

COMMITTEE: SOUTH EAST REF NO: SEAC/18/22
DATE: 21 NOVEMBER 2018
SUBJECT: VARIATION TO FUNDING REQUEST:
MARGARET CATCHPOLE BOWLS CLUB
PAVILION EXTENSION
REPORT AUTHOR: SIMON LANNING
HEAD OF SERVICE: IAN BLOFIELD

Short description of report content and the decision requested:

In September 2018, the South East Area Committee allocated £1,500.00 to the Margaret Catchpole Bowls Club toward the cost of redeveloping the pavilion. The allocation was conditional on the full funding match being secured first. The Club intends to deliver the redevelopment work in phases and it is requesting a variation of the award conditions to allow the next phase to progress sooner.

List of Appendices included in this report:

- a) *SEAC/18/15 Funding Request - Margaret Catchpole Bowls Club Pavilion Extension*

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This report was prepared after consultation with:

Internal consultees

External consultees

Charles Sharp, Chair, Margaret Catchpole Bowls Club

The following policies form a context to this report:

(all relevant policies must also be referred to in the body of the report)

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(papers relied on to write the report but which are not published and do not contain exempt information)

None

OTHER HELPFUL PAPERS

(papers which the report author considers might be helpful – this might include published material)

None

1. Introduction

- 1.1 This report asks that the South East Area Committee consider varying the conditions applied to the award of a previous funding request, SEAC/18/15 (Appendix 1).
- 1.2 In September 2018, the South East Area Committee allocated £1,500.00 to the Margaret Catchpole Bowls Club toward the cost of redeveloping the pavilion. The allocation was conditional on the full funding being secured first. The Club intends to deliver the redevelopment work in phases and it is requesting a variation of the award conditions to allow the next phase to progress sooner.

2. Background

- 2.1 As outlined in the original request the Club plans to redevelop its existing pavilion, which has stood at the site for 56 years, to a new structure of approximately twice the size with better amenities. The total cost of the project, based on the quotes supplied, is £39,253.90. The Club had saved £10,000 and has been awarded £1,500 by the Committee.

