

Area West Committee – 21<sup>st</sup> August 2013

## 10. Merriott Pavilion (Executive Decision)

*Strategic Director:* Rina Singh (Place and Performance)  
*Assistant Director:* Helen Rutter & Kim Close (Communities)  
*Service Manager:* Andrew Gillespie, Area Development Manager (West)  
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### Purpose of the Report

For Members to consider an application for funding towards a pavilion with public toilets from Merriott Parish Council.

### Public Interest

Merriott Parish Council is requesting a grant of £12,500 towards a new sports pavilion with public toilets currently being built on the recreation ground.

### Recommendations

- 1) That Members agree to set aside the SSDC grants policy not to fund projects where the work has already started (see background).
- 2) That Members approve a grant of £12,500 to be released only when the following condition has been met by the applicant:

By 31<sup>st</sup> October 2013 Merriott Parish Council should submit a robust business plan giving detailed information on the following points:

- Full funding package including detail of what element of the project will be funded by Merriott Youth Football
- Full costs of the project with an explanation of how any contingency costs will be covered
- Future management of the building, detailing the formal structure of the group managing the building, how user groups can have their say and influence decision making and a copy of the written terms of reference or other similar governing document.
- A revised 5 year revenue plan taking into account the business rate figure and providing detail on how all the figures have been decided.
- Letters of support, including an indication of their future use of the facility, from Merriott adult football club and the Cricket Club.
- Any evidence of legal correspondence relating to retrospective S106 contributions and the pavilion project.

The Business Plan will need to be approved by officers in Area Development (West) and Community Health and Leisure before any monies are released.

### Background

Section 11 of the SSDC Grant Policy relates to retrospective support and states 'Retrospective support is not eligible for funding'. Information relating to the Grants Policy is contained in the Community Grant Guidance Notes, which are sent to all applicants along

with the application form. On page 2 of the Guidance Notes is a section clearly explaining what the grant scheme will not fund and point 1 states: 'Projects where the work has already started'.

The village recreation ground is managed by Merriott Parish Council and provides a base for Merriott Youth Football Club, a senior football club and a Cricket Club. In addition the site includes a children's playground, a MUGA and tennis courts.

In 2006 the previous changing pavilion had to be demolished after it was condemned and since that time there have been no changing facilities for the sports clubs to use. The Parish Council then started working with the sports clubs, the Football Foundation and officers from SSDC's then Sports, Arts & Leisure to secure funding to build a new changing pavilion, extend the car park and floodlight and resurface the tennis courts. By 2010 the parish council had successfully obtained enough funds from a number of sources, including the Football Foundation, to build the new pavilion. Unfortunately the parish council decided to withdraw from the project and as a result the scheme did not happen.

### **New pavilion project**

In 2012 Merriott Parish Council decided to revisit the pavilion project and at a public meeting attended by 112 residents in May it was unanimously agreed that a new pavilion was needed. The Parish Council scaled back their plans and applied for planning permission for a smaller pavilion, which was granted in November 2012.

The new pavilion, which is currently being built, will include the following facilities:

- 2 changing rooms
- Male & female toilets
- A separate public toilet that has full disabled access and is accessible via an external door meaning that will be available to use during the day even when the rest of the pavilion is shut
- A small hall with a kitchenette area for general use, which can be hired out.
- Machinery and sports equipment storage.

To ensure the pavilion was built in time for the new football season in autumn 2013, Merriott Parish Council commissioned a builder to start on site on June 17<sup>th</sup> 2013, even though they only submitted the grant application to SSDC at the beginning of June 2013.

### **Project Costs**

The total cost of the project is £143,838. These costs include

<b>Item / activity</b>	<b>Cost</b>
Architect fees	£5,103
Materials	£62,674
Labour	£72,926
Connection to mains water & electric	£3,135
<b>Total</b>	<b>£143,838</b>

The above building costs do include the showers, electrics, plumbing, windows, flooring, heating, benches, galley kitchen and the storage room. These costs do not include any furnishings for the small hall e.g. chairs and tables.

## Funds

Merriott Parish Council has agreed to fund the majority of this project through a loan, which they have arranged through the Public Loans Work Board that was agreed on 19<sup>th</sup> June 2013. The Parish Council will cover the loan repayments over a 20 year period by increasing the parish precept. This was agreed at a Parish Council meeting in June 2012.

The Parish Council are expecting to reduce the repayment costs of the loan by using future Section 106 payments, from building works which they believe will be completed during 2013/14.

The table below provides details of the funding package for this project.

Funding Source	Amount	Status
Public Works Loan	£130,000	Confirmed
Parish Council reserve	£338	Confirmed
Yeovil Wellbeing	£1,000	Confirmed
SSDC	£12,500	Awaiting decision
<b>Total</b>	<b>£ 143,838</b>	

## On-going Management

The new facility will be managed by Merriott Parish Council. A Management Committee will be set up which will be chaired by the Parish Council and will include representatives from the user groups.

