

Abingdon and North-East Area Committee



Report of Head of Corporate Services
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REPORT NO:

Capital and New Homes Bonus (NHB) Grants 2017/18 – Round two

Recommendations

- (a) that the Abingdon and North-East area committee considers the nine applications for a capital grant and makes awards in line with the approved policy (2015).
- (b) that the Abingdon and North-East area committee considers the five applications for NHB grants and makes awards in line with the approved policy (2015).

Purpose of report

1. To give the committee the information needed to award capital and 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

1. We opened the NHB and capital grant schemes from 1 August – 15 October 2017.
2. The Abingdon and North-East area received nine eligible capital grant applications requesting a total of £49,192 against a budget of £42,110.
3. The Abingdon and North-East area received five eligible NHB grant applications requesting a total of £37,119 against a budget of £34,802.

4. Two organisations have applied to both schemes for their projects. Each project can only be funded from one scheme.
5. Officers have evaluated the applications using the scoring matrix in the agreed policies. See appendix one for the capital grant evaluations, appendix two for the NHB grant evaluations and appendix three for the percentage of new homes in each parish.
6. In line with the policies, officers have suggested scores and awards for the projects for the committee to consider. The scores dictate the level of funding the committee can award.

Financial implications

7. In February 2017, the council set the 2017/18 capital grant budget at £100,000. As per the policy, the Abingdon and North-East area was allocated 42.11 per cent of the available budget (£42,110) to award in capital grants during 2017/18. The committee did not consider any applications during the first round of funding, so have their full budget available for this round of funding.
8. At the same meeting, the council set a 2017/18 NHB budget of £100,000. The Abingdon and North-East area committee was allocated 34.802 per cent of this (£34,802) to award NHB grants in 2017/18. As per the agreed policy these grants can fund either revenue or capital projects. The committee did not consider any NHB applications during the first round of funding so have their full budget available during this round.

Legal implications

9. 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.
10. In May 2017, full council delegated authority to three area committees to determine NHB and capital grant applications within the parameters of each scheme's 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 awards capital and NHB grants to the 14 applications in line with the relevant approved policies.

Background papers

Cabinet approval of the capital and NHB grant policies.

Appendix One - Vale Capital 2017-18 - officer evaluation report - Scoring summary

Ref no.	Organisation	Scheme	Scheme cost	Amount requested	% of cost requested	Suggested score	Suggested award	Suggested percentage
VCap17-18/44	Oxford RFC	Fire safety system and emergency lighting	£5,640	£2,820	50.00%	7	£2,820	50.00%
VCap17-18/87	Drayton Hall Management Committee	Hall/Bar equipment and furniture	£2,844	£1,422	50.00%	8	£1,422	50.00%
VCap17-18/34	The Abingdon Royal British Legion Club	Refurbishment of the gable end	£2,800	£1,400	50.00%	5	£1,050	37.50%
VCap17-18/55	St Nicolas, Abingdon	Replacement seating	£9,768	£4,000	40.95%	5	£3,000	30.71%
VCap17-18/59	North Hinksey PCC (St. Peter & Paul Church)	Heating, toilet and window improvements	£8,176	£4,088	50.00%	7	£4,088	50.00%
VCap17-18/51	Abingdon RDA	New indoor arena	£137,625	£15,625	11.35%	5	£11,718	8.51%
VCap17-18/63	Cumnor Preschool Nursery	Playground improvements	£26,148	£9,900	37.86%	5	£7,425	28.40%
VCap17-18/70	Sunningwell Cricket Club	Artificial wicket and practice nets	£13,385	£6,692	50.00%	4	£5,019	37.50%
VCap17-18/80	Stonewater: Abingdon Foyer	IT and recording equipment	£6,491	£3,245	50.00%	3	£0	0%
			Total requested	£49,192	Total maximum suggested awards		£36,542	
					Total budget		£42,110	
					Unallocated balance		£5,568	

Officer recommended award levels (budget permitting)

7-9 points	High priority – award as requested (up to 50 per cent of total cost)
4-6 points	Medium priority – award between 50 and 75 per cent of requested amount. Only award if there is budget left after awarding the high priorities
0-3 points	Low priority – no funding

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.
7-9 points	High priority	Award full amount requested - budget permitting (capped at 50 per cent of the cost unless we allowed them to request more and they meet the criteria for an exception).
4-6 points	Medium priority	Award between 50 and 75 per cent of the amount requested, depending on their score - budget permitting
0-3 points	Low priority	No funding

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	<p>The project will provide substantial new facilities or activities to the community.</p> <p>or</p> <p>The project significantly improves a substantial community facility.</p>	<p>Creating a brand-new play area where there wasn't one already.</p> <p>Adding a large extension to a village hall.</p>
Deductions	<p>Deduct one point if the project reduces the activities/facilities on offer.</p> <p>Deduct two points if the project removes a community facility or stops activities taking place without replacing them.</p>	<p>Like a project to overhaul and landscape a car park that reduces the number of parking spaces.</p> <p>Demolishing an old skatepark without replacing it with anything.</p>

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	<p>A single sport or special interest group, like an art group, will benefit.</p> <p>However, if a sport club wanted to upgrade their pavilion and other groups frequently use it as well, it can score more.</p>	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	<p>Two or more specific groups will benefit.</p> <p>The project will have a significant impact on the health or wellbeing of one group</p>	<p>A football club is upgrading its changing room, which a hockey club also use</p> <p>Specialist equipment for a centre working with severely disabled people.</p>
3	<p>The project will provide a facility that's open/available to anyone to access, (not just members)</p> <p>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.</p>	<p>Play areas, community building or recreation ground.</p> <p>(e.g. a church hall or Islamic centre)</p>

Deductions	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.	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).
	Remove one point if there are concerns over the ownership/lease of the property.	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).
	They've applied for all the funding needed and have already secured over 50 per cent of the balance.
2	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). or 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.
	They've budgeted for the ongoing costs and have a fund/account/pot saving for the replacements in due course.
Deductions	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.

Oxford RFC	Ref	VCap17-18/44
Fire safety system and emergency lighting		

Total project cost	£5,640		
Amount requested	£2,820	Percentage of total cost requested:	50.00%
Organisation's contribution	£2,820	Organisation's latest bank balance	£16,702

Previous grants

None - Duplicate application for this project received for the NHB scheme. We can only fund from one or the other scheme.

Scoring

New facilities or activities The project will improve the existing fire safety and emergency lighting of the clubhouse, which is a moderate improvement to a reasonably significant facility.		Score	2/3
Community benefit The project will improve the emergency facilities in the clubhouse and changing room, which are predominantly used by the rugby club members. However, some other groups use the facilities like Oxford Archers, and Oxford Craft Club. Despite being very close to the Oxford City boundary the club estimate 64 per cent of their members come from within our district.		Score	2/3
Funding the project The organisation is funding the other 50 per cent from their reserves, which were £16,702 at the time they applied. They have limited their contribution as they are planning some further improvement to the clubhouse (like replacing doors etc) and will need reserves to pay for this. Based on the information provided, officers are satisfied they require funding to see all their planned projects go ahead. They have not approached any other funding sources towards the cost of this project.		Score	3/3
Consultation While they have not carried out open consultation the work was identified during a fire risk assessment.			
Project completion within timeframe The start and end dates in February 2018 work with the time limits for this scheme.			
Financial and project management plans They will maintain the system and cover the ongoing costs within their annual budgets.			
OFFICER COMMENTS AND RECOMMENDED CONDITIONS If the committee are minded to award a grant, officers recommend awarding a capital grant, rather than a NHB.		Total score	7/9
		Suggested grant	50.00% of the total cost, capped to £2,820

