

South East Area Committee Agenda



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Date: 29 November 2012
Website: www.whitehorsedc.gov.uk

A meeting of the
South East Area Committee
will be held on Monday, 10th December, 2012 at 6.00 pm
Abbey House, Abingdon, OX14 3JE

Members of the Committee:

Councillors

John Amys
Matthew Barber
Andrew Crawford
Charlotte Dickson
Jenny Hannaby
Anthony Hayward
Bill Jones
Sue Marchant

Gill Morgan
John Morgan
Mike Murray
Kate Precious
Fiona Roper
Janet Shelley
Margaret Turner
Reg Waite

A large print version of this agenda is available. In addition any background papers referred to may be inspected by prior arrangement.

Please note that this meeting will be held in a wheelchair accessible venue. If you would like to attend and have any special access requirements, please let the Democratic Services Officers know beforehand and they will do their very best to meet your requirements.

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

Margaret Reed
Head of Legal and Democratic Services

Agenda

Open to the Public including the Press

Map and vision

(Page 4)

A map showing the location of the venue for this meeting is attached. A link to information about nearby car parking is http://www.whitehorsedc.gov.uk/transport/car_parking/default.asp

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

1. Election of a chairman

To elect a chairman for the 2012/13 municipal year.

2. Election of a vice-chairman

To elect a vice-chairman for the 2012/13 municipal year.

3. Apologies for absence

To receive apologies for absence.

4. Minutes

(Pages 5 - 6)

To adopt and sign as a correct record the minutes of the committee meeting held on 22 November 2011.

5. Declarations of interest

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

6. Urgent business and chairman's announcements

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

7. Statements, petitions and questions from the public relating to matters affecting the South East Area Committee.

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

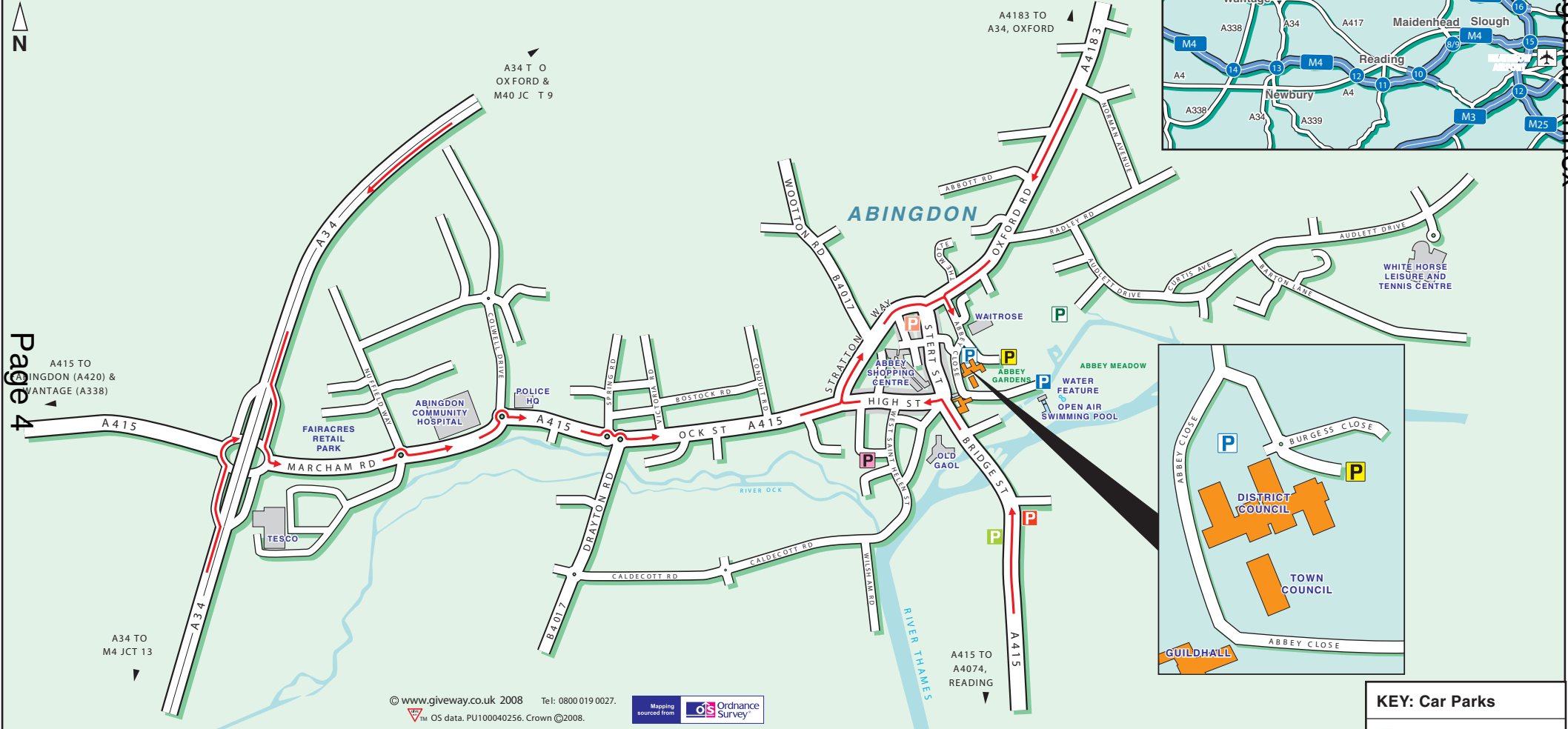
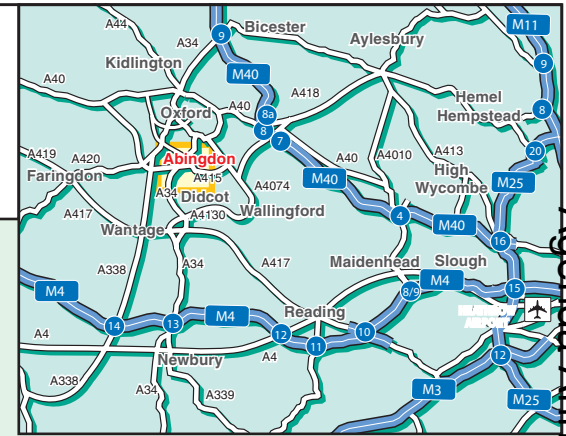
8. Community grants

(Pages 7 - 27)

To consider the head of corporate strategy's report.

