

Abingdon and North East Area Committee Agenda



Contact: Susan Harbour
Telephone: 01235 422525
Email: susan.harbour@southandvale.gov.uk
Date: Monday, 11 July 2016
Website: www.whitehorsedc.gov.uk

A meeting of the

Abingdon and North East Area Committee

will be held on Tuesday 19 July 2016 at 7.00 pm

Meeting Room 1, 135 Eastern Avenue, Milton Park, Milton, OX14 4SB

Members of the Committee:

Councillors

Edward Blagrove (Chairman)
Alice Badcock
Mike Badcock
Margaret Crick
Stuart Davenport
Gervase Duffield
Katie Finch
Robert Hall
Debby Hallett
Dudley Hoddinott

Vicky Jenkins
Bob Johnston
Monica Lovatt
Sandy Lovatt
Chris Palmer
Helen Pighills
Judy Roberts
Emily Smith
Henry Spencer
Catherine Webber

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A handwritten signature in black ink, appearing to read "M Reed".

Margaret Reed
Head of Legal and Democratic Services

Agenda

Open to the Public including the Press

Council's vision

The council's vision is to take care of your interests across the Vale with enterprise, energy and efficiency.

1. Apologies for absence

To receive apologies for absence.

2. Minutes

(Pages 3 - 6)

To adopt and sign as a correct record the minutes of the meeting of the Committee held on 14 March 2016 (attached).

3. Declarations of interest

To receive any declarations of disclosable pecuniary interests and other interests in respect of items on the agenda for this meeting.

4. Urgent business and chairman's announcements

To receive notification of any matters, which the chairman determines, should be considered as urgent business and the special circumstances, which have made the matters urgent, and to receive any announcements from the chairman.

5. Statements, petitions and questions from the public relating to matters affecting the area committee

Any statements, petitions and questions from the public under standing order 32 will be made or presented at the meeting.

6. New Homes Bonus and Capital Grants 2016/17

(Pages 7 - 36)

To consider the head of corporate strategy's report.

Exempt information under Section 100A(4) of the Local Government Act 1972

None



Minutes

of a meeting of the

Abingdon and Northeast Area Committee

held on Monday, 14 March 2016 at 7.00 pm
at the Meeting Room 1, 135 Eastern Avenue, Milton Park, Milton, OX14 4SB

Open to the public, including the press

Present:

Members: Councillors Mike Badcock (Chairman), Ed Blagrove (Vice-Chairman), Alice Badcock, Margaret Crick, Stuart Davenport, Debby Hallett, Robert Hall, Dudley Hoddinott, Vicky Jenkins, Bob Johnston, Monica Lovatt, Sandy Lovatt, Chris Palmer, Helen Pighills and Judy Roberts

Officers: Jayne Bolton, Sophie Milton and Ron Schrieber

Number of members of the public: 3

Ab.8 Apologies for absence

Councillors Katie Finch, Emily Smith and Catherine Webber sent their apologies.

Ab.9 Minutes

The minutes of the meeting of the Abingdon Area Committee held on 19 January 2016 and of the North East Area Committee held on 11 November 2014 were agreed as correct records and the chair signed them as such.

Ab.10 Declarations of interest

None.

Ab.11 Urgent business and chair's announcements

The chair informed the committee that Carole Cumming, Acting Grants Team Leader, was unable to attend the meeting due to illness. The committee asked for its best wishes for a speedy recovery to be conveyed to her.

Ab.12 Statements, petitions and questions from the public relating to matters affecting the area committee.

The following members of the public addressed the committee making statements in support of their grant applications:

- Rita Atkinson on behalf of Sutton Courtenay Parish Council
- James Eastwood on behalf of Abingdon Lawn Tennis Club
- Tony Holmes on behalf of Drayton Village Hall

Ab.13 New Homes Bonus (NHB) and Capital Grants 2015/16 round two

The committee considered the head of corporate strategy's report on new homes bonus grants (NHB) and capital grants. The council had received two applications for new homes bonus grants relating to the Abingdon and Northeast area, and four applications for capital grants.

New Homes Bonus grant applications

Each new homes bonus grant application had been assessed against the new homes bonus grants criteria and scoring matrix. The officer's recommended scores were set out in the report. The committee assessed the applications against the grants criteria and the officer's recommended scores as follows.

Sutton Courtenay Parish Council VNHB\40

Play area improvements.

Amount requested: £5,500

The grants officer reported that the recommended score for the organisation's contribution criterion had been reviewed and increased from 1 to 2 points. This increased the total score to 10 points. Based on the grant scoring system, the officer revised recommendation was to award 100% of the amount requested.

Rita Atkinson, a representative of Sutton Courtenay Parish Council, spoke in support of this application.

RESOLVED:

To agree the revised officer recommendation.

Abingdon Lawn Tennis Club VNHB\38

New tennis court.

Amount requested: £10,000

The officer recommendation was to award 50% of the amount requested and that, as a new lease was still to be secured, the award be conditional upon a new lease being in place.

James Eastwood, a representative of Abingdon Lawn Tennis Club, spoke in support of this application.

RESOLVED:

To agree the officer recommendation.

Capital grant applications

Each capital grant application had been assessed against the capital grants criteria and scoring matrix. The officer's recommended scores were set out in the report. The committee assessed the applications against the grants criteria and the officer's recommended scores as follows.

St Helen Without Parish Council ValeCG\7

Adult outdoor fitness equipment.

Amount requested: £4,995

The officer recommendation was to award 100% of the amount requested.

The committee agreed to increase the recommended score for the organisation's contribution criterion from 2 to 3 points so increasing the total score to 12 points. This had no effect on the recommended award.

RESOLVED:

To agree the officer recommendation.

Abingdon Chamber of Commerce ValeCG\34

PA and lighting system.

Amount requested: £4,059

The officer recommendation was to award 100% of the amount requested.

RESOLVED:

To agree the officer recommendation.

Drayton Hall Management Committee ValeCG\51

Replacement front door, PA system and dishwasher.

Amount requested: £2,643

The officer recommendation was to award 100% of the amount requested.

Tony Holmes, a representative of Drayton Hall Management Committee, spoke in support of this application.

RESOLVED:

To agree the officer recommendation.

Sutton Courtenay Parish Council ValeCG\43

Play area improvements.

Amount requested: £4,000

As the application to the NHB scheme for the same project had been successful (see above), this application for a capital grant was withdrawn.

RESOLVED: to

- (a) award new homes bonus grants as follows:

Applicant	Project	Grant
Sutton Courtenay Parish Council	Play area improvements	£5,500
Abingdon Lawn Tennis Club	New tennis court	£5,000, subject to no money being released until the new lease is in place.

(b) award capital grants as follows:

Applicant	Project	Grant
St Helen Without Parish Council	Adult outdoor fitness equipment	£4,995
Abingdon Chamber of Commerce	PA and lighting system	£4,059
Drayton Hall Management Committee	Replacement front door, PA system and dishwasher	£2,643

The meeting closed at 7.35 pm

Abingdon and North East Area Committee



Report of Head of Corporate Strategy

Author: Carole Cumming

Telephone: 01235 422405

Textphone: 18001 01235 422405

E-mail: carole.cumming@southandvale.gov.uk

Cabinet member responsible: Elaine Ware

E-mail: Elaine.Ware@whitehorsedc.gov.uk

To: Abingdon and North East Area Committee

DATE: 19 July 2016

New Homes Bonus and Capital Grants 2016/17

Recommendations

- (a) that the Abingdon and North East Area Committee considers the two applications for New Homes Bonus (NHB) grants and makes awards in line with the agreed policy (appendix two)
- (b) that the Abingdon and North East Area Committee considers the three applications for capital grants (CG) and makes awards in line with the agreed policy (appendix five).

