

***SADDLEWORTH & LEES DISTRICT EXECUTIVE
Agenda***

Date Thursday 30 January 2014

Time 7.30 pm

Venue Uppermill Civic Hall, Lee Street, Uppermill, OL3 6AE

- Notes
1. DECLARATIONS OF INTEREST - If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote he/she is advised to contact Paul Entwistle or Steve Garratt at least 24 hours before the meeting.
 2. CONTACT OFFICER for this Agenda is Christine Chester Tel. 0161 770 5151 or email christine.chester@oldham.gov.uk
 3. DISTRICT CO-ORDINATOR is Lisa MacDonald, tel. 0161 770 5195 or email lisa.macdonald@oldham.gov.uk
 4. PUBLIC QUESTIONS - Any member of the public wishing to ask a question at the above meeting can do so only if a written copy of the question is submitted to the contact officer no later than 15 minutes prior to the commencement of the meeting.

**MEMBERSHIP OF THE SADDLEWORTH & LEES DISTRICT EXECUTIVE
IS AS FOLLOWS:**

Councillors Alexander, Beeley (Chair), Harkness, Heffernan, Hudson, McCann, Roughley, Sedgwick (Vice-Chair) and Sheldon

Item No

1 Apologies For Absence

2 Declarations of Interest

To Receive Declarations of Interest in any Contract or matter to be discussed at the meeting.

3 Urgent Business

Urgent business, if any, introduced by the Chair

4 Public Question Time

To receive Questions from the Public, in accordance with the Council's Constitution.



5 Minutes of Previous Meeting (Pages 1 - 4)

The Minutes of the meeting of the Saddleworth & Lees District Executive held on 14th November 2013 are attached for approval.

6 Petitions

This is a standing item relating to Petitions received relating to the Saddleworth & Lees area for consideration by the District Executive in accordance with the Council's Petition Scheme. No petitions have been received.

7 District Executive Budget report and appendix 1 - 5 (Pages 5 - 46)

To advise the Saddleworth and Lees District Executive of its available budget for 2013/14, commitments to date and potential budget allocations to be considered at this meeting.

8 Date and Time of Next Meeting

The next meeting of the Saddleworth & Lees District Executive will take place on Thursday 27th March 2014, commencing at 7.30pm.



SADDLEWORTH & LEES DISTRICT EXECUTIVE
14/11/2013 at 7.30 pm

Present: Councillor Beeley (Chair)
Councillors Alexander, Harkness, Heffernan, McCann, Roughley and Sheldon

Officers in attendance:

Michele Carr	AED Neighbourhoods, Housing and Planning
Christine Chester	Constitutional Services
Lisa MacDonald	District Co-ordinator

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Hudson and Sedgwick.

2 URGENT BUSINESS

The Chair, Councillor Beeley, advised that she wished to introduce an item of Urgent Business relating to the new Saddleworth School. This item related to a statement to be made to the press which required approval by the District Executive. This item was taken as the final agenda item. Councillor Beeley advised that as the Borough’s representatives of the district she considered that a statement should be released reflecting the views of the District Executive on the proposed siting of the new Saddleworth School.

The Chair read out the following statement for Members’ approval:

“The Saddleworth & Lees District Executive support the principle of a new school for Saddleworth and Lees and strongly appreciate the need for modern, fit for purpose facilities in the Saddleworth area.

If the only feasible site is part of the former WH Shaw Pallet Works, then the District Executive would support the development of this area to ensure that the opportunity for a new school for the children of Saddleworth & Lees is not lost. “

A discussion took place relating to the content of the statement. In view of the outcome of the discussion it was suggested that a recorded vote be taken on this item and in accordance with Council Procedure rule 12.3 at least five Members requested a recorded vote on this Amendment.

The vote was recorded as follows:

Councillor Alexander	FOR	Councillor McCann	FOR
Councillor Beeley	FOR	Councillor Roughley	FOR
Councillor Harkness	FOR	Councillor Sedgwick	ABSENT
Councillor Heffernan	FOR	Councillor Sheldon	AGAINST

Councillor Hudson ABSENT

On being put to the vote SIX VOTES were cast IN FAVOUR and ONE AGAINST.



It was therefore **RESOLVED** that the above statement be released to the press at the earliest opportunity.

Note: Councillors Hudson and Sedgwick were both absent from this meeting.

3 **DECLARATIONS OF INTEREST**

There were no declarations of interest received.

4 **PUBLIC QUESTION TIME**

No public questions had been received.

5 **MINUTES OF PREVIOUS MEETING**

RESOLVED that the minutes of the meeting held on 3rd October 2013 be approved as a correct record.

6 **PETITIONS**

No petitions had been received.

7 **SADDLEWORTH AND LEES BUDGET REPORT AND APPENDIX 1**

In considering the applications for funding Members expressed concern that this was the third time that funding had been sought to support The Diggle Blues Festival and stated that they were not in favour of year on year applications.

It was suggested that, in view of the fact that there were only two meetings of the District Executive on the calendar for the Municipal Year 2011/12, Members should give consideration as to how the remaining funds should be spent.

An Elected Member suggested that enquiries be made into the possibility of a Group belonging to the National Rural Touring Association - staging an event in the area with some support from the District Executive. Councillor Roughley offered to research this project.

Mention was also made of the possibility of funding additional Defibrillators for the district.

RESOLVED that:

1. The budget available for 2013/14 be noted;
2. The budget commitments made be noted;
3. Provisional funding of £5,000 be allocated to support applications for the refurbishment of the tennis courts at Churchill Playing Fields;
4. A final sum of £1,000 be allocated to support the Diggle Blues Festival 2014.
5. The District Executive look into the possibility of staging and supporting a performance in the area by a group from the National Rural Touring Association.

6. The District Executive look into the possibility of providing more defibrillators in Saddleworth and Lees.



Oldham
Council

8

DATE AND TIME OF NEXT MEETING

RESOLVED that the next meeting of the Saddleworth and Lees District Executive will take place on Thursday 30th January 2014 at 7.30pm.

The meeting started at 7.40 pm and ended at 8.20 pm

This page is intentionally left blank

Saddleworth and Lees District Executive

Budget Report

Report of Michele Carr, Assistant Executive Director, Neighbourhoods, Housing and Planning

Portfolio Responsibility: Neighbourhoods

30 January 2013

Officer Contact: Lisa Macdonald
Ext. 5195

Purpose of Report

To advise the Saddleworth and Lees District Executive of its available budget for 2013/14, commitments to date and potential budget allocations to be considered at this meeting.

Recommendations

1. That the District Executive notes the budget available for 2013/14
2. That the District Executive notes budget commitments to date
3. That the District Executive considers allocating £4,600 as a contribution towards replacement fencing at Saddleworth Rangers Rugby Club.
4. That the District Executive considers allocating £1,512 to support the preparation of a Heritage Lottery Fund bid for further archaeological excavations at Castleshaw Roman Fort
5. That the District Executive considers allocating £3,000 towards phase 1 - fencing improvement works to the riding arena at Friezland Arena.
6. That the District Executive considers allocating £1,700 towards phase 2 – replacement of fencing around picnic site at Friezland Arena

1. CURRENT POSITION

1.1 District Executive Budget

The District Executive has a total allocation of £105,000 (£25,000 revenue and £10,000 capital per ward) which is available to help meet the priorities and actions across the district

Decisions on this budget will be made by the District Executive

1.2 Individual Councillor Allowance

Each Borough Councillor has an allowance of £3,000 on which they may take decisions. Councillors may also decide to pool their individual allowance in order joint fund projects.