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

None



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KEY: Car Parks	
	Abbey Close
	Cattle Market
	Charter Multi-storey
	Civic
	Rye Farm
	Hales Meadow
	Audlett Drive
	West St Helen Street

By rail – the nearest main line railway stations to Abingdon are either Didcot Parkway (seven miles) or Oxford (eight miles). Radley railway station is located on the main line between Oxford and Didcot and is three miles from Abingdon town centre. For details of train times visit www.nationalrail.co.uk or call 08457 484950

By bus – there are a number of bus routes serving Abingdon town centre. For details of services and timetables, visit Oxfordshire County Council’s website at www.oxfordshire.gov.uk. Contact details for bus operators can be found on the travel information pages on our website www.whitehorsedc.gov.uk

Parking – details of car parks charges can be found on our website



Minutes

of a meeting of the

South East Area Committee

held at 11.30 am on Tuesday, 22 November, 2011
at the Council Chamber, Abbey House, Abingdon

Open to the public, including the press

Present:

Members: Councillor Sue Marchant, Andrew Crawford, Jenny Hannaby, Margaret Turner, John Amys, Bill Jones and Fiona Roper

Officers: Steve Culliford, Jayne Bolton, Ed Nieburg and Susan Harbour

Number of members of the public: 0

SE.24 Election of a Chair(man)

RESOLVED

To elect Councillor Bill Jones as Chairman for the municipal year 2011/12

SE.25 Apologies for absence

Apologies were received from Councillors Matthew Barber, Charlotte Dickson, Mike Murray and Reg Waite.

SE.26 Minutes

The minutes of the meeting held on 6 April 2011 were adopted and signed as a correct record.

SE.27 Declarations of interest

None from members of the committee.

The committee were asked to note that David Buckle is a member of the Hannay Cricket Club, but that he has had no involvement with, or influence over, the grant application.

SE.28 Urgent business and chairman's announcements

None.

SE.29 Statements, petitions and questions from the public relating to matters affecting the South East Area Committee.

None.

SE.30 Community Grants

The committee received and considered report 45/11 of the head of corporate strategy.

RESOLVED

- a) to note that the remaining budget left to allocate for community grants in 2011/2012 is £8,509
- b) to allocate the following community grants:

Applicant	Scheme	Grant
Hanney cricket club	Maintenance Equipment	£2,291

- c) to open a further round of funding applications as there is a further £6,218 available. This to be done by email/chairman's action.

South East Area Committee



Report of Head of Corporate Strategy

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To: South East Area Committee

DATE: 10 December 2012



Capital Community Grants

Recommendation

(a) that the committee approves the officer recommendations for capital community grants for 2012/13

Purpose of Report

1. The purpose of this report is for the committee to consider the officer recommendations for the applications received.

Strategic Objectives

2. The council has a corporate priority to offer support to local communities by offering grants to voluntary and community organisations who are delivering projects and services that support the council's own objectives or those in need.

Background

3. The committee's budget for capital community grants in 2012/13 is £29,904.
4. The capital community grant scheme opened on 23 July 2012 and closed on 28 September 2012.
5. Officers received five applications requesting a total of £23,150, a summary of these is shown on the following page and an officer appraisal for each application is attached at *appendix 1* of this report.

ref:	organisation	project	project cost £	total points scored	grant requested £	officer recommendation £
933	Letcombe Regis Village Hall Recreation Ground Trust	sports pavilion upgrade	£119,420	115	£5,000	£5,000
934	Wantage Independent Advice Centre	expansion of premises to provide more space	£40,338	100	£5,000	£5,000
954	Letcombe Regis Parish Council	creation of two new tennis courts	£59,625	90	£5,000	£4,000
964	Charlton Acorns Pre-school	all-weather canopy	£11,592	90	£5,000	£4,000
971	Blewbury and District Brass Band	community step-up to brass instrument purchase	£6,300	80	£3,150	£2,520
				Total	£23,150	£20,520

6. Officers used a scoring system¹ to help in evaluating each application. The scoring system is a fair and transparent way of evaluating applications. Details of the scoring system approved by the cabinet member for grants are attached at *appendix 2*.
7. The recommendations from officers for all capital community grant applications are based on the scoring criteria shown below.

Approved scoring criteria	
Total points score	
100 or more	officers recommend that the project is a funding priority
80 or more	officers recommend that the project receives some funding
79 or less	officers recommend that the project does not receive funding

Financial Implications

The South East Area Committee has £29,904 available to allocate in the capital community grants budget for 2012-13.

These funds can only be awarded towards projects that meet the council's budgetary and audit requirements for capital expenditure.

Any revenue costs included in applications will be removed from the amount requested and their application figures revised during the officer evaluation and their workings shown in the officer's comments sections. Award recommendations will be made on capital expenditure only.

¹ The cabinet member for grants approved the scoring system on 2 July 2012

Legal Implications

8. The area committees have delegated authority from the previous Executive to determine grant applications. There is also a delegated authority for the head of corporate strategy in consultation with the chair of the relevant area committee to determine grant awards up to £1,000.

