

# Agenda



Listening Learning Leading

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## A MEETING OF THE

# Community Grants Panel

WILL BE HELD ON WEDNESDAY 1 NOVEMBER 2017 AT 10.00 AM

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

### Members of the Committee:

Anna Badcock (Chairman)

Joan Bland  
Pat Dawe  
David Dodds

Stefan Gawrysiak  
Jeannette Matelot  
Anthony Nash

Richard Pullen  
Bill Service

### Substitutes

Alan Thompson  
David Turner  
Charles Bailey

Nigel Champken-Woods  
Steve Connel  
Elaine Hornsby

Mocky Khan

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## **1 Apologies for absence**

To record apologies for absence.

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

To adopt and sign as a correct record the Community Grants Panel minutes of the meeting held on 14 June 2017 (attached).

## **3 Declarations of interest**

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

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

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

## **5 Public participation**

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

## **6 Bids for funding for capital grants and officer recommendations** (Pages 11 - 22)

## **7 Panel review scores**

The panel will review and amend officer scores as necessary.

## **8 Award recommendations**

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

MARGARET REED

Head of Legal and Democratic Services

# Minutes

OF A MEETING OF THE



Listening Learning Leading

## Community Grants Panel

HELD AT 10.00 AM ON WEDNESDAY 14 JUNE 2017

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

### Present

Anna Badcock (Chairman)

Joan Bland, Pat Dawe, Stefan Gawrysiak, Richard Pullen and Bill Service and Stephen Harrod (in place of David Dodds)

### Apologies:

David Dodds, Jeannette Matelot and Anthony Nash tendered apologies.

### Officers:

Carole Cumming, Ron Schrieber and Shona Ware

### Also present:

Elizabeth Gillespie, Cabinet member for community safety, legal, democratic services, electoral services and grants

## 1 Minutes

**RESOLVED:** to approve the minutes of the meeting held on 5 January 2017 as a correct record and agree that the Chairman signs them as such.

## 2 Declarations of interest

Anna Badcock declared an interest in the application from the Watlington Club as she and her family used the facilities. She stepped down from the panel and took no part in the consideration, scoring and award recommendation for this application.

## 3 Urgent business and chairman's announcements

There was no urgent business.

## **4 Public participation**

The list showing the members of the public who had registered to speak on the revenue grant applications was tabled at the meeting.

## **5 Bids for funding for revenue grants and officer recommendations**

The officers presented their reports detailing the applications from each project, showed videos and/or photos of the projects and gave provisional scores, recommended grants.

The panel heard addresses from representatives of the applicants and were given the opportunity to ask questions of the speakers.

### **Berinsfield Parish Council – Play area improvements**

#### **Corn Exchange Wallingford Limited and Sinodun Players Amateur Dramatic Society – Replacement roof and heating system**

John Evans, John Wright and Keith Yapp spoke in support of the application and answered questions from the panel.

### **Lewknor Village Hall – Replacement doors**

Jean Senior spoke in support of the application and answered questions from the panel.

### **Long Wittenham Parish Council – Play area improvements**

Catherine Harrison answered questions from the panel.

### **Little Milton Parish Council – Play area improvements**

Barry Coward and Elizabeth Swabey-Collison spoke in support of the application and answered questions from the panel.

### **Thame Sports Club – New community building**

Karen Woolland and Peter Boziers spoke in support of the application and answered questions from the panel.

### **The Watlington Club – Replacement squash court, flooring, new fire doors and a lawn aerator**

Councillor Anna Badcock stepped down from the panel. Councillor Bill Service was nominated and appointed temporary Chairman for this item and for the scoring and award recommendation for this application.

Dave Parkes spoke in support of the application and answered questions from the panel.

**Hagbourne Village Hall – Village hall play area improvements**

Michelle Marriott answered questions from the panel.

**Mainstream Day Centre (Benson) – Replacement kitchen**

Andrew Brooker spoke in support of the application and answered questions from the panel.

**Benson Parish Council – Play area improvements**

**Sandford on Thames Village Hall – Storage shed in car park**

**Ewelme Parish Council – Rebuild Ewelme pavilion**

The Parish Council had submitted a written statement in support of the application which was read out by the grants officer.

**Wallingford Rowing Club – Replacement boat launching platform**

Tim Brock and Roger Turnbull spoke in support of the application and answered questions from the panel.

