

Agenda



Listening Learning Leading

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A MEETING OF THE

Communities Capital Grant Scheme Panel

WILL BE HELD ON TUESDAY 28 JUNE 2016 AT 10.00 AM

MEETING ROOM 1,135 EASTERN AVENUE, MILTON PARK, MILTON,
ABINGDON, OX14 4SB

Members of the Committee:

David Dodds (Chairman)

Pat Dawe

Stefan Gawrysiak

Paul Harrison

Sue Lawson

Imran Lokhon

Jeannette Matelot

Anthony Nash

Alan Thompson

Substitutes

Joan Bland

Margaret Davies

David Turner

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1 Declarations of interest

2 Minutes (Pages 3 - 10)

To adopt and sign as a correct record the minutes of the meeting held on 22 February 2016 (attached).

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

**4 Bids for funding for the community capital grants scheme
and officer recommendations** (Pages 18 - 74)

5 Panel review scores

The panel will review and amend officer scores as necessary.

6 Award recommendations

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

MARGARET REED

Head of Legal and Democratic Services

Minutes

OF A MEETING OF THE



Listening Learning Leading

Communities Capital Grant Scheme Panel

HELD AT 10.00 AM ON MONDAY 22 FEBRUARY 2016

MEETING ROOM 1, 135 EASTERN AVENUE, MILTON PARK, MILTON,
ABINGDON, OX14 4SB

Present

David Dodds (Chairman)

Joan Bland, Stefan Gawrysiak, Paul Harrison, Imran Lokhon, Jeannette Matelot and Richard Pullen

Apologies:

Pat Dawe tendered apologies.

Officers

Carole Cumming, Sophie Milton and Ron Schrieber

Also present:

Elizabeth Gillespie, Cabinet member for development management, building control and housing, and grants:

8 Declaration of interests

None.

9 Minutes

RESOLVED: to approve the minutes of the meeting held on 15 September 2015 as a correct record and agree that the Chairman signs them as such.

10 Community Capital Grants - grant policy and procedures rules

The grant policy and procedure rules were noted.

11 Bids for funding for the Community Capital Grants scheme and officer recommendations

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

St Leonard and St Catherine Church, Drayton St Leonard – Church bell restoration

Hilary Rogers, a representative of the church, spoke in support of the application. She reported that the project was being funded by an appeal rather than from church funds and explained that the new, lighter bells could be used throughout the year rather than only in summer. They could also be rung by younger children.

Shiplake Memorial Hall and Institute – Window and door replacements

The grants officer outlined this proposal and reported that the energy strategy and projects officer had recommended that the applicants investigate the costs and benefits of alternative window options before proceeding with the project.

Garsington Parish Council – Play area improvements

The grants officer outlined this proposal and reported that the applicants had now claimed the grant awarded by the council in 2014/15 for defibrillators.

The Merry Bells Village Hall, Wheatley – Exterior repairs

The grants officer outlined this proposal and reported that this was the first stage of a series of improvements but, as yet, no details of estimated future expenditure had been provided.

Dorchester Parish Council – Re-covering flat roof of sports pavilion

The grants officer outlined this proposal which would enable continued use of the building.

Wallingford Sports Trust – Replacement changing rooms

The grants officer outlined this proposal and reported that, if this application was successful, then the council's previous award of £100,000 in 2014 towards the project would be withdrawn.

Didcot All Saints' Church PCC – Rebuilding a boundary wall

The grants officer outlined this proposal and reported that it didn't appear to offer any direct benefit to the community or allow any community activities to take place.

Harpsden Cricket Club – Astroturf surface, pitch covers and roller engine

The grants officer outlined this proposal and reported that the total cost of the project could be broken down as follows:

astroturf surface	£ 3,456
pitch covers	£ 4,680
roller engine	£ 4,410
total	£12,546

Allsorts Preschool, Brightwell-Cum-Sotwell – Garden improvements

Sally Jackson, a representative of Allsorts preschool, spoke in support of the application. She reported on the proposed improvements which would provide shelter and shade so enabling greater use of the garden. In response to members' questions, she reported that the preschool was currently only open in term time but that the feasibility of opening during the summer holidays was being investigated

Little Milton Parish Council – Three defibrillators

The grants officer outlined this proposal.

Watlington Parish Council – Play area improvements

The grants officer outlined this proposal and confirmed that the application was for a different play area than the one the council previously funded.

Horspath Parish Council – Two defibrillators

The grants officer outlined this proposal.

Marsh Baldon Parish Council – One defibrillator

The grants officer outlined this proposal.

Warborough Parish Council – Refurbishment of tennis courts

Councillor Paul Duncan, a representative of Warborough Parish Council and Charles Humphries, a representative of Shillingford and Warborough Tennis Association (SWATA), spoke in support of the application. They reported that the parish council was providing £3,000 towards the project with SWATA contributing £11,167.

In response to members' questions, Mr Humphries reported that approximately 25% of the local community were members of SWATA and it was likely that it would seek Lawn Tennis Association affiliation in the near future.

Goring Heath Parish Council – Play area improvements and purchase of a defibrillator

The grants officer outlined this proposal.

Chinnor Parish Council – Play area improvements

Ian White, ward councillor and Jo Wills, representing Chinnor Parish Council, spoke in support of this application. They reported that there was a lack of local facilities for teenagers and that most of the parish council's reserves were committed to other projects.

Stadhampton Parish Council – Pavilion upgrade and sport equipment

Timothy Perera and Councillors Tony Brandon and Ann Stead, representing Stadhampton Parish Council, spoke in support of this application and reported that the pavilion had been underused for approximately 12 years.

The grants officer reported on additional information received regarding the funding of this project.

Long Wittenham Football Club – Pavilion improvements

The grants officer outlined this proposal and reported that the club had provided some additional information about their ability to secure additional funding.

Benson Parish Council – New front doors for the parish hall

The grants officer outlined this proposal.

Towersey Playing Fields Management Committee – Mobile goal posts

The grants officer outlined this proposal.

Sonning Common Parish Council – Landscaping of skatepark and replacement village bins

The grants officer outlined this proposal. It was noted that the proposals would improve the skatepark and increase its use whilst all village centre users would benefit from improved litter facilities.

12 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.

Using the scoring matrix set out in the report and taking account of the grant officer's provisional scores, the panel awarded scores for each application.

After discussion the panel agreed the grants officer's recommended scores for all applications except for the following:

St Leonard and St Catherine Church, Drayton St Leonard – Church bell restoration

Increase new facilities or activities score from 6 to 10 points
Increase community benefit score from 6 to 10 points
Increase organisation's contribution score from -4 to 0 points

Allsorts Preschool, Brightwell-Cum-Sotwell – Garden improvements

Increase new facilities or activities score from 8 to 11 points

Warborough Parish Council – Refurbishment of tennis courts

Increase new facilities or activities score from 9 to 10 points
 Increase community benefit score from 8 to 10 points

Chinnor Parish Council – Play area improvements

Increase new facilities or activities score from 11 to 12 points
 Increase community benefit score from 11 to 12 points
 Increase organisation’s contribution score from -4 to -2 points

Stadhampton Parish Council – Pavilion upgrade and sport equipment

Increase new facilities or activities score from 10 to 12 points
 Increase organisation’s contribution score from -4 to 0 points

Long Wittenham Football Club – Pavilion improvements

Increase funding the project score from 6 to 8 points

Sonning Common Parish Council – Landscaping of skatepark and replacement village bins

Increase new facilities or activities score from 8 to 10 points
 Increase community benefit score from 9 to 10 points
 Increase organisation’s contribution score from -4 to 0 points

The final scores as agreed were:

Ref	Organisation	Project description	New facilities or activities (max 14)	Community benefit	Funding the project (max 14)	Organisation's contribution	Total (out of 42)
SCap\11	St Leonard and St Catherine Church, Drayton St Leonard	Church bell restoration	10	10	14	0	34
SCap\12	Shiplake Memorial Hall and Institute	Window and door replacements	10	14	14	-4	34
SCap\18	Garsington Parish Council	Play area improvements	10	11	14	-4	31
SCap\19	The Merry Bells Village Hall, Wheatley	Exterior repairs	6	10	14	-4	26

SCap\ 20	Dorchester Parish Council	Re-covering flat roof of sports pavilion	6	11	14	-4	27
SCap\ 22	Wallingford Sports Trust	Replacement changing rooms	14	12	14	0	40
SCap\ 28	Didcot All Saints' Church PCC	Rebuilding a boundary wall	1	1	12	-4	10
SCap\ 34	Harpsden Cricket club	Astroturf surface, pitch covers and roller engine	11	6	12	0	29
SCap\ 44	Allsorts Preschool, Brightwell- Cum-Sotwell	Garden improvements	11	6	14	0	31
SCap\ 45	Little Milton Parish Council	Three defibrillators	14	14	14	-2	40
SCap\ 48	Watlington Parish Council	Play area improvements	10	11	10	0	31
SCap\ 49	Horspath Parish Council	Two defibrillators	14	14	14	-4	38
SCap\ 50	Marsh Baldon Parish Council	One defibrillator	14	14	14	-4	38
SCap\ 51	Warborough Parish Council	Refurbishment of tennis courts	10	10	14	-4	30
SCap\ 56	Goring Heath Parish Council	Play area improvements and purchase of a defibrillator	12	11	10	0	33
SCap\ 57	Chinnor Parish Council	Play area improvements	12	12	10	-2	32
SCap\ 59	Stadhampton Parish Council	Pavilion upgrade and sport equipment	12	12	10	0	34

SCap\ 61	Long Wittenham Football Club	Pavilion improvements	11	10	8	0	29
SCap\ 65	Benson Parish Council	New front doors for the parish hall	10	14	10	-4	30
SCap\ 66	Towersey Playing Fields Management Committee	Mobile goal posts	10	10	14	-2	32
SCap\ 70	Sonning Common Parish Council	Landscaping of skatepark and replacement village bins	10	10	14	-4	30

13 Award recommendations

RESOLVED: to

- a) agree that both projects recommended for medium priority awards (15-28 points) should receive 75% of the amount requested.
- b) recommend that the cabinet member for development management, building control and housing, and grants make the following capital grant award decisions:
 1. to award St Leonard and St Catherine Church, Drayton St Leonard up to £9,900 towards the church bell restoration as set out in its application.
 2. to award Shiplake Memorial Hall and Institute up to £4,205 towards the window and door replacements as set out in its application.
 3. to award Garsington Parish council up to £8,739 towards the play area improvements as set out in its application.
 4. to award The Merry Bells Village Hall, Wheatley up to £7,500 towards the exterior repairs as set out in its application.
 5. to award Dorchester Parish Council up to £1,875 towards re-covering the flat roof of the sports pavilion as set out in its application.
 6. to award Wallingford Sports Trust up to £187,074 towards replacement changing rooms as set out in its application.
 7. not to award a grant to Didcot All Saints' Church PCC towards rebuilding a boundary wall as set out in its application.
 8. to award Harpsden Cricket Club up to £6,273 towards a new astroturf surface, pitch covers and roller engine as set out in its application.
 9. to award Allsorts Preschool, Brightwell-Cum-Sotwell up to £4,173 towards garden improvements as set out in its application.

10. to award Little Milton Parish Council up to £2,373 towards three defibrillators as set out in its application.
11. to award Watlington Parish Council up to £9,998 towards play area improvements as set out in its application.
12. to award Horspath Parish Council up to £1,382 towards two defibrillators as set out in its application.
13. to award Marsh Baldon Parish Council up to £1,000 towards one defibrillator as set out in its application.
14. to award Warborough Parish Council up to £14,167 towards the refurbishment of tennis courts as set out in its application.
15. to award Goring Heath Parish Council up to £9,575 towards play area improvements and one defibrillator as set out in its application.
16. to award Chinnor Parish Council up to £17,354 towards play area improvements as set out in its application.
17. to award Stadhampton Parish Council up to £12,445 towards a pavilion upgrade and sport equipment as set out in its application.
18. to award Long Wittenham Football Club up to £5,610 towards pavilion improvements as set out in its application, with a special condition that any payments will not be released until it has secured all its other funding.
19. to award Benson Parish Council up to £5,335 towards new front doors for the parish hall as set out in its application.
20. to award Towersey Playing Fields Management Committee up to £1,550 towards mobile goal posts as set out in its application.
21. to award Sonning Common Parish Council up to £12,493 towards landscaping of skatepark and replacement village bins as set out in its application.

The meeting closed at 1.20 pm

Chairman

Date

Capital Grants (CG) Policy

(revised September 2015)



Introduction

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

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

What type of project will the scheme fund?

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

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

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

We usually only accept applications for projects that haven't already started, however in exceptional circumstances (like a major funder pulling out or unforeseen additional works) then we may make an exception.

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

Who can apply to the scheme?

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

We will not consider projects for private individuals, businesses, improvements to residential buildings or any that usually fall to other public sector/statutory bodies to provide or will primarily benefit organisations under their remit. For example, we won't fund projects to improve roads and footpaths; schools, academies, forest/free schools or health services.

We're committed to promoting equality and diversity, and welcome applications from organisations who represent minority or vulnerable groups.

What are the minimum and maximum amounts for the scheme?

Organisations can request a minimum of £1,000 and up to 50 per cent of their total project costs. In exceptional cases, like a major funder pulling out of a project that offers significant benefit to our residents we will consider a request for more than 50 per cent.

