

# Agenda



Listening Learning Leading

Contact Officer: Candida Basilio, Democratic Services Officer

Tel: 07895 213820

E-mail: [candida.basilio@southandvale.gov.uk](mailto:candida.basilio@southandvale.gov.uk)

Date: 28 July 2023

Website: [www.southoxon.gov.uk](http://www.southoxon.gov.uk)

## A MEETING OF THE

# Scrutiny Committee

**WILL BE HELD ON MONDAY 7 AUGUST 2023 AT 6.00 PM  
AT ABBEY HOUSE, ABBEY CLOSE, ABINGDON OX14 3JE**

To watch this meeting remotely, please follow this link to the council's YouTube channel:  
<https://www.youtube.com/c/southandvalecommitteemeetings>

### Members of the Committee:

#### Councillors:

Ken Arlett (Chair)  
Mocky Khan (Vice-chair)  
James Barlow  
Kate Gregory  
Katharine Keats-Rohan  
Leigh Rawlins  
Jo Robb  
David Turner  
Tony Worgan

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Patrick Arran  
Head of Legal and Democratic

## **1 Apologies for absence**

To record apologies for absence and the attendance of substitute members.

## **2 Urgent business and chair's announcements**

To receive notification of any matters which the chair determines should be considered as urgent business and the special circumstances which have made the matters urgent, and to receive any announcements from the chair.

## **3 Declaration of interests**

To receive declarations of disclosable pecuniary interests, other registrable interests and non-registrable interests or any conflicts of interest in respect of items on the agenda for this meeting.

## **4 Minutes** (Pages 3 - 5)

To adopt and sign as a correct record the committee minutes of the meeting held on 6 March 2023.

## **5 Public participation**

To receive any questions or statements from members of the public that have registered to speak.

## **6 Work schedule and dates for all South and Joint scrutiny meetings** (Pages 6 - 7)

To review the attached scrutiny work schedule. Please note, although the dates are confirmed, the items under consideration are subject to being withdrawn, added to or rearranged without further notice.

### **REPORTS AND ISSUES FOR THE CONSIDERATION OF THE SCRUTINY COMMITTEE**

## **7 Section 106 affordable housing funding** (Pages 8 - 22)

For scrutiny committee to review the report and recommendations of the Head of Housing and Environment and provide any comments to the Cabinet member for Development and Regeneration before the report is presented at Cabinet.



# Minutes

## OF A MEETING OF THE



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## Scrutiny Committee

**HELD ON 6 MARCH 2023 AT 6PM**  
**AT ABBEY HOUSE, ABBEY CLOSE, ABINGDON OX14 3JE**

### Present in the meeting room:

**Councillors:** Ian White (Chair), Leigh Rawlins (substitute), Alexandrine Kantor, Jo Robb and David Bartholomew.

**Officers:** Adrianna Partridge (Deputy Chief Executive for Operations and Transformation), and Candida Basilio (Democratic Services Officer)

**Cabinet Member:** Councillor Anne-Marie Simpson, Cabinet member for Planning

### Remote attendance:

**Councillors:** none.

**Officers:** Emma Turner (Planning Enforcement Team Leader), Paula Fox (Planning Development Manager) and Adrian Duffield (Head of Planning)

**Guests:** Cabinet members Councillors David Rouane and Sue Cooper

### 1 Urgent business and chair's announcements

None.

### 2 Apologies for absence

Apologies for absence were received from Councillors David Turner, George Levy, Anna Badcock, Stefan Gawrysiak and Mocky Khan. Councillor Leigh Rawlins was in attendance as substitute for Councillor Turner.

### 3 Declaration of interests

None.

### 4 Minutes

**Resolved:** Minutes of the meeting held on 26 January 2023 were agreed as a correct record, and the chair shall sign them as such.

### 5 Public participation

None.

## 6 Work schedule and dates for all South and Joint scrutiny meetings

### Resolved:

Noting that this was the last scrutiny meeting of this administration, members agreed that no comments or additions were required to the work programme, as the scrutiny committee may have different membership after the May elections.

