

# Agenda



Contact: Abbie Mulcairn, Democratic Services  
Telephone: 01235 422520  
Email: [abbie.mulcairn@southandvale.gov.uk](mailto:abbie.mulcairn@southandvale.gov.uk)  
Date: 1 March 2019  
Website: [www.whitehorsedc.gov.uk](http://www.whitehorsedc.gov.uk)

A meeting of the  
**Faringdon Area Committee**  
will be held on Thursday, 14 March 2019 at 6.30 pm  
The Beacon, Wantage

## Members of the Committee:

### Councillors

Simon Howell (Chairman)	Mohinder Kainth
Eric Batts (Vice-Chairman)	Robert Sharp
Roger Cox	Elaine Ware
Anthony Hayward	

**Alternative formats of this publication are available on request. These include large print, Braille, audio, email and easy read. For this or any other special requirements (such as access facilities) please contact the officer named on this agenda. Please give as much notice as possible before the meeting.**

A handwritten signature in cursive script, appearing to read 'M Reed'.

Margaret Reed  
Head of Legal and Democratic

# 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 record apologies for absence.

#### 2. Minutes

(Pages 3 - 4)

To adopt and sign as a correct record the minutes of the Faringdon Area Committee meeting held on 23 July 2018.

#### 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. Public participation

To receive any questions or statements from members of the public that have registered to speak.

#### 6. New Homes Bonus Grants 2018/19 - Round two

(Pages 5 - 32)

To consider the head of community services' report.

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

None



# Minutes

of a meeting of the

## Faringdon Area Committee

held on Monday 23 July 2018 at 6.30 pm  
at The Beacon, Portway, Wantage, OX12 9BX

Open to the Public, including the Press

### Present:

Members: Councillors Simon Howell (Chairman), Anthony Hayward (Vice-Chairman), Eric Batts, Roger Cox, Robert Sharp and Elaine Ware

Officers: Steve Culliford, Carole Cumming and Harry Gable

Number of members of the public: 0

### FA.1 Apologies for absence

Apologies for absence were received from Councillor Mohinder Kainth.

### FA.2 Minutes

The minutes of the meeting held on 18 December 2017 were agreed as an accurate record and were signed by the Chairman.

### FA.3 Declarations of interest

Councillors Simon Howell and Elaine Ware declared that they were familiar with the work of the Viscountess Barrington's Memorial Hall trust and would not vote on their application in the interest of transparency, although they were not trustees or parish councillors. They both remained on the committee for the discussion, citing lack of direct involvement with the application.

### FA.4 Urgent business and chairman's announcements

None.

### FA.5 Public participation

There were no public speakers present at the meeting.

### FA.6 Community grants

The committee considered the report of the head of community services. This set out the applications received and the committee's budgets for community grants and New Homes Bonus (NHB) grants.

### **Viscountess Barrington's Memorial Hall Trust**

The officer introduced the application by the Viscountess Barrington Memorial Hall Trust for a grant of £6,462 towards a £12,925 project to replace the central heating boilers in the Hall.

The committee debated the item. It was noted that the applicant had submitted applications to both the capital grant and NHB schemes, but procedure rules stated that a project may only be funded from one of these schemes. Accordingly, the committee decided to consider this item as a capital application, to allow for the best possible allocation of budget.

#### **RESOLVED:**

- 1. To approve the officer's recommended score of 6 points out of a possible 9.**
- 2. To approve the officer's recommended capital grant of 37.49 per cent of the total cost, capped to £4,846. This was to be awarded to the Viscountess Barrington's Memorial Hall Trust towards the cost of replacing the central heating boilers.**
- 3. To reject the application for a grant from the NHB scheme, due to the grant awarded from the capital budget.**

The meeting closed at 6.55 pm

# Faringdon Area Committee



Report of Head of Community Services  
Author: Kathy Deacon  
Telephone: 01235 422405  
Textphone: 18001 01235 422405  
E-mail: kathy.deacon@southandvale.gov.uk  
To: Faringdon Area Committee  
DATE: 14 March 2019



## New Homes Bonus Grants 2018/19 – Round two

### Recommendations

- (a) that the Faringdon area committee considers the three applications for New Homes Bonus grants and makes awards in line with the approved policy (2017).

### Purpose of report

1. To give the committee the information needed to consider awarding NHB grants for their area.

### Strategic objectives

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

### Background

3. The council opened the NHB grant scheme for applications from 02 January 2019 to 28 January 2019.
4. The Faringdon area received three eligible grant applications requesting a total of £21,010 against a committee budget of £19,432.
5. Officers have evaluated each application against the scoring criteria agreed in the policy and set out in pages 10-13 of this report. The suggested scores determine the level of funding, if any, to award each project. Appendix one outlines the officers’ evaluations and suggested scores for each application and appendix two the percentage of new homes in each parish needed to determine the score for the amount of new housing in the parish.

6. In line with the policy, the committee is asked to review the suggested scores, which will dictate whether to award a grant and if so the level of funding it can award the project.

### **Financial implications**

7. In February 2018, the council set a 2018/19 NHB budget of £100,000 of which the Faringdon area committee was allocated 19.432 per cent (£19,432). The committee did not grant any awards in the first round of funding as it agreed to fund the one application it received from its capital budget, therefore there is £19,432 available for this round.
8. Any budget remaining after this round of awards will be returned to the council's general reserves, as per the agreed policy.

