

# Agenda



Listening Learning Leading

Contact Officer: Ron Schrieber

Tel: 01235 422524

E-mail: [ron.schrieber@southandvale.gov.uk](mailto:ron.schrieber@southandvale.gov.uk)

Date: 21 June 2018

Website: <http://www.southoxon.gov.uk>

## A MEETING OF THE

# Community Grants Panel

**WILL BE HELD ON FRIDAY 29 JUNE 2018 AT 10.00 AM**

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

### Members of the Committee:

Ian Snowdon (Chairman)

Joan Bland (Vice-Chairman)  
Pat Dawe

Stefan Gawrysiak  
Elizabeth Gillespie  
Elaine Hornsby

Jeannette Matelot  
Anthony Nash  
Alan Thompson

### Preferred Substitutes

Nigel Champken-Woods  
David Turner

Steve Connell

Mocky Khan

**Alternative formats of this publication are available on request. These include large print, Braille, audio, email and easy read. For this or any other special requirements (such as access facilities) please contact the officer named on this agenda. Please give as much notice as possible before the meeting.**

## **1 Apologies for absence**

To record apologies for absence.

## **2 Minutes** (Pages 3 - 6)

To adopt and sign as a correct record the Community Grants Panel minutes of the meeting held on 1 November 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 7 - 60)

## **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

# Minutes

OF A MEETING OF THE



Listening Learning Leading

## Community Grants Panel

HELD AT 10.00 AM ON WEDNESDAY 1 NOVEMBER 2017

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

### Present

Anna Badcock (Chairman)

Joan Bland, David Dodds, Stefan Gawrysiak, Jeannette Matelot, Anthony Nash, Richard Pullen and Bill Service

### Apologies:

Pat Dawe tendered apologies.

### Officers

Jayne Bolton, Carole Cumming and Ron Schrieber

### 8 Minutes

**RESOLVED:** to approve the minutes of the meeting held on 14 June 2017 as a correct record and agree that the Chairman signs them as such.

### 9 Declarations of interest

None.

### 10 Urgent business and chairman's announcements

None.

### 11 Public participation

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

## **12 Bids for funding for capital grants and officer recommendations**

The officers presented their reports detailing the applications from each project and gave provisional scores, recommended grants and an explanation of the project and how they meet the South Oxfordshire District Council Capital Grants Policy.

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

### **Tetsworth Parish Council – Play area refurbishment and new outdoor gym**

Karen Copson-Harris spoke in support of the application and answered questions from the panel.

### **Clifton Hampden Parish Council – Storage facility on the recreation ground**

David Croft spoke in support of the application and answered questions from the panel.

### **Woodcote Village Hall – Replacement furniture, carpets and additional storage**

Geoffrey Botting spoke in support of the application and answered questions from the panel.

### **Checkendon Parish Council – Playground refurbishment**

Alexandra West and Charlotte Nicholl spoke in support of the application and answered questions from the panel.

### **Wallingford & District Art Club – Equipment purchases**

David Booth spoke in support of the application and answered questions from the panel.

## **13 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:

**Tetsworth Parish Council – Play area refurbishment and new outdoor gym**

Increase the funding score from 9 to 14 in view of the additional funding secured.

**Woodcote Village Hall – Replacement furniture, carpets and additional storage**

Increase the funding score from 8 to 10 in view of the additional funding secured.

**Checkendon Parish Council – Playground refurbishment**

Increase the new facilities or activities score from 9 to 10 in view of the fact that the refurbishment would provide new facilities for toddlers and children with disabilities.

Increase the funding score from 9 to 12 in view of the additional funding secured.

**Wallingford & District Art Club – Equipment purchases**

Increase the community benefit score from 8 to 10 in view of the outreach work proposed.

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>
SC17-18/99	Tetsworth Parish Council	Play area refurbishment and new outdoor gym	10	14	14	<b>38</b>
SC17-18/70	Clifton Hampden Parish Council	Storage facility on the recreation ground	10	9	11	<b>30</b>
SC17-18/120	Woodcote Village Hall	Replacement furniture, carpets and additional storage	11	11	10	<b>32</b>
SC17-18/73	Checkendon Parish Council	Playground refurbishment	10	11	12	<b>33</b>
SC17-18/119	Wallingford & District Art Club	Equipment purchases	10	10	11	<b>31</b>

## 14 Award recommendations

**RESOLVED:** to

- a) reduce the award to Tetsworth Parish Council in the light of the additional funding secured.
- b) request Checkendon Parish Council to retain the kissing gate as part of the playground refurbishment.
- c) Agree that a standard condition be added to all of these awards to the effect that work on the projects must not commence prior to the release of the first instalment of the grant payment.
- 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 Tetsworth Parish Council £8,250 towards a play area refurbishment and a new outdoor gym, as set out in its application, subject to a condition that the council will not release any payment prior to receipt of written permission for the work from the land owners once the transfer to the new owner is complete.
  2. to award Clifton Hampden Parish Council £7,820 towards a new storage facility on the recreation ground, set out in its application.
  3. to award Woodcote Village Hall £5,922 towards replacement furniture, carpets and additional storage, as set out in its application.
  4. to award Checkendon Parish Council £16,600 towards playground refurbishment, as set out in its application.
  5. to award Wallingford & District Art Club £4,750 towards equipment purchases, as set out in its application.

The meeting closed at 11.15 am

Chairman

Date

## South Capital 2018-19 - officer evaluation report

Ref no.	Organisation	Scheme	Scheme cost	Amount requested	% of total	Officer score	Suggested award (% of total cost)
SCap18-19\50	Beckley & Area Community Benefit Society Ltd	Toilets and access improvements	£202,227	£101,000	49.94%	32	Up to 47.47% (max £96,000)
SCap18-19\32	Sonning Common Parish Council	Play area resurfacing	£37,258	£18,629	50.00%	32	Up to 50% (max £18,629) <b>if funded</b>
SCap18-19\34	Wallingford Sports Trust	Tennis pavilion, football floodlights and overflow car park	£92,105	£46,053	50.00%	32	Up to 50.00% (max £46,053)
SCap18-19\11	Rotherfield Peppard Parish Council	Sports pavilion extension and modernisation	£338,248	£169,124	50.00%	32	Up to 50.00% (max £169,124)
SCap18-19\23	Crowmarsh Parish Council	Play area improvements and expansion	£199,581	£99,790	50.00%	31	Up to 50.00% (max £99,790)
SCap18-19\61	Towersey Playing Fields Committee	Play area refurbishment	£34,784	£17,392	50.00%	29	Up to 50.00% (max £17,392)
SCap18-19\18	The Eyot Centre (Henley)	Waterfront improvements	£105,968	£52,984	50.00%	28	Up to 37.50% (max £39,738)
SCap18-19\65	Brightwell cum Sotwell Parish Council	Play area refurbishment	£47,957	£23,979	50.00%	28	Up to 37.50% (max £17,984)
SCap18-19\42	The PCC of the Church of St Mary the Virgin Ipsden	Disabled WC & access improvements	£55,871	£16,000	28.64%	27	Up to 21.47% (max £12,000)
SCap18-19\39	Great Milton PCC	Conversion of store room, improve electrics, insulation and other improvements	£151,380	£70,000	46.24%	27	Up to 34.68% (max £52,500)
SCap18-19\36	Henley Town Council	Outdoor gym equipment	£20,000	£9,999	49.99%	27	Up to 37.50% (max £7,499) <b>if funded</b>
SCap18-19\31	Chalgrove Parish Council	Refurbishment of hall kitchen & toilet	£111,249	£55,625	50.00%	25	Up to 37.50% (max £41,718)
SCap18-19\54	Oxfordshire South & Vale Citizens Advice	Replacement ICT equipment, furniture phone system, panic alarm and fire door closers	£12,602	£6,301	50.00%	24	Up to 37.50% (max £4,725)
SCap18-19\33	Henley Town Council	Replacement town hall audio system	£61,964	£30,982	50.00%	23	Up to 37.50% (max £23,236) <b>if funded</b>
SCap18-19\27	Earth Trust (Little Wittenham)	New driveway, car park and fitout of new learning space.	£1,006,632 (was £2,041,071)	£503,316 (was £806,418)	50.00% (was 39.51%)	21	Up to 18.62% of revised cost (max £187,500)
SCap18-19\14	Chinnor Parish Council	Tennis facility improvements	£93,305	£43,305	46.41%	20	Up to 34.81% (max £32,478)
SCap18-19\60	Clifton Hampden & Burcot Sea Scout Group	Boating and camping equipment	£6,231	£3,115	49.99%	20	Up to 37.50% (max £2,336)
SCap18-19\57	The Chiltern Centre for Disabled Children (Henley)	Garden improvements	£21,271	£10,635	50.00%	19	Up to 37.50% (max £7,976)
<b>Max total</b>							<b>£876,678</b>
<b>Budget</b>							<b>£811,000</b>
<b>Balance</b>							<b>£-65,678</b>
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 (75% of the request has been used)						
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:

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



<b>Beckley &amp; Area Community Benefit Society Ltd</b>	<b>Ref</b>	SCap18-19\50
Toilets and access improvements		

<b>Total project cost</b>	£202,227	
<b>Amount requested</b>	£101,000	49.94% of the total cost
<b>Organisation's contribution</b>	£6,227	<b>Organisation's latest bank balance</b> £66,064
<b>Other funding</b>	£95,000 (£100,000 according to the offer letters provided)	Secured from More Than a Pub Programme

**Previous grants**

None

**Parish population:** 608

**Scoring**

<p><b>New facilities or activities</b> This project will improve the existing toilet and entrance facilities making them better for all users, especially those with accessibility issues.</p> <p>This puts them in the 7-10 scoring bracket and officers suggest they receive 10 points to recognise the accessibility impact the project will have.</p>	<b>Score</b>	10/14
<p><b>Community benefit</b> Anyone visiting the pub could benefit from this project, especially people with accessibility issues as there are currently no facilities for them. The pub would be available to anyone in the community to use allowing between 11 and 14 points, however they would have to pay the business running the pub for any services.</p> <p>Officers have limited their score to 11 points to reflect that whilst there is no membership or entry fee there is a financial expectation of anyone visiting the pub.</p>	<b>Score</b>	11/14
<p><b>Funding the project</b> The organisation is contributing £6,227 of their £66,064 reserves. Whilst they list some small financial commitments in their application officers believe they could contribute more if necessary (based on the information provided).</p> <p>They have secured £50,000 in grants and a £50,000 loan both from the More Than a Pub Programme (£5,000 more than stated on the application).</p> <p>As they have secured their other external funding they can score between 11 and 14 points. Officers suggest 11 points and reducing the grant amount to £96,000 as the gap in funding based on the paperwork provided is just £96,000 and they may be able to contribute more themselves.</p>	<b>Score</b>	11/14
<p><b>Consultation</b></p> <p>Feedback from the community highlighted the need to bring the toilet and access facilities up to modern standards. The pub was also successfully listed as an asset of community value in 2016.</p> <p><u>SODC Legal comment:</u> There could be some secondary benefit to the private business operating from the property however, the fabric of the building is owned by a community group as a community asset. Our policy does not allow funding private businesses, but as this grant would go to a community organisation to improve a building they own, officers felt this would not pose an eligibility issue.</p> <p>There are also potential State Aid implications of funding this type of project and we should make any grant conditional on further state aid checks.</p>		

SODC Equality comment: I support this application to improve access. The British Standards have recently been updated so I recommend trying to meet the BS8300-2 2018 standards if possible. They should also take into account the extra space recommended if they put baby change facilities in the accessible toilet, they could instead consider putting these in the male and female toilets.

SODC Economic Development team: There's no similar businesses nearby to be significantly adversely affected by this grant. The new facilities could provide a boost to the local economy, directly through increased trade and could indirectly benefit local suppliers. They may go on to attract networking groups and office based businesses for daytime meetings.

**Project completion within timeframe**

The project dates work well with the scheme and they have their funding in place.

**Financial and project management plans**

The ongoing maintenance of the pub will be covered by the tenant's running the business. They have a structured project plan and financial projections for the future.

SUGGESTED CONDITIONS	Total score	32/42
Reduce the grant amount to £96,000 as the paperwork provided confirms that have already secured £106,227 (including their contribution).	<b>Suggested Grant</b>	<b>High priority - up to 47.47% capped to £96,000</b>
Any grant should be conditional on the council's legal team confirming the funding would not be deemed state aid beyond De Minimus levels.		
A condition that no work can start until the council's grant agreement is complete.		
A condition that the council will have access to up to 30 hours free usage for community use per year for a minimum of 5 years.		

Applicant responses	
<b>Details of the project</b>	The Abingdon Arms' toilets are in a poor state, inaccessible by infirm customers and wheelchair users, and the men's toilet is accessed from outside. The project involves demolition of the present toilet block and construction of a new block, accessed from inside the pub, to provide a toilet accessible by wheelchair users, modern toilets for women and men, and baby-changing facilities. The main pub entrance will be widened and the access gradient improved.
<b>Financial statement from the organisation</b>	The Society's income is limited to rent paid by The Abingdon Arms' tenant. In June 2017/18, the rent to be paid will total £23,000, rising to £25,000 in year 2018/19 and £34,500 in year 2019/20. Existing financial commitments are: 1. private loan repayment £885 (to end of current financial year), similar thereafter for 20 years 2. installation of commemorative plaque, Evelyn Waugh £266 3. website hosting £250 4. repair of pub's rear wall £2000
<b>Statement about town/parish support</b>	The Beckley & Stowood Parish Council supports this project, but will not provide funding. It has recently completed a costly replacement of Beckley Village Hall, and is not in a position to fund this project. In addition, the improvement of access to The Abingdon Arms will benefit a much wider population than the residents of Beckley and Stowood, a proportion of whom live elsewhere in South Oxfordshire.
<b>Community benefit</b>	

<p><b>Who will benefit from your project?</b></p>	<p>The following members of our community will be enabled to participate in our 'More than a Pub' programme activities:</p> <ol style="list-style-type: none"> <li>1. children of primary school age, their parents and younger siblings: children's after-school activity cafe</li> <li>2. parents of young children: community coffee mornings and lunches, table games 'club'</li> <li>3. older, infirm, disabled people, including with learning disabilities: community coffee mornings and lunches, table games 'club', literary meetings, music sessions</li> <li>4. isolated, depressed people (as 3 )</li> </ol>
<p><b>How did you identify a need in the community for your project or service?</b></p>	<p>We have been aware of the limitations of present toilet facilities at The Abingdon Arms since commencing community purchase, and both we and the pub's tenants have received relevant feedback repeatedly from customers, including potential but currently excluded customers. We have highlighted the need for full accessibility at every stage, including at our first Annual Members Meeting (November 2017 - minute 3.3) and a recent specific consultation exercise (March 2018, summary and feedback attached).</p>
<p><b>What sustainable and/or energy saving measures does your project include or offer?</b></p>	<p>The present toilet block is highly wasteful of energy. Although not the primary motivation for the project, the new toilet construction will enable greatly improved insulation, installation of energy-efficient lighting, water-saving plumbing, and more efficient heating.</p> <p>No energy audit was undertaken, but our building survey refers to the need for energy saving.</p>
<p><b>Consultation</b></p>	
<p><b>What consultation have you carried out with the community or professional advisors?</b></p>	<ol style="list-style-type: none"> <li>1. The surveyor's Report and Viability Study (referred to in Access Statement) generated discussion of DDA requirements.</li> <li>2. Discussion with shortlisted and commissioned architects has, by definition, addressed the feasibility and detail of the project.</li> <li>3. In addition we have consulted members of our community who have specialist knowledge and skills, including architects and a surveyor. We do not have formal records of these discussions.</li> <li>4. Bat survey.</li> </ol> <p>Only 4 resulted in a professional report.</p>
<p><b>New facilities/Activities</b></p>	
<p><b>What extra facilities (or equipment) will the project provide?</b></p>	<p>This project is designed to create fully accessible toilet facilities and entry access for customers of The Abingdon Arms and participants in our More than a Pub programme of activities, thereby enabling full inclusion (for first time) of wheelchair users and infirm people who use frames and rollators. In addition fully-functional baby-changing facilities will be created, and much improved, modern, internal toilet facilities will be created for able-bodied customers too. The whole community will benefit.</p>
<p><b>What new activities will take place because of this project?</b></p>	<p>This project will allow us to move forward with a programme of socially-inclusive activities oriented towards 'target' populations of (1) elderly, infirm and disabled people, and (2) parents with young children who at present cannot access toilet or changing facilities. These activities will include supported coffee mornings and community lunches, to which some customers will be transported. Enhanced accessibility will enable our 'target' populations to take part in other activities already underway (see below).</p>

