

## **Grant To Kingsbury Episcopi (Amenities Committee) For New Community Centre, Shop, Café And Sports Changing Facilities (Executive Decision)**

*Strategic Director:* Rina Singh, Place and Performance  
*Assistant Director:* Kim Close/Helen Rutter, Communities  
*Service Manager:* Charlotte Jones, Area Development Manager (North)  
*Lead Officer:* Mary Ostler, Neighbourhood Development Officer (North)  
*Contact Details:* mary.ostler@southsomerset.gov.uk or (01935) 462123

### **Purpose of the Report**

Councillors are asked to award a grant of £40,000 to Kingsbury Episcopi Amenities Committee towards the overall cost of building a community centre, shop, café and sports changing facilities.

### **Public Interest**

Kingsbury Episcopi Amenities Committee has applied for financial assistance from the SSDC Area North capital programme. The application has been assessed by a Neighbourhood Development Officer who has submitted this report to allow the Area North Committee to make an informed decision on the application.

### **Recommendations**

It is recommended that Councillors award a grant of £40,000 to Kingsbury Episcopi Amenities Committee, towards the overall cost of construction of a purpose-built community centre for the village, the grant to be allocated from the Area North capital programme (Local Priority Schemes), subject to SSDC standard conditions for community grants (appendix A) and the following special conditions:

- 1) Confirmation of the allocation of Big Lottery Reaching Communities Buildings Fund grant to the project
- 2) The applicant will provide a final copy of their Business Plan including a financial operating plan for the first three years) as submitted to the Big Lottery.
- 3) the applicant will complete an access review of plans including outside and landscaped areas and consider their final designs in the light of the review. (SSDC will provide assistance with this.)

## Application Details

Name of applicant	Kingsbury Episcopi Amenities Committee
Project	Construction and equipping of community centre and shop
Total project cost	Circa £1,087,475
Amount requested from SSDC	£40,000 (4%)
Recommended special conditions	<ol style="list-style-type: none"> <li>1) Confirmation of the allocation of Big Lottery Reaching Communities Buildings Fund grant to the project</li> <li>2) The applicant will provide a final copy of their Business Plan including a financial operating plan for the first three years).</li> <li>3) the applicant will complete an access review of plans including outside and landscaped areas and consider their final designs in the light of the review. (SSDC will provide assistance with this.)</li> </ol>
Application assessed by	Mary Ostler, Neighbourhood Development Officer (North)

## Community Grants Assessment Score

The table below shows the grant scoring for this application. In order to be considered for SSDC funding under the Community Grants policies, applications need to meet the minimum score of 22.

Category	Maximum Score Possible	Score
A Eligibility	Y/N	Y
B Equalities Impact	7	6
C Evidence of Need	5	5
D Capacity of organisation	15	15
E Financial need	7	6
F Innovation	3	3
<b>Total</b>	<b>37</b>	<b>35</b>

## Background

Kingsbury Episcopi is a village with a vibrant self-help community and, within this, two very active groups of volunteers have come together to address the pressing need expressed within the parish for a community centre:

- Kingsbury Episcopi Amenities & Improvements Committee (KEAC) - A charitable trust, tasked with maintaining and developing the sporting and recreational facilities within the Parish
- Kingsbury Community Enterprise Ltd (KCEL) - An Industrial & Provident Society which established and runs the community shop

Evidence collected by KEAC and KCEL through open days, discussion groups and questionnaires, has shown the need for one community building, on the recreation ground, to encompass three specific areas: Community Shop, Community Hall and Changing Rooms.

