

Overview and Scrutiny Committee 1

10 September 2013

COMMUNITIES OPPORTUNITY FUND – PROCESS REVIEW

Report of Management Team

All Wards
Key Decision = N

1.0 Purpose of Report

1.1 To review the application process of the Communities Opportunity Fund following approval at the March Strategy Board (Minute Reference SB94).

2.0 Decisions Sought

2.1 To consider the application process in line with recommendations in Appendix 1.

3.0 Link to Corporate Priorities

3.1 The COF Fund links into the Council's priorities for housing growth and investment into the District and how we engage with our communities.

4.0 Introduction & Background

4.1 The Communities Opportunity Fund (COF) was approved at Strategy Board on 12 February 2013 and implemented from 1 April 2013 using the Council's allocation of the New Homes Bonus Funding since 2011.

4.2 The Government has stated that "The New Homes Bonus is designed to create an effective fiscal incentive to encourage local authorities to facilitate housing growth....Local authorities will be able to decide how to spend the funding in line with local community wishes. The Government expects local councillors to work closely with their communities and in particular the neighbourhoods most affected by housing growth - to understand their priorities for investment and to communicate how the money will be spent and the benefits it will bring.....This may relate specifically to the new development or more widely to the local community."

4.3 The table overleaf shows the bonuses received to date that form the "Communities Opportunity Fund Reserve", together with the allocations already agreed and balances of the COF taking into account the current live applications.

| Paid to RDC | Year 1 paid 2011/12 | Year 2 paid 2012/13 | Year 3 paid 2013.14 |
|--|--------------------------------|--------------------------------|--------------------------------|
| NHB paid 2011 actual | £45,160 | £45,160 | £45,160 |
| NHB paid 2012 actual | | £143,251 | £143,251 |
| NHB due 2013 | | | £237,038 |
| Total | £45,160 | £188,411 | £425,449 |
| Total in Fund | | | £659,020 |
| Less Approved commitments NHB 2012/13 | | | £151,297 |
| Less COF Commitments 2013/14 | | | £119,191 |
| Total fund remaining: | | | £388,532 |

4.4 There have been 26 Applications approved through the COF. Please see attached table Appendix 2.

4.5 There have been 5 Applications refused and 2 withdrawn through the COF. Please see attached table Appendix 3.

4.6 Appendix 4 provides information on approved applications by area.

5.0 Application Process

5.1 The COF process was approved by Strategy Board on the 12 February 2013 (Minute Reference SB83)

5.2 A Facilitating Officer has been in post since April 2013 as the main contact for the Fund, ensuring all the required information is collated for each application.

5.3 Applications for over £500 and up to £5,000 are validated and considered by relevant officers who make a recommendation before being passed to the appropriate Corporate Director for consideration by the Managing Director. He considers the recommendations and decides whether to authorise the release of the grant, in consultation with the Leader and Deputy Leader of the Council, from the Communities Opportunity Fund.

5.4 Applications for over £5,000 are considered as with those in the £500 to £5,000 category but are then taken forward to the next available meeting of the Council's Strategy Board. The Strategy Board considers the recommendation and decide whether to authorise the release of a grant from the Communities Opportunity Fund.

5.5 The Officers Group is held once a month and those attending are Pat Wilson (Business and Community Manager), Abi Bromirskyj (Business & Community Officer), Mark Robson (Community Development Manager), Sam Coultish (Business & Community Officer) and Sarah Bell (Business & Community Support Officer)

5.6 At appendix 1 you will find the full guidelines for the Communities Opportunity Fund process.

6.0 Changes to process since approved

6.1 Since the COF was approved in March there have been amendments made to the COF process as agreed through consultation with the Leader of the Council and the Managing Director.

6.2 Two quotes are now required to ensure that both the applicant and Richmondshire District Council are achieving the best value for money.

6.3 The local District Councillor who is acting as a sponsor must provide a narrative outlining their support.

6.4 When an application is received all Councillors in the relevant Ward area will be informed.

6.5 Applicants must provide details of all other funding applied for.

7.0 Recommendations

That Member's give consideration to the recommendations detailed in appendix 1

8.0 Corporate Implications

8.1 Scrutiny Consultation

This report represents scrutiny consultation.

8.2 Community Engagement

None.

8.3 Environment & Sustainability

None.

8.4 Financial Implications

These are covered in the body of the report.

8.5 Legal Implications

None.

8.6 Risk Implications

None.

8.7 Human Resource Implications

The process is supported by a part time Officer and resources from a number of officers, & senior Members who consider the applications received.

8.8 Equalities Implications

None

8.9 Health & Safety Implications

None.

9.0 Further Information

9.1 Background Papers – None

9.2 File Reference – None

9.3 Appendix 1 – COF guidelines with suggested amendments
Appendix 2 – Applications approved
Appendix 3 – Applications refused/withdrawn
Appendix 4 – Approved applications by area.

Contact Officer:
Email/Extension:

Colin Dales
colin.dales@richmondshire.gov.uk
7007

**The
Richmondshire
Communities Opportunity Fund**

2013-14

~~Original text before consideration~~

Consideration to be given.

Guidance Notes

1.0 Introduction

This policy sets out to provide guidance for applicants to the Richmondshire Communities Opportunity Fund (COF). The fund is open to individuals and groups resident in Richmondshire who wish to start new or continue existing projects which bring benefits to the community.

2.0 Background

The Communities Opportunity Fund (COF) is the Richmondshire scheme for using New Homes Bonus funding to provide real benefits for the communities it serves.

In 2010 the Government launched the New Homes Bonus (NHB) – a funding stream designed to incentivise local authorities to promote housing growth.

Key elements of the Bonus are:

- An annual un-ringfenced grant for 6 years equal to the national average for the Council Tax band of each additional property delivered. (For a national average Band D property this is currently £1,439 pa, or £8,634 over the six year period).
- An enhancement of £350 pa for affordable homes (as per PPS3 definition and superseded by Annex 2 of NPPF (National Planning Policy Framework)). (This increases the total amount payable for a Band D affordable home to £10,734).
- To reward Local Authorities for reducing the stock of long term empty homes (6 months+).
- To reward additional Gypsy and Traveller pitches owned and managed by Local Authorities or Registered Providers.
- Payments split in two tier areas 80:20 (District Council: County Council).

The Government has stated that "The New Homes Bonus is designed to create an effective fiscal incentive to encourage local authorities to facilitate housing growth. Local authorities will be able to decide how to spend the funding in line with local community wishes. The Government expects local councillors to work closely with their communities - and in particular the neighbourhoods most affected by housing growth - to understand their priorities for investment and to communicate how the money will be spent and the benefits it will bring. This may relate specifically to the new development or more widely to the local community."