<b>Sonning Common Parish Council</b>	<b>Ref</b>	SCap18-19\32
Play area resurfacing		

<b>Total project cost</b>	£37,258	
<b>Amount requested</b>	£18,629	50.00%
<b>Organisation's contribution</b>	£18,629	<b>Organisation's latest bank balance</b> £474,449
<b>Other funding</b>	None	

**Previous grants**

- pre 2015 - £14,999 skate park creation and £14,015 Bakersfield play area
- 2015/16 - £12,493 landscaping around skate park and litter bins
- 2016/17 - £7,849 village hall kitchen (later transferred to village hall)
- 2017/18 (cldr grant) £1,016 youth club equipment

**Parish population:** 3,784

**Scoring**

<p><b>New facilities or activities</b> This project will resurface the Lea Road play area, replacing the existing grass matting with a durable resin-bonded mulch.</p> <p>As this will improve the existing surfacing they can score between 7 and 10 points. Officers recommend 9 points as the surfacing will not provide new activities or facilities but it will make the area more accessible for disabled users (although we could only identify one piece of accessible equipment on the site).</p>	<b>Score</b>	9/14
<p><b>Community benefit</b> The play area is open to all free of charge so it can score in the highest bracket.</p> <p>Officers have suggested 11 points as this project will not expand the range of facilities on offer or groups catered for, but will make safety improvements.</p>	<b>Score</b>	11/14
<p><b>Funding the project</b> The parish council are funding the rest of the cost from their £474,449 reserves allowing them to score in the highest bracket.</p> <p>According to their financial statement they have several other projects planned that they are saving their reserves for, but they may be able to contribute more if necessary.</p> <p>Officers have therefore suggested they receive 12 points in recognition that they could potentially contribute more.</p>	<b>Score</b>	12/14
<p><b>Consultation</b> They have provided a copy of their recent play inspection which confirmed the surfacing needed to be replaced.</p> <p>There is a question about whether it is the parish council's legal responsibility to carry out this work as despite maintaining the site for some time the PC are not the registered owners and do not appear to have a lease for the land. This poses a risk that we may fund an organisation that is not legally responsible for the land/work and it is then disputed.</p> <p><u>SODC legal comments:</u> The evidence of ownership provided does not confirm any legal responsibility or ownership (or lease) in the parish council's name, therefore there is a risk that the PC does not have legal responsibility to carry out this work. We advise against funding this organisation until we have satisfactory evidence of the PC's legal responsibility. If the panel wish</p>		

to fund it during this round it should be conditional on the PC establishing their legal responsibility before the grant is officially offered to them.

SODC Equality officer comment: I support this project. The Tiger mulch they are suggesting looks like a really good alternative surface that will meet the needs of people with visual impairments and wheelchair users and pushchairs.

**Project completion within timeframe**

Their start date is the earliest possible for the scheme and they may need to postpone this while we confirm it is the Parish Council's legal responsibility to maintain the play area. This must be resolved before we can complete their grant agreement, release any funds and work begins.

**Financial and project management plans**

The ongoing cost to maintain the surfacing is minimal and will be included in their annual maintenance budgets. The PC provided a timeline but no formal project plan.

<p><b>SUGGESTED CONDITIONS (and other related matters)</b> To defer this application until a later round when the PC's legal responsibility has been confirmed.</p>	<p><b>Total score</b></p>	<p><b>32/42</b></p>
<p>Or, if the panel wish to fund the project during this round, we should include a condition that before an official offer is issued the PC must provide evidence of legal responsibility for the site (to our legal team's satisfaction).</p> <p>A condition that no work can start until the council's grant agreement is complete.</p> <p>A condition that they must provide a satisfactory play inspection with their final grant claim.</p>	<p><b>Suggested Grant</b></p>	<p><b>Defer application until they establish responsibility</b></p> <p>(If funded consider a high priority – up to 50.00% capped to £18,629)</p>

<p><b>Applicant responses</b></p>	
<p><b>Details of the project</b></p>	<p>The grassed surface of Lea Road park s showing signs of wear and tear. In some places the grass has worn away from the top of the grass tiles/mats which have been placed under individual pieces of play equipment to reduce the impact of falls. The play areas surfaces are uneven in places which increases the risk of trips and falls when running around. Consequently the impact absorbing material needs to be replaced.</p>
<p><b>Financial statement from the organisation</b></p>	<p>We have a balanced budget based on our precept of £123,847. We hold earmarked and committed reserves of £444,000 for village centre improvement projects and to develop our new sports and leisure facility which we expect to cost at least £1.5m. Our contribution to this park re-surfacing project is included in the earmarked reserves. We will receive CIL payments during the year based on planning approvals.</p>
<p><b>Community benefit</b></p>	
<p><b>Who will benefit from your project?</b></p>	<p>Pre school age children Children from the village and surrounding area whom attend Sonning Common Primary School Children from Bishopswood Special Needs School Elderly residents from Batten House retirement housing like to stroll to the park to watch children play. This walk will be safer with improved surfacing. Young disabled adults living in Operation Friendship care home opposite the park. Young people living in Florence House foster home close by.</p>

<b>How did you identify a need in the community for your project or service?</b>	The recommendation to resurface the play areas was made following the last annual play area inspection. It is estimated by our council's play area inspector that most of the play equipment has an expectancy of 8-10 years further use. The council's decision to resurface the play area was widely publicised in Sonning Common Magazine and the Henley Standard. This news has been positively received by the community.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	Tiger Mulch is a free draining, sustainable, synthetic surface which resembles bound 'woodchip'. The surface is easy to clean and maintain and it is slip resistant. Provided it is maintained by occasional clearing of debris, Tiger mulch can last up to 15 years. The existing surface grass tiles should be lifted and re-positioned every few weeks to maintain their impact absorbing qualities which is impractical.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	The recommendation to resurface the play areas was made following the last annual play area inspection. It is estimated by our council's play area inspector that most of the play equipment has an expectancy of 8-10 years further use. If re-surfaced any future changes in equipment can be patched with new TigerMulch material. The parks are now inspected monthly by a trained assessor. Please see attached 2016 annual inspection which highlights the need for resurfacing.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	The project will create improved and safer play park facilities. The current surfaces are worn and pose trip and fall hazards. The park is currently not wheelchair friendly; pram and pushchair wheels also get caught in the lumps and bumps. We also currently have an issue with dog fouling, it is hoped that the new surface will discourage owners exercising dogs in the park.
<b>What new activities will take place because of this project?</b>	The park will become more accessible to wheelchair users, it will also allow for more space for bikes and scooters to ride on.

<b>Wallingford Sports Trust</b>	<b>Ref</b>	SCap18-19\34
Tennis pavilion, football floodlights and overflow car park		

<b>Total project cost</b>	£92,105	
<b>Amount requested</b>	£46,053	50.00%
<b>Organisation's contribution</b>	£882	<b>Organisation's latest bank balance</b> £42,611
<b>Other funding</b>	£45,170	

**Previous grants**

2017/18 £1,000 cllr grant towards the car park 2015 £187,074 replacement changing rooms  
 Pre 2015 £80,000 all weather pitch surfacing and £21,600 lights for All Weather Pitch  
 2007/8 onwards - £153,000 (to date) from a 90% reduction 'grant' on their annual rent of  
 £15,500 payable to SODC.

**Parish population:** 7,918

**Scoring**

<p><b>New facilities or activities</b>                  This project will replace the existing tennis pavilion, upgrade the football floodlights and increase the car parking on site.</p> <p>As these are all improvements or extensions to existing facilities their score is limited to 7-10 points. Officers suggest they receive 10 points as the improvements will increase and improve a number of the activities on offer at the sports park.</p>	<b>Score</b>	10/14
<p><b>Community benefit</b>                  The car park could benefit all their users while the floodlights will benefit football users and the pavilion the tennis users.</p> <p>The combination of these groups allows them to score in the top bracket, but officers have suggested 12 points due to some of the elements benefitting single sports.</p>	<b>Score</b>	12/14
<p><b>Funding the project</b>                  The organisation is contributing £882 from their £42,611 reserves. Their financial statement refers to some other financial commitments (now and in the future) but they may be able to contribute more if necessary.</p> <p>They have most of the other funding in place (including a contribution from the tennis club and SODC councillor grant scheme), allowing them to score in the 7-10 bracket. Officers are suggesting 10 points to reflect they have a reasonable amount of funding secured, but not all, and that they may be able to give a little more themselves or use available S106 funds to pay for the project.</p>	<b>Score</b>	10/14
<p><b>Consultation</b>                  They have consulted their users and have identified these works in the club development plan. They have also consulted SODC's leisure team at their update meetings. The pavilion incorporates advice from the Community Tennis Association and the floodlights meet FA guidelines.</p> <p><u>SODC Leisure team comment:</u> This application would benefit two sports clubs in maintaining and increasing participation as well as supporting the whole trust as car parking to support the growing increase in participation is useful.</p> <p><u>SODC S106 team comment:</u> There are S106 contributions of over £100,000 that the club could potentially access to fund this project without grant funding. However, until they apply there is no guarantee they would be successful.</p>		
<b>Project completion within timeframe</b>		

Their start date in early October is very close to the earliest start date possible but if they secure all the necessary funds and complete the legal paperwork in time this could be achievable. Officers recommend that any grant is conditional that work cannot start until all the funding is secured, and the councils grant agreement is fully completed.

**Financial and project management plans**

The ongoing maintenance of the tennis and football facilities will be covered by the respective clubs while the car park will be maintained by the overarching Sports Trust. They have a reasonable project plan for the work.

**SUGGESTED CONDITIONS**

A condition that no work can start until the council's grant agreement is complete and they have confirmed they have secured all the funding needed for the whole project.

A condition that the council will have access to up to 30 hours free usage of these facilities per year for a minimum of 5 years.

**Total score**

**32/42**

**Suggested Grant**

**High priority – up to 50.00% capped to £46,053**

<b>Applicant responses</b>	
<b>Details of the project</b>	Replacement of 20 yrs old tennis clubhouse damaged and written off in 2014 floods with a raised (above 2014 flood level), bigger, modern building with covered viewing deck and disabled access. Upgrading of floodlights to football stadium pitch to 200 lux Hellenic League standard and installation of separate training lights. Provision of overflow parking area for circa 50 cars to relieve unsafe on street parking
<b>Financial statement from the organisation</b>	The WST premium account is the sinking fund for the next resurfacing of our all weather pitch (AWP) and is ring fenced. The WST current account is due to transfer £10,000 to the AWP sinking fund as the contribution from 2017/18.
<b>Statement about town/parish support</b>	Wallingford Town Council have: - written a letter of support for the Tennis Clubhouse - see P7 - 'fully supported' the planning application for the Football and Overflow Car Park and contributed funding  In addition support has also been received from our local SODC Councillor, Imran Lochan in the form of funding from his Councillor Community Grant - see above
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	Primary school children for tennis - taster sessions in school followed by coaching/holiday camps at the Sports Park. Established relationship with Crowmarsh (girls and boys) and similar proposals with other junior clubs and Henley College, for floodlit football facilities and a player path to senior football for training and matches. It is the 16/17 age group where the highest drop out rate occurs. Removal of parking limitations will benefit all age groups for all sports
<b>How did you identify a need in the community for your project or service?</b>	The tennis Primary Schools initiative was discussed with each of the Heads, the additional car parking is part of the Sports Park's Travel Plan and all projects have to be subjected to scrutiny by the Trustees prior to inclusion in the Business Plan. . The Business Plan is in turn discussed annually with SODC's Active Communities Officer and Cabinet Member for Community Services to ensure that it is in line with the Council's strategic requirements.



<p><b>What sustainable and/or energy saving measures does your project include or offer?</b></p>	<p>The new tennis clubhouse will be fitted with 80mm of insulation to its walls and roof and low energy internal and external lighting. When operational, the 16 new HID luminaires on the main football pitch will still be 2000w each, but will not be required for training evenings when only the 4 separate 2000w luminaires on the training lights be in use, thus reducing energy consumption by about 125 kw hr per week.</p>
<p><b>Consultation</b></p>	
<p><b>What consultation have you carried out with the community or professional advisors?</b></p>	<p>The tennis clubhouse has followed specific advice from Wilders Architects as well as the Community Tennis Association, who advise that improved viewing and clubhouse facilities improve recruitment/retention of child and adult members. The main stadium pitch lights and training lights have been designed to accord with FA guidelines and specifically those for the Hellenic League. The specification for the car park construction is in accordance with John Atkins' (FICE) own career experience of highway engineering.</p>
<p><b>New facilities/Activities</b></p>	
<p><b>What extra facilities (or equipment) will the project provide?</b></p>	<p>The replacement, larger tennis clubhouse will additionally provide pushchair and wheelchair access to a raised (above 2014 flood level), covered viewing platform for players/spectators. The upgraded football stadium pitch lights will provide increased illumination at pitch level and decreased spillage to adjacent housing. The training lights will separately illuminate an adjacent area at appropriate lower levels. The overflow car park will additionally provide circa 50 places, needed at weekends to alleviate unsafe on street parking.</p>
<p><b>What new activities will take place because of this project?</b></p>	<p>The new tennis clubhouse covered viewing platform will help drive growth in junior tennis (from 100 to 150 weekly) by providing a courtside area for parents. The upgraded football stadium lights will facilitate participation in the Hellenic League (otherwise under threat) and use by other clubs, whilst training lights will accommodate growth in participation from teams 'graduating' from junior clubs. The overflow car park will facilitate growth in participation in all sports from adjacent housing.</p>

<b>Rotherfield Peppard Parish Council</b>	<b>Ref</b>	SCap18-19\11
Sports pavilion extension and modernisation		

<b>Total project cost</b>	£338,248	
<b>Amount requested</b>	£169,124	50.00%
<b>Organisation's contribution</b>	£0	<b>Organisation's latest bank balance</b> £28,582
<b>Other funding</b>	£193,330	

**Previous grants**

£500 for a noticeboard in 2017-18 (Cllr Grant Scheme)

**Parish population:** 1,649

**Scoring**

<p><b>New facilities or activities</b> This project will modernise and extend the existing pavilion to offer additional and improved facilities and activities to the community that use the pavilion.</p> <p>Officers therefore suggest they receive the highest score for a project that's improving existing facilities (10 points).</p>	<b>Score</b>	10/14
<p><b>Community benefit</b> There are a wide range of community groups using the pavilion already, with more expected after this project.</p> <p>While the majority are sports clubs, other groups, like arts and crafts clubs also use it. This wide range of user groups allows officers to suggest full points in this area.</p>	<b>Score</b>	14/14
<p><b>Funding the project</b> The parish council is not contributing to this project immediately, but intend taking out a £50,000 SODC Community Loan that they will be responsible for repaying and have already spent over £9,800 in professional costs to get the project to this stage.</p> <p>Looking at their current bank balance and other commitments they cannot afford this project without external funding, but may be able to make a contribution.</p> <p>Most of their other funding is currently unsecured putting them in the 7-10 range. Officers suggest 8 points to reflect the unsecured funds and that they may be able to afford a contribution. If they have secured more funding by the time the panel meet this score could be revised.</p>	<b>Score</b>	8/14
<p><b>Consultation</b> In addition to a professional survey confirming the current pavilion is no longer fit for purpose, the community were consulted on this project.</p> <p><u>SODC Leisure Team comment:</u> The facilities appear to need updating to ensure compliance with legislation as well as structurally and to accommodate the growing sports and teams onsite. The growth of the cricket team has been huge with it doubling in four years and this growth needs to be sustained and continued and newer facilities will achieve this. They also look like they host a range of activities for all ages and are looking to develop more activities once complete. Therefore, I support this application for the amount requested.</p> <p><u>SODC Equality Officer comment:</u> They have not provided anything to say how they will address the points raised in their access audit. From the plans I can see they have improved access which is good although shared showers between two changing rooms could be an issue for mixed</p>		

sports. The accessible toilet/shower should be unisex rather than just female. Sport England guidance recommends avoiding raised thresholds in the showers of the main changing to accommodate wheelchairs. They will need to take this into account if the main changing rooms are going to be wheelchair accessible.

