

Leighton Linslade Partnership Committee
Item No: 10

Date:	22 June 2017
Title:	S106 generic contributions secured for community facilities in Leighton- Linslade
Purpose of the Report:	To provide information to the Partnership Committee in respect of s106 generic funds secured for community facilities in Leighton-Linslade
Contact Officer:	Sarah Hughes Community Engagement Manager Central Bedfordshire Council

1. Recommendations

- 1) Note the report and agree the process for distribution of S106 generic contributions secured for community facilities in Leighton - Linslade.**
- 2) That £30,000 is reserved for Town Council led community facility projects and £20,000 is reserved for community / voluntary group projects.**
- 3) That the allocations referred to in (2) above remain flexible in order that the Committee can respond to need and demand.**
- 4) Decide whether a cap should be placed on the size of grant award and whether match funding is required.**

2. Purpose

2.1 At the Partnership Committee meeting held in April 2017, the Committee expressed a preference for a 'hybrid' scheme for the distribution of s106 funds secured by CBC for improving / creating new community facilities, whereby an allocation would be reserved for the Town Council to invest in local community facilities and the remainder would be distributed as community grants. The purpose of this report is to outline the management and operation of the scheme.

3. Introduction

3.1 Central Bedfordshire Council has secured funding from developers, as a result of new developments in Leighton- Linslade, to improve or provide new community facilities in the town to mitigate the impact of new development.

3.2 It is possible, in line with the revised terms of reference for the Joint / Partnership Committees that the Joint / Partnership Committee has a role in influencing how the money should be invested in local community facilities. Planning would need to make the final decision on a grant application to ensure compliance with the S106 Agreement.

4. Funding objectives and criteria

4.1 The monies need to be spent in the parish of Leighton – Linslade and in accordance with the South Planning Obligations Supplementary Planning document under which the contributions were secured, the details of which can be accessed via the following link:

<http://www.centralbedfordshire.gov.uk/planning/obligations/previous.aspx>

4.2 The fund objectives are to

- improve community facilities; or
- create new community facilities that will benefit local residents and encourage community cohesion.

4.3 The funding available for generic investment (as opposed to s106 funding for projects specifically identified in a S106 Agreement) is **£50, 610.81** and can be spent as follows:

- External improvements such as a new roof.
- Extensions such as additional toilet facilities or storage;
- Internal refurbishment and improvements, such as a new kitchen / toilet facilities, windows etc.;
- Improvements to water/heating systems, lighting, access or security;
- Installation of a hearing loop or other similar improvements.

*Facilities management and maintenance costs may also be included but should be pump priming and directly related to the improvement, extension or new building (e.g. additional insurance for first year, marketing of a new/improved facility, first boiler check etc.). Routine maintenance such as painting and decorating cannot be supported.

5. Fund Management and Operation

5.1 At its meeting in April 2017, the Partnership Committee approved a scheme whereby some of the funding is reserved for Town Council led community facility projects to reflect current arrangements for distributing s106 community facility funding and a proportion is reserved for other community and voluntary group led projects. It is recommended that this arrangement remains flexible in order to respond to need and demand.

5.2 A total pot of £50,610 is available. It is recommended that £30,000 is reserved for Town Council led projects (on the basis of their community asset portfolio) and the remaining £20,000 is reserved for community / voluntary led projects.

5.3 A cap / maximum amount could be placed on the size of grant awarded and a requirement to provide match funding such as a contribution from the applicant or from other sources.

- 1) Applications would be submitted using the application form attached (Appendix 2) and returned to the Project Officer (Sarah Hughes at CBC)
- 2) Applications would be validated by the s106 team to ensure 106 compliance.
- 3) Applications would be submitted to the Partnership Committee for consideration and endorsement (on a first come first served basis)
- 4) Meeting dates are set out below together with the application submission deadline.
- 5) Planning would need to make the final decision / approval on a grant application and record on the Planning database.
- 6) If approved a Purchase Order is set up by CBC to the Applicant, payment is made on receipt of an invoice from the applicant and evidence of spend (e.g copies of supplier invoices)
- 7) A short project report is requested and results feedback to the Partnership Committee on project completion.

Date of LLPC meeting	Application submitted by
22 June 2017	25 May 2017
7 September	24. August
1 December	23 November
15 February 2018	1 February 2018
22 March 2018	8 March 2018

