

Document Pack



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FRIDAY, 4TH NOVEMBER, 2016

TO: THE EXECUTIVE BOARD MEMBER FOR REGENERATION & LEISURE

I HEREBY SUMMON YOU TO ATTEND AN **EXECUTIVE BOARD MEMBER DECISIONS MEETING FOR REGENERATION & LEISURE** WHICH WILL BE HELD IN **COMMITTEE ROOM 1, 3 SPILMAN STREET, CARMARTHEN** AT **10.00 A.M. ON FRIDAY, 11TH NOVEMBER, 2016** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

Mark James

CHIEF EXECUTIVE



PLEASE RECYCLE

Democratic Officer:	Martin S. Davies
Telephone (direct line):	01267 224059
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Ref:	AD016-001

A G E N D A

- 1. DECLARATIONS OF PERSONAL INTERESTS.**
- 2. TO SIGN AS A CORRECT RECORD THE DECISION RECORD OF THE MEETING HELD ON THE 7TH OCTOBER 2016.** 3 - 4
- 3. AMMANFORD REGENERATION DEVELOPMENT FUND.** 5 - 32
- 4. FINANCIAL ASSISTANCE FROM THE FOLLOWING GRANT FUNDS: WELSH CHURCH FUND AND TARGETED FINANCE FUND.** 33 - 48
- 5. FOLLOWING CONSIDERATION OF ALL THE CIRCUMSTANCES OF THE CASE AND FOLLOWING THE APPLICATION OF THE PUBLIC INTEREST TEST THE EXECUTIVE BOARD MEMBER MAY CONSIDER THAT THE FOLLOWING ITEM IS NOT FOR PUBLICATION AS IT CONTAINS EXEMPT INFORMATION AS DEFINED IN PARAGRAPH 14 OF PART 4 OF SCHEDULE 12A TO THE LOCAL GOVERNMENT ACT, 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) (WALES) ORDER 2007.**
- 6. CARMARTHENSHIRE RURAL ENTERPRISE FUND.** 49 - 60

EXECUTIVE BOARD MEMBER DECISIONS MEETING FOR REGENERATION & LEISURE

FRIDAY, 7 October 2016

PRESENT: Councillor: M. Gravell (Executive Board Member).

The following officers were in attendance:

C Ferguson, Countryside Access Officer;
C Owen, Community Regeneration Assistant;
M.S. Davies, Democratic Services Officer;
J. Owen, Democratic Services Officer.

1. DECLARATIONS OF PERSONAL INTERESTS

There were no declarations of interest.

2. DECISION RECORD - 14TH JULY 2016

RESOLVED that the decision record of the meeting held on the 14th July 2016 be signed as a correct record.

3. PUBLIC FOOTPATH 9/6, HAZELWELL HOUSE, WHITLAND

The Executive Board Member considered a report detailing an application for the diversion of Registered Public Footpath 9/6 under Section 119 of the Highways Act 1980. Officers had concluded that the application satisfied the tests laid out in the aforementioned Act namely that it was expedient that the line of the path should be diverted in the interests of the owner of the land crossed by the path, that the proposed diversion was not substantially less convenient to the public and did not adversely affect public enjoyment of the path as a whole.

RESOLVED that the application be approved and that the appropriate Public Path Diversion Order be made under section 119 of the Highways Act 1980.

4. FINANCIAL ASSISTANCE FROM THE FOLLOWING GRANT FUND: WELSH CHURCH FUND

RESOLVED that the following applications for assistance from the Welsh Church Fund be approved subject to the usual terms and conditions and those specified in the report:

<u>Applicant</u>	<u>Award</u>
St. Clears RFC	£10,000.00
St. Michael's Church, Golden Grove	£3,000.00
Carmarthen and District Youth Opera	£3,000.00

EXECUTIVE BOARD MEMBER

DATE

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EXECUTIVE BOARD MEMBER 11TH NOVEMBER 2016

Executive Board Member:	Portfolio:
Cllr. Meryl Gravell	Regeneration & Leisure

AMMANFORD REGENERATION DEVELOPMENT FUND

Recommendations / key decisions required:

To approve the eligibility criteria and proposed procedures for delivery of the Ammanford Regeneration Development Fund.