SODC Sustainability Officer comment: Wall and roof insulation, and replacement windows will be installed as set out in the Energy Audit. They could also consider LED lighting, with absence or presence detection where appropriate, and water saving measures such as low water showers and WCs, waterless urinals and sensor or push taps. Sensor taps are also suitable for disabled WCs and can avoid wasted water when lever taps are inadvertently left running.

**Project completion within timeframe**

Their start date in October 2018 works with the time frame for this scheme but will depend on them completing our agreement and securing all of their funding before then.

**Financial and project management plans**

The organisation has a structured project plan including a procurement strategy and financial forecast for the initial work. They will appoint contractors through a formal tender process and have appointed professionals to manage the project.

The ongoing costs of the upgraded pavilion are to be covered by the income the facility generates.

<b>SUGGESTED CONDITIONS</b>	<b>Total score</b>	<b>32/42</b>
A condition that no work can start until the council's grant agreement is complete and they have confirmed they have secured all the funding for the whole project.		
A recommendation they consider the equality and sustainability feedback and implement any suggestions where possible.	<b>Suggested Grant</b>	<b>High priority – up to 50.00% capped to £169,124</b>
A condition that the council will have access to up to 30 hours free usage per year for a minimum of 5 years.		

<b>Applicant responses</b>	
<b>Details of the project</b>	Our WW2 Memorial Sports Pavilion requires modernisation in several areas to serve its many growing sports users. Built in 1952, the structure and internal finishes are in poor condition and not thermally efficient. Modernisation includes: a replacement roof, two new larger changing rooms, replacement access, new WC and shower for disabled users, removal of low level asbestos, new double glazing and new wall insulation. New facilities also include social bar, internal floor, cricket training surfaces.
<b>Financial statement from the organisation</b>	RPPC cash @31/3/2018= £28,582 and no debt. RPPC will retain 50% of its precept (£20k) for liquidity. RPPC will borrow £50,000 (15 year) from SODC Community Loans, serviced from precept and cost savings. RPPC will receive £22,830 from SPF Charity (minute uploaded) whose objects are to provide a sports field and pavilion. Most of SPF's cash has been donated by RPPC as a sinking fund. RPPC will thus invest £72,830 and has spent £9,880 on fees.
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	Groups using Pavilion today: * Over 60s Pilates * Over 60s Circuit Training

	<ul style="list-style-type: none"> <li>* HERNS Art Group</li> <li>* Peppard Stoke Row CC, huge Juniors growth 2011-0, 2018-217</li> <li>* Children's Yoga</li> <li>* Immortal Fitness (pavilion and field 'boot' camp)</li> <li>New activities planned;</li> <li>* Ladies Cricket</li> <li>* Rambling centre</li> <li>* Traditional Crafts</li> <li>* Rounders</li> <li>* Archery (to include disabled access)</li> <li>* Primary School sports activities</li> <li>* Social events - Birthday, Anniversary parties</li> <li>* School Holiday Clubs</li> </ul>
<p><b>How did you identify a need in the community for your project or service?</b></p>	<p>Community driven activities have pointed the way for a 'New Look Pavilion';</p> <ul style="list-style-type: none"> <li>* Full Parish Survey - conducted 2011 shows that the Parish greatly values the Pavilion and field</li> <li>* RPPC are responsible for its upkeep. A Fitness for Purpose survey indicates a new roof is needed</li> <li>* Open Weekend was held over the 3/4th February.</li> <li>* New (2018) survey questionnaire on features needed in the Pavilion was delivered to all (700) householders, results attached</li> </ul>
<p><b>What sustainable and/or energy saving measures does your project include or offer?</b></p>	<ul style="list-style-type: none"> <li>* New internal wall insulation</li> <li>* New Double glazed windows</li> <li>* Wiring for future Solar panels, to allow fitting of solar panels in near future</li> <li>* Extensions will be lined with thermal bricks</li> <li>* New Roof insulation</li> </ul> <p>The above improvements were identified by (i) Energy Audit conducted in 2013 (attached) (ii) Fitness for purpose Survey 2016. The 2013 audit showed insulation of loft and walls and double glazed doors/windows would reduce electricity/heating costs by 64%.</p>
<p><b>Consultation</b></p>	
<p><b>What consultation have you carried out with the community or professional advisors?</b></p>	<p>Consultations;</p> <ul style="list-style-type: none"> <li>* Fitness for Purpose over 20 years - Aitchison Rafferty - four sections (&lt; 5MB). Note attachments contain 147 photos</li> <li>* Asbestos Survey - Salvum - minor contamination identified</li> <li>* Arboricultural needs (report) - conclusion that remaining 6 trees will not harm locality</li> <li>* Bat Survey needs (report) - concludes that changing room extension will not harm bat population. Further report will be required when Bats are active in Spring/Summer.</li> </ul>
<p><b>New facilities/Activities</b></p>	
<p><b>What extra facilities (or equipment) will the project provide?</b></p>	<p>Summary - 13 new features</p> <ul style="list-style-type: none"> <li>* Two new Changing Rooms with roofs and external access, New Disabled Access WC and shower, New Terrace and disabled access ramp, New Social Bar, New Storage Rooms/cupboards, New showers, WC &amp; disabled WC facilities, New Kitchen equipment, New roof on entire facility, New wall insulation, New Windows throughout, New wood effect floor, New Solar Power Wiring (PV ready), New equipment shed and new training nets surfaces, New Car Park surface</li> </ul>
<p><b>What new activities will take place because of this project?</b></p>	<ul style="list-style-type: none"> <li>* New Yoga, New Pilates, New Hoola Hoop, New dance, Increase keep fit Gold (over 60), Increase 'boot-camp' keep-fit field usage</li> <li>* Increase Art Classes, Increase 'Birthday Party bookings', Increase Social Party bookings, New Ladies Cricket and rounders, Increase local Primary School usage (enhanced Access)</li> </ul>

<b>Crowmarsh Parish Council</b>	<b>Ref</b>	SCap18-19\23
Play area improvements and expansion		

<b>Total project cost</b>	£199,581	
<b>Amount requested</b>	£99,790	50.00%
<b>Organisation's contribution</b>	£19,250	<b>Organisation's latest bank balance</b> £152,000
<b>Other funding</b>	£80,541	

**Previous grants**

None

**Parish population:** 2,830

**Scoring**

<p><b>New facilities or activities</b> This project will improve the existing play area by replacing old, worn out equipment with new, engaging equipment suitable for a wider age range of children.</p> <p>As it will significantly improve the facilities on site and allow use by new age groups officers suggest it receives the maximum 10 points possible for a project improving facilities.</p>	<b>Score</b>	10/14
<p><b>Community benefit</b> Anyone in the community can access the play area at any time free of charge. There will be equipment suitable for all age groups, including some outdoor gym equipment for adults.</p> <p>As the facilities will be available to all and will include items for all ages officers suggest it receives the maximum possible score in this area (14 points).</p>	<b>Score</b>	14/14
<p><b>Funding the project</b> The organisation is contributing £19,250 from their £152,000 reserves as well as the £8,600 possible WREN administration fee and has ringfenced £20,000 for contingencies.</p> <p>They list a few other planned projects, but as they didn't give any figures or timelines for these it is possible they could contribute more if necessary. They could also potentially secure a PWB or SODC community loan towards the costs if necessary.</p> <p>All of their other funding is currently unsecured putting them in the 7-10 range. Officers suggest 7 to reflect the funding position and that they may be able to afford more themselves. If they have secured more funding by the time the panel meet this score could be revised.</p>	<b>Score</b>	7/14
<p><b>Consultation</b> The parish council have carried out extensive community consultation as well as consulting Oxfordshire Playing Fields Association. They also provide a recent ROSPA inspection report that confirmed some of the equipment requires attention.</p> <p><u>SODC Leisure team comment:</u> The proposal focuses on providing new facilities which can be used by a wider range of individuals. Improved park facilities would encourage more visitors. My concerns are that they are only approaching one other funder towards the substantial costs and this isn't yet secure. The Participation Team has supported other parishes to increase the use of outdoor gyms and we may be able to support this one in the future.</p> <p><u>SODC Equality officer comment:</u> I support this project, it is great to see that inclusion has been</p>		

considered in the equipment choices, seating and self-binding gravel (if they go with Eibe). It would be good if they could include a path to the accessible play equipment. Advice from our parks department is that they would recommend an alternative surface if possible, like a resin bound mulch or similar. This is also much better for users with mobility issues and/or wheelchairs.

**Project completion within timeframe**

Their start date of 1 October is within the limits of the scheme, but it will depend on them securing the WREN funding in September and completing the grant agreements for both us and WREN.

**Financial and project management plans**

The parish council intend saving £5,000 each year to build up a replacement fund over time and will include the maintenance in their annual budgets in the meantime

**SUGGESTED CONDITIONS**

A condition that no work can start until the council's grant agreement is complete and they have confirmed they have secured all the funding needed to pay for the whole project.	<b>Total score</b>	<b>31/42</b>
A recommendation they consider the equality officer's feedback and implement any suggestions where possible	<b>Suggested Grant</b>	<b>High priority – up to 50.00% capped to £99,790</b>
A condition that the applicant must provide a satisfactory play inspection with their claim for the final grant payment.		

<b>Applicant responses</b>	
<b>Details of the project</b>	The intention is to replace our 23 year old small children's play area with a wider range of facilities for a greater age range of children (including disabled friendly) as well as providing an outdoor gym for adults and young people. The inspiration followed a community survey in April 2017, followed by ongoing community engagement via our village website, community cafe and initiatives at the local Primary and Pre-School.
<b>Financial statement from the organisation</b>	The Parish Council (PC) account includes both capital and income from precept to run facilities. The PC donates £19k to the project, £8.6k WREN arrangement fee, £20k contingency and £5k/yr replacement fund. PC also has plans for other capital items including road safety improvements for a pedestrian crossing and a chicane at N. Stoke. We also plan for a Scout hut, a change of room in the Pavilion and improvements to the Nature Area
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	The new facilities have much greater capacity and will cater for children of a wider age range, from the very young (mound, tunnel and wobble animals) to older children with the 6 m climbing net and zip wire. In particular we will now be able to cater for children with disabilities with nest swing, ground trampoline and inclusive roundabouts. The outdoor gym should help teenagers, as well as adults of all ages to keep fit.
<b>How did you identify a need in the community for your project or service?</b>	Community consultation started in April 2017 using questionnaires available at the local shop, school and community website. This was followed up with further questions using the community newsletter, website, school newsletter and live sessions at the community cafe. The responses helped shape the design of the play area (see attached evidence of community consultation). Further consultation was sought for the gym equipment (also attached)

<p><b>What sustainable and/or energy saving measures does your project include or offer?</b></p>	<p>We have taken steps to reuse what equipment we can from the old play area (wobble plate, toddler swings and play train). We will reuse some of the existing bark as mulch for the shrubs. We attach a sustainability document below.</p>
<p><b>Consultation</b></p>	
<p><b>What consultation have you carried out with the community or professional advisors?</b></p>	<p>We have consulted both OPFA and the owner of the Lifestyles local gym. Also ROSPA have advised on the current poor state of the play area. We have attached the ROSPA 2017 report in response to question 3 above and here include their 2016 report. Their responses are in the attached documents.</p>
<p><b>New facilities/Activities</b></p>	
<p><b>What extra facilities (or equipment) will the project provide?</b></p>	<p>We will create new facilities. The old play area had 7 items for up to the age of 12. The new play area will have 23 items including facilities for older children including zip wire, 6 m climbing net, 6 bay swings and aerial seesaw. The range of activities will incorporate bushes, trees and mounds. 9 of these new items will be accessible to disabled children. Plus a new facility of 6 outdoor gym items</p>
<p><b>What new activities will take place because of this project?</b></p>	<p>We will provide many more challenging activities for children of all ages, including bigger swings, climbing net and zipwire. We will be providing more facilities suitable for children with disabilities including nest swings, inclusive roundabout mounds with crawling tunnel and trampoline. For the first time we will be providing outdoor gym equipment to help young and old to get fit such as a double air walker and arm and pedal bike.</p>

<b>Towersey Playing Fields Committee</b>	<b>Ref</b>	SCap18-19\61
Play area refurbishment		

<b>Total project cost</b>	£34,784	
<b>Amount requested</b>	£17,392	50.00%
<b>Organisation's contribution</b>	£10,500	<b>Organisation's latest bank balance</b> £34,925
<b>Other funding</b>	£7,800	

**Previous grants**

2014/15 £6588 play area equipment (paid to PC)

2015/16 £1550 mobile goal posts

**Parish population: 433**

**Scoring**

<p><b>New facilities or activities</b> As this project will improve the existing play area they can score between 7 and 10 points. Officers recommend 9 points as the new equipment improve the existing play experience for children but does not appear to extend the age ranges catered for.</p>	<b>Score</b>	9/14
<p><b>Community benefit</b> The play area is open to all free of charge so it can score in the highest bracket. Officers have suggested 12 points as although this project will improve the area for their existing user groups it will not enable use by new groups.</p>	<b>Score</b>	12/14
<p><b>Funding the project</b> Their chosen supplier is £4,000 more than the other quote provided with no clear additional benefit from the extra cost. If they were to use the cheaper supplier the grant needed from us would reduce by £2,000.  The organisation is contributing £10,500 of their £34,925 reserves and has confirmed they will cover any shortfall in funding, therefore implying an ability to contribute more, although they could not afford to fund the whole project.  The parish council are not contributing to the works and there is some uncertainty as to whether the council or this applicant is responsible for the play area – the last application came from the parish council.  They have secured £300 of the £7,800 external funding applied for, which would usually limit their score to 7-10 points. Officers suggest a score of 8 points to reflect they still have some funding to find and have implied they could contribute more to the project.</p>	<b>Score</b>	8/14
<p><b>Consultation</b> Their recent 2017 play inspection identified some items as requiring replacement imminently. They also had feedback from the community that improvements were necessary, but have not provided evidence that the community helped shape the design/choices of equipment.  <u>SODC Legal comments:</u> The ownership/responsibility arrangements between the applicant and Towersey PC (who received a previous grant for the play equipment) are unclear and will require additional investigation if the council wishes to offer a grant. A joint agreement between the council, the applicant and Towersey PC maybe necessary.  <u>SODC Equality Officer:</u> I support this project but to increase inclusion / accessibility would recommend the basket swing instead of the cradle one. If the tractor trailer is wide enough for wheelchair access I recommend it is installed flush into the ground so they can access it.</p>		



**Project completion within timeframe**

Their start dates are nearly the earliest possible and will depend on them completing our grant agreement and securing the other funding in time. As there are some outstanding legal queries around this application it may take longer than usual to resolve these issues.

**Financial and project management plans**

The previous grant we gave for this play area was to the parish council, not this committee. The grant agreement would need to be a joint agreement with the applicant and the PC as the custodian trustee for the site. We will also need clearer copies of the legal conveyance document as the copy provided was illegible.

**SUGGESTED CONDITIONS**

That any grant is conditional on them reviewing the value for money of their chosen supplier.

That (if necessary for legal reasons) our grant agreement can be a joint agreement with the applicant and the Parish Council who are the registered owners.

A condition that no work can start until the council's grant agreement is complete and they have confirmed they have secured all the funding needed to pay for the whole project.

A recommendation they consider the equality and sustainability feedback and implement any suggestions where possible.

A condition that they must provide a satisfactory play inspection with their final claim.