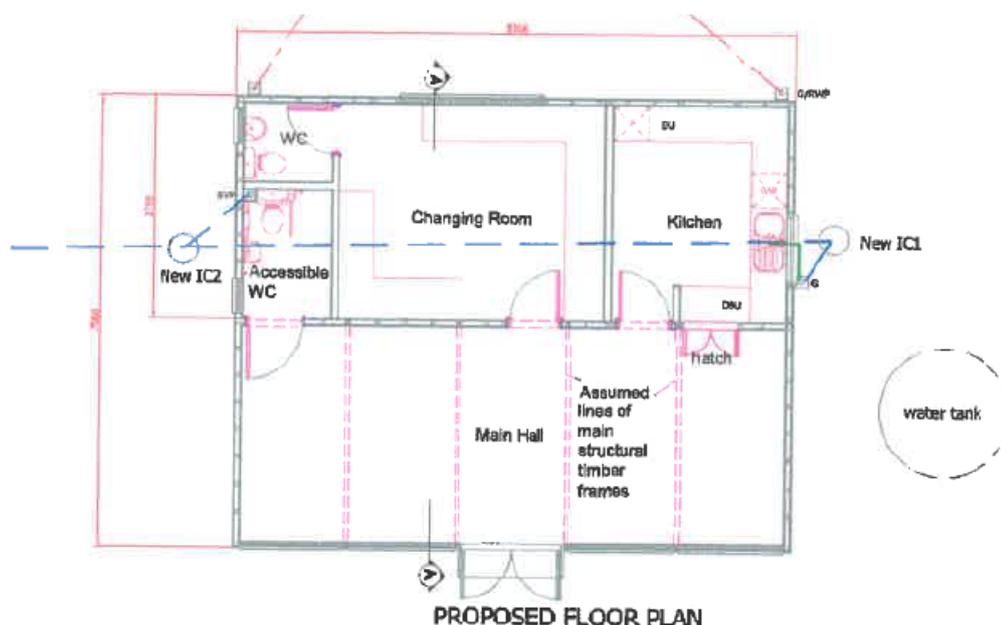


Figure 1 proposed floor plan

- 2.2 The award was made with the condition that *“The release of any award will be conditional on the remaining funding having been secured from other sources. The commitment may be held for a maximum of 3 years, from the date of the decision.”* (Appendix 1, Para 9.3)
- 2.3 This condition was not clearly communicated to the Club by the Community Engagement Officer at the time. The Club are keen to progress long held plans for the redevelopment and are therefore seeking a variation for this condition to be removed.

- 2.4 The Club has applied to a number of funds, with the support of the County Council External Funding Officer. It has secured County Councillor Locality funding to the value of £1,250 with a further award pending. Two applications are under consideration with external funders for a combined value of £15,700. Further funding sources have been identified and applications are planned.
- 2.5 The Club has almost complete the first phase of work, which is to lay the foundations for the pavilion extension. The second phase will be to extend the building, and the third, final phase will be to install the new amenities and fittings.
- 2.6 The Club plans to use its existing funds, the Committee funding, and potentially the larger of the external grants currently under consideration to complete the second phase and begin work on some of the amenities for the final phase.
- 2.7 With £2,250 remaining from Phase 1 and the Committee award of £1,500, there remains a funding target of £9,144.00 to be raised for Phase 2 (see Section 9, for more detail). The Committee is asked to consider releasing payment once the target for this phase is met.
- 2.8 **The Committee is asked to vary the conditions on the previous award so that payment may be released when the remaining funding is secured for Phase 2** (as described below).

3. Relevant Policies and Area Action considerations

- 3.1 Building a Better Ipswich underlying principles:
- Priority 3: An Enjoyable Place to Live, Work and Study
 - Priority 4: A Healthy Community

4. Options Considered / Under Consideration

- 4.1 **Option 1** – Vary the conditions on the £1,500 previously allocated to the Margaret Catchpole Bowls Club so that payment may be released when the remaining funding is secured for Phase 2.
- 4.2 **Option 2** – Maintain the existing conditions.

5. Consultations

- 5.1 The Club has consulted with its own membership on the plans. It has sought permissions and professional guidance from the Freeholder, the planning authority, building engineers and contractors.

6. Risk Management

6.1 The risks outlined here relate to the Committee providing funding to the Club, the risks associated with building projects belong to the Club and those parties to whom it contracts works.

Risk Description	Consequence of risk	Risk Controls	Probability of risk occurring taking account of controls (1: almost impossible - 6: very high)	Impact of risk, if it occurred taking account of actions (1: negligible - 4: catastrophic)
Required funds not raised	Works not completed Poor use of public funds	Applications to other sources Fundraising activities Financial commitment from Club members Phased works	3	2
Actions to mitigate risk	<p>The Club has raised a significant sum for the first phase of works and it is being supported to apply for funds for the remaining phases. If it is unable to secure funds through these sources, it may be able to call on members to make loans to the Club to enable the works. It has used this mechanism successfully in the past.</p> <p>The Club is able to adapt its plans if it is unable to raise funds for all three phases quickly. Once the second phase is complete and the building is extended and watertight, the remaining improvements to the amenities can be made as-and-when funding becomes available for each element.</p>			

7. Environmental Impact Assessment

7.1 There is no additional impact associated with the proposed variation.

8. Equalities and Diversity Implications

8.1 No negative impact is foreseen under the protected characteristics.

9. Financial Considerations

Item	Cost
Phase 1	
Ground works laying of concrete aggregate foundations supporting masonry piers linking of water and waste	£9,000.00
Phase 2	
Building framework Construction of external walls	