## 7 Planning enforcement statement

Cabinet member for Planning introduced the report, supported by the Head of Planning and the Planning Enforcement Team Leader.

Members asked the following:

- A member asked about whether a six-week period to decide what action to take on a case was considered satisfactory and how that decision was made? Head of Planning explained that it was a realistic timeframe to ensure officers could gather the information to make a decision
- There was discussion after a member considered that parishes and residents did not consider the process to be a success and felt that they were not updated enough or felt excluded from the process. Cabinet member explained that residents were cared for, in that transparency of the service made sure that residents understood the process. The service, despite being non-statutory, was kept by the council due to it being viewed as an important service to residents
- Flexibility – Team Leader explained that there were reviews where certain cases seem to not progress when deemed not expedient
- A member thanked the team for the new planning enforcement website for residents to report on. Member asked if the decision report / triage form when a case was rejected could be sent to the informant for the case. Team Leader explained that interested parties were written to with a basic explanation. Communications was under regular review to look for improvements
- A member stated that thanks should be given to the enforcement team on the reduction in open cases. His concern was with the national policy and GDPR preventing some detail being given in updates
- Team Leader explained that officers had to separate emotion from cases and focus on planning harm
- Member expressed that high planning harm cases should be processed quicker
- How do we define harm? Head of Planning explained that the level of planning harm was a judgement based on law. Varies by court case to court case. There was a distinction between an individual's perception of harm and planning harm
- Discussed integrated working with other teams

### Recommendation:

The committee noted the report and the progress made and thanked the enforcement team for their work. Comments were made on where it was felt the process could be improved, but the committee did not suggest any changes to the statement at this time but asked for officers to consider increasing the range of points that could be awarded in relation to the scale of the breach of planning conditions and to the degree of planning harm.

The committee suggested that after the district council elections in May, the new Scrutiny Committee considers calling for a further progress review of the new planning enforcement approach in around 9 months' time, which could be reviewed at a scrutiny meeting in November 2023.

The meeting closed at 19:02

Chair

Date

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draft

# Scrutiny work programme

20 July 2023



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MEETING	AGENDA ITEM	PURPOSE	CABINET MEMBER	CONTACT OFFICER
Scrutiny Committee 7 Aug 2023	<b>Section 106 affordable housing funding</b>		Robin Bennett	Paul Fielding <a href="mailto:paul.fielding@southandvale.gov.uk">paul.fielding@southandvale.gov.uk</a>
Joint Scrutiny Committee 21 Sep 2023	<b>GLL (leisure centres) performance report 2022-23</b>		Maggie Filipova-Rivers	Ben Whaymand <a href="mailto:ben.whaymand@southandvale.gov.uk">ben.whaymand@southandvale.gov.uk</a>
<b>Items for future meetings (dates to be determined)</b>				
Joint Scrutiny Committee Not before 1 Sep 2023	<b>Biffa annual performance report</b>		Sue Cooper	Paul Fielding <a href="mailto:paul.fielding@southandvale.gov.uk">paul.fielding@southandvale.gov.uk</a>
Joint Scrutiny Committee Not before 1 Sep 2023	<b>Saba car park annual performance report</b>		Sue Cooper	John Backley <a href="mailto:john.backley@southandvale.gov.uk">john.backley@southandvale.gov.uk</a>
Joint Scrutiny Committee Not before 1 Sep 2023	<b>Community Safety Partnership annual report</b>		Maggie Filipova-Rivers	Diane Foster <a href="mailto:diane.foster@southandvale.gov.uk">diane.foster@southandvale.gov.uk</a>

