

# Abingdon and North-East Area Committee



Report of Head of Community Services

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To: Abingdon and North-East Area Committee

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## Capital and New Homes Bonus (NHB) Grants 2018/19 – Round One

### Recommendations

- (a) that the Abingdon and North-East area committee considers the six applications for a Capital grant and makes awards in line with the approved policy (2017).
- (b) that the Abingdon and North-East area committee considers the application for a NHB grant and makes an award in line with the approved policy (2017).

### 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 25 April to 6 June 2018.
2. The Abingdon and North-East area received six eligible Capital grant applications requesting a total of £55,500 against a budget of £41,823.
3. The Abingdon and North-East area received one eligible NHB grant application requesting a total of £30,000 against a budget of £25,983. Officers have therefore reduced the request to £25,983, as this is the most the committee could possibly award.

4. One organisation has applied to both schemes however, under our policies it can only be funded from one scheme or the other. It cannot be part funded from both schemes.
5. Officers have evaluated the applications using the scoring matrix in each agreed policy. 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 both scores and awards for the projects for the committee to consider. The committee's final scores will dictate the level of funding the committee can award.

## **Financial implications**

7. In February 2018, the council set the 2018/19 Capital grant budget at £100,000. As per the policy, the Abingdon and North-East area committee was allocated 41.823 per cent of the available budget (£41,823) to award in Capital grants during 2018/19.
8. At the same meeting, the council set a 2018/19 NHB budget of £100,000. The Abingdon and North-East area committee was allocated 25.983 per cent of this (£25,983) to award NHB grants this year. As per the agreed policy these grants can fund either revenue or capital projects.
9. If the committee has more than £5,000 Capital or NHB grant budget remaining after this round of applications we will open for a second round later in the year.

## **Legal implications**

10. 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.
11. In May 2018, full council delegated authority to three area committees to determine NHB and Capital grant applications within the parameters of each scheme's policy.

## **Risks**

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

## **Conclusion**

13. That the committee awards Capital and NHB grants to the seven applications in line with the relevant approved policies.

## **Background papers**

The Capital and NHB grant policies.

## Appendix One - Vale Capital 2018-19 - officer evaluation report - Scoring summary

## V Cap 2018-19 - officer evaluation report

## Scoring summary

Ref no.	Organisation	Scheme	Scheme cost	Amount requested	% of cost requested	Suggested score	Suggested award (% of total cost, capped to max £)
VCap18-19\4	All Saints Methodist Church Abingdon	Toilet Refurbishment	£130,910	£7,500	5.73%	7/9	<b>High priority</b> - 5.73% capped to £7,500
VCap18-19\26	North Hinksey PCC(St. Peter & Paul Church)	Replace kitchen, install hand dryers and fireguards.	£2,234	£1,117	50.00%	5/9	<b>Medium priority</b> - 37.5% capped to £838
VCap18-19\9	Damascus PCC.	Creation of a church hall	£508,697	£30,000	5.90%	4/9	<b>Medium priority</b> - 4.423% capped to £22,500
VCap18-19\23	Abingdon Squash and Racketball Club	Purchase and install boiler, water heater, kitchen and changing room furniture.	£19,021	£9,510	50.00%	4/9	<b>Medium priority</b> – 37.5% capped to £7,133
VCap18-19\24	Abingdon Rowing Club	Purchase of boats and blades	£10,156	£5,078	50.00%	4/9	<b>Medium priority</b> – 37.5% capped to £3,809
VCap18-19\19	TrinityLearning	Purchase office furniture and IT equipment	£4,590	£2,295	50.00%	3/9	<b>Low priority</b> - No funding
						<b>Total</b>	<b>£41,780</b>
						<b>Budget</b>	<b>£41,823</b>
						<b>Balance</b>	<b>£52</b>

## Scoring and award matrices

SCORE	PRIORITY	AWARDS all awards are subject to the available budget. High priorities must be awarded before considering any grants for medium priority projects.
7-9 points	High priority	Award full amount requested
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
<b>0</b>	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.
<b>1</b>	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.
<b>2</b>	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.
<b>3</b>	The project will provide substantial new facilities or activities to the community. or The project significantly improves a substantial community facility.	Creating a brand-new play area where there wasn't one already.  Adding a large extension to a village hall.
<b>Deductions</b>	Deduct one point if the project reduces the community 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
<b>0</b>	The project offers little or no direct benefit to the community.	A decorative sign or boundary wall with no other purpose
<b>1</b>	A single sport or special interest group, like an art group, will benefit. However, if a sport club wanted to upgrade their pavilion and other groups frequently use it as well, it can score more.	A project to buy cricket pitch covers, IT equipment for a photography club or landscaping a nursery's garden is only benefiting their members/users.
<b>2</b>	Two or more specific groups will benefit. The project will have a significant impact on the health or wellbeing of one group	A football club is upgrading its changing room, which a hockey club also use  Specialist equipment for a centre working with severely disabled people.
<b>3</b>	The project will provide a facility that's open/available to anyone to access, (not just members)  Limit the maximum score for projects on sites owned by religious organisations to two points, as they can limit who can access them under special rules in the Equalities Act.	Play areas, community building or recreation ground.  (e.g. a church hall or Islamic centre)
<b>Deductions</b>	Remove at least one point if the project will reduce (two points if it totally removes) an existing benefit to the community without replacing it.  Remove one point if there are concerns over the ownership/lease of the property.	Replacing a recreation ground with tennis courts for a members club (open community benefit is reduced as only tennis members will benefit going forward).  Like the term of their lease is too short or their ownership evidence is unreliable.

## Finance

Points	Financial overview
<b>0</b>	<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>
<b>1</b>	<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>
<b>2</b>	<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>
<b>3</b>	<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>
<b>Deductions</b>	Remove one point if the organisation's finances suggest they could contribute towards the cost but aren't, remove two points if they can afford the whole project without any funding.

