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Malvern Hills District Council

# Section 106 Fund Application Form

Supporting improvements within:

public open space, sport, recreation and community facilities,  
and the public realm

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## Foreword

This application form forms a vital part in the allocation of all Section 106 (S106) funding by the district council. The information you provide will allow the district council to assess whether your project meets the necessary criteria and is eligible for receipt of Section 106 funding.

When completing this application form, please ensure that you read and answer each question fully, that you provide all required supplementary documents and that you sign and date the declaration.

Please ensure you complete the latest version of the application form by downloading a copy from <http://www.malvern hills.gov.uk/section-106-funding>. It is also advisable to download and utilise the **S106 Fund Guidance Notes and Frequently Asked Questions** when completing the application form and to confirm your project meets the funding criteria.

## Eligible Projects

Please be aware, Section 106 funding can only be awarded to projects that are:-

1. located within the Malvern Hills district and
2. fall within one of the following 'Types of Provision' categories:

	Type of Provision	Primary Purpose
Open spaces	Parks and gardens	Accessible, high quality opportunities for informal recreation and community events.
	Provision for children and young people	Areas designed primarily for play and social interaction involving children and young people, such as equipped play areas, ball courts, skateboard areas and teenage shelters.
	Allotments, community gardens and urban farms	Opportunities for those people who wish to grow their own produce as part of the long term promotion of sustainability, health and social inclusion.
	Cemeteries, disused churchyards and other burial grounds	Quiet contemplation and burial of the dead, often linked to the promotion of wildlife conservation and biodiversity.
	Natural and semi-natural green spaces, including urban woodland	Wildlife conservation, biodiversity and environmental education and awareness.
	Amenity green space	Opportunities for informal activities close to home or work or enhancement of the appearance of residential or other areas.
	Green corridors	Walking, cycling or horse riding, whether for leisure pursuits or travel, and opportunities for wildlife migration.
Sports facilities	Outdoor sports facilities (pitch and non pitch)	Participation in outdoor sports, such as pitch sports, bowls and athletics.
	Indoor sports facilities (built facilities)	Participation in indoor sports, such as badminton, swimming and gymnastics.
Community facilities *	Village, church and community halls	Participation in community activities, clubs and societies.
Public Realm	Town centre enhancements to publicly owned streets, pathways and publicly accessible open spaces	To support a well designed, easily maintained and inclusive street scape in town centres that provides a prosperous, vibrant and safe environment for the shoppers, visitors, businesses and the wider community.

\*for community facilities projects please refer to para.204 of the National Planning Policy Framework (NPPF)

## 1. Organisation Details

Name of lead organisation	CLIFTON UPON TEME PARISH COUNCIL
Address of organisation	c/o Parish Council Clerk Guestwick Suckley WR6 5EH
Website address	<a href="https://clifton-upon-teme-pc.org.uk/">https://clifton-upon-teme-pc.org.uk/</a>
When was your organisation formed?	N/A
What is your organisation?	PARISH COUNCIL
What is your company / charitable number (if applicable)	N/A
What are the main objectives of your organisation?	<p>This is our Neighbourhood Development Plan Vision: <i>We aim to maintain and improve the vibrancy of our heritage, environmental characteristic, ecological diversity and employment opportunities by supporting appropriate enhancements for local needs.</i></p> <p>That vision is underpinned by a number of objectives:</p> <ol style="list-style-type: none"> <li>1. To maintain and enhance the built, historic and natural environment for present and future generations;</li> <li>2. To support the retention and development of local businesses and services that contribute to the quality of life for residents and visitors of all ages, including support for suitable diversification and use of new technology. This includes support for improved broadband and mobile phone services and sensitively sited and designed renewable energy technologies.</li> <li>3. To support some small scale schemes (of 1 to 5 units) of housing and business developments, over and above those already approved, that meet local needs and are in keeping with the scale, demands and population profile of a small rural parish.</li> <li>4. To encourage opportunities for parishioners across all the generations to find enjoyment and fulfilment through a range of educational, sporting and leisure activities.</li> <li>5. To ensure that the Parish is a welcoming and accessible setting for visitors by improving facilities such as footpaths, bridleways, parking and the village information board within the context of a safe and secure rural environment.</li> <li>6. To foster partnership working between Parish organisations and institutions for the mutual benefit of all.</li> </ol> <p>This Project is the largest of a number of S106 projects being developed all of which will recognise/relate to the Neighbourhood Development Plan's vision.</p>