Purpose of report

1. To give the committee the information needed to award New Homes Bonus (NHB) and capital grants CG for their area.

Strategic objectives

2. Under the 'sustainable communities and well-being' corporate priority in our 2016-2020 corporate plan we commit to support community groups through our grants schemes.

Background

1. We opened both schemes between 14 March and 6 May 2016.
2. We received two NHB applications for the Abingdon and North East area, requesting a total of £28,944 against a budget of £30,330 and three CG applications requesting a total of £68,131 against a budget of £42,460.

3. Officers have evaluated the applications using the scoring matrices in the agreed policies, approved in August 2015. See appendix one for the NHB evaluations, appendix three for a breakdown of the additional homes in the district broken down by each parish and appendix four for the CG evaluations.
4. In line with the policies, officers have suggested scores for the committee to consider and amend as necessary. The final score for each project dictates the priority level when considering award decisions.

Financial implications

5. In February 2016 the council set a 2016/17 NHB budget of £100,000 and the Abingdon and North East area committee was allocated 30.33 per cent of this giving the committee a budget of £30,330. As per the agreed policy these grants can fund either revenue or capital projects.
6. At the same meeting the council set a 2016/17 CG budget of £100,000 and the Abingdon and North East area committee receives 42.46 per cent giving them a budget of £42,460.
7. If the committee awards NHB grants in line with the officer scores their remaining budget (£3,622) is not enough to open for a further round of funding. Therefore we are not accepting NHB applications for this committee during the June – July application window. If after this meeting, they have over £5,000 remaining budget we will open for NHB applications to this committee in September – November 2016.

Legal implications

8. The council's legal powers to award these grants are contained in section one of the Localism Act 2011 that gives a general power of competence for local authorities.
9. In May 2016 full council delegated authority to three area committees to determine NHB and CG applications within the parameters of each grant policy.

Risks

10. There are no overarching risks of awarding these grants. Officers have highlighted any risks to a particular project in their evaluation reports.

Conclusion

11. That the committee awards NHB and CG in line with the approved policies.

Background papers

None

APPENDIX ONE – NHB 2016/17 evaluations (Abingdon and North East)

Ref no.	Organisation	Scheme	Total project cost	Amount requested	% of cost requested	Recommended score	Recommended award *	
VN1R\16	Cumnor Parish Council	Play area improvements at two sites	£53,566	£20,000	37.34%	11	£20,000 37.34% of the Total cost (100 % of requested amount)	
VN1R\6	Branches Young People's Support Service, West Way, Botley	New youth café – youth workers	£17, 889	£8,944	50.00%	9 (medium priority)	£6,708 37.49% of the total cost (75% of requested amount)	
			TOTAL	£28,944		Total	£26,708	
							Budget	£30,330
							Balance	*£3,622

* The award recommendation figure is the percentage of the total project cost we will pay, capped to a maximum amount.

Officer recommended award levels (budget permitting)

10-15 points	High priority – award as requested (up to 50 per cent of total cost)
6-9 points	Medium priority – award between 50 and 75 per cent of requested amount
0-5 points	Low priority - no funding

* The remaining balance if we award as recommended is less than the £5,000 minimum budget to open for another round.

Scoring and award matrices

Scoring criteria	0 points	1 point	2 points	3 points
% of additional occupied homes in the parish where the project will take place?	None	1-10 per cent	11-50 per cent	51 per cent or more
New facilities or activities	The project offers very little if any new activities or facilities	The project replaces existing facilities or allows existing activities to continue	The project improves an existing facility or activity	The project will provide a new facility or will allow new activities to take place
Community benefit	The project offers little if any benefit to the community	A single sport or special interest group will benefit	More than two community groups or a minority group will benefit from the project	The whole community will benefit/the project will help to integrate new and existing communities
Funding the project	They haven't secured much if any of the other funding needed for the project	They've secured some of the other funding needed but still have some to find	They've secured most of their other funding and have a plan in place for raising the rest	They've secured all the other funding needed for the project
Organisation's contribution	They aren't contributing to the project	They're contributing less than 25% of the project cost	They're contributing between 25 and 50% of the project cost	They're contributing over 50% of the project cost

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Award criteria:

10-15 points	High priority – award as requested (up to 50 per cent of total cost)
5-9 points	Medium priority – award between 50 and 75 per cent of requested amount
0-4 points	Low priority - no funding

Cumnor Parish Council	Ref	VN1R\16
Play area improvements for two sites		

Total project cost	£53,566	Fogwell Road, Botley - £30,000 Mayfield, Farmoor - £23,566
Amount requested	£20,000	
Organisation's contribution	£20,000	Organisation's latest bank balance £239,741
Other funding	£13,566	All from unsecured S106 contributions

Previous grants

None.

Scoring

% of area's additional homes in the parish where the project will take place		
Cumnor = 10.57% of the area's total additional housing, officers rounded this to the nearest whole number (11%).	Score	2/3
New facilities or activities		
The project will replace and improve existing play and fitness equipment at two sites in the parish (Fogwell Road in Botley and Mayfield in Farmoor), making them more appealing to a wider age range. They're improving a third play area (Kimmeridge, Cumnor) at the same time, but it wasn't eligible for this scheme.	Score	2/3
Community benefit		
These are public parks open to anyone. While the play areas mainly benefit children and their families, the fitness equipment appeals to any age group.	Score	3/3
Funding the project		
They're planning to use some of their reserves (37.34 per cent) and S106 contributions (25.32 per cent) to fund the rest of the cost. They hadn't applied for the S106 money at the time of application, but if they've secured it when the committee meet their score could increase to three points.	Score	2/3
Organisation's contribution		
They are contributing 37.34 per cent (£20,000). They have ring-fenced over £49,700 of their reserves towards play area maintenance and repairs, so might be able to contribute more without eating into their general reserves. According to the financial information provided they made a surplus of £23,000 in 2015 and anticipate a similar surplus in 2016. They should therefore be able to replenish their reserves quickly after this project.	Score	2/3
Consultation		
Their latest ROSPA reports recommend some of the improvements as safety requirements and they surveyed their residents to identify the kind of equipment to install.		
Project completion within timeframe		
Their intended start and end dates work with the time limits for the scheme.		
Financial and project management plans		
They'll absorb the maintenance into their existing play area maintenance budget/plans. They have an existing fund for play area repairs and replacements which they will continue to build up for the future.		
They have also applied for a capital grant for the same project. We can only fund the work from one of the schemes and officers recommend funding this application instead of the capital grant one.	Deduction(s)	none
	Total score	11/15
	Recommended Grant	£20,000 37.34% of the total cost