### Other potential deductions/considerations:

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

<b>All Saints Methodist Church Abingdon</b>	<b>Ref</b>	<b>VCap18-19\4</b>
Toilet Improvements		

<b>Total project cost</b>	£130,910	
<b>Amount requested</b>	£7,500	5.73% of total cost requested
<b>Organisation's contribution</b>	£43,500	<b>Organisation's latest bank balance</b> £64,140
<b>Other funding</b>	£86,000	<b>Secured:</b> £15,000 Oxfordshire Historic Church's Trust <b>Awaiting decisions:</b> £71,000, including £1000 request to Abingdon Town Council

#### Previous grants

None

#### Scoring

<b>New facilities or activities</b> The project is to improve the current toilet facilities. As the toilet improvements will not enable new activities to take place officers suggest a score of two points.		<b>Score</b>	2/3
<b>Community benefit</b> The main hall is used by a range of groups from Indian dancing to Beavers as well as church based activities. As all users may benefit from the improvements, officers suggest three points.		<b>Score</b>	3/3
<b>Funding the project</b> The organisation is contributing £43,500 from their £64,140 current reserves (bank balance at the time of application). Based on the information provided they are unable to commit more to the project and still maintain their reserve policy.  Most of their other funding is unsecured but applied for, so their score is limited to two points. If they have over 50 per cent secured by the time the committee meet this score could be revised.		<b>Score</b>	2/3
<b>Consultation</b> Professional consultations have been carried out with architects, structural engineers and a surveyor.  <b>VOWHDC Equality Officer Comment</b> - I support this project, especially as they are increasing the number of accessible toilets. I recommend they meet new BS8300-2 2018 standards where possible. As the drawings have been approved by building regulations they would probably comply with part M, but these standards go a little beyond those and are more 'futureproof'.  <b>VOWHDC Sustainability Officer Comment</b> – I'm pleased to note the project includes key energy saving measures such as LED lighting. If not already planned, I would suggest they also include automatic lighting controls (e.g. absence detection) and water saving measures such as low water WCs, waterless urinals and sensor or push taps.			
<b>Project completion within timeframe</b> Their expected start date in December 2018 is well within the limits of the scheme, but will depend on them securing all their other funding.			
<b>Financial and project management plans</b> The organisation is yet to complete its tender process, so project costs could increase.  There is no detailed project management plan for once the building works start on site, which we would expect for a project of this size.			
<b>OFFICER RECOMMENDED CONDITIONS</b>		<b>Total score</b>	<b>7/9</b>
A condition that no work can start until they have a contract for the works and have secured all the funding needed to fund the whole project.  A recommendation they consider the equality and sustainability feedback and implement any suggestions where physically possible.		<b>Suggested grant</b>	<b>High priority - 5.73% of total cost, capped to £7,500</b>

## Applicant responses

<b>Details of the project</b>	<p>The toilet refurbishment project aims to:</p> <ul style="list-style-type: none"> <li>- create three separate toilet areas associated with the three hiring areas in the building</li> <li>- provide disabled toilet access in each of these three areas</li> </ul> <p>This replaces separate ladies/gents/urinals with unisex cubicles each with their own washing facilities and modern fittings, including provision of baby change facilities &amp; room for wheelchairs/walking frames &amp; carers</p> <p>Two phases:</p> <ol style="list-style-type: none"> <li>1 Perry Room toilets (Dec/April 2019)</li> <li>2 Main Toilet Area (July/August 2019)</li> </ol>
<b>Financial statement from the organisation</b>	<p>Income is from donations from the members of our congregation and from lettings income</p> <p>Commitments are</p> <ul style="list-style-type: none"> <li>-to our Circuit who employ our minister and maintain manses etc.</li> <li>- for running and maintenance of our premises</li> <li>- insurance, copyright fees etc.</li> </ul> <p>The Church and Circuit contributions to this project (£43,500) are secured against these exiting commitments in ring-fenced accounts</p>
<b>Statement about town/parish support</b>	Yes. Applied for grant of £1,000
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	<p>Rush Common Pre-School (2-4 year olds)</p> <p>Uniformed Organisations (Brownies/Beavers/Rainbows/Cubs/Scouts) each evening (4-16 year olds)</p> <p>Indian Dance Class</p> <p>Workers Educational Association</p> <p>Abingdon Camera Club</p> <p>Trefoil Guild</p> <p>Abingdon Astronomical Society</p> <p>U3A History Group (retired people)</p> <p>U3A Science &amp; Technology Group (retired people)</p> <p>Modellers' Club (Abingdon IPMS)</p> <p>Abingdon Lace makers</p> <p>Messy Church ( young children and parents)</p> <p>Church Fellowship Group (elderly people)</p> <p>Just Women</p> <p>Church Men's Group</p>
<b>How did you identify a need in the community for your project or service?</b>	<p>Consulted church members and user groups who let the premises</p> <p>Need for improved disabled toilets was highlighted by our buildings surveyor in Quinquennial review in 2014, and for toilets separate for children/vulnerable adults in our safeguarding review</p> <p>see attached letters of support and consultation</p>
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	<p>The lighting will be LED/energy efficient lighting</p> <p>New radiators will be installed which are more energy efficient</p> <p>New windows will be double glazed (single glazed at present)</p> <p>Water management system will reduce water usage</p>
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	<p>A professional architect has been hired to produce various options and a final detailed plan</p> <p>A structural engineer has been hired to check on the building's integrity and advise on beaming walls (see attached calculations report as pdf)</p> <p>A quantity surveyor has been paid to provide detailed costings (see previous attachment)</p>



	<p>A disability consultant has been used to advise the architect</p> <p>VWHDC Building Control have given their consent (see previous attachment)</p>
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	<p>The toilet refurbishment project has the following aims:</p> <ul style="list-style-type: none"> <li>- To create three separate toilet areas which can be associated with the three hiring areas in the premises</li> <li>- To provide disabled toilet access in each of these three areas</li> <li>- To ensure that groups meeting in different areas are safeguarded by providing children's groups/elderly/vulnerable separate and secure access to their own toilet area for use by that booked group and their carers</li> </ul>
<b>What new activities will take place because of this project?</b>	<p>The separate toilets and accessible toilet provision for the Hall, Church and Perry Room will allow each of the three letting areas to be let simultaneously for the first time. In particular the Church will be able to be used in the day (when the Pre School are using the Hall) and on weekday evenings (when uniformed organisations are in the Hall). We envisage hiring out the Church for meetings, music rehearsals and concerts</p>

<b>North Hinksey PCC (St. Peter &amp; Paul Church)</b>	<b>Ref</b>	VCap18-19\26
Replace kitchen, install hand dryers and fireguards.		