Timber wall cladding Flat roof extension Interior sub-divisions	£12,894.00
Phase 3	
Electricity supply Connection of supply Power outlets Lighting circuit External lighting	£6,628.80
Kitchen Supply & installation of new fitted kitchen units, works surfaces and sink	£2,063.00
Sanitary ware Supply of 2 toilets, sinks, pedestals and accessibility fittings	£839.70
Doors & windows Installation of pvc-u double glazed windows Easily accessible doors and windows Room ventilation	£3,600.00
Flooring Supply and fit of safety flooring and plywood sub-surface if required	£2,228.40
Fitting and finishing; electrics, plumbing and decoration	£2,000.00
Total	£39,253.90

- 9.1 The Club has saved £10,000 and been awarded £1,250 by Suffolk County Councillors (£750 from Cllr Quinton and £500 Cllr West). The combined total raised is £11,250.
- 9.2 Phase 1 (the Ground Works) has begun and £9,000 is committed to this cost. £2,250 remains available for Phase 2 and Phase 3.
- 9.3 The Club was unsuccessful in an application to Sport England. It is waiting for decisions on a further County Councillor Locality award, on a request for £2,000 from the Ganzoni Trust and on a request for £13,700 from the Biffa Community Buildings Fund.
- 9.4 The Club has identified other funding sources such as the National Lottery 'Awards for All', the next round of the Port Community Fund and the Suffolk Sports Fund.
- 9.5 The Committee is asked to consider a variation of the conditions for the original award. The conditions required the total project costs of £39,253.90 to be raised (including the Committee award) before the payment could be released.
- 9.6 It is proposed that the committee consider setting a condition of secured funding for Phase 2. Phase 2 requires £12,894.00 to extend the building to the proposed layout. Once this phase is complete, the Club is able to raise funds for the components of Phase 3 at its own pace, as work for the doors & windows, flooring, kitchen and bathroom can be handled discretely.
- 9.7 With £2,250 remaining from Phase 1 and the Committee award of £1,500, there remains a funding target of £9,144.00 to be raised for Phase 2 before the release of the award.

- 9.8 This compares to the previous requirement outstanding amount for the overall works of £26,503.90.
- 9.9 If the Club is successful in securing more than the target of £9,144.00 further commitments, the Committee award may be used for the Phase 2 works and the excess towards the element of Phase 3 that the Club chooses.
- 9.10 The amount allocated from the budget remains unchanged at £1,500.00 and if the variation is agreed, the release of any award will be conditional on the remaining funding for Phase 2 having been secured from other sources. The commitment may be held for a maximum of 3 years, from the date of the decision to be the

10. Legal Considerations

- 10.1 The Council has the power to make grants to community projects through the Area Committees. The Area Committees have delegated Executive powers and devolved budgets.
- 10.2 Area Committees have the power to award grants in accordance with part 3, section 2 of the Council's Constitution i.e. the Area Committee terms of reference.
- 10.3 The Funding Guidelines expectation of the applicant being a constituted organisation was met by the Constitution supplied, which included the named post holders for the Club. Year-end accounts were supplied, as was a business plan and evidence of a bank account registered to the Margaret Catchpole Bowls Club.
- 10.4 The Club supplied a copy of the lease agreement, which had 14 years still to run thereby meeting the minimum 5 years. Planning permission and permission from the Freeholder were also supplied for the proposed development.

11. Performance Monitoring

- 11.1 The Club will, in addition to the monitoring agreed with the initial award, keep the committee informed of its funding applications and the outcomes.

12. Conclusions

- 12.1 The South East Area Committee is asked to consider the benefit of allowing aiding the Margaret Catchpole Bowls Club in starting the next phase of redevelopment against the risk of other funds not yet

13. Recommendation

13.1 This report recommends that the South East Area Committee consider the options in Section Four and decides the conditions on which to release funding to the Margaret Catchpole Bowls Club.

13.2 Reason:

- To allow the Club to progress works before raising the total sum required to complete all phases of the redevelopment.