### **Legal implications**

9. The council's legal powers to award these grants are set out in section one of the Localism Act 2011 that gives a general power of competence for local authorities.
10. In May 2018, full council delegated authority to three area committees to determine NHB grant applications within the parameters of the policy.

### **Risks**

11. There are no overarching risks of awarding these grants. Officers have highlighted any risks to individual projects in their evaluation reports.

### **Conclusion**

12. That the committee considers the three eligible applications to the NHB grant scheme and makes awards in line with the approved policy.

### **Background papers**

13. The council's NHB grant policy.

## Appendix one- Faringdon Area 2018-19 NHB grants (round two)

### Officer evaluations

Ref no.	Organisation	Scheme	Scheme cost	Amount requested	% of cost requested	Suggested score	Suggested award
VNHB18-19\43	Be Free Young Carers	Client Management Software Replacement	£5,714	£900	47.25%	8	11.81% capped to £675
VNHB18-19\31	Ashbury Village Hall Management Committee	New insulated floor in Ashbury Village Hall	£20,220	£10,110	50.00%	7	37.31% capped to £7,545 (based on £10,060 required)
VNHB18-19\47	Ashbury Parish Council	Groundworks and Playing Field Creation	£20,000	£10,000	50.00%	6	37.50% capped to £7,500
			<b>Total</b>	<b>£21,010</b>			<b>Total suggested</b>
							<b>£15,720</b>
							<b>Budget</b>
							<b>£19,432</b>
							<b>Balance</b>
							<b>£ 3,712</b>

<b>Be Free Young Carers</b>	<b>Ref</b>	VNHB18-19\43
Client Management Software Replacement		

<b>Total project cost</b>	£5,714		
<b>Amount requested</b>	£900 from each of the area committees	<b>Percentage of total cost requested from this committee:</b>	15.75%
<b>Organisation's contribution</b>	£3,014	<b>Organisation's latest bank balance</b>	£47,313
<b>Other funding</b>	£ 1,800	<b>Of which £1,800 is being requested from other Vale NHB Panels</b>	
Including a parish/town council contribution of	£ 0		

### Previous grants

VCG\689 Carers - Take a Break! Awarded £4,289  
VCCG\1067 Replacement Website Awarded £378

### Scoring

<b>New facilities or activities</b> The project will enable the applicants to continue to register and record interactions with young carers. It will not enable any new activities to take place, therefore the score has been limited to one point.	<b>Score</b>	1/3
<b>Community benefit</b> The primary beneficiaries of this project will be both the staff/volunteers at the organisation and the young carers that use their service. This allows them to score two points in this area.	<b>Score</b>	2/3
<b>Funding the project</b> The organisation has applied for £900 from each of the area committees towards this project and will fund the remaining costs themselves. As the organisation has identified but not secured all of the other funding for the project they are able to score a maximum of two points in this area. It is unlikely that they would be able to fund more of the project given their on-going commitments.	<b>Score</b>	2/3
<b>New Homes in parish(es)</b> The organisation operates throughout the district and is therefore able to score maximum points in this area.	<b>Score</b>	3/3
<p><b>Consultation</b> The applicant has consulted their current software provider and Swindon Carers Centre, which currently uses the software they are looking to purchase. No other evidence of consultation was provided.</p> <p><b>Project completion within timeframe</b> The project is relatively short term, and will fit within the requirements of the scheme.</p> <p><b>Financial and project management plans</b> The applicant has provided a basic project plan, which involves introducing the new software approximately two months before their current provider stops supporting their existing software. The organisation is completely dependant on grant support/donations to meet all its ongoing costs, and nearly stopped operating earlier this year when it was unable to secure enough funding to continue running its core business. If the organisation is not successful in its applications for funding to the other area committees it may not be able to afford the project.</p>		
<b>OFFICER COMMENTS AND RECOMMENDED CONDITIONS</b>	<b>Total score</b>	<b>8/12</b>
	<b>Suggested grant</b>	<b>11.81% of the total cost, capped to £675</b>