Reasons:

To maximise Job Creation and increase vitality in Ammanford

To reduce the number of vacant, underutilised and redundant sites and premises, while supporting diversification in the town.

The aims and objectives of the grant is to enable and incentivise property refurbishment and new build projects. This scheme will assist in addressing the decline in unoccupied sites and premises through direct use by CCC and/or use by the private sector.

Although the funding has not yet been actively marketed, some enquiries for grant assistance have been received.

Directorate Name of Head of Service: Wendy Walters Report Author: Catherine Jones	Designations: Assistant Chief Executive Phys Regen Programme Coordinator	Tel No: 01267 224112 WSWalters@carmarthenshire.gov.uk Tel: 01554 748809 CJones@carmarthenshire.gov.uk
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Declaration of Personal Interest (if any): None

Dispensation Granted to Make Decision (if any): N/A

DECISION MADE:

Signed:

DATE: _____

EXECUTIVE BOARD MEMBER

The following section will be completed by the Democratic Services Officer in attendance at the meeting

Recommendation of Officer adopted	YES / NO
Recommendation of the Officer was adopted subject to the amendment(s) and reason(s) specified:	
Reason(s) why the Officer's recommendation was not adopted:	

**EXECUTIVE SUMMARY
EXECUTIVE BOARD MEMBER
11TH NOVEMBER 2016
AMMANFORD REGENERATION DEVELOPMENT FUND**

Background

The authority proposes to make available funds from the 2016/2017 financial year's capital allocation to provide grant aid assistance to encourage use of underused or vacant properties or sites in Ammanford. The grant will be available to commercial property developers to meet the financial gap between the construction/refurbishment costs and the completed market value of the commercial property. The incentive on offer is aimed to improve commercial properties and sites within Ammanford Town and its environs with the express aim of creating and accommodating jobs and increasing vitality in the town centre by offering funding towards the creation of high quality commercial accommodation. The programme has a fixed budget of £300,000.

Proposed Eligibility Criteria

It is proposed that buildings to be developed will be based in Ammanford and its environs (defined as Ammanford Town Electoral Ward) but exceptional projects that fall outside of Ammanford will also be considered on a case by case basis. The level of funding required will be established by a development appraisal, and should reflect the difference between the anticipated capital cost of the scheme and the anticipated completed market value of the premises. The Grant is to be operated with state aid cover under the Welsh Local Government Capital Investment Aid and Employment Aid Scheme. State Aid reference SA.46422. Levels of funding will be restricted to the State Aid thresholds. If there is no take up of the grant the County Council will use the funding to potentially purchase and regenerate key properties itself.

It is proposed that:

- The premises to be developed, improved or extended will have to be based in Ammanford Town Electoral Ward
- All applicants must be economically and financially viable.
- Grants for works to properties will be available to owners of the freehold interest in the property or to lessees holding a lease that has a minimum of fifteen years remaining at the time of application. Leaseholders will have to secure their landlord's written consent to the proposed works.
- The grant will be based on the lesser of a maximum of £20,000 per job created or the maximum state aid exemption thresholds as set out under the Welsh Local Government Capital Investment Aid and Employment Aid Scheme

Detailed guidance on the criteria is provided in the Guidance Document

Proposed Application & Prioritisation Process

It is proposed that the grant will be subject to a two stage application process with stage one applications being invited by January 20th 2017 and considered by a project panel on a "challenge" principle basis. The Project panel will consider applications and invite applications

to proceed to detailed application stage where projects will be assessed on

- tangible benefits to the local economy in terms of potential jobs accommodated and created
- value for money
- floor area of new premises to be developed
- proposed end tenant's use
- quality of proposed jobs to be created
- impact on Ammanford Town Centre as part of the Swansea Bay City Region & Transformational Strategy Objectives
- cross cutting issues addressed by the project including impact on the Welsh Language and how the proposal encourages and promotes the development of the Welsh language and its role within the economy

Successful applicants will then be requested to submit a more detailed Stage 2 application form and documentation no later than 30th June 2017

The decision making panel and Council's Executive Board Member will then assess and consider the individual stage 2 applications. Construction will need to be completed **no later than** 30 March 2019.