Applicant responses

Details of the project	New play and fitness equipment to be installed at 3 different play parks within the parish.
Financial statement from the organisation	Planned projects: Kimmeridge play area refurb £15,251 (using S106 funds) - unable to apply towards this cost as we don't have a lease. Reserves Burial £82,671 (for new burial land) Reserves Highways £18,786. A rolling programme for new noticeboards and new bus shelter outside Oakenholt care home, Farmoor. Reserves Recreation £49,731. Set aside for new/replacement play equipment our 6 play areas.
Statement about town/parish support	
Community benefit	
Who will benefit from your project?	The project will benefit young children, teenagers and adults at each area. In particular the improvement of facilities at Fogwell Road play park will benefit Botley Boys and Girls Football Club members and their families whilst watching matches and encourage new residents from the Tilbury Fields Development to integrate with existing residents. The installation of adult fitness equipment at Kimmeridge Road will encourage community cohesion amongst the new residents.
How did you identify a need in the community for your project or service?	Council carried out a survey of residents thoughts and views on the project. A hard copy of the survey was posted through every resident of Farmoor, the Timbet development (Kimmeridge Road etc) and Fogwell Road and Tilbury Fields Development. Residents could either return the survey to a certain place or email comments to the Clerk.
What sustainable and/or energy saving measures does your project include or offer?	The project will improve the health and well-being of the residents by increasing the range of facilities available.
Consultation	
What consultation have you carried out with the community or professional advisors?	On site consultations were sought with 4 different play equipment suppliers. RoSPA reports will be emailed separately.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	The project will improve play facilities at Fogwell Road play park as presently there is a BMX track, swings and outdoor fitness equipment. At Kimmeridge Road open space the outdoor fitness will create a new facility for adults adjacent to the childrens play park. Enabling adults to get fit while watching their young children play. At Mayfield play park the project will create new facilities for the 10 to 20 age group.
What new activities will take place because of this project?	Create new activities at open space at Kimmeridge Road for age groups 12 to adult, currently only play equipment for 2 to 10 years age group. Mayfield Road play park adding teenage facilities. At Fogwell Field play park adding teenage equipment to balance the toddler park provided at the LAP in the Tilbury Fields development

Branches Young People's Support Service	Ref	VN1R/6
New youth café – youth workers		

Total project cost	£17,889	
Amount requested	£8,944	
Organisation's contribution	£1,340	Organisation's latest bank balance £3,250
Other funding	£7,605	All unsecured from the Rotary Club and Tudor Trust

Previous grants

None but they have also applied for a capital grant during this round of funding for £6,708 towards equipment for the café

Scoring

% of area's additional homes in the parish where the project will take place		
North Hinksey (61.79%) and Cumnor (10.57%).	Score	3/3
New facilities or activities		
This grant will help fund two youth workers to run sessions at a new youth cafe in the West Way centre for nine hours a week (15 hours including set-up/close down time) from October 2016 – May 2018.	Score	3/3
Community benefit		
The youth workers will benefit young people in the Cumnor, North Hinksey and Botley areas visiting the cafe. There is potential that some other groups may use the café, but we haven't included this in their score as this extra use isn't confirmed. If they can confirm this in writing at the meeting we could increase this score.	Score	1/3
Their access audit has highlighted some issues around disabled access and toilets, which may stop some groups using the space.		
As the café is only going to open on limited hours, the benefit is more limited than a free facility that's open at all times (like a play area).		
Funding the project		
They have yet to secure their other funding, and have to pay towards their equipment costs as well as their contribution to this project from their reserves (covered in their capital grant application).	Score	1/3
If they've secured their other funding when the committee meet, this score could increase.		
Organisation's contribution		
They are contributing 7.49 per cent, which will use up a large part of their current funds. They also need to pay for their part of the equipment purchases project and don't have enough in the bank to cover both at the moment.	Score	1/3
Consultation		
They've not provided any evidence of consultation with young people in the area, but local plans support more provision for young people in the area (but not specifically a youth café or something in this location).		
Oxfordshire County Council supports this specific project in principle, but not financially.		
Project completion within timeframe		
If they can secure the other funding they need they could start by their suggested date of October 2016. So long as the West Way demolition isn't brought forward and they bring in enough revenue from the cafe to sustain themselves they should still be trading until their temporary lease expires.		
Financial and project management plans		
Officers have some concerns about their working budget, as some figures don't seem feasible and it may require further work to make sure it's realistic. They could work with other groups to see the space used when they aren't running the youth café. They have no long-term plans for their location or future finances.		
DEDUCTIONS, CONCERNS AND OTHER CONSIDERATIONS		
They haven't fully secured their premises yet, and the West Way site is only a temporary solution.	Deduction(s)	
	Total score	9/15
Despite scoring enough to receive some funding, officers recommend deferring our decision until October 2016, when they should have their lease in place. It will also give them time to develop their financial and organisation plans fully. If we do fund them during this round, officers strongly recommend a condition that we won't pay anything until the lease and other funding is in place.	Recommended Grant	£6,708 or defer decision

Applicant responses	
Details of the project	To establish a thriving Youth Cafe with support services and activities for young people in the Botley area. Particularly to employ two Support Workers (including one with a background in catering and suitable skills for direct work with young people). The vision is to provide a safe space for young people 12-25 to meet, socialise and learn new skills and develop their enterprising ideas.
Financial statement from the organisation	Membership fees for the CIC are held in reserve to protect members liability.
Statement about town/parish support	Yes we have approached North Hinksey Parish Council (NHPC) and Cumnor Parish Council (CPC) for contributions towards capital costs. We have secured £250 from CPC and have been invited to submit a revised bid to NHPC. We have also been in consultation with councillors from NHPC Recreation & Amenities Committee regarding community needs, and how to meet their key priority of improved facilities for older children and teenagers.
Community benefit	
Who will benefit from your project?	The whole community, through bringing together and integrating families and young people new to the area with existing communities Young people aged 12 - 18 (and up to 25 with particular needs) Young parents Community groups and user groups Older people through joint work with Seacourt Hall Trustees and lunches for the elderly Disabled young people including young people on the autistic spectrum Young people who are NEET (Not in Education Employment or Training)
How did you identify a need in the community for your project or service?	Need was identified through local strategies eg 2015 NHPC Leisure Survey demographic data - 2289 young people aged 12 - 25 years live in local wards researching crime statistics in 2014 and 2015 with a search based on the OX2 9LS postcode consultation with children and young people at North Hinksey Junior Youth Club consultation with community members at a supporters event referencing the Neighbourhood Plan for a cohesive and caring community.
What sustainable and/or energy saving measures does your project include or offer?	Striving to use recycle or reclaimed materials to create an environmentally friendly and sustainable environment. Commitment to use local produce to reduce food miles including donations from local allotments and gardens for specials on the menu. Policy to use excess local produce for making and marketing preserves and chutneys.
Consultation	
What consultation have you carried out with the community or professional advisors?	Consultation with the Youth, Engagement and Opportunities Service Manager for Oxfordshire County Council with a responsibility for Positive Activities and NEET across the county - see statement attached.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	The project will provide a new facility for the whole community and for young people. Specifically, this project will provide a skilled and competent Support Worker to ensure regular opening hours and safe operating procedures in a catering environment. The support worker will support and enable young people to be actively involved in the operation of the Youth Café and to learn new skills and work experience in catering, food preparation and customer service.
What new activities will take place because of this project?	New activities will take place as the Youth Café will provide a new universal service for all young people to access and specialist support for vulnerable young people. The Support Worker post will enable the personal and social development of young people through upskilling young people with relevant skills and knowledge in relation to catering, through encouraging them to record their achievements and gain accreditation for their work, and through fostering strong team work.

