

Sport, Play and Arts Service

COMMUTED SUMS

RECREATIONAL FACILITIES

INFORMATION GUIDE/
TERMS AND CONDITIONS



EAST RIDING
OF YORKSHIRE COUNCIL

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INTRODUCTION

What are commuted sums?

East Riding of Yorkshire Council requires developers to provide Outdoor Playing Space (OPS) as part of all new residential developments above certain size thresholds. This requirement is highlighted in the adopted local plan policy. Currently there are four separate local plans covering the East Riding area, each applying different OPS policy requirements.

Outdoor Playing Space is space that is available for sport, active recreation or children's play, which is of a suitable size and nature for its intended purpose, and safely accessible and available to the general public.

When a developer cannot provide this within the development itself, a sum of money known as a commuted sum may be paid in lieu of this, by the developer entering into an agreement under the Town and Country Planning Act 1990.

The commuted sum must be used for specific purposes and is held by the council until an appropriate project is identified.

How is the amount of commuted sum worked out?

The level of OPS to be provided on new residential developments is set out in the adopted local plan policies. These are based on the National Playing Field Association Six Acre Standard which breaks the overall OPS provision into two elements: one third for children's playing space and two thirds for youth/adult playing space. The standard suggests that the OPS requirement is calculated in terms of square metres per dwelling.

The children's element is provided within the residential development itself. Generally the youth/adult element is off site, therefore generating a commuted sum. The commuted sum is worked out on a set figure per household within the development.

How are commuted sums agreed?

The Council holds these sums of money generated from individual developments to use for the provision of outdoor facilities relating to sport, play and active recreation in the first instance.

Each sum of money made available through the planning process will have individual conditions attached to it as stated in the relevant Section 106 agreement. In all cases the projects must meet this specific criteria and must ensure that the project will benefit the local community within the housing development it was generated from.

Consultation is carried out with interested groups before the council determines what projects should be brought forward. The final decision regarding eligibility of a project, and the award of any commuted sums is made by the Head of Planning and Development Management and the Director of Planning and Economic Regeneration.

Where possible any commuted sums made available should be used to lever in additional funding from other funding pots to maximise the total funding available. Commuted sums should be the funder of the last resort.

Please note: East Riding of Yorkshire Council reserve the right to hold any commuted sums in any area to allocate to one larger project or where large amounts of money will be available in one specific area we reserve the right to carry out a parish wide consultation (with relevant groups) to prioritise the spend.



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WHO CAN/CANNOT APPLY?

You can apply if the organisation:

- Is 'not for profit'.
- Is a Town/Parish Council.
- Has a bank account and constitution.
- Promotes community recreation, play or sports activities that are open to all members of the public at a realistic cost.
- School sites - Community use (application must be submitted from the community/sports club)

Please note: All organisations must have achieved East Riding Club Accreditation, **ERCAS** for sports organisations or **ERCAS Fit for Purpose** for all other organisations before the application will be assessed.

Who cannot apply:

- Companies which aim to distribute a profit.
- Individuals.
- Privately owned leisure facilities.
- Schools.
- Churches to benefit a particular faith.

HOW TO APPLY

There are three rounds each year in February, June and October.

	Application Deadlines	Panel Meeting	Decision Date
1	Round 1: 1 February	7 March	14 March
2	Round 2: 1 June	7 July	14 July
3	Round 3: 1 October	7 November	14 November

Please note: if the application amount exceeds £100,000 the decision process will take longer. A date will be advised in the confirmation letter.

To apply for commuted sums the stages below must be followed:

- Interested organisations will complete an application form and return to the Commuted Sums Officer with all of the supporting evidence/information.
- The Commuted Sums Officer will assess the project and ensure supporting evidence/information is all correct.
- If the project is eligible for commuted sums, the relevant East Riding of Yorkshire Council Ward Members are consulted with for their views. The panel, consisting of the Commuted Sums Officer, the Sport, Play and Arts Service Manager and the Head of Planning and Development Management will all comment and agree the sum to be allocated. Finally, the Director of Planning and Economic Regeneration will be asked to approve the scheme and funding allocated.

- Projects which do not meet the criteria or are not supported at present will also be presented at the panel for them to endorse the decision, this is then passed to the Director of Planning and Economic Regeneration for his approval.
- The council's constitution allows the relevant director the authority to authorise applications from outside bodies for financial assistance up to £100,000 under the Council's scheme of delegation. Anything over £100,000 must receive approval from the Cabinet. Please note if your project exceeds £100,000 this can take up to twelve weeks for approval.
- The Commuted Sums Officer to inform the lead organisation of the outcome.

HOW IS THE DECISION MADE?

