

# Agenda



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A meeting of the

## Wantage Area Committee

will be held on Tuesday, 12 March 2019 at 6.30pm  
at 135 Eastern Avenue, Milton Park, OX14 4SB

### Members of the Committee:

#### Councillors

StJohn Dickson (Chairman)  
Ben Mabbett (Vice-Chairman)  
Matthew Barber  
Yvonne Constance  
Charlotte Dickson  
Jenny Hannaby

Chris McCarthy  
Mike Murray  
Julia Reynolds  
Janet Shelley  
Reg Waite

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A handwritten signature in cursive script, appearing to read 'M Reed'.

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 - 5)

To adopt and sign as a correct record the Wantage Area Committee minutes of the meeting held on 16 July 2018.

#### 3. Declarations of interest

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

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

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

#### 5. 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 6 - 40)

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

## Wantage Area Committee

held on Monday, 16 July 2018 at 6.30 pm  
at The Beacon, Portway, Wantage, OX12 9BX

Open to the Public, including the Press

### Present:

Members: Councillors St John Dickson (Chairman), Ben Mabbett (Vice-Chairman), Yvonne Constance, Charlotte Dickson and Reg Waite

Officers: Laura Billington, Carole Cumming and Ron Schrieber

### Wa.1 Apologies for absence

Apologies were received from Councillors Matthew Barber, Chris McCarthy, Julia Reynolds and Janet Shelley.

### Wa.2 Minutes

**RESOLVED:** to approve the minutes of the meeting held on 12 March 2018 as a correct record and agree that the Chairman signs them as such.

### Wa.3 Declarations of interest

Councillor Ben Mabbett declared that he was a member of Grove Parish Church but had had no involvement in its grant application.

### Wa.4 Urgent business and chairman's announcements

None.

### Wa.5 Public participation

Speakers representing the applicants were present for the two applications. They also had the opportunity to respond to questions of clarification from the committee.

## **Wa.6 Capital and New Homes Bonus (NHB) Grants 2017/18 - Round One**

### **Grove Parish Church**

The officer introduced the application by Grove Parish Church for a New Homes Bonus grant of £9,990 towards the installation of toilets in the main church hall. Officers had recommended that any grant awarded should be conditional upon agreement from the applicants that:

- they consider the equality and sustainability feedback contained within the officer's report and implement any suggestions where possible.

Trevor Dodd spoke in support of the application and answered questions from the committee. He provided an update on the financing of the project and reported that the congregation had raised significant sums and that the church had secured a grant from the Parish Council.

### **RESOLVED: to**

1. increase the officer's recommended score of 1 point for funding to 2, in view of the additional information provided, making a total of 9 points out of a possible 12.
2. award Grove Parish Council up to 27.54 per cent (capped to £9,990) of the total cost to install toilets in the main church hall. This grant was subject to the condition listed above.

### **Steventon Sports and Social Club**

The officer introduced the application by Steventon Sports and Social Club for a New Homes Bonus grant of £20,272 towards the installation of a disabled toilet and the refurbishment of the bar/clubroom. Officers had recommended that any grant awarded should be conditional upon agreement from the applicants that:

- work cannot start until the council's grant agreement is complete and they have fully secured all the funding needed for the whole project.
- they implement any suggestions from the equality and sustainability officers where physically possible.
- they amend clause 36 of their constitution (dissolution clause) so that, in the event the club folds, any surplus funds are distributed to one or more local not-for profit organisations, rather than to individual members.
- if awarded more than £15,000, the council will have access to up to 30 hours free use per year for a minimum of 5 years.

Dr Chris Wilding, Paul Flint and Mark Dendy spoke in support of the application and answered questions from the committee. With regard to funding they reported that the club had contributed £6,000 towards the project and that they had been assured that their S106 funding had been agreed, but did not know when the money would be released.

With regards to the suggested amendment to the dissolution clause, they reported that, as the land occupied by the club was owned by the Parish, should the club fold there was no possibility of the building been sold for the benefit of individual members.

**RESOLVED:** to

1. increase the officer's recommended score of 0 points for funding to 3, in view of the additional information provided, making a total of 9 points out of a possible 9.
2. award Steventon Sports and Social Club up to 37.37 per cent (capped to £20,272) of the total cost to install a disabled toilet and refurbish the bar/clubroom. This grant was subject to the first, second and fourth conditions listed above, the third being considered unnecessary.

The meeting closed at 7.20 pm

# Wantage Area Committee



Report of Head of Community Services  
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To: Wantage area committee  
DATE: 12 March 2019

REPORT NO:

## New Homes Bonus Grants (round two) 2018/19

### Recommendation

- (a) that the Wantage area committee considers the six eligible applications for New Homes Bonus grants and makes awards in line with the approved policy (March 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 its New Homes Bonus grant scheme for applications between 2 January 2019 and 28 January 2019 and received six applications.
4. All six applications met the eligibility criteria for the scheme. The requests for funding total £10,025 against a committee budget of £24,323.
5. Officers have evaluated each application against the scoring criteria agreed in the policy and set out in pages 17-20 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 homes 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, of which the Wantage area committee was allocated 54.585 per cent (£54,585). During an earlier round of funding the committee awarded £30,262 to two projects, leaving a budget of £24,323 available for this round of funding.
8. Any budget remaining after this round of awards will be returned to the council's general reserves as per the approved 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 scheme's policy.