Applicant responses

Details of the project	A Fire Safety Risk Assessment has been undertaken following the recent refurbishment of the main Oxford RFC clubhouse. The risk assessment recommended that a fire detection and warning system and emergency lighting system is installed.
Financial statement from the organisation	The club's annual budget is restricted to income from subscriptions, pitch and club house hire this income finances the general costs of running the club : heating/electricity bills, grass cutting, maintenance. We have one paid member of staff, with many volunteers. We are planning on a gradual replacement of windows and doors and a cooker upgrade. The club income covers its own cash flow and has only returned to operational profit in 2015 which is re-invested.
Statement about town/parish support	Informal conversations indicate no funds are available. The club has received a £500 grant last year to install a defibrillator.
Community benefit	
Who will benefit from your project?	Oxford RFC members Oxford Brookes students Oxford Cavaliers Rugby League Club Oxford Referees Society Oxford Football Academy Oxford Touch Rugby Oxford Archers Oxford Lawn Tennis Club Oxford Powersports Oxford Craft Club Woodcraft: young adults activity group Local Community venue hire
How did you identify a need in the community for your project or service?	No formal consultation was carried out, but use of the clubhouse has been increased, with increased use of the bar and hall. Conversations with new customers/visitors has confirmed the potential benefits of extending use beyond the rugby membership. Following the recent refurbishment and subsequent Fire Risk Assessment, the need to comply with the relevant health and safety legislation was highlighted. To allow use of the premises for the wider community this was a priority project.
What sustainable and/or energy saving measures does your project include or offer?	There is little scope for sustainable/energy saving within this project. We have however received a TOE2 grant this year to improve energy use in our heating and shower systems.
Consultation	
What consultation have you carried out with the community or professional advisors?	A Fire Risk assessment was undertaken by Dukes Fire Safety Ltd which provided the club with an action plan.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	This project will allow Oxford RFC clubhouse to comply with the current Fire Safety regulations related to small and medium places of assembly. The recent refurbishment and compliance with the relevant legislation will allow the club to be used safely not only by the club members but also by the wider community as a venue for community social, youth and sports activities, such as yoga, craft, toddler groups.
What new activities will take place because of this project?	Prior to the refurbishment in 2016, the clubhouse was not used by the community beyond rugby club members. Following the refurbishment and compliance with the health and safety legislation, it is hoped that the club house and facilities can be enjoyed by other non-rugby sports and the local community, with groups such as arts and crafts, fitness classes and darts teams and toddler groups.

Drayton Hall Management Committee	Ref	VCap17-18/87
Equipment and furniture upgrade		

Total project cost	£2,844		
Amount requested	£1,422	Percentage of total cost requested:	50.00%
Organisation's contribution	£1,422	Organisation's latest bank balance	£11,000

Previous grants

2016/17 festival - £300 Edward Mott Victoria Cross centenary celebration

2015/16 capital - £2,643 Fire door and PA system

2013/14 NHB £1000 and Capital £5000

Scoring

New facilities or activities This project will improve on the existing facilities for users. As this will be a moderate improvement of a significant community facility they receive two points.		Score	2/3
Community benefit Anyone in the community can attend events, functions and activities in the hall and benefit from the improved facilities, therefore officers have awarded full points in this area.		Score	3/3
Funding the project The organisation is paying for the other 50 per cent not covered by this grant from their £11,000 reserves. They have limited their contribution as they are planning some further improvement to the hall (like replacing some of the roof) and will need reserves to pay for this. Based on the information provided, officers are satisfied they require funding to see all their planned projects go ahead. They have not approached any other funding sources towards the cost of this project.		Score	3/3
Consultation No consultation was carried out.			
Project completion within timeframe Their start and end dates in February and March 2018 are within the time limits of this scheme.			
Financial and project management plans The hall committee will cover all ongoing maintenance work and costs.			
OFFICER COMMENTS AND RECOMMENDED CONDITIONS	Total score	8/9	
	Suggested grant	50.00% of the total cost, capped to £1,422	

Applicant responses

Details of the project	Improved bar facilities, and glasswasher
Financial statement from the organisation	We have in the not too distant future, massive commitments re a new felt roof, and a new sprung wooden floor. i
Statement about town/parish support	No, Hall resources.
Community benefit	
Who will benefit from your project?	It will not especially benefit particular groups or users, EXCEPT in the sense that if we can attract further party and/or wedding fees, it will help the overall accounts of the Hall, help to cover costs, and reduce the likelihood of having to increase charges.
How did you identify a need in the community for your project or service?	See above, re attempting to get extra Hall revenues, and trying to lessen any future need to raise hire rates for our 'regular' groups and classes.
What sustainable and/or energy saving measures does your project include or offer?	Glasswasher is energy efficient, uses less water than hand washing, and better use of detergent.
Consultation	
What consultation have you carried out with the community or professional advisors?	None required
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	This is to upgrade bar, for customers, a little more attractive for larger revenue events like parties & weddings. And glasswasher is to ease conditions for bar staff, and speed service.
What new activities will take place because of this project?	Hopefully attract extra business re parties & weddings.

The Abingdon Royal British Legion Club	Ref	VCap17-18/34
Refurbishment of the gable end		

Total project cost	£2,800		
Amount requested	£1,400	Percentage of total cost requested:	50.00%
Organisation's contribution	£1,400	Organisation's latest bank balance	£5,448

Previous grants

None

Scoring

New facilities or activities This project will replace the existing guttering and fascias on the gable ends of the building with more durable UPVC equivalents, making moderate improvements to a potentially significant community facility.		Score	2/3
Community benefit While their building is used by a number of groups/private functions there are potentially limitations on this as it is a member's club.		Score	2/3
Funding the project The organisation is currently funding the other 50 per cent not covered by our grant from their £9,631 reserves. The financial commitments listed appear to be covered by their regular income so they could potentially afford to pay for all or part of this project from their reserves. They have approached the regional Royal British Legion for financial assistance, but have not received a decision yet. If they receive a contribution from them any grant from us should reduce to reflect this. Officer's would have suggested three points in this section, however the scoring matrix deducts two points if the organisation can afford the project without external funding. If the organisation can give more information on their finances and other commitments at the meeting, this score could be amended.		Score	1/3
Consultation All consultation on the project has been informal.			
Project completion within timeframe Their start and end dates in March 2018 are within the limits for this scheme.			
Financial and project management plans The committee have nominated a member to oversee the contractor and they will continue to cover the regular maintenance in their annual budget and maintenance programme.			
OFFICER COMMENTS AND RECOMMENDED CONDITIONS		Total score	5/9
		Suggested grant	37.50% of the total cost, capped to £1,050

Applicant responses

Details of the project	<p>Application for financial help to restore the Club building's south facing gable end woodwork / timbers. These are to be repaired / replaced to prevent water ingress. Additionally, repair / preserve exposed roof truss to ensure structural integrity at this exposed point. Repair & re-coat the majority of the building brickwork / woodwork to ensure another 30 years of trouble free use.</p> <p>CURRENTLY WE HAVE 7 YEARS LEFT ON OUR 10YR LEASE. SEEKING TO EXTEND >10YRS</p>
Financial statement from the organisation	<p>1. We have a dedicated Qualified Book Keeper who collates all our financial paperwork, including VAT returns & receipts, Employee NI & Income Tax. Matthew Oldfield is our Treasurer who liaises with the book keeper. He prepares a weekly spreadsheet of monies received. 2. We employ Knockells Gee to examine our annual accounts. 3. MONTHLY SPEND is £4735 comprising Rent, Wages, Stock and Utilities. 3. MONTHLY INCOME Bar sales / Room Hire is £7033.</p>
Statement about town/parish support	<p>We have written to the Regional Royal British Legion, SE Midlands area, for financial assistance. I understand that this request may take months to be accepted or not.</p>
Community benefit	
Who will benefit from your project?	<p>Rear access door suitable for wheelchairs Y & Disabled Persons toilet & washroom Y. Everyone of all ages are welcome . Supervised children are restricted to the Function Room. We have quite a few mobility scooters in the car park at times. Our regular visitors are: The Morris Men; Oxnaford Lodge; Pool players; Cribbage Team; Schlumberger Science Group; Abingdon Blues Band; Regimental Meetings; ARBL Branch; Local Branch of the International Police + our normal clientele.</p>
How did you identify a need in the community for your project or service?	<p>We have had many comments from the local community regarding the condition of the building. This has been on an informal basis. The state of repair has been an ongoing topic discussed at our monthly Committee Meeting. We have approached tradesmen to help us with this work. Promises have been made but not met. We have used as a back up location for Street Parties which have fallen foul of our climate. For free.</p>
What sustainable and/or energy saving measures does your project include or offer?	<p>Not in this project per se. We are pursuing a programme of energy reduction already. This includes replacement of old light fittings for new energy efficient ones. Fitting of timers to those circuits that power chillers and refrigeration units and simply turning off appliances when not in use. Additional controls for the central heating have been fitted this year. Lowering the volume of water in toilet cisterns has been carried out. Reducing consumption is ongoing.</p>
Consultation	
What consultation have you carried out with the community or professional advisors?	<p>We have approached local tradesmen to help us on a free beer basis. No one has taken up our challenge. We have consulted professional companies to advise us on the necessary work needed. We have quotations for the work from local businesses, as we feel we should engage people who live in our Town before others.</p>
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	<p>The work we are seeking funding for will improve the integrity of the loft where all the Poppy Appeal stock is held, sorted for delivery and despatched. Water ingress at the gable end would render this work area as partly unusable and stop up trying to top the £44,000 that we collected during the 2016 - 2017 campaign. The level below is used for Functions & Morris Dancing practice. water damage will be disastrous.</p>
What new activities will take place because of this project?	<p>We are arranging more activities in the Function Room (below gable end): a programme of regular gigs by local bands to play and practice (we are turning away requests for this rehearsal facility. Mr Hemming's Morris men are expanding & taking on new trainees. other practice areas inside the Club are too small. There is an increasing demand for Children's parties, meetings of the Masons and unfortunately Wakes. A new Cribbage Team has just started.</p>