**Peppard Stoke Row Cricket Club - Replacement cricket roller for Stoke Row**

Gerry Bacon spoke in support of the application and answered questions from the panel.

**Chinnor Parish Council – Tennis court resurfacing, new floodlighting and mini tennis courts**

**6 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 grant 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 for all applications except for the following:

**Benson Parish Council – Play area improvements**

Reduce the funding score from 11 to 7 in view of the high level of reserves held by the Parish Council.

**Sandford on Thames Village Hall – Storage shed in car park**

Increase the community benefit score from 7 to 9 in view of the benefit to a large number of community groups.

**Wallingford Rowing Club – Replacement boat launching platform**

Increase the new facilities or activities score from 8 to 10 in view of the benefit of the non-slip platform to disabled rowers.

Increase the community benefit score from 7 to 9 in view of the potential secondary benefit to the town’s economy and tourism that improvements to the popular rowing club might bring. The panel also recognised the club’s intention to work with the local school to make rowing more accessible.

**Chinnor Parish Council – Tennis court resurfacing, new floodlighting and mini tennis courts**

The panel agreed to defer consideration of this application pending the receipt of further information on the membership of the tennis club and the funding of the project, including the anticipated dates for receipt of S106 funding. Officers were requested to work with the applicants to strengthen the bid before it was reconsidered,

**Review of revised rankings**

The panel reviewed how the amendments to the scores had altered the rankings of the projects prior to confirming these changes.

The final scores as agreed were:

<u>Ref</u>	Organisation	Project description	New facilities or activities (max 14)	Community benefit (max 14)	Funding the project (max 14)	Total (out of 42)
SC17-18/33	Berinsfield Parish Council	Play area improvements	10	13	11	<b>34</b>
SC17-18/39	Corn Exchange Wallingford Ltd. and Sinodun Players	Replacement roof and heating system	8	11	14	<b>33</b>
SC17-18/22	Lewknor Village Hall	Replacement doors	7	11	14	<b>32</b>
SC17-18/57	Long Wittenham Parish Council	Play area improvements	10	13	9	<b>32</b>
SC17-18/18	Little Milton Parish Council	Play area improvements	10	13	9	<b>32</b>

SC17-18/37	Thame Sports Club	New community building	12	12	6	<b>30</b>
SC17-18/47	The Watlington Club	Replacement squash court flooring, new fire doors and a lawn aerator	8	10	12	<b>30</b>
SC17-18/17	Hagbourne Village Hall	Village hall play area improvements	9	8	12	<b>29</b>
SC17-18/59	Millstream Day Centre (Benson)	Replacement kitchen	10	9	10	<b>29</b>
SC17-18/36	Benson Parish Council	Play area improvements	7	11	7	<b>25</b>
SC17-18/60	Sandford on Thames Village Hall	Storage shed in car park	9	9	11	<b>29</b>
SC17-18/83	Ewelme Parish Council	Rebuild Ewelme pavilion	9	11	7	<b>27</b>
SC17-18/75	Wallingford Rowing Club	Replacement boat launching platform	10	9	11	<b>30</b>
SC17-18/16	Peppard Stoke Row Cricket Club	Replacement cricket roller for Stoke Row Ground	7	4	14	<b>25</b>
SC17-18/16	Chinnor Parish Council	Tennis court resurfacing, new floodlighting and mini tennis courts	<b>DEFER</b> pending further information			

## 7 Award recommendations

The panel then made recommendations to the Cabinet member for grants as follows:

### **RESOLVED:** to

- a) recommend that the award to Thame Sports Club be capped at £250,000 and that the Cabinet member should not make a decision regarding this award until after the organisation has completed its transfer to a Limited by Guarantee company, has transferred all of its assets to the new organisation and the council's grant and legal officers are satisfied with the set-up and eligibility of the new organisation.