APPENDIX TWO – NHB Grants Policy

Introduction

This scheme seeks to support community initiatives that improve local facilities or help integrate communities, particularly in areas that have accommodated new housing.

Applicants apply online through the council's website, where the full procedures are available.

What type of project will the scheme fund?

We're looking to fund projects that support community initiatives and facilities, particularly those that help to integrate new communities. They must take place in the district or within a three-mile radius if significant numbers of our residents will benefit.

We will fund both capital and one-off revenue expenditure from this scheme. This can include start-up costs, building improvements and equipment purchases. It excludes contributing to financial commitments like loans or mortgages and ongoing revenue costs like wages for existing staff.

We usually only accept applications for projects that haven't already started, however in exceptional circumstances (like a major funder pulling out or unforeseen additional works) then the head of corporate strategy can make an exception.

Organisations cannot apply to this scheme for projects we've awarded grants to before.

Who can apply to the scheme?

Any community-based organisation with a signed constitution, including non-profit businesses, community interest companies and parish and town councils can apply.

We will not consider projects for private individuals, businesses, residential buildings or any that usually fall to other public sector/statutory bodies to provide or will primarily benefit organisations under their remit. For example we can't fund projects to improve roads/footpaths, schools, academies, forest/free schools or health services.

We're committed to promoting equality and diversity, and welcome applications from organisations who represent minority or vulnerable groups.

What are the minimum and maximum awards for the scheme?

Organisations can request a minimum of £1,000 and up to 50 per cent of their total project cost. In exceptional cases, like a major funder pulling out of a project that offers significant benefit to our residents we will consider a request for more than 50 per cent.

To request an exceptional amount applicants must get approval from the head of corporate strategy (via the grants team) before submitting an application. The online application system won't allow requests for over 50 per cent without officer approval.

We will not award more than the amount requested by the applicant.

The maximum an organisation can request is the committee's budget for each round of applications, which we'll publish on the council's website before and after each round of awards.

We will only award one capital grant for each project so if an applicant applies to this scheme and the Capital Grant scheme and is successful in one, we will withdraw the application from the other.

Opening and closing dates

We'll usually open for applications twice each year (if there is sufficient budget available), except in a district council election year when we may only open for one round.

We'll advertise the provisional opening and closing dates each November and will confirm them after the annual budget-setting meeting.

We'll open each round of funding for a minimum of six weeks and will usually make decisions within 12 weeks of the closing date.

Where possible we will avoid opening over school holidays.

Scheme eligibility criteria

All applicants must provide:

- a copy of the latest statements for any bank/building society accounts in the name of the organisation
- two quotes for the project or a professional estimate for any building work
- a breakdown of the budget for the project including all the sources of funding

They must also confirm:

- they have a signed constitution and could provide it on request (except parish or town councils, churches or similar organisations that are governed by a central body and therefore don't have their own constitution)
- the project won't start before a decision has been made, which is usually 12 weeks from the closing date (unless otherwise agreed with the grants team before applying)
- they have all the necessary consents such as planning permission, listed building consent, Diocese faculty etc and could provide them on request
- they will provide additional information to help us evaluate their application on request

Applicants requesting more than £10,000 must also provide:

- copies of any necessary planning, listed building, Diocese faculty and other relevant permissions

- their most recent financial accounts or their working budget and financial plan for the year if they're a new organisation
- a project plan including ongoing maintenance arrangements

Applicants requesting over £25,000 must also provide:

- evidence of ownership of the property or a lease with at least ten years remaining, including a copy of the Land Registry title documents.

The head of corporate strategy can decide if we'll accept any applications that don't meet all the above criteria. Applicants must give clear reasons why they can't for us to consider an exception.

Projects awarded up to £10,000 must complete within 12 months from our award date. Projects awarded over £10,000 must start work within 18 months of our award date, and must complete within 36 months.

If there's any unexpected delays to the project, applicants can request one extension of up to 12 months, giving the reasons for the delay. We must receive these requests at least one month before the end of the original grant term.

We'll send reminders for outstanding grants three months before they expire and will return any unclaimed awards to the council's general reserves after the expiry date.

Area committees

The leader of the council has split the district into three geographical area committees for determining community grants. Each committee is made up of the councillors elected in the wards they cover. A map of the area committee boundaries is attached in appendix one.

The council will appoint a chairman for each area committee for the coming year at the annual budget-setting meeting. At the first committee meeting that follows, the committee will elect a vice-chairman.

Allocation of budgets to area committees

The council will decide if it wants to allocate any budget for NHB grants at its annual budget-setting meeting. The minimum budget to run the NHB scheme in any year is £45,000, which we'll then split between the area committees.

The minimum budget each area committee must have to open for a round of funding is £5,000.

We'll split the total budget between the area committees based on their proportion of the district's increase in occupied homes, according to the council tax register (including exempt properties) for the 12 months up to September of the last financial year. This approach directs the budget to the areas that have seen the most recent growth.

Remaining budgets at year end

We'll return any unused budget at the end of each financial year to the council's general reserves.

Decision-making

Grants team

The grants team will review the eligibility of every application before using the scoring matrix in appendix two to suggest scores and awards for the area committees to then review and amend as necessary. They will also flag any concerns with their scores.

Area committees

Each area committee will review the officer scores and comments for the applications in their area and will amend scores as necessary, giving clear reasons for any changes. The final score agreed by the committee will determine how much, if any funding the project gets as per the matrix in appendix two.

If an application covers more than one area committee, we will divide the request amount between the relevant committees based on the percentages used to allocate the annual budget.

The committee can recommend not funding an application that scores enough points if they:

- have serious concerns around the management of the project now and in the future.
- are satisfied the applicant has sufficient unrestricted reserves to fund the project themselves
- have serious concern as to the financial viability or appropriateness of the proposed project;
- are unsure if the project complies with the criteria or helps deliver the council's strategic objectives

The committee can recommend that the cabinet member for grants makes awards for more than a score allows. The cabinet member's decision is however final.

Once a committee has voted to agree a score and an award, it cannot then amend it.

Head of Corporate Strategy

The head of corporate strategy using delegated powers will decide:

- if we'll accept requests for over 50 per cent of the total project cost
- if we'll accept applications that don't meet all the eligibility criteria
- whether to give extensions to the term of any grant
- whether to amend award percentages or maximum values beyond what was originally agreed, as requested by applicants. Increases will stay within the maximum limits of the scheme.

Cabinet member for grants

The cabinet member for grants will decide:

- any awards to give more funding than a score dictates
- any amendments to the policy and scoring criteria, to make sure it continues to meet the needs of the community (via ICMD).

We'll publicise all the grants we award through our council newsletters, website and the media.

Procedure at area committee meetings

The area committees will conduct their meetings in accordance with the Rules of Procedure set out in Parts 4 and 5 of the council's Constitution.

Declaration of interests

Councillors and officers will declare any interests in accordance with the Rules of Procedure set out in Parts 4 and 5 of the council's Constitution.

Any officer of the council with a pecuniary interest in any application will take no part in the process and register their interest as required by the employee's code of conduct policy.