To request an exceptional amount applicants must get approval from us (via the grants team) before submitting an application. The online application system won't allow requests for over 50 per cent without our approval.

We will not award more than the amount requested.

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

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

Opening and closing dates

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

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

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

Where possible we will avoid opening over school holidays.

Scheme eligibility criteria

Applicants must provide:

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

They must also confirm:

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

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

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

Applicants requesting over £25,000 must also provide:

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

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

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

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

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

CG panel (known as the grants panel)

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

Procedure at meetings of the panel

The panel will conduct all meetings in accordance with the rules of procedure set out in parts 4 and 5 of the council's constitution.

Declaration of interests

Councillors and officers will declare any interests in accordance with the rules of procedure set out in parts 4 and 5 of the council's constitution.

Any officer of the council with a pecuniary interest in any application will take no part in the process and will register their interest, as required by the employee's code of conduct policy.

Decision making

Grants team

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

Head of service

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

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

CG panel

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

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

During the meeting the panel will:

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

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

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

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

Cabinet member for grants

The cabinet member for grants will:

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

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

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

Standard conditions for all grant awards

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

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

- projects awarded less than £10,000 must complete within 12 months of the award date, unless we give an extension to the term
- projects receiving more than £10,000 must start work within 18 months of the award date and must complete work within 36 months of the award date, unless we give an extension to the term
- organisations must consult the grants team before making any significant changes to the project, to ensure the grant is unaffected
- the organisation must acknowledge the council's support in any publicity on the project receiving a grant.

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

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

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

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

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

Payment of grants

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

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

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

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

Appendix one - scoring and award matrix for CG applications

Scoring matrix:

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

Award matrix:

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

South Capital 16/17 - officer evaluation report

Scoring summary

Ref no.	Organisation	Scheme	Total project cost	Amount requested	% of cost requested	Suggested score	Suggested award
SCap16\19	Aston Tirrold and Upthorpe Village Hall	Replacement boiler and book trolley	£8,086	£4,043	50.00%	37	£4,043
SCap16\77	Marsh Baldon Village Hall Committee	Replacement windows and doors	£8,095	£4,047	49.99%	38	£4,047
SCap16\51	Great Haseley Parish Council	Two defibrillators	£2,960	£1,480	50.00%	39	£1,480
SCap16\30	Eye & Dunsden Village Hall	Extension and improvements to layout	£382,146	£191,000	49.98%	32	£191,000
SCap16\24	Sonning Common Parish Council	Kitchen upgrade	£15,698	£7,849	50.00%	35	£7,697
SCap16\59	Kidmore End Parish Council	Play areas improvements (two sites)	£60,388	£30,194	50.00 %	30	£30,194
SCap16\47	Sydenham Parish Council	Play area equipment and field gate	£6,678	£3,339	50.00%	34	£3,339
SCap16\62	Clifton Hampden & Burcot Sea Scouts	Boating equipment	£8,476	£4,238	50.00%	31	£4,238
SCap16\64	Shiplake Parish Council	Replace two parish noticeboards	£2,650	£1,325	50.00%	31	£1,325
SCap16\49	River & Rowing Museum (Henley)	New roof section	£171,942	£85,971	50.00%	31	£85,971
SCap16\34	Peppard War Memorial Hall	Roof, window and lighting improvements	£53,893	£20,000	37.11%	31	£20,000
SCap16\55	Stanton St John Parish Council	Play area improvements	£39,699	£19,699	49.62%	29	£19,699
SCap16\69	The Henley Amateur Operatic and Dramatic Society (HAODS)	Stage and studio upgrade	£14,204	£7,102	50.00%	30	£5,834
SCap16\66	Cuxham with Easington Parish	Defibrillator	£2,316	£2,316	100.00%	31	£1,158
SCap16\58	Chinnor Village Hall	Resurfacing front car park	£10,944	£4,444	40.61%	30	£4,444
SCap16\44	Krakatoa Preschool (Brightwell-Cum Sotwell)	Outdoor resurfacing and benches	£12,244	£6,122	50.00%	23	£3,673
SCap16\70	Henley Cricket Club	Resurface access track and machinery	£55,351	£27,676	50.00%	22	£16,606
SCap16\67	Henley Town Football Club	Access improvements and spectator stands	£37,516	£18,758	50.00%	26	£13,131
			TOTAL	£439,603			£417,879

Officer recommended award levels (budget permitting)

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

Scoring and award matrices

Scoring matrix:

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

Award matrix:

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

Aston Tirrold and Upthorpe Village Hall	Ref	SCap16\19
Replacement boiler and book trolley		

Total project cost	£8,086	
Amount requested	£4,043	
Organisation's contribution	£4,043	Organisation's latest bank balance £14,511

Previous grants

2014/15 - Digital archive and village website - £3,072
 Pre 2014/15 - community Wifi and online initiative £8,114

Scoring

New facilities or activities		
The project will replace the existing heating system (£7,725) with a more efficient one and improve the book storage (£361) for the community café's book scheme (which replaced the community library).	Score	10/14
Community benefit		
The hall is open to the whole community and anyone using the hall will benefit from improved heating. Visitors to the community cafe (who now run the library service) will benefit from the mobile book storage.	Score	14/14
Funding the project		
They're paying the rest of the cost themselves (50 per cent). Their contribution is reasonable given their reserves and other financial commitments.	Score	13/14
They haven't approached the parish council or other bodies for contributions to this project.		
Consultation		
<p>Their community led plan mentions a book scheme run by the community café which replaced the lost community library. The boiler works with their existing air heat system however they haven't carried out an energy audit to confirm that this boiler is the best solution for them. They've planned an energy audit for later in 2016/17.</p> <p>Comment from the Energy Strategy and Projects Officer: It would be preferable to carry out an energy audit before the boiler project and at least this should be a condition of the grant. While the audit might recommend a boiler upgrade, it is possible that there are alternative options.</p> <p>I recommend the applicants review the boiler project to ensure they've included all appropriate controls to optimise energy efficiency, like a seven day timer, to allow heating hours to be matched as closely as possible to occupancy. I would support allowing for additional costs in any award given.</p>		
Project completion within timeframe		
They want to do the work in early August, which should work with our decision-making schedule. Ideally, they'll complete the planned energy audit before carrying out the boiler work.		
Financial and project management plans		
The group have budgeted for their contribution and the ongoing maintenance and have scheduled the work during their quietest period.		
It may have made more sense to complete the energy audit before planning this project.		
OFFICER CONCERNS AND OTHER CONSIDERATIONS Officers recommend they complete the energy audit before doing this work.	Total score	37/42
	Recommended Grant	£4,043

Applicant responses	
Details of the project	We wish to replace our gas central heater boiler, installed in the early 1990s, with one conforming to current energy efficiency standards. We also wish to purchase a double sided book trolley for use at our community café, to fill a need created by the loss of the village mobile library in 2015.
Financial statement from the organisation	Our reserves include a £2,500 endowment from the Paulise Lugg Charitable Trust, only the interest of which may be spent. We reserve a £5,000 figure for emergency replacement and repair of significant equipment and installations. We have been advised our hardwood flooring will need to be replaced within a couple of years.
Statement about town/parish support	We apply each year to our councils for grant aid towards a particular project in the hall's annual programme of works. We are currently engaged on the works funded by their financial year 2015/16 grant to us. Having experienced significant problems this winter we want to be able to replace our boiler before the next winter season, ideally in the quiet season of school and class holidays, when hall use is reduced.
Community benefit	
Who will benefit from your project?	Regular groups using the hall will have access to the book trolley - Astons Café, Garden Club, WI, Short Mat Bowls. The Café in particular is aimed at young families and people with limited access outside the village - older people or the medically disabled. It hosts Age UK sponsored monthly Tea and Technology sessions . The book scheme will increase awareness and use of existing community efforts to provide accessible services within the village.
How did you identify a need in the community for your project or service?	Our parish council tried to save the mobile library. A book scheme was suggested in our recent Community Led Plan. We have spoken to previous users of the mobile library to establish their needs, and have carried out a consultation with older residents and Café users to determine support. Home library users are limited to a 3 week 'bulk' loan of books. Didcot Library is a long walk from the nearest bus stop.
What sustainable and/or energy saving measures does your project include or offer?	The Johnson and Starley Warmcair C36D boiler is 98% efficiency, and is compliant with current energy expectations (see above). We are able to install in the existing boiler position with minimal changes to the rest of our heating system, which as an air heat system is ideal for the hall's irregular use pattern. We plan to carry out a full energy audit during 2016/17 to build on this improvement in hall systems.
Consultation	
What consultation have you carried out with the community or professional advisors?	Our choice of boiler is recommended by main contractors, and is compliant with the Building Regulations Part L and BSEN 778-2009, as required in HM Government's Domestic Building Services Compliance Guide. (2013).
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	The new boiler will reduce heating costs at the hall, indirectly increasing net profit and making more funding available for the improvement of other hall facilities. The double sided wheeled book trolley will be able to hold an increased number of books over the current box of books, with 3 shelves on each side, and will be moved easily around the hall to maximise use, rather than the present static box arrangement.
What new activities will take place because of this project?	A community book scheme at our community Cafe would replace the lost mobile library (closed 2015). It would increase availability, 2 hours not 15 minutes. It would provide it in a pleasant environment and encourage a wider range of users. Increased awareness and use of the community Café would help support our outreach post office service, already located there. Public transport to neighbouring towns is extremely limited, and may soon be lost altogether.

Photos Aston Tirrold and Upthorpe Village Hall (we'll show videos and more photos at the panel meeting)



The book trolley they intend buying.



Marsh Baldon Village Hall Committee	Ref	SCap16\77
Replacement windows and doors		

Total project cost	£8,095	
Amount requested	£4,047	
Organisation's contribution	£4,048	Organisation's latest bank balance £15,000

Previous grants

None

Scoring

New facilities or activities		
The project will replace all the windows and external doors with energy efficient ones, making the hall warmer, cheaper to run and more secure.	Score	10/14
Community benefit		
The whole community will benefit, as the hall is available to everyone.	Score	14/14
Funding the project		
They are paying the other 50.01 per cent from their own funds.	Score	14/14
They are saving some reserves for future work. Like replacing the roof so have limited their contribution.		
Consultation		
While they mention consulting the community and professionals there is no evidence of it with their application, nor have they completed an energy audit or access audit on the hall.		
Comment from the Energy Strategy and Projects Officer:		
I'd prefer they carry out an energy audit before the refurbishment of windows and doors. While it is likely the audit will recommend changing the windows, it is possible that there are options that are more efficient available. It's also likely to recommend other energy saving improvements for the future like roof, wall or floor insulation and heating options.		
Project completion within timeframe		
They want to start work in August, which should work with our decision-making timeline.		
Financial and project management plans		
The chosen supplier's quote is substantially less than their alternative quote (£6,000 more) and is subject to a further survey, which may mean the costs increase.		
OFFICER CONCERNS AND OTHER CONSIDERATIONS		
They might be able to contribute more to the cost.	Total score	38/42
Officers recommend they complete the energy and access audits before carrying out the work.	Recommended Grant	£4,047

Applicant responses	
Details of the project	To replace all existing windows and doors in Marsh Baldon Village Hall with new, working and more energy efficient ones.
Financial statement from the organisation	The Village Hall needs to keep sufficient funds to cover contingencies, including the potential for urgent repairs to the roof. We do not receive funding other than rental income and profit from fundraising events. A portion of our funds are earmarked for the toddlers and youth groups and not available to spend on capital projects.
Statement about town/parish support	Parish Council have supported the principles of the Village Hall and are represented on our committee. They are unable to give direct financial support.
Community benefit	
Who will benefit from your project?	The following groups benefit: Toddler's group, Youth Club, Seniors parties (we hold a number of events for older people throughout the year), Parish Council, Village events, church meetings, local business events, art classes, needlework classes, community social events, local craft fairs. The hall is also used as a polling station. The Village plan is considering the development of a business hub in the hall. A keep fit class is planned.
How did you identify a need in the community for your project or service?	The village hall is involved in the village plan process where the development of a business hub is being mooted. The Management committee includes representatives from the church, parish council, school, events committee. Our hall maintenance and development strategy is the result of much field research within the village and the hall has the strong support of people in both Marsh and Toot Baldon.
What sustainable and/or energy saving measures does your project include or offer?	The existing windows are single glazed with metal frames. The doors are wooden with glazed panels. The intention is to replace these with double glazed sealed units to a more modern design. This should lead to lower energy costs, fewer draughts (improving comfort for hall users) and lower maintenance costs. The overarching strategy is to use our capital to reduce revenue costs to secure the future of the hall.
Consultation	
What consultation have you carried out with the community or professional advisors?	The Village Hall has not carried out an independent building survey as this would be too expensive and the key issues are fairly clear. We have consulted informally with local builders (those not interested in quoting for the work) and used their assessment to inform our requests for quotes. Our priorities for maintaining the hall are in the attached file.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	The plan is to replace the existing doors and windows (which are reaching the end of their natural life) with new, double glazed and more energy replacements. There is a risk that the hall will be less usable if it is draughty or not secure which is why there is a pressing need to do this. We are at risk of losing rental income if we cannot keep the hall warm.
What new activities will take place because of this project?	A warmer hall should allow us to develop more keep fit activities (nothing worse than yoga on a cold floor!), as well as allow existing activities to continue. It will also reduce energy costs allowing us to hold hire rates and remain affordable for local groups. Our intention is to reinvigorate the youth club and toddlers groups as well as increasing the number of day exercise classes in the Autumn.

