

# South East Area Committee Agenda



Contact: Susan Harbour, Democratic Services Team  
Leader

Telephone number 01235 540306

Email: [susan.harbour@southandvale.gov.uk](mailto:susan.harbour@southandvale.gov.uk)

Date: 6 November 2014

Website: [www.whitehorsedc.gov.uk](http://www.whitehorsedc.gov.uk)

A meeting of the

## South East Area Committee

will be held on Monday, 17 November 2014 at 6.30 pm

The Ridgeway (main hall first floor), The Beacon, Portway, Wantage OX12 9BY

### Members of the Committee:

#### Councillors

John Amys

Matthew Barber

Charlotte Dickson

St John Dickson

Jenny Hannaby

Anthony Hayward

Bill Jones (Chairman)

Sue Marchant

Gill Morgan

Mike Murray

Kate Precious

Julia Reynolds

Fiona Roper

Janet Shelley

Margaret Turner

Reg Waite

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A handwritten signature in black ink that reads 'M Reed'.

Margaret Reed

Head of Legal and Democratic Services

## Agenda

## **Open to the Public including the Press**

### **Council's vision**

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

### **1. Apologies for absence**

To receive apologies for absence.

### **2. Minutes**

**(Pages 3 - 4)**

To adopt and sign as a correct record the minutes of the committee meeting held on 1 May 2014 (attached).

### **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 chairman's announcements**

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

### **5. 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.

### **6. Capital Community Grants (CCG) 2014/15 (round two)**

**(Pages 5 - 27)**

To consider the Head of Corporate Strategy's report.

### **7. 2014/15 New Homes Bonus (NHB) Grants**

**(Pages 28 - 47)**

To consider the Head of Corporate Strategy's report.

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

None



# Minutes

of a meeting of the

## South East Area Committee

held on Thursday, 1 May 2014 at 6.00 pm

at the Lockinge Room, The Beacon, Portway Wantage, OX12 9BY

Open to the public, including the press

### Present:

Members: Councillors Bill Jones (Chairman), , John Amys, Matthew Barber, Charlotte Dickson, St John Dickson, Jenny Hannaby, Anthony Hayward, Sue Marchant, Fiona Roper, Janet Shelley, Margaret Turner and Reg Waite

Officers: Jayne Bolton, Susan Harbour and Shona Ware

Number of members of the public: 3

### SE.15 Apologies for absence

Apologies were received from Councillors Gill Morgan and Julia Reynolds.

### SE.16 Minutes

The minutes of the meeting held on 4 February 2014 were agreed as a correct record of the meeting and the chair signed them.

### SE.17 Declarations of interest

There were no declarations from councillors.

### SE.18 Urgent business and chairman's announcements

None notified.

### SE.19 Statements, petitions and questions from the public relating to matters affecting the South East Area Committee.

|                                |                 |
|--------------------------------|-----------------|
| White Horse Croquet Club       | Peter Todd      |
| Frontiers New Horizons Ltd     | Richard Kennell |
| Steventon Sports & Social Club | Chris Wilding   |

### SE.20 Capital Community Grants

## Capital Community Grants.

The committee considered the head of corporate strategy's report. This set out details of eight applications, the council had received, for capital community grants, requesting a total of £21,831. The report also set out the financial position, there being £32,495 remaining in the current year's budget, which included £2,591 of unallocated funds underspend carried forward from the previous financial year.

The committee considered each application, assessing it against the grants criteria and awarded grants as follows:

| <b>Applicant</b>                      | <b>Project</b>               | <b>Grant</b> | <b>Comments</b>   |
|---------------------------------------|------------------------------|--------------|---|
| East Hendred Community Centre         | New chairs                   | 1,300        | Large reserves, but required for "unexpected costs".<br>Award as per officer recommendation   |
| White Horse Croquet Club (Wantage)    | Purchase of equipment        | £960         | Have received a grant from Wantage Town Council of £500 to purchase mallets.<br>Award as per officer recommendation   |
| Charlton Acorns Preschool (Wantage)   | Window replacement project   | 2,790        | Previously granted an award by this committee   |
| The Hanneys Flood Group               | Flood group equipment        | 1,587        | Award as per officer recommendation   |
| East Challow Parish Council           | Football pavilion re-roofing | 1,880        | Award as per officer recommendation   |
| Frontiers New Horizons Ltd (Lockinge) | "Need A Direction" project   | 3,314        | Have secured funding from Fleming Charitable Trust and from private companies, but none from parish councils: have undertaken to apply for parish funding.<br>Award as per officer recommendation |
| Upton Parish Council                  | Kitchen redevelopment        | 5,000        | Award as per officer recommendation   |
| Steventon Sports and Social Club      | Changing room refurbishment  | 5,000        | The parish council support this application but not financially.<br>Award as per officer recommendation   |

The meeting closed at 6.45 pm

# South East Area Committee



Report of Head of Corporate Strategy  
 Author: Carole Cumming  
 Telephone: 01491 823614  
 Textphone: 18001 01491 823614  
 E-mail: carole.cumming@southandvale.gov.uk  
 Cabinet member responsible: Matthew Barber  
 Tel: 01235 520202  
 E-mail: matthew.barber@whitehorsedc.gov.uk  
 To: South East area committee  
 DATE: 17 November 2014

REPORT NO:

## Capital Community Grants (CCG) 2014/15 (round two)

### Recommendation

- (a) that the South East area committee considers the six applications received for CCG funding and awards grants in line with the agreed policy.

### Purpose of report

1. To give the committee the information needed to award CCG grants in their area.

### Strategic objectives

2. We have a corporate priority to support local communities through grants to voluntary and community organisations who are delivering projects/services that support our objectives or those in need.

### Background

3. We opened the scheme between 16 July and 15 September 2014 and received six applications for the South East area, requesting a total of £26,485 against a budget of £12,332.
4. Officers have evaluated the applications using the scoring criteria in the CCG policy approved in July 2012. See appendix one for these evaluations and appendix two for the agreed policy.
5. In line with the policy, which sets out an award based on the score the application receives (see the table on the next page), officers have made grant recommendations for the committee to consider. Officers are not recommending awarding the full amounts requested as there is insufficient budget and some projects did not score enough to qualify for funding.

| <b>Total score</b> | <b>Officer recommendation</b>  |
|--------------------|--|
| 100 to 140         | Officers recommend the project be a funding priority and should receive the amount requested up to the usual maximums, budget permitting.  |
| 80 to 99           | Officers recommend the project receives some funding, usually 80 per cent of the requested amount, budget permitting to a maximum of 40 per cent of the total cost (to a maximum of £4,000). |
| 79 or less         | Officers do not recommend the project for funding  |

## **Financial implications**

6. The committee had a budget of £32,524 at the start of the year for this scheme and following its decisions in the first round back in May 2014 has £12,332 available for this round. This includes any unspent money from completed or withdrawn projects.
7. All the applications are requesting money for capital projects and therefore meet our financial requirements for awarding grants from this scheme.

## **Legal implications**

8. The council's legal powers to award these grants are contained in section one of the Localism Act 2011 that gives a general power of competence for local authorities.
9. 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 grants up to £1,000.

## **Risks**

10. There are no overarching risks of awarding these grants. Officers have highlighted any risks to a particular project in their evaluation reports.

## **Conclusion**

11. That the committee awards CCG grants in line with the approved policy.

## **Background papers**

# APPENDIX ONE - OFFICER EVALUATIONS

## Grants Officer Evaluations

### Scoring summary

| Ref no.                  | Organisation   | Scheme   | Town / Parish | Scheme cost  | Amount requested | Score (max 140)  | Recommended award |
|--------------------------|--|--|---------------|--------------|------------------|------------------|-------------------|
| CCGSE\05                 | Grove Village Hall   | Toilet Refurbishment   | Grove         | £15,000      | £5,000           | 100              | £4,110            |
| CCGSE\01                 | Harwell Village Hall   | Hall redevelopment project                                     | Harwell       | £43,650      | £5,000           | 100              | £4,110            |
| CCGSE\16                 | Upton Village Hall Amenities Trust   | Refurbishment of gents toilets and entrance hall               | Upton         | £9,705       | £4,850           | 100              | £4,110            |
| CCGSE\6                  | Grove Challengers Football Club  | Purchase one set of portable flood lights                      | Grove         | £5,750       | £2,875           | 85               | £0                |
| CCGSE\17                 | East Challow Parish Council  | Resurfacing Challow Bridge car park                            | East Challow  | £9,512       | £4,756           | 75               | £0                |
| CCGSE\19                 | Blewbury & District Brass Band   | Purchase of instruments for Blewbury primary school brass club | Blewbury      | £8,008       | £4,004           | 60               | £0                |
|                          |  |  |               | <b>Total</b> | £26,485          | <b>Total</b>     | <b>£12,330</b>    |
| <b>Award criteria</b>    |  |  |               |              |                  | <b>Budget</b>    | <b>£12,332</b>    |
| <b>100 to 140 points</b> | <b>funding priority</b> (normally the requested amount, if it's within the usual maximums) |  |               |              |                  | <b>Remainder</b> | <b>£2</b>         |
| <b>80 to 99 points</b>   | <b>some funding</b> (normally 80 per cent of request recommended unless otherwise stated)  |  |               |              |                  |                  |                   |
| <b>79 or less points</b> | <b>no funding</b>  |  |               |              |                  |                  |                   |

## Capital Communities Grants 2014-15 South East

|                             |     |         |
|-----------------------------|-----|---------|
| <b>Grove Village Hall</b>   | Ref | CCGSE\5 |
| <b>Toilet Refurbishment</b> |     |         |

|   |         |   |        |
|---|---------|---|--------|
| <b>Total project cost</b>                       | £15,000 |   |        |
| <b>Amount requested</b>                         | £5,000  | <b>Organisation's latest bank balance</b> | £5,451 |
| <b>Organisation's contribution</b>              | £1,500  |   |        |
| <b>Other funding</b>                            | £13,000 |   |        |
| Including a town/parish council contribution of | £1,000  |   |        |

**Previous grants received** - none

### Scoring

|  |              |                      |       |
|--|--------------|----------------------|-------|
| <b>Officer general and financial comments</b>  |              |                      |       |
| This application scored enough for officers to recommend awarding the full amount requested. However two other applications also score enough to receive the full amount requested but isn't sufficient budget to give them all their requested amounts (£5,000, £5,000 and £4,850).<br><br>Therefore, we recommend splitting the budget equally between them, which will mean awarding each £4,110. |              |                      |       |
| <b>Viability</b>   |              |                      |       |
| Viable and likely to complete in 12 months if they secure their other funding.   | <b>Score</b> | 50/60                |       |
| <b>Community and sustainable benefit</b>   |              |                      |       |
| Extensive and wide reaching - all users of the village hall will benefit, particularly disabled users and those requiring baby changing facilities   | <b>Score</b> | 20/20                |       |
| <b>Broadening the range</b>  |              |                      |       |
| Good - they will be able to offer baby changing facilities that may attract more groups to the hall and will have an improved disabled toilet but few new activities will take place.  | <b>Score</b> | 10/20                |       |
| <b>Consultation</b>  |              |                      |       |
| Good - they discussed the project with users but it doesn't particularly lend itself to extensive consultation.  | <b>Score</b> | 10/20                |       |
| <b>Local need</b>  |              |                      |       |
| Good - disabled facilities are necessary in any community building and should meet current legislation.  | <b>Score</b> | 10/20                |       |
| <b>Award recommendation criteria:</b>  |              |                      |       |
| <b>100 to 140 – funding priority</b> (request amount to usual maximums, budget allowing)   | <b>Total</b> | <b>100/140</b>       |       |
| <b>80 to 99 – some funding</b> (80 per cent of maximum request, budget permitting)   |              |                      |       |
| <b>79 or less – the project does not receive any funding</b>   |              |                      |       |
| <b>Recommended award</b>   | £ 4,110      | <b>Recommended %</b> | 27.40 |