## Applicant responses

<b>Details of the project</b>	<p>Purchase of laptop and specialist GDPR compliant client management software to record all client personal contact details and interactions.</p> <p>Our current provider of this software is closing the business and will not be supporting the software after July 2019.</p> <p>New supplier has been sourced to provide suitable secure software, used in other advice settings. The project provides for usage licence, migration of existing records, set up and staff training.</p>
<b>Financial statement from the organisation</b>	<p>Monthly expenditure:</p> <p>Office rental: £680.26</p> <p>Office services (WiFi, phones, cleaning): £55.00</p> <p>Staffing costs: £7,300.00</p> <p>Staff supervision: £100</p> <p>Mobiles: £38.10</p> <p>Expected Income:</p> <p>£9,798.50 South Oxfordshire District Council - 2019/20 Stage payment of four year funding</p> <p>£1,000.00 Henley Town Council - Annual payment of three year funding</p> <p>All income is achieved from applications to trusts and organisations and donations. We therefore cannot be certain in advance that any or all applications will result in funding being awarded.</p>
<b>Statement about town/parish support</b>	<p>Be Free Young Carers approaches all parish councils in the Vale area annually for a general donation towards its work. To date, in 2018/19, parish and town councils in the Vale have donated a total of £15,850. These donations fund our core costs and activities with young carers. A proportion of this funding will go towards the cost of this software.</p>
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	<p>The items requested will help support our work with young carers across the Vale of White Horse. They will allow us to continue recording confidentially our contacts with young carers from all parishes in the Vale, enable us to better track the impact of our work and promote our activities more efficiently to young carers registered with us via mail shots.</p>
<b>How did you identify a need in the community for your project or service?</b>	<p>The project relates to the replacement of software the support for which will be discontinued later this year. We have consulted with our current and preferred supplier have been demonstrated the proposed software to all staff who support the application. There is an absolute operational need for replacement. The replacement software and laptop will enable better statistical analysis of our client group.</p>
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	<p>The laptop will be more energy efficient than older machines currently in use.</p>
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	<p>Laptop supplier was asked to put forward the most energy efficient suitable machine for the purpose. Please see quotation for details.</p>
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	<p>The funding requested will replace existing software that will be unsupported later this year. The software chosen as replacement is like for like in its operation and will enable Be Free YC to continue to register and record its interactions with young carers. It will improve Be Free YC's ability to report on its work and impact and be more efficient in promoting activities to young carers via mail shots.</p>
<b>What new activities will take place because of this project?</b>	<p>The new software will enable existing client registrations and records to continue as they are currently. It will also be capable of analysing in greater detail the impact of our work, improve our reporting and more easily set up mail outs to young carers and others. It is cloud based software so will enable secure flexible working.</p>

<b>Ashbury Village Hall Management Committee</b>	<b>Ref</b>	VNHB18-19\31
New insulated floor in Ashbury Village Hall		

<b>Total project cost</b>	£20,220		
<b>Amount requested</b>	£10,110	<b>Percentage of total cost requested:</b>	50.00%
<b>Organisation's contribution</b>	£60	<b>Organisation's latest bank balance</b>	£19,628
<b>Other funding</b>	£10,050	<b>Of which £10,000 is secured in grants from:</b>	The Big Lottery Fund
Including a parish/town council contribution of	£ 50		

### Previous grants

NHBW6 awarded previously - application did include work to the floor, but this work was later dropped from the programme as they only received £3,000 from us towards a £55,175 project and they were unable to fund everything. Flooring work was not undertaken or claimed for.

### Scoring

<b>New facilities or activities</b> The project will provide a new floor for the hall so that existing activities can continue therefore allowing it to score one point in this area.	<b>Score</b>	1/3
<b>Community benefit</b> Multiple groups use the hall on a regular basis. Due to this varied community use the project has been able to score three points in this area.	<b>Score</b>	3/3
<b>Funding the project</b> The organisation has secured a Big Lottery grant of £10,000 and a smaller grant of £50 from Ashbury Parish Council. As they have secured the remaining funding for their project they are able to score the maximum three points in this area. However with the PC contribution of £50 they require £10,060 from the Vale not the £10,110 requested.	<b>Score</b>	3/3
<b>New Homes in parish(es)</b> Ashbury has not had any additional housing for the period measured for this scheme and therefore cannot score any points for this criteria	<b>Score</b>	0/3
<b>Consultation</b> The organisation has consulted an architect about this project. <b>Project completion within timeframe</b> The project will take place over a one month in the summer and therefore fits with the timings for the scheme. <b>Financial and project management plans</b> The organisation has secured grant funding for approximately half of the project costs and are making a small contribution towards the costs themselves. Given their on-going commitments they would not appear to be able to make a bigger contribution towards the project.		
<b>OFFICER COMMENTS AND RECOMMENDED CONDITIONS</b>	<b>Total score</b>	<b>7/12</b>
	<b>Suggested grant</b>	<b>37.31% of the total cost, capped to £7,545</b>

## Applicant responses

<b>Details of the project</b>	To remove the existing wooden floor, lay 50mm insulation and replace floor with new engineered oak boards, replace skirtings and decorate
<b>Financial statement from the organisation</b>	We aim that our normal annual expenditure and income (including fund raising events) approximately balances. We are aware of a probable large expenditure which will be needed to repair the front external wall of the hall which has cement render patches which are coming loose. It is intended to start looking for estimates and grants for this work later this year.
<b>Statement about town/parish support</b>	Yes - I asked the Parish Council to consider a small grant to confirm their support for a new insulated floor in the village hall at their meeting on 14th January 2019. This was duly discussed and agreed.
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	Regular keep fit classes in Total Body Workout, Karate, Pilates, Indoor Bowls Water colours and regular craft classes The community club attracts many of the older members of the community We hope to restart the toddler group a little later this year and still have all the equipment to do this The hall is used for private parties as it is well equipped for 100 people. Parish Council and use for committees, breakfasts, etc.
<b>How did you identify a need in the community for your project or service?</b>	Committee members regularly attend the various classes and events and get feedback from others. People have constantly complained of their feet being cold, or when lying on the floor for exercises (even on mats) being in a draft. We had hoped to provide an insulated floor as part of our major refurbishment three years ago but did not get sufficient grant money so had to put it on hold.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	The new insulated floor should help reduce our use of electric heating We had an energy audit a few years ago (attached) before carrying out the major refurbishment work which included roof insulation, double and secondary glazing. At that time the floor was not seen as a problem as the hall was generally cold. Since carrying out the work in 2014/15 the hall is much warmer and the floor problem is more noticeable.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	It is on the advice of our architect, Roger Baker Architects, that we have decided to insulate and renew the floor to counter the draft problems we have.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	The project will give the hall a less draughty and smooth floor which will enable existing and future keep fit classes to be run more comfortably as well as other educational classes where we sit at tables for a while eg water colours, craft classes. Currently however warm the hall is the floor is always cold as there is no insulation and cracks between the floor boards let drafts in.
<b>What new activities will take place because of this project?</b>	The project will allow us to continue to offer facilities for extra classes which are popular with local people. Keep fit and craft are always well attended. Existing classes are more likely to continue if people feel comfortable and warm. Since our major refurbishment the hall use has more than doubled. It is hope that this usage will continue to increase with the improved facility.

