

Abingdon and Northeast Area Committee Agenda



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Date: Tuesday, 01 March 2016
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A meeting of the

Abingdon and Northeast Area Committee

will be held on Monday, 14 March 2016 at 7.00 pm

Meeting Room 1, 135 Eastern Avenue, Milton Park, Milton, OX14 4SB

Members of the Committee:

Councillors

Mike Badcock (Chairman)	Vicky Jenkins
Edward Blagrove (Vice-Chairman)	Bob Johnston
Alice Badcock	Monica Lovatt
Margaret Crick	Sandy Lovatt
Stuart Davenport	Chris Palmer
Gervase Duffield	Helen Pighills
Katie Finch	Judy Roberts
Robert Hall	Emily Smith
Debby Hallett	Henry Spencer
Dudley Hoddinott	Catherine Webber

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

Margaret Reed
Head of Legal and Democratic Services

Agenda

Open to the Public including the Press

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 - 11)

To adopt and sign as a correct record the minutes of the meeting of the Committee held on 19 January 2016 (attached) and of the meeting of the North East Area Committee held on 14 November 2014 (attached).

3. Declarations of interest

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

4. Urgent business and chair's announcements

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

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

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

6. NHB and Capital Grants 2015/16 round two

(Pages 12 - 43)

Report of the head of corporate strategy (attached).

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

None



Minutes

of a meeting of the

Abingdon Area Committee

held on Tuesday, 19 January 2016 at 6.30 pm

at the Meeting Room 1, 135 Eastern Avenue, Milton Park, Milton, OX14 4SB

Open to the public, including the press

Present:

Members: Councillors Mike Badcock (Chairman), Ed Blagrove (Vice-Chairman), Alice Badcock, Margaret Crick, Stuart Davenport, Debby Hallett, Robert Hall, Dudley Hoddinott, Vicky Jenkins, Bob Johnston, Monica Lovatt, Sandy Lovatt, Chris Palmer, Judy Roberts, Emily Smith and Catherine Webber

Officers: Carole Cumming, Ron Schrieber and Shona Ware

Number of members of the public: 3

Ab.1 Apologies for absence

Councillors Gervaise Duffield, Katie Finch and Helen Pighills sent their apologies.

Ab.2 Minutes

The minutes of the meeting held on 24 November 2014 were agreed as a correct record and the chair signed them as such.

Members requested that the minutes of the last meeting of the former North East Area Committee be submitted for approval. It was agreed to delegate authority to agree the minutes as a correct record to the chair in consultation with Councillors Debby Hallett and Bob Johnston.

Ab.3 Declarations of interest

Councillor Judy Roberts declared an interest in application VNBH\25 Dean Court Community Association (Cumnor) as chair of the trustees. She stood down from the committee to speak in support of the application then left the meeting taking no part in any discussions or voting on this item.

Councillor Alice Badcock declared an interest in application VNBH\16 Abingdon on Thames Town Council as an Abingdon town councillor. She stood down from the committee to speak in support of the application then left the meeting taking no part in any discussions or voting on this item.

Councillors Mike Badcock, Margaret Crick, Robert Hall, Vicky Jenkins, Monica Lovatt and Sandy Lovatt declared an interest in application VNBH\16 Abingdon on Thames Town Council as Abingdon town councillors. They stood down from the committee and left the meeting taking no part in any discussions or voting on this item.

Ab.4 Urgent business

None.

Ab.5 Terms of reference

The committee noted its terms of reference and area boundary as set by the Council.

Ab.6 Statements, petitions and questions from the public relating to matters affecting the committee

The following members of the public each addressed the committee, making statements in support of their grant applications:

- Tricia Wormald on behalf of the Abingdon Bridge
- Richard Kennell on behalf of South Oxfordshire Food and Education Alliance (SOFEA)
- Richard Snow on behalf of Oxford Wood Recycling Ltd.

Ab.7 New homes bonus and capital grants 2015/16

The committee considered the head of corporate strategy's report on new homes bonus grants and capital grants. The council had received six applications for new homes bonus grants relating to the Abingdon area, and four applications for capital grants.

New Homes Bonus grant applications

Each new homes bonus grant application had been assessed against the new homes bonus grants criteria and scoring matrix. The officer's recommended scores were set out in the report. The committee assessed the applications against the grants criteria and the officer's recommended scores as follows.

Dean Court Community Association (Cumnor) VNHN\25

Car park improvements (with Sovereign) and acoustic panels in the hall.

The officer recommendation was to award 100% of the amount requested based on the grant scoring system.

Councillor Judy Roberts declared an interest in this application as the chair of the trustees. She stood down from the committee to speak in support of the application then left the meeting taking no part in any discussions or voting on this item.

RESOLVED (for 15; against 0; abstentions 0)

To agree the officer recommendation

The Abingdon Bridge VNHB\27

Outreach work on legal highs

The officer recommendation was to award 75% of the amount requested based on the grant scoring system.

Tricia Wormald, a representative of the Abingdon Bridge, spoke in support of this application.

RESOLVED (for 14; against 0; abstentions 2)

To increase the score awarded for the community benefit criterion from 1 to 3 points after receiving additional information about the number of beneficiaries and level of need from the applicant at the meeting.

Abingdon on Thames Town Council VNHB\16

Fun in the Park 2016

The officer recommendation was to award 100% of the amount requested based on the grant scoring system.

Councillor Alice Badcock declared an interest in this application as an Abingdon town councillor. She stood down from the committee to speak in support of the application then left the meeting taking no part in any discussions or voting on this item.

Councillors Mike Badcock, Margaret Crick, Robert Hall, Vicky Jenkins, Monica Lovatt and Sandy Lovatt declared an interest in this application as Abingdon town councillors. They stood down from the committee and left the meeting taking no part in any discussions or voting on this item.

In the chair's absence, Cllr Ed Blagrove took the chair.

RESOLVED (for 9; against 0; abstentions 0)

To agree the officer recommendation

South Oxfordshire Food and Education Alliance (SOFEA) VNHB\23

"Futures placed" (recruitment service linked to their "Get to Work" programme)

The officer recommendation was to award 75% of the amount requested based on the grant scoring system.

Richard Kennell, a representative of SOFEA, spoke in support of this application.

RESOLVED (for 16; against 0; abstentions 0)

To increase the score awarded for both the funding the project and organisation's contribution criteria from 1 to 3 points and the community benefit score from 1 to 2 points following an update from the applicant at the meeting.

South & Vale Carers Centre VNBH\2

Five replacement laptops

The officer recommendation was to award 75% of the amount requested based on the grant scoring system.

RESOLVED (for 16; against 0; abstentions 0)

To increase the score awarded for the community benefit criterion from 1 to 2 points as there was a secondary benefit to the carers that the outreach workers will visit so increasing the range of benefit.

My Life My Choice VNHB\4

Expanding support groups

The officer recommendation was to award 100% of the amount requested based on the grant scoring system.

RESOLVED (for 16; against 0; abstentions 0)

To agree the officer recommendation

Capital grant applications

Each capital grant application had been assessed against the capital grants criteria and scoring matrix. The officer's recommended scores were set out in the report. The committee assessed the applications against the grants criteria and the officer's recommended scores as follow.

North Hinksey Preschool ValeCG\24

Toilet refurbishment and replacement flooring

The officer recommendation was to award 100% of the amount requested based on the grant scoring system.

RESOLVED (for 15; against 0; abstentions 1)

To agree the officer recommendation

Abingdon Vale Cricket Club ValeCG\39

Replacement mower

The officer recommendation was to award 75% of the amount requested based on the grant scoring system.

RESOLVED (for 16; against 0; abstentions 0)

To agree the officer recommendation

Oxford Wood Recycling Ltd. ValeCG\30

Mezzanine floor and tools

The officer recommendation was to award 75% of the amount requested based on the grant scoring system.

Richard Snow, a representative of Oxford Wood Recycling Ltd., spoke in support of this application and reported that the outcome of the organisation's application for Big Lottery grant funding was pending.

RESOLVED (for 16; against 0; abstentions 0)

- (1) To increase the score awarded for the new facilities or activities criterion from 2 to 3 points and for community benefit from 1 to 2 points after receiving additional information from the applicant at the meeting.
- (2) To reduce the maximum award amount to £8,157 if their lottery grant application was successful.

Drayton (Abingdon) Parish Council ValeCG\36

Playground refurbishment

The officer recommendation was to award 100% of the amount requested based on the grant scoring system.