MEETING	AGENDA ITEM	PURPOSE	CABINET MEMBER	CONTACT OFFICER
Scrutiny Committee 7 Nov 2023 tbc	<b>Financial outturn</b>		Pieter-Paul Barker	Simon Hewings <a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a>
Scrutiny Committee 6 Feb 2024	<b>budget setting</b>		Pieter-Paul Barker	Simon Hewings <a href="mailto:simon.hewings@southandvale.gov.uk">simon.hewings@southandvale.gov.uk</a>
Joint Scrutiny Committee	<b>Joint Local Plan Regulation 18 Part 2 - to approve preferred options for consultation</b>		Andrea Powell	Andrew Lane <a href="mailto:andrew.lane@southandvale.gov.uk">andrew.lane@southandvale.gov.uk</a>
Scrutiny Committee	<b>Corporate plan quarterly performance report</b>	When quarterly performance management reports are reported to Cabinet, Scrutiny Committee members will be asked to review the report and confirm to the Scrutiny Chair if there are any elements of the report they wish to discuss at the next Scrutiny Committee meeting. The relevant Cabinet lead and contact officer will be notified.	Andrea Powell	Tim Oruye <a href="mailto:tim.oruye@southandvale.gov.uk">tim.oruye@southandvale.gov.uk</a>

# Scrutiny Report



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Report of Head of Housing and Environment

Author: Nigel Bower (Housing Delivery Manager)

Telephone: 0787 264 1067

E-mail: nigel.bower@southandvale.gov.uk

Wards affected: All

Cabinet member responsible: Cllr. Robin Bennett

Tel: 07979 646815

E-mail: Robin.Bennett@southoxon.gov.uk

To: SCRUTINY

Date: 07 August 2023

## Grant Funding Affordable Housing

### Recommendation(s)

To consider the report to Cabinet on the revised Affordable Housing Section 106 Commuted Sums Grant Policy for the awarding of S.106 grant funding to affordable housing projects in the district and to make any recommendations scrutiny see fit.

If the new policy is adopted by Cabinet, to bring a further report to Scrutiny in financial year 2024/25 with a review of the performance of the new policy and applications for housing grant funding.

### Purpose of Report

1. The Joint Housing Delivery Strategy 2022-2024 (Approved by Cabinet on 10 November 2022) recommended a refresh of the criteria used to allocate Section 106 affordable housing funds, and the framework for fund allocation used by South Oxfordshire District Council and Vale of White Horse District Council. The changes reflect the council's desire to increase the delivery of affordable housing further, and to make the grant application process, easier and more transparent.
2. This report puts forward a set of priorities to be used to determine whether a project fits with the strategic priorities agreed in the Housing Delivery Strategy and recommends a clearer alignment between the information requested from applicants and the information used for evaluation. This will give greater clarity to applicants.

### Corporate Objectives

3. Action on Climate Emergency
4. Homes and infrastructure that meet local needs.



## Background

5. Section.106 (S.106) of the Town and Country Planning Act 1990 allows the Council to enter into a planning agreement with a planning applicant which sets out certain enforceable obligations. These relate to the carrying out of a development. One of these obligations can be the payment of a financial contribution in lieu of the on-site delivery of affordable housing. In most cases, this sum is a result of a 'part unit' (e.g. a development of 33 dwellings would result in 13.2 affordable dwelling when seeking 40 per cent affordable housing. A financial contribution would therefore be payable on the 0.2).
6. On a small number of occasions, a financial contribution may be accepted in lieu of any on-site delivery, and where there is a robust justification for doing so. The contribution is paid by the developer and is ringfenced for the sole purpose of contributing to the delivery of affordable housing by those that apply. The sum is normally held for a period of 10 years. If it remains unspent after that time, it may have to be returned to the developer.
7. Current guidance for S.106 funding asks applicants to provide a detailed description of their project and to address:
  - Affordability
  - Value for money
  - Community benefit
  - Environment
  - Why the project cannot be delivered without grant
8. Applicants are also asked for financial appraisal, layout, and location. The criteria is then used to evaluate the project, looking at eligibility, strategic fit, value for money, and capability, asking a series of questions which the applicant may or may not, have included on the application form. Alignment between the guidance, application form and evaluation criteria would reduce the amount of follow up work required on applications and reduce delay in processing and decision-making.
9. Based upon experiences since its introduction, there are several areas within the current application system which would benefit from updating and amending in order to ensure a more streamlined process, with clearer parameters which fully address the council's requirements. The assessment criteria is also updated as part of this review. An updated and clearer application process will form part of a greater overall drive to increase the provision of genuinely affordable homes for local households and individuals.
10. The aim is to have a policy and process for the allocation of S.106 funds which is fair, transparent, and legal and enables officers to make clear and objective recommendations for the allocations of funds within this policy, if agreed by Cabinet. It is also highly important that applications for grant funding align with the priorities of the council's recently adopted Housing Delivery Strategy, which has access to high quality affordable homes at its heart.