### **Risks**

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

### **Conclusion**

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

### **Background papers**

The council's NHB grant policy.

## Appendix one - Wantage Area 2018-19 NHB grants (round two) officer evaluation report

Ref no.	Organisation	Scheme	Scheme cost	Amount requested	% of cost requested	Suggested score	Priority level	Suggested award
VNHB18-19\43	Be Free Young Carers	Client Management Software Replacement	£5,714	£900	15.75%	8	Medium priority	11.81% of the total cost, capped to <b>£675</b>
VNHB18-19\50	Harwell Village CIO	Refurbishment of Cherry Hall Floor, Harwell Village Hall	£6,648	£3,300	49.64%	8	Medium priority	37.23% of the total cost, capped to <b>£2,475</b>
VNHB18-19\56	Wantage Summer Arts Festival	Promotional Aspects for Wantage Summer Arts Festival 2019	£2,090	£1,045	50.00%	8	Medium priority	<b>£0</b>
VNHB18-19\65	Betjeman Millennium Park	Additional New Seating	£2,940	£1,470	50.00%	8	Medium priority	37.49% of the total cost, capped to <b>£1,102</b>
VNHB18-19\19	Letcombe Brook Project	New website for the Letcombe Brook Project	£2,030	£1,015	50.00%	7	Medium priority	37.49% of the total cost, capped to <b>£761</b>
VNHB18-19\64	Wantage Girlguiding District	Guide Hall Improvements	£4,590	£2,295	50.00%	7	Medium priority	37.49% of the total cost, capped to <b>£1,721</b>
			<b>Total</b>	<b>£10,025</b>			<b>Total suggested Budget</b>	<b>£ 6,734</b>
								<b>£ 24,323</b>
								<b>£ 17,589</b>



<b>Be Free Young Carers</b>	<b>Ref</b> VNHB18-19\43
Client Management Software Replacement	

<b>Total project cost</b>	£5,714		
<b>Amount requested</b>	£900 from each area committee (£2,700 total)	<b>Percentage of total cost requested:</b>	15.75% (47.25% in total)
<b>Organisation's contribution</b>	£3,014	<b>Organisation's latest bank balance</b>	£47,313
<b>Other funding</b>	£1,800 requested from the other area committees.		

### Previous grants

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

### Scoring

<p><b>New facilities or activities</b>  The project will enable the applicants to continue to register and record interactions with young carers. It will not enable any new activities to take place, therefore the score has been limited to one point.</p>	<b>Score</b>	1/3
<p><b>Community benefit</b>  The primary beneficiaries of this project will be both the staff/volunteers at the organisation and the young carers that use their service. This allows them to score two points in this area.</p>	<b>Score</b>	2/3
<p><b>Funding the project</b>  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.</p>	<b>Score</b>	2/3
<p><b>New Homes in parish(es)</b>  The organisation operates throughout the district and is therefore able to score maximum points in this area.</p>	<b>Score</b>	3/3
<p><b>Consultation</b>  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.</p> <p><b>Project completion within timeframe</b>  The project is relatively short term, and will fit within the requirements of the scheme.</p> <p><b>Financial and project management plans</b>  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.</p>		
<b>OFFICER COMMENTS AND RECOMMENDED CONDITIONS</b>	<b>Total score</b>	<b>8/12</b>
	<b>Suggested grant</b>	<b>11.81% of the total cost, capped to £675</b>

## Applicant responses

<b>Details of the project</b>	<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>
<b>Financial statement from the organisation</b>	<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>
<b>Statement about town/parish support</b>	<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>
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	<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>
<b>How did you identify a need in the community for your project or service?</b>	<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>
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	<p>The laptop will be more energy efficient than older machines currently in use.</p>
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	<p>Laptop supplier was asked to put forward the most energy efficient suitable machine for the purpose. Please see quotation for details.</p>
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	<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>
<b>What new activities will take place because of this project?</b>	<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>

<b>Harwell Village CIO</b>	<b>Ref</b>	<b>VNHB18-19\50</b>
Refurbishment of Cherry Hall Floor, Harwell Village Hall		

<b>Total project cost</b>	£6,648		
<b>Amount requested</b>	£3,300	<b>Percentage of total cost requested:</b>	49.64%
<b>Organisation's contribution</b>	£3,348	<b>Organisation's latest bank balance</b>	£47,298
<b>Other funding</b>			
Including a parish/town council contribution of	£ 0		

