

# Abingdon Area Committee Agenda



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Date: Monday, 18 November 2013  
Website: [www.whitehorsedc.gov.uk](http://www.whitehorsedc.gov.uk)

A meeting of the  
**Abingdon Area Committee**  
will be held on Monday, 25 November 2013 at 6.00 pm  
Abbey House, Abingdon

## Members of the Committee:

### Councillors

Marilyn Badcock  
Mike Badcock  
Julia Bricknell  
Tony de Vere  
Gervase Duffield  
Jason Fiddaman  
Jeanette Halliday  
Jim Halliday

Angela Lawrence  
Pat Lonergan  
Sandy Lovatt  
Julie Mayhew-Archer  
Aidan Melville  
Helen Pighills  
Andrew Skinner  
Richard Webber

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

A handwritten signature in 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](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. Apologies for absence

To receive apologies for absence.

### 2. Minutes

To adopt and sign as a correct record the minutes of the meeting of the Committee held on 22 April 2013 (previously circulated).

### 3. Declarations of interest

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

### 4. Urgent business and chair's announcements

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

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

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

### 6. Capital community grants

(Pages 5 - 27)

To consider the report of the head of corporate strategy.

### 7. New Homes Bonus - Community Funding 2013/14

(Pages 28 - 32)

To note the report of the head of corporate strategy.

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

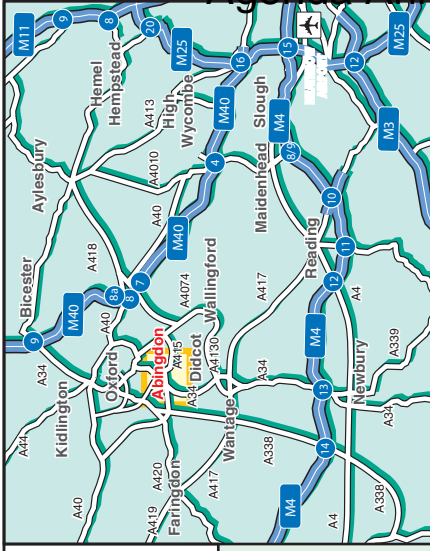
None



**Vale of White Horse**  
District Council

**Vale of White Horse District Council**  
Abbey House, Abbey Close, Abingdon, OX14 3JE

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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](http://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](http://www.oxfordshire.gov.uk). Contact details for bus operators can be found on the travel information pages on our website [www.whitehorsedc.gov.uk](http://www.whitehorsedc.gov.uk)

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

# Abingdon Area Committee



Report of Head of Corporate Strategy

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Cabinet member responsible: Matthew Barber

Tel: 01235 520202

E-mail: matthew.barber@whitehorsedc.gov.uk

To: Abingdon Area Committee

DATE: 25 November 2013

REPORT NO:

## Capital Community Grants

### Recommendation

(a) that the committee approves the officer recommendations for the five capital community grant applications referred to in paragraph 5 of the report

### Purpose of Report

1. The purpose of this report is for the committee to consider the officer recommendations for the five applications the council has received for capital funding.

### 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 it's own objectives or those in need.

### Background

3. The budget for 2013/14 is £47,017 (inclusive of the £20,503 carried forward from 2012/13). The committee awarded £19,767 in April 2013 during the first round of funding. The remaining balance available for this round of funding is therefore **£27,439** (including £189 returned to the budget from completed projects that have under spent).
4. The capital community grant scheme opened on 5 July 2013 and closed on the 30 September 2013.

5. Officers received five valid applications requesting a total of £9,354, a summary of these is shown below and an officer appraisal for each application is attached at appendix one of this report.

Ref:	organisation	project	project cost £	total points scored	grant requested £	officer recommendation £
1175	Northcourt Centre	new kitchen units	£4,850	120	£2,425	£2,425
1180	7th Abingdon RAF Scout Group	replacement flooring	£4,800	110	£2,400	£2,400
1184	Abbey Brass	additional instruments and music	£2,669	100	£1,334	£1,334
1190	The Abingdon Bridge	replacement ICT and chairs	£4,000	100	£2,000	£2,000
1178	Headway Oxfordshire *	extend existing facilities	£82,100	120	£1,195	£1,195
				<b>Total</b>	<b>£9,354</b>	<b>£9,354</b>

\* The total requested for Headway Oxfordshire is £4,778 which has been divided equally between all four area committees for consideration.

6. Officers used a scoring system<sup>1</sup> 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 finance are attached at appendix two.
7. The grant officer has not received any consultation comments from councillors in advance of the committee meeting.
8. The recommendations from officers for all capital community grant applications are based on the scoring criteria shown below.

<b>Approved Scoring Criteria</b>	
<b>Total points score</b>	
100 to 140	officers recommend the project is a funding priority
80 to 99	officers recommend the project receives some funding
79 or less	officers recommend the project does not receive funding

## Financial Implications

9. The council can only award funding towards projects that meet its budgetary and audit requirements for capital expenditure. Officers have removed any revenue costs included in these applications from the amounts requested and the revised figures are used in the officer appraisals. The award recommendations will only be made on capital expenditure.

<sup>1</sup> The cabinet member for grants approved the scoring system on 2 July 2012

10. Any capital grant budget remaining at the end of the financial year will be carried forward to the relevant area committee's budget for 2014/15.

## **Legal Implications**

11. In July 2012 the Leader of the Council delegated authority to the four area committees to determine capital community grant applications and to the head of corporate strategy in consultation with the chair of the relevant area committee to determine grant awards of up to £1,000.

## **Risks**

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

## **Conclusion**

13. The Abingdon Area Committee is requested to consider and determine the five grant applications received.

# Appendix 1 Vale Capital Community Grants Officer Evaluation

Ref no.	Organisation	Scheme	Scheme Cost £	Grant Sought	% total project cost requested	Broadening the range	Community Participation	Meeting local need	Community Benefit	Viability	Score	Recommended Award	recommended award % of total project cost
1175	Northcourt Centre	new kitchen units	£4,850	£2,425	50.00%	15	15	15	15	60	120	£2,425	50.00%
1180	7th Abingdon RAF Scout Group	replacement flooring	£4,800	£2,400	50.00%	10	15	15	10	60	110	£2,400	50.00%
1184	Abbey Brass	additional instruments and music	£2,669	£1,334	49.98%	10	10	10	10	60	100	£1,334	49.98%
1190	The Abingdon Bridge	New ICT and chairs	£4,000	£2,000	50.00%	5	10	15	10	60	100	£2,000	50.00%
1178	Headway Oxfordshire	extend existing facilities	£82,100	£1,195	1.46%	15	15	15	15	60	120	£1,195	1.46%
			<b>Total</b>	<b>£9,354</b>							<b>Total</b>	<b>£9,354</b>	
											<b>Budget</b>	<b>£27,439</b>	
											<b>Remainder</b>	<b>£18,085</b>	
		100 to 140	funding priority										
		80 to 99	some funding										
		79 or less	no funding										