Risks

9. There are no risk implications arising from this report.

Conclusion

10. The South East Area Committee is requested to consider and determine the five grant applications received.

Background Papers

- individual cabinet member decision of 2 July 2012

Vale Capital Community Grants Officer Evaluation

933		
Letcombe Regis Village Hall & Recreation Ground Trust		
Sports Pavilion Upgrade		
The upgrade will include new showers, changing rooms and toilets for players and spectators will be installed, to include disabled toilet and disabled access. An upgrade of the existing kitchen will also be completed		
Project Information		
1	How will your project broaden the range of activities/facilities on offer to the community?	
	This upgrade will provide an attractive hub for all our sports clubs, which include football, cricket, our newly formed tennis club, and allow the keep fit classes to expand. Improved facilities will also attract more spectators.	
	<p>Officer comments: The project offers a good level of extra facilities/activities.</p> <p>By expanding and improving the current sports pavilion the club will attract more groups and allow existing users more range in the facility.</p> <p>They will also encourage more participation by spectators and local residents at sporting and fundraising events.</p>	<p>Score</p> <p>10</p>
2	How did you consult with the local community?	
	A survey of the villagers in November 2011 showed very strong support for this upgrade, many pointing out that they would be encouraged to bring in friends from the wider community if facilities were improved.	
	<p>Officer comments: The application shows an extensive level of consultation.</p> <p>The whole village was asked to complete a survey and the results which indicated the pavilion was in need of updating. Some residents stated that a better facility would encourage visits from people outside of the local area as well.</p> <p>Letters of support for the project were included in the application, which shows additional relevant consultation to the village survey.</p>	<p>Score</p> <p>15</p>
3	How do you know that the community need this project?	
	As will be seen from letters from King Alfred's school, and the VWH schools football association our ground provides a much-needed facility for young and talented players from the surrounding areas.	
	<p>Officer comments: The project shows an extensive level of community need.</p> <p>Results from the village survey and the letters of support from local organisations show that the pavilion is a valued facility but that work is required to see it meets the needs of the community using it.</p> <p>While the village hall also backs onto the sports grounds, it does not have the right facilities to host sporting events such as changing facilities and showers.</p>	<p>Score</p> <p>15</p>

<p>The project would allow the pavilion to work closer with VWH schools football association by providing them with a base. This would benefit over 1,000 teenagers from the district.</p> <p>The alterations would make the facility more accessible to disabled residents and visitors.</p>				
4	Who will benefit from your project?			
	<p>Apart from our active participants in sport enjoying new and improved facilities, the residents of our local care village have expressed a wish to watch sport. Disabled persons will also benefit from the upgrade.</p>			
<p>Officer comments: The project offers an extensive level of community benefit.</p> <p>The improvements will make the pavilion more accessible to disabled residents as well as benefiting the whole community in general.</p>		Score	15	
Project Viability				
1	How is your project reasonable and appropriate for the area?			
	<p>Whilst in need of upgrading, our pavilion is sound and appropriately sighted on the boundaries of the sports field, within easy reach of the village.</p>			
2	How does your project deliver best value for money?			
	<p>We are impressed with JCB's approach to the work, as they have a good reputation in sourcing good quality materials and the best price.</p>			
3	Is your project likely to secure full funding and progress within 12 months?			
	<p>Yes, we feel we have an excellent chance of sourcing all the funding required, and intend to start work within the next few months</p>			
4	How will your organisation be able to manage the project now and in the future?			
	<p>The Letcombe Regis Recreation Ground and Village Hall Trust has a strong and committed committee, which has been in place for 15 years, and there is a great deal of enthusiasm in the village for this to continue.</p>			
<p>Officer comments:</p> <p>The project is fully justifiable and viable for the area and will commence within 12 months.</p> <p>The organisation has already sourced a high percentage of the funding required for this project and has found potential savings to reduce the cost if full funding cannot be obtained.</p> <p>The pavilion is already in position and is well used but will better serve the community when this project is completed. It will attract more groups and organisations and disabled users will be able to access the pavilion and use its facilities.</p>		Score	60	
<p>Officer scoring point system: 100 or more – officers recommend that the project is a funding priority 80 or more – officers recommend that the project receives some funding 79 or less – officers recommend that the project does not receive funding</p>		Total	115	
Financial Details				
Amount requested	Total project cost	Town/Parish support	Secured funding	Gap in funding
£5,000	£119,942	0	£114,942 (£14,942 own funds)	0
<p>Officer financial appraisal: The applicant has requested four per cent of the total project cost.</p> <p>The financial information provided is a joint account to cover the sports pavilion and the village hall. The accounts dated 31 March 2012 showed a closing balance of £53,986.70. This includes £11,000</p>				

ring-fenced towards the sports pavilion development. While the rest of the available funds are shared and partially tied in with the village hall, there would be sufficient unrestricted funds to cover the remaining cost of their own contribution to the project.

Funding secured is largely made up of a Sports England grant (£50,000) and section 106 funding (£33,000).

The grant from Sports England holds a condition that the project must start within 6 months (by 27 December) and that the project must be completed within 12 months. Due to contractor availability and so as not to lose this major funding the project is due to commence on 3 December. The project had not commenced when this application was submitted but may have started when the committee meets.

Comments Section

Consultation comments:

No comments were received for this application.

Grant Officer Comments:

This project has gathered substantial funding from other sources and to meet their criteria work must commence before 27 December 2012. Due to contractor commitments, they currently expect to start work on 3 December.

While this is before the committee meets to determine grants the application was completed in good faith in the hope a decision would be made in November 2012, before work was due to start. On this basis, it is the grant officer's recommendation that the application still be considered for funding.

There is a village hall in the community which also backs onto the sports grounds which could offer some competition or partnership working opportunities, however as it is not equipped to accommodate sporting events (no changing rooms, showers etc) the need for the pavilion and its upgrade is reasonable.

If VWH School Football Association makes the pavilion their base as currently intended this will benefit over 1,000 young people from the district's schools.

Officer recommendation, in line with the scoring criteria is that the application be a funding priority and be awarded the full four per cent of the total project cost requested (£119,942) up to a maximum value of £5,000.

