

# Agenda



Listening Learning Leading

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## A MEETING OF THE

# Community Grants Panel

WILL BE HELD ON TUESDAY 4 OCTOBER 2016 AT 10.00 AM

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

### Members of the Committee:

David Dodds (Chairman)

Pat Dawe

Stefan Gawrysiak

Paul Harrison

Imran Lokhon

Sue Lawson

Jeannette Matelot

Richard Pullen

Anthony Nash

Alan Thompson

### Substitutes

*David Turner*

*Margaret Davies*

*Joan Bland*

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**1 Declarations of interest**

**2 Minutes** (Pages 3 - 10)

To adopt and sign as a correct record the minutes of the meeting held on 28 June 2016 (attached).

**3 Community grants - grant policy and procedure rules** (Pages 11 - 17)

**4 Bid for funding for the community grants scheme and officer recommendations** (Pages 18 - 50)

**5 Panel review scores**

The panel will review and amend officer scores as necessary.

**6 Award recommendations**

The panel will finalise award recommendations for the consideration of the Cabinet member for grants.

**7 Allocation of remaining budget**

MARGARET REED

Head of Legal and Democratic Services

# 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>Ref</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

# Capital Grants (CG) Policy

(revised September 2015)



## Introduction

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

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

## What type of project will the scheme fund?

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

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

We won't give grants towards loans, mortgages and revenue costs like maintenance, rent, clothing or salaries. We can award grants for certain repairs, but it depends on the scale and nature of them, so we recommend applicants contact the grants team on 01235 540525 before applying.

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 we may make an exception.

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

## Who can apply to the scheme?

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

We will not consider projects for private individuals, businesses, improvements to residential buildings or any that usually fall to other public sector/statutory bodies to provide or will primarily benefit organisations under their remit. For example, we won't fund projects to improve roads and 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 amounts for the scheme?

Organisations can request a minimum of £1,000 and up to 50 per cent of their total project costs. 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 us (via the grants team) before submitting an application. The online application system won't allow requests for over 50 per cent without our approval.

We will not award more than the amount requested.

The maximum an applicant can request is the budget available for each round of applications, which we'll publish on the council's website before and after each round of awards. In reality however, we are very unlikely to commit all of the available funding to a single project.

We award our grants as a percentage of the total project costs you give on your application, but will include a maximum amount we will pay. If a project ends up costing less than expected we will pay the awarded percentage of the final cost, however if it costs more we limit our award to the maximum amount agreed.

## Opening and closing dates

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

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

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

Where possible we will avoid opening over school holidays.

## Scheme eligibility criteria

Applicants must provide:

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

They must also confirm:

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

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

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

Applicants requesting over £25,000 must also provide:

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

We can decide to accept applications that don't meet all the above criteria and will do this on a case by case basis. Applicants must give clear reasons why they can't meet a particular criteria for us to consider an exception.

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

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

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

### **CG panel** (known as the grants panel)

The council will appoint up to nine councillors to a capital grants panel at the first annual council meeting each year. The panel will match the political balance of the council where possible.

### **Procedure at meetings of the panel**

The panel will conduct all 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 will register their interest, as required by the employee's code of conduct policy.

### **Decision making**

#### **Grants team**

The grants team will review the eligibility of every application before using the scoring matrix in appendix one to suggest scores to the panel. They will also flag any issues with their scores.

#### **Head of service**

The council's head of corporate strategy and the cabinet member for grants (using delegated powers) will decide:

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

#### **CG panel**

**Please note:** panel members can't vote on an application if they have a pecuniary interest, sit on their board of directors/trustees, management committee (or council, in the case of applications from town or parish councils), or if they submitted the application on the organisation's behalf.

In these cases, members can make representations on those projects, before excusing themselves from the panel while they vote on the scores and make their award recommendations for that application.

During the meeting the panel will:

- consider officer evaluations for all applications, including their suggested scores, other comments/issues, special conditions
- ask any questions of the officers and applicants on the projects/organisations applying

- review the officer's suggested scores, using the approved scoring matrix in appendix one and vote on final scores for each application (once they have voted on a score they cannot change it).
- For each application, all panel members will put forward a score for each criteria, giving reasons for their suggestions. The Chairman will note all the scores per criteria and confirm the most common among them, which will become the agreed score. In the case of a tie, the chairman has the casting vote. Once they have agreed scores for all the criteria, they will vote to agree the final, total score for that application
- recommend awards and special grant conditions to the cabinet member for grants, in line with the award matrix in appendix one
- recommend how to split the available budget between priority applications if there isn't enough to award the usual percentages set out in appendix one. The panel won't recommend funding any non-priority projects unless there is budget left over after awarding the recommended amounts to the priority projects.

Even if an application scores enough points, the panel can recommend not funding it if they:

- have serious concerns around the management of the project now or in the future
- believe the applicant has sufficient unrestricted reserves to fund the project themselves
- have serious concerns about the financial viability or appropriateness of the project
- believe the project doesn't meet the criteria or help deliver the council's strategic objectives.

### **Cabinet member for grants**

The cabinet member for grants will:

- consider the recommendations of the panel and decide what grants to award
- approve any amendments to the policy and scoring criteria, to make sure it continues to meet the needs of the community (via ICMD).

If the cabinet member doesn't agree with any of the panel's recommendations, those applications will go to the next full cabinet meeting for decision.

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

### **Standard conditions for all grant awards**

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

- organisations must formally accept the grant offer and agree to meet any conditions by completing and returning a grant acceptance form for under £10,000 or grant agreement for over £10,000.
- organisations must submit evidence that they've spent the grant on the project we awarded it for

- projects awarded less than £10,000 must complete within 12 months of the award date, unless we give an extension to the term
- projects receiving more than £10,000 must start work within 18 months of the award date and must complete work 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 the grant is unaffected
- the organisation must acknowledge the council's support in any publicity on the project receiving a grant.

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

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

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

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

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

### **Payment of grants**

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

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

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

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

## Appendix one - scoring and award matrix for CG applications

### Scoring matrix:

Criteria	0-3 points	4-6 point	7-10 points	11-14 points
New facilities or activities	The project doesn't directly allow any new activities or facilities to take place	The project replaces existing facilities or allows existing activities to continue	The project improves an existing facility or activity	The project will provide a new facility or will allow new activities to take place
Community benefit	The project doesn't offer a direct benefit to the community	A single sport or interest group will benefit	More than two groups or where the project has a significant impact on the health or wellbeing of one group	The whole community could benefit (it's open to and appeals to a wide range of the community)
Funding the project	They haven't said how they'll fund the rest of the initial or ongoing costs	They know how they intend to raise some, not necessarily all of the funding needed for the initial costs but have no plans for the ongoing costs	They have identified funding for all the initial costs and have a maintenance plan in place	They have secured or raised the other funding for the initial project and have plans in place for the ongoing costs

### Award matrix:

<b>0-14 points</b>	Low priority, no funding
<b>15-28 points</b>	Medium priority, award up to 75 per cent of the amount requested (budget permitting)
<b>29-42 points</b>	High priority, award full amount requested (budget permitting)

## South Capital Grants 2016/17 (Round two) officer evaluations

Ref no.	Organisation	Scheme	Total cost	Amount requested	% of cost requested	Suggested score	Suggested award
SCap16\84	Sandford Talking Shop	Equipment purchases for community shop and cafe	£25,266	£12,633	50%	38 (high priority)	<b>£12,633</b> 50% of total cost (100% of request)
SCap16\93	Berrick & Roke Parish Council	Replacement cladding, windows and insulation for the village hall	£23,030	£11,515	50%	38 (high priority)	<b>£11,515</b> 50% of total cost (100% of request)
SCap16\102	Thame Town Council	Rebuilding the town cricket pavilion	£748,000	£318,000	42.51%	32 (high priority)	<b>£250,000</b> 33.42% of total cost (78.62% of request)
SCap16\105	Goring Heath Parish Charity	Replacement windows	£8,604	£4,302	50%	30 (high priority)	<b>£4,302</b> 50% of total cost (100% of request)
SCap16\35	St Catherine's Church, Towersey	Installation of a toilet, servery and flexible seating	£176,000	£85,000	48.30%	27 (medium priority)	<b>£63,750</b> 36.22% of total cost (75% of request)
SCap16\121	Nettlebed Village Club	Replacement roof	£259,500	£129,750	50%	27 (medium priority)	<b>£97,312</b> 37.50% of total cost (75% of request)
SCap16\92	Henley Rugby Football Club	Build two additional changing rooms	£350,000	£150,000	42.86%	26 (medium priority)	<b>£112,500</b> 32.14% of total cost (75% of request)
SCap16\103	Wheatley Parish Council	Noticeboards and public seating	£7,341	£3,670	49.99%	25 (medium priority)	<b>£2,752</b> 37.49% of total cost (75% of request)
SCap16\116	Cuddesdon Parochial Church Council	Church bell restoration	£75,000	£35,000	46.67%	24 (medium priority)	<b>£26,250</b> 35% of total cost (75% of request)
SCap16\97	Warborough & Shillingford Cricket Club	Build a cricket practice net facility	£59,315	£29,315	49.42%	23 (medium priority)	<b>£21,986</b> 37.06% of total cost (75% of request)
			<b>TOTAL</b>	<b>£779,185</b>			
						<b>Total</b>	<b>£603,000</b>
						<b>Budget</b>	<b>£649,222</b>
						<b>Balance</b>	<b>£46,222</b>

### Officer recommended award levels (budget permitting)

29-42 points	High priority – award as requested (up to 50 per cent of total cost)
15-28 points	Medium priority – award between 50 and 75 per cent of requested amount
0-14 points	Low priority - no funding

## Scoring and award matrices

### Scoring matrix:

Criteria	0 - 3 points	4-6 points	7-10 points	11-14 points
New facilities or activities	The project doesn't directly allow any new activities or facilities to take place	The project replaces existing facilities or allows existing activities to continue	The project improves an existing facility or activity	The project will provide a new facility or will allow new activities to take place
Community benefit	The project doesn't offer a direct benefit to the community	A single sport or interest group will benefit	Two or more specific groups will benefit or the project has significant impact on the health or wellbeing of one large group	The whole community could benefit (it's open to and appeals to a wide range of the community)
Funding the project	They haven't said how they'll fund the rest of the initial or ongoing costs	They know how they intend to raise some, not necessarily all of the funding needed for the initial costs but have no plans for the ongoing costs	They have identified funding for all the initial costs and have a maintenance plan in place	They have secured or raised the other funding for the initial project and have plans in place for the ongoing costs

### Award matrix:

29-42 points	High priority – award as requested (up to 50 per cent of total cost)
15-28 points	Medium priority – award between 50 and 75 per cent of requested amount
0-14 points	Low priority - no funding

<b>Sandford Talking Shop Ltd</b>	<b>Ref</b>	<b>SCap16\84</b>
Equipment purchases for community shop and cafe		

<b>Total project cost</b>	£25,266	
<b>Amount requested</b>	£12,633	50% of total cost
<b>Organisation's contribution</b>	£12,633	<b>Organisation's latest bank balance</b> £28,845

**Previous grants**

£100,000 (given to the parish council) towards the £506,566 village hall extension, which includes the space Talking Shop occupy.