# Vale Capital Community Grants Officer Evaluation

1175		
<b>Northcourt Centre</b>		
New Kitchen units		
To fit a new kitchen and appliances, replacing units fitted in 1962		
<b>Grant officer comments and recommendation:</b>  The application scored well in all areas and is recommended for full funding.	<b>Recommended award</b>	<b>£2,425</b>
	<b>Recommended %</b>	50.00%
	<b>Amount requested</b>	<b>£2,425</b>
	<b>% requested</b>	50.00%
	<b>Total project cost</b>	<b>£4,850</b>
	<b>Organisation's contribution</b>	<b>£2,425</b>
	<b>Organisation's closing balance at year end</b>	<b>£7,838</b>
	<b>Town or parish contribution</b>	<b>£0</b>
	<b>Other secured funding</b>	<b>£0</b>
<b>Project Information</b>		
<b>1</b>	<b>How will your project broaden the range of activities/facilities on offer to the community?</b>	
we have a diverse group of users of the community centre, a new kitchen will enhance their usage and make the centre more attractive to prospective users. We currently have a broad range of activities as detailed in C4, however to enable us to increase this further, we need to appeal to an greater number and more diverse range of the community. If we had a fit for purpose kitchen to offer catering and food facilities, this would enable us to develop our centre further and not lose potential bookings.	<b>Score</b>	15/20
<b>2</b>	<b>How did you consult with the local community?</b>	
Mostly by word of mouth and reputation.  Each regular group using the centre has a rep who sits on the committee acting on behalf of their users and other community members. Each of these individual groups hold charity events to raise money for local charities and as such have tabled a number of schemes to develop the centre to further enable activity development. Such proposed works have included a new sound system, new chairs, overhead projection system, and improvements to the car park, new catering facilities and other general improvements. The underlying theme to all these proposals was, what would provide the best value for money for the community centre and its users.  A unanimous vote was taken by the committee members that the kitchen would provide the best value for the centre. This was because we have lost a number of bookings because we cannot cater for large groups (50+) as the oven is too small, there are no proper dish washing facilities, the fridge is too small and all the units are falling apart.  A number of regular users are limited in what they can offer their members. These	<b>Score</b>	15/20

<p>are outside of the core groups mentioned in C4. One such is the MS society who uses the centre on a monthly basis, offering food and workshop for severely disabled people. They don't currently provide hot food due to the logistic involved being there are large numbers, most of who are in wheelchairs or have limited movement, so the lack of decent catering facilities adds an extra challenges and logistics they do not need.</p> <p>We have now started to see a decline in the number of other bookings we receive as community members are looking further a field to other venues that offer better catering facilities to hold their events. This will have significant impact on the centre long term.</p>			
<b>3</b>	<b>How do you know that the community need this project?</b>		
	<p>The kitchen has not been up dated since the 1960's we need to keep up with other centres. With the improvements in other facilities in the county and the increased demand for catering we are not able to compete or provide our local community with the sort of facilities they deserve and required in 2013 and beyond.</p>	<b>Score</b>	15 /20
<b>4</b>	<b>Who will benefit from your project?</b>		
	<p>All the users of our centre, Abbey Quilters, Bridge Club, Abingdon Horticultural Soc, Abingdon Archaeological &amp; History society, Scottish Country Dance club, Monday painting group, Fitzharrys W.I., Peachcroft W.I., Flower club, Jumble sale users, party users, polling day users</p>	<b>Score</b>	15/20
<b>Project Viability</b>			
<b>1</b>	<b>How is your project reasonable and appropriate for the area?</b>		
	<p>We are a main centre for North Abingdon residents. The Northcourt Centre is a hub for community activities and is currently booked at a 65% of its available bookings. This is a slight decrease on previous years and the general reason has been lack / inadequacy of the catering facilities. We wish to increase the use of the hall further but simply put, the kitchen is not up to the job and without investment the hall does not provide the appropriate value to the community.</p>		
<b>2</b>	<b>How does your project deliver best value for money?</b>		
	<p>We have received 3 quotes and selected the cheapest fitter who is a local tradesman. As mentioned above the project offers value for money on the basis that it will provide all our users the ability to use a kitchen of a now expected standard from a hall such as ours. To ensure that we provide this investment at the best value for money, we have met with a number of suppliers of kitchens and tradesmen to assess the work required for the needs of the centre and the community users. From this a number of quotes have been provided which were presented back to the committee and the two quotes that were found to offer the best value for money were voted on and presented to you in this application.</p>		
<b>3</b>	<b>Is your project likely to secure full funding and progress within 12 months?</b>		
	<p>yes. Currently we have some money available from fund raising by the groups and spare money in our accounts to help towards the project. However if we had to fund this solely ourselves we estimate that this would take possibly 18 month to two years which would have a massive impact on our continued ability to provide the local community the facilities and value for money they require. In short we would lose bookings, not be able to increase bookings and potentially lose some groups that have used us for years.</p>		
<b>4</b>	<b>How will your organisation be able to manage the project now and in the future?</b>		
	<p>We have been a centre for the local community for over 50 years, run by locals with a proven track record, and look forward to the next 50</p>	<b>Score</b>	60/60
<b>Officer scoring point system:</b>		<b>Total Score</b>	<b>120/140</b>
100 to 140 – officers recommend that the project is a funding priority			
80 to 99 – officers recommend that the project receives some funding			
79 or less – officers recommend that the project does not receive funding			

