

SURREY HEATH BOROUGH COUNCIL

COMMUNITY FUND GRANT SCHEME FOR GRANTS UP TO £25,000

About the scheme

The Council has its own 'Community Fund' from which it provides grants of up to £25,000 to assist local not for profit organisations with the delivery of community projects.

To qualify for a grant from the Community Fund applications must fit with the Council's objectives from our 2020 Strategy (a copy of which is available from our website at the following link <http://www.surreyheath.gov.uk/council/councilinformation/corporateplan.htm>) and must demonstrate a benefit to the local community or a section of it.

Any non-profit making community/voluntary organisation serving all or part of Surrey Heath can apply for a community fund grant. Organisations not based in the Borough may also be eligible to apply for a grant where the project significantly benefits Surrey Heath residents.

Grants are available for amounts up to £25,000. The Council will pay up to 75% of a project that does not exceed £2,000 in total and will pay up to 50% of project costs for projects that cost between £2,001 and £25,000 in total.

The grant scheme is the Council's own. There is no legal requirement for the authority to have such a scheme in place; therefore all grants are awarded at the Council's discretion and there is no right of appeal if an application is refused.

No retrospective applications will be considered.

Grants will be considered for

- Equipment purchase
- One-off events
- Building projects
- Start up costs

Grants will not be considered for

- General running costs
- Endowments
- Loan payments
- Activities promoting specific religious or political beliefs
- Salaries, wages, honoraria

Grants will not be made to

- Trading/profit making companies
- Individuals or funds set up to benefit an individual

Assessment

In assessing the grant application, the Council will have regard to the amount of funding applicants have endeavoured to raise from other sources and will expect to see evidence of this.

In particular, there is a need to demonstrate a wider public benefit to the community over time with regard to the following:

- The existing funds/fundraising ability of the applicant;
- The sustainability of the project, for example the provision being made by the applicant for future repair and maintenance;
- The extent of support for the project in the local community;
- The extent to which the project recognises diverse needs and social inclusion.

Applications must be from properly constituted bodies/organisations that are not for profit groups.

Applications will be determined twice a year with deadlines for receipt being 30th June and 31st December. Applications received outside of these dates will not be considered until the next round. All grants will be determined by the Council's Executive Committee.

HOW TO APPLY?

Once you have considered how your organisation's project fits in with the Council's objectives and you have collected all the relevant information required, you are ready to complete an application form.

In addition to completing the application form, you must also submit:

- A copy of your organisation's constitution;
- Copies of your organisation's audited accounts for the last two years;
- Copies of statements of current or investment account balances (as at the date of your application);
- Two written estimates/quotations from contractors/suppliers for the work to be carried out or items to be purchased.

Also, if applicable

- Proof of tenure for works to buildings (if applicable);
- Any architect's plans or sketches and details of planning or building regulation consents (if applicable).

REMEMBER: Application deadlines are twice a year on 30th June and 31st December.

Applications received after these dates will not be considered until the following application round.

Please note that your completed application form will be a public document and will be published by the Council as part of its Committee paperwork.

WHAT HAPPENS NEXT?

The completed application form must be returned with all supporting documents and information. The Council will acknowledge receipt of your application.

The application process may take several weeks following the relevant closing date as there will be a number of forms to be assessed; therefore, please consider the timing of your application and your project requirements and costs ensuring they are correctly aligned.

It is incumbent upon applicants to provide all requested information, it is not the Council's responsibility to chase information needed to assess applications. Applications will be refused if they have not provided the information requested. Following the Council's decision you will be advised of the outcome and, if you have been successful, any conditions attached to the payment of the grant.

Payment of the grant will be made in arrears, possibly in stages, on receipt of evidence of payment and subject to the grant conditions having been met. Except where alternative arrangements are agreed in advance, all grant aided schemes should commence within a year from approval and be completed within two years of approval. All organisations in receipt of a grant will also be required to submit audited accounts for the year in which the grant was given.

