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# S106 Task and Finish Group

Thursday, 9th November, 2017 at 5.30 pm  
Shelley Room, Parkside, Chart Way, Horsham

Councillors: Michael Willett (Chairman)  
Paul Clarke  
Nigel Jupp  
Leonard Crosbie (ex-Officio)  
David Coldwell (ex-Officio)  
Tim Lloyd

You are summoned to the meeting to transact the following business

Tom Crowley  
Chief Executive

## Agenda

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1. Apologies for absence	
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3. Declarations of Members' Interests	
4. Announcements	
5. Unspent S106 Funds - To approve the note to parish councillors	5 - 6

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# Public Document Pack Agenda Item 2

## S106 Task and Finish Group 12 OCTOBER 2017

Present: Councillors: Paul Clarke, Nigel Jupp and Michael Willett (Chairman)

Apologies: Councillors: Tim Lloyd and David Coldwell

Also Present: Councillor: Leonard Crosbie

### 7 APOLOGIES FOR ABSENCE

### 8 MINUTES

The notes of the meeting held 7<sup>th</sup> September 2017 we received.

### 9 DECLARATIONS OF MEMBERS' INTERESTS

There were no declarations of interest.

### 10 ANNOUNCEMENTS

There were no announcements.

### 11 TO CONSIDER THE S106 INFORMATION REQUESTED BY THE GROUP

The Chairman of the Task and Finish Group referred Members back to the agreed Terms of Reference for the review:

1. That the possibilities for an appropriate way to fund parishes and wards with no planned development, be investigated.
2. That an appropriate way to fund unparished areas that will have community projects but no developments, be investigated
3. Identify unallocated historic funds available for either a) no identified parish or unparished wards, and/or b) no particular purpose
4. Identify allocated historic funds which remain unused

5. Seek clarification of how S106 monies can be drawn down by various bodies.

At the last meeting the Members had requested information relating to the terms of reference, this information had been circulated to the Group.

The Chairman asked the Group to consider the information as a whole rather than broken down into individual parishes.

The Group discussed how to take the data forward to ensure it was productive. The Members wanted to encourage the relevant bodies to be in contact about drawing down available monies, for projects.

It was a very complex area and the Members suggested that a short guide be issued to all parish and neighbourhood councils explaining that potential funding could be available to them and how to set about starting the process.

The Head of Development attended the meeting to assist the Group.

Members noted that officers would soon be organising some training for parish councillors and the S106 process could be added to the agenda.

The Members concluded that terms of reference three, four and five had now been completed. They asked that the Head of Development prepare a draft statement, which the Group could present to Overview and Scrutiny, recommending that it be issued to the parish councils explaining that S106 monies were available and to contact the Council about drawing the money down for relevant projects.

The Group would meet again in November to conclude the review.

*The meeting closed at 6.50 pm having commenced at 5.30 pm*

CHAIRMAN

## **UNSPENT SECTION 106 FUNDS**

I would like to draw to your attention that Horsham District Council holds unspent S106 funds which may be available to you.

If you have a project you believe could benefit from the Section 106 funds, please contact either Suzanne Shaw (Planning Obligations Officer) or Melanie Stowell (Grants and Funding Officer) in the first instance in order that we may offer you advice on the suitability of your proposal and its ability to reach the criteria required to receive Section 106 funding.

### **What can Section 106 funds be spent on?**

The use of Section 106 funds must:

- be for capital expenditure, (not maintenance or repair);
- comply with the Community Infrastructure Levy regulations
- accord with any other relevant criteria within the S106 Agreement

We would be happy for you to put forward a project and officers of the Council could assess it against the requirements above, and provide further advice on the process.

### **What is the process for applying for Section 106 funds?**

If you would like to formally apply an online application can be made to the District Council and will be heard by the Planning Obligations Panel. If successful, the funds would be paid on presentation of an invoice for the works. The online application form can be found on the Council's web site.

This can be found at the following link:

[http://ebusiness.horsham.gov.uk/outreach/LEI\\_s106GrantApplication.ofml](http://ebusiness.horsham.gov.uk/outreach/LEI_s106GrantApplication.ofml)

We look forward to speaking to you and advising you further on this matter.

Head of Development  
18<sup>th</sup> October 2017

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