1.3 Existing budget allocations are presented in appendix 1.

2. PROJECTS FOR CONSIDERATION

2.1 Fencing Improvements at Saddleworth Rangers Rugby Club

The District Executive is asked to consider allocating £4,600 to contribute to fencing improvements at Saddleworth Rangers Rugby Club. The fencing improvements are required to address child welfare and health and safety issues on the canal side area of the club identified at an inspection by the RFL. (Full application at appendix 2)

2.2 Castleshaw Roman Fort – Support for Heritage Lottery Fund (HLF) Bid

The District Executive is asked to consider allocating £1,512 to support the preparation of the Heritage Lottery Fund bid to be submitted by the Friends of Castleshaw Roman Fort and supported by the Castleshaw Working Party.

The funding being applied for in this application is to assist in the preparation of the bid for a subsequent project for exploring and learning based on the archaeological remains of the Roman Fort at Castleshaw.

(Details of the work to be included in the HLF bid are attached at appendix 3).

The breakdown of funding support requested by the District Executive is outlined below.

Digital Camera for community involvement (for website and exhibitions) and later to	£500
---	------

record and document finds	
Travel costs for preparing HLF bid 200 miles at 45p per mile	£90
Archaeological Consultancy	£250
Excavation equipment for pre-dig research (test pitting etc)	£600
Contingency 5%	£72
Total	£1,512

2.3 Friezland Horse Riding Arena Site – Phase 1

The District Executive is asked to consider allocating £3000 as a contribution towards the partial replacement of the riding arena perimeter fencing. The project aims to ensure that the that the safe, efficient and risk managed use of the site is able to continue. (Full application attached at appendix 4).

2.4 Friezland Horse Riding Arena Site – Phase 2

The District Executive is asked to consider allocating £1,700 as a contribution to the replacement of fencing around the picnic area site. The project aims to ensure that the site can continue to be enjoyed by residents and visitors as well as those taking part in riding events. (Full application attached at appendix 5)

3. OPTIONS/ ALTERNATIVES

3.1 N/A

4. CONSULTATION

4.1 N/A

5. FINANCIAL IMPLICATIONS

5.1 To follow

6. LEGAL IMPLICATIONS

6.1 To follow

7. HUMAN RESOURCES COMMENTS

7.1 N/A

8. RISK ASSESSMENTS

8.1 N/A

9. IT IMPLICATIONS

9.1 N/A

10. PROPERTY IMPLICATIONS

10.1 N/A

11. PROCUREMENT IMPLICATIONS

11.1 N/A

12. ENVIRONMENTAL AND HEALTH AND SAFETY IMPLICATIONS

12.1 N/A

13. COMMUNITY COHESION IMPLICATIONS (INCLUDING CRIME & DISORDER IMPLICATIONS IN ACCORDANCE WITH SECTION 17 OF THE ACT) AND EQUALITIES IMPLICATIONS

13.1 N/A

14. FORWARD PLAN REFERENCE

14.1 N/A

15. KEY DECISION

15.1 N/A

16. BACKGROUND PAPERS

16.1 NONE

17. APPENDICES

17.1 Appendix 1 – Budget Breakdown 2013/14
Appendix 2 – Saddleworth Rangers Application
Appendix 3 – Castleshaw Roman Fort Application
Appendix 4 – Friezland Arena, phase 1 Application
Appendix 5 – Friezland Arena, phase 2 Application

This page is intentionally left blank

Appendix 1
2013/14 Allocations from the Saddleworth & Lees District Partnership

Date of Approval	Project/Initiative	Cost
	Christmas Lights	
13.06.13	Support existing Christmas lights commitments	£3,500.00
	Support the provision of district trees in Lees and Uppermill	£3,500.00
	Sub Total	£7,000.00
	Winter Maintenance	
	Refilling of additional grit bins - 1300 + 67(Hand Grit C/F) + 1837.70 (Summer Planting C/F)	£3,204.70
	Bagged salt for hand held gritters	£850.00
	Summer planting	£5,000.00
	Whit Friday Band Contest	£15,000.00
	Sub Total	£24,054.70
13.06.13	St Thomas Leesfield Development Project	£4,500.00
	Community Engagement	£1,000.00
	Crime reduction project Ivy Green Drive	£1,887.50
	Community Engagement - Dawsons Field 01.08.13 Swift Solutions, Hand held fund raising tins x6 =£55.20	£1,000.00
	Sub Total	£8,387.50
25.07.13	Uppermill Methodist Church	£3,000.00
	ANPR Camera	£10,000
	Drainage solution at Mills Recreation Group	£20,000
	Signage Improvement scheme in Uppermill	£2,000
	Implementation of amendments to parking restrictions	£1,200
	Sub Total	£36,200.00
03.10.13	Security Improvement at Churchill - Changing rooms	£5,453.00
	Crime reduction scheme Thomas Street/Leesway	£2,203.00
	Saddleworth Musical Society - Storage cabinet	£450.00
	Training opportunities for young people in sport	£1,800.00
	Sub Total	£9,906.00
14.11.13	Diggle Blues Festival	£1,000.00
	Refurbishment of Churchill Tennis Courts	£5,000.00
		£6,000.00
	£105,000	
Total		£91,548.20
Remaining		£13,451.80

2013/14 Allocations from the Saddleworth & Lees individual Councilors Allowance

Cllr Garth Harkness	Allocated: £3,000
Diggle Blues Festival 2013	£200
Whit Walks	£150
Saddleworth Village Olympics	£500
Diggle Blues Festival 2014	£200
Total	£1,050
Remaining	£1,950
Cllr Alan Roughley	Allocated: £3,000
Saddleworth Village Olympics	£500
Football Posts and Nets (incl £170 for fitting JT)	£820
Total	£1,320
Remaining	£1,680
Cllr John McCann	Allocated: £3,000
Saddleworth Village Olympics	£500
Peace Gardens St Annes	£250
Royal George Mills Footpath	£2,000
Total	£2,750
Remaining	£250
Cllr Adrian Alexander	Allocated: £3,000
Lees Village Fair	£364.63
Greenfield Whit Walks	£420
Lees Field Church toilet fund	£590
Old Mill Residents Fund	£200
OMBBA	£350
Saddleworth Village Olympics	£500
Lido House	£50
Springhead AFC	£228.33
Old Mill House	£200
Hood Square – Planters & Flowers	£84.00
Total	£2,986.96
Remaining	£13.04

Cllr Derek Heffernan	Allocated: £3,000
Diggle Blues Festival 2013	£200
Whit Walks	£150
Saddleworth Village Olympics	£500
Diggle Blues Festival 2014	£200
Total	£1,050
Remaining	£1,950
Cllr John Hudson	Allocated: £3,000
Saddleworth Village Olympics	£500
Peace Gardens St Annes	£250
Grit bin at Chew Brook Drive	£327.69
GGRA Streetscene Planter	£250
Total	£1327.69
Remaining	£1672.31
Cllr Graham Sheldon	Allocated: £3,000
Saddleworth Village Olympics	£500
Peace Gardens St Annes	£250
Yanks Weekend – Classic cars	£100
Landscape land at Hare & Hounds	£881.74
Grit bin at Chew Brook Drive	£327.69
GGRA Streetscene Planter	£250
Total	£2309.43
Remaining	£690.57
Cllr Barbara Beeley	Allocated: £3,000
Lees Village Fair	£364.62
Old Mill Residents Fund	£200
Saddleworth Village Olympics	£500
Leesfield Scout Group	£150.25
Springhead AFC	£228.34
Hood Square – Planters & Flowers	£83
Springhead Extra Funds	£50
Pedestrian Crossing	£224.45
Talking Point buffet	£500
Total	£2,300.66
Remaining	£699.34

Cllr Val Sedgwick	Allocated: £3,000
Isla Jean - Alarm	£590
Lees Village Fair	£364.63
Old Mill Residents Fund	£200
Saddleworth Village Olympics	£500
Leesfield Scout Group	£150.25
Springhead AFC	£228.33
Hood Square – Planters & Flowers	£83
Springhead Extra Funds	£50
Pedestrian Crossing	£224.45
Lees Village Car	£220
Lights for Lees Christmas Tree	£180
Total	£2790.66
Remaining	£209.34

This page is intentionally left blank

District Partnership Delegated Budget Funding Proposal Form 2011/12

Note: The same form is used for all applications for funding from District Partnership whether from the District Partnership budget or the budgets of individual Councillors

TO WHICH DISTRICT PARTNERSHIP ARE YOU APPLYING: (Tick for each area if you are applying to)

- CHADDERTON
- EAST OLDHAM
- FAILSWORTH & HOLLINWOOD
- SADDLEWORTH & LEES
- SHAW, CROMPTON & ROYTON
- WEST OLDHAM

1. WHAT IS THE FUNDING SOUGHT FOR?

TITLE OF PROJECT:

Saddleworth Rangers Safety Fencing

WHICH ORGANISATION WILL DELIVER THE PROJECT/LEAD DELIVERY OF PROJECT?

