

# **Guidance for applications to the S106 Generic Funds (2023)**

## **Whitehill And Bordon Only**

## 1. Introduction

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- 1.1 This document is aimed at those intending to apply for the S106 generic funds held by the council.
- 1.2 This document should be considered in tandem with the S106 Guidance FAQs.
- 1.3 The Application Window opens on **Monday 31<sup>st</sup> July 2023**. Applications should be submitted electronically to [CIL@easthants.gov.uk](mailto:CIL@easthants.gov.uk) .
- 1.4 All the documentation required to submit an application can be viewed on the Council's website at <https://www.easthants.gov.uk/community-and-living/community-grants/developer-contributions-s106-community-projects>. This webpage contains
  - The required Application form
  - The Scoring Matrix
  - The S106 Guidance FAQs
  - This guidance note
- 1.5 Please note that with all application submissions, a location plan and/or a plan identifying the relevant site is required, ideally with the location of the proposed works outlined where applicable.
- 1.6 It is recommended that any potential applicant reviews this documentation as it contains context and useful information on the process, what projects can be funded and how applications will be considered.

## 2. Who can apply for these funds?

- 2.1 Any organisation that can successfully deliver an infrastructure project that supports growth in the East Hampshire District Council planning authority area can apply for S106 funding. This may include, but is not limited to;
- Town or Parish Council
  - County or District Council
  - Charity
  - Non-profit corporation
  - Community Group
- 2.2 Organisations are reminded that S106 generic spends can be used to deliver projects wholly, top-up existing projects [in the process of being delivered] or be used in tandem with the Council's Strategic CIL process. Details of Strategic CIL can be viewed here - <https://www.easthants.gov.uk/planning-services/planning-policy/community-infrastructure-levy-cil/cil-spending-bid-process>

## 3. Timescales

- 3.1 The S106 Generic spend process is considered fluid and is dependent on resourcing to maintain its open status.
- 3.2 Applications for S106 generic spends are invited from the 31<sup>st</sup> July 2023.
- 3.3 There will be four distinct processes which EHDC will follow. They are as follows;

### **Applications £49,999 and under**

Once the application window is open, the window will not close and should be considered a rolling window. This means that applications can be submitted throughout the year. Applications will be considered in line with the agreed strategy. For this section, this will be via delegated approval from the Portfolio Holder for Whitehill & Bordon via a bidding panel. Where applications are received at a sporadic pace, EHDC will hold onto the applications to be put in front of the bidding panel together.

The estimated timeframe for applications submitted via this process is 12 weeks, however a decision will be provided at the earliest opportunity.

### **Applications £50,000 to £499,999**

The application process will open on 29<sup>th</sup> January 2024 and close on the 15<sup>th</sup> March 2024. This window would then be re-opened annually in February and remain open through to March. For this section, application decisions will be via delegated decision to the Portfolio Holder for Whitehill & Bordon via a bidding panel. This process will follow Council procedure regarding Delegated authority. Where applications are received at a sporadic pace, EHDC will hold onto the applications to be put in front of the bidding panel together

#### **Applications in excess of £500,000**

The application process will open on 29<sup>th</sup> January 2024 and close on the 15<sup>th</sup> March 2024. This window would then be re-opened annually in February and remain open through to March. Applications will be considered in line with the agreed strategy approved at Cabinet in October 2017. For this section, this will be via a bidding panel before being put to Cabinet for ratification.

- 3.4 EHDC reserves the right to freeze the window should it require time to process applications.
- 3.5 The Council intends to notify all applicants of the outcome of their application as per the previously indicated timeframes. Outcomes will be one of the following;
- Approved (Ap) – Funding is awarded and conditions applied within the decision letter appropriate to the proposed works
  - Premature (Pre) – The application is considered premature and put within the project pipeline. No funds are awarded, however applicants with this outcome are welcomed to discuss their projects with the Developer Contributions Team and/or the relevant Community Development Officer to enhance their bid to reapply at a later date [within the relevant bidding window]
  - Refused (Ref) – The application is not an appropriate use of S106 funds and/or the project is considered unsuitable. Future applications for this expenditure would not be supported or encouraged.

## 4. How much money is available to apply for?

- 4.1 Money for generic spends is no longer collected by EHDC due to the implementation of CIL. Therefore, large amounts of these sums are considered historic.
- 4.2 The funds available can be reviewed on the Developer Contributions [Public Facing Module](#), which updates every evening to provide live available figures.
- 4.3 The funds will not be continually replenished and once these funds are depleted, it is not envisaged this process will continue.

- 4.4 Should you have queries surrounding the available money, please contact [CIL@easthants.gov.uk](mailto:CIL@easthants.gov.uk) where an officer can advise you of the up-to-date amounts available.

## 5. What Projects can be funded?

- 5.1 Projects must be in accordance with the terms of the funding allocated in the relevant S106 agreements.
- 5.2 Generally, proposals for new and improved community facilities, arts, heritage, leisure and cultural facilities that result in improvements to meeting the needs of the district will be supported.