|  |
|--|
| <b>Applicant responses</b>   |
| <b>Please give some details of your project.</b>   |
| To refurbish the Ladies, Gents, and Disabled Toilets and to introduce baby changing facilities. The toilets must be over 50 years old and are in desperate need of upgrading and modernizing. The disabled toilet is in need of upgrading.   |
| <b>Financial statement from organisation about their contribution</b>  |
| Our only commitments are normal running costs of the Hall such as heating, lighting, maintenance, and cleaning.  |
| <b>Statement about town or parish council support</b>  |
| We have approached Grove Parish Council, and hope to get at least £1000 towards the project.   |
| <b>Project viability</b>   |
| <b>How does your project deliver best value for money?</b>   |
| The current toilet cubicles and porcelain are very outdated and are in need of replacing. The Hall does not currently have baby changing facilities, and the disabled toilet does not have an emergency cord or up to date grab handles. We also plan to tile the walls and floor to make it far more hygienic. The only option is to replace the existing cubicles and porcelain.   |
| <b>How is the scale and design of your project suited to the target audience/ the need you have identified?</b>  |
| Many groups and organisations use the Hall and they are all of the opinion that the toilet areas are in desperate need of refurbishing.  |
| <b>How will you manage the project?</b>  |
| The Village Hall committee will manage the project.  |
| <b>What are your ongoing management and finance arrangements for the facilities this project will provide?</b>   |
| The Hall, kitchen and toilets are managed on a day to day basis by the Hall Committee, who also employ a cleaner to keep all areas in a hygienic and clean condition. Also we find that the regular Hall users show a great deal of respect for the Hall and report any defects to the committee.  |
| <b>Community benefit</b>   |
| <b>Who will benefit from your project?</b>   |
| A list of regular users is included in our application. In addition to this we have 'casual users' who hire the hall at weekends for parties, celebrations, charity sales, fund raising events, clubs etc.<br>Groups/Clubs:- Art Group - Crown Singers - W.I. - U3A - Brownies (2 packs) - Table Tennis Club - Camera Club - Baby Sensory - Spring A Ling (for toddlers) - Horticultural Society - Martial Arts Club - Viva Totz (for toddlers) - Dance Classes etc. |
| <b>What sustainable/energy saving measures will your project include or offer?</b>   |
| N/A to this project.   |
| <b>Broadening the range</b>  |
| <b>What <u>extra</u> facilities (or equipment) will the project provide?</b>   |
| Baby Changing unit, and emergency pull cord for disabled toilet.   |
| <b>What <u>new</u> activities will take place as a result of this project?</b>   |
| Not applicable to this project.  |
| <b>Consultation and local need</b>   |
| <b>What consultation has your organisation carried out?</b>  |
| It was discussed at length with Hall users and the management committee.   |
| <b>What professional advice have you received relating to this project?</b>  |
| Not applicable to this project.  |
| <b>Why is there a need in your community for this project?</b>   |
| To conform with current legislation, and to offer a cleaner and more hygienic facility.  |

## Capital Communities Grants 2014-15 South East

|                                   |     |         |
|-----------------------------------|-----|---------|
| <b>Harwell Village Hall</b>       | Ref | CCGSE\1 |
| <b>Hall redevelopment project</b> |     |         |

|   |                |   |          |
|---|----------------|---|----------|
| <b>Total project cost</b>   | £43,650        |   |          |
| <b>Amount requested</b>   | £5,000         | <b>Organisation's latest bank balance</b> | £187,236 |
| <b>Organisation's contribution</b>                                      | £13,657        |   |          |
| <b>Other funding</b><br>Including a town/parish council contribution of | £24,993        |   |          |
|   | £17,000 (S106) |   |          |

**Previous grants received - none**

### Scoring

|   |              |                      |                |
|---|--------------|----------------------|----------------|
| <b>Officer general and financial comments</b>   |              |                      |                |
| <p>This application scored enough for officers to recommend awarding the full amount requested. However two other applications also score enough to receive the full amount requested but isn't sufficient budget to give them all their requested amounts (£5,000, £5,000 and £4,850).</p> <p>Therefore, we recommend splitting the budget equally between them, which will mean awarding each £4,110.</p> <p>They've split the cost of the £703,165 hall redevelopment into two phases. This application is for the second phase, covering the kitchen, toilets, blinds and signs. Their bank balance includes the funding for both phases of the project, and any VAT payable.</p> <p>The parish council has agreed to put £275,000 of S106 money towards the whole redevelopment of which roughly £17,000 will go to this second phase.</p> |              |                      |                |
| <b>Viability</b>  |              |                      |                |
| <p>Viable but unlikely to complete within 12 months as the S106 money (£275,000) will only be available when the homes are occupied and work has only just started on these.</p> <p>This project will only take place in 12 months if the first phase of the development finishes on time but, as this is also S106 dependent a November 2015 completion date may not be realistic.</p>   | <b>Score</b> | 30/60                |                |
| <b>Community and sustainable benefit</b>  |              |                      |                |
| Extensive and wide reaching - the whole community can benefit from the improvements to the village hall.  | <b>Score</b> | 20/20                |                |
| <b>Broadening the range</b>   |              |                      |                |
| Extensive and wide reaching - the project will provide a new kitchen, toilets, signs and window coverings in the renovated hall.  | <b>Score</b> | 20/20                |                |
| <b>Consultation</b>   |              |                      |                |
| They carried out extensive consultation with the community, worked with ORCC and had an energy audit carried out.   | <b>Score</b> | 15/20                |                |
| <b>Local need</b>   |              |                      |                |
| Part of the hall was recently condemned and the remaining building no longer meets the community's needs  | <b>Score</b> | 15/20                |                |
| <b>Award recommendation criteria:</b>   |              | <b>Total</b>         | <b>100/140</b> |
| 100 to 140 – <b>funding priority</b> (request amount to usual maximums, budget allowing)  |              |                      |                |
| 80 to 99 – <b>some funding</b> (80 per cent of maximum request, budget permitting)  |              |                      |                |
| 79 or less – the project does not receive any funding   |              |                      |                |
| <b>Recommended award</b>  | £ 4,110      | <b>Recommended %</b> | 9.42           |

## **Applicant responses**

### **Please give some details of your project.**

The HVHD project was set up in 2011 to address the challenges that the Hall faces in a developing village. The adjoining Freeman Hall has been condemned and will need to be rebuilt and the existing 1920's Village Hall badly needs a complete overhaul, with both external and internal work, to provide an energy efficient, fully equipped, multi-use, environmentally friendly and flexible hub for this ever expanding village. The Hall is widely used by village groups and with the loss of the Freeman Hall; we struggle to meet all our User Groups needs. Some of our users have had to find alternative accommodation, such as Our Street Corner Youth Club and new user groups have been turned away. The hope is to build the new hall, allowing groups to keep their slot and to move them to the new hall while the original is refurbished.

### **Financial statement from organisation about their contribution**

This project is part of a total overhaul of the village hall costing over £700k. Our bank balance includes the money we have saved towards the overall project. We are putting a pro-rata contribution of the money we have saved towards this phase of the work.

### **Statement about town or parish council support**

Our Parish Council has been supportive at every step of the way on this project and has agreed to use the Section 106 money from Alder View (Greenwood Meadow) for the village hall. This currently stands at £275000, there may be more S106 money when & if the other developments at Blenheim Hill and the Reading Road begin and our Parish Council have intimated that we may well get a large proportion of this.

### **Project viability**

#### **How does your project deliver best value for money?**

Other options were 1. to sell the land that the Village Hall & the Freeman Hall stand on & use the revenue to build on the Recreation Ground near the Royal British Legion. 2. Do nothing other than repairs. 3. Rebuild the Freeman Hall and renovate the Village Hall Over 60% of the residents favoured the rebuild & renovate scheme, the hall is in the middle of the village while the recreation ground is on the edge of the village, but also because the hall has always been the focus for village social activities and people generally don't like change. The project is being sent out for tender. Over £200000 has been raised by residents, we are expecting Section 106, £275000, money from a development in the village and several grant applications are in the pipeline.

#### **How is the scale and design of your project suited to the target audience/ the need you have identified?**

The village hall was originally built as a Technical Institute in 1921 and became the village Hall in the 1960's. A toilet block with flat roof was added in 1970 and, although structurally sound, this has always been damp and unwelcoming. The main hall has no cavity insulation, single glazed windows, inadequate heating, poor lighting (tubes now obsolete), a small kitchen area and a leaking roof. Our Toe2 report recommended several improvements which are more effective if undertaken as a complete refurbishment. The adjoining Freeman Hall, given originally to the youth of the village, has been condemned, but was widely used by other groups that we now cannot find space for, making it imperative that we rebuild with a purpose built hall, including storage areas for our many user groups and the possibility of taking on new groups, like our Youth club and drama group.

#### **How will you manage the project?**

The project will be managed by our architects: Richard Potter, RPA architects, Strathfield House, Chilton Road, Upton, Oxon, OX11 9JL and will be loosely overseen by the Trustees of the Village Hall in an 'interested party' capacity!

#### **What are your ongoing management and finance arrangements for the facilities this project will provide?**

The Trustees of the Village Hall are now a Charitable Incorporated Organization and with the help of volunteers will continue to manage, maintain and use the revenue that the hall brings in, to continue the running of the Village Hall. The trustees have a chairperson- Dr Keith Beswick, a Treasurer- Mrs Clare Wagner, a secretary and 6 other members.

### **Community benefit**

#### **Who will benefit from your project?**

All our current user groups will benefit from the project through improved heating, lighting and dedicated storage facilities. New users or relocated users, such as the youth club will be able to book a timetabled session in one of the halls. Our Street Corner youth club was set up primarily to keep young people out of trouble and off the streets. They met regularly in the Freeman Hall but when this

was condemned, there were no spare session in the Village Hall and they relocated to the Pavilion on the recreation ground. This building is highly impractical, with a series of small changing rooms and showers and the Parish Council meeting room, also too small for table tennis and boisterous youngsters!

**What sustainable/energy saving measures will your project include or offer?**

As far as possible, we aim to make our new hall eco friendly and have used our recent Energy Audit in our planning. Recommendations from the report were: Improve roof insulation • Install double or secondary glazed windows • If possible install cavity wall insulation • Install an appropriate boiler for your new heating system • Install zoning, a well insulated partition wall and TRVs • Investigate and install LED lighting in the main hall • Install energy efficient appliances in your kitchen • Programme new heating system • Improve signage • Consider installing solar panels to generate electricity With the exception of the solar panels, which were not included due to cost, all the recommendations have been included and it has been suggested that our running costs will improve significantly.

**Broadening the range**

**What extra facilities (or equipment) will the project provide?**

The project will provide a permanent home for our history group, with exhibition space, storage for the many artefacts, records and photos that have been collected since Harwell Village celebrated its 'Village of a thousand years' charter in 1985. At present this has been stored in homes and outbuildings, (we have a village bier that we would like to display) and it is planned to use the foyer between the two halls as a permanent display area. The Parish Clerk will have a dedicated office and the Parish Council will have a meeting room. All groups have been asked about their needs and storage has been planned accordingly. The kitchen will be energy efficient and serve both halls and the foyer, which will function as a cafe. When the cafe is open visitors will have access to the toilets (there are no public toilets in the village)

**What new activities will take place as a result of this project?**

The Youth Club, one of the scout groups, a drama group, Zumba classes and another dance class have all asked to book the hall and we are keen to accommodate them. The cafe in the foyer will be available for parents waiting to collect children, for the history group to exhibit their resources, as a meeting place for a dementia group or for other groups who do not want a full size hall but need an informal place to meet. Parish Council meetings and the Clerks office will be easily accessible to Councillors and the public. The plans allow for the original hall to be divided so that we will in effect have three halls and a cafe for groups to meet in, giving us much greater flexibility of usage.