Recommendations:

1. To approve the proposed eligibility criteria as set out in above and in the detailed guidance in annex 1
2. To approve the proposed application & prioritisation process as set out above.

DETAILED REPORT ATTACHED?	YES
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IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Wendy Walters

Assistant Chief Executive

Policy and Crime & Disorder	Legal	Finance	ICT	Risk Management Issues	Organisational Development	Physical Assets
YES	YES	YES	NONE	YES	NONE	NONE

1. Policy, Crime & Disorder and Equalities

All applicants will be required to provide a copy of their Welsh Language Policy as part of the application process.

All signage displayed on or in a building supported under the fund will need to be displayed bi-lingually.

2. Legal

CCC legal team have considered the ability of the authority to award grant with state aid cover under the Welsh Local Government Capital Investment Aid and Employment Aid Scheme and have concluded that exemption to state aid applies.

The terms and conditions of grant & legal agreements that will be issued to applicants is being considered by CCC legal

As a condition of grant Legal charges will need to be registered with the land registry on all buildings that are supported under the programme

Legal provisions will need to be in place including terms and conditions for use with legal charge/restrictions required. The Economic Development team will liaise with the Legal Department in order to arrange details accordingly.

3. Finance

- The £300,000 capital funding required for the scheme is confirmed in the 2016/17 Capital Programme
- There are revenue implications such as costs for initial marketing of the schemes and registering legal charges. These costs will be picked up within Economic Development's Current Revenue Budget
- In line with current policy, the finance department will need to undertake a financial assessment of proposed applicants and tendering contractors and list their recommendations in a report for the decision making panel.
- The Economic Development team will work with the Finance department to formalise and support the processes required to implement this scheme. Clear accounting arrangements will be formed

4. Risk Management Issues

The risk of default payment by third parties will be a significant risk to be considered with each interest. Proposed risk mitigation measures will need to be introduced which will reduce the level of risk to a satisfactory level. Such measures would include -

- Thorough investigation of each third party applicant
- Inclusion of repayment clauses
- Regularly monitoring the progress of works

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Wendy S Walters

Assistant Chief Executive

1.Scrutiny Committee N/A

2.Local Member(s) N/A

3.Community / Town Council N/A

4.Relevant Partners N/A

5.Staff Side Representatives and other Organisations N/A

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THERE ARE NONE

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Ammanford Regeneration Development Fund

Guidelines For Applicants

CONTENTS

- 1. Introduction**
- 2. Eligibility**
- 3. Funding Levels**
- 4. State Aid**
- 5. Targeted Areas**
- 6. Process**
- 7. Applications**
- 8. Information Required**
- 9. Security/Clawback/Repayment**
- 10. Outputs**
- 11. Payment**
- 12. Additionality**
- 13. Community Benefits – Social, Economic and Environmental Impact**
- 14. Procurement**
- 15. Publicity Requirements**
- 16. Design & Supervision**
- 17. Cross Cutting Themes**
 - 17.2 Welsh Language**
- 18. Golden Rules**
- 19. Contact Details**

ANNEXES

ANNEX 1	Example development appraisal
ANNEX 2	Definition of outputs
ANNEX 3	Purchasing goods, services, consultancy, research or works.
ANNEX 4	Publicity requirements

1. Introduction

The scheme provides financial assistance for the construction or refurbishment of buildings for commercial use with the primary aim of creating capacity for employment and increasing vitality in Ammanford Town.

The programme is available for both developer led proposals and owner occupiers who wish to construct new, expand or refurbish premises to create additional job capacity.

Funding for this programme is from Carmarthenshire County Council's Capital Programme. Priority will be given to applications **that will provide prospects of immediate job creation** as well as tangible benefits to Ammanford in terms of :-

- The quantity and quality of jobs accommodated/created
- the area of floor space created
- the number of SME's accommodated
- how the development encourages and promotes the development of the welsh language and its role within the economy
- ensuring support for enterprises adopting or improving equality strategies & monitoring systems.

The aim of the programme is to support applicants that require financial aid for their projects to proceed, i.e. if funding were not forthcoming the project would not proceed. The programme has a fixed budget of £300,000 from which it is proposed to support a number of proposals. A proposal seeking the full budget funding available for the scheme will only be considered in exceptional circumstances i.e. where a proposal make a significant positive transformational change on the town of Ammanford.

The funding is available to meet the financial gap between the construction costs and the completed market value of the property. The incentive on offer is aimed to stimulate the supply of high quality commercial premises within Ammanford by offering funding.

2. Eligibility

Eligibility for this programme will be determined by the criteria outlined in the table below. Please note that these are guidelines only and eligibility will be looked at on a case-by-case basis.

Eligible Uses	Industrial, commercial, community business, retail with housing above,
Applicant	<ul style="list-style-type: none">• Developers• Investors• Owner Occupiers• Other land owners
Interest in land	Freehold or ground lease (15 years minimum length of lease)
Eligible expenditure	<ul style="list-style-type: none">• Investigations• Demolition• Premises refurbishment costs

	<ul style="list-style-type: none"> • Premises construction costs • Professional fees (deemed an eligible cost from the date of stage 1 approval and/or following written confirmation from Carmarthenshire County Council, whichever is the latest. Professional fees can be considered up to a maximum of 10% of the construction costs, providing the scheme goes ahead. In exceptional circumstances consideration may be given to fees in excess of this limit, on a case by case basis) <p>Professional services must be procured as highlighted in Annex 3 to be considered eligible.</p>
Developers Profit	<p>As a condition of funding awarded under this programme, a key element of the appraisal process involves an assessment of the “returns” or “profits” made by applicants. A reasonable level of developers profit is allowable within the development appraisal but this should be commensurate with prevailing market conditions and as such will be subject to a rigorous assessment as part of the due diligence process</p> <p>A level of developers profit can be included in the development appraisal in order to calculate the viability gap and the grant intervention rate (up to the maximum state aid threshold). However, the developers profit cannot be claimed or paid out as an eligible expenditure.</p>
Ineligible expenditure	<ul style="list-style-type: none"> • Process Plant • Machinery • Finance charges • Crane-age • Polluter pays principle • End tenant fit out costs

3. Funding Levels

The level of funding applied for should be established by a development appraisal, and should reflect the difference between the anticipated capital cost of the scheme and the anticipated completed market value of the premises. An example of a typical development appraisal is attached in Annex 1.

The level of funding offered can be affected by:-

- The minimum level which is considered necessary to achieve the project as per the development appraisal.
- The value of the project to Ammanford’s economy based on the number and type of jobs accommodated, the area of floor-space made available, the number of SME’s to be supported & enterprises adopting or improving equality strategy & monitoring systems. (see Annex II for definitions)
- Permitted State Aid Levels as per the table in section 4:-

- The total amount of funding available which is £300,000 and funding will be allocated on a competitive basis. The total funding would only be allocated to a single project in exceptional circumstances.
- The maximum funding awarded for each project will be at the discretion of the authority;

4. State Aid

For Offers of Grant Made After 1 July 2014

This funding has been deemed as a State Aid, which means that it is considered to be a public resource given selectively to undertakings engaged in economic activity that could potentially affect competition and trade between EU member states. The threshold level refers to the total permitted public subsidy (i.e. including any other public sector funding or local authority support) towards the total project (i.e. including fit-out and process plant).

The grant scheme is run with state aid cover under the Welsh Local Government Property Development Grant Scheme. State Aid reference SA.46422

From the 1st of July 2014, levels of funding will be restricted to the following thresholds:-

Threshold	Company Size
45%	Small enterprise ie <50 employees, annual turnover which does not exceed 10million euro.
35%	Medium enterprise ie <250 employees, annual turnover which does not exceed 50m euro.
25%	Large enterprise - companies over 250 employees

5. Targeted Areas

This programme specifically targets Ammanford Town and immediate environs (defined as Ammanford Town Electoral Ward) which is identified as one of the six key areas in Carmarthenshire County Council's Transformations Strategy

Exceptional Projects that fall outside of Ammanford Town Electoral Ward and environs will also be considered on a case by case basis. If your project falls outside of the above area you should contact the Project Officer for further advice before proceeding with your application.