It will be a condition of the award of a grant that an appropriate acknowledgement is made of the assistance received from the Council's Community Fund. This may take the form of a press release or the erection of a plaque at premises that have benefited from works funded through the scheme.

The Council will base its decision whether to award a grant or not on the application form and supporting information provided. Organisations will need to address all numbered sections of the application form in full as they form the key criteria for consideration.

The Council's decision to award or not award a grant is final and is not subject to appeal.

For further information and help contact our Community Partnerships Officer on 01276 707464 or 707263.

REMEMBER: The award of community grants is discretionary, the Council is not required to have such a scheme in place. It is essential, therefore, that in granting applications the Council is able to be satisfied that any award will be of value to as much of the local community as possible and that the spend represents good value for money for local tax payers .

cost are funded from the members' annual subscriptions. The certified annual accounts are published at the AGM attended by our members. Our website (www.wevs.org.uk) contains the records of governance and details of all our activities including useful local information.

- 1.9 Are you VAT registered? NO
(If yes, please state VAT number)
- 1.10 Are you affiliated to a national organisation? NO
- 1.11 If yes, have you applied to them for funding? N/A.....
- 1.12 If not, please state your reasons for not doing so...N/A.....
- 1.13 Please state where your funding comes from...
Running costs are funded from the members' annual subscriptions. Capital expenditures for our annual projects are supported by (a) individual contributions, (b) donations from businesses, (c) public fund raising (d) grants from councils (e) the society's reserves.

2. PROJECT DETAILS

- 2.1 Please describe the project in as much detail as possible. The information provided should accord with your Business Plan.

Governance

As a resident group we do not have an annual Business Plan akin to organisations that generate income. Instead, the organising Committee manage our affairs in accordance with the constitution (enclosed). The constitution allows us to implement community projects with the view to improve the appeal of the area, preserve the way of life, educate, create identity, enhance civic pride and residents' wellbeing for the benefit of the local residents, businesses, those who come to work and do business in the village. WEVS aspire to implement one community project per annum along with a few annual events in line with the constitution's objectives. Since 2014 we have managed to implement one special project per annum. Our constitution also allows us to raise funds to implement such projects with the help of the community and organisations

Project Need

West End village has grown in numbers by approximately 20% in the past four years, there is a need to improve the village cohesion and image. Over the past decade the village has experienced a steady decline in its identity, sense of pride and a cynosure. There are now just over 2000 households and nearly 5,000 residents in our village, yet we neither have a typical village centre nor a main street. Thus, West End village appears unremarkable and unappealing. When a residential area is unappealing, it impacts the attitude, mindset and mood of the residents resulting in non-cohesion.

The non-cohesion amongst the residents is accentuated by the village layout. The village is disadvantaged by the A322 – a primary and minor arterial road - that runs north to south, causing a spatial division between the Nursery Estate (houses on the west side of the main road, including the doctor's surgery) and the properties on the east of the A322 which includes a few shops. The A322 carries over 400 vehicles per hour in each direction (source: Surrey County Council) with the 85th percentile speed

of 45 mph, which is too high for a village of our type. In addition, there is the A319 which is another primary road that runs east to west. Collectively both roads negatively affect the look and feel of the village making it difficult for people to enjoy walking.