<b>List any organisations to which your organisation is affiliated</b>	The County Association of Local Councils (CALC) Worcestershire
<b>List any other organisations who are working with you on the project</b>	A community volunteer group called the “Clifton Four Acre Field Project Team” has completed all the work underpinning this application. The Project Team has broad representation from across the community including from the Parish Council, user groups and interested parties. The Project Team worked within an agreed Terms of Reference (see appendix).
<b>Name of main contact</b>	Michelle Alexander
<b>Position held by main contact</b>	Parish Council Clerk
<b>Address of main contact (if different from organisation)</b>	As above re Parish Council Clerk
<b>Telephone number</b>	01886 884195
<b>E-mail address</b>	<a href="mailto:cliftonpc@yahoo.com">cliftonpc@yahoo.com</a>

## 2. Project Development

<b>Project title</b>	<b>Clifton Four Acre Field Project (CFAF)</b>		
<b>Type of provision</b> <i>(See eligible categories - page 2)</i>	This project will encompass both the Open Spaces and Sports Facilities categories and will deliver against the following types of provision:- (i) parks and gardens, (ii) provision for children and young people, (iii) natural and semi-natural green spaces, (iv) amenity green spaces and (v) outdoor sports facilities		
<b>Planned start date</b>	May 2021	<b>Planned end date</b>	December 2021

### Tell us about your project?

This is an exciting all-encompassing project that provides something for all generations to benefit from the additional exercise opportunities and new social spaces.

The 'Clifton Five Acre Field Project Team' were empowered by the Parish Council to lead on the identification and development of project proposals that would be eligible to secure Section 106 funding, including the refurbishment and remodelling of the playing field to meet the overall objective to:-

*“create games, play and support facilities for the health and wellbeing of all generations residing in the Parish of Clifton upon Teme”*

Contributing to the delivery of the Neighbourhood Plan priorities and delivering against the feedback from recent public consultation exercises, this project aims to deliver:-

#### The creation of new children's play zones

- The existing “toddler” facilities consist of three old items (static/non-activity based) all of which will be replaced via a new dedicated zone (fenced with an appropriate safety surface) with equipment specific to the age range 0 to 7 years. Seven new items will provide learning and activity opportunities plus social seating for children and families.
- The existing area for older children consists of one play item (retained as safety checking has confirmed it is OK) with three new activity and socially related items which will appeal to a wider age range will be installed in a new zone with appropriate safety surfaces and will also provide further social seating and picnic areas for families.

#### The development of new sports zones

- The existing two tennis courts will be re-engineered with new safety fencing to provide a tennis/netball court separated from a new 5-aside soccer/basketball/tennis court – both providing surfaces for training as required.
- Both courts will also be configured to enable mini sports (tennis, cricket, soccer) for younger children

#### Drainage improvements to the existing football pitch and new play zones

- To prevent the soccer matches suffering from playing constraints when specific areas become saturated.
- Similarly, new drainage will enable the larger play zone for the older children to be utilised all year round as opposed to the current restrictions in winter as a result of waterlogged ground

#### The redevelopment of the existing bowling green and surrounds

- To enable players to host competitions with county wide clubs plus encourage interest from the younger generation whilst ensuring the surface does not suffer from increased use. New paved areas surrounding the green will enhance social interaction

The creation of a new perimeter path to facilitate all year round use of the field

- The path will provide 400 metres for walkers, joggers etc with a width sufficient for two-way use.
- With a desire to be as inclusive as possible, the surface of the path will be low impact facilitating use by wheelchairs, push chairs etc to enable as much of the community to participate in gentle exercise as possible.