6. Process

In order to avoid unnecessary effort and expense by the applicant, the local authority operates a two-stage approval process:

Stage 1 – Initial Assessment	Approval in Principle	Provides initial indication of project eligibility, viability, level of funding available.
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Stage 2 – Detailed Assessment	Authority to Commit	Defines actual funding offers and associated terms and conditions.
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Each application will be dealt with on a case-by-case basis at the discretion of the local authority and its decision will be final. The funding can only be offered in those cases where the local authority is satisfied that without such aid the project would not proceed.

Funding is not given automatically. The local authority reserves the right to establish priorities within the total budget available within the county, for example value for money, viability, outputs created, etc. and to impose such terms and conditions, as it considers appropriate.

Expenditure incurred by developers in developing and submitting Stage 1 applications, e.g. legal fees, architects, consultants, etc. will **not** be reimbursed by Carmarthenshire County Council. However, the agreed percentage (grant intervention rate) of eligible expenditure incurred by **successful applicants following Stage 2 approval** will be reimbursed at the claim stage. Professional fees however, are deemed eligible after the date of Stage 1 approval or following written confirmation from Carmarthenshire County Council. Authorisation will be given following submission of satisfactory quotes. These will also be reimbursed after practical completion.

7. Application Process

The application process is set out below:

- 7.1 The Stage 1 application forms, sketch drawings, site location plan, company accounts and initial project appraisal must be submitted **by 4pm on 20/01/2017**.
- 7.2 The decision making panel will then assess and consider all applications during the following month of February 2017 and will inform applicants at the end of the month as to whether or not they have been successful at stage 1.
- 7.3 If successful the applicant will then be requested to submit a more detailed Stage 2 application form **no later than 30/06/17**
- 7.4 The decision making panel will then assess and consider the individual stage 2 applications. Applications of £250,000 or less will be reported for consideration to Executive Board Member while applications totalling £251,000 or more will be reported for consideration by the Council's Executive Board. The applicant will be advised of the decision.
- 7.5 Practical completion to be achieved no later than 31 March 2019.

8. Information Required

The applicant must supply the following information and must use suitably experienced professional advisors.

Stage 1: Initial Assessment – Approval in Principle

- Completed application form
- Site location plan

- Proposed layout/master plan/photos
- Initial development appraisal (cost & value) – Example in Annex 1
- Company accounts (Last 3 years)
- Environmental policy / bilingual policy / equalities & diversity policy.
- Copies of quotes / tenders for professional services (if required to be eligible after Stage 1 approval)

If the Local Authority is satisfied that the stage 1 requirements have been met and that the scheme is eligible, viable and is worthy of support a stage 2 application will then be invited.

Note – Costs incurred on professional services, e.g. architects, quantity surveyors, BREEAM assessors, etc. are deemed eligible after the date of Stage 1 approval and/or following written confirmation from Carmarthenshire County Council. Written agreement must be sought from Carmarthenshire County Council prior to the engagement of consultants. Authorisation will be given from Carmarthenshire County Council following submission of satisfactory quotes or tenders, whichever is applicable (refer to Annex 3)

To ensure that developers maximise their eligible costs, Carmarthenshire County Council recommend that professional services are procured as part of the Stage 1 application process or as soon after that date as possible. Developers can only claim against these costs if their Stage 2 application is approved and the scheme is delivered.

Stage 2: Detailed Assessment - Authority to Commit

- Completed application form
- Revised development appraisal
- Marketing plan
- Cash flow forecast
- Full planning consent
- Detailed drawings and specification
- Copies of quotes / tenders for professional services (if not already submitted at Stage 1 of the application) *** (see note above)
- Copies of contractors tenders***
- Tender report
- Valuation (to be undertaken by Carmarthenshire County Council)
- Proof of match funding
- Evidence of land/premises ownership (freehold/ lease of at least 15 years with landlords consent, in the form of title deeds, land registry document or lease agreement). Please note that a legal charge (with the land registry) on the property will need to be entered into if your project is successful.
- Copies of any pre let / pre sale agreements

*** Professional services and contractors must be procured by a process which is deemed satisfactory by the County Council (see Annex 3)

We reserve the right to request additional information.

