cleanliness of the building.

In 2002 they were awarded 2 x £15,300 for repairs to the main hall roof

In 2007 they were awarded 2 x £10,000 for the refurbishment of the male and female toilets, which have been done to a very good standard.

In 2009 they were awarded 2 x £15,800 for the replacement of an existing flat roof with a trussed pitch roof with metal cladding

In 2011 they were awarded 2 x £5,400 for the replacement of high level flat roof with a new pitched roof and replacement of adjacent flat roof area and re-cladding and insulating of side wall.

In 2012 they were awarded 2 x £12,385 for the resurfacing and redesign of the main car park to provide an additional 9 parking spaces and 2 spaces for disabled parking.

Since 2002 the building has received £117,770 worth of SCBGS grants.

The management committee have some of the funding towards some of the cost of the project but they will need to fundraise towards the rest and have been given extensive advice on grant making trusts available to apply to. The trustees are currently producing a business plan for the sustainability and development of the building but they have not got an overall building maintenance plan. The development of the coffee shop has not been supported by a business plan and the current location proposed would not be accessible for the wider community as it would not be obvious that it is there. There is not external hatch serving the recreational fields where most of potential custom for the new business venture would come from. At present the café model proposed does not appear to be sustainable but the trustees have been asked to look at their plans and come up with a business plan. With the restricted access the kitchen and servery would not be able to operate with the licensed users operating as they have sole occupancy of the areas. Therefore the plans need to be reconfigured to look at how the kitchen and servery will operate and how the general public and users will access the facility. They were actively encouraged to develop a community engagement survey to find out what the users of the hall and potential users of the hall might like from the building. However the numbers that responded 44 only 58% said that they would

ANNEX A

use the café. They also carried out an activity survey of the site, however the results were inconclusive about how the usage of the site would be turned into usage for the café. The building has also had to be encouraged to look at its accessibility and inclusivity as at present access from the car park and inside the building does not flow. The accessibility audit highlighted issues that needed to be addressed.

Annual expenditure £160,522 income £121,670 for the year ended 17/07/2014

On the scoring under the current SCBGS criteria the application scored 5/10.

Guildford Borough Council has an approval meeting in April 2016 but it is unlikely they will award this grant.

RECOMMENDATION: OFFER GRANT 2 X £15,880.

Subject to the following conditions:-

1. Guildford BC approves the grant.
2. Encouraged to join the Village SOS project so that a proper development business and training plan can be drawn up for the trustees.
3. An accessibility audit is implemented.
4. A Fire Risk Assessment is carried out so that a roller shutter is fitted to the kitchen and servery.
5. That evidence of the balance of funding is provided in writing prior to any payment of the grant.
6. Strict limitations are put in place about not franchising out the investment in the cafe, as the public investment from the grant would be lost.

County Councillor: Mr W D Barker OBE

Division: HORSLEYS

Wrote: I fully endorse this excellent scheme to improve the club facilities which will in turn extend the use and numbers of the community can both use it and enjoy it

WITHDRAWN PROJECTS: means that the applicant decided not to continue with the project or it was deemed unsuccessful as it was underdeveloped or not ready to meet the requirements. They may reapply in subsequent years

LA: MOLE VALLEY DISTRICT COUNCIL

APPLICANT: CAPEL SPORTS PAVILION – WITHDRAWN AS PROJECT UNDER DEVELOPED

PROJECT: To provide a replacement building

GRANT REQUESTED: 2 x £40,000 (one from SCC and one from LA)

TOTAL PROJECT COST: £187,000 to £357,000 depending on the option and quote.

REPORT: Capel Sports Pavilion is a replacement building idea of the current Capel Cricket Club. They have recently been awarded Charity Incorporated Organisation status as the Capel Sports Pavilion. There are a number of legal issues and technical issues that need to be addressed before the application can proceed;-

- The transfer of assets from the cricket club to the new organisation?
- How the assets from the cricket club are being protected?
- How will the freehold of the land be transferred from the cricket club to the sports pavilion?
- How will the lease of the building be transferred? Who will manage the lease of the building? Who will be the lead partner?
- How is the fundraising being managed and how are the assets/funds being protected for the new project? How is the fundraising being safeguarded?