Car park improvements

- The existing car park is only partially asphalted with no markings, so current use is inefficient. Completing asphalted and installing full markings to include disabled bays and extra wide bays will increase capacity for existing users and new users arising from the new play and sports developments. New cycle racks will also be installed.

The attached plans provide visual illustrations of the proposed new facilities

In addition, the plans indicate the proposed location of the biodiverse areas and community sensory garden, which will be subject to a Phase 2 S106 application once that specific plan has been costed and partnership funding has been agreed with Natural Networks in accordance with their detailed biodiversity enhancement (BEA) report provided in 2020.

Lastly as part of a Phase 2 or a Phase 3 application we will continue to look at other improvements such as possible reconfiguration of the existing pavilion building on site, better disability access to the building and on site catering to increase the social provision within the whole parish.

### **Are there any similar facilities/projects within the area?**

We have identified similar play and sport facilities throughout the Teme Valley with villages creating play areas and some sports areas suited to their local environment. We also know that within 20 minutes drive of our village there are specific facilities such as skateboard parks in Martley and Tenbury Wells which provide support to the Teme Valley. We considered such facilities should not be duplicated at Clifton upon Teme. Value for money considerations of duplicating such relatively expensive facilities has been part of that decision.

Clifton upon Teme already has some specific sports opportunities such as tennis, soccer and bowls. We want to enhance and develop those existing facilities to include other sports such as netball, basketball etc rather than create facilities which already exist in nearby villages/towns. The various decisions arising from the above, were also influenced by our desire to reduce travel and its environmental impact where possible.

In helping us to arrive at these decisions, we established that bowling greens exist in Bromyard (9 miles) and Tenbury Wells (10 miles) but we are not aware of any similar facilities west of Worcester. Great Witley (7 miles) residents have access to a single court sharing a tennis/5-aside/basketball facility and Martley (3.5 miles) has a 5-aside court. Other local sports facilities exist at the high schools in Martley and Tenbury Wells and Abberley Hall plus Sport Martley (a commercial indoor enterprise).

## Does your project meet local plans, strategies, aims or objectives?

### **Parish Plans**

The proposed project(s) makes a significant contribution in delivering against the Neighbourhood Development Plan's vision statement and objectives arising from the "needs and wants survey" (copy attached).

The specific Neighbourhood Development Plan policies relating to open space improvements include:-

#### Objective 4

To encourage opportunities for parishioners across all the generations to find enjoyment and fulfilment through a range of educational, sporting and leisure activities.

#### Objective 5

To ensure that the Parish is a welcoming and accessible setting for visitors by improving facilities such as footpaths, bridleways, parking and the village information board within the context of a safe and secure rural environment and secure rural environment.

#### Objective 6

To foster partnership working between Parish organisations and institutions for the mutual benefit of all.

### **District Council Plans**

The proposed project contributes to the district council's

- Vision - to enhance the Malvern Hills District as a destination to explore and an outstanding place to live and work

Priority – to improve people's health and wellbeing by enabling investment of up to £10m in new facilities and open space provision, including play areas and playing pitches across the district by 2025

## How do you know the project has local support?

The “Clifton Four Acre Field” Project Team created in December 2019 by the Parish Council agreed to take the project to the “master plan” stage. As well as the project team consisting of village representation (see below) two Parish Councillors and the Parish Council Clerk have been on the team to maintain close liaison between the Parish Council and the Project Team.

From the outset, we decided that the Project Team would include representatives of existing/potential sport and play\* users of the site (\* via family involvement!) and a mix of generations in the village. This has helped us to consider in detail what could be developed.

We have ensured that the community has been fully aware of the Project’s progress via Teme Triangle articles (our monthly village magazine and website), use of the village noticeboard and community buildings to display the Project’s images as they have developed.