**Consultation and local need**

**What consultation has your organisation carried out?**

Residents and user groups have been consulted at every step of the way, both for their views on the proposed plans and for their requirements as users. There has been massive support for this project and to date we have raised over £200000 towards the build. The Parish Council were involved throughout and have applied for the necessary planning documents and promised S106 money from a new estate being built in the village. Lynne Newin of ORCC has advised us, with reference to all aspects of refurbishment, management, grants and organization of a project of this size. VWHDC gave us advice on grants and how to apply for them.

**What professional advice have you received relating to this project?**

Energy Audit 30/07/2013 Inspection Reports from Architects and Surveyors. Health & Safety reports. General advice from ORCC, Lynne Newin, Community Hall Advisor

**Why is there a need in your community for this project?**

Our Village Hall is a much loved building in the heart of the village but is badly in need of refurbishment. Built in 1930 as a technical Institute, it became a Village Hall in the 1960's and although some improvements have been carried out, it is inefficient as a community hall due to high running costs. These are as a direct result of the poor heating system, single glazed windows and lack of insulation. Added to this the loss of the adjoining Freeman Hall means we are oversubscribed by user groups and have had to turn some groups away, for example Our Youth Club, who are often the most disadvantaged in the community, lost their hall. The History Group need a new home for their artefacts and an exhibition space to share the village history, of over a thousand years, with village families.

## Capital Communities Grants 2014-15 South East

|   |     |          |
|---|-----|----------|
| <b>Upton Village Hall Amenities Trust</b>               | Ref | CCGSE\16 |
| <b>Refurbishment of gents toilets and entrance hall</b> |     |          |

|   |        |   |         |
|---|--------|---|---------|
| <b>Total project cost</b>                       | £9,705 |   |         |
| <b>Amount requested</b>                         | £4,850 | <b>Organisation's latest bank balance</b> | £27,147 |
| <b>Organisation's contribution</b>              | £4,855 |   |         |
| <b>Other funding</b>                            | £0     |   |         |
| Including a town/parish council contribution of | £0     |   |         |

**Previous grants received** - £5,470 in two grants for hall improvements since 2012-13

### Scoring

|   |              |                      |                |
|---|--------------|----------------------|----------------|
| <b>Officer general and financial comments</b>   |              |                      |                |
| This application scored enough for officers to recommend awarding the full amount requested. However two other applications also score enough to receive the full amount requested but isn't sufficient budget to give them all their requested amounts (£5,000, £5,000 and £4,850).<br>Therefore, we recommend splitting the budget equally between them, which will mean awarding each £4,110.<br>The organisation is contributing a reasonable amount to the project. They haven't approached the parish council for this project, but they did pledge £100 towards other improvements at the hall.<br>The organisation's bank balance includes nearly £14,000 earmarked for other projects and £7,000 for this project. |              |                      |                |
| <b>Viability</b>  |              |                      |                |
| Viable and likely to take place in the next 12 months.  | <b>Score</b> | 60/60                |                |
| <b>Community and sustainable benefit</b>  |              |                      |                |
| Extensive and wide reaching - the whole community will benefit from the improved entrance and the male hall users from the men's toilet refurbishment.  | <b>Score</b> | 20/20                |                |
| <b>Broadening the range</b>   |              |                      |                |
| Good - this project will bring the entrance hall and men's toilets up to modern standards but won't result in any new facilities/activities.  | <b>Score</b> | 10/20                |                |
| <b>Consultation</b>   |              |                      |                |
| Minimal - they don't appear to have consulted other hall users, the wider community or professionals on the plans other than committee members.   | <b>Score</b> | 5/20                 |                |
| <b>Local need</b>   |              |                      |                |
| Minimal - the facilities already exist and are being used.  | <b>Score</b> | 5/20                 |                |
| <b>Award recommendation criteria:</b>   |              |                      |                |
| 100 to 140 – <b>funding priority</b> (request amount to usual maximums, budget allowing)  |              | <b>Total</b>         | <b>100/140</b> |
| 80 to 99 – <b>some funding</b> (80 per cent of maximum request, budget permitting)  |              |                      |                |
| 79 or less – the project does not receive any funding   |              |                      |                |
| <b>Recommended award</b>  | £ 4,110      | <b>Recommended %</b> | 42.35          |

## **Applicant responses**

### **Please give some details of your project.**

The grant will help fund the refurbishment of the gents toilets and entrance hall, both of which are in dire need of modernisation having not been updated since the hall was built nearly 50 years ago. The toilet is currently unsanitary, with flooring and walls which cannot be cleaned properly. The entrance hall is dark and uninviting; with exposed brick, walls and a low, dark wooden ceiling with old and inefficient bare strip lighting. The toilet would be refitted with new equipment and hygienic wall surfaces and sealed flooring. The hall walls would be rendered and painted, with a new suspended ceiling including modern and energy-efficient area and feature lighting. The Trust is already funding out of its own resources replacement entrance doors, which are urgently needed to replace the existing dilapidated ones.

### **Financial statement from organisation about their contribution**

£10451 is ring fenced for the kitchen refurbishment project. £3000 is allocated towards the replacement of the entrance doors and installation of access control; the doors are in dire need of replacement. £7000 is allocated towards refurbishment of the gents toilets and entrance hall and the VAT payable on these. £525 is allocated towards funding of AV equipment, for which part funding has been achieved from Uptonogood and a separate grant applied for from the New Homes Bonus. It is expected that surpluses in the FY 2014/15 will allow us to maintain the £10K reserve which is kept against unforeseen major expenditure items.

### **Statement about town or parish council support**

The parish council has already pledged £1000 by way of financial support out of the 2014-15 £7500 precept towards the village hall in support of the kitchen project. Although they would be unable to offer more financial support at the moment, the council is fully supportive of the village hall trustees' initiatives in respect of improvements to the village hall, which is seen as a key community asset. It is a stated Aim and Objective of the parish council to "Support UVHAT in the upkeep of the village hall and enhancement of its facilities;"

### **Project viability**

#### **How does your project deliver best value for money?**

Although minor enhancements have been possible, such as electric hand driers to replace the old fabric loop towel, and an electronic sensor to reduce water consumption, they have failed to address the underlying problems in appearance and hygiene of the two facilities. Only a complete refurbishment of the areas will allow the changes required to meet current standards. Organisations known to the trustees and known to offer value for money have been asked to quote. A local flooring contractor based in the village has offered to install the flooring in the toilets at no charge.

#### **How is the scale and design of your project suited to the target audience/ the need you have identified?**

The project scale and design are entirely appropriate for a modern public building, offering standard levels of hygiene and an entrance hall commensurate with a building used for community events. The existing hall kitchen will be replaced shortly with a similarly modern facility, and this will be let down by the low quality of the adjoining entrance hall and the toilets. The design is based upon the use of materials which offer a good balance of hygienic effectiveness and cost. Basic products such as MDF will provide the required ruggedness at low cost, while energy-efficient lighting will satisfy the environmental policy of the Trust as well as longer term cost savings.

#### **How will you manage the project?**

The project will be managed by a sub-committee made up from the Trustees and members of the village having private and professional experience managing building projects on a much larger scale.

#### **What are your ongoing management and finance arrangements for the facilities this project will provide?**

The village hall as a whole is managed and maintained by the Trustees of the Upton Village Hall Amenities Trust, and financed from the revenue raised from hire fees. The gents toilet and entrance hall simply form part of the hall and no separate ongoing management or finance is required over and above that required at present.

### **Community benefit**

#### **Who will benefit from your project?**

All users of the hall will benefit from the improved entrance hall, which currently presents a depressing introduction to the amenity, as evidenced by the reaction of both members of the VoWH grants team and ORCC upon their visits to the hall. All male users will benefit from hygienic toilets, which although regularly cleaned are so unpleasant that men tend to avoid their use if at all possible. The hall is a

very popular party venue with users from across the VoWH and SODC area, especially for parents of small children thanks to its location on the recreation ground, who will welcome the improvements to the toilet facilities. Regular users of the hall include the Wine Club, Bowls Club, Table Tennis Club, Karate Classes, Dog Training Classes, Yoga, WI, and Guides and Brownies.

**What sustainable/energy saving measures will your project include or offer?**

The proposed lighting will be LED-based providing significant savings and substantially increased lifespan over the current, low efficiency fluorescent strips. The existing urinal water controller installed earlier in 2014 making massive savings in water consumption will be reused in the refurbishment. An automatic WC flush mechanism will replace the existing and highly wasteful single-flush cistern. The proposed suspended ceilings will offer improved heat retention than the current uninsulated roof.

**Broadening the range**

**What extra facilities (or equipment) will the project provide?**

It is hoped that the design of the new entrance hall will allow us to incorporate a small gallery illustrating the history of the village. Although the toilet refurbishment will provide no significant additional facilities, it will deliver facilities which meet modern standards of hygiene and acceptability.

**What new activities will take place as a result of this project?**

It is anticipated that the provision of the modern facilities, in conjunction with the already planned and financed kitchen extension and refurbishment, will extend the usefulness of the village hall allowing a much wider range of social activities to take place. At present, the poor condition of the toilets and the depressing entrance hall make the venue unacceptable for a large number of potential users who would be embarrassed to host events at the hall.

**Consultation and local need**

**What consultation has your organisation carried out?**

The Trustees of the Village Hall, as members of the small and tightly knit community of Upton, are only too well acquainted with the views of the residents on the old fashioned and unhygienic conditions of many aspects of the hall. The task of cleaning the hall falls to volunteers from the village, who dread the job of trying to clean the gents toilets simply because of the unsanitary surfaces. Photos of the toilets and hallway illustrate the problem. There is little need for formal consultation when residents use every opportunity to make their feelings heard!

**What professional advice have you received relating to this project?**

The Trustees commissioned EIE to undertake an energy audit in 2014.

**Why is there a need in your community for this project?**

The poor appearance of both the entrance and the toilets means that some residents refuse to use the hall for social function because of fear of embarrassment. The inadequacies in the construction of both facilities make it impossible to clean properly, causing a hygiene risk.

## Capital Communities Grants 2014-15 South East

|  |     |         |
|--|-----|---------|
| <b>Grove Challengers Football Club</b>           | Ref | CCGSE\6 |
| <b>Purchase one set of portable flood lights</b> |     |         |

|   |        |   |         |
|---|--------|---|---------|
| <b>Total project cost</b>                       | £5,750 |   |         |
| <b>Amount requested</b>                         | £2,875 | <b>Organisation's latest bank balance</b> | £14,264 |
| <b>Organisation's contribution</b>              | £2,875 |   |         |
| <b>Other funding</b>                            | £0     |   |         |
| Including a town/parish council contribution of | £0     |   |         |

**Previous grants received** - none

### Scoring

|  |     |                      |                     |
|--|-----|----------------------|---------------------|
| <b>Officer general and financial comments</b>  |     |                      |                     |
| This application scored enough points for officers to recommend awarding it some funding however, if the committee splits the budget between the three priority projects then there is no money left to do this.   |     |                      |                     |
| The club are putting a reasonable amount towards the project. They have not approached their parish council for funding towards this project as they allow them to use their pitches. Their bank balance includes much of their income for the year which they need for their running costs and limits the contribution they can make. |     |                      |                     |
| <b>Viability</b>   |     |                      |                     |
| Viable and likely to complete in the next 12 months.   |     |                      | <b>Score</b> 60/60  |
| <b>Community and sustainable benefit</b>   |     |                      |                     |
| Minimal- benefit is limited to players and spectators using the additional pitch in the dark. It's unclear how often they'll use the portable floodlights, as they'll use the other pitches first.   |     |                      | <b>Score</b> 5/20   |
| <b>Broadening the range</b>  |     |                      |                     |
| Minimal - They'll be able to use the extra training pitch in the dark, although it's unclear how often this would happen.  |     |                      | <b>Score</b> 5/20   |
| <b>Consultation</b>  |     |                      |                     |
| Minimal - the only consultation referred to were discussions with the team managers.   |     |                      | <b>Score</b> 5/20   |
| <b>Local need</b>  |     |                      |                     |
| Good - The team has grown significantly in recent years and took on extra training space from the parish council because of this.  |     |                      | <b>Score</b> 10/20  |
| <b>Award recommendation criteria:</b>  |     |                      |                     |
| 100 to 140 – funding priority (request amount to usual maximums, budget allowing)  |     |                      | <b>Total</b> 85/140 |
| 80 to 99 – some funding (80 per cent of maximum request, budget permitting)  |     |                      |                     |
| 79 or less – the project does not receive any funding  |     |                      |                     |
| <b>Recommended award</b>   | £ 0 | <b>Recommended %</b> | 0                   |



## **Applicant responses**

### **Please give some details of your project.**

Grove Challengers FC is a children's football club ran by volunteers. Formed in 1971 by Ruth O'Hanlon after getting fed up of her son and his friends playing football in her garden, the club has grown considerably and we now have 13 teams, which start with our raising stars, or under 6s, all the way up to under 15s. With over 220 children registered, we are now one of the largest clubs in Oxfordshire. But this means we have had to take on a new training area which is not flood lit. This area needs lighting so we can continue training on this new pitch during the winter months. So we are looking for funding for new equipment that the club does not have but needs to continue to grow and support the young children of the local community.