3.0 The Richmondshire Communities Opportunity Fund (COF)

- 3.1 In Richmondshire some degree of housing growth is expected in most settlements or cluster of settlements within the Richmondshire Local Plan Area and in those areas of the National Park identified in its Housing Development Plan Document. Such development will be proportional to the size and scale of the settlement and in the current market it is anticipated that the majority of annual development may not occur in those areas proposed for major residential schemes.

- 3.2 Therefore COF is open to all eligible applicants regardless of location in the District however; bids should be proportionate to the scale of local development.
- 3.3 ~~It is preferred that applications should demonstrate a reasonable proportion of match-funding and will be assessed favourably.~~

Applications are expected to have a minimum of 10% match funding but a higher proportion of match funding will be assessed more favourably. The reserves of companies will be taken into consideration. Only in exceptional circumstances will schemes with no match funding or `in kind` support be considered.

4.0 Applying to the Richmondshire COF

Who may submit an application?

- 4.1 The Communities Opportunity Fund will be open throughout the year and applications will be accepted from parish and town councils; voluntary and community groups; social enterprises and, Members and Officers of the Council. The last day for receipt of applications in a given financial year will be the ~~31st January.~~

As part of the consideration we request a change to the last day for receipt of applications to the 15 December, as we advise 8 weeks for the application process this then ties in with the February Strategy Board Meeting.

Requires a review for the year 2014/15.

- 4.2 Applications from voluntary and community organisations and social enterprises must be accompanied by a valid governing document such as a Constitution or set of rules. If an Applicant is unsure about the status of their organisation the Council will be able to offer advice.
- 4.3 ~~Each application must be supported by the District Councillor for the area in which the project will apply. Bids to the fund will be returned to the applicant if it does not demonstrate local District Councillor support.~~

Officers recommend removing 4.3 as it's already covered in point 7.

What types of project qualify for funding?

- 4.4 ~~The Council will consider the merits of any application so long as the proposed spend delivers added and ongoing value to the local community. Generally it is expected that the funding will be spent on tangible projects, such as community facilities and infrastructure. For example: village hall improvements, flood prevention schemes, play areas, setting up youth clubs, community transport schemes, car sharing schemes, community orchards, allotments and community energy schemes. However, all projects must demonstrate that they have local support and that the local community has been consulted over the proposals.~~

The council will consider the merits of any application, so long as the proposed spend **is proportional** and delivers added and ongoing value to the local community. Generally it is expected that the funding will be spent on tangible projects, such as community facilities and infrastructure. For example: village hall improvements, flood

prevention schemes, play areas, setting up youth clubs, community transport schemes, car sharing schemes, community orchards, allotments and community energy schemes. The Scheme will not fund the purchase of vehicles. All projects must demonstrate that they have local support and that the local community has been consulted over the proposals.

What types of project will not be funded?

4.5 Proposals which will generally not be funded include:

- Projects which have already been completed or largely completed before we assess **approve** the proposal.
- Any expenditure incurred or committed before we approve the proposal.
- General day to day running costs.
- Fundraising activities for organisations.
- ~~Items that mainly benefit individuals, for example equipment that is not shared~~
items that mainly benefit individuals.
- Political or religious activities.
- Proposals related to schools, unless the matter is outside any other funding mechanism and there is demonstrable wider community benefit, and there is evidence that the community supports use of Communities Opportunity Fund monies for this purpose.
- **Vehicle purchases.**

Projects which require year-on-year funding will not be approved. For example an application requiring three-year funding for a member of staff. However, applications for a second, subsequent year of funding may be considered if a project has demonstrated successful outcomes but this will be subject to a new application in any given year.

It should also be noted that there is no guarantee that COF will be available in successive years due to central government funding regimes.

How to make an application

4.6 Organisations or individuals considering making an application are recommended to discuss their proposal with officers at the Council before submitting the form. This will assist an applicant to ensure that they have considered all relevant information.

Submitting an Application for Funding

4.7 ~~Applications to COF may be submitted up to 1 February in any given financial year.~~

As part of the consideration we request a change to the last day for receipt of applications to the 15 December, as we advise 8 weeks for the application process this then ties in with the February Strategy Board meeting.

Application forms are available on the Council website at:

<http://www.richmondshire.gov.uk/partnerships/fundinggrantschemes/communitiesopportunityfund.aspx>

or from sarah.bell@richmondshire.gov.uk

Sarah Bell, Richmondshire District Council, Swale House, Frenchgate, Richmond, North Yorkshire, DL10 4JE.

01748 827022

Completed forms may be submitted either electronically or by post to the contact details above.

5.0 Assessment of Applications

To assist the process we suggest a checklist on the back of the application form (See attached suggested checklist.)

5.1 Proposals will be assessed on the potential community benefit and the level of community involvement.

Factors which will be taken into account include:

- Evidence of need
- Evidence that the applicant has consulted with the community on all proposals
- Evidence of community support
- ~~What difference the project will make to the local community, including communities close to any development~~ What difference the project will make to the local and or wider community
- ~~How you will measure the success of the project~~ How the success of the project will be measured.
- ~~Evidence to support the amounts requested and other funding on which the project is reliant.~~ Evidence to support the amounts requested and other funding on which the project is reliant, this will include a minimum of 2 quotes
- Evidence of the financial viability of the organisation applying for support
- Sponsorship of the proposal by the local District Councillor
- ~~An indication of match funding to supplement the application~~ A minimum of 10% match funding to supplement the application.

New Bullet Point

- An indication that other funding sources have been explored.

5.2 Proposals from community or voluntary organisations and social enterprises will also require:

- A written governing document, for example a constitution or set of rules.
- Evidence that there is at least three unrelated people on their governing body
- That there is a bank account in the name of the organisation, requiring at least two unrelated people to authorise payments and withdrawals.
- Evidence that the membership of the organisation is open to all, unless there is a good reason as to why this would not be appropriate.
- Any previous experience of delivering successful projects.

5.3 The Council will confirm receipt of an application within five working days and inform the applicant when the project proposal will be assessed and a decision issued.

- 5.4 ~~Applications will be assessed within eight weeks of receipt unless there are circumstances where this would not be possible. Should such a situation arrive the applicant will be informed of the reasons and be offered an alternative timeframe.~~

Applications will be assessed within eight weeks of receipt **of all information required** unless there are circumstances where this would not be possible. Should such a situation arrive the applicant will be informed of the reasons and be offered an alternative timeframe.]