Saddleworth Rangers ARLFC

PLEASE DESCRIBE THE PROJECT THAT YOU ARE SEEKING FUNDING FOR

Install 180m security fencing to coal side of ground

WHICH OTHER GROUPS/ORGANISATIONS (IF ANY) ARE YOU WORKING WITH ON THIS PROJECT AND HOW?

RFL Child welfare recommendation following inspection.
Rugby Football League grant.

WHEN DO YOU EXPECT TO:

- START THE PROJECT? January 2014
- COMPLETE THE PROJECT? January 2014

HOW MANY PEOPLE WILL USE / BENEFIT FROM THE PROJECT?

Estimated number of people 650 children + 750 parents per week

Period of time over which they will benefit: for all time.

(e.g. is the number of people above over the lifetime of the project, per day, per week etc)

WHAT NEEDS / PROBLEMS OF RESIDENTS OF THE DISTRICT PARTNERSHIP WILL BE MET BY THE PROJECT? This work will resolve a major child welfare/safety issue, and reassure parents that their children are enjoying their sport in a safe environment.

HOW WILL THE PROJECT PARTICULARLY BENEFIT DISADVANTAGED RESIDENTS OF THE DISTRICT PARTNERSHIP AREA?
 Improve safety on the canal side area of the club allowing families to attend games in a safe environment. Free admission to games for children.

HOW WILL THE BENEFITS OF THE PROJECT LAST BEYOND THE DURATION OF THE FUNDED ACTIVITY?
 It is a permanent solution to a major health + safety issue

WHAT RISKS ARE THERE WITH THE PROJECT?
 e.g. public safety, involving sufficient residents, ability to deliver the project on time

HOW WILL THESE RISKS BE MANAGED? None

HOW WILL THE PROJECT/ACTIVITY BE PUBLICISED? Local media, OMBC + club websites

2. DETAILS ABOUT THE FINANCE OF THIS PROJECT

PLEASE PROVIDE A DETAILED BREAKDOWN OF THE TOTAL COSTS OF THE PROJECT/ACTIVITY FOR WHICH YOU ARE SEEKING FUNDING
 If relevant, please include the full cost of the project not just costs for which funding is sought from the District Partnership
 Please include the cost of VAT, if applicable, in the space provided. If VAT is not payable, please indicate the cost of VAT is zero.

ITEM	COST
Supply + Fit 180 linear metres 1.8m fencing	£ 6,100 - 00
	£
	£
	£
	£
	£
	£
	£
VAT (if applicable)	£ ZERO
TOTAL PROJECT COST	£ 6,100 - 00

PLEASE PROVIDE A DETAILED BREAKDOWN OF THE EXPECTED FUNDING OF THESE COSTS

Please include funding sought from the District Partnership and all other sources

SOURCE OF FUNDING	AMOUNT £	STATUS (e.g. committed / applied for)	DATE DECISION EXPECTED (if funding not committed)
R.F.L.	1,500.00	received	12/2013
Dist Partnership	4,600.00	applied	
TOTAL FUNDING	£6,100.00		

HAVE YOU ALREADY RECEIVED FINANCIAL ASSISTANCE FROM THE COUNCIL OR ANY OTHER SOURCE FOR THIS PROJECT IN THE LAST 2 YEARS?

YES NO *P.P.*

IF YES PLEASE GIVE DETAILS BELOW:

SOURCE OF FUNDING	AMOUNT RECEIVED £	DATE
R.F.L.	1,500.00	12/2013

WILL THE PROJECT GENERATE ANY INCOME FOR ANY ORGANISATION?

YES NO

If Yes, how much per year?

COST ESTIMATES

If the project involves building works, purchase of equipment or any other works involving a third party, you will need to supply at least two full estimates for the work

Estimates attached: YES NO

HOW WILL ANY LONG TERM COMMITMENTS THAT WILL BE INCURRED AS A RESULT OF THIS PROJECT BE MET?

e.g. insurance, maintenance, running costs

Maintenance (after 10 years) may involve replacing sections of mesh fencing

3. DETAILS ABOUT LAND AND BUILDINGS

<p>ARE YOU APPLYING FOR FUNDING FOR WORKS TO LAND AND/OR BUILDINGS? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>	
<p>If Yes, please complete all the boxes in this section. If NO, go to Section 4</p>	
<p>WHO OWNS THE LAND AND/OR BUILDINGS WHERE THE PROJECT WILL BE SITED?</p>	
You/your organisation	<input checked="" type="checkbox"/>
Oldham Council	<input checked="" type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>
<p>DO YOU HAVE THE NECESSARY PERMISSIONS IN WRITING FROM THE LAND OWNER TO DELIVER THE PROJECT?</p>	
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
<p>IS PLANNING PERMISSION NEEDED?</p>	
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<p>IF YES, PLEASE INDICATE THE STATUS OF ANY PLANNING APPLICATION</p>	
<input type="checkbox"/> NOT YET APPLIED	
<input type="checkbox"/> APPLIED & AWAITING DECISION	
<input type="checkbox"/> PERMISSION GRANTED	

4. DETAILS OF THE ORGANISATION WHICH WILL DELIVER THE ACTIVITY

ORGANISATION:
NAME OF CONTACT PERSON:
POSITION IN ORGANISATION:
ADDRESS FOR CORRESPONDENCE
CONTACT TEL NO:
E-MAIL ADDRESS:
FAX NO:

THE DETAILS IN THE TABLE BELOW ARE NOT REQUIRED FOR STATUTORY ORGANISATIONS (SUCH AS THE COUNCIL OR POLICE)

DOES YOUR ORGANISATION HAVE A WRITTEN CONSTITUTION?

YES NO

If Yes, please enclose a copy

PLEASE BRIEFLY OUTLINE THE AIMS AND ACTIVITIES OF YOUR ORGANISATION

To offer the rugby league experience to all within OMB and beyond

WHEN WAS YOUR ORGANISATION FORMED?

1930

WHAT ARE THE MANAGEMENT ARRANGEMENTS FOR THE ORGANISATION?

(e.g. Who sits on the Management Group and how often do they meet?)

All volunteers
Chairman, Treasurer, Secretary + Committee

HOW DOES YOUR ORGANISATION ENSURE EQUALITY OF ACCESS TO ITS SERVICES TO ALL MEMBERS OF THE COMMUNITY? See Constitution.

We welcome all sections of the Community

5: PAYMENT ARRANGEMENTS

HOW WOULD YOU LIKE ANY FUNDING AGREED TO BE PAID? Please provide a copy of your recent audited accounts or recent bank statement.