We also created a specific feedback opportunity in the July Teme Triangle magazine, a copy of which was delivered to every household in the Parish by the Project Team, offering the residents the opportunity to email feedback to a dedicated address or a snailmail response to a special postbox in the village shop. This assisted us in further developing the project during the summer months with particularly constructive observations in respect of the MUGA and tennis/netball court layout which was adopted. Feedback from all age groups has been positive throughout and has provided many examples of constructive suggestions which we have been pleased to adopt as the plan has developed.

Before “Covid-19 first lockdown”, we were fortunate to be able to organise a programme of liaison meetings with village groups to build awareness as well as establish generational hopes/wishes/needs etc. Q&A exercises were held with the popular Friendship Club (aged sixty onwards), the WI, Bowls Club members, Parochial Church Council (to reduce the risk of duplicating ideas). These meetings enabled us to further develop discussions based on the Neighbourhood Development Plan survey from the previous year (see attached) as well as identify how the project could ensure it met the needs of all generations as well as being as inclusive as possible.

In respect of the younger generation, meetings were organised with the primary school – in the classroom and on the field - which gave both the children and teaching staff an opportunity to provide feedback on the proposed play and sports layouts. These highly constructive meetings led to a number of revisions to the play zones including greater space between equipment and creating social areas plus actual changes to the choice of equipment. Further feedback was sought from scouts, cubs, beavers with the help of their Leaders which helped us to better appreciate the need for social spaces as well as a proposed forest school area.

The intention to hold a village hall meeting in the autumn to convey the final proposal was inevitably ‘wrecked’ by the ongoing Covid-19 restrictions.

Despite, the issues arising from Covid-19, we have been delighted with the ongoing support for the Project which has also involved the Project Team ensuring that the Parish Council has been kept fully informed at the PC monthly meetings as part of the Terms of Reference.

## Why is Section 106 funding required?

The main purpose of the Project is to create new facilities that meet modern quality expectations and meet the varying needs of our growing community. We are able to make use of some of the existing facilities through modest improvements, however significant levels of external funding is required to make this project a reality.

The objective of seeking quality not quantity has been a major influence on the Project cost, not least because it ensures longevity, low maintenance costs and low sustainability costs, all of which will be the ongoing responsibility of the Parish Council via management of the parish precept.

This project is perfectly suited to make good use of S106 funding in accordance with many aspects of the S106 - open spaces, sports and community facilities - eligibility rules.

This project has been costed to access 86% of the total S106 funding currently available to the Parish of £282,000. This decision intentionally seeks to ensure a sum is available for other smaller parish projects which are in the pipeline.

This is the main Parish project having been identified as such from the Neighbourhood Development Plan. If S106 funding is not approved then the Project will not proceed.

	<b>Is planning permission required for the project?</b>	<b>Yes</b> <b>No</b> (Please circle)
	<b>If not, why not?</b>	Within the Parish Council's permitted development rights
<b>If Yes</b>	<b>Date planning application submitted</b> Note: If not yet submitted, include target date.	N/A
	<b>Date permission obtained &amp; application number</b>	N/A
	<b>Is your organisation the land owner?</b>	<b>Yes</b> <b>No</b> (Please circle)
<b>If No</b>	<b>What is the name of the landowner(s)</b>	N/A
	<b>Date request for permission submitted</b>	N/A
	<b>Date permission obtained</b>	N/A
	<b>Do you have a lease on the land</b>	<b>Yes</b> <b>No</b> (Please circle)
	<b>If yes, how many years are left ?</b>	