The Parish Council will retain overall control of the finances and will be responsible for the maintenance and upkeep of the building.

The Management Committee will be responsible for the day-to-day running of the building and recommending the level of charge for the facility and any fundraising required.

The on-going running costs will be met through the hire charges of the pitches and hiring out the hall facility. The table below provides information on the 5 year revenue plan submitted by the Parish Council.

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Income</b>					
Changing & training	£5,485	£5,677	£5,875	£6,081	£6,294
Additional lettings	£500	£517	£536	£554	£574
MPC meetings & cleaning contribution	£840	£870	£899	£932	£964
<b>Total</b>	<b>£6,825</b>	<b>£7,064</b>	<b>£7,310</b>	<b>£7,567</b>	<b>£7,832</b>
<b>Costs</b>					
Rates	£436	£451	£467	£483	£500
Water & energy & cleaning	£3,300	£3,415	£3,535	£3,659	£3,787
Insurance	£1,200	£1,242	£1,285	£1,330	£1,377
Maintenance	£2,176	£2,252	£2,331	£2,413	£2,497
<b>Total</b>	<b>£7,112</b>	<b>£7,360</b>	<b>£7,618</b>	<b>£7,885</b>	<b>£8,161</b>
<b>Loss</b>	<b>(£287)</b>	<b>(£296)</b>	<b>(£308)</b>	<b>(£318)</b>	<b>(£329)</b>

The income figures for the charges made to the sports clubs for hiring the pitches and changing facilities are based on the current number of games played. The additional lettings figure is estimated. The Parish Council will use the hall for meetings and will also make a contribution towards the cleaning.

The cost figures include the rates, water, energy, cleaning, insurance and a maintenance figure. The Parish Council have assumed they will get 80% rate relief because the building is for community use. However, Parish Councils as preceptors are not eligible for rate relief, so this figure will need to increase.

The maintenance figure is based on 2.3% of the building & lighting capital costs, a formula used by SSDC property services. The Parish Council are assuming that they will not need to use the maintenance sums set aside during the first few years and this will make up a sink fund for later years when it is needed for replacement equipment and repairs.

### Assessment of Grant Application

The Neighbourhood Development Officer has assessed this application and it can be seen from the table below that it meets the minimum score of 22 needed for a project to be considered.

Category	Score	Maximum
Target Groups	5	7
Project	3	5
Capacity of Organisation	7	15
Financial need	6	7
Innovation	1	3
<b>Total</b>	<b>22</b>	<b>37</b>

Community Health and Leisure have also looked at the application and are supportive of the principle of new changing accommodation at Merriott Recreation Ground because such facilities are essential to support competitive football/other pitch sports. However, they have reservations about supporting the application in its current format and have raised the following concerns:

- 1) The applicant is relying on a limited number of funding sources. It would be reasonable to expect that some of the key users of the pavilion to have fundraised and contributed to the construction of the new building. The junior football club based at the ground have previously undertaken fundraising activities to secure a new pavilion at Merriott Recreation Ground. I understand that the applicant has suggested that the junior football club may be willing to contribute to internal fixtures and fittings, but if this aspect of the build has not yet been costed, this suggests the overall build cost may not have accurately been determined. It is not clear whether adequate contingency funding is available to meet unforeseen costs.
- 2) Insufficient information is available to determine precisely how the new building will be managed or whether users will have any influence on committee decisions taken. During previous attempts to build a new pavilion, it was evident that there was conflict between some recreation ground users and the parish council. It would be

helpful to have some reassurance that all differences about the current and future management of recreation ground have now been fully resolved and to have clarity about the status of the management body and what management options have been considered by the parish council.

- 3) While it is good to see that a five year revenue plan has been considered by the applicant, if the parish council are to directly manage the new facility, then it is unlikely that the rate relief assumed in the five year forecast will be realised. Therefore clarity over management arrangements and a review of the business plan are required in order to be confident that the facility can be adequately maintained in the future and to ensure only short term funding for the facility will be required (in line with grants policy).
- 4) Developers are often reluctant to pay S106 funds on developments that have already been built. Has the Parish Council taken adequate legal advice about the potential to use S106 contributions towards build costs in retrospect?

### **Financial Implications**

There is currently a balance of £89,394 in the unallocated capital programme for 2013/14. If this grant is approved the balance in the current year will reduce to £76,894.

### **Corporate Priority implications**

This project meets Focus 4 of the SSDC Corporate Plan, which is Health & Communities. It addresses this focus by extending access to sport and outside space to promote healthy living.

### **Carbon Emissions & Adapting to Climate Change Implications (NI188)**

Not applicable.

### **Equality and Diversity Implications**

The new pavilion will include a public toilet that is fully accessible to everyone regardless of their mobility.

**Background papers:** *SSDC Grants policy  
AW Committee 17<sup>th</sup> September 2008 - Merriott Parish Council  
Sports Pavilion & Tennis Court Enhancement.*

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