**Scoring**

<b>New facilities or activities</b>		
The equipment included in this project will make improvements to their existing facilities and activities, rather than allow any new ones to start, so officers limited their score to ten points.	<b>Score</b>	10/14
The purchases are grouped into the following areas: display equipment (and blinds) (£7,872), outdoor furniture and storage (£6,692, office equipment (£2,381), Tills/counter (£3,892) and catering equipment (£4,429).		
<b>Community benefit</b>		
Anyone in the community could benefit from the project.	<b>Score</b>	14/14
<b>Funding the project</b>		
The organisation raised the rest of the money required (50 per cent) through a community share offer, which is held separately to their bank balances and reserves.	<b>Score</b>	14/14
Their bank balance at the time of application was £28,845 however, over £23,000 is ring-fenced for other projects, leaving £5,845 available for general spending.		
The parish council is not contributing to this project but has supported them financially in the past.		
<b>Consultation</b>		
Much of their consultation focused on providing a community shop, which they have technically already done. This project is about expanding the facilities on offer in the shop/cafe now it's established.		
<b>Project completion within timeframe</b>		
Their purchasing dates (November - December 2016) work with the time limits for our scheme.		
<b>Financial and project management plans</b>		
They have a business plan for the next few years and have already raised half of the funding needed to purchase the equipment. They also secured other external funding for a project worker to allow them to open more often and run some specialised sessions.		
<b>OFFICER RECOMMENDED CONDITIONS AND CONSIDERATIONS</b>	<b>Total score</b>	<b>38/42</b>
Based on the officer's score this application is a high priority for funding and could receive up to 50 per cent of the total cost (capped to £12,633), which is 100 per cent of their request.	<b>Recommended Grant</b>	<b>£12,633</b> 50% of total cost

<b>Applicant responses</b> (transferred directly from their application form)	
<b>Details of the project</b>	We are a volunteer-led initiative creating opportunities for local and vulnerable people. Best Community Project in the 2013 OCVA awards. We run a 2 day/week community shop, cafe and Saturday market, plus a gardening club, lunch club, knit and stitch, table tennis, food surplus cafe, bike mechanic team and Good Neighbour scheme. We offer inclusive volunteering and therapeutic learning opportunities for people from a range of backgrounds and provide our rural community with invaluable services.
<b>Financial statement from the organisation</b>	£10,000 Awards 4 All Grant - Project Initiation Officer £12,800 Reserves of 3 months operating costs £ 500 Good Neighbour Grant Total reserved funds: £23,300
<b>Statement about town/parish support</b>	Sandford's Parish Council is very supportive of this project: it is an initiative started by local residents in direct response to local needs expressed through surveys conducted for the latest Parish Plan. The long lease for the hub space was secured with the Parish Council, the express purpose being that Talking Shop should open and run a community hub, as an open drop-in resource for the public, to include if possible a shop & cafe.
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	Sandford has high economic inactivity, 10% pensioner poverty, 13% child poverty, above-average levels of adults in supported housing for mental ill-health. Beneficiaries will include: *The elderly, young families and residents isolated from resources by infrequent public transport or mobility *People unable to access mainstream volunteering / work opportunities and social activities through mental ill health *Young people and others needing work /volunteering experience to build skills & confidence or as a pathway to employment
<b>How did you identify a need in the community for your project or service?</b>	Two successive parish plans (2005/2012) identified need for a local shop. Door-to-door surveys by volunteers (131 houses, 344 people) in 2010, revealed 94% wanted a shop, 49% of households were interested in volunteering. Weekly market, 2011 to date, following public meeting (70+ people), exploring local need, raising money. Enabled funding of community hub space. Surveys & facilitated workshops shaped plans. Open shop days prompted extensive local investment (70+ investors, £26k+) making successful community share offer.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	The Talking Shop space is a sustainable timber frame construction. It is insulated to exceed current building regulation requirements. It is heated by underfloor heating using an Air Source Heat Pump. It has photovoltaic panels on the roof, LED lighting throughout and water butts. Equipment to be purchased with this grant includes a refrigeration unit with doors and external compressor -significantly reducing its heating effect & improving efficiency.
<b>Consultation</b>	
<b>What consultation have you carried out to identify need?</b>	N/a
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	This grant will enable new facilities: *convenient local shop & community Cafe open through the week (essential equipment for display, making sales, office equipment to manage orders and stock control) *new, equipped workshop for garden & bike teams, enabling new community skill share programmes, securing a sustainable growing programme (to supply the cafe) *new community cooking team, producing food for the cafe while building local food skills And to sustain & extend supported volunteering for vulnerable residents.
<b>What new activities will take place because of this project?</b>	Together with an Awards 4 All grant for a project worker this equipment will make it possible for us to offer new activities: *drop-in resource open five days, shop, cafe, activities, with significant impact on social isolation *new supported inclusive volunteering programmes (cooking, bike, garden) improving mental health, offering pathways back to work, creating new youth placements *new timetable of drop-in activities & meals for local residents including older residents, young families, people with mental ill-health

**Photos of site** (we'll show videos and more photos at the panel meeting)



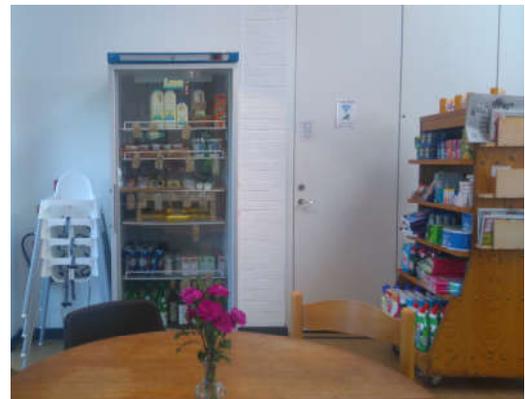
The gardening and bike maintenance sheds and equipment will go along the tree line



The outside furniture will go on the patio



They'll replace this recycled counter (that no longer fit for purpose) with one with under counter storage and a suitable height for working at.



They will replace their display cases and increase their chilled/frozen food storage.

<b>Berrick &amp; Roke Parish Council</b>	<b>Ref</b>	SCap16\93
Replacement cladding, windows and insulation for the village hall		

<b>Total project cost</b>	£23,030	
<b>Amount requested</b>	£11,515	50% of total cost
<b>Organisation's contribution</b>	£0	<b>Organisation's latest bank balance</b> £10,703
<b>Other funding</b>	£11,515	Secured in advance rent from Wallingford Bridge Club

**Previous grants**

None

**Scoring**

<b>New facilities or activities</b>		
This project is the second in a three-phase improvement plan for the hall. This phase will replace the external cladding, insulation and windows with more energy efficient versions and will extend its life.	<b>Score</b>	10/14
Phase one replaced and insulated the roof and phase three will install a porch and terrace/veranda in the future.		
<b>Community benefit</b>		
The whole community can benefit from the improvements this project will provide.	<b>Score</b>	14/14
<b>Funding the project</b>		
The organisation is not contributing from its reserves, having used their available funds to pay for phase one. Instead, they have arranged with their main user (Wallingford Bridge Club) to receive advance rent to cover 50 per cent of the costs, effectively using future income to pay for the project now.	<b>Score</b>	14/14
The Bridge Club has confirmed they can release the advance rent as soon as required.		
They'll fund the ongoing costs using their other income and expect to see additional energy savings compared to previous years following the improvements.		
<b>Consultation</b>		
Whilst it doesn't appear that they've carried out an energy audit of the hall they have thought out their plans and have already started to see savings since phase one finished.		
Officers recommend they consider carrying out both energy and access audits at the hall, as they could highlight more improvements for the future.		
<b>Project completion within timeframe</b>		
Their start and end dates (October - December 2016) work with the time limits for our scheme.		
<b>Financial and project management plans</b>		
The organisation has already secured their other funding and has forecast their ongoing costs. They have successfully managed phase one of the project and their project plan for all three stages seems reasonable.		
<b>OFFICER RECOMMENDED CONDITIONS AND CONSIDERATIONS</b>	<b>Total score</b>	<b>38/42</b>
	<b>Recommended Grant</b>	<b>£11,515</b> 50% of total cost
	Based on the officer's score this application is a high priority for funding and could receive up to 50 per cent of the total cost (100 per cent of their request) capped to £11,515.	
Officer's recommend they consider carrying out energy and access audits at the hall.		