St Nicolas, Abingdon	Ref	VCap17-18/55
Replacement seating		

Total project cost	£9,768		
Amount requested	£4,000	Percentage of total cost requested:	40.95%
Organisation's contribution	£3,778	Organisation's latest bank balance	£43,377
Other funding	£1,990	From Abingdon Town Council	

Previous grants

None

Scoring

New facilities or activities The project will offer a minor improvement to an existing facility by replacing pews with stackable chairs.		Score	2/3
Community benefit The main benefit is to their congregation, however some other groups use the space and having more flexible seating may increase this further. While open to a fairly wide range of community groups, they have some limitations around potential use and availability (i.e. use must be consistent with the primary use of the building as a place of Christian worship and the Church has periods when it has priority over other use).		Score	2/3
Funding the project The organisation is contributing 38.68 per cent (£3,778) from their £43,000 reserves (bank balance at the time of application) and have secured £1,990 from Abingdon Town Council. While they refer to some other projects and restricted funds it is not clear from the information provided how much is required/ringfenced for other uses so they may be able to contribute more or even fund the whole project. Officer's would have suggested three points in this area, however the scoring matrix deducts two points if the organisation has enough funds to complete the project without any grants. If the organisation can give more information on their finances and other commitments at the meeting, this score could be amended.		Score	1/3
Consultation The decision to remove the pews was made by the committee following feedback from the congregation. Project completion within timeframe Their purchase dates between January and April 2018 are within the time limits for this scheme. Financial and project management plans Project management plan is satisfactory.			
OFFICER COMMENTS AND RECOMMENDED CONDITIONS		Total score	5/9
		Suggested grant	30.71% of the total cost, capped to £3,000

Applicant responses

Details of the project	Purchase of stacking chairs to replace pews which were removed to make space for community activities.
Financial statement from the organisation	Please see attached document - St Nicolas Financial position.
Statement about town/parish support	Yes, our application was discussed at the Abingdon Community Services Committee on 26 September. We have heard that we were successful in our application for £1,990 - please see attached copy of Offer email, and page 15 of the attached document (ATC csc_agenda_260917)
Community benefit	
Who will benefit from your project?	See attached document St Nicolas Community Activities
How did you identify a need in the community for your project or service?	See attached document Community Consultation
What sustainable and/or energy saving measures does your project include or offer?	<p>The current project does not involve any energy saving measures.</p> <p>The energy footprint of the building, and associated activities, will be addressed in later projects when we seek to install new heating and lighting schemes.</p>
Consultation	
What consultation have you carried out with the community or professional advisors?	<p>The decision to remove the pews and create a flexible space was made by the congregation, with advice from the Diocesan Advisory Committee (Church planning authority). The views of Historic England and the Victorian Society were sought and the project adjusted accordingly.</p> <p>The choice of replacement chairs was taken following advice from the same three bodies. (Copies of their comments attached)</p> <p>Copy of DAC Approval document attached.</p>
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	<p>The whole project has created a flexible space at the west end of church, for use for community and church activities,</p> <p>See attached document Community Activities</p>
What new activities will take place because of this project?	<p>The project has both enhanced existing activities and offers the possibility of further community benefit.</p> <p>See attached document Community Activities.</p>

North Hinksey PCC (St. Peter & Paul Church)	Ref	VCap17-18/59
Heating, toilet and window improvements		

Total project cost	£8,176		
Amount requested	£4,088	Percentage of total cost requested:	50.00%
Organisation's contribution	£4,088	Organisation's latest bank balance	£82,409

Previous grants

None

Scoring

New facilities or activities The project will moderately improve this existing community building by upgrading the heating, toilets and some windows, limiting its score to two points.		Score	2/3
Community benefit The predominant benefit is to their congregation, however some other groups also use the space. The hall is open to a wide range of community groups, however as a church they have some limitations around potential use and availability (i.e. use must be consistent with the primary use of the building as a place of Christian worship and the Church has periods when it has priority over other use). Officers have limited their score to reflect this limitation.		Score	2/3
Funding the project The organisation is funding the 50 per cent not covered by this request from their £82,000 reserves. Of these reserves £57,800 is held in restricted funds, leaving £24,600 in their general reserves. Based on their other financial commitments and reserve policy officers are confident that they require funding to see the project take place. They have not approached any external funders for this project and may be able to secure grants towards it if necessary.		Score	3/3
Consultation They have not provided any details of consultation.			
Project completion within timeframe Their start and end dates of January – March 2018 are within the limits of our scheme.			
Financial and project management plans They have planned the work to offer minimal disruption, and will take on the ongoing cost and responsibility for maintaining the facilities.			
OFFICER COMMENTS AND RECOMMENDED CONDITIONS	Total score	7/9	
	Suggested grant	50.00% of the total cost, capped to £4,088	

Applicant responses

Details of the project	To update toilets and heating system and renew some slatted windows with fixed windows
Financial statement from the organisation	Most of our funds are restricted by their donors, so cannot be used for this purpose. The only free funds are those in the Barclays account (£24,611) which has to meet all costs of running the parish (currently c£75,000 a year) and has to be maintained at the level recommended by the church authorities for prudent financial management, so we are unable to meet major capital costs. Unrestricted funds = £24,611 Restricted funds = £57,798
Statement about town/parish support	We are not aware that our local parish council (North Hinksey) offers support for such projects
Community benefit	
Who will benefit from your project?	3 nursery school groups on 3 mornings of the week. Several martial arts groups for children and adults. Adult slimming classes. General Church use when Hall is available and this caters for mainly older members of the congregation. Parties (mostly children). Consultation lettings for the community to see what redevelopment is going on in the area. Christmas Fayres and general sales
How did you identify a need in the community for your project or service?	The Hall is going to be the only communal facility of any size left in the area when the redevelopment of the Botley Square commences. We have seen a significant upturn in interest in the Hall since the community realises they will only have one Hall to hire.
What sustainable and/or energy saving measures does your project include or offer?	New modern heaters will save significantly on the the electric consumed. When new windows are fitted these will all be double glazed. All existing windows and doors are to be done around with a sealant to improve the draught proofing of the Hall
Consultation	
What consultation have you carried out with the community or professional advisors?	We have taken advice on the heating of the Hall but we needed to consider what we could actually afford. There is no gas supply to the building. We are hoping that some time in the future gas will be installed but this is not in the foreseeable future. The project has been discussed by the PCC of North Hinksey parish which consists of several knowledgeable members on building works
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	The Hall was built in the early 1980s and has no major refurbishment done since then. The existing heating is inadequate and most of the heaters don't work. The replacement heaters will be fully programmable and tamper proof a necessary requirement as we have several children's groups regularly in the Hall. The windows need to be made secure. The toilets are very shabby and need rejuvenating. Several groups have asked to have the heating improved as the Hall tends to be very cold especially for children
What new activities will take place because of this project?	The project will attract new potential hirers as the heating will be adequate and will be able to be programmed before a group comes in, therefore it will be warm when hirers arrive. The toilets at the moment are off putting because the walls are continually black and flaking. Hirers like to see nice toilets before they commit to hiring. We anticipate new lettings due to the redevelopment of the Botley Precinct area.