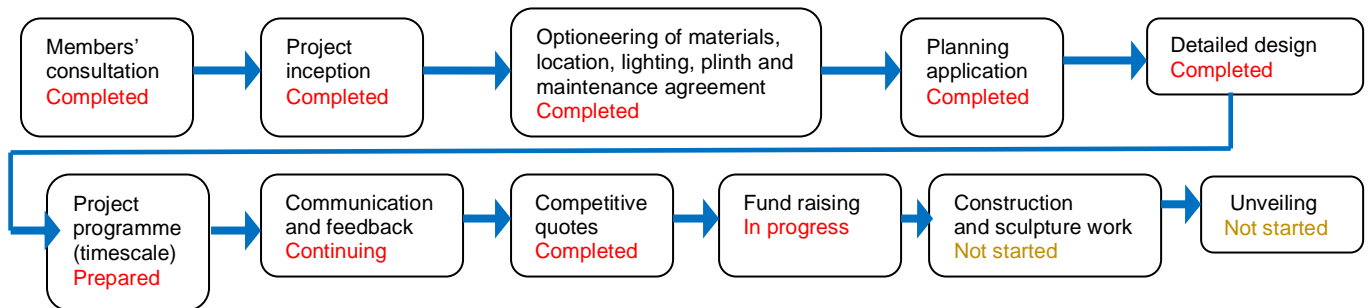
Our experience from earlier projects shows that the village cohesion improves when new facilities and features are introduced.

Members' consultation

We choose the annual project at the AGM where we discuss all the proposals and elect one, through voting. In 2019, our members elected the Stag Project in favour of other proposals. The members felt that by gradually introducing public art is one way of making the place look appealing. A stag sculpture was chosen by our members because the animal is historically linked to the area. In mediaeval times deer used to be very common in this locality but the numbers declined due to human hunting activities. In recent times red deer have been successfully reintroduced in the heath land. West End has one of the largest populations of red deer in the south of England, with around 150 on Pirbright ranges, much of which lies within the parish of West End. It is therefore pertinent to choose a stag as our public sculpture.

Project inception

In the subsequent months, the project of the year sub-committee developed the scope of the project by taking into account things such as the processes required to implement the project, complexity involved, legal requirements, affordability, stake holders, etc. The processes involved in the project are shown in a chronological order below:



Optioneering

Following the completion of the scope, the sub-committee studied the available materials for the sculpture and their pros and cons. It was concluded that the sculpture shall be made from a low carbon material with high durability, UK sourced and illuminated with solar powered lighting. Low carbon means less CO₂ output than conventional material. It was recognised that the sculpture's whole life cost and ease of maintainability should be taken into account when choosing the materials. Being UK sourced would have two benefits, one no import taxes and two help the UK industries.

In studying the accident statistics and the road user numbers it was agreed that the sculpture is best located in the middle of the roundabout at the intersection of A322 Guildford Road, Kerria Way and Fellow Green in West End, which would give maximum exposure to the public art as the roundabout is one of the prominent places in the village. In order to be seen above the existing shrubbery and visible from all angles, it shall be erected on a 1.2m rockery plinth. A rockery would look more rustic and match the existing shrubbery than a typical plinth would. A solar

powered lighting was chosen because it is an environmentally and economically sustainable solution compared to the conventional lighting that also comes with added safety issues.

The two key stakeholders are the Surrey County Council and West End Parish Council. SCC is the highway authority, but the Parish Council maintains the roundabout on behalf of SCC. WEVS reached an agreement with the Parish council that the sculpture will be handed over to them after it is erected where they will take the responsibility for the ownership and maintenance. In addition, WEVS sought an early opinion from the SCC highways department for the proposal, citing the highways accident statistic being extremely low. SCC in turn consulted the Police and confirmed that they had no objection to the proposal.

Planning Application

As the proposed location of the sculpture is within the public highway, a planning consent was needed to be obtained. WEVS submitted a planning application to Surrey Heath Borough Council and subsequently received the consent on 6 March 2020, Application no 19/0713/FFU, Officer: Mr Neil Praine. Refer to the enclosed planning application drawing (Planning Application Red Stag Sculpture Rev 2.0)

The planning permission states that a permit or potentially a Section 278 agreement must be obtained from the Highway Authority prior to commencement of any works. Additionally, all works on the highway would require a three months advance notice to the SCC's Streets Works Team.