## Vale Capital Community Grants

## Officer Evaluation

1180		
<b>7th Abingdon RAF Scout Group</b>		
Replacement of dangerous old carpet flooring		
We wish to replace the 30 year old carpet with a vinyl floor.		
<p><b>Grant officer comments and recommendation:</b> The application scored sufficient points to receive the full funding requested.</p> <p>The application scored moderately well in the broadening the range area as the replacement floor will improve the existing use of the hall but no mention of additional range was mentioned. By replacing the carpet with a vinyl one will potentially allow new use for the space and may attract external groups to the hall.</p> <p>The application scored well in the consultation and local need areas as they consulted their users, committee and the parents as to the desired improvements and the flooring was identified as a priority.</p> <p>The application scored moderately well in the community benefit area as while scouts and staff of the organisation will benefit there will be minimal benefit to the wider community unless the hall will be available for external hire.</p> <p>The project scored full marks in the viability area.</p>	<b>Recommended award</b>	<b>£2,400</b>
	<b>Recommended %</b>	50.00%
	<b>Amount requested</b>	<b>£2,400</b>
	<b>% requested</b>	50.00%
	<b>Total project cost</b>	<b>£4,800</b>
	<b>Organisation's contribution</b>	<b>£2,400</b>
	<b>Organisation's closing balance at year end</b>	<b>£2,703</b>
	<b>Town or parish contribution</b>	<b>£0</b>
	<b>Other secured funding</b>	<b>£0</b>
<b>Project Information</b>		
<b>1</b>	<b>How will your project broaden the range of activities/facilities on offer to the community?</b>	
Our Group has over 70 children from the local area in attendance & we offer scouting activities. Improvement to the floor will be safer for the children when doing such activities as team games & structured learning i.e. cooking, pioneering activities. We could offer winter camps (Currently difficult to keep flooring clean in wet weather) and we see this as a real benefit to the scouting opportunities; which will in turn hopefully increase the number of children attending.	<b>Score</b> 10/20	
<b>2</b>	<b>How did you consult with the local community?</b>	
The Executive Committee of leaders, supporters & parents put forward a wish list of fundraising ideas at a meeting. The flooring was agreed as a major improvement to the facilities & broadening of activities. Our fundraising events have centred on raising funds for the carpet & parents have been supportive of this action by attending events and giving donations.	<b>Score</b> 15/20	
<b>3</b>	<b>How do you know that the community need this project?</b>	
The Executive Committee identified that the flooring will be a major improvement to the facilities. The 7th Abingdon scout hut serves local children from the army base, Abingdon & outlying villages & we have become a highly regarded Scouting Group in the area for offering varied programmes at all ages: 6 - 14 years. New flooring will enable us to further deliver the scouting goals.	<b>Score</b> 15/20	
<b>4</b>	<b>Who will benefit from your project?</b>	
We have c70 young adults currently attending the Group each term. We wish to increase this number in all 3 Sections by promoting an even more varied programme of scouting activities supplied from a well functioning facility. At Xmas & summer we hold fundraising events to which the wider community also attends. Attendance has been over 200 for these events.	<b>Score</b> 10/20	
<b>Project Viability</b>		
<b>1</b>	<b>How is your project reasonable and appropriate for the area?</b>	
	The hut is the meeting place for the 3 Sections from the 7th Abingdon RAF Scouts (We are	

	currently 1 of a handful of RAF affiliated societies). The floor is in bad repair & becoming unsafe. Replacement would benefit all users & improve facilities/activities provided.	
<b>2</b>	<b>How does your project deliver best value for money?</b>	
	We have taken 2 quotes - 1 from a local supplier who has kindly discounted the price as we are a charity in the local area.	
<b>3</b>	<b>Is your project likely to secure full funding and progress within 12 months?</b>	
	Yes. With past fundraising and potential for further funding at Xmas via Bingo and a Winter Challenge walk, which the children will participate in, we aim to achieve the full funding to replace the floor during 2014.	
<b>4</b>	<b>How will your organisation be able to manage the project now and in the future?</b>	
	The installation & works will be monitored by the Executive Committee. All works will be completed out of term time so that users are not affected. Cleaning & maintenance will be done by the Leaders during regular sessions. Annual protective finishes can be applied by the Executive.	<b>Score</b> 60/60
	<b>Officer scoring point system:</b> 100 to 140 – officers recommend that the project is a funding priority 80 to 99 – officers recommend that the project receives some funding 79 or less – officers recommend that the project does not receive funding	<b>Total Score</b> 110/140

# Vale Capital Community Grants Officer Evaluation

1184																			
<b>Abbey Brass</b>																			
Additional instruments & music																			
to provide additional instruments, music and other equipment required by the Band																			
<p><b>Grant officer comments and recommendation:</b></p> <p>The application scored sufficient points to receive the full funding requested.</p> <p>The application scored moderately in the broadening the range and community benefit areas as they will expand their range of songs but will only offer three additional instruments to their members.</p> <p>The application scored moderately in the consultation and local need areas as while organisation asked the current members and the public for general feedback it was not specific to this project.</p> <p>The project scored well in the viability section.</p> <p>The organisation was awarded £400 in August 2011 towards the purchase of instruments.</p>	<table border="1"> <tr> <td><b>Recommended award</b></td> <td><b>£1,334</b></td> </tr> <tr> <td><b>Recommended %</b></td> <td>49.98%</td> </tr> <tr> <td><b>Amount requested</b></td> <td><b>£1,334</b></td> </tr> <tr> <td><b>% requested</b></td> <td>49.98%</td> </tr> <tr> <td><b>Total project cost</b></td> <td><b>£2,669</b></td> </tr> <tr> <td><b>Organisation's contribution</b></td> <td><b>£1,336</b></td> </tr> <tr> <td><b>Organisation's closing balance at year end</b></td> <td><b>£47,552</b></td> </tr> <tr> <td><b>Town or parish contribution</b></td> <td><b>£500 pending</b></td> </tr> <tr> <td><b>Other secured funding</b></td> <td><b>£0</b></td> </tr> </table>	<b>Recommended award</b>	<b>£1,334</b>	<b>Recommended %</b>	49.98%	<b>Amount requested</b>	<b>£1,334</b>	<b>% requested</b>	49.98%	<b>Total project cost</b>	<b>£2,669</b>	<b>Organisation's contribution</b>	<b>£1,336</b>	<b>Organisation's closing balance at year end</b>	<b>£47,552</b>	<b>Town or parish contribution</b>	<b>£500 pending</b>	<b>Other secured funding</b>	<b>£0</b>
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<b>Project Information</b>																			
<b>1</b>	<b>How will your project broaden the range of activities/facilities on offer to the community?</b>																		
1. It will enable us to cater for additional learners and experienced players and increase the range of music that can be performed at our community engagements and concerts. 2. It will simplify and safeguard the storage of our inventory of band music as well as increasing our repertoire. 3. it will facilitate the performance of music outdoors by providing more appropriate winter uniforms	<table border="1"> <tr> <td><b>Score</b></td> <td>10/20</td> </tr> </table>	<b>Score</b>	10/20																
<b>Score</b>	10/20																		
<b>2</b>	<b>How did you consult with the local community?</b>																		
1. by getting feedback from the audiences attending our concerts and community performances at fêtes and when playing carols at Christmas. 2. by circulating regular questionnaires to all band members.	<table border="1"> <tr> <td><b>Score</b></td> <td>10/20</td> </tr> </table>	<b>Score</b>	10/20																
<b>Score</b>	10/20																		
<b>3</b>	<b>How do you know that the community need this project?</b>																		
We have experienced increased interest from parents in Abingdon and the surrounding area who have children that would like to learn to play a brass instrument or who wish to learn themselves (or, in some cases, both).	<table border="1"> <tr> <td><b>Score</b></td> <td>10/20</td> </tr> </table>	<b>Score</b>	10/20																
<b>Score</b>	10/20																		
<b>4</b>	<b>Who will benefit from your project?</b>																		
1. The children and adults who take advantage of our offer of training and learn to play a brass instrument. 2. The audience who attend our concerts or who listen to our playing at local events. 3. The local organisations who we help by donating our services at fund-raising events.	<table border="1"> <tr> <td><b>Score</b></td> <td>10/20</td> </tr> </table>	<b>Score</b>	10/20																
<b>Score</b>	10/20																		
<b>Project Viability</b>																			
<b>1</b>	<b>How is your project reasonable and appropriate for the area?</b>																		
	The population of Abingdon is increasing and there is growing interest in recreational activities especially from families with young children. Learning to play an instrument is seen as a desirable skill and a worthwhile accomplishment,																		
<b>2</b>	<b>How does your project deliver best value for money?</b>																		
	We provide training, instruments and music to young people and adults who wish to learn to play for only 50 pounds p.a. The low cost remove the financial barrier which otherwise might prevent them from proceeding.																		
<b>3</b>	<b>Is your project likely to secure full funding and progress within 12 months?</b>																		