Informed by visits to similar projects and by questionnaire and survey results, the project team have been able to build the picture of the community's needs as stated in their application:

*"We realised that changing rooms alone, would meet the needs of a small percentage of our community. A larger project was required. Assessing existing ventures in the County, it is apparent that often the shop, village hall and changing facilities are managed independently or privately."*

*"The opportunity to bring this project into one community-owned area presents an exciting prospect. Our advantage is the collective expertise and enthusiasm of KEAC and KCEL being able to address the needs of the beneficiaries on one site. This ensures the resurgence of our community spirit can be nurtured and effectively managed."*

The support of volunteers is paramount to the success of the community centre project. Volunteering is open to all and any amount of time offered is welcome. To quote KEAC:

*"A major aim of this project is to promote the sense of shared ownership."*

### Community Shop

Kingsbury's last grocery shop closed in September 2002. In 2008, residents formed Kingsbury Community Shop Project committee and in March 2011, this became an Industrial & Provident Society - Kingsbury Community Enterprise Ltd. The shop opened a year later, run by 60 volunteers and sited in a shipping container with temporary planning permission which expires in 2016.

Footfall has remained consistent and turnover is showing a year on year improvement.

In April 2014, a part-time Manager was employed and in March 2015, a Trainee Assistant Manager. Work experience opportunities are being provided for students after school and on Saturdays.

The shop is considered to be succeeding not only financially, but also in providing a meeting place and important social hub. Without the shop, which is open seven days a week, residents would face a minimum round trip of eight miles for provisions.

### Changing Rooms

Over the last ten years, play equipment and facilities on the recreation ground have been developed to cater for all age groups. The football pitches are maintained to a high standard but the changing room is in a portacabin with inadequate shower / toilet facilities which do not meet the current recommendations, preventing the development of junior teams and of hiring of the facilities.

Secure storage space is needed for the recreation field maintenance and sports equipment and also for equipment for the community's annual, major fund-raising events – the May Festival and Party by the Parrett.

The provision of an accessible outside toilet has also been identified as much-needed.

### Community Hall

Over 50% of the children at the village primary school live in the parish, warranting good recreational facilities with space suitable for indoor family and community activities. The school has limited space for whole school productions and events and, although Kingsbury has a beautiful church, there is no facility for a reception party.

Community consultation has shown that there are many groups of all ages wishing to meet and to pursue similar interests, both existing groups and potential groups awaiting the opportunity of a suitable venue.

### **Consultation**

There has been extensive consultation and regular updates with the community to ensure that everyone has been given the opportunity to have input to the design of the building, with two rounds of questionnaires, well-attended consultation and information days, community breakfasts, exhibition of plans and model and an evening launch event. Feedback from these events, visits to other projects, questionnaires and surveys continue to shape the project.

### **Current Position**

An application to the Big Lottery Reaching Communities Buildings Fund was submitted in 2014 and this has now progressed to an invitation to the final Stage Three of the process. A Big Lottery Development Grant of £29,198 was provided for obtaining professional advice and information.

Major fundraising events – the May Festival, Lowland Games and Party by the Parrett - are continuing to generate money towards the project.

### **Operation**

A detailed business plan with predicted income and expenditure for operation of the project in years one to three is scheduled for submission to the Big Lottery Fund in May 2015 and the final version will be submitted to SSDC at the same time.

The new changing rooms will attract revenue from local and visiting teams with teams outside the parish already asking to hire the facility.

The shop's annual accounts already show financial success and the addition of a café is expected to add to its financial potential. Any surplus monies will be reinvested into the venture.

To underpin the cost of managing and maintaining the site, KEAC will continue the major fundraising events of the May Festival, Party by the Parrett and Lowland Games, generating an average income of £19,000. Should any of these events be jeopardised in the first years

of opening, it is intended to reserve a three-year contingency fund from the KEAC accounts, to ensure the project becomes well established and maximises all income streams.

With the additional income from Kingsbury Episcopi Parish Council, through the annual precept, the future of this project is secure.

### Parish Information

Parish*	Kingsbury Episcopi
Parish Population*	1,307
No. of dwellings*	586

\*Taken from the 2011 census profile

### Project Costs

Item or activity	Cost £
Professional fees, development costs & surveys	814,980
Urgent repairs/improvements/legal fees	60,333
Fixtures & Fittings	39,200
Inflation	72,351
Contingency	86,544
Non recoverable VAT	14,067
<b>Total project cost (A)</b>	<b>1,087,475</b>

### Funding Plan

Funding Source	£ secured (S) or pending (P)
Parish Council	6,000 (S)
Own funds	185,000 (S)
Lottery	29,198 (S)
Lottery	726,733 (P)
Plunkett Foundation	2,000 (S)
Local events	10,000 (P)
Awards for All	10,000 (P)
Defra	53,544 (P)
Other applications	25,000 (P)
<b>Total Project Funding</b>	<b>1,047,475</b>
<b>Amount requested from SSDC (A-B)</b>	<b>40,000*</b>

\*This represents 4% of the total project cost.