## Proposal

11. A revised and updated S.106 commuted sum spend policy is attached as Appendix 1 of this report. If approved by Cabinet, this will replace the current framework and application process in its entirety.
12. In replacing a currently open-ended system, receipt of applications will be acknowledged within a maximum of 10 working days. Following this, applicants will be provided with a clear timescale in which the council will be able to assess the application and, if accepted, undertake the necessary due diligence, and prepare a report to Cabinet.
13. To ensure that sufficient funds are available at any given time, the council will suspend the application window on its website if funds fall below £250,000. The application window will reopen once further income has been received from S.106 contributions already secured.
14. The application process, and the criteria against which applications are assessed, is proposed to be revised as shown at Appendix 1. It contains the detailed criteria, assessment process, together with the application form, required information list, and the key requirements of a funding agreement between the council and any recipient organisation.
15. The council's website will invite prospective applicants to engage with the Affordable Housing Team in advance of submitting a formal grant funding application. This will help to identify any issues early on, and prevent applications being submitted, that will not meet the council's criteria.
16. If adopted by Cabinet, the revised arrangements will become applicable on 1 September 2023. Any applications received and acknowledged prior to this date will be considered against the original framework.

## Climate and ecological impact implications

17. Significant weight will be given to applications demonstrating that they will deliver a net zero-carbon project. In addition to contributing to addressing the council's declared climate emergency, a zero-carbon home will contribute significantly to reducing running cost for the occupants. This is outlined in Paragraph 9 (scheme features) which states *"Specifically for applications related to homes to be provided in South Oxfordshire District Council, any projects that propose gas heating will automatically be given a score of zero in this category, and this issue will be highlighted in any decision report. Conversely, greater weight will be given to housing schemes that can clearly demonstrate and evidence that the resulting scheme will be considered low carbon."*

## Financial Implications

18. The council's Infrastructure Obligations Team will be consulted on all projects to ensure that the proposed use meets the spending criteria of the associated S.106 contributions, and will be updated monthly on any allocation, transfer of funds and project completions, so that this can be recorded appropriately. Any funding allocations and expenditure will be captured in the statutory annual Infrastructure Funding Statement to be published in December each year.

19. The S.106 commuted sums held by the council equate to approximately £2.8 million. This amount is less grant funding already approved by Cabinet in connection with the following schemes:

Henley and District Housing Trust £450,933 (3 homes for Social Rent)  
Thame and District Housing Association £765,000 (5 homes for Social Rent)  
Soha £746,208 (12 homes for Affordable Rent)  
SODC £500,000 (Broadway feasibility study, design etc)

20. Any council decision that has financial implications must be made with the knowledge of the council's overarching financial position. For Vale, the position reflected in the council's medium-term financial plan (MTFP) as reported to full Council in February 2023 showed that the council was able to set a balanced budget for 2023/24, but that there is expected to be a budget gap in future years. However, there is great uncertainty over this caused by a lack of clarity from government.

21. The future funding gap is predicted to increase to over £7.8 million by 2027/28, based on current cautious officer estimates of future funding levels. Whilst it is anticipated that overall funding for the council will remain relatively unchanged in 2024/25, the lack of certainty on future local government funding from 2025/26 onwards means the level of funding, and the resulting estimated funding gap, could be significantly different from current officer estimates in either a positive or negative way. Every financial decision, particularly those involving medium-term funding commitments (i.e., those beyond 2024/25), needs to be cognisant of the potential for significant funding gaps in future years

### **Legal Implications**

22. Scrutiny will appreciate that it is open to Cabinet to set the parameters for any grant scheme and, as the report recognises, Section 106 monies should be applied for the purposes expressed in the agreement. Scrutiny committee may consider the report and policy and, if it considers appropriate, may make recommendations to Cabinet. Any recommendations will be reflected in the Cabinet report. Other than that, there are no specific legal implications arising from the recommendation in this report.