<b>Ashbury Parish Council</b>	<b>Ref</b>	VNHB18-19\47
Groundworks and Playing Field Creation		

<b>Total project cost</b>	£20,000		
<b>Amount requested</b>	£10,000	<b>Percentage of total cost requested:</b>	50.00%
<b>Organisation's contribution</b>	£2,500	<b>Organisation's latest bank balance</b>	£41,299
<b>Other funding</b>	£7,500		
Including a parish/town council contribution of	N/A		

### Previous grants

No previous awards

### Scoring

<b>New facilities or activities</b> The project will improve an existing small scale facility to make it more accessible by the community therefore allowing the project to score two points in this area.	<b>Score</b>	2/3
<b>Community benefit</b> The project will create a flat more accessible community space within the village. As the space will be available to the whole community to use the project is able to score the maximum three points in this area.	<b>Score</b>	3/3
<b>Funding the project</b> The organisation has identified and applied for the remaining funding for the project, however they won't know if these applications will be successful until April. They have applied to the The Big Lottery, Sport England and Oxfordshire County Council. They are contributing £2,500 to the project themselves, but do not appear to be able to contribute more than this. As they have not yet secured 50% of the project costs their score is limited to one point.	<b>Score</b>	1/3
<b>New Homes in parish(es)</b> Ashbury has not had any additional housing for the period measured for this scheme and therefore cannot score any points for this criteria	<b>Score</b>	0/3
<b>Consultation</b> No evidence of professional consultation has been provided with the application. <b>Project completion within timeframe</b> The project is expected to complete in approximately nine months which fits with the timings for this scheme. <b>Financial and project management plans</b> A project management plan has been submitted with the application, however no details of how the ongoing maintenance costs for the playing field will be met, have been provided.		
<b>OFFICER COMMENTS AND RECOMMENDED CONDITIONS</b>	<b>Total score</b>	<b>6/12</b>
	<b>Suggested grant</b>	<b>37.50%</b> of the total cost, capped to <b>£7,500</b>

## Applicant responses

<b>Details of the project</b>	Responding to strong, ongoing community requests, we hope to create a level playing field that children and adults alike will enjoy for exercise, relaxation and social events. We have quite a large space as a result of an S106 agreement with developers, but currently it is very little used as there are no flat areas. It is quickly becoming an expensive liability rather than an amenity. We hope to turn this tide by improving its attractiveness and utility, creating an area which will be easier to maintain and enjoyable area for all.
<b>Financial statement from the organisation</b>	Not applicable.
<b>Statement about town/parish support</b>	
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	For the community of the Parish to flourish we need to improve its mental and physical health, and grow its network of social interaction. Some of the specific groups which will benefit are: Ashbury Primary School, older children (Faringdon, King Alfreds, The Ridgeway School), Ashbury Village Fete Committee, St Mary's Church Ashbury, Evangelical Free Church, WI, Guide Dog for the Blind puppy training, watercolour painting class, fitness classes (building on the Vale's Go Active initiative),etc
<b>How did you identify a need in the community for your project or service?</b>	Responding to calls from the school for a place for children to safely play, from older adults to address the problem of social isolation, and from the village as a whole to develop the Green, we formed a planning committee comprised of farmers, businesspeople, parents, older residents, then reached out through PC meetings and Minutes, our round-robin village email group, noticeboards, our Parish newsletter and tables at the local market to solicit wide-ranging input.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	n/a
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	Two members of the Village Green subcommittee have professional experience of landscaping projects.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	We will be creating a simple, easily maintained playing field from what is at the moment a neglected and barely usable space (save for dog walking). With the soil gained by making the ground flat and therefore useable, we will create a small mound which will be both a visual feature for adults and amenity on which children can play.
<b>What new activities will take place because of this project?</b>	Village and local school children will able to play daily, hold annual sports days. Younger adults will be able to take exercise, improving fitness and long-term health outcomes. Older people will be inspired to get out of doors, increasing their own fitness and improving resilience and social networks. The village as a whole will have an outdoor space in which to hold community events. Each of these activities is new, and of lasting benefit.