**Total score**

**29/42**

**Suggested Grant**

**High priority – up to 50.00% capped to £17,392** (less is the project costs reduce following the best value review)

<b>Applicant responses</b>	
<b>Details of the project</b>	<p>Our objective is to maintain and improve the facilities at Towersey Playing Fields Play Area to offer local and neighbouring area residents with a space where they can play, relax and socialise in a safe and pleasant environment.</p> <p>This specific project is to replace four pieces of existing play equipment that are damaged beyond feasible repair with four new, modern products that offer a variety of fun play options.</p>
<b>Financial statement from the organisation</b>	<p>Financial reserves are required to fund ongoing maintenance of the playing fields facilities at approximately £7,500 per annum. The committee takes the approach that at least two years' worth of costs should be maintained as ongoing reserves and contingency for prudent financial management.</p> <p>We would, therefore, be in a position to fund the total balance of 50% of the project costs of £17,392 should funding applications to other external grant givers prove unsuccessful.</p>
<b>Statement about town/parish support</b>	<p>We are not aware of any funding streams from Towersey Parish Council for this type of capital project. Towersey Playing Fields Committee was constituted to take on full responsibility for management of the playing field facilities, including income generation, fundraising, promotion and meeting maintenance costs.</p>
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	<p>The main beneficiaries will be the children and toddlers of families of local residents and neighbouring communities. As the existing play area equipment has deteriorated they have had to go elsewhere for</p>

	<p>play. This refurbishment will regenerate interest and opportunities.</p> <p>Local grandparents charged with daily childcare will have easy access for their grandchildren.</p> <p>Club teams that play on the field, including Chinnor Ladies Rugby Club, can bring their families along during matches for relaxation.</p>
<p><b>How did you identify a need in the community for your project or service?</b></p>	<p>In 2015 we conducted a survey across every household in Towersey asking for views about the existing play facilities and future requirements. With a 75% response rate, the residents expressed a clear majority requirement to refurbish and improve the existing play area facilities.</p> <p>In 2017 a survey conducted as part of the Towersey Village Plan programme showed strong preferences for long term development of the plying field facilities as a sustainable community asset. Results attached.</p>
<p><b>What sustainable and/or energy saving measures does your project include or offer?</b></p>	<p>The supplier selection will include a requirement for timber which comes from managed and sustainable forests and other materials that have industry accreditation as environmentally friendly and durable.</p>
<p><b>Consultation</b></p>	
<p><b>What consultation have you carried out with the community or professional advisors?</b></p>	<p>In July 2017 we commissioned a RoSPA Play Area Safety Report as part of ongoing risk management.</p> <p>Whilst the report concluded an overall Medium Risk Score, it specifically highlighted pieces of equipment that represented potential risk and had a requirement to "replace decayed components where possible and plan for replacement".</p> <p>Repair of these 4 pieces of equipment is non longer feasible so this project is to replace and therefore improve significantly the Risk Score.</p>
<p><b>New facilities/Activities</b></p>	
<p><b>What extra facilities (or equipment) will the project provide?</b></p>	<p>The existing equipment installed 18 years ago has become tired, and now two pieces of equipment are out of use. So the refurbishment will increase the existing facilities in addition to replacement within the existing footprint.</p> <p>The new play products are modern design and offer increased multi play options which we expect will regenerate interest across local residents and neighbouring communities.</p> <p>The access to high quality play and recreation facilities will attract new users.</p>
<p><b>What new activities will take place because of this project?</b></p>	<p>Towersey playing field is accessed on foot or bike via the Phoenix Trail national cycle path from the growing community of Thame, where 300 new homes have been built within one mile of the play area.</p> <p>We will promote the new, attractive facilities as a destination for local families and groups such as Buggyfit Thame, for exercise, play and picnics.</p> <p>Combined with the Village Hall the facility can be promoted for parties and outdoor events.</p>

<b>The Eyot Centre (Henley)</b>	<b>Ref</b>	SCap18-19\18
Waterfront improvements		

<b>Total project cost</b>	£105,968	
<b>Amount requested</b>	£52,984	50.00%
<b>Organisation's contribution</b>	£20,000	<b>Organisation's latest bank balance</b> £128,772
<b>Other funding</b>	£33,000	

**Previous grants**

- 2008 Equipment - £12,000
- 2005 New building - £120,000

**Parish population:** This centre is technically outside the Henley town boundary in Remenham parish, Wokingham Borough. Henley's population is 11,619 while Remenham's is 547.

**Scoring**

<p><b>New facilities or activities</b> This project will improve the boat launching facilities at the site but will offer minimal additional activities. This puts them in the 'improves existing facilities' bracket.</p> <p>Officers suggest they receive 9 points as improvements will allow access for the Fire Brigade's rescue boat in addition to other rescue services already using the site.</p>	<b>Score</b>	9/14
<p><b>Community benefit</b> The main benefit will be to the members/users of the Eyot Centre, which would limit their score to a maximum of 6 points, however vulnerable river users could also benefit from the improved rescue launch facilities. Officers suggest it receive 8 points in recognition of this.</p> <p>The centre is technically outside of the district, however as they are located on the river in Henley most of their users are likely to come from our district.</p>	<b>Score</b>	8/14
<p><b>Funding the project</b> The Eyot centre are contributing £20,000 of their £128,772 reserves. They have some other projects planned in the future but may be able to afford to contribute more to this project if necessary.</p> <p>They have secured all the other external funding from Thamesfield Youth Association (their Landlord) and other fundraising events.</p> <p>Their preferred quote is nearly a year old, so is likely to have increased since it was obtained.</p> <p>As they have secured funding for the current cost they can score in the top bracket, however officers have limited their score to 11 to reflect the risk the costs are out of dates and the fact they may be able to contribute more.</p>	<b>Score</b>	11/14
<p><b>Consultation</b> Consultation for the project is not extensive, but they have support from British Canoeing. They are awaiting approval from the Environment Agency for the project and officers recommend that in addition to work not starting until this is received, our grant agreement is not completed and no payments released until this consent is secured.</p> <p><u>SODC Legal team comment</u> - It may be necessary for any grant awarded to be a joint arrangement with their landlord and custodian trustee, Thamesfield Youth Association. Therefore, officers would need authority to make the grant agreement a joint agreement with both groups if</p>		

required. In addition, some of their legal/ownership documents are now out of date and will need updating before we can complete our grant agreement and charge.

SODC Leisure team comment: The project doesn't provide as many new activities and user groups as some of the other applications, however the re-development is essential for the continuation of all the clubs and users of the facilities, as well as offering safe entry to the Henley Water Rescue Service.

SODC Equality officer comment: I support this project, installing an access point for people with limited mobility will help to improve access to the facility.

**Project completion within timeframe**

Their intended start date of 30 September is the earliest date possible and will depend on them completing the necessary legal agreement etc in time. They have some legal matters they must resolve before we can complete our agreement so there could be delays to this.

In addition, they may also need to raise funds to cover any increase in the project costs since the quote was provided.

**Financial and project management plans**

They have provided a timetable for the project, but no formal project plan. The Eyot centre will budget for the ongoing maintenance costs going forward

<b>SUGGESTED CONDITIONS (and other related matters)</b> That (if necessary for legal reasons) our grant agreement is a joint agreement between the applicant and their custodian trustee/landlord, Thamesfield Youth Association.	<b>Total score</b>	<b>28/42</b>
A condition that the grant agreement will not be completed until they provide us with copies of their Environment Agency approval.	<b>Suggested Grant</b>	<b>Medium priority - No more than 37.50% (capped to £39,738)</b>
A condition that no work can start until the council's grant agreement is complete and they have confirmed they have secured all the funding needed to pay for the whole project (including any increase in the project costs).		
A condition that the council will have access to up to 30 hours free usage per year for a minimum of 5 years.		

<b>Applicant responses</b>	
<b>Details of the project</b>	Replace this river front with a shared launch point for both the Sea Cadets and the Eyot Centre. Re-form the centre's slip way that has suffered subsidence and erosion. Replace the subsiding upper launch and landing stage. Install an access point for people with limited mobility. Replace the finger pontoon and downstream landing stage with a permanent launching/landing stage with steps for safe river egress. Establish areas of natural landscaping to harmonise with the site.
<b>Financial statement from the organisation</b>	Henley Town Council loan, originally for £120,000 at a fixed rate of 3% pa. now £72,000 remaining. Waterfront development project £20,000 Replace existing boat sheds (mediumterm) £150,000 Annual Running Costs £75,255 Annual Income £71,081 from Membership fees £15,233 Car parking during the Henley Regatta, £13,702 Fund raising events held by clubs. £11,906 Hire of Centre £20,089 Other £15,23 Other £10,151

<p><b>Statement about town/parish support</b></p>	<p>Attended meeting of Henley Town Council Budget Strategy and Finance Committee on 17th April 2018. We were too late for their Sept 2017 grants and too early for Sept 2018's. Work needs to be carried out in Autumn when Contractor available after Henley Regatta course dismantled and before winter rain raises the river level and before fund raising events of Henley Winter Series commence.</p>
<p><b>Community benefit</b></p>	
<p><b>Who will benefit from your project?</b></p>	<p>Resident clubs; Henley Canoe Club, Henley Dragons, Henley DofE Club, Henley Sea Cadets, Duke of Edinburgh Award Scheme Community Group users; Henley Scouts and Cubs, Valley Road Primary School, Sacred Heart Primary School, Rupert House School, Peppard Primary School, Sonning Common Primary School, Kidmore End Primary School, Chiltern Edge School, Langtree School, Henley College, Chipping Norton School, Sir William Ramsay School, Henley Brownies, Caversham Park Guides, Henley Rowing Club and Henley Allotment Society,</p>
<p><b>How did you identify a need in the community for your project or service?</b></p>	<p>Need recognized by senior club members as use of facility has increased. Club members consulted for ideas for improving site</p>
<p><b>What sustainable and/or energy saving measures does your project include or offer?</b></p>	<p>Not applicable to this development.</p>
<p><b>Consultation</b></p>	
<p><b>What consultation have you carried out with the community or professional advisors?</b></p>	<p>James Hinves, Executive Member of British Canoeing consulted</p>
<p><b>New facilities/Activities</b></p>	
<p><b>What extra facilities (or equipment) will the project provide?</b></p>	<p>The slipway will provide a new launch point for Berkshire Fire Brigades' Water Rescue Service, improving response time in Henley. The current launch sites are Willow Lane, Wargrave and Ferry Lane Aston. Improved facilities for; Henley Water Rescue Service who support many of the community events held on the river. The many teams and individuals who enter competitions hosted by The Eyot Centre will be able to launch more safely and quickly.</p>
<p><b>What new activities will take place because of this project?</b></p>	<p>The Eyot Centre hosts a number of events annually which require up to 400 competitors to launch in a 15 minute window. The new facility will make this safer and quicker. It will provide a safer environment for race control and spectators.</p>

<b>Brightwell cum Sotwell Parish Council</b>	<b>Ref</b>	SCap18-19\65
Play area refurbishment		

<b>Total project cost</b>	£47,957	
<b>Amount requested</b>	£23,979	50.00%
<b>Organisation's contribution</b>	£10,000	<b>Organisation's latest bank balance</b> £59,543
<b>Other funding</b>	£15,500	

**Previous grants**

2018 - cllr grant of £1200 Kings Meadow play area

Pre- 2015 - £8,000 kings Meadow play area and £400 - safety matting for play area

**Parish population:** 1,538

**Scoring**

<p><b>New facilities or activities</b> This project will improve the existing play area by replacing old, worn out equipment with new, engaging equipment including outdoor gym equipment.</p> <p>As it will significantly improve the facilities on site and allow use by new age groups officers suggest it receives the maximum 10 points possible for a project that's improving facilities.</p>	<b>Score</b>	10/14
<p><b>Community benefit</b> Anyone in the community can access the play area at any time free of charge. There will be equipment suitable for all age groups, including some outdoor gym equipment for adults.</p> <p>As the facilities will be available to all and will include items for all ages, officers suggest it receives the maximum possible score in this area (14 points).</p>	<b>Score</b>	14/14
<p><b>Funding the project</b> Their chosen supplier is £20,000 more than the other supplier that provided a quote, with no clear additional benefit from this higher cost. If they were to use the cheaper supplier they would need £10,000 less from us.</p> <p>The organisation is contributing £10,000 from their £59,543 reserves. They have stated they have no financial commitments restricting their contribution, so could potentially contribute more to the project.</p> <p>All their £15,500 external funding is unsecured so their score is limited to between 4 and 6 points. Officers suggest 4 points to reflect that they may be able to contribute more and/or reduce the project costs via their choice of suppliers.</p>	<b>Score</b>	4/14
<p><b>Consultation</b> Their parish plan (2013) suggested some play improvements but this appears to be the only consultation with the community and is now five years old. We have not received their latest play inspection to confirm the state of the equipment and if any requires replacing.</p> <p><u>SODC Equality Officer comment:</u> I support this project although I wasn't able to find the items on the supplier's website to check how accessible they are. It's not clear if the grass matting will be real or artificial. I would recommend artificial grass or resin bound mulch as this is much better for wheelchair users.</p> <p><u>SODC Leisure team comment:</u> I support this project and hope (capacity permitting) that our participation team may be able to help raise awareness with the public.</p> <p><b>Project completion within timeframe</b> Their start dates in February 2019 work well with the scheme and give them plenty of time to raise the rest of the funds and complete our grant agreement before starting work.</p>		

<b>Financial and project management plans</b>		
The parish council will cover the ongoing maintenance costs. Their project plan is satisfactory.		
<b>SUGGESTED CONDITIONS</b> Grant conditional on them reviewing the value for money from their chosen contractors in case they can make cost savings.  A recommendation they consider the equality officer's feedback and implement any suggestions where possible  A condition that no work can start until the council's grant agreement is complete and they have confirmed they have secured all the funding needed to pay for the whole project.  A condition that the applicant must provide a satisfactory play inspection with their claim for the final grant payment	<b>Total score</b>	<b>28/42</b>
	<b>Suggested Grant</b>	<b>Medium priority - Up to 37.50% capped to £17,984</b> (less is the project costs reduce following the best value review)

<b>Applicant responses</b>	
<b>Details of the project</b>	Upgrade of recreation ground facilities used by all, to include an inclusive roundabout, new child-friendly see-saw, table tennis table and outdoor adult gym equipment.
<b>Financial statement from the organisation</b>	None applicable
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	All members of the village will benefit to some degree. We have considered different age groups and needs in our application and selection of the adult gym equipment. The Womens Institute have offered a donation as they believe the new facilities will improve the lives of their members (largely older villagers) so immensely. The family of a girl in a wheelchair are very excited about the possibility of her playing with peers on a roundabout.
<b>How did you identify a need in the community for your project or service?</b>	Through the parish plan a clear need for greater outdoor facilities for all ages was identified. The community were issued with a questionnaire and this repeatedly came across as a huge need.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	No applicable, although better provision at heart of village will encourage people from driving to other villages to access better facilities.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	Spoken with three different companies at length including site visits to ensure space is used appropriate. <a href="http://www.brightwellcumsotwell.co.uk/files/bcs_clpp.pdf">http://www.brightwellcumsotwell.co.uk/files/bcs_clpp.pdf</a>
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	This project will provide a huge range of new facilities for all in the village. All adults will be able to access robust and long-lasting gym equipment with the added benefit of it providing instruction of how each piece of kit should be used to avoid any injuries. The inclusive roundabout will provide for children in the village in wheelchairs. The table tennis table will provide a much needed resource for teenagers and families.
<b>What new activities will take place because of this project?</b>	Adult gym sessions, adult boot camp groups, pensioners exercise club, table tennis tournaments, play for those in wheelchairs. These will all be new activities for the village community.

