

Abingdon and North East Area Committee Agenda



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Date: Friday, 01 March 2019
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A meeting of the

Abingdon and North East Area Committee

will be held on Monday, 11 March 2019 at 7.00 pm

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

Members of the Committee:

Councillors

Mike Badcock

Edward Blagrove (Chairman)

Alice Badcock

Margaret Crick

Stuart Davenport

Gervase Duffield

Katie Finch

Robert Hall

Debby Hallett

Dudley Hoddinott

Vicky Jenkins

Bob Johnston

Monica Lovatt

Sandy Lovatt

Chris Palmer

Helen Pighills

Judy Roberts

Emily Smith (Vice Chair)

Henry Spencer

Catherine Webber

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A handwritten signature in black ink, appearing to read "M Reed". The signature is fluid and cursive, with the first letter 'M' being large and prominent.

Margaret Reed
Head of Legal and Democratic

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 record apologies for absence.

2. Minutes

(Pages 3 - 7)

To adopt and sign as a correct record the Abingdon and North East Area Committee minutes of the meeting held on 17 July 2018.

3. Declarations of interest

To receive any declarations of interest 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. Public participation

To receive any questions or statements from members of the public that have registered to speak.

6. New Homes Bonus Grants 2018/19 - Round two

(Pages 8 - 36)

To consider the head of community services' report.

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

None



Minutes

of a meeting of the

Abingdon and North East Area Committee

held on Tuesday, 17 July 2018 at 7.00 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), Helen Pighills (Vice-Chairman), Ed Blagrove, Margaret Crick, Gervase Duffield, Debby Hallett, Robert Hall, Dudley Hoddinott, Vicky Jenkins, Monica Lovatt, Sandy Lovatt, Chris Palmer, Judy Roberts and Emily Smith

Officers: Carole Cumming, Kathy Deacon, Harry Gable and Nicola Meurer

Number of members of the public: 3

Ab.1 Apologies for absence

Apologies for absence were received from Councillors Alice Badcock, Debby Hallett, Bob Johnston and Catherine Webber.

Ab.2 Minutes

The minutes of the meeting held on 13 March 2018 were agreed as an accurate record of the meeting and were signed by the Chairman.

Ab.3 Declarations of interest

Councillor Dudley Hoddinott declared that he was a member of North Hinksey PCC and that he would step down from the committee when the item was considered, to enable him to speak in support of their application.

Ab.4 Urgent business and chairman's announcements

None.

Ab.5 Public participation

Speakers representing the applicants were present for three of the applications. They would speak when their application was under consideration, and also had the opportunity to respond to questions of clarification from the committee.

In the case of Damascus PCC, who had made funding applications to both the capital grants and NHB schemes for the same project, it was decided that they could address the committee for both applications at the same time in the interest of avoiding duplication.

The speakers were as follows:

North Hinksey PCC: Dudley Hoddinott.

Damascus PCC: Fred Cubbage, accompanied by Helen Kendrick.

Abingdon Rowing Club: Reverend Kevin Mentzel.

Ab.6 Community Grants

All Saints Methodist Church Abingdon

The officer introduced the application by All Saints Methodist Church Abingdon for a capital grant of £7,500 towards a £130,910 project to refurbish the existing toilet facilities in the church. Officers had recommended that any grant awarded should be conditional upon agreement from the applicants that:

- no work can start until they have a contract for the works and have secured all the funding needed to fund the whole project;
- they consider the equality and sustainability feedback contained within the officer's report and implement any suggestions where physically possible.

No speakers were present for this application. The committee debated the item.

RESOLVED:

- 1. To approve the officer's recommended score of 7 points out of a possible 9.**
- 2. To approve the officer's recommended grant of 5.73 per cent of the total cost, capped to £7,500, the amount requested by the applicants. This grant was subject to the conditions listed above.**

North Hinksey PCC (St. Peter and Paul Church)

The officer introduced the application by North Hinksey PCC for a grant of £1,117 towards a £2,234 project to replace the existing kitchen at St. Peter and Paul Church, as well as installing hand dryers and fireguards.

Councillor Dudley Hoddinott stood down from the committee and did not vote on the item. He spoke in favour of the application as a member of North Hinksey PCC. and
Vale of White Horse District Council – Abingdon Area Committee minutes

gave his view that this project would deliver much needed health and safety work in the church, allowing it to continue to be used as a venue for several different community groups.

The committee debated the item.

RESOLVED:

- 1. To approve the officer's recommended score of 5 points out of a possible 9.**
- 2. To approve the officer's recommended grant of 37.50 per cent of the total cost, capped to £838, £279 less than the amount requested.**

Damascus PCC

The officer introduced the application by Damascus PCC for a grant of £30,000 towards a £508,697 project to create a church hall in Sutton Courtenay. Officers had recommended that any grant awarded should be conditional upon agreement from the applicants that:

- no work should start until the council's grant agreement is complete, they have completed their tender process and have secured all the funding needed.
- they must consider the equality and sustainability feedback contained within the officer's report and implement any suggestions where possible.

The officer also advised that there was Neighbourhood Plan in progress which may identify a need for more community space, and whether this project was the community's preferred solution.

Fred Cabbage, of Damascus PCC, spoke in favour of the application and answered questions from the committee. He provided an update on the finances of the PCC, and spoke of how Sutton Courtenay is currently lacking in appropriate space and facilities to hold community events. This in turn was negatively impacting on community identity, which the creation of a new church hall would address. He pointed out that the Neighbourhood Plan was still in the early stages of consultation and as such any deferral until this was complete would mean a serious delay in the delivery of this project.

The committee debated the item. It was noted that the applicant had submitted applications to both the capital grant and NHB schemes, but procedure rules state that a project may only be funded from one of these. Accordingly, the committee decided to consider this item as a capital application, to allow for the best possible allocation of budget.