Abingdon RDA	Ref	VCap17-18/51
New indoor arena		

Total project cost	£137,625		
Amount requested	£15,625	Percentage of total cost requested:	11.35%
Organisation's contribution	£36,994	Organisation's latest bank balance	£90,236
Other funding	£85,000	Of which £6,000 is secured	

Previous grants

None

Scoring

New facilities or activities This project will create a new indoor arena at the riding school. As the new activities the facility will offer are limited officer's placed it in the 'creates a moderate community facility' scoring bracket.		Score	2/3
Community benefit The predominant benefit is to (disabled) riders using the new arena, although it may also be used for dog training (this is currently unconfirmed). Usually a single sport project would score one point, but as their users are a vulnerable group and their riding sessions can have a significant impact on their health and well-being officers recommend they receive two points.		Score	2/3
Funding the project The organisation is contributing 26.88 per cent from their £90,000 reserves. This contribution plus their reserves policy will leave them with approximately £6,000 to cover their other running costs for the year. Officers are therefore confident they require grant funding to see the project progress. They have secured £6,000 of their £85,000 other funding applications and hope to have more decisions by the time the committee meet. As they have a significant amount of their funding yet to secure they are only able to receive one point. If they have secured significantly more when the committee meet this score could be revised.		Score	1/3
Consultation Feedback from uses identified a need for the new arena and is supported by several riding organisations. Project completion within timeframe Their start and end dates of March and May 2018 fit with the limits of this scheme, but depend on them securing all the necessary funding in time. We strongly advise they do not start work until they have all the funding in place and would recommend a grant condition to this effect if we award a grant. Financial and project management plans They will project manage the works during the build and will cover the ongoing maintenance and costs from their annual budgets.			
OFFICER COMMENTS AND RECOMMENDED CONDITIONS That no funding is released until evidence is received that full funding for the project is available.		Total score	5/9
		Suggested grant	8.51% of the total cost, capped to £11,718

Applicant responses

Details of the project	<p>Abingdon RDA is run in the most professional manner and has strong support from the local community. The size of our current indoor arena puts unnecessary constraints on the number of riders we support and on the range of activities they do.</p> <p>We plan to build a new indoor arena that will improve the quality of our provision to our current riders, reach out to a wider circle of disabled riders and other community groups.</p>
Financial statement from the organisation	<p>Yearly running costs amount to between £90,000-£100,000. We need to ensure that we have enough funds to fund the running of the group and therefore can't use this money to fund the building project, we have 'ring fenced £37,000 of our current funds for the project). We are therefore reliant on grant applications to fund the project. The majority of the money received from donations and normal fundraising has to go to running costs.</p>
Statement about town/parish support	<p>We have not approached the parish council for financial support but David Groves, Clerk of the Parish, is fully supportive of our project.</p>
Community benefit	
Who will benefit from your project?	<p>Extension of our provision to the wider disabled community The Kingfisher School would bring more children to classes, other schools could also benefit We would increase the number of teenagers who come to us to do Duke of Edinburgh volunteering or community service We would also be in a position to increase the number of University Veterinary students that come to us for work experience</p>
How did you identify a need in the community for your project or service?	<p>The need for the new indoor school has been identified by increasing waiting lists, both for disabled riders themselves but also volunteers who are keen to come and help us. These volunteers include a wide range of people, from teenagers doing their Duke of Edinburgh Award right through to those in retirement who want to spend some of their spare time involved with a community project.</p>
What sustainable and/or energy saving measures does your project include or offer?	<p>The lighting in the indoor school will consist of high intensity LED lamp arrays. We also plan to convert the lighting in existing buildings from the current sodium discharge lamps to high intensity LED lighting. The resulting power reduction will then allow both the existing and new facility to be fed from the existing supply, thus eliminating the cost of providing additional supply lines to the Centre.</p>
Consultation	
What consultation have you carried out with the community or professional advisors?	<p>This project is supported by the following professional bodies:</p> <ul style="list-style-type: none"> British Equestrian Federation British Dressage Paralympic Association RDA National Association
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	<p>The project will improve existing facilities and create new opportunities Reduce waiting lists Help more riders achieve their therapeutic goals Host British Equestrian Federation training sessions Support blind riders (need a full size arena to learn dressage tests) The arena would be the only one of it's size available to RDA riders in Oxfordshire, opportunity to host new events and/or fun days Increase volunteering opportunities in the local community</p>
What new activities will take place because of this project?	<p>The project will increase the capacity of our current provision and also provide the following new activities - British Equestrian Federation training sessions Jump and lunge lessons Individual lesson provision Support the local pony club by offering facilities Allow local groups, such as Mad Mutts (dog club) to use the arena Fundraising activities for other local groups/clubs</p>

Cumnor Preschool Nursery	Ref	VCap17-18/63
Playground improvements		

Total project cost	£26,148		
Amount requested	£9,900	Percentage of total cost requested:	37.86%
Organisation's contribution	£7,499	Organisation's latest bank balance	£38,658
Other funding	£11,700	Of which £500 is secured	

Previous grants

None – Duplicate application for this project received for the NHB scheme. We can only fund from one or the other scheme.

Scoring

New facilities or activities The project will improve the outdoor play facilities at the pre-school. As this is a moderate improvement to a moderate community facility it qualifies for two points.		Score	2/3
Community benefit As the benefit will be to a single group (children attending the pre-school) their score would usually be limited to one point, but as it could have a significant impact on their health and wellbeing officers suggest they received two points.		Score	2/3
Funding the project The organisation is contributing 28.68 per cent of the cost from their reserves, which were £38,658. However, £21,613 of this is ringfenced/restricted for other things, leaving £17,045 in their general reserves. Therefore, while they cannot afford the whole project, they may be able to contribute more if necessary. They have secured £500 in other grants and have made requests for a further £11,700 (potentially £3,000 more than required). If they have secured more when the committee meet this score could be reviewed.		Score	1/3
Consultation They informally consulted parents and their latest Ofsted report recommended improving their outdoor learning facilities. Project completion within timeframe Their start and end dates in April and August 2018 work with the time limits for this scheme. Financial and project management plans A member of the committee will oversee the contractors work. The preschool will cover the ongoing maintenance costs and will have the area regularly risk assessed.			
OFFICER COMMENTS AND RECOMMENDED CONDITIONS If the committee are minded to award a grant, officers recommend awarding a capital grant, rather than a NHB one unless there is insufficient budget to do so. Officers suggest a condition that they must provide a satisfactory play inspection report before the final grant payment is released.		Total score	5/9
		Suggested grant	28.40% of the total cost, capped to £7,425

Applicant responses

Details of the project	Over the last few years, and with a lot of support from our local community, we have revamped the Preschool building. We would now like to refurbish our playground as we have had to remove much of the old equipment due to it reaching the end of its useful, and safe, life.
Financial statement from the organisation	The nursery holds a contingency fund of apx. £20,000. This is held to cover the costs of site reinstatement, emergency maintenance, redundancy payments etc. We are also holding funding towards future building replacement (our building is a temporary/modular structure) and improvements to the outside play area.
Statement about town/parish support	We have approached Cumnor Parish Council. They have advised that their small grants scheme can provide up to £500 but that we can bid for more to their major grants scheme. They have also advised that any funding they provide will need to be spent within 6 months of receiving it (email uploaded above). Therefore we have decided not to make an application until we have secured the majority of the funds needed.
Community benefit	
Who will benefit from your project?	The project will provide a facility for use not only by current children attending nursery but also many more children who will attend nursery in future years.
How did you identify a need in the community for your project or service?	The project doesn't lend itself to public consultation. It has been a long standing wish of the nursery and committee to make improvements to the playground area and parents have been informally asked for their view. As the nursery has grown in recent years (in line with the population growth due to housing development), the need for new surfacing and equipment has become more pressing.
What sustainable and/or energy saving measures does your project include or offer?	Sovereign, our preferred supplier, give assurances that all timber components are pressure-impregnated treated timber which is machine sanded and slow grown from sustainable sources. They also state that all timber supplied is FSC (Forest Stewards Commission) certified which means that the amount of timber harvested does not exceed the amount of timber re-grown and guarantees a controlled chain of custody.
Consultation	
What consultation have you carried out with the community or professional advisors?	The nursery's most recent Ofsted inspection (October 2015) recommended that to further improve the quality of the nursery provision, we should "develop the range of play experiences to improve the all-round learning and development for those children who enjoy learning outdoors".
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	We would like to provide an all-weather floor, a shaded area, fun climbing equipment, water play equipment, a mud kitchen, an artificial grass area, outside drawing / mark making equipment and areas for planting and digging.
What new activities will take place because of this project?	This project will enable the nursery to provide the children with more opportunities for imaginative play, discovering the natural world and encouraging physical activity, movement and exercise. These opportunities are limited with the equipment that is currently in place.

