



Langford and Biggleswade Community Fund Group

# Local Community Fund

Guidance Notes and Application Form

Approved by the Langford and Biggleswade Windfarm  
Community Fund Group November 2013

## Guidance notes for the spending of the Local Fund Contribution

### Introduction

**The Langford / Biggleswade Wind Farm comprises 10, 110m high wind turbines and a substation building.**

The turbines have been erected on land to the north of Edworth Road, Langford and south of Biggleswade between the A1 and the East Coast Mainline Railway line.

The wind farm will have a life span of around 25 years after which the site will be returned to its original condition.

A Section 106 Agreement accompanying the planning permission sets out that *“the Owners and or Developer shall pay to the Council the annual Community Fund contribution\* within 14 days of the Commencement of Commercial Operations”*.

*\*Annual Community Fund Contribution means the sum of £24,000 payable by the Developer.*

The Langford and Biggleswade Community Fund Group has been established and is made up of representatives of the following:-

- Central Bedfordshire Council
- Langford Parish Council
- Biggleswade Town Council
- The Developer (Co-Operative)
- One Co-opted member

The Community Fund group is supported by officers of Central Bedfordshire Council.

In accordance with the Section 106 Agreement, the Community Fund Group has agreed criteria to decide what local community projects will receive financial assistance and to what extent such assistance shall be given.

The following guidance is intended to inform those parties interested in applying for financial assistance from the Community Fund 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 Langford and Biggleswade (see map on front cover of this application form).**

In order for an application to be considered by the Fund Group, the project will need the support of one of the Parish Councils represented on the group. Members of the Community Fund group are:

Members of the Community Fund Group	
Langford Parish Council	Mr Tony Fisher and Councillor Gill Clarke
Biggleswade Town Council	Councillor David Lawrence and Councillor Jane Lawrence
Central Bedfordshire Council	Councillor Maurice Jones
Co-operative	Mr Rob Ellis
Co-opted Member	Councillor Brian Saunders

### Timescale and submitting an application

- The Community Fund Group will meet quarterly each year in approximately April, July, October, and January. Ideally, applications need to be submitted by the last day of the preceding month to be considered at the next scheduled meeting.
- 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.
- Applicants will have the option of attending the meeting to give a short presentation to the Community Fund Group on their project. They will then be asked to leave prior to the decision.
- The Fund 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 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 Group's decision.

Completed application forms can be submitted by email to: [sarah.hughes@centralbedfordshire.gov.uk](mailto:sarah.hughes@centralbedfordshire.gov.uk) or by post to **Partnerships and Community Engagement Team, Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ.**

If you need help to complete your application form you can contact North / Mid Bedfordshire Council for Voluntary Services at [info@yourcvs.org](mailto:info@yourcvs.org) or on 01234 354366 or Sarah Hughes at Central Bedfordshire Council on 0300 300 6166.

### Scale of Projects

**A total contribution of £24,000 per annum (index linked) has been secured to be spent on local community projects that meet the criteria listed on page 5.**

To accord with the terms of the Section 106 agreement the annual contribution will be paid to Central Bedfordshire Council on the anniversary of the first payment.

## Assessment Criteria

**Applications will be assessed by members of Community Fund Group using the following criteria:**

- The need for the project
- Activity – the project must contribute to any of the following:
  1. *The use of Renewable Energy*
  2. *Energy conservation*
  3. *Environmental education*
  4. *Initiatives to promote greening of communities with in the 'parishes'*
  5. *The application of energy efficiency measures*
  6. *Community engagement and development*
  7. *Initiatives to encourage sustainable communities*
- How will the local community benefit?
- Has the nominee been funded before?
- Deliverability - 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 representative on the group will have one vote when deciding on the outcome of applications. Both Parishes will be required to vote and if representatives of a particular Parish is 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. Offers of financial assistance will be conditioned on the basis that it is requested within a certain time period.

The agreed contribution will be released on receipt of an invoice and paid to the project lead (this is subject to evidence of invoices received relating to the project delivery etc.)

Successful applicants will also be expected to publicly recognise the source of the contribution received and provide an end of project report to the Fund Group on how the project has performed.

## Reporting

Meeting agendas, minutes and details of applications received / decisions made by the group will be published on Central Bedfordshire Council's website.