- 5.5 If a proposal to COF is approved the Council recommends that the applicant assures themselves that the project has all necessary statutory consents/permissions in place such as planning permission or building regulations. In addition the applicant will be responsible for ensuring the project adheres to proper health and safety regulations.
- 5.6 The minimum grant available is £500.
- 5.7 **Applications for over £500 and up to £5,000** will initially be validated and considered by relevant officers who will make a recommendation before being passed to the appropriate Corporate Director for consideration by the Managing Director. He will consider the recommendations and decide whether to authorise the release of the grant, in consultation with the Leader of the Council, from the Communities Opportunity Fund.
- 5.8 **Applications for over £5,000** will be initially considered as with those in the £500 to £5,000 category but will then be taken forward to the next available meeting of the Council's Strategy Board. The Strategy Board will consider the recommendation and decide whether to authorise the release of a grant from the Communities Opportunity Fund.

5.8 Consideration to be given as to whether these applications need to be considered by the Managing Director, Leader and Deputy Leader as this is a Strategy Board decision. (As there is no delegated authority at this point)

- 5.9 If a proposal is not approved the Council will write to the applicant explaining the reasons behind the decision. In some cases the Council may ask the applicant to revise and resubmit the proposal and/or suggest alternative sources of funding.

6.0 How to Claim a grant

- 6.1 We generally hold payments until there is a commitment to spend the money – by the completion of claim form with the submitting of associated invoices/receipts. Monies will in most cases be paid retrospectively unless in exceptional circumstances where a quotation must be submitted. We may send you the payment in several instalments – this will be explained to you when approving your application.

- 6.2 ~~Applications featuring a proportion of match funding will be received favourably.~~

Consideration to remove 6.2 as this is not relevant to this section, it will be picked up at 3.3

- 6.3 Any offer of funding may be withdrawn if the monies are not requested within 6 months of the grant being formally agreed.

7.0 Sponsorship by a District Councillor

- 7.1 All applications must be sponsored by the local District Councillor. ~~Where a project covers multiple Wards or has more than one Councillor per Ward then only one Councillor is required to sponsor the application.~~ All applications must be sponsored by the local District Councillor for the ward in which the project will be. The local District Councillor must sign the application and provide a narrative on why they support the application.

New

- 7.2 Where a project covers multiple wards the application must be sponsored by the Leader or Deputy Leader of the Council.

- 7.2 The Council will not consider an application unless it is sponsored except in certain circumstances such as where the Councillor does not respond to requests through ill health or refuses to engage with the local community.

Change 7.2 to 7.3

- 7.3 Where an applicant has difficulty in contacting the local district Councillor then it is recommended that they contact the Council as soon as possible to discuss the situation.

Change 7.3 to 7.4

- 7.4 Details of all Richmondshire District Councillors are available on the Council website <http://www.richmondshire.gov.uk/council-and-democracy/electedrepresentatives/councillors.aspx>

Change 7.4 to 7.5

8.0 Project Monitoring

- 8.1 The Council will contact successful applicants to evaluate progress with the project after the completion date, or within a year of approving the project if the completion date is further away. Evidence of payment will be provided by applicants to support the expenditure. This allows the Council to monitor what the Communities Opportunity Fund has been spent on and to assess its impact. The progress of larger projects will be monitored more closely and at more regular intervals.

9.0 Publicity

- 9.1 The Council may wish to publicise some projects which could take a number of forms such as a case study on the website, media release or newsletter article. All applicants must agree to allow their project to be involved in any marketing or publicity.

- 9.2 Richmondshire District Council should be acknowledged in projects as follows:

- a) permanent signage (where practicable)
- b) In any publicity received prior to and after the event i.e. media, parish newsletters

c) Member attendance at any official opening

A list of approved proposals will be published on the Council website.

10.0 Advice and Guidance

Anyone considering making an application is advised to discuss the proposal with the Council who will ensure the applicant has been provided with all the relevant information to make a successful bid to the fund.

11.0 Additional Information

All the necessary forms required for the application are included as appendices to this policy and are available on the Council website.

Appendix 1 – Application/Proposal Form

Appendix 2 – Claim Form

Appendix 3 – Monitoring Form

Communities Opportunity Fund 2013-14

Proposal Form



Please refer to the Guidance Notes prior to submitting your application.

Application forms should be returned to Sarah Bell; Business & Community Support Officer, Richmondshire District Council, Swale House, Frenchgate, Richmond, North Yorkshire, DL10 4JE or email sarah.bell@richmondshire.gov.uk

Q1 About your group

| | |
|---|--|
| Name of your group as it appears on your constitution or set of rules | |
| Address including postcode | |

Q2 Main contact for this application?

| | |
|-------------------------------------|--|
| Name | |
| Position held in group | |
| Address if different from one above | |
| Contact telephone number | |
| Email address | |

Q3 What is the name of your project?

| |
|--|
| |
|--|

Q4 When are you planning to start and finish your project?

| | | | | | |
|----------------------------|----------------------|----------------------|--------------------------|----------------------|----------------------|
| Start date (month/year) | <input type="text"/> | <input type="text"/> | End date (month/year) | <input type="text"/> | <input type="text"/> |
|----------------------------|----------------------|----------------------|--------------------------|----------------------|----------------------|

Q5 What project or activities will take place if you receive a grant?

Project Justification and Community Support

Q6 Please explain what consultation has been undertaken with the local community and the degree of local support for this project.

(Please say if your project is documented in any local plans and/or how a need has been demonstrated for your project)

Q7 How many people do you expect to benefit directly from your project/activity?

(Please state how many)

Q8 What ages are the people who you hope to benefit through your project/activity? *(Please state how many)*

| | | | | | | | | | | | | | | | | | | | | | |
|----|----------------------|----|----------------------|-----|----------------------|-----|----------------------|-----|----------------------|-----|----------------------|-----|----------------------|-----|----------------------|-----|----------------------|-------|----------------------|-----|----------------------|
| 0- | <input type="text"/> | 5- | <input type="text"/> | 10- | <input type="text"/> | 15- | <input type="text"/> | 20- | <input type="text"/> | 25- | <input type="text"/> | 30- | <input type="text"/> | 35- | <input type="text"/> | 40- | <input type="text"/> | 45-59 | <input type="text"/> | 60+ | <input type="text"/> |
| 4 | | 14 | | 25 | | 34 | | 44 | | | | | | | | | | | | | |

Q9 Briefly describe what difference your project will make to the community by listing up to four proposed outputs

Q10 How will this project benefit communities living close to any new development that has generated the Communities Opportunity Fund for your area?