Photos of Marsh Baldon Village Hall (we'll show videos and more photos at the panel meeting)



Great Haseley Parish Council	Ref	SCap16\51
Two defibrillators		

Total project cost	£2,960	
Amount requested	£1,480	
Organisation's contribution	£1,480	Organisation's latest bank balance £25,890

Previous grants

None

Scoring

New facilities or activities		
The project is to install two new defibrillators, one at the village hall and one at the sports pavilion.	Score	14/14
Community benefit		
The new defibrillators are beneficial to the whole community.	Score	14/14
Funding the project		
They're paying for the remaining 50 per cent from their reserves, which could potentially cover the whole cost.	Score	11/14
Consultation		
They asked the community through the village magazine and meetings but they've not included any details of the responses.		
Project completion within timeframe		
They plan to purchase the machines in September, which would work with our decision-making schedule.		
Financial and project management plans		
They plan to appeal to the community to help cover the ongoing costs, but they can't guarantee they'll get this funding each year.		
OFFICER CONCERNS AND OTHER CONSIDERATIONS	Total score	39/42
Looking at their current bank balance and other financial commitments, they may not need a grant to afford the project.	Recommended Grant	£1,480
If they install any defibrillators, they should register them with their local ambulance trust.		

Applicant responses	
Details of the project	To provide two AED type defibrillators for use in the community of Great Haseley
Financial statement from the organisation	Approx £9,500 required for clerk's salary, grass cutting, pruning trees and play area. The annual precept income is £11,000. One year's precept money kept as reserves. Other costs expected – replacement Village Hall roof (unknown cost) and potentially subsidising the bus service.
Statement about town/parish support	N/A
Community benefit	
Who will benefit from your project?	Anyone living or visiting the community having the misfortune of suffering from a heart attack.
How did you identify a need in the community for your project or service?	The community were asked by the village magazine and meetings with residents.
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?	None
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	The project will provide two defibrillators for the community of Great Haseley. We currently have none. We are planning to re-house the dog bin which is currently on the side of the Village Hall and put the defibrillator in its place, therefore giving easy access to it. The second one will go on the pavilion wall, probably under cover on the front verandah.
What new activities will take place because of this project?	None

Eye & Dunsden Village Hall	Ref	SCap16\30
Extension and improvements to the hall layout.		

Total project cost	£382,146	
Amount requested	£191,000	
Organisation's contribution	£41,150	Organisation's latest bank balance £45,465
Other funding	£150,000	No external funding secured

Previous grants

None

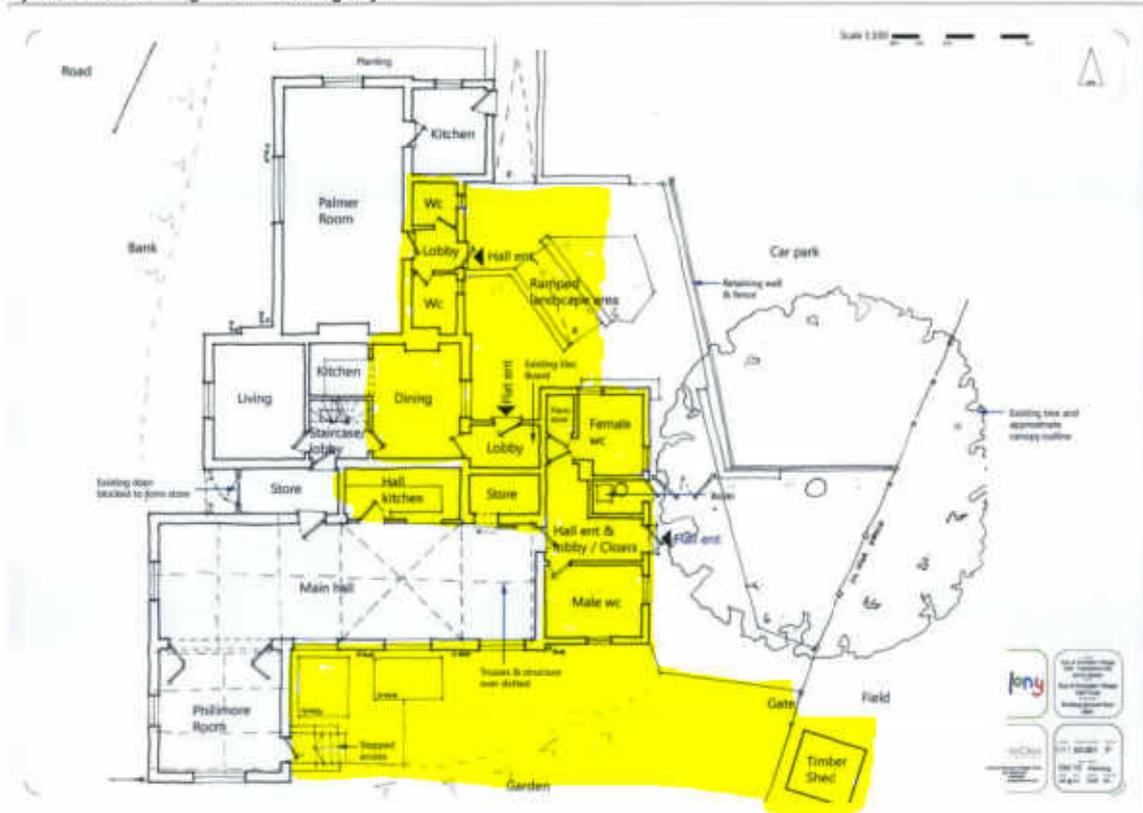
Scoring

New facilities or activities		
This project links the two main meeting rooms with a central lobby, including more storage and better toilet facilities. It also adds a sunroom to the main hall.	Score	12/14
Community benefit		
The whole community can access the hall, although a kindergarten group has sole use of the main hall and garden on weekdays. Improving the accessibility through the inside and external areas will particularly benefit users with mobility issues.	Score	12/14
Funding the project		
They've yet to secure any of their £150,000 other funding requested (£4 more than required). They're contributing £41,150 (10.77 per cent) and can't afford more, based on the financial information provided.	Score	8/14
Consultation		
They have had some informal feedback from users asking for improvements and have completed an energy audit and building survey.		
Comment from Equalities officer: The applicant carried out a very good access audit. She suggested a couple of additional considerations around the access and usability of the kitchen from the Palmer room, ensuing one of the unisex toilets is ambulant for disabled users and that any signage is in line with the RNIB sign design guide.		
Comment from the Energy Strategy and Projects Officer:		
The officer gave detailed feedback that we have passed on to the applicants to consider. In particular they should prioritise insulating the building as recommended in their 2011 energy audit (if they haven't already) to make the most of the heating improvements.		
Some of the recommendations in the energy audit may now be out of date as new technologies and government initiatives are now available.		
She strongly recommends they complete a cost analysis of alternative heating options before installing a new oil boiler as there are more sustainable options and some have government support available.		
She supported installing the LED lights and suggested some small improvements that would make an impact. She also suggested installing water saving appliances (like aerated taps) where possible.		
Project completion within timeframe		
They want to start work in August, which is unlikely given our decision-making and post-award requirements and the fact they may not have all their funding in place by then.		
They'll need to enter into a grant agreement with us and place a restriction on the registered title before starting work. This process takes a minimum of three months from our decision date (July).		
Financial and project management plans		
They have a structured project plan for this project, and are adapting and changing it when new challenges arise. Their timeline is a little ambitious given their current funding position.		
OFFICER CONCERNS AND OTHER CONSIDERATIONS	Total score	32/42
	Recommended Grant	£191,000
Their start date is uncertain given their funding position.		

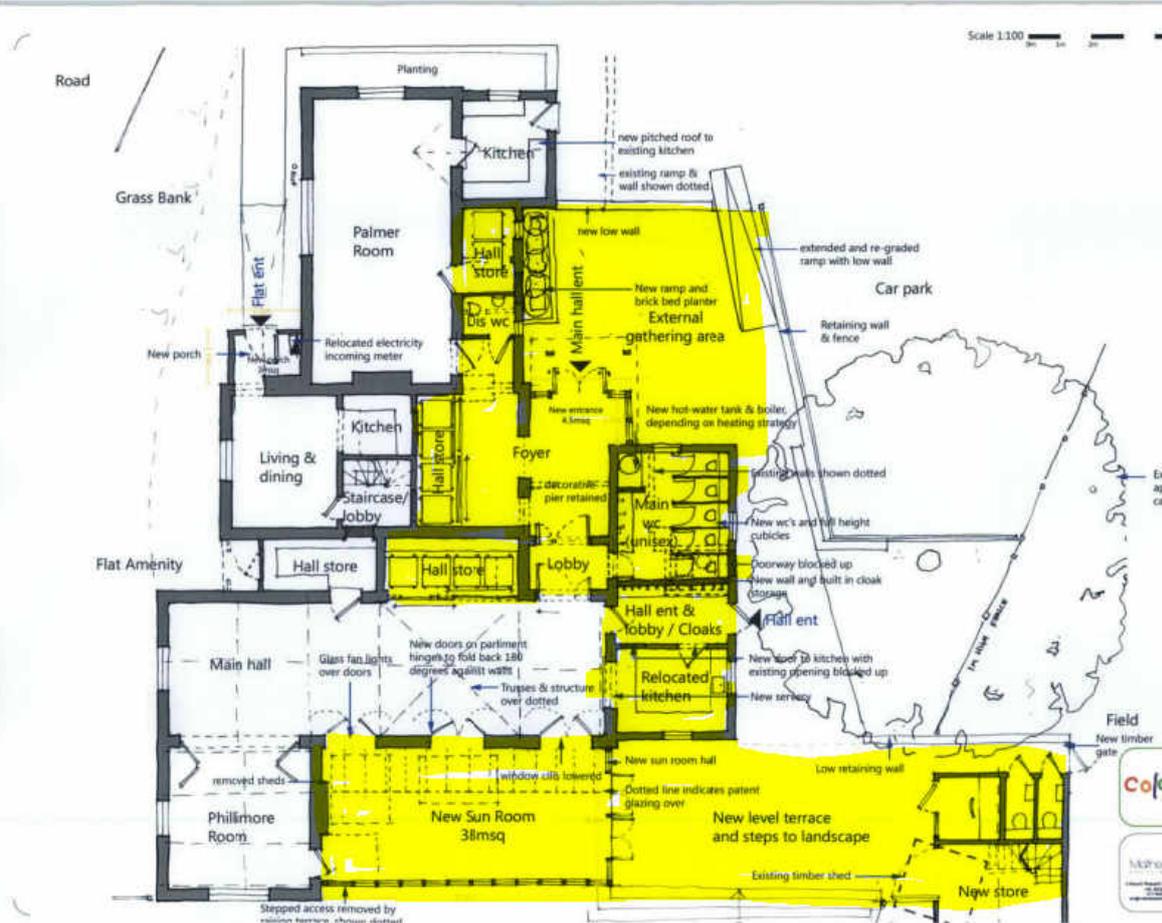
Applicant responses	
Details of the project	<p>The project involves linking the two halls by means of a central foyer and canopy, providing clearer access to the venue plus a meeting/waiting area with storage space for visitors and users.</p> <p>We plan to make the hall more fuel efficient by installing underfloor heating, a new boiler, toilets and kitchen, and replacing 3 large Victorian windows with wooden framed, double glazed units, almost identical to the present ones but without the draughts and heat loss and with openers for ventilation.</p> <p>We want to widen the Main Hall, which is a narrow L-shape, by adding a sun room with external patio; this will allow for a wider variety of activities, larger user groups and allow the mobility impaired to enjoy the garden. We plan to build an external store to replace the old wooden sheds, freeing up hall space.</p>
Financial statement from the organisation	<p>We have £15k ring fenced as reserves - this represents 6 months of running costs including hall manager salary, electricity, oil, phone, consumables (eg cleaning supplies), trustee expenses (eg printer ink) the audit of the accounts, annual insurance premium, and £6k for repairs- should we lose our regular income streams, for instance, if we have to close one of the halls for emergency repairs, or to allow for the improvement project to be worked on.</p>
Statement about town/parish support	<p>We have emailed the clerk of Eye & Dunsden Parish Council and Binfield Heath Parish Council to request a donation towards our project - dated 02.03.16. Still awaiting their response.</p>
Community benefit	
Who will benefit from your project?	<p>Monday Club for 60+, Hatha & Ashtanga yoga groups, 2 pilates groups, Kindergarten, WAT Dance country dance group, Children's Step Dance group, E&D Parish Council, All Saints Church's annual Pancake Supper attendees, BH Flower Show committee & Reading Cycle club who hold their AGMs at the hall. Local schools and nurseries who use the hall for end of term celebrations. Families who hire the hall for family events, birthdays, christenings, etc. Dunsden Owen Association</p>
How did you identify a need in the community for your project or service?	<p>Comments from users, especially groups catering for older people, regarding temperature of halls.</p> <p>Confusion of visitors as to where the entrance is.</p> <p>Feedback from those attending the community tea, local fundraising events at the hall and families hiring the hall.</p> <p>Experience of trustees trying to find a replacement caretaker; very little is automated, the interior is worn and water leaks, etc regularly occur. Lack of storage means carrying furniture from hall to hall.</p>
What sustainable and/or energy saving measures does your project include or offer?	<p>We are installing further energy efficient lights, solar panels, a new boiler, underfloor heating and modern water efficient toilets and taps.</p> <p>Where possible sustainable building materials will be used, however we are dealing with a building 170 years old retaining as much of the original as possible using matching materials and glass & timber for the new entrance and similar for the sun room whilst keeping within budget.</p>
Consultation	
What consultation have you carried out with the community or professional advisors?	<p>Energy Survey by TV Energy in August, 2011</p> <p>Detailed survey of buildings by AAN Design & Survey, January 2015</p>
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	<p>It will vastly improve accessibility; at present visitors get confused as the Main Hall door is to the rear of the building and not visible from the car park. The lobby will allow visitors to wait inside rather than outside or in cars, and will provide an access point for hall information.</p> <p>The sun room extension allows for a wider variety of, and larger events. Outside toilets will benefit users of the garden & field.</p>
What new activities will take place because of this project?	<p>Weddings for 100 guests will be accommodated, at present the Main Hall is too small. External toilets and the serving hatch from the kitchen allow for more and larger outside events including scout & beaver activities.</p> <p>Underfloor heating will benefit exercise classes as will added storage for sports equipment; at present no such facility is available.</p> <p>With the upgrade we hope to attract business users to our smaller hall for meetings, team building sessions, etc.</p>

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

Eye & Dunsden Village Hall – Existing Layout



Eye & Dunsden Village Hall – Proposed Development



Agenda Item 4



View of main hall. The sunroom will go on right hand side, where black cupboard is.