	Yes. We will be asking the Abingdon Town Council for a grant to assist in this project but, if not forthcoming, then the balance of funding will be provided by us.	
<b>4</b>	<b>How will your organisation be able to manage the project now and in the future?</b>	
	The project only requires one-off purchases so no management skills required.	<b>Score</b> 60/60
	<b>Officer scoring point system:</b> 100 to 140 – officers recommend that the project is a funding priority 80 to 99 – officers recommend that the project receives some funding 79 or less – officers recommend that the project does not receive funding	<b>Total Score</b> 100/140

# Vale Capital Community Grants Officer Evaluation

1190																			
<b>The Abingdon Bridge</b>																			
<b>New ICT and Chairs</b>																			
TAB is moving to new premises and wishes to purchase new computers and office chairs for the centre as the ones we have are old, unsafe and inadequate for the needs of young people and staff.																			
<p><b>Grant officer comments and recommendation:</b></p> <p>The application lost points in the broadening the range area as the new equipment will replace old items and will not expand the range of the facility but will allow it to continue.</p> <p>The application scored moderately well in the consultation area as the organisation asked some current users for their views.</p> <p>The application scored well in the local need area as they have consulted with their users about their needs. They have a proven track record of their work with young people and this project will help them to continue this.</p> <p>The application scored moderately well in the community benefit area as while young people and staff of the organisation will benefit the wider community will not gain directly from this purchase.</p> <p>The project scored full marks in the viability area.</p> <p>The organisation was awarded £5,000 in March 2011 towards 'project engage'.</p>	<table border="1"> <tr> <td><b>Recommended award</b></td> <td><b>£2,000</b></td> </tr> <tr> <td><b>Recommended %</b></td> <td>50.00%</td> </tr> <tr> <td><b>Amount requested</b></td> <td><b>£2,000</b></td> </tr> <tr> <td><b>% requested</b></td> <td>50.00%</td> </tr> <tr> <td><b>Total project cost</b></td> <td><b>£4,000</b></td> </tr> <tr> <td><b>Organisation's contribution</b></td> <td><b>£2,000</b></td> </tr> <tr> <td><b>Organisation's closing balance at year end</b></td> <td><b>£11,052</b></td> </tr> <tr> <td><b>Town or parish contribution</b></td> <td><b>£0</b></td> </tr> <tr> <td><b>Other secured funding</b></td> <td><b>£0</b></td> </tr> </table>	<b>Recommended award</b>	<b>£2,000</b>	<b>Recommended %</b>	50.00%	<b>Amount requested</b>	<b>£2,000</b>	<b>% requested</b>	50.00%	<b>Total project cost</b>	<b>£4,000</b>	<b>Organisation's contribution</b>	<b>£2,000</b>	<b>Organisation's closing balance at year end</b>	<b>£11,052</b>	<b>Town or parish contribution</b>	<b>£0</b>	<b>Other secured funding</b>	<b>£0</b>
	<b>Recommended award</b>	<b>£2,000</b>																	
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	<b>Organisation's closing balance at year end</b>	<b>£11,052</b>																	
	<b>Town or parish contribution</b>	<b>£0</b>																	
<b>Other secured funding</b>	<b>£0</b>																		
<b>Project Information</b>																			
<b>1</b>	<b>How will your project broaden the range of activities/facilities on offer to the community?</b>																		
TAB delivers a careers service twice a week in which unemployed YP have access to information, advice and guidance as well as computers to apply for employment. TAB delivers a youth club twice a week targeted at vulnerable YP. The computers are used for social and academic purposes. TAB staff use computers to plan, deliver and evaluate work. Laptops will enable all staff to have access to computers which will improve productivity and quality of service.	<table border="1"> <tr> <td><b>Score</b></td> <td>5/20</td> </tr> </table>	<b>Score</b>	5/20																
<b>Score</b>	5/20																		
<b>2</b>	<b>How did you consult with the local community?</b>																		
In a survey of 10 service users, 100% reported that the chairs are broken or uncomfortable; it is easier to search for employment in comfort and with up to date equipment and broken and out of date equipment may put off YP using the service. At a partnership meeting of agencies working with NEET's the JCP and OCC reported there is a lack of places YP can use computers to apply for work. Staff reported being uncomfortable and frustrated with chairs and computers during supervision and meetings.	<table border="1"> <tr> <td><b>Score</b></td> <td>10/20</td> </tr> </table>	<b>Score</b>	10/20																
<b>Score</b>	10/20																		
<b>3</b>	<b>How do you know that the community need this project?</b>																		
TAB offered 408 hours of support to YP looking for employment last year. Using computers to search and apply for jobs is integral to this. Abingdon has 3 wards with a higher than average level of unemployment and services for YP, including Connexions and The Net have been reduced. TAB's project addresses this need.	<table border="1"> <tr> <td><b>Score</b></td> <td>15/20</td> </tr> </table>	<b>Score</b>	15/20																
<b>Score</b>	15/20																		
<b>4</b>	<b>Who will benefit from your project?</b>																		
Job seekers aged 13-25 will have access to good computers and chairs, which affect the wider community such as local business, the police and health services.	<table border="1"> <tr> <td><b>Score</b></td> <td></td> </tr> </table>	<b>Score</b>																	
<b>Score</b>																			