Project Finances

Q11 How much is your project going to cost and how much do you need from the Communities Opportunity Fund?

| Item <i>(please list individual items or installation costs)</i> | Total cost of item | Amount requested from the Communities Opportunity Fund |
|--|--------------------|--|
| | £ | £ |
| | £ | £ |
| | £ | £ |
| | £ | £ |
| | | |
| | £ | £ |
| | | |
| Totals | £ | £ |

Q12 If additional funding is required where is the additional funding coming from?
(Please say if you already have the funds or where they will come from)

| Funder / Source | Amount | Confirmed (please tick) | Applied for (please tick) |
|-----------------|----------|----------------------------|------------------------------|
| | £ | | |
| | £ | | |
| | £ | | |
| | | | |
| | | | |
| Totals | £ | | |

Additional Question

Q13 Please detail below where you have applied to alternative funding sources but have been unsuccessful?

| Funder / Source | Amount |
|-----------------|----------|
| | £ |
| | £ |
| | £ |
| Totals | £ |

Q14 Provide the following details from your last two years accounts

| | Date | Month | Year |
|----------------------|------|-------|------|
| Year ending | | | |
| Total (gross) income | | £ | |
| Total expenditure | | £ | |
| Reserves / balances | | £ | |

| | Date | Month | Year |
|----------------------|------|-------|------|
| Year ending | | | |
| Total (gross) income | | £ | |
| Total expenditure | | £ | |
| Reserves / balances | | £ | |

Sets of accounts are to be provided on request.

Q15 If your savings are more than one years total expenditure, what are they for?

Please be aware that any financial information you provide will be shared with relevant District Council Officers and Members of the District Council during the deliberation.

If you are unable to complete Questions 15 & 16 please contact the Business & Community Support Officer on 01748 827022 or email sarah.bell@richmondshire.gov.uk

Project Outcomes

Q16 How will you measure the success of the project?

Q17 Please describe below any previous experience of delivering successful projects

District Councillor Involvement

Q18 Have you discussed your proposals with the District Councillor(s) for your area? *N.B. Bids to COF must demonstrate the support of the local District Councillor*

(Please ensure the Local District Councillor for your ward area has signed below and wrote a narrative of why they support the application.)

(If your project covers more than one ward area please contact the Leader or Deputy Leader as well as your Local District Councillor.)

Q19 Declaration

We declare to the best of our knowledge that the information given in this application form and any supporting material is correct. We confirm that the organisation named in question 1 of this application form has authorised me to sign this agreement on their behalf. We understand that any offer of grant will be subject to terms and conditions.

Main contact

Signed: Date:

Senior contact of organisation (Chair / Vice Chair / Treasurer)

Signed: Date:



Richmondshire District Council Validation Requirements

RDC: Application for the Communities Opportunity Fund

For any application to be registered as a valid application it must be accompanied by the relevant forms and supporting documents which are necessary to provide sufficient information for the application to be properly considered and determined. These notes and the document validation requirements for the Communities Opportunity Fund, which can be obtained from www.Richmondshire.gov.uk are intended to guide you in putting your application together. We can only start the application process if all the necessary information is provided.

Please return this form with your application with all relevant boxes ticked to illustrate the material submitted as part of the application.

| | |
|---|---|
| | ✓ |
| Evidence of: | |
| Copy of Constitution or set of rules | |
| Minimum of two quotes from different suppliers – Copies enclosed? | |
| Evidence of match funding – Written confirmation enclosed? | |
| Provide evidence of support from the local community – Include any survey or written Information to support this. | |
| Form | |
| Will the project finish and the money be spent by the 31 March 2014 | |
| Have you provided the full list of project items and the cost breakdown? – I.e. How much are you paying and what amount are you requesting from the Communities Opportunity Fund? | |
| Has your Local District Councillor counter signed and written a narrative of why they support your proposal on the application form. (If your proposal covers more then one ward area then please contact the leader or deputy leader). | |
| Does the application have two signatures? | |

Communities Opportunity Fund 2013/14 Funds Awarded

Communities Opportunity Fund 2013/14

| | | | |
|-----|-------------------------------------|--|--|
| 1. | Hudswell Village Hall | Energy Saving Project | Sponsored by Cllr Malcolm Gardner |
| 2. | Barton Village Institute | Energy Saving Project | Sponsored by Cllr Campbell Dawson |
| 3. | Newsham Village Hall | Energy Saving Project | Sponsored by Cllr Mick Griffiths |
| 4. | Muker Public Hall | Building Maintenance Project | Sponsored by Cllr Malcolm Gardner |
| 5. | Dalton Village Hall | Flooring & catering improvements | Sponsored by Cllr Mick Griffiths |
| 6. | YMCA | New Horizons – youth centre | Sponsored by Cllr Linda Curran & Cllr Stuart Parsons |
| 7. | Eppleby Village Hall | Energy Saving Project | Sponsored by Cllr Mick Griffiths |
| 8. | Preston Under Scar | Cemetery Extension & Wall | Sponsored by Cllr John Amsden |
| 9. | Upgrading of CCTV | Upgrading of CCTV At Gallowfields Trading Estate | Sponsored by Cllr Parsons & Cllr Curran |
| 10. | Middleham Town Council | Richard111 festival | Sponsored by Cllr Allen |
| 11. | Dalton & Gayles Village Hall | Levelling and resurfacing of the car park | Sponsored by Cllr Griffiths |
| 12. | Weatherald Wood Components Ltd | Askrigg Station Redevelopment, Feasibility Study | Sponsored by Cllr John Blackie & Cllr Peacock |
| 13. | Richmondshire Museum Society | Digitisation of Museum Collection | Sponsored by Cllr World, Johnson & Robinson |
| 14. | Leyburn Guides & Scouts Hall | Refurbishment Project | Sponsored by Cllr Duff |
| 15. | Richmondshire District Council | Private Sector Housing Link Officer | Sponsored by Cllr Wood |
| 16. | Just The Job | Delivering Groundworks | Sponsored by Cllr Cllr Parsons & Cllr Curran |
| 17. | Constable Burton Reading Room | Toilet block roof replacement and lighting update | Sponsored by Cllr Loadman |
| 18. | North & South Cowton Parish Council | War memorial conservation | Sponsored by Cllr ParLOUR |
| 19. | Grinton Parish Council | Grinton Parish Refurbishments | Sponsored by Cllr Gardner |
| 20. | Manfield Village Hall | Acoustic Improvements | Sponsored by Cllr Wilson-Petch |
| 21. | Colburn Town JFC | CTJFC Goal posts (sets) | Sponsored by Cllr Dale |
| 22. | Richmondshire Cricket Club | Bowling Machine for Practice Nets | Sponsored by Cllr World |
| 23. | NCR16 - | Recruitment of Community first responders | Sponsored by Cllr Griffiths |
| 24. | Friends of Swaledale Museum | 'People, Places & the Past: Historical Characters of the Dale' Gallery | Sponsored by Cllr Blackie |

| Project Number | Applicant | Project Details | Amount Awarded £ | Total costs £ | Community consultation | RDC Match Fund | Officer and Senior Management recommendations |
|---|--|---|------------------|---------------|--|----------------|---|
| Communities Opportunity Fund 2013/14 | | | | | | | |
| 1 | Hudswell Village Hall | Infrastructure/ Energy Efficiency Project for installation of 2 Small and 2 Large UPVC windows | 2,375 | 4,750 | Members of the management committee are all local residents, all in favour. Local groups use the hall | 50.0% | Supported |
| Progress to date | An offer letter has been produced and an acceptance form received. | | | | | | |
| 2 | Barton Village Institute | Green Energy Saving Project:- to fund new non concussive Taps to be fitted and 4 Electronic light sensors to switch | 615 | 1,230 | Barton Village Hall AGM it was decided to try and reduce the electricity, gas and water bills by going green with no wastage which happened in the past. | 50.0% | Supported |

Appendix 2

| | | | | | | |
|------------------|--|--|-------|--------|---|--|
| Progress to date | An offer letter has been produced and an acceptance form received. | | | | | |
| 3 | Newsham Village Hall | Low Energy Heating Project to replace old inefficient heaters with modern, energy efficient units. | 5,000 | 7,000 | A consultation with all user groups an urgent need has been identified for a warmer building. The wider Community has identified that more activities could be held in the hall if it was warmer during the winter. Replacement heating has been identified in the long term management plan. | 73.6% Supported |
| Progress to date | An offer letter has been produced and an acceptance form received. | | | | | |
| 4 | Muker Public Hall | Building Maintenance project to fund the replacement of 5 Windows & Roof Repairs. | 935 | 1,248 | No specific community consultation just a demonstrated need for the renovation to increase use of the hall. | 72.0% Supported |
| Progress to date | An offer letter has been produced and an acceptance form received. | | | | | |
| 5 | Dalton Village Hall | Improvements to floor and kitchen area. | 4,950 | 6,450 | The results of a resident's survey identified various shortcomings including the need to improve the hall. | 76.7% Supported |
| Progress to date | A claim has been made for an upfront payment in order to complete the works. | | | | | |
| 6 | Richmond YMCA | New Horizons – youth centre for disadvantaged youth | 9,023 | 99,523 | Partner consultation has been undertaken with relevant youth service providers and public sector bodies including the Youth Justice Service, the North Yorkshire Police, YMCA Training, Richmond Swale Valley Initiative and Richmondshire District Council who all identify the need for increased youth support/homelessness support in the district. | 9.1% Supported |
| Progress to date | A claim has been made. | | | | | |
| 7 | Eppleby & Forcett Village Hall | Energy Saving Project for a Condensing Boiler and Solar Power System | 9,330 | 15,162 | Consultation has been undertaken with all of the groups who utilise the hall on a regular basis. | 61.5% The £2480 for the condensing boiler was supported, the £6850 for the solar panels was offered on an interest free loan to be paid back after 6 years. |
| Progress to date | The solar panels are up and running and the £6,850 has been claimed. | | | | | |

Appendix 2

| | | | | | | | |
|------------------|--|--|-------|--------|--|-------|--|
| 8 | Preston-under-Scar Parish Council | Cemetery Extension & Wall | 4,883 | 12,863 | <p>The idea of extending the cemetery was first discussed at the 2011 Annual Village Meeting. The meeting asked the Parish Council to make enquiries into the feasibility of such a project. At a public meeting it was agreed to proceed as the best way to make provision for the community in the future. Since this time, both the land and the stone for the wall have been acquired. A local farmer has pledged to deliver the stone and a local resident has made a financial contribution towards the cost of the project.</p> | 38.0% | Supported |
| Progress to date | An offer letter has been produced and an acceptance form received. | | | | | | |
| 9 | Gallowfields Business Group | CCTV upgrading project | 5,934 | 11,934 | <p>In 2012 The Gallowfields Business Group was set up to help businesses on the trading estate to work more closely together to tackle the issues that are affecting them. We have so far had three meetings of the forum to discuss the security issues. All businesses on the estate are invited to all meetings and the minutes are shared with all businesses on the trading estate. At the last meeting in January, 15 of the major businesses on the estate agreed to go ahead with the development of the CCTV replacement programme. There has not been one objection to the proposed plan. We also have police representatives that attend the meeting. 90 Business plus employees and customers.</p> | 79.7% | Supported |
| Progress to date | The project is complete and a claim has been made. | | | | | | |
| 10 | Middleham Town Council | Weekend festival celebrating Richard111 and his connections with Middleham | 2,500 | 10,220 | <p>The proposed project was published to the community through our Town newsletter delivered to every household. It was then discussed and fully supported by the Town Council, English Heritage, the Trustees and Management Committee of Middleham Key Centre, the Head Teacher and Staff of Middleham C of E Primary School, local hospitality providers etc.</p> | 32.9% | <p>A proposal was received requesting £3360 from the communities opportunity fund, it was felt that this was to high and therefore an offer of £2500 was made to Middleham Town Council.</p> |
| Progress to date | An offer letter has been produced and an acceptance form received. | | | | | | |