### 3. Project Outcome

<p>What groups of people will benefit from the project?</p>	<p>The parish demographics suggest that all age groups will have the opportunity to benefit as we have designed a mix of facilities to appeal to everyone and seek to achieve as much inclusivity as possible. A focus on young people via play and sports zones is aimed at families so that the current age profile of the parish is at least sustained or possibly lowered. This has the potential of further benefitting the village's nursery and school and in turn the economic profile of the community.</p> <p>The school has historically made use of the restricted sports facilities and sees the new greater mix of sports opportunities as an ideal foundation for future development of the children both physically and mentally.</p> <p>Offering facilities that support all age groups also seeks to ensure collective ownership of the facilities.</p>
<p>How will they benefit?</p>	<p>We have endeavoured to create a mix of facilities that support</p> <ul style="list-style-type: none"><li>• physical activity via the sports and play zones designed to meet needs as the children and young people grow.</li><li>• participation in team sports for all age groups including the upgraded soccer pitch and bowling green surface.</li><li>• social spaces via the new play and sports zones plus the new perimeter path offering unencumbered all year round exercise on a 400 metre dedicated path.</li><li>• areas of interest re biodiversity via the new path, guided planting based on detailed support from Natural Networks plus a proposed community and sensory garden (separate projects are in the pipeline, building on the guidance from Natural Networks, to develop a green corridor through the village, linking the church and school gardens to our site as well as enable educational opportunities as a result)</li><li>• near and far views of outstanding natural beauty via the joy of living in such a picturesque location.</li></ul> <p>the above can be summarised as supporting our key <u>Project Objective</u> of:</p> <p><b><i>To create games, play and support facilities for the physical and mental health and wellbeing of all generations residing in the Parish of Clifton upon Teme.</i></b></p> <p>Our Neighbourhood Development Plan Vision Statement (repeated here) simply re-emphasises the outcomes coming from this Project.</p> <p><b><i>Clifton upon Teme is a beautiful rural place with a strong and vibrant community. We aim to maintain and improve the vibrancy of our heritage, environmental characteristic, ecological diversity and employment opportunities by supporting appropriate enhancements for local needs.</i></b></p>

<p><b>Where do the project beneficiaries live/come from?</b></p>	<p>We are a nucleated village and so we estimate that 85% of the beneficiaries will be within 5 minutes walk of the site and its facilities. The nature of the Clifton upon Teme Parish boundary is such that the remaining outlying Parish households will still be within 5 minutes drive of the site.</p> <p>There are a number of small villages/communities within a radius of 5 miles (by road) (15 minutes drive) which, based on MHDC profile data, suggests a population of at least 6,000 will also have access to the facilities. Not included in numbers below.</p>	
<p><b>How many people do you estimate will benefit per year, following the completion of your project?</b></p>	<p><b>Current baseline</b></p>	<p>5,750 Individual units per annum (soccer, bowls, play)</p>
	<p><b>During Year 1</b></p>	<p>+466% on base (soccer, bowls, all zones, path) (play from low base and sports/path from zero base)</p>
	<p><b>During Year 2</b></p>	<p>+184% on Y1 (soccer, bowls, all zones, path)</p>
	<p><b>During Year 3</b></p>	<p>+128% on Y2 (soccer, bowls, all zones, path) (not reflecting new housing stock coming on-stream)</p>
	<p><b>During Year 4</b></p>	<p>+118% on Y3 (soccer, bowls, all zones, path)</p>
	<p><b>During Year 5</b></p>	<p>+117% on Y4 (soccer, bowls, all zones, path)</p>
<p><b>What are the main outcomes of the project?</b></p>		
	<p><b>This Project will deliver the Neighbourhood Development Plan objectives by: “Finding enjoyment &amp; fulfilment through a range of educational, sporting, leisure and social activities” leading to:</b></p>	
	<p><b>a)</b> enhancement of the social, physical and mental wellbeing of our whole community.</p>	
	<p><b>b)</b> opportunities existing for parishioners across all the generations</p>	
	<p><b>c)</b> ensuring that the Parish is a welcoming and accessible setting for visitors in a safe and secure rural environment.</p>	
<p><b>What will be the key project milestones throughout the delivery of the project?</b></p>		
		<p><b>Dates / By when</b></p>
<p><b>a)</b></p>	<p>Completion of groundworks – land drainage/improvement</p>	<p>during May 2021</p>
<p><b>b)</b></p>	<p>Complete redevelopment of Sports and Play Zones followed by the creation of perimeter path**</p>	<p>mid July 2021</p>
<p><b>c)</b></p>	<p>opening of Sports and Play zones</p>	<p>end of July 2021</p>
<p><b>d)</b></p>	<p>Completion of car park upgrade (ideally during school holidays)</p>	<p>end of August 2021</p>
<p><b>**</b></p>	<p>Delay creation of perimeter path if necessary</p>	<p>** September 2021</p>
<p><b>e)</b></p>	<p>Complete upgrading of bowling green and surrounds</p>	<p>December 2021</p>
	<p>All of the above dependant upon ongoing impact of Covid-19</p>	