BACS PAYMENT INTO BANK ACCOUNT
CHEQUE

DETAILS FOR BACS PAYMENT

We are already set up on your system, you have our details.

NAME OF BANK ACCOUNT

BANK

ACCOUNT NUMBER

SORT CODE

PAYMENT REFERENCE

DETAILS FOR CHEQUE PAYMENT

NAME OF BANK ACCOUNT

ADDRESS TO SEND CHEQUE TO

IS YOUR ORGANISATION REGISTERED FOR VAT?

YES NO

If Yes, any sum awarded will exclude your VAT costs.

If your organisation is not VAT registered, the Council will make arrangements to pay suppliers/contractors directly so that no VAT is incurred.


6. DECLARATION

I declare that the information given on this form is true and accurate.

I undertake to provide the Council with full receipts to confirm evidence of expenditure for any funding awarded.

I understand that the Council may take legal action for recovery of money awarded if evidence of expenditure is not provided, or if the money is not used for the purpose for which it is awarded.

I confirm that I am authorised to sign this application on behalf of the organisation

Name (please print)	PETER TOWNSEND			
Organisation / department	Saddleworth Rangers ARLFC			
Position in organisation	Hon. Secretary			
Signature				
Date	4.12.2013			
Enclosures included with application	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
Constitution	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
Recent Bank Statements and/or Audited Accounts (required for Organisations applying for funds)	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
Two full estimates	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO

Please check that you have included all the necessary enclosures and return this form by post or email to:

District Co-ordinator
Lisa Macdonald
 Saddleworth & Lees District Team
 Oldham Council
 Uppermill Library - upstairs office
 St Chads, High Street
 Uppermill
 OL3 6AP

0161 770 5195
lisa.macdonald@oldham.gov.uk

District Executive Delegated Budget Funding Proposal Form 2013/2014

Note: The same form is used for all applications for funding from District Partnership whether from the District Partnership budget or the budgets of individual Councillors

TO WHICH DISTRICT PARTNERSHIP ARE YOU APPLYING: (Tick for each area if you are applying to)

- CHADDERTON
- EAST OLDHAM
- FAILSWORTH & HOLLINWOOD
- SADDLEWORTH & LEES
- SHAW, CROMPTON & ROYTON
- WEST OLDHAM

1. WHAT IS THE FUNDING SOUGHT FOR?

TITLE OF PROJECT:

Heritage Lottery Fund bid for excavations at Castleshaw Roman Forts

WHICH ORGANISATION WILL DELIVER THE PROJECT/LEAD DELIVERY OF PROJECT?

Friends of Castleshaw Roman Forts

PLEASE DESCRIBE THE PROJECT THAT YOU ARE SEEKING FUNDING FOR

Funding to help bid for Heritage Lottery Fund for a subsequent project for exploring and learning based on the archaeological remains of the Roman Forts at Castleshaw.

WHICH OTHER GROUPS/ORGANISATIONS (IF ANY) ARE YOU WORKING WITH ON THIS PROJECT AND HOW?

Higher level support is provided by the Castleshaw Working Party, which includes representatives of the land owner (United Utilities), English Heritage, the Castleshaw Centre (a local authority outdoor education centre), and local agencies and heritage groups. Excavation archive will be deposited with Saddleworth Museum. Archaeological expertise and co-ordination will be provided by the University of Salford Centre for Applied Archaeology overseen by Norman Redhead of the Greater Manchester Archaeological Advisory Service.

WHEN DO YOU EXPECT TO:

- START THE PROJECT? April 2014
- COMPLETE THE PROJECT? March 2015

HOW MANY PEOPLE WILL USE / BENEFIT FROM THE PROJECT?

Estimated number of people If HLF funding is obtained, the excavation project will potentially benefit everyone in Saddleworth. The initial dig will educate schoolchildren, local offenders, local groups and Saddleworth residents on the process of archaeological investigations and the benefits of understanding our historical heritage. The improvement in our understanding and presentation of the site and the potential expansion of the exhibits in the Saddleworth museum will benefit our local education facilities together with our tourist industry. It is anticipated that around 300 school children and up to 200 adult volunteers will be directly involved in the excavations, with around another 300 visiting the dig and having guided tours and up to 200 attending a one day conference at the end of the project. Volunteers will also take part in a number of training workshops based on archaeological techniques and archiving.

Period of time over which they will benefit: There will be the immediate benefits of those participating within the project period, with the archaeological excavation scheduled for 4 weeks in July 2014. Benefits will also extend indefinitely, if the fort is better understood and better utilised we are confident that it will provide a benefit to the whole community, not only to those interested in the history and origins of Saddleworth, but also to the local schools and tourist facilities into the long term future.

(e.g. is the number of people above over the lifetime of the project, per day, per week etc)

WHAT NEEDS / PROBLEMS OF RESIDENTS OF THE DISTRICT PARTNERSHIP WILL BE MET BY THE PROJECT?

A Conservation Management Plan was prepared for the Roman Forts site in 2011. This included an extensive consultation with the local community and users of the site. It made various recommendations on future research, engagement, management and presentation of the Scheduled Monument. The main priority is to present the site of the earlier, larger, Agricola fort in the same way that the later, smaller, fortlet was presented in the 1980s. At the moment the remains of the fort are difficult to interpret, poorly understood and a health and safety hazard. Many people in the area and visitors from further afield aren't even aware that there is a second larger fort on the site. A scheme of targeted excavation followed by landscaping and interpretation are desirable, and these should have a strong focus on community engagement and education, and increased visitors to the area. There are very limited opportunities for local people to get involved with their heritage and this archaeology project is an excellent way to do that and excite them about the Roman history on their doorstep. The Friends of Castleshaw Roman Forts group has been established to take forward fund raising and community participation.

HOW WILL THE PROJECT PARTICULARLY BENEFIT DISADVANTAGED RESIDENTS OF THE DISTRICT PARTNERSHIP AREA?

We intend to include as many community groups as possible including Schools, Castleshaw Centre, ex-offenders and the Saddleworth Museum. The benefits to ex-offenders seem obvious, Castleshaw centre will have an improved amenity nearby, the museum will have new finds to exhibit and Schools will have a local focus for Roman history. Other groups will be invited as well, through the Link Centre and Voluntary Action Oldham network, including Age UK and unemployed. There project will provide meet agendas relating to healthy living, employability, community pride and a sense of belonging.

HOW WILL THE BENEFITS OF THE PROJECT LAST BEYOND THE DURATION OF

THE FUNDED ACTIVITY?

As has already been explained, the benefits of the envisaged project will continue into the long term future of the area and the amenities it offers to both residents and visitors. It is envisaged that the 'Our Heritage' HLF project will be a stepping stone, stimulating community interest and leading on to a much larger successor project which will involve an expanded community involvement and a major landscaping and interpretation project. The HLF project will in its own right provide a lasting legacy in terms of finds catalogued and displayed in Saddleworth Museum, a popular booklet publication, and an enhanced website with archaeology reports, blogs and photos. The local community will gain new skills providing confidence and long term sustainability.

WHAT RISKS ARE THERE WITH THE PROJECT?

e.g. public safety, involving sufficient residents, ability to deliver the project on time

HLF funding may not be forthcoming in the required timescales. In this case the project would be re-arranged for a later period (probably September 2014).

There are risk elements to participants of the excavation and to visitors during the dig.

Insufficient interest may be generated to drive the excavations forward.

HOW WILL THESE RISKS BE MANAGED?

The HLF funding bid will be supported by experienced organisations including the land owner (United Utilities), English Heritage, the Castleshaw Centre (a local authority outdoor education centre), and local agencies and heritage groups. Archaeological gravitas is provided by the University of Salford Centre for Applied Archaeology overseen by Norman Redhead of the Greater Manchester Archaeological Advisory Service.