Sunningwell Cricket Club	Ref	VCap17-18/70
Artificial wicket and practice nets		

Total project cost	£13,385		
Amount requested	£6,692	Percentage of total cost requested:	50.00%
Organisation's contribution	£3,000	Organisation's latest bank balance	£4,042
Other funding	£3,693	Of which £0 is secured	

Previous grants

None

Scoring

New facilities or activities This project will create a small scale new facility by installing an artificial wicket/practice net on the existing cricket ground.		Score	2/3
Community benefit The project will only benefit cricket players, which as a single sport group, limits their score to one point.		Score	1/3
Funding the project The organisation is contributing 22.41 per cent of the cost, using up most of their current reserves. Therefore, officers are confident that they require funding to see the project go ahead. They have made requests for the remaining £3,693 required, but have not secured this yet, so officers had to limit their score to one point. If they can confirm this funding is in place when the committee meet this score could be revised.		Score	1/3
Consultation They took advice from several local, regional and national cricket boards when developing the project. Project completion within timeframe Their start and end dates in February are within the time limits of this scheme. Financial and project management plans They will oversee the contractors during installation and will cover the ongoing maintenance costs.			
OFFICER COMMENTS AND RECOMMENDED CONDITIONS		Total score	4/9
		Suggested grant	37.50% of the total cost, capped to £5,019

Applicant responses

Details of the project	We are looking to install a new artificial turf wicket adjacent to the existing cricket square to be used for training purposes in conjunction with a mobile cage. This new wicket will also be used for our Junior teams matches that require this type of surface. The present practice net and surface are in a poor state of repair and are now deemed unsafe to use.
Financial statement from the organisation	As it is our close season, income and expenditure until April is limited. Anticipated expenditure in this period is £2,000 approx with income of £800 approx. We will be seeking additional donations from members towards this project, with Gift Aid expected to reach £1,000. Further fundraising will be undertaken
Statement about town/parish support	I have recently applied to the parish council for their financial support in a grant towards new sight screens for the ground, which they are aware form part of the overall club project to up date and renew our facilities to encourage more people to participate in our community club. I am waiting their decision following the meeting at the end of October.
Community benefit	
Who will benefit from your project?	Our project will benefit all members and future members of Sunningwell cricket club. It will also benefit the pupils of the local primary school in Sunningwell with whom we have very positive links, as we will offer the facilities to them as they don't have cricket facilities within the school grounds. John Mason Secondary school use our ground for practice during the week and occasional matches and they would also benefit from the improved wicket.
How did you identify a need in the community for your project or service?	At the beginning of 2017 the committee of the club came together and put together a development plan that would encourage more sporting participation through all ages at the club.this involved short, medium and long term goals. Short term we needed grounds equipment for which we raised money and obtained this year. Medium term was to improve practice facilities and up date equipment. Long term is to refurbish the pavilion with inclusive facilities.
What sustainable and/or energy saving measures does your project include or offer?	I do not believe that this applies to our project.
Consultation	
What consultation have you carried out with the community or professional advisors?	We have had meetings with the Facilities director of the English Cricket Board, George Settlefield from Oxfordshire Cricket, The Vale Cricket development group and Oxspa . We have met with suppliers of equipment and installations and made decisions based on all of the guidance they have give to us.We have also successfully registered as a CASC to enable us to claim gift aid from donations.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	This new project will provide a new practice facility suitable for all ages of players that will be safe and will enhance the training sessions currently undertaken weekday evenings throughout the season. It will also provide a new wicket suitable for our junior matches (they cannot play on the grass during hard ball games) which is something we haven't been able to offer before. we hope this will increase our junior membership significantly.
What new activities will take place because of this project?	At present we offer Kwik cricket training and matches for children aged from 5 to 10, of which we have about 35 members, but we have a gap in what we offer as when they progress to hard ball cricket. With this new installation we can open our junior section up from ages 11 to 17 to play hard ball matches which, hopefully, will then encourage them to feed into our adult teams.

Stonewater: Abingdon Foyer	Ref	VCap17-18/80
IT and recording equipment		

Total project cost	£6,491		
Amount requested	£3,245	Percentage of total cost requested:	50.00%
Organisation's contribution	£0	Organisation's latest bank balance	£0
Other funding	£3,246	None of which is secured	

Previous grants

None

Scoring

New facilities or activities The project will provide a minor new facility/range of actives available to the residents of Abingdon Foyer.		Score	2/3
Community benefit The benefit of this project is to residents of Abingdon Foyer - a single group, so their score is limited to one point. They will potentially work with local training providers to deliver training on the equipment, but this is unconfirmed.		Score	1/3
Funding the project The organisation is not contributing financially to the project. They have a grant request out for the remaining 50 per cent that is yet to be decided. Abingdon Foyer is operated by Stonewater Limited, a social housing provider. The bank statement provided (we assume just for Abingdon Foyer) had a balance of £27,441 in October 2017, however Stonewater Limited reported cash and cash equivalent balances of over £70 million in their 2016 accounts. They have not given any details explaining why they could not fund part or all of project from the ringfenced Foyer account or from their substantial general reserves. Officers would have given one point in this section to reflect the fact that all their other funding is outstanding, however the scoring matrix deducts two points if the organisation can afford the project without external funding. As it seemed unfair to award negative points officers have limited their score to zero.		Score	0/3
Consultation The equipment within this project was discussed by staff and residents of the Foyer.			
Project completion within timeframe Their start and end dates in February and December 2018 are within the time limits of the scheme.			
Financial and project management plans They will look after the equipment once bought and will fund raise to pay for the annual user/security licenses.			
OFFICER COMMENTS AND RECOMMENDED CONDITIONS	Total score	3/9	
	Suggested grant	0% of the total cost, capped to £0	

Applicant responses

Details of the project	To establish and develop a young person led project seeking to build skills, confidence and emotional resilience through digital media. Young people supported by Stonewater / Abingdon Foyer will be supported to gain new skills enabling them to produce and publish a series of video guides / VLOGs on practical issues affecting young people and focused on increasing employability, reducing youth homelessness, accessing support and improving resilience and mental wellbeing
Financial statement from the organisation	While Stonewater is a large organisation, Abingdon Foyer is considered as a separate entity that is responsible for its own finances. It is hoped that this is taken into consideration when reviewing this application.
Statement about town/parish support	We have not yet applied for funding from Abingdon town council as their funding round does not close until after this one does. We are looking to apply for support but have not secured it yet.
Community benefit	
Who will benefit from your project?	Residents and Staff at Abingdon Foyer Stonewater Residents and Staff Local/National youths Vale of White Horse secondary school students Staff and Clients at Job Centres and Citizens Advice Bureaus Students/Graduates of Abingdon and Witney College Students/Graduates of Oxford Brookes University
How did you identify a need in the community for your project or service?	Discussions with Residents of Abingdon Foyer highlighted a need for purposeful skill acquisition and a desire to be seen as positive contributors to the local community. Residents and staff highlighted their need to remain up-to-date with technology and increase their employability in the current climate. Further research to support this has been via professional consultation and identification of statistics and figures.
What sustainable and/or energy saving measures does your project include or offer?	N/A
Consultation	
What consultation have you carried out with the community or professional advisors?	A review of Vale of White Horse youth unemployment coupled with research into the services provided in the local area demonstrated that there was a requirement not being met. Research into possible solutions highlighted the importance of technology in the reduction of unemployment as well as improvement in mental health and personal development.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	New: Computer equipment and software for video editing and learning purposes New: Video and microphone recording equipment for making videos
What new activities will take place because of this project?	New: Education in specialist IT skills/video editing/creation New: Working with partner agencies to develop mutually beneficial education links New: Training opportunities for students and young people

Appendix two - Vale NHB 2017-18 - officer evaluation report - Scoring summary

Ref no.	Organisation	Scheme	Scheme cost	Amount requested	% of cost requested	Suggested score	Suggested award	Suggested %
VNHB17-18/29	Oxford RFC	Fire safety system and emergency lighting	£5,640	£2,820	50.00%	8	£0	Recommend funding from capital
VNHB17-18/10	North Hinksey Preschool	Garden refurbishment	£44,334	£20,000	45.11%	8	£15,000	33.83%
VNHB17-18/30	Kennington Parish Council	Pavilion rebuild feasibility study	£4,750	£2,375	50.00%	6	£1,781	37.50%
VNHB17-18/31	Cumnor Preschool Nursery	Playground improvements	£26,148	£9,900	37.86%	7	£0	Recommend funding from capital
VNHB17-18/25	Botley Bridges	Three ten-week family improvement courses	£4,048	£2,024	50.00%	7	£1,518	37.50%
			Total requested	£37,119		Total award	£18,299	
						Total budget	£34,802	
						Unallocated	£16,503	

Scoring and award matrices

SCORE	PRIORITY	AWARDS all awards are subject available budgets. High priorities are awarded before any medium priorities
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.
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.