# Project Proposal Form

*(Please use additional sheets as necessary)*

Langford and Biggleswade Wind Farm Community Fund Group - Local Community Fund		
Project Proposal Form		
1.	<b>Name of Applicant:</b>	
2.	<b>Name of Organisation</b>	
	<b>Contact name</b>	
	<b>Address (including postcode):</b>	
	<b>Telephone</b>	
	<b>Email</b>	
3.	<b>Name of Project</b>	
4.	<b>Which Parish is your project in?</b>	
	<b>Who will be the main beneficiaries of your project?</b>	
	<i>Please see guidance notes</i>	

5.	<b>Name of the Parish Council that has given your project their support</b>  <i>Please see guidance notes</i>																																				
6.	<b>At which meeting do you wish your application to be considered? (please tick):</b>  <i>See guidance notes</i>	<table border="1"> <tr><td style="background-color: #92d050;">Apr</td></tr> <tr><td> </td></tr> </table>	Apr		<table border="1"> <tr><td style="background-color: #92d050;">Jul</td></tr> <tr><td> </td></tr> </table>	Jul		<table border="1"> <tr><td style="background-color: #92d050;">Oct</td></tr> <tr><td> </td></tr> </table>	Oct		<table border="1"> <tr><td style="background-color: #92d050;">Dec</td></tr> <tr><td> </td></tr> </table>	Dec																									
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7	<b>Please tick which criteria your project is supporting:</b>	<table border="1"> <thead> <tr style="background-color: #92d050;"> <th data-bbox="703 616 1868 660">Criteria</th> <th data-bbox="1872 616 1930 660"></th> <th data-bbox="1935 616 1993 660"></th> <th data-bbox="1998 616 2047 660"></th> </tr> </thead> <tbody> <tr> <td data-bbox="703 667 1868 743">1. The use of Renewable Energy</td> <td data-bbox="1872 667 1930 743"></td> <td data-bbox="1935 667 1993 743"></td> <td data-bbox="1998 667 2047 743"></td> </tr> <tr> <td data-bbox="703 750 1868 826">2. Energy conservation</td> <td data-bbox="1872 750 1930 826"></td> <td data-bbox="1935 750 1993 826"></td> <td data-bbox="1998 750 2047 826"></td> </tr> <tr> <td data-bbox="703 833 1868 909">3. Environmental education</td> <td data-bbox="1872 833 1930 909"></td> <td data-bbox="1935 833 1993 909"></td> <td data-bbox="1998 833 2047 909"></td> </tr> <tr> <td data-bbox="703 916 1868 1018">4. Initiatives to promote greening of communities with in the 'parishes'</td> <td data-bbox="1872 916 1930 1018"></td> <td data-bbox="1935 916 1993 1018"></td> <td data-bbox="1998 916 2047 1018"></td> </tr> <tr> <td data-bbox="703 1024 1868 1101">5. The application of energy efficiency measures</td> <td data-bbox="1872 1024 1930 1101"></td> <td data-bbox="1935 1024 1993 1101"></td> <td data-bbox="1998 1024 2047 1101"></td> </tr> <tr> <td data-bbox="703 1107 1868 1184">6. Community engagement and development</td> <td data-bbox="1872 1107 1930 1184"></td> <td data-bbox="1935 1107 1993 1184"></td> <td data-bbox="1998 1107 2047 1184"></td> </tr> <tr> <td data-bbox="703 1190 1868 1264">7. Initiatives to encourage sustainable communities</td> <td data-bbox="1872 1190 1930 1264"></td> <td data-bbox="1935 1190 1993 1264"></td> <td data-bbox="1998 1190 2047 1264"></td> </tr> </tbody> </table>				Criteria				1. The use of Renewable Energy				2. Energy conservation				3. Environmental education				4. Initiatives to promote greening of communities with in the 'parishes'				5. The application of energy efficiency measures				6. Community engagement and development				7. Initiatives to encourage sustainable communities			
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8.	<p><b>Description of Project:</b></p> <p><i>Please give a full description of the project, including who will carry it out, the location of the project, the main beneficiaries, explain how it will benefit the local community and the expected outcomes (local impact) as a result of the project</i></p>	
9.	<p><b>Total Cost of Project:</b></p> <p>Please provide a total for the cost of the project, including a breakdown on how funding will be spent</p> <p>How much you are seeking from the Community Fund?</p> <p>Please give details of any other funding for this project</p>	<p>£</p>
10.	<p><b>Financial Situation:</b></p> <p><i>Please provide a summary of your organisation's accounts</i></p>	

11.	<p><b>Risks / dependencies to the project:</b></p> <p><i>Please set out any external risks that might affect the success of the project.</i></p>	
12.	<p><b>Project timeline:</b></p> <p><i>Please set out a timeline for starting completing the project, including any key dates.</i></p>	
13.	<p><b>Future of the project :</b></p> <p><i>If applicable, please provide details of how the project will be continued after Community Funding has ended.</i></p>	

**If you have any queries, please contact...**

Sarah Hughes, Community Engagement Manager on 0300 300 6166 [sarah.hughes@centralbedfordshire.gov.uk](mailto:sarah.hughes@centralbedfordshire.gov.uk)

You can also write to: Partnerships and Community Engagement Team, Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ.