

Langford and Biggleswade Windfarm

Community Fund Group

Terms of Reference

1. Introduction

1.1 The Planning Obligation relating to the development and operation of the Wind Farm on land north of Edworth Road, Langford, Bedfordshire refers to the creation of a Community Fund for community purposes. The Obligation (Third Schedule) requires the Owners / Developer to submit to the Council for approval, proposals for the establishment of a group (the Community Fund Group) this document is the proposal for determining the establishment of the Community Fund Group and how the funds will be governed, managed and allocated.

2. Planning / Legal Obligation

The Planning Obligation document states that:

2.1 The Owners / and or developer shall pay to the Council the Annual Community Contribution within 14 days of the Commencement of Commercial Operations”

2.2 The Annual Community Contribution is worth £24,000 per annum . The Owners and / or Developer shall pay to the Council the Annual Community Contribution on the anniversary of the first payment date for each year of the Commercial Operation of the Development.”

2.3 The Owners / Developer must submit to the Council for approval proposals for the establishment of the Community Fund Group which will be responsible for advising the Council on how the **Community Fund** should be expended.

2.4 The Community Fund Group should comprise a representative from each of the Owners and /or the Developer , the Council , Langford Parish Council and Biggleswade Town Council together with no more than two additional members to be agreed between the Owners / and or Developer and the Council.”

2.5 In addition the Group should be able to co-opt up to 2 additional members but without voting rights.

3. The Community Fund Group

3.1 The Council has expressed a preference that the Community Fund Group will be responsible for advising the Council on how the Community Fund is expended and secure the appropriate advice from officers to help inform decisions on grant approval.

a) Membership of the Community Fund Group

3.2 It is proposed that the membership of the Community Fund Group shall comprise

The Developer	Co-operative	Rob Ellis
The Council		Cllr Maurice Jones
Langford Parish Council (1+ 1)		Cllr Gill Clarke, Tony Fisher
Biggleswade Town Council (1+1)		Cllr Jane Lawrence , Cllr David
Lawrence		
2 co-opted members (non - voting)		

b) Secretariat and Advisors

3.3 The Group will be serviced by the Council's Community Engagement Manager (CEM) it will draw on expert help and advice from Children's Services, Environmental Policy and Legal Services.

3.4 The Community Engagement Manager (Secretariat) will be responsible for ensuring Minutes of meetings and records of decisions are kept up to date and ensuring liaison with S106 Monitoring team regarding the payment of awards approved by the Community Fund Group.

3.5 The CEM and Corporate Policy Advisor (Climate Change) will be the main points of contact with applicant organisations.

c) Decision making

3.6 All Members of the CFG can contribute to the decision making process regarding applications except where there is a personal interest in which case the member must declare when there is such an interest in a particular application.

4. Planning Obligation Criteria for expending the Community Fund

4.1 The Community Fund shall be expended upon community projects including environmental education projects which impact primarily on the communities of Langford and Biggleswade They should be undertaken by local groups or schools primarily in the parish of Langford and the town of Biggleswade and be related to:

- Use of Renewable Energy
- Energy conservation
- Environmental education
- Initiatives to promote greening of communities with in the 'parishes'
- Application of energy efficiency measures
- Community engagement and development
- Initiatives to encourage sustainable communities

4.2 Requests for funding will be submitted on an application form whereby the applicant must set out

- Name of applicant
- Project description
- Funding requested (inc any match funding to be secured)
- Area / Communities targeted (primarily the parish of Langford and Biggleswade town)
- Impact / Outcomes
- Timescale
- Evaluation
- Payee details

4.3 The Community Fund Group may wish the applicant to attend a Fund group meeting to explain their project.

4.4 The Community Fund Group will be responsible for marketing both Funds and inviting applications.

4.5 Successful applicants will be required to produce a project completion report to assess local impact.

6. Finance and Grant awards

6.1 Grant Awards will be confirmed with an offer letter setting out terms and conditions and paid by BACS transfer in two instalments. A proportion (no more than 50% of total) will be paid upon project start and the second / final instalment paid on completion and receipt of a project report.

6.2 Where appropriate the Community Fund Group may delegate to appropriate officers to allocate awards of less than £500

6.3 The Community Fund Group may wish to save a proportion of its annual allocation to both Funds and roll forward to future years in order to fund a more substantial project.