

# Minutes

OF A MEETING OF THE

## Capital Grant Panel

HELD AT 10.00 AM ON TUESDAY 28 JUNE 2016

135 EASTERN AVENUE, MILTON PARK, MILTON, ABINGDON, OX14 4SB

### Present

David Dodds (Chairman)

Joan Bland (substitute) Pat Dawe, Stefan Gawrysiak, Paul Harrison, Imran Lokhon, Jeannette Matelot, Anthony Nash and Alan Thompson

### Apologies:

Sue Lawson tendered apologies.

### Officers

Jayne Bolton, Carole Cumming and Nicola Meurer

### Also present:

Elizabeth Gillespie, Cabinet member for development management, building control, housing and grants. John Cotton, leader of the Council.

### 14 Declarations of interest

Stefan Gawrysiak declared that in relation to applications SCap16\49 (River & Rowing Museum – Henley) and SCap16\67 (Henley Town football club), he would be stepping down from consideration of these items and speaking in favour.

### 15 Minutes

**RESOLVED:** to approve the minutes of the meeting held on 22 February 2016 as a correct record and agree that the Chairman signs them as such.

### 16 Capital grants - grant policy and procedure rules

The panel noted the capital grant policy and procedure rules.

### 17 Bids for funding for the capital grants scheme and officer recommendations



Listening Learning Leading

The panel received a brief overview from officers on each application and heard addresses from representatives of the applicants and answers to questions as summarised below.

### **Aston Tirrold and Upthorpe Village Hall – Replacement boiler and book trolley**

The grants officer outlined this proposal and recommended that any grant is conditional on them completing an energy audit before installing the new boiler, to ensure they're installing the best option.

### **Marsh Baldon Village Hall Committee – Replacement windows and doors**

The grants officer outlined this proposal and recommended that any grant is conditional on them completing an energy audit before installing the new windows/doors, to ensure they're installing the best option.

### **Great Haseley Parish Council – Two defibrillators**

The grants officer outlined this proposal and recommended that any grant offer includes a condition that they will register the units with the ambulance trust.

### **Eye and Dunsden Village Hall – Extension and improvements to layout**

Beth Timms and Gilly Lea, representatives of the village hall, spoke in support of their application. They reported that the proposed improvements would make the village hall more accessible to all; most notably those with mobility issues. The current configuration of the building is not fit for purpose.

Lord Phillimore, a local benefactor, has verbally pledged at least £50,000. In response to members' questions, they reported that they've received no response from Binfield Heath parish council regarding funding.

The grants officer recommended that any grant offer includes a condition that they will register a charge (or if a charge isn't possible a restriction) on the registered title of the property.

### **Sonning Common Parish Council – Kitchen upgrade**

The grants officer outlined the proposal and advised that there was some debate if it's more appropriate for the village hall committee to take on the work. The Memorandum of Undertaking implied the kitchen (as a fitting of the building) falls within the remit of the committee and not the parish council. The grants officer recommended that any grant offered to the parish council is transferrable to the village hall management committee and that if the management committee do take on the project the award amount should increase to £9,418 to include the VAT they will need to pay.

### **Kidmore End Parish Council – Play area improvements (two sites)**

Sue Biggs, a representative of the parish council, spoke in support of their application. She reported on the fundraising activities that have been taking place and funding updates for the project. In response to members' questions, she reported that it is possible to install a disabled access platform but they are waiting for a price

from the supplier. The Chairman read out a statement in support of the project from Robert Simister, the local ward member.

The grants officer recommended that any grant offer include a condition that they will register a charge (or if a charge isn't possible a restriction) on the registered title of the property in the council's favour.

### **Sydenham Parish Council – Play area equipment and field gate**

The grants officer outlined this proposal.

The panel noted that the surrounding groundwork appeared under maintained, that some other equipment needed updating, the project didn't include any accessible equipment, and that they should have considered improving the access to/from the new gate for disabled users. The panel also noted they would lose the existing kissing gate as part of this project

The general opinion of the committee was that the project didn't fully cover the work required and that they had some concerns about the quality of the existing and future maintenance of the site.