- b) agree that projects recommended for medium priority awards (15-28 points) should receive 75% of the amount requested.
- c) defer consideration of the application from Chinnor Parish Council pending the receipt of further information on the membership of the tennis club and the funding of the project, including the anticipated dates for receipt of S106 funding.
- d) recommend that the Cabinet member for community safety, legal, democratic services, electoral services and grants make the following capital grant award decisions:
  - 1. to award Berinsfield Parish Council 50.00 per cent of their total project cost, capped to £33,992, towards play area improvements, as set out in its application, subject to a condition that work should not commence until the grant agreement is completed and the land title restriction is in place.
  - 2. to award Corn Exchange Wallingford Limited and Sinodun Players 34.00 per cent of their total project cost, capped to £170,000, towards a replacement roof and heating system, as set out in its application.
  - 3. to award Lewknor Village Hall 36.10 per cent of their total project cost, capped to £4,585, towards replacement doors, as set out in its application.
  - 4. to award Long Wittenham Parish Council 50.00 per cent of their total project cost, capped to £7,291, towards play area improvements, as set out in its application.
  - 5. to award Little Milton Parish Council 50.00 per cent of their total project cost, capped to £50,000, towards play area improvements, as set out in its application, subject to a condition that work should not commence until the grant agreement is completed and the land title restriction is in place..
  - 6. to award Thame Sports Club 45.12 per cent of their total project cost, capped to £250,000, towards a new community building, as set out in its application, subject to a condition that the proposed new incorporated organisation is established before the grant is awarded.
  - 7. to award the Watlington Club 50.00 per cent of their total project cost, capped to £19,453, towards replacement squash court, flooring, new fire doors and a lawn aerator as set out in its application.
  - 8. to award Hagbourne Village Hall 32.31 per cent of their total project cost, capped to £10,000, towards village hall play area improvements, as set out in its application.
  - 9. to award Millstream Day Centre (Benson) 50.00 per cent of their total project cost, capped to £17,950, towards a replacement kitchen, as set out in its application.
  - 10. to award Benson Parish Council 37.50 per cent of their total project cost, capped to £6,050, towards play area improvements, as set out in its application.



11. to award Sandford on Thames Village Hall 48.65 per cent of their total project cost, capped to £1,799, towards a storage shed in the village hall car park, as set out in its application.
12. to award Ewelme Parish Council 36.37 per cent of their total project cost, capped to £75,000, towards rebuilding Ewelme pavilion, as set out in its application.
13. to award Wallingford Rowing Club 50.00 per cent of their total project cost, capped to £24,882, towards a replacement boat launching platform, as set out in its application.
14. to award Peppard Stoke Row Cricket Club 37.50 per cent of their total project cost, capped to £2,765, towards a replacement cricket roller for the Stoke Row ground, as set out in its application

The meeting closed at 1.40 pm

Chairman

Date

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# South Capital 2017/18 - officer evaluation report

## Scoring summary

Ref no.	Organisation	Scheme	Scheme cost	Amount requested	% of cost requested	Suggested score	Suggested award %	Suggested max value
SC17-18/99	Tetsworth Parish Council	Play area refurbishment and new outdoor gym	£30,000	£10,000	33.33%	<b>33</b>	33.33%	<b>£10,000</b>
SC17-18/70	Clifton Hampden Parish Council	Storage facility on the recreation ground	£15,640	£7,820	50.00%	<b>30</b>	50.00%	<b>£7,820</b>
SC17-18/120	Woodcote Village Hall	Replacement furniture, carpets and additional storage	£11,844	£5,922	50.00%	<b>30</b>	50.00%	<b>£5,922</b>
SC17-18/73	Checkendon Parish Council	Playground refurbishment	£33,210	£16,600	49.98%	<b>29</b>	49.98%	<b>£16,600</b>
SC17-18/119	Wallingford & District Art Club	Equipment purchases	£9,574	£4,750	49.61%	<b>29</b>	49.61%	<b>£4,750</b>
				<b>£45,092</b>		<b>Total requested</b>		<b>£45,092</b>
						<b>Total suggested</b>		<b>£45,092</b>
						<b>Budget available</b>		<b>£56,303</b>
						<b>Remining budget</b>		<b>£11,211</b>

### Officer recommended award levels (budget permitting)

29-42 points	High priority – award as requested (up to 50 per cent of total cost), budget permitting
15-28 points	Medium priority – award between 50 and 75 per cent of requested amount, budget permitting
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>Tetsworth Parish council</b>	<b>Ref</b>	<b>SC17-18/99</b>
Play area refurbishment and new outdoor gym		

<b>Total project cost</b>	£30,000		
<b>Amount requested</b>	£10,000	<b>Percentage requested</b>	33.33%
<b>Organisation's contribution</b>	£10,000	<b>Organisation's latest bank balance</b>	£32,502
<b>Other funding</b>	£22,400	<b>Of which the following is secured</b>	£0