The Health and Safety issues. These will be managed by the archaeological contractors on site, who will deliver the excavation and train volunteers. The archaeologists will have liability insurance for on-site activities and will prepare a risk assessment in collaboration with United Utilities who are the landowner. Proper welfare facilities and appropriate site equipment will be provided and dig areas will be secured with fencing. The Friends have an insurance policy to cover their volunteer's activities on site.

It is highly unlikely that there will be insufficient interest, given the interest shown during the previous 1980s excavations on the fortlet and the success of a number of similar community archaeology projects across Greater Manchester in recent years. The Friends already boast some 90 members after less than two years of taking on membership recruitment. It is anticipated that the archaeological excavations will generate a significant increase in membership.

HOW WILL THE PROJECT/ACTIVITY BE PUBLICISED?

Through local press and radio.

By personal visits and talks to schools and community groups etc.

By seeking the assistance of local retail and other outlets

Leafletting and postering throughout the area.

Through the Friends website: <http://www.castleshawarchaeology.co.uk/>

Sufficient assistance in the dig from local schools and the local populace will be maximised with assistance from the local press, including the local radio stations. Targeted talks will be given in the local schools and other voluntary and community organisations to maximise involvement and

enthusiasm. Cooperation on spreading the message will be sought throughout retail and other outlets and leaflets and posters will be distributed throughout the Saddleworth area.

2. DETAILS ABOUT THE FINANCE OF THIS PROJECT

PLEASE PROVIDE A DETAILED BREAKDOWN OF THE TOTAL COSTS OF THE PROJECT/ACTIVITY FOR WHICH YOU ARE SEEKING FUNDING

If relevant, please include the full cost of the project not just costs for which funding is sought from the District Partnership

Please include the cost of VAT, if applicable, in the space provided. If VAT is not payable, please indicate the cost of VAT is zero.

ITEM	COST
Professional Fees: archaeological contractors, finds experts, educational archaeologist	£41,500
Equipment and materials: machine hire, site welfare, archaeology dig equipment	£9,040
Finds Conservation	£2,000
Digital outputs and equipment: camera, camcorder, laptop, website enhancement	£1,600
Workshops	£2,400
Travel support	£1,000
Learning materials: dig box, educational materials, display materials, information board at car park, popular publication	£11,600
Conference booking	£800
Contingency @5%	£4,250
VAT (if applicable)	£15,160
TOTAL PROJECT COST	£89,350

PLEASE PROVIDE A DETAILED BREAKDOWN OF THE EXPECTED FUNDING OF THESE COSTS

Please include funding sought from the District Partnership and all other sources

SOURCE OF FUNDING	AMOUNT £	STATUS (e.g. committed / applied for)	DATE DECISION EXPECTED (if funding not committed)
District Executive	1500	Applied for	30 th Jan
Friends of Castleshaw Roman Forts	500	Committed	
HLF	86,850	Applying mid-late Jan	Mar/April
Another Sponsor	500	To be sought	?
TOTAL FUNDING	£89,350		

HAVE YOU ALREADY RECEIVED FINANCIAL ASSISTANCE FROM THE COUNCIL OR ANY OTHER SOURCE FOR THIS PROJECT IN THE LAST 2 YEARS?

YES

NO

IF YES PLEASE GIVE DETAILS BELOW:		
SOURCE OF FUNDING	AMOUNT RECEIVED £	DATE

WILL THE PROJECT GENERATE ANY INCOME FOR ANY ORGANISATION?

YES NO

If Yes, how much per year?

It is envisaged that the improvement in the tourism offering in the area will benefit the income of many of the commercial outlets in the Saddleworth area by increasing the number of visitors not only to the Castleshaw Forts but also to the other tourist facilities on offer. The actual increase in income will be assessed during the process of the Heritage bid. The conference will generate income for Uppermill Civic Hall.

COST ESTIMATES

If the project involves building works, purchase of equipment or any other works involving a third party, you will need to supply at least two full estimates for the work

Estimates attached: YES NO

This bid is to provide the funding for the assessment of these costs which will be necessary for the eventual bid to the heritage fund.

HOW WILL ANY LONG TERM COMMITMENTS THAT WILL BE INCURRED AS A RESULT OF THIS PROJECT BE MET?
e.g. insurance, maintenance, running costs

There will be no long term commitments as a result of this project which is designed to provide support funding for a bid to the Heritage Lottery Fund. Any long term commitments will be addressed in that eventual bid to the Heritage Lottery Fund.

3. DETAILS ABOUT LAND AND BUILDINGS

ARE YOU APPLYING FOR FUNDING FOR WORKS TO LAND AND/OR BUILDINGS?
 YES NO

If Yes, please complete all the boxes in this section. If NO, go to Section 4

WHO OWNS THE LAND AND/OR BUILDINGS WHERE THE PROJECT WILL BE SITED?

You/your organisation

Oldham Council

Other (please specify below)

The Land is owned by United Utilities

DO YOU HAVE THE NECESSARY PERMISSIONS IN WRITING FROM THE LAND OWNER TO DELIVER THE PROJECT?

YES NO

IS PLANNING PERMISSION NEEDED?

YES NO

IF YES, PLEASE INDICATE THE STATUS OF ANY PLANNING APPLICATION

Scheduled Monument Consent is required for excavation on the fort site. An application has been submitted to English Heritage.

- NOT YET APPLIED
- APPLIED & AWAITING DECISION
- PERMISSION GRANTED

4. DETAILS OF THE ORGANISATION WHICH WILL DELIVER THE ACTIVITY

ORGANISATION:
NAME OF CONTACT PERSON:
POSITION IN ORGANISATION:
ADDRESS FOR CORRESPONDENCE
CONTACT TEL NO:
E-MAIL ADDRESS:
LAND LINE NO:

THE DETAILS IN THE TABLE BELOW ARE NOT REQUIRED FOR STATUTORY ORGANISATIONS (SUCH AS THE COUNCIL OR POLICE)

DOES YOUR ORGANISATION HAVE A WRITTEN CONSTITUTION?

YES NO

If Yes, please enclose a copy

PLEASE BRIEFLY OUTLINE THE AIMS AND ACTIVITIES OF YOUR ORGANISATION

The Friends of Castleshaw Roman Forts group has been established to take forward fund raising and community participation and to increase the understanding and utilisation of the Castleshaw Roman Forts

WHEN WAS YOUR ORGANISATION FORMED?

10th June 2010

WHAT ARE THE MANAGEMENT ARRANGEMENTS FOR THE ORGANISATION?
(e.g. Who sits on the Management Group and how often do they meet?)

There is a committee of 12 members who meet every two months. A list of the committee, their roles and qualifications is attached.

HOW DOES YOUR ORGANISATION ENSURE EQUALITY OF ACCESS TO ITS SERVICES TO ALL MEMBERS OF THE COMMUNITY?

The Friends of Castleshaw Roman Forts is open to anyone to join. There is a well developed website for the Friends which has a wealth of information on the forts and events that can be attended. The website content provides intellectual access to the history and archaeology of the Roman Forts site. The proposed HLF project is designed to provide physical and intellectual access, stimulation and enjoyment to all members of the community – allowing for health and safety considerations. Advertisements for participation in the project will include the Oldham Link, local press, and Voluntary Action Oldham network.

5. PAYMENT ARRANGEMENTS

HOW WOULD YOU LIKE ANY FUNDING AGREED TO BE PAID? Please provide a copy of your recent audited accounts or recent bank statement.

BACS PAYMENT INTO BANK ACCOUNT
CHEQUE

DETAILS FOR BACS PAYMENT

We are already set up on your system, you have our details.

