

Section 106 Funding Application Form

Section A - Eligibility of the project for S106 funding

1. Please provide the project title, a description of the project, its purpose and an explanation of what the S106 funding will be spent on:

Allotment Gates Tidings Hill allotments

2. Please describe how your project provides improved or increased community or social infrastructure for the community in which the project is based.

These gates will provide a barrier to prevent people and large animals from entering the allotment area. The current gates are falling apart

3. If this application is not being made by a Parish or Town Council please provide written evidence of endorsement for the project to use S106 funding from the local Parish or Town Council.

Details of endorsement included (if applicable)

[Click here to enter text.](#)

Note: This could be in the form of meeting minutes from the Parish Council or a letter from the Parish or Town Clerk. In unparished areas of the District a letter of support from the Ward Member(s) should be provided.

4. If the project is listed in the District Councils Open Spaces Action Plan, please identify details of the entry:

[Click here to enter text.](#)

Section B - Eligibility of the Organisation for S106 funding

1. Name of Organisation:

Halstead Town Council

2. Main contact for Organisation:

Sarah Greatorox Town Clerk

3. Full address including postcode:

Queens Hall Chipping Hill Halstead CO9 2BY

4. If the grant is approved, please confirm the account name, sort code and account number that the payment should be made to?

Halstead Town Council 30 90 89 46394168

5. Is your organisation able to recover VAT? Please tick the relevant box:

Yes ☒

No ☐

Note: If you can recover VAT, the amount awarded from S106 funds will exclude VAT.

6. Are there any membership restrictions on use of your organisation's facilities? Please tick the relevant box:

Yes ☒

No ☐

If Yes, please explain what restrictions are in place and why:

The allotment area is for the use of allotment holders only, and for Halstead Town Council groundsmen to carry out groundwork from time to time

7. Main contact for the project:

Sarah Greatorex

8. Position in organisation:

Town Clerk

9. Full address including postcode:

Queens Hall Chipping Hill Halstead CO9 2BY

10. Daytime telephone number:

07808547290

11. Email address:

townclerk@halsteadtowncouncil.org.uk

12. What type of Organisation are you? Please tick the relevant box:

☒ Parish or Town Council

☐ Charity

☐ A company limited by guarantee

☐ A community interest company

☐ Other, please specify: [Click here to enter text.](#)

13. If your organisation is NOT a Parish or Town Council, please provide written evidence of your status

Details of evidence included (if applicable)

[Click here to enter text.](#)

Note: This should include your Group Constitution, company registration number or charity number, a brief description about what you do, your aims and objectives, management arrangements and past achievements

Section C – Details of the Proposed Project

Location and ownership of facility/land

1. Site address/description of land (including postcode)

Tidings Hill allotments, Holmes Road CO9 1NW

Please include a plan with this application form which identifies the site location with a red line and identifies the intended/desired location of the project.

2. What security of tenure do you have on the facility? Please tick the relevant box:

- ☐ Freehold
☒ Leasehold
☐ Other, please specify: [Click here to enter text.](#)

3. If leasehold, what is the length of the lease and how many years are remaining?

The allotments are leased from BDC. There are 2 years remaining on a 20-year lease.. HTC have applied for an extension.

Note: a lease must have a minimum unexpired term of 25 years to be eligible for funding

4. Is the applicant named as the Tenant in the lease? Please tick the relevant box:

- ☒ Yes
☐ No

If No, who is the Tenant?

[Click here to enter text.](#)

5. If the Organisation does NOT own the freehold, please include evidence of the land owner's permission for the proposed works to be carried out.

Details of evidence included (if applicable)

BDC will need to give permission

6. Is Planning Permission required before the project can start?

- ☐ Yes
☒ No

If Yes and this has already been obtained/applied for please provide the Planning Application reference number:

[Click here to enter text.](#)

7. Is a Building Regulation application required before the project can start?

- ☐ Yes
☒ No

If Yes, and this has already been obtained/applied for please provide the Building Control reference number:

[Click here to enter text.](#)

Need & Justification

You do not need to complete response to Points 8, 9 & 10 if you have identified that the project is listed in the District Councils Open Spaces Action Plan in Section A Point 4.

8. Please indicate how the evidence of need for this project has been gathered.

Include details of any research that you have carried out or strategies/plans which identify this project as a priority. This may include the Neighbourhood Plan, other community led plan, village survey, Play Facility Audit and Action Plan, community survey/consultation: Allotment holders and groundsmen have monitored the deterioration of the existing gates.

9. Please list any documents included with this application form providing evidence of need for this project:

[Click here to enter text.](#)

10. Will your project improve or broaden the use of an existing community facility?

- ☒ Yes
☐ No

If Yes, please explain how:

It will make the site safer from human or animal predators.

Estimated project costs, timing, sources of funding and sustainability

If quotations have not been obtained at this point please provide estimated costs:

11. Please list the items that you plan to pay for with the S106 funds:

1.5m High x 3.0m Wide Twin mesh doubleleaf Gate kit with dig in posts and 8 bags of Rapid set post mix cement

12. What do you anticipate will be total expenditure for the project?

£ 701.86 ☐ Including VAT / ☒ Excluding VAT

13. What level of S106 funding is sought from the District Council? If you are able to reclaim VAT please provide amount excluding VAT as the District Council will only pay the amount that cannot be reclaimed.

£ 701.86

14. If S106 funding is not the only source of funding for this project please provide details of how the balance of the cost is to be funded and any time restrictions on availability of the additional funding:

[Click here to enter text.](#)

15. Is the project is reliant on any form of match funding?

- ☐ Yes
☒ No

16. If Yes, where is the match funding from and are there any conditions attached to the funding?

[Click here to enter text.](#)

17. What do you expect the new/additional annual cost to be for repairing and maintaining the facility provided by the project to be? Please provide 5 years projected maintenance costs. Only required if applying for over £10k S106 funding

[Click here to enter text.](#)

18. How do you propose to meet these costs in the immediate/longer term? Only required if applying for over £10k S106 funding

[Click here to enter text.](#)

Note: S106 funding cannot be used for this

19. Please indicate the proposed start and completion dates of the project, if known:

Start: March 2025

Completion: April 2025

Declaration

By signing your name here (if submitting by post) or typing it (if submitting electronically) you are confirming that the contents of this form are correct, to the best of your knowledge.

Name: Sarah Greateorex

Title: Ms

On behalf of: Halstead Town Council

Signature: Sarah Greateorex

Date: 21/1/2025

Please send your completed form and supporting documents to:

Email: section106@braintree.gov.uk

Post: S.106 Monitoring Officer, Asset Management, Braintree District Council, Causeway House, Braintree, Essex CM7 9HB

Thank you for completing this application form. To ensure that we are able to promptly assess your application please ensure that all the documentation requested is included when the application form is submitted.

We aim to acknowledge receipt of your application within 1 week and will provide an estimate of when we will be able to notify you of our decision.

Contact for further information

E-mail: section106@braintree.gov.uk

Data Protection Statement

The Council will use the personal information you provide in this form and in any supporting documents to consider and process your grant application. The legal basis for processing your personal information is for the entering into, and performance of a grant contract. The information will be held on internal databases and electronic document management systems. Your information may be shared with other Council services to ensure records are accurate, and your information will not be shared with externally with other third parties unless the law specifically allows it.

Braintree District Council is the data controller. Further information about your data protection rights including your rights to access the information we hold about you, correcting or removing your information, or how your information is kept secure can be found at:

<https://www.braintree.gov.uk/council/privacy-policies> . The Data Protection Officer can be contacted at dpo@braintree.gov.uk or on 01376 552525.