Appendix 2

| | | | | | | | |
|------------------|---|---|--------|--------|---|-------|-----------|
| 11 | Dalton and Gayles Village Hall | Levelling and resurfacing of the car park | 4,500 | 17,089 | After extensive refurbishment work to the Hall in 2011, The Committee undertook a resident's survey in February 2012 which was distributed to all residents in the villages of Dalton and Gayles and the surrounding farming community. The results of that survey identified various shortcomings which the Committee are proposing to rectify over a period of time. One of those major issues was the poor quality of the surface of the car park. | 26.3% | Supported |
| Progress to date | An offer letter has been produced and an acceptance form received. | | | | | | |
| 12 | Weatherald Wood Components Ltd | Askrigg Station Redevelopment | 5,000 | 15,000 | Nothing yet. Will bring employment to the area if the redevelopment goes ahead after the feasibility study and the site will no longer be an eyesore. | 33.3% | Supported |
| Progress to date | An offer letter has been produced | | | | | | |
| 13 | Richmondshire Museum Society | Digitisation of Museum Collection | 4,865 | 16,240 | Consultation with local Councillors, the Museum Advisor, Richmondshire District Civic Society Support from local museum volunteers and local residents. Consultation with the Arts Council to ensure input is within the National museums policy for recording records. | 30.0% | Supported |
| Progress to date | A request for upfront payment has been made in order to complete the project. | | | | | | |
| 14 | Leyburn Guides & Scouts Hall | refurbishment project | 10,000 | 15,000 | Consultation with current users of the hall, ideas were presented in Feb 2013, approached a number of local groups to ask for support and they have already raised £5000. | 66.7% | Supported |
| Progress to date | An offer letter has been produced. | | | | | | |
| 15 | Richmondshire District Council | Private Sector Housing Link Officer | 30,000 | 57,900 | research undertaken by the Herriot-Watt University in 2007. The Choice Based Letting system shows there is a high demand for housing in the district. | 51.8% | Supported |
| Progress to date | An offer letter has been produced. | | | | | | |

Appendix 2

| | | | | | | | |
|------------------|--|---|-------|--------|---|--------|-----------|
| 16 | Just The Job | Delivering Groundworks | 3,800 | 32,300 | Consulted with local councillors. Spoken to Community Orchard run by TRY who currently uses the heritage site that they hold the lease for and they have given their endorsement for the extension of services. | 86.7% | Supported |
| Progress to date | An offer letter has been produced. | | | | | | |
| 17 | Constable Burton Reading Room | Toilet block roof replacement and lighting update | 2,922 | 3,222 | This small village community with no shop or post office relies on the Reading Room as a focal point. General concern has been expressed for the loss of this facility, which would be the result of no toilets. | 90.7% | Supported |
| Progress to date | An offer letter has been produced. | | | | | | |
| 18 | North & South Cowton Parish Council | War memorial conservation | 1,500 | 3,544 | The Parish council have received many requests from residents in the village to have the memorial cleaned and repaired. | 42.3% | Supported |
| Progress to date | An offer letter has been produced. | | | | | | |
| 19 | Grinton Parish Council | Grinton Parish Refurbishments | 1,500 | 2,115 | Discussed at Parish Council meeting, members of local community attending support this proposal. | 71.0% | Supported |
| Progress to date | An offer letter has been produced. | | | | | | |
| 20 | Manfield Village Hall | Acoustic Improvements | 1,500 | 5,164 | Fully discussed at our AGM & leaflet notification to residents – fully support to improve acoustics. | 58.1% | Supported |
| Progress to date | An offer letter has been produced. | | | | | | |
| 21 | Colburn Town JFC | CTJFC Goal posts (sets) | 1,719 | 2,219 | On going developments with the North Riding Football Association the club for FA Charter standard as well as trying to engage with a wider range of age groups. The club have already established a demand in the town of Colburn for a local football team and have increasing demand for a wider range of age groups. | 100.0% | Supported |
| Progress to date | The project is complete and a claim has been made. | | | | | | |
| 22 | Richmondshire Cricket Club | Bowling Machine for Practice Nets | 2,000 | 2,830 | New net practice facilities were funded with support from Army Community Covenant Grant and will benefit thousands of children over its | 88.3% | Supported |

Appendix 2

| | | | | | | | | |
|------------------|------------------------------------|---|-------|-------|--|---|--------|-----------|
| | | | | | | <p>projected lifetime. The bowling machine will 'complete' the project by funding an automatic way of bowling specific times and speed of bowling.</p> <p>It estimated that this proposal will benefit 250 people per year aged between 5 and 59</p> <p>Richmondshire cricket club provides free coaching to almost 20 local primary and secondary schools in Richmondshire and Catterick Area, these schools will be able to take advantage of the new facility including the bowling machine.</p> | | |
| Progress to date | An offer letter has been produced. | | | | | | | |
| 23 | NCR16 - | Recruitment of Community first responders | 2,000 | 2,000 | | <p>Community First Responders (CFT) Groups are partnership arrangements between local communities and the Yorkshire Ambulance Services (YAS) where local communities deliver emergency care. In 2011 CFR's attended 421 cardiac arrests, about 20% of the total. The number of lives saved between 2004 and 2011 by CPR's in Yorkshire is considered to be 325. There are currently teams in Hawes, Melsomby, Richmond, Catterick, Colburn, Middleham, Reeth, B.O.S, AND Aysgarth and it is hoped a new team can be established in Catterick Garrison.</p> | 100.0% | Supported |
| Progress to date | An offer letter has been produced. | | | | | | | |
| 24 | Friends of Swaledale Museum | People, Places & the Past: Historical Characters of the Dale' Gallery | 2,340 | 2,861 | | <p>The Swaledale Museum has a long track record of working very successfully and effectively with the local community to further knowledge and enjoyment of our local history & environment. This Project builds on the long-standing relationship established with local families and family historians who have brought to our notice individuals who have made a particular contribution to the history of the locality. We have been collating material over the last 6 years, including donations of archives, photographs and objects from local people. We feel that the proposed 'Gallery' of characters will</p> | 81.8% | Supported |

Appendix 2

| | | | | | | | |
|------------------|------------------------------------|------------------------------|----------------|----------------|--|--|--|
| | | | | | <p>builds on a project with local photographer Stuart Howat, who produced Dales Folk for the Museum in 2010. This comprised stunning photographs of local people taken that year, and created an enormous amount of publicity and comment. The proposed project will be its historical pre-cursor.</p> | | |
| Progress to date | An offer letter has been produced. | | | | | | |
| : | | Total Grants Awarded: | 119,191 | 347,864 | | | |

Appendix 3

Communities Opportunity Fund 2013/14 Funds Refused/Withdrawn

Applications Refused

1. **BGNC**
2. **Fox Glove Bodgers**
3. **Elevate Youth Ministry**
4. **Stephen Smith**
5. **The Beacon**

British Gurkhas and Nepalese integration Programme
 Biobutz and heritage skills weekend
 Elevate
 Best Light Images
 Health & Wellbeing project

Sponsored by Cllr Wood
 Sponsored by Cllr Lambert
 Sponsored by Cllr Curran
 Sponsored by Cllr Wood
 Sponsored by Cllr Cullan

