

Minehead	3/21/07/106	31 Lower Meadow Road, Alcombe, Minehead	West Somerset Council	Recreational facilities payment	£385.10	No expiry
Minehead	3/21/13/084	Land at Ellicombe Meadow, Minehead	West Somerset Council	Community facilities	£21,500	20/04/2026
Minehead	3/21/17/011	The Homestead, Bircham Road, Alcombe, Minehead	West Somerset Council	Recreational facilities payment	£19,800	08/06/2028
Minehead	3/21/17/012	The Homestead, Bircham Road, Alcombe, Minehead	West Somerset Council	Recreational facilities payment	£47,370.50	21/09/2031
Minehead	3/21/18/067	Land at Beacon Road, Minehead	West Somerset Council	Community facilities	£3,000	No expiry

GUIDANCE NOTES

Planning Obligations (Section 106) Funding

This document can be made available in large print, audio, Braille or in other languages on request. Please telephone **0300 123 2224** to discuss your requirements.

Please read these guidelines carefully before completing the expression of interest form or one of the application forms. There are two application forms. One application form is for applications seeking up to and including £10,000 and another application form is for those projects requesting over £10,000.

What is Section 106 (S106) Funding

Under S106 of the Town and Country Planning Act 1990, as amended, contributions can be sought from developers towards the costs of providing community and social infrastructure, the need for which has arisen as a result of a new development taking place.

It is important to note that S106 monies may only be spent on facilities where the new development has contributed to the need for the facilities. This means that normally for local level facilities these will be based in the same community in which the contributing development is located.

S106 funding is only available for capital projects for new or improvements to facilities where the development has contributed to the need for that facility or will have an impact on the existing facilities, in accordance with the contents of the relevant S106 Agreement

Funding cannot be used for revenue costs towards on-going running costs and repairs, maintenance, replacement and redecoration.

S106 funding cannot be given retrospectively for projects and we cannot pay for professional fees eg legal costs, surveys etc until the project is completed.

The level of funding contributions is negotiated with developers during the planning application process. Somerset Council normally receives the actual payment of these S106 monies either when the development work commences or at a previously agreed phase of the development. For further information about the availability of S106 funding in your community please see the S106 webpage at www.somersetwestandtaunton.gov.uk

Who can apply?

The scheme is open to all community-based organisations that operate on a not-for-profit basis, Parish and Town Councils. Where facilities have been provided these must be open to the general public with no membership restrictions and have a wide public and community benefit.

Organisations must have a constitution or a set of rules and a bank account.

The organisation must demonstrate that they have consulted its users/local community, including the local Parish/Town Council, that they have a viable business plan and relevant policies in place such as a child protection and equal opportunities. If the local community has

a parish or community plan reference should be made to this together with an indication of how the application fits with the priorities of this document.

What types of funds and project might be eligible?

This will be dependent primarily upon what the S106 monies were secured for, and evidence of local community needs but some examples of the types of projects and funding available include:

- **Community Centres/Halls (TD area)** – For improving facilities which are the main community centre in a village/town and which provide for multi-use by the wider community. Funding projects which benefit the community such as a new build, extension or the improvement of an existing community hall eg staging, provision of toilet, kitchen, facilities that will enable diversification of hall use all of which will increase facilities thus enabling more people in the community to use the hall. Minor repairs and redecoration and movable equipment items are excluded from the scheme. It must be demonstrated that the need for these proposals has been fully researched and forms part of the facility's business plan.
- **Outdoor recreation (TD area)** – Funds to be used to encourage outdoor pursuits eg could be used to create new playing pitches or improve existing pitches, outdoor gym equipment, youth facilities, ball courts, skateboard areas, installation of goal posts etc
- **Children's Play (TD area)** – Funds to be used to increase children's play equipment. To create new equipped play areas or to improve existing play area. In addition we would expect to see evidence that young people have been consulted and where possible have participated in the design of the proposed play facility.
- **Allotment (TD area)** – To increase the capacity of the allotment allowing more members of the community to use the allotment. Funds to be used for things like creating raised beds which will open up allotments to people with a disability and other groups of people who might otherwise find it hard and creating extra plots allows also increases the amount of people using the allotments.
- **Community facilities (WS area)** – For all community to benefit from funds to be used for things like a new community hall or extension or the improvement of an existing community hall eg staging or provision of toilet, kitchen or disabled facilities. Can be used for Multi Use Games Area, picnic table and benches, installation of new play equipment etc.
- **Recreational facilities (WS area)** – For all community to benefit from funds to be used to encourage outdoor sports and recreational facilities eg could be used to create new playing pitches or improve existing pitches. allotments, outdoor gym equipment, youth facilities, ball courts, skateboard areas, installation of goal posts etc