### Previous grants

VCap17-18/54 Portable staging, backdrop & wing flats £3,300

VCap17-18/17 external soft landscaping £2,250

NHBSE\3 Demolition and new build £15,000

Capital 2014-15 (SE) : CCGSE\1 Toilets, kitchen, windows and signage £4,110

### Scoring

<b>New facilities or activities</b> The project is for replacement flooring in the village hall, which will allow existing activities to continue and can therefore score one point in this area.	<b>Score</b>	1/3
<b>Community benefit</b> Multiple groups including childrens' groups, dance groups, and exercise groups use the hall on a regular basis. Due to this varied community use the project has been able to score the maximum three points.	<b>Score</b>	3/3
<b>Funding the project</b> The organisation is funding the rest of the project themselves, however they appear to have sufficient reserves (excluding those needed to meet the mortgage condition explained in their application) to fund the project in full themselves. Having all the funding in place for the project would allow them to score three points in this area, however two points have been deducted in line with the policy as they do not appear to need funding for this project.	<b>Score</b>	1/3
<b>New Homes in parish(es)</b> Harwell has seen 54.20% of the additional homes in the committee's area, which allows them to score the maximum three points.	<b>Score</b>	3/3
<b>Consultation</b> The organisation has previously been advised that the floor in the 'Cherry Hall' is in need of attention, but it did not have the budget to include this work in its earlier project.		
<b>Project completion within timeframe</b> The project is expected to complete within a two week time period so meets the timings for this grant scheme.		
<b>Financial and project management plans</b> The new vinyl wood strip covering will extend the floor's life for 15 to 20 years and the organisation intends to start a sinking fund from which they will eventually replace the underlying floor. From the financial information they have provided it would appear that the organisation could afford to fund this project in full.		
<b>OFFICER COMMENTS AND RECOMMENDED CONDITIONS</b>	<b>Total score</b>	<b>8/12</b>
In line with the policy the committee can decide not to award a grant, regardless of the score if it thinks the project is achievable without funding from the council.	<b>Suggested grant</b>	<b>37.23% of the total cost, capped to £2,475</b>

## Applicant responses

<b>Details of the project</b>	The wood strip floor, in the Cherry Hall has been in place since the 1960's and has been sanded and polished several times. It is showing signs of wear and we have been advised that the wood strips are nearing the end of their life. There is no evidence that the supporting beams are unsound and of the two options which are either to lay a vinyl floor over the existing sprung floor, or to replace the floor completely, the trustees have opted for the former as this will give a life of 10 - 15 years without undue disruption.
<b>Financial statement from the organisation</b>	Please note that we have a 25 year mortgage of £120,000. A condition of that mortgage is that we have to retain a reserve of approx 6 months income (>£20K). This amount is kept in the second bank account. One option under review by the trustees is to repay some of the outstanding mortgage amount, hence reducing the size of our current account balance.
<b>Statement about town/parish support</b>	Harwell Parish Council was very helpful in supporting our original new-build and refurbishment project but does not have funding available for grants and have, therefore, not been approached.
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	More than 30 groups use the halls on a weekly or a monthly basis, ranging from babies and under fours at Fun Club or Dippy Doo music, dance groups for toddlers to teens,( tap, ballet, modern and Irish dancing), exercise classes -Pilates, Zumba, Boogie Beat, Bounce Fit, Go Active Gold, Yoga, Fitness, Karate, short mat bowls, and will all benefit from the improved and safer floor covering.
<b>How did you identify a need in the community for your project or service?</b>	The need for improvement was identified both by regular checks to the fabric of the building carried out by the trustees, and from reports by users. The initially very limited areas of splitting and splintering of the wooden planks once identified were made safe by a covering of strong adhesive yellow hazard tape, but it has become necessary to limit some of the activities taking place in the hall for safety reasons.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	Not applicable
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	At the beginning of the redevelopment project, which included extensive refurbishment of the existing 'Cherry Hall', trustees were advised by the architect/project manager and surveyor of the need to replace or repair the wooden strip floor within the next few years. However, with a stretched budget and more pressing considerations such as energy saving improvements, there were insufficient funds to replace/repair of the floor. Consequently, the floor has been monitored by a local carpenter.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	Facilities will be greatly improved as a much more flexible use of the hall will be possible. The current cracking and splintering has restricted certain activities due to health and safety reasons. The vinyl covering will prevent further damage, and diverse groups like adult keep fit, children's dance and toddler groups will now be able to enjoy the benefits of the sprung floor without the hazard of splintering or concern about causing further damage.
<b>What new activities will take place because of this project?</b>	The vinyl covering will enable activities to take place that currently put too much stress on the sprung wooden floor. For example, Bounce fit, a popular form of exercise which prevents too great a stress on the body by the use of impact absorbing footwear, could be safely accommodated. and capacity increased. Likewise, tea dances which have been limited to the new hall, and for which there is growing demand, could also be accommodated.