RESOLVED:

- 1. To approve the officer's recommended score of 4 points out of a possible 9.**
- 2. To approve the officer's recommended grant of 4.42 per cent of the total cost, capped to £22,500, £7,500 less than the amount requested. This grant was subject to the conditions listed above.**
- 3. To reject the application for a grant from the NHB scheme, due to the grant awarded from the capital budget.**

Abingdon Squash and Racketball Club

The officer introduced the application by Abingdon Squash and Racketball Club for a grant of £9,510 towards a £19,021 project to purchase and install a boiler, water heater, kitchen and changing room furniture at the club.

No speakers were present for this application.

The committee debated the item. During the discussion, they questioned the following:

- Are the loans that they have received from members interest free? If not, is there a risk that grant money could in fact be used for repayment?
- Given the feedback from the council's equalities officer, how does the club propose to improve accessibility and make the club more open to all members of the community?

The committee reflected that answers to these questions were fundamental to any decision to award a grant. In the absence of anyone representing the applicant, the committee decided to defer the application to give the officers time to gather further information from the club.

RESOLVED:

- 1. To defer consideration of this application until a future meeting in order to gain further information from the applicant.**

Abingdon Rowing Club

The officer introduced the application by Abingdon Rowing Club for a grant of £5,078 towards a £10,156 project to purchase two new boats and accompanying blades, to be used primarily by junior members of the club. Officers had recommended that any grant awarded should be conditional upon agreement from the applicants that they consider the equalities feedback contained in the report and implement any suggestions where possible.

Reverend Kevin Mentzel, of Abingdon Rowing Club, spoke in favour of the application and answered questions from the committee. He outlined the great contribution that rowing can make towards helping young people, since it facilitates team work and builds character. Funding two new boats would allow four new rowers to participate in activity at any one time, which could total 24 people a week over the six sessions that they run.

The committee debated the item.

RESOLVED:

- 1. To approve the officer's recommended score of 4 points out of a possible 9.**
- 2. To approve the officer's recommended grant of 37.50 per cent of the total cost, capped to £3,809, £1,269 less than the amount requested. This grant was subject to the conditions listed above.**

TrinityLearning

The officer introduced the application by Trinity Learning for a grant of £2,295 towards a £4,590 project to purchase office furniture and IT equipment for their base at Trinity Church in Abingdon. The officer advised the following:

- Some items that have been applied for are available cheaper elsewhere and therefore it is recommended that the applicants review their choice of suppliers/brands if a grant is awarded.
- The organisation is currently in the process of transferring to become a Charitable Incorporated Organisation (CIO). This would mean that the items that the committee would be funding will be transferred to a new organisation if a grant was awarded. Officers could not be certain that this new organisation would be eligible for the council's grant scheme, and therefore recommended that this application be deferred for consideration at a later date.

There were no speakers present for this item, although the applicants had provided a written submission in favour of their application which was circulated to the committee prior to the meeting.

The committee debated the item.

RESOLVED:

- 1. To defer consideration of this application until the upcoming transfer to a CIO structure is complete.**

The meeting closed at 8.15 pm

Abingdon and North-East Area Committee



Report of Head of Community Services

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To: Abingdon and North-East Area Committee

DATE: 11 March 2019

New Homes Bonus Grants 2018/19 – Round two

Recommendation

That the Abingdon and North-East Area Committee considers the three applications for New Homes Bonus grants and makes awards in line with the approved policy (2017).

Purpose of report

1. To give the committee the information needed to consider awarding NHB grants for their area.

Strategic objectives

2. Under the 'sustainable communities and well-being' corporate priority in our 2016-2020 corporate plan we have committed to support community groups through our grants schemes.

Background

3. The council opened the NHB grant scheme for applications from 02 January 2019 to 28 January 2019.
4. The Abingdon and North-East area received three eligible grant applications requesting a total of £8,880 against a committee budget of £25,983. One application didn't meet the eligibility criteria as it was requesting funding for school equipment and the under the current policy we will not consider projects that usually fall to other statutory bodies to provide for example, projects to improve schools.
5. Officers have evaluated each application against the scoring criteria agreed in the policy and set out in pages 11-14 of this report. The suggested scores determine the level of funding, if any, to award each project. Appendix one outlines the officers' evaluations and

suggested scores for each application and appendix two the percentage of new homes in each parish needed to determine the score for the amount of new housing in the parish.

6. In line with the policy, the committee is asked to review the suggested scores, which will dictate whether to award a grant and if so the level of funding it can award the project.

Financial implications

7. In February 2018, the council set a 2018/19 NHB budget of £100,000. The Abingdon and North-East area committee was allocated 25.983 per cent of this (£25,983) to award in NHB grants in 2018/19. As per the agreed policy these grants can fund either revenue or capital projects. The committee did not grant any awards in the first round of funding as it agreed to fund the one application it received from its capital budget, therefore there is £25,983 available for this round.
8. Any budget remaining after this round of awards will be returned to the council's general reserves, as per the agreed policy.

Legal implications

9. The council's legal powers to award these grants are set out in section one of the Localism Act 2011 that gives a general power of competence for local authorities.
10. In May 2018, full council delegated authority to three area committees to determine NHB grant applications within the parameters of the policy.

Risks

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

Conclusion

12. That the committee considers the three eligible applications to the NHB grant scheme and makes awards in line with the approved policy.