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	<p>A single sport or special interest group, like an art group, will benefit.</p> <p>However, if a sport club wanted to upgrade their pavilion and other groups frequently use it as well, it can score more.</p>	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	<p>Two or more specific groups will benefit.</p> <p>The project will have a significant impact on the health or wellbeing of one group</p>	<p>A football club is upgrading its changing room, which a hockey club also use</p> <p>Specialist equipment for a centre working with severely disabled people.</p>
3	<p>The project will provide a facility that's open/available to anyone to access, (not just members)</p> <p>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.</p>	<p>Play areas, community building or recreation ground.</p> <p>(e.g. a church hall or Islamic centre)</p>
Deductions	<p>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.</p> <p>Remove one point if there are concerns over the ownership/lease of the property.</p>	<p>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).</p> <p>Like the term of their lease is too short or their ownership evidence is unreliable.</p>

Finance

Points	Financial overview
0	<p>They don't have a plan of how they'll fund the rest of the project and haven't secured any other funding yet.</p> <p>They haven't given details of how they'll fund the ongoing maintenance and eventual replacements.</p>
1	<p>They've got a funding plan, but haven't applied for all of it yet.</p> <p>or</p> <p>They've applied for all the other funding needed, but have secured less than 50 per cent so far.</p> <p>They've budgeted for the ongoing maintenance but don't say how they'll fund eventual replacements in the future (if applicable).</p>
2	<p>They've applied for all the funding needed and have already secured over 50 per cent of the balance.</p> <p>They've budgeted for the ongoing costs and have a general idea how they'll fund replacements eventually (if applicable)</p>
3	<p>They've secured all the other funding needed for the project already (including if they're funding the rest themselves).</p> <p>or</p> <p>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.</p> <p>They've budgeted for the ongoing costs and have a fund/account/pot saving for the replacements in due course.</p>
Deductions	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.

Oxford RFC	Ref	VNHB17-18/29
Fire safety system and emergency lighting		

Total project cost	£5,640		
Amount requested	£2,820	Percentage of total cost requested:	50.00%
Organisation's contribution	£2,820	Organisation's latest bank balance	£16,702

Previous grants

None - Duplicate application for this project received for the NHB scheme. We can only fund from one or the other scheme.

Scoring

% of additional occupied homes in the parish where the project will take place? This parish saw 6.20 per cent of the additional homes in the committee's boundary.	Score	1/3
New facilities or activities The project will improve the existing fire safety and emergency lighting of the clubhouse, which is a moderate improvement to a reasonably significant facility.	Score	2/3
Community benefit The project will improve the emergency facilities in the clubhouse and changing rooms, which are predominantly used by the rugby club members. However, there are some other groups who use the facilities like Oxford Archers, and Oxford Craft Club. Despite being very close to the Oxford City boundary, the club estimate 64 per cent of their members come from within our district.	Score	2/3
Funding the project The organisation is funding the other 50 per cent from their reserves, which were £16,702 at the time they applied. They have limited their contribution as they are planning some further improvement to the clubhouse (like replacing doors etc) and will need reserves to pay for this. Based on the information provided officers are satisfied they will require funding to see all their planned projects go ahead. They have not approached any other funding sources towards the cost of this project.	Score	3/3
Consultation While they have not carried out open consultation the work was identified during a fire risk assessment. Project completion within timeframe The start and end dates in February 2018 work with the time limits for this scheme. Financial and project management plans They will maintain the system and cover the ongoing costs within their annual budgets.		
OFFICER COMMENTS AND RECOMMENDED CONDITIONS If the committee wish to fund this project officers recommend awarding a capital grant rather than a NHB one.	Total score	8/12
	Suggested grant	£0 – fund from capital scheme

Applicant responses

Details of the project	A Fire Safety Risk Assessment has been undertaken following recent refurbishment of the main Oxford RFC clubhouse. The risk assessment recommended that a fire detection and warning system and emergency lighting system is installed.
Financial statement from the organisation	The clubs annual budget is restricted to income from subscriptions, pitch and clubhouse hire. This income finances the general costs of running the club e.g heating, grass cutting. We also have one paid member of staff with many volunteers. We are planning on replacing some doors and upgrading the cooker. The club income covers its cash flow and has only in the past 2 years returned to operational profit- which is re-invested.
Statement about town/parish support	Informal conversations indicate that there are no funds available. Also the club received a £500 grant last year to install a defibrillator.
Community benefit	
Who will benefit from your project?	Oxford RFC members Oxford Brookes students Oxford Cavaliers Rugby League Club Oxford Referees Society Oxford Football Academy Oxford Touch Rugby Oxford Archers Oxford Lawn Tennis Club Oxford Powersports Oxford Craft Club Woodcraft: young adults activity group Local Community venue hire
How did you identify a need in the community for your project or service?	No formal consultation was carried out, but use of the clubhouse has been increased, with increased use of the bar and hall. Conversations with new customers/visitors has confirmed the potential benefits of extending use beyond the rugby membership. Following the recent refurbishment and subsequent Fire Risk Assessment, the need to comply with the relevant health and safety legislation was highlighted. To allow use of the premises for the wider community this was a priority project.
What sustainable and/or energy saving measures does your project include or offer?	There is little scope for sustainable/energy saving within this project. We have however received a TOE2 grant this year to improve energy use in our heating and shower systems.
Consultation	
What consultation have you carried out with the community or professional advisors?	A Fire Risk assessment was undertaken by Dukes Fire Safety Ltd which provided the club with an action plan.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	This project will allow Oxford RFC clubhouse to comply with the current Fire Safety regulations related to small and medium places of assembly. The recent refurbishment and compliance with the relevant legislation will allow the club to be used safely not only by the club members but also by the wider community as a venue for community social, youth and sports activities, such as yoga, craft and toddler groups.
What new activities will take place because of this project?	Prior to the refurbishment in 2016, the clubhouse was not used by the community beyond rugby club members. Following the refurbishment and compliance with the health and safety legislation, it is hoped that the club house and facilities can be enjoyed by other non-rugby sports and the local community, with groups such as arts and crafts, fitness classes and darts teams and toddler groups.

North Hinksey Preschool and Childcare Clubs	Ref	VNHB17-18/10
Garden refurbishment		

Total project cost	£44,334		
Amount requested	£20,000	Percentage of total cost requested:	45.11%
Organisation's contribution	£22,584	Organisation's latest bank balance	£81,569
Other funding	£2,000	Of which none is secured	

Previous grants

2016 - Awarded £10,000 towards toilet refurbishment and flooring (only required £5,840)

Scoring

% of additional occupied homes in the parish where the project will take place? This parish saw 6.20 per cent of the additional homes in the committee's boundary.	Score	1/3
New facilities or activities The project will improve the outdoor play facilities at the pre-school. As this is a moderate improvement to a limited use community facility it qualifies for two points.	Score	2/3
Community benefit As the benefit will be to a single group (children attending the pre-school) their score would usually be limited to one point, but as it could have a significant impact on their health and wellbeing officers suggest they receive two points.	Score	2/3
Funding the project The organisation is contributing 50.94 per cent of the cost from their £81,500 reserves. While their reserves seem high, over £50,000 is held in a restricted fund. Their contribution will use most of the remaining £31,500. Officers are therefore satisfied that they could not afford this project without some external funding. Officers suggest they receive three points, even though they have £1,750 left to secure, as they could cover this from their reserves if necessary.	Score	3/3
Consultation They have consulted parents and children throughout the design process. They have also performed in-house risk assessments which show the existing facilities need major improvement.		
Project completion within timeframe Their start and end dates in July and September 2018 work with the time limits for this scheme.		
Financial and project management plans They will budget for maintenance and inspections of the site each year and will have staff trained to carry these out in-house.		
OFFICER COMMENTS AND RECOMMENDED CONDITIONS Officers suggest a condition that they must provide a satisfactory play inspection report before the final grant payment is released.	Total score	8/12
	Suggested grant	33.83% of the total cost, capped to £15,000

