



## URGENT ACTION TO APPROVE

## Fordbridge Community Centre Alterations

Property	Site known as Fordbridge Community Centre, Clarendon Road, Ashford.
Parties	Spelthorne Borough Council , Friends of Fordbridge and Surrey County Council

### Background

In accordance with Council's decision making and approval process, the Community Wellbeing & Housing Committee would normally consider reports relating to all property matters pertinent to the Spelthorne Borough Council Community Centre portfolio, including requests that have no material budget implications through being totally externally funded.

The next scheduled Community Wellbeing & Housing Committee meeting is on 30<sup>th</sup> September 2025, where officers would have taken the report pertaining to these alterations. Your Fund Surrey have requested that funds need to be released as soon as possible from their allocated Councillor funds, in order for them to focus on the next grants round. A decision at the end of September 2025 could potentially lead to additional workload and complications for the Your Fund Surrey team.

### Proposal

In order to release the funding for works Your Fund Surrey require a letter of intent from Spelthorne Borough Council to give permission for the works to commence on Council property and an undertaking not to evict 'Friends of Fordbridge' for 5 years after the grant is awarded.

We are now seeking approval by way of an urgent action report to trigger both the letter of intent and the undertaking not to evict.

There are no budget implications, bar the project being added to the capital program. The approximate value of the works is £42,000 plus VAT.

### Recommendation

It is recommended that approval is given via this Urgent Action request to enable officers to draft the letter of intent and the not to evict undertaking.

*Under Part 3(a) of the Council's Scheme of Delegations... "In order to enable an urgent decision to be made, the Chief Executive has delegated power to take any decision which is so urgent that it cannot wait until the next scheduled meeting of the Council or relevant Committee and where the decision is not in contravention of established policies. In following this procedure, the Chief Executive is required to consult with the relevant Committee Chair and Vice-Chair. The use of such urgent action must be reported to the next relevant Committee meeting".*

If you are minded to authorise this action, the Group Head of Community Wellbeing & Housing will ensure that the action taken is noted on the following Community Wellbeing & Housing Committee agenda.



I confirm that I give my delegated authority to take this urgent action in respect of the letter of intent and not to evict notice. I can confirm that I have consulted with the Chair and Vice Chair of the relevant Committee and they are in full agreement.

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Chief Executive

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Date