Terms of reference for the Milton S106 evaluation group

Approved at PC on 20/05/2026

The Milton S106 evaluation group will be a team of 3 councillors who will evaluate the bids made by clubs, groups, associations and the Parish Council. They will report to the full Parish Council with their recommendations at the XX full Council meeting.

In evaluating the bids, they will ensure that each project is:

- A *capital spend* (the fund is not to be used for ongoing revenue costs or consumables).
- Open to community groups that operate on a *not for profit* basis.
- The facilities provided must be open to all residents, with *no membership restrictions in relation to the Equality Act 2010*, and have wide public and community benefit.
- To be eligible for funding, the applicant organisation must have:
    - A *constitution or set of rules,* which includes a *dissolution clause* specifying that any assets will be distributed (subject to Parish Council approval) to voluntary organisations with similar objectives;
    - Demonstrate that they have *consulted facility users/the local community*;
    - Provide any other *evidence of need* for the project
- The funding is spent on facilities that can be demonstrated to be *required because of the new development* taking place.
- Projects supported must be viable, well managed and *capable of delivering* the social and community benefits required to meet Parish and/or District Council objectives.
- Where a club/group/association has members from both Milton and Shipton, then a joint bid might be considered. You should indicate that a joint bid has been made on the application form.
- Successful bids may have assets owned by the council – for association use.
- Successful bids may not get access to funds until tranche 2 – for which we do not have a date at present.

ASSESSMENT CRITERIA

The evaluation group will ensure that the following criteria will be applied:

- Compliance with the relevant S106 Legal Agreement.
- Eligibility of the organisation and project for S106 funding.
- Ownership of the asset and whether consent is in place for any works.
- Evidence of need for the project.
- Prospect of an increase in usage of the asset as a result of awarding the funding (i.e. a greater number of people will use the facility).
- Prospect of a broader usage of the asset as a result of awarding the funding (e.g. use by disabled people, older or younger people who may not have had access previously).
- Completeness of the funding package in place, including the requested S106 grant.
- Financial sustainability of the project and its assets into the future.

This assessment will consider the following details:

1. **Project description**:
   - Does it have permission to go ahead?
2. **Benefit to Milton**:
   - Age-groups to which the project applies: 0-3, 4-10, 11-15, 16-19, 20-49, 50-65, over 65
   - Particular social groups that the project will serve; e.g. young, elderly, working, unemployed, disabled, lonely, people with dementia
3. **For What will the money be used**:
   - Description of how it is important for Milton
   - How does it serve both existing and future residents?
4. **How the asset will be maintained**:
   - Is it sustainable?
5. **About the Group**:
   - Is it open and accessible to all?
   - How many members does the organisation have currently?
   - What is the quality of its management structure?
   - How is the group funded (e.g. subs) and is it financially sustainable?
6. **Costs and Estimates**:
   - Are costs realistic?
   - Are estimates reliable?
   - Is there other funding available/is this bid part of a larger funding application?
   - Is the other funding reliable?
7. **Risks**
   - Are the risks sufficiently and realistically identified?
   - Risk Score (likelihood x impact); score 3 for each component with 3 being the most likely/highest impact.

The group will be chaired by the Finance Committee, who will present the recommendations to the full Council