Detailed Design

Upon receiving the planning permission, the work on the detailed design commenced, this included developing a design brief to the potential sculptor. In line with the commitment made at the start, we specified that the sculpture shall be made of metal, ideally recycled or upcycled, one that becomes non-shiny after weathering process had taken place, to have good details, durable and that requires low maintenance. Our preferred sculptor uses recovered scrap metals shaped as required to form the sculpture that will have a realistic look with a rustic appearance and a lot of details. This makes the sculpture durable and strong, requiring just an annual application of lanolin to keep it protected. It also supports respect for wildlife and sustainable ethos encouraged in our village.

The civil engineering design shown on the drawing no 2019POTY-001 (Plinth Construction Details P02) shall be used by the contractor for constructing the plinth, erecting the sculpture and fixing the solar powered illumination. The works will encompass site office establishment, ground clearance including removal of some minimum number of shrubs, excavation, construction of the plinth and erection of the sculpture. The site will be returned to the original state at the end of the construction.

The solar powered illumination shall be carried out by an electrician using commercially available units that has a 90deg illumination angle and works up to five hours during winter and eight hours during summer months.

To meet the planning conditions, we are in discussions with SCC about the appropriate licence that needs to be in place.

When completed, the sculpture would become a strong statement for the residents of the village. A commemorative plaque will be erected at the specified location to recognise the major sponsors and efforts of West End Village Society.

Project programme

We anticipate to commence the work in spring 2022 with an instruction to the sculptor subject to the grant.

Communication and feedback

Our members receive progress information via the website and in the newsletter which is published three times per annum. We take our members feedback seriously. Occasionally members do reach the sub-committee via email or at the stands that we put up at the village events.

Competitive quotations

Following the completion of the detailed design, we carried out competitive quotations for the expensive items such as the sculpture and civil engineering works. The preferred contractors were chosen on their price, quality of their presentation, track record and their appetite to work on a community project. The alternative quotes for the civil works and sculpture are enclosed. The preferred suppliers are:

- George Hider (Sculptor)
- Bill Kear (Civil Engineering contractor)
- Graham Fenning (Electrical works)
- Marquee2hire (Opening day contractor)
- Timpson (Plaque manufacturer)
- 3D Arch Studio (Architectural and engineering design)

Fund raising

Although the project inception was in 2019, due to the pandemic we encountered delays in obtaining the quotes and applying for grants since the grant schemes did not run for 18 months. We are pleased to have received funds from Surrey County Council (£2,592.00) and West End Parish Council (£750). Since 2019 our residents have contributed £2,598.15. WEVS will fund £6,059.85 from its reserves to make the available budget to be £12,000, see breakdown below:

Parish Council	=	£750.00 (reported in the 2021 annual account)
Surrey CC	=	£2,592.00 (refer to remittance enclosed)
Residents' contribution	=	£2,598.15 (reported in the 2021 annual account)
WEVS	=	£6,059.85 (2022 contribution from reserves)
Total available budget	=	£12,000.00
Estimated project cost	=	£ 24,000.00

Therefore, the grant amount being requested is £12,000, which amounts to 50% of the total project cost.

Construction and sculpture preparation

Our preferred suppliers have been informed of our intent to engage them for their work. They are aware that we will instruct the works subject to the funds becoming available. The sculpture would take about 9 weeks to make and the civil engineering work is expected take 10 days.

Bill Kear has been tasked with obtaining the necessary Streets Works permit in time for the commencement of the works. They are also one of the approved contractors for SCC and are familiar with the processes involved. Bill Kear would act as the Principal Contractor under the CDM regulations to manage anyone else happen to be working on site.

Unveiling

If we are successful in our grant application, and the money becomes available in April, we would anticipate the unveiling of the sculpture in summer 2022. This would be a timely event as the nation celebrate Her Majesty's Platinum Jubilee. The event will be an open event for our residents, and we will invite all our major sponsors, contractors and authorities to recognise their input to the scheme.