Applicant responses

Details of the project	We would like to change the surface of the preschool garden to make it safer with appropriate layer of impact absorbancy and make it easier to clean and maintain. We want to introduce some interesting aspects to the garden such as a safe water area, climbing structures, covered area and smaller sand area. We provide wrap care for 2-11 year olds and they have very different needs, in the same space.
Financial statement from the organisation	Our setting employs 15 staff with an average wage committent of around £17,000 a month. We also now have a nest pension which our expenditure on will be increasing over the next few years. We are full in all our clubs and preschool with a healthy waiting list so our income covers our wages and expenditure and we are able to save each year, for maintance whilst keeping a contingency of 3 months running costs.
Statement about town/parish support	No not yet but we will if required. We have been putting money aside to fund this project as part of our maintenance budget as we make a small amount of surplus, and need to maintain our provision. We have applied for Tesco's bags fund and are awaiting award amount. We have recieved £1750 from the Co op.carrier fund. We will also apply to the parish council.
Community benefit	
Who will benefit from your project?	Children from 2 years through to 11 years olds will be using the garden. We support approximately 54 preschoolers and take funded 2 year olds, as well as 3/4 years olds. We also cater for the wrap around care for North Hinksey School both before and after school (around 70 of them a week attend our setting). Increasingly the demographics are changing with new families moving into our area from 3 large housing developments.
How did you identify a need in the community for your project or service?	We have consulted with our parents and included the children in planning this project. We are working closely with the school also for them to renovate thier early years spaces, ensuring we offer different things so the children can progress and have a variety of opportunity. I have had 5 companies produce plans and we will revise them following further consultation with all parties involved.
What sustainable and/or energy saving measures does your project include or offer?	the water area recycles the water though I think I maybe need to look into this further
Consultation	
What consultation have you carried out with the community or professional advisors?	We have spoken to the school Head, Business manager and reception teacher and all have agreed it would be good to replace surfacing. Part of the existing surface is missing and we have built a temporary stage on it to cover it up, to keep area safe. Two years ago we renovate the inside of our building and have replaced lots of tired resources, now we want to update the outside space.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	Although this is a refurbishment it is also an opportunity to introduce elements specific for the needs of children who attend e.g. water play, small world play, and more challenging climbing physical activities aswell as mark making, exploratory play (mud, Sand) and a covered space to enable activities to take place in all weathers. We cater for 120 children a week aged 2-11 with wide range of abilities and interests which this project aims address
What new activities will take place because of this project?	It will create a safe and exciting environment for a range of activities covering all aspects of EYFS curriculum and yet also support play work and children's right to play. Children will be able to self select enabling them for independence. It will also be fully inclusive and accessible for all children and compliant with new safety regulations coming into force for children this year. It will also be easier to maintain and keep safe.

Kennington Parish Council	Ref	VNHB17-18/30
Pavilion rebuild feasibility study		

Total project cost	£4,750		
Amount requested	£2,375	Percentage of total cost requested:	50.00%
Organisation's contribution	£2,375	Organisation's latest bank balance	£177,473

Previous grants

2014/15 £1,889 Defibrillators

2012/13 £661 - Playfield Road – kickwall

Scoring

% of additional occupied homes in the parish where the project will take place? This parish saw 0.78 per cent of the additional homes in the committee's boundary.		Score	0/3
New facilities or activities This project will commission a report on the feasibility of rebuilding the existing sports pavilion on Playfield Road. While the report itself will not deliver any facilities or activities it could lead to significant improvements to the pavilion in the future.		Score	2/3
Community benefit The whole community could benefit from the actions and improvements identified in the feasibility study into improvements at the sports pavilion.		Score	3/3
Funding the project They will fund the rest of the cost from their £177,000 reserves. The only existing financial commitment listed on their application was an annual £4,237 public works loan payment. Even if we also deduct the recommended reserve of six months running costs from this (£37,500), this still leaves nearly £140,000. Officer's would have suggested they receive three points, however the scoring matrix deducts two points if the organisation can afford the project without external funding. If the organisation can give more information on their finances and other commitments at the meeting, this score could be amended.		Score	1/3
Consultation They have carried out some consultation with the community and users, but this project will commission professional expertise to prepare into a formal feasibility study for the future of the pavilion.			
Project completion within timeframe The start and end dates in January and March 2018 work with our time limits for this scheme.			
Financial and project management plans They will manage the project, working with the consultants writing the study. The costs of producing the feasibility study are one-off and will not have any ongoing requirements.			
OFFICER COMMENTS AND RECOMMENDED CONDITIONS		Total score	6/12
		Suggested grant	37.50% of the total cost, capped to £1,781

Applicant responses

Details of the project	Kennington Parish Council would like to commission a feasibility study to investigate possible options for rebuilding the pavilion at Playfield Road playing fields, as the current pavilion is looking very tired, and the facilities are no longer fit for purpose.
Financial statement from the organisation	Public Works Loan Board £4237.06 per annum until Dec 2027.
Statement about town/parish support	
Community benefit	
Who will benefit from your project?	<p>Current hirers:</p> <ul style="list-style-type: none"> - Kennington Football Club (Men's, women's and junior teams) - Kennington Cricket Club - Kennington Strollers - Baby & Toddler Group - Oxford Preservation Trust <p>Potential new hirers:</p> <ul style="list-style-type: none"> - New sports groups - Dance classes - Residents for parties, meetings etc. - Arts & crafts sessions - Adult education classes - Residents of proposed South Kennington development – Village Hall will not be in easy walking distance for elderly or parents with buggies
How did you identify a need in the community for your project or service?	Consultations and working parties have taken place with interested residents, to share their ideas and views for a new pavilion. The Football Club have identified the need for female changing facilities, as otherwise the girls' team will be forced to play elsewhere in a few years' time. There are a number of teenage girls and women in Kennington who play football, but travel to other towns as there are no facilities for them.
What sustainable and/or energy saving measures does your project include or offer?	We would envisage installing energy-efficient lighting in the new pavilion, and would like to explore possible options as part of the feasibility study, such as solar panels, ground-heated systems, sustainable building materials.
Consultation	
What consultation have you carried out with the community or professional advisors?	None - consultation has been with the community and architects quoting for the feasibility study.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	The existing pavilion is outdated and not fit-for-purpose, for example, there are no female changing facilities or disabled access. The new pavilion will provide these facilities, as well as a venue for groups or societies to meet, as the Village Centre is often fully booked. The venue may also be hired out by individuals for parties or meetings.
What new activities will take place because of this project?	The new pavilion will attract women's and girl's football teams, which currently have to play elsewhere due to the lack of facilities. There have been ideas from the community, including using the space for adult education classes, dance classes, table tennis etc. These are all ideas that we hope to explore as part of the feasibility study.

Cumnor Preschool Nursery	Ref	VNHB17-18/31
Playground improvements		

Total project cost	£26,148		
Amount requested	£9,900	Percentage of total cost requested:	37.86%
Organisation's contribution	£7,499	Organisation's latest bank balance	£38,658
Other funding	£11,700	Of which £500 is secured	

Previous grants

None - Duplicate application for this project received for the NHB scheme. We can only fund from one or the other scheme.

Scoring

% of additional occupied homes in the parish where the project will take place? This parish saw 28.94 per cent of the additional homes in the committee's boundary.	Score	2/3
New facilities or activities The project will improve the outdoor play facilities at the pre-school. As this is a moderate improvement to a moderate community facility it qualifies for two points.	Score	2/3
Community benefit As the benefit will be to a single group (children attending the pre-school) their score would usually be limited to one point, but as it could have a significant impact on their health and wellbeing officers suggest they received two points.	Score	2/3
Funding the project The organisation is contributing 28.68 per cent of the cost from their reserves, which were £38,658. However, £21,613 of this is ringfenced/restricted for other things, leaving £17,045 in their general reserves. Therefore, while they cannot afford the whole project, they may be able to contribute more if necessary. They have secured £500 in other grants and have made requests for a further £11,700 (potentially £3,000 more than required). If they have secured more funding when the committee meet this score could be reviewed.	Score	1/3
Consultation They informally consulted parents and their latest Ofsted report recommended improving their outdoor learning facilities.		
Project completion within timeframe Their start and end dates in April and August 2018 work with the time limits for this scheme.		
Financial and project management plans A member of the committee will oversee the contractors work. The preschool will cover the ongoing maintenance costs and will have the area regularly risk assessed.		
OFFICER COMMENTS AND RECOMMENDED CONDITIONS If the committee wish to fund this project officers recommend awarding a capital grant rather than a NHB one, unless there is insufficient budget to do so. Officers suggest a condition that they must provide a satisfactory play inspection report before the final grant payment is released.	Total score	7/12
	Suggested grant	£0 – fund from capital scheme

Applicant responses

Details of the project	Over the last few years, and with a lot of support from our local community, we have revamped the Preschool building. We would now like to refurbish our playground as we have had to remove much of the old equipment due to it reaching the end of its useful, and safe, life.
Financial statement from the organisation	The nursery holds a contingency fund of apx. £20,000. This is held to cover the costs of site reinstatement, emergency maintenance, redundancy payments etc. We are also holding funding towards future building replacement (our building is a temporary/modular structure) and improvements to the outside play area.
Statement about town/parish support	We have approached the Cumnor Parish Council. They have advised that XXXX. They have also advised that any funding they provide will need to be spent within 6 months of receiving it. Therefore we have decided not to make an application to the Parish Council until we have secured the majority of the funds needed to make the improvements.