### **Risks**

23. Sums held as S.106 financial contributions can only normally be held for a maximum of ten years. If they remain unspent after this period, they must be returned to the developer, usually with interest or indexation. Therefore, the council should actively look to appropriately expend these sums.

24. The risk of a recipient body failing to deliver homes for which it has been allocated grant, will be mitigated through terms contained within a grant funding agreement. This will include staged payments of the grant and restriction on title of the property benefiting from funding.

### **Other implications**

25. None

**Conclusion**

26. The revised commuted sum policy will replace all existing guidance if adopted. The policy and accompanying procedures will provide greater clarity and transparency, and ensure that the council's corporate objectives, and strategic aims of the Housing Delivery Strategy are more effectively met.
27. A streamlined and more transparent assessment process, combined with greater emphasis on the council's strategic housing deliver objectives will ensure a high-quality affordable product directly benefiting the council's residents.

**Appendix**

- 1 Affordable Housing Section106 Commuted Sums Grant Policy

**Background Papers**

- [Existing S106 application process](#) (available on the council's website)



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## APPENDIX 1

### **Affordable Housing Section 106 Commuted Sums Grant Policy**

#### **Introduction**

1. The delivery of high-quality affordable homes is of great strategic importance to the council. Homes which are affordable, and delivered to high design and environmental standards, have a very significant impact on quality of life for the council's residents.
2. Section 106 (S.106) of the Town and Country Planning Act 1990 allows each local authority to enter into a planning agreement with a planning applicant which sets out certain enforceable obligations. These relate to the carrying out of a development. One of these obligations can be the payment of a financial contribution in lieu of the on-site delivery of affordable housing.
3. The council currently receives commuted sums (financial contributions) in certain circumstances, in lieu of the on-site delivery of affordable housing. These sums are made available for a number of purposes, including to enable the delivery of further affordable homes. Projects should demonstrate that they are making a significant contribution to the affordable housing stock through the provision of high-quality homes which are genuinely affordable to lower income households in the area.

#### **Applying for Grant Funding**

4. The council may make funds available to enable the delivery of new affordable housing where proposals can demonstrate a significant contribution to meeting housing need in the district in a way that addresses the key areas contained in this document. Project proposals are expected to align with the majority of the key priorities below, reflecting the councils' Housing Delivery Strategy 2022-2024. These are: -
  - Delivers affordable housing
  - Delivers social rent
  - Community led
  - In area where there is a high level of demand and deficit of supply
  - Meets net zero or better carbon build standards
  - Not able to access Homes England funding
  - Meeting need from the housing register (e.g. regeneration)
  - Delivers affordable housing in perpetuity
5. It is important that any application for grant funding demonstrates that it contributes to meeting the majority of these priorities before it can be



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considered. Significant weight will be given to how a project proposal meets these priorities in assessing applications.

6. In addition to the above strategic priorities, all proposals must comply with relevant Local Plan policy requirements, building regulations, meet the Nationally Described Space Standard as a minimum, and seek to achieve maximum household occupation through appropriate bedroom sizes.

**Eligible Costs**

7. Grant funding is awarded in relation to identified cost elements. These are: -
  - Acquisition (usually the cost of land)
  - Works (build costs)
  - Oncosts (fees directly associated with the projects, such a planning fees)

**Application Assessment and Criteria**

8. Where an application is considered to contribute to meeting strategic priorities identified in the Housing Delivery Strategy, then assessment will consider factors relating to the ability to deliver and financial robustness and grant requirement.
9. The following criteria are grouped into themes. Applicants will be required to provide evidence within the application to cover all these considerations. They form part of the assessment process, and will also form part of the overall scoring assessment: -

**Governance**

- Governance structure
- Incorporated company
- Community led
- Registered Provider
- Capability – skills, capacity, experience

**Financial Robustness and value for money**

- Unit and scheme costs demonstrating VFM
- Proportion of grant funding against scheme costs
- Other sources of funding
- Robust feasibility appraisal/financial viability assessment
- Risk assessment

**Project management**

- Proposed site status



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- Realistic project plan
- Project management capacity
- Any milestones achieved
- Demonstration of community engagement
- Evidence of LA discussions/support

**Scheme features**

- Good housing type and tenure mix
- Design aligns to council policy
- Use of innovative methods
- Low, zero or negative carbon

**Specifically for applications related to homes to be provided in South Oxfordshire District Council**, any projects that propose gas heating will automatically be given a score of zero in this category, and this issue will be highlighted in any decision report. Conversely, greater weight will be given to housing schemes that can clearly demonstrate and evidence that the resulting scheme will be considered low carbon.