<b>Total project cost</b>	£2,234	
<b>Amount requested</b>	£1,117	50.00% requested
<b>Organisation's contribution</b>	£1,117	<b>Organisation's latest bank balance</b> £77,183
<b>Other funding</b>	£ 0	<b>Secured Grants:</b>

### Previous grants

£4,088 17-18 Vale Capital Scheme – toilet, window and heating improvements

### Scoring

<b>New facilities or activities</b> This project will improve the existing kitchen (and fireguards) for £1,430 and install hand dryers in the toilets for £804. As the improvements are relatively small scale and won't provide new facilities or activities officers suggest their score is limited to one point.		<b>Score</b>	1/3
<b>Community benefit</b> One of the main beneficiaries is the church congregation, however the space is well used by other groups in the community.  In the long term it is unlikely these improvements will have a significant impact on the number of groups using the space so officers have suggested it two points.  However, they are likely to see some extra use when Seacourt Hall (the other community hall in the parish) operates from temporary accommodation during the West Way re-development.		<b>Score</b>	2/3
<b>Funding the project</b> The organisation is funding the rest of the costs (£1,117) from their £77,183 reserves. From the information provided they may be able to contribute more, but could not fund the whole project.  The kitchen was donated to the PCC, so they are only paying for the installation.  As they have the other funding secured they would usually receive three points, however, as per the policy, officers have deducted one point as they may be able to contribute more.		<b>Score</b>	2/3
<b>Consultation</b> They have not consulted on these works.  <b>VOWHDC Sustainability Officer Comment</b> – I recommend they include water saving fittings in the new kitchen wherever possible.  <b>VOWHDC Equality Officer Comment</b> - As the kitchen has already been donated there isn't an opportunity to influence the accessibility of it. It may be possible to have a lower work station to ensure the kitchen can be accessed by wheelchair users.			
<b>Project completion within timeframe</b> Their start date in September is the earliest possible for the scheme, but as they have all their other funding this should not be an issue.			
<b>Financial and project management plans</b> The project plan is satisfactory for the size of the project.			
<b>OFFICER RECOMMENDED CONDITIONS</b>		<b>Total score</b>	<b>5/9</b>
None		<b>Suggested grant</b>	<b>Medium priority - 37.5% capped to £838</b>

## Applicant responses

<b>Details of the project</b>	To Take our old kitchen (35 years old) fit new kitchen (supplied by Howdens Ltd) complete with handwashing sink. Supply and fit hand dryers in refurbished toilets. Supply and fit essential fireguards over new heaters.
<b>Financial statement from the organisation</b>	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 current account (£18054) which has to meet all costs of running the parish (currently c£75,000 a year) and have to be maintained at the level recommended by the diocese and the Charity Commission. Unrestricted funds = £18054 Restricted funds = £59129
<b>Statement about town/parish support</b>	We are not aware that our local parish council (North Hinksey) offers support for such projects
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	3 nursery school groups on 3 mornings of the week. ( 6 ) martial arts groups for children and adults, Adult slimming classes. It is used 1 morning a week for a drop off point for Sobell House. Parties both adults and children. When available general Church use for community events, ie. Botley Food Fayre, Christmas Craft Fayre. These are vaulable events for the community as there are no facilities for socializing in Botley
<b>How did you identify a need in the community for your project or service?</b>	We have seen a significant increase in upturn due to the redevelopment of Botley Square. We are the only Hall offering a reasonable space for any activity. It is also a valuable space for us to offer hospitality to the wider community which at present have very limited space for socializing important to the older members
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	By fitting hand dryers this will eliminate paper towels at the moment an expense of £25.00 a month. It will also reduce the amount of paper disposal.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	The project has been discussed by the PCC of North Hinksey parish and the sub committee overseeing the Hall which consists of several members who are familiar with building works
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	The Hall was built in the early 1980s and so far the only refurbishment we have been able to carry out is new heating and upgrading the toilets (with a previous grant). We need to fit guards on the new heaters as these become very hot to touch. We have been fortunate enough to be awarded a new kiitchen but we need qualified tradesmen to fit it, also we do need a handwashing sink.
<b>What new activities will take place because of this project?</b>	At the moment we are the only large hall in the area due to the Botley redevelopment. Hirers do like to look at our facilities before hiring the Hall and these improvements will benefit all our existing hirers as well as attract potential new bookings.

<b>Damascus PCC</b> (covering Drayton, Milton, Sutton Courtenay, Steventon and Appleford churches)	<b>Ref</b>	VCap18-19\9
Creation of a church hall in Sutton Courtenay		

**\* this applicant has applied to both schemes for this project – we can only fund it from one or the other.**

<b>Total project cost</b>	£508,697	
<b>Amount requested</b>	£30,000	5.90% of total cost requested
<b>Organisation's contribution</b>	£45,000	<b>Organisation's latest bank balance</b> £157,832
<b>Other funding</b>	£603,779	<b>Secured funding:</b> £253,779 including £1,000 from Parish Council. <b>Awaiting Decisions from:</b> £350,000 from various sources.

**Previous grants** None – however Milton Church, now part of DAMASCUS PCC did receive £20,000 towards converting part of the church into a community space.

### Scoring

<p><b>New facilities or activities</b></p> <p>This project will create a church hall, significantly improving the church's facilities however, it is not clear from the application if this project enables new activities to take place or if existing activities will relocate from the church and existing village hall.</p> <p>If new activities will take place they could receive two points, however, as this is not clear and there are potential implications for the existing village hall, officers have suggested deducting one point.</p> <p>If they can demonstrate use by new groups and that the existing community facilities are at capacity and cannot be extended/improved to accommodate any additional demand, this score could be revised.</p>	<b>Score</b>	1/3
<p><b>Community benefit</b></p> <p>The main guaranteed beneficiary is the church congregation, although the space will be available for hire when the church is not using it.</p> <p>This would usually allow them to receive three points, however there is uncertainty if new groups will benefit or if existing ones will relocate from existing hall (which may have spare capacity) and some residents have raised concerns around the lack of parking. Therefore, officers suggested the score is limited to two points.</p>	<b>Score</b>	2/3
<p><b>Funding the project</b></p> <p>The organisation is contributing £45,000 from their £157,832 reserves and whilst they have mentioned some other commitments they may be able to contribute more to the project.</p> <p>The costs of the project are based on professional estimates however, these are expected to increase when they complete the tender process.</p> <p>They have secured £253,779 of the £342,697 other funding required for the project. This would usually allow them to receive 2 points, however as per the policy, officers have deducted one point as it appears they could contribute more to the project.</p>	<b>Score</b>	1/3
<p><b>Consultation</b></p> <p>They consulted their congregation/community but received minimal responses (10) and have letters of support from a number of groups including their district council ward member however, the majority are connected to the church (like bell ringers, choir etc). There does not appear to be</p>		

evidence of wider consultation with the community to confirm there is a need for additional community space and that this is the preferred solution.