Standard conditions for all NHB grant awards

We'll include the following standard conditions on all NHB grants:

- Organisations must formally accept the grant offer and agree to meet any conditions by completing and returning a grant acceptance form.
- Organisations must provide evidence that they've spent the grant on the project it was awarded for
- Projects awarded less than £10,000 must complete within 12 months of the award date, projects receiving more than £10,000 must start work within 18 months of the award date, unless we give an extension to the term.
- Projects awarded more than £10,000 must complete work within 36 months of the award date
- Organisations must consult the grants team before making any significant changes to the project, to ensure the grant is unaffected.
- The organisation must acknowledge the council's support in any publicity on the project receiving a grant.

We'll include the following standard condition on all grants over £25,000:

- Organisations must register a restriction or charge on the registered title in the council's favour with the Land Registry, before work starts on the project, unless otherwise agreed in writing by the council.

We may add extra conditions to any grant if we consider it necessary.

The head of corporate strategy has delegated authority to remove any agreed grant conditions following a written request from the applicant.

Failure to meet all the agreed conditions may delay payment or, in extreme cases result in us withdrawing our grant offer.

Payment of grants

We will only pay towards costs incurred after our decision date.

We pay the grants in two stages, half when we receive their signed acceptance form (for awards under £10,000) or, for awards over £25,000 their grant agreement is in place and we have confirmation that a charge or restriction in our favour has been placed on the registered title. We pay the balance when the project completes, upon receipt of evidence of expenditure.

In exceptional cases like property purchases, we may make a single upfront payment, which officers will recommend as part of their evaluation.

If the project costs less than expected, we'll reduce our final payment accordingly and, if necessary, request back some of the first payment (the minimum amount for us to request repayment is £500)

APPENDIX THREE - Breakdown of Additional Homes in Area by Parish

The Abingdon and North East area saw 30.33 per cent of the overall additional homes occupied in the district during the relevant 12 month period.

Minus figures mean there has been a reduction in occupied homes in that parish during the relevant 12 month period. The recent parish boundary changes may account for a number of these reductions.

Area committee	Parish/town	2014 total occupied homes	2015 total occupied homes	Total parish increase	Percentage of area's total increase
Abingdon	Abingdon	14,528	14,572	44	17.89%
Abingdon	Appleford	141	141	0	0.00%
Abingdon	Cumnor	2,582	2,608	26	10.57%
Abingdon	Drayton	981	986	5	2.03%
Abingdon	Kennington	1,755	1,758	3	1.22%
Abingdon	Marcham	708	708	0	0.00%
Abingdon	North Hinksey	2,020	2,172	152	61.79%
Abingdon	Radley	1,003	1,006	3	1.22%
Abingdon	St Helen Without	845	846	1	0.41%
Abingdon	South Hinksey	170	171	1	0.41%
Abingdon	Sunningwell	373	374	1	0.41%
Abingdon	Sutton Courtenay	1,055	1,061	6	2.44%
Abingdon	Wootton	1,182	1,186	4	1.63%
Abingdon	Wytham	69	69	0	0.00%
	Total	27,412	27,658	246	
	District Total	52,543	53,354	811	

APPENDIX FOUR Capital Grants 2016/17 evaluations Abingdon and North East

Ref no.	Organisation	Scheme	Total project cost	Amount requested	% of total cost requested	Recommended score	Recommended award *
VC1R\40	Matrix Arts Centre, Sutton Courtenay	Building extension	£128,226	£40,000	31.19%	6 (medium priority)	£26,000 20.27% of the total cost (75% of requested amount)
VC1R\6	Branches Young People's Support Service, West Way, Botley	New youth café – purchasing equipment	£16,262	£8,131	50.00%	7 (medium priority)	£6,098 37.49% of the total cost (75% of requested amount)
VC1R\38	Cumnor Parish Council	Play area improvements (at two sites)	£53,566	£20,000	37.34%	9	£0 fund from NHB application instead
			TOTAL	£68,131		Total	£32,098
						Budget	£42,460
						Balance returned to budget	£10,362

* The award recommendation figure is the percentage of the total project cost we will pay, capped to a maximum amount.

Officer recommended award levels (budget permitting)

9-12 points	High priority – award as requested (up to 50 per cent of total cost)
5-8 points	Medium priority – award between 50 and 75 per cent of requested amount
0-4 points	Low priority - no funding

Scoring and award matrices

Scoring matrix:

Criteria	0 points	1 point	2 points	3 points
New facilities or activities	The project offers very little if any new activities or facilities	The project replaces existing facilities or allows existing activities to continue	The project improves an existing facility or activity	The project will provide a new facility or will allow new activities to take place
Community benefit	The project offers little if any benefit to the community	A single sport or special interest group will benefit	More than two community groups or a minority group will benefit from the project	The whole community will benefit/the project will help to integrate new and existing communities
Funding the project	They haven't secured much if any of the other funding needed for the project	They've secured some of the other funding needed but still have some to find	They've secured most of their other funding and have a plan in place for raising the rest	They've secured all the other funding needed for the project
Organisation's contribution	They aren't contributing to the project	They're contributing less than 25% of the project cost	They're contributing between 25 and 50% of the project cost	They're contributing over 50% of the project cost

Award matrix:

9-12 points	High priority – award as requested (up to 50 per cent of total cost)
5-8 points	Medium priority – award between 50 and 75 per cent of requested amount
0-4 points	Low priority - no funding

Matrix Arts Centre, Sutton Courtenay	Ref	VC1R\40
Building extension		

Total project cost	£128,226	
Amount requested	£40,000	
Organisation's contribution	£25,000	Organisation's latest bank balance £48,202
Other funding	£63,226	From a bank loan (currently unsecured)

Previous grants

None

Scoring

New facilities or activities		
The project will improve their existing building to include an additional small classroom, staff room and waiting area. They can offer additional classes as a result, but it won't result in new activities taking place.	Score	2/3
Community benefit		
The centre's staff and students (who pay for lessons) will benefit from the project. Because they offer classes in a range of music and dance officers awarded them two points.	Score	2/3
Funding the project		
They have enough in the bank to cover their contribution and possibly a little more. They plan to get a bank loan for the remaining £63.226 but they've not secured it yet, so officers have only awarded them one point.	Score	1/3
Organisation's contribution		
They are contributing 19.5 per cent and might be able to afford a bit more, based on their bank balances at the time of application. They plan to get a bank loan for the balance and we don't know if they can afford the repayments.	Score	1/3
Consultation		
They've consulted their management committee and staff on the proposed extension.		
The parish council objected to their planning application for the extension, particularly around the parking arrangements.		
Project completion within timeframe		
They hoped to start work on 1 September, which seems unlikely as they've yet to secure their bank loan and if we award them over £25,000 they'll need to enter into a grant agreement and legal charge with us before they can access any of our funding. This usually takes at least three months from our decision date to complete, which is late October in this case.		
Financial and project management plans		
They'll pay for the maintenance from their income each year. We've not received a detailed project plan for the building work.		
DEDUCTIONS, CONCERNS AND OTHER CONSIDERATIONS	Deduction(s)	
As they've yet to secure their loan we can't tell if the repayments are affordable for them.	Total score	6/12
As the parish council objected to the planning permission, the local community might not want to project to take place.	Recommended Grant	£26,000 (20.27% of the total cost)