**Previous grants** - None

### Scoring

<p><b>New facilities or activities</b> This project will improve the existing play area and include a new adult gym space, which is a small scale new facility. The officer's score reflects this.</p>	<b>Score</b>	10/14
<p><b>Community benefit</b> Anyone in the community can access the area, and the improvements will provide facilities for both children and adults.</p>	<b>Score</b>	14/14
<p><b>Funding the project</b> The organisation has allocated £10,000 of their £32,502 reserves towards the project. There were no financial commitments listed that would require their reserves (they are all covered by their precept), so they could contribute more if required.  They have a fundraising plan for the £10,000 gap in funding but none of this was secured at the time of the application. If they do secure more than £10,000 from other sources then any grant from us should reduce proportionately. The finance score reflects the current funding gap in funding for the project.  The parish council will carry out ongoing maintenance of the equipment.</p>	<b>Score</b>	9/14
<p><b>Consultation</b> Improving the play area and installing a 'trim trail' were both identified in their community led plan and their Neighbourhood plan, however we have not received any evidence that the community were specifically consulted on the design/equipment going into the new play area.  Their 2016 play inspection identified the area as a medium risk and that a number of pieces of equipment need improvement or replacing. Any grant given for this project should include a condition that the parish council will provide a satisfactory play inspection report before we release the final grant payment.</p> <p><b>Project completion within timeframe</b> Their intended start date of 1 March 2018 raises no concerns for officers. They may need to revise their start date if they have not secured all their funding by 1 March 2018.</p> <p><b>Financial and project management plans</b> The play area is inspected every year and is maintained by the parish council, any extra costs are covered by a combination of their reserves and grants funding. The land is owned privately but is protected under Section 9 of the Commons Registration Act 1965, which means the owner, parish council, registered commoners, and the sport and social club must all give permission for any works. We have received permission from the registered commoner and the sport and social club. The ownership is currently being transferred to the heir of the previous owner and permission cannot be sought until this process is complete.</p>		
<p><b>Suggested additional grant conditions:</b>  The council will not release any payment until we have received written permission for the work from the land owners once the transfer to the new owner is complete.  Before the council releases the final grant payment the organisation must provide a satisfactory play inspection report.</p>	<p><b>Total score</b></p> <p><b>Suggested Grant</b></p>	<p><b>33/42</b></p> <p><b>33.33% of the total cost, capped to £10,000</b></p>

<b>Applicant responses</b>	
<b>Details of the project</b>	Tetsworth parents and their children, value their well established and dedicated play area, but after many years of hard use the equipment needs to be replaced. This time we would like to change the focus and install modern facilities suitable for a wider age group with differing physical abilities, and to be able to provide healthy exercise for adults and children alike. A recent survey (June 2017) showed how much the village values the facility.
<b>Financial statement from the organisation</b>	The annual precept income is £19471, there are earmarked reserve funds towards the PC contribution of ~£8K. Other major expenditure during the year is clerks salary, hall hire, insurance, works loan repayments and village maintenance, which is a total of : £10970.
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	The target age range of users can be divided into 3 age groups, families with young children, school age up to 15 and young and adults. The aim of the project is to encourage them to play together beyond, conventional ball games and picnic. Tetsworth does have a growing and retired age group, and visitors to the Swan are attracted by the green space, all abilities need to be considered with equipment choice.
<b>How did you identify a need in the community for your project or service?</b>	Tetsworth village has carried out in-depth survey twice in the past 5 years. Once for the community led plan and once for the Neighbourhood plan. In both surveys the high importance of the Green including the play area was highlighted. The skate ramp was recently vandalised. The village rapidly made up the short fall between the insurance and replacement cost in a very short time span.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	The Play area is unlit, but in selecting replacement equipment consideration will be given to choosing sustainable materials and construction techniques. We shall continue with the bark foundation as this is the most environmentally favourable material available.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	Tetsworth play area is examined each year by external auditors who are ROSPA registered. After each annual inspection actions are taken to remedy any reported issues identified by the inspectors. The next survey is due in October 2017. We are expecting the condition results to be negative regarding existing equipment.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	The existing Tetsworth Sports and Social Club (TSSC) focus is on conventional adult team games, football and cricket. The renewed designated play area will be a valuable extension of the TSSC. This time we would like to change the focus of the play area and install modern facilities suitable for a wider age group and differing physical abilities, and to provide healthy exercise for adults and children alike.
<b>What new activities will take place because of this project?</b>	The final choice of equipment will include some stand-alone adult activity, together with modern equipment suitable for younger children. Depending on our final budget, Tetsworth would like to aim for a mix of fitness equipment and enjoyable adventure activity to promote confidence, health and innovative play for young people, of all ages, to develop into our next generation of healthy citizens.