<b>Applicant responses</b> (transferred directly from their application form)	
<b>Details of the project</b>	This, a three stage programme, will undertake urgent repairs to avoid the significant risk of ongoing decay and subsequent collapse of the building. Stage one, a new insulated roof, has already completed without external funding. This, stage two, will secure the structure and add significant energy savings. Failure to undertake such repairs will seriously jeopardising the future of the hall, and in turn the local community will lose this wonderful and regularly used facility.
<b>Financial statement from the organisation</b>	The PC's bank balances (in addition to our annual precept of £6240) are needed to cover our running costs as follows:  £11056 as outlined in attached accounts. No other PC projects are planned at this stage.  The Hall committee's balance of £9,883 needs to help cover the halls running costs and additional works.  We are using advance rent from Wallingford Bridge Club to pay for the rest of the project available now by request.
<b>Statement about town/parish support</b>	At the date of construction, the Parish Council agreed to provide the land on which the village hall was erected, on the strict understanding no further financial support would be required from the Parish to the Village Hall, therefore the official response of the Parish Council is to refer back to this agreement.
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	There is a wide and diverse demographic using the Hall including, but not limited to, Wallingford Bridge Club, Wallingford Junior Bridge Club, local pilates class, community residents from surrounding area for parties, weddings and social get-togethers. Fetes, and village competitions such as the annual inter-village cricket tournaments also provide an opportunity to bring members of the community, young and old, together to interact. It is also used for council meetings and as a polling station.
<b>How did you identify a need in the community for your project or service?</b>	Ongoing regular maintenance inspections have highlighted the need for this refurbishment project for some time, and we now find ourselves in critical need to undertake such works.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	Stage one of this project, the new insulated and replaced roof, has already shown significant savings in heating costs due to its improved insulation and material type. Stage two of this project will again add significant energy saving via double glazing of all windows and doors (currently single glazed), and the addition of premier grade inter-wall insulation which is currently not present.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	Various local building professionals have been enlisted to inspect and quote for the work needed, and in their opinion, required.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	Whilst this project will not provide new facilities, failure to undertake these urgent repairs will significantly risk the ongoing decay of the structure and subsequent collapse of the building. Thus jeopardising the future of the hall, and in turn the local community will lose this wonderful and regularly used facility. The village has done exceptionally well to not only undertake stage one (new roof) without external support but to secure 50% of stage two.
<b>What new activities will take place because of this project?</b>	This project will allow existing activities to continue as they are, for many years to come, to the wide and diverse users of this village hall.

**Photos of site** (we'll show videos and more photos at the panel meeting)



<b>Thame Town Council</b>	<b>Ref</b>	<b>SCap16\102</b>
Rebuilding the town cricket pavilion		

<b>Total project cost</b>	£748,000	
<b>Amount requested</b>	£318,000	42.51% of total cost
<b>Organisation's contribution</b>	£120,000	<b>Organisation's latest bank balance</b> £3,553,693
<b>Other funding</b>	£363,000	Of which £94,000 is secured

### Previous grants

2014 - £100,000 Skate park renovation	2004 - £165,000 Thame museum
2008 - £85,000 Southern Road play area	1999 - £7,500 Skate park creation
2007 - £23,960 Churchill Crescent play area	

### Scoring

<b>New facilities or activities</b>		
The project will replace the existing cricket pavilion with a larger facility (suitable for multiple sports and community use), relocate the practice nets and expand the grounds maintenance storage area and car park. As the project will make significant improvements and enable new activities officers have awarded 12 points.	<b>Score</b>	12/14
<b>Community benefit</b>		
While some of the improvements specifically benefit sport groups the main pavilion is open to the whole community for a range of activities/uses. Because only some of the benefit is to the wider community officers limited their score to 12 points.	<b>Score</b>	12/14
<b>Funding the project</b>		
Officers scored the project eight points as they still have a significant amount of funding to find. Their score could increase if they've secured more funding when the panel meet.  The town council is taking on responsibility for this project as the landowner. They are contributing £120,000 towards the cost with their tenants, the cricket club, planning to contribute £25,000 (although they only have £10,000 of this so far).  The town council had £515,463 in the bank when they applied, but reported reserves of over £3.5 million in their 2015/16 accounts, which included their investment capital as well as their bank balances. They will require some of their bank balances to deliver their annual work plan but might be able to use investment capital to help fund the project.  They have secured a £30,000 loan (via the cricket club) from the English Cricket and £54,000 in S106 contributions already. They still have at least £225,000 left to raise through additional S106 (£144,000) and other sources. Their identified funding sources include potential backup funders if some initial requests aren't fully successful.	<b>Score</b>	8/14
<b>Consultation</b>		
The Thame Sports Facility Strategy (2015) and the Thame Neighbourhood Plan (NLP) both identify the need to improve sports facilities in the town, specifically cricket, hockey and badminton. The NLP also identified the need for more community spaces in the town.		
<b>Project completion within timeframe</b>		
Their start date of September 2017 works with the time limits for our scheme but depends on the success of other funding.  Given the long lead-time until the project starts the panel could consider deferring their decision to a later round of funding if they wish.		
<b>Financial and project management plans</b>		
The cricket club (who will take over management of the project in the future) have detailed project management and business plans in place.		
<b>OFFICER RECOMMENDED CONDITIONS AND CONSIDERATIONS</b>	<b>Total score</b>	<b>32/42</b>
Based on the officer's score this application is a high priority for funding and could receive up to 50 per cent of the total cost (100 per cent of their request) capped to £318,000. However, given the available budget and size of the request the panel could award less. Officers suggest an award of £250,000, which is 33.42 per cent of the total cost and 78.62% of the amount requested.	<b>Recommended Grant</b>	<b>£250,000</b> 33.42% of total cost

<b>Applicant responses</b> (transferred directly from their application form)	
<b>Details of the project</b>	Demolition of existing Cricket Pavilion which no longer meets the needs of the Cricket Club or Community and has out lived its useful lifespan. Replacement with new multi-sport and multi partner club house and re-organisation of car park. New facility to meet increase in demand for Cricket during the Summer and host Hockey and Netball clubs during the Winter plus community facility available to hire in the centre of Thame throughout the year.
<b>Financial statement from the organisation</b>	The Town Council has committed £120,000 towards this project from its own capital reserves and in addition allocated a further £198,000 from s106 funding which gives a total of £318,000.  All other commitments are detailed in the accounts attached.
<b>Statement about town/parish support</b>	
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	Thame & district day Centre have 60 members. The Cricket, Hockey and Netball clubs with combined 421 members of which 268 Juniors and 47% female. Thame Dance school is looking for a venue for classes with 50 members, Thame Music is looking for a venue for music lessons. Thame Barns Centre looking to hire additional rooms for Yoga, Pilates, business meetings, Oxford & Bucks mental health trust, Blood donor bus, christenings and potentially wedding receptions
<b>How did you identify a need in the community for your project or service?</b>	The Thame Sports Facility Strategy produced in July 2015 identified a shortfall in Cricket capacity which will be higher as new developments and homes are built. The need for a new club house was recognised for both the Cricket, Hockey and Badminton clubs. Cricket club member's questionnaire in April 2013 identified the need from existing members. The neighbourhood plan and Sports Facility Strategy identifies demand and need to deliver additional sports provision and community function rooms.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	The building will be fully insulated with LED lighting PIR zone areas to minimise usage e.g. toilets, changing rooms, kitchen etc. Water will be metered and we will have main's gas supply. Dedicated recycling bins in kitchen and for refuse collection. Our intention will be to use locally sourced products in construction, showers and WC's to be low flow. The central location with cycle racks means people can walk and cycle and reduce car travel.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	We engaged at an early stage with the national and regional governing bodies at the ECB and OCB on design and deliverability. In addition an independent sports facility consultant Anna Koceran. Thame Town Council were also consulted. In advance of our planning application we consulted with SODC with a pre-application advice which we followed in advance of the full application also a QS statement, conservation report, Heritage Statement and visual impact assessment
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	NEW: Ground floor, fully accessible with level thresholds, door widths suitable for wheelchairs and accessible WC's. Ambulant stair to first floor and ambulant WCs. Additional bar, kitchen and office on first floor. Sheltered cycle parking plus 15 additional parking spaces  IMPROVE: Everything! The changing rooms will comply with ECB Technical specification and be spacious, modern, and private, with individual shower and toilet cubical. More storage space for kit. Social room, bar and kitchen all improved.
<b>What new activities will take place because of this project?</b>	NEW: The club will be shared with 257 Hockey club members plus 30 Netball club members. Thame day centre, dance classes, fitness sessions, business meetings, wakes, christenings, wedding receptions and functions that can be held on the ground floor which has enough seating for 70 people. Music tuition and singing lessons are also available  Increase capacity of Women's, Girls and Junior cricket membership plus qualify to host Oxfordshire County Adult and Junior and MCC matches



<b>Goring Heath Parish Charity</b>	<b>Ref</b>	SCap16\105
Replacement windows for the village hall		

<b>Total project cost</b>	£8,604	
<b>Amount requested</b>	£4,302	50% of total cost
<b>Organisation's contribution</b>	£0	<b>Organisation's latest bank balance</b> £4,954
<b>Other funding</b>	£4,032	Unsecured from Great Western Railway

**Previous grants**

None

**Scoring**

<b>New facilities or activities</b>		
This project will replace and improve the windows in the village hall (excluding the kitchen and toilets) with double glazed units in keeping with the style of the building. The existing frames and casements are reaching the end of their life.  Replacing the windows was recommended as part of their energy audit amongst a number of other projects, many of which they have already implemented.	<b>Score</b>	10/14
<b>Community benefit</b>		
The hall is open to anyone so the whole community can benefit from the energy improvements that replacing the windows will provide.	<b>Score</b>	14/14
<b>Funding the project</b>		
The organisation is hoping to secure a large part of the rest of the funding required from Great Western Railways grant scheme but won't receive a decision until April 2017.  They aren't contributing towards the cost as they have already depleted their reserves in making other energy improvements at the hall. They need their remaining reserves to cover their running costs and general maintenance.	<b>Score</b>	6/14
<b>Consultation</b>		
Their energy audit supports the project.		
<b>Project completion within timeframe</b>		
Their intended start date (May 2017) works with the time limits for our scheme, but is dependent on the success of their other funding bids.		
<b>Financial and project management plans</b>		
They will absorb the ongoing maintenance costs into their annual budget and work plan.		
Based on the officer's score this application is a high priority for funding and could receive up to 50 per cent of the total cost (100 per cent of their request) capped to £4,302.	<b>Total score</b>	<b>30/42</b>
	<b>Recommended Grant</b>	<b>£4,302</b> 50% of total cost