Applicant responses

Details of the project	<p>A single-storey extension to provide a much-needed waiting area, including a small gallery, an additional classroom and a staff room. The footprint of the extension is just over 105 m2.</p> <p>Our main activities are for children who begin their music education with us aged between 3 and 7 years and our building is now at capacity during non-school hours.</p>
Financial statement from the organisation	<p>We cannot borrow anymore. We have no more reserves. We feel £5000 is a fair sum for our existing families to fund.</p>
Statement about town/parish support	<p>We approached Sutton Courtenay Parish Council prior to seeking planning permission. Unfortunately the PC objected to the application so it went to committee who unanimously approved. We hadn't considered the PC might be able to give financial support for a building project but will research this with the hope we can reduce the amount we have to borrow.</p>
Community benefit	
Who will benefit from your project?	<p>Our catchment area is quite large (approx 8 mile radius). We organise and administer most of the activities on offer. Music education is our focus and we have a thriving Yamaha Music School.</p> <p>Other activities: Art club, water colours (adults), fitness groups, St Mary's School of Dance, All Saints' Singers. Occasional users: ABRSM, Oxford Harmony, National Childrens' Orchestra, SC village meetings, Oxford Piano Group 500 students attend regular activities (3 years to adult), 20+ visiting teachers.</p>
How did you identify a need in the community for your project or service?	<p>The trustees and management have been discussing the project for a few years. The need is obvious: we continue to receive enquiries and our classroom space is incredibly tight during the times our students can use it.</p>
What sustainable and/or energy saving measures does your project include or offer?	<p>We already have solar panels (installed privately). I will forward the drawing and specification files - these include energy saving information.</p>
Consultation	
What consultation have you carried out with the community or professional advisors?	<p>We have employed an architect who will oversee the project.</p>
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	<p>The project will provide new facilities for students, parents and teachers. The new classroom will allow 150 more children to access our high quality music education courses. Increased capacity will eventually see an increase in profit, providing more bursaries. We will be able to train more teachers. New waiting area will have a dedicated exhibition space. New staff room will give space for professional interaction and sharing.</p>
What new activities will take place because of this project?	<p>The project will increase the capacity for our existing activities. We look forward to art exhibitions.</p>

Branches Youth Cafe, West Way, Botley		Ref	VC1R\6
New youth café – purchasing equipment			
Total project cost	£16,262		
Amount requested	£8,131		
Organisation's contribution	£4,067	Organisation's latest bank balance	£3,250
Other funding	£4,064	Of which £3,250 is secured in grants from Cumnor Parish Council and SOHA	
Parish/town council contribution:	£250 (Cumnor)		

Previous grants

Requested 2016/17 NHB £8,944 towards staff costs

Scoring

New facilities or activities		
The project will purchase equipment for a new youth cafe in the West Way centre. They are working to secure a lease for one of the units there until the demolition works begin in Q2/3 2018. The café will initially open between 3-6pm two nights a week and 12-6pm on Saturdays.	Score	3/3
Community benefit		
The café will benefit young people in the Cumnor, North Hinksey and Botley areas. There is potential that some other groups (like a pensioners lunch club) may use the café, but we haven't included this in their score as this extra use isn't confirmed. If they can confirm this in writing at the meeting we could increase this score. Their access audit has highlighted some issues around disabled access and toilets, which may stop some groups using the space. As the café is only going to open on limited hours, the benefit is more limited than a free facility that's open at all times (like a play area). If they can confirm more groups will use the space or that the facility will open more often than is our understanding this score could increase.	Score	1/3
Funding the project		
They're contributing 25 per cent of the cost and have already secured £3,250 from Cumnor Parish Council and SOHA. They're waiting to hear if their other requests are successful. If they've secured all their other funding when the committee this score could increase.	Score	2/3
Organisation's contribution		
They hope to contribute 25 per cent, which is more than they can currently afford. They also need to contribute their youth worker project from their reserves. As they don't have all their contribution officers only awarded one point. If they have their full contribution when the committee meet, this score could increase.	Score	1/3
Consultation		
They've not provided any evidence of consultation with young people in the area, but local plans support more provision for young people (but not specifically a youth café or something in this location). County Council support this specific project in principle, but not financially.		
Project completion within timeframe		
Their intended purchasing dates work within our time limits for the scheme.		
Financial and project management plans		
Officers have some concerns about the working budget provided, as some figures don't seem feasible and it may require further work to ensure it's realistic. They could potentially work with other groups to better use of the space when they aren't running the youth café. They have no long-term plans for their location or future finances.		
DEDUCTIONS, CONCERNS AND OTHER CONSIDERATIONS	Deduction(s)	
They haven't secured their premises yet, and the West Way site is only a temporary solution.	Total score	7/12
Despite scoring enough to receive some funding, officers recommend deferring our decision until October 2016, when they should have signed their lease and more robust financial and organisation plans. If we do fund them during this round, officers strongly recommend a condition that we won't pay anything until the lease and other funding is secure.	Recommended Grant	£6,098 (37.49% of the scheme cost) or defer decision

Applicant responses

Details of the project	To establish a Youth Café with support services and enterprising activities for young people in the Botley area. The vision is of a thriving inclusive Youth Café with opportunities for personal and social development providing a safe space for young people aged 12-25 to meet, socialise and learn new skills. Vulnerable young people will be identified for more specialist support. Young people will be involved in the running of the project as members of Branches.
Financial statement from the organisation	Income from membership fees for the CIC is ring-fenced as liability protection for members.
Statement about town/parish support	Yes we have submitted bids for funding to North Hinksey Parish Council (NHPC) and Cumnor Parish Council (CPC). CPC has awarded a £250 grant. Our project addresses issues raised in the North Hinksey Parish Neighbourhood Plan and aligns with the key priority of improving facilities for older children/teenagers in the parish and thus we are working with the NHPC Recreation and Amenities committee and have been asked to re-submit a bid as an incorporated company.
Community benefit	
Who will benefit from your project?	The whole community, through bringing together and integrating families and young people new to the area with existing communities Young people aged 12 - 18 (and up to 25 with particular needs) Young parents Community groups and user groups Older people through joint work with Seacourt Hall Trustees and lunches for the elderly Disabled young people including young people on the autistic spectrum Young people who are NEET (Not in Education Employment or Training)
How did you identify a need in the community for your project or service?	Need is evidenced through : Local strategies eg 2015 Leisure Survey, North Hinksey Parish Council. 'Making improvements for older children and teenagers' is a key priority. Demographic data ie there is a population of 2,289 young people aged 12 – 25 years living in the immediate area around Botley, North Hinksey and Cumnor (Oxfordshire County Council Data Observatory Data mid-2013) Consultation eg 30+ Children at North Hinksey Junior Youth Club (NHJYC) gave positive responses .
What sustainable and/or energy saving measures does your project include or offer?	Striving to use recycled, reclaimed or 'green' materials in the Café offer and in art projects to create an environmentally friendly and sustainable environment. Aiming to use local produce to reduce food miles including donations from local allotments and gardens for specials on the menu. Intending to use excess local produce for making and marketing preserves.
Consultation	
What consultation have you carried out with the community or professional advisors?	'There is a desperate need to provide a dedicated space for...young people, to provide a place that can meet their needs and provide support both for their aspirations as young adults to be (work, training, etc.) and also as adolescents going through a period of questioning, sometimes risky behaviour or wanting to challenge or assert themselves as independent young people .' Extract from email from Youth, Engagement & Opportunities Service Manager, Oxfordshire County Council.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	The project will create a new facility for young people, ie a Youth Café, by refurbishing and improving an existing retail unit in the Westway precinct. The project will improve the kitchen and servery area, ensuring the Café is fit for purpose as a food outlet and is safe and secure. The project will equip the Youth Cafe with suitable commercial catering equipment to cater for high volumes of young people and community user groups.
What new activities will take place because of this project?	The Youth Café will allow us to offer new activities for young people aged 12 - 25. The Youth Café will be open to young people after school and at the weekends. Wrap-around support services and creative projects will be developed according to the young people's interests and needs. Young people will be involved in running the Café and developing and evolving business enterprises that branch out from the provision.