RESOLVED (for 16; against 0; abstentions 0)

To agree the officer recommendation

RESOLVED: to

- (a) award new homes bonus grants as follows:

Applicant	Project	Grant
Dean Court Community Association (Cumnor)	Car park improvements (with Sovereign) and acoustic panels in the hall	£8,050
The Abingdon Bridge	Outreach work on legal highs	£5,000
Abingdon on Thames Town Council	Fun in the Park 2016 equipment	£3,000
South Oxfordshire Food and Education Alliance (SOFEA)	'Futures Placed' recruitment service linked to the 'Get to Work' programme	£4,493
South and Vale Carers' Centre	Replacement laptop computers	£1,101
My Life My Choice	Expanding support groups	£1,131
		Total £22,775

(b) award capital grants as follows:

Applicant	Project	Grant
North Hinksey Preschool	Toilet refurbishment and replacement flooring	£10,000
Abingdon Vale Cricket Club	Replacement mower	£2,475
Oxford Wood Recycling Ltd	Mezzanine floor and tools	£8,790 reducing to £8,157 if their lottery grant application is successful.
Drayton (Abingdon) Parish Council	Playground refurbishment	£7,500
		Total £28,765 (reducing to £28,132 if the Oxford Wood Recycling Ltd lottery grant application is successful).

The meeting closed at 8.10 pm

Minutes

of a meeting of the

North East Area Committee

held on Tuesday 11 November 2014 at 6.30 pm

at the Abbey House, Abingdon, OX14 3JE



Open to the public, including the press

Present:

Members: Councillors Jerry Patterson (Chair), Judy Roberts (Vice-Chairman), Catherine Webber, Elizabeth Miles, Val Shaw, Bob Johnston, Eric Batts and Debby Hallett

Officers: Carole Cumming and Philippa Rugman

Number of members of the public: 8

NE.16 Apologies for absence

Apologies were received from Councillors Matthew Barber, Dudley Hoddinott, Ron Mansfield and John Woodford

NE.17 Minutes

RESOLVED: to adopt as correct the minutes of the committee meeting held on 3 February 2014 and agree the chair signs them.

NE.18 Declarations of interest

Councillor Judy Roberts declared an interest in the grant application from Dean Court Community Association (Botley) as she holds the position of Chairman of the trustees. She would speak on this item but would not take part in the discussion or vote.

Councillors Jerry Patterson and Bob Johnston declared they were members of Kennington parish council, which had submitted a grant application to the committee, but did not consider this gave them pecuniary advantage.

NE.19 Urgent business and chair's announcements

None

NE.20 Statements, petitions and questions from the public relating to matters affecting the North East Area Committee

None

NE.21 Capital Community Grants (CCG) 2014/15 (round two)

The committee considered the head of corporate strategies report that set out details for three applications for capital community grants scheme. Cabinet allocated £25,903 to the North East Area Committee for capital grants at the start of the year and following the decisions made in the first round in May 2014, the committee has £25,233 available for this round. This included any unspent money from completed or withdrawn papers.

The committee considered each application and awarded grants as follows:

- (1) Dean Court Community Association- Ref CCGNE\11**
Film club and other equipment and additional storage
Grant sought: £3,903

Councillor Judy Roberts spoke in support of the application but took no part in the discussion or voting as she was chairman of the trustees of Dean Court Community Association.

RESOLVED (for 7; against 0; abstentions 0)

To grant the applicant the full amount requested, £3903

- (2) Kennington Parish Council- Ref CCGNE\14**
To purchase two defibrillators.
Amount requested £1,573

The committee considered the application and discussed that the applicant had also applied under the new homes bonus scheme. As there as funding available in the new homes bonus scheme, which may not be carried over to the next round, it was proposed that the application be rejected under the capital community grants scheme and then considered under the new homes bonus scheme.

RESOLVED: (for 8; against 0; abstentions 0)

To reject the application under the Capital Community Grants scheme but consider it under the New Home Bonus scheme.

- (3) Into the Garden- Ref CCGNE\2**
Horticultural training for Autistic Adults.
Amount Requested: £4,664

The committee noted that the group had several other applications pending with other organisations. It was decided that decisions on funding should wait till after the outcome of the other grant applications was known.

RESOLVED (for 8; against 0; abstentions 0)

To authorise the head of corporate strategy, in consultation with the chairman of the committee to grant up to £4000 subject to Into the Garden being granted funding from other pending applications.

NE.22 2014/15 New Homes Bonus (NHB) Grants

The committee considered the head of corporate strategies report that set out details of the new homes bonus community-funding scheme. This set out details of two applications that the council had received for the new homes bonus fund scheme, requesting a total of £8,299. The committee was allocated £26,000 of the 2014/15 new homes bonus community grant budget.

The committee considered the following grant applications.

(1) Kennington Parish Council- Ref NHBNE\3

Defibrillators for Kennington
Amount requested: £1889

RESOLVED: (for 8; against 0; abstentions 0)

To grant the applicant the full amount requested, £1889.

(2) Dean Court Community Association- NHBNE\6

DCCA Revenue costs for year 2
Amount requested: £6,410

Councillor Judy Roberts left the room while this application was considered.

RESOLVED: (for 8; against 0; abstentions 0)

To grant the applicant the full amount requested, £6,410.

NE.23 Current NHB Policy Review

The committee considered possible improvements or suggestions for the new homes bonus scheme in preparation for the review occurring early next year. The committee considered that the policy was effective. However, it suggested that new councillors, following the 2015 district council elections, should be reminded in their induction packs about their role in promoting new applicants to come forward to the grants scheme. The committee also suggested in order to attract more applicants more could be done to promote and inform people about the scheme.

The meeting closed at 8.00 pm

Abingdon and Northeast Area Committee



Report of Head of Corporate Strategy
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To: Abingdon and Northeast area committee
DATE: 14 March 2016



NHB and Capital Grants 2015/16 round two

Recommendation

- (a) that the Abingdon and Northeast area committee considers the two applications for New Homes Bonus (NHB) grants and makes awards in line with the agreed policy (appendix two)
- (b) that the Abingdon and Northeast area committee considers the four applications for capital grants (CG) and makes awards in line with the agreed policy (appendix five).

Purpose of report

1. To give the committee the information needed to award NHB and capital grants for their area.

Strategic objectives

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

Background

3. We opened both schemes between 16 November 2015 and 15 January 2016.

4. We received two NHB applications for the Abingdon and northeast area requesting a total of £15,500 against a budget of £30,215 and four CG applications requesting a total of £15,697 against a budget of £21,564.
5. Officers have evaluated the applications using the scoring matrix in the agreed policies and based on these are recommending awarding the NHB grants in appendix one and the capital grants in appendix four. See appendix three for a proportionate breakdown of the additional homes in the area by parish.
6. The committee can amend the officer's scores (using the relevant scoring matrix) if they receive additional evidence or information on an application during the meeting.

Financial implications

7. The committee awarded £23,332 in NHB grants during the first round of awards in January 2015, leaving them a budget of £30,215 for this round of funding.
8. After the first round of capital grants in 2015/16 there was £50,787 left in the budget for all three committees. The Abingdon and northeast area committee receives 42.46 per cent of this giving them a budget of £21,564 for this round of funding.
9. As per the agreed policies NHB grants can fund either revenue or capital projects while CG awards can only fund capital projects.

Legal implications

10. The council's legal powers to award these grants are contained in section one of the Localism Act 2011 that gives a general power of competence for local authorities.
11. In May 2015 full council delegated authority to three area committees to determine NHB and CG applications within the parameters of the grant policy.

Risks

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

Conclusion

13. The committee must decide whether to award any NHB and capital grants in line with the approved policies.

APPENDIX ONE - NHB 2015/16 - officer evaluation report

Scoring summary

Ref no.	Organisation	Scheme	Scheme cost	Amount requested	% of cost requested	Officer score	Recommended award
VNHB\40	Sutton Courtenay Parish Council	Play area improvements	£11,695	£5,500	47.03%	9	£4,125 (75%)
VNHB\38	Abingdon Lawn Tennis Club	New tennis court	£53,271	£10,000	18.77%	6	£5,000 (50%) Lower percentage suggested due to low score and risks.
			TOTAL	£15,500		Total	£9,125
						Budget	£30,215
						Balance	£21,090

Officer recommended award levels (budget permitting)

10-15 points	High priority – award 100% of request, budget permitting (up to 50% of total cost)
6-9 points	Medium priority, award between 50 and 75% of requested amount depending on the score and merit of the project
0-5 points	Low priority - no funding

Deductions in addition to the scoring matrix in the policy (next page)

* Officers will deduct a point from the 'funding the project' section if the financial information the organisation shared implies they could afford to contribute more or fund the whole project.