Background papers

13. The council's NHB grant policy.

Appendix one- Abingdon and North East Area 2018-19 NHB grants (round two)

Officer evaluations

Ref no.	Organisation	Scheme	Scheme cost	Amount requested	% of cost requested	Suggested score	Suggested award
VNHB18-19\43	Be Free Young Carers	Client Management Software Replacement	£5,714	£900	15.75%	8	11.81% (capped to £675)
VNHB18-19\21	Oxfordshire Play Association	South Abingdon Saturdads	£9,966	£4,983	50.00%	7	37.50% (capped to £2,288) based on eligible costs of £6,102
VNHB18-19\39	Abingdon Squash and Racketball Club	New clubroom furniture	£5,995	£2,997	49.99%	7	37.50% (capped to £2,248)
Total							£8,880
Total suggested							£5,211
Budget							£25,983
Balance							£20,772

Be Free Young Carers	Ref	VNHB18-19\43
Client Management Software Replacement		

Total project cost	£5,714		
Amount requested	£900 from each of the area committees	Percentage of total cost requested from this committee:	15.75%
Organisation's contribution	£3,014	Organisation's latest bank balance	£47,313
Other funding	£ 1,800	Of which £1,800 is being requested from other Vale NHB Panels	
Including a parish/town council contribution of	£ 0		

Previous grants

VCG\689 Carers - Take a Break! Awarded £4,289
VCCG\1067 Replacement Website Awarded £378

Scoring

New facilities or activities The project will enable the applicants to continue to register and record interactions with young carers. As it will not enable any new activities to take place the score has been limited to one point.	Score	1/3
Community benefit The primary beneficiaries for this project are both the staff/volunteers at the organisation and the young carers that access their services. This allows them to score two points in this area.	Score	2/3
Funding the project The organisation has applied for £900 from each of the area committees towards this project and will fund the remaining costs themselves. As the organisation has identified but not secured all of the other funding for the project they are able to score a maximum of two points in this area. It is unlikely that they would be able to fund more of the project given their on-going commitments.	Score	2/3
New Homes in parish(es) The organisation operates throughout the district and is therefore able to score maximum points in this area.	Score	3/3
Consultation The applicant has consulted their current software provider and Swindon Carers Centre, which currently uses the software they are looking to purchase. No other evidence of consultation was provided. Project completion within timeframe The project is relatively short term, and will fit within the requirements of the scheme. Financial and project management plans The applicant has provided a basic project plan, which involves introducing the new software approximately two months before their current provider stops supporting their existing software. The organisation is completely dependant on grant support/donations to meet all its ongoing costs, and nearly stopped operating earlier this year when it was unable to secure enough funding to continue running its core business. If the organisation is not successful in its applications for funding to the other area committees it may not be able to afford the project.		
OFFICER COMMENTS AND RECOMMENDED CONDITIONS	Total score	8/12
	Suggested grant	11.81% of the total cost, capped to £675

Applicant responses

Details of the project	<p>Purchase of laptop and specialist GDPR compliant client management software to record all client personal contact details and interactions.</p> <p>Our current provider of this software is closing the business and will not be supporting the software after July 2019.</p> <p>New supplier has been sourced to provide suitable secure software, used in other advice settings. The project provides for usage licence, migration of existing records, set up and staff training.</p>
Financial statement from the organisation	<p>Monthly expenditure:</p> <p>Office rental: £680.26</p> <p>Office services (WiFi, phones, cleaning): £55.00</p> <p>Staffing costs: £7,300.00</p> <p>Staff supervision: £100</p> <p>Mobiles: £38.10</p> <p>Expected Income:</p> <p>£9,798.50 South Oxfordshire District Council - 2019/20 Stage payment of four year funding</p> <p>£1,000.00 Henley Town Council - Annual payment of three year funding</p> <p>All income is achieved from applications to trusts and organisations and donations. We therefore cannot be certain in advance that any or all applications will result in funding being awarded.</p>
Statement about town/parish support	<p>Be Free Young Carers approaches all parish councils in the Vale area annually for a general donation towards its work. To date, in 2018/19, parish and town councils in the Vale have donated a total of £15,850. These donations fund our core costs and activities with young carers. A proportion of this funding will go towards the cost of this software.</p>
Community benefit	
Who will benefit from your project?	<p>The items requested will help support our work with young carers across the Vale of White Horse. They will allow us to continue recording confidentially our contacts with young carers from all parishes in the Vale, enable us to better track the impact of our work and promote our activities more efficiently to young carers registered with us via mail shots.</p>
How did you identify a need in the community for your project or service?	<p>The project relates to the replacement of software the support for which will be discontinued later this year. We have consulted with our current and preferred supplier have been demonstrated the proposed software to all staff who support the application. There is an absolute operational need for replacement. The replacement software and laptop will enable better statistical analysis of our client group.</p>
What sustainable and/or energy saving measures does your project include or offer?	<p>The laptop will be more energy efficient than older machines currently in use.</p>
Consultation	
What consultation have you carried out with the community or professional advisors?	<p>Laptop supplier was asked to put forward the most energy efficient suitable machine for the purpose. Please see quotation for details.</p>
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	<p>The funding requested will replace existing software that will be unsupported later this year. The software chosen as replacement is like for like in its operation and will enable Be Free YC to continue to register and record its interactions with young carers. It will improve Be Free YC's ability to report on its work and impact and be more efficient in promoting activities to young carers via mail shots.</p>
What new activities will take place because of this project?	<p>The new software will enable existing client registrations and records to continue as they are currently. It will also be capable of analysing in greater detail the impact of our work, improve our reporting and more easily set up mail outs to young carers and others. It is cloud based software so will enable secure flexible working.</p>

Oxfordshire Play Association	Ref	VNHB18-19\21
South Abingdon Saturdads		

Total project cost	£9,966		
Eligible project costs	£6,102		
Amount requested	£4,983	Percentage of total cost requested:	50.00%
Amended request on %	£3,051		
Organisation's contribution	£883	Organisation's latest bank balance	£123,448
Other funding	£4,983	Of which £4,983 is secured in grants from:	Rotary Club of Abingdon Vesper
Including a parish/town council contribution of	£ 0		