If Carmarthenshire County Council is satisfied with the stage 2 requirements and is intending to support the scheme, at this stage an authority to commit will be sent to the applicant. This will need to be signed and returned to the Local Authority within 14 days. After this has been

done, the applicant can start work providing all of the consents are in place. It must be noted that this will be at the applicant's risk as the full terms and conditions will not have been finalised and signed at this stage.

No project should start or let its main contract until an "Authority to Commit" has been issued and accepted by the applicant. If a project should start or let its main contract before this action is completed it will be concluded that the project does not require funding assistance.

Please be advised that you must comply with The Health & Safety at Work Act and Construction, Design & Management Regulations.

9. Security / Clawback / Repayment

Carmarthenshire County Council will require a charge on the property to provide security for the following events (Dates relate to the "Date of the Practical Completion Certificate"):

Unauthorised change of Project Purpose within 5 years of final grant payment	Full Repayment
Fraud / Misleading Information	Full Repayment
Breach of Conditions	Full Repayment
Sale within 5 years	Proportional – Clawback based on sale in excess of the valuation at grant approval
Non achievement of targets / outputs	Proportional Clawback

Clawback will be in proportion to the level of grant awarded on the sum over and above the value calculated for grant purposes and will be calculated on the increase in value of the premises.

The applicant will also be required to insure the premises for a period of 5 years at a level sufficient to ensure that it can be rebuilt in the event of an incident and list the County Council's interest in the property on the policy.

10. Outputs

Please note that outputs will be considered during the assessment of your application and you will be expected to verify them on completion of the scheme and before payment is made. We will be considering the following outputs:-

- Jobs accommodated
- Private sector investment
- Floor space Created/improved
- SME's accommodated

Records must be kept for 10 years from the date of the last award of aid under the programme. Records must be sufficiently detailed to establish that the conditions of the

Welsh Local Government Capital Investment Aid & Employment Aid Scheme are met.

11. Payment

Payment may be made on an interim and final claim basis, or on practical completion, the basis of which are to be agreed on a 'case by case' basis and will be subject to the following documentation being submitted:-

- Claim form / outputs questionnaire with original signature
- Original valuation certificate
- Original practical completion certificate
- Original invoices
- Original bank statements showing proof of payments made
- Satisfactory site visit being undertaken by a quantity surveyor employed by the County Council
- Building regulations completion certificate

Carmarthenshire County Council will keep certified copies of the original documentation.

If the eligible works expenditure is lower than anticipated in the offer letter, the financial assistance will be reduced on a pro rata basis.

12. Additionality

Applicants must demonstrate that PDF financial support is necessary for the project to proceed and that developments would therefore not take place without funding. Specifically, applicants must demonstrate how funding support;

- will lead to additional outcomes and clear links with these and the additional funding
- will increase the capacity of the applicant to deliver its services
- will increase the scale of the project
- will improve the quality of the project
- will release resources to allow other projects to proceed.

Applications must also outline the additional benefits in Ammanford that are likely to accrue as a result of the development and how they would minimise any negative impact on the existing commercial property letting market.

13. Community Benefits – Social, Economic and Environmental Impact

To ensure that schemes supported by the Ammanford Regeneration Fund have a positive social, economic and environmental impact, the Partnership encourages each successful applicant to incorporate working practices which provide community benefits in and around each development scheme. We are committed to promoting Sustainable Development, ensuring our actions contribute to social, economic and environmental well-being now and in the future. The aim is to build stronger communities, reduce social exclusion and poverty and encourage the development of the economy.

Successful applicants will be supported by the authority to, where possible, implement the inclusion of 'Community Benefits' which will bring long-term benefits to the residents and

businesses to the wider communities. This can be done by:

- Training and employment – e.g. consider the opportunities to recruit and train long term economically inactive persons, offer apprenticeships/ training opportunities for young people, consider the development of trade skills in your existing workforce etc.
- Supply Chain initiatives – e.g. supplier engagement, second tier supply chain opportunities etc.
- Working with 3rd Sector & supported factories & businesses where applicable.
- Community Initiatives – e.g. volunteering days, support for local youth groups and other community groups, Mini sporting tournaments etc
- Education Contribution – e.g. work/school placements, talks to children on career paths etc

The authority will also encourage applicants to obtain the co-operation of their sub-contractors, so that they in turn contribute to the Community Benefits of the development scheme.