** Officers will deduct a point for every major risk to the council if we fund the project.

Scoring and award matrix for NHB applications (applied to all applications)

Scoring matrix:

Criteria	0 points	1 point	2 points	3 points
% of additional occupied homes in the parish where the project will take place?	None	1-10 %	11-50 %	51 % or more
New facilities or activities	The project offers very little if any new activities or facilities	The project replaces existing facilities or allows existing activities to continue	The project improves an existing facility or activity	The project will provide a new facility or will allow new activities to take place
Community benefit	The project offers little if any benefit to the community	A single sport or special interest group will benefit	More than two community groups or a minority group will benefit from the project	The whole community will benefit/the project will help to integrate new and existing communities
Funding the project	They haven't secured much if any of the other funding needed for the project	They've secured some of the other funding needed but still have some to find	They've secured most of their other funding and have a plan in place for raising the rest	They've secured all the other funding needed for the project
Organisation's contribution	They aren't contributing to the project	They're contributing less than 25% of the project cost	They're contributing between 25 and 50% of the project cost	They're contributing over 50% of the project cost

Award matrix:

10-15 points	High priority – award 100% of request, budget permitting (up to 50% of total cost)
6- 9 points	Medium priority, award between 50 and 75% of requested amount depending on the score and merit of the project
0-5 points	Low priority - no funding

Deductions in addition to the scoring matrix in the policy

* Officers will deduct a point from the 'funding the project' section if the financial information the organisation shared implies they could afford to contribute more or fund the whole project.

** Officers will deduct a point for every major risk to the council if we fund the project

Sutton Courtenay Parish Council	Ref	VNHB\40
Refurbishment of Sutton Courtenay play facilities		

Total project cost	£11,695	
Amount requested	£5,500	
Organisation's contribution	£5,195	Organisation's latest bank balance £90,763
Other funding	£1,000	Raised at a community fun day

Previous grants

None

This applicant has also applied to the capital scheme for the same project. We can only fund it from one scheme and we suggest funding it from the NHB budget.

Scoring		
Percentage of new housing in project area		
Sutton Courtenay = 2 per cent of Abingdon and northeast area's total increase.	Score	1/3
New facilities or activities		
The project will replace the existing equipment without expanding the range or creating any new facilities, this limits their score to 1 point.	Score	1/3
Community benefit		
The main benefit is to the children and young people in the village. As this is a large proportion of the community, we have given it maximum points.	Score	3/3
Funding the project		
They've secured all their other funding through a community fun day and from their own reserves.	Score	3/3
Organisation's contribution		
They're contributing 44.42 per cent and have enough in the bank to cover this.	Score	1/3
Based on the financial information they've shared they could potentially afford the whole project without funding, even with their other financial commitments.		
Non scoring comments and considerations		
Consultation		
Their latest RoSPA report gave the play area a medium risk rating and identified some necessary safety improvements. It also identified safety improvements for the skate park next to the play equipment but they've not included them in this project.		
In their 2015 community led plan their residents identified the recreation facilities as an important amenity to both young people and adults.		
Financial and project management plans		
The parish council managed the installation of the play area in 2004, so are familiar with this type of work.		
Project completion within timeframe		
Their start and end dates fit in with our deadlines for this scheme.		
Other consultation comments received		
(Sports participation officer – Cath Dale) I think they're improving the MUGA facilities, not just replacing them, as it would allow Basketball to be played which currently can't be accessed. It's good that they're saving costs and waste by updating the existing equipment.		
Officer recommended award levels (budget permitting): 10-15 points – High priority - award as requested (up to 50 per cent of total cost) 6-9 points – Medium priority – award 50 - 75 per cent of requested amount 0-5 points – Low priority - no funding	Total score	9/15
	Grant	£4,125

Applicant responses

Details of the project	The project delivers sustainable improvements to the village playpark and Multi Use Games Area (MUGA). These facilities are located at the northern end of the village's seven acre recreation ground which has amenities for all including a skate park, football pitches, clubhouse, cricket strip and wheel-chair accessible landscaped footpaths and picnic benches. The playpark has play equipment ranging from toddler swings and slide to a carousel rotating disc and multi-play galaxy rotating swing. The MUGA is a hardcourt area used for both football and basketball or general games and in keeping with the rural surroundings is fenced in with wooden posts and panels. Heavy duty use now requires refurbishment of: 1. Rotating disc –safety matting and disc; 2. Slide platform; 3. Playpark safety surface; 4. MUGA posts and the basketball unit. To ensure sustainability upgraded materials are used where possible and also the aesthetic appearance of the facilities is maintained.
Financial statement from the organisation	£4,348 issued in cheques but not cleared so above bank balance reduced to £86,415. Parish Council has following needs/projects identified: Phase2 Cemetery clearance £10,500; New Facilities on Recreation Ground £15,000; Speed signage £5,000; Defibrillator £3,500; Upgrade office equipment £1,000. War Memorial £10,945 (of it £5,710 will be paid from a grant). After deduction of estimated recurrent expenditure this leaves about £16K from which we will fund our contribution to this project.
Statement about town/parish support	This is an application submitted by the parish council and it's contributing 44% of the cost of the project.
Community benefit	
Who will benefit from your project and how does it help integrate new communities?	The recreation ground is a healthy living space with families enjoying the amenities and used by Football and Cricket Clubs. Children will safely use the improved play facilities and their parents/grandparents bring along picnics or watch the matches. The MUGA is used by clubs, young people and families. Village events in the recreation ground bring existing and newer residents together. This project contributes to the safe and feel-good environment key to community cohesion. Existing residents are concerned about the expansion of housing. It is important to integrate newer residents and these facilities provide a focal point for families to meet.
How did you identify a need in the community for your project or service?	The recreation ground and play facilities was regarded by an overwhelming 91% of under 16s and 87% of adult respondents to the village community-led plan (2015) as very important to important amenities. They were ranked third only marginally below shops and pubs. As a growing village there is increasing use of these facilities. Feedback from Damascus Youth Project and young children shows that these facilities are still current and need refurbishment.
What sustainable and/or energy saving measures does your project include or offer?	This is a project to refurbish play equipment and as such it is ensuring that we are minimising waste and reusing as much of the existing equipment parts where they are still fit for purpose. Where new material has to be used we are ensuring that it is of a specification that will wear better with the increased usage.
Consultation	
What consultation have you carried out with the community or professional advisors?	The original creation of the play facilities in 2004, was led by the parish council and a community group which raised most of the funds at the time. Youth groups and families with young children were consulted and questionnaires completed and responses analysed. The extensive use of the facilities bears testimony to the community ownership of the amenities. For this particular refurbishment professional advice was sought from ROSPA and on-site consultation with contractors. Reports emailed.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	This project is about improving existing facilities by upgrading the equipment and safety surfaces to ensure that they are fit for purpose for continued use. Sutton Courtenay Parish Council is in parallel starting consultation for provision of additional facilities through its Recreation Ground Working party and the production of a Neighbourhood Plan. However, that will take some time to come to fruition. Meanwhile, improvement work now ensures that there is no reduction in existing facilities.
What new activities will take place because of this project?	The refurbishment of the MUGA will mean that once again it can be used for basketball and other games. This extends the capacity of activities as at the moment the MUGA cannot be used for such a purpose.

Abingdon Lawn Tennis Club	Ref	VNHB\38
Build an eighth tennis court		

Total project cost	£53,271	
Amount requested	£10,000	
Organisation's contribution	£15,014	Organisation's latest bank balance £55,469
Other funding	£28,257	Requested as a loan from LTA

Previous grants

£9,000 (Capital) and £5,000 (NHB) – 2014/2015 - new tennis court (no.7)

Scoring		
Percentage of new housing in project area		
Abingdon = 25 per cent of the Abingdon and northeast area's total increase.	Score	2/3
New facilities or activities		
The project will add an eighth court. They currently have six, and we have already funded £14,000 towards a proposed seventh court that they haven't built yet. Lawn Tennis Association (LTA) guidance says the club's existing six courts are enough for up to 360 members, 129 more than their current membership so there is no clear local need for the additional courts. While this project will increase their existing tennis capacity, it won't see any new activities taking place. This would usually limit their score to a maximum of two points, however officers have only awarded one point to reflect the potential lack of local need.	Score	1/3
Community benefit		
The project will benefit members of the tennis club. There are currently 231 members.	Score	1/3
Funding the project		
They've got their contribution in the bank and have applied to the LTA for a £28,257 loan. They won't know if this request is successful or not until after our decision. Their quotes are now a year old (and expired) and it's likely the costs will increase. We deducted a point to reflect the risk that they won't have enough funding to complete the project.	Score	0/3
Officers recommend awarding 50 per cent of the amount requested due to the low score and risks associated with this project (lack of need, finances, lease).		
Organisation's contribution		
They are contributing 28.18 per cent and have enough in the bank to cover this. Based on the information they've shared about their other financial commitments they aren't able to contribute more at this time.	Score	2/3
Non scoring comments and considerations		
Consultation		
They've consulted a professional about flood risk and plan to consult other professionals on the project build. Their committee reviews their forward plan frequently but they've not provided any evidence that they've consulted the community to check they need/want more tennis provision at the site.		
Financial and project management plans		
An experienced committee member will manage the build and they will absorb the maintenance cost into their existing budget. They're also building up a sinking fund for future repairs. They are still securing their new lease from VOWHDC, so we suggest a condition that we won't release any money until the new lease is in place.		
Project completion within timeframe		
Their start and end dates fit in with our deadlines for this scheme.		
Other consultation comments		
(Sports participation officer – Cath Dale) - Prior to awarding funding I would suggest the following: an updated quote; approval from the LTA or other funders; some consultation to confirm the use is going to benefit the community; and a 20 year + lease in place.		
Officer recommended award levels (budget permitting): 10-15 points – High priority - award as requested (up to 50 per cent of total cost) 6-9 points – Medium priority – award 50 - 75 per cent of requested amount 0-5 points – Low priority - no funding		Total score 6/15
		Grant £5,000