Recommended Amount:	£5,000
Approved Award:	

Vale Capital Community Grants Officer Evaluation

934			
The Independent Advice Centre, Wantage			
Accommodating our Community			
Expansion of premises to include upper storey of 16 Market Place (currently known as 16A Market Place). The main purpose of this project is to provide more space, including private client interview rooms. More space will facilitate increased volunteer recruitment and increased client numbers. Current working conditions are very difficult and clients have little to no privacy to discuss personal, sensitive matters.			
Project Information			
1	How will your project broaden the range of activities/facilities on offer to the community?		
	Provision of 4 private client interview rooms, including 1 with ground floor access. This means that caseworkers and general advisors can both be accommodated, thereby increasing our ability to see more clients. Provision of volunteer training space means training can be completed more quickly and efficiently in house.		
Officer comments:		Score	20
The expansion of the centre will provide much needed additional interview rooms that will provide an extensive level of extra facilities on offer to a wide range of the community.			
2	How did you consult with the local community?		
	Discussed plans with local councillors. Launched fundraising effort within the community, including letters and articles in the press. Presence at community fundraising event (Ray Collins charity day) to explain plans and raise needs awareness.		
Officer comments:		Score	5
The centre has advertised the intended expansion well as a method of fundraising but little evidence of actual consultation about the design has been provided.			
3	How do you know that the community need this project?		
	Clients request private space which we are often unable to provide. The current open plan space can be noisy and is not appropriate for confidential matters. Client numbers are expected to grow (eg 11/12 up 6% on 10/11). We have a waiting list for debt clients to be allocated a caseworker. Increased advisor space will enable a reduction of waiting times.		
Officer comments:		Score	15
An extensive level of local need has been shown through the continued demand for the services offered by the centre and the fact that a waiting list for particular advice exists. The current meeting room arrangements are very poor and not fit for purpose.			
4	Who will benefit from your project?		
	All clients, irrespective of service they access.		
Officer comments:		Score	20
The project will provide an extensive, wide-ranging level of community benefit to users of the centre. The centre is open to everyone for advice.			
The expansion will allow disabled people to access services in a more appropriate environment. The extra meeting rooms will mean that waiting lists will be reduced and meetings can be held in private.			
Project Viability			
1	How is your project reasonable and appropriate for the area?		
	We offer 3 services and cover a wide area from Wantage, Grove and surrounding villages. The nearest CAB offices are in Abingdon or Didcot. They have fewer opening hours than the IAC and local clients would have additional costs of travelling to these bureau.		
2	How does your project deliver best value for money?		

	We have a volunteer project manager who will scrutinise all quotes and ensure the project is delivered on time and on budget. We will use existing equipment where possible and will source volunteers for eg decorating. The outlay of approx £40,000 is excellent value in the context of an advice centre that has been operational for over 40 years and which, could be considered a permanent fixture in the town. It is highly unlikely that demand for services will decline in the near future.			
3	Is your project likely to secure full funding and progress within 12 months?			
	Yes - we will prioritise works depending on the amount of funding secured.			
4	How will your organisation be able to manage the project now and in the future?			
	Once the capital project is complete, then we revert to operational management, but in a bigger space. There will be increased rent and other running costs but our principal funders have increased annual grants to cover this.			
Officer comments:		Score	40	
The centre has employed a project manager to help organise the expansion. Funding has been sought from a variety of organisations and competitive quotes are being sought. Generally, the project shows potential that it could be viable and justifiable for the area and is likely to commence within 12 months.				
Officer scoring point system:		Total	100	
100 or more – officers recommend that the project is a funding priority				
80 or more – officers recommend that the project receives some funding 79 or less – officers recommend that the project does not receive funding				
Financial Details				
Amount requested	Total project cost	Town/Parish support	Secured funding	Gap in funding
£5,000	£40,338	0	£22,069	£18,269
Officer financial appraisal:				
A summary of the costs for the project has been provided with the grant application but the only formal quotations received are for the new boiler, electrical works and lift installation. These quotations alone total £10,456 and it is therefore recommended that any grant awarded is based on this figure and not the full project costs of £40,338.				
The applicant states they will contribute £7,000 towards project costs and has secured £10,490 in funding from Oxfordshire County Council towards the full project costs of £40,338.				
Accounts for the period up to 31 March 2012 have been provided. Total receipts for the year were £110,238 and total payments were £95,666 resulting in an excess of £14,571. The organisation held reserves of £79,070.				
Comments Section				
Grant Officer Comments:				
The centre has recognised that its current facilities have been in need of improvement for some time and this project will meet the needs of the community and help the centre to expand during this difficult economic climate when demand for its service continues to be required.				
The project has the necessary planning consent (P12/V1280) and has discussed the proposal with building control to ensure they meet up-to-date regulations on disabled access to the first floor. The centre is very keen to carry out this project as soon as possible to be able to offer an improved service to its volunteers and customers.				
The application has scored well and officers recommend an award of 47.80 per cent of the eligible costs of £10,456 up to a maximum of £5,000.				
Recommended Amount:	£5,000 (47.80% of £10,456)			
Approved Award:				