There is a neighbourhood plan (NP) in progress which may identify a need in the community for more community space, so the committee may wish to wait until the NP is published before considering funding a substantial community project to confirm there is a need and if so whether this is the community's preferred solution.

The existing village hall committee has not given their support to the project and some comments on the planning application raised concerns around the lack of parking and whether there was need for the project when there is already a village hall closer to the more populated end of the village.

It is not clear if they have considered alternative options and/or conducted a feasibility study to ensure additional community space is required for the village and that this is the right solution.

**VOWHDC Sustainability Officer Comment** – I recommend low energy LED lighting, automatic lighting controls and water saving measures such as low water WCs, and sensor or push taps.

**VOWHDC Equality Officer Comment** – They have included accessibility in their design plans, internally and externally.

If funded I would recommend they build the disabled facilities to meet the new BS8300-2 2018 standards rather than Part M building regulations, as these are more futureproof. The bi-fold doors should push flush to the terrace and if wheelchair users will access the kitchen it should also meet British Standards.

#### **Project completion within timeframe**

Their start date of June 2019 is well within the limits of the scheme, but will depend on them completing our grant agreement and securing all the funding needed to complete the whole project.

#### **Financial and project management plans**

DAMASCUS PCC has only operated as a financial entity for six months, so only provided accounts for this period. For new organisations we require their financial records to date, a working budget for the current year and a financial projection for three years. They do not have financial forecasts for the whole organisation and/or for the new hall (including the member of staff that will be employed to run it).

While the organisation is likely to be financially viable in the long term (having been operating as individual churches for many years), we cannot confirm the long-term viability of the new hall, making it a higher risk investment of the council's funds.

Their project management plan is satisfactory, but does not include any future financial projections for income/outgoings or a business case for the project including what other options were considered.

#### **OFFICER RECOMMENDED CONDITIONS AND CONSIDERATIONS**

The committee may wish to defer this application until the NP is published and/or wider community consultation is carried out, together with more investigations/studies into possible alternatives (that may be more cost effective).

A condition that, if funded, no work can start until the council's grant agreement is complete, they have completed their tender process, and have secured all the funding needed.

A condition that they must consider the equality and sustainability feedback and implement any suggestions where possible.

**Total score**

**4/9**

**Suggested grant**

**Medium priority – 4.42% of total cost, capped to £22,500**

## Applicant responses

<b>Details of the project</b>	<p>New build of meeting room, to provide a new community space in a rapidly growing village, and to support church activities. Will have modern kitchen, toilets and a small office.</p> <p>This is an extension on to the North side of the church, to be known as The River Room, seating 40 people at tables or 60 theatre style. The kitchen will cater for large numbers. Three toilets, one fully accessible. Office for administration.</p>
<b>Financial statement from the organisation</b>	<p>The Church is heavily committed - see the Annual accounts above.</p> <p>Reserves have to be carefully managed, in the long term. There is little excess for capital projects.</p> <p>The Parochial Church Council can not contribute to this project any further, apart from the £45000 already given.</p>
<b>Statement about town/parish support</b>	<p>Sutton Courtenay Parish Council have awarded two grants of £500 each over the past two years, a total of one thousand pounds.</p> <p>They have written a letter of support.</p> <p>They have supported our application for S106 Arts money. Also CIL money from development at the Appleford Road end of the village (this may not happen in time for our project.)</p>
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	<p>All comers. The village population is 2,500 now and is expected to double soon. We expect that interest groups will use the Room; hobbies, crafts, children's sleep-overs, book mornings and lunches for the elderly, post-funeral gatherings, meetings, frequent visits by the village Primary School, mothers and toddlers.</p> <p>Many people from outside come to many events, and international visitors to George Orwell's grave. Historians - the new local history archive in the River Room.</p>
<b>How did you identify a need in the community for your project or service?</b>	<p>The neighbourhood plan is still in consultation, and a new community space has been requested during this long process. A survey of village opinion was done in the early stages of the River Room work, and there was general approval of the plans. There are several supportive letters from organisations who use the church already, and who are interested using the new River Room in the future.</p>
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	<p>The building has been designed to provide high insulation values for walls, floor and roof. This, combined with the triple glazed window and doors will result in an energy saving structure and will lead to lower energy bills. The building will be heated by a separate condensing boiler supplying underfloor heating which will retain the heat within the structure, requiring less energy to maintain the warmth.</p> <p>(Written by the architect - Robert Montgomery)</p>
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	<p>The working party visited nine similar projects, to gather ideas and advice.</p> <p>We asked three architects to submit drawings, and eventually chose Robert Montgomery to design and manage the River Room build.</p> <p>The Diocese and Historic England have given on-site approval.</p> <p>Robert Montgomery has involved PSP Quantity Surveyors to provide the budget figures.</p>
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	<p>The River Room; NEW COMMUNITY SPACE available for separate use by villagers for interest groups, clubs, meetings, parties. It will SUPPORT all the events in the church, such as concerts, craft festivals,</p>

	<p>lectures and films, Primary school visits.</p> <p>Archive and display of local historical material for tourists and historians -new.</p> <p>Green Room for performers -new.</p> <p>New Hygienic modern catering.</p> <p>Three new toilets (including one which is fully accessible) instead of single old one.</p> <p>New Office.</p>
<p><b>What new activities will take place because of this project?</b></p>	<p>The River Room; interest groups, clubs, hobbies, mother and toddler groups, parties, meetings. New.</p> <p>The New Kitchen. Catering for proper meals will be possible - lunches for the elderly, supper at children's sleepovers.etc.</p> <p>These New Facilities will support church events, both religious, and the many cultural activities. We expect that they will increase in number and quality.</p> <p>Disabled will have access -new toilet.</p> <p>Office - new. One job created, five hours per week.</p>

<b>Abingdon Squash and Racketball Club</b>	<b>Ref</b>	<b>VCap18-19\23</b>
Purchase and install boiler, water heater, kitchen and changing room furniture.		

<b>Total project cost</b>	£19,021	
<b>Amount requested</b>	£9,510	50.00% requested
<b>Organisation's contribution</b>	£9,511	<b>Organisation's latest bank balance</b> £119,857

### Previous grants

None.