Applicant responses

Details of the project	To provide an extra tennis court (no. 8) to meet growing demand, and in particular to allow weekend junior coaching and playing to run concurrently with the OLTA and Thames valley League matches on Saturdays and Sundays. Membership has increased over 50% in the last 6 years, and is expected to grow further when peak-time resources are expanded. This is part of a long term plan to introduce further tennis and padel tennis courts.
Financial statement from the organisation	The LTA loan is conditional upon us holding back £1,200 per court per annum of our annual income for a sinking fund to cover the future maintenance costs of our tennis courts, and to have a 10% contingency on the total cost of the project. There are also additional costs associated with extending our lease with VOWHDC. We also have to use our reserves to help pay for court seven.
Statement about town/parish support	No.
Community benefit	
Who will benefit from your project and how does it help integrate new communities?	<p>The club facilities are available for all those who wish to play tennis. The primary beneficiaries of the new courts will be junior players. The new courts will allow junior coaching and play to extend to Saturday and Sunday afternoon when matches are currently played on the existing courts, and offer additional courts during daylight hours for all players.</p> <p>The next phase is to add padel tennis courts, which will open tennis to older and less mobile tennis players, but this will not be started until the proposed courts are completed.</p>
How did you identify a need in the community for your project or service?	Southern Town Park facilities are in need of improvement and extension. We have seen a steady increase in membership, and this is accelerated by our beginners and returnees coaching courses for adults and the junior play sessions for juniors. New local housing developments will bring further potential members.
What sustainable and/or energy saving measures does your project include or offer?	None. The purpose of the courts is to provide facilities where people of all ages can keep fit whilst enjoying themselves.
Consultation	
What consultation have you carried out with the community or professional advisors?	The club committee review forward plans for the club on a regular basis. Present plans were drawn up by an architect member of the committee and were agreed by the committee. Wilsham Consulting Ltd provided a professional flood assessment and we shall use further consultants to undertake archaeological assessments during site preparation phase.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	Extra facilities are an additional tennis court (no.8). This would be built at the same time as a new court no. 7 for which funding was already granted by VOWHDC but was delayed because of getting the lease finalised with VOWHDC. It is part of a long-term plan to add four full-sized tennis courts, two padel tennis courts and two junior courts.
What new activities will take place because of this project?	Coaching, junior play and social tennis sessions. The padel courts will open tennis to a wider range of participants, as it can be played by less fit and less mobile players for whom the full sized tennis court may prove too challenging.

APPENDIX TWO – NHB Grants Policy

(approved August 2015)

Introduction

This scheme seeks to support community initiatives that improve local facilities or help integrate communities, particularly in areas that have accommodated new housing.

Applicants apply online through the council's website, where the full procedures are available.

What type of project will the scheme fund?

We're looking to fund projects that support community initiatives and facilities, particularly those that help to integrate new communities. They must take place in the district or within a three-mile radius if significant numbers of our residents will benefit.

We will fund both capital and one-off revenue expenditure from this scheme. This can include start-up costs, building improvements and equipment purchases. It excludes contributing to financial commitments like loans or mortgages and ongoing revenue costs like wages for existing staff.

We usually only accept applications for projects that haven't already started, however in exceptional circumstances (like a major funder pulling out or unforeseen additional works) then the head of corporate strategy can make an exception.

Organisations cannot apply to this scheme for projects we've awarded grants to before.

Who can apply to the scheme?

Any community-based organisation with a signed constitution, including non-profit businesses, community interest companies and parish and town councils can apply.

We will not consider projects for private individuals, businesses, residential buildings or any that usually fall to other public sector/statutory bodies to provide or will primarily benefit organisations under their remit. For example we can't fund projects to improve roads/footpaths, schools, academies, forest/free schools or health services.

We're committed to promoting equality and diversity, and welcome applications from organisations who represent minority or vulnerable groups.

What are the minimum and maximum awards for the scheme?

Organisations can request a minimum of £1,000 and up to 50 per cent of their total project cost. In exceptional cases, like a major funder pulling out of a project that offers significant benefit to our residents we will consider a request for more than 50 per cent.

To request an exceptional amount applicants must get approval from the head of corporate strategy (via the grants team) before submitting an application. The online application system won't allow requests for more than 50 per cent without officer approval.

We will not award more than the amount requested by the applicant.

The maximum an organisation can request is the committee's budget for each round of applications, which we'll publish on the council's website before and after each round of awards.

We will only award one capital grant for each project so if an applicant applies to this scheme and the Capital Grant scheme and is successful in one, we will withdraw the application from the other.

Opening and closing dates

We'll usually open for applications twice each year (if there is sufficient budget available), except in a district council election year when we may only open for one round.

We'll advertise the provisional opening and closing dates each November and will confirm them after the annual budget-setting meeting.

We'll open each round of funding for a minimum of six weeks and will usually make decisions within 12 weeks of the closing date.

Where possible we will avoid opening over school holidays.

Scheme eligibility criteria

All applicants must provide:

- a copy of the latest statements for any bank/building society accounts in the name of the organisation
- two quotes for the project or a professional estimate for any building work
- a breakdown of the budget for the project including all the sources of funding

They must also confirm:

- they have a signed constitution and could provide it on request (except parish or town councils, churches or similar organisations that are governed by a central body and therefore don't have their own constitution)
- the project won't start before a decision has been made, which is usually 12 weeks from the closing date (unless otherwise agreed with the grants team before applying)
- they have all the necessary consents such as planning permission, listed building consent, Diocese faculty etc and could provide them on request
- they will provide additional information to help us evaluate their application on request

Applicants requesting more than £10,000 must also provide:

- copies of any necessary planning, listed building, Diocese faculty and other relevant permissions
- their most recent financial accounts or their working budget and financial plan for the year if they're a new organisation
- a project plan including ongoing maintenance arrangements

Applicants requesting over £25,000 must also provide:

- evidence of ownership of the property or a lease with at least ten years remaining, including a copy of the Land Registry title documents.

The head of corporate strategy can decide if we'll accept any applications that don't meet all the above criteria. Applicants must give clear reasons why they can't for us to consider an exception.

Projects awarded up to £10,000 must complete within 12 months from our award date. Projects awarded over £10,000 must start work within 18 months of our award date, and must complete within 36 months.

If there's any unexpected delays to the project, applicants can request one extension of up to 12 months, giving the reasons for the delay. We must receive these requests at least one month before the end of the original grant term.

We'll send reminders for outstanding grants three months before they expire and will return any unclaimed awards to the council's general reserves after the expiry date.

Area committees

The leader of the council has split the district into three geographical area committees for determining community grants. Each committee is made up of the councillors elected in the wards they cover. A map of the area committee boundaries is attached in appendix one.

The council will appoint a chairman for each area committee for the coming year at the annual budget-setting meeting. At the first committee meeting that follows, the committee will elect a vice-chairman.

Allocation of budgets to area committees

The council will decide if it wants to allocate any budget for NHB grants at its annual budget-setting meeting. The minimum budget to run the NHB scheme in any year is £45,000, which we'll then split between the area committees.

The minimum budget each area committee must have to open for a round of funding is £5,000.

We'll split the total budget between the area committees based on their proportion of the district's increase in occupied homes, according to the council tax register (including exempt properties) for the 12 months up to September of the last financial year. This approach directs the budget to the areas that have seen the most recent growth.

Remaining budgets at year end

We'll return any unused budget at the end of each financial year to the council's general reserves.

Decision-making

Grants team

The grants team will review the eligibility of every application before using the scoring matrix in appendix two to suggest scores and awards for the area committees to then review and amend as necessary. They will also flag any concerns with their scores.

Area committees

Each area committee will review the officer scores and comments for the applications in their area and will amend scores as necessary, giving clear reasons for any changes. The final score agreed by the committee will determine how much, if any funding the project gets as per the matrix in appendix two.