Vale Capital Community Grants Officer Evaluation

954		
Letcombe Regis Parish Council		
2 Tennis courts built on Recreation Ground		
Letcombe Regis Parish Council and Letcombe Tennis Club plan to build 2 new SAPCA specification side-by-side tennis courts on a site on the recreation ground situated in the village of Letcombe Regis. The court will be macadam with court furniture and appropriate fencing around it. It will be adjacent to a sports pavilion currently used by the local cricket and football teams. The courts will incorporate a tennis practice wall.		
Project Information		
1	How will your project broaden the range of activities/facilities on offer to the community?	
	There are a number of village clubs such as cricket, football, horse riding and table tennis. The members of which are mostly external to the village. Since founding the tennis club (Nov 2010) we have attracted over 100 members (inc 38 juniors) and organized events such as junior holiday camps, a rusty racquets for adults and tournaments (using very poor quality community courts outside the village and a private court within the village). Many villagers have expressed their support for the initiative and look forward to the time when they will be able to play regularly at local courts and develop a social network around the sport. There are currently very few ways for villagers, especially children and teenagers to get together. Tennis provides a link between young and old. The local primary school has expressed strong interest in offering coaching to its students as has a local LTA licensed club coach who will be able to offer cardio tennis fitness sessions (see attached letters).	
Officer comments:		
The project will offer some extra facilities/activities.		
The creation of single purpose tennis courts will allow access to tennis courts to club members. A multi-use games area would have offered a greater range of facility and activity.		
The local tennis club is heavily involved with the parish council to see the tennis courts installed to improve the facilities available to their members, made up of the local community.	Score	10
It appears from the application that the courts will solely be for the use of the tennis club and those they give access to. This would limit the range of the facility as only members of the club and groups they permit to use the courts will benefit.		
2	How did you consult with the local community?	
	A village survey was done to establish a 20-year parish plan for the development of facilities within the village. It included all aspects of village life. An extract from the plan is attached showed that tennis was requested by a majority of those wanting more facilities. Funding was then made available to build a court. The tennis club was then formed and founder members were recruited and surveyed (see attached). 95% requested we attempt to get top-up funding to construct 2 courts, 75% were in favour of having periods when the courts were open and free for village children. 68% said they would attend weekly club sessions (if 2 courts). In recognition of the broad support for tennis, a post was created on the trust committee which oversees the village hall and recreation ground (site of courts) and which consults regularly with villagers about community needs. Local schools were also contacted to gauge interest, as were residents of neighbouring villages, from where we have also recruited some members.	
Officer comments:		
The application shows extensive levels of consultation.		
A parish survey carried out in 2005 identified a strong wish to have tennis facilities in the village. Other groups, such as local schools, were surveyed on the proposed courts.	Score	15

<p>The Letcombe Regis Tennis Club was formed shortly after the parish plan was published and the founder members of the club were surveyed regarding the tennis requirements. These founder members decided that two courts would be of more benefit than one based on successful schemes in other villages.</p>		
3	How do you know that the community need this project?	
	<p>The parish plan showed not only a general need for new facilities, specifically tennis in the village but also in particular for young people. S106 funds were then made available to build a single court. After further consultation with tennis club founder members (now over 100 members) it was agreed that two courts would be necessary in order to allow the tennis club to flourish and develop. Research into other village communities showed that having two courts rather than one led to better usage as club sessions, matches and coaching could be arranged. It is more cost effective to build the two courts at once than to build one and add another later. While the club can use a private court for the moment, this is not a long-term solution and it has severely limited our ability to run events. So we need to pursue our goal for building two courts for the sustainability of the club and to allow more people to join into a social and fun sport, which is accessible to all.</p>	
<p>Officer comments: The application shows extensive levels of local need.</p> <p>Following the parish plan survey of the whole parish it is clear that tennis provision is wanted by many members of the community; however the original intention was only to install one tennis court and S106 funds were made available for this.</p> <p>After some consultation with the founding members of the Letcombe Regis Tennis Club the plans were amended to provide two tennis courts on the recreation ground.</p> <p>By providing the courts on the recreation ground the local tennis club will have somewhere to play and practice.</p> <p>As the application implies the courts will solely be for the use of the tennis club, their members and other groups they permit to use the facility.</p> <p>The subscription fees for the club when the courts are in place have not been set yet, however they have stated they would be as low as possible to keep the facility available to all.</p>	<p>Score</p>	<p>15</p>
4	Who will benefit from your project?	
	<p>The project will benefit an estimated 200 villagers of all ethnic and social groups, particularly the youths that have no local opportunity for sport and socialising. In order to keep the playing fees low we will continue running many fund raising social activities that will involve the whole community. The local primary school are keen to use these courts to offer coaching (see letter). Additionally, there are 38 junior members over half of whom have benefited from 'Come and Try' sessions and ongoing coaching sessions (see attached poster and letters of support). Facilities for the disabled will be available in the nearby pavilion, which has onsite parking adjacent to the tennis court site. The local cricket, table tennis and football clubs recruit from outside the village for league play. The tennis club's policy of low cost membership and all abilities encouraged will either introduce residents into tennis for the first time or encourage previous players back (see LTA support letter).</p>	
<p>Officer comments: The project offers a good level of benefit.</p> <p>Letcombe Regis Tennis Club has approx 100 members made up of local residents who would benefit from the new courts. The club plans to offer the local school the chance to use the facility as well.</p> <p>Other members would have the opportunity to join the club to benefit from the facilities.</p> <p>If the parish council allows the courts to be used solely by the tennis club</p>	<p>Score</p>	<p>10</p>

<p>local residents who are not members of the tennis club would not have access to the courts.</p> <p>The courts will be located near to the sports pavilion where there will be changing/wc facilities available, including disabled facilities.</p> <p>They have not confirmed if there will be suitable paths leading to the courts to permit disabled access to the courts.</p>		
Project Viability		
1	How is your project reasonable and appropriate for the area?	
	<p>After consultation with founder members of the tennis club, it was decided that two courts are necessary to offer a full range of services to the community such as coaching, tournaments and club events, which will help to make the club sustainable. The recreation ground is a suitable venue for the club as tennis players will have the use of the sports pavilion shared with other sports teams.</p>	
2	How does your project deliver best value for money?	
	<p>Simultaneous construction of two courts is most cost effective saving over £10,000 on the cost of sequential building. After discussions with and quotes from several suppliers and recommendations from other clubs, the most likely supplier will be Courtstalls. They offer reliability and quality of service.</p>	
3	Is your project likely to secure full funding and progress within 12 months?	
	<p>Yes, we have identified a number of suitable funding bodies and have some applications in process. We aim to start building the courts in March 2013.</p>	
4	How will your organisation be able to manage the project now and in the future?	
	<p>We have formed a committee of seven tennis club members and the tennis club is represented on the committee of recreation ground trustees. We will continue to organise social fund-raising events, which have proved popular so far and have researched ongoing maintenance costs. We will set the membership subscriptions at an appropriate level to cover ongoing costs and make tennis affordable for all. See attached income and expenditure forecast (tennis club).</p>	
<p>Officer comments:</p> <p>The project shows potential that it could be viable and justifiable for the area and is likely to commence within the 12 months.</p> <p>The project will rely heavily on a large grant that has yet to be determined. If successful it is likely they will have to start and potentially complete within 12 months.</p> <p>If this is unsuccessful or the full award is not provided there is no contingency for funding the project, although the parish council has sufficient funds to cover any shortfall in funding.</p> <p>There are no community tennis courts in the village, despite a strong local need.</p> <p>Building near the existing sports pavilion allows them to share the facilities rather than build their own.</p> <p>Building two courts at the same time is more cost effective than to build one now and the other later.</p> <p>They have chosen the most expensive quotation provided and have included some optional extras from the initial quotation. While this will allow them to offer the best possible facility, it may not be the most cost effective way to provide the courts to the community.</p> <p>The club intend to set their subscription at a very low level in order to encourage as many people to join as possible. This together with club fundraising will provide funds to maintain the courts, which should include a 'sinking' fund to cover the cost of resurfacing when required.</p>	Score	40
<p>Officer scoring point system:</p> <p>100 or more – officers recommend that the project is a funding priority</p>		90