**Specifically for applications related to homes to be provided in Vale of White Horse District Council**, greater weight will be given to housing schemes that can clearly demonstrate and evidence that the resulting scheme will be considered low carbon.

- Added social value (e.g. use of local contractors, apprenticeships)

**Financial Appraisal**

10. The financial appraisal of a proposal will undergo the following review process. It is therefore important that an application is accompanied by sufficient information to allow a full appraisal to be undertaken.

- a) Application received with supporting information
  - Land acquisition and independent RICS valuation
  - Independent RICS unit GDV valuation
  - Contractor selection process
  - Contractor tender process
  - Contractor cost analysis
  - LA completed model

b) Analysis of development cost information. Ensure the cost analysis meets minimum build standards, including meeting all environmental standards.

c) Review levels of grant funding.

d) Holistic review of application



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- e) Financial risk review
  - Governance
  - Financial robustness
  - Project management
  - Scheme features

11. At each review point a negative outcome will present the opportunity for the applicant to resubmit their application with amendments based on the feedback received.

12. The councils' affordable housing team will review the financial information presented and then compare against industry standard Key Performance Indicators, such as:

- IRR - Internal rate of return
- GDV - Gross development value
- POC- Profit on cost
- CPSft – Cost per square foot/meter
- PDG - Property demand growth.

A summary of the financial appraisal will be sent to the finance team to for assessment and comments.

**Scoring**

13. Applications must meet the essential criteria and address the key strategic priorities of the council's Housing Delivery Strategy as outlined in this document. Where there is a limit on the availability of funds, scores will be used to rank competing applications. It is therefore important to provide as much detail as possible in the application.

**Scoring Matrix**

<b>Governance</b>	Score (0-3 points)
Governance structure	
Incorporated	
Registered Provider	
Capability – skills, capacity, experience	
<b>Financial robustness and value for money</b>	
Unit and scheme costs demonstrating Value for Money	
Proportion of grant funding requested (of total scheme cost)	





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Robust feasibility appraisal/financial viability assessment	
Other sources of funding	
Risk assessment	
<b>Project management</b>	
Proposed site status	
Realistic project plan	
Project management capacity	
Milestones achieved	
Demonstration of community engagement	
<b>Scheme features</b>	
Good housing type and tenure mix	
Design aligns to council policy	
Use of innovative methods	
Added social value	
Meets zero carbon or better	
<b>Strategic</b>	
Delivers affordable housing	
Delivers Social Rent	
Community led	
Area where high level of demand and deficit of supply	
Not able to access Homes England funding (e.g. regeneration project)	
Meeting need from housing register	
Delivers affordable housing in perpetuity	

14. Scoring will be undertaken by officers within the affordable housing team, and scores will be applied on a 0 – 3 basis for each category, depending upon how closely the various elements of a project fit with the elements above.

- 0 - Element not present / evidenced
- 1 - minimal presence / evidence
- 2 - Significant presence / evidence
- 3 - Present / fully satisfactory

For example, a proposal which meets only minimum building regulation standards is likely to score 1, whereas a zero-carbon scheme would score a 3. A development comprising all Social Rent would score 3, whereas a development comprising a mix of Affordable Rent and Social Rent may score a 2, depending upon the proportion Social Rent.

**Documentation required with the application**

15. The applicant must ensure that the documentation provided with the application is sufficient and detailed enough to enable the council to make a



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thorough assessment of the proposal to be able to arrive at an informed decision. Where evidence is lacking or incomplete, this will be reflected in scoring or rejection of the application. The following documents must be included in any submission, in addition to other supporting documents.