### Scoring

<b>New facilities or activities</b> The project will improve the existing facilities at the club on a relatively small scale and is unlikely to enable new activities as a result. This limits their score to one point.	<b>Score</b>	1/3
<b>Community benefit</b> The project will benefit a single sport/group (members of the club) so can only receive one point.	<b>Score</b>	1/3
<b>Funding the project</b> The club is contributing the rest of the funds from their £119,857 reserves. While they have high reserves, they are currently paying for a large extension on site which will require most of their reserves, however from the information provided it appears that they could contribute more if necessary.  As they have all the other funding in place they would usually receive three points however, as per the policy, officers suggest deducting one point as it appears they could contribute more.	<b>Score</b>	2/3
<b>Consultation</b> They have letters of support from their Landlord (Abingdon and Witney College and England Squash as well as a letter of support from our participation officer provided for a previous Sport England application (we also consulted the participation officer directly – see below).  <b>VOWHDC Participation Officer Comment</b> - I have met with the Squash Club previously and provided a letter of support for their Sport England funding and they have already successfully funded the extension. The ladies changing rooms needed expanding and improving and all the changes to the clubs will make a difference in increasing participation. Therefore, I support this grant application.  <b>VOWHDC Equality Officer Comment</b> - It is disappointing that disabled users won't have access to the first floor social/observation areas as there is no lift and that the squash courts and changing facilities don't appear to be wheelchair accessible either. They have included an accessible toilet on the ground floor, which will have little purpose if disabled people cannot access any of the courts, changing rooms or social areas. It appears they need to improve accessibility of the whole facility.  <b>VOWHDC Sustainability Officer Comment</b> – The project will include some energy saving measures, like LED lighting. If not already planned, I suggest automatic lighting controls, a seven-day boiler timer, low water showers and WCs, waterless urinals and sensor or push taps.		
<b>Project completion within timeframe</b> Their planned purchase dates in September 2018 work within the limits of the scheme.		
<b>Financial and project management plans</b> The club have taken on several loans from members towards the extension and this project, which will have to be repaid from club income over time.  They did not provide a project plan for the works.		
<b>OFFICER RECOMMENDED CONDITIONS</b>  A recommendation they consider the equality and sustainability feedback and implement any suggestions where possible.	<b>Total score</b>	<b>4/9</b>
	<b>Suggested grant</b>	<b>Medium priority - 37.5% of total cost, capped to £7,133</b>



## Applicant responses

<b>Details of the project</b>	We are in the process of building an extension to our non-profit taking Community Amateur Sports Club in order to modernise and improve the facilities for members and visitors. We are primarily funding the project through club funds and member's loans. We are looking for funding to help with the purchase of some items in order to reduce the burden of the member's loans which will require paying back over a number of years.
<b>Financial statement from the organisation</b>	As a club, we have on-going financial commitments but we have set-up a project bank account where all monies set aside for the project are kept. We have no concerns that we would be unable to contribute to this project. The amount raised through member's loans exceed what we require for the project but we do not want to use all of the loan amount due to the burden of paying them back.
<b>Statement about town/parish support</b>	No, I have approached several funding streams for support for the building project, Biffa, Healthy Hearts, Oxon Community Funding, PYE Charitable Trust and Wren.  We did secure £30k Sport England funding and this was spent on the first phase of the building of the extension and ground works.
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	Many Oxfordshire Squash Racket Association events are hosted at the club. All age groups from under 9 to over 55. We have a professional coach who organises coaching sessions for the local schools and we have a thriving junior section. All of the participants who attend the club will benefit from the project.  England Squash, the sports governing body also host coaching and seminars at the club.
<b>How did you identify a need in the community for your project or service?</b>	We have letters of support for our project from VoWH, England Squash and our landlords the Abingdon & Witney College.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	The installation of a new boiler and water heater will hopefully improve overall efficiency. We will be fitting energy efficient LED lighting throughout the extension.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	No consultation with professionals has taken place, other than internal development committee meetings.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	Our upgrade will provide much needed improvement to our changing facilities, specifically the ladies changing rooms which were not really fit for purpose. We will also provide a new entrance to the club and modern club room and kitchen areas. Our hope is to attract more people to play the sports of Squash and Racketball which are well renowned to be good for people's health and wellbeing.
<b>What new activities will take place because of this project?</b>	Improved facilities will hopefully attract increased participation in the sports of Squash and Racketball. The Abingdon area is growing rapidly and once our building extension is completed we will be conducting a marketing campaign in the local papers and magazines in order to promote the club. The more people playing sports will be of benefit to people's health and wellbeing and this will also benefit the local health service.

<b>Abingdon Rowing Club</b>	<b>Ref</b>	VCap18-19\24
Grow the Junior Membership at Abingdon Rowing Club		

<b>Total project cost</b>	£10,156	
<b>Amount requested</b>	£5,078	50.00% requested
<b>Organisation's contribution</b>	£500	<b>Organisation's latest bank balance</b> £10,233
<b>Other funding</b>	£5,000	<b>Awaiting Decision from:</b> Sport England

### Previous grants –

£2000 towards Junior Coxed Quad,  
£500 towards Rowing Club Electrics  
£1011 towards Gym Flooring

### Scoring

<b>New facilities or activities</b> The club will offer a relatively small-scale improvement to their facilities by adding two boats and blades to their inventory. It will allow them to increase their existing activities but will not allow new ones to start, and on a relatively small scale, so their score is limited to a maximum of two points.		<b>Score</b>	2/3
<b>Community benefit</b> The project will benefit a single sport group (rowing club members, particularly the 44 junior members) limiting their score to one point.		<b>Score</b>	1/3
<b>Funding the project</b> The club are contributing up to £500 towards this project from their £10,233 reserves, however if both their funding requests are successful this would reduce to as little as £78.  Based on the financial information provided officers are confident they could not afford this project without support, but may be able to contribute a little more.		<b>Score</b>	1/3
<b>Consultation</b> <b>VOWHDC Equalities Officer Comment</b> - If they do not have them, the club should purchase an adaptive boat and hoist if they have appropriate landings and changing facilities for users with mobility issues. If they do not have these facilities I suggest they consider the feasibility of making the whole club more accessible for disabled users, opening membership to a wider range of the community.  <b>VOWHDC Leisure Team Comment</b> - The project looks to increase access to rowing for young people. The demand is there if 22 young people are already attending courses, and it would allow more people to be more active. I therefore support this grant.			
<b>Project completion within timeframe</b> Their start date in September is the earliest possible and will depend on them securing the other funding in time.			
<b>Financial and project management plans</b> The statement provided as the project plan is satisfactory for the size of this project.  The club will budget for and carry out the maintenance on the new boats. Officers did note that they could potentially reduce their annual outgoing by reviewing some of their non-essential expenditure.			
<b>OFFICER RECOMMENDED CONDITIONS</b>		<b>Total score</b>	<b>4/9</b>
A condition that no work can start until the council's grant agreement is complete and they have confirmed they have secured all the funding needed for the whole project.  A recommendation they consider the equality and sustainability feedback and implement any suggestions where possible.		<b>Suggested grant</b>	<b>Medium priority – 37.5% capped to £3,809</b>