<b>Applicant responses</b> (transferred directly from their application form)			
<b>Details of the project</b>	To refurbish the three original wooden windows in this Victorian hall replacing; frames where rotten, glass panes with double glazed units and metal opening casements which no longer seal. The objectives are to maintain the fabric of the building, improve the energy efficiency of the facility and retain the original appearance of the hall. Of the three original windows, the south window requires complete replacement of the wooden frame and the others can be repaired.		
<b>Financial statement from the organisation</b>	The Goring Heath Parish Charity management committee oversee the running of the village hall as a non-profit making organisation. Our normal running costs and general maintenance are met by income from hiring and fund raising events. Our typical turnover of £6000 pa prevent this necessary maintenance and improvement to the hall windows from this source. Smaller improvements recommended in our recent energy audit have been funded from our general maintenance budget.		
<b>Statement about town/parish support</b>	The parish council do not have the funding available to support this project		
<b>Community benefit</b>			
<b>Who will benefit from your project?</b>	<table border="0"> <tr> <td style="vertical-align: top;"> <p><b>Regular Users:</b>                      Scottish Dance                      Bespoke Approach – Yoga and Pilates                      Morning Pilates                      Tai Chi                      Heath and Well Being for the Over 60's                      Go Active South Oxfordshire                      Singing Group                      Tots Group – Parent and Babies                      Women's Institute                      History Society                      SOAG (South Oxfordshire Archaeological Society)                      Annual Cycle Event                      Church Events</p> </td> <td style="vertical-align: top;"> <p><b>Private hires:</b>                      Children's Parties                      Anniversary parties                      Wedding Receptions                      Funeral "Wakes"                      Charity Fund Raising Events                      Hall Fund Raising Events</p> <p><b>Meetings:</b>                      Parish Council                      Parish Charity                      Fete Committee                      Elections</p> </td> </tr> </table>	<p><b>Regular Users:</b>                      Scottish Dance                      Bespoke Approach – Yoga and Pilates                      Morning Pilates                      Tai Chi                      Heath and Well Being for the Over 60's                      Go Active South Oxfordshire                      Singing Group                      Tots Group – Parent and Babies                      Women's Institute                      History Society                      SOAG (South Oxfordshire Archaeological Society)                      Annual Cycle Event                      Church Events</p>	<p><b>Private hires:</b>                      Children's Parties                      Anniversary parties                      Wedding Receptions                      Funeral "Wakes"                      Charity Fund Raising Events                      Hall Fund Raising Events</p> <p><b>Meetings:</b>                      Parish Council                      Parish Charity                      Fete Committee                      Elections</p>
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<b>How did you identify a need in the community for your project or service?</b>	The level of use of the village hall by local groups and individuals demonstrates its need in the community. The remit of the committee is to provide a parish hall for the use by the inhabitants of the parish, with the object of improving the quality and conditions of life for the inhabitants.		
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	The south window requires replacement as the frame is rotten beyond repair. The option to improve the insulation and draught exclusion of all windows as part of the refurbishment project is an opportunity that will benefit the hall and its users for many years into the future. Other energy improvements have been: new boiler, LED lighting, reflective foil behind radiators and remote programmable thermostat control. These all self-funded from general hall income.		
<b>Consultation</b>			
<b>What consultation have you carried out with the community or professional advisors?</b>	No professional consultations beyond energy audit; see below.		
<b>New facilities/Activities</b>			
<b>What extra facilities (or equipment) will the project provide?</b>	The village hall is a major asset to the community of Goring Heath providing a venue for regular groups, Tots on The Hill, Women's Institute, Fitness and Dancing Groups plus community events and private parties. These are dependent upon this venue which, if the integrity of the building is not maintained, could rapidly deteriorate and become unviable. This project will also improve the energy efficiency of the building supplementing other recent environmental efficiency initiatives.		
<b>What new activities will take place because of this project?</b>	The village hall is vibrant and well used facility by the community. Without refurbishment to the windows there is a risk of deterioration to the fabric of the hall and to its future viability. This would lead to existing activities for parent toddler group, fitness groups and community events not being hosted within the area as this is the only venue in the parish of Goring Heath.		

**Photos of site** (we'll show videos and more photos at the panel meeting)



<b>St Catherine's Church, Towersey</b>	<b>Ref</b>	<b>SCap16\35</b>
Installation of a toilet, servery and flexible seating		

<b>Total project cost</b>	£176,000	
<b>Amount requested</b>	£85,000	48.30% of total cost
<b>Organisation's contribution</b>	£17,500	<b>Organisation's latest bank balance</b> £95,488
<b>Other funding</b>	£73,500	<b>Of which £3,500 is secured</b>

### Previous grants

None

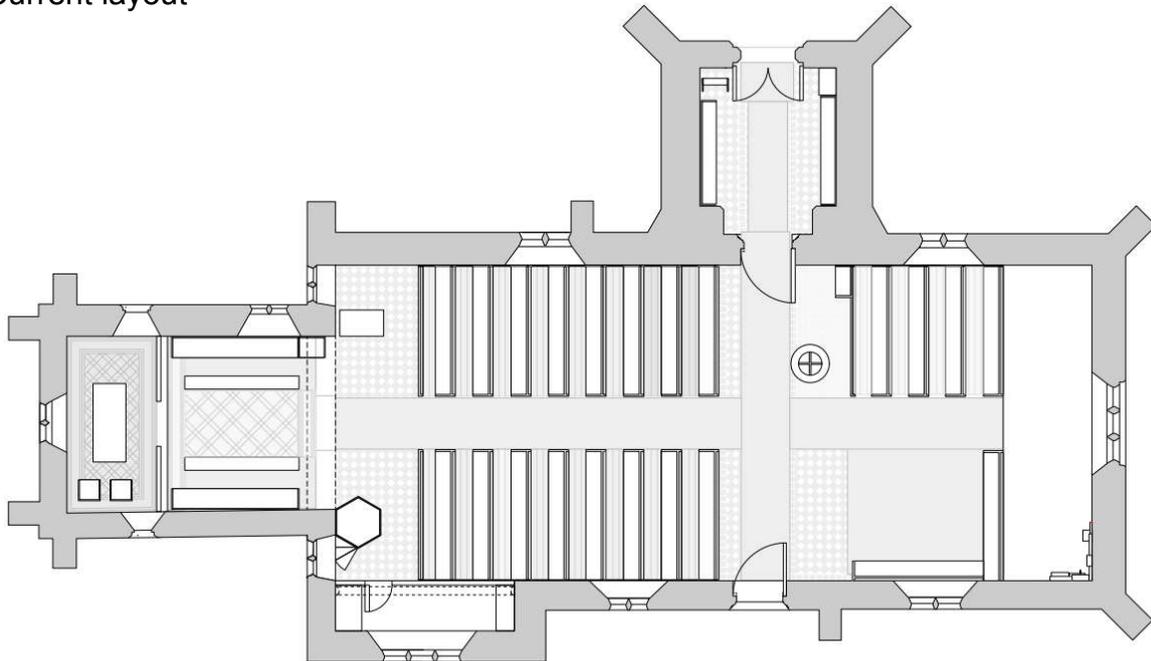
### Scoring

<b>New facilities or activities</b>		
The project will install a toilet and servery in the existing church as well as replace some pews with more flexible seating.	<b>Score</b>	10/14
While the project will provide some new facilities in the existing space it is essentially improving the existing church building, so their score is limited to 10 points.		
<b>Community benefit</b>		
Officers have scored 11 points as whilst anyone could benefit, the main benefit is to the church's congregation (both regular and occasional members) which is a smaller demographic group.	<b>Score</b>	11/14
The village hall sits less than 100 metres from the church and offers a dedicated community meeting space, which may reduce potential non-congregation use of the new facilities further.		
<b>Funding the project</b>		
The organisation has secured around 11 per cent of the other funding (including their contribution) but still need to secure another 40 per cent in addition to their request to us, so officers limited their score to six points.	<b>Score</b>	6/14
If they've secured more funding when the panel meet this score could increase.		
The organisation had £95,488 in the bank when they applied, some of which they need to help pay for urgent building maintenance (estimated cost £159,000), which limits their contribution to this project.		
<b>Consultation</b>		
They've displayed their plans in the church and include updates in their parish newsletter.		
<b>Project completion within timeframe</b>		
Their start date (January 2017) works with the time limits for our scheme, but depends on the success of their other funding requests.		
<b>Financial and project management plans</b>		
They have a comprehensive project management plan and a fundraising committee. The ongoing costs will become part of their annual running costs/budget and they hope to see their income increase through additional use as a result of the project.		
<b>OFFICER RECOMMENDED CONDITIONS AND CONSIDERATIONS</b>	<b>Total score</b>	<b>27/42</b>
Based on the officer's score this application is a medium priority for funding and could receive up to 36.22 per cent of the total cost (75 per cent of their request) capped to £63,750.	<b>Recommended Grant</b>	<b>£63,750</b> 36.22% of total cost