## 4. Project Management

### How will the facility improvement element of your project be managed?

The initial project management of these new facilities will be met via partnership planning between the two main contractors (who have already met at an early Project Team meeting) and the Parish Clerk who will be the Project Manager. (We are fortunate that the Parish Council Clerk also has PM experience). A small sum has been built into the budget to contribute to the cost of managing the project once it commences.

The Parish Council and Project Team have members who are well versed in managing such a project and whilst they will not be directly involved in the PM, it is beneficial to the project that they will be available. Their skill base includes: project and design management, engineering management, finance and accounting management, education and sport management, law and order management.

A project plan and timeline will be put in place to cover all the works including requirements for progress monitoring reports and site inspections.

### Who will monitor the progress of the project against the objectives and milestones

The Parish Council Clerk who is experienced in managing S106 projects will fulfil the role of Project Manager with the support of the Project Team Leader who has built a good rapport with the various contractors chosen to deliver the project.

Ongoing benefits and outcomes will be monitored by the Parish Council with appropriate co-option of skills from the current Project Team. (The Primary School Management Team expect to be involved with the children via educational projects etc.)

### How will you monitor the progress of the project?

We have the benefit of a number of good communication processes in the village including the Teme Triangle magazine and website plus the school and children's nursery newsletters. These will be used to convey progress of the project implementation.

Within 12 months of the completion of the play and sports zones we will carry out a survey of the community using the above communication mechanisms to establish popularity, usage and the benefits we have identified in Section 3. This, ideally, will fit in with summer 2022.

These would also be focussed on age ranges to establish whether we have met our overriding objective of supporting all generations. We are fortunate to have a Friendship Club, WI, Bowls and Soccer Clubs which will enable us to seek responses specific to their involvement.

Focussed surveys of the children in the community will be part of an ongoing involvement with the school and nursery in respect of play and educational benefits. Similarly, we will seek feedback from our village guides, scouts, cubs, beavers etc.

Feedback monitoring in respect of the bowling green will take place towards the end of the 2022 season and 12 months after. This will ensure we monitor the usage and popularity of the new facility and the attraction to the range of ages involved.

## How will you ensure your project is future proof and sustainable?

We have said throughout the project preparation, and earlier in this application, that product quality is an important consideration. This will ensure a lower maintenance profile. However, we also recognise that sustainability is key and a maintenance plan has been devised to actively manage the physical equipment and surfaces to sustain useability over the long term.

An annual maintenance plan has been costed (available as part of our Plan package) for all parts of the site. It is highly likely that the maintenance plan will need to be fully reappraised after a full year of activity but in the interim, we assess that the current precept income will support the annual maintenance costs without putting pressure on parish finances.

As an example of our partnership with the main contractors, they have already provided detailed maintenance guidance to support our medium/long term work which is also part of their warranty support. As part of their guidance, the equipment manufacturers/installers will assist with an annual survey. The sports zones/perimeter path contractor will also provide training to the parish lengthsman as part of the ongoing maintenance process. The contractor is based in Cheltenham and so conveniently located in the event of an emergency need.