### **Clifton Hampden and Burcot Sea Scouts – Boating equipment**

Paul Rogers, a representative of Clifton Hampden and Burcot Sea Scouts, spoke in support of their application. He reported that the boats this project will partly replace are 25 years old, and are at the end of their useful life. The new boats would allow smaller and younger children to get involved. In response to members' questions, he reported that the current landing areas had access for the disabled and the amount of wider community events they take part in as a group to encourage membership.

### **Shiplake Parish Council – Replace two parish noticeboards**

The grants officer outlined this proposal.

### **River and Rowing Museum (Henley) – New roof section**

Ludo Keston, a representative of the museum, spoke in support of their application. He reported on the activities and success of the museum in general.

In response to questions from members, he reported that the 2015/16 accounts are not yet audited. He reported that most of their reserves are invested, but that the endowment releases £75,000 per annum in interest for revenue purposes and that they are drawing down some of the fund to cover their contribution to the project. The museum is currently running at a loss each year when you look at their annual income and expenditure (excluding their savings and investments).

Stefan Gawrysiak, one of the local ward members, also spoke in support of the application.

### **Peppard War Memorial Hall – Roof, window and lighting improvements**

Brian Cresswell, a representative of Peppard War Memorial Hall, spoke in support of their application. He reported that since submitting their application, they had

received a donation of £16,000 from the bowls club (following its closure this year) and £1,700 from the tennis table club. Their bank balance now totals £27,000.

### **Stanton St John Parish Council – Play area improvements**

The grants officer outlined this proposal. The panel noted that the equalities officer had highlighted possible disabled access alternatives.

The grants officer recommended that any grant includes a condition that they include some accessible equipment in the final design and change the surfacing to be more accessible than mulch.

### **The Henley Amateur Operatic and Dramatic Society (HAODS) – Stage and studio upgrade**

The grants officer outlined this proposal.

### **Cuxham with Easington Parish Council – Defibrillator**

The grants officer outlined this proposal and recommended that any grant offer include a condition that they will register the unit with the ambulance trust.

The officer also recommended funding the usual maximum of 50 per cent of the total cost, not 100 per cent as requested, as they could potentially raise the balance in other grants or through community fundraising.

The panel also suggested the applicant could reapply for further funding if they're unable to raise the other 50 per cent through other fundraising activities.

### **Chinnor Village Hall – Resurfacing front car park**

The grants officer outlined this proposal and recommended any grant offered include a condition that they should include at least one suitably marked out disabled parking bay in the project.

### **Krakatoa Preschool (Brightwell-Cum-Sotwell) – Outdoor resurfacing and benches**

The grants officer outlined the proposal.

### **Henley Cricket Club – Resurface access track and machinery**

David Winter, a representative of the cricket club, spoke in support of their application. He reported that the club is used extensively every day, that a wide variety of groups regularly use the site and that there is now an urgent need to resurface the track to make it fit for purpose.

In response to members' questions, he reported that the club is used for a baby sensory group; a bridge group; pilates class; frequent children's parties; and occasional use by the council.

The grants officer recommended that any grant offered include a condition that they will register a charge (or if a charge isn't possible a restriction) on the registered title of the property.

### **Henley Town Football Club – Access improvements and spectator stands**

Tony Kingston, a representative of the football club, spoke in support of their application. He reported that the need for making these improvements is due to the club being promoted up a league particularly access improvements for wheelchair users.

Stefan Gawrysiak also spoke in support of the application.

In response to members' questions, they reported that Henley town council will not confirm funding until the district council confirms their contribution.

The grants officer suggested that due to concerns over the club's current finances and the extra costs involved in entering the Hellenic league, any grant offered should include a condition that they must provide the council with a satisfactory forward funding plan before any funds are released.

## **18 Panel review scores**

The panel considered the applications, taking into account the report of the grants officer on each application, the presentations from the registered public speakers and site photographs/videos.

Using the scoring matrix set out in the policy, the grants officer's provisional scores and any additional information received at the meeting, the panel awarded scores for each application.