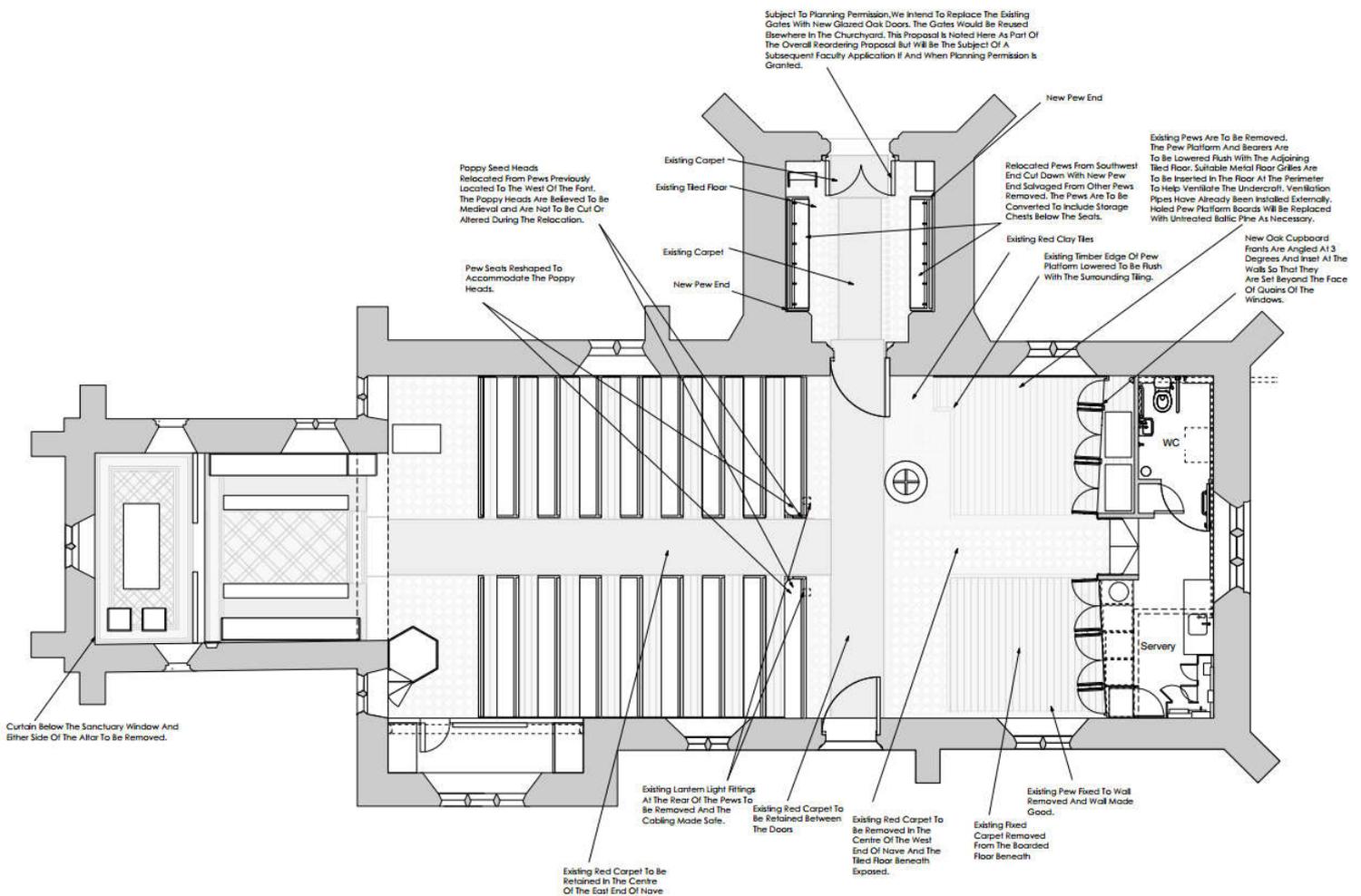
<b>Applicant responses</b> (transferred directly from their application form)	
<b>Details of the project</b>	<p>The project is designed to extend and enhance the facilities available at St Catherine's Church Towersey. We plan to install a new accessible WC and refreshment servery, and to make some modifications to the rear of the church to create a flexible space for various activities.</p> <p>In addition we plan to install new energy-efficient heating and make other modifications to enhance the usability of the building.</p>
<b>Financial statement from the organisation</b>	<ol style="list-style-type: none"> <li>1. Urgent repairs required to the fabric of the building - estimated cost £159,000.</li> <li>2. Routine expenditure of c £2,000 per month</li> </ol>
<b>Statement about town/parish support</b>	We have not approached the Parish Council formally because we understand that they do not have sufficient funds to provide support for this project.
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	<ol style="list-style-type: none"> <li>1. Elderly people, who will be able to run their own activities including refreshments when required.</li> <li>2. Elderly people needing a WC, who will feel they can attend (and remain in the building for longer).</li> <li>3. All people attending the church - especially those who have travelled long distances for weddings, funerals and baptisms.</li> <li>4. Visitors from historical and archaeological societies</li> <li>5. Users of new activities such as Carer and Toddler groups.</li> </ol>
<b>How did you identify a need in the community for your project or service?</b>	<p>We carried out extensive consultation with the local community through open meetings and displays over two years. The first was undertaken at the early stages of the project. A year later we repeated the exercise with amended plans.</p> <p>The response was very positive and supportive and input from those consulted was incorporated in the final plans.</p>
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	<p>We plan to replace the current heating, which is provided by high wall-mounted, infra-red, electric heaters, with energy-efficient Cool Touch heaters installed in the pews. This will enable us to be more selective in which parts of the building are heated.</p> <p>We also plan to install energy-efficient lighting throughout.</p> <p>New outer doors will be installed in the porch to reduce heat loss whenever the main church door is opened.</p>
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	<p>The project is supported by our Consulting Architect who notes the need for a WC in the latest Quinquennial Inspection.</p> <p>Our plans were reviewed and modified by the Diocesan Advisory Group and their architect.</p>
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	<ol style="list-style-type: none"> <li>1. Provision of new accessible WC inside the church</li> <li>2. Provision of new refreshment servery area with facilities for washing up</li> <li>3. Reordering of part of the church to provide a more flexible space in which to hold meetings</li> <li>4. Refurbishment of vestry area to provide a secure space for clergy preparation</li> <li>5. Installation of energy-efficient heating and lighting</li> <li>6. Enhancement to porch area to improve energy efficiency.</li> </ol>
<b>What new activities will take place because of this project?</b>	<ol style="list-style-type: none"> <li>1. Extra capacity for the popular cafe church held monthly on Sunday afternoons</li> <li>2. Scope for new activities including: <ul style="list-style-type: none"> <li>- small exhibitions of works by local artists</li> <li>- carer and toddler groups</li> <li>- informal services and spaces for prayer and reflection</li> </ul> </li> <li>3. Greater flexibility for groups currently meeting in the church including afternoon Sunday School, Sunday Youth Group, Parish Council, Parochial Church Council.</li> </ol>

Photos and plans of site (we'll show videos and more photos at the panel meeting)

Current layout

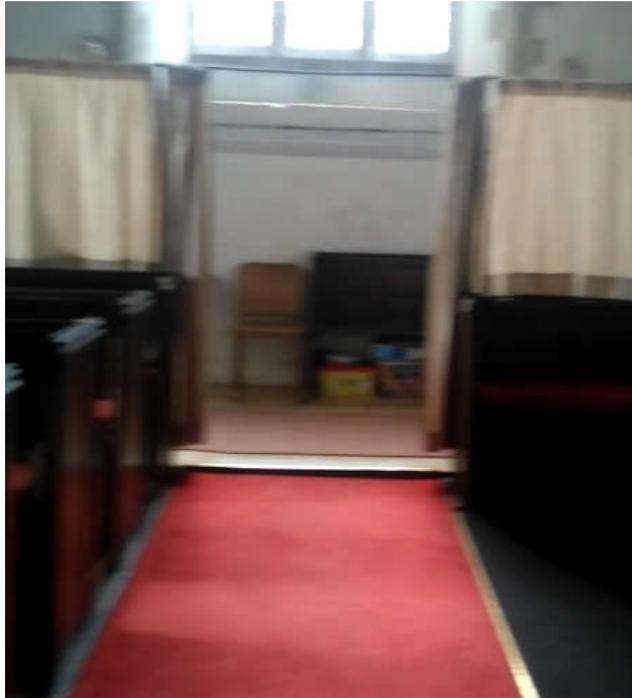


Proposed layout

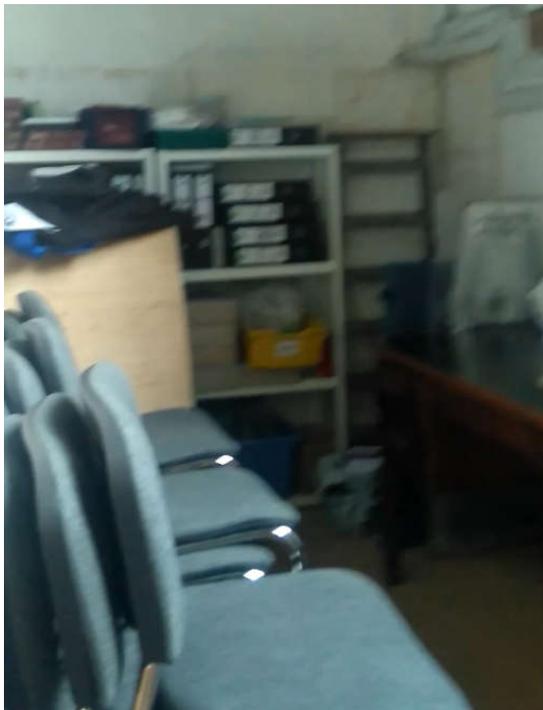


**Photos of where the servery and toilet will go**

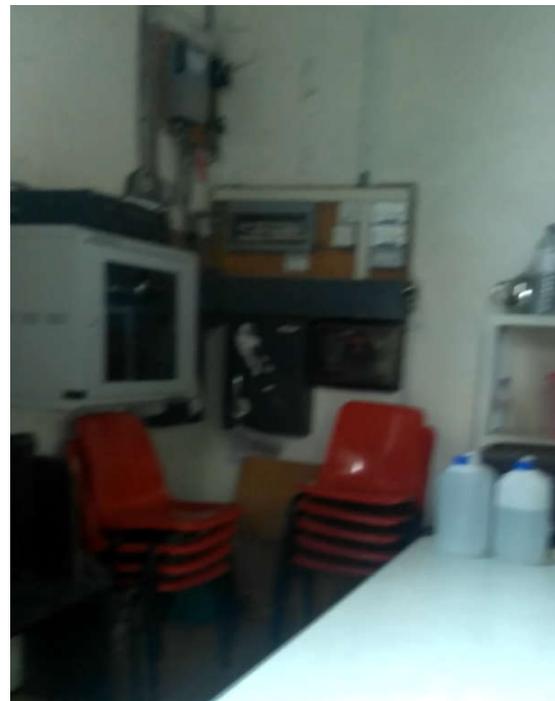
The toilet will go on the left hand side behind the curtain (which will be replaced) and the servery on the right.