Appendix 1

SPD Community buildings contributions for parish of Leighton Linslade

CB/10/00411 63 North St, Leighton Buzzard	£488.00
CB/10/0141841 Wing Rd, Linslade	£489.00
Cb/10/02341 12 Lywood Rd, Leighton Buzzard	£491.22
CB/10/02632 25 West St, Leighton Buzzard	£903.66
CB/10/03204 50 Hockliffe Rd, Leighton Buzzard	£1,398.96
CB/10/03561 127 Stanbridge Rd, Leighton Buzzard	£497.85
CB/11/00011 18-20 Old Rd, Leighton Buzzard	£621.00
CB/11/00170 1-2 Leighton Rd, Linslade	£5,293.92
CB/11/00926 Victoria Garage, Linslade	£1,657.00
CB/11/01221 2 Richmond Rd, Leighton Buzzard	£489.00
CB/11/01667 27 Queen St, Leighton Buzzard	£244.00
CB/11/02027 26-28 market Square, Leighton Buzzard	£776.55
CB/11/02161 2 Lywood Rd, Leighton Buzzard	£1,087.64
CB/11/02801 64 Russell Way, Leighton Buzzard	£489.00
CB/11/02822 13 Hockliffe St, Leighton Buzzard	£601.00
CB/11/03834 23 Leedon Furlong, Leighton Buzzard	£714.00
CB/11/03933 Vimy Rd, Leighton Buzzard	£8,141.67
CB/12/00851 2 Lywood Rd, Leighton Buzzard	£252.80
CB/12/01255 53 North St, Leighton Buzzard	£5,641.70
CB/12/02523 30 Mentmore Rd, Linslade	£978.00
CB/12/04259 Sovereign House, Hockliffe St, Leighton B	£3,084.00
CB/12/04349 13 High St, Leighton Buzzard	£601.00
CB/13/00725 16 North St, Leighton Buzzard	£9,887.00
CB/13/00731 Lyvenette, Billington Rd, Leighton Buzzard	£1,009.00
CB/13/01965 Oakbank Dr, Leighton Buzzard	£509.00
CB/13/02180 2 Hockliffe St, Leighton Buzzard	£507.63
CB/13/02294 49 Billington Rd, Leighton Buzzard	£738.38
CB/13/03105 170 Vandyke Rd, Leighton Buzzard	£489.00
CB/13/03649 Bossington Lane, Linslade	£244.00
CB/14/00546 54 Hockliffe St, Leighton Buzzard	£246.47
CB/14/00914 35 Garden Hedge, Leighton Buzzard	£357.00
CB/14/01612 54 North St, Leighton Buzzard	£254.36
CB/14/02968 Lecton House, Lake St, Leighton Buzzard	£1,428.00

Total SPD S106 funds

£50,610.81

Appendix 2

Leighton - Linslade Partnership Committee S106 Community Facilities Application Form		
Application for Release of Developers Contributions		
1.	Applicant: <i>Town/Parish Council, Group or Organisation</i>	
2.	Name of Representative:	
3.	Address:	
	Post Code/Tel No.	
4.	Name of Project	
5.	Address of Project Site:	
6.	Summary of Project: <i>Please give a brief description of the project</i>	
7.	Total Cost of Project: <i>Please provide a breakdown of the costs involved in the scheme and include copies of quotations from three relevant companies</i>	£
8.	<i>How much are you requesting from the Community Facilities Fund?</i>	£
9.	Percentage of total cost	£
10.	Other Sources of Funding <i>Please give details of other sources of funding for this project. The total cost of the project must be met by the funds identified in parts 8 & 10</i>	£

Detailed Information

11.	<p>Ownership of Site:</p> <p><i>If the site is not owned by the Applicant please give details of the arrangement by which the site is to be used/leased including length of lease</i></p>	
12.	<p>Full Description of Project:</p> <p><i>Give full details of the proposed scheme and include</i></p> <ul style="list-style-type: none"> • <i>Why it is needed</i> • <i>Who will benefit</i> 	
13.	<p>Anticipated timescale for project:</p>	
14.	<p>Proposed start /end date:</p>	
15.	<p>Project dependencies or constraints</p>	
16.	<p>Plan of Project:</p>	
17.	<p>Building Projects:</p>	
a)	<p><i>For building projects, has planning permission and building regulations consent been sought?</i></p>	

18.	Interim Payments: <i>Do you anticipate any interim claims will be required, if so, how much and for what reason?</i>	
19.	Bank Name & Address: Account Name: Account Number: Sort Code:	
20.	Additional Information:	

Procedure for Release of Funds:

1. The applicant must complete the above application form and return it to the Project Officer (PO), with a copy of the quotation/s for the works detailed above.
2. The amount requested for payment must match the quotation/s received.
3. Once approved Central Bedfordshire Council will create a Purchase Order with a unique reference number and send to the applicant.
4. The applicant can then place the necessary order/s with contractor/s for the approved works to be started.
5. When works have been completed the applicant must notify the PO accordingly.
6. When the applicant receives contractor invoice/s the original invoice must be sent to the PO, who will copy and return it immediately to the applicant.
7. In addition, the applicant must send a numbered invoice addressed to Central Bedfordshire Council for the amount of the agreed S106 contribution to be released and quoting the Purchase Order number.
8. The Council will pay the applicant's invoice allowing them to pay their contractor/s
9. Once paid, the applicant must send confirmation of payment to the PO.
10. If the payment request was for a staged payment then this process will be repeated until the agreed release amount has been reached.

Please return completed application forms to the Project Officer:

Sarah Hughes
Community Engagement Manager
Central Bedfordshire Council
Priory House
Chicksands
Shefford
SG17 5TQ
Email: sarah.hughes@centralbedfordshire.gov.uk
Tel: 0300 300 6166