- Financial viability appraisal, including a complete breakdown of all associated costs
  - Title documents (where applicable)
  - Planning consent
  - Constitution
  - Location plan
16. All total scores, along with a summary of the application, will be reviewed by the Housing Delivery Manager and Head of Housing and Environment before progressing further to a report to Council. The purpose of this review is to ensure that scores have been reached in a reasonable way, and that they can be justified.

### Grant Funding Agreement and Payment of Grant

17. Any successful applicant will be required to enter into a legally binding grant funding agreement before any funds are released. The agreement will set out the terms on which the grant is made available. The council has a legal duty to protect public funds and a contractual obligation under the S106 Agreement to ensure that the grant is used for its intended purpose. Grant will become repayable should the project not deliver as set out in the agreement, or in the event that any affordable homes delivered with the benefit of grant, cease to meet the definition of affordable housing.
18. Applicants should note that the council will require a restriction to be placed on the title of any property utilising any grant funding requiring the council's permission in the event of any disposals. Where a recipient body is not a Registered Provider, the council will ordinarily require a legal charge on the relevant land.
19. Grant will be paid in stages throughout the life of the development phase. These will be identified within the grant agreement which will be sent out in advance to enable the recipient to take legal advice. The key payment stages typically comprise five milestones, with total grant payable, apportioned between them.

### Timetable and Process

20. Potential applicants for grant funding to support their affordable housing schemes should read the Housing Delivery Strategy, and this policy. Further



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advice can be sought by approaching the councils' affordable housing team at the following email address [affordablehousingteam@southandvale.gov.uk](mailto:affordablehousingteam@southandvale.gov.uk)

21. Following submission of a grant funding application via email ([affordablehousingteam@southandvale.gov.uk](mailto:affordablehousingteam@southandvale.gov.uk)), the council will acknowledge receipt of the application within 10 working days.
22. The council will provide an indication timescale at this stage. This will depend significantly upon the quality of the information provided with the application.
23. Once assessed, a report will be produced by officers (if the application is successful), which will be reviewed by Cabinet.
24. If approved by the Cabinet, a subsequent meeting of the Full Council will need to agree to allocate the funds from the Section 106 fund in most cases. The meeting date can be provided to applicants once a Cabinet resolution to approve has been made.

Date of Publication                      August 2023



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Application Form

**IMPORTANT**

The information provided with this application will be used to determine whether the project is recommended for grant funding to the council's Cabinet. You should therefore ensure that the form is fully completed, detailing how your proposal meets the council's priorities and objectives for grant funding set out in this document. All relevant supporting documentation must be submitted with the application.

Name and address of applicant body

Contact name

Telephone

Email

RSH Registration Number (if applicable)

Site address

Summary of project

Planning reference (if applicable)



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Social Rent (yes/no)	
Affordable Rent (yes/no)	
Net-zero carbon or better (yes/no)	

Please set out how the proposals meet the council’s key priorities and objectives

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Tenure and dwelling type schedule

Tenure	1 bedroom	2 bedroom	3 bedroom	4+ bedroom
Social Rent				
Affordable Rent				
Total				

Rents (p/w)

Tenure	1 bedroom	2 bedroom	3 bedroom	4+ bedroom
Social Rent				
Affordable Rent				

Average weekly market rent

1 bedroom	2 bedroom	3 bedroom	4+ bedroom

General Needs or Supported?

General Needs	
Supported	

Project costs

Acquisition	
Build	
On-costs	
Total project costs (TPS)	

Project funding



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Grant	
Private borrowing	
RCGF	
Other public subsidy (please specify)	
Total (should equal TPS above)	

Project proposal

Net-Zero carbon or better

Please use this space to provide a full description of the project. This should include how it contributes to meeting housing need in the district, including the need for genuine affordability. You should include basic technical details in relation to heating and energy supply, such as photovoltaics or heat pumps, together with information on construction methods and any fabric first principles.

Grant requirement

In addition to providing supporting documents, please briefly explain why the project requires grant funding to enable it to proceed.

Document list

Please list the supporting documents submitted with this application.

Date

Name and signature