Previous grants

FE17-18\51 Dalton Barracks Play Day £500

FE17-18\44 Faringdon Play Day £500

F16-17\43 South Abingdon Play Day £500

Scoring

New facilities or activities The project is for one-off revenue funding to offer a new free play scheme for male parents/carers and their children that hasn't been available since the South Abingdon Children's Centre closed in 2015. As it will provide a new activity for the community it can score 2 points in this area, however as it's funding for a year it may not be available at the end of the 12 month period.	Score	2/3
Community benefit As the primary beneficiaries for this project will be a single interest group - parents/carers this score has been limited to one point.	Score	1/3
Funding the project All of the other funding for this project is now in place which would normally allow them to score 3 points in this area, however officers have limited their score to 2 points as the grant offer letter from Rotary Club of Abingdon Vesper says they would be happy to underwrite the remaining costs for the project. Therefore in line with the scoring criteria 1 point has been deducted as they appear to be able to fund the project without support from this scheme.	Score	2/3
New Homes in parish(es) Abingdon has seen 28.99% of the additional homes in the committees area, allowing them to receive two points.	Score	2/3
Consultation The applicant consulted the South Abingdon Childrens Centre (prior to its closure) and with Action For Children who had previously run a similar project up until 2015.		
VOWHDC Equalities Officer Comment: In line with the requirements of the Equality Act 2010 below Oxfordshire Play Association would need to be able to justify that they are providing Saturdads as a proportionate means of achieving a legitimate aim and that condition b (below) or similar reasoning is relevant. They would also need to ensure that they treat a transsexual service user according to the gender role in which they present. The Equality Act 2010 code of practice for services states the following relating to single sex services: 13.54 The Act provides that the prohibition of sex discrimination does not apply where services are provided exclusively to one sex, as long as to do so is a proportionate means of achieving a legitimate aim, and at least one of the conditions set out below applies (please see relevant condition): b) Where the service is also provided jointly for both sexes, an additional service exclusively for one sex will be lawful if the joint provision would not be sufficiently effective. Example: A new fathers' support group is provided by a health authority as there is insufficient attendance by men at the new parents' support group.		
Project completion within timeframe		

The project will run for 12 months, 26 sessions running every other week.

Financial and project management plans

They have attached a basic project management plan, and have secured funding for the first year of the project however it is not clear from these plans how or if they would fund future years. The organisation has a significant bank balance of £123,448 however most of this is reserved for current commitments.

OFFICER COMMENTS AND RECOMMENDED CONDITIONS	Total score	7/12
	Suggested grant	37.50% of the total cost, capped to £2,288 (based on eligible costs of £6,102)

Applicant responses

Details of the project	<p>The South Abingdon Saturdays project will offer FREE, fortnightly sessions from 10am until Midday on a Saturday morning at Preston Road Community Centre and within its first year will deliver 26 sessions.</p> <p>The project will be staffed by 2 OPA Playworkers who will offer fun and positive Play opportunities within a Safe and Supportive environment at the heart of the South Abingdon Community.</p> <p>The sessions will increase Childrens opportunities to Play whilst promoting Positive Activities and Behaviours, Increased Levels of Physical Activity and Healthy Lifestyles.</p> <p>Session Themes will include Den Making, Sports Tasters, Parachute Games, Risky Play and Creative Arts</p>
Financial statement from the organisation	<p>£21,000 is allocated as Unrestricted, Designated Funds</p> <p>The remaining balance is Restricted Funding for current and future project work.</p>
Statement about town/parish support	<p>Abingdon Town Council have already awarded OPA funding for alternative projects in this financial year</p> <p>We will be approaching them for continuation funding in future years</p>
Community benefit	
Who will benefit from your project?	<p>The project will benefit male parents / carers and their Children.</p> <p>The project will be based at Preston Road Community Centre and as such we expect the majority of Service users to be from the Caldecott Ward in South Abingdon.</p> <p>However there will not be an exclusion for those outside of the area. We will record the postcode of Service users to record where our beneficiaries live which will inform future delivery..</p>
How did you identify a need in the community for your project or service?	<p>The Saturdays project delivered by South Abingdon Childrens Centre was considered an important service before it closed down and we have previously discussed the positive project outcomes with Action For Children who delivered the service previously up until 2015</p> <p>As the only area in Oxfordshire appearing in the bottom 20% of areas when using the Indices of Multiple Deprivation (Outside Oxford City and Banbury) this project will help the local Community in a positive way</p>
What sustainable and/or energy saving measures does your project include or offer?	<p>Our project will promote Upcycling and Recycling as part of its planned session activities</p>
Consultation	
What consultation have you carried out with the community or professional advisors?	<p>We spoke to Action For Children before South Abingdon Childrens Centre closed down and they stressed how important positive engagement with male parents / carers was in the local area.</p> <p>We have also consulted with The Abingdon Vineyard Church who deliver other projects and services from Preston Road Community Centre and they advise that this project would be very beneficial with other services attended almost exclusively by female parents / carers</p>
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	<p>This project will provide the only Free, Open Access provision in South Abingdon for Male Parent and Carers and their Children.</p> <p>No such activity like this has been offered since South Abingdon Childrens Centre closed in 2015 and is not a project currently offered by Abingdon Carousel or any other local provider.</p> <p>There is clear Research and Evidence available that shows the benefit to Children & Young People of a positive male role model</p>
What new activities will take place because of this project?	<p>This project will be a new addition to our portfolio of projects and will allow us to expand our capacity and our delivery within South Abingdon.</p> <p>The project will be a new addition to the services currently available in the South Abingdon area and will be offered FREE of charge to Service Users to ensure an Inclusion for ALL.</p> <p>There will be NO restrictions on attendance other than being a male parent / carer</p>

