

**TITLE: COMMUNITY SPORTS FACILITIES GRANT APPLICATION – LITTLEPORT LEISURE**

Committee: Operational Services Committee

Date: 31 January 2024

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Report No: Y137

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**1.0 ISSUE**

1.1. To consider a grant recommendation under the Community Sports Facilities Grants programme.

**2.0 RECOMMENDATION**

2.1. Members are recommended to approve a grant of up to £11,400 to Littleport Leisure as set out in 4.1

**3.0 BACKGROUND**

3.1. The built leisure facility stock in East Cambridgeshire comprises the Hive (owned by ECDC and operated by GLL) and a number of other centres operated by local trusts and academies, which are self-financing, with user charges roughly covering their normal operating costs. The centres have historically received advisory support and modest grants from ECDC to support capital improvements and develop their services.

3.2. The Community Sports Facilities grant programme has a budget up to £300,000 over a three-year period (to March 2025). The expansion in funding opens up the scope of the scheme and presents an opportunity to upgrade facilities and develop services to meet contemporary standards.

3.3. Partnership funding is requested of at least a third of the total cost of the project/proposal.

3.4. A total of £230,600 was awarded in November 2022 to three facilities; Ross Peers Sports Centre (Soham) £179,500 for a full replacement of the sports hall roof; Ely Outdoor Sports Association £39,100 for the refurbishment of the toilet areas; Littleport Leisure £12,000 for the refurbishment of the sports hall floor.

**4.0 ARGUMENTS/CONCLUSION(S)**

4.1. **Proposal:** Redevelopment of second gym to support use from under-represented groups, Littleport Leisure Centre

<b>Anticipated Cost:</b>	£17,000
<b>Partnership Funding</b>	£5,600
<b>Grant recommended</b>	£11,400

- 4.2. The project has been developed by Littleport Leisure management team and committee via the knowledge of their customer base, customer feedback and needs of the local population to encourage physical activity and use of the centre from under-represented groups.
- 4.3. Partnership funding will come from a funding application to Sport England Small grants but if unsuccessful via the Leisure Centre.
- 4.4. The second gym area at the site currently consists of a metal framework, incorporating monkey bars, a boxing bag and minimal fitness equipment and is used by only a few members. The project will enable the purchase of a Dual Adjustable Pulley, Leg Curl Machine, Leg Extension Machine, Leg Press and Adjustable Benches along with several pieces of Cardio equipment, making 14 workstations. The updated gym area will be used for targeted classes such as female only, disability groups and under 18s. Outside of scheduled classes it will be a safe place for people with less confidence to use away from the main gym area.
- 4.5. Although East Cambridgeshire health index score is ranked highly in England there are areas that have dropped slightly such as physical health conditions and mental health (Office for National Statistics). Littleport is a targeted area through the Integrated Neighbourhood Board to improve the health of the community and this project can support targeted groups to access leisure facilities and take part in physical activity.
- 4.6. Littleport Leisure has been used as a pilot site for a new scheme called Active for Health which is a programme supporting healthier weight through physical activity. The centre has been accommodating and open to change and trying new ideas to encourage participation from new user groups.
- 4.7. This project will provide the opportunity to get more people active, improve health and wellbeing and increase membership at the leisure centre to support its sustainability.
- 4.8. Support letters have been received from MS Society and St Georges Medical Surgery Social Prescriber evidencing the need.

## **5.0 FINANCIAL IMPLICATIONS / EQUALITY IMPACT STATEMENT / CARBON IMPACT ASSESSMENT**

- 5.1. The proposed funding allocations fall within the existing budget.
- 5.2. No equalities implications follow from these proposals.
- 5.3. There are no direct positive or negative carbon impact implications for ECDC.

## **6.0 APPENDICES**

Appendix 1 – Littleport Leisure application form.

Background Documents: None.

# COMMUNITY SPORTS FACILITY GRANTS SCHEME

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## **Purpose**

To support the operation and development of community sports facilities and associated services.

## **Expected programme duration and application timeframes**

The programme is expected to remain open from April 2022 to March 2025, subject to availability of funding.

## **Eligibility**

The scheme is open to recognised not-for-profit organisations (including educational institutions and local trusts) whose sports facilities are regularly open to the community for at least 30 hours per week.

## **Funding limits**

There are no set limits, and all proposals will be assessed on their individual merits, including technical quality and feasibility, expected community sports benefits, and value for money in relation to the expected outcomes. Organisations will normally be expected to have partnership funding for around 1/3 of the project cost, though this will remain flexible according to context.

Organisations are free to make more than one application over the life of the programme, and each will be evaluated on its individual merits.