## Applicant responses

<b>Details of the project</b>	We currently have a growing squad of juniors which really need additional funding to enable us to purchase more light weight boats to ensure that we can open rowing up to more juniors in our community. We have a strong local junior membership of 44 but due to the size of our light weight boat fleet we are restricted in the membership/coaching we can offer. We are seeking £9,970 towards new double sculls/blades.
<b>Financial statement from the organisation</b>	The ARC has an outstanding bank loan of £19894 which we are endeavouring to pay off through club memberships, and other localised fund raising activities. Each year we host the Abingdon Rowing Head race which normally raises in the order of £10,000 for the club. Unfortunately the year due to weather and river conditions the race was cancelled in mid-April. This has significantly impacted our cash flow for the year.
<b>Statement about town/parish support</b>	We have approached Abingdon Town council and have received a grant of £1500 to the overall project costs. We are aiming to purchase 3 boats long term which will be in the order of £20,000.
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	The main beneficiary will be the new members at Abingdon Rowing Club with particular emphasis on Junior rowing within the age groups of 13-18. We are looking to expand our membership from 44 to a much larger number. To do this we need up to date equipment. Our Junior membership cadre pull from all schools in the Abingdon/ surrounding area. We focus on schools that don't offer rowing to give them a chance at ARC.
<b>How did you identify a need in the community for your project or service?</b>	The Abingdon Rowing Club has been running the Get-To-Know Rowing Course at the club for the past few years either in April or May. We target and consult with local school to encourage children to commence rowing where these schools don't have access to the river, rowing or rowing gym equipment. By doing this we feel we can offer them a great chance to enter a new sport, providing a healthy lifestyle for youngsters.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	None
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	None - we have trained and qualified British Rowing coaches who self assessed our needs and requirements within the club.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	The Extra 2 double sculls for the club will allow us to do 2 things, firstly expand our Junior club membership to wider numbers in our community and also provide the chance for more senior women to also participate in rowing as new members of the club. These boats can be used by Juniors and lightweight women.
<b>What new activities will take place because of this project?</b>	Having the new boat(s) will allow us to increase our capacity for new members at the Abingdon Rowing Club. We are especially focussed on expanding the existing 44 members we currently have. Our Recent 4-day May 2018 Get-to-know rowing course piqued the interest of 22 new juniors from the surrounding area / community to allow them to all join the club we need new boats and equipment to host these new members.

<b>Trinity Learning</b>	<b>Ref</b>	VCap18-19\19
Purchase office furniture and IT equipment		

<b>Total project cost</b>	£4,590	
<b>Amount requested</b>	£2,295	50.00% requested
<b>Organisation's contribution</b>	£330	<b>Organisation's latest bank balance</b> £8,824
<b>Other funding</b>	£2,200	<b>Secured Grants:</b> £2,200

### Previous grants

£378 from 14-15 Vale Capital Scheme – computer and digital equipment

### Scoring

<b>New facilities or activities</b> This project will purchase additional office furniture (£1,953) and IT equipment £2,637), now they have secured their own office (they previously shared with the church office).  This will allow them to increase their existing activities but does not appear to enable new activities to start, limiting their score to two points.		<b>Score</b>	2/3
<b>Community benefit</b> The project will benefit the staff/volunteers of the organisation with some secondary benefit to the schools they work in, limiting their score to one point as this is a single group.  Much of their work promotes a particular religion and while they do not appear to exclude anyone based on their faith, it may deter some from engaging with the services.		<b>Score</b>	1/3
<b>Funding the project</b> The organisation itself is contributing £330 from their £8,824 reserves and based on the information provided could contribute more, and may not need a grant from us to see the project take place.  They would usually receive three points for having all their other funding secured but, as per the policy officers have suggested deducting two points as they appear to be able to afford the project without a grant from us. If they can provide an explanation as to why they cannot afford to give more at the meeting this score could be revised.  Officers also note that were they to revise the brands/suppliers for some items they could potentially see some significant cost savings on the project.		<b>Score</b>	0/3
<b>Consultation</b>  The organisation has taken advise from OCVA and are transferring to a CIO structure. Transferring to a CIO will resolve some issues with their constitution which officers identified. It will however mean that the items we are funding will be transferred to a new organisation that we have not confirmed meets our eligibility criteria. To mitigate this risk the committee could defer making a decision until a later round when the CIO is established.			
<b>Project completion within timeframe</b> Their planned purchase dates in September 2018 work within the limits of the scheme.			
<b>Financial and project management plans</b> A basic project management plan is in place for the project, along with the remaining funding for the project.			
<b>OFFICER RECOMMENDED CONDITIONS</b>		<b>Total score</b>	<b>3/9</b>
The committee may wish to defer this application until a future round, once they have completed the transfer to the new CIO.  If funded officers recommend they review the selected suppliers/ brands for some items in the project to improve value for money.		<b>Suggested grant</b>	<b>Low priority – no funding</b>