After discussion, the panel adopted the grants officer's recommended scores as their recommendations for all applications except for the following:

### **Sydenham Parish Council – Play area equipment and field gate**

The panel decided to refuse this application as they felt the project needed some improvement before it was ready to fund. They encouraged the applicant to reapply once they adjust the project to:

- retain the kissing gate and install additional access for disabled users;
- provide better disabled-access paths around the site;
- replace all the old play equipment and fixtures like benches (not the items updated last year); and
- include a reasonable maintenance plan (as the grounds appeared under maintained in the photos/video).

### **Clifton Hampden and Burcot Sea Scouts – Boating equipment**

Increase community benefit score from 7 to 10 points as they work with a large number of young people in the community and the project has a significant impact on their health and well-being.

### **River and Rowing Museum (Henley) – New roof section**

Decrease new facilities or activities score from 8 to 3 as the project doesn't allow any new facilities or activities to take place.

Before they finished reviewing the officer's scores the panel agreed to recommend rejecting the application as they considered that they have sufficient reserves to fund the project themselves.

### **Krakatoa Preschool (Brightwell-Cum-Sotwell) – Outdoor resurfacing and benches**

Increase new facilities or activities score from 6 to 9 points as the project will expand their current activities by allowing them to use the outside space in the winter.

Increase community benefit score from 5 to 9 points as the project would significantly increase the health and wellbeing of the children attending their sessions.

### **Henley Cricket Club – Resurface access track and machinery**

Increase community benefit score from 7 to 11 points as the applicant confirmed more groups use the facility than previously known.

Increase funding the project score from 7 to 10 points as while their funding from the town councils isn't secure it is very likely their request will be successful.

### **Henley Town Football Club – Access improvements and spectator stands**

Increase community benefit score from 8 to 11 points as the applicant confirmed more groups use the facility than previously reported.

Increase funding the project score from 7 to 10 points as while their funding from the town councils isn't secure it is very likely their request will be successful.

The final scores as agreed were:

| <b><u>Ref</u></b> | <b>Organisation</b>                     | <b>Project description</b>           | <b>New facilities or activities (max 14)</b> | <b>Community benefit (max 14)</b> | <b>Funding the project (max 14)</b> | <b>Total (out of 42)</b> |
|-------------------|---|--------------------------------------|--|-----------------------------------|-------------------------------------|--------------------------|
| SCap16\19         | Aston Tirrold and Upthorpe Village Hall | Replacement boiler and book trolley  | 10   | 14                                | 13                                  | <b>37</b>                |
| SCap16\77         | Marsh Baldon Village Hall Committee     | Replacement windows and doors        | 10   | 14                                | 14                                  | <b>38</b>                |
| SCap16\51         | Great Haseley Parish Council            | Two defibrillators                   | 14   | 14                                | 11                                  | <b>39</b>                |
| SCap16\30         | Eye & Dunsden Village Hall              | Extension and improvements to layout | 12   | 12                                | 8                                   | <b>32</b>                |

|           |  |  |    |    |    |           |
|-----------|--|--|----|----|----|-----------|
| SCap16\24 | Sonning Common Parish Council                    | Kitchen upgrade                          | 10 | 14 | 11 | <b>35</b> |
| SCap16\59 | Kidmore End Parish Council                       | Play area improvements (two sites)       | 10 | 12 | 8  | <b>30</b> |
| SCap16\47 | Sydenham Parish Council                          | Play area equipment and field gate       | 8  | 12 | 14 | <b>34</b> |
| SCap16\62 | Clifton Hampden & Burcot Sea Scouts              | Boating equipment                        | 11 | 10 | 13 | <b>34</b> |
| SCap16\64 | Shiplake Parish Council                          | Replace two parish noticeboards          | 6  | 14 | 11 | <b>31</b> |
| SCap16\49 | River & Rowing Museum (Henley)                   | New roof section                         | 3  | 11 | 12 | <b>26</b> |
| SCap16\34 | Peppard War Memorial Hall                        | Roof, window and lighting improvements   | 10 | 11 | 10 | <b>31</b> |
| SCap16\55 | Stanton St John Parish Council                   | Play area improvements                   | 10 | 12 | 7  | <b>29</b> |
| SCap16\69 | The Henley Amateur Operatic and Dramatic Society | Stage and studio upgrade                 | 10 | 9  | 11 | <b>30</b> |
| SCap16\66 | Cuxham with Easington Parish                     | Defibrillator                            | 14 | 14 | 3  | <b>31</b> |
| SCap16\58 | Chinnor Village Hall                             | Resurfacing front car park               | 6  | 14 | 10 | <b>30</b> |
| SCap16\44 | Krakatoa Preschool (Brightwell-Cum Sotwell)      | Outdoor resurfacing and benches          | 9  | 9  | 12 | <b>30</b> |
| SCap16\70 | Henley Cricket Club                              | Resurface access track and machinery     | 8  | 11 | 10 | <b>29</b> |
| SCap16\67 | Henley Town Football Club                        | Access improvements and spectator stands | 11 | 11 | 10 | <b>32</b> |