- 2.2 What is the timescale of the project? Start Date: Spring 2022 (provisional) ...
Completion Date: Summer 2022.....
- 2.3 Who will benefit from the project, the wider community or a small section?
This is a legacy project where it will become a new landmark along the A322 corridor which currently has no character. The benefits will be visible to the residents, those who work and do business in the village including passers-by. Also, indirectly it will introduce a feel-good factor and a sense of pride for villagers.
- This will complement the previously completed daffodils planting project which was widely recognised as conducive for encouraging more walking and thereby increasing the wellbeing of our residents.
- 2.4 Please describe your current facilities.
There are no sculptures in West End, with the exception of the war memorial on the village green.
- 2.5 What other activities/services are offered at this site?
The roundabout is poorly sponsored and maintained. The shrubbery therein is not in good shape. The installation of the sculpture and the renewal of the diseased shrubs will enhance the vista of the area.
- 2.6 Can any additional activities/services be offered on completion of the project which will benefit the local community?
No direct activities or services will be possible, but it will create a landmark and improve civic pride for an indefinite period.
- 2.7 How many people use the current facilities? N/A.....
- 2.8 How many people will use the facilities on completion of the project?
The facility in question is not to be used but to be enjoyed by potentially several hundreds of people per day by looking at it day and night as it will be illuminated.
- 2.9 Over what period will the community benefit from the completion of the project?
 up to 12 months 1 to 2 years 2 to 3 years over 3 years
- 2.10 Is it necessary to be a member of your organisation to participate in its activities?
No
- 2.11 Does your organisation charge a membership fee and if so, how much is the charge?
£4 per household per year, reduced to £2 for pension households. Savings offered in the subscription if paid in advance for 3 years.
- 2.12 When was the membership fee last increased?
February 2019
- 2.13 Which parts of the local area do your members tend to come from?

Across West End village.

- 2.14 Does your organisation have open days to encourage new members?
Yes, we actively recruit new members face to face when opportunity presents. Additionally, we always have a stand at the village fete and village show, informing everyone about the work that we do in the community and encourage them to join the society. In July 2020 we also leafleted the new developments that lie on the east of the village (circa 400 new dwellings) to encourage the non-members to join.
- 2.15 How many people regularly use your facility?
Currently there is no facility at the location in question. However, on average, we receive approximately 800 hits (visitors) per month on our website
- 2.16 Are numbers increasing at your facility? If not, please set out why you think this might be the case.
Membership stays fairly level as residents come and go. At present approximately 40% of the households are members.
- 2.17 Please state how your application recognises the diverse needs of your existing and possible future members
- 1) As the village grows, it is important to improve social cohesion by joining the east and west sides of the village which is currently severed by the A322. Having an active village society that is non-political and free from sponsorship allows us to act as the independent voice for the residents. The village has grown from 1650 to over 2000 households in the past four years.
 - 2) As one of the consultees on planning matters, we express our members' opinions and strive to prevent irresponsible future developments.
 - 3) We initiate and implement new facilities to meet the demographic trend, such as the outdoor gym that was implemented by the Parish Council but initiated by us in recognition of the growing younger demographics and the lack of facilities.

3. PROJECT SITE

- 3.1 What is the location of the project?
Centre of the roundabout at the junction of Guildford Road (A322), Fellow Green and Kerria Way
- 3.2 What is the tenure of the property? (If leased, please give details. If monies are to be repaid, please give details.)
Land is owned by highway authority (Surrey County Council) but managed and maintained by the West End Parish Council. Both are patrons of the project and have given consent to the Stag Project.
- 3.3 What is the current condition of the property and are any other works being carried out?
The roundabout is planted with various shrubs which are rather drab and poorly maintained.
- 3.4 Permission may be required under building regulations and relevant planning acts. Please give details of the authorisation obtained.
Planning permission has been received - Application no 19/0713/FFU Officer: Mr Neil Praine. Approval letter dated 6 March 2020 (enclosed)

Note: Where permission is required and has not been obtained, the application will not progress. Approval of the grant does not signify approval under any other council requirements such as planning permission.