This will be discussed with you in detail following Stage 1 approval.

14. Procurement

It is a requirement that all services and works are procured by an approved competitive tender procedure as detailed in Annex 3 – ‘Purchasing goods, services, consultancy, research or works’. All applicants must adhere to this procedure.

15. Publicity Requirements

Appropriate publicity measures must be undertaken to raise the awareness of the sources of funding received. If a project is successful in obtaining funding assistance under this programme, the terms & conditions will detail the publicity measures to be undertaken by the applicant. Please refer to Annex 4 - Publicity Requirements.

16. Design and Supervision

Grant recipients must employ appropriately qualified professionals (i.e Quantity Surveyor & Architect) to assess tenders, provide drawings, supervise project works and provide certificates for completed works. This cost may be included in the qualifying expenditure for grant assistance up to a limit of 10% of the total project cost provided that it has been accounted for in the application form and the County Council’s specific written agreement has been sought prior to the engagement of consultants and provided sufficient capital expenditure has been evidenced to support the agreed level of fees. The professional consultant must hold a qualification appropriate to the nature of the works proposed.

Professional fees are an eligible cost from the date of stage 1 approval and / or written approval from Carmarthenshire County Council for applications that obtain an authority to commit.

17. Cross Cutting Themes

17.1 Welsh Language

Applicants will need to outline the ways in which the scheme encourages the development of the Welsh Language. The building should have the provision of bilingual signage. The policy statement must be submitted at Stage 1.

18. Golden Rules

- **Level of Funding at total discretion of the local authority;**
- **Don't commit or announce the project before approval;**
- **If in doubt – ASK.**

19. Contact Details:-

For further information or if you have any queries please contact Carmarthenshire County Council at:

**Economic Development Division
Parc Amanwy
Ammanford
SA18 3EP**

Tel: 01554 748809

CJones@carmarthenshire.gov.uk

Example development appraisal

(An electronic excel copy of this spreadsheet is available upon request).

This is a flexible guide for your use. You don't have to provide a development appraisal in this format. You can leave blank fields and/ or you can add eligible cost lines.

You should insert your own cost rates based on professional advice.

Only insert figures in the grey boxes as these will calculate automatically

	Rates	Item totals	Sub-totals	Totals	Gap
1 Completed Value					
1.1 <u>Rental Income</u>	sq. ft. @ £ sq ft				
	0 sq. ft. @ £0.00	£0.00			
	0 sq. ft. @ £0.00	£0.00			
1.2 <u>Total Annual Rental Income</u>		£0.00	Per Annum		
1.3 <u>Initial yield rate (%)</u>	9.0	11.11			
Market Value			£0.00		
1.4 <u>Completed Value</u>				£0.00	
2 Development Costs					
2.1 <u>Site Acquisition</u>					
Land Purchase					
Legal Costs		£0.00			
Site Investigation		£0.00			
Other (specify)		£0.00			
TOTAL SITE			£0.00		
2.2 <u>Construction</u>					
Site Prep / Demolition					
Building					
TOTAL CONSTRUCTION			£0.00		
<u>Professional Fees</u>					
Building Regs					
Planning Fees					
Structural Engineer					
Architect Fees					
CDM Compliance					
QS Fees					
BREEAM Assessor Fees					
Other Professional Fees (specify)					
Actual Total		£0.00			
TOTAL PROFESSIONAL FEES			£0.00		
Total before other costs		£0.00			
2.3 <u>Other Costs</u>					
Developer's Profit		£0.00			
Letting costs		£0.00			
Legals on letting		£0.00			
TOTAL OTHER COSTS			£0.00		
2.5 Development Cost				£0.00	
3 Development Profit / Loss					£0.00

This is the Gross Rent Multiplier, calculated by dividing initial yield rate by 100. Initial Yield rate varies according to location, market conditions or whether a pre-let agreement is in place. We recommend taking advice from a valuer to determine yield rate and rental rate.

Sq ft is based on actual employment space created. Rental income per sq. ft. should take account of factors such as location, demand, and end-use.

Market Value is calculated by multiplying the annual rental income by the Gross Rent Multiplier.