Abingdon Squash and Racketball Club	Ref	VNHB18-19\39
New clubroom furniture		

Total project cost	£5,995		
Amount requested	£2,997	Percentage of total cost requested:	49.99%
Organisation's contribution	£2,998	Organisation's latest bank balance	£20,000
Other funding	£0		
Including a parish/town council contribution of	£ 0		

Previous grants

None

Scoring

New facilities or activities The project will improve the existing facilities at the club on a relatively small scale instead of enabling new activities to take place so this limits the score to one point.	Score	1/3
Community benefit The project will benefit a single sport/group (members of the club), which limits the score to one point.	Score	1/3
Funding the project The club is contributing the rest of the funds from their reserves, and do not appear to be able to contribute more towards this project. As they have all the other funding in place they can receive three points in this area.	Score	3/3
New Homes in parish(es) Abingdon has seen 28.99% of the additional homes in the committee's area, allowing them to receive two points.	Score	2/3
Consultation They have letters of support from their Landlord (Abingdon and Witney College) and England Squash and our active communities team supports this application.		
VOWHDC Participation Officer Comment: I can confirm that "Squash" is a recognised Sport England activity and this particular organisation is named in our Leisure Study as a squash provider (Leisure and Sports facility Study 2013 – 2031 November 2014.). Paragraph 618 of our study sets out our support for organisations other than ourselves to provide these facilities to meet demand. We also note the response from Squash England in support for this project. We would therefore support this grant application on the basis that this money will contribute to the facility and viability of the club.		
VOWHDC Equalities Officer Comment: I support this application. The furniture chosen provides a good range of seating with and without arms and different heights.		
Project completion within timeframe Their planned purchase dates in May 2019 work within the timings for this scheme.		
Financial and project management plans The club has recently completed an extension to their building which has taken up a large amount of their reserves, which means the club is not in a position to fund this work without some grant support.		
OFFICER COMMENTS AND RECOMMENDED CONDITIONS	Total score	7/12
	Suggested grant	37.50% of the total cost, capped to £2,248

Applicant responses

Details of the project	We are reaching the end of a substantial extension project to our non-profit taking Community Amateur Sports Club. The extension has cost in excess of £165k and half of this has been generated through loans from our members which the club plans to pay back over the next 5-10 years. We are now running out of funds for the project and we are looking for funding help in order to re-furnish and modernise our new clubroom. There are a few things that need doing, but we have decided clubroom furniture is the priority and what we just about afford.
Financial statement from the organisation	There are no issues with contributing £2,998 from club funds for the project. This expenditure was approved at the January 2019 club committee meeting. The club is well established (over 45 years) and has sound financial management. We have a commitment to repay the loans to our members and help with this project will assist us in honouring this commitment.
Statement about town/parish support	No. We have been involved in a previous application for the Capital Grants scheme which was deferred. Since the Capital Grants scheme is no longer open, we look to apply for help from the New Homes Bonus scheme.
Community benefit	
Who will benefit from your project?	We host many Oxfordshire Squash Rackets Association events at Abingdon as we are one of the leading clubs in Southern England. All age groups from under 9 to over 55 are catered for. We employ a professional coach who organises coaching sessions for the local schools and we have a thriving junior section with over 60 active members. All of the participants who attend the club and our members will benefit from the project.
How did you identify a need in the community for your project or service?	We have letters of support for our project from the VoWH Council, England Squash the sports national governing body and our landlords the Abingdon & Witney College.
What sustainable and/or energy saving measures does your project include or offer?	We have installed a new modern central heating boiler as part of the project which should help improve efficiency. We have also fitted energy efficient LED lighting throughout the building extension.
Consultation	
What consultation have you carried out with the community or professional advisors?	No consultation with professionals has taken place, all aspects of the project have been discussed and minuted at internal development committee meetings. There are other things needed to enable us to fully complete the extension but we do not have the funds available at the moment. We have prioritised on the clubroom furniture as this will provide the biggest benefit to those people who use the facility.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	New modern furniture to complement our new clubroom. This will have a positive impact and provide a huge improvement to the club. All members and visitors will benefit from this improvement and prospective new members will be encouraged to join the club. We have up to 20 people sitting down for a post match meal following team matches two or three times a week the new furniture will provide a more enjoyable environment.
What new activities will take place because of this project?	With a completed clubroom we would be in a position to advertise for social events to be held at the club. We let our members hire the clubroom for free, we only ask that they pay for any catering and bar staff wages for any event. At present the clubroom has the old furniture which is desperately in need of replacement and so not really suitable for a function.

SCORING AND AWARD MATRICES

OVERALL SCORE	PRIORITY LEVEL	AWARDS all awards are subject to the available budget. High priorities are awarded before considering the medium priority projects.
9-12 points	High priority	Award as requested, up to 50 per cent of the total cost (budget permitting) unless there are other reasons identified to limit the grant
5-8 points	Medium priority	Only award if there is budget available after the high priorities have been decided. Medium priorities can only receive up to 75% of the requested amount.
0-4 points	Low priority	No funding awarded

Scoring for New facilities/activities

Points	Criteria to score	Examples
Page 18	The project doesn't allow any activities to take place or provide a facility for the community's use.	A decorative village sign doesn't allow any community activities to take place or give the community a facility to use.
1	The project replaces existing facilities or allows existing activities to continue or The project moderately improves a minor community facility or activity.	It replaces furniture in the village hall with like-for-like replacements. Replacing existing park benches with longer-lasting ones.
2	The project moderately improves or extends a substantial community facility or activity or The project significantly improves or extends a minor community facility or activity or The project provides a new minor facility or activity for the community.	Replacing the chairs in the village hall with more comfortable ones or improve a play area to cater for more ages. Buying replacement boats for a small canoeing club. Installing three new noticeboards in the village.
3	The project will provide substantial new facilities or activities to the community or The project significantly improves a substantial community facility.	Creating a brand-new play area where there wasn't one already. Adding a large extension to a village hall.
Deductions	Deduct one point if the project reduces the activities/facilities on offer. Deduct two points if the project removes a community facility or stops activities taking place without replacing them.	Like a project to overhaul and landscape a car park that reduces the number of parking spaces. Demolishing an old skatepark without replacing it with anything.