## 19 Award recommendations

**RESOLVED:** to recommend that the cabinet member for development management, building control, housing and grants makes the following capital award decisions, in line with the capital grant policy:

1. To award Aston Tirrold and Upthorpe Village Hall up to £4,043 towards the replacement boiler and book trolley as set out in its application, with a condition that they must complete an energy audit before we make any payments.
2. To award Marsh Baldon Village Hall Committee £4,047 towards replacement windows and doors as set out in its application, with a condition that they must complete an energy audit before we make any payments.
3. To award Great Haseley Parish Council £1,480 towards two defibrillators as set out in its application, with a condition that they must register the units with the local ambulance trust.

4. To award Eye & Dunsden Village Hall £191,000 towards the extension and improvements project as set out in its application, with a condition that they will place a charge (or restriction if a charge isn't legally possible) on the registered title.
5. To award Sonning Common Parish Council £7,697 towards a kitchen upgrade as set out in its application, with a condition that the grant is transferrable to the village hall committee should they take on the project instead of the parish council. If the village hall committee does take it on that the grant amount could increase to £9,418 (to cover the VAT they would need to pay).
6. To award Kidmore End Parish Council £30,194 towards play area improvements as set out in its application, with a condition that they will place a registered charge (or restriction if a charge isn't legally possible) on the title.
7. To refuse Sydenham Parish Council's grant application, but encourage them to apply again once they address the panel's issues with the project.
8. To award Clifton Hampden and Burcot Sea Scouts £4,238 towards new boating equipment as set out in their application.
9. To award Shiplake Parish Council £1,325 towards replacing two parish noticeboards as set out in its application.
10. To refuse the River & Rowing Museum's grant application.
11. To award Peppard War Memorial Hall £20,000 towards roof, window and lighting improvements as set out in their application.
12. To award Stanton St John Parish Council £19,699 towards play area improvements as set out in its application, with a condition that they include some accessible equipment in the final design and change the surfacing to be more accessible than mulch.
13. To award the Henley Amateur Operatic and Dramatic Society £7,102 towards a stage and studio upgrade as set out in its application.
14. To award Cuxham with Easington Parish £1,158 towards the purchase of a defibrillator as set out in its application. They also suggested the applicant could reapply for the remaining 50 per cent of the cost in the future if they are unable to raise the balance elsewhere.
15. To award Chinnor Village Hall £4,444 towards resurfacing the front car park as set out in its application, with a condition that they include at least one designated disabled parking space in the project (painted lines and sign).
16. To award Krakatoa Preschool (Brightwell-Cum Sotwell) £6,122 towards outdoor resurfacing and benches as set out in its application.
17. To award Henley Cricket Club £27,676 towards resurfacing the access track and machinery as set out in its application, with a condition that they will place a registered charge (or restriction if a charge isn't legally possible) on the title.
18. To award Henley Town Football Club £18,758 towards access improvements and spectator stands as set out in its application, with a condition that they will place a registered charge (or restriction if a charge isn't legally possible) on the title.

The meeting closed at 2.20 pm

Chairman

Date