There are studies that prove if YP are unemployed between 16-25 they are at risk of being involved in crime; long-term joblessness and having health problems, often linked to drug and alcohol issues. Staff will be able to affect more YP though having access to computers and be able to plan, deliver and evaluate better sessions.			10/20
<b>Project Viability</b>			
<b>1</b>	<b>How is your project reasonable and appropriate for the area?</b>		
	Last year TAB supported nearly 200 YP in the centre. Much of the work, such as staff designing workshops and YP doing job searches is done on computers. We are not bidding for extravagant items, but computers and chairs which are comfortable, safe and will allow staff to better support YP and for YP to have more things to do and have access to computers to apply for work.		
<b>2</b>	<b>How does your project deliver best value for money?</b>		
	We spoke to two market leaders in computers and office equipment. We took advice on what were the most appropriate items for our needs as an organisation. We were then given two quotes for the cost of the items.		
<b>3</b>	<b>Is your project likely to secure full funding and progress within 12 months?</b>		
	The items we have bid for will be purchased and used by staff and YP immediately.		
<b>4</b>	<b>How will your organisation be able to manage the project now and in the future?</b>		
	The manager of TAB will purchase the items as soon as the money has been received. TAB has a volunteer who is a computer expert who will install the computers and fix them to the networks for free.	<b>Score</b>	60/60
<b>Officer scoring point system:</b> 100 to 140 – officers recommend that the project is a funding priority 80 to 99 – officers recommend that the project receives some funding 79 or less – officers recommend that the project does not receive funding		<b>Total Score</b>	<b>100/140</b>



# Vale Capital Community Grants Officer Evaluation

1178		
<b>Headway Oxfordshire</b>		
To extend existing facilities		
Provision of additional external buildings for increased number of service users, thus reducing waiting list for placement; providing space for physio gym; dedicated meeting space for Headway groups including the Service User Group ("the Headway Voice"), the Carers Support Network, one-to-one therapy and other neurological and community groups.		
<p><b>Grant officer comments and recommendation:</b></p> <p>The application scored well in all areas and is recommended for full funding.</p> <p>This project is the second phase of a two part expansion project to improve and expand the facility. The organisation offers support and services to people living with brain injuries across Oxfordshire at their centre that is based in the Vale district.</p> <p>The cash at bank the organisation reported in their 2012/13 accounts will contribute towards their general running costs of approximately £325,000. The cost of phase one of this project is approximately £57,500 which will be completed before this phase begins. The organisation has currently allocated £10,822 towards this project from their unreserved funds.</p> <p>The organisation currently has £65,000 in pending grant applications and has sufficient funds available to cover any gap in funding.</p> <p>The application will be considered by all area committees for an equal share of the requested amount as this service covers the whole district.</p>	<b>Recommended award</b>	<b>£4,778 (£1,195 per area committee)</b>
	<b>Recommended %</b>	5.82%
	<b>Amount requested</b>	<b>£4,778</b>
	<b>% requested</b>	5.82%
	<b>Total project cost</b>	<b>£82,100</b>
	<b>Organisation's contribution</b>	<b>£10,822</b>
	<b>Organisation's closing balance at year end</b>	<b>£335,328</b>
	<b>Town or parish contribution</b>	<b>£1,500 (county council)</b>
	<b>Other secured funding</b>	<b>£</b>
	<b>Project Information</b>	
<b>1</b>	<b>How will your project broaden the range of activities/facilities on offer to the community?</b>	
	Headway Oxfordshire provides therapies and activities to maximise abilities and encourage community reintegration after brain injury. Additional space would allow dedicated meeting space for the Carers Support Network and other neurological associations with whom we work, including the Oxfordshire Acquired Brain Injury Forum, the MS Society, the Oxfordshire Neurological Alliance and the Oxfordshire Wheel; and would allow the introduction of additional services.	<b>Score</b> 15/20
<b>2</b>	<b>How did you consult with the local community?</b>	
	Service users were consulted on the scope of existing services and therapies and to identify other activities that they thought would be interesting and useful to them. 68% of clients returned the questionnaire and of those, 82% expressed satisfaction with services provided. 73% of service users expressed a wish for additional services, including 1:1 intense therapy. A public consultation meeting was held on 25th June at the Headway Centre to present the changes to the current premises.	<b>Score</b> 15/20
<b>3</b>	<b>How do you know that the community need this project?</b>	
	Increased demand for services evidenced by increase in referrals from various sources, including Neuro Wards at the JR Hospital and the Oxford Centre for Enablement, (45% increase over past 5 years, and 12% increase during year to March 2013). We have a waiting list of potential service users, referred from various professional agencies. We are currently accepting 54 individuals within the Centre, but anticipate an increase to 65 individuals once we have increased	<b>Score</b> 15/20

our facilities and space.			
<b>4</b>	<b>Who will benefit from your project?</b>		
	<p>•People in Oxfordshire 18+ with acquired brain injury. HWO have 318 service users, of which 37 are from the VOWH (equates to 11.65%).</p> <p>•Families and carers of those individuals.</p> <p>•Professional and medical staff supporting people with acquired brain injury. The Community, through increased volunteering opportunities and educational /awareness of brain injury. Neurological groups, including Oxon ABI Forum, MS Society, Oxon Neurological Alliance, and Oxon Wheel, and other community groups</p>	<b>Score</b>	15/20
<b>Project Viability</b>			
<b>1</b>	<b>How is your project reasonable and appropriate for the area?</b>		
	HWO was established 1988, and has been based at the Church of the Good Shepherd in Kennington since 2002. It is an accepted part of the village, and currently works with 3 community volunteers from the VOWH. The new buildings will not impact on the character and are in keeping with the site.		
<b>2</b>	<b>How does your project deliver best value for money?</b>		
	11.64% of clients are from the VOWH – 50% attending the ARC. These figures are reflected in our funding request. A full tender process has been undertaken in line with best practise. The project will serve the local community for many years and provide additional community volunteer opportunities.		
<b>3</b>	<b>Is your project likely to secure full funding and progress within 12 months?</b>		
	Other applications are pending. We anticipate full funding will be secured, but any shortfall will be met from HWO designated reserves. HWO continues to fundraise towards this project, including on-going sponsorship from several companies and corporate firms		
<b>4</b>	<b>How will your organisation be able to manage the project now and in the future?</b>		
	Jessop & Cooke, architects, will oversee the project. HWO's Management Committee meet monthly and daily activity is under the control of the CEO. Staffing numbers are adequate and stable and, with voluntary assistance, no increase in staffing is necessary.	<b>Score</b>	60/60
<b>Officer scoring point system:</b>		<b>Total Score</b>	<b>120/140</b>
100 to 140 – officers recommend that the project is a funding priority			
80 to 99 – officers recommend that the project receives some funding			
79 or less – officers recommend that the project does not receive funding			