'Dining area' on the plans that will become the lobby joining the two halls.



The main hall – the sunroom will go on the left side.

Sonning Common Parish Council	Ref	SCap16\24
Kitchen upgrade		

Total project cost	£15,698	
Amount requested	£7,849	
Organisation's contribution	£0.50p	Organisation's latest bank balance £32,651
Other funding	£7,849	Secured £8,000 from the village hall committee

Previous grants

2015/16 Landscaping at skatepark and village bins £12,493

2014/15 Skatepark - £13,957

Pre 2014/15 Baskerville Road play area - £13,571

Scoring

New facilities or activities		
The project will replace the existing village hall kitchen with a more efficient one.	Score	10/14
Community benefit		
The whole community can use the hall and benefit from the improved kitchen.	Score	14/14
Funding the project		
They are contributing £0.50p towards the cost of the project, with the village hall committee funding £8,000 towards the kitchen work (more than the £7,849 stated above), which means they only need £7,697.50 from us.	Score	11/14
The parish council are taking on this work, even though the hall committee are funding over half the cost and are responsible for the maintenance and replacement of the kitchen going forward.		
The parish council have reserves of £32,651 however, £30,000 is kept as a reserve fund and can't be counted as available funds.		
Consultation		
While they have not completed an access audit they did consider installing more accessible facilities (e.g. low-level work surfaces) but felt the space didn't allow for them.		
Comment from equalities officer: I appreciate that the size of the kitchen restricts use by wheelchair users however, they could look at BS8300 section 12, which includes good guidance on accessible kitchens. It also looks at the importance of colour contrasting to help people with visual impairments.		
The applicant could still take account of some of these elements even if they can't make it wheelchair accessible.		
Comment from the Energy Strategy and Projects Officer: This project includes energy efficient appliances but could also include water saving appliances, such as aerated taps.		
Project completion within timeframe		
They want to start work in August, which would work with our decision-making schedule.		
Financial and project management plans		
The Village Hall Management Committee will continue to maintain the kitchen and the rest of the hall and will fund any replacements in the future.		
OFFICER CONCERNS AND OTHER CONSIDERATIONS		
As the hall committee is giving £8,000, they only need £7,697 from us, so officers reduced the suggested award despite their score.	Total score	35/42
The committee may feel it's more appropriate for the village hall committee to do work, so officers suggest any award is transferrable from the PC to the hall committee, subject to them meeting our eligibility criteria.	Recommended Grant	£7,697 (potentially £9,418 – see officer comment)
If the hall committee do take it on, we should consider approving a higher amount of £9,418 to cover the VAT they would need to pay.		

Applicant responses	
Details of the project	To remove the existing out-dated kitchen, which is at least 20 years old and no longer meets the requirements of a busy, multi-functioning village hall. We aim to replace it with a purpose-built, modern, user-friendly kitchen which fulfills all current health and safety regulations and will allow greater scope for use by community groups. For example, we would like to start cookery classes for specific groups within the community. To bring the kitchen up-to-date we require a dishwasher, larger oven, microwave, boiling tap and improved storage space.
Financial statement from the organisation	Although our bank balance shows £32,651, our financial regulations require that £30,000 is kept as a reserve fund and therefore cannot be counted as part of our available resources.
Statement about town/parish support	
Community benefit	
Who will benefit from your project?	All regular hirers will benefit from the new kitchen, including the monthly luncheon club for up to 50 elderly, vulnerable and lonely residents; the 75-member, mainly elderly, weekly community choir; baby sensory classes; the WI, indoor bowls, parish council/public meetings; and the local charity transport scheme, FISH, which hosts regular coffee mornings and tea parties. Themed, charity community lunches to benefit local organisations will be held throughout the year.
How did you identify a need in the community for your project or service?	We have carried out extensive consultations with the above groups to note their specific requirements and suggestions. The village hall management committee has responded to these requirements during preliminary planning and will continue to consult with stakeholders throughout the project.
What sustainable and/or energy saving measures does your project include or offer?	We will be using modern, sustainable materials in the construction of the kitchen and plan to purchase highly energy-efficient appliances. Last year we modernised the heating system in the village hall, which included the installation of a new, energy-efficient boiler and radiators. This modernisation was in response to an energy audit (supplied previously) and will help us to run the new kitchen in an energy efficient manner.
Consultation	
What consultation have you carried out with the community or professional advisors?	We have met with SODC's environmental health officer to ensure that we conform with all the required rules and regulations; we have consulted with three kitchen suppliers, including one who specialises in commercial kitchens and one recommended to us by another village hall.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	The new dishwasher will comply with health and safety recommendations to provide sterile crockery and cutlery. The availability of a dishwasher will make the hosting of regular/monthly community lunches much more practical and efficient and make the village hall more attractive to hirers. The boiling tap will remove the need for unhygienic kettles/urns and the new microwave will allow for more comprehensive and flexible use of kitchen facilities.
What new activities will take place because of this project?	We hope to start cookery classes at the village hall to provide an opportunity for people of all ages and backgrounds to learn to cook and eat together. Research has shown that cooking and eating together provides fun, stimulation, social interaction and increases community cohesion. The new kitchen will greatly improve village hall facilities and will allow more community events to take place e.g. the Queen's 90th birthday celebrations.

Photos of Sonning Common Village Hall (we'll show videos and more photos at the panel meeting)



Kidmore End Parish Council	Ref	SCap16\59
Play areas improvements (two sites)		

Total project cost	£60,388	
Amount requested	£30,194	
Organisation's contribution	£5,000	Organisation's latest bank balance £37,511
Other funding	£34,800	Of which £10,000 secured from Big Lottery

Previous grants

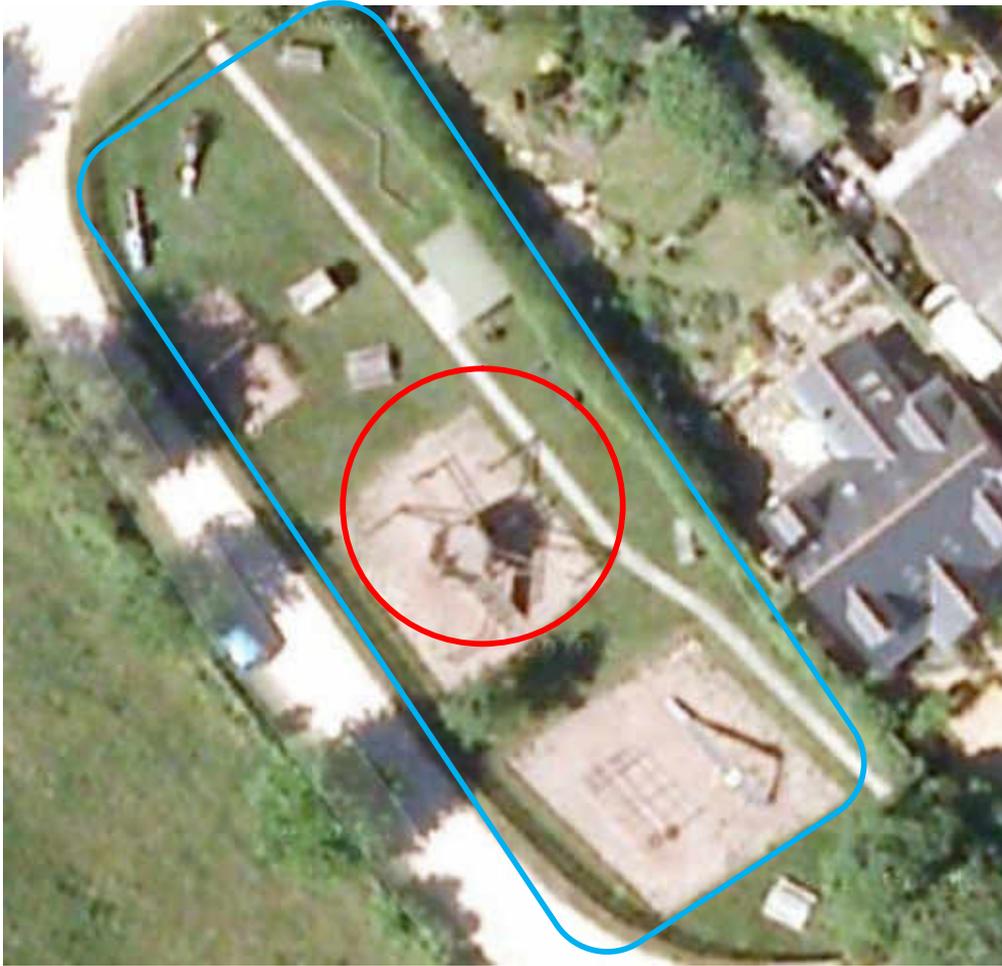
2012/13 £21,037 - Kidmore End play equipment (this application covers different work).
 2009/10 £200,000 - replacement sport pavilion

Scoring

New facilities or activities		
This project will replace the existing wooden fort in the play area at Gallowstree Common, which is a significant part of the play area and has reached the end of its useful life. It will also replace the safety surfaces at this play area and their play area in Kidmore End village. (Gallowstree Common £50,450, Kidmore End £9,938)	Score	10/14
Community benefit		
The play areas are open to the whole community, but it's mainly the young people and their families who will benefit.	Score	12/14
Funding the project		
The organisation is contributing £5,000 of their £37,000 reserves to the project. Based on the information about their other commitments they may be able to contribute more. They've listed a number of grants and other funding sources where they hope to raise the balance required. These add up to more than the £25,194 needed to complete the project if we award the full amount requested. If they secure more than £25,194 from other sources, our grant will reduce proportionately.	Score	8/14
Consultation		
They consulted the community, especially young people on the design of the new equipment and their last play inspection identified the need to replace the equipment and safety surfaces. Comment from equalities officer: It is disappointing that the proposed pieces of equipment don't include anything accessible for wheelchair users. While I'm not recommending this item, it gives an idea of the kind of equipment that is accessible to all and seems to suit a wide age range too. http://www.externalworksindex.co.uk/entry/132934/Jupiter-Play/Inclusive-Play-Omnibus/#		
Project completion within timeframe		
They want to start work in August, which is unlikely given our decision-making and post-award requirements and the fact they may not have all their funding in place by then. They'll need to enter into a grant agreement with us and place a restriction on the registered title before starting work. This process takes a minimum of three months from our decision date (July).		
Financial and project management plans		
They have a clear project plan/budget, and have considered the ongoing maintenance costs. They may need to revise their timeline given our timeline and their funding situation.		
OFFICER CONCERNS AND OTHER CONSIDERATIONS		
They may be able to contribute more to the cost.	Total score	32/42
	Recommended Grant	£30,194

Applicant responses	
Details of the project	25 years ago the local community raised the funds for the play area within Gallowstree Common, which over the years has been a focal point for the children and families of the hamlet. The parish council has been advised by ROSPA that the main piece of equipment has come to the end of its life and should be replaced. The parish council is proposing to replace the main piece of equipment with a similar structure that is suitable for a wide age group of children and young people. The council also proposes to change the surfacing under the other play equipment in Gallowstree and Kidmore End play areas from bark to sustainable grass with safety surfacing or eco rubber surfacing. The bark is very expensive, degrades quickly and is financially unsustainable. Alternative surfacing increases access for disabled users
Financial statement from the organisation	The council has a budget which is agreed by the parish council and will be emailed , this details all known financial commitments of the council. These commitments will not limit the funding of the project that is planned
Statement about town/parish support	
Community benefit	
Who will benefit from your project?	Children, young people and families in the parish this is the only play area in close walking distance. Visitors come to the recreation area during football and cricket matches and training, use this play area. Increase use for disabled users. Visitors who are using the cycle paths. This is the only outside meeting place in the parish where people cans meet. Isolation in rural communities can be an issue without conduits for meeting
How did you identify a need in the community for your project or service?	Community consultation has occurred at the school in Kidmore End with the school council on 2 occasions and during the parent teacher consultation evening. A public consultation was held in the pavilion at the recreation area where the play area is located on 28.2.2016 from 2pm to 4.30pm, local residents, including children and young people came to the consultation where it was possible to see designs and make comments.
What sustainable and/or energy saving measures does your project include or offer?	Having a local playarea means that families do not have to travel to other play areas, reducing fuel consumption. It also enables the older children to be more independent and walk to the play area, improving health outcomes. Both play areas have bark surfacing which degrades quickly and is expensive to replace, so the council is planning to remove the bark and have grass with safety surfacing reducing costs and making the surfacing morefinancially sustainable.
Consultation	
What consultation have you carried out with the community or professional advisors?	ROSPA safety inspections carried out each year on play equipment and the council is responding to advice following report on Gallowstree play area. For equipment and surfacing we consulted 3 play equipment companies. We met sales representatives at the 2 sites and gave them the outline of what was required so that we were able to consult on 9 designs. The quotes for the designs are not all comparable due to this process.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	To replace a large piece of play equipment at Gallowstree Common that is no longer fit for purpose stated by ROSPA at inspection in 2015 making the area fall out of use for older children as other equipment for younger children. To replace bark surfacing under existing equipment at Gallowstree Common and Kidmore End play areas as increases aceses fordisabled users,and the cost of replacing bark that disintegrates quickly is not sustainable or economically viable.
What new activities will take place because of this project?	The new piece of play equipment will improve the play potential in the play area. Due to safety issues some parts of the current piece of equipment have been removed making the equipment less interesting and less creative for children and young people. The council has carried out suggested repairs but this is not practicable or sustainable and not providing the best we can for the children and young people in the community

Photos of Kidmore End Parish Council Play are (Gallowstree Common) (we'll show videos and more photos at the panel meeting)



The fort is circled in red.