- ① On receipt of the application form and supporting documents all applications will be assessed against a set criteria as in many areas funding is oversubscribed. Due to the high level of applications not all projects will receive 100% funding. Priority will be given to projects which provide additional outdoor provision such as an additional sports pitch, equipment for a new park or purchase of land for recreation.
- ② **The application will also be assessed against:**
 - Meeting the criteria in the Section 106.
 - The impact the project will make on the council's strategic outcomes.
 - The sustainability of the project.
 - That the project can be delivered within twelve months.
 - The additionality the project offers.

Once the project has been assessed the relevant East Riding of Yorkshire Council Ward Members will be asked to comment on the project as a consultee.

- ③ The final decision is made by the commuted sums panel who meet three times a year in March, July and November. The panel consists of the Sport, Play and Arts Service Manager, the Commuted Sums Officer, the Head of Planning and Development Management and the Director of Planning and Economic Regeneration.
- ④ Please check the website www.eastriding.gov.uk/leisure/sportsdev or email leanne.wright@eastriding.gov.uk for details of application rounds.

WHAT CAN/CANNOT BE FUNDED?

What can be funded?

Priority will be given to projects which provide additional outdoor provision such as additional sports pitches, new play area, purchase of land for sports/recreation purposes, the benefit provided to the local community, the below can also be funded:

- Purchase of land for sport/recreation purposes.
- Pitch drainage.
- Sports pavilion/club house improvements or new build.
- Children's fixed play equipment.
- Skate parks/youth shelters.
- Multi Use Games Area.

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- Sensory gardens.
- Exercise trails.
- Improvements to sports pitches e.g. levelling, marking out, boundary/pitch fencing.
- Fixed sports equipment e.g. football, rugby posts.
- A maximum of 50% towards CCTV covering recreation/sports facilities.
- New or improved sports surfaces.
- Improvements to war memorials that have open public access and located within a public park.
- Landscaping within a recreation area.
- Architect/design costs for a sport/recreation project.
- Footpaths, cycle ways, bins and benches in a public park.
- Voluntary youth club provision.
- Storage containers.
- Set up costs/purchase of land towards allotments.
- Essential equipment to keep pitches/playing areas in good condition eg lawn mower, scarifying machinery, line markers.
- Disability access.

What cannot be funded?

- Facilities that the State/School/Parish Council are legally obliged to provide eg school curriculum, maintenance of facilities.
- Hire charges.
- Volunteer expenses.
- Training.
- Musical instruments.
- Transport costs.
- Publicity materials.
- Ongoing annual grounds maintenance costs.
- Items to benefit an individual.
- Revenue costs.
- CCTV on streets/car parks.
- Street landscaping, shrub beds, general village planting (in bloom projects).
- Village Christmas trees.
- Improvements to churches.
- Retrospective funding.
- Projects that promote faith groups.
- Litter bins on public highways.
- Generators.

There may be projects that fall within a grey area, between those that can and cannot be funded. All applications will be assessed and consulted upon individually. The existing facilities in the parish will be considered and if no more appropriate spend of the commuted sum is suggested, then in extreme circumstances your project may be approved. If your project falls within this grey area please contact the Commuted Sums Officer to discuss your project.

COMPLETING THE APPLICATION FORM

This section takes you through the questions on the application form. Please keep these guidance notes with you and refer to them while you complete the application form. Provide as much detail as possible.

PART ONE - DETAILS OF THE ORGANISATION

- Question 1a** Please state the name of the organisation.
- Question 1b** Please state the address of the organisation and provide a location map.
- Question 1c** Please describe the organisation's main purpose and include all activities which the organisation provides and any facility hire.
- Question 1d** If the organisation is a registered charity please state the registration number.
- Question 1e** Please answer **Yes** or **No**. If yes, provide evidence and a copy of the most recent audited accounts and constitution.
- Question 1f** Please explain how members join the organisation. Are posters displayed locally and adverts placed in local press? Please also send in a copy of a membership/registration form with your application.
- Question 1g** All organisations must have achieved **East Riding Club Accreditation Scheme (ERCAS)**, **ERCAS** for sporting groups or **ERCAS Fit for Purpose** for all other organisations. The criteria for **ERCAS** are:

- 1 An equal opportunities policy.
- 2 A written constitution/set of rules.
- 3 Access to a telephone (in case of emergencies).
- 4 Access to a first aid kit.
- 5 Health and safety procedures (including an annual risk assessment).
- 6 Public liability insurance.
- 7 A qualified coach at each coaching session.
- 8 CRB clearance for all coaches and volunteers working with young people.
- 9 A coach who has attended child protection training.
- 10 A club child welfare policy.
- 11 A named child welfare officer.

Please note:

Adult clubs are only required to meet criteria 1-7.

Playing Fields Associations (PFAs) and other organisations are only required to meet criteria 1-6.

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- Question 1h** Please answer **Yes** or **No**, if yes please enclose a copy of the Sports Development Plan with the application.
- Question 1i** Please provide the contact details of the main contact for this application.