## Appendix 3

### Capital Grant Policy and Procedure (revised April 2012)



#### Introduction

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 the council's own corporate objectives or those in need.

The council has a recurring annual capital allocation of £100,000 in its capital programme funded from its capital receipts reserve to offer in capital grants to local community projects.

The scoring criteria and policy and procedure rules will be determined from time to time by the cabinet. Details of the application procedure will be included in the application forms held by the head of corporate strategy.

#### What type of project will the scheme fund?

The council seeks to support a variety of community initiatives. Applications for funding towards a wide variety of different community projects can be made. Only capital expenditure, such as spending on buildings, extensions or equipment will be considered under this scheme. Repairs and maintenance work does not fall within capital expenditure. Applications for revenue funding to cover such things as salary costs, heating or rent cannot be considered under this scheme. Retrospective projects will not be considered.

#### Who can apply to the scheme?

Any constituted community-based organisation, including not for profit businesses, parish and town councils, may apply. The council will not fund large public sector bodies, such as Oxfordshire County Council or Primary Care Trusts.

The council is committed to promoting equality and diversity and welcomes applications from all sectors of the community, regardless of race, gender, disability, sexual orientation, age, status, religion or belief.

## **Schemes initiated by Area Committees**

As well as receiving applications from eligible groups, Area Committees may also choose to initiate their own projects. Each area would have to fund its own projects from its overall budget and any consultants costs would have to be drawn from the same budget.

## **What is the maximum award from the scheme?**

In most cases any grant awarded by the scheme will be up to 50 per cent of the total cost of the project capped to a maximum of £5,000 for any individual project. All grant awards will be offered as a percentage of the total cost of the project, capped with a maximum grant amount. In this way, the council will share 50% of any saving if a project under spends, but does not share the cost if the project overspends.

## **Scheme eligibility criteria**

Applications will normally be considered if organisations/projects meet the following eligibility criteria:

- are a properly constituted charitable or non profit making organisation
- has secured all appropriate planning and listed building consents
- provides two years audited accounts (six months of bank statements for new organisations)
- provides a minimum of two quotations for all work, equipment and fees relating to the costs of the project
- the project has not already commenced

## **Opening and closing dates**

The scheme will generally have one funding round each year; subject to budget availability a second round will be held. The first round will open for applications in July (unless an election has taken place when it will be September) each year and close at the end of September). Decisions will generally be made by the end of November.

If a second round is required it will generally open for applications in October each year and close at the end of December and decisions will be made in February.

## **Decision making**

Grant applications will be determined by the relevant area committee; Abingdon, South East, North East and West. The area committees will meet in November and February (if required) each year.

## Allocation of budgets to area committees

The funds will be allocated to each committee as follows:

- for each parish within the area committee's boundary excluding Abingdon, Faringdon and Wantage: £500
- for Abingdon, Faringdon and Wantage: £500 per district councillor, noting that for Faringdon only two of the three councillors are included reflecting that it is a mixed urban/rural ward
- £0.60 per elector, using the June 2012 electorate figures.

Area	Abingdon	North East	South East	West	Total
Parishes (exc towns)	3	15	23	25	
Cllrs per town	14	0	5	2*	
Electors	30024	21553	26507	16672	94756
£500 per parish/cllr	£ 8,500.00	£ 7,500.00	£14,000.00	£13,500.00	
60p per elector	£18,014.40	£12,931.80	£15,904.20	£10,003.20	
<b>Total</b>	<b>£26,514.40</b>	<b>£20,431.80</b>	<b>£29,904.20</b>	<b>£23,503.20</b>	<b>£100,353.60</b>
<b>Percentage</b>	<b>26.4%</b>	<b>20.4%</b>	<b>29.8%</b>	<b>23.4%</b>	

\* noting that the Faringdon and Coxwells ward is a mix of urban and rural (2 councillors are allocated to the town in this formula).

## Delegated decisions

The head of corporate strategy will make decisions on awards for grants from the scheme of between £1 and up to a maximum of £1,000 in consultation with the relevant area committee chairman (if required) in all instances the scoring criteria will be applied. Any project that fails or which cannot meet the grant conditions will not receive its grant award and the grant will be cancelled. These decisions will be taken by the head of corporate strategy. The funds will be available to award grants to other applicants. The head of corporate strategy will also determine any requests for extensions of time when a grant is due to expire.

If any officer of the council has a pecuniary interest in any application being determined under this delegation the decision will be referred to a strategic director or the chief executive. These decisions will be published to all councillors and an update provided to the next area committee meeting.

## Area Committees

Each area committee will consist of all councillors (elected in the appropriate area) who will consider a detailed evaluation report and receive a presentation from officers including a recommendation, based on the approved scoring criteria (appendix 1) for each application to the scheme.

Each area committee will determine the applications taking into account the budget availability.

## Procedure at meetings of each Area Committee

Meetings of the area committees will be conducted in accordance with the Rules of Procedure set out in Parts 4 and 5 of the council's Constitution.

## Declaration of interests

Declarations of interests by councillors and officers will be conducted in accordance with the Rules of Procedure set out in Parts 4 and 5 of the council's Constitution.

If any officer of the council has a pecuniary interest in any application being determined under this scheme they will take no part in the process and register their interest as required by the employee's code of conduct policy.