If an application covers more than one area committee, we will divide the request amount between the relevant committees based on the percentages used to allocate the annual budget.

The committee can recommend not funding an application that scores enough points if they:

- have serious concerns around the management of the project now and in the future.
- are satisfied the applicant has sufficient unrestricted reserves to fund the project themselves
- have serious concern as to the financial viability or appropriateness of the proposed project;
- are unsure if the project complies with the criteria or helps deliver the council's strategic objectives

The committee can recommend that the cabinet member for grants makes awards for more than a score allows. The cabinet member's decision is however final.

Once a committee has voted to agree a score and an award, it cannot then amend it.

Head of Corporate Strategy

The head of corporate strategy using delegated powers will decide:

- if we'll accept requests for over 50 per cent of the total project cost
- if we'll accept applications that don't meet all the eligibility criteria
- whether to give extensions to the term of any grant

- whether to amend award percentages or maximum values beyond what was originally agreed, as requested by applicants. Increases will stay within the maximum limits of the scheme.

Cabinet member for grants

The cabinet member for grants will decide:

- any awards to give more funding than a score dictates
- any amendments to the policy and scoring criteria, to make sure it continues to meet the needs of the community (via ICMD).

We'll publicise all the grants we award through our council newsletters, website and the media.

Procedure at area committee meetings

The area committees will conduct their meetings in accordance with the Rules of Procedure set out in Parts 4 and 5 of the council's Constitution.

Declaration of interests

Councillors and officers will declare any interests in accordance with the Rules of Procedure set out in Parts 4 and 5 of the council's Constitution.

Any officer of the council with a pecuniary interest in any application will take no part in the process and register their interest as required by the employee's code of conduct policy.

Standard conditions for all NHB grant awards

We'll include the following standard conditions on all NHB grants:

- Organisations must formally accept the grant offer and agree to meet any conditions by completing and returning a grant acceptance form.
- Organisations must provide evidence that they've spent the grant on the project it was awarded for
- Projects awarded less than £10,000 must complete within 12 months of the award date, projects receiving more than £10,000 must start work within 18 months of the award date, unless we give an extension to the term.
- Projects awarded more than £10,000 must complete work within 36 months of the award date
- Organisations must consult the grants team before making any significant changes to the project, to ensure the grant is unaffected.
- The organisation must acknowledge the council's support in any publicity on the project receiving a grant.

We'll include the following standard condition on all grants over £25,000:

- Organisations must register a restriction or charge on the registered title in the council's favour with the Land Registry, before work starts on the project, unless otherwise agreed in writing by the council.

We may add extra conditions to any grant if we consider it necessary.

The head of corporate strategy has delegated authority to remove any agreed grant conditions following a written request from the applicant.

Failure to meet all the agreed conditions may delay payment or, in extreme cases result in us withdrawing our grant offer.

Payment of grants

We will only pay towards costs incurred after our decision date.

We pay the grants in two stages, half when we receive their signed acceptance form (for awards under £10,000) or, for awards over £25,000 their grant agreement is in place and we have confirmation that a charge or restriction in our favour has been placed on the registered title. We pay the balance when the project completes, upon receipt of evidence of expenditure.

In exceptional cases like property purchases, we may make a single upfront payment, which officers will recommend as part of their evaluation.

If the project costs less than expected, we'll reduce our final payment accordingly and, if necessary, request back some of the first payment (the minimum amount for us to request repayment is £500)

APPENDIX THREE - Breakdown of Additional Homes in Area by Parish

The Abingdon and northeast area saw 42.92 per cent of the overall additional homes occupied in the district during the relevant 12 month period. The following table shows the distribution of these additional homes between the parishes in the Abingdon and northeast area.

Minus figures show there has been a reduction in occupied homes in that parish during the relevant 12 month period. The recent parish boundary changes may account for a number of these reductions.

Area committee	Parish/town	2014 total occupied homes	2013 total occupied homes	Total parish increase	Percentage of area's total increase
Abingdon and NE	Abingdon	14,528	14,461	67	25%
Abingdon and NE	Appleford	141	140	1	0%
Abingdon and NE	Cumnor	2,582	2,531	51	19%
Abingdon and NE	Drayton	981	980	1	0%
Abingdon and NE	Kennington	1,755	1,748	7	3%
Abingdon and NE	Marcham	708	721	-13	-5%
Abingdon and NE	North Hinksey	2,020	1,893	127	48%
Abingdon and NE	Radley	1,003	1,004	-1	0%
Abingdon and NE	St Helen Without	845	826	19	7%
Abingdon and NE	South Hinksey	170	168	2	1%
Abingdon and NE	Sunningwell	373	373	0	0%
Abingdon and NE	Sutton Courtenay	1,055	1,051	4	2%
Abingdon and NE	Wootton	1,182	1,183	-1	0%
Abingdon and NE	Wytham	69	69	0	0%
	Total	27,412	27,148	264	
	District Total	52,543	51,928	615	

APPENDIX FOUR Capital 2015/16 - officer evaluation report

Scoring summary

Ref no.	Organisation	Scheme	Total scheme cost	Amount requested	% of cost requested	Suggested score	Suggested award
ValeCG\7	St Helen's Without Parish Council	Adult outdoor fitness equipment	£9,995	£4,995	49.98%	11	£4,995 (100%)
ValeCG\34	Abingdon Chamber of Commerce	PA & lighting system	£8,159	£4,059	49.75%	11	£4,059 (100%)
ValeCG\51	Drayton Village Hall	Replacement front door, PA system and dishwasher	£5,287	£2,643	49.99%	11	£2,643 (100%)
ValeCG\43	Sutton Courtenay Parish Council	Play area improvements	£11,695	£4,000	34.20%	8	£3,000 (75%)
			TOTAL	£15,697		Total	£14,697
						Budget	£21,564
						Remainder	£6,867

9-12 points	High priority – award 100% of request, budget permitting (up to 50% of total cost)
5-8 points	Medium priority, award between 50 and 75% of requested amount depending on the score and merit of the project
0-4 points	Low priority - no funding

Deductions in addition to the scoring matrix in the policy (next page)

* Officers will deduct a point from the 'funding the project' section if the financial information the organisation shared implies they could afford to contribute more or fund the whole project.

** Officers will deduct a point for every major risk to the council if we fund the project.

Scoring and award matrix for CG applications

Scoring matrix:

Criteria	0 points	1 point	2 points	3 points
New facilities or activities	The project offers very little if any new activities or facilities	The project replaces existing facilities or allows existing activities to continue	The project improves an existing facility or activity	The project will provide a new facility or will allow new activities to take place
Community benefit	The project offers little if any benefit to the community	A single sport or special interest group will benefit	More than two groups or a minority group will benefit from the project	The whole community will benefit
Funding the project	They haven't secured much if any of the other funding needed for the project	They've secured some of the other funding needed but still have some to find	They've secured most of their other funding and have a plan in place for raising the rest	They've secured all the other funding needed for the project
Organisation's contribution	They aren't contributing to the project	They're contributing less than 25% of the project cost	They're contributing between 25 and 50% of the project cost	They're contributing over 50% of the project cost

Award matrix:

9-12 points	High priority – award 100% of request, budget permitting (up to 50% of total cost)
5- 8 points	50 and 75% of requested amount depending on the score and merit of the project
0-4 points	Low priority, no funding

Deductions in addition to the scoring matrix from the policy

* Officers will deduct a point from the 'funding the project' section if the financial information the organisation shared implies they could afford to contribute more or fund the whole project.

** Officers will deduct a point for every major risk to the council if we fund the project.

St Helen's Without Parish Council	Ref	ValeCG17
Adult outdoor fitness equipment		

Total project cost	£9,995	
Amount requested	£4,995	
Organisation's contribution	£5,000	Organisation's latest bank balance £44,560
Other funding	£0	

Previous grants

None

Scoring		
New facilities or activities		
The project will provide a new six-station outdoor gym for anyone to use.	Score	3/3
Community benefit		
The whole community can access the equipment, which is going on the recreation ground.	Score	3/3
Funding the project		
They're funding the rest themselves and have enough in the bank already.	Score	3/3
Organisation's contribution		
They're contributing 50.03 per cent and have enough in the bank to cover this.	Score	2/3
Based on the financial information they've shared they could potentially afford the whole project without funding, even with the other projects they have planned.		
Non scoring comments and considerations		
Consultation		
They decided to install the equipment after seeing it successfully installed in other parishes.		
From their responses, they haven't consulted the community to check if they want/need this equipment, so there is some risk the residents won't use it.		
Project completion within timeframe		
Their start and end dates fit in with our deadlines for this scheme.		
Financial and project management plans		
As a parish council they are familiar with looking after this type of facility but haven't confirmed if they've included the maintenance costs in their ongoing budget setting.		
Other consultation comments received		
(Sports participation officer – Cath Dale) Outdoor fitness equipment is a brilliant idea for getting residents more active but some consultation would have been good to support it. We have previously been into villages and offered circuit type sessions on the equipment to show residents how to use it, and also produced flyers on how to use the different equipment.		
Officer recommended award levels (budget permitting):	Total score	11/12
9-12 points – High priority - award as requested (up to 50 per cent of total cost)	Grant	£4,995
5-8 points – Medium priority – award 50 - 75 per cent of requested amount		
0-4 points – Low priority - no funding		

