LEISURE & PUBLIC REALM PORTFOLIO HOLDER

7 OCTOBER 2026

REPORT OF THE PUBLIC REALM MANAGER

A.1 RELEASE OF SECTION 106 FUNDING TO ELMSTEAD MARKET PARISH COUNCIL

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT
To seek approval to release £417,556.89 of Section 106 ("S106") funding held under planning application 20/00239/FUL to Elmstead Market Parish Council for the car park and access road at Charity Field.

EXECUTIVE SUMMARY
Elmstead Market Parish Council is delivering Phase 1 of a new community centre at Charity Field, comprising the external car park, access road and associated access works. The Council holds £487,061.61 of S106 funding under planning application 20/00239/FUL. The Parish Council has requested £417,556.89, supported by bills of quantity. The proposed expenditure accords with the Deed of Variation, which permits works to improve public access and provide a car park at Charity Field. Release of the funding would enable Phase 1 to proceed; limit further delay and cost increases and preserve other funding and reserves for the internal works in Phase 2.

RECOMMENDATION(S)
That the Portfolio Holder approves the release of £417,556.89 to Elmstead Market Parish Council for the Charity Field car park and access road, subject to confirmation that the expenditure is eligible under the S106 Deed of Variation, retention of appropriate evidence of costs, and completion of the required call-in and processing periods.

REASON(S) FOR THE RECOMMENDATION(S)
The works are an eligible use of the S106 contribution and are required for Phase 1 of the community centre project. Full release provides the clearest route to delivery while reducing exposure to further inflation, delay and pressure on Parish Council reserves. Financial and audit controls will be maintained through verification and retention of supporting cost evidence.

ALTERNATIVE OPTIONS CONSIDERED
Partial release: provides additional financial control but could affect cash flow, delay Phase 1 and increase costs. **No release:** could prevent or significantly delay Phase 1, leave funding unused for its intended community benefit and create reputational risk.

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES
The proposal supports improved access to community facilities and delivery of a new community centre at Charity Field.
OUTCOME OF CONSULTATION AND ENGAGEMENT
Elmstead Market Parish Council approved the request unanimously at an Extraordinary Parish Council meeting. The Council's Finance Manager has confirmed the applicable call-in and

processing requirements.

LEGAL REQUIREMENTS (including legislation & constitutional powers)			
Is the recommendation a Key Decision (see the criteria stated here)	**YES**	**If Yes, indicate which by which criteria it is a Key Decision**	☐ **Significant effect on two or more wards** X **Involves £100,000 expenditure/income** ☐ **Is otherwise significant for the service budget**
		And when was the proposed decision published in the Notice of forthcoming decisions for the Council (must be 28 days at the latest prior to the meeting date)	**Upcoming decision was published on 4th September 2026**

The contribution must be used only for purposes permitted by the S106 Deed of Variation. These include works to improve public access to Charity Field and provision of a car park. Release should therefore be conditional on verification of eligible expenditure and retention of a clear audit trail.

No	**The Monitoring Officer confirms they have been made aware of the report and any additional comments from them are below:**

No further comments.

FINANCE AND OTHER RESOURCE IMPLICATIONS

The Council holds £487,061.61 under planning application 20/00239/FUL. The proposed payment is £417,556.89, leaving £69,504.72 held under that agreement, subject to any other eligible commitments. The Parish Council will continue to seek funding for Phase 2; available sources include more than £100,000 held by Elmstead Community Centre Charity, a future indexed open-space contribution of at least £100,000 and, if required, a Public Works Loan.

Yes	**The Section 151 Officer confirms they have been made aware of the above and any additional comments from them are below:**

There are no further comments over and above those set out elsewhere within the report.

USE OF RESOURCES AND VALUE FOR MONEY

The following are submitted in respect of the indicated use of resources and value for money indicators:

A) Financial sustainability: how the body plans and manages its resources to ensure it can continue to deliver its services;	The Parish Council completed a competitive procurement exercise through Find a Tender and value-engineered the three strongest tenders. Payment will be supported by bills of quantity and evidence of eligible expenditure, providing assurance on value for money and governance.
B) Governance: how the body ensures that it makes informed decisions and properly manages its risks, including; and	
C) Improving economy, efficiency and effectiveness: how the body uses information about its costs and performance to improve the way it manages	

and delivers its services.	

MILESTONES AND DELIVERY
Payment may be made after completion of the required 28-day call-in period and five-day processing period, stated in the briefing note as ending on 7 October 2026. The Parish Council can then progress the Phase 1 external works.
ASSOCIATED RISKS AND MITIGATION
The main risks are ineligible expenditure, insufficient supporting evidence, delay and further cost escalation. These will be mitigated by checking the works against the Deed of Variation, retaining invoices, bills of quantity and other supporting records, and completing the release promptly once the governance requirements have been met.
EQUALITY IMPLICATIONS
No specific adverse equality impacts have been identified. Improved access arrangements should help make the site more accessible to the community.
SOCIAL VALUE CONSIDERATIONS
The project will provide accessible community infrastructure and support local use of Charity Field.
IMPLICATIONS RELATED TO DEVOLUTION AND / OR LOCAL GOVERNMENT REORGANISATION
No specific implications have been identified.
IMPLICATIONS FOR THE COUNCIL'S AIM TO BE NET ZERO BY 2050
No specific net-zero implications were identified in the briefing note. Relevant environmental requirements, including Biodiversity Net Gain, form part of the wider project.
OTHER RELEVANT CONSIDERATIONS OR IMPLICATIONS
The works will improve public access to Charity Field and support community use of the new facility.

Crime and Disorder	**Crime and Disorder:** No specific implications identified. **Health Inequalities:** Improved access to community facilities may support community wellbeing. **Area affected:** Elmstead Market.
Health Inequalities	
Area or Ward affected	

PART 3 – SUPPORTING INFORMATION

BACKGROUND
The original community centre proposal was delayed by contractor insolvency, slower receipt of development contributions, expiry of the original planning permission and additional planning and Biodiversity Net Gain requirements. Construction inflation and the absence of indexation on the Charity Field contribution have also reduced available purchasing power. The Deed of Variation was broadened from the earlier proposal for a 3G pitch to permit outdoor equipment, improved public access and a car park at Charity Field.

PROJECT DELIVERY AND FUNDING POSITION
The overall cost of the new community centre exceeds the £1,124,418.80 available from the building and changing-room S106 contributions. National Lottery funding was explored but the area did not meet the relevant deprivation criteria. Funding the car park and access road from the eligible contribution will allow Phase 1 to proceed while protecting resources for

Phase 2 internal works.

PARISH COUNCIL DECISION
At an Extraordinary meeting, Elmstead Market Parish Council considered the use of the funding within the context of the associated S106 agreement and resolved unanimously to request the full £417,556.89, representing the calculated Phase 1 car park and access costs, and asked for payment as soon as possible.

S106 ELIGIBILITY AND EVIDENCE
The request relates to improved public access and provision of a car park, both expressly permitted by the Deed of Variation. Bills of quantity have been supplied and should be retained with invoices and other payment evidence.

PREVIOUS RELEVANT DECISIONS
In August 2020, Elmstead Market Parish Council resolved that the additional contribution would be allocated to a 3G pitch. In February 2021, it resolved to seek broader wording because that use was too restrictive and carried significant maintenance costs. Revised wording was subsequently agreed to include improved public access and provision of a car park at Charity Field.

BACKGROUND PAPERS AND PUBLISHED REFERENCE MATERIAL
S106 Deed of Variation; signed Request to Release; bills of quantity supplied by Elmstead Market Parish Council.

APPENDICES
None.

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