<b>Wantage Summer Arts Festival</b>	<b>Ref</b>	VNHB18-19\56
Promotional Aspects for Wantage Summer Arts Festival 2019		

<b>Total project cost</b>	£2,090		
<b>Amount requested</b>	£1,045	<b>Percentage of total cost requested:</b>	50.00%
<b>Organisation's contribution</b>	£1,045	<b>Organisation's latest bank balance</b>	£5,533
<b>Other funding</b>	£ 0		
Including a parish/town council contribution of	£ 0		

### Previous grants

The Wantage Summer Festival has received festival grants totally £5,500 over a number of years.

### Scoring

<p><b>New facilities or activities</b> The Wantage Summer Festival has been running for many years offering a variety of cultural activities for local residents to participate in. As the festival is of a temporary nature (running over one month) it will not provide any on-going facilities or activities for the community and has therefore scored one point in this area.</p>	<b>Score</b>	1/3
<p><b>Community benefit</b> The festival is a free event that is open to the whole community and can therefore score the maximum three points in this area.</p>	<b>Score</b>	3/3
<p><b>Funding the project</b> The organisation is providing the remaining 50% of the funding for this project. Given their limited bank balance and that they have no plans to generate any income from the event it is unlikely they would be able to contribute more to the project.</p>	<b>Score</b>	3/3
<p><b>New Homes in parish(es)</b> Wantage has seen 9.40% of the additional homes in the committee's area, allowing them to receive one point.</p>	<b>Score</b>	1/3
<p><b>Consultation</b> No evidence of professional consultation was submitted as part of their application.</p> <p><b>Project completion within timeframe</b> The festival runs for one month over the summer of 2019 so meets the timings for this grant scheme.</p> <p><b>Financial and project management plans</b> The Wantage Summer Festival has been re-branded as The Wantage Summer Arts Festival and is being run by a newly constituted organisation. As a new organisation they have submitted detailed working budgets for this year and for the next two years' festivals, however these budgets do not show any savings to suggest the organisation is trying to become financially self-sufficient. In previous years the event has relied on festival grants from the Vale where the policy encourages events to become self funding by limiting the number or awards an event can receive and reducing the amount awarded to repeat applications.</p>		

**OFFICER COMMENTS AND RECOMMENDED CONDITIONS**

The current policy does not exclude applications for events/festivals however since the council introduced a scheme dedicated to funding these the Vale has not awarded a NHB grant to an organisation that is eligible for one. There may be sufficient money available in this year's budget to award this grant however it may set a precedent for future years when the demand and competition for a NHB may be greater. The organisation has applied for a festival grant, which is a more appropriate scheme than this, so officers do not recommend awarding a NHB grant for the reasons above but also to avoid the risk of double funding the event. Under the current policy the committee can decide not to fund a project if it feels it is no appropriate for the scheme.

<b>Total score</b>	<b>8/12</b>
<b>Suggested grant</b>	<b>£0</b>

## Applicant responses

<b>Details of the project</b>	<p>Wantage Summer Arts Festival is a month long series of events from the middle of June to the middle of July in Wantage and the surrounding area. It is a opportunity for all local Arts organusation to perform or demonstrate their activities to to the local population.</p> <p>We require support funding for promotional aspects of the Festival including Website design and construction, brochure design and printing.</p>
<b>Financial statement from the organisation</b>	<p>There are no existing financial commitments or expected income that will affect how much we are contributing to this project..</p> <p>Our present balance and budgeting ensure that any unforeseen circumstnces can be accomodate.</p>
<b>Statement about town/parish support</b>	I'll be approaching Wantage Town Council for other aspects of the 2019 Festival unrelated to this promotional project
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	<p>All Local Art groups and the community will benefit from the project. This will include all ages and genders.</p> <p>For example: Wantage Art Group (Nadfas), Wantage Choral Society, Wantage Silver Band, Wantage ARP (Elderly), King Alfred College and local schools, Opera Unmasked, Wantage Stage Musical, Domino Players, Jigsaw, Amegos Theatre Group Wantage Community Harmony Choir, Fitzwarren School,</p> <p>Residents of surrounding areas to Wantage will be made aware of Festival activities and events.</p>
<b>How did you identify a need in the community for your project or service?</b>	Previous experience from others has shown that a Summer Festival in Wantage has always been popular. and that the best way to inform the public is through distribution of a free brochure and website activity.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	Not really applicable to our project but we are always environmentally concious.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	Wantage Town Council have asked me and my team to take on the running the Summer Festival and recognise the need for such promotional activity. Check with Bill Falkenau, Town Clerk, Wantage)
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	The website and brochure are being specifically for the 2019 Festival and will ensure greater communication with the population of Wantage and the surrounding area.
<b>What new activities will take place because of this project?</b>	These activities will allow us to have better connection with residents of Wantage and thev surrounding area. The addition google search and other online facilities will put us in touch with local residents and particularly newcomers to the area.