Applicant responses – St Helen's Without Parish Council

Details of the project	This outdoor fitness equipment is to be installed in the Sandliegh Road Recreation Ground to enable the residents of St Helen's Without PC, and by virtue of proximity the, residents of Wootton PC to have access to exercise equipment, so that their general physical health may be improved by exercises that improve joint mobility, muscle strength with Cardio-Vascular benefits. Not only do we have a relatively high proportion of mature residents in our area, but we hope by placing this equipment close to our well used children's play area, that we may encourage that parents of those children to use the equipment.
Financial statement from the organisation	The Parish Council has 4 major community projects it is committed to funding: Cholswell Rd Street Lighting: £2,000; Highways/Traffic Calming: £6,000; Shippon Village Hall: £5,500 and the Adult Exercise Equipment: £5,000. This totals £18,500 and so the reserves will diminish considerably as these projects are implemented. However, the Parish Council is also expecting that current County and District responsibilities will be transferred down to parish level, e.g. funding for Children's Centres, Highways verge cutting, etc.
Statement about town/parish support	As the Parish Council we are contributing £5,000
Community benefit	
Who will benefit from your project?	All Residents living within the boundaries of, but not limited by, St.Helens without and Wootton PC. All fitness clubs and users of the Wootton Community Centre, Including the Children's Centre, will be invited to make use of the equipment.
How did you identify a need in the community for your project or service?	This has been observation off similar projects by other PC and town councils. Where this type of system has been installed they have become popular and are used very well to the benefit of the individual.
What sustainable and/or energy saving measures does your project include or offer?	Unfortunately none as it is a physical installation of gymnasium equipment into s green space.
Consultation	
What consultation have you carried out with the community or professional advisors?	As a relatively small parish council we do not have the resources to employ outside professionals for advice. nevertheless we have been looking at the benefits gained in a community from this equipment and , as an example of other experiences attach in the following box the survey carried out by Brent council in 2014
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	This will provide an outdoor exercise environment that did not previously exist.
What new activities will take place because of this project?	This will give residents the ability to carry out physical exercises which has shown to improve their physical and mental well being.

Abingdon Chamber of Commerce	Ref	ValeCG\34
PA & lighting system		

Total project cost	£8,159	
Amount requested	£4,059	
Organisation's contribution	£4,100	Organisation's latest bank balance £7,282
Other funding	£0	

Previous grants

£1,000 - Festival grant 2014 Christmas extravaganza.
£1,000 - Festival grant 2015 Christmas extravaganza.

Scoring		
New facilities or activities		
The project will add to their existing PA equipment bank rather than create a new one limiting their score to two points. The purchases include speakers, microphones, safety lighting and stage lighting.	Score	2/3
Community benefit		
They can use the equipment for their own events in the community and are going to offer it to other local voluntary groups free of charge.	Score	3/3
Funding the project		
They're funding the rest of the project themselves and have enough in the bank to pay for their contribution.	Score	3/3
They have received financial support from the town council earlier this year for another project.		
Organisation's contribution		
They're contributing the remaining 50.25 per cent and have enough in the bank to cover this.	Score	3/3
Based on the information they shared about their other financial commitments they can't afford to contribute much more than this.		
Non scoring comments and considerations		
Consultation		
They have spoken to some groups who might borrow the equipment in the future and took advice from the owner of a small film company about what equipment to buy.		
Project completion within timeframe		
Their start and end dates fit in with our deadlines for this scheme.		
Financial and project management plans		
They've not mentioned how they will pay for maintenance and eventual replacements.		
Other consultation comments received		
Officer recommended award levels (budget permitting):	Total score	11/12
9-12 points – High priority - award as requested (up to 50 per cent of total cost)	Grant	£4,059
5-8 points – Medium priority – award 50 - 75 per cent of requested amount		
0-4 points – Low priority - no funding		

Applicant responses

Details of the project	In 2015 we purchased a basic PA system which can be used for small charity & community events. But we plan to upgrade the basic package we have to enable large scale outdoor events for the town. Many local groups hire these items from companies on a regular basis, if we can help them by removing this cost, it will allow money raised to go directly to where it is needed. The new system is very basic and limited in its use. The increased Health & safety now requires additional lighting & safety equipment. Once purchased, this will be a massive benefit to lots of people, groups & charities. We have invested £1000 so far in equipment, which gives us a good base where to start from.
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Financial statement from the organisation	£2000 to be spent early 2016 on new Gazebo's for community use.
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Statement about town/parish support	We have approached them in respects to a different project and can not apply for 2 in the same financial year. The Town Council grants are for much smaller projects.
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Community benefit

Who will benefit from your project?	We currently have some equipment available to local charities & groups including Schools, Churches, Yeah baby charity music festival, Against Breast Cancer, Freewheeling cycle festival, Heritage weekend, Atom science festival, Abingdon music centre and more. The equipment we currently have is very basic. Also, we would like some safety lighting to comply with new H&S regulations
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How did you identify a need in the community for your project or service?	A number of local groups hire this equipment for regular events, costing each of them money out of their budgets. This would be available for them to use, in full or in parts and mean that they can concentrate on using their funds for more urgent matters. We would use the equipment for our events including the Local Excellence Markets, Christmas Extravaganza, hustings, training evenings & Fair trade events.
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What sustainable and/or energy saving measures does your project include or offer?	Most of the lighting that we plan to buy is new LED lighting which uses much less electric than standard bulbs. It is also much safer as LED lights do not get hot.
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Consultation

What consultation have you carried out with the community or professional advisors?	We currently have some equipment available, but is limited. We have spoken to a number of groups, including a professional stage school, and taken advice from someone who runs a small film production company. He has recommended a number of items listed. Our own risk assessment has been used for safety equipment
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New facilities/Activities

What extra facilities (or equipment) will the project provide?	This equipment will enhance the existing basic PA equipment, and will mean significant improvements. All of the new speakers will be wireless, meaning less of a trip hazard. The inclusion of safety & stage lighting will improve the scope of the equipment to be able to be used at outdoor evening events. The increase of Health & Safety means you have to have more lighting, cable coverings etc.
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What new activities will take place because of this project?	We will be able to build on already popular events, also new groups & events setting up will be able to test their "project" with one less cost to worry about or find funding for. We currently have 19 gazebos that we let local groups use, so we already have the knowledge to how it works. The biggest worry about starting something new, is cost. If we can remove one then great.
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Drayton Hall Management Committee	Ref	ValeCG\51
Replacement front door, PA system and dishwasher		

Total project cost	£5,287	
Amount requested	£2,643	
Organisation's contribution	£2,644	Organisation's latest bank balance £15,888
Other funding	£0	

Previous grants

£5,000 2014 – Capital - Kitchen refurbishment, replacement windows and fire doors

£1,000 2013 – NHB - Kitchen refurbishment, replacement windows and fire doors

Scoring		
New facilities or activities		
The project will replace the existing front door and PA system and will install a dishwasher in the recently refurbished kitchen, improving the current facilities at the hall, rather than creating new ones. This limits their score to a maximum of two points.	Score	2/3
Community benefit		
The project will benefit anyone in the community as the hall and the various groups and classes are open to all. The doors will also improve the energy efficiency and security of the hall.	Score	3/3
Funding the project		
They're paying the rest of the cost themselves and have enough in the bank already.	Score	3/3
Organisation's contribution		
They are contributing 50.01 per cent and have enough in the bank to cover this.	Score	3/3
Based on the financial information they've shared they have another project coming up that will use up the majority of their reserves, limiting their contribution to these purchases.		
Non scoring comments and considerations		
Consultation		
They haven't included any evidence of consultation or professional advice recommending any of the work/purchases.		
Project completion within timeframe		
Their start and end dates fit in with our deadlines for this scheme.		
Financial and project management plans		
They recently completed a kitchen and window/fire door renovation project so they're familiar with managing this type of work.		
Other consultation comments received		
(Energy strategy and projects officer – Heather Saunders) This project proposes an aluminium door which is not normally considered the best option for energy efficiency. A U value of 1.8 W/m ² K is technically required by building regulations.		
Officer recommended award levels (budget permitting):	Total score	11/12
9-12 points – High priority - award as requested (up to 50 per cent of total cost)	Grant	£2,643
5-8 points – Medium priority – award 50 - 75 per cent of requested amount		
0-4 points – Low priority - no funding		