<b>The PCC of the Church of St Mary the Virgin Ipsden</b>	<b>Ref</b>	SCap18-19\42
Disabled WC & access improvements		

<b>Total project cost</b>	£55,871	
<b>Amount requested</b>	£16,000	28.64%
<b>Organisation's contribution</b>	£0	<b>Organisation's latest bank balance</b> £72,510
<b>Other funding</b>	£44,000	

**Previous grants**

None

**Parish population:** 325

**Scoring**

<p><b>New facilities or activities</b> This project will improve the existing facilities at the church by installing an accessible toilet and making other accessibility and general improvements.</p> <p>This puts them in the 7-10 point bracket. Officers suggest 9 points to acknowledge that whilst the project will not enable many new activities to take place it will have a large impact on the building's accessibility.</p>	<b>Score</b>	9/14
<p><b>Community benefit</b> While the predominant benefit will be to the church congregation, the facilities are used by other community groups. The church is also often open to tourists and passing walkers/cyclists.</p> <p>This allows them to score between 11-14 points. Officers suggest 11 points due to the predominant benefit being to the church congregation.</p>	<b>Score</b>	11/14
<p><b>Funding the project</b> The organisation is not contributing to this project but has £72,510 in reserves. After reviewing their response around their other commitments, they may be able to afford a contribution, but could not fund whole project.</p> <p>They have secured all but £12,000 of their other funding and are waiting to hear back on applications for the balance.</p> <p>This puts them in the 7-10 bracket and officers suggest they receive 7 points given they could potentially contribute to the costs themselves and they still have a reasonable amount to secure. If their funding position has improved since submitting this application the panel could revise this score.</p>	<b>Score</b>	7/14
<p><b>Consultation</b> They have carried out reasonable amounts of community consultation.</p> <p><u>SODC Legal comments:</u> Whilst we do not need evidence of legal ownership for a grant of this size we have a duty of care to ensure the organisation can legally carry out the work. The information provided does not expressly confirm that the PCC has legal responsibility for this specific church, but it did imply in general that the PCC has responsibility to maintain the buildings they operate in.</p> <p><u>SODC Equality comments:</u> (summarised - full feedback sent to applicant separately for information) I support this project as it will improve access for disabled people. Great to see the ramped access and resin bound paths. The accessible WC will meet basic building regulations Part M standards, but not the new BS8300-2 2018 standards. I recommend they try to meet the new standards if possible. It doesn't look like the doors to the church could be opened independently by a wheelchair user, so if the doors are not propped open, a call for help bell and sign would be helpful.</p>		



SODC Sustainability comments: The applicants are encouraged to consider a low flush WC and water saving taps. Sensor taps meet disabled WC requirements and avoid waste water from lever taps accidentally being left on.

**Project completion within timeframe**

Their start date in mid-October works with the limits for the scheme but will depend on funding and if they have completed our agreement.

**Financial and project management plans**

The PCC will be responsible for all ongoing costs following the project. They have provided a timeline for the project, but no project plan.

**SUGGESTED CONDITIONS**

A condition that before any grant is paid we must receive formal consent to the work from the Diocese Faculty.	<b>Total score</b>	<b>27/42</b>
A condition that no work can start until the council's grant agreement is complete and they have confirmed they have secured all the funding needed to pay for the whole project.	<b>Suggested Grant</b>	<b>Medium priority - Up to 21.47% capped to £12,000</b>
A recommendation they consider the equality and sustainability feedback and implement any suggestions where possible.		

<b>Applicant responses</b>	
<b>Details of the project</b>	Install a disabled WC and washbasin in the current Ipsden Church vestry, with trench arch drainage to the graveyard. To improve wheelchair access, provide a resin-bonded Church path with improved drainage and install a permanent ramp for wheelchair Church access
<b>Financial statement from the organisation</b>	Ipsden Church Friends pledged £2k towards replacing the Ipsden Church pipe organ. This is expected to cost around £30k and Ipsden PCC is fund raising. This pledge wont be drawn on until 2019.  For income, we will be holding Markets in Ipsden Farm Barn on 30th September & 25th November, which historically have generated £5k. We also have an Ipsden Rocks event on 12th May, expected to raise £1k
<b>Statement about town/parish support</b>	Ipsden Parish Council decided on 10th April 2018 to award a £1,000 grant, on the condition that the works are completed by 31st March 2019
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	Families with young children and elderly people will not worry about the absence of a WC when attending Church. Similarly visitors attending weddings, baptisms, funerals etc. Similarly Senior citizen lunches and meetings; childrens' messy church and clubs; teenager film clubs; music recitals will be held. Similarly tourist visitors [~50/year sign the visitors' book] Disabled peopled will be able to access the church independently using the wheelchair ramp and resin bonded path
<b>How did you identify a need in the community for your project or service?</b>	In Sept'14, the attached Ipsden Village Survey assessed what would encourage more regular Church visits and fund raising ideas [attached] Based on the above in July'15, Ipsden Friends Members were asked to choose which projects to fund. The WC was very high [attached] On 20/10/15 Ipsden PCC approved the top 10 projects, ranked by the Friends, including the WC, proceeding to feasibility

<p><b>What sustainable and/or energy saving measures does your project include or offer?</b></p>	<p>These projects do not include energy saving measures, though future projects to improve the heating and light in the Church will do this</p>
<p><b>Consultation</b></p>	
<p><b>What consultation have you carried out with the community or professional advisors?</b></p>	<p>In Dec'15 we appointed JBKS Architects [attached], who have designed and reordered over 50 Churches, to undertake the preliminary design. This enabled us to secure approval in principle to our proposals from the Diocese of Oxford Council on 9th May 2016 [attached]. In Jun'17 we reappointed JBKS to do RIBA Stages 2, 3 &amp; 4 [concept, detail &amp; technical design] for the projects in this application [attached]. This is now nearly completed.</p>
<p><b>New facilities/Activities</b></p>	
<p><b>What extra facilities (or equipment) will the project provide?</b></p>	<p>This project will provide:</p> <ol style="list-style-type: none"> <li>1. the first WC and washbasin in Ipsden Church, which will be fully fitted for the disabled</li> <li>2. the first permanent wheelchair ramps [one from the entrance into the porch and one from the porch into the church with handrails either side</li> <li>3. the existing uneven gravel path will be replaced with a resin bonded path to make wheelchair access much easier</li> <li>4. improved drainage to stop church flooding</li> </ol>
<p><b>What new activities will take place because of this project?</b></p>	<p>This project will overcome the reluctance of elderly and disabled people, plus families with young children to visit Ipsden Church due to no WC. When installed we will hold more events targeted at these people, including lunches and speakers for older people, messy church for youngsters and youth clubs.</p>

<b>Great Milton Parochial Church Council</b>	<b>Ref</b>	SCap18-19\39
Conversion of store room, improve electrics, insulation and other improvements		

<b>Total project cost</b>	£151,380	
<b>Amount requested</b>	£70,000	46.24%
<b>Organisation's contribution</b>	£10,000	<b>Organisation's latest bank balance</b> £26,509
<b>Other funding</b>	£71,380	

**Previous grants**

None

**Parish population:** 1,042

**Scoring**

<p><b>New facilities or activities</b> This project will improve and expand the existing facilities at the hall by converting some storage areas into a new community room, improving the insulation, roof, electrics, flooring and garden of the hall. This limits their score to between 7 and 10 points.</p> <p>Officers suggest they receive 10 points as the rear room conversion will allow more activities to take place in addition to the other improvements for their existing activities.</p>	<b>Score</b>	10/14
<p><b>Community benefit</b> The hall is available to the whole community for a variety of uses and these improvements will allow additional use by converting the rear room to another usable community space.</p> <p>This level of benefit puts them in the 11-14 bracket and officers suggest they receive maximum points in this area (14 points).</p>	<b>Score</b>	14/14
<p><b>Funding the project</b> The organisation is contributing £10,000 towards the project from their £26,509 reserves. Given their other commitments and accounting policy officers are confident they could not afford much beyond this.</p> <p>Over 37 per cent of their other funding is unsecured and we were not given details of any applications for funding. This therefore limits them to the 0-3 bracket.</p> <p>Officers suggest they receive 3 points to reflect the fact they have planned for the ongoing costs and have some of the funding. If their funding position has progressed by the time the panel meet then this score could be revised.</p>	<b>Score</b>	3/14
<p><b>Consultation</b> The organisation has an energy audit recommending some of the improvements and an access audit (self-assessment) that also identifies some works. They also surveyed the community/users before planning the project.</p> <p><u>SODC Legal Team comment</u> - If awarded over £50,000 it may be necessary for any grant awarded to be a joint grant arrangement with the Oxford Diocese Trustees Limited, the Diocese-owned company who are the registered owners of the hall.</p> <p><u>SODC Equality Officer Comment:</u> Unless the 'rolled gravel' car park will be resin bound it may be difficult for people with mobility issues to navigate, however the accessible parking space is on a non-slip surface next to the building, which is good. I am unclear if the stage will be accessible and encourage them to make it so if possible. The intended coir matting at the entrance is not user friendly for wheelchair users and I would recommend using an alternative.</p>		

SODC sustainability officer comments: A good range of energy saving measures are proposed in line with the energy audit, including LED lights, heating controls, loft insulation, new windows and doors with draught proofing. I suggest they install 300mm insulation rather than the 200mm proposed to meet national guidelines as set out in the Energy Audit. They could also consider additional light switching/dimming arrangements to ensure lighting can be used most efficiently for different activities in the hall.

**Project completion within timeframe**

Their start date of 1 October is very close to the earliest possible for the scheme and will depend on them securing all the other funding necessary and completing our grant agreement by that time. If their grant agreement must be a joint arrangement with the Diocese this may take longer to complete.

**Financial and project management plans**

The ongoing maintenance of the hall will be managed and funded by the Neighbours Hall management committee, which is a sub-committee of the PCC. They have provided a good project plan.

<b>SUGGESTED CONDITIONS</b>	<b>Total score</b>	<b>27/42</b>
That (if necessary for legal reasons) officers have authority to make the grant agreement a joint agreement between the applicant and the Diocese-owned company who are the registered owners.		
A recommendation they consider the equality and sustainability feedback and implement any suggestions where possible.		
A condition that no work can start until the council's grant agreement is complete and they have confirmed they have secured all the funding needed to pay for the whole project.	<b>Suggested Grant</b>	<b>Medium priority - up to 34.68% capped to £52,500</b>
A condition that the council will have access to up to 30 hours free usage per year for a minimum of 5 years.		

<b>Applicant responses</b>	
<b>Details of the project</b>	<p>After public consultation this has been agreed;                  Making good the roof, guttering and exterior of the building                  Improving the insulation                      replacing all windows, doors and lights                      insulating the ceiling space                  Updating the electrics                  Opening the rear room to an outside space to the east                  Resurfacing this area for use as a play area                  Redecorating the hall                  Restoring the floor                  Improving the accessibility and utility of the hall for disabled users</p>
<b>Financial statement from the organisation</b>	<p>Whilst the PCC of St Mary's Great Milton support the NHMC in raising funds to maintain and develop the Hall they themselves are not in a position to support the work financially. Their funds are committed to supporting the work and the fabric of the church.</p> <p>Over the past 25 years the Neighbours Hall has been independent financially from the PCC. Their income circa £10000 will be used for unexpected contingencies not covered by Grants.</p>
<b>Statement about town/parish support</b>	<p>Yes, they have agreed an interest free loan of £5000, which remains on their schedule of liabilities.</p> <p>In addition they have delegated one of the Councillors, Mr Peter Allen,</p>

	to help the hall management committee and parochial church council. He has been engaged in drawing up this grant request.
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	The Hall is used regularly by the following groups: Fitness and Yoga Toddlers and Baby Group Senior Citizens Club Bingo It is used less frequently for the following: Quizzes for the village Village dances Drama productions and rehearsals Local History society Occasional Church events Wakes, Children's Parties, Evening Parties Cycle Clubs
<b>How did you identify a need in the community for your project or service?</b>	We conducted a survey of the users before we started the process of planning. The results are included here and show a universal desire that the Neighbours Hall should continue to be used by and for the village. It engenders a much valued sense of community.  There was also recognition that the hall needs updating and developing: it looks shabby and tired. The plans we had drawn up were designed to reflect this view.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	Our plans have been guided by the results of the energy audit. Improvements include the following:  The lighting will be changed to use LED lights The heating control will be made more manageable The loft space will be insulated The windows and doors will be changed, improving both the insulation of the building and the draught proofing.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	As well as community involvement we consulted several professionals formally and informally.  We engaged an architect, who used the hall as a toddler's mother, and drew the plans sympathetically, reflecting the needs of users. We are advised by the project manager for new works at the British Museum.  We conducted our own accessibility audit and found that though we had many of the requirements in place, more refinements were needed.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	There are two main aims of the refurbishment project; (1) To update the energy efficiency and utility of the hall so that it reaches modern standards, by improving the insulation, energy efficiency, lighting and WIFI (2) To develop the current back room (used as a store) for activities: both to support those in the large hall and independently. It will open into a new garden with a freshly planted native hedge and trees.
<b>What new activities will take place because of this project?</b>	The hall is well used on a regular basis by various community groups, the planned works will enable them to have more flexibility in the use of the building but it will also give added space, so two groups can use the building simultaneously. There are a number of village based groups (church and amenity societies) who have expressed interest in the use of the new "garden room", especially if it has WIFI.

<b>Henley Town Council</b>	<b>Ref</b>	SCap18-19\36
Outdoor gym equipment		

<b>Total project cost</b>	£20,000	
<b>Amount requested</b>	£9,999	49.99%
<b>Organisation's contribution</b>	£10,001	<b>Organisation's latest bank balance</b> £274,787

**Previous grants**

- 2018/19 (requested only) - Audio system for the Town Hall £30,982
- 2015/16 Skatepark at Makin's recreation ground - £100,000
- 2008 floodlights for Astro pitch £6,128

**Parish population:** 11,619

**Scoring**

<p><b>New facilities or activities</b> This project will provide a new facility on the existing recreation ground.</p> <p>As it is a new facility it can score in the highest bracket, but the scale/range of new activities the gym will offer is limited officers suggest they receive 11 points.</p>	<b>Score</b>	11/14
<p><b>Community benefit</b> Anyone in the community will be able to access this facility free of charge so it scores in the highest bracket (11-14).</p> <p>Officers suggest a score of 12 to reflect the limited range of uses/appeal of the new equipment as outdoor gym equipment will only appeal to some people in the community.</p>	<b>Score</b>	12/14
<p><b>Funding the project</b> The town council are funding the rest of the costs themselves from their reserves. They report a bank balance of £274,787 and their latest accounts record over £6.5 million in reserves. This figure is based on the figures in their 2017 year-end accounts, which reported combined cash and investments reserves that included £1,445,118 'usable cash receipts reserves', £886,685 in 'earmarked reserves', £1,782,455 'general fund' and over £3,800.000 in 'investment capital'.</p> <p>Many of the other commitments listed in their statement are budgeted for in their earmarked reserves (£886,685). Therefore, it would appear they have sufficient other reserves, savings and investments to potentially fund this project without external funding.</p> <p>The town council also runs its own grant and loan scheme each year to fund external projects (the budget in 2017 was £300,000) so they could also potentially fund this project by reducing their grant/loan budget.</p> <p>Contributing the balance of the cost from reserves would usually score in the top bracket however, it would appear from the information provided they could fund this project themselves. The panel should consider whether the organisation really needs external funding to see the project take place. Under the policy the panel can decide not to fund a project regardless of its score if they feel the applicant can afford it without funding.</p> <p>If the panel is happy for the application to proceed officers suggest the maximum finance score is 4 points as they do not appear to need external funding and the scoring matrix allows for deductions in this case.</p>	<b>Score</b>	4/14
<b>Consultation</b>		

This is the first of two applications from the town council for this round of funding. The panel may not want to fund both projects considering the scheme is heavily oversubscribed.

The organisation carried out community consultation to guide this project.

SODC Leisure team comment: I support this project and hope (capacity permitting) that our participation team may be able to help raise awareness with the public.

**Project completion within timeframe**

Their start date of August 2018 could work with the limits for this scheme.

**Financial and project management plans**

The town council will fund the ongoing costs through their annual budget. There is no provision for how they will fund eventual replacements.

**SUGGESTED CONDITIONS**

The panel should consider whether the organisation really needs external funding to see the project take place.	<b>Total score</b>	<b>27/42</b>
A condition that if funded no work can start until the council's grant agreement is complete.	<b>Suggested Grant</b>	<b>(If funded) medium priority – 37.50% capped to £7,499</b>
A condition that the applicant must provide a satisfactory safety inspection with their claim for the final grant payment to confirm the installation is safe to use.		