<b>Betjeman Millennium Park</b>	<b>Ref</b>	VNHB18-19\65
Additional New Seating		

<b>Total project cost</b>	£2,940		
<b>Amount requested</b>	£1,470	<b>Percentage of total cost requested:</b>	50%
<b>Organisation's contribution</b>	£1,470	<b>Organisation's latest bank balance</b>	£5,271
<b>Other funding</b>	£ 0		
Including a parish/town council contribution of	£ 0		

### Previous grants

No previous funding has been awarded to this organisation

### Scoring

<b>New facilities or activities</b> The project is to install two additional picnic benches at the park, so as it will not enable any new activities to take place, it's score is limited to one point.	<b>Score</b>	1/3
<b>Community benefit</b> The project will benefit the whole community and can therefore score the maximum three points in this area.	<b>Score</b>	3/3
<b>Funding the project</b> The organisation is providing the outstanding funding for this project, and they do not appear to be able to contribute more. This has allowed them to score the maximum three points in this area.	<b>Score</b>	3/3
<b>New Homes in parish(es)</b> Wantage has seen 9.40% of the additional homes in the committees area, allowing them to receive one point.	<b>Score</b>	1/3
<b>Consultation</b> The organisation has informally consulted a volunteer with physiotherapy expertise when considering the type of seating they should install in the park and the council's Equalities Officer supports this application and provided the following comment -. I am pleased to see the applicant has chosen seating with arms, which will help people with mobility issues. <b>Project completion within timeframe</b> The project will take approximately one month to complete, so fits within the timings for this grant scheme. <b>Financial and project management plans</b> They have attached a brief but satisfactory project management plan.		
<b>OFFICER COMMENTS AND RECOMMENDED CONDITIONS</b>	<b>Total score</b>	<b>8/12</b>
	<b>Suggested grant</b>	<b>37.49%</b> of the total cost, capped to <b>£1,102</b>



## Applicant responses

<b>Details of the project</b>	<p>Betjeman Park needs more seating for visitors. Original "seating" was simply tree trunks, never entirely suitable, and now rotted away. An experiment funded by the Tanner Trust enabled trial of two alternative benches - a traditional style and a recycled plastic. The traditional bench was repeatedly vandalised and repaired but has not survived park life. The recycled plastic bench has, and we have added a second. Anchoring in the trial in concrete pads by the Volunteers was unsatisfactory; benches with arms have also been recommended by a Volunteer with physiotherapy expertise. This project addresses all these points</p>
<b>Financial statement from the organisation</b>	<p>The Park is undertaking remedial work on paths (instigated with funding from Tesco's Bags of Help scheme), in addition to anticipating normal, ongoing expenditure requirements for planting, but operates within an extremely narrow range, with funding from donations, and fund-raising [notably the Betjeman Bike-Ride]</p>
<b>Statement about town/parish support</b>	<p>No - not yet - this is the first moment of opportunity !!!</p>
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	<p>Visitors to Betjeman Park range across the demographics, from toddlers to the elderly. This project is designed, with physiotherapy advice, to have greater appeal to the elderly and infirm in the community, enabling them to sit, rest, enjoy - and then raise themselves back up more easily with the use of the arms on the bench</p>
<b>How did you identify a need in the community for your project or service?</b>	<p>Evidence and consultation is more anecdotal than linked to community plans</p>
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	<p>None - though the benches specified are of recycled plastic</p>
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	<p>Less consultation with professionals, more actual trial - of two bench types, funded by the Tanner Trust - resulting in one which survived, one not, plus a learning experience on anchoring and foundations : regrettably, following significant manual work by volunteers to excavate concrete foundations, these proved inadequate against the herculean exertions of vandals, requiring much more substantial future anchoring. A Member of the volunteer Team with expertise in physiotherapy provided guidance on armrests however</p>
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	<p>Additional seating for visitors to Betjeman Park, whose numbers will hopefully rise, with growth in the local population, the premium on local green space near to the town centre and the brook, and our endeavours to increase engagement with the community. the seating specified will suit a wider range of demographics, with arms specified to better suit the elderly or infirm</p>
<b>What new activities will take place because of this project?</b>	<p>Increased capacity for resting, enjoying the poetry sculpture work by the renowned Alec Peever, for picnics etc</p>

<b>Letcombe Brook Project</b>	<b>Ref</b>	VNHB18-19\19
New website for the Letcombe Brook Project		

<b>Total project cost</b>	£2,030		
<b>Amount requested</b>	£1,015	<b>Percentage of total cost requested:</b>	50.00%
<b>Organisation's contribution</b>	£1,015	<b>Organisation's latest bank balance</b>	£22,996
<b>Other funding</b>	£ 0		
Including a parish/town council contribution of			

### Previous grants

No community grants but the organisation has received three years of financial support, which comes to an end this year.