<b>Clifton Hampden Parish Council</b>	<b>Ref</b>	<b>SC17-18/70</b>
Storage facility on the recreation ground		

<b>Total project cost</b>	£15,640		
<b>Amount requested</b>	£7,820	<b>Percentage requested</b>	50.00%
<b>Organisation's contribution</b>	£7,820	<b>Organisation's latest bank balance</b>	£38,782

**Previous grants**

2016/17 - £4,238 - (to sea scouts) for boating equipment  
 2014/15 £10,701 - for a new play area

**Scoring**

<p><b>New facilities or activities</b>                  This project will create a new facility, but on a small scale, so their score is limited to the 7-10 points range. Officers have awarded the maximum possible within this range.</p>	<b>Score</b>	10/14
<p><b>Community benefit</b>                  The main beneficiaries will be the sea scout group in Clifton Hampden, however as the tennis club, sports and social club and parish council may also use the storage facility, officers scored on the basis that two or more groups will use it.</p>	<b>Score</b>	9/14
<p><b>Funding the project</b>                  Their 50 per cent contribution towards the project comes from their £38,782 reserves. They have not listed any other financial commitments not covered by their precept, so could contribute more.                   Subject to fundraising, the sea scouts may contribute towards the cost. If they can confirm this at the panel meeting it could reduce the value of the grant required from the council.                   If they secure additional funding after we award our grant we will adjust the value of the grant proportionately.                   Officers will request an update at the panel meeting.</p>	<b>Score</b>	11/14
<p><b>Consultation</b>                  The organisation has not provided clear details of consultation with the community or potential users around the design or specification of the storage facility.</p> <p><b>Project completion within timeframe</b>                  Their revised start date of 2 January 2018 raises no concerns for officers.</p> <p><b>Financial and project management plans</b>                  There are minimal ongoing maintenance costs for this project and these are covered jointly by the recreation ground committee and the sea scouts. The village charity is the landlord and the parish council have a lease for the land and the charity's consent for the project.</p>		
<p><b>Suggested additional grant conditions:</b>                   None</p>	<b>Total score</b>	<b>30/42</b>
	<b>Suggested grant</b>	<b>50.00% of the total cost, capped to £7,820</b>

<b>Applicant responses</b>	
<b>Details of the project</b>	Construction of a shared storage facility for the Clifton Hampden and Burcot 1st sea scout troop and the Clifton Hampden parish council (on behalf of the rec committee).
<b>Financial statement from the organisation</b>	All existing funds relating to Parish Council matters. Not Recreation ground specific
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	Clifton Hampden Parish Council Clifton Hampden and Burcot 1st Scout group Clifton Hampden Recreation committee Clifton Hampden Tennis club
<b>How did you identify a need in the community for your project or service?</b>	Requirement for more storage has come from a thriving scout group and Recreation committee who use the facilities for scouting and other activities seven days a week. The parish council recently purchased a marquee which could be stored in the new facility. in addition the tennis club currently has no storage facility. The vast majority of storage will be used for Sea scouting related equipment
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	No power requirements are required for the store other than low energy lighting. heating is not required
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	Project has been discussed with all interested parties at parish council meetings, Scout exec meetings and recreation committee meetings. Full planning permission has been obtained
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	Following on from successful grant applications to obtain new boating kit for the Scout group the proposed store will primarily be used for storing Kayaks, Canoes and other sea scouting activity related kit. The Group currently has approximately 100 young people between the ages of 5 to 20.  In addition the store is to be used for the tennis club, the sports and social club, and the parish council for storage
<b>What new activities will take place because of this project?</b>	At present kit is stored in the scout hut which limits the usable size of the hut. The intention is that with the new boat store the existing hut can be reconfigured to make better use of the space available. allowing for larger group activities



<b>Woodcote Village Hall</b>	<b>Ref</b>	SC17-18/120
Replacement furniture, carpets and additional storage		

<b>Total project cost</b>	£11,884		
<b>Amount requested</b>	£5,922	<b>Percentage requested</b>	50.00%
<b>Organisation's contribution</b>	£650	<b>Organisation's latest bank balance</b>	£14,854
<b>Other funding</b>	£5,724	<b>Other funding secured</b>	£0
Including a Parish council contribution of	£1,000		