Cumnor Parish Council	Ref	VC1R\38
Play area improvements at two sites		

Total project cost	£53,566	Fogwell Road, Botley £30,000 Mayfield, Farmoor £23,566
Amount requested	£20,000	
Organisation's contribution	£20,000	Organisation's latest bank balance £239,741
Other funding	£13,566	All unsecured S106 money

Previous grants

None but they have applied to the NHB scheme for this work as well. We can only fund them from one of the schemes.

Scoring

New facilities or activities		
The project will replace and improve existing play and fitness equipment at two sites in the parish (Fogwell Road, Botley and Mayfield in Farmoor), making them more appealing to a wider age range. They're improving a third play area at the same time, but it wasn't eligible for the scheme.	Score	2/3
Community benefit		
These are public parks open to anyone. While the play areas mainly benefit children and their families, the fitness equipment appeals to any age group.	Score	3/3
Funding the project		
They're planning to use some of their reserves (37.34 per cent) and S106 contributions (25.32 per cent) to fund the rest of the cost. They hadn't applied for the S106 money at the time of application, but if they've secured it when the committee meet their score could increase.	Score	2/3
Organisation's contribution		
They are contributing 37.34 per cent (£20,000). They have ring-fenced over £49,700 of their reserves towards play area maintenance and repairs, so might be able to contribute more without eating into their general reserves. According to the financial information provided they made a surplus of £23,000 in 2015 and anticipate a similar surplus in 2016. They should therefore be able to replenish their reserves quickly after this project.	Score	2/3
Consultation		
Their latest ROSPA reports recommended some of the improvements and they've surveyed their residents to identify the kind of equipment to install.		
Project completion within timeframe		
Their intended start and end dates work with the time limits for the scheme.		
Financial and project management plans		
They'll absorb the maintenance into their existing play area maintenance budget/plans. They have an existing fund for play area repairs and replacements with they will continue to build up for the future.		
DEDUCTIONS, CONCERNS AND OTHER CONSIDERATIONS They have also applied for a NHB grant for the same project. We can only fund the work from one of the schemes and, looking at the available budgets, officers recommend funding their NHB application.	Deduction(s)	none
	Total score	9/12
	Recommended Grant	£0 – award from NHB

Details of the project	New play and fitness equipment to be installed at 2 different play parks within the parish.
Financial statement from the organisation	Planned projects: Reserves Burial £82,671 (towards buying new land) Reserves Highways £18,786 (Inc new noticeboards and bus shelter outside Oakenholt care home, Farmoor.) Reserves Recreation £49,731. Set aside for new play equipment or replacement and unexpected maintenance. The Council runs 6 play parks and is also going to improve Kimmeridge play area at the same time as these ones - using S106 toward the cost. The Kimmeridge work isn't eligible to this scheme.
Statement about town/parish support	
Community benefit	
Who will benefit from your project?	The project will benefit young children, teenagers and adults at each area. In particular the improvement of facilities at Fogwell Road play park will benefit Botley Boys and Girls Football Club members and their families whilst watching matches and encourage new residents from the Tilbury Fields Development to integrate with existing residents.
How did you identify a need in the community for your project or service?	Council carried out a survey of residents thoughts and views on the project. A hard copy of the survey was posted through every resident of Farmoor, the Timbet development and Fogwell Road and Tilbury Fields Development. Residents could either return the survey to a certain place or email comments to the Clerk.
What sustainable and/or energy saving measures does your project include or offer?	The project will improve the health and well being of the residents by increasing the range of facilities available.
Consultation	
What consultation have you carried out with the community or professional advisors?	On site consultations were sought with 4 different play equipment suppliers. RoSPA reports will be emailed separately.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	The project will improve play facilities at Fogwell Road play park as presently there is a BMX track, swings and outdoor fitness equipment. At Mayfield play park the project will create new facilities for the 10 to 20 age group.
What new activities will take place because of this project?	Mayfield Road play park adding teenage facilities. At Fogwell Field play park adding teenage equipment to balance the toddler park provided at the LAP in the Tilbury Fields development

APPENDIX FIVE – Capital Grants Policy

Introduction

To help achieve our corporate objective to support local communities we offer grants to voluntary and community organisations towards projects that will benefit our residents.

Applicants apply online through the council's website, where the full procedures are available.

What type of project will the scheme fund?

We're looking to fund projects that support community initiatives and facilities. They must take place in the district or within a three-mile radius if significant numbers of our residents will benefit.

We will only fund capital expenditure (excluding vehicles) from this scheme like buying, building, replacing or making improvements to long term assets (buildings, play areas and equipment). To us a long-term asset must have a life of more than 12 months and must remain the property of the organisation we are funding.

We will not give grants towards loans, mortgages and on-going revenue costs like maintenance, rent/rates, clothing or salaries etc. We may award grants for certain repairs but it depends on their scale and nature so applicants should contact the grants team before applying for a grant for any.

We usually only accept applications for projects that haven't already started, however in exceptional circumstances (like a major funder pulling out or unforeseen additional works) then the head of corporate strategy can make an exception.

Organisations cannot apply to this scheme for projects we've awarded grants to before.

Who can apply to the scheme?

Any community-based organisation with a signed constitution, including non-profit businesses, community interest companies and parish and town councils can apply.

We will not consider projects for private individuals, businesses, residential buildings or any that usually fall to other public sector/statutory bodies to provide or will primarily benefit organisations under their remit. For example, we won't fund projects to improve roads/footpaths, schools, academies, forest/free schools or health services.

We're committed to promoting equality and diversity, and welcome applications from organisations who represent minority or vulnerable groups.

How much can organisations request?

Organisations can request a minimum of £1,000 and up to 50 per cent of their total project cost. In exceptional cases, like a major funder pulling out of a project that offers significant benefit to our residents we will consider a request for more than 50 per cent.

To request an exceptional amount applicants must get approval from the head of corporate strategy (via the grants team) before submitting an application. The online application system won't allow requests for over 50 per cent without officer approval.

We will not award more than the amount requested by the applicant.

The maximum an organisation can request is the committee's budget for each round of applications, which we'll publish on the council's website before and after each round of awards.

We will only award one capital grant for each project so if an applicant applies to this scheme and the New Homes Bonus scheme and is successful in one, we will withdraw the application from the other.

Opening and closing dates

We'll usually open for applications twice each year (if there is sufficient budget available), except in a district council election year, when we may only open for one round.

We'll advertise the provisional opening and closing dates each November, and will confirm them after the annual budget-setting meeting.