NAME OF BANK ACCOUNT	
BANK	
ACCOUNT NUMBER	
SORT CODE	
PAYMENT REFERENCE	

DETAILS FOR CHEQUE PAYMENT

NAME OF BANK ACCOUNT	
ADDRESS TO SEND CHEQUE TO	

IS YOUR ORGANISATION REGISTERED FOR VAT?

YES

NO

If Yes, any sum awarded will exclude your VAT costs.

If your organisation is not VAT registered, the Council will make arrangements to pay suppliers/contractors directly so that no VAT is incurred.

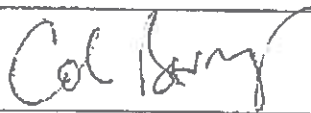
6. DECLARATION

I declare that the information given on this form is true and accurate.

I undertake to provide the Council with full receipts to confirm evidence of expenditure for any funding awarded.

I understand that the Council may take legal action for recovery of money awarded if evidence of expenditure is not provided, or if the money is not used for the purpose for which it is awarded.

I confirm that I am authorised to sign this application on behalf of the organisation

Name (please print)	Colin Berry
Organisation / department	Friends of Castleshaw Roman Forts
Position in organisation	Chairman and Treasurer
Signature	
Date	10 January 2014
Enclosures included with application	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Constitution	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Recent Bank Statements and/or Audited Accounts (required for Organisations applying for funds)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Two full estimates	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Please check that you have included all the necessary enclosures and return this form by post or email to:

District Co-ordinator
Lisa Macdonald
Saddleworth & Lees District Team
Oldham Council
Uppermill Library - upstairs office
St Chads, High Street

Uppermill
OL3 6AP

0161 770 5195

lisa.macdonald@oldham.gov.uk

This page is intentionally left blank

District Executive Delegated Budget Funding Proposal Form 2013/2014

Note: The same form is used for all applications for funding from District Partnership whether from the District Partnership budget or the budgets of individual Councillors

TO WHICH DISTRICT PARTNERSHIP ARE YOU APPLYING: (Tick for each area if you are applying to)

- CHADDERTON
- EAST OLDHAM
- FAILSWORTH & HOLLINWOOD
- SADDLEWORTH & LEES
- SHAW, CROMPTON & ROYTON
- WEST OLDHAM

1.. WHAT IS THE FUNDING SOUGHT FOR?

TITLE OF PROJECT:- **Friezland Horse Riding Arena Site – Phase 1**
Partial replacement of Riding Arena perimeter fencing

WHICH ORGANISATION WILL DELIVER THE PROJECT/LEAD DELIVERY OF PROJECT? **Oldham and District Riding Club on behalf of the Friezland User Group.**

PLEASE DESCRIBE THE PROJECT THAT YOU ARE SEEKING FUNDING FOR
Part of the existing fencing has seriously deteriorated and needs replacing

WHICH OTHER GROUPS/ORGANISATIONS (IF ANY) ARE YOU WORKING WITH ON THIS PROJECT AND HOW? **Saddleworth Branch of the Pony Club, West Pennine Bridleways Association and Greenfield and Grasscroft Residents Association will support Oldham and District Riding Club as fellow members of the Friezland User Group. They will contribute financially from the Friezland User Group account.**

WHEN DO YOU EXPECT TO:

- **START THE PROJECT - 2014 in agreement with contractor, avoiding disruption to the seasons programme**
- **COMPLETE THE PROJECT December 2014**
- .

HOW MANY PEOPLE WILL USE / BENEFIT FROM THE PROJECT?

Estimate – 1000 per year comprising riders, their supporters, and spectators at organised events plus an additional 1000 per year when used by the public at other times (the arena is open for free use by the public all year on non-event days)
Period of time over which they will benefit: 20 years plus

WHAT NEEDS / PROBLEMS OF RESIDENTS OF THE DISTRICT PARTNERSHIP WILL

BE MET BY THE PROJECT – The replacement of this fencing will contribute to the continued safe and efficient, Risk Managed use of the site, by both residents and visitors from other parts of the borough. The arena is used for events and tuition throughout the year and forms part of a Staging Post for the Pennine Bridleway - a National Trail used by Riders, Cyclists, Walkers, the Disabled and Less-able members of the community.

HOW WILL THE PROJECT PARTICULARLY BENEFIT DISADVANTAGED RESIDENTS OF THE DISTRICT PARTNERSHIP AREA

The arena is available to the public 365 days a year for leisure use, for tuition and for organised events. Many families use the picnic areas to watch and enjoy events.

There is no cost to the public to enter the site at any time, other than to event participants.

The site provides a facility on a non-profit basis with a major input from the residents of the area/borough. It provides an opportunity to all members of the riding community for expert training and for participation in events. Participation in these activities by the disabled, less able, and ethnic minorities is offered and encouraged by all organisations using the site.

HOW WILL THE BENEFITS OF THE PROJECT LAST BEYOND THE DURATION OF THE FUNDED ACTIVITY -

The Friezland site arena opened in 1984 and much of the original fencing still remains. By acting now and replacing this section of fencing with materials of a similar quality we can try and ensure that the site arena remains available to the community for the next 20 years plus.

WHAT RISKS ARE THERE WITH THE PROJECT?

There are no risks to the public whilst the fencing is replaced, as a risk assessment will be produced to manage the on-site activity.

HOW WILL THESE RISKS BE MANAGED?

A risk assessment will be provided before any activity takes place on site.

HOW WILL THE PROJECT/ACTIVITY BE PUBLICISED?

Through the local Press, OMBC publications, participating organisations' circulars and websites, and on-site notice boards.

2. DETAILS ABOUT THE FINANCE OF THIS PROJECT

PLEASE PROVIDE A DETAILED BREAKDOWN OF THE TOTAL COSTS OF THE PROJECT/ACTIVITY FOR WHICH YOU ARE SEEKING FUNDING

If relevant, please include the full cost of the project not just costs for which funding is sought from the District Partnership

Please include the cost of VAT, if applicable, in the space provided. If VAT is not payable, please indicate the cost of VAT is zero.

ITEM	COST
Please see attached OMBC Estates Department quotation for proposed works	£
	£
	£
	£
	£
	£
	£
	£
VAT (if applicable)	£
TOTAL PROJECT COST	£

PLEASE PROVIDE A DETAILED BREAKDOWN OF THE EXPECTED FUNDING OF THESE COSTS

Please include funding sought from the District Partnership and all other sources

SOURCE OF FUNDING	AMOUNT £	STATUS (e.g. committed / applied for)	DATE DECISION EXPECTED (if funding not committed)
Friezland User Group	1410	Committed	
District Partnership	3000	Applied for	
TOTAL FUNDING	£4410		

HAVE YOU ALREADY RECEIVED FINANCIAL ASSISTANCE FROM THE COUNCIL OR ANY OTHER SOURCE FOR THIS PROJECT IN THE LAST 2 YEARS? **NO**

IF YES PLEASE GIVE DETAILS BELOW:

SOURCE OF FUNDING	AMOUNT RECEIVED £	DATE

WILL THE PROJECT GENERATE ANY INCOME FOR ANY ORGANISATION?

YES NO

If Yes, how much per year?

COST ESTIMATES

If the project involves building works, purchase of equipment or any other works involving a third party, you will need to supply at least two full estimates for the work

Estimates attached: YES NO

Please find attached information re costs provided by OMBC Estates Dept.

HOW WILL ANY LONG TERM COMMITMENTS THAT WILL BE INCURRED AS A RESULT OF THIS PROJECT BE MET?

Service Level Agreement with OMBC under negotiation

3. DETAILS ABOUT LAND AND BUILDINGS

ARE YOU APPLYING FOR FUNDING FOR WORKS TO LAND AND/OR BUILDINGS?

X YES

If Yes, please complete all the boxes in this section. If NO, go to Section 4

WHO OWNS THE LAND AND/OR BUILDINGS WHERE THE PROJECT WILL BE SITED?