Community benefit

Who will benefit from your project?	The project will provide a facility for use not only by current children attending nursery but also many more children who will attend nursery in future years.
How did you identify a need in the community for your project or service?	The project doesn't lend itself to public consultation. It has been a long standing wish of the nursery and committee to make improvements to the playground area and parents have been informally asked for their view. As the nursery has grown in recent years (in line with the population growth due to housing development), the need for new surfacing and equipment has become more pressing.
What sustainable and/or energy saving measures does your project include or offer?	Sovereign, our preferred supplier, give assurances that all timber components are pressure-impregnated treated timber which is machine sanded and slow grown from sustainable sources. They also state that all timber supplied is FSC (Forest Stewards Commission) certified which means that the amount of timber harvested does not exceed the amount of timber re-grown and guarantees a controlled chain of custody.

Consultation

What consultation have you carried out with the community or professional advisors?	The nursery's most recent Ofsted inspection (October 2015) recommended that to further improve the quality of the nursery provision, we should "develop the range of play experiences to improve the all-round learning and development for those children who enjoy learning outdoors".
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New facilities/Activities

What extra facilities (or equipment) will the project provide?	We would like to provide an all-weather floor, a shaded area, fun climbing equipment, water play equipment, a mud kitchen, an artificial grass area, outside drawing / mark making equipment and areas for planting and digging.
What new activities will take place because of this project?	This project will enable the nursery to provide the children with more opportunities for imaginative play, discovering the natural world and encouraging physical activity, movement and exercise. These opportunities are limited with the equipment that is currently in place.

Botley Bridges	Ref	VNHB17-18/25
Three ten-week family improvement courses		

Total project cost	£4,048		
Amount requested	£2,024	Percentage of total cost requested:	50.00%
Organisation's contribution	£0	Organisation's latest bank balance	£20,308
Other funding	£2,024	Of which none is secured	

Previous grants

None

Scoring

% of additional occupied homes in the parish where the project will take place? This parish saw 28.94 per cent of the additional homes in the committee's boundary.	Score	2/3
New facilities or activities This grant will fund three of their ten-week parenting courses. As this is an relatively small increase of their existing services they qualify for two points.	Score	2/3
Community benefit The benefit is limited to a single group (approx. 30 families who will attend the courses) which would usually limit their score to one point, but as the course could have significant impact on their health and well-being, officers suggest two points.	Score	2/3
Funding the project The organisation is not contributing to the cost from their £20,308 reserves. Much of these reserves will cover their general running costs, but based on the information provided they may be able to fund some (or all) of the cost without assistance. They hope the remaining 50 per cent will come as a grant from Cumnor Parish Council, but have yet to receive a decision. If they have received a decision when the panel meet and can give more insight into their other financial commitments their finance score could be revised. As a new organisation, we request their working budget and financial forecast in lieu of accounts to evaluate financial concerns and risks. They are heavily reliant on their OCC Transition Fund, which will only last for a couple of years and their financial forecast does not say how they plan to cover their ongoing costs after this runs out. There is a risk that they will not be able to continue operating if they cannot generate the required ongoing income.	Score	1/3
Consultation Their steering group (including representatives from local pre-schools, schools, county, district and parish councillors, staff from OCC's children services team) help guide the activities of the centre. Project completion within timeframe The course running dates between January and December 2018 work with the limits for this scheme. Financial and project management plans The project management and financial plans for delivery of these three courses are fine, however as mentioned above there is some uncertainty around the organisation's general financial future.		
OFFICER COMMENTS AND RECOMMENDED CONDITIONS	Total score	7/12
	Suggested grant	37.50% of the total cost, capped to £1,518

Applicant responses

Details of the project	<p>Botley Bridges aim to deliver ongoing parenting programmes to families in the area. A pilot was run in the Summer of 2017 and 12 families came to the course lasting 10 weeks. Feedback was very good and showed what a positive impact a programme can have on the emotional life of a family.</p> <p>Botley Bridges also aim to offer paediatric first aid courses to local families at an affordable cost.</p>
Financial statement from the organisation	<p>We expect to receive the second part of the transition fund from Oxfordshire County Council, which will be £9000.</p> <p>We receive a small amount of parental contributions, between £50 and £100 per week.</p> <p>Our ongoing costs include:</p> <p>Lease of room from Botley School (£4335 for the next year)</p> <p>Wages for co-ordinators (£16300 over the next year)</p> <p>Accounts (PAYE and end of year reports, £900)</p>
Statement about town/parish support	<p>We have started the process of applying for a grant from Cumnor Parish Council.</p> <p>We successfully applied for a £5K grant towards core costs last year.</p>
Community benefit	
Who will benefit from your project?	<p>Young children and their families from all backgrounds will benefit. We will provide services affordably for low income families, while also encouraging high income families to join, as they may also struggle with difficult behaviour.</p> <p>Oxfordshire hosts many parents who lack a larger extended family support network.</p> <p>It has been proven that early intervention is the most effective time to improve the education, health, and social life of vulnerable children.</p>
How did you identify a need in the community for your project or service?	<p>After the last course, we surveyed attendees, who responded:</p> <p>"It really helped me to think about and improve family life."</p> <p>"Even the parts that seem obvious or common sense made you think and look at issues differently."</p> <p>"This should be mandatory for all parents."</p> <p>"There are many things that I have already shared with other parents and have recommended it to several friends."</p> <p>"[I] hope to get my husband to attend in the future."</p>
What sustainable and/or energy saving measures does your project include or offer?	<p>By running the courses in local community centres, we will minimise the amount of travel for attendees.</p>
Consultation	
What consultation have you carried out with the community or professional advisors?	<p>Botley Bridges has a steering group including many professionals who approved this application:</p> <ul style="list-style-type: none"> - Ruth Vaughn, Setting Manager, North Hinksey Preschool and Childcare Clubs, North Hinksey Primary school - Judy Roberts, County Councillor, District Councillor, Parish Councillor, and governor at Botley School. - David Kay, Chairman, North Hinksey Parish Council. - Stephen Lawrence, Community Co-ordinator, Children, Education & Families, Oxfordshire County Council.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	<p>Not applicable.</p>
What new activities will take place because of this project?	<p>This project will expand our Family Links and paediatric first aid courses to more parents across a larger area. There is also scope to expand to other life skills such as budgeting and mindfulness.</p> <p>This fulfils the values in the Vale's Corporate Plan 2016-2020: to reduce antisocial behaviour, improve community cohesion and wellbeing, supporting vulnerable people.</p>

Appendix three – percentage of the area's total new homes falling in each parish

Parish/town	2016 total occupied homes	2015 total occupied homes	Total parish increase in year	Percentage of area's total increase
Abingdon	14,680	14,572	108	27.91%
Appleford	141	141	0	0.00%
Cumnor	2,720	2,608	112	28.94%
Drayton	990	986	4	1.03%
Kennington	1,761	1,758	3	0.78%
Marcham	765	708	57	14.73%
North Hinksey	2,196	2,172	24	6.20%
Radley	1,009	1,006	3	0.78%
South Hinksey	176	171	5	1.29%
St Helen Without	846	846	0	0.00%
Sunningwell	378	374	4	1.03%
Sutton Courtenay	1,127	1,061	66	17.05%
Wootton	1,186	1,186	0	0.00%
Wytham	70	69	1	0.26%
	28,045	27,658	387	100.00%