PART TWO - YOUR PROJECT

- Question 2a** Please state a short title unique to your project.
- Question 2b** Please describe the project that you are applying for - Be specific about what you will do, how you will do it and what you would spend the commuted sum on.
- Question 2c** Please give details.
- Question 2d** If the organisation is a registered charity please state the registration number.

PART THREE - PROJECT DETAILS

- Question 3a** Please give details of the landowner, please provide a copy of the lease if necessary.
- Question 3b** Please detail who will insure and maintain the project, if not the lead organisation, please enclose a letter from the organisation who will carry out the works to confirm this.
- Question 3c** Please highlight whether planning permission has been given for the project. Please enclose a copy of the planning agreement if applicable.
- Question 3d** Please highlight if building regulations are needed.
- Question 3e** Please highlight whether planning permission has been given for the project. Please enclose a copy of the planning agreement if applicable.
- Question 3f** Please give details of the overall management if not the lead applicant.

PART FOUR - FUNDING DETAILS

- Question 4a** Please show total cost of the project.
- Question 4b** Please show the amount of commuted sum you are applying for.
- Question 4c** Please list all the items included in your project costs. Include everything you need even if you are not asking for commuted sums funding. Make sure the costs are accurate and include the quotations.
- Question 4d** Please detail any additional funding you may have both secured and unsecured.

PART FIVE - WHAT IMPACT WILL THE PROJECT HAVE?

Question 5a This question is to determine whether the organisation has sought the views of the local community. It is important that the project has been identified as a priority for the local area and not solely about the needs/wants of the lead organisation.

Please explain how the planning for the project has come about. Have members, the local community, parents, children, etc been consulted?

In what form has this consultation been done? e.g. questionnaire to all members, consultation event where the local community could drop in, letters out to local schools, etc. Please attach any statements of support this project has got from the local community, e.g. a letter from the local school.

Please include details of photographs showing works needing completing and evidence of public consultation carried out.

Question 5b Please include any photographs, support from National Governing Body if applicable. Evidence of demand could include users surveys, waiting lists, letters of support, petitions.

Question 5c Please detail the benefits the award will have on the organisation and the offer they already provide. Will it turn a disused area into a useable space?

Question 5d Please detail days and times when the facility is open for public access and when the organisation offer activities/sports coaching sessions/matches. Include details on charges for member and non-members.

Question 5e Include details of any organisations who regularly use the facility, detailing what the use is, the name of the organisation and how often they use the facility.

Question 5f Please give an estimate of existing and new users.

PART SIX - PROJECT MONITORING

In this section, please highlight who will most benefit from the project.

We will use the information you give us for programme monitoring purposes only. It will not be used to assess your application.

PART SEVEN - SUPPORTING DOCUMENTS AND DECLARATION

Please ensure you enclose **all** supporting documents and sign the declaration. All incomplete application forms will be returned and not assessed.

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- If the commuted sum is put to purposes other than those for which it was awarded without the prior approval of the council, or if the money is not used for any reason, the recipient organisation shall be required to repay the full amount of the grant.
- Once a project has been approved for a commuted sum, no change may be made in the submitted plans without the prior approval of the council.
- Lead organisations must ensure that their project is committed to equal opportunities and seeks to provide for all members of the community irrespective of gender, disability, ethnicity, religious belief, sexual orientation or financial circumstances.
- Lead organisations must ensure that they work towards the Disability Discrimination Act (DDA), ie all children and families with disabilities are welcome and included.
- Please be aware that completion of the application form does not entitle the applicant to receive any funds. A full assessment will be made.
- All awards must be claimed within 12 months of being granted. If a claim is received after this period, the offer of the award will be withdrawn.
- All organisations must demonstrate that their project needs financial assistance, by providing all of the supporting evidence asked for in the application form.
- Successful applicants must make reference to East Riding of Yorkshire Council's Commuted Sums Service along with reference to the developer in any advertising/promotion.
- Requests for payment must be made on the claim form, accompanied by the relevant receipts/invoices.
- The final decision shall be at the absolute discretion of East Riding of Yorkshire Council.
- The lead organisation agrees to complete an evaluation form 6 months following receipt of payment.
- A plaque will be presented to your organisation, this should be displayed/fixd at the facility where possible.

FOR FURTHER DETAILS CONTACT:

Commuted Sums Officer,
East Riding of Yorkshire Council,
County Hall,
Beverley HU17 9BA
Telephone: (01482) 392511
Email: leanne.wright@eastriding.gov.uk

This information is also available on the website:
www.eastriding.gov.uk/leisure/sportsdev

If you have any suggestions for improvements to this form, please contact us at the address on the left.

Your comments are important to us.

East Riding of Yorkshire Council will, on request, provide this document in Braille, audio or large print format.

If English is not your first language and you would like a translation of this document into any other language, please telephone (01482) 393939.

