



Broom South Quarry Liaison Group

Local Community Fund

Guidance Notes and Application Form

Approved by Broom South Quarry Liaison Group: June 2013

Guidance notes for the spending of the Local Scheme Fund Contribution

Introduction

In September 2008 Bedfordshire County Council granted planning permission to Tarmac Limited (now part of the Lafarge Tarmac group of companies) for the extraction, processing and sale of sand and gravel at land to the south of Broom (planning permission reference 28/2008).

A Section 106 Agreement accompanying the planning permission sets out that *“following implementation of the permission, the Developer will take part in a Liaison Group to be established by the Council to act as a consultation forum to monitor the Development...”*.

The Broom South Quarry Liaison Group has been established and is made up of representatives of the following Parish Councils:-

Southill Parish Council

Langford Parish Council

Shefford Town Council

Northill Parish Council

Old Warden Parish Council

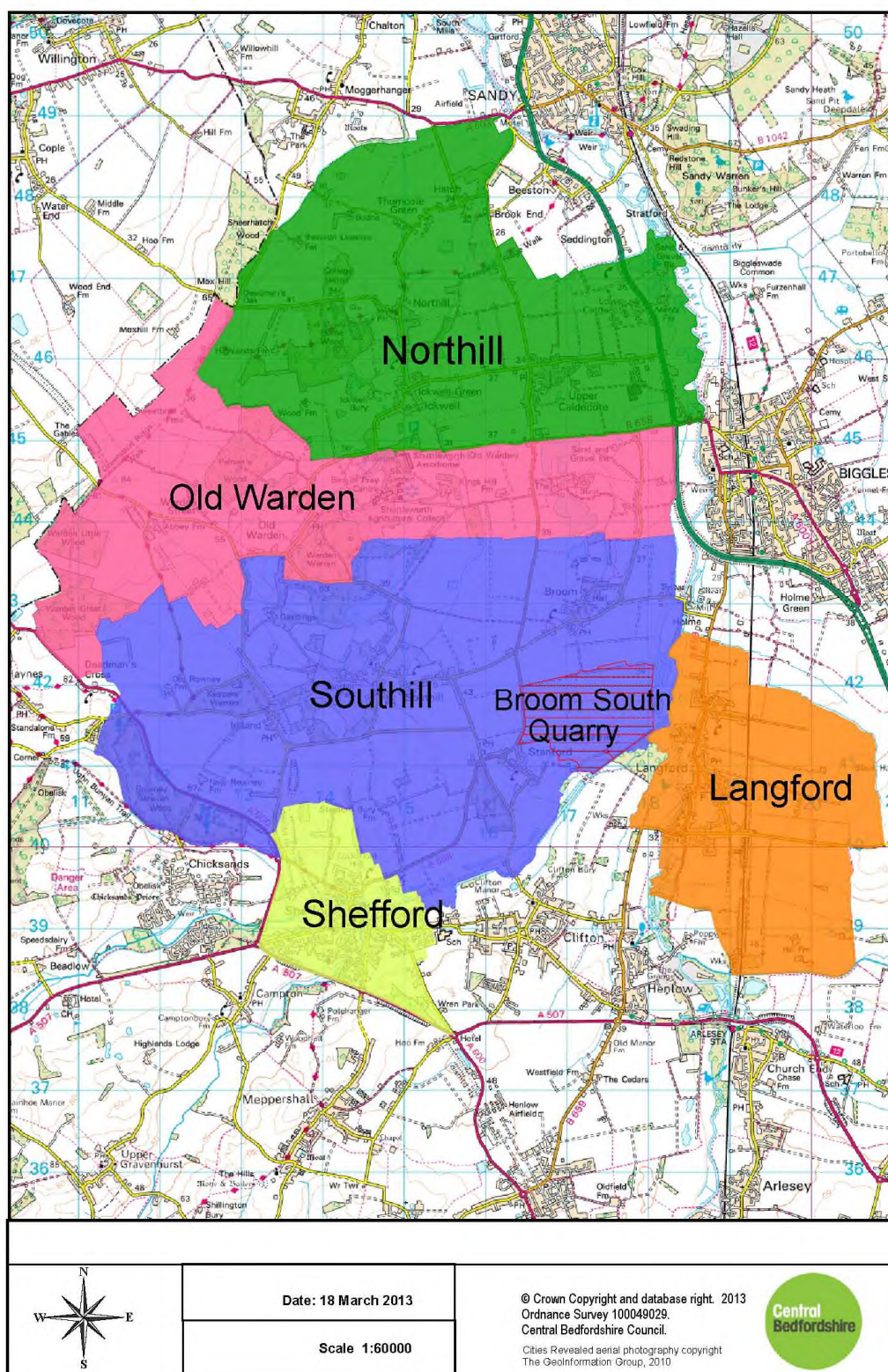
Three representatives appointed by Central Bedfordshire Council are also members of the Group, in addition to representatives of Lafarge Tarmac and Officers of the Local Planning Authority.