## **General project criteria**

The programme is intended to support:

- Facility additions, enhancements or refurbishments, for example to support a change or increase in the usage of a space
- Replacement of structural elements, plant or major equipment
- One-off costs for significant service improvements, such as IT investments, specialist staff training or industry-specific quality programmes
- Significant programme or service developments to support new or increased usage and activity in the local community

All proposals will need to be supported by:

- A clear and specific business case to detail what the project is intended to achieve, how it will do so, and how this will strengthen the business or service as a whole

- A current, clear and robust business plan for the site as a whole, including financial projections; service and/or facility development plans; and marketing plan
- Up-to-date financial accounts or management accounts
- Full details (unless this information has previously been shared with ECDC officers and there have been no significant changes) of how the site is operated and used by the community, including:
  - Ownership & governance arrangements
  - Operational management arrangements and staffing
  - Typical usage agreements and programmes of use

The Council may request more detailed operational, governance or financial information as required in order to have a full understanding of the project and site operations.

Priority will be given to projects which:

- Are intended to strengthen the scope of services or sustainability of the site, or of community sports provision in the locality: projects aimed only at maintaining existing services will carry lower priority.
- Are clearly aligned with the relevant overall strategy for the site: projects aimed at increasing usage of a space, or at overall service improvements, should align with the broader business plan. Refurbishments or renewals should form part of a coherent modernisation or development plan for the facilities as a whole.

Support will not be given to or for:

- Routine operating costs or revenue deficits
- Projects on which work has already commenced
- Facilities located outside East Cambridgeshire, even if used by East Cambridgeshire residents



## General Conditions

Any grants awarded are subject to the following general conditions:

- Grants may only be used for the purposes specified in the application and otherwise as agreed in writing by ECDC. The Council must be advised of any underspend against those purposes, and the award may be adjusted accordingly.
- The grant will not be increased in the case of any over-spend, miscalculation of VAT or other tax liabilities, or addition to the original project; unless made as a condition of grant or with prior agreement in writing. In the event that VAT is recoverable in excess of that identified in the application, ECDC must be advised and the award may be adjusted accordingly.
- The balance of funding required for a project, and all necessary statutory or legal permissions, must be in place before commencement and before any grant funds are claimed from ECDC. Written documentary evidence must be submitted to the ECDC to confirm this.
- Details of the procurement process, specifications and costs should be notified to ECDC prior to commencement of works or purchase as appropriate. All works and equipment must be appropriately procured and be certifiably fit for purpose, and approval to proceed may be withheld by ECDC where there are reasonable concerns that this is not the case.
- Organisations in receipt of ECDC grant support may not transfer, assign, grant or dispose of any freehold or leasehold interest in any part of the facilities for which support has been provided; and will not sub-contract or otherwise delegate the operation of the facilities (either in whole or in part) to any third party, unless ECDC has given its prior written consent.
- In the event that the facility ceases to operate for community use, or the organisation is dissolved, the facility and assets supported by the grant may be transferred into the control of another organisation with similar aims and objectives, with the prior written consent of ECDC.
- ECDC may request relevant follow-up information in order to understand and evaluate the impact of the grant funding, and organisations in receipt of grant funds will be expected to fully cooperate in the provision of such information.
- Publicity relating to a supported project will be expected to give appropriate recognition to ECDC for its support; the nature of such recognition may vary from case to case and may be agreed with officers at the time.
- A full financial account for the project, with all relevant supporting documentation, must be provided to ECDC on completion
- Where appropriate, organisations will be asked to confirm that receipt of a grant will not infringe subsidy allowance regulations

## **GDPR & Freedom of Information**

We will process the information provided in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The information you provide will be stored securely by East Cambridgeshire District Council and will be destroyed after 7 years from the date of decision.

The Freedom of Information Act 2000 (FOIA) applies to East Cambridgeshire District Council and therefore information provided by you may have to be disclosed by the District Council in response to a request, unless the District Council considers that a statutory exemption applies. In all cases where information is released, data relating to individuals will be redacted.

Information held by the Council is solely used for providing services and is not made available to any other party other than for the purpose of protecting public funds and the prevention and detection of crime. For more information, please see [ECDC's Privacy Statement](#)

## **Submission of applications**

Applications, supporting documents and enquiries should be submitted to:

East Cambridgeshire District Council  
The Grange  
Nutholt Lane  
Ely  
Cambridgeshire CB7 4EE

Or by email to: [martin.grey@eastcambs.gov.uk](mailto:martin.grey@eastcambs.gov.uk)



<b>COMMUNITY SPORTS FACILITIES GRANT SCHEME</b>	
<b>Organisation / Facility:</b>	LITTLEPORT LEISURE
<b>Principal contact:</b>	CLARE PENDLE
<b>Email:</b>	finance@littleportleisure.uk
<b>Telephone:</b>	01353 373800
<b>Proposed project ('headline' only):</b>	<b>FITNESS ROOM EXTENSION</b>
<b>Anticipated total cost (please provide breakdown further below):</b>	<b>£17,000</b>
<b>Grant sought:</b>	<b>£11,400</b>
<b>Project Outline:</b> Please explain the proposed project in further detail, explaining:	
The key elements to the project	<ul style="list-style-type: none"> <li>• There is a need for a training area for targeted user groups, i.e. Under 18's, women, and girls.</li> <li>• A multi-purpose room for disability groups.</li> <li>• Private hire for PT sessions and Bootcamps.</li> <li>• Adds additionality with new classes.</li> </ul>
The expected timetable for implementation of the project, including any key milestones	<ul style="list-style-type: none"> <li>• The timetable would be following the successful outcome of funding.</li> <li>• We would expect the work to take a maximum of 2 months.</li> </ul>