The quotes received are not comparable and do not address the same specification and range from £187k to £357K, and range from 1 to 2 storey structure. In the pre planning advice (from Helen Rennie date removed), the advice was clear that a 2 story structure was not acceptable. The VAT implications are not addressed as the trustees thought that the project was VAT exempt. However there are nuances because of adjoining walls and annexes. They have also not allowed for a contingency of 10 to 20%. The applicants talk about doing a lot of the work themselves and providing an in-kind contribution but they have failed to look at the age of the building which was built in the 1970's and whether there is any asbestos in the building and on demolition if this has implications. At present there is no asbestos management plan in place, and the risk does not seem to have even been assessed. They have also failed to realise that for a Community Building that they need to abide by the Construction (Design and Management) Regulations 2015 and saying that they are going to get the community to help build and do some of the labour, is not appropriate, for a build of this size as you need to ensure professional indemnity and to ensure health and safety law on site at all times. The applicants have stated that they have consulted with the community but they have not provided any evidence of this. There is a concern that a sports pavilion of this size, would require a high percentage and amount of community usage to ensure sustainability, which would detract from the other community facilities in the village, such as the parish hall, youth club, village hall and village pub, which are all collocated either on the same site or opposite side of the road. It is therefore suggested that a proper community consultation is carried out to ascertain the need for the scale and size of the pavilion.

For the year ending Dec 2015 there is no financial accounting information available.

On the scoring under the current SCBGS criteria the application scored 1/10 but awaiting councillor letters.

RECOMMENDATION: WITHDRAWN NO GRANT IS OFFERED AND APPLICANT COULD REAPPLY IN SUBSEQUENT YEARS WHEN THE PROJECT MEETS THE WIDER CRITERIA AND IS PROPERLY DEVELOPED.

Subject to the following conditions:-

1. Encouraged to join the Village SOS project so that a proper business, development and training plan can be drawn up.
2. A community consultation is carried out.
3. The Sports Pavilion is developed as part of the wider plan for the community buildings for Cael Village.
4. A potential partnership agreement is developed between all community buildings so that all are aware of their roles and responsibilities.

LA: RUNNYMEDE BOROUGH COUNCIL

APPLICANT: FIRST CHERTSEY SCOUT GROUP WITHDRAWN AS PROJECT NOT ELIGIBLE UNDER RUNNYMEDE BOROUGH COUNCIL RULES

PROJECT: New community facility for Scouting in Chertsey

GRANT REQUESTED: 2 x £40,000 (one from SCC and one from LA)

TOTAL PROJECT COST: £537,640

REPORT: 1st Chertsey Scout Group recently celebrated 100 years in scouting. They are a popular group with around 100+ young people from 6 years old and a leadership team / executive committee of around 30 people. They are raising money for a new scout HQ so that we can provide scouting for another 100 year for the young people in the local area. The group are regulars in annual events such as Black Cherry Fair, Chertsey Agricultural Show, The Ploughing Match, The Christmas Post and other events in the area. The hut we are hoping for will be purpose built in Staines Lane Chertsey. The new build will provide a top quality HQ for many activities, but an asset for the wider community.

The project is not eligible for Tripartite funding as Runnymede Borough Councils do not fund ORGANISED GROUPS beyond £1500 a year.

An appeal against the decision was launched against RBC but then withdrawn as they were then funded through the Surrey Community Infrastructure Fund.

RECOMMENDATION: NO GRANT IS OFFERED.

LA: REIGATE AND DISTRICT BOROUGH COUNCIL

**APPLICANT: RIDGEGATE RESIDENTIAL CARE HOME AND DAY CARE CENTRE
WITHDRAWN AS PROJECT NOT ELIGIBLE UNDER REIGATE AND BANSTEAD BOROUGH
COUNCIL AND SURREY COUNTY COUNCIL RULES**

PROJECT: Garden room extension for homes residents to incorporate a day care facility for local elderly

GRANT REQUESTED: 2 x £20,000 (one from SCC and one from LA)

TOTAL PROJECT COST: £100,000

REPORT: On site visit to inspect the potential project work had already started and would be completed and the facility would be functioning by the time the grants would be at the approval stage. The Charity clearly had the monies to fund the work.

RECOMMENDATION: NO GRANT IS OFFERED