80 or more – officers recommend that the project receives some funding 79 or less – officers recommend that the project does not receive funding				Total	
Financial Details					
Amount requested	Total project cost	Town/Parish support	Secured funding	Gap in funding	
£5,000	£59,625	£1,614	£27,800	£25,211	
Officer financial appraisal:					
<p>The applicants have requested eight per cent of the total project cost.</p> <p>An application for Lottery funding (inspired facilities) for £24,836 is also pending a decision. There will be a gap in funding of £375 if they receive all the funding they have requested.</p> <p>The parish council has balances of £31,746; however £4,159 is allocated to another village project. The applicant (Letcombe Regis Parish Council) has sufficient funds to cover any shortfall in funding.</p>					
Comments Section					
Consultation comments:					
No comments were received for this application.					
Grant Officer Comments:					
<p>While the parish plan shows a local need/want for tennis facilities there is no explanation as to why the courts appear to be for the sole use of the Letcombe Regis Tennis Club rather than the whole community.</p> <p>The tennis club has stated it will keep membership costs to a minimum. They are currently accepting members costing £5 (adult) or £1 (child) but no figures have been released about what the subscription fees will be once the courts open.</p> <p>As the parish council will own the courts, it would be possible for them to include some 'open' periods when anyone could use the courts making them more accessible to anyone.</p> <p>The applicants have chosen the most expensive option from the highest quote provided. While this will give them the best courts possible it may exceed their needs and may not be the most cost effective choice.</p> <p>As requests towards re-surfacing projects have been seen by the grants team from other local communities it would be wise to encourage the applicant to create and maintain a reasonable 'sinking' fund to cover the cost of resurfacing works after a reasonable period, so that future applications to fund the maintenance of the courts are less likely.</p> <p>Based on the scoring criteria the officer recommendation is to award 6.7 per cent of the total project cost of £59,625 resulting in an award of £4000. This is 80 per cent of the original request.</p>					
Recommended Amount:	£4,000				
Approved Award:					

Vale Capital Community Grants Officer Evaluation

962		
Charlton Acorns Pre-School		
All-Weather Canopy		
Supply and installation of an all-weather canopy for the outdoor play area at the pre-school to enable the children to utilise the outside area in all weathers.		
Project Information		
1	How will your project broaden the range of activities/facilities on offer to the community?	
	The installation of this canopy will ensure that we comply with the new Early Years Foundation Stage (EYFS) guidelines, which state that the children must have opportunities to be outside on a daily basis all year round. We need to create a free-flow environment for the children, allowing direct access to outdoor spaces for inside/outside self-initiated play. The children are currently restricted when it is very sunny, as the area does not provide any shade and when it is raining, as there is very little shelter.	
Officer comments:		
The project offers a good level of extra facility/activity to the community.	Score	10
The children using the pre-school will be able to use the outside area during periods of intense sunlight and in bad weather.		
2	How did you consult with the local community?	
	We spoke to the parents and asked for their feedback at parents meetings, via email and the pre-school newsletter. The staff were consulted at the staff meeting and subsequent meetings at the pre-school to identify the best solution. The committee were also consulted and agreement was reached that this project was an extremely important development for the pre-school.	
Officer comments:		
The applicant shows a good level of consultation.	Score	15
The pre-school consulted with parents, staff and its committee about the project to make sure the best solution was found.		
3	How do you know that the community need this project?	
	The canopy will replace a loss of covered area as our play area was re-sited by OCC due to the expansion of the primary school within the same grounds. For some children, access to high-quality outdoor environments makes all the difference to how positive and successful their early years experiences are. Because of the freedom the outdoors offers to move on a large scale, be active, noisy and messy, many children relate more strongly to learning outdoors to indoors. Outdoor play also helps tackle obesity, allows children to explore things in nature, take risks, stretches their imagination and large-scale play improves social skills and critical thinking. Enabling children to play outdoors in all weathers teaches a respect for the environment, which will stay with them for life and, in the long run, will benefit the community.	
Officer comments:		
The application shows a good level of community need.	Score	15
Following the loss of the previous covered area due to the primary school expansion, the children at the pre-school are now without a secure covered outside play area to help with their development.		
As the EYFS guidelines state that children must have opportunities to be outside on a daily basis all year round providing some sheltered outside play space is required. While parents/guardians might offer this opportunity away from the pre-school this may not be possible.		
Only the children at the pre-school need this project (50 spaces only).		
4	Who will benefit from your project?	