Application Withdrawn

1. **Yorebridge Sports DA**
2. **Independus**

Toilet & Shower Refurbishment & Room Heating.
 Improving Housing Opportunities

Sponsored by Cllr Peacock

| Project Number | Applicant | Project Details | Amount Refused £ | Total costs £ | Community consultation | RDC Match Fund % | Officer and Senior Management recommendations |
|----------------|-------------------|--|------------------|---------------|---|------------------|--|
| 1 | BGNC | British Gurkhas and Nepalese integration Programme | 4,999 | 9,800 | BGNC holds regular executive committee and general meetings in regular basis and last general meeting was held on Saturday 9th Feb 2013. The meeting decided to celebrate and organise various cultural diversity and integration programme and published all the dates in the BGNC Calendar (a BGNC Calendar for Year2013/14 is attached along with this letter). The calendar was distributed along to house mainly to BGNC community. The meeting has also given authority to Member External Affairs, to liaise and explore possible funding from local authority | 51 | Officers and Management felt there was a lack of evidence demonstrating a wider community benefit and integration of the wider community during the planned activities. Officers are currently working the BGNC so they can put in a revised application. |
| 2 | Fox Glove Bodgers | Biobutz and heritage skills weekend | 750 | 1,000 | Consultation with Richmondshire CVS, The Army Welfare Service. Response from the local community after we held an 'open day' at the reserve and another 'greenwood working' taster weekend. | 75 | Management felt that this project was more suited to the Richmondshire Area Partnership Funding Scheme. |

Appendix 3

| | | | | | | | |
|---|------------------------|----------------------------|---------------|---------------|--|-------|--|
| 3 | Elevate Youth Ministry | Elevate | 2,000 | 2,000 | We have run these activities over the past 6 years Parents are aware of the activities and support the fact that we offer activities to engage with youngsters through out the summer | 100 | Officers and Management decided that all though they support the application they believe that the proposal is more suited to the 'The Police and Crime Commissioner Community Fund', |
| 4 | Stephen Smith | Best Light Images | 5,000 | 5,000 | I have spoken with several local businesses re ongoing displays and galleries at all local events, and have been welcomed with open arms. | 100 | The proposal was refused as it was deemed an individual business which does not meet the criteria of the COF. The applicant was advised to speak to John Atkins the Funding & Development Advisor at RCVS. |
| 5 | The Beacon | Health & Wellbeing project | 16,637 | 17,487 | | 95.14 | Officers and Management refused this application as it showed a lack of evidence demonstrating a wider community benefit. |
| | | Total: | 29,386 | 35,287 | | | |

Appendix 3

Applications withdrawn from the Communities Opportunity Fund

| Project Number | Applicant | Project Details | Amount Refused £ | Total costs £ | Community consultation | RDC Match Fund % |
|----------------|---|---|------------------|---------------|---|------------------|
| 1 | Yorebridge Sports Development Association | Toilet & Shower Refurbishment & Room Heating. | 5,000 | 5,000 | Our combined showers and toilets are in a very poor state with inadequate flooring, problematic drains and tired, aged macerator type toilet waste systems. Our members and visitors complain about the toilets/showers regularly, and the attached signature sheets show the amount of visitors we get. . Our members and visitors are very keen to see the rooms refurbished and the problem is often brought up at meetings. | 100 |
| 2 | Independus | Improving Housing Opportunities | 7,440 | 7,940 | Supported by the disabled residents that Independus supports. Close consultation with the tenant panel. The Landlord service has stated that the mapping exercise would be very beneficial. | 94 |
| | | Total: | 12,440 | 12,940 | | |

Communities Opportunity Fund 2013/14

The Communities Opportunity Fund (COF) was approved at Strategy Board on 12 February 2013 and implemented from 1 April 2013 using the council's allocation of the New Homes Bonus Funding since 2011.

The Government has stated that "The New Homes Bonus is designed to create an effective fiscal incentive to encourage local authorities to facilitate housing growth....Local authorities will be able to decide how to spend the funding in line with local community wishes. The Government expects local councillors to work closely with their communities and in particular the neighbourhoods most affected by housing growth - to understand their priorities for investment and to communicate how the money will be spent and the benefits it will bring.....This may relate specifically to the new development or more widely to the local community."

When the COF scheme was devised it was agreed that applications would be considered irrespective of location but that when deliberating each application, Officers would ensure that areas received a proportionate level of grant allocation against expected levels of development, as detailed in the Local Plans Core Strategy.

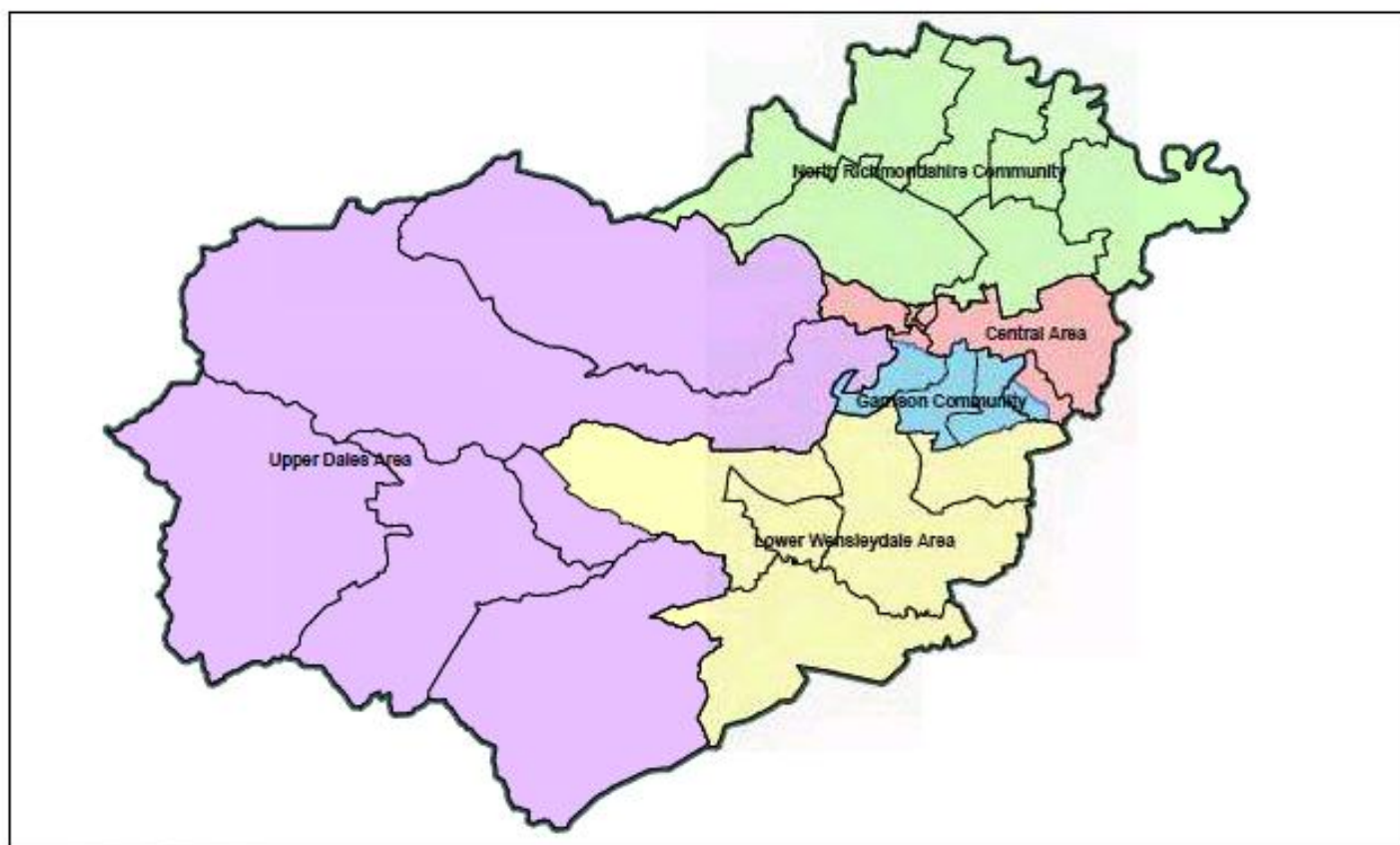
The table below details the expected level of development for Richmondshire as taken from the Core Strategy;