Existing site where the toilet will go



Existing site where the servery will go



<b>Nettlebed Village Club</b>	<b>Ref</b>	SCap16\121
Replacement roof		

<b>Total project cost</b>	£259,500	
<b>Amount requested</b>	£129,750	50% of total cost
<b>Organisation's contribution</b>	£20,000	<b>Organisation's latest bank balance</b> £62,000
<b>Other funding</b>	£109,750	All unsecured

### Previous grants

None

### Scoring

<b>New facilities or activities</b>		
The project will replace the roof of the existing building, install insulation in the roof and repair some existing windows. The building is quite large and houses two halls and a member's bar.	<b>Score</b>	10/14
Officers have scored it 10 points as the project will improve and replace the existing facilities, rather than create any new ones.		
<b>Community benefit</b>		
The club is open to the whole community and offers a wide range of activities. Replacing the roof (which has started to fail) will ensure this facility remains available to the community.	<b>Score</b>	14/14
<b>Funding the project</b>		
The organisation is going to contribute £20,000 to the project and is still finalising their funding plan for the rest of the money.	<b>Score</b>	3/14
They had £62,000 in the bank at the time of application, which could cover their contribution.		
If they have submitted applications for (or have secured) the other funding (£109,750) and can clarify their own financial situation when the panel meet this score could increase.		
<b>Consultation</b>		
Whilst they report a number of stakeholders support the project we have not received any evidence in the application. Officers would suggest they carry out energy and access audits of the building to identify more improvements for the future.		
<b>Project completion within timeframe</b>		
Their start date (May 2017) works with the time limits for our scheme but depends on the success of their other funding requests.		
<b>Financial and project management plans</b>		
They have appointed an architect to project manage the work.		
<b>OFFICER RECOMMENDED CONDITIONS AND CONSIDERATIONS</b>  Officers recommend they carry out energy and access audits of the building to identify more improvements for the future.  Based on the officer's score this application is a medium priority for funding and could receive up to 37.50 per cent of the total cost (75 per cent of their request) capped to £97,312.	<b>Total score</b>	<b>27/42</b>
	<b>Recommended Grant</b>	<b>£97,312</b> 37.50% of total cost

<b>Applicant responses</b> (transferred directly from their application form)	
<b>Details of the project</b>	To replace all broken tiles on roof and repair all gable windows
<b>Financial statement from the organisation</b>	Rates Wages Mostly Brewery bills Electric Rubbish Collection Telephone Repairs and Renewals Professional fees & Licences
<b>Statement about town/parish support</b>	No, the Parish Council are well aware of our plight but are not in a position to contribute. However individually we have had donations from members and recently £1050 was donated to us from proceeds of the Queen's 90th Birthday Party which was organised by the P.C.
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	Senior Citizens Lunch Clubs and Coffee Morning Children karate lessons Folk Club Concerts Ukulele lessons Dances Parish Council Meeting All Community Events i.e. Providing bar facilities Snooker Club Darts Club British Legion and Parish Council regularly meet Bingo Dance Classes including Zumba Wakes Weddings A much used hall for various activities
<b>How did you identify a need in the community for your project or service?</b>	Full consultation has been had with the owners, the Parish Council, the Club membership and representatives of the local community. All are supportive of this application.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	The proposed roof repairs will improve the heat insulation of the building.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	Claire Paterson Surveyor of Spratley Architects. Specification and schedule of work has been prepared and circulated to contractors.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	The project is to repair the roof of a popular and distinguished building which has an extensive roof covering. Such repairs will ensure the integrity and longevity of the building ensuring continued and future use for members and the wider community.
<b>What new activities will take place because of this project?</b>	Restoration of the roof is the first element of modernising the hall to improve facilities available for current activities to continue and provide opportunity for new activities in the future.

**Photos of site** (we'll show videos and more photos at the panel meeting)

Front



Rear



Close up of condition



<b>Henley Rugby Football Club</b>		<b>Ref</b>	<b>SCap16\92</b>
Build two additional changing rooms			
<b>Total project cost</b>	£350,000		
<b>Amount requested</b>	£150,000	42.86% of total cost	
<b>Organisation's contribution</b>	£100,000	<b>Organisation's latest bank balance</b> £307,994	
<b>Other funding</b>	£100,000	<b>Of which £40,000 is secured</b>	

**Previous grants**

2015/16 - £100,000 towards a £475,000 club house improvement project.

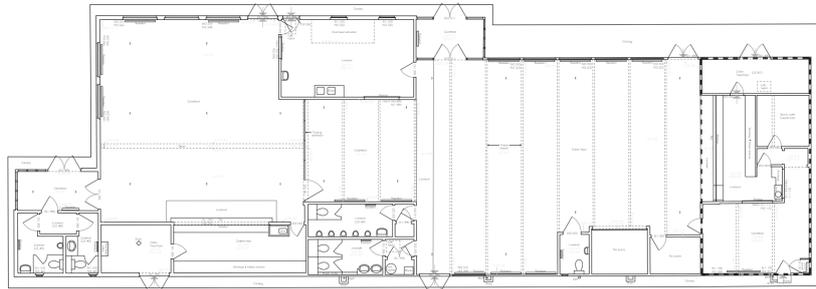
**Scoring**

<b>New facilities or activities</b>		
<p>The project will increase the number of changing rooms at the club from eight to ten. It will also add another official's room and medical room.</p> <p>This is the second phase of their club development plan. Phase one (club house improvements) is currently underway following a grant from us in 2015/16.</p> <p>Their score is limited to ten points as the project improves their existing facilities and activities rather than creates new ones.</p>	<b>Score</b>	10/14
<b>Community benefit</b>		
<p>The main benefit is to the rugby club's members, although some other groups use the club and will use the changing rooms, putting them in the seven to ten point bracket.</p> <p>As the range of groups who will use the new changing rooms is more limited than those who might use a community space (like their club house for example) officers limited their score to eight points.</p>	<b>Score</b>	8/14
<b>Funding the project</b>		
<p>The organisation has secured nearly 40 per cent of the money needed (assuming they can afford their contribution, which isn't clear from their financial statement) and know where they intend raising the other 28.57 per cent not covered by this request.</p> <p>Their bank balance when they applied was nearly £308,000 however, they need some of this (exact amount unknown) to finish the first phase of work (club house renovations). Because we don't know how much they need for this officers can't confirm if they could contribute more to phase 2, or if they can even cover their intended contribution of £100,000 and cover the repayments on the £50,000 RFU loan they intend taking out.</p> <p>Officers limited their score to eight points due to the uncertainty around their finances and the amount yet to secure. If they've secured their other funding and can clarify their own financial position when the panel meet this score could increase.</p> <p>The town council (their landlord) are not contributing towards phase two of the project after a significant contribution to phase one.</p>	<b>Score</b>	8/14
<b>Consultation</b>		
The Henley and Harpsden NLP refers to making 'further improvements to the rugby club facilities' and RFU have recommended the additional changing rooms to meet their standards.		
<b>Project completion within timeframe</b>		
Their start date (May 2017) works with the time limits for our scheme but depends on the success of their other funding efforts.		
<b>Financial and project management plans</b>		
They are employing a professional project manager to oversee the work and they'll incorporate the additional running costs in their annual budget and maintenance work.		
We assume their RFU loan will depend on their ability to make the necessary repayments.		
<b>OFFICER RECOMMENDED CONDITIONS AND CONSIDERATIONS</b>	<b>Total score</b>	<b>26/42</b>
<p>For legal reasons if we wish to award a grant to this project it must go through <b>Henley Rugby Club (Limited by Guarantee)</b>, not the private limited company (Henley Rugby Football Club Limited).</p> <p>Based on the officer's score this application is a medium priority for funding and could receive up to 32.14 per cent of the total cost (75 per cent of their request) capped to £112,500.</p>	<b>Recommended Grant</b>	<b>£112,500</b> 32.14% of total cost

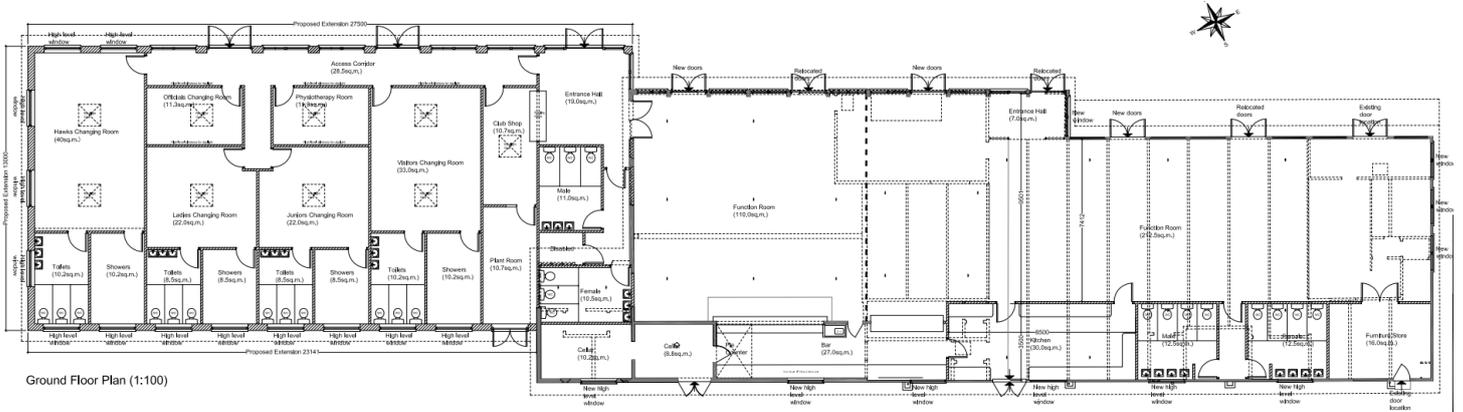
<b>Applicant responses (transferred directly from their application form)</b>	
<b>Details of the project</b>	<p>The Dry Leas Changing Room Extension is Phase 2 of our plans to refurbish, extend and upgrade the facilities at Henley RFC to benefit the community of Henley-on-Thames. This includes 2 new changing rooms, medical room and match officials changing room to support various sports and activities.</p> <p>Phase 2 will commence in April 2017 providing we can secure the appropriate funding from both internal and external sources.</p> <p>The RFU are fully supportive of our application.</p>
<b>Financial statement from the organisation</b>	<p>RFU Grant has been limited to £40,000 due to a high level of applications. The RFU Loan is included at £50,000 with a potential of a further £50,000 if required</p> <p>Sport England have declined our application for £75,000.</p> <p>An extra £20,000 required for Phase 1 - Back Wall The increase in building costs over the last 2 years.</p> <p>We have secured £250,000 from members/supporters thus far and working to secure a further £100,000 for Phase 2.</p>
<b>Statement about town/parish support</b>	<p>We have approached Henley Town Council who have provided great support in terms of guidance and funding.</p> <p>The funding they have very kindly agreed towards Phase 1 is as follows: Grant £100,000 and a Loan of £100,000</p>
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	<p>Henley Physio Clinic to be relocated to Dry Leas - Dec 2016 Upgrade Café &amp; Gym facilities to cater for Mum &amp; Toddler activities Henley College - provide new and additional facilities to support College activities St Mary's School Nomad Drama and Theatre Group who require changing facilities when using the Club house Boxercise - discussion with local group seeking facilities Further details have been included within submission via uploaded file.</p>
<b>How did you identify a need in the community for your project or service?</b>	<p>The following consultation was undertaken to understand the requirements of the local community: Henley &amp; Harpsden Local Plan Questionnaire - Feb 2014 - (Section 8) Henley RFC - Quality of Experience Questionnaire and 5 Year Plan Henley House &amp; Garden Show 2015 - Feb 2015 RFU Club Accreditation 2014/2015 and 2015/2016 Additional potential users list</p>
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	<p>Thermal insulating cladding on exterior, Double glazed windows throughout, Energy saving lighting, Water saving measures throughout changing room complex, Will consider solar panels to roof.</p> <p>It is not possible to provide an energy audit for the new structure. However, will comply with Part L2a.</p> <p>It is key for us to have a sustainable community club and thus essential to minimise usage, reduce costs and ensure minimum impact on environment.</p>
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	<p>We have engaged Ridge &amp; Partners LLP to provide professional advice - initiation, planning, design, and implementation. Ridge have been involved throughout the project.</p> <p>We also have a skill set within our 140 volunteers that are supporting the project and will help with a variety of tasks throughout the project - fund raising, interim maintenance with current and future facilities, landscaping.</p> <p>Access audit attached.</p>
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	<p>The project will create two new RFU approved changing rooms to increase capacity to underpin activities taking place and to ensure compliance with safeguarding regulations for all players.</p> <p>RFU approved new match officials changing room and medical room will be provided to increase the total capacity available.</p> <p>These facilities will be available for use by the wider community for all sporting activities on-site including football, archery, drama, and hockey.</p> <p>The facilities meets accessibility guidelines.</p>
<b>What new activities will take place because of this project?</b>	<p>The new changing facilities will allow various local groups to use the new facilities alongside the club house. The current facilities do not meet the requirements of local groups outside of rugby.</p> <p>The new facilities will allow us to provide additional playing options for girls and women's rugby alongside increased activity for mini and junior rugby.</p> <p>The new facilities will make the sporting facilities more attractive for users as clean, modern and safe environment for users.</p>