### Scoring

<b>New facilities or activities</b> This project is to create a new website for the organisation which will allow them to communicate with the local and wider community more effectively. As they don't currently have a web site officers consider it to be a small scale new facility/activity and therefore have awarded it two points.	<b>Score</b>	2/3
<b>Community benefit</b> The project will primarily benefit a single interest group- those with an interest in the Letcombe Brook Project allowing it to score one point in this area.	<b>Score</b>	1/3
<b>Funding the project</b> The organisation is providing the other 50% of the funding towards this project. This allows them to score the maximum three points in this area. The organisation had a bank balance of £22,996 at the time of application, which is used to support the project officer's salary costs, so it is unlikely they would be able to contribute more to the project.	<b>Score</b>	3/3
<b>New Homes in parish(es)</b> Wantage has seen 9.40% of the additional homes in the committee's area, allowing them to receive one point.	<b>Score</b>	1/3
<b>Consultation</b> The organisation has consulted informally with several stakeholders, including project partners, volunteers, landowners and potential funders, and have been advised that a website is essential for the on-going development of its organisation. They have also consulted with website builders and designers regarding the actual site itself.		
<b>Project completion within timeframe</b> The project is expected to take around two months to complete, which meets the timings for this scheme.		
<b>Financial and project management plans</b> The applicant has attached a robust project plan for the organisation as a whole, along with a plan of how they intend to continue to fundraise for the on-going support of the project.		
<b>OFFICER COMMENTS AND RECOMMENDED CONDITIONS</b>	<b>Total score</b>	<b>7/12</b>
	<b>Suggested grant</b>	<b>37.49% of the total cost, capped to £761</b>

## Applicant responses

<b>Details of the project</b>	We need to set up a website to enable the project to grow and expand into the future. A website will enable us to communicate with a wide audience, including all local residents, schools, community groups and riparian owners living in the Letcombe Brook catchment area. In this way, we will be able to provide information to the local community, attract more volunteers to our 'Friends of Letcombe Brook' group, attract more schools to engage with our environmental education package, advise riparian owners of their rights and responsibilities regarding the brook, provide opportunities for community engagement.
<b>Financial statement from the organisation</b>	We receive annual grants from 3 project partners – Wantage Town Council, Letcombe Regis Parish Council and East Hanney Parish Council. A 3 year grant from VWHDC expires at the end of March 2019 and we are awaiting confirmation of any further funding. Together, the annual amount received from project partners pays for the Project Officer's time for 75 hours each month but we have to seek additional funds for capital projects.
<b>Statement about town/parish support</b>	We applied to Wantage Town Council for funding last year but our request was refused.
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	Local residents of all ages living in the Letcombe Brook catchment area, which includes the parishes of Letcombe Regis, Letcombe Bassett, East Hanney and Wantage; local schools and school children; riparian owners; community groups. We plan to expand our work with local schools to include a school for children with special educational needs and learning disabilities based in Wantage.
<b>How did you identify a need in the community for your project or service?</b>	The Letcombe Brook project was registered as a charity in March 2017. We have consulted informally with many stakeholders since then, including our project partners, volunteers, landowners and potential funders, and all of them feel it is essential for a new charity to have a website in order to communicate its purpose and activities, attract more supporters and also project funding.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	N/A
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	We have consulted with website builders and designers and a website builder has set up a domain name for us - <a href="http://www.letcombebrook.org.uk">www.letcombebrook.org.uk</a>
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	The project will create a new website which will enable us to communicate with a huge audience, including all local residents, schools, community groups and riparian owners living in the Letcombe Brook catchment area. In this way, we will be able to involve more local adults and children in our project activities.
<b>What new activities will take place because of this project?</b>	The website will provide information to the local community and will enable more adults to take part in practical conservation volunteering tasks to look after the brook and surrounding area; more children to take part in our environmental educational activities via their schools and/or children's groups; more local people to attend project talks; riparian owners to understand their rights and responsibilities regarding the river. It will also enable us to attract more project funding.

<b>Wantage Girlguiding District</b>	<b>Ref</b>	<b>VNHB18-19\34</b>
Guide Hall Improvements		

<b>Total project cost</b>	£4,590		
<b>Amount requested</b>	£2,295	<b>Percentage of total cost requested:</b>	50.00%
<b>Organisation's contribution</b>	£2,295	<b>Organisation's latest bank balance</b>	£5,697
<b>Other funding</b>	£ 0		
Including a parish/town council contribution of	£ 0		