### **Financial statement from organisation about their contribution**

Our accounts show we have £14k in the bank – but this is because we are at the start of the season and the fees have all been paid in. Part of this money is also the profit we made during our recent 6s tournament we held in July. We hold this tournament annually as our main fund raiser for the club. There is no financial constraints on our accounts at the moment, however we still have on-going running costs that need to come out over the year, i.e. insurances, kits, equipment etc.

### **Statement about town or parish council support**

Grove parish council provides the club with flood lit training areas; however, due to the increase in the number of teams, the new areas Grove Parish council has provided are not flood lit. There are no plans to light these areas.

### **Project viability**

#### **How does your project deliver best value for money?**

Portable flood lights can be extremely expensive, so we are planning to buy good, second hand lights with low usage from sites such as eBay. By doing this, we hope to maximise our money and that we receive through this grant.

#### **How is the scale and design of your project suited to the target audience/ the need you have identified?**

In 2011, we had 110 children registered with the club, playing in 6 teams. Now have 220 children registered playing in 13 teams. We are proud of our children and the commitment they give to their team and their sport. We want to continue this and with the increase in numbers, we have had to take on a new training area. This area can only be used now during the summer time. With Autumn/Winter coming soon and as the dark nights come in, we cannot use this extra space without lighting. By buying portable lighting, it means we can continue to develop our teams, and as the lighting is portable, it means they can be used in different locations if needed in the future.

#### **How will you manage the project?**

The lights will be purchase by John Stillwell and maintained by the club, which is lucky enough to have qualified builders and electricians involved with GCFC.

#### **What are your ongoing management and finance arrangements for the facilities this project will provide?**

We foresee little ongoing costs involved with these lights. Any costs that do occur will be taken care of using the clubs own accounts.

### **Community benefit**

#### **Who will benefit from your project?**

The flood lights will be used during our training nights and will be available to all our teams which start with our U6s, then through every age group up to U15. They will be used by solely Grove challengers.

#### **What sustainable/energy saving measures will your project include or offer?**

Saving measures include buying good second hand lights.

### **Broadening the range**

#### **What extra facilities (or equipment) will the project provide?**

The flood lights themselves are new to the club. At present, we train on pitches under flood lights provided by Grove Parish Council. However, this new training pitch we have taken on, due to the rise in the number of teams we have, does not have lighting and so is only used at present during the summer months.

#### **What new activities will take place as a result of this project?**

These new lights will extend the training area we can use over the winter months. At present some of our teams have to train outside of Grove as there is no space on our existing flood lit areas, with all 13 teams trying to train.

|  |
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| <b>Consultation and local need</b>   |
| <b>What consultation has your organisation carried out?</b><br>discussions with the team managers have highlighted the problem of lighted training areas, we have taken this on board and are hence applying for this grant to try and improve the facilities at our club.   |
| <b>What professional advice have you received relating to this project?</b><br>none  |
| <b>Why is there a need in your community for this project?</b><br>As stated earlier, over the last couple of years our club has grown from 6 to 13 teams, we have been provided with more training area by Grove parish council but these new areas are not lit. As the winter months are coming and nights will soon be dark, we are unable to use these areas for training in the winter months. the new floodlights will improve the training facilities the club can provide, and ultimately improve our teams performances. |

## Capital Communities Grants 2014-15 South East

|  |     |          |
|--|-----|----------|
| <b>East Challow Parish Council</b>         | Ref | CCGSE\17 |
| <b>Resurfacing Challow Bridge car park</b> |     |          |

|   |                      |   |         |
|---|----------------------|---|---------|
| <b>Total project cost</b>                       | £9,512               |   |         |
| <b>Amount requested</b>                         | £4,756               | <b>Organisation's latest bank balance</b> | £48,128 |
| <b>Organisation's contribution</b>              | £4,756               |   |         |
| <b>Other funding</b>                            | £0                   |   |         |
| Including a town/parish council contribution of | See own contribution |   |         |

**Previous grants received** - 2014/15 £1,880 football pavilion roof (CCG), 2006/7 £2,000 play area resurfacing.

### Scoring

|  |              |                      |               |
|--|--------------|----------------------|---------------|
| <b>Officer general and financial comments</b>  |              |                      |               |
| This application scored enough points for officers to recommend awarding it some funding however, if the committee splits the budget between the three priority projects then there is no money left to do this. |              |                      |               |
| The applicants are contributing a reasonable amount to the project and could potentially pay for the project without any grant funding.  |              |                      |               |
| <b>Viability</b>   |              |                      |               |
| Likely to complete within 12 months but the work might not be necessary at this time.  | <b>Score</b> | 40/60                |               |
| <b>Community and sustainable benefit</b>   |              |                      |               |
| Good - anyone in the community can park in the 16 spaces (nine more than before) and access village amenities.   | <b>Score</b> | 10/20                |               |
| There is a risk that local residents will monopolise the site as residential parking therefore reducing the benefit to the wider community.  |              |                      |               |
| <b>Broadening the range</b>  |              |                      |               |
| Minimal - the project will offer up to nine additional spaces and the current surface may not need resurfacing at this time.   | <b>Score</b> | 5/20                 |               |
| <b>Consultation</b>  |              |                      |               |
| Extensive - this work proved popular at a village meeting and the parish council is acting on this feedback.   | <b>Score</b> | 15/20                |               |
| <b>Local need</b>  |              |                      |               |
| Minimal - the project does not seem to address any local need, although the community would like it to happen.   | <b>Score</b> | 5/20                 |               |
| There are other parking areas around the village, for example at the village hall, which is across the road from the Challow Bridge car park.  |              |                      |               |
| <b>Award recommendation criteria:</b>  |              | <b>Total</b>         | <b>75/140</b> |
| 100 to 140 – <b>funding priority</b> (request amount to usual maximums, budget allowing)   |              |                      |               |
| 80 to 99 – <b>some funding</b> (80 per cent of maximum request, budget permitting)   |              |                      |               |
| 79 or less – the project does not receive any funding  |              |                      |               |
| <b>Recommended award</b>   | £ 0          | <b>Recommended %</b> | 0             |

|  |
|--|
| <b>Applicant responses</b>   |
| <b>Please give some details of your project.</b>   |
| To extend existing parking area by removing scrub and overgrown bushes and to re-surface and improve the area in order to create additional parking for residents of Main Street who will lose on-street parking due to the installation of a Puffin Crossing.   |
| <b>Financial statement from organisation about their contribution</b>  |
| Second half of financial year - expenditure - £12,000 approx. Funds earmarked for improvements to Playground - £16,000 approx. (not yet committed but due imminently) Funds committed for repairs to pavilion roof - £2632   |
| <b>Statement about town or parish council support</b>  |
| <b>Project viability</b>   |
| <b>How does your project deliver best value for money?</b>   |
| The council has decided on a simple scheme of clearance and surfacing as opposed to a full excavation and surfacing project. It was felt that a full excavation was unnecessary for the area in question and did not represent value for money. White lining to denote parking bays was considered but rejected as it was felt it would not add sufficient benefit compared to the cost.   |
| <b>How is the scale and design of your project suited to the target audience/ the need you have identified?</b>  |
| We have kept the project simple - the creation of off-road parking space for 16 cars. We have avoided expensive surfaces and unnecessary features.   |
| <b>How will you manage the project?</b>  |
| Contractors will be appointed to carry out each element of the project. A Parish Councillor will oversee and manage the contractors. The clerk will manage the accounting process.   |
| <b>What are your ongoing management and finance arrangements for the facilities this project will provide?</b>   |
| The Parish Council will ensure sufficient fund are available for ongoing management of the car park during the budgeting process. Management of the tree and bushes will be added to the Grounds Maintenance contract. The surface will be regularly inspected and repaired as necessary using funds earmarked for this as per the annual budget.  |
| <b>Community benefit</b>   |
| <b>Who will benefit from your project?</b>   |
| Residents of Main Street, East Challow who currently park on the road. This road parking will be lost following the installation of a puffin crossing. Visitors to the village hall when a large event is held there, as it will also serve as an overflow car park to the hall. Residents of the surrounding area. Visitors to the church when a large event (e.g. wedding, funeral) is being held there. Visitors to the village in general. |
| <b>What sustainable/energy saving measures will your project include or offer?</b>   |
| Not applicable.  |
| <b>Broadening the range</b>  |
| <b>What <u>extra</u> facilities (or equipment) will the project provide?</b>   |
| Additional car parking facilities for the northern end of the village.   |
| <b>What <u>new</u> activities will take place as a result of this project?</b>   |
| None   |
| <b>Consultation and local need</b>   |
| <b>What consultation has your organisation carried out?</b>  |
| A village consultation was carried out in early 2014. Villagers were asked what new facilities they would like to see in East Challow. This car park was number one on the list. The attached document is a transcript of residents views - it does not show the number of votes per facility.   |
| <b>What professional advice have you received relating to this project?</b>  |
| <b>Why is there a need in your community for this project?</b>   |
| Parking is an issue at the moment in this area of East Challow. The issue will become significantly worse following the installation of the puffin crossing because on-road parking will be lost.  |

## Capital Communities Grants 2014-15 South East

|   |     |          |
|---|-----|----------|
| <b>Blewbury &amp; District Brass Band</b>                             | Ref | CCGSE\19 |
| <b>Purchase of instruments for Blewbury primary school brass club</b> |     |          |

|   |        |   |        |
|---|--------|---|--------|
| <b>Total project cost</b>                       | £8,008 |   |        |
| <b>Amount requested</b>                         | £4,004 | <b>Organisation's latest bank balance</b> | £8,238 |
| <b>Organisation's contribution</b>              | £4,004 |   |        |
| <b>Other funding</b>                            | £0     |   |        |
| Including a town/parish council contribution of | £0     |   |        |