Photos and plans of site (we'll show videos and more photos at the panel meeting)

Plans of the existing clubhouse (the new changing rooms will go on the left hand side)



Plans for new changing rooms



<b>Wheatley Parish Council</b>	<b>Ref</b>	SCap16\103
Noticeboards and public seating		

<b>Total project cost</b>	£6,213	
<b>Amount requested</b>	£3,106	49.99% of total cost
<b>Organisation's contribution</b>	£1,554	<b>Organisation's latest bank balance</b> £140,402
<b>Other funding</b>	£1,553	All unsecured

**Previous grants**

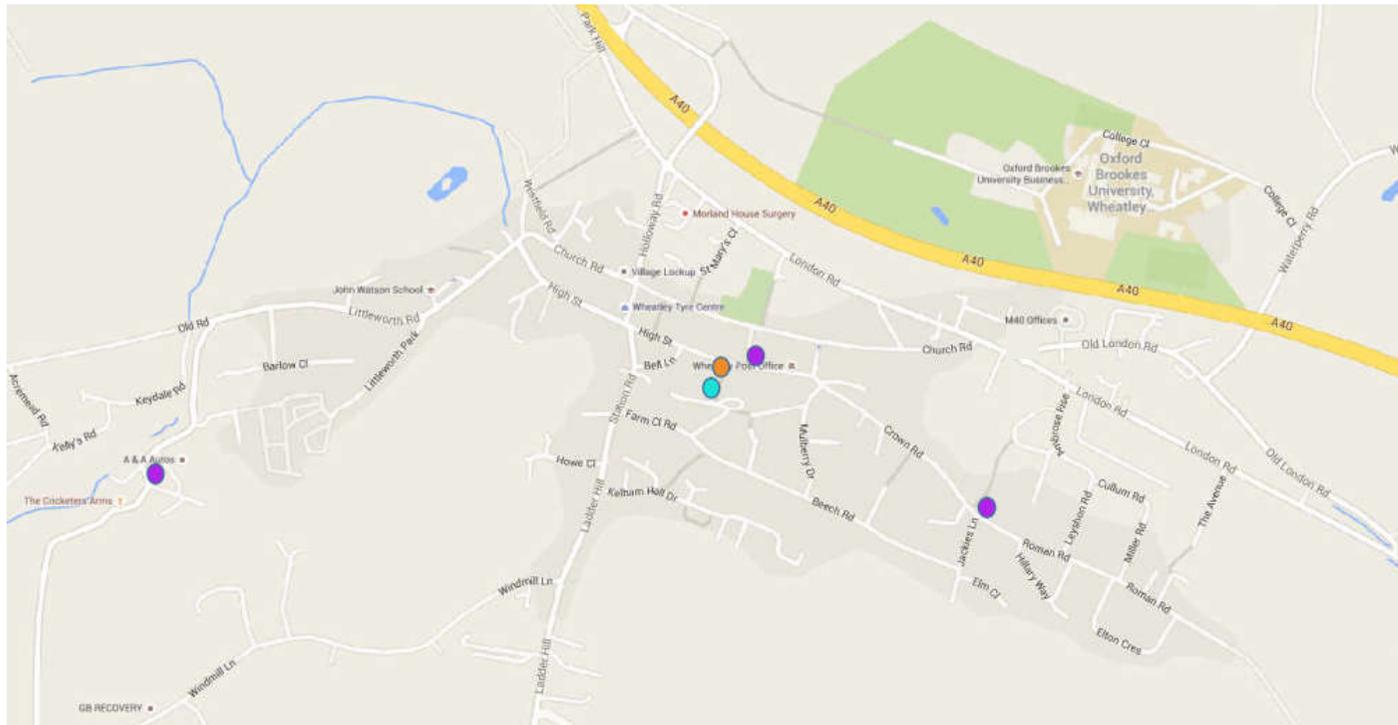
2011/12 - £2,487 - youth shelter 2006/7 - £25,000 - play area improvements

**Scoring**

<b>New facilities or activities</b>		
This project will replace two public seats costing £1,000 and install four notice boards (three replacements and one new) costing £5,213 around the parish.  As most of this project is to replace existing facilities and as the new facilities/activities the new board will enable is limited officers have awarded seven points in this area.	<b>Score</b>	7/14
<b>Community benefit</b>		
Anyone in the community can benefit from the notice boards and seating however, their appeal is minimal, so officers have limited their score to 11 points.	<b>Score</b>	11/14
<b>Funding the project</b>		
The parish council are funding 25 per cent of the cost themselves using their reserves and plan on raising the rest through unspecified sources.  Their bank balance was £140,402 when they applied with no details of any other financial commitments limiting their contribution to this project, therefore the panel may feel they could afford to contribute more or even fund the whole project without external funding.	<b>Score</b>	7/14
<b>Consultation</b>		
They've not carried our any consultation on the project.		
<b>Project completion within timeframe</b>		
Their intended purchase dates (November 2016) work with the time limits for our scheme.		
<b>Financial and project management plans</b>		
They will incorporate the ongoing maintenance into their annual budgets and work plan.		
<b>OFFICER RECOMMENDED CONDITIONS AND CONSIDERATIONS</b>	<b>Total score</b>	<b>25/42</b>
Based on the officer's score this application is a medium priority for funding and could receive up to 37.49 per cent of the total cost (75 per cent of their request) capped to £2,752.  Due to the financial situation of the applicant, the panel may feel they could potentially afford the whole project without a grant, despite its score.	<b>Recommended Grant</b>	<b>£2,752</b> 37.49 of total cost

<b>Applicant responses</b> (transferred directly from their application form)	
<b>Details of the project</b>	<p>The three current noticeboards are in a poor state of repair and urgently need replacing.</p> <p>Two new noticeboards are also required to provide information to residents over a wider area of the village.</p> <p>In the centre of the village, two replacement seats are required as the existing ones are in a poor state.</p>
<b>Financial statement from the organisation</b>	None
<b>Statement about town/parish support</b>	
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	<p>All local voluntary organisations, clubs and societies will be given much needed publicity over wider area of village.</p> <p>All local residents will get more information and be encouraged to join local societies and organisations.</p> <p>Older residents who may not have access to internet and more isolated residents will have more information about joining local groups.</p> <p>Local retailers, shoppers and older people will benefit from new seating in village centre.</p>
<b>How did you identify a need in the community for your project or service?</b>	The Parish Council has identified the very poor condition of existing noticeboards and wishes them to be replaced and for extra noticeboards to cover more of the village. Also, the seating has been identified by Parish Councillors as in a very poor state of repair and in need of replacement.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	Use of sustainable wood for noticeboards
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	N/A
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	<p>The three current noticeboards are in a poor state of repair and urgently need replacing. Two new noticeboards are also required to provide information to the residents over a wider area of the village. Two outdoor seats are also in a poor state of repair and need replacing.</p> <p>These will encourage more community and local government information to be displayed, as well as looking smart and enhancing the attractiveness of the local environment.</p>
<b>What new activities will take place because of this project?</b>	<ul style="list-style-type: none"> <li>• New and improved information to community services, activities and events by local residents, leading to improvements in well-being</li> <li>• Residents will have an increased sense of community through having greater involvement in meetings, activities and local projects</li> <li>• Older and more vulnerable residents who may not have access to the internet will feel less isolated through information enabling them to engage in community activities.</li> <li>• Replacement seating will encourage sense of community with interaction</li> </ul>

## Locations of seating and noticeboards



- Replacement notice board
- New notice board
- Replacements seats

Littleworth noticeboard

Village centre notice board and replacement seats

Roman Road noticeboard



<b>Cuddesdon Parochial Church Council</b>	<b>Ref</b>	SCap16\116
Church bell restoration		

<b>Total project cost</b>	£75,000	
<b>Amount requested</b>	£35,000	46.67% of total cost
<b>Organisation's contribution</b>	£5,000	<b>Organisation's latest bank balance</b> £78,596
<b>Other funding</b>	£35,000	<b>Of which £28,450 is secured</b>