| Area Partnership Area | Parish/ Town/Village | Expected level of development to 2028 | |
|----------------------------------|------------------------------|---------------------------------------|--------------|
| | | No. New homes | Percentage % |
| Central | Richmond | 250 | 8 |
| | Brompton-on-Swale | 80 | 2.7 |
| | Catterick Village | 80 | 2.7 |
| | Scorton | 80 | 2.7 |
| | Elsewhere | 20 | 1 |
| Central Total | | 510 | 17% |
| Garrison | Catterick Garrison | 1,900 | 62 |
| Garrison Total | | 1,900 | 62% |
| Lower Wensleydale | Leyburn | 215 | 7 |
| | Middleham | 45 | 1.5 |
| | Finghall-Harmby-Spennithorne | 22.5 | 0.75 |
| | Hunton | 22.5 | 0.75 |
| | Elsewhere | 60 | 2 |
| Lower Wensleydale Total | | 365 | 12% |
| North Richmondshire | Barton | 35 | 1 |
| | Melsonby | 35 | 1 |
| | Middleton Tyas | 35 | 1 |
| | Aldbrough-Caldwell-Eppleby | 110 | 4 |
| | Elsewhere | 70 | 2 |
| North Richmondshire Total | | 285 | 9% |
| Plan Area Total | | 3,060 | 100% |

For information the Upper Dales Area is not featured on the above table as the Planning Authority for this area is the Yorkshire Dales National Park Authority. It was however agreed during the March strategy board that all areas within Richmondshire including those with in the Upper Dales Area should be eligible to apply to the Communities Opportunity Fund.

Applications approved by area

The map below details the split of applications approved through COF since the 1 April 2013, by area partnership area. Where applications covered more than one area e.g. Richmondshire District Council's Private Sector Housing Link Officer, this has been divided between all areas equally.



Swale House, Frenchgate, Richmond DL10 4JE
Telephone: 01748 829100 Fax: 01748 826186



1:250,000

Reproduced by permission of Ordnance Survey on behalf of HMSO. © Crown copyright and database right 2011. Ordnance Survey Licence number 100018642

| | Applications approved to date | | Expected development | |
|---------------------|-------------------------------|--------------|----------------------|--------------|
| | Total Funded £ | Percentage % | No. New Homes | Percentage % |
| Central | 26,690 | 22 | 510 | 17 |
| Garrison | 9,452 | 8 | 1,900 | 62 |
| Lower Wensleydale | 28,038 | 24 | 365 | 12 |
| North Richmondshire | 35,128 | 29 | 285 | 9 |
| Upper Dales | 17,543 | 17 | | |
| Total | 119,191 | 100% | 3,060 | 100% |

Appendix 4

Please find below details of applications and how they have been split by area.

| | Application Approved | Amount Awarded £ | Percentage of Total % | Area Applicable |
|----|-------------------------------------|-----------------------------|----------------------------------|------------------------|
| 1 | Richmondshire District Council | 30,000 | 25.1 | All |
| 2 | Richmondshire Museum Society | 4,865 | 4.0 | All |
| 3 | Just the Job | 3,800 | 3.1 | All |
| 4 | Richmond YMCA | 9,023 | 7.5 | Central |
| 5 | Gallowfields Business Group | 5,934 | 5.0 | Central |
| 6 | Richmondshire Cricket Club | 2,000 | 1.7 | Central |
| 7 | Community First Responders | 2,000 | 1.7 | Central |
| 8 | Colburn Town Junior Football Club | 1,719 | 1.4 | Garrison |
| 9 | Middleham Town Council | 2,500 | 2.1 | Lower Wensleydale |
| 10 | Leyburn Guides and Scouts Hall | 10,000 | 8.4 | Lower Wensleydale |
| 11 | Preston Under Scar | 4,883 | 4.1 | Lower Wensleydale |
| 12 | Constable Burton | 2,922 | 2.5 | Lower Wensleydale |
| 13 | Barton Parish Council | 615 | 0.5 | North Richmondshire |
| 14 | Newsham Parish Council | 5,000 | 4.2 | North Richmondshire |
| 15 | Dalton & Gayles Village Hall | 4,950 | 4.2 | North Richmondshire |
| 16 | Eppleby & Forcett Village Hall | 9,330 | 7.8 | North Richmondshire |
| 17 | Dalton & Gayles Village Hall | 4,500 | 3.8 | North Richmondshire |
| 18 | North & South Cowton Parish Council | 1,500 | 1.3 | North Richmondshire |
| 19 | Manfield | 1,500 | 1.3 | North Richmondshire |
| 20 | Hudswell Parish Council | 2,375 | 2.0 | Upper Dales |
| 21 | Muker Parish Council | 935 | 0.8 | Upper Dales |
| 22 | Askrigg | 5,000 | 4.2 | Upper Dales |
| 23 | Grinton | 1,500 | 1.3 | Upper Dales |
| 24 | Friends of Swaledale Museum | 2,340 | 2.0 | Upper Dales |
| | Total Funds Awarded | 119,191 | 100 | |