3.5 Have you obtained, and enclosed with your application, two quotes for the work to be carried out?

Yes. For the bigger components of the works we have obtained two quotations save that for minor expenditures. Note that the council's legal and licence fee and the cost of the plaque are estimated values since they are partly unknown at present. Where it has not been possible to provide two quotes one is submitted.

3.6 If required, have you obtained architect's plans or sketches and details of planning or building regulation consent? Have you enclosed these with your application?

Yes, please see attachments: (a) Planning consent drawing (b) Engineering design drawing (c) Planning approval letter. Please note Building Regulations do not apply to this structure.

4. PROJECT COSTS

4.1 How much grant are you applying for? (50% of the cost)

4.2 What do you anticipate the total project cost to be? (incl. VAT)

	<u>COST</u>	<u>ITEM</u>
4.3 Please give a breakdown of costs (purchase of land / buildings, professional fees, VAT etc).	£259.00	Planning Permission fee
	£16.80	OS map
	£14,000	Plinth material & construction, Prelim costs, Safer working, Utility search / protection
	£3,400	Sculpture including delivery
	£650	Highway authority Section 95 licence. (Estimated)
	£525	Illumination (design & installation)
	£993	Unveiling costs
	£2,220	Engineering design services
	£100	Replacement shrubs (estimated)
	£400	Plaque, to include benefactors' logos & Instal.(estimated)
	£1,437	6% Contingency

4.4 Is your organisation contributing any of its own finances to the project? (If not, please explain why.)

Yes, £6059.85 will be allocated from WEVS's reserves.

4.5 Have you applied for funding from any other source? Please supply evidence of the application, whether successful or not, and, if successful please advise how much you received

Yes. West End Parish Council have contributed £750 (as detailed in the 2021 annual account), and subsequently Cllr Rebecca Jennings-Evans has supported us with a grant of £2,592.00 from the Members' Community Allocation Fund (remittance notice enclosed).

4.6 What additional fund-raising have you undertaken?

Since 2019 our residents have so far contributed £2,598.15 to the fund (refer to the 2021 annual account)

4.7 Do your present funds contain any provision for future commitments?

Yes, in our reserves we have made an allowance to spend up to £1,000 towards the purchase and planting of daffodils in the new housing developments during autumn 2022. Note that the future maintenance of the sculpture has been agreed with the Parish Council, who will arrange and fund the work.

4.8 Please provide details of any other regular revenue or capital payments to your organisation?

We do not have capital income or assets; the annual membership subscriptions pay for the day to day running of the society which includes newsletters, maintenance of website, responding to planning matters, annual events, etc.

4.9 How much additional income will be generated on completion of the project?

The project is not intended to raise a revenue; it's just a public sculpture for the benefit of the society.

£0.00

4.10 Does your organisation have money set aside for the future sustainability of the project or maintenance of any equipment? Please explain how these areas will be catered for.

Parish Council has agreed to take on the future maintenance of the sculpture which is made from scrap metals. The maintenance requirements and costs should be negligible (application of lanolin only).

5. RISK

5.1 If your application is unsuccessful how will your organisation fund the project?

Project will be implemented with a reduced scope within the available budget where some elements of the work will be deferred to a later date when funds become available. Please see Sec.5.4.0 below for details.

5.2 What is the risk to your organisation if the project doesn't happen?

There is no significant financial risk other than the money already spent on the design and planning application fees. However, the benefits detailed in Section 6.4 will be lost and public expectations will be dashed. Additionally, the credibility of WEVS will be negatively impacted as we have consistently delivered our promises in the past.