<p>How the work or services will be procured (quotations should be attached as supporting evidence where available or provided subsequently)</p>	<p>As a Leisure Centre we have regular contractors that could undertake the work, therefore they have provided the quotes.</p> <p>These contractors are tried and trusted and provide sufficient warranties.</p> <p>GRS have supplied all of our current Gym equipment, and they also provide our service contract.</p>
<p>How the project fits into the overall development plan for the facility</p>	<ul style="list-style-type: none"> <li>• To fully utilise all space within the Leisure Centre.</li> <li>• To provide a safe and welcoming space that is inclusive for all members of the Community.</li> <li>• To be able to provide targeted activities for under-represented groups i.e. women and girls.</li> </ul>
<p>How the project will strengthen the organisation's services or business</p>	<p>The project will enable the Leisure Centre to offer additional fitness sessions and classes that we currently cannot provide.</p> <p>It will strengthen the Leisure Centre, as we aim to attract new members and retain some members who may be at the risk of leaving.</p>
<p>How the project will help to support activity-levels in the local community</p>	<ul style="list-style-type: none"> <li>• From local GP data, the Littleport Community has a variety of health inequalities.</li> <li>• To support and address this, the project will target the areas of the Community in most need.</li> <li>• For example, we have recently been the pilot Leisure Centre for a new health, weight and physical activity scheme called Active for Health.</li> </ul>



<b>Project Budget (all costs to be shown net of VAT):</b>	
• Replacement Lighting	£ 957.00
• Supply and installation of Air Conditioning units	£2740.00
• Replacement of Flooring	£4200.00
• New Equipment	£8335.00
• Mirrors	£ 730.00
•	£
•	£
•	£
•	£
•	£
Irrecoverable VAT	£2956.00
<b>Total</b>	<b>£19918.00</b>
<b>Partnership Funding</b>	
• Sport England/Littleport Leisure	£5,600.00
•	£
•	£
•	£
•	£
•	£
<b>Total</b>	<b>£</b>
<b>Net Project Cost &amp; Grant Requested</b>	<b>£5,600.00</b>

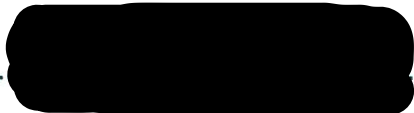
**Financial Context:** please give an overview of the organisation's financial position and commitments, identifying any key issues or trends, and provide a brief rationale for the partnership funding proposed.

It is not necessary to replicate here detailed information which is contained within supporting documents.

- **The Leisure Centre has continuously recovered from Covid financially.**
- **Littleport Leisure's commitment financially to support its community included: -**
  - **Freezing membership during closure and then gifting back upon re-opening.**
  - **A winter initiative providing reduced rates for three months to all members, supporting the cost-of-living crisis.**
  - **A general pricing structure to ensure activities are affordable.**

**As a registered charity we operate as not-for-profit and any surplus that may be generated, is invested back into the facility.**

**During 2023 we had a Tree Survey carried out on all trees on site and all necessary work has now been completed. The drains on site have also undergone a major drain clearance.**

<b>Supporting Documents (please indicate where provided):</b>	
Independent evidence of need for the project (please specify briefly below):	
<ul style="list-style-type: none"> <li>Letter of support from Bob Bragger - MS Society</li> <li>Letter of support from Elaine Ellis – Social Prescriber St Georges Medical Centre</li> </ul>	<p>YES</p> <p>YES</p>
Copies of quotations (if already obtained)	YES
Summary of operational structure & staffing	
Outline of governance arrangements, including Constitution or Memorandum & Articles of Association	YES
Key operational policies (eg Health & Safety, Child Protection, Equal Opportunities) as applicable	YES
Full Financial and / or Management Accounts for most recent year	YES
Full operational budget for current or forthcoming year	YES
Current business plan	
Facility development plan	
<b>Declaration:</b>	
<p>I confirm that the information I have given on this form and in any supporting documentation is correct to the best of my knowledge. I understand that if a grant is awarded on the basis of information which is later found to have been false or misleading, ECDC may withdraw any offer of support and / or take action to recover any monies already paid.</p>	
Signed: .....  .....	
Print Name: ..... CLARE PENDLE .....	
Position in Organisation: ..... GENERAL MANAGER .....	
Date: ..... 03/01/2024 .....	