Scoring for Community Benefit

Points	Criteria to score	Example
0	The project offers little or no direct benefit to the community.	A decorative sign or boundary wall with no other purpose
1	A single sport or special interest group, like an art group, will benefit. However, if a sport club wanted to upgrade their pavilion and other groups frequently use it as well, it can score more.	A project to buy cricket pitch covers, IT equipment for a photography club or landscaping a nursery's garden is only benefiting their members/users.
2	Two or more specific groups will benefit. The project will have a significant impact on the health or wellbeing of one group	A football club is upgrading its changing room, which a hockey club also use Specialist equipment for a centre working with severely disabled people.
3	The project will provide a facility that's open/available to anyone to access, (not just members) Limit the maximum score for projects on sites owned by religious organisations to two points, as they can limit who can access them under special rules in the Equalities Act.	Play areas, community building or recreation ground. (e.g. a church hall or Islamic centre)
Deductions	Deduct at least one point if the project will reduce (two points if it totally removes) an existing benefit to the community without replacing it. Remove one point if there are concerns over the ownership/lease of the property.	Replacing a recreation ground with tennis courts for a member's club (open community benefit is reduced as only tennis members will benefit going forward). Like the term of their lease is too short or their ownership evidence is unreliable.

Scoring for Funding the project

Points	Financial overview
0	<p>They don't have a plan of how they'll fund the rest of the project and haven't secured any other funding yet.</p> <p>They haven't given details of how they'll fund the ongoing maintenance and eventual replacements.</p>
1	<p>They've got a funding plan, but haven't applied for all of it yet or</p> <p>They've applied for all the other funding needed but have secured less than 50 per cent so far.</p> <p>They've budgeted for the ongoing maintenance but don't say how they'll fund eventual replacements in the future (if applicable).</p>
2	<p>They've applied for all the funding needed and have already secured over 50 per cent of the balance.</p> <p>They've budgeted for the ongoing costs and have a general idea how they'll fund replacements eventually (if applicable)</p>
3	<p>They've secured all the other funding needed for the project already (including if they're funding the rest themselves) or</p> <p>The organisations has requested 100 per cent of the cost and have provided evidence that they've lost a funder, can't raise money themselves (e.g. via precept) and can't apply for other grants/funding.</p> <p>They've budgeted for the ongoing costs and have a fund/account/pot saving for the replacements in due course.</p>
Deductions	Remove one point if the organisation's finances suggest they could contribute towards the cost but aren't, remove two points if they can afford the whole project without any funding.

Other potential deductions/considerations:

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

Scoring for New homes in parish

Points	Percentage of area's total new homes in the parish the project takes place in
0	Less than 1 % of growth
1	1-10 % of growth
2	11-50 % of growth
3	51 or more % of growth

Appendix two – percentage of the area's total new homes by parish

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

New Homes Bonus (NHB) Grant Policy (revised March 2017)



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 and will benefit the community for at least five or ten years (five years for grants up to £10,000, ten years for grants over £10,000). We are particularly keen to help projects 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 won't fund work/projects we have already funded within recent years (five years for grants up to £10,000, ten years for grants over £10,000).

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 community services can make an exception.

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

We will only consider applications for projects we have previously turned down if officers are satisfied the issues that prevented us funding them have been resolved (including if there was insufficient budget to fund their project).

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 community services (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 relevant committee's budget for each round of applications, which we'll publish on the council's website before and after each round of awards.

If an applicant applies for the same project to this scheme and the capital grants scheme and it scored enough to receive funding, we will only fund it from one scheme or 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 usually advertise the provisional opening and closing dates each November and will confirm them after the annual budget-setting meeting.

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

Where possible we will avoid opening for applications over school holidays.

Scheme eligibility criteria

All applicants must provide the following within their application form:

- 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. For one-off revenue costs, like new staff costs or start-up running costs organisations must provide market comparison research to the costs are reasonable.
- two year's annual accounts (audited if appropriate). For new organisations we will require their working budget, income and expenditure to date and a forward financial plan for at least three years.
- their signed constitution or Memorandum and Articles of Association (except parish or town councils). Organisations that are governed by a central body, like churches, should provide a statement signed by an appropriate officer/trustee confirming this and provide a link to an online version of the central governance document.
- the anticipated start and end dates for the project that are within the remit of this policy
- all the necessary consents such as planning permission, listed building consent, landlord consents, licenses etc their last two years' accounts or, for new organisations, their working budget, income and expenditure to date and financial forecast
- a project plan including ongoing maintenance arrangements that is relative to the size of their project
- copies of their Land Registry title documents confirming ownership or tenure (lease). If they have a lease they must also provide a copy of this and have at least ten years remaining on the term. (This requirement does not apply to grants under £25,000 towards portable equipment that could move to another location easily)

The head of community services can decide to accept an application that does not meet the above criteria, but only if we have received clear and justifiable reasons and exception is appropriate from the applicant.

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 complete within 36 months.

