

South Capital 2017/18 - officer evaluation report

Scoring summary

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

Officer recommended award levels (budget permitting)

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

Scoring and award matrices

Scoring matrix:

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

Award matrix:

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

Tetsworth Parish council	Ref	SC17-18/99
Play area refurbishment and new outdoor gym		

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

Previous grants - None

Scoring

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

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

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

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

Previous grants

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

Scoring

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

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

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

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

Previous grants

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

Scoring

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

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

Checkendon Parish Council	Ref	SC17-18/73
Playground refurbishment		

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

Previous grants

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

Scoring

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

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

Wallingford & District Art Club	Ref	SC17-18/119
Equipment purchases		

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

Previous grants

None

Scoring

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

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