**Previous grants received** - 2012-13 £3,150 instrument purchases

### Scoring

|  |              |                      |               |
|--|--------------|----------------------|---------------|
| <b>Officer general and financial comments</b>  |              |                      |               |
| The application did not score enough for officers to recommend any funding.  |              |                      |               |
| The organisation is paying for 50 per cent of the cost. They haven't approached any other organisations for funding, including the parish council or the school.   |              |                      |               |
| They have an accounting policy never to let their reserves fall below £3,000 which limits their contribution to this project.  |              |                      |               |
| <b>Viability</b>   |              |                      |               |
| Likely to start within the next 12 months, but may not be justified.   | <b>Score</b> | 40/60                |               |
| <b>Community and sustainable benefit</b>   |              |                      |               |
| Minimal - up to 30 students from Blewbury primary school will benefit from these instruments.  | <b>Score</b> | 5/20                 |               |
| <b>Broadening the range</b>  |              |                      |               |
| Minimal - up to 30 students will learn either cornet or baritone horn.   | <b>Score</b> | 5/20                 |               |
| <b>Consultation</b>  |              |                      |               |
| Minimal - the school's head teacher supports the project, however they don't appear to have carried out any consultation with parents or the children to show they want the club or to learn these specific instruments. | <b>Score</b> | 5/20                 |               |
| To our knowledge, it is not identified as a need in any community led plans or local strategies.   |              |                      |               |
| <b>Local need</b>  |              |                      |               |
| Minimal - small proportion of the school may be interested in this club, however it doesn't appear to be identified as a need in any community led plans or local strategies.  | <b>Score</b> | 5/20                 |               |
| <b>Award recommendation criteria:</b>  |              | <b>Total</b>         | <b>60/140</b> |
| 100 to 140 – <b>funding priority</b> (request amount to usual maximums, budget allowing)   |              |                      |               |
| 80 to 99 – <b>some funding</b> (80 per cent of maximum request, budget permitting)   |              |                      |               |
| 79 or less – the project does not receive any funding  |              |                      |               |
| <b>Recommended award</b>   | £ 0          | <b>Recommended %</b> | 0             |

## **Applicant responses**

### **Please give some details of your project.**

After-school club to enable primary school students to learn to play a brass instrument and to play in a brass ensemble. Currently no similar activity is offered by the school and the Blewbury and District Brass Band would like to become actively involved in growing the playing of music in the local area, especially among young people. The number of primary school pupils taking part nationally in music activities (and also drama and dance) has reduced unacceptably in recent years (from over half, to well under half). The brass band is an established music group in the village and surrounding district and this partnership between band and school is seen as an effective way of encouraging playing music together in the school.

### **Financial statement from organisation about their contribution**

During the second half of 2014, the band expects to receive in the region of £2000 in income from playing events and other sources. Costs that will be incurred include fees for our Main Band and Learner Band Musical Directors, energy for the band hut, maintenance/repair costs for instruments and other miscellaneous costs. To ensure ability to fund unexpected/contingency costs (eg instrument repair) the band committee has formally decided that we should never fall below a bank balance of £3000. We are confident that the band will have sufficient funds to make the proposed band contribution to this activity.

### **Statement about town or parish council support**

Two organisations in Blewbury have successfully approached: one for the tuition costs, the other for a contribution towards the instrument costs. We have successfully approached Blewbury Parish Council for funding of other projects on previous occasions and wished to diversify our sources of support in this particular project.

### **Project viability**

#### **How does your project deliver best value for money?**

Professional musical tuition will be provided by parents paying £5 per session, being the normal fee for the school's after-school clubs. The band would like to provide use of instruments at no cost to the young people or their parents, for the period that they are participating in the after-school club. The band (again at no cost to the school, the young people or their parents) will pay ongoing insurance, maintenance and repair costs. This balanced scheme is preferable to a scheme where both instruments and tuition are free (too costly) and preferable to parents/children paying for instruments.

#### **How is the scale and design of your project suited to the target audience/ the need you have identified?**

We believe that 30 instruments is the appropriate size for the school. When carrying out a survey in a nearby school (Hagbourne in South Oxfordshire), it appeared that there would be interest from 30 participants and, from conversations with the head teacher at Blewbury, we believe that this number is also appropriate for Blewbury School.

#### **How will you manage the project?**

Pupils will be invited to join the after-school club, prioritising Years 5 & 6, followed by Year 4, followed by Year 3. Instruments will be owned by the band, and lent to players. Tuition will be provided by the Musical Director of Blewbury Brass Band, who is a professional musician and music teacher. Additional support will be provided by selected members of the band as needed, all of those involved will have an advanced CRB check. The school will provide all necessary premises and facilities. Parents will be asked to pay the standard fee (as defined by the school) of £5 per session. The people managing this will include the head teacher and one other member of staff and from the brass band the Musical Director, the treasurer for financial oversight and (to be decided) one other, who would normally be a committee member.

#### **What are your ongoing management and finance arrangements for the facilities this project will provide?**

A termly organisational/operational review will take place between the band and the school. At the end of each school year, instruments being used by players leaving the after-school club (or moving up to secondary school) will be taken back and offered to new younger players for the following year. Instruments will continue to be owned by the brass band, but made available to the Blewbury Primary School Brass Group.

### **Community benefit**

#### **Who will benefit from your project?**

Any young person in Years 6/5/4 (and potentially 3) with a potential interest in music, initially at Blewbury Primary School. We do not envisage anybody in those years who wishes to take part being

|   |
|---|
| <p>excluded from this musical activity. The ongoing arrangements ensure that in following years the instruments allocated to pupils leaving the school will be reallocated to other players. Depending on the success of this project, we could envisage this being extended to other schools in the Vale of White Horse District.</p>  |
| <p><b>What sustainable/energy saving measures will your project include or offer?</b><br/>Not relevant to this activity.</p>  |
| <p><b>Broadening the range</b></p>  |
| <p><b>What extra facilities (or equipment) will the project provide?</b><br/>Specific additional instruments dedicated to use in schools, and an additional music after-school club that does not yet exist. There is clear evidence that learning a musical instrument as a child, and playing in an ensemble, leads to a lifetime of musical enjoyment and we are concerned that nationally this has been decreasing. We are keen to help launch Vale of White Horse District children in this direction.</p>   |
| <p><b>What new activities will take place as a result of this project?</b><br/>Additional music after-school club that does not yet exist.</p>  |
| <p><b>Consultation and local need</b></p>   |
| <p><b>What consultation has your organisation carried out?</b><br/>Marion Mills, Head teacher, has given her active support to creating a brass group at Blewbury School, and will fund the teaching of brass to a whole class if we can fund the instruments. The Malthus Trust (a Blewbury-based educational charity), after examining the need, has contributed £500 to the tuition cost. The Tony Loy Trust, which funds projects for young people's projects in the village and which has been convinced of the need, has donated £1000 towards the cost of instruments.</p> |
| <p><b>What professional advice have you received relating to this project?</b><br/>Both the head teacher and the proposed music teacher, who is also a professional musician, music teacher and brass band musical director, are of the strong opinion that this new after-school club will add significantly to the range and breadth of musical activities in the school. Both are hugely supportive.</p>   |
| <p><b>Why is there a need in your community for this project?</b><br/>There is currently no brass after-school club being offered at Blewbury Primary School and the head teacher and contacts with funding groups in the village confirm that there is a demand.</p>   |

# **APPENDIX TWO – CCG POLICY**

## **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?**

The council will not fund large public sector bodies, such as Oxfordshire County Council or Primary Care Trusts. Because education is a function of Oxfordshire County Council, we will not accept applications from schools. Businesses and individuals are not eligible to apply for a grant.

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, South 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          | South East        | South East        | West              | Total              |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>Parishes (exc towns)</b> | <b>3</b>          | <b>15</b>         | <b>23</b>         | <b>25</b>         |                    |
| <b>Cllrs per town</b>       | 14                | 0                 | 5                 | 2*                |                    |
| <b>Electors</b>             | 30024             | 21553             | 26507             | 16672             | 94756              |
| <b>£500 per parish/cllr</b> | £ 8,500.00        | £ 7,500.00        | £14,000.00        | £13,500.00        |                    |
| <b>60p per elector</b>      | £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.

## Scoring criteria

### Assessment methodology for capital grant applications

The scheme 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.

#### Summary of scoring system

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

| <b>Local issues</b>         |   | <b>up to 20 each (totalling 80 points)</b> |
|-----------------------------|---|--|
| <b>Broadening the range</b> | Is this more of the same or will the project enable new activities?<br><br>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.   |  |
| <b>Consultation</b>         | 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?<br><br>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. |  |
| <b>Local need</b>           | How well is this evidenced/detailed?<br><br>Need and demand are different - this is about a proven lack of something that the project provides.   |  |
| <b>Viability of project</b> |   | <b>up to 60 points</b>                     |
| <b>Viability</b>            | Is the project reasonable and appropriate for the area?<br>Does the project deliver best value for money?<br>Is the project likely to secure full funding and progress within 12 months?<br>Will the organisation be able to manage the project now and in the future?  |  |
| <b>Community benefit</b>    | Who will benefit? This will go beyond a simple number count, to take account of the imbalance in size between different communities.<br><br>Community benefit also includes wider social, economic and environmental benefits that contribute to the achievement of sustainable development and energy saving in the district.                            |  |

## South East Area Committee



Report of Head of Corporate Strategy

Author: Carole Cumming

Telephone: 01491 823614

Textphone: 18001 01491 823614

E-mail: carole.cumming@southandvale.gov.uk

Cabinet member responsible: Matthew Barber

Tel: 01235 520202

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

To: South East Area Committee

DATE: 17 November 2014

REPORT NO:

## 2014/15 New Homes Bonus (NHB) Grants

### Recommendations

- (a) that the South East area committee considers the seven applications received for NHB funding and awards grants in line with the agreed policy.
- (b) that the committee considers what suggestions, if any, it has for improving the policy to feed into a review early next year.

### Purpose of report

1. To give the committee the information it needs to award NHB grants for their area and suggest improvements to the policy for a review early next year.

### Strategic objectives

2. We have a corporate priority to support local communities through grants to voluntary and community organisations who are delivering projects/services that support our objectives or those in need.

### Background

3. We opened the scheme between 16 July and 15 September 2014 and received seven applications for the South East area, requesting a total of £44,550 against a budget of £47,000.
4. Officers have summarised the applications in appendix one, highlighting any concerns and/or points of note in their comments.
5. The main aim of this scheme is to help support communities that have accommodated new housing to integrate new and existing communities. With this in mind officers have produced a table, attached in appendix two, showing each

parish's percentage of the area committee's overall growth and its percentage increase in size between September 2012 and September 2013.

6. The interim NHB policy attached in appendix three expires on 31 March 2015 and the cabinet member for finance would like the area committees to feed into a review of the scheme before agreeing a new policy. Any feedback the committee gives will be considered as part of that review.

### **Financial implications**

7. In June 2014 the South East area was allocated £47,000 of the 2014/15 NHB community grant budget. As per the agreed policy these grants can fund either revenue or capital projects.

### **Legal implications**

8. The council's legal powers to award these grants are contained in section one of the Localism Act 2011 that gives a general power of competence for local authorities.
9. In June 2014, the cabinet member for grants delegated authority to the four area committees to determine NHB funding applications in their respective areas.

### **Risks**

10. As we usually pay NHB grants when they're awarded and not when the projects complete there's a risk that we can't recover any money given to projects that for whatever reason don't go ahead or need the full amount. There is also a risk that projects we agree to fund don't achieve the desired results.

### **Conclusion**

11. That the committee awards New Homes Bonus grants in line with the approved policy and makes any suggestions for improving it to feed into a review early next year.