<b>Applicant responses</b>	
<b>Details of the project</b>	To install outdoor gym equipment at a recreation area in Henley on Thames for free use by residents.
<b>Financial statement from the organisation</b>	The Council requires a running working capital balance of at least £100,000. The bank balance also covers provision towards other major projects being implemented imminently including refurbishment of a children's play area £80k, renovation of a Grade 2 Listed chapel up to £125k, and new audio equipment in the town hall £40k within the financial year 2018-19.
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	Residents of all ages, genders and physical ability will benefit from using the equipment. Specifically: Older and less able people will benefit from low resistance and/or impact elements; Those who cannot afford to join gyms or use personal trainers will get equivalent health benefits; Groups who wish to work out together can enjoy the equipment and company of others; Families will enjoy the multi-generational activities available in the separate zones within Makins.
<b>How did you identify a need in the community for your project or service?</b>	A questionnaire on the Council's parks was published in the local paper, on the Council's website on Survey Monkey, and paper copies were available round the town in 2016, see attached. The results were summarised, also attached. On the question of what residents would like to see at Makins, out of 45 respondents 43.84% wished to see outdoor gym equipment.

<p><b>What sustainable and/or energy saving measures does your project include or offer?</b></p>	<p>The project will not use any energy (other than human!)</p>
<p><b>Consultation</b></p>	
<p><b>What consultation have you carried out with the community or professional advisors?</b></p>	<p>Quotes including suggestions were received from nine companies, shortlisted to three. All suppliers were experts in providing equipment to local authorities so the process itself allowed consideration of a range of different products and suggested layouts. Councillors have visited sites already installed with similar equipment. Personal/fitness trainers have been asked for opinions. Standard advice from the OFPA and Association of Play Industries has been downloaded and considered.</p>
<p><b>New facilities/Activities</b></p>	
<p><b>What extra facilities (or equipment) will the project provide?</b></p>	<p>The project will provide new free-to-use outdoor gym equipment for adults. It will encourage healthy living and therefore supports the Town Council's Corporate Plan and the District Councils' corporate strategy. Specifically it will tackle health inequalities in the area because the equipment is free for all users including those unable to afford indoor gym membership or personal trainers. It will be located close to several developments that incorporate affordable housing.</p>
<p><b>What new activities will take place because of this project?</b></p>	<p>Adult individuals of any age and ability will be able to make use of free outdoor static and dynamic fitness equipment in Henley for the first time. Full instructions will be mounted on boards by the equipment. The location is near family housing communities, a children's play area, the skate park and a picnic area. This will encourage users of all ages to use and enjoy Makins Recreation Area whilst complying with distance advice.</p>



<b>Chalgrove Parish Council</b>	<b>Ref</b>	SCap18-19\31
Refurbishment of hall kitchen & toilet		

<b>Total project cost</b>	£111,249	
<b>Amount requested</b>	£55,625	50.00%
<b>Organisation's contribution</b>	£13,000	<b>Organisation's latest bank balance</b> £213,172
<b>Other funding</b>	£42,624	

**Previous grants**

- 2013 £80,000 Play area
- 2011 £11,999 - skate park
- 2008 £24,900 - all weather area

**Parish population:** 2.830

**Scoring**

<p><b>New facilities or activities</b> This project will update the existing facilities in the hall, which are now sub-standard.</p> <p>As this is modernising their existing facilities and the range of activities will not increase it would normally score in the 4-6 range however, as there are some energy saving and accessibility improvements included officers have scored it mid-way through the 7-10 range.</p>	<b>Score</b>	9/14
<p><b>Community benefit</b> All the varied groups using the hall could benefit from the improvements and although many of the improvements are cosmetic there will be some accessibility and energy saving improvements.</p> <p>Our Equality Officer had some detailed feedback, which we will forward to the applicant that could further improve community benefit.</p> <p>As the whole community can use the hall they would usually score full marks, however officers have suggested they receive 11 points in recognition that much of the work is cosmetic and the project won't see a lot of new user groups as a result.</p>	<b>Score</b>	11/14
<p><b>Funding the project</b> Their chosen supplier is £16,000 more expensive than the other supplier that provided a quote with no clear additional benefit from this extra cost. If they were to use the cheaper supplier they could reduce their request by up to £8,000.</p> <p>The organisation is contributing £13,000 from their £213,172 reserves. Based on the information on their other financial commitments provided they may be able to contribute more, although they probably cannot afford to completely fund the work.</p> <p>All of their other funding is unsecured so their score is limited to a maximum of 6 points. Officers suggest 5 points as they may be able to fund more themselves.</p> <p>Officers also suggest they review their choice of suppliers and that any grant is based on the lower figure as it offers better value.</p>	<b>Score</b>	5/14
<p><b>Consultation</b> They have asked their regular users and the wider community what improvements they would like.</p>		

SODC Equality officer comment (summarised - the full feedback was given to the applicant for their consideration) I support this project however they may need to consider amending the dimensions of the accessible toilets so they meet BS8300-2 2018 standards. They should also consider how disabled users will use the kitchen and any changes to the design they could include to help meet the BS8300-2 2018 standards.

SODC sustainability officer comment: The project will include insulation, and LED lighting in the toilets and kitchen. I suggest absence detection is installed in the toilets as suggested in their Energy Audit. The applicants should also consider water saving measures such a low water flush toilets and sensor or push taps.

**Project completion within timeframe**

Their intended start date is the earliest possible for a grant of this size and will depend on them completing the legal agreement and charge as well as raising all the other funds by then.

**Financial and project management plans**

The Parish Council will fund the ongoing maintenance from their annual budget but officers recommend they consider a designated saving fund to build up funds for future improvement projects so they can be dealt with as soon as they start becoming necessary.

Their project plan is reasonable.

<b>SUGGESTED CONDITIONS</b>	<b>Total score</b>	<b>25/42</b>
That any grant is based on revised project costs to reflect the best value quotes (this could result in an £8,000 reduction to their grant request).	<b>Suggested Grant</b>	<b>Medium priority - up to 37.50% capped to £41,718</b>  (less is the project costs reduce following the best value review)
A recommendation they consider the equality and sustainability feedback and implement any suggestions where possible.		
A condition that no work can start until the council's grant agreement is complete and they have confirmed they have secured all the funding needed to pay for the whole project.		
A condition that the council will have access to up to 30 hours free usage per year for a minimum of 5 years.		

<b>Applicant responses</b>	
<b>Details of the project</b>	Refurbishment of Chalgrove Village Hall's kitchen, toilets, roof, floor and AV equipment Kitchen: replacement work surfaces, flooring, lighting, wall tiles, catering equipment and associated electrics. Toilets: replacement cubicles, sanitary ware, flooring, lighting and wall tiles. Roof: replacement roof tiles and insulation Floor: replacement of floor tiles in hallway, main hall and cupboards Audio Visual: addition of audio visual equipment
<b>Financial statement from the organisation</b>	Chalgrove Parish Council set a yearly expected budget, and request the precept accordingly. The financial commitments for the year 2018/2019 equate to £178,000 with a precept of £110,000. A copy of our set budget can be provided upon request.
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	We believe that the entire community will benefit from our project, along with the various groups that use Chalgrove Village Hall on a

	<p>regular basis. The SODC Go Active Gold classes (Tai Chi, Table Tennis and Zumba) will greatly benefit, as will the Age Concern club who use the Village Hall to feed 40+ older people on a weekly basis. Other regular groups, which will benefit from the improvements include Karate, Yoga, Pilates, and Scouts.</p>
<p><b>How did you identify a need in the community for your project or service?</b></p>	<p>Chalgrove Parish Council consulted with all regular hirers to discuss the need of improvement and associated timescales. Public consultation was held via surveys, articles in the LINK magazine and Parish Council newsletter, along with regular emailed updates and articles published on social media. 100% of those responding to the survey felt that the Village Hall is an important facility within the village, and 98% felt that the refurbishment project will benefit the community,</p>
<p><b>What sustainable and/or energy saving measures does your project include or offer?</b></p>	<p>Following an Energy Audit undertaken by Brookes University in 2017, the project is to include the installation of insulation under the replacement tiles. Energy efficient lights are to be installed within the refurbished kitchen and toilets.</p>
<p><b>Consultation</b></p>	
<p><b>What consultation have you carried out with the community or professional advisors?</b></p>	<p>n/a</p>
<p><b>New facilities/Activities</b></p>	
<p><b>What extra facilities (or equipment) will the project provide?</b></p>	<p>Our project will vastly improve the current facilities along with providing the necessary changes required to meet minimum standards. Improvements - kitchen facilities, toilet facilities, roofing, and flooring. Additions - the inclusion of installation within the roofing project, and the provision of audio visual and induction loop systems. Whilst we are not creating new facilities, we feel that without the improvement to the current facilities the Village Hall will fall into disrepair.</p>
<p><b>What new activities will take place because of this project?</b></p>	<p>By improving the look and feel of our Village Hall, we will encourage a higher amount of event bookings; wedding receptions, christenings, parties and suchlike. At present the facilities are not suitable to attract those types of bookings. Provisions made for the less abled will allow the current groups to welcome a more diverse membership.</p>

<b>Oxfordshire South &amp; Vale Citizens Advice</b>	<b>Ref</b>	SCap18-19\54
Replacement ICT equipment (Didcot, Wallingford and Henley offices), furniture (Didcot and Wallingford offices), phone system (Wallingford office), panic alarm (Thame) and installation of fire door closers (Henley office).		

<b>Total project cost</b>	£12,602	ICT £2,446 Phone £1,409	Furniture £1,634 Alarm £178	Fire doors £6,835
<b>Amount requested</b>	£6,301	50.00%		
<b>Organisation's contribution</b>	£545	<b>Organisation's latest bank balance</b> £201,699		
<b>Other funding</b>	£5,757			

**Previous grants**

£614,342 - revenue grant for 2017/18 to 2020/21

£662,480 - revenue grant for 2012/13 to 2016/17

**Parish population:** (districtwide service) 138,100

**Scoring**

<p><b>New facilities or activities</b> This project will make small scale improvements or replace existing equipment (like printers, shredders and chairs), limiting their score to 7-10 points.</p> <p>Officers suggest 8 points as the improvements will not enable any new activities as a result.</p>	<b>Score</b>	8/14
<p><b>Community benefit</b> This specific project will primarily benefit their back-office staff however, all of their customers would get some indirect benefit.</p> <p>This would allow them to receive between 11-14 points however officers have suggested they receive 10 points as the scale of the benefit is relatively small.</p>	<b>Score</b>	10/14
<p><b>Funding the project</b> They are contributing £545 from their £201,699 reserves and, based on their accounts and financial statement may be able to contribute more or pay for the project without external help.</p> <p>They have secured £5,757 in external funding already, which would usually allow them to receive between 11-14 points. However, officers suggest they receive 6 points as they may not need external funding.</p> <p>Many of the costs are borderline between capital and revenue expenditure and the panel should consider if they are appropriate for this scheme. If they are not comfortable the project is justifiably capital expenditure they could encourage the organisations to apply under the councillor grant scheme that will reopen in July, as it can fund both capital and one-off revenue expenditure.</p>	<b>Score</b>	6/14
<p><b>Consultation</b> They have not consulted on most of the elements of this project as they do not lend themselves to consultation. They have obtained landlord permission for the fire door closers in their Henley site.</p>		
<p><b>Project completion within timeframe</b> Their start dates are the earliest possible for a grant of this size, but this should be achievable for them.</p>		
<p><b>SUGGESTED CONDITIONS</b> If the panel does not feel these costs are justifiably capital expenditure they could encourage the applicant to apply to the councillor grant scheme instead of funding the project from this scheme.</p>	<b>Total score</b>	<b>24/42</b>
	<b>Suggested Grant</b>	<b>Medium priority - up to 37.50% capped to £4,725</b>

<b>Applicant responses</b>	
<b>Details of the project</b>	We are going to upgrade IT, telecoms and office related equipment in our Didcot, Wallingford, Henley and Thame Advice Centres to improve office efficiency for our advisers and clients. The items for which we are applying are portable. Citizens Advice has been operating in South Oxfordshire for over 40 years. We are very confident the items will be available for community use for the next 5-10 years.
<b>Financial statement from the organisation</b>	Our current budget forecast for 2018-2019 has an estimated reduction in overall grant income of 5%. To enable us to continue to improve our facilities and ability to serve our increasing client numbers we have successfully secured match funding to meet approx 91% of the initial 50% match costs. The maintenance plan included (photocopiers) will help to reduce our ongoing costs as the replacement photocopiers are more energy efficient, than the old machines we currently use.
<b>Statement about town/parish support</b>	We have not approached the Town or Parish Councils towards this project, as we already receive core funding from many of them.
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	We advised 5,796 South Oxfordshire clients last year. A disproportionate number are disadvantaged in some way. They may be disabled, on low income, in debt, at risk of homelessness or suffering from a long term illness. Access to free advice is important for these groups. Sometimes help can be provided by a 10 minute call. In complex cases, many meetings will be needed. This is especially the case with benefit enquiries.
<b>How did you identify a need in the community for your project or service?</b>	We consult the district, town councils, housing associations and others about our service at least annually. We also look at the community profile for the district and consider where else we might locate an outreach service to better meet demand. Demand for our service has increased by 14% over the past 2 years.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	The replacement photocopiers are more energy efficient, than the old machines we currently use. The power consumption of the scanner is one-third of traditional scanners using fluorescent lamps. The newly developed, heat-efficient IH fuser does not require preheating, which helps reduce power consumption in standby mode by 44% compared to a resistance heating device. ENERGY STAR® qualified WorkCentre 7800i series devices meet the stringent ENERGY STAR® requirements for energy use.
<b>Consultation</b>	
<b>What community and professional consultation have you carried out?</b>	We have very little control over the energy usage of the buildings we lease however we are able to choose the most energy efficient equipment we can to help support energy saving measures locally.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	The Project will improve our Advice facilities by replacing existing equipment which is old, slow, unreliable and expensive to run. Today, advice work depends on quality IT, telephony and copying equipment. Advisers need to be able to access online reference sources and scan documents and complete client reports quickly in order to respond to increasing demand (up by 14% since 2015/16). The project will also improve safety facilities in Thame & Henley.
<b>What new activities will take place because of this project?</b>	The Project will allow us to increase capacity for existing activities in Didcot & Wallingford. This is important because demand for advice is increasing we are not able to keep up. In particular, it will enable us to increase our advice by phone as we are currently only able to respond to about 75% of phone enquiries. We would like to increase this.