They'll replace the play surface for the whole play area (outlined in blue).

KIDMORE END (resurfacing only)



Sydenham Parish Council	Ref	SCap16\47
Play area equipment and field gate.		

Total project cost	£6,678	
Amount requested	£3,339	
Organisation's contribution	£3,339	Organisation's latest bank balance £20,853

Previous grants

2014-2015 - £3,000 for play equipment (multi frame unit).

Scoring

New facilities or activities		
This project will replace the wooden A-frame, the two swing frames and the surrounding groundwork (£6,598). It will also replace the pedestrian gate to the playing field by making it wider to improve access (£80).	Score	8/14
Community benefit		
The play areas are open to the whole community, but it's mainly the young people and their families who will benefit.	Score	12/14
Funding the project		
They've raised their 50 per cent contribution at the last Sydenham Fayre. Most of their other savings are ring-fenced for other projects leaving around £2,000 for emergencies.	Score	14/14
They haven't approached any other funders for this project.		
Consultation		
Their latest ROSPA report identified need for improvements to the equipment. They've collected feedback from locals on what equipment to install.		
<p>Comment from equalities officer: Good to see they are improving accessibility by installing the latched gate. Ideally, people should be able to operate it one-handed without twisting, and it shouldn't be heavy to open. If they replace the picnic bench, they should consider an accessible version.</p> <p>It is disappointing that they've not included any accessible play equipment. I would recommend at least adding a nest swing, but the following website offers some useful ideas for inclusive play equipment. I'm not recommending the company but am providing the information to give an idea of what is available. http://www.inclusiveplay.com/wp-content/uploads/2015/06/IP_Product_Catalogue.pdf</p>		
Project completion within timeframe		
They're planning to do the work between September and November, which would work with our decision-making schedule.		
Financial and project management plans		
We gave them a grant last year for a new climbing frame and during the officer site visit it appeared the areas around the equipment are also in need of improvement. It might have made more financial sense to have planned a large project to upgrade the whole play area rather than multiple small projects.		
OFFICER CONCERNS AND OTHER CONSIDERATIONS	Total score	34/42
	Recommended Grant	£3,339

Applicant responses	
Details of the project	To rejuvenate a key area of the Playing Field – a wooden A-Frame with slide, the swing frames and the surrounding ground work. This was identified in a recent RoSPA inspection (Dec 2015) of requiring attention to improve and maintain the required standards EN 1176 and EN1177. To also improve the accessibility to the Playing Field, as due to concerns regarding fly tipping and open access, we have had to close the main gate leaving just a kissing gate which does not allow for pushchairs, wheelchairs, children’s bikes or scooters to go through.
Financial statement from the organisation	£6,000 of this (in the reserve bank account) allocated for a project to link Sydenham village to the nearby Sustrans route and £7,905 for installation of a generator in the village hall. £4,500 - 6 months precept kept as reserve.
Statement about town/parish support	
Community benefit	
Who will benefit from your project?	The Playing Field provides a village hub, including seating, play equipment, football goals and cricket nets for the Cricket Club. With a diverse age range of children from babies to teenagers it is important we create a safe environment that they can hang out in, away from roads and other village areas. However, currently the kissing gate limits access, so people have to leave their pushchairs, bikes and scooters on the road verge.
How did you identify a need in the community for your project or service?	As a core Parish facility, the Playing Field has been an on-going feature in the monthly Parish Council meetings, with discussions about access and the replacement of some of the equipment. This has also involved concerns about visibility and the kissing gate and also having more challenging equipment, which is why we have been seeking community feedback. This has included conversations, email sent to the whole village seeking feedback and a newsletter article.
What sustainable and/or energy saving measures does your project include or offer?	As a rural community, in a conservation area, it is important to maintain the overall look and feel of the Playing Field. This is why we have opted for a similar wood style to the existing equipment (rather than metal or plastic). Equally important was sourcing a sustainable source of wood logs. As a result, through working with Heathfield Services, we have sourced durable Sweet Chestnut from Hampstead Norreys (26 miles away).
Consultation	
What consultation have you carried out with the community or professional advisors?	As a Parish Council we have long recognised that the Playing Field equipment had a limited timescale left. In reality we thought we had longer and have attempted to repair and maintain much of the equipment, however the latest RoSPA report has identified the timber components are decaying and affecting structural integrity of the slide A-Frame, plus the surface no longer meets the ISO requirements. So we have recognised that we now need to act.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	The new extra facilities will improve accessibility to the Playing Field by enabling pushchairs, wheelchairs, bikes and scooters to be able to actually enter the playing space safely. In addition, the new equipment will add an extra dynamic to the play equipment available for local children. This equipment is carefully designed to appeal to all age groups and be attractive to both girls and boys, where they can safely hang out, catch up and play.
What new activities will take place because of this project?	One aim is to improve accessibility and safety, particularly for those with disabilities or younger siblings in pushchairs. We also believe it’s important to encourage energetic and outdoor play through-out the year, which the new equipment would achieve. In addition, as a rural community, the children attend a wide variety of primary and secondary schools, and therefore are not always able to catch up with their local friends, which this will hopefully help address.

Photos of Sydenham Parish Council play area (we'll show videos and more photos at the panel meeting)



This is the item we funded last year

Clifton Hampden & Burcot Sea Scout Group	Ref	SCap16\62
Boating equipment		

Total project cost	£8,476	£4,038 10 x kayaks £1,848 10 x oars £2,590 2 x rowing boats
Amount requested	£4,238	
Organisation's contribution	£0	Organisation's latest bank balance £13,373
Other funding	£4,238	Secured from the Scout Association

Previous grants

None

Scoring

New facilities or activities		
The project will replace six kayaks and oars and buy four new kayaks, oars and two rowing boats, allowing the group to continue and expand their activities.	Score	11/14
Community benefit		
The equipment is only available to local scout groups (up to 120 young people). The new kayaks are suitable for disabled users, something their existing kayaks can't accommodate.	Score	7/14
Funding the project		
They're no longer contributing toward the cost, having secured 50 per cent of the cost from the Scout Association.	Score	13/14
On receiving this news they have decided to save their contribution as they are planning some work to their building in the future		
Consultation		
They don't appear to have carried out any consultation.		
Comment from the equalities officer: Kayaks can be accessible for people with disabilities, but this may be dependent on the accessibility of the landing area, which has not been referenced in the bid so it is unclear if people with disabilities will benefit from the new equipment.		
Comment from the Sports participation officer: I agree with giving the full amount requested.		
Project completion within timeframe		
They plan to buy the equipment in August, which would work with our decision-making schedule.		
Financial and project management plans		
They have enough funds to cover their contribution and potentially more.		
They may be able to contribute more.	Total score	31/42
	Recommended Grant	£4,238

Applicant responses	
Details of the project	We need to replace our boating equipment to provide Boating facilities to the Scouts within the local vicinity. (All scouts groups in the local area are able to come and use the equipment with the active leaders.
Financial statement from the organisation	Commitments : ~Capitation : £2,600 due in April - Equipment Expenditure - £660
Statement about town/parish support	The Parish Council are doing many things for the scout group in facilities management and other funding options.
Community benefit	
Who will benefit from your project?	Scout Groups Cub Groups Beaver Groups Explorer Groups Kayaking, Canoeing and Pulling equipment on the river must be used by qualified leaders. At the moment we would be unable to loan out the equipment to other groups other than Scout groups If we were approached by a group who could provide their own qualified leaders and insurance then we would allow the equipment to be loaned out (as an example the Riverside Centre in Oxford)
How did you identify a need in the community for your project or service?	The scout group in Clifton Hampden is a thriving scout group with good numbers throughout all sections from Beavers through to Explorers (we have approximately 120 children on the books at this point in time) and we serve the community locally and through the Thames Chiltern District. If the equipment becomes unusable, we will not have an ability to offer the sea scout facilities that we currently do
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?	Not applicable? The leaders are all qualified / permitted to lead the scouts in these activities and are required to inspect the boats every year and every 3 years require an external inspection.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	The project will have new facilities for Gig Pulling, it will increase the overall number of Scouts we can have on the water.
What new activities will take place because of this project?	1. providing more advanced training to all of the scout groups in the district 2. The enhancement in the Gig will allow us to go to competition standard on many of the current levels 3. taking scouts & Explorers to UK BCC 2* qualifications 4. Running taster sessions for children within the District

Photos of Clifton Hampden Sea Scouts (we'll show videos and more photos at the panel meeting)



Shiplake Parish Council	Ref	SCap16\64
Replacing two parish noticeboards		

Total project cost	£2,650	
Amount requested	£1,325	
Organisation's contribution	£1,325	Organisation's latest bank balance £75,132

Previous grants

£6,150 - play equipment

Scoring

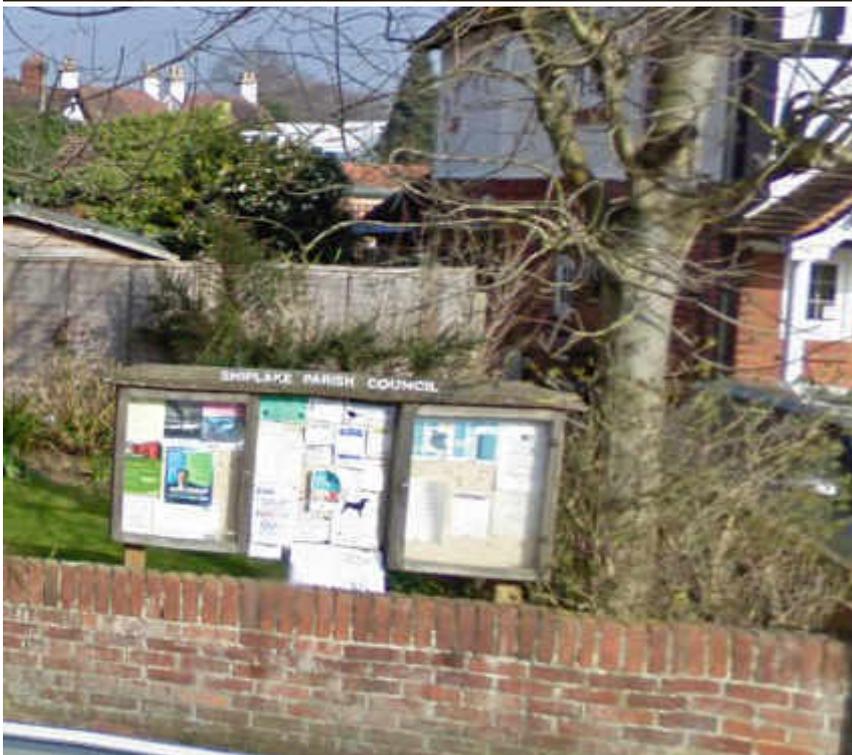
New facilities or activities		
The project will replace two worn notice boards in the village (Station Road and Plowden Way).	Score	6/14
Community benefit		
The whole community can benefit from the noticeboards, although the scale of benefit is small.	Score	14/14
Funding the project		
They are funding the other 50 per cent themselves and the financial information provided shows they may not need external funding for the project. They mention funding road safety improvements, but don't say how much this will cost.	Score	11/14
Consultation		
Replacing the existing boards doesn't lend itself to public or professional consultation.		
Project completion within timeframe		
They want to purchase the boards in September, which will work with our decision-making schedule.		
Financial and project management plans		
They will maintain the new boards as part of their general maintenance around the parish each year and have budgeted accordingly.		
They may not need external funding to complete the project.	Total score	31/42
	Recommended Grant	£1,325