If there are any unexpected delays to the project, applicants can request one extension of up to 12 months, giving clear and justifiable reasons for the delay in writing. The head of community services will then decide whether to grant an extension or not. We must receive these requests at least one month before the end of the original grant term.

We'll usually 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 overall 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

Applications will be considered by the area committee the applicant chooses on their application form. If they choose more than one committee the request amount will usually be shared equally between the committees.

An area committee can decide to dispense with their planned meeting for any round of funding for this scheme and allow the head of community services to make the award decisions in consultation with the committee chairman if:

- They have received three or less applications
- The combined total of all requests is £10,000 or less and
- The total of the requests does not exceed their available budget.

The decision to dispense with a meeting must be made before the officer evaluations and scores are published.

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 the maximum amount the project can receive, as per the matrix in appendix two.

The committee can recommend not funding or limiting an award regardless of score if they:

- have serious concerns around the management of the project now and in the future.
- are satisfied the applicant has sufficient unrestricted reserves (or other funding sourced) 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 relevant cabinet member makes awards for more than a score allows. The cabinet member's decision on whether to approve this request is final. If not approved their award would revert to the maximum usually permitted for their score in the scoring matrix.

Once a committee has voted and agreed final scores and award amounts* they cannot be amended.

*Award amounts will be a percentage of the total cost, capped to a maximum value.

Any decisions to award an organisation over £25,000 during any given in any given round of funding are considered key decisions and will be subject to the council's call-in procedure. This includes the cumulative total of awards from all three committees to a single organisation.

Head of Community Services

The head of community services 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
- to agree to the amendment or removal of any grant conditions
- 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.

Relevant cabinet member

The relevant cabinet member will decide:

- any requests from the committee to award more than the application's 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 awarded less than £10,000 must formally accept the grant offer and agree to meet any conditions by completing and returning a grant acceptance form.
- Organisations awarded £10,000 or more must enter into a legal grant agreement with the council. If awarded more than £25,000 they must also register a charge or restriction on their Land Registry title. (the council will dictate whether a charge or restriction is required)
- Organisations must provide evidence that they've spent the grant on the project it was awarded for with their mid-way (if relevant) and final claims
- 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 and complete within 36 months of the award date, unless we give an extension to the term.
- Organisations must consult the grants team before making any significant changes to the project, to ensure they will not affect our grant offer. For the avoidance of doubt the grant is non-transferrable. If the decision is made not to go ahead with the project funded the grant cannot be used for a different project.
- 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 community services has delegated authority to remove any agreed grant conditions following a written request from the applicant, if they feel it is justified.

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 unless expressly agreed as an exception at the time of award.
- In exceptional cases like property purchases, we may make a single upfront payment, which officers will recommend as part of their evaluation.

- We will pay grants of up to £10,000 in two stages, 50 per cent of the maximum amount on receipt of the signed acceptance form and confirmation all other funding is secure.

The balance will be released following receipt and satisfactory review of their final claim form. This will include copies of all invoices/receipts for the expenditure and potentially other ad hoc documents are required in their grant conditions.

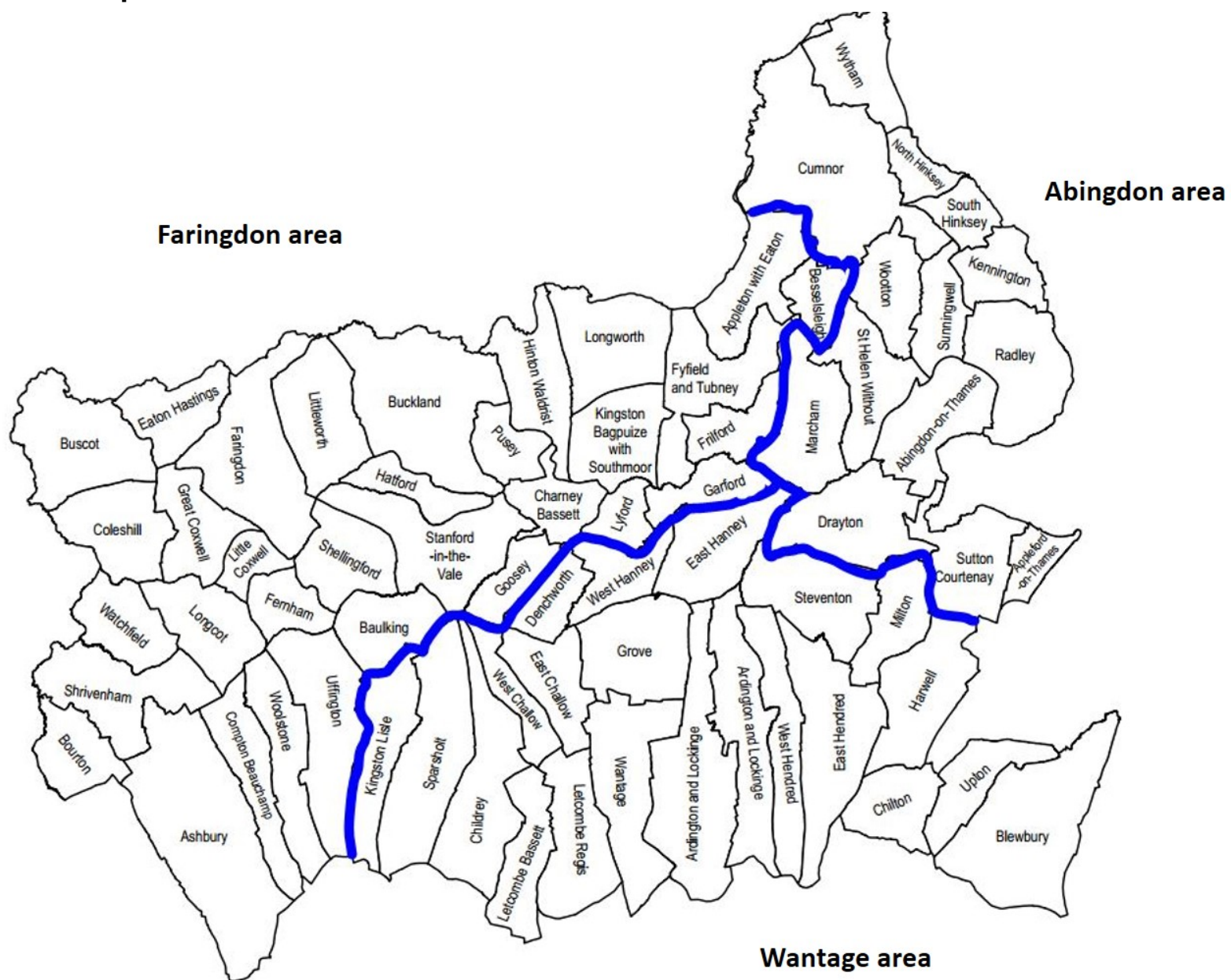
- Grants of £10,000 or more will be paid in three stages, 33 per cent upon completion of the grant agreement, restriction/charge (if required) and confirmation all other funding is in place.