We'll open each round of funding for a minimum of six weeks and will usually make decisions within 12 weeks of the closing date.

Where possible we will avoid opening over school holidays.

Scheme eligibility criteria

Applicants must provide:

- a copy of the latest statements for any bank/building society accounts in the name of the organisation
- two quotes for the project or a professional estimate for any building work
- a breakdown of the budget for the project including all the sources of funding

They must also confirm:

- they have a signed constitution and could provide it on request (except parish or town councils, churches or similar organisations that are governed by a central body and therefore don't have their own constitution)
- the project won't start before a decision has been made, which is usually 12 weeks from the closing date (unless otherwise agreed with the grants team before applying)

- they have all the necessary consents such as planning permission, listed building consent, Diocese faculty etc and could provide these on request
- they will provide additional information to help us evaluate their application on request

Applicants requesting more than £10,000 must provide:

- copies of any necessary planning, listed building, Diocese faculty and other relevant permissions
- their most recent financial accounts or their working budget and financial plan for the year if they're a new organisation
- a project plan including ongoing maintenance arrangements

Applicants requesting over £25,000 must also provide:

- evidence of ownership of the property or a lease with at least ten years remaining, including a copy of the Land Registry title documents.

The head of corporate strategy can decide if we'll accept any applications that don't meet all the above criteria. Applicants must give clear reasons why they can't for us to consider an exception.

Projects awarded up to £10,000 must complete within 12 months from our award date. Projects awarded over £10,000 must start work within 18 months of our award date, and must complete within 36 months.

If there's any unexpected delays to the project, applicants can request one extension of up to 12 months, giving the reasons for the delay. We must receive these requests at least one month before the end of the original grant term.

We'll send reminders for outstanding grants three months before they expire and will return any unclaimed awards to the council's general reserves after the expiry date.

Area committees

The leader of the council has split the district into three geographical area committees for determining community grants. Each committee is made up of the councillors elected in the wards they cover. A map of the area committee boundaries is attached in appendix one.

The council will appoint a chair for each area committee for the coming year in the annual budget-setting meeting. At the first committee meeting that follows, the committee will elect a vice-chairman.

Allocation of budgets to area committees

The council will decide if it wants to allocate any budget for capital grants at its annual budget-setting meeting.

We'll split any available budget between the area committees before each round of funding. We will use the following system to calculate their percentage of the budget:

	Total	Abingdon	Faringdon	Wantage
Parishes (exc towns)	65	13	32	20
Cllrs per town	16	10	2	4
Electors (as at August 2015)	97991	51093	19400	27498
0.60p per elector	£58,795	£30,656	£11,640	£16,499
£500 per parish/cllr	£40,500	£11,500	£17,000	£12,000
Total	£99,295	£42,156	£28,640	£28,499
Percentage	100.00%	42.46%	28.84%	28.70%

We will update the number of electors in this table each August, in preparation for the annual budget setting process, as the number of electors will determine the minimum budget required for the scheme each year.

The minimum budget each area committee must have to open for a round of funding is £5,000.

Allocation of unspent budgets

The cabinet member for grants can request that the section 151 officer agree to carry forward any unallocated CG budget to the next financial year. The cabinet member must give reasons why a carry forward is justified.

If the Section 151 officer agrees to carry forward any remaining budget, we'll add it to the total CG budget for the next year and divide it between the area committees using the system set out earlier in this policy.

We'll return any underspent or expired grants to the council's general reserves at the end of each financial year.

Decision-making

Grants team

The grants team will review the eligibility of every application before using the scoring matrix in appendix two to suggest scores and awards for the area committees to then review and amend as necessary. They will also flag any concerns with their scores.

Area committees

Each area committee will review the officer scores and comments for the applications in their area and will amend scores as necessary, giving clear reasons for any changes. The final score agreed by the committee will determine how much, (if any) funding the project gets as per the matrix in appendix two.

If an application covers more than one area committee, we will divide the request amount between the relevant committees based on the percentages used to allocate the annual budget.

The committee can recommend not funding an application that scores enough points if they:

- have serious concerns around the management of the project now and in the future.
- are satisfied the applicant has sufficient unrestricted reserves to fund the project themselves
- have serious concern as to the financial viability or appropriateness of the proposed project;
- are unsure if the project complies with the criteria or helps deliver the council's strategic objectives

The committee can recommend that the cabinet member for grants makes awards for more than a score allows. The cabinet member's decision is however final.

Once a committee has voted to agree a score and an award, it cannot then amend it.

Head of Corporate Strategy

The head of corporate strategy using delegated powers will decide:

- if we'll accept requests for over 50 per cent of the total project cost
- if we'll accept applications that don't meet all the eligibility criteria
- whether to give extensions to the term of any grant
- whether to amend award percentages or maximum values beyond what was originally agreed, as requested by applicants. Increases will stay within the maximum limits of the scheme.

Cabinet member for grants

The cabinet member for grants will decide:

- any awards to give more funding than a score dictates
- any amendments to the policy and scoring criteria, to make sure it continues to meet the needs of the community (via ICMD).

We'll publicise all the grants we award through our councillor newsletter, website and the media.

Procedure at area committee meetings

The area committees will conduct their meetings in accordance with the Rules of Procedure set out in Parts 4 and 5 of the council's Constitution.

Declaration of interests

Councillors and officers will declare any interests in accordance with the Rules of Procedure set out in Parts 4 and 5 of the council's Constitution.

Any officer of the council with a pecuniary interest in any application will take no part in the process and register their interest as required by the employee's code of conduct policy.

Standard conditions for all CG awards

We'll include the following standard conditions on all CG grants:

- Organisations must formally accept the grant offer and agree to meet any conditions by completing and returning a grant acceptance form
- Organisations must submit evidence that they've spent the grant on the project we awarded it for
- Projects awarded less than £10,000 must complete within 12 months of the award date, projects receiving more than £10,000 must start work within 18 months of the award date, unless we give an extension to the term.
- Projects awarded more than £10,000 must complete work within 36 months of the award date
- Organisations must consult the grants team before making any significant changes to the project, to ensure the grant is unaffected
- The organisation must acknowledge the council's support in any publicity on the project receiving a grant.

We'll include the following standard condition on all grants over £25,000:

- Organisations must register a restriction or charge on the registered title in the council's favour with the Land Registry, before work starts on the project, unless otherwise agreed in writing by the council.

We may add extra conditions to any grant if we consider it necessary.

The head of corporate strategy has delegated authority to remove any agreed grant conditions following a request from the applicant.

Officers will confirm applicants have met all the conditions before making any payment. Failure to meet all the agreed conditions may delay payment or, in extreme cases, result in us withdrawing our grant offer.

Payment of grants

We will only pay towards costs incurred after our decision date.

We pay the grants in two stages, half when we receive their signed acceptance form (for awards under £10,000) or, for awards over £25,000 their grant agreement is in place and we have confirmation that a charge or restriction in our favour has been placed on the registered title. We pay the balance when the project completes, upon receipt of evidence of expenditure.

In exceptional cases like property purchases, we may make a single upfront payment, which officers will recommend as part of their evaluation.

If the project costs less than expected, we'll reduce our final payment accordingly and, if necessary, request back some of the first payment (the minimum amount for us to request repayment is £500).