## Applicant responses

<b>Details of the project</b>	TrinityLearning has been working to help improve the quality of life in Abingdon schools for the last 9 years. Growing provision has necessitated extra staff and administration such that we have outgrown our current shared office in Trinity Church. The Church has offered us free use of a vacant room but we now need office equipment to support our services. An enhanced office will ultimately mean we can enhance our service to meet growing demand.
<b>Financial statement from the organisation</b>	When we become a CIO we will be responsible for costs that Trinity Church currently covers. We are awaiting a decision regarding a URC grant for ongoing core funding costs for next three years. Subject to this, we are planning to recruit new staff members to start in December 2018 and expand our outreach work in the new year.
<b>Statement about town/parish support</b>	We have had funding from the Town Council in the past to support individual specific projects with schools and will continue with this approach in future. We will approach them as and when we have a project that meets the requirements of the Town Council's grant criteria.
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	SEND work experience students who attend our office Teachers, pupils from 22 state school communities who are our primary target group Partner agencies and community groups involved in our work as both partners and recipients e.g. Abingdon Carbon Cutters, MIND, Abingdon Stroke Club TrinityLearning volunteers (70 strong team) Many of our volunteers are retired, or returning to work TrinityLearning employees Staff and volunteers at Trinity Church who will get their own office back.
<b>How did you identify a need in the community for your project or service?</b>	TrinityLearning has seen demand on its services increase to the point where new staff have been required. The office has been developed as a result of extensive consultation regarding the expansion of TrinityLearning. Feedback has been sought from all stakeholder groups.  A brief survey of our partner schools to establish their communities' needs and preferences was followed up with interviews with HeadTeachers.  Informal discussions were held with volunteers donors and other local charities.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	Low energy ratings on IT equipment will be procured. As the building is owned by Trinity Church and not TrinityLearning, TrinityLearning is not able to specify installation of particular lighting systems or similar.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	OCVA and Charity Mentors advised Trinity Church's trustees to expand TrinityLearning into a CIO to satisfy Headteachers' needs.  We have sought feedback from a variety of sources including informal discussions with IT Consultants, other local small charities
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	We currently operate from an office that is shared with Trinity Church and sharing a desk designed for one user with two or three is becoming difficult as our work grows.  This project will provide a new, discrete office space for TrinityLearning to accommodate additional staff to support the quality of life work we do in Abingdon schools. The improved equipment and infrastructure reduces the administrative workload and increase our capacity to help school communities.
<b>What new activities will take place because of this project?</b>	The increased capacity will enable us to undertake more frequent projects in local schools and develop new projects to serve their changing needs. With a new office, TrinityLearning will be in a better position to enhance quality of life in schools, to support school communities and signpost children and young people to other community activities in Abingdon area. The purpose built office and equipment will ensure safeguarding and GDPR and data protection requirements are met.

## Appendix two - Vale NHB 2018-19 – Abingdon North East Area Committee-officer evaluations

### Scoring summary

Ref no.	Organisation	Scheme	Scheme cost	Amount requested	% of cost requested	Suggested score	Suggested award (% of total cost, capped to max £)
VNHB18-19\2	Damascus Parish	The River Room at All Saints' Church, Sutton Courtenay - New Build.	£508,697	£25,983 (was £30,000)	5.11%	6	3.83 %(capped to £19,487)
						<b>Total</b>	<b>£19,487</b>
						<b>Budget</b>	<b>£25,983</b>
						<b>Balance</b>	<b>£6,496</b>

### Scoring and award matrices

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

### New homes score

Points	Percentage of area's total new homes in the parish(es) where the project takes
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
<b>0</b>	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.
<b>1</b>	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.
<b>2</b>	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.
<b>3</b>	The project will provide substantial new facilities or activities to the community. or The project significantly improves a substantial community facility.	Creating a brand-new play area where there wasn't one already.  Adding a large extension to a village hall.
<b>Deductions</b>	Deduct one point if the project reduces the activities/facilities on offer.  Deduct two points if the project removes a community facility or stops activities taking place without replacing them.	Like a project to overhaul and landscape a car park that reduces the number of parking spaces.  Demolishing an old skatepark without replacing it with anything.

## Community Benefit

Points	Criteria to score	Example
<b>0</b>	The project offers little or no direct benefit to the community.	A decorative sign or boundary wall with no other purpose
<b>1</b>	<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.
<b>2</b>	<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>
<b>3</b>	<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>
<b>Deductions</b>	<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 organisation has requested 100 per cent of the cost and have provided evidence that they've lost a funder, can't raise money themselves (e.g. via precept) and can't apply for other grants/funding.</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.

<b>Damascus PCC</b> (covering Drayton, Milton, Sutton Courtenay, Steventon and Appleford churches)	<b>Ref</b>	VNHB18-19\2
Creation of a church hall in Sutton Courtenay		

**\* this applicant has applied to both schemes for this project – we can only fund it from one or the other.**

<b>Total project cost</b>	£508,697	
<b>Amount requested</b>	£25,983 (was £30,000)	5.11% of total cost requested. The applicant originally requested £30,000, which exceeded the committee's budget. Officers reduced the request to the budget available.
<b>Organisation's contribution</b>	£45,000	<b>Organisation's latest bank balance</b> £157,832
<b>Other funding</b>	£603,779	<b>Secured:</b> £253,779 including £1,000 from Parish Council. <b>Awaiting Decisions from:</b> £350,000 from various sources.

### Previous grants

None – however Milton Church, now part of DAMASCUS PCC did receive £20,000 towards converting part of the church into a community space.

### Scoring

<b>New Homes in parish(es)</b> Sutton Courtenay has seen 20.59% of the additional homes in the committee's area, allowing them to receive two points.	<b>Score</b>	2/3
<b>New facilities or activities</b> This project will create a church hall, significantly improving the church's facilities however, it is not clear from the application if this project enables new activities to take place or if existing activities will relocate from the church and existing village hall.  If new activities will take place they could receive two points, however, as this is not clear and there is potential implications for the existing village hall officers have suggested deducting one point.  If they can demonstrate use by new groups and that the existing community facilities are at capacity and cannot be extended/improved to accommodate any additional demand this score could be revised.	<b>Score</b>	1/3
<b>Community benefit</b> The main guaranteed beneficiary is the church congregation, although the space will be available for hire when the church is not using it.  This would usually allow them to receive three points, however there is uncertainty if new groups will benefit or if existing ones will relocate from existing hall (which may have spare capacity) and some residents have raised concerns around the lack of parking. Therefore, officers suggested the score is limited to two points.	<b>Score</b>	2/3
<b>Funding the project</b> The organisation is contributing £45,000 from their £157,832 reserves and whilst they have mentioned some other commitments they may be able to contribute more to the project.  The costs of the project are based on professional estimates however, these are expected to increase when they complete the tender process.  They have secured £253,779 of the £342,697 other funding required for the project. This would usually allow them to receive 2 points, however as per the policy, officers have deducted one point as it appears they could contribute more to the project.	<b>Score</b>	1/3

### Consultation

They consulted their congregation/community but received minimal response (10) and have letters of support from a number of groups including their district council ward member however, the majority are connected to the church (like bell ringers, choir etc). There does not appear to be evidence of wider consultation with the community to confirm there is a need for additional community space and that this is the preferred solution.