Applicant responses

Details of the project	We need a new dishwasher, replacement front door, and replacement PA system. The dishwasher will increase the attractiveness of the Hall kitchen for major event hirers, e.g. wedding receptions & parties. More bookings = more funds! Front door now leaks, and isn't wholly secure (if people forget to bolt the 2nd door). Present PA system is so unreliable it is essentially useless, we can increase bookings for seminars and meetings if able to offer a more professional (& working!) system. IF Vale Grant Funding 'pot' doesn't run to sufficient to cover all three of the above, either of the major items (door or dishwasher) would be welcome, the PA system is a much more moderate cost.
Financial statement from the organisation	We are about to have a massive dent in our bank account due to substantial car park repairs, these have been estimated so far at just under £10K, and just over £10K; the car park now sadly resembles a tank training course, the quotes were done before Christmas, and recent rain and present freezing conditions will only make matters worse!
Statement about town/parish support	PC already granted 2016 fund help for other costs, e.g. massive Car Park repairs
Community benefit	
Who will benefit from your project?	All the Hall's regular Groups will benefit, as increased bookings will reduce the likelihood of having to increase hire rates. Our local community groups are:- Rainbows, Brownies, Damascus (youth club), Drayton Wives, W.I., Drayton Bowls Club, Badminton (3), Oxon Home Education, Abingdon Young Farmers (youth club), Drayton Sequence Dance, Drayton Players, plus several fee-paying hirers, e.g. Zumba (2), BounceFit, TinyTalk, BoogieBeat, etc.
How did you identify a need in the community for your project or service?	Hall is well used by the local community, as I've said more bookings (due to improved facilities) will help keep hire fees at the present level, and reduce the possibility of driving any of them away due to increased rates.
What sustainable and/or energy saving measures does your project include or offer?	New, improved front door will help reduce heat loss, and as the present one leaks rain water, will reduce the need to dry out mats or carpet!
Consultation	
What consultation have you carried out with the community or professional advisors?	N/A
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	Dishwasher will obviously make the kitchen more attractive to major event hirers. New PA system will make Hall more attractive for meetings and seminars.
What new activities will take place because of this project?	please see above answer, re greater bookings

Sutton Courtenay Parish Council	Ref	ValeCG\43
Refurbishment of Sutton Courtenay play facilities		

Total project cost	£11,695	
Amount requested	£4,000	
Organisation's contribution	£6,695	Organisation's latest bank balance £90,763
Other funding	£1,000	Raised at a community fun day

Previous grants

None

This applicant has also applied to the NHB scheme for the same project. We can only fund it from one scheme and we suggest funding it from the NHB budget.

Scoring		
New facilities or activities		
The project will replace the existing equipment without expanding the range or creating any new facilities, this limits their score to one point.	Score	1/3
Community benefit		
The main benefit is to the children and young people in the village. As this is a large proportion of the community, we have given it maximum points.	Score	3/3
Funding the project		
They've secured all their other funding through a community fun day and from their own funds.	Score	3/3
Organisation's contribution		
They're contributing 44.42 per cent and have enough in the bank to cover this.	Score	1/3
Based on the financial information they've shared they could potentially afford the whole project without funding, even with their other financial commitments.		
Non scoring comments and considerations		
Consultation		
Their latest RoSPA report gave the play area a medium risk rating and identified some necessary safety improvements. It also identified safety improvements for the skate park next to the play equipment but they've not included them in this project.		
In their 2015 community led plan their residents identified the recreation facilities as an important amenity to both young people and adults.		
Project completion within timeframe		
Their start and end dates fit in with our deadlines for this scheme.		
Financial and project management plans		
The parish council managed the installation of the play area in 2004, so are used to this type of project.		
Other consultation comments received		
(Sports participation officer – Cath Dale) I think they are improving the MUGA facilities as it would allow Basketball to be played which currently can't be accessed. It's good that they are saving costs and waste by updating the existing equipment.		
Officer recommended award levels (budget permitting):	Total score	8/12
9-12 points – High priority - award as requested (up to 50 per cent of total cost)	Grant	£3,000
5-8 points – Medium priority – award 50 - 75 per cent of requested amount		
0-4 points – Low priority - no funding		

Applicant responses

Details of the project	The project delivers sustainable improvements to the village playpark and Multi Use Games Area (MUGA). These facilities are located at the northern end of the village's seven acre recreation ground which has amenities for all including a skate park, football pitches, clubhouse, cricket strip and wheel-chair accessible landscaped footpaths and picnic benches. The playpark has play equipment ranging from toddler swings and slide to a carousel rotating disc and multi-play galaxy rotating swing. The MUGA is a hardcourt area used for both football and basketball or general games and in keeping with the rural surroundings is fenced in with wooden posts and panels. Heavy duty use now requires refurbishment of: 1. Rotating disc –safety matting and disc; 2. Slide platform; 3. Playpark safety surface; 4. MUGA posts and the basketball unit. To ensure sustainability upgraded materials are used where possible and also the aesthetic appearance of the facilities is maintained.
Financial statement from the organisation	£4348 issued in cheques but not cleared so above bank balance reduced to £86,415. Parish Council has following needs/projects identified: Phase2 Cemetery clearance £10,500; New Facilities on Recreation Ground £15,000; Speed signage £5000; Defibrillator £3500; Upgrade office equipment £1000. War Memorial £10,945 (of it £5710 will be paid from a grant). After deduction of estimated recurrent expenditure this leaves about £16K from which we will fund our contribution to this project.
Statement about town/parish support	This is an application submitted by the parish council and it's contributing 44% of the cost of the project.
Community benefit	
Who will benefit from your project and how does it help integrate new communities?	The recreation ground is a healthy living space with families enjoying the amenities and used by Football and Cricket Clubs. Children will safely use the improved play facilities and their parents/grandparents bring along picnics or watch the matches. The MUGA is used by clubs, young people and families. Village events in the recreation ground bring existing and newer residents together. This project contributes to the safe and feel-good environment key to community cohesion. Existing residents are concerned about the expansion of housing. It is important to integrate newer residents and these facilities provide a focal point for families to meet.
How did you identify a need in the community for your project or service?	The recreation ground and play facilities was regarded by an overwhelming 91% of under 16s and 87% of adult respondents to the village community-led plan (2015) as very important to important amenities. They were ranked third only marginally below shops and pubs. As a growing village there is increasing use of these facilities. Feedback from Damascus Youth Project and young children shows that these facilities are still current and need refurbishment.
What sustainable and/or energy saving measures does your project include or offer?	This is a project to refurbish play equipment and as such it is ensuring that we are minimising waste and reusing as much of the existing equipment parts where they are still fit for purpose. Where new material has to be used we are ensuring that it is of a specification that will wear better with the increased usage.
Consultation	
What consultation have you carried out with the community or professional advisors?	The original creation of the play facilities in 2004, was led by the parish council and a community group which raised most of the funds at the time. Youth groups and families with young children were consulted and questionnaires completed and responses analysed. The extensive use of the facilities bears testimony to the community ownership of the amenities. For this particular refurbishment professional advice was sought from ROSPA and on-site consultation with contractors. Reports emailed.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	This project is about improving existing facilities by upgrading the equipment and safety surfaces to ensure that they are fit for purpose for continued use. Sutton Courtenay Parish Council is in parallel starting consultation for provision of additional facilities through its Recreation Ground Working party and the production of a Neighbourhood Plan. However, that will take some time to come to fruition. Meanwhile, improvement work now ensures that there is no reduction in existing facilities.
What new activities will take place because of this project?	The refurbishment of the MUGA will mean that once again it can be used for basketball and other games. This extends the capacity of activities as at the moment the MUGA cannot be used for such a purpose.
What new activities will take place because of this project?	please see above answer, re greater bookings

APPENDIX FIVE – Capital Grants Policy

(approved August 2015)

Introduction

To help achieve our corporate objective to support local communities we offer grants to voluntary and community organisations towards projects that will benefit our residents.

Applicants apply online through the council's website, where the full procedures are available.

What type of project will the scheme fund?

We're looking to fund projects that support community initiatives and facilities. They must take place in the district or within a three-mile radius if significant numbers of our residents will benefit.

We will only fund capital expenditure (excluding vehicles) from this scheme like buying, building, replacing or making improvements to long term assets (buildings, play areas and equipment). To us a long-term asset must have a life of more than 12 months and must remain the property of the organisation we are funding.

We will not give grants towards loans, mortgages and on-going revenue costs like maintenance, rent/rates, clothing or salaries etc. We may award grants for certain repairs but it depends on their scale and nature so applicants should contact the grants team before applying for a grant for any.