## Standard conditions of all grant awards

- grants will not be payable towards any costs incurred before the grant award decision date
- projects must commence within one year of the date of the grant being awarded
- evidence that a contract of works is in place is required before any grants are advanced
- evidence that all funding is in place to **complete** the project must be provided to the grants team prior to commencement of work and the release of any part of the grant award
- council staff must be allowed to enter and inspect the work being carried out, by arrangement, subject to them abiding by any necessary health and safety requirements
- grants will be paid on completion of the project by returning a grant claim form attaching evidence of expenditure
- grants (or part of) will not be paid in relation to any spend that does not comply with the definition of 'capital expenditure'
- requests for information to assist us in monitoring the success of the project must be supplied to the grants team as required
- A plaque, supplied by the council, must be displayed in a prominent position to acknowledge grant awards of over £2,000

Breaches of one or more of the above grant conditions may result in the head of corporate strategy repealing the grant.

# 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:

<p><b>Broadening the range</b></p>	<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>
<p><b>Community participation</b></p>	<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>
<p><b>Meeting a local need</b></p>	<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>
<p><b>Community benefit</b></p>	<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.

<b>Viability</b>	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:

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



# Abingdon Area Committee



Report of Head of Corporate Strategy

Author: Carole Cumming

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Cabinet member responsible: Matthew Barber

Tel: 01235 520202

E-mail: matthew.barber@whitehorsedc.gov.uk

To: Abingdon Area Committee

DATE: 25 November 2013

REPORT NO:

## Capital Community Grants – update of funded projects

### Recommendation

(a) that the committee notes the update of previously funded projects attached at appendix one of this report.

### Purpose of Report

1. The purpose of this report is for the committee to note the update of previously funded projects attached at appendix one of this report.

### 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 it's own objectives or those in need.

### Background

3. The committee determined the awards detailed at appendix one of this report at meetings on 3 December 2012 (2012/13) and 22 April 2013 (2013/14).

### Financial Implications

4. The budget for 2012/13 was £26,514 the committee allocated £6,011 in December 2012 leaving a remainder of £20,503 that was then carried forward to the 2013/14 budget of £26,514 making a total of £47,017 to allocate during this financial year.

5. The committee awarded £19,767 in April 2013 during the first round of funding and an update of these awards is attached at appendix one.
6. The remaining balance available for the next round of funding is therefore £27,439 (including £189 returned to the budget from projects that have under spent or withdrawn in 2013/14).

### **Legal Implications**

7. There are no legal implications arising from this report.

### **Risks**

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

### **Conclusion**

9. The Abingdon Area Committee is requested to note the update of previously funded projects attached at appendix one of this report.

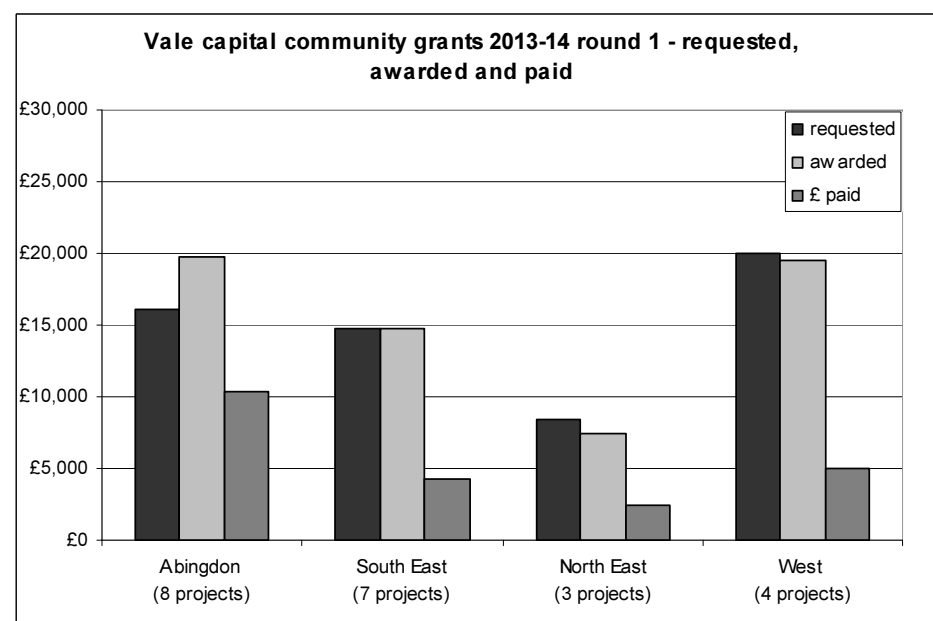
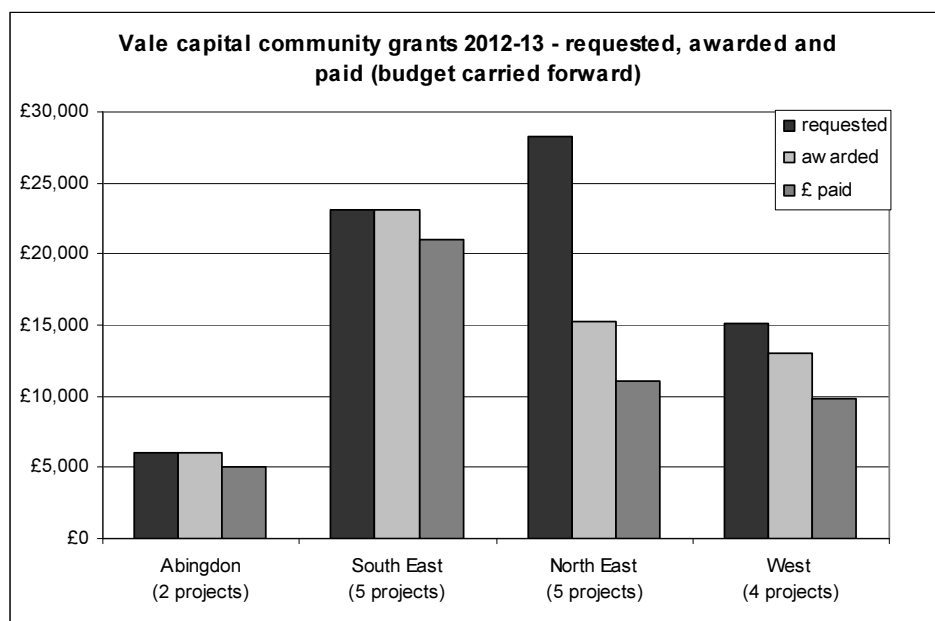
## 2012-13 PROJECTS FUNDED

Ref	Organisation	Scheme	Amount requested	Amount Allocated	Comments
915	Abingdon Rowing Club	New flooring for gym	£1,011	£1,011	Project behind schedule due to flooding but they still intend to claim (expires December 2013)
972	Preston Road Community Centre Association	Electric lighting replacement & new tables	£5,000	£5,000	Completed
	<b>Total</b>		<b>£6,011</b>	<b>£6,011</b>	