<b>Henley Town Council</b>	<b>Ref</b>	SCap18-19\33
Replacement town hall audio system		

<b>Total project cost</b>	£61,964	
<b>Amount requested</b>	£30,982	50.00
<b>Organisation's contribution</b>	£30,982	<b>Organisation's latest bank balance</b> £246,736
<b>Other funding</b>	£ 0	

**Previous grants**

2018/19 (requested only) - Outdoor gym for Makin's recreation ground £9,999 2015/16  
 Skatepark at Makin's recreation ground - £100,000  
 2008 floodlights for Astro pitch £6,128

**Parish population:** 11,619

**Scoring**

<p><b>New facilities or activities</b>                  This project will improve the sound quality in the main hall and council chamber at the town hall.</p> <p>As it will improve the existing facilities their score is limited to 7-10 points. Officers suggest 7 points as most of this project is replacing older equipment with modern versions and therefore no new significant activities will take place as a result.</p>	<b>Score</b>	7/14
<p><b>Community benefit</b>                  Anyone in the community can access these rooms in the town hall to attend community events and meetings and they are available for hire. The improved acoustics will improve their experience, particularly those with hearing difficulties as they will include a hearing loop system.</p> <p>This wide range of beneficiaries allows them to receive between 11 and 14 points. Officers suggest 12 points as it is not clear how much difference the new sound system (with the exception of the hearing loop) will make on the community.</p>	<b>Score</b>	12/14
<p><b>Funding the project</b>                  The town council are funding the rest of the costs themselves from their reserves. They report a bank balance of £274,787 and their latest accounts show over £6.5 million in reserves. This figure is based on the figures in their 2017 year end accounts, which reported combined cash and investment reserves that included £1,445,118 'usable cash receipts reserves', £886,685 in 'earmarked reserves', £1,782,455 'general fund' and over £3,800.000 in 'investment capital'.</p> <p>Many of the other commitments listed in their statement are budgeted for in their earmarked reserves (£886,685). Therefore, it would appear they have sufficient other reserves, savings and investments to potentially fund this project without external funding.</p> <p>The town council also runs its own grant and loan scheme each year to fund external projects (the budget in 2017 was £300,000) so they could potentially fund this project by reducing their grant/loan budget.</p> <p>Contributing the balance of the cost from reserves would usually score in the top bracket however, it would appear from the information provided they could fund this project themselves. Under the policy the panel can decide not to fund a project regardless of its score if they feel the applicant can afford it without</p>	<b>Score</b>	4/14

<p>funding.</p> <p>If the panel is happy for the application to proceed, officers suggest the maximum finance score is 4 points as they do not appear to need external funding and the scoring matrix allows for deductions in this case.</p>			
<p><b>Consultation</b></p> <p>They appointed a third party to advise on the project. There is no consultation with the community to confirm the sound system needs improving for their needs, but the existing equipment is over 20 years old and may be reaching the end of its useful life.</p> <p>SODC Equality officer comment: I support this project that will improve facilities in the hall and council chamber for hearing impaired users. As part of this project they may like to purchase a hearing loop tester. The project does not appear to address any of the access audit actions which whilst not related to this project I think priority should be given to making improvements that would allow disabled people to safely evacuate the facilities over some other works.</p> <p><b>Project completion within timeframe</b></p> <p>Their start dates are close to the minimum for the scheme, but if there are no delays to their legal agreement and restriction/charge this might not be a concern.</p> <p><b>Financial and project management plans</b></p> <p>They have appointed an outside contractor to manage the project. The town council will include maintenance of these facilities in their annual maintenance budget.</p>			
<p><b>SUGGESTED CONDITIONS</b></p> <p>Does the organisation need external funding to see the project take place.</p> <p>A condition that if funded no work can start until the council's grant agreement is complete.</p> <p>A recommendation they consider the equality feedback and implement any suggestions where possible.</p> <p>A condition that the council will have access to up to 30 hours free use per year for a minimum of 5 years.</p>		<p><b>Total score</b></p> <p><b>23/42</b></p>	<p><b>(If funded)</b>  <b>medium priority –</b>  <b>up to 37.50%</b>  <b>capped to</b>  <b>£23,236</b></p>
		<p><b>Suggested Grant</b></p>	

Applicant responses	
<p><b>Details of the project</b></p>	<p>Installation of updated and upgraded sound systems in the Main Hall (2nd floor) and Council Chamber (1st floor), to include acoustic panels and hearing loops to improve acoustics based upon the needs of the Council and key users. This will improve the experience of users, and encourage more users to use the spaces for commercial rent of both spaces as venues for events including weddings, conferences and meetings.</p>
<p><b>Financial statement from the organisation</b></p>	<p>Of the bank balance of £247k up to £100k is required to finance regular monthly expenditure. The Council is also undertaking a major project to enhance its playground equipment at Makins Recreation Area (estimated cost £80k) plus fencing (up to £20k), and infrastructure repairs to the Victorian Chapels at the Fairmile which could amount to £125k.</p>
<p><b>Community benefit</b></p>	
<p><b>Who will benefit from your project?</b></p>	<p>Many local charities and organisations enjoy free use of the Main Hall and Council Chamber for meetings and events, including the CAB, Henley Municipal Charities, Living Advent Calendar, and the Literary</p>

	and Food & Drink Festivals. This free use will continue and possibly increase. Charity fundraising event bookings are likely to increase with the enhanced facilities as hire of a PA system has been a significant cost for these groups at large events.
<b>How did you identify a need in the community for your project or service?</b>	Poor quality audio equipment has limited the potential use of the hall as a venue for private and community events. As one of very few venues in Henley to cater for 200 people seated or 400 standing there is a clear market for a room of this size and location. The Council Chamber, whilst smaller, is a unique setting for smaller parties, weddings or meetings but lacks any audio equipment. There are no hearing loops.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	There is little scope for energy efficiency in this project though it paves the way for the ensuing project which will be a replacement lighting system in the main hall, and this will use LED lights to replace the current lights. The equipment will use minimal amounts of power and be more efficient to run in terms of replacement bulbs.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	Audiotek were appointed to manage the project as independent experts in the field. To ensure impartiality they were not requested to quote themselves but did give indicative costs for the project and have obtained quotes from three possible suppliers. The reports they have supplied are attached, and they will oversee the installation and ensure that the final product is fit for purpose. The Conservation Officer and Historic England have been consulted throughout.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	The sound system is old, inadequate, unreliable and does not comply with EU regs. It was originally designed to maximise non-microphoned speech on stage. A basic sound system and acoustic panels were installed in the 1980s. Modern technology now allows for 'Steerable-Line-Array' speakers that steer sound away from the problem roof space. Audio/conference equipment is required for the Chamber. Both rooms will have hearing loops. Current floor-based speakers can present trip hazard.
<b>What new activities will take place because of this project?</b>	As a result of providing effective sound equipment in the main hall, the market for providing a quality venue for events will open up. The Hall offers unique historic surroundings for events, parties and weddings, and the Council Chamber can be used for smaller events, and conferences or meetings with the audio and conference equipment as specified above. The facilities complement the recent enhanced kitchen facilities also available to hirers.



<b>Earth Trust</b>	<b>Ref</b>	SCap18-19\27
New driveway, car park and fitout of new learning space		

<b>Total project cost</b>	£1,006,632 (reduced from £2,041,071)	
<b>Amount requested</b>	£503,316 (reduced from £806,418)	39.51% (amended to 50.00%)
<b>Organisation's contribution</b>	£0	<b>Organisation's latest bank balance</b> £233,429
<b>Other funding</b>	£503,316 (reduced from £1,234,653)	(£0 funding secured for amended project costs)

**Previous grants**

up to 2013 Revenue funding £28,200

Pre- 2015 £24,000 nature reserve (when they were Northmoor Trust)

**Parish population: 87**

**Scoring**

<p><b>New facilities or activities</b> This project will create a dedicated access road /drive to the Earth Trust site, provide car parking and fit-out a new learning and skills building they have recently secured funding for.</p> <p>As this project will be improving their existing site in Little Wittenham they would usually score in the 1-10 bracket however, officers have suggested 11 points to reflect the significant scale of the improvements.</p>	<b>Score</b>	11/14
<p><b>Community benefit</b> Anyone visiting the Earth Trust can benefit from the improved access, parking and skills and learning building which would usually put them in the 11-14 bracket. However, the appeal of these facilities may not be to the immediate community and officers have not seen evidence of significant local support for this project, and are aware of mixed responses to their planning application.</p> <p>In addition, some of the facilities may well be charged for (e.g. parking) and it is hard to predict if the impact on the local community will be positive or negative. The new access may reduce traffic in the village but the other facilities may increase visitors travelling to the site, which may put more strain on local facilities.</p> <p>Officers have limited their score to 10 points due to these considerations.</p>	<b>Score</b>	10/14
<p><b>Funding the project</b> The original project cost included some elements that are already fully funded so we have removed them from this application therefore reducing the cost from £2,041,071 to £1,006,632 with a maximum grant of £503,316.</p> <p>Previous panels have set an informal maximum grant they were comfortable giving a single organisation of £250,000. Officers suggest applying the same limit for this round to ensure consistent decision making and given the high demand for funding.</p> <p>The organisation is not contributing despite reporting a bank balance of £233,429 and accounts showing reserves of £648,000. They are forecasting losses of over £270,000 over the next two financial years which is concerning, but this would still leave over £363,000 in their reserves.</p> <p>They intend fundraising through other grants etc but have not provided any details, limiting their score to the lowest bracket. Officers suggest they receive 0 points as they have not provided details of the other funding sources and may be able to afford a contribution themselves.</p>	<b>Score</b>	0/14

**Consultation**

Comments from the community on the planning application for this road varied with support, ambivalence and objections. Many of the parish councils reported no strong view either way on the project with one raising objections, so it does not appear to have a great deal of local support.

Officers are unsure if this is a project to benefit the community or an economic venture to increase visitors/tourism, which is not the focus of this grant scheme. If the panel do not feel this project meets the spirit of the scheme they could decide not to fund it regardless of their score. If this decision was taken the organisation could consider making an application for an SODC community loan towards the project instead.

SODC Legal comment: There are substantial concerns around our funding being considered State Aid, especially given the funding from other state resources (for this and other projects) they are receiving. Given the size of the project we recommend that any grant is conditional on them completing a formal tender process similar to that required for the council.

SODC Equality officer comment: I support this application. The applicant has considered access thoroughly, demonstrating this through the design and access statement. It will result in much improved access for disabled and mobility impaired people. Slopes should not exceed 1:21 gradient or they will require handrails, be considered ramps and resting places. The applicant seems very aware of this, so I don't perceive it will be a problem.

SODC Sustainability Officer comment: The Design Statement is very detailed but does not provide evidence of sustainable measures but we expect the Earth Trust to build to very high environmental standards.

**Project completion within timeframe**

Their start dates are the earliest possible for the scheme but they will need all their other funding and have completed our agreement and charge by this time or their start date may need to be postponed.

**Financial and project management plans**

This is part of an ambitious £6.5 million expansion and improvement project at the trust. They provided a reasonable project plan with the application and have budgeted the ongoing costs for the next few years. They hope the costs will eventually be funded by increased income as a result of the project.

**SUGGESTED CONDITIONS**

That the total project costs are revised to £1,006,632 as per the officer's finance comments and that any grant is capped to a maximum of £250,000, less if they are not a high priority.

That any grant offered is conditional on the council's legal team confirming that such a grant would not constitute State Aid beyond the De Minimus levels.

A recommendation they consider the equality officer's feedback and implement any suggestions where possible.

A condition that the organisation will carry out a formal tender process for the appointment of contractors for this project.

A condition that they have an organisational health check or similar review given the ongoing operating losses they are forecasting.

A condition that no work can start until the council's grant agreement is complete and they have confirmed they have secured all the funding needed to pay for the whole project.

<b>Total score</b>	<b>21/42</b>
<b>Suggested Grant</b>	<p><b>Medium priority – Up to 18.62% of the revised costs, capped to £187,500</b></p> <p>(only recommend £250,000 for a high priority) up to 24.83% of the revised project costs (capped to £250,000)</p>

<b>Applicant responses</b>	
<b>Details of the project</b>	<p>A grant from SODC will enable new facilities and infrastructure at Earth Trust. We will be able to offer greater environmental access, and engagement/learning opportunities for visitors, via a new purpose-built skills/learning building 'EarthLab' and a new entrance track and carpark.</p> <p>This project will help us safeguard the future of this important greenspace, including the iconic Wittenham Clumps, providing great improvements to both intellectual and physical access and engendering greater emotional connection with the land.</p>
<b>Financial statement from the organisation</b>	<p>Total net assets of Earth Trust for 16/17 were £11,653,602, of which £10,146,022 is land and buildings. The remaining balance in stocks and cash is £1,417,580 of which; £107,941 is for projects/commitments and £660,722 is 6-months reserves. We have forecast operating deficits for 17/18 and 18/19 and commitments to the revenue costs of the capital programme £285,026. This leaves £363,891 which equates to 12 months running costs.</p>
<b>Statement about town/parish support</b>	<p>We have not asked for financial support. Through consultation with surrounding parish councils we have made great efforts to communicate our plans. We have support from Little Wittenham and Long Wittenham (who expressed no strong opinion).</p>
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	<p>EarthLab's new programme will be aimed at a wide audience, including:</p> <p>Adults, children, volunteers, special interest groups, e.g. nursery groups, parents and carers, retirees, companies, etc.</p> <p>Community groups, including; local history, vulnerable/disadvantaged groups, e.g. those identified through Mind, Age UK, Oxfordshire JSNA, etc.</p> <p>Further/higher education students utilising the work of the trust and the EarthLab building</p> <p>Visitors engaging with the interpretation and engagement sessions prior to accessing our land to make their experience more meaningful.</p>
<b>How did you identify a need in the community for your project or service?</b>	<p>Visitor survey and analysis of greenspace provision identified high demand for greater access and better visitor infrastructure, whilst also safeguarding from increased visitor pressure.</p> <p>Community consultation (stakeholder groups, evening councillor preview, visitor survey, meetings/open evenings, presentations at Long Wittenham Parish meetings, focus groups, website feedback, access audit, and a public exhibition) enabled community feed-in to our plans with discussion of development ideas with key audiences. Where possible, this feedback was incorporated in to our plans.</p>
<b>What sustainable and/or energy saving measures does your project include or</b>	<p>These facilities seek to protect this valuable greenspace enabling wider access to the land and EarthLab will demonstrate use of sustainable construction materials and methods and achieve high energy efficiency e.g. passive house principles, use of natural light, as</p>

<p><b>offer?</b></p>	<p>well as utilizing renewable heat and power and water recycling. The building will support the Earth Trust's mission of positively engaging visitors and showing what is practically achievable at home.</p>
<p><b>Consultation</b></p>	
<p><b>What consultation have you carried out with the community or professional advisors?</b></p>	<p>As part of the planning process, we consulted with the following:</p> <ul style="list-style-type: none"> <li>- Ruskins Group Consultancy T/a RG Consultancy Limited - aboriculture assessment</li> <li>- Oxford Archaeology - archaeological evaluation</li> <li>- EcoConsult Ltd - Ecological appraisal and bat survey</li> <li>- PBA Peter Brett - water, and traffic management appraisals</li> <li>- ADAMS HABERMEHL Ltd - landscape impact</li> <li>- Cumulus - Economic impact</li> </ul> <p>The full list of consultation documents is listed in the planning statement, which is attached.</p>
<p><b>New facilities/Activities</b></p>	
<p><b>What extra facilities (or equipment) will the project provide?</b></p>	<p>This project, as part of a £6million programme of works, will enhance access to important greenspace. EarthLab will be a facility for the community, designed for flexibility, providing space for multiple users and future-proofing for our developing engagement programmes. The fabric of EarthLab will provide opportunities to aid understanding of sustainable construction in action. The track and car park will provide an access point to all of our land, safeguarding Wittenham Clumps for the future.</p>
<p><b>What new activities will take place because of this project?</b></p>	<p>These will enable delivery of a new programme of guided and self-led activities and a better, safer experience for visitors and protection of the Wittenham Clumps. The programmes will communicate the Trust's work, enabling understanding of the issues and challenges of managing the environment and what people can do to safeguard greenspaces. The detail of the new programme of activities, events and engagement will be developed ready for delivery once the facilities are complete.</p>

<b>Chinnor Parish Council</b>	<b>Ref</b>	SCap18-19\14
Tennis facility improvements		

<b>Total project cost</b>	£93,305	
<b>Amount requested</b>	£43,305	46.41%
<b>Organisation's contribution</b>	£1,000	<b>Organisation's latest bank balance</b> £173,828
<b>Other funding</b>	£49,000	

**Previous grants**

- 2016 - £17,354 Conigre play area improvements
- 2013 - £220,000 Chinnor Pavilion
- 2008 - £4531 Whites Field Community Hall Renovations

**Parish population:** 5,924

**Scoring**

<p><b>New facilities or activities</b> This project will make moderate improvements to the existing tennis facilities at the club and allow easier access for non-members on a 'pay and play' basis. On this basis officers recommend a mid-range score of 8 points in the 'improving existing facilities' bracket.</p>	<b>Score</b>	8/14
<p><b>Community benefit</b> The main benefit is to a single sport (tennis) and predominantly to the clubs paying members, although the project will also allow easier use for non-member tennis players on a 'pay as you play' basis.  This allows them to score in the 4-6 point range and officers suggest they receive 6 points to reflect the additional non-member use this project could allow.</p>	<b>Score</b>	6/14
<p><b>Funding the project</b> The costs for the project are from quotes that are only guaranteed for three months, so the costs may increase before work starts.  The parish council is contributing £1,000 from their £173,828 reserves towards this project. From the information provided it may be possible for them to contribute more if necessary.  They have secured £14,108 external funding with a further £34,892 yet to secure from S106 contributions.  As the majority of their other funding is unsecured their score is limited to a maximum of 6 points. If they have secured substantially more funding by the time the panel meet this score could be revised.</p>	<b>Score</b>	6/14
<p><b>Consultation</b> There are various strategies and community plans that identify the need for more tennis provision in this area.  SODC Legal team: The complex ownership, lease and sublease arrangements and the associated responsibility that may have been passed down through the lease may mean their grant agreement needs to be a joint arrangement between the PC and the pavilion CIO and/or Tennis Club.  It was not possible to look into their relationship before considering their application so if we fund the project we will need to confirm the requirements before the grant agreement can be</p>		

completed. We will also need authority to potentially make any grant a joint arrangement with these additional organisations if necessary.