## SCORING AND AWARD MATRICES

OVERALL SCORE	PRIORITY LEVEL	AWARDS all awards are subject to the available budget. High priorities are awarded before considering the medium priority projects.
9-12 points	High priority	Award as requested, up to 50 per cent of the total cost (budget permitting) unless there are other reasons identified to limit the grant
5-8 points	Medium priority	Only award if there is budget available after the high priorities have been decided. Medium priorities can only receive up to 75% of the requested amount.
0-4 points	Low priority	No funding awarded

### Scoring for New facilities/activities

Points	Criteria to score	Examples
Page 14	The project doesn't allow any activities to take place or provide a facility for the community's use.	A decorative village sign doesn't allow any community activities to take place or give the community a facility to use.
1 1/4	The project replaces existing facilities or allows existing activities to continue <b>or</b> The project moderately improves a minor community facility or activity.	It replaces furniture in the village hall with like-for-like replacements. Replacing existing park benches with longer-lasting ones.
2	The project moderately improves or extends a substantial community facility or activity <b>or</b> The project significantly improves or extends a minor community facility or activity <b>or</b> The project provides a new minor facility or activity for the community.	Replacing the chairs in the village hall with more comfortable ones or improve a play area to cater for more ages. Buying replacement boats for a small canoeing club.  Installing three new noticeboards in the village.
3	The project will provide substantial new facilities or activities to the community <b>or</b> The project significantly improves a substantial community facility.	Creating a brand-new play area where there wasn't one already. Adding a large extension to a village hall.
Deductions	Deduct one point if the project reduces the activities/facilities on offer. Deduct two points if the project removes a community facility or stops activities taking place without replacing them.	Like a project to overhaul and landscape a car park that reduces the number of parking spaces. Demolishing an old skatepark without replacing it with anything.

## Scoring for Community Benefit

Points	Criteria to score	Example
0	The project offers little or no direct benefit to the community.	A decorative sign or boundary wall with no other purpose
1	A single sport or special interest group, like an art group, will benefit. However, if a sport club wanted to upgrade their pavilion and other groups frequently use it as well, it can score more.	A project to buy cricket pitch covers, IT equipment for a photography club or landscaping a nursery's garden is only benefiting their members/users.
2	Two or more specific groups will benefit.  The project will have a significant impact on the health or wellbeing of one group	A football club is upgrading its changing room, which a hockey club also use Specialist equipment for a centre working with severely disabled people.
3	The project will provide a facility that's open/available to anyone to access, (not just members)  Limit the maximum score for projects on sites owned by religious organisations to two points, as they can limit who can access them under special rules in the Equalities Act.	Play areas, community building or recreation ground.  (e.g. a church hall or Islamic centre)
<b>3</b> <b>Pa</b> <b>15</b>	<b>Deductions</b> Deduct at least one point if the project will reduce (two points if it totally removes) an existing benefit to the community without replacing it.  Remove one point if there are concerns over the ownership/lease of the property.	Replacing a recreation ground with tennis courts for a member's club (open community benefit is reduced as only tennis members will benefit going forward).  Like the term of their lease is too short or their ownership evidence is unreliable.

## Scoring for Funding the project

Points	Financial overview
0	They don't have a plan of how they'll fund the rest of the project and haven't secured any other funding yet. They haven't given details of how they'll fund the ongoing maintenance and eventual replacements.
1	They've got a funding plan, but haven't applied for all of it yet <b>or</b> They've applied for all the other funding needed but have secured less than 50 per cent so far. They've budgeted for the ongoing maintenance but don't say how they'll fund eventual replacements in the future (if applicable).
2	They've applied for all the funding needed and have already secured over 50 per cent of the balance. They've budgeted for the ongoing costs and have a general idea how they'll fund replacements eventually (if applicable)
3	They've secured all the other funding needed for the project already (including if they're funding the rest themselves) <b>or</b> The organisations has requested 100 per cent of the cost and have provided evidence that they've lost a funder, can't raise money themselves (e.g. via precept) and can't apply for other grants/funding.
D Deductions	They've budgeted for the ongoing costs and have a fund/account/pot saving for the replacements in due course. Remove one point if the organisation's finances suggest they could contribute towards the cost but aren't, remove two points if they can afford the whole project without any funding.

### Other potential deductions/considerations:

- Their chosen supplier doesn't appear to offer value for money (their other quote was significantly cheaper for the same work).
- They have only provided one quote stating there is no alternative, but officers have found otherwise.
- Their start dates are too soon to work with our decision-making timeline for the scheme, unless we gave them permission to make an exceptional application before submitting their application.
- They are doing lots of small, similar projects instead of doing all the work in one go, which would be more cost effective.
- The community don't support the project or would prefer a different solution

### Scoring for New homes in parish

Points	Percentage of area's total new homes in the parish the project takes place in
0	Less than 1 % of growth
1	1-10 % of growth
2	11-50 % of growth
3	51 or more % of growth