There is a neighbourhood plan (NLP) in progress which may identify a need in the community for more community space, so the committee may wish to wait until the NLP is published before considering funding a substantial community project to confirm there is a need and if so whether this is the community's preferred solution.

The existing village hall committee has not given their support to the project and some comments on the planning application raised concerns around the lack of parking and whether there was need for the project when there is already a village hall closer to the more populated end of the village.

It is not clear if they have considered alternative options and/or conducted a feasibility study to ensure additional community space is required for the village and that this is the right solution.

**VOWHDC Sustainability Officer Comment** – I recommend low energy LED lighting, automatic lighting controls and water saving measures such as low water WCs, and sensor or push taps.

**VOWHDC Equality Officer Comment** – They have included accessibility in their design plans, internally and externally.

If funded I would recommend they build the disabled facilities to meet the new BS8300-2 2018 standards rather than Part M building regulations, as these are more futureproof. The bi-fold doors should push flush to the terrace and if wheelchair users will access the kitchen it should also meet British Standards.

### Project completion within timeframe

Their start date of June 2019 is well within the limits of the scheme, but will depend on them completing our grant agreement and securing all the funding needed to complete the whole project.

### OFFICER RECOMMENDED CONDITIONS AND CONSIDERATIONS

The committee may wish to defer this application until the NLP is published and/or wider community consultation is carried out, together with more investigations/studies into possible alternatives (that may be more cost effective).

A condition that, if funded, no work can start until the council's grant agreement is complete, they have completed their tender process, and have secured all the funding needed.

A condition that they must consider the equality and sustainability feedback and implement any suggestions where possible.

**Total score**

**6/12**

**Suggested grant**

**Medium priority  
– up to 3.83%  
of the total  
cost, capped to  
£19,487**

## Applicant responses

<b>Details of the project</b>	<p>The objective is to build a meeting room and facilities onto the north side of the church. This will be a new community space, and will support church events.</p> <p>The room will seat 40 at tables.</p> <p>The kitchen will cater for large numbers.</p> <p>The three toilets will include one which will be fully accessible.</p> <p>Also a small office for private meetings and administration.</p>
<b>Financial statement from the organisation</b>	<p>The Damascus P.C.C. can not contribute further to this project, apart from the £45,000 already given.</p> <p>The Church of England has no government support, and does not charge membership fees.</p> <p>Routine expenses include salaries, the Diocesan levy, heating and maintenance of building, etc. - always difficult to find.</p> <p>Financial reserves are managed very carefully.</p> <p>Any new project, including this one, has to be funded separately in the main, as a "once in a generation" effort.</p>
<b>Statement about town/parish support</b>	<p>The Sutton Courtenay Parish Council have awarded two grants of £500 each over the past two years, a total of one thousand pounds.</p> <p>They have written a letter of support.</p> <p>They have supported our applications for S106 arts money.</p> <p>Also CIL money from developments at the Appleford Road end of the village (this may not happen in time for our project.)</p>
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	<p>All comers.</p> <p>Sutton Courtenay population to double soon. New community space needed.</p> <p>Interest groups - mothers and toddlers, craft, music, drama, senior lunch club, coffee and books, a green room for performers, sleepovers for children, visits from the Primary School (never enough toilets or space).</p> <p>People from outside come to concerts, lectures, to visit George Orwell's grave. Thames path walkers and boat people call in.</p> <p>These new facilities will be of benefit to all.</p>
<b>How did you identify a need in the community for your project or service?</b>	<p>The neighbourhood plan is still in consultation, but a new community space has been requested during this long process.</p> <p>A survey of village organisations has been done, and generally there was enthusiastic approval of the River Room plans.</p> <p>There are several supportive letters from organisations who use the church already, or who are interested in using the new River Room in the future.</p>
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	<p>The building has been designed to provide high insulation values for walls, floor and roof. This, combined with triple glazed window and doors will result in an energy saving structure and will lead to lower energy bills. The building will be heated by a separate condensing boiler supplying underfloor heating which will retain the heat within the structure, requiring less energy to maintain the warmth.</p> <p>(Written by Robert Montgomery - architect.)</p>
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional</b>	<p>The working party visited nine recently-built church rooms, to gather ideas and advice.</p>

<b>advisors?</b>	<p>We asked three architects to submit plans, and eventually chose Robert Montgomery to design and manage the River Room project.</p> <p>The Diocese and Heritage England have visited and given on-site approval for the project.</p>
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	<p>The River Room is new, and will SUPPORT all events in the church, cultural and educational.</p> <p>It will stand alone as a new COMMUNITY SPACE, to be used for parties, interest groups, meetings, post funeral and baptism gatherings, elderly lunches, sleepovers for children, space for the Primary School visits.</p> <p>Kitchen will provide proper meals, for villagers, and cultural and fundraising events - new.</p> <p>Three new toilets, including one fully accessible, replace single unpleasant one.</p>
<b>What new activities will take place because of this project?</b>	<p>The River Room; new COMMUNITY SPACE available for interest groups, clubs, meetings, parties.</p> <p>It will have an archive of local history material, for students and visitors, local and international.</p> <p>The catering will be hygienic and on large scale - minimal at present.</p> <p>Three toilets replace one old one, and include one fully accessible - new.</p> <p>These facilities will improve the QUALITY AND QUANTITY of all events, for all comers.</p> <p>Office, new part-time job.</p>

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

Parish/town	2016 total occupied homes	2017 total occupied homes	Total parish increase in year	Percentage of area's total increase
Abingdon	14,680	14,749	69	28.99%
Appleford	141	140	-1	-0.42%
Cumnor	2,720	2,728	8	3.36%
Drayton	990	1,017	27	11.34%
Kennington	1,761	1,765	4	1.68%
Marcham	765	803	38	15.97%
North Hinksey	2,196	2,236	40	16.81%
Radley	1,009	1,012	3	1.26%
South Hinksey	176	175	-1	-0.42%
St Helen Without	846	846	0	0.00%
Sunningwell	378	378	0	0.00%
Sutton Courtenay	1,127	1,176	49	20.59%
Wootton	1,186	1,188	2	0.84%
Wytham	70	70	0	0.00%
	<b>28,045</b>	<b>28,283</b>	<b>238</b>	<b>100.00%</b>