All S106 funds available can be viewed by area on the website. The project proposed must be within ½ - 1 mile of the development site from which the agreement was drawn up. The project shall increase capacity to alleviate the impact on services and facilities that specific development generates. Developers can, and will, ask for their money back if it is not spent in accordance with the S106 Agreement. It is different to other grant systems, in that the works/project proposed will need to enable a site to be used more.

Summary of Steps in the Application Process

STAGE ONE

Step 1: Complete and submit an 'Expression of Interest' (EOI) form.

Step 2: You will receive a notification of receipt of your 'EOI' form via email.

Step 3: Your EOI will be assessed to establish whether the project may be eligible for funding.

Step 4: A decision will be made on the EOI and if successful, you will be requested to complete and submit a full application with the relevant supporting papers in advance of the relevant deadline.

STAGE TWO

Step 5: Prior to submitting your full application, you will be expected to meet with your Parish/Town Council and discuss your project proposal with them. Ideally it would be helpful if you could demonstrate their support for your project by providing a 'letter of support' as their views will be an important consideration. During this period you will also need to demonstrate a need for your project by consulting with the local community and/or providing information about relevant research/documents.

Step 6: Complete and submit the relevant application form, as well as supporting paperwork.

Step 7: You will receive a notification of receipt of your application form via email.

Step 8: Your application will be assessed.

Step 9: You will be notified by email of the Council's decision. If your application is approved you will be able to commence work on your project once a formal offer of grant with conditions has been made by the Council and accepted in writing by your organisation.

Step 10: Submit copies of the invoices for the project to Somerset Council West for payment. Please note the Council will not pay invoices directly and cannot pay the VAT costs for project, unless the applicant is not registered for VAT. Payments to your organisation will normally be paid by bank transfer and may be phased dependent on the type of project and conditions attached to any approval.

Step 11: A Council officer will contact you to arrange a site visit by to view the completed project and agree media coverage, if relevant.

What needs to be included with an expression of interest?

No additional information is required when submitting an expression of interest form.

What needs to be included with an application?

Applications up to and including £10,000. Have you included:

1. Audited statement of profit & loss accounts, balance sheet for last 2 years (if you are a new organisation, you might still be considered, please get in touch to discuss)
2. Details of the management of the organisation, club constitution/set of rules
3. Two quotes for the cost of the work.
4. Architects plans (where applicable)
5. A copy of Planning Consents and Building Regulations approval (where applicable)
6. Running cost projections and a timeline for project delivery
7. A copy of a letter of support from the local town/parish council and other supporters
8. Proof of ownership or leasehold (where applicable).
9. Copies of equality and safeguarding policies (Please do contact us if you would like to receive examples/templates of these policies which can be adapted for your organisation's use)

Applications over £10,000. Have you included:

1. Audited statement of profit & loss accounts, balance sheet for last 2 years (if you are a new organisation, you might still be considered, please get in touch to discuss)
2. Details of the management of the organisation, club constitution/set of rules
3. Three written quotes for the cost of the work (for project over £10,000) or two quotes for those applying for up to and including £10,000
4. Architects plans (where applicable)
5. A copy of Planning Consents and Building Regulations approval (where applicable)

6. A business plan/running cost projections - The detail given in your business plan is dependent on the level of funding requested. For projects requesting less than £10,000 we require no more than 2 pages, for projects requesting between £10,000 and £25,000 we require 4 - 6 pages and for projects requesting more than £25,000 we require a full business plan
7. A copy of a letter of support from the local town/parish council and other supporters
8. Proof of ownership or leasehold (where applicable). Potentially larger projects (over £25,000) would need a minimum of 15 year lease and smaller projects would be considered on a case by case basis.
9. Copies of equality and safeguarding policies (Please do contact us if you would like to receive examples/templates of these policies which can be adapted for your organisation's use)

How the applications are assessed?