The Parish Council will be allocating a sum from the annual precept to a sinking fund to build a small but important reserve to manage the sustainability of the various parts of the site. We consider that building a reserve of £10,000 (5% of the initial project cost) over a period of 5 years is a sensible target and achievable. The reserve will be maintained at that level for the foreseeable future to support future repairs and renewals. To enable this reserve to be built to support long term future maintenance/repairs/renewals we have negotiated an initial 5 years play zone equipment service and maintenance plan which is included in this S106 application.

## How will you market and promote your project to your target audience?

Our “target audience” is the community of Clifton upon Teme and immediate neighbouring parishes/hamlets. They are already kept informed of progress via the monthly Teme Triangle magazine, supporting website and a dedicated village green noticeboard.

Future marketing will involve the above and the primary school communication system as well as word of mouth via parishioners. The area is already very popular with visitors whether they are walkers, amateur sports competitors or visitors to The Shelsley Hillclimb and so, again, word of mouth will be an important mechanism.

Just as importantly, there is a thriving tourism industry in the Teme Valley as well as Clifton upon Teme itself. Regular contact with this sector will provide an additional marketing mechanism which will be a quid pro quo to benefit the local economy.

**Tell us anything else about your project that you think we should know, that you have not already told us**

We do run the risk of repeating ourselves but we think it is relevant to point out the following:

The project will benefit multiple user groups very much in the manner outlined above re lifestyles, social interaction and support for physical and mental health within the parish.

The site has historically provided specific support to tennis, bowls and soccer as well as basic play areas.

The “new” site will enhance all these facilities plus netball, basketball, 5-a-side soccer and training surfaces. In addition the sports enclosures will support safe mini sports opportunities for the younger children (LTA, ECB & FA supported). Coaching opportunities will exist for those who wish to champion their particular sport with these improved facilities. The perimeter path will also enable gentle exercise/jogging etc. and will provide access to the proposed biodiverse areas.

Specific areas for age related play, all weather activity areas, social meeting spaces within all these areas plus a proposed sensory garden dedicated to all age groups and inclusive needs (which will form the basis of a separate project paper and S106 application) will provide further spaces to enjoy each other’s company as well as the incredible views of our surrounding hills and countryside.

## 5. Project Funding

Is your organisation VAT registered?	<input checked="" type="radio"/> <b>Yes</b> <input type="radio"/> <b>No</b> (Please circle)
Following communication with HRMC regarding this project, are you able to reclaim VAT?	<input checked="" type="radio"/> <b>Yes</b> <input type="radio"/> <b>No</b> (Please circle)
VAT number (if stated yes to both questions above)	<b>Not applicable as Parish Council</b>

Where costs are confirmed, please provide copies of professional estimates, tenders or quotations. VAT should not be included in these costs where it is recoverable.

Expenditure Item	Total Amount (£)	Confirmed / estimated	Amount requested from S106 (£)
Perimeter Path creation – entrance for vehicles )	6,254.00	<i>confirmed</i>	6,254.00
Perimeter path creation – remaining path )	31,280.00	<i>confirmed</i>	31,280.00
Ducting under path to link power and water to garden	1,768.00	<i>confirmed</i>	1,768.00
Ducting for power to gate and possible future power requirements for court lighting – subject to parish survey	2,942.00	<i>confirmed</i>	2,942.00
New MUGA sports group surfaces	42,379.00	<i>confirmed</i>	42,379.00
Appropriate colours for courts/sports markings	3,840.00	<i>confirmed</i>	3,840.00
Car park completion/upgrade	6,522.00	<i>confirmed</i>	6,522.00
Appropriate lining for compliant parking bays	1,286.00	<i>confirmed</i>	1,286.00
Excavation for new hedge line as part of green corridor	336.00	<i>Confirmed</i>	336.00
Garden path structure to integrate with perimeter path	8,762.00	<i>Confirmed</i>	8,762.00
Land drainage to improve soccer pitch/play area surfaces	8,860.00	<i>Confirmed</i>	8,860.00
Installation of new play surfaces and equipment	105,301.69	<i>Confirmed</i>	105,301.69
Servicing contract (5 years) re maintenance of new play surfaces and equipment	6,250.00	<i>Confirmed</i>	6,250.00
Bowling green refurbishment	10,742.00	<i>Confirmed</i>	10,742.00
Bowling green perimeter upgrade	4,945.00	<i>Confirmed</i>	4,945.00
Project management fee	5,000.00	<i>Estimated</i>	3,532.31
<b>NB</b> – we have negotiated all the above confirmed figures to be locked in for an extended period assuming that work will commence early summer 2021			
<b>TOTAL exc VAT</b>	246,467.69		245,000.00
<b>TOTAL inc VAT (if not recoverable)</b>			