### Previous grants

No previous funding has been awarded to this organisation

### Scoring

<b>New facilities or activities</b> The project replaces existing facilities, the boiler and carpets in the Guide Hall, which will allow existing activities to continue. This has allowed them to score one point in this area.	<b>Score</b>	1/3
<b>Community benefit</b> The hall is currently used by a number of different groups, including Rainbows (5-7 years), Brownies (7-10 years), Guides (10-15) and Rangers (15-18) however these are all girl guiding groups, which would allow them to score one point. However as the hall has been used in the past by other organisations officers have awarded the project two points in this area.	<b>Score</b>	2/3
<b>Funding the project</b> The organisation is funding the remaining 50% of the project, and would not appear to be able to make a larger contribution than this. This has allowed them to score three points in this area.	<b>Score</b>	3/3
<b>New Homes in parish(es)</b> Wantage has seen 9.40% of the additional homes in the committee's area, allowing them to receive one point.	<b>Score</b>	1/3
<b>Consultation</b> No consultation has taken place on this project other than with suppliers. <b>Project completion within timeframe</b> The project is expected to take place within a one month time frame and therefore fits with the timings for this grant scheme <b>Financial and project management plans</b> No financial or project management plans have been submitted for this project, however as the project is a small scale installation of a boiler and new carpet this is not unusual.		
<b>OFFICER COMMENTS AND RECOMMENDED CONDITIONS</b>	<b>Total score</b>	<b>7/12</b>
	<b>Suggested grant</b>	<b>37.49% of the total cost, capped to £1,721</b>

## Applicant responses

<b>Details of the project</b>	Replace the Gas boiler and the carpets.
<b>Financial statement from the organisation</b>	The Guide Hall utilities, general upkeep and maintenance, general ongoing repairs and equipment (Approx. £3500) Funds are also required to deliver the Guiding programme to offer every girl the very best opportunities to develop, make a difference in the world, be happy and safe and fulfil their full potential. Income is rent which is a paid termly by each unit (approx. £1300 pa) and regular fund raising (varies) and Gift Aid (approx.£1000 pa).
<b>Statement about town/parish support</b>	No but maybe this is something we can consider for any further projects
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	The district has 9 units with 151 girls and 57 adult volunteers. These include Rainbows (5-7 years), Brownies (7-10 years), Guides (10-15) and Rangers (15-18). 7 of these units meet in the hall weekly. It is also used for district and division meetings and trainings. The Trefoil Guild also meet there monthly. We have also on occasions rented the property to local groups for their meetings, for example drama clubs.
<b>How did you identify a need in the community for your project or service?</b>	To continue to be able to deliver Guiding to girls in Wantage and the surrounding area. To be able to offer a safe, welcoming girl-only space for girls and young women to try new things, help other people and discover their passions and talents. All while having fun.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	None
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	None
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	This project will improve the existing facilities to provide a safe and good environment for the girls to meet in and to enjoy and thrive in. The existing carpet is 23 years old and the boiler is approximately 30 years old and both desperately need replacing.
<b>What new activities will take place because of this project?</b>	The project will enable us to continue to allow the existing activities but in a safer environment.

## 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
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 <b>or</b> 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 <b>or</b> The project significantly improves or extends a minor community facility or activity <b>or</b> 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 <b>or</b> 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.
<b>Deductions</b>	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)
<b>Deductions</b>	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	They don't have a plan of how they'll fund the rest of the project and haven't secured any other funding yet. They haven't given details of how they'll fund the ongoing maintenance and eventual replacements.
1	They've got a funding plan, but haven't applied for all of it yet <b>or</b> They've applied for all the other funding needed but have secured less than 50 per cent so far. They've budgeted for the ongoing maintenance but don't say how they'll fund eventual replacements in the future (if applicable).
2	They've applied for all the funding needed and have already secured over 50 per cent of the balance. They've budgeted for the ongoing costs and have a general idea how they'll fund replacements eventually (if applicable)
3	They've secured all the other funding needed for the project already (including if they're funding the rest themselves) <b>or</b> 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. They've budgeted for the ongoing costs and have a fund/account/pot saving for the replacements in due course.
<b>Deductions</b>	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 – breakdown of area’s total increase in homes by parish

Area committee	Parish/town	2016 total occupied homes	2017 total occupied homes	Total parish increase in year	Percentage of area's total increase
Wantage	Ardington and Lockinge	220	220	0	0.00%
Wantage	Blewbury	782	781	-1	-0.20%
Wantage	Childrey	224	223	-1	-0.20%
Wantage	Chilton	646	647	1	0.20%
Wantage	Dentchworth	80	80	0	0.00%
Wantage	East Challow	399	399	0	0.00%
Wantage	East Hanney	397	417	20	4.00%
Wantage	East Hendred	521	536	15	3.00%
Wantage	Grove	3,144	3,236	92	18.40%
Wantage	Harwell	1,252	1,523	271	54.20%
Wantage	Kingston Lisle	107	111	4	0.80%
Wantage	Letcombe Basset	76	77	1	0.20%
Wantage	Letcombe regis	380	382	2	0.40%
Wantage	Milton	496	498	2	0.40%
Wantage	Sparsholt	138	138	0	0.00%
Wantage	Steventon	752	790	38	7.60%
Wantage	Upton	176	175	-1	-0.20%
Wantage	Wantage	5,189	5,236	47	9.40%
Wantage	West Challow	88	88	0	0.00%
Wantage	West Hanney	236	246	10	2.00%
Wantage	West Hendred	149	149	0	0.00%
	<b>Total</b>	<b>15,452</b>	<b>15,952</b>	<b>500</b>	