Applicant responses	
Details of the project	Install two new parish noticeboards
Financial statement from the organisation	road safety improvements
Statement about town/parish support	
Community benefit	
Who will benefit from your project?	All Residents of Shiplake Parish
How did you identify a need in the community for your project or service?	existing noticeboards in very dilapidated condition ,cork pin board delaminating due to weather
What sustainable and/or energy saving measures does your project include or offer?	use of wood from sustainable sources
Consultation	
What consultation have you carried out with the community or professional advisors?	noticeboards inspected by contractor who indicates that they need replacing actions agreed by councillors at PC meeting
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	improve quality of display of communications with residents
What new activities will take place because of this project?	allows existing activities to continue

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



Plowden Way



Station Road

River & Rowing Museum (Henley)	Ref	SCap16\49
New roof section		

Total project cost	£171,942	
Amount requested	£85,971	
Organisation's contribution	£85,971	Organisation's latest bank balance £3,572,986

Previous grants

None

Scoring

New facilities or activities		
The project will install a canopy roof over the existing flat roof to reduce leaks and standing water. The project won't result in new activities or facilities but will stop water leaks and improve the health and safety, as most leaks are around electrical fittings.	Score	8/14
Community benefit		
The whole community can benefit from the museum (for an entrance fee) however, this specific project offers little direct benefit to users.	Score	11/14
Funding the project		
They are funding 50 per cent themselves and haven't approached other funding bodies. They have £3,572,986 million in reserves, however £3,387,911 million is held in endowment funds that are hard to access. This leaves £185,075 for general operating costs and their contribution to this project, so they may be able to contribute more.	Score	12/14
Consultation		
The project doesn't lend itself to public consultation but they consulted architects to design the new roof section.		
Project completion within timeframe		
They want to start work in October 2016, which may be an issue given our decision-making and post-award requirements.		
They'll need to enter into a grant agreement with us and place a restriction on the registered title before starting work. This process takes a minimum of three months from our decision date (July).		
Financial and project management plans		
They have a maintenance team on staff at the museum who will take on the upkeep of the new roof in their regular work.		
OFFICER CONCERNS AND OTHER CONSIDERATIONS	Total score	31/42
They may be able to contribute more.	Recommended Grant	£85,971

Applicant responses	
Details of the project	The main part of the Museum (RRM) comprises two linked buildings with steeply pitched rooves with a flat gully between the two housing air handling equipment/ water tanks. This extensive flat roof area leaks badly affecting the galleries beneath. Because of all the equipment on the flat roof, we need to install an additional roof over this gully as the flat roof covering cannot be made wholly watertight, because of the air handling ducts that perforate it.
Financial statement from the organisation	The cash balances of £1,257,486 (Citibank) and £1,262,925 held through Dynamic Cash Management, plus £867,500 of the balance held at Barclays, constitute part of the Endowment Fund, which as directed by the Trustees, remains invested to generate a source of operating income. This leaves a remaining cash balance at Barclays of £185,075 which is used to meet the working capital needs of the Museum and will also be used to fund the budgeted deficit
Statement about town/parish support	<p>Henley on Thames Town Council (HTC) provides an annual support grant of £10,000 to the Museum but doesn't have a capital grants scheme. They've given consent for works and a charge on Title in favour of SODC if required. HTC are unable to support our capital scheme further hence this application to SODC.</p> <p>Through Henley Town Councillor Will Hamilton, the Museum has been recommended to apply to SODC Capital Scheme by Council Leader John Cotton.</p>
Community benefit	
Who will benefit from your project?	The building is visited by about 100,000 visitors each year and our extensive range of community partnerships include our work with more than 11,000 children from 230 schools. We initiate partnerships with organisations such as Henley College, Age UK, Henley Youth Festival, Arts Award and the British Museum amongst others to ensure the Museum is of real value to all the communities of South Oxfordshire. We attract funding and significant numbers of visitors to Henley.
How did you identify a need in the community for your project or service?	This project installs a new roof, rather than new publicly facilities. Other than seeking the view of HTC who support the Museum with an annual grant, we did not consult publicly. HTC funding is confirmed for 16/17 and 17/18. We provide free admission for local children following a negotiation with HTC of their priorities and believe they only provide this support because they are convinced we help them deliver for Henley on Thames.
What sustainable and/or energy saving measures does your project include or offer?	The new roof structure does not add any energy saving measures. We consider the installation of solar panels but this coincided with the removal of government subsidies and was therefore not financially viable.
Consultation	
What consultation have you carried out with the community or professional advisors?	<p>Community Consultation was undertaken by seeking the consent of HTC who have discussed and approved the various stages of the feasibility, planning and delivery process to date. This has been undertaken through Town Clerk, various committees, Full Council and subsequently the Mayor Cllr Hillier, and Cllr Will Hamilton.</p> <p>We consulted with architects to address the clearly proven need for the project (water coming through the roof)</p>
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	This project creates a new roof over an existing one as the existing roof leaks badly and cannot be replaced on a like for like basis to provide a watertight seal. Parts of the building will fall out of use if the project does not proceed and this could affect the viability of the entire operation, and our ability to protect the significant museum collections in our care.
What new activities will take place because of this project?	<p>This project will allow the existing operation of the River & Rowing Museum to continue as now. We currently receive about 100,00 visitors annually to the building from residents and visitors to the town.</p> <p>Failure to deliver the project could jeopardise the Museums's ability to care for the collections, receive national and international touring exhibitions, and open to the public.</p>

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



New roof will go approximately where the blue arch is.

Peppard War Memorial Hall	Ref	SCap16\34
Roof, window and lighting improvements		

Total project cost	£53,893	
Amount requested	£20,000	
Organisation's contribution	£20,000	Organisation's latest bank balance £18,844
Other funding	£13,893	£5,000 secured from the parish council

Previous grants

2014/15 - £4,728 Changing rooms and toilet improvements

Scoring

New facilities or activities		
The project will replace the existing roof (£30,936), improve the lighting and ceiling insulation (£21,395) and treat some asbestos (£1,562).	Score	10/14
The work will improve the building's efficiency but won't directly result in any new activities or facilities.		
Community benefit		
While there isn't a direct benefit to the community they can benefit from the energy saving improvements in the long run.	Score	11/14
Funding the project		
They're planning to contribute 37.11 per cent but don't currently have this available. They're confident they will have it all before they start work in August 2016.	Score	10/14
They've secured £5,000 from the parish council and have requested grants from other organisations for the balance needed.		
Consultation		
They commissioned an energy audit, which suggested replacing the insulation and lighting among possible improvements. They have kept their users and trustees up to date as the project progresses, but improvements of this kind don't lend themselves to public consultation.		
Comment from the Energy Strategy and Projects Officer: while the project implements much of their energy audit they could consider the location of light, 'zoned' controls and presence detection to reduce how many are on at any time.		
They don't specifically mention replacing the tungsten lighting above the stage and I recommend they look at changing this and the pipe lagging recommended in the report (if it's not already been done) either as part of this project or as a future project.		
Project completion within timeframe		
They want to start work in August, which should work with our decision-making schedule, but will be dependent on them securing all the other funding required.		
Financial and project management plans		
Replacing the roof before there's a major leak means they can schedule the work for convenient times and avoids the added cost of making good any water damage if they waited to do the work until the roof fails.		
They have managed improvements to the hall previously and have scheduled the work during their quietest period to minimise disruption to users.		
OFFICER CONCERNS AND OTHER CONSIDERATIONS		
Officers have some concerns around the start date/finances for the project as the organisation has no buffer should the project overspend or other grant requests are unsuccessful.	Total score	31/42
	Recommended Grant	£20,000

Applicant responses	
Details of the project	<p>External Work - Removal of the existing asbestos roof tiles and safely bagging for disposal, checking that the tongue and groove boarding is secure and replacing damaged areas where required, removal of redundant dormer windows. Install felt and batton roof over breather membrane and covering all areas with lightweight man made slates.</p> <p>Internal Work - Remove existing suspended ceiling to main hall, stage area and lobby. Install new suspended ceiling incorporating required thermal insulation to meet recommendations of thermal imaging survey carried out in March 2015. Install improved LED lighting to reduce electricity bills.</p>
Financial statement from the organisation	There are no other projects currently planned in parallel with this project. Any other financial commitments will be related to other ongoing maintenance of general hall facilities. Generally these are carried out by the hall manager with minimum cost impact.
Statement about town/parish support	Rotherfield Peppard Parish Council has included a precept in their annual budget towards this project and currently this totals £5,000. Reference to confirmation noted above.
Community benefit	
Who will benefit from your project?	Blood transfusion service, Senior citizens activities, Mother and Toddler Groups, General keep fit activities for all ages, Local school activities including dance classes and play productions, Chiltern Players Drama Group, Table Tennis Club, Children's parties, wide range of social evenings, Film Nights, Wedding celebrations, Wakes, Folk club activities, Coffee mornings, Pariah Council AGM and other committee meetings. Overall the hall is used on average 5 hours per day throughout the year
How did you identify a need in the community for your project or service?	The users of the hall are represented by the Trustees of the hall committee. The overall project was reviewed with the Trustees back in 2014 when a 5 year lookahead of the scope of work to the project was presented and agreed. The Trustees have been kept informed through the development of the project through to its current status during regular Trustee meetings. Overall the trustees provide feedback from the organisations they represent on an ongoing basis.
What sustainable and/or energy saving measures does your project include or offer?	Toe2 volunteered an energy audit through Brookes University and this was carried out on 11 December 2014. The final report was issued in January 2015 where it confirmed most heat being lost through the roof because of lack of insulation. PWMH carried out its own thermal imaging survey 20 March 2015 with Veronica Leeke. The results confirmed the Toe2 findings. Reports confirmed that energy savings were magnitude £400 pa and increasing as costs rose.
Consultation	
What consultation have you carried out with the community or professional advisors?	<p>The overall project was reviewed with the SODC buildings inspector on 7 July 2014. Here it was confirmed that external insulation to the underside of the roof would not be accepted. It was agreed that the insulation would have to be included above the suspended ceiling.</p> <p>The overall project was again reviewed with the SODC buildings inspector on 18 February including sketches for review and approval of the insulation thickness and venting above suspended ceiling.</p>
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	<p>The external work of the project is to replace the existing asbestos tiled roof installed in 1921 with a new roof. This will be made of grey coloured lightweight slates overlaid onto a felt and batton roof incorporating a new breathable membrane.</p> <p>The internal work of the project is to replace the existing suspended ceiling with new to incorporate 300mm of thermal insulation. Also, to incorporate a new LED lighting system.</p>
What new activities will take place because of this project?	<p>The new internal ceiling and lighting will improve the ambiance of the hall. This will enable current activities to continue in an improved environment especially with improved control of the heating. The improved lighting will possibly attract new activities such as painting classes or commercial presentations.</p> <p>The new external roof will make secure the water tightness and will incorporate venting of the area above the insulated suspended ceiling.</p>

Photos of Peppard War Memorial Hall (we'll show videos and more photos at the panel meeting)



Stanton St John Parish Council	Ref	SCap16\55
Play area improvements		

Total project cost	£39,699	
Amount requested	£19,699	
Organisation's contribution	£0	Organisation's latest bank balance £17,543
Other funding	£20,000	All unsecured

Previous grants

None

Scoring

New facilities or activities		
The project will replace and improve a large proportion of the play area equipment.	Score	10/14
Community benefit		
The play areas are open to the whole community, but it's mainly the young people and their families who will benefit.	Score	12/14
Funding the project		
The parish council is not contributing to the cost of the project. They are keeping their reserves back in case they decide to carry out some other projects in the future.	Score	7/14
They've applied to other funders for the balance, but haven't secured any grants yet.		
Consultation		
They consulted parent and toddler groups on the design. They considered numerous designed to ensure good value for money and dynamic equipment.		
<p>Comment from equalities officer: There is one piece of inclusive play equipment but it's a shame the other equipment is not wheelchair accessible as there are other alternatives such as the following: http://www.inclusiveplay.com/wp-content/uploads/2015/06/IP_Product_Catalogue.pdf (I'm not recommending this supplier, just using it as an example of the equipment available.)</p> <p>Their chosen supplier has an inclusive catalogue, so they may have something similar to the above.</p> <p>I am concerned that the rubber mulch won't be accessible for wheelchair users, so would encourage the applicant to consider an alternative compact material.</p>		
Project completion within timeframe		
They want to start work in September, which works with our decision-making schedule, but will depend on them securing all their funding in time.		
Financial and project management plans		
The rest of their funding is unsecured but there is no time pressure of a start date.		
The current play area looks well looked after even though it is coming to the end of its life.		
<p>OFFICER CONCERNS AND OTHER CONSIDERATIONS</p> <p>They could potentially contribute to the cost of this confirmed project instead of holding reserves for projects they haven't confirmed will take place.</p>	Total score	29/42
	Recommended Grant	£19,699

Applicant responses	
Details of the project	replacing the old play area equipment which is now 15 years old and beginning to rot
Financial statement from the organisation	Reserves are for other parish council projects and running costs. Projects being considered include improving road safety on the B4027 through the village (£3,195), 20mph speed limit in the village (£5,500), repair of village raised pavements (£2,000), improving the recreation ground (£2,000) and a neighbourhood plan (£5,000). Also may need to contribute to setting up any community transport service due to the removal of bus subsidies.
Statement about town/parish support	
Community benefit	
Who will benefit from your project?	All children in the parish and surrounding villages. This will also benefit adults in the parish by creating a safe place for children to play rather than more dangerous or less desirable places in the village. It will also help parents and carers by providing a place to meet and create an informal support network.
How did you identify a need in the community for your project or service?	The need was identified by the playground inspection report and parents report a need to maintain a play area for children. Consultation has been had by asking the mother and toddler group what equipment they would like. Wider members of the parish have been consulted at parish council meetings and views requested in the parish magazine.
What sustainable and/or energy saving measures does your project include or offer?	None
Consultation	
What consultation have you carried out with the community or professional advisors?	Schemes and quotes from professional play equipment contractors
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	This will replace the existing facilities which are coming to the end of their life. We hope to also improve the facilities by making the play equipment more accessible.
What new activities will take place because of this project?	This will allow existing activities to continue as they are and may provide more accessible play options.