You/your organisation

Oldham Council X

Other (please specify below)

.....

DO YOU HAVE THE NECESSARY PERMISSIONS IN WRITING FROM THE LAND OWNER TO DELIVER THE PROJECT?

X YES Service Level Agreement under negotiation with OMBC

IS PLANNING PERMISSION NEEDED?

X NO

IF YES, PLEASE INDICATE THE STATUS OF ANY PLANNING APPLICATION

NOT YET APPLIED

APPLIED & AWAITING DECISION

PERMISSION GRANTED

. DETAILS OF THE ORGANISATION WHICH WILL DELIVER THE ACTIVITY

ORGANISATION:	
NAME OF CONTACT PERSON:	
POSITION IN ORGANISATION:	
ADDRESS FOR CORRESPONDENCE	
CONTACT TEL NO:	
E-MAIL ADDRESS:	
FAX NO:	

THE DETAILS IN THE TABLE BELOW ARE NOT REQUIRED FOR STATUTORY ORGANISATIONS (SUCH AS THE COUNCIL OR POLICE)

<p>DOES YOUR ORGANISATION HAVE A WRITTEN CONSTITUTION?</p> <p>X YES</p> <p>If Yes, please enclose a copy</p>
<p>PLEASE BRIEFLY OUTLINE THE AIMS AND ACTIVITIES OF YOUR ORGANISATION</p> <p>As per attached constitution</p>
<p>WHEN WAS YOUR ORGANISATION FORMED? - 1976</p>
<p>WHAT ARE THE MANAGEMENT ARRANGEMENTS FOR THE ORGANISATION? (e.g. Who sits on the Management Group and how often do they meet?)</p> <p>Management by Committee (Chairman/Secretary/Treasurer and other Committee members) who meet on a monthly basis</p>
<p>HOW DOES YOUR ORGANISATION ENSURE EQUALITY OF ACCESS TO ITS SERVICES TO ALL MEMBERS OF THE COMMUNITY?</p> <p>By Membership – Riding Members, Non-Riding Members and Junior Members Advertises its benefits of membership through its website, Club publications and the press</p>

5. PAYMENT ARRANGEMENTS

<p>HOW WOULD YOU LIKE ANY FUNDING AGREED TO BE PAID? Please provide a copy of your recent audited accounts or recent bank statement.</p>	
<p>BACS PAYMENT INTO BANK ACCOUNT</p>	<input type="checkbox"/>
<p>CHEQUE</p>	<p>X Direct to supplier/Contractor</p>

DETAILS FOR BACS PAYMENT	
We are already set up on your system, you have our details.	
NAME OF BANK ACCOUNT	
BANK	
ACCOUNT NUMBER	
SORT CODE	
PAYMENT REFERENCE	

DETAILS FOR CHEQUE PAYMENT – Direct to Contractor	
NAME OF BANK ACCOUNT	
ADDRESS TO SEND CHEQUE TO	
IS YOUR ORGANISATION REGISTERED FOR VAT?	
X NO	
If Yes, any sum awarded will exclude your VAT costs.	
If your organisation is not VAT registered, the Council will make arrangements to pay suppliers/contractors directly so that no VAT is incurred.	

6. DECLARATION

I declare that the information given on this form is true and accurate.

I undertake to provide the Council with full receipts to confirm evidence of expenditure for any funding awarded.

I understand that the Council may take legal action for recovery of money awarded if evidence of expenditure is not provided, or if the money is not used for the purpose for which it is awarded.

I confirm that I am authorised to sign this application on behalf of the organisation

Name (please print)	
Organisation / department	
Position in organisation	
Signature	
Date	
Enclosures included with application	
Constitution	X YES

Recent Bank Statements and/or Audited Accounts (required for Organisations applying for funds)

X YES

Estimate

X YES Information attached from OMBC

Please check that you have included all the necessary enclosures and return this form by post or email to:

District Co-ordinator

Lisa Macdonald

Saddleworth & Lees District Team

Oldham Council

Uppermill Library - upstairs office

St Chads, High Street

Uppermill

OL3 6AP

0161 770 5195

lisa.macdonald@oldham.gov.uk

FOR OFFICIAL USE ONLY:

District Partnership Budget Funding agreed

District Partnership	Sum allocated	Date of meeting
	£	
	£	
	£	
	£	

Councillor Budget funding agreed

Name of Councillor	Sum allocated	Signature
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	

Total sum allocated to project	£
Conditions attached to funding (if applicable)	

	Date	Completed by:
Reported to the District Partnership		
Decision posted on the District Partnership webpage		
Payment/ order raised		
Contractor instructed (Attach documentation)		

District Executive Delegated Budget Funding Proposal Form 2013/2014

Note: The same form is used for all applications for funding from District Partnership whether from the District Partnership budget or the budgets of individual Councillors

TO WHICH DISTRICT PARTNERSHIP ARE YOU APPLYING: (Tick for each area if you are applying to)

- CHADDERTON
- EAST OLDHAM
- FAILSWORTH & HOLLINWOOD
- SADDLEWORTH & LEES
- SHAW, CROMPTON & ROYTON
- WEST OLDHAM

1.. WHAT IS THE FUNDING SOUGHT FOR?

TITLE OF PROJECT:- **Friezland Horse Riding Arena Site – Phase 2**
Replacement of fencing around picnic area

WHICH ORGANISATION WILL DELIVER THE PROJECT/LEAD DELIVERY OF PROJECT? **Oldham and District Riding Club on behalf of the Friezland User Group.**

PLEASE DESCRIBE THE PROJECT THAT YOU ARE SEEKING FUNDING FOR
The existing fencing has seriously deteriorated and needs replacing

WHICH OTHER GROUPS/ORGANISATIONS (IF ANY) ARE YOU WORKING WITH ON THIS PROJECT AND HOW? **Saddleworth Branch of the Pony Club, West Pennine Bridleways Association and Greenfield and Grasscroft Residents Association will support Oldham and District Riding Club as fellow members of the Friezland User Group. They will contribute financially from the Friezland User Group account.**

WHEN DO YOU EXPECT TO:

- **START THE PROJECT - 2014 in agreement with contractor, avoiding disruption to the season's programme**
- **COMPLETE THE PROJECT December 2014**
- .

HOW MANY PEOPLE WILL USE / BENEFIT FROM THE PROJECT?

Estimate – 1000 per year comprising riders, their supporters, and spectators at organised events plus an additional 1000 per year when used by the public at other times (the arena is open for free use by the public all year on non-event days)
Period of time over which they will benefit: 20 years plus

WHAT NEEDS / PROBLEMS OF RESIDENTS OF THE DISTRICT PARTNERSHIP WILL BE MET BY THE PROJECT – The replacement of this fencing will contribute to the continued safe and efficient, Risk Managed use of the site, by both residents and visitors from other parts of the borough. The site is used for riding events and tuition throughout the year and forms part of a Staging Post for the Pennine Bridleway - a National Trail used by Riders, Cyclists, Walkers, the Disabled and Less-able members of the community.

HOW WILL THE PROJECT PARTICULARLY BENEFIT DISADVANTAGED RESIDENTS OF THE DISTRICT PARTNERSHIP AREA

The arena is available to the public 365 days a year for leisure use, for tuition and for organised events. Many families use the picnic areas to watch and enjoy events.

There is no cost to the public to enter the site at any time, other than to event participants.

The site provides a facility on a non-profit basis with a major input from the residents of the area/borough. It provides an opportunity to all members of the riding community for expert training and for participation in events. Participation in these activities by the disabled, less able, and ethnic minorities is offered and encouraged by all organisations using the site.