The Section 106 Agreement also secured from the Developer a contribution of £60,000 (index linked) to be utilised towards local community projects in the vicinity of the quarry, and assigned responsibility to the Liaison Group to decide what local community projects will receive financial assistance and to what extent such assistance shall be given.

The following guidance has been produced by the Liaison Group in order to make such decisions. It is intended to inform those parties interested in applying for financial assistance from the Liaison Group. An application form can be found at the end of the guidance.

Eligibility

Applications for financial assistance can be made by any group or organisation providing that the project they wish to spend the money on is located within the Parish Boundaries of Southill, Langford, Shefford, Northill and Old Warden (see map below).



In order for an application to be considered by the Liaison Group, the project will need the support of one of the Parish Councils represented on the group. Contact details for the relevant clerks are as follows:-

Southill Parish Council

Mr Knightley, 01480 861992

phillip.knightley3@virginmedia.com

Langford Parish Council

Mr E P Rutt, 01767 601833

philprutt312@btinternet.com

Shefford Town Council

Geoff Barham, 01462 816321

towncouncil@sheffordtown.co.uk

Northill Parish Council

Leanne Bacon, 01767 348180

parishclerk@northillparish.co.uk

Old Warden Parish Council

Mr T Glastonbury, 01767 313788

owpcclerk@gmail.com

Timescale

The Liaison Group will meet as a matter of course in February and September each year. Applications need to be submitted by 31 December or 31 July to be considered at the next scheduled meeting.

Application forms can be submitted by email MWApplications@centralbedfordshire.gov.uk or by post to Minerals and Waste Team, Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ.

Additional "Funding Meetings" will be held in May and November if required. For such meetings to be arranged applications will need to be submitted by 31 March or 30 September and will need to include a justification for an early decision.

Following submission of an application, applicants will be notified of the date of the next meeting. Completed application forms will be circulated to all group members, including representatives of Lafarge Tarmac.

Applicants will have the option of attending the meeting to give a three-minute presentation to the Liaison Group on their project. They will then be asked to leave prior to the vote. The Liaison Group's decision will be communicated to the applicant by letter, usually within seven days of the meeting. For successful applications, the letter will set out the Liaison Group's terms for releasing the contribution. For unsuccessful applications, the letter will set out the reasons for refusal. There is no right of appeal against the Liaison Group's decision.

Scale of Projects

A total contribution of £60,000 (index linked) has been secured to be utilised towards local community projects. To accord with the terms of the Section 106 agreement, this is to be spent within a period ending on completion of restoration of Broom South Quarry, which is anticipated to be 2026/27. Any remaining sum after that point will be repaid to the developer.

In view of the total contribution secured, the Liaison Group has decided to place a limit on the maximum contribution that a particular project can receive. Applicants can apply for up to 50% of the total cost of the project, and this contribution applied for should be no more than £10,000. These limits may be reviewed for exceptional cases where the prospective applicant can demonstrate that a project will benefit the majority of the Parishes represented on the group.