**Previous grants**

2012 - PC - £4,186 Hall Roof improvements 2015 - PC - £4,809 Hall fire alarm improvements

**Scoring**

<b>New facilities or activities</b>		<b>Score</b>	11/14
This project replaces existing furniture, carpets, storage and will provide a new large wall mounted display screen. The officer's suggested score reflects this project as an improvement to existing facilities and also providing something new.			
<b>Community benefit</b>		<b>Score</b>	11/14
The whole community can benefit from a large portion of the project with around a third of the costs only improving facilities for the pre-school and reducing some of the community benefit to a single group. The officer's score reflects this mix of benefit.			
<b>Funding the project</b>		<b>Score</b>	8/14
The organisation's contribution of £650 is low as they hold reserves of £14,854. They gave no details of any other financial commitments not covered by their income, so they may be able to contribute more to the project.			
They have a funding plan to show how they intend to raise the additional funds required for the project, including a provisional parish council grant of £1,000.			
<b>Consultation</b>			
The parish's Neighbourhood Plan identified the need for improvements so the hall committee have carried out further consultation themselves. They are aware the hall is not used to capacity and are confident that these improvements will increase usage and income.			
<b>Project completion within timeframe</b>			
We have asked the organisation to push back their proposed start date of 1 December until after 20 December 2017 to give enough time to process their award acceptance paperwork before work begins. They may need to revise their start date if they have not secured all their funding by 20 December.			
<b>Financial and project management plans</b>			
They do not envisage any ongoing costs for the work/items within the project, but have not explained how they will fund eventual replacements.			
<b>Suggested additional grant conditions:</b>		<b>Total score</b>	<b>30/42</b>
None		<b>Suggested grant</b>	<b>50.00% of the total cost capped to £5,922</b>

<b>Applicant responses</b>	
<b>Details of the project</b>	Woodcote Village Hall supports a wide range of cultural, social and sporting activities for community groups that range in age from 3 to 83 and, in recent years has made possible community consultations that have led to the Neighbourhood Plan and significant traffic improvements in the village. This grant is to upgrade the storage facilities required for pre-school equipment and to upgrade and replace the furniture and improve the facilities of the main community meeting room.
<b>Financial statement from the organisation</b>	The Charity employs a Hall Manager and a Cleaner. In the FY Mar-16 to Feb-17 salary and administration costs were £15705, utility costs £7400, maintenance and cleaning £2650. Total annual expenditure for the period was £26,954. Income, excluding grants, was £24674. This falls short of the income required to meet actual operating costs. The balance was made up from gifts/donations at £2750. Reserves cover less than one year's operating costs.
<b>Statement about town/parish support</b>	Woodcote Parish Council has been approached and provisionally agreed a sum of £1000. This reflects the major contribution to the community made by the Village Hall
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	The Function Room is used by many village groups. These include the Youth club, Parish Council, Neighbourhood Plan Team, Woodcote Charitable Association and other village groups and clubs for meetings. The Pavilion is used by the Pre-school who must have secure storage for their equipment when the room is used, say, by the cricket club or for village meetings and consultations. Both rooms are also used by residents and those outside the village for social functions.
<b>How did you identify a need in the community for your project or service?</b>	Woodcote had a made Neighbourhood Plan. During the consultations to produce this - in which the Village Hall played a vital and central role - we identified dissatisfaction with the Hall. As a result, we ran an open to all consultation on the Village Hall in 2016. As can be seen the use is varied and the Hall valued by the community but there were many comments on the poor state of the building.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	Woodcote Village Hall is slowly installing energy saving measures - such as energy efficient lighting. This project does not contain any measures to improve energy saving although this is a major consideration for them Trustees as they consider future work once this initial project is complete.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	None - although the impact will be significant this is a relatively small project and professional input has not been necessary - even if it were affordable.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	The project will provide extra facilities for the Woodcote pre-school and improve existing facilities in the Function Room for local consultations and the clubs, village groups, youth club and working groups (like that building the Woodcote Neighbourhood plan) who rely on the room. Better use of the facilities will be enabled by new storage in the kitchenette and improved facilities will support the charity's aim of covering operating costs by increasing income.
<b>What new activities will take place because of this project?</b>	Currently the Function Room has no display facilities which makes it unsuitable for club, group, village use. Equally the condition of the furnishings and lack of meeting support equipment make it unattractive to hirers and thus reduce the income required to maintain the Hall as a village asset. New storage for the pre-school will both improve the operation of the pre-school, and free up other areas in the Hall for use by other groups.