A mid-way payment of a further 33 per cent will be released following submission and satisfactory review of an online claim form.

The final balance will be released at the end of the project, after receipt and satisfactory review of a final claim form and site visit.

- If the final cost is less than that given in their application we'll reduce our final payment accordingly so the total paid is no more than the awarded percentage. and, if necessary, request back some of the first payment (the minimum amount for us to request repayment is £500).

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Scoring and award matrices

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

New homes score

Points	Percentage of area's total new homes in the parish the project takes place in
0	Less than 1 % of growth
1	1-10 % of growth
2	11-50 % of growth
3	51 or more % of growth

Extra facilities/activities

Points	Criteria to score	Examples
0	The project doesn't allow any activities to take place or provide a facility for the community's use.	A decorative village sign doesn't allow any community activities to take place or give the community a facility to use.
1	The project replaces existing facilities or allows existing activities to continue. or The project moderately improves a minor community facility or activity.	It replaces furniture in the village hall with like-for-like replacements. Replacing existing park benches with longer-lasting ones.
2	The project moderately improves or extends a substantial community facility or activity. or The project significantly improves or extends a minor community facility or activity. or The project provides a new minor facility or activity for the community.	Replacing the chairs in the village hall with more comfortable ones or improve a play area to cater for more ages. Buying replacement boats for a small canoeing club. Installing three new noticeboards in the village.
3	The project will provide substantial new facilities or activities to the community. or The project significantly improves a substantial community facility.	Creating a brand-new play area where there wasn't one already. Adding a large extension to a village hall.
Deductions	Deduct one point if the project reduces the activities/facilities on offer. Deduct two points if the project removes a community facility or stops activities taking place without replacing them.	Like a project to overhaul and landscape a car park that reduces the number of parking spaces. Demolishing an old skatepark without replacing it with anything.

Community Benefit

Points	Criteria to score	Example
0	The project offers little or no direct benefit to the community.	A decorative sign or boundary wall with no other purpose
1	A single sport or special interest group, like an art group, will benefit. However, if a sport club wanted to upgrade their pavilion and other groups frequently use it as well, it can score more.	A project to buy cricket pitch covers, IT equipment for a photography club or landscaping a nursery's garden is only benefiting their members/users.
2	Two or more specific groups will benefit. The project will have a significant impact on the health or wellbeing of one group	A football club is upgrading its changing room, which a hockey club also use Specialist equipment for a centre working with severely disabled people.
3	The project will provide a facility that's open/available to anyone to access, (not just members) Limit the maximum score for projects on sites owned by religious organisations to two points, as they can limit who can access them under special rules in the Equalities Act.	Play areas, community building or recreation ground. (e.g. a church hall or Islamic centre)
Deductions	Deduct at least one point if the project will reduce (two points if it totally removes) an existing benefit to the community without replacing it. Remove one point if there are concerns over the ownership/lease of the property.	Replacing a recreation ground with tennis courts for a member's club (open community benefit is reduced as only tennis members will benefit going forward). Like the term of their lease is too short or their ownership evidence is unreliable.

Finance

Points	Financial overview
0	<p>They don't have a plan of how they'll fund the rest of the project and haven't secured any other funding yet.</p> <p>They haven't given details of how they'll fund the ongoing maintenance and eventual replacements.</p>
1	<p>They've got a funding plan, but haven't applied for all of it yet.</p> <p>or</p> <p>They've applied for all the other funding needed, but have secured less than 50 per cent so far.</p> <p>They've budgeted for the ongoing maintenance but don't say how they'll fund eventual replacements in the future (if applicable).</p>
2	<p>They've applied for all the funding needed and have already secured over 50 per cent of the balance.</p> <p>They've budgeted for the ongoing costs and have a general idea how they'll fund replacements eventually (if applicable)</p>
3	<p>They've secured all the other funding needed for the project already (including if they're funding the rest themselves).</p> <p>or</p> <p>The organisation has requested 100 per cent of the cost and have provided evidence that they've lost a funder, can't raise money themselves (e.g. via precept) and can't apply for other grants/funding.</p> <p>They've budgeted for the ongoing costs and have a fund/account/pot saving for the replacements in due course.</p>
Deductions	Remove one point if the organisation's finances suggest they could contribute towards the cost but aren't, remove two points if they can afford the whole project without any funding.

Other potential deductions/considerations:

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

- The community don't support the project or would prefer a different solution.