## Appendix two – breakdown of area’s total increase in homes by parish

Parish/town	2016 total occupied homes	2017 total occupied homes	Total parish increase in year	Percentage of area's total increase
Appleton with Eaton	396	398	2	1.12%
Ashbury	256	256	0	0.00%
Balking	40	39	-1	-0.56%
Besselsleigh	29	29	0	0.00%
Bourton	130	131	1	0.56%
Buckland	255	255	0	0.00%
Buscot	87	87	0	0.00%
Charney Bassett	122	122	0	0.00%
Coleshill	75	75	0	0.00%
Compton Beauchamp	32	30	-2	-1.12%
Eaton Hastings	35	35	0	0.00%
Faringdon (lighting)	3,437	3,438	1	0.56%
Fernham	95	95	0	0.00%
Frilford	88	88	0	0.00%
Fyfield and Tubney	199	199	0	0.00%
Garford	69	69	0	0.00%
Goosey	56	56	0	0.00%
Great Coxwell	132	131	-1	-0.56%
Hatford	36	36	0	0.00%
Hinton Waldrist	146	147	1	0.56%
Kingston Bagpuize with Southmoor	1,116	1,188	72	40.45%
Little Coxwell	70	70	0	0.00%
Littleworth	95	95	0	0.00%
Longcot	217	218	1	0.56%
Longworth	243	245	2	1.12%
Lyford	23	23	0	0.00%
Pusey	28	28	0	0.00%
Shellingford	80	80	0	0.00%
Shrivenham	1,020	1,045	25	14.04%
Stanford in the Vale	966	975	9	5.06%
Uffington	332	358	26	14.61%
Watchfield	1,003	1,044	41	23.03%
Woolstone	61	62	1	0.56%
<b>Total</b>	<b>10,969</b>	<b>11,147</b>	<b>178</b>	<b>100.00%</b>

# **New Homes Bonus (NHB) Grant Policy** (revised March 2017)



## **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 and will benefit the community for at least five or ten years (five years for grants up to £10,000, ten years for grants over £10,000). We are particularly keen to help projects 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 won't fund work/projects we have already funded within recent years (five years for grants up to £10,000, ten years for grants over £10,000).

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 community services can make an exception.

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

We will only consider applications for projects we have previously turned down if officers are satisfied the issues that prevented us funding them have been resolved (including if there was insufficient budget to fund their project).

## **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 community services (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 relevant committee's budget for each round of applications, which we'll publish on the council's website before and after each round of awards.

If an applicant applies for the same project to this scheme and the capital grants scheme and it scored enough to receive funding, we will only fund it from one scheme or 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 usually advertise the provisional opening and closing dates each November and will confirm them after the annual budget-setting meeting.

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

Where possible we will avoid opening for applications over school holidays.

## **Scheme eligibility criteria**

All applicants must provide the following within their application form:

- 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. For one-off revenue costs, like new staff costs or start-up running costs organisations must provide market comparison research to the costs are reasonable.
- two year's annual accounts (audited if appropriate). For new organisations we will require their working budget, income and expenditure to date and a forward financial plan for at least three years.
- their signed constitution or Memorandum and Articles of Association (except parish or town councils). Organisations that are governed by a central body, like churches, should provide a statement signed by an appropriate officer/trustee confirming this and provide a link to an online version of the central governance document.
- the anticipated start and end dates for the project that are within the remit of this policy
- all the necessary consents such as planning permission, listed building consent, landlord consents, licenses etc their last two years' accounts or, for new organisations, their working budget, income and expenditure to date and financial forecast
- a project plan including ongoing maintenance arrangements that is relative to the size of their project
- copies of their Land Registry title documents confirming ownership or tenure (lease). If they have a lease they must also provide a copy of this and have at least ten years remaining on the term. (This requirement does not apply to grants under £25,000 towards portable equipment that could move to another location easily)

The head of community services can decide to accept an application that does not meet the above criteria, but only if we have received clear and justifiable reasons and exception is appropriate from the applicant.

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 complete within 36 months.

If there are any unexpected delays to the project, applicants can request one extension of up to 12 months, giving clear and justifiable reasons for the delay in writing. The head of community services will then decide whether to grant an extension or not. We must receive these requests at least one month before the end of the original grant term.

We'll usually 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 overall 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

Applications will be considered by the area committee the applicant chooses on their application form. If they choose more than one committee the request amount will usually be shared equally between the committees.

An area committee can decide to dispense with their planned meeting for any round of funding for this scheme and allow the head of community services to make the award decisions in consultation with the committee chairman if:

- They have received three or less applications
- The combined total of all requests is £10,000 or less and
- The total of the requests does not exceed their available budget.

The decision to dispense with a meeting must be made before the officer evaluations and scores are published.

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 the maximum amount the project can receive, as per the matrix in appendix two.

The committee can recommend not funding or limiting an award regardless of score if they:

- have serious concerns around the management of the project now and in the future.
- are satisfied the applicant has sufficient unrestricted reserves (or other funding sourced) 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 relevant cabinet member makes awards for more than a score allows. The cabinet member's decision on whether to approve this request is final. If not approved their award would revert to the maximum usually permitted for their score in the scoring matrix.

Once a committee has voted and agreed final scores and award amounts\* they cannot be amended.

\*Award amounts will be a percentage of the total cost, capped to a maximum value.

Any decisions to award an organisation over £25,000 during any given in any given round of funding are considered key decisions and will be subject to the council's call-in procedure. This includes the cumulative total of awards from all three committees to a single organisation.

## **Head of Community Services**

The head of community services 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
- to agree to the amendment or removal of any grant conditions
- 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.