### Previous grants

None

### Scoring

<b>New facilities or activities</b>		
This project will improve their existing facilities by recasting their bells and strengthening the tower's structure.	<b>Score</b>	8/14
Because the project will improve an existing facility for a single activity (bell ringing) officers have scored eight points.		
<b>Community benefit</b>		
Officers have awarded a score of six points to reflect the fact that the direct benefit is to a single group (the bell ringers), although there is potential atmospheric benefit for any resident who enjoys listening to the bells (although Ripon college's bell ringing group are also based within earshot).	<b>Score</b>	6/14
<b>Funding the project</b>		
They've secured 44.60 per cent of the other funding already (including their contribution). If they secure the remaining balance by the time the panel meet their score could increase further.	<b>Score</b>	10/14
Their bank balance at the time of application was just over £78,500. They need £33,000 for a different restoration project in the main church. They have £11,000 in a designated bell fund (although their £5,000 contribution to this project is coming from their general reserves instead).		
This leaves over £34,000 in their general reserves to help fund this work, install a servery and toilet in the future and cover any other maintenance costs in the year.		
There is potential that they could contribute more to this project.		
<b>Consultation</b>		
While they've not carried out any formal consultation they have kept the community informed through their newsletter and received verbal requests from the community to have the bells restored.		
<b>Project completion within timeframe</b>		
Their start date (April 2017) works with the time limits for our scheme, but depends on success of their other funding efforts.		
<b>Financial and project management plans</b>		
They have appointed an architect to manage the project and they'll include the ongoing maintenance costs in their annual budget.		
<b>OFFICER RECOMMENDED CONDITIONS AND CONSIDERATIONS</b>  Based on the officer's score this application is a medium priority for funding and could receive up to 35 per cent of the total cost (75 per cent of their request) capped to £26,250.	<b>Total score</b>	<b>24/42</b>
	<b>Recommended Grant</b>	<b>£26,250</b> 35% of total cost

<b>Applicant responses</b> (transferred directly from their application form)	
<b>Details of the project</b>	Our Church/Parish Bell's date back to 1617 and over the centuries have heralded many major national and village events. Sadly the bells and the supporting frame are in urgent need of conservation to make them safe and ensure that they perform as marvellously as they are capable of. This entails taking the bells to a foundry where one will be recast and the rest re-tuned. Meantime the frame will be reinforced and then bells returned.
<b>Financial statement from the organisation</b>	£11,000 in bell fund. Of remaining, £10,000 is needed to trigger lottery grant of £200,000 and £13,000 to restore a stained glass window plus £10,000 contingencies for these works. This leaves £35,000 but we need to fund a servery, cover our contribution to bell project, payments to the Diocese for parish share and on-going local church expenses including roof and churchyard maintenance. We are also asked by the Diocese to maintain balances of £25,000
<b>Statement about town/parish support</b>	The Parish Council and Parochial Church Council work well together having recently cooperated on a major scheme to create a war memorial from the remnants of a medieval cross. The Parish Council have undertaken to provide for its future maintenance in addition to helping fund maintenance of the churchyard. The PC have very limited funds and we prefer to avoid having to ask them to assist with this project if we can.
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	ALL sections of the community will be able to hear the bells ring and we believe this will give particular comfort to the sick and housebound. The project will provide opportunities for people to volunteer to train and act as bell ringers and thus acquire new skills. They will use these skills to delight people in the village, increase community cooperation and involvement and enhance village events such as weddings and celebrations.
<b>How did you identify a need in the community for your project or service?</b>	Need for project arises since without it the bells at Cuddesdon which have been in use for over four hundred years are likely to become unusable on safety grounds. People have expressed their wish that the bells should be restored in many ways including speaking to members of the PCC and project leaders and general grumblings, that they are not heard. Support shown through donations, volunteering to help, fundraising concert attended by 65 people
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	Not sure this is applicable since the only energy that will be expended is that provided by the bell ringers in the act of ringing. We will ensure that energy saving bulbs are used to light the bell chamber of course.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	Most of the expertise seems to be with the small number of companies who both charge for advice but are also contractors hence the possible conflict of interest you allude to. We have approached this by inviting contractor assessments and paying for inspection and advice. We also checked and consulted with the Oxford Diocesan advisor on bells who has confirmed that the work is needed and that a faculty should be forthcoming.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	The project will improve the existing facilities and make them safe and fit for purpose. Safety concerns following an inspection fifteen years ago took the bells out of use until a recent examination allowed it with careful monitoring pending conservation work. If the work does not go ahead we anticipate that they will be taken out of use altogether. Already monitoring has revealed movement in the frame meaning one bell can no longer be used.
<b>What new activities will take place because of this project?</b>	Yes new activities! It will lead to regular ringing of the bells, after fifteen years and a new team of ringers will add to the life of the community. There is a lively interest from all sections and the activity will bring together, educate and unite the church community with others from village and local college. It will increase the focus on the church as a centre for community drawing in non-worshippers.

Photos of site (we'll show videos and more photos at the panel meeting)



The project will remove the bells, melt them down and recast them. It will also strengthen the tower structure holding the bells.



The contractors will remove this window to remove and return the bells

<b>Warborough &amp; Shillingford Cricket Club</b>	<b>Ref</b>	SCap16\97
Build a new practice net facility		

<b>Total project cost</b>	£59,315	
<b>Amount requested</b>	£29,315	49.42% of total cost
<b>Organisation's contribution</b>	£12,500	<b>Organisation's latest bank balance</b> £25,073.18
<b>Other funding</b> Including a parish council contribution of:	£17,500 £7,000	All of which is secured, including the parish contribution.

### Previous grants

None

### Scoring

<b>New facilities or activities</b>		
The project will improve their current cricket training facilities by building a 2-lane practice net facility. The officer's score of seven points reflects the fact that while the project will improve their training facilities the range of activities and facilities it will enable is limited to cricket training.	<b>Score</b>	7/14
<b>Community benefit</b>		
The benefit is to the cricket club members, which as a single sport club, limits their score to a maximum of six points.	<b>Score</b>	6/14
<b>Funding the project</b>		
Their bank balance when they applied was just over £25,000 and after taking into account their other financial commitments they have £10,000 available towards this project and their general running costs, which is £2,500 less than their planned contribution.	<b>Score</b>	10/14
They have secured most of the other funding needed, including a £7,000 grant from the parish council. The only other funding left to confirm is their own contribution.		
If they can confirm their reserves have increased to cover their contribution when the panel meet this score could increase.		
<b>Consultation</b>		
South Oxfordshire's cricket development officer supports the project, and the English Cricket Board recommend practice net facilities. They also attached a number of local letters of support.		
<b>Project completion within timeframe</b>		
Their start dates (February 2017) work with our time limits for the scheme, but will depend on them getting their contribution in time.		
<b>Financial and project management plans</b>		
They have a sound club development plan in place and by starting a sinking fund they are thinking of their financial future.		
<b>OFFICER RECOMMENDED CONDITIONS AND CONSIDERATIONS</b>	<b>Total score</b>	<b>23/42</b>
Based on the officer's score this application is a medium priority for funding and could receive up to 37.06 per cent of the total cost (75 per cent of their request) capped to £21,986.	<b>Recommended Grant</b>	<b>£21,986</b> 37.06% of total cost

<b>Applicant responses</b> (transferred directly from their application form)	
<b>Details of the project</b>	W&SCC currently have one senior side and a very large junior section (100+ players 5-18yrs old) but only a single grass pitch for practice and training. We are seeking funding to aid us building a 2 lane artificial practice net facility. It will enable us to offer a better standard of cricket (and coaching) to a wider playership and to safeguard cricket in the village which is at risk due to lack of proper facilities.
<b>Financial statement from the organisation</b>	Amount above is combined clubs' assets. Seniors contributing £6,000 leaving them with c.£5,000 operating buffer, Juniors £7,000 for c.£3,000 buffer (seniors bear more running costs). Surplus funds above these calculations are cyclically high; most incomings for the year received but few of the costs paid out. Remainder allows overdraft-free operation and general club running with small surplus for financial shocks (e.g. we are expecting to have to replace our ageing mower soon at £5-£10k cost).
<b>Statement about town/parish support</b>	Yes, as above, Warborough Parish Council has agreed to fund the project to the tune of £7,000. Councillor Paul Duncan has also worked in tandem with W&SCC to work through the various stages of the process (including but not limited to dealing with the disposal of allotment land, production of a lease, various funding avenues and community engagement). This is the maximum they felt able to contribute as they have increased services burden this year.
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	Our sphere of attraction is wide across Oxfordshire with few other local clubs and none with large junior sections. We have around 30 seniors (including several over 70s), over 100 juniors and a waiting list to join constrained by our lack of facilities. We are also going to be sharing our facility with the village school (WASPs). We offer boys and girls cricket at all junior ages and also have women in our senior club.
<b>How did you identify a need in the community for your project or service?</b>	Building nets has been a long held aim of the club and it is accepted as vital by the ECB for player development. The loss of stronger juniors to better resourced clubs has been felt keenly and we are failing many of the others who rightly don't feel they can get the level of coaching required with our facilities. We have consulted the community widely and had universal support from individuals, councillors and our MP.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	The practice net facility will not be connected to electricity, water or drainage services. The facility will though allow more efficient use of our existing pitch which will decrease wear and tear, both on the playing surface where all practice batting and bowling must take place, and on the outfield where the majority of practice is held (generally fielding only due to the uneven surface and longer grass length being unsuitable for fine skills tuition).
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	We have consulted extensively with the South Oxfordshire Cricket Development Officer. He is strongly supportive of the project and together we created an ECB-templated Funding Proposal and Club Development Plan (also attached - there is some overlap with some of the text sections of this application). We also have the support of the South England Development Officer, and have consulted with the South Oxfordshire Cricket Development Group who have given the Club a small grant.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	It will provide an entirely new practice facility for the club, but in particular for our 100+ junior members. At present, the only practice facility we have for them is the outfield of the Green and limited square practice. With joint use of the practice areas by different age-groups, coaching opportunities are limited despite the great efforts of our fantastic team of coaches. Also, grass practice can often be washed out with a waterlogged pitch.
<b>What new activities will take place because of this project?</b>	It's vital for young player skills development that they get as much exposure to batting and bowling as possible, which is only feasible (especially with this size of club) by using nets. Without these facilities, the better players tend to move to better-resourced clubs and the other players cannot be brought on very easily. With nets we can offer far more cricket and better coaching to an even larger number of junior and senior players.

**Photos of site** (we'll show videos and more photos at the panel meeting)