### **Background Papers**

## APPENDIX ONE – APPLICATION SUMMARIES

| Ref no.  | Organisation                          | Scheme   | Town / Parish             | Total cost<br>£             | Amount<br>requested | % of area<br>growth | % of growth<br>in parish |
|----------|---------------------------------------|--|---------------------------|-----------------------------|---------------------|---------------------|--------------------------|
| NHBSE\3  | Harwell Village Hall                  | Hall redevelopment project   | Harwell                   | £659,515                    | £15,000             | 0.95                | 0.22                     |
| NHBSE\5  | South & Vale Carers Centre            | Adult support around Wantage,<br>Didcot and the surrounding villages | Whole area                | £12,250                     | £6,125              | N/A                 | N/A                      |
| NHBSE\6  | Upton Village Hall Amenities<br>Trust | Audio visual equipment   | Upton                     | £1,688                      | £1,000              | 1.87                | 2.11                     |
| NHBSE\10 | West Hanney Parish Council            | Community woodland startup<br>funding                                | West Hanney               | £5,530                      | £3,315              | 0.65                | 0.62                     |
| NHBSE\13 | Frontiers New Horizons<br>(Ardington) | Wantage outdoor learning project                                     | Ardington and<br>Lockinge | £20,392                     | £9,000              | 1.09                | 1.19                     |
| NHBSE\17 | October Club (Wantage)                | Upgrade of heating system  | Wantage                   | £13,737                     | £9,000              | 15.15               | 0.77                     |
| NHBSE\19 | Wantage Junior<br>Showstoppers        | Providing professional singing<br>coach                              | Wantage                   | £1,110                      | £1,110              | 15.15               | 0.77                     |
|          |                                       |  |                           | <b>Total</b>                | <b>£44,550</b>      |                     |                          |
|          |                                       |  |                           | <b>Budget<br/>available</b> | <b>£47,000</b>      |                     |                          |

## New Homes Bonus 2014-15 South East

|                             |            |         |
|-----------------------------|------------|---------|
| <b>Harwell Village Hall</b> | <b>Ref</b> | NHBSE\3 |
| Hall redevelopment project  |            |         |

### Financial

|   |                                  |   |          |
|---|----------------------------------|---|----------|
| <b>Total project cost</b>   | £659,515                         |   |          |
| <b>Amount requested</b>   | £15,000                          |   |          |
| <b>Organisation's contribution</b>                                      | £206,343                         | <b>Organisation's latest bank balance</b> | £187,236 |
| <b>Other funding</b><br>Including a town/parish council contribution of | £450,202<br>£258,000 (from S106) |   |          |

**Previous grants received - none**

### Officer and consultation comments

They've split the cost of the £703,165 hall redevelopment into two phases. This application is for the first phase, covering everything except the kitchen, toilets, blinds and signs. Their bank balance includes the funding for both phases of the project, and any VAT payable.

Their bank balance shows they don't currently have all of their contribution for the project and they have a number of other grant applications outstanding to make up their other funding.

The parish council has agreed to put £275,000 of S106 money towards the whole redevelopment of which roughly £258,000 will go to this first phase. They can't access the S106 money (£275,000) won't be available until the homes are occupied. As work has only just started on these, the project may not complete within 12 months.

### Applicant responses

#### Please give some details of your project.

Harwell village Hall is in need of complete refurbishment in order to bring it up to today's standards. Our Energy Report (July'13) recommended 10 areas of improvement, including: improving roof insulation, installing double glazed windows, cavity wall insulation, new boiler, LED lighting (our system is now obsolete) & energy efficient appliances in kitchen. The hall itself, built in 1927 as a technical institute, has served the village since 1960. In addition to the main hall we had another adjoining building, known as the Freeman Hall which was condemned in 2010. Our plans include rebuilding this hall with a central foyer, to house our History society, a kitchen area between both halls, new toilet facilities, refurbishment of the original hall & plentiful storage areas for our many user groups. We plan to have a dedicated office for the Parish Clerk and a committee room for the Parish Council.

#### Statement about any financial constraints on their bank balance affecting their contribution.

The total cost of the village hall project is £703,165, however we have removed £43,650 from the cost on this application as we have applied to the CCG scheme towards that phase of the project separately. Our contribution and other funding has been split pro rata between the applications and we have build in a buffer in case we don't received the full amount on some items. The costs do not include professional fees of £76,000 that we will pay from our reserves (we have already paid £20,000 already). Our reserves also need to pay towards the general running costs of the hall.

#### Statement about town or parish council support

Our Parish Council has been very supportive at every step of the way on this project and have agreed to use the Section 106 money from Alder View (Greenwood Meadow) for the village hall. This currently stands at £275000, there may be more S106 money when & if the other developments at Blenheim Hill and the Reading Road begin and our Parish Council have intimated that we may well get a large proportion of this.

**How does your project deliver best value for money?**

The Village Hall is a much loved building in the heart of Harwell Village BUT it is difficult to heat due to the dated heating system, the lack of insulation and the size of the single glazed windows. It is now too small to accommodate the many User Groups within the village and with the loss of the Freeman Hall we are forced to turn some groups away. There is inadequate storage for equipment, our lighting has now become obsolete and our kitchen desperately needs an overhaul. Before we can begin this project we need to demolish the Freeman Hall and this is where the New Homes Bonus could help us. The Architects have been instructed to provide detailed plans and send out to tender for the whole project.

**Which housing development(s) have affected your community and what impact did they have?**

Great Western Park, Didcot Road Harwell Parish - Taylor Wimpey 2000+ houses being built now. Alder View or Greenwood Meadows, Grove Road, Harwell- Taylor Wimpey 65 houses being built now Blenheim Hill, Didcot Road-Bloor Homes Development -90+ houses proposed Reading Road, Harwell-Manor Oak Homes- 45 houses proposed These developments will put an enormous strain on all facilities in the village, including the Primary school, both shops, The Hart(public house), road use & social impact- a large proportion of social activities take place in the Village Hall, bookings for the hall are already over subscribed and we have a waiting list of user groups who would like to be included in our hall usage. With two halls we would be able to accommodate more groups and encourage residents moving into Harwell to take part in the many activities on offer which range from physical to artistic, from the oldest residents to our youngest.

**How will this specific project or service help integrate people from the new development and the existing community?**

We have an active fund raising committee for our project and they have a calendar of events to engage the community, both newcomers and existing residents. Their aim is to offer social activities to appeal to all members of our community and to date we have raised over £200,000 towards the redevelopment project.

Our History society have never had a permanent home for archives, resources & artefacts and these are currently stored in attics, barns and homes in the village. It is hoped to set up a permanent display area, within the foyer of the new build, to exhibit these and to give them storage facilities for the many items that a 'village of a thousand years' has collected, since our 1985 celebrations of receiving our village charter. On the 21st September they are holding the second of their exhibitions, 'Harwell during World War 1' in the village hall.

**What recent evidence can you provide to show that the local community supports your project?**

To date we have raised over £200,000 towards the redevelopment project and this is clear evidence of the support that our local community has for the project. We have letters of support from residents and User groups who would like to see the hall refurbished and extended, to give us greater flexibility for all. All residents and Users,(not necessarily Harwell Residents)have been consulted since the first plans were aired in 2010 and asked for their needs and views. The Parish Council have been very supportive of the project and are hoping to have a dedicated office for the Clerk and a committee room for their meetings in the refurbished Hall. Our Youth Club, who used the Freeman Hall previously and are currently trying to meet, in the inadequate Pavilion on the recreation ground, are keen to come back to the Hall on a permanent basis.



## New Homes Bonus 2014-15 South East

|   |            |         |
|---|------------|---------|
| <b>South &amp; Vale Carers Centre</b>                             | <b>Ref</b> | NHBSE15 |
| Adult support around Wantage, Didcot and the surrounding villages |            |         |

### Financial

|   |                                     |   |         |
|---|-------------------------------------|---|---------|
| <b>Total project cost</b>   | £12,250                             |   |         |
| <b>Amount requested</b>   | £6,125                              |   |         |
| <b>Organisation's contribution</b>                                      | £6,125                              | <b>Organisation's latest bank balance</b> | £91,941 |
| <b>Other funding</b><br>Including a town/parish council contribution of | £0<br>£unspecified amount requested |   |         |

**Previous grants received** - CCG 2012-13 £378 New website. Three community grants between 2006-7 and 2011-12 totalling £4,166

### Officer and consultation comments

This organisation is based in Didcot, however this post will provide support for Wantage and the surrounding areas. Their service offers to help carers in the area both new and existing. It's unclear how they have funded the post up to now and how they will continue to fund it in the future.

The organisation is contributing the balance from their reserves and has asked Wantage town council for an undisclosed amount. The committee may want to wait until their other funding is confirmed before releasing our grant, so we can reduce it proportionately if they don't need as much.

### Applicant responses

**Please give some details of your project.**

This grant will help fund a comprehensive support service to carers of all ages throughout the Vale of White Horse and South Oxfordshire Districts, helping people cope with the emotional demands of being an unpaid carer. This service will be delivered by South and Vale through a process of: Information and advice - issues affecting carers, including benefits, breaks, signposting to respite and support services, arranging carer assessments, aids and adaptations Emotional support - providing opportunities for carers to talk through their concerns, helping to alleviate isolation, anxiety and stress. Advocacy - at tribunals, assessments, case reviews, assistance to access funds and services Practical help - befriending, breaks, transport, benefits advice Fun - quality time away from caring, the opportunity to enjoy a social life Funding will help pay for salaries, overheads and direct project costs

**Statement about any financial constraints on their bank balance affecting their contribution.**

None at present

**Statement about town or parish council support**

Yes - meeting arranged for October 2014

**How does your project deliver best value for money?**

Firstly we have the infrastructure in place to deliver the service. Secondly we are based within a three mile radius of Didcot Thirdly we have been successfully delivering services to carers for 20 years Finally the shared cost of just over £35 per visit represents real value

**Which housing development(s) have affected your community and what impact did they have?**

Great Western Park is a new development in Didcot (OX11) which, when finished will consist of some 3,500 homes. The most noticeable impact is on transport infrastructure but it has also affected local schools. Because medical capacity has and is being provided the healthcare impact is less noticeable. The Park supplies much needed workforce supply. The main hidden impacts involve the increased need for support services relating to care, long term health conditions and emotional well-being. 90,000 people in Oxfordshire are limited in their daily activities by a long term health problem or disability. This equates to 14% of the population. (source: Oxfordshire CC) Additionally 12,400 people aged 85 and over are living with day-to-day activities significantly limited by a health problem or disability. This is equivalent to 49% of the total resident population aged 85 in the Vale which if replicated would mean 350 people on the Estate may need help'

**How will this specific project or service help integrate people from the new development and the existing community?**

Young people: The South and Vale Young Carers Project identifies and supports children and young people aged 8 to 17, who live with a parent or sibling who has a physical illness or disability, a mental health problem or is dependent on drugs or alcohol. We offer young carers individual emotional support through home visits or by phone in times of crisis, and we organise 24 free trips and activities throughout the year to give young carers regular respite and a sense of their childhood that may not be present in their day-to-day lives. Older people: We work to ensure that unpaid carers and their families maintain an acceptable standard of living by helping them complete the complex forms necessary to claim their full Disability Benefit entitlement. We ensure unpaid carers have emotional and practical support at critical times, including advice at discharge from hospital, how to access equipment and entitlements

**What recent evidence can you provide to show that the local community supports your project?**

Young people: Feedback from young carers frequently highlights that existing support group provision is either too remote or nonexistent. There is not enough one to one support, and they cannot access trips and activities due to a lack of transport. Of the 30 young carers who we questioned about the impact of the support offered by our young carers project in 2013, 29 said they enjoyed the trips and activities most. Two wanted more one to one emotional support, 20 said they felt they were happier at school and doing better with their school work as a result of our support, and 22 young carers said they now attended school more. Older people: We conduct regular forums together with questionnaires where the overwhelming response is a need to resolve the isolation and loneliness carers face. There are also overwhelming financial needs.