Table 2 – Examples of appropriate Infrastructure sorted per Contribution type

Community facilities	Outdoor sports facilities
<ul style="list-style-type: none"> <li>• New/improvements to:               <ul style="list-style-type: none"> <li>○ community buildings</li> <li>○ meeting halls</li> <li>○ changing rooms</li> <li>○ social clubs</li> <li>○ public toilets</li> <li>○ post offices</li> <li>○ places of worship, churches, cultural centres, theatres and museums</li> <li>○ exhibition places</li> </ul> </li> <li>• Improvements to existing community halls</li> </ul>	<ul style="list-style-type: none"> <li>• New/improvements to buildings for sports changing rooms</li> <li>• Floodlighting</li> <li>• Improved surfaces/drainage of sports pitches</li> <li>• Cricket nets/specialist sports equipment</li> <li>• New/improvements to tennis courts and bowling greens</li> </ul>
Open spaces	Environmental improvements
<ul style="list-style-type: none"> <li>• Creation of new equipped play areas</li> <li>• New/improved play equipment or improvements in existing play areas to enhance capacity and play value</li> <li>• New safety surfacing</li> <li>• Multi use games area</li> <li>• Creation of play spaces that do not have play equipment</li> <li>• Teenage zones/skateboard facilities or similar</li> <li>Creation of new or improvements to existing open spaces</li> </ul>	<ul style="list-style-type: none"> <li>• Biodiversity, countryside and landscape management schemes</li> <li>• Tree and hedge planting, town and village centre improvements</li> </ul> <p>Funding towards the management of sites with nature, landscape or conservation designations such as South Downs National Park area, Liss Riverside Railway Walk, Buriton Chalk Pits and Staunton Country Park</p>
• Transport	
Measures that promote the use of sustainable modes of transport and not the private car. e.g.:	

- Cycling and walking infrastructure and supporting measures
- Highway works such as traffic management/traffic calming
- Signage/wayfinding
- Bus shelters
- Signing and lining
- Speed indicator devices/Speedwatch

- 5.3 If a proposed project is deemed as Maintenance – it will not be funded through the S106 scheme unless it can be demonstrated that via funding, the infrastructure would increase its capacity/usage.
- 5.4 Any applications for standard maintenance that could be considered to relate to general failing management for instance, will be considered inappropriate.
- 5.5 Applications for maintenance will be considered on a case-by-case basis. Whilst the above gives some guidance, it is not possible to fully set out what will and will not be considered suitable for funding in relation to maintenance.
- 5.6 EHDC reserves the right to be able to part fund, or honour in part only, any funding requests or proposals that are put forward by applicants, especially if there is high demand for the available funding.
- 5.7 Applications must not be retrospective - that is to replace money already spent, or to cover items or services that have already been purchased. Organisations should not commit themselves to a project, or any spending before any final decision is made.

## 6. Determining Applications

- 6.1 The Applicant should review the Scoring Matrix alongside the other documentation provided to understand how the applications will be reviewed and scored.
- 6.2 Please note, any applications that does not pass the mandatory pass/fail questions will not be successful and scoring would not continue on the basis that any further scoring would not be able to outweigh that factor.
- 6.3 Some questions have more points available especially for those schemes which can demonstrate greater benefits. Applicants should read through the scoring matrix and be mindful of these questions.
- 6.4 In answering questions, Applicants should avoid excessively long text and instead be clear and concise. The use of bullet points and providing additional information (where applicable) to demonstrate a point is encouraged.

- 6.5 Applicants are encouraged to consider all sources of funding when applying. While we can fund 100% of a project, applicants should consider cross funding through CIL (Strategic CIL administered by EHDC or Neighbourhood CIL administered by your Local Parish/Town Council) and other funding opportunities.

## 7. Right of Challenge

- 7.1 Applicants will be notified by email of the outcome of their application.
- 7.2 The Council has set out the mechanism and governance for the process of allocating funds in its S106 spending process. Applications will be considered through due process, including consideration by the Council's Cabinet and/or delegated authority by the Portfolio Holder for Whitehill & Bordon. There is no formal right of challenge to the decision.
- 7.3 Should an applicant have queries regarding their outcome, they should contact [CIL@easthants.gov.uk](mailto:CIL@easthants.gov.uk) to discuss why their application was assessed as such.

## 8. GDPR and availability of information

- 8.1 The information we collect on the application form is necessary to process your grant application.
- 8.2 The lawful basis to collect this information is that it is necessary for the performance of the potential contract to which you would be party (i.e. the grant award). We will keep your information on file in line with our retention schedule ([www.easthants.gov.uk/retention-schedule](http://www.easthants.gov.uk/retention-schedule)). You have a number of rights about how your data is used. For more information go to: [www.easthants.gov.uk/privacy-policy](http://www.easthants.gov.uk/privacy-policy).

## 9. Contact and further queries

- 9.1 Any queries relating to this application process, or S106 generally, should be directed to the Developer Contributions Team, by emailing [cil@easthants.gov.uk](mailto:cil@easthants.gov.uk). Please make the nature of your query clear in the subject of the email.