## **Consents and permissions**

Planning consent (13/02825/FUL) was given 15 April 2014

## **Conclusion and Recommendation**

This application is for £40,000 which represents 4% of the total project cost.

KEAC / KCEL have demonstrated their capabilities through the delivery of several successful projects to extend the facilities on the recreation ground and in the setting-up and successful running of the community shop. They have evolved plans, underpinned by thorough consultation, which have now undergone the extensive scrutiny of the Big Lottery processes to achieve Stage Three of the Reaching Communities Buildings Fund.

Members of the groups, with a strong network of volunteers, bring a wide range of skills and experience to this project and a high level of commitment to strengthening and improving the quality of life for all in their local community.

It is therefore recommended that this application for £40,000 is approved.

## **Financial Implications**

There is £248,686 available in the Area North Capital programme for Local Priority Schemes. If the recommended grant of £40,000 is awarded, £208,686 will remain in this allocation for future years.

## **Council Plan Implications**

The project supports:

- Focus One: Jobs
- Focus Four: Health & Communities

## **Carbon Emissions & Climate Change Implications**

Construction of the Community Centre will meet the current standards for heating and insulation to minimise energy consumption and energy loss.

## **Equality and Diversity Implications**

Construction of the Community Centre will provide the village with a meeting place, shop, café and changing facilities, that meet the current standards for accessibility.

KEAC states: "Our equal opportunities policy prohibits gender, cultural or religious discrimination. Provision of easy access toilet and shower facilities, audio loop, raised signage will assist those with disabilities. Time will be made available for support groups, social events to address social isolation and activities for all age groups. A committee member will liaise with Armed Forces families and veterans to encourage integration. By creating a permanent community hub, we address the need to regularly include those who feel socially isolated".

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## Appendix A

### Standard conditions applying to all Community Grants.

This grant offer is made based on the information provided in application form no. AN14/14 and represents 4% of the total project costs. The grant will be reduced if the costs of the total project are less than originally anticipated. Phased payments may be made in exceptional circumstances (e.g. to help with cash-flow for a larger building project) and are subject to agreement.

The applicant agrees to: -

- Notify SSDC if there is a material change to the information provided in the application.
- Start the project within six months of this grant offer and notify SSDC of any changes to the project or start date as soon as possible.
- Confirm that all other funding sources have been secured if this was not already in place at the time of the application and before starting the project.
- Acknowledge SSDC assistance towards the project in any relevant publicity about the project (e.g. leaflets, posters, websites, and promotional materials) and on any permanent acknowledgement (e.g. plaques, signs etc).
- Work in conjunction with SSDC officers to monitor and share the success of the project and the benefits to the community resulting from SSDC's contribution to the project.
- Provide a project update and/or supply before and after photos if requested.
- Supply receipted invoices or receipts which provide evidence of the **full** cost of the project so that the grant can be released.

### Standard conditions applying to buildings, facilities and equipment

- Establish and maintain a "sinking fund" to support future replacement of the building / facility / equipment as grant funding is only awarded on a one-off basis.
- Use the SSDC Building Control service where buildings regulations are required.
- Incorporate disabled access and provide an access statement where relevant.

### Special conditions

1. Confirmation of the allocation of Big Lottery Reaching Communities Buildings Fund grant to the project
  2. The applicant will provide a final copy of their Business Plan including a financial operating plan for the first three years) as submitted to the Big Lottery..
  3. the applicant will complete an access review of plans including outside and landscaped areas and consider their final designs in the light of the review. (SSDC will provide assistance with this.)
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