## New Homes Bonus 2014-15 South East

|   |            |         |
|---|------------|---------|
| <b>Upton Village Hall Amenities Trust</b> | <b>Ref</b> | NHBSE\6 |
| Audio visual equipment                    |            |         |

### Financial

|   |          |   |         |
|---|----------|---|---------|
| <b>Total project cost</b>   | £1,688   |   |         |
| <b>Amount requested</b>   | £1,000   |   |         |
| <b>Organisation's contribution</b>                                      | £526     | <b>Organisation's latest bank balance</b> | £27,147 |
| <b>Other funding</b><br>Including a town/parish council contribution of | £0<br>£0 |   |         |

**Previous grants received** - 2012/13 to 2013-14 two capital grants totalling £5,470

### Officer and consultation comments

|  |
|--|
| <p>The organisation has also applied for a CCG grant towards another project.</p> <p>The hall and all its facilities are available to the whole community and extending the facilities/activities on offer might appeal to and benefit more users.</p> <p>They haven't approached the parish council for this project, but were pledged £1,000 towards the kitchen improvements project.</p> <p>The organisation's bank balance includes nearly £21,000 earmarked for other projects. The organisation could potentially fund the small funding gap of £162.</p> |
|--|

### Applicant responses

#### Please give some details of your project.

This grant will help fund the equipment required to provide digital projection and audio facilities in the village hall, facilitating not only presentation capabilities for existing clubs and users, but importantly the creation of a film club within the village. Film showings have proved very popular in village halls in neighbouring villages, and would create a new social activity in a small community with currently nothing other than the pub to provide entertainment. The village wine appreciation society has been very successful, and it is hoped that the film facility will attract similar levels of support but from an expanded cross-section of the residents, including young and old.

#### Statement about any financial constraints on their bank balance affecting their contribution.

£10451 is ring fenced for the kitchen refurbishment project. £3000 is allocated towards the replacement of the entrance doors and installation of access control; the doors are in dire need of replacement. £7000 is allocated towards refurbishment of the gents toilets and entrance hall, for which separate funding is also being sought to meet the anticipated cost of £9705 + VAT. It is expected that surpluses in the FY 2014/15 will allow us to maintain the £10K reserve which is kept against unforeseen major expenditure items.

#### Statement about town or parish council support

We have not approached the parish council on this occasion, as it is already supporting the kitchen project to the amount of £1000 out of this year's precept of £7500.. However the council is very supportive of all of the initiatives undertaken by the village hall trust, and it is a published council Aim and Objective to "Support UVHAT in the upkeep of the village hall and enhancement of its facilities;".

**How does your project deliver best value for money?**

The hardware components were chosen following consultation with a number of individuals and companies having AV experience. The projector offers good performance in non-blackout conditions (important in a hall with multiple windows) and brand reliability. The screen is British and offers high gain at an attractive price. The active speakers forming the PA are from a reputed manufacturer in the music business, and have been proven in other village halls known to the trustees. The estimates attached are from reputable suppliers and offer significant discounts from the RRP.

**Which housing development(s) have affected your community and what impact did they have?**

New housing around Didcot has created a significant increase in the numbers of visitors to the village, who use the facilities at the Recreation Ground and Village Hall. The children's play area, funded largely by a WREN grant, is intensively used by families from the new housing developments, as is the hall which has become extremely popular as a venue for children's parties. Events staged at the hall, such as jumble sales, village fete, and music productions, are also popular with the older section of the new neighbouring communities.

**How will this specific project or service help integrate people from the new development and the existing community?**

**What recent evidence can you provide to show that the local community supports your project?**

Uptonogood, the highly successful mountain bike event based in Upton, has promised £500 towards the purchase of AV equipment. Following the funeral in July of a popular resident, locals campaigned for the purchase of a PA system which would have allowed more mourners to hear the service. The local branch of WI who meet at the hall have written "these changes mean we can have better speakers, do more fundraising, it makes the group more appealing to new members, particularly as we are a modern WI ". The village wine club has written requesting that "funds be allocated or raised to enable the purchase of AV equipment".

## New Homes Bonus 2014-15 South East

|                                    |            |          |
|------------------------------------|------------|----------|
| <b>West Hanney Parish Council</b>  | <b>Ref</b> | NHBSE\10 |
| Community Woodland Startup Funding |            |          |

### Financial

|                                    |   |   |        |
|------------------------------------|---|---|--------|
| <b>Total project cost</b>          | £5,530  |   |        |
| <b>Amount requested</b>            | £3,315  |   |        |
| <b>Organisation's contribution</b> | £415  | <b>Organisation's latest bank balance</b> | £8,866 |
| <b>Other funding</b>               | £1,800 (from the school earmarked towards the forest school training) |   |        |

**Previous grants received** – community grants 2008-9 £1,200 (parish cleansing) and 2003/4 £60 unspecified grant

### Officer and consultation comments

The project will provide a community woodland area for new and existing residents to enjoy and potentially get involved in maintaining.

The costs include £1,530 towards equipment, signage and gates, £1,200 towards a woodland management plan and £2,800 towards forest school training for a member of the primary school staff.

The organisation is contributing £415 to the project and the primary school has pledged £1,800 towards the forest school teacher training cost.

### Applicant responses

#### Please give some details of your project.

West Hanney Parish Council recently acquired the Nigel Eady Community Woodland from the executors of the late Nigel Eady. This woodland was originally established by Nigel Eady over twenty years ago and the Parish Council has established a community woodland steering group who are responsible for the management, maintenance and future development of this vital community asset. The woodland is an invaluable natural space for the benefit of all local residents in the communities of East and West Hanney and is also used by some residents in the neighbouring communities of Denchworth and Grove. This grant application would enable woodland volunteers to carry out regular essential maintenance of the woodland and also provide funds to the local primary school to train a Forest School Leader so that the pupils can learn in a natural environment. A Forest School is an innovative educational approach to outdoor play and learning.

#### Statement about any financial constraints on their bank balance affecting their contribution.

The Parish Council has no other significant income other than the annual Precept and has already incurred the legal costs of acquiring the community woodland so our contribution to the project is constrained by the limitations on our reserves. The Parish Council is also not VAT registered and cannot claim back any VAT on goods and services therefore will have to fund all the VAT payments for this project. St James Primary School will contribute the supply cover costs for the Forest School Leader training.

#### Statement about town or parish council support

The West Hanney Parish will contribute £415 towards the cost of this project and St James Primary School will contribute £1800.

**How does your project deliver best value for money?**

The community woodland group is run by volunteers and so there are no labour costs. All equipment will be procured on the basis of a long service life and quality to ensure that this initial investment is maximised. We have obtained the best price for that equipment.

**Which housing development(s) have affected your community and what impact did they have?**

There are three new housing developments in West Hanney either underway or in the latter stages of the planning process that will bring a significant number of new residents into our community as well as a recently completed new development and one now underway in East Hanney. There is also a proposal for 200 new houses to be built in East Hanney under the Local Plan published by the Vale of White Horse District Council. Both Parish Councils recognise the need to provide additional amenity areas for the increasing village populations or to enhance the current amenities.

**How will this specific project or service help integrate people from the new development and the existing community?**

The Parish Council recognises that there is a need to provide access to a well managed woodland space for the benefit of existing and new residents as an essential local amenity with access all year round. This project will provide the essential start-up funding and training for the recently formed community woodland group and will encourage new residents not only to use the community woodland but also to join as volunteers to help maintain the community woodland. The children of the new residents will also benefit from the increased use by St James Primary School of the community woodland as a base for Forest School activities once the proposed Forest School training is completed by a member of the teaching staff.

**What recent evidence can you provide to show that the local community supports your project?**

The local community was invited to attend a recent parish council meeting if they were interested in forming a voluntary organisation to maintain and manage the community woodland. Over 30 residents from both East and West Hanney have volunteered to help and a Steering Committee has now been formed to coordinate their activities. The Committee has worked with the Council to identify the requirements outlined in this application. Some residents have also publicly thanked the Parish Council in our community newsletter for our work in securing the community woodland for use of our residents.

## New Homes Bonus 2014-15 South East

|                                  |            |          |
|----------------------------------|------------|----------|
| <b>Frontiers New Horizons</b>    | <b>Ref</b> | NHBSE\13 |
| Wantage outdoor learning project |            |          |

### Financial

|   |              |   |        |
|---|--------------|---|--------|
| <b>Total project cost</b>   | £20,392      |   |        |
| <b>Amount requested</b>   | £9,000       |   |        |
| <b>Organisation's contribution</b>                                      | £4,400       | <b>Organisation's latest bank balance</b> | £4,648 |
| <b>Other funding</b><br>Including a town/parish council contribution of | £6,992<br>£0 |   |        |

**Previous grants received** - £7,314 in two grants between 2013/14 and 2014/15 towards their Need a Direction project

### Officer and consultation comments

They have not approached any town or parish councils in the area for funding and are using most of their reserves to help fund this project. They hope to raise the £6,992 gap in funding through unspecified grants and donations.

This project is based in Ardington parish but will mainly take students from the Wantage area, offering a training service for approximately 12 'at risk' young people each year.

### Applicant responses

**Please give some details of your project.**

The grant will help to fund a project for local teenagers who have or who are at risk of disengaging from school, by introducing them to and developing a wide range of practical and outdoor activities which they otherwise would not have access to. In developing these skills, the project also focuses on the behaviours, attitudes and mindsets that can help young people become more successful. The main group of young people this project is aimed at are those aged 16-18 who have left school and for whom there is no suitable progression route in the local area. These young people tend to have low or no qualifications and need support in making the transition to work or further learning. The project is also open to young people who are disengaging from education at the ages of 13-16.

**Statement about any financial constraints on their bank balance affecting their contribution.**

None

**Statement about town or parish council support**

No - as the young people will be coming from areas across the Vale.

**How does your project deliver best value for money?**

There are no other programmes of this kind in the local area. The target group would need to travel to Abingdon for full time education, the courses there however are not suitable for all (we tend to find this is a successful progression route after they have worked with us). For a small investment in this programme, the young people become more employable and more likely to access local jobs. Andersey Farm is owned by Rob Beaumont, who gives access to the land and buildings at no/low cost to ensure that this project can run successfully.

**Which housing development(s) have affected your community and what impact did they have?**

St Mary's - Wantage, Gabriel's Wharf, Mabley Way, Stock Ham Park Farm and Letcombe Fields. There are an increasing number of young people in the target group in the area - Oxfordshire County Council data shows that they are aware of over 40 people aged between 16 and 18 in the local area who are not in learning or work. For young people with low or no qualifications, with a chequered school history or other barrier to learning there is a lack of provision in the local area. We aim to ensure that those young people who may otherwise find it difficult to make their own way, have the support they need through our programme. This will help them to develop the attitudes and skills to make a significant positive difference to their local community.

**How will this specific project or service help integrate people from the new development and the existing community?**

The group of young people we work with are in danger of becoming alienated from their local community. If they have been disengaged at school and not made a successful progression beyond school, they are much more likely to be involved in anti social behaviour, the criminal justice system and/or claiming benefits. This programme works to ensure that young people are able to play a much more positive role in their communities. Some of the activities involve fixing small machinery such as lawnmowers - which could be turned into a social enterprise. Another activity involves growing fruit and vegetables - connecting them with the land.

**What recent evidence can you provide to show that the local community supports your project?**

A similar project was run in the academic year 2013-14. This project worked with 12 young people in the target group. Of this group, four have progressed to full time further education, three to full time work, one has moved from the area, two are intending to continue to work with us and we have lost touch with two. King Alfred's Academy has worked closely with us to refer young people once they have left the school, a relationship which has worked well and has developed over the year. The Academy has also worked with the project for young people still in school and Assistant Headteacher James Maddern is happy to act as a reference for this work. The school would like to participate in the programme again and is willing to make a financial contribution.