5.3 How will you mitigate/reduce the risk?

Money already spent is not a risk as they have already taken place. We will mitigate the risk by communicating to the residents to manage their expectations through the newsletter, explaining what had happened and propose that we proceed with a reduced scope and increased timescale. The potential social and amenity benefit will be late in materialising.

5.4.0 The Council will fund up to 75% of the cost of applications up to £2,000 and up to 50% between £2,001-£25,000. If your project is not awarded the amount requested how will your organisation fund the rest of its cost?

We have already secured 50% of the required budget which will enable us to make a start as planned. However, in order to complete the project, we may have to modify the design of the plinth to a temporary one albeit it will not be aesthetically pleasing. Further savings could also be made by reducing the scope of the unveiling event.

6. OTHER RELEVANT INFORMATION

6.1 What age groups will you cater for? >5 6-10 13-16 17-25

All Ages 26-40 41-60 60+

6.2 Provision for use by which gender? Female Male Both

6.3 Does your organisation serve specific groups (Please tick) Ethnic minority groups

Religious groups

Disabled groups

Unemployed groups

Single parent family groups

Other (please specify)

We serve all groups in the community...

6.4 How will the community benefit from the completion of the project?

Lessons from a past project

One of our earlier projects - spring bulbs planting - taught us how people appreciate seeing the village in a good light. It became a newsworthy item in the spring of 2018 and 2019 which improved the community spirits. That scheme was our first attempt to visually link the two sides of West End. The pandemic encouraged more people take strolls and appreciate the village on foot. However, more work is needed in this respect. The Stag Project is the latest of the projects to address the issues described in section 2.1 above.

Social Benefit

The introduction of the stag sculpture in a prominent position will provide a gateway landmark to the village. When completed, the sculpture would become a strong statement for the residents of the village. This will make the area stand out and give an identity to the village. The sculpture will help keep the village vista and appeal and prevent it from coalescing with Bisley village (adjacent village). The sculpture will become the talk of the village and make new connection between residents who may not have spoken before.

Additionally, the residents will see the tangible benefits that WEVS continues to bring to the village and become enthused to join WEVS.

The sculpture will no doubt slow down the drivers as they drive past it. This would reduce the 85th percentile speed of A322 which is currently 45mph. For a village this is too high. The reduced speeds will encourage more people to take up walking and make a safer place for the pedestrians accessing the shops, medical surgery and the prominent schools in the village.

The stag will complement the spring bulbs that were planted earlier around the village by WEVS under a separate project.

Ultimately this project will bring more social cohesion through the enhanced civic pride that it is sure to generate.

6.5 How will you measure the success of the project?

The success will be measured in four ways: One, whether WEVS managed to deliver the project on time, within budget and to the full scope. Two, to handover the asset to the Parish with no defects. Three, to gauge the public perception through social media and on our website to confirm that it has brought the desired effect to the village appeal. Four, to ask Surrey County Council for the 85th percentile traffic speed to see if it has reduced following the installation of the sculpture.

6.6 How did you become aware of this fund?

From Cllr Rebecca Jennings – Evans and Councillor Adrian Page

DOCUMENTS ENCLOSED WITH THE APPLICATION

Please send copies of these documents with your application (please tick).

- A copy of your organisation's constitution
- Copies of your organisations audited accounts for the last two years
- Copies of statements of current or investment account balances (as at date of application)
- Copies of two written estimates for the purchase or hire of any equipment or work to be undertaken
- Evidence you have applied to other sources of funding (none pending)


Also, if applicable:

- Proof of tenure of the property
- Copies of building regulations or planning permission
- Any architects plans or sketches

N.B. Failure to provide this information will immediately disqualify the application.

7. DECLARATION

I certify that the information provided on this form is correct to the best of my knowledge. I agree that if the Council award a Community Fund grant to my organisation, I will comply with the grant conditions attached to the payment.

Signed: ..  Position: PROJECT MANAGER

Print Name: RAVI RAVEENDRAN..... Date: 8/March/2022