Photos of Stanton St John play area (we'll show videos and more photos at the panel meeting)



The Henley Amateur Operatic and Dramatic Society (HAODS)	Ref	SCap16\69
Stage and studio upgrade		

Total project cost	£14,204	
Amount requested	£7,102	
Organisation's contribution	£7,102	Organisation's latest bank balance £22,850

Previous grants

None

Scoring

New facilities or activities		
This project will replace the stage curtains and frames/tracks (£6,357), purchase some furniture (£2,735) and lighting/audio equipment (£5,112).	Score	10/14
Community benefit		
The operatic society is the main beneficiary, although other drama/performing arts groups can book the space and use the facilities. The many of the other groups using the space (like fitness classes) aren't likely to benefit from these purchases.	Score	9/14
Funding the project		
They're funding the other 50 per cent themselves. The information provided states they have £8,370 ring-fenced for this project, which means they only need £5,834 from us.	Score	11/14
The town council isn't contributing but suggested they apply to the district council.		
Consultation		
They don't have any formal consultation, but informal feedback from users shows they'd like a smaller performance venue in the town and have support from local groups.		
Project completion within timeframe		
They want to start work in August, which should work with our decision-making schedule		
Financial and project management plans		
They have their contribution in place and most of the work will take place during their quietest period.		
OFFICER CONCERNS AND OTHER CONSIDERATIONS	Total score	30/42
As they have confirmed they have £8,370 ring fenced towards this specific project they only need £5,834 from us, not the £7,102 requested, so officers are only suggesting an award of £5,834 despite their score.	Recommended Grant	£5,834 (see officer concern)

Applicant responses	
Details of the project	To upgrade our rehearsal room to a multi functioning performance space.
Financial statement from the organisation	Current account balance is required for ongoing operational costs £9,119 at 3 March 2016 (£8,625 at 23 March 2016). The Deposit Account of £14,000 includes a 'Studio Improvement Fund' balance of £8,370 specifically fund raised for this improvement project. The remaining £5,630 is to earmarked for a separate kitchen improvement project.
Statement about town/parish support	Yes, they suggested we apply for capital funding from SODC as the project fulfills the criteria for the grant scheme in that it benefits the community and would provide long lasting resources and facilities for diverse groups benefiting from performing in the arts. HAODS is open to all members of society and particularly fills a void in Henley for youngster for whom youth facilities have recently been withdrawn.
Community benefit	
Who will benefit from your project?	Members of HAODS (120 members, 95% of whom live in Henley) The Henley Players Henley Youth Festival Henley Fringe Festival Henley Literary Festival Residents of Henley due to an additional low-cost, high quality entertainment venue. Senior fitness groups use the space for activities. Stageworks Childrens' Performing Arts School (run by Emma Jane Taylor) Acorn Theatre Group (run by Gail Rosier) Henley Childrens' Theatre Group (run by Muffin Hurst) Poetry reading groups of mixed ages.
How did you identify a need in the community for your project or service?	Talking to the many users of the space currently. Other venues in Henley are too large, impersonal or not appropriate for the type of events. There is a clear lack of this type of small versatile space in Henley or nearby. Interest has been expressed by other potential users, eg the Oxfordshire Drama Network which incorporates 27 other drama societies, the Reading Operatic Society and poetry readers groups.
What sustainable and/or energy saving measures does your project include or offer?	Planning to use LED lighting. New stage lights are more energy efficient. Cannot install solar panels due to being in a conservation area.
Consultation	
What consultation have you carried out with the community or professional advisors?	Letters from various consultants and users will follow shortly.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	The new staging, curtains and rails would provide a versatile 'black box' performance space (a blank canvas for any type of performance). The stage area can be a 'runway' shape, or 'theatre in the round', or a traditional rectangular area. This will allow much greater use of the space, and more diverse performances or functions. The sound and lighting equipment would complement the stage set-up. The curtains would form wings and a small backstage area.
What new activities will take place because of this project?	The versatility of the staging would facilitate youth groups and workshops, including fringe events such as small cast plays, poetry readings and musicals, and allow classical and jazz concerts, and much greater use by Henley Youth Festival. The use of round tables will transform the space into a jazz club style venue. The extra 'legs' for the staging will allow the stage blocks to be at differing heights thereby incorporating it into the stage set.

Photos of Henley Amateur Operatic and Dramatic Society (we'll show videos and more photos at the panel meeting)



Cuxham with Easington Parish	Ref	SCap16\66
Defibrillator		

Total project cost	£2,316	
Amount requested	£2,316	
Organisation's contribution	£0	Organisation's latest bank balance £7,424

Previous grants

None

This applicant was given permission to request 100 per cent of the cost during the application stage, but the panel must decide if there are sufficient reasons to recommend an exceptional award.

Scoring

New facilities or activities		
This project will install defibrillator in the old phone box for the community's use.	Score	14/14
Community benefit		
This whole community can benefit.	Score	14/14
Funding the project		
They've requested 100 per cent funding on the basis that they don't raise a precept to contribute to the cost themselves however, the financial information provided suggests they could potentially contribute.	Score	3/14
There is also other external funding they could apply for towards defibrillator purchases e.g. British Heart Foundation.		
Because they could potentially raise funds for the project from other sources, officers don't recommend awarding more than 50 per cent of the total cost.		
Consultation		
They've consulted with health organisations around the benefits of this equipment.		
Project completion within timeframe		
They want to make the purchase in August, which should work with our decision-making schedule but they would need to raise the other 50 per cent before starting.		
Financial and project management plans		
While they refer to some potential financial commitments in the future, they don't give any figures to make it clear what they could contribute to this project.		
OFFICER CONCERNS AND OTHER CONSIDERATIONS		
Officer's don't support an exceptional award and suggest awarding 50 per cent of the total cost (£1,158). There is insufficient evidence to support an exceptional award, as they could apply to other funds and they have reserves they could potentially use towards the cost. Once installed, we recommend they register the unit with their local ambulance trust.	Total score	31/42
	Recommended Grant	£1,158 See officer concern

Applicant responses	
Details of the project	Installation of life saving equipment (AED unit) in telephone kiosk, Cuxham.
Financial statement from the organisation	Financial commitments for Cuxham include the ongoing insurance and maintenance of our village hall. We are also installing emergency equipment following floods in 2014.
Statement about town/parish support	
Community benefit	
Who will benefit from your project?	All of the community in Cuxham could potentially benefit from the project. Any person driving on the B480 and all local remote residents could benefit from this life saving equipment and responder.
How did you identify a need in the community for your project or service?	We have discussed the project locally and agreed through our consultative parish meeting to pursue the project.
What sustainable and/or energy saving measures does your project include or offer?	Sustainability is defined as the ability to endure. Saving a fellow human beings life is therefore of great sustainable benefit.
Consultation	
What consultation have you carried out with the community or professional advisors?	I have spoken to the Resuscitation Council UK, the Community Heartbeat Trust and SouthCentral Ambulance Service. All have stated the benefits in response time and the life saving potential of this project.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	The AED unit would be an entirely new facility. There are no such safety equipment within the vicinity of Cuxham. There are no existing AED units in Cuxham; the nearest units would be in the doctor's reception in Watlington or Chalgrove. (Source: South Central Ambulance Service) There is a defibrillator in Britwell Salome, however, this is over the hill from Cuxham and to drive either way around the hill is 2.7 – 3.5 miles,
What new activities will take place because of this project?	This is a life saving project. The project aim would enhance our life saving capabilities locally and crucially better respond to a life threatening cardiac arrest.

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



Chinnor Village Hall	Ref	SCap16\58
Resurfacing front car park		

Total project cost	£10,944	
Amount requested	£4,444	
Organisation's contribution	£1,000	Organisation's latest bank balance £9,799
Other funding	£5,500	Requested in S106 funds

Previous grants

2014-15 - £45,930 Main hall upgrade (stage, acoustics and other internal)

2008 - £250,000 Refurbishment and extension of Chinnor Village Hall

Scoring

New facilities or activities		
The project will resurface their existing front car park. If the layout includes spaces for disabled users this score could increase up to 10 points.	Score	6/14
Community benefit		
Anyone visiting the hall by car could benefit. They should consider allocating some spaces specifically for disabled users, making sure they are the recommended dimensions.	Score	14/14
Funding the project		
They're contributing £1,000 (9.14 per cent) themselves and have applied for S106 for the other 50.26 per cent. If the S106 is confirmed when the panel meet this could increase to 14 points.	Score	10/14
Given their policy to keep three months operating costs in reserve they are contributing about as much as they can to this project.		
Consultation		
They didn't provide any evidence of consultation with their application, but they identified the need through their recent health and safety risk assessment.		
Comments from equalities officer: As they appear to have an accessible entrance leading from this car park it would be preferable that they include at least one accessible parking space, lined in accordance with Part M of the building regulations.		
Project completion within timeframe		
They want to start work in August, which should work with our decision-making schedule		
Financial and project management plans		
They're contributing a reasonable amount given their reserves and other identified costs. The maintenance costs for the first three years are minimal but they plan to cover the long-term maintenance costs using income from the hall.		
They should include some disabled spaces in the new layout, making sure they meet the recommended dimensions.	Total score	30/42
	Recommended Grant	£4,444

Applicant responses	
Details of the project	Resurface and Marking out of the front Car Park due to its uneven surface presenting potential trip hazards which constitute a Health and Safety issue considering the wide use of the Hall by local residents of all ages including elderly, disabled and parents with pushchairs.
Financial statement from the organisation	The current running cost of Chinnor Village Hall amounts to approx £2400 per month and as such the Village Hall Committee feel that it is prudent to ensure that 3 months running costs are held at all times which constitutes £7200
Statement about town/parish support	Chinnor Parish Council support application for S106 funding of £5500 under Chinnor Village Hall S106 allocation - confirmation from SODC awaited.
Community benefit	
Who will benefit from your project?	Users includes Elderly, Disabled, Toddlers and pre school for a range of sport and leisure activities. Children Dance, Drama, Indoor Football, Kindergym, Martial Arts, Youth Theatre, , Guide Pack, Toddler Musical Mayhem, Tiddlypeeps, Adult Badminton, Ballroom, Keep Fit, Pilates, Indoor Bowls, Exercise Dance, U3A, Theatrical Groups, Royal British Legion, Blood Donor Sessions, Senior Citizens Functions, Children & Adult Parties, Wedding & Christening Receptions, Craft Sales & Fairs, Charity Events,, Local, District & County Council use.
How did you identify a need in the community for your project or service?	Car Park in dire need of resurfacing with Chinnor Village Hall fearful of insurance claims from potential injuries caused by trips.
What sustainable and/or energy saving measures does your project include or offer?	N/A
Consultation	
What consultation have you carried out with the community or professional advisors?	Surfacing and Civil Engineers Contractors reports.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	Will replace like for like but will improve Health and Safety issues as well as satisfying insurance aspects. (Officer comment: The project will work on the front car park. A grant in 2008 made improvements to the back car park.)
What new activities will take place because of this project?	Improved safety for pedestrians

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



Krakatoa Preschool (Brightwell-cum-Sotwell)	Ref	SCap16\44
Outdoor resurfacing and benches		

Total project cost	£12,244	
Amount requested	£6,122	
Organisation's contribution	£6,122	Organisation's latest bank balance £20,840

Previous grants

None

Scoring

New facilities or activities		
The project will resurface the outdoor play area (£10,020), install some seating and a sand pit (£2,224), replacing the existing facilities.	Score	6/14
Community benefit		
Only the preschool children will benefit from the improvements, currently 20 children per day. Although located in a community hall no other groups have access to the play area, limiting the beneficiaries.	Score	5/14
Funding the project		
They're funding the other 50 per cent themselves. While they have some other financial commitments, they also receive regular income to cover the majority of these ongoing costs, so they might be able to contribute more if necessary.	Score	12/14
Consultation		
The project didn't lend itself to consultation.		
Project completion within timeframe		
They want to start work in August, which should work with our decision-making schedule		
Financial and project management plans		
They didn't provide a project management plan, but they want to do the work during the summer holiday when they are quiet/closed.		
OFFICER CONCERNS AND OTHER CONSIDERATIONS They might be able to afford more themselves. Based on their score officers have recommended awarding 60 per cent of the requested amount.	Total score	23/42
	Recommended Grant	£3,673 (See officer comment)