## New Homes Bonus 2014-15 South East

|                           |            |          |
|---------------------------|------------|----------|
| <b>October Club</b>       | <b>Ref</b> | NHBSE\17 |
| Upgrade of heating system |            |          |

### Financial

|   |   |   |         |
|---|---|---|---------|
| <b>Total project cost</b>   | £13,737   |   |         |
| <b>Amount requested</b>   | £9,000  |   |         |
| <b>Organisation's contribution</b>                                      | £4,737  | <b>Organisation's latest bank balance</b> | £42,565 |
| <b>Other funding</b><br>Including a town/parish council contribution of | £0<br>Unknown amount included in their contribution |   |         |

**Previous grants received** - 2013-14 CCG £4,781 toilet refurbishment

### Officer and consultation comments

The club offers a day centre for new and existing residents of Wantage, Grove and the surrounding villages. An efficient heating system will make the centre more appealing to users in winter and should reduce energy bills to free up additional income for other projects.

The organisation's bank balance includes cash to help cover their running costs and £30,000 in reserve as per their accounting policy.

Their contribution of £4,737 includes some funding received from the town council.

### Applicant responses

#### Please give some details of your project.

The October Club is a Day Centre for those people with Alzheimer's and other Dementia. This mostly covers the older generation who are not so active and feel the cold. It is therefore important to have an efficient and cost effective Heating system. Currently it costs the October Club over £4000 a year to heat the main room using an electric under floor heating system. Additional local appliances are also required to bring the temperature up to a required level for our clients. I believe the system was already in place when the building was converted from a Library to a Day Centre in the early 90's. The project covers a new gas connection, boiler, LST Radiators and all necessary piping and labour costs.

#### Statement about any financial constraints on their bank balance affecting their contribution.

The £30000 in the Reserve account is the October Club reserves which would be used if either we had to close the Club so had to pay redundancies, etc or lost part of our Oxfordshire County Council Grant. Monthly Staff Wages have to come out of the Current Account plus all utility bills.

#### Statement about town or parish council support

We have not approached our town council as they have already given the October Club a generous donation which forms part of the amount the October Club is contributing to the project.

#### How does your project deliver best value for money?

An electricity bill of over £4000 a year is our second highest outlay after Staff Wages and makes a big dent in our bank balance. The system is outdated, very inefficient and difficult to regulate so a change to any modern system will reduce the bills so allowing us to use the money on other areas of the Club. Over the years, we have changed Suppliers and tariffs but to no avail. Unfortunately because it is under

floor it is impossible for us to get any maintenance on it. This would actually be more costly than changing the system. We have looked at various systems but the installation of LST radiators with a gas boiler is the most cost effective way, although we do have the additional cost of connecting the Gas to the building.

**Which housing development(s) have affected your community and what impact did they have?**

Clients who attend the October Club come from various housing developments within the local area, i.e. Smiths Wharf, as well as local Retirement Complexes, i.e. Pegasus, Richmond. Any new development that has older residents increases the number of people that may require our services. The building is also hired out to local organisations.

**How will this specific project or service help integrate people from the new development and the existing community?**

The October Club is already a known Alzheimer's Day Centre within the Community, The replacement of the heating system is just another project that is needed to keep the Club at a high standard whereby carers can feel happy to leave their clients/loved ones in a warm and secure environment.

**What recent evidence can you provide to show that the local community supports your project?**

The October Club runs various fund raising events which are well attended by the local community, i.e., recent Fun Day. We also participate in local events, i.e. Wantage Carnival. We have also been Sainsbury's charity for the year and have had donations from other businesses and local organisations (especially the local WIs). All donations received have been allocated to our current project.

## New Homes Bonus 2014-15 South East

|                                      |            |          |
|--------------------------------------|------------|----------|
| <b>Wantage Junior Showstoppers</b>   | <b>Ref</b> | NHBSE\19 |
| Providing professional singing coach |            |          |

### Financial

|   |          |   |        |
|---|----------|---|--------|
| <b>Total project cost</b>   | £1,110   |   |        |
| <b>Amount requested</b>   | £1,110   |   |        |
| <b>Organisation's contribution</b>                                      | £0       | <b>Organisation's latest bank balance</b> | £2,867 |
| <b>Other funding</b><br>Including a town/parish council contribution of | £0<br>£0 |   |        |

**Previous grants received** - none

### Officer and consultation comments

The club is open to 10-18 year olds with an interest in drama/performing arts and offers new and existing residents a chance to meet new people. They want to employ a singing coach as they can't replace their volunteer one who left recently.

They have requested the full cost of the project from us as they need their funds to pay for their performances this year.

It's not clear how they will fund the singing coach in future years.

### Applicant responses

#### Please give some details of your project.

Wantage Junior showstoppers is a club open to children from 10 years to 18 years who enjoy singing, dancing and acting and are keen to improve their skills and make new friends. We started after some of the children who played in the 2008 production of Oliver wanted to carry on learning the skills of musical theatre. With over 25 children now in the group from both Grove and Wantage, we put on one big summer production in Wantage and one smaller Christmas show in Grove. □ We have recently lost both our director and musical director. We have a been lucky to find a new director but have no musical director. We wish to get a professional musical coach to come in once a week for 1 hour during our rehearsals to help the children with the musical numbers for our shows.

#### Statement about any financial constraints on their bank balance affecting their contribution.

We run our club on subs, ticket sells and fund-raising. At present we have £2,866 in the bank, but each show we put on costs us money. It cost us £4000 to put on Grease in July 2014 and £670 for our Christmas show in 2013. We desperately need a singing coach as we have no musical director. If we can get this grant, it will mean the money we have can be used for our next productions.

#### Statement about town or parish council support

No. We have only recently taken the decision to appoint a singing coach after our musical director left in the summer and we have been unable to find anyone to come and work with the group voluntary. So this is the first grant we have applied for to cover these costs.

#### How does your project deliver best value for money?

The club is run by volunteers, so there are no costs there. The singing coach will be for all our children in

the group, so £37 an hour for 25 children means it only costs £1.48 per child. But we would like the coach to stay with us for our 2014 Christmas panto and 2015 summer show. So when we are talking about 30 weeks of coaching, the costs then goes over £1000, which is more than a third of our reserves we have in the bank now. We have also searched for other coaches in the area, but Sarah Hobbs is free to come on a Sunday and to stay with us for the next 9 months. We have advertised across Oxfordshire for a musical director, but have been unable to find one, so this is the first time we are planning to hire a professional coach.

**Which housing development(s) have affected your community and what impact did they have?**

There have been a number of small and large building developments in Wantage and Grove and we have children come from both areas. After our summer break, we have started our new term and been happy to have a number of new, younger children join our group.

**How will this specific project or service help integrate people from the new development and the existing community?**

We provide a small, friendly club for children who enjoy singing, dancing and acting. We run our rehearsals on a Sunday afternoon 4-6pm, which is a time when other clubs are not running, This means the children are free to come and do something positive with their Sunday afternoons. We are always open to new members, no matter how good their skills are!! We are here for children to learn the skills of performing, and so improve their health, confidence and they have so much fun.

**What recent evidence can you provide to show that the local community supports your project?**

Our last show was Grease which we performed in July 2014. We performed 3 shows which were well supported by the local community, selling over 260 tickets. The shows went brilliantly and was reviewed in the Oxfordshire Drama Network, <http://oxfordshiredramanetwork.org/files/ODN-NEWS-WEB-Aug2014.pdf>

## APPENDIX TWO – AREA GROWTH DATA

We took all figures from the council tax breakdown referred to in the 2014/15 NHB grant policy. It shows the band D equivalent increases (or decreases) during the period.

### South East Area

| Town/Parish            | % of total growth in area | Increase in occupied homes | Percentage increase within parish |
|------------------------|---------------------------|----------------------------|-----------------------------------|
| Chilton                | 45.88%                    | 117.44                     | 27.37%                            |
| Letcombe Regis         | 16.15%                    | 41.33                      | 11.30%                            |
| Wantage                | 15.15%                    | 38.78                      | 0.77%                             |
| Grove                  | 5.82%                     | 14.89                      | 0.50%                             |
| Steventon              | 4.08%                     | 10.44                      | 1.49%                             |
| East Hanney            | 1.95%                     | 5.00                       | 1.17%                             |
| Upton                  | 1.87%                     | 4.78                       | 2.11%                             |
| West Challow           | 1.56%                     | 4.00                       | 4.04%                             |
| East Hendred           | 1.48%                     | 3.78                       | 0.65%                             |
| East Challow           | 1.39%                     | 3.56                       | 1.14%                             |
| West Hendred           | 1.04%                     | 2.67                       | 1.51%                             |
| Harwell                | 0.95%                     | 2.44                       | 0.22%                             |
| Ardington and Lockinge | 1.09%                     | 2.78                       | 1.19%                             |
| West Hanney            | 0.65%                     | 1.67                       | 0.62%                             |
| Lyford                 | 0.65%                     | 1.67                       | 6.44%                             |
| Charney Bassett        | 0.56%                     | 1.44                       | 0.93%                             |
| Letcombe Bassett       | 0.48%                     | 1.22                       | 1.37%                             |
| Blewbury               | 0.35%                     | 0.89                       | 0.11%                             |
| Goosey                 | 0.30%                     | 0.78                       | 1.13%                             |
| Childrey               | 0.22%                     | 0.56                       | 0.21%                             |
| Denchworth             | 0.04%                     | 0.11                       | 0.12%                             |
| Milton                 | -1.65%                    | -4.22                      | -0.85%                            |
| <b>Total</b>           | <b>100.00%</b>            | <b>256.00</b>              | <b>1.71%</b>                      |

# APPENDIX THREE – CURRENT NHB POLICY

## Interim New Homes Bonus Community Fund Policy and Procedure 2014/15

This scheme seeks to support community initiatives in areas that have accommodated new housing. The council will consider applications from groups for funding towards a variety of community projects aimed at improving local facilities or services, or integrating new communities.

### Budget

The council set a budget of £100,000 for this scheme at its budget setting meeting in February 2014. This budget has been split amongst the area committees according to its areas' proportion of the district's increase in band D equivalent properties (in per cent) between September 2012 and September 2013. This approach directs the funding to the areas where the new homes bonus was generated, and follows on from the last round, which included the figures up to September 2012. The splits are as follows:

| Committee  | Percentage budget split | New homes bonus community fund budget |
|------------|-------------------------|---------------------------------------|
| Abingdon   | 15%                     | £15,000                               |
| South East | 26%                     | £26,000                               |
| West       | 12%                     | £12,000                               |
| South east | 47%                     | £47,000                               |

### Funding criteria

The area committees will normally only consider applications for funding in 2014/15 against the following criteria:

- from constituted voluntary community groups and town and parish councils for revenue and/or capital funding
- for projects **with the necessary** planning and/or listed building consents in place
- for projects that will benefit the communities where housing growth **has taken place since September 2012**, unless the scheme is under subscribed when the committees can consider applications for other projects within their areas.

The area committees will not consider applications for retrospective projects or those that other organisations would be expected to fund.

### Application and decision dates

The scheme will open on 16 July, following an advice workshop on 15 July. It will close on 15 September so the area committees can consider any applications at their November meetings.

## **Conditions of grant awards**

The following standard terms and conditions will apply to the successful grants:

- the project must be completed within one year of the area committee awarding the grant and comply with all relevant statutory regulations and consents
- council staff must be allowed to inspect the work being carried out, at any time, in line with any necessary health and safety requirements
- the organisation must acknowledge the council's support in any publicity on the project receiving a grant.

Area committees may also apply specific conditions to the grants they agree to award.

## **Equalities**

The council is committed to promoting equality and diversity and welcomes applications from organisations representing minority or vulnerable groups.

## **Payment of grants**

The council will normally pay the grants as soon as possible following the area committee meetings. The organisation receiving a grant will be required to sign a declaration, confirming it will only spend the money on the project described on the application form and will return any unspent money after the 12 month award period.

## **Monitoring of grants**

Organisations receiving a grant will be asked to provide evidence that they've spent it on the project described on the application form, when it's complete.