## **Relevant cabinet member**

The relevant cabinet member will decide:

- any requests from the committee to award more than the application's 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 awarded less than £10,000 must formally accept the grant offer and agree to meet any conditions by completing and returning a grant acceptance form.
- Organisations awarded £10,000 or more must enter into a legal grant agreement with the council. If awarded more than £25,000 they must also register a charge or restriction on their Land Registry title. (the council will dictate whether a charge or restriction is required)
- Organisations must provide evidence that they've spent the grant on the project it was awarded for with their mid-way (if relevant) and final claims
- 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 and complete within 36 months of the award date, unless we give an extension to the term.
- Organisations must consult the grants team before making any significant changes to the project, to ensure they will not affect our grant offer. For the avoidance of doubt the grant is non-transferrable. If the decision is made not to go ahead with the project funded the grant cannot be used for a different project.
- 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 community services has delegated authority to remove any agreed grant conditions following a written request from the applicant, if they feel it is justified.

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 unless expressly agreed as an exception at the time of award.
- In exceptional cases like property purchases, we may make a single upfront payment, which officers will recommend as part of their evaluation.

- We will pay grants of up to £10,000 in two stages, 50 per cent of the maximum amount on receipt of the signed acceptance form and confirmation all other funding is secure.

The balance will be released following receipt and satisfactory review of their final claim form. This will include copies of all invoices/receipts for the expenditure and potentially other ad hoc documents are required in their grant conditions.

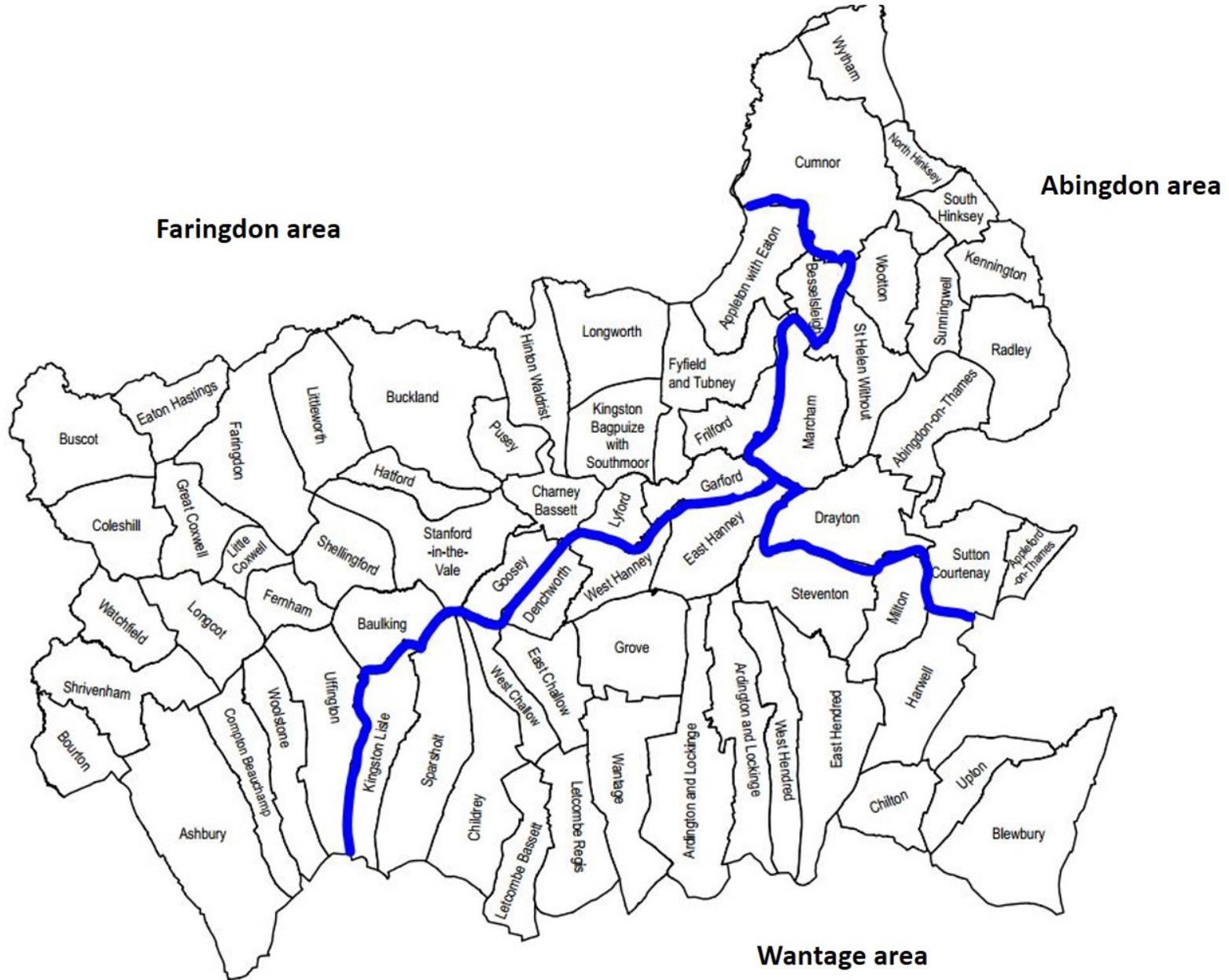
- Grants of £10,000 or more will be paid in three stages, 33 per cent upon completion of the grant agreement, restriction/charge (if required) and confirmation all other funding is in place.