	Our Pre-school provides places for 50 children in the immediate area and is a key element of the local community. Many in the pre-school move on to attend Charlton School, whom we have very strong links with, and the pre-school is vital in preparing the children for this transition. Ultimately all the children who attend will benefit from this, we are an equal opportunities run preschool and welcome children with special needs. Our outside area has disabled access and can be made available to children and their families for a variety of activities. Our day-to-day activities using the outside area are currently limited to reasonable weather conditions. We are unable to use the area in heavy rain, and restricted in extreme sun, but with an all-weather canopy, the children will benefit from the free-flow play, which can be maintained throughout the preschool sessions, if installed. Benefits include: seeing the outside as well as the inside as a learning environment, all abilities can be catered for.		
Officer comments: The application shows some level of community benefit.			
While the canopy will allow the 50 children at the pre-school to play outside regardless of the weather, it will not benefit the general community and will only be available to them during the opening hours of the pre-school.		Score	10
Project Viability			
1	How is your project reasonable and appropriate for the area?		
	Without the canopy, the children will not be able to play outside for long periods of time when it is extremely sunny or raining, which is extremely restrictive. This canopy will replace what the pre-school had previously before the move of the play area.		
2	How does your project deliver best value for money?		
	We have obtained two quotes for this work. The company we have chosen has many years of experience in this area within schools and complies with stringent current and future building regulations. They intend to use six posts and supply post protectors, which is included in this price. The alternative quote we received was more expensive and they would need to use 12 posts, the price does not include post protectors so these would have to be purchased at an additional cost.		
3	Is your project likely to secure full funding and progress within 12 months?		
	Yes		
4	How will your organisation be able to manage the project now and in the future?		
	We have a project manager responsible for this project. There will be no maintenance required with these canopies as they have a long life expectancy but should there be any problems, the chosen supplier will be responsible to rectify any issues.		
Officer comments: The project shows potential that is could be viable and justifiable for the area and is likely to commence within 12 months. The canopy is a much-needed facility for the 50 children using the pre-school. The previous covered outdoor area was lost when the school was expanded. The applicant has chosen the most cost effective quotation without compromising the project. They have identified a solution that will not require specialist maintenance and has a long lifespan. The financial situation of the pre-school makes the project reliant on external funding and if this is not successful they do not have sufficient funds to comfortably cover the shortfall this would create. They would need to obtain funding from another source before the project could commence.		Score	40
Officer scoring point system: 100 or more – officers recommend that the project is a funding priority 80 or more – officers recommend that the project receives some funding 79 or less – officers recommend that the project does not receive funding		Total	90

Financial Details				
Amount requested	Total project cost	Town/Parish support	Secured funding	Gap in funding
£5,000	£11,592	0	£1,000 (own funds)	£5,592
Officer financial appraisal:				
<p>The applicant reported a closing balance of £2,318.56 on 31 August 2011.</p> <p>The applicant hopes to raise £1,500 through fundraising and states they have a grant application pending with South Oxfordshire District Council for £4,000. If this funding is not secured they cannot afford to cover any shortfall themselves without other external funding.</p>				
<u>Comments Section</u>				
Consultation comments:				
No comments were received for this application				
Grant Officer Comments:				
Based on the scoring criteria and the financial situation the officer recommendation is to award 34.5 per cent of the total project cost of £11,952. This would be 80 per cent of the requested award and will result in an award of £4,000.				
Recommended Amount:	£4,000			
Approved Award:				

Vale Capital Community Grants Officer Evaluation

971		
Blewbury and District Brass Band		
Community Step Up To Brass Instrument Purchase		
<p>The Blewbury and District Brass Band is planning a 'Step Up to Brass' series of small brass band tuition sessions in 2013 and beyond. Previous such tuition sessions have stretched the instrument resources of the band. With this forthcoming series and subsequent ones we intend to purchase a set of cornets that would be available for the tuition sessions themselves and a set of instruments for the learning players to hire and progress on to as they become part of the main or learner bands. Small band learning complements individual tuition, which learners will get elsewhere. It provides a pathway into playing in the main band, whether in the Blewbury band or moving on to others. It also provides learners with the experience of playing together and cooperating in a common purpose, which influences their later music making or other activities. The small band tuition sessions are led by a professional brass musician. His expenses are regarded as ongoing expenses and are not part of this application.</p>		
Project Information		
1	How will your project broaden the range of activities/facilities on offer to the community?	
	<p>Blewbury & District Brass Band has a catchment area that includes neighbouring villages and the nearby town, which does not have a brass band (Didcot). Inevitably, since Blewbury is on the very edge of the Vale of White Horse District, its catchment area overlaps two districts. A community-based brass band provides an opportunity for making music together and, complementing school groups, offers long-term continuity. It is common practice in brass bands for the organisation to offer instruments for hire at affordable rates, although some players do go on to purchase their own instruments. Offering instruments for hire, allows players to spend time finding out which type of instrument suits their playing style best.</p>	
	<p>Officer comments: The project offers a good level of additional activity and range.</p> <p>They will be able to offer step-up tuition to members of the community with the potential to hire instruments in the future. This will not use the current stock of instruments, which are already allocated and used by band members.</p> <p>There will be a variety of 10 instruments purchased for use in this project.</p>	<p>Score</p> <p>10</p>
2	How did you consult with the local community?	
	<p>We are developing links with musical activities in local schools within the catchment area and with the Blewbury Parish Council.</p>	
	<p>Officer comments: The application shows a good level of consultation.</p> <p>The applicants have stated they are developing links with local schools and parish councils in relation to this project, this has shown that the project is required for some young people in the community. It has enabled them to identify the best range of instruments to purchase for the project.</p> <p>Unfortunately, they have not extended the consultation to the public in the parish to confirm if there are more residents interested than those identified by the schools and parish councils.</p>	<p>Score</p> <p>10</p>
3	How do you know that the community need this project?	
	<p>Local schools vary in their provision, but the band is told by teachers that community-based music groups provide essential out of school activities for pupils. We have also received support from the Blewbury Parish Council, which sees the brass band as part of the long-term community</p>	