<b>Checkendon Parish Council</b>	<b>Ref</b>	<b>SC17-18/73</b>
Playground refurbishment		

<b>Total project cost</b>	£33,210		
<b>Amount requested</b>	£16,600	<b>Requested Percentage</b>	49.98%
<b>Organisation's contribution</b>	£3,000	<b>Organisation's latest bank balance</b>	£14,620
<b>Other funding</b>	£18,235	<b>Of which the following is secured</b>	£7,235

**Previous grants**

None - although they have applied for two individual councillor grants towards the work.

**Scoring**

<p><b>New facilities or activities</b> The project will improve the existing play area by replacing existing play equipment. The replacements will include some accessible play equipment.</p>	<b>Score</b>	9/14
<p><b>Community benefit</b> The play area is open to the whole community so the project falls within the highest scoring bracket however, the predominant benefit is to the young people in the community and not all age groups. The officer's suggested score reflects this.</p>	<b>Score</b>	11/14
<p><b>Funding the project</b> The organisation already has their contribution (9.03 per cent) from the sale of some land. Their general reserves are £14,620 and they have not provided details of any other financial commitments so may be able to contribute more if required.  They have a funding plan for more than the £13,610 they need and have already secured £7,235 of this. If they secured more than £13,610 from other funders then any grant from us should reduce proportionately. Their finance score reflects the current funding gap.</p>	<b>Score</b>	9/14
<p><b>Consultation</b> They have carried out consultation with their community to help develop the project however, we have not received a copy of their latest play inspection to confirm if the current play area needs updating from a health and safety perspective.</p> <p><b>Project completion within timeframe</b> Their 1 March 2018 start date is very close to our minimum requirement for large projects (three months after our decision date), and they may need to revise this date if they have not secured all their other funding in time, including completing our grant agreement.</p> <p><b>Financial and project management plans</b> The ongoing maintenance costs will be funded through the parish council's precept each year. Any future replacements and improvements will be funded through a combination of their reserves and grants.</p>		
<p><b>Suggested additional grant conditions:</b>  Before the council releases the final payment the organisation must provide a satisfactory play inspection report.</p>	<b>Total score</b>	<b>29/42</b>
	<b>Suggested Grant</b>	<b>49.98% of the total cost, capped to £16,600</b>

<b>Applicant responses</b>	
<b>Details of the project</b>	A redevelopment of the Checkendon village playground in order to provide a modern, safe and enjoyable play space which can become the hub of village life and is accessible to all.
<b>Financial statement from the organisation</b>	The Checkendon Parish Council donation is from funds held from a land sale 20 years ago to the Church Housing Association. This contribution is therefore not part of the Council's revenue budget and comes from a separate deposit account. There is consequently no effect on any other commitments. The Parish Council accepts that it has a responsibility to ensure this project is completed by committing more finance as necessary from future CIL flows.
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	Checkendon Primary School Checkenden Pre School CIO All families within Checkendon village and the surrounding areas Visitors to the area who have children. Our two village pubs, the Highwayman and The Black Horse attract a number of families at the weekends. Supporters attending Checkendon Cricket Club & Checkendon Cricket Club matches (the playground is situated next to the cricket pitch) Brownies Users of Checkendon Village Hall
<b>How did you identify a need in the community for your project or service?</b>	Villagers were discussing ways to create more sense of community now our post office has closed. A playground redevelopment got resounding informal support so we carried out a month long consultation with villagers by way of a survey (50 respondents). 100% of people stated we need new equipment. 46% use the playground every week, but only 10% cited it as their favourite in the area. A village appeal will support the project financially (see attached).
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	Our current facility is a woodland playground. The existing main wooden structure will remain and the new equipment cited around it. We would like to use a local landscaping firm to do the groundwork to minimise the distance contractors have to drive to the site every day. The new fence line will be built reusing the old fencing where possible.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	None but we have visited over 20 local playgrounds in order to compare them to ours. This helped us confirm that ours is currently a very substandard facility.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	The Checkendon playground regeneration will provide new play facilities in the village, making specific provision for disabled children and pre-schoolers who are currently not catered for. We will install eight new pieces of equipment (see plan from Wicksteed). A wooden tractor will be constructed by volunteers to reflect our agricultural environment. We hope to make the playground the hub of the village which is lacking as we have lost our pub and post office.
<b>What new activities will take place because of this project?</b>	This project will offer new play activities for pre-school-age children and disabled children in the village, who are currently unable to use the playground. It will offer new challenging facilities for older children who currently prefer to travel by car to better equipped playgrounds rather than use the one in the village which is only 400m from the Checkendon Primary School and Checkendon Pre School gates.