HOW WILL THE BENEFITS OF THE PROJECT LAST BEYOND THE DURATION OF THE FUNDED ACTIVITY -

The Friezland site arena opened in 1984 and much of the original fencing still remains. By acting now and replacing this section of fencing with materials of a similar quality we can try and ensure that the site remains available to the community for the next 20 years plus.

WHAT RISKS ARE THERE WITH THE PROJECT?

There are no risks to the public whilst the fencing is replaced, as a risk assessment will be produced to manage the on-site activity.

HOW WILL THESE RISKS BE MANAGED?

A risk assessment will be provided before any activity takes place on site.

HOW WILL THE PROJECT/ACTIVITY BE PUBLICISED?

Through the local Press, OMBC publications, participating organisations' circulars and websites, and on-site notice boards.

2. DETAILS ABOUT THE FINANCE OF THIS PROJECT

PLEASE PROVIDE A DETAILED BREAKDOWN OF THE TOTAL COSTS OF THE PROJECT/ACTIVITY FOR WHICH YOU ARE SEEKING FUNDING

If relevant, please include the full cost of the project not just costs for which funding is sought from the District Partnership

Please include the cost of VAT, if applicable, in the space provided. If VAT is not payable, please indicate the cost of VAT is zero.

ITEM	COST
Please see attached OMBC Estates Department quotation for proposed works	£
	£
	£
	£
	£
	£
	£
	£
VAT (if applicable)	£
TOTAL PROJECT COST	£

PLEASE PROVIDE A DETAILED BREAKDOWN OF THE EXPECTED FUNDING OF THESE COSTS

Please include funding sought from the District Partnership and all other sources

SOURCE OF FUNDING	AMOUNT £	STATUS (e.g. committed / applied for)	DATE DECISION EXPECTED (if funding not committed)
Friezland User Group	840	Committed	
District Partnership	1700	Applied for	
TOTAL FUNDING	£2540		

HAVE YOU ALREADY RECEIVED FINANCIAL ASSISTANCE FROM THE COUNCIL OR ANY OTHER SOURCE FOR THIS PROJECT IN THE LAST 2 YEARS? **NO**

IF YES PLEASE GIVE DETAILS BELOW:

SOURCE OF FUNDING	AMOUNT RECEIVED £	DATE

WILL THE PROJECT GENERATE ANY INCOME FOR ANY ORGANISATION?

YES NO

If Yes, how much per year?

COST ESTIMATES

If the project involves building works, purchase of equipment or any other works involving a third party, you will need to supply at least two full estimates for the work

Estimates attached: YES NO

Please find attached information re costs provided by OMBC Estates Dept.

HOW WILL ANY LONG TERM COMMITMENTS THAT WILL BE INCURRED AS A RESULT OF THIS PROJECT BE MET?

Service Level Agreement with OMBC under negotiation

3. DETAILS ABOUT LAND AND BUILDINGS

ARE YOU APPLYING FOR FUNDING FOR WORKS TO LAND AND/OR BUILDINGS?

X YES

If Yes, please complete all the boxes in this section. If NO, go to Section 4

WHO OWNS THE LAND AND/OR BUILDINGS WHERE THE PROJECT WILL BE SITED?

You/your organisation

Oldham Council X

Other (please specify below)

.....

DO YOU HAVE THE NECESSARY PERMISSIONS IN WRITING FROM THE LAND OWNER TO DELIVER THE PROJECT?

X YES Service Level Agreement under negotiation with OMBC

IS PLANNING PERMISSION NEEDED?

X NO

IF YES, PLEASE INDICATE THE STATUS OF ANY PLANNING APPLICATION

NOT YET APPLIED

APPLIED & AWAITING DECISION

PERMISSION GRANTED

. DETAILS OF THE ORGANISATION WHICH WILL DELIVER THE ACTIVITY

ORGANISATION:	
NAME OF CONTACT PERSON:	
POSITION IN ORGANISATION:	
ADDRESS FOR CORRESPONDENCE	
CONTACT TEL NO:	
E-MAIL ADDRESS:	
FAX NO:	

THE DETAILS IN THE TABLE BELOW ARE NOT REQUIRED FOR STATUTORY ORGANISATIONS (SUCH AS THE COUNCIL OR POLICE)

<p>DOES YOUR ORGANISATION HAVE A WRITTEN CONSTITUTION?</p> <p>X YES</p> <p>If Yes, please enclose a copy</p>
<p>PLEASE BRIEFLY OUTLINE THE AIMS AND ACTIVITIES OF YOUR ORGANISATION</p> <p>As per attached constitution</p>
<p>WHEN WAS YOUR ORGANISATION FORMED? - 1976</p>
<p>WHAT ARE THE MANAGEMENT ARRANGEMENTS FOR THE ORGANISATION? (e.g. Who sits on the Management Group and how often do they meet?)</p> <p>Management by Committee (Chairman/Secretary/Treasurer and other Committee members) who meet on a monthly basis</p>
<p>HOW DOES YOUR ORGANISATION ENSURE EQUALITY OF ACCESS TO ITS SERVICES TO ALL MEMBERS OF THE COMMUNITY?</p> <p>By Membership – Riding Members, Non-Riding Members and Junior Members Advertises its benefits of membership through its website, Club publications and the press</p>

5. PAYMENT ARRANGEMENTS

<p>HOW WOULD YOU LIKE ANY FUNDING AGREED TO BE PAID? Please provide a copy of your recent audited accounts or recent bank statement.</p>	
<p>BACS PAYMENT INTO BANK ACCOUNT</p>	<input type="checkbox"/>
<p>CHEQUE</p>	<p>X Direct to supplier/Contractor</p>

DETAILS FOR BACS PAYMENT	
We are already set up on your system, you have our details.	
NAME OF BANK ACCOUNT	
BANK	
ACCOUNT NUMBER	
SORT CODE	
PAYMENT REFERENCE	

DETAILS FOR CHEQUE PAYMENT – Direct to Contractor	
NAME OF BANK ACCOUNT	
ADDRESS TO SEND CHEQUE TO	
IS YOUR ORGANISATION REGISTERED FOR VAT?	
X NO	
If Yes, any sum awarded will exclude your VAT costs.	
If your organisation is not VAT registered, the Council will make arrangements to pay suppliers/contractors directly so that no VAT is incurred.	

6. DECLARATION

I declare that the information given on this form is true and accurate.

I undertake to provide the Council with full receipts to confirm evidence of expenditure for any funding awarded.

I understand that the Council may take legal action for recovery of money awarded if evidence of expenditure is not provided, or if the money is not used for the purpose for which it is awarded.

I confirm that I am authorised to sign this application on behalf of the organisation

Name (please print)	MINDA WIGLEY
Organisation / department	Oldham & District Riding Club
Position in organisation	Committee Member
Signature	
Date	21 December 2013
Enclosures included with application	
Constitution	X YES

**Recent Bank Statements and/or
Audited Accounts (required for
Organisations applying for funds)**

X YES

Estimate

X YES Information attached from OMBC

Please check that you have included all the necessary enclosures and return this form by post or email to:

District Co-ordinator

Lisa Macdonald

Saddleworth & Lees District Team

Oldham Council

Uppermill Library - upstairs office

St Chads, High Street

Uppermill

OL3 6AP

0161 770 5195

lisa.macdonald@oldham.gov.uk

FOR OFFICIAL USE ONLY:

District Partnership Budget Funding agreed

District Partnership	Sum allocated	Date of meeting
	£	
	£	
	£	
	£	

Councillor Budget funding agreed

Name of Councillor	Sum allocated	Signature
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	

Total sum allocated to project	£
Conditions attached to funding (if applicable)	

	Date	Completed by:
Reported to the District Partnership		
Decision posted on the District Partnership webpage		
Payment/ order raised		
Contractor instructed (Attach documentation)		