SODC leisure team comment: I know from working with the club before that participation is growing well there. The gate system for tennis should be funded as that increases community use (non-member) it will also be well promoted. That alone should increase use. The re-surfacing and floodlighting would also assist in increasing participation but without seeing more information the exact viability isn't clear.

SODC Equality officer comment: I support this project. The new gate and path will increase access to the tennis courts, however we should check/stipulate that the new perimeter kerb edging is flush to the concrete foundations so as not to cause issues for wheelchair users.

SODC Sustainability officer comment: The additional capital cost for LED minimises long term costs and energy use so I support this project.

**Project completion within timeframe**

Their start and end dates are well within the limits for this scheme, however as the ownership issues are complex it could lead to additional legal work on their grant agreement as a joint agreement may be needed.

If awarded officers will need authority to amend the grant to be a joint one if necessary for legal reasons.

**Financial and project management plans**

The parish have provided a project plan as well as the tennis club's development plan.

A member of the tennis club will act as the project manager on behalf of the parish council.

Ongoing financial responsibility for the facilities will be absorbed by the tennis club rather than the parish council.

**SUGGESTED CONDITIONS**

That (if necessary for legal reasons) our grant agreement is a joint agreement with the applicant and Chinnor Pavilion CIO and/or Chinnor Tennis Club.

A condition that no work can start until the council's grant agreement is complete and they have confirmed they have secured all the funding needed to pay for the whole project (including any increase in the project costs).

A condition that the council will have access to up to 30 hours free usage per year for a minimum of 5 years.

A recommendation they consider the equality and sustainability feedback and implement any suggestions where possible.

<b>Total score</b>	<b>20/42</b>
<b>Suggested Grant</b>	<b>Medium priority – up to 34.81% (capped to £32,478)</b>

<b>Applicant responses</b>	
<b>Details of the project</b>	<p>To increase community participation in tennis by younger and older players at Chinnor, by:</p> <ul style="list-style-type: none"> <li>• improving court surfaces and fence so that they are safe and meet Lawn Tennis Association insurance standards;</li> <li>• installing floodlighting to enable play and coaching and other activities during evenings throughout the year, thus reaching more people of school and work age, and;</li> <li>• installing an electronic gate access, floodlight control and on-line</li> </ul>

	booking system to enable greater community access.
<b>Financial statement from the organisation</b>	<p>Details of commitments are given in the attached document "Further account information and commitments". Also attached are PC minutes confirming the grant application.</p> <p>Chinnor Tennis Club will finance any costs above the project budget (i.e. contingencies) from its reserves. As noted in the attachment to its confirmation letter (see above), it will have reserves sufficient to meet contingencies of up to 10% of total project costs, should they be required.</p>
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	<p>Club members, their guests, visiting teams</p> <p>Coaching recipients (juniors, Cardio Tennis, Back to Tennis)</p> <p>Non-member families and adults on a free basis at specific times every month</p> <p>All other members of the community on a pay-as-you-go basis</p> <p>Other groups that need an outdoor space, through arrangements with the Chinnor Community Pavilion, using the on-line court booking system.</p> <p>562 people used the facilities in 2016-17 (see attachment). This number can easily be exceeded with improvements planned.</p>
<b>How did you identify a need in the community for your project or service?</b>	<p>SODC's 2011 Facilities Strategy and the Chinnor Neighbourhood Plan 2017, which was developed and approved through a community participatory process, identify the need for improvements to tennis facilities at Chinnor. The Club's Development Plan was written after discussions with members. SODC's Participation Officer, Parish Councillors and the Chinnor Community Pavilion trustees gave their views and advice. St Andrew's school was consulted. Several tennis clubs in Oxfordshire and Buckinghamshire were visited to seek ideas and advice.</p>
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	<p>The choice of tennis court surfaces (porous macadam) and fencing materials was influenced by the desire to minimise maintenance (and thus energy) costs. In a 2017 bid for an SODC Capital Grant Metal Halide floodlights were proposed. In this bid LED floodlights are proposed. While the capital costs are much higher the savings in energy, emissions and overall running costs, outlined in the attachment, make LED lighting the best choice.</p>
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	<p>LTA Guidance was sought and the on-line guidance provided by the LTA and Sport England influenced decisions around the project. SODC's Participation Officer was consulted. Site visits and meetings were held with other local tennis clubs to learn from the experience of those that have made improvements in recent years.</p>
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	<p>In addition to making the surfaces and fence of the existing courts safe and LTA compliant, the project will: install energy-efficient floodlighting to enable use of the courts during evenings, throughout the year. This will permit more use of the facilities by people of school and working age, -install an electronic gate access, floodlight control and on-line booking system to enable non-club members to 'pay and play' easily, increasing wider community access.</p>
<b>What new activities will take place because of this project?</b>	<p>The project will enable use of the facilities: throughout the year, as opposed to primarily during summer months. This will enable people who work or school-aged children to participate in tennis, by non-Tennis Club members in the Parish and beyond who can book on-line using the new system, by other groups that need an outdoor space (e.g. keep fit/circuit training, netball) through arrangements with the Chinnor Community Pavilion and the on-line court booking system.</p>

<b>Clifton Hampden &amp; Burcot Sea Scout Group</b>	<b>Ref</b>	SCap18-19\60
Boating and camping equipment		

<b>Total project cost</b>	£6,261	
<b>Amount requested</b>	£3,115	49.99%
<b>Organisation's contribution</b>	£807	<b>Organisation's latest bank balance</b> £7,652
<b>Other funding</b>	£2,309	

**Previous grants**

2016/17 £4,238 for 'boating equipment'.

2017/18 £7,820 for a new storage shed (awarded to the PC on the scout group's behalf)

**Parish population:** 662

**Scoring**

<p><b>New facilities or activities</b> This project will replace and add to the boating, camping and safety equipment of the club allowing them to score between 7 and 10 points.</p> <p>Officers are suggesting 8 points as the project will not see many new activities take place as a result and some elements will only allow existing activities to continue.</p>	<b>Score</b>	8/14
<p><b>Community benefit</b> The benefit of the boating equipment is limited to the scouts (a single interest group). The troupe's membership is currently 50 (30 scouts and 20 explorers) but the facilities are sometimes made available to other scout groups and the tents etc are also sometimes used by other local groups.</p> <p>A single interest group (Scouts) would usually score in the 4-6 points, however as there may be other community use from some of the elements officers suggest they receive 7 points, moving them to the bottom of the next scoring bracket.</p>	<b>Score</b>	7/14
<p><b>Funding the project</b> They are funding £807 from their £7,652 reserves. Their other financial commitments mean they cannot afford much more than their intended contribution.</p> <p>They have an unsecured request outstanding for the balance allowing them to receive between 4 and 6 points. Officers suggest 5 points, however if they have secured this other funding by the time the panel meet this could be increased.</p>	<b>Score</b>	5/14
<p><b>Consultation</b> There was no external consultation as this work doesn't really lend itself to public consultation.</p> <p><u>SODC Leisure Team:</u> The canoes and kayaks will increase participation for the scout users but there is no mention of other community groups accessing this equipment, only the tents/camping equipment.</p> <p><b>Project completion within timeframe</b> Their purchase dates are within the limits of the scheme, but will depend on them securing the external funding needed.</p> <p><b>Financial and project management plans</b> The scout group will cover the maintenance costs of the new items. A project of this scale does not really lend itself to a full project plan.</p>		
<p><b>SUGGESTED CONDITIONS</b> If not funded by this scheme they could apply for a councillor grant towards the project</p>	<b>Total score</b>	<b>20/42</b>
	<b>Suggested Grant</b>	<b>Medium priority - Up to 37.50% capped to £2,336</b>



<b>Applicant responses</b>	
<b>Details of the project</b>	New boats, Safety equipment for boating. including 4 kayaks and 1 canoe. New Mess tent and cooking pots. New First Aid Kits for Hut and Camping
<b>Financial statement from the organisation</b>	£1739 capitation charge, £552 Benson Saw Mills for boat house, £500 for Kielder Observatory (Summer Camp). We Are attempting to spend a large amount of money this year on doing the internal repairs to the scout hut, but we are still awaiting quotes on the cost of this - it is expected to cost in the region of £5000
<b>Statement about town/parish support</b>	No, The Parish Council has already funded various elements of the scout group this year, especially in providing access to the Storage for the Boat Store amongst other features. They continue to help the Scout Group,
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	We currently have 30 Scouts & 20 Explorers who will directly benefit from this. the facilities are available for all of the Scout Groups in the District (and are available at a county level for things such as Aquacamp). The groups facilities (like the Tents) are often used at Local Events (Fairs, Fetes, Festivals etc) and all done normally with no charge. Working the PC and Local Groups we provide many facilities.
<b>How did you identify a need in the community for your project or service?</b>	This is led by the numbers of Scouts that we have.. We consistently have a large number of scouts and are one of the largest groups in the district. Our Parish Council constantly promotes are activities and helps provide our Youth-Shaped activities to occur.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	none
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	I am the Quartermaster of our Scout Group and the provision for good and safe equipment is within my remit. for the boating, I am a qualified instructor with the BCU.
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	We need boats to create more spaces for the Scouts to come kayaking and Canoeing at the same time.. We are limited by the Activities. Our Current mess tent is approximately 30 years old and is starting to constantly rip in the canvas.
<b>What new activities will take place because of this project?</b>	The new boats will allow us to provide New Experiences for more of the Older Scouts and Explorers (especially kayaking on New and More challenging Water-Ways/Rivers). At the present time we only have enough boats to provide Kayaking for up to 3 Older Scouts / Explorers at any one time.

<b>The Chiltern Centre for Disabled Children</b>	<b>Ref</b>	SCap18-19\57
Garden improvements		

<b>Total project cost</b>	£21,271	
<b>Amount requested</b>	£10,635	50.00%
<b>Organisation's contribution</b>	£0	<b>Organisation's latest bank balance</b> £394,282
<b>Other funding</b>	£22,750	

**Previous grants**

- Pre- 2015 £14999 facility expansion, £14,895 Kitchen renovation
- Pre- 2012 £21,769 revenue funding
- 2013/14-2016/17 revenue grant £100,000
- 2017/18-20/21 revenue grant £100,000
- 2017/18 Cllr grant £1,224 sofas

**Parish population:** 11,619

**Scoring**

<p><b>New facilities or activities</b> This project will replace the existing turfed areas in the garden with level artificial grass surfacing, allowing them to receive between 7-10 points.</p> <p>Officers suggest 8 points as the project will not allow new facilities to take place but will improve access to parts of the garden that are currently hard for some users to access.</p>	<b>Score</b>	8/14
<p><b>Community benefit</b> The benefit is to a single vulnerable group (the users of Chiltern centre) allowing them to receive between 7-10 points.</p> <p>Officers suggest 7 points as whilst the improvements will enable access to the turfed area for all their users the benefit is to a small group (around a third) that currently use this space.</p>	<b>Score</b>	7/14
<p><b>Funding the project</b> Some of their chosen suppliers have provided more expensive quotes, which have increased the cost by around £4,000. If they were to use the cheaper suppliers the grant needed from us would reduce by around £2,000.</p> <p>The organisation is not contributing and have over £394,282 in reserves. While they require some of this to meet their reserves policy they may be able to contribute to this project.</p> <p>Only £250 of their other funding is secured, but they have listed where they hope to raise it. This limits their score to the 4-6 bracket.</p> <p>Officers suggest they receive 4 points as they may be able to contribute themselves and the rest of the funding is uncertain. If they have secured their other funding by the time the panel meets this score could be increased.</p>	<b>Score</b>	4/14
<p><b>Consultation</b> The organisation did not provide any consultation specifically to support this garden project but did include a self-completed access plan. Changing the surfacing to artificial grass could have a negative environmental impact, however this is likely to be minimal in comparison to the benefit to the users who will gain better access to the garden.</p> <p><b>SODC Equality Officer:</b> I support this project. If the ground preparations are sufficient the upgrade could make it much easier for wheelchair users to access the garden.</p>		

**Project completion within timeframe**

The start date is very close to the minimum allowed for a grant of this size and will depend on them securing all the other funding and completion of our grant agreement.

**Financial and project management plans**

The organisation will cover the ongoing maintenance costs in their annual budgets. They provided a timeline for the project in the place of a project plan.

<b>SUGGESTED CONDITIONS</b>	<b>Total score</b>	<b>19/42</b>
Grant conditional on them reviewing the value for money from their chosen contractors in case they can make cost savings.	<b>Suggested Grant</b>	<b>Medium priority – up to 37.50% capped to £7,976</b> (less is the project costs reduce following the best value review)
<b>If funded more than £10,000</b> include a condition that no work can start until the council's grant agreement is complete and they have confirmed they have secured all the funding needed to pay for the whole project		

<b>Applicant responses</b>	
<b>Details of the project</b>	<p>The garden at The Chiltern Centre has specialist equipment for children in wheelchairs (over 1/3 of children and young people using the centre are in wheelchairs). However, the ground is quite uneven and the turf is not wheelchair friendly.</p> <p>There is a plan to remove the turf, level the ground and replace with artificial grass which will be easier to manoeuvre wheelchairs on.</p> <p>In addition the fencing surrounding the property will be replaced.</p>
<b>Financial statement from the organisation</b>	<p>Monies held in the bank accounts are to meet the charity reserves policy of holding a minimum of 4 months running costs.</p> <p>The amount held is currently higher than anticipated due to a positive variance on revenue in 2017 and running costs below expectations.</p>
<b>Statement about town/parish support</b>	<p>Town Council application timings are September 2018.</p> <p>We receive ad hoc general donations from Rotheheld Greys Parish Council e.g. January 2017 £100 but have received nothing YTD 2018.</p>
<b>Community benefit</b>	
<b>Who will benefit from your project?</b>	<p>All the children and young people have learning disabilities with associated communication and behavioural difficulties. Many have additional complex medical needs including: sensory impairments, mobility issues, epilepsy, complex feeding needs, continence and long term health issues including cerebral palsy.</p> <p>The project's focus is on improving accessibility for wheelchair bound children and young people.</p> <p>The opportunity is also being taken to further improve the safety of children by upgrading the fencing around the centre.</p>
<b>How did you identify a need in the community for your project or service?</b>	<p>The Chiltern Centre works in close partnership with all agencies responsible for health and wellbeing including social service, education providers (e.g. Bishopswood School, Henley College and ASDAN) and healthcare in both the statutory and voluntary sectors. Services are planned and delivered in liaison and discussion with them.</p>

	The work of The Chiltern Centre is planned and developed taking into account the views of children/young people using the services and their families.
<b>What sustainable and/or energy saving measures does your project include or offer?</b>	N/A - the garden is only d during daylight hours.
<b>Consultation</b>	
<b>What consultation have you carried out with the community or professional advisors?</b>	<p>The Chiltern Centre works in close partnership with all agencies responsible for health and wellbeing including social service, education providers (e.g. Bishopswood School, Henley College and ASDAN) and healthcare in both the statutory and voluntary sectors. Services are planned and delivered in liaison and discussion with them.</p> <p>MENCAP locally identified the skills the Chiltern Centre has as unique beyond their own skills and remit. They support and advocate our aims.</p>
<b>New facilities/Activities</b>	
<b>What extra facilities (or equipment) will the project provide?</b>	Improving existing facilities the project will increase access to service users in wheelchairs (approximately 1/3 of our users).
<b>What new activities will take place because of this project?</b>	A wider range of children and young people ie those in wheelchairs will be able to access the garden facilities. Although the existing garden contains wheelchair friendly equipment it is difficult for children with limited mobility to access it.