Somerset Council West needs to ensure that:

- The funding is spent on projects that can be demonstrated to be required because of the impact of the new development taking place eg an increase and broader in usage of the asset as a result of awarding the funding.
- The project must comply with the agreement for the development.
- The process is transparent and fair to all.
- Projects supported are necessary, viable (both during their development and in the long term) and will deliver social and community benefits.

The Council therefore carries out assessment of proposed projects. Completed application forms are assessed against the following:

- Policies and Strategies – how far the proposal supports the Council's objectives, where appropriate.
- Evidence of Need – how far the application has demonstrated that there is local support for a proposal through, for example, surveys and questionnaires, involvement of local groups in developing and designing facilities. Letter of support from the local Parish/Town Council and other local users/organisations. It should also be shown how the need for the proposed facility relates to the relevant new development generating the Planning Obligation (S106) funding.
- Usage – higher priority will be given to multi use facilities resulting in an increase and broader usage of the asset
- Funding – higher priority will be given to those applications, which
 - submit evidence of a complete funding package;
 - can provide evidence that they have attracted, funding from other sources;
 - have submitted a comprehensive business plan (where appropriate);
 - have clearly demonstrated that provision has been made for the longer term funding needs of the project;
 - provide evidence of need for gap funding to allow a project to proceed; and
 - provide value for money – applicants will need to provide evidence of why their approach to the project provides better value than alternative possible approaches.
- Management and Track Record – looking at how your group is set up and managed, budget is realistic, evidence of fundraising/match funding, evidence of a track record of sound financial management, whether it operates a formalised equal opportunities policy, training policy, risk assessment procedures and insurance policy.

How is the decision communicated to me?

Once a decision has been made you will receive an email advising you of the result and, if successful, giving details of any terms and conditions which will apply. This will also set out the targets and results, which your project will be expected to achieve.

How much funding is available?

The amount of funding awarded will be dependent upon the amount of Planning Obligation (S106) monies available in your area, the purpose for which the monies must be used and the expiry date of the available fund. Where the funds must be utilised to cover provision and/or enhancement of community facilities within the area this could cover a wide variety of projects and therefore it is possible that you may only be able to obtain funding for up to 50% of your project costs. In other areas where the S106 money must be utilised in a more specific manner you may be able to obtain funding for up to 100% of your projects costs e.g. where the S106 funds must be spent on improving or maintaining a village hall and there is only one village hall in the area, or to improve facilities on allotment land and there is only one area of allotment land.

Applicants are positively encouraged to seek funding from other grant bodies and community sources, as well as their own sources, including local fundraising wherever achievable. Additional contributions demonstrate wider partnership support and commitment to the scheme and increase overall value for money. This enables S106 funds available to support as many local projects as possible. Other factors such as the amount of funding requested and the amount of funding already received would also be taken into account when assessing applications for S106 funding.

How should applications be made?

All applications must be made on the EOI form and emailed/sent to:-

Gail Sloman, S106/CIL Officer
Somerset Council (West)
Deane House
Belvedere Road |
Taunton, TA1 1HE
Email: planningobligations@somerset.gov.uk

The receipt of all applications is acknowledged via email, so if you do not hear from us within 2 weeks of submission please contact us to check that your application has been safely received.

Grants Monitoring

We monitor grants to see that the money has been spent in the way it was intended. We also hope that by monitoring individual grants and investments, we can:

- Learn from the experience;
- Record and share our learning and progress made;
- Identify strengths and weaknesses and plan for the future; and
- Explain to interested parties what has been achieved and how successful it has been.

We will monitor your project mainly through quarterly progress reports, until the project is completed, submitted by you to Somerset Council West. It is important that you keep in regular contact with the Council to ensure that we are aware of your project's progress. Each project will be subject to at least one monitoring visit through its lifetime.

Publicity Requirements

It will be a condition of any grant that the Council shall have the right to be acknowledged as having provided the support.

Somerset West and Taunton branding and corporate images or logos shall be included in the following ways:

- Within literature of publicity material; and
- Signage bearing Council branding and/or corporate images or logos shall be erected or affixed to buildings and other facilities

Right of Appeal

If your application is turned down and you wish to challenge the decision you may do so, but only if your complaint is to do with the fairness of the process and not the merits of the project.