<b>Wallingford &amp; District Art Club</b>	<b>Ref</b>	SC17-18/119
Equipment purchases		

<b>Total project cost</b>	£9,574		
<b>Amount requested</b>	£4,750	<b>Percentage requested</b>	49.61%
<b>Organisation's contribution</b>	£4,824	<b>Organisation's latest bank balance</b>	£7,500

**Previous grants**

None

**Scoring**

<p><b>New facilities or activities</b> The project will purchase new equipment (projector, screen, video camera, microphones, tripod and trolley) for the club, but as the scale of the new facilities are relatively small the officers have limited, the suggested score to 10 points.</p>	<b>Score</b>	10/14
<p><b>Community benefit</b> Members of the club and the groups receiving presentations will benefit from the project.  As a single interest group (arts appreciation) the score would usually be limited to 6 points however, as they will work with other vulnerable groups officers suggest an increased score.</p>	<b>Score</b>	8/14
<p><b>Funding the project</b> The organisation is funding just over 50 per cent of the costs from their £7,500 reserves and may be able to contribute more if necessary.  They have not approached any other grant giving bodies towards the costs and may have missed out on other grants and funding towards the project.</p>	<b>Score</b>	11/14
<p><b>Consultation</b> They carried out a survey with their members about the development of the club but did not submit evidence of this or the results. It's not clear if the results of the survey suggested these specific purchases or activities.</p> <p><b>Project completion within timeframe</b> Their intended start date of 3 January 2018 raises no concerns for officers.</p> <p><b>Financial and project management plans</b> The club will maintain the equipment and fund eventual replacements from their reserves.</p>		
<p><b>Suggested additional grant conditions:</b>  None</p>	<b>Total score</b>	<b>29/42</b>
	<b>Suggested grant</b>	<b>49.61% of the total cost, capped to £4,750</b>

<b>Applicant responses</b>	
<b>Details of the project</b>	Promoting Art in the local Community directly or join in projects to promote art in the local community and reach out to individuals and groups (e.g. care homes, institutions) who are seeking practical assistance. Note: The Project Art in the Community has no end date but we plan to have the equipment secured by February, hence the Completion date below Feb 2018
<b>Financial statement from the organisation</b>	The club has no major existing financial commitments, the club generates its income from subscriptions, exhibitions, workshops and art classes. We have an agreement with the Wallingford Community Association re the use of Centre70 for all the clubs use of the centre. The club budgets for a surplus of £1k/yr
<b>Statement about town/parish support</b>	The club committee decided its aim was to help the town and neighbouring Parish Councils in helping with providing this service to the residents without putting extra demands on their limited funds.
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	We anticipate that the following groups would benefit Residents in Hospices Residents in Care homes Day centres for vulnerable people Organisations/clubs run for the disadvantaged people
<b>How did you identify a need in the community for your project or service?</b>	We carried out a survey of our members and tutors that assist the club of how we should fulfill our role within Wallingford and District. and it was recorded that some members already help out with colleagues and have experience of organisations asking for help in running art sessions e.g. Millstream Day Centre Benson, and fellow artists in Winterbourne Wallingford , Sue Ryder has an art day and have requested assistance
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	not applicable
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	We contacted SSA Society of All Artist that always have a stand at the major shows promoting how to get involved in getting art to those in the community unable to get out and about.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	The project will create new facilities i.e. ability to take the teaching/coaching out to local hospices, care-homes, local clubs and improve and expand our existing facilities to allow more people and organisations for vulnerable person at art class/demonstration/workshop to participate.
<b>What new activities will take place because of this project?</b>	The project will meet the mission of the Club to go and visit those that are unable to travel to Centre 70 for the promotion of the art of drawing and painting. Visual presentation with clear directions is essential to achieve the best results and satisfaction of the participants Existing facilities are currently restricted to small groups, but improved sound and visual presentation would allow more to attend and all will achieve greater success.