## Partnership Funding

Funding Sources	Amount (£)	% of Project Cost	Secured / Unsecured	Date secured / Expected decision date
n/a				
<b>TOTAL</b>				

## 6. Check List

Please confirm that you have completed the following tasks	Please tick
I have made contact with Mark Hammond, Contracts & Development Manager at Malvern Hills District Council	✓
I have checked that there is funding available to support this project	✓
I have contacted Planning Services at the council to discuss the requirement for planning approval	✓
I have secured approval from the land owner (if not owned by the applicant)	n/a
I have read and completed all sections as fully and accurately as possible	✓

Please confirm and provide the additional details	Please tick
I have discussed the project with the district councillors within the ward(s) where the project is located	✓
Please provide the names of the councillors you have spoken with plus a brief description of how and when this engagement took place  <u>Caroline Palethorpe</u> – ongoing emails, phone calls, parish council meetings and one to one discussions on progress. Complete master plan file also provided to the councillor.	

Please enclose the following with your application.		Attached ✓	Not applicable ✓
a)	Your constitution (if you are an unincorporated not for profit organisation)		✓
b)	Evidence of planning permission, if required		✓
c)	Evidence of landowner permission, if it is not your land		✓
d)	A copy Title Deeds or lease for the land relating to the project site	To follow	
e)	Plans and drawings for the project	✓	
f)	Formal quotations for capital elements of the project	✓	

The council may wish to use your application to support other applicants, if it is identified as an example of 'best practice'. No personal contact information will be shared. Please tick if you would not like your application used in this way.	X
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## 7. Declaration

<b>I confirm that to the best of my knowledge the information contained in this form is complete and accurate and that I have completed the checklist above.</b>	
<b>Signed</b>	
<b>Print name</b>	<b>John Bowden</b> <b>Michelle Alexander</b>
<b>Position in organisation</b>	<b>Chair of Parish Council</b> <b>Clerk to Parish Council</b>
<b>Date</b>	<b>Parish Council meeting 7<sup>th</sup> January 2021 resolution passed to approve signing of application</b>

**Return your completed form and supplementary documents to**

Email: [mark.hammond@malvern hills.gov.uk](mailto:mark.hammond@malvern hills.gov.uk) *(must be a scanned copy of a signed application)* or

Post: Mark Hammond, Contracts & Development Manager, Malvern Hills District Council, Avenue Road, Malvern, Worcestershire, WR14 3AF

## 8. Feedback

In order to help us improve the S106 Application Process, please tell us how clear and easy you found it to complete the application form.

Please tell us if there is anything that we can do to make the process easier to understand and complete

## 9. Data Protection Law

Malvern Hills District Council will use and manage the personal information supplied on this form for the purposes of keeping applicants informed about progress with their application. If the application is successful, the information on the form will be used to monitor the project.

All personal data about applicants is treated in accordance with Data Protection Law and will not be disclosed to any third party outside of the council unless we are required to do so by law. If the application is successful your name and the name of the organisation/group may be published in the press and on the council's website. Local district councillor(s) will be notified of the outcome of the application.

For further information on how to access your information and other rights please see our website [www.malvern hills.gov.uk](http://www.malvern hills.gov.uk).