A mid-way payment of a further 33 per cent will be released following submission and satisfactory review of an online claim form.

The final balance will be released at the end of the project, after receipt and satisfactory review of a final claim form and site visit.

- If the final cost is less than that given in their application we'll reduce our final payment accordingly so the total paid is no more than the awarded percentage. and, if necessary, request back some of the first payment (the minimum amount for us to request repayment is £500).

Appendix One – map of area boundaries



## Scoring and award matrices

SCORE	PRIORITY LEVEL	AWARDS all awards are subject to the available budget. High priorities are awarded before considering the medium priority projects.
9-12 points	High priority	Award full amount requested - budget permitting
5-8 points	Medium priority	Award between 50 and 75 per cent of the amount requested, depending on their score - budget permitting
0-4 points	Low priority	No funding

## New homes score

Points	Percentage of area's total new homes in the parish the project takes place in
0	Less than 1 % of growth
1	1-10 % of growth
2	11-50 % of growth
3	51 or more % of growth

## Extra facilities/activities

Points	Criteria to score	Examples
0	The project doesn't allow any activities to take place or provide a facility for the community's use.	A decorative village sign doesn't allow any community activities to take place or give the community a facility to use.
1	The project replaces existing facilities or allows existing activities to continue. or The project moderately improves a minor community facility or activity.	It replaces furniture in the village hall with like-for-like replacements.  Replacing existing park benches with longer-lasting ones.
2	The project moderately improves or extends a substantial community facility or activity. or The project significantly improves or extends a minor community facility or activity. or The project provides a new minor facility or activity for the community.	Replacing the chairs in the village hall with more comfortable ones or improve a play area to cater for more ages.  Buying replacement boats for a small canoeing club.  Installing three new noticeboards in the village.
3	The project will provide substantial new facilities or activities to the community. or The project significantly improves a substantial community facility.	Creating a brand-new play area where there wasn't one already.  Adding a large extension to a village hall.
<b>Deductions</b>	Deduct one point if the project reduces the activities/facilities on offer.  Deduct two points if the project removes a community facility or stops activities taking place without replacing them.	Like a project to overhaul and landscape a car park that reduces the number of parking spaces.  Demolishing an old skatepark without replacing it with anything.

## Community Benefit

Points	Criteria to score	Example
0	The project offers little or no direct benefit to the community.	A decorative sign or boundary wall with no other purpose
1	A single sport or special interest group, like an art group, will benefit.  However, if a sport club wanted to upgrade their pavilion and other groups frequently use it as well, it can score more.	A project to buy cricket pitch covers, IT equipment for a photography club or landscaping a nursery's garden is only benefiting their members/users.
2	Two or more specific groups will benefit.  The project will have a significant impact on the health or wellbeing of one group	A football club is upgrading its changing room, which a hockey club also use  Specialist equipment for a centre working with severely disabled people.
3	The project will provide a facility that's open/available to anyone to access, (not just members)  Limit the maximum score for projects on sites owned by religious organisations to two points, as they can limit who can access them under special rules in the Equalities Act.	Play areas, community building or recreation ground.  (e.g. a church hall or Islamic centre)
<b>Deductions</b>	Deduct at least one point if the project will reduce (two points if it totally removes) an existing benefit to the community without replacing it.  Remove one point if there are concerns over the ownership/lease of the property.	Replacing a recreation ground with tennis courts for a member's club (open community benefit is reduced as only tennis members will benefit going forward).  Like the term of their lease is too short or their ownership evidence is unreliable.

## Finance

Points	Financial overview
0	They don't have a plan of how they'll fund the rest of the project and haven't secured any other funding yet. They haven't given details of how they'll fund the ongoing maintenance and eventual replacements.
1	They've got a funding plan, but haven't applied for all of it yet. or They've applied for all the other funding needed, but have secured less than 50 per cent so far. They've budgeted for the ongoing maintenance but don't say how they'll fund eventual replacements in the future (if applicable).
2	They've applied for all the funding needed and have already secured over 50 per cent of the balance. They've budgeted for the ongoing costs and have a general idea how they'll fund replacements eventually (if applicable)
Page 31	They've secured all the other funding needed for the project already (including if they're funding the rest themselves). or The organisation has requested 100 per cent of the cost and have provided evidence that they've lost a funder, can't raise money themselves (e.g. via precept) and can't apply for other grants/funding. They've budgeted for the ongoing costs and have a fund/account/pot saving for the replacements in due course.
<b>Deductions</b>	Remove one point if the organisation's finances suggest they could contribute towards the cost but aren't, remove two points if they can afford the whole project without any funding.

### Other potential deductions/considerations:

- Their chosen supplier doesn't appear to offer value for money (their other quote was significantly cheaper for the same work).
- They have only provided one quote stating there is no alternative, but officers have found otherwise.
- Their start dates are too soon to work with our decision-making timeline for the scheme, unless we gave them permission to make an exceptional application before submitting their application.
- They are doing lots of small, similar projects instead of doing all the work in one go, which would be more cost effective.

- The community don't support the project or would prefer a different solution.