# **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.

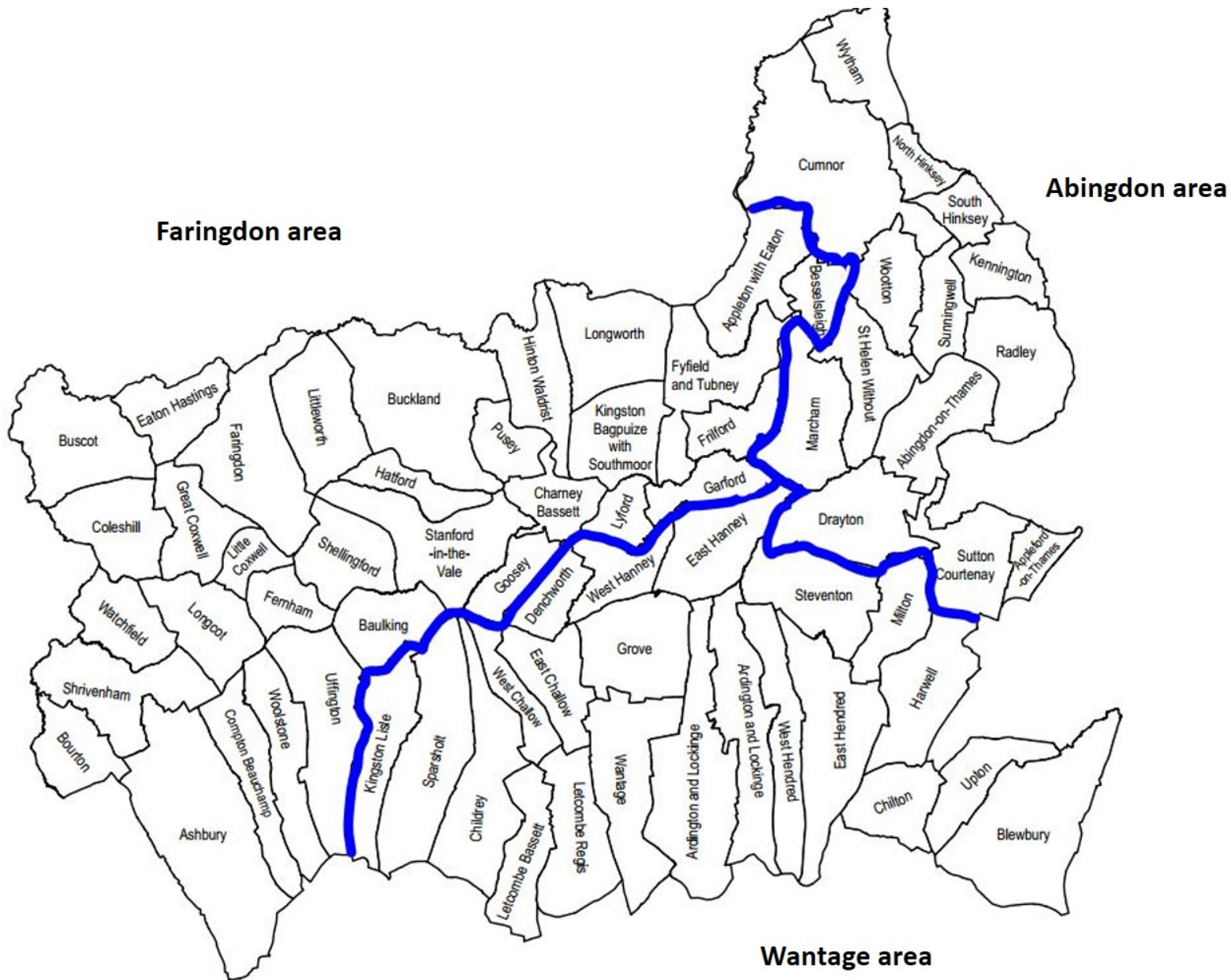
- Grants of £10,000 or more will be paid in three stages, 33 per cent upon completion of the grant agreement, restriction/charge (if required) and confirmation all other funding is in place.

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).

Appendix One – map of area boundaries



## 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.
<b>Deductions</b>	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)
<b>Deductions</b>	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	They don't have a plan of how they'll fund the rest of the project and haven't secured any other funding yet. They haven't given details of how they'll fund the ongoing maintenance and eventual replacements.
1	They've got a funding plan, but haven't applied for all of it yet. or They've applied for all the other funding needed, but have secured less than 50 per cent so far. They've budgeted for the ongoing maintenance but don't say how they'll fund eventual replacements in the future (if applicable).
2	They've applied for all the funding needed and have already secured over 50 per cent of the balance. They've budgeted for the ongoing costs and have a general idea how they'll fund replacements eventually (if applicable)
3	They've secured all the other funding needed for the project already (including if they're funding the rest themselves). or 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. They've budgeted for the ongoing costs and have a fund/account/pot saving for the replacements in due course.
<b>Deductions</b>	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.

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### 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.