We usually only accept applications for projects that haven't already started, however in exceptional circumstances (like a major funder pulling out or unforeseen additional works) then the head of corporate strategy can make an exception.

Organisations cannot apply to this scheme for projects we've awarded grants to before.

Who can apply to the scheme?

Any community-based organisation with a signed constitution, including non-profit businesses, community interest companies and parish and town councils can apply.

We will not consider projects for private individuals, businesses, residential buildings or any that usually fall to other public sector/statutory bodies to provide or will primarily benefit organisations under their remit. For example, we won't fund projects to improve roads/footpaths, schools, academies, forest/free schools or health services.

We're committed to promoting equality and diversity, and welcome applications from organisations who represent minority or vulnerable groups.

How much can organisations request?

Organisations can request a minimum of £1,000 and up to 50 per cent of their total project cost. In exceptional cases, like a major funder pulling out of a project that offers significant benefit to our residents we will consider a request for more than 50 per cent.

To request an exceptional amount applicants must get approval from the head of corporate strategy (via the grants team) before submitting an application. The online application system won't allow requests for over 50 per cent without officer approval.

We will not award more than the amount requested by the applicant.

The maximum an organisation can request is the committee's budget for each round of applications, which we'll publish on the council's website before and after each round of awards.

We will only award one capital grant for each project so if an applicant applies to this scheme and the New Homes Bonus scheme and is successful in one, we will withdraw the application from the other.

Opening and closing dates

We'll usually open for applications twice each year (if there is sufficient budget available), except in a district council election year, when we may only open for one round.

We'll advertise the provisional opening and closing dates each November, and will confirm them after the annual budget-setting meeting.

We'll open each round of funding for a minimum of six weeks and will usually make decisions within 12 weeks of the closing date.

Where possible we will avoid opening over school holidays.

Scheme eligibility criteria

Applicants must provide:

- a copy of the latest statements for any bank/building society accounts in the name of the organisation
- two quotes for the project or a professional estimate for any building work
- a breakdown of the budget for the project including all the sources of funding

They must also confirm:

- they have a signed constitution and could provide it on request (except parish or town councils, churches or similar organisations that are governed by a central body and therefore don't have their own constitution)
- the project won't start before a decision has been made, which is usually 12 weeks from the closing date (unless otherwise agreed with the grants team before applying)

- they have all the necessary consents such as planning permission, listed building consent, Diocese faculty etc and could provide these on request
- they will provide additional information to help us evaluate their application on request

Applicants requesting more than £10,000 must provide:

- copies of any necessary planning, listed building, Diocese faculty and other relevant permissions
- their most recent financial accounts or their working budget and financial plan for the year if they're a new organisation
- a project plan including ongoing maintenance arrangements

Applicants requesting over £25,000 must also provide:

- evidence of ownership of the property or a lease with at least ten years remaining, including a copy of the Land Registry title documents.

The head of corporate strategy can decide if we'll accept any applications that don't meet all the above criteria. Applicants must give clear reasons why they can't for us to consider an exception.

Projects awarded up to £10,000 must complete within 12 months from our award date. Projects awarded over £10,000 must start work within 18 months of our award date, and must complete within 36 months.

If there's any unexpected delays to the project, applicants can request one extension of up to 12 months, giving the reasons for the delay. We must receive these requests at least one month before the end of the original grant term.

We'll send reminders for outstanding grants three months before they expire and will return any unclaimed awards to the council's general reserves after the expiry date.

Area committees

The leader of the council has split the district into three geographical area committees for determining community grants. Each committee is made up of the councillors elected in the wards they cover. A map of the area committee boundaries is attached in appendix one.

The council will appoint a chair for each area committee for the coming year in the annual budget-setting meeting. At the first committee meeting that follows, the committee will elect a vice-chairman.

Allocation of budgets to area committees

The council will decide if it wants to allocate any budget for capital grants at its annual budget-setting meeting.

We'll split any available budget between the area committees before each round of funding. We will use the following system to calculate their percentage of the budget:

	Total	Abingdon	Faringdon	Wantage
Parishes (exc towns)	65	13	32	20
Cllrs per town	16	10	2	4
Electors (as at August 2015)	97991	51093	19400	27498
0.60p per elector	£58,795	£30,656	£11,640	£16,499
£500 per parish/cllr	£40,500	£11,500	£17,000	£12,000
Total	£99,295	£42,156	£28,640	£28,499
Percentage	100.00%	42.46%	28.84%	28.70%

We will update the number of electors in this table each August, in preparation for the annual budget setting process, as the number of electors will determine the minimum budget required for the scheme each year.

The minimum budget each area committee must have to open for a round of funding is £5,000.

Allocation of unspent budgets

The cabinet member for grants can request that the section 151 officer agree to carry forward any unallocated CG budget to the next financial year. The cabinet member must give reasons why a carry forward is justified.

If the Section 151 officer agrees to carry forward any remaining budget, we'll add it to the total CG budget for the next year and divide it between the area committees using the system set out earlier in this policy.

We'll return any underspent or expired grants to the council's general reserves at the end of each financial year.

Decision-making

Grants team

The grants team will review the eligibility of every application before using the scoring matrix in appendix two to suggest scores and awards for the area committees to then review and amend as necessary. They will also flag any concerns with their scores.

Area committees

Each area committee will review the officer scores and comments for the applications in their area and will amend scores as necessary, giving clear reasons for any changes. The final score agreed by the committee will determine how much, (if any) funding the project gets as per the matrix in appendix two.

If an application covers more than one area committee, we will divide the request amount between the relevant committees based on the percentages used to allocate the annual budget.

The committee can recommend not funding an application that scores enough points if they:

- have serious concerns around the management of the project now and in the future.
- are satisfied the applicant has sufficient unrestricted reserves to fund the project themselves
- have serious concern as to the financial viability or appropriateness of the proposed project;
- are unsure if the project complies with the criteria or helps deliver the council's strategic objectives

The committee can recommend that the cabinet member for grants makes awards for more than a score allows. The cabinet member's decision is however final.

Once a committee has voted to agree a score and an award, it cannot then amend it.

Head of Corporate Strategy

The head of corporate strategy using delegated powers will decide:

- if we'll accept requests for over 50 per cent of the total project cost
- if we'll accept applications that don't meet all the eligibility criteria
- whether to give extensions to the term of any grant
- whether to amend award percentages or maximum values beyond what was originally agreed, as requested by applicants. Increases will stay within the maximum limits of the scheme.

Cabinet member for grants

The cabinet member for grants will decide:

- any awards to give more funding than a score dictates
- any amendments to the policy and scoring criteria, to make sure it continues to meet the needs of the community (via ICMD).

We'll publicise all the grants we award through our councillor newsletter, website and the media.

Procedure at area committee meetings

The area committees will conduct their meetings in accordance with the Rules of Procedure set out in Parts 4 and 5 of the council's Constitution.

Declaration of interests

Councillors and officers will declare any interests in accordance with the Rules of Procedure set out in Parts 4 and 5 of the council's Constitution.

Any officer of the council with a pecuniary interest in any application will take no part in the process and register their interest as required by the employee's code of conduct policy.

Standard conditions for all CG awards

We'll include the following standard conditions on all CG grants:

- Organisations must formally accept the grant offer and agree to meet any conditions by completing and returning a grant acceptance form
- Organisations must submit evidence that they've spent the grant on the project we awarded it for
- Projects awarded less than £10,000 must complete within 12 months of the award date, projects receiving more than £10,000 must start work within 18 months of the award date, unless we give an extension to the term.
- Projects awarded more than £10,000 must complete work within 36 months of the award date
- Organisations must consult the grants team before making any significant changes to the project, to ensure the grant is unaffected
- The organisation must acknowledge the council's support in any publicity on the project receiving a grant.

We'll include the following standard condition on all grants over £25,000:

- Organisations must register a restriction or charge on the registered title in the council's favour with the Land Registry, before work starts on the project, unless otherwise agreed in writing by the council.

We may add extra conditions to any grant if we consider it necessary.

The head of corporate strategy has delegated authority to remove any agreed grant conditions following a request from the applicant.

Officers will confirm applicants have met all the conditions before making any payment. Failure to meet all the agreed conditions may delay payment or, in extreme cases, result in us withdrawing our grant offer.

Payment of grants

We will only pay towards costs incurred after our decision date.

We pay the grants in two stages, half when we receive their signed acceptance form (for awards under £10,000) or, for awards over £25,000 their grant agreement is in place and we have confirmation that a charge or restriction in our favour has been placed on the registered title. We pay the balance when the project completes, upon receipt of evidence of expenditure.

In exceptional cases like property purchases, we may make a single upfront payment, which officers will recommend as part of their evaluation.

If the project costs less than expected, we'll reduce our final payment accordingly and, if necessary, request back some of the first payment (the minimum amount for us to request repayment is £500).