## 2013-14 PROJECTS FUNDED

Ref	Organisation	Scheme	Amount requested	Amount Allocated	Comments
1053	2121 (Abingdon) air training corps	Computer purchases	<b>£3,427</b>	<b>£3,427</b>	Completed - minor under spend of £8
1050	Abingdon Sea Cadets	Safety boat replacement	<b>£2,392</b>	<b>£2,392</b>	Completed - minor under spend of £125
1051	Preston Road Community Centre	Replacement room partitions	<b>£1,650</b>	<b>£5,000</b>	outstanding– work is almost completed and they intend to claim before Christmas
1064	Dunmore Pre-school	ICT package	<b>£2,500</b>	<b>£2,500</b>	Reminder sent. Project update pending from organisation
1063	Abingdon DAMASCAS youth Project	Street display equipment	<b>£2,886</b>	<b>£2,886</b>	First stage claimed – balance to follow in stage two soon.
1055	Arch (assisted reading for children)	Book box provision	<b>£700</b>	<b>£1,200</b>	Reminder sent. Project update pending from organisation
1065	North East Abingdon Community Association	Lighting upgrade	<b>£714</b>	<b>£1,427</b>	Completed - minor under spend of £1
1046	Abingdon and District Model Railway Club	Heating update	<b>£935</b>	<b>£935</b>	Completed - minor under spend of £55
	<b>Total</b>		<b>£15,204</b>	<b>£19,767</b>	

Page 27



# Abingdon and West Area Committee Report



Report of Head of Corporate Strategy

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Wards affected: All Wards

Cabinet member responsible: Matthew Barber

Tel: 01235 547693

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To: ABINGDON AND WEST AREA COMMITTEES

DATE: 25 November 2013

## New Homes Bonus – Community Funding 2013/14

### Recommendation

That the committee notes the new homes bonus community funding policy and procedure as detailed in appendix one of this report.

### Purpose of Report

1. To note the policy and procedure to allocate new homes bonus community funding in 2013/14, as detailed in appendix one of this report.

### Corporate 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. In February 2013 cabinet approved the provision of £100,000 of new homes bonus grants, to be allocated by area committees, to support community schemes.
4. Cabinet also resolved that any new homes bonus money distributed to area committees should be apportioned in proportion to the growth in the number of band 'D' equivalent properties in each area. The allocation to be used for each area committee in 2013/14 is as follows:

<b>Area Committee</b>	<b>Percentage</b>	<b>Amount</b>
Abingdon	19.3%	£19,300
North East	9.5%	£9,500
West	39.8%	£39,800
South East	31.4%	£31,400
Total	100%	£100,000

5. Cabinet considered allocating funding at parish level but it was decided that this divided the available resources into sums that were too small to make a significant difference.
6. Scrutiny committee considered the new homes bonus community funding policy and procedure on 22 August 2013 and made comments to the cabinet member for grants.
7. The cabinet member for grants approved the new homes bonus community funding policy and procedure on 23 August 2013 and the policy is attached at appendix one of this report.

## Financial Implications

8. There is £100,000 for the allocation of new homes bonus grants included in the councils revenue budget for 2013/14 only.

## Legal Implications

9. The council's legal powers to award these grants are contained in Section one of the Localism Act 2011 that provides a general power of competence for local authorities.
10. New homes bonus funding is not ring-fenced for any particular purpose so the council has a wide level of discretion in how it chooses to use the funding that it receives.

11. In August 2013, the cabinet member for grants delegated authority to the four area committees to determine the new homes bonus funding applications.

## **Risks**

12. There are some risks attached to funding projects managed by voluntary sector organisations such as assurances of: match funding, quality of services, retention of staff and volunteers. The risks associated with each funding application will be highlighted to the relevant area committee and where appropriate conditions will be attached to awards to negate the risks involved.

## **Conclusion**

13. We have developed the new homes bonus community grant policy and procedures for 2013/14 so that we can determine requests for funding towards community projects using a formally approved process.

14. The main priority for this funding will be to support community led projects in those towns and villages that have seen new housing since 2009. However, if insufficient applications come forward from these areas the area committees will be able to consider applications for other projects within their areas and that otherwise meet the agreed funding criteria.

## **Background Papers**

15. The reports listed below give background information regarding the introduction for this policy:

- Methodology of distribution of budgets to area committees – Cabinet member decision 12 April 2013.
- Scrutiny committee report – new homes bonus funding 2013/14 dated 22 August 2013
- Individual cabinet member decision to approve a new homes bonus community funding policy and procedure dated 23 August 2013

# APPENDIX ONE

## New Homes Bonus – Community Funding Policy and Procedure 2013/14

This scheme seeks to support community initiatives in areas that are seeing housing growth. Applications will be considered for funding towards a wide variety of community projects or services that improve local facilities or services, or help to integrate new communities.

### Funding criteria

Area Committees will consider proposals for funding in **2013/14 only** against the following criteria:

- constituted voluntary community groups and town and parish councils may apply for either revenue and/or capital funding
- projects **must** have any appropriate planning and/or listed building consents before applying for funding
- projects that benefit communities where housing development **has taken place since 2009**. If no relevant applications are received the area committees may consider applications relating to other projects within the committees area
- we will not fund retrospective projects
- we will not fund projects or services that are more appropriately funded by other organisations.

### Application and decision dates

The closing date for applications in 2013/14 will be 30 November 2013 and applications will be determined by the Abingdon and West area committees on Tuesday 4 February 2014.

### Conditions of grant awards

The standard terms and conditions that apply to the grant award are:

- the project should be completed within one year of the date of the grant being awarded

- council staff should be allowed to enter and inspect the work being carried out, at any time, subject to them abiding by any necessary health and safety requirements
- acknowledgement of the council's support must be included in any publicity concerning the project or service
- the project or service must comply with all relevant statutory regulations and consents.

The council may also specify conditions that are particular to the service or project that is being funded.

## **Equalities**

The council is committed to promoting equality and diversity and welcomes applications from all sectors of the community, regardless of race, gender, disability, sexual orientation, age, status, religion or belief. We encourage applications from minority groups.

## **Payment of grants**

Grant payments will normally be made to the organisation once the area committee has approved an award. The organisation will be required to sign a declaration that the grant will only be spent on the project as detailed in the application form.

## **Monitoring of grants**

Organisations will be asked to provide evidence of expenditure following completion of the project. Any grant awards not spent within 12 months will need to be returned unless prior approval from the Head of Corporate Strategy has been given.