Applicant responses	
Details of the project	Resurfacing the outdoor play area for Krakatoa Preschool catering for local children between the ages of two and a half to five years. The current surface is becoming dangerous due to protruding tree roots and mud rising through it in places. During the winter months it becomes extremely slippery and cannot be used.
Financial statement from the organisation	As a registered charity we have to keep a certain amount of funding in reserve (£7,000). The remaining £6000 in our project account is for the resurfacing. The £7,000 in the current account is for ongoing costs - staffing (£2,000 per month), rent (£1,800 per term), insurance, consumables, pension set up costs, payroll fees, membership fees and resources). Our current account balance varies hugely depending on when in the month/ term.
Statement about town/parish support	I I discussed our situation with Caroline Hjorth who is the Chair of our Parish Council and funding is not available for our resurfacing project which is why she brought the Grant Application to my attention.
Community benefit	
Who will benefit from your project?	Krakatoa Preschool Pupils Local Children Local Parents
How did you identify a need in the community for your project or service?	The need has arisen due to the degradation of the existing surface which is in use nearly every weekday. We have conducted a verbal consultation of parents with children at the preschool and contacted local residents through the facebook page Lewknor Life. The published letter is attached below. We have had lots of supportive comments. All agree that replacement is necessary and it should have little impact on the community whilst being undertaken.
What sustainable and/or energy saving measures does your project include or offer?	The base surface that we would prefer to put down is produced from recycled rubber from worn tyres. This chipped rubber provides the ideal base for a shock absorbing surface and also presents an ideal use for a material which presents a serious environmental impact. By using this recycled product we are limiting the amount of virgin resources used in the process and also alleviating the problem of mounting rubber tyre waste.
Consultation	
What consultation have you carried out with the community or professional advisors?	We have obtained approximately 5 separate quotes with four of these having a site visit before an estimate was produced.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	The project will resurface and provide some equipment for the preschools outside play area. This area is currently unsafe in the winter months due to the slippery surface and also at times dangerous in the summer due to a tree root starting to protrude through the surface. The local children are our main pupils at the preschool and this would benefit them as well as users of the hall for non preschool events.
What new activities will take place because of this project?	The outdoor area is the very best place for Krakatoa preschoolers to practice and master emerging physical skills throughout the year without interruption. It is in the outdoors that children can fully and freely experience motor skills like running, leaping, and jumping. It is also the most appropriate area for the practice of ball-handling skills, like throwing and catching. The project will allow us to increase time spent in the outdoor environment and physical education.

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



Henley Cricket Club	Ref	SCap16\70
Resurface the access track and machinery		

Total project cost	£55,351	
Amount requested	£27,676	
Organisation's contribution	£0	Organisation's latest bank balance £42,981
Other funding	£27,676	All pending from Henley Town Council

Previous grants

2009/10 - £250,000 - new cricket pavilion (with community use)

Scoring

New facilities or activities		
The project will replace and buy some new grounds maintenance equipment (£27,899) and resurface the access road and footpath to the pavilion (£27,452).	Score	8/14
Community benefit		
Any users of the cricket grounds/pavilion could benefit from the improved road surface. Their main users are cricket club members and spectators, but some other groups use it occasionally. They'll also save money by owning their own machinery instead of paying sub-contractors to visit with the required equipment.	Score	7/14
Funding the project		
They've applied to the town council for the other 50 per cent of the costs. It's not clear if these would be loans or grants. The organisation had at least £43,000 in the bank when they applied, but aren't contributing to the project. They require £20,000 for their ongoing cash flow needs which may or may not include loan repayments to the town council. This potentially leaves £23,000 available for other uses like this project.	Score	7/14
Consultation		
They spoke with the town council about sharing equipment, but this option wasn't possible. This appears to be the only consultation on this project. Comment from the Sports participation officer: The resurfacing work seems expensive, but they need the machinery and it will make long-term savings so I agree with the officer's award recommendation.		
Project completion within timeframe		
They hope to start work in August, which is unlikely given our decision-making and post-award requirements and the fact they may not have all their funding in place by then. They'll need to enter into a grant agreement with us and place a restriction on the registered title before starting work. This process takes a minimum of three months from our decision date (July).		
Financial and project management plans		
Their timeline for the project is ambitious given their funding situation and the requirements of our grant if awarded. The project depends on two grants/loans from the town council, one of which they won't decide until August 2016.		
OFFICER CONCERNS AND OTHER CONSIDERATIONS	Total score	22/42
This project is located just outside the district boundary line. Based on the financial information provided, they could potentially contribute to the cost themselves. Officers have concerns about the start date and finances for the project, as the town council loan isn't guaranteed. Based on their score officers have recommended awarding 60 per cent of the requested amount.	Recommended Grant	£16,606 (See officer comment)

Applicant responses	
Details of the project	<p>Raising funds to provide new and replacement ground maintenance machinery. Plus complete renovation of unmade access road, parking area and access path. The new machinery will enable us to carry out work at the ground that we currently sub-contract, thus saving money in the longterm.</p> <p>The access track needs constant attention and becomes extremely muddy in wet conditions, causing difficulties in accessing the pavilion for community use. Both machinery purchase/replacement and permanent access attention has been delayed due to cash constraints while paying off Town Council ground purchase loan over past ten years. Of the £200K borrowed we have repaid £144K + £37K in interest. Our determination to repay the loan asap is to avoid leaving future generations of members with a legacy of debt inflating by 3% pa.</p>
Financial statement from the organisation	<p>HTC loan balance stands at £56K and attracts 3% pa. We intend to repay this at £15K pa + interest [£1680 in 2016].</p> <p>The current balances reflect the receipt of sponsorship funding for the Schools Programme we run - it commences post Easter.</p> <p>Club running costs account for the regular income the Club receives from subscriptions, bar, hire charges, othersponsorship and advertising. A float of £20K is required for general running costs due to fluctuatingcashflow.</p>
Statement about town/parish support	<p>Yes, we have met with the Finance, Strategy & Management Committee and had several meetings with the Value for Money group. They have agreed in principle and subject to approval by the FS&M and full Council, to match any SODC grant.</p>
Community benefit	
Who will benefit from your project?	<p>Machinery - Principal beneficiaries will be members, as the ownership of the new machinery will facilitate ground maintenance cost savings over the long term. Subcontracting costs vary by year, but in the past 3 years amounted to £26K.</p> <p>Access - Mesh+ scalplings, or porous tarmac treatment will eliminate an annual repair bill of £2-3K. Repairs that rarely last beyond a following wet weather period. All users will benefit, particularly wheelchair, mobility scooters and pushchair users.</p>
How did you identify a need in the community for your project or service?	<p>The cricket club is a community based sports club with coaches actively engaging with youngsters in schools and holiday activities.</p> <p>There are also many community functions held at this attractive venue - the track improvements will provide a considerable incentive for more of these particularly in the winter when the ground becomes muddy and precarious for walking or disabled access. There are many comments to this effect.</p>
What sustainable and/or energy saving measures does your project include or offer?	<p>Machinery - In the case of the Roller we plan to have it fitted with Kubola Diesel Low Emission Engine</p> <p>Access Improvement - A permanent solution will avoid the need for frequent deliveries of 'in-fill' material from carbon emitting vehicles and the use of machinery to undertake the maintenance.</p>
Consultation	
What consultation have you carried out with the community or professional advisors?	<p>Machinery - We have consulted with HTC Parks Management and the HTC Accountant to explore options for machinery sharing and to discuss our reasons for wishing to invest in the new machinery. It was their view that sharing is not an option as their machinery is not compatible with our specialised requirements.</p> <p>Access - Regular maintenance runs at £2-3K pa. Repairs rarely last beyond the following heavy rainfall period. A permanent solution long overdue.</p>
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	<p>The new machinery will save money in the long run as it will enable us to carry out essential work ourselves, rather than subcontracting.</p> <p>The improvement to the access track will make hiring of the Pavilion a more practical and attractive proposition during the wet months of winter & autumn. It will also save money in the long run as it currently costs £2 to 3,000 per year in maintenance.</p>
What new activities will take place because of this project?	<p>The new machinery will increase the efficiency of the Club maintenance programme and reduce running costs in the long run.</p> <p>The improved track surface will make the Pavilion a more viable venue for potential hirers, some of who have expressed concerns when faced with a muddy walk to the Pavilion, or difficulty if wheel chair bound. But the key advantage is one of cost saving.</p>

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



Henley Town Football Club	Ref	SCap16\67
Access improvements and spectator stands		

Total project cost	£37,516	
Amount requested	£18,758	
Organisation's contribution	£58	Organisation's latest bank balance -£317
Other funding	£18,700	All pending a decision from Henley town council in May 2016

Previous grants

None

Scoring

New facilities or activities		
The project will build a shelter over the new stands (bases already installed), improve access paths and install a new turnstile at the entrance.	Score	11/14
Community benefit		
The main benefit is the football club, although some other groups occasionally use the site. It will improve accessibility for visitors with mobility issues. The work is necessary for them to move up to a higher FA league as planned.	Score	8/14
Funding the project		
They've applied to Henley Town Council for £18,700, if they have their decision when the panel meet the score could increase. While the club is only making a small contribution, they don't currently have enough funds in the bank to cover this.	Score	7/14
Consultation		
They haven't consulted the public on this project as it's a regulatory requirement of the FA in order for them to move up into a higher league. Comments from equalities officer: It's good they plan to comply with BS8300:2009, Approved Document 'M', and the Equality Act 2010. They appear committed to improving access in line with the access audit. The two disabled parking bays should ideally have signs at the end of the bay (see 4.2.3 of BS8300). I'm not sure how wide the paths will be. The access audit suggests 2.2mtrs (so wheelchair users can to stop anywhere and still allow another wheelchair to pass them), but the quote refers to paths of 1.1mtrs. Comment from the Sports participation officer: I think we should try and support growing clubs. They should have a plan covering how they'll move forward and generate income (usually worked on with the FA). I'd suggest making any funding subject to seeing their forward plan.		
Project completion within timeframe		
Their intended start date in August is ambitious given that all their other funding is currently unsecured.		
Financial and project management plans		
According to their application FA guidelines mean they can only receive 50 per cent of the cost in grants, which doesn't tally with their funding breakdown provided. Moving into the next league up will bring higher operating costs (paying players, official's fees etc) and we aren't sure if the club has fully budgeted for these.		
OFFICER CONCERNS AND OTHER CONSIDERATIONS		
Officers have concerns about the finances of this organisation, its ability to cover any overspend on the project and how they'll pay for any increased ongoing costs related to moving up a league. Based on their score officers recommend awarding 70 per cent of the amount requested and adding a condition that the grant is conditional on us receiving a business plan showing how they will manage the increased costs associated with moving up a league.	Total score	26/42
	Recommended Grant	£13,131 (See officer comment)

Applicant responses	
Details of the project	<p>The very likely promotion of Henley Town Football Club (HTFC) from Hellenic League (HL) Division 1 East to HL Premier Division for the 2016/17 season means that the Club grounds will be F grade rather than the present G grade under the Football Association ground grading rules.</p> <p>Grade F requires having additional spectator accommodation. For HTFC this means increasing the seated area by 50 seats (work already undertaken and self-funded) and having new covered standing shelter for 100 people (base self-funded). Improvements are also required to the perimeter paths, the entrance area where there are currently trip hazards, and the hard-standing area by the clubhouse.</p> <p>The move up to the Premier League will herald an exciting period ahead for the club and enhance its standing in the community, allowing better gate takings, increasing income from the bar/clubhouse and sponsorships.</p>
Financial statement from the organisation	See attached email. (Waiting for more information from them).
Statement about town/parish support	Yes. They are fully supportive of this application to SODC's capital fund. On an ongoing basis they charge us minimal ground rent and we have a loan at 0% interest so they are keen for all other avenues of funding to be explored.
Community benefit	
Who will benefit from your project?	<p>Club players due to the challenge and respect that comes with going up a stage.</p> <p>Club members due to better quality of games being played at the grounds.</p> <p>Other users of the club grounds due to the better 'feel' of the place due to the upgrades and extra interest in the club.</p> <p>Other residents of Henley who may be encouraged to take up the Football as a result of the excellent publicity that will ensue.</p>
How did you identify a need in the community for your project or service?	The need was identified by the Football Association at a grounds inspection with a view to moving up a stage in the Hellenic League. Public consultation is not required as this is a regulatory requirement and only 50% can be funded from the FA's funding programs.
What sustainable and/or energy saving measures does your project include or offer?	n/a
Consultation	
What consultation have you carried out with the community or professional advisors?	The FA have been informative of the works required at their pitch inspection visits.
New facilities/Activities	
What extra facilities (or equipment) will the project provide?	The expenditure will create covered standing and grounds improvements as is required by The Football Association's ground grading rules for clubs at various stages of the National League System. This would allow the grounds to be hired by other clubs in the same league and allow larger gates with ensuing sponsorship opportunities. The club itself has already funded the enhanced seating area and the concrete base for the covered standing.
What new activities will take place because of this project?	The project will allow the club to play in a higher league within the Hellenic League. This will encourage new players into the Club with resulting increases in attendances making the Club more financially self-sufficient and continuing an onwards virtuous spiral. For many years the Club has struggled and the hard work of the team and the many volunteers that make Football available to adults in Henley will be justly rewarded.

Photos of Henley Town Football club (we'll show videos and more photos at the panel meeting)



New seating stand and some pathway (project includes finishing the roof and resurface all paths, widening to meet the fence and recommended widths for wheelchair users).



Second covered stand (non-seating) will go where the blue circle is and a turnstile entrance gate will go where the pink rectangle is.