Assessment Criteria

Applications will be assessed by members of Liaison Group using the following criteria:

- The need for the project
- The need for funding for the project
- How will the local community benefit (the group will consider social, economic and/or environmental benefits)
- Has the nominee been funded before
- What level of certainty is there that the project will go ahead if the group commit to provide financial assistance
- What assurances are there that the project will be managed and/or maintained
- Geographical location (may be taken into account)

Each Parish Council represented on the group will have one vote when deciding on the outcome of applications. All Parishes will be required to vote and if representatives of a particular Parish are unable to attend a meeting a proxy vote will be given.

The applicant will be expected to provide timescales by when it expects to spend any contribution agreed to and offers of financial assistance will be conditioned on the basis that it is requested within a certain time period. The contribution will either be released in full once the project has been completed (subject to evidence) or in staged payments over the duration of the project (subject to evidence of the phased completion of the project). Successful applicants will also be expected to publicly recognise the source of the contribution received and provide written feedback to the Liaison Group on how the project is progressing within a specified period

Any contact with the media regarding the contribution must be communicated / approved by Lafarge Tarmac's Press Office (contact 08447 36 11 99).

Reporting

Details of applications received by the group and the decision made will be published on Central Bedfordshire Council's website:-

<http://www.centralbedfordshire.gov.uk/planning/minerals-and-waste/default.aspx>

Meeting agendas and minutes will also be made available on the website, in addition to a copy of the planning permission and accompanying legal agreement.

Project Proposal Form

(Please use additional sheets as necessary)

Broom South Quarry Liaison Group		
Local Community Fund		
Project Proposal Form		
1.	Applicant: <i>Name of Organisation</i>	
2.	Name of Representative:	
3.	Address: Post Code	
4.	Telephone	
5.	Email	
6.	Name of Project	
7.	Address of Project Site: <i>Please include a map or site plan and grid reference</i>	
8.	Ownership details of Project Site:	
9.	Who will carry out the project works:	
10.	Which Parish is your project in? <i>See guidance notes</i>	
11.	Name of the Clerk of the Parish Council that has given project support <i>See guidance notes</i>	
12.	Which meeting do you wish your application to be considered at: <i>See guidance notes</i>	<p>Scheduled: February / September</p> <p>Unscheduled: May / November (<i>Please provide justification</i>)</p>

		<p><i>Do you wish to give a three-minute presentation to the group: Yes / No</i></p>
13.	<p>Description of Project:</p> <p><i>Please give a full description of the project, and clearly set out what the contribution will be spent on.</i></p>	
14.	<p>Total Cost of Project:</p> <p><i>Please provide a total of what the project will cost, with breakdown</i></p>	£
15.	<p>Application Amount:</p> <p><i>How much are you requesting from the Local Community Fund?</i></p> <p><i>See restrictions in guidance notes</i></p>	£
16.	<p>Other Sources of Funding</p> <p><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 15 & 16. Please also set out for each source of funding whether the funding is secured, applied for, voluntary hours (cost per hour), etc.</i></p>	£

17.	<p>Financial Situation:</p> <p><i>Please provide a summary of your organisation's accounts</i></p>	
18.	<p>Relevance of the project to local community:</p> <p><i>Please explain how your project will benefit the local community. The group will consider social, economic and/or environmental benefits.</i></p>	
19.	<p>Status of the project:</p> <p><i>Please set out any consents that will be required to carry out the project, stating whether consent has been secured, applied for etc, with the approximate timescale for securing consents if they have not yet been secured.</i></p>	
20.	<p>Project timeline:</p> <p><i>Please set out a timeline for completing the project, including key milestones and details of when the contribution is required to be spent.</i></p>	
21.	<p>Long term sustainability:</p> <p><i>Please provide details of how the project will be funded in the long-term, citing where relevant any management plans or agreements.</i></p>	

22.	<p>Project delivery:</p> <p><i>Please provide information about your organisation's track record of delivering projects.</i></p>	
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If you have any queries, contact...

Susan Marsh, Principal Minerals and Waste Planning Officer

0300 300 6032 susan.marsh@centralbedfordshire.gov.uk

Write to: Minerals and Waste Team, Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