	activities. The parish council provided support for learning activities in 2011 but it would not be appropriate to expect them to provide this support year on year.		
Officer comments: The project shows a good level of local need. They have spoken with local teachers regarding the benefit to students of community based music groups and the training they can offer to young people in the district looking to get involved in a brass band. The band received invites and bookings to play at a number of community events which shows local support for the band and for it to survive new members and instruments are required.		Score	10
4	Who will benefit from your project?		
	The learning activities are available for schoolchildren and for returning adults who played instruments at school, then gave up because of other commitments and then wish to return. Brass bands typically support community events and the Blewbury and District Brass Band is no exception.		
Officer comments: The project offers a good level of community benefit. The project would offer ten new instruments for the band to offer for step-up tuition and low cost hire to young people and adults returning to or starting out in music. The community may benefit from hearing the band at community functions.		Score	10
Project Viability			
1	How is your project reasonable and appropriate for the area?		
	The total project cost is not large and would make a significant difference to the ability to the brass band to continue to offer learning activities.		
2	How does your project deliver best value for money?		
	Although new instruments would be ideal, the brass band can make good use of good quality, well chosen, used instruments that represent good value for money and which would last for a considerable number of years.		
3	Is your project likely to secure full funding and progress within 12 months?		
	Assuming that approval is received at the end of November, the brass band would expect to complete receipt of the funding from other sources within 7 months - end of June 2013 - and to make the purchases over an overlapping period leading up to August 2013, thus completing the purchases over a period of 9 months.		
4	How will your organisation be able to manage the project now and in the future?		
	The treasurer would keep project-based finances categorised in the accounts and would ensure that the financial status is communicated to members, including identifying the risk of shortfalls. Instrument purchase within the plan, would be agreed by the regular committee, which contains members who are experienced with choosing instruments. The balance of the learning band and the availability of individuals' instruments may require changes to the initial instrument plan. Note that the accounts in section F are provided as 2010 and 2011 combined in one document.		
Officer comments: The project shows potential to be justifiable and viable and is likely to commence within 12 months. The applicant has decided that they will try to purchase good quality used instruments instead of brand new to ensure the best value for money. Depending on funding, they will complete the project within nine months. They will purchase each instrument separately (unless multiples are available), using auction sites where possible to get the best price for each item. The instruments will allow the band to offer training and hire instruments to residents to involve them in a community activity and learn new skills.		Score	40

Officer scoring point system: 100 or more – officers recommend that the project is a funding priority 80 or more – officers recommend that the project receives some funding 79 or less – officers recommend that the project does not receive funding	Total	80
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Financial Details

Amount requested	Total project cost	Town/Parish support	Secured funding	Gap in funding
£3,150	£6,300	0	0	£3,150

Officer financial appraisal:

2011 closing balance was £8,967.

The applicant has not provided accurate figures of secured funding, although they hope to raise £3,150 through fundraising, commercial sponsors and £1,000 through grant applications.

The organisation has some scope to cover a small shortfall in funding but they would struggle to cover a large funding gap.

Comments Section

Consultation comments:

No comments were received for this application.

Grant Officer Comments:

The project is very reliant on external funding however, it will offer an opportunity for young people and other community members the chance to learn and play a brass instrument. They may have the opportunity to hire the instrument while they learn.

The band will be able to benefit from the hire charges (although minimal). This revenue could be used to purchase more equipment for the band in the future.

The scheme will encourage more band members, which will benefit the whole community when they are booked for community events.

Based on the scoring criteria the officer recommendation is that they be awarded 40 per cent (£2,520) of the total project of £6,300. This is 80 per cent of their original request.

Recommended Amount:	£2,520
Approved Award:	

ref no.	organisation	scheme	scheme cost £	grant sought	% total project cost requested	broadening the range	community participation	meeting a local need	community benefit	viability	score	Recommended award	recommended award % of total project cost
933	Letcombe Regis Village Hall Recreation Ground Trust	Sports pavilion upgrade	£119,420	£5,000	4%	10	15	15	15	60	115	£5,000	4%
934	Wantage Independent Advice Centre	Expansion of premises to provide more space	£40,338 (revised to £10,456)	£5,000	12%	20	5	15	20	40	100	£5,000	12% (47.8% of the revised costs)
954	Letcombe Regis Parish Council	Creation of two new tennis courts	£59,625	£5,000	8%	10	15	15	10	40	90	£4,000	6.7%
964	Charlton Acorns Pre- school	All-weather canopy	£11,592	£5,000	43%	10	15	15	10	40	90	£4,000	34.5%
971	Blewbury and District Brass Band	Community step-up to brass instrument purchase	£6,300	£3,150	50%	10	10	10	10	40	80	£2,520	40%
	100 or more	funding priority	Total	£23,150						Total		£20,520	
	80 or more	some funding								Budget		£29,904	
	79 or less	no funding								Remainder		£9,384	

Appendix 2

Capital Grant Policy and Procedure (revised April 2012)



Scoring criteria

Assessment methodology for capital grant applications

The council has a corporate objective to support local communities and their representative bodies to create opportunities to localise service delivery. It aims to offer grants to voluntary and community organisations who are delivering projects and services that support our own objectives or those identified as being in need. All applications will be assessed using the scoring system shown below.

Local issues up to 80 points

Scores of up to 20 points are available for each of the four categories shown below:

Broadening the range	<p>Is this more of the same or will the project enable new activities to take place?</p> <p>This will involve an assessment of the added value that the proposal brings. To score points a project must include evidence to show that a wider range of people will use the facility.</p>
Community participation	<p>To what extent has the relevant community been consulted and participated in putting the proposal together? Is the project identified in a local parish plan?</p> <p>A community need does not have to be geographically based and participation is not a headcount – the relevant community will vary in size dependent upon the project being proposed.</p>
Meeting a local need	<p>How well is this evidenced/detailed?</p> <p>Need and demand are different - this is about a proven lack of something that the project provides.</p>
Community benefit	<p>Who will benefit? This will go beyond a simple number count, to take account of the imbalance in size between different communities.</p> <p>Community benefit also includes wider social, economic and environmental benefits that contribute to the achievement of sustainable development and energy saving in the district.</p>

Viability of project**up to 60 points**

Scores of up to 60 points are available dependent on the viability of the project.

Viability	Is the project reasonable and appropriate for the area? Does the project deliver best value for money? Is the project likely to secure full funding and progress within 12 months? Will the organisation be able to manage the project now and in the future?
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Summary of scoring system

The maximum score is 140 made up as follows:

Assessment factor	Maximum points available
Broadening the range	20
Community participation	20
Meeting a local need	20
Community benefit	20
Viability	60
Total	140