The maximum that can be included for Land Purchase is 10% of the total construction cost (including professional fees), or the actual cost of the land - whichever is the lower. Land acquired before the grant offer is not eligible.

Fees are reimbursed on the basis of actual costs incurred, up to a maximum of 10% of the total construction cost, (and excluding site acquisition costs).

Developer's profit is eligible for grant support. Typically, it will be set at 10% of the overall development cost, though this may vary.

Development cost minus market value = the development gap (or profit).

Ammanford Regeneration Development Fund

Annex 2

Output Definitions October 2016

JOBS ACCOMMODATED

Jobs accommodated definition: Number of jobs accommodated within the sites and premises.

Accommodated: The maximum number of jobs potentially located at any one time. This is not the number accommodated over the life of the premises. If the project involves the refurbishment of a premises then this should be the number of additional jobs accommodated (i.e. any jobs accommodated prior to refurbishment should be deducted from the number reported to WG; should this result in a negative figure then the project should reconsider whether this is the most appropriate result indicator for them).

Evidence: Practical completion certificate and drawings showing the area of net floorspace that is available as employment space. The number of jobs accommodated on this floorspace will vary according to the type of end use of the building, and will be calculated according to the table below:

Use Type	Sq. M. per job	Sq. Ft. per Job
Industrial		
General Industrial	34	365
Small Business	32	340
High Tech R &D (non-Science Park)	29	310
Science Park	32	340
Office		
General Office	19	205
Serviced Business Centre (Managed Units)	20	215
Business Park	16	170
Call centre	12.8	140
Warehousing	Gross External Figures	
General Warehousing	50	540
Large Scale and High Bay	80	860
Office		

Category / Criteria breakdowns

Unitary Authority Carmarthenshire

FLOOR SPACE CREATED / IMPROVED

Floor space created or refurbished definition: The number of metres squared of building space created or refurbished for business and/or educational use. This does not include area used for car parking or external landscaping.

Created: putting up a new building.

Refurbished: refurbishing an existing building.

Evidence: Works – certificate of practical completion of the works. QS certification of works carried out, e.g. site services/utilities and infrastructure, foundations laid, walls and roof built.

Category / Criteria breakdowns

Purpose of premises (Business – office, Business – manufacturing, Business – distribution)

Unitary Authority Carmarthenshire

SME's ACCOMMODATED

SMEs accommodated Definition: Number of SMEs accommodated within the sites and premises referred to in the indicator “Premises created or refurbished.”

Accommodated: The maximum number potentially located at any one time. This is not the number accommodated over the life of the premises. SMEs: “The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million.”

Evidence: Practical completion certificate and drawings showing the area of net floorspace that is available as employment space for SMEs. Building should be complete before reporting SMEs accommodated.

Category / Criteria breakdowns

Unitary Authority Carmarthenshire

PRIVATE SECTOR INVESTMENT

Private Sector Investment Definition: Measured in £, this is the **gross** amount of direct tangible or intangible investment from the private sector or: commercial, charitable and not-for-profit organizations and private individuals. This figure represents the private sector contribution to the total cost of a project once any public sector and grant funding has been deducted.

Ammanford Regeneration Development Fund

Annex 3

Purchasing Goods, Services, Consultancy , Research or Works

When making a purchase or paying for a service, applicants should aim to get value for money whilst offering a range of businesses the opportunity to provide those goods or services in a fair and transparent manner.

The applicant must therefore ensure that the following procurement procedures are adopted according to the estimated value (exc. of VAT) of the contract at quotation/pre-tender stage. Your decision must demonstrate best value and you must keep records which supports your decision.

Failure to fully comply with the procurement thresholds will render the costs ineligible for assistance under this fund.

Third Party Grant Procurement |Rules

Third Party Grant Procurement |Rules

*Requirement	Total Value (excluding VAT)	Procurement Process
All	up to £4,999	A minimum of 1 written Quotation <u>must</u> be obtained and retained. Best value for money must be obtained and reasonable care must be taken to obtain goods, works or services of adequate quality at a competitive price. A documented record to support the decision must be retained for audit purposes.
All	£5,000 and £24,999	A minimum of 3 written Quotations <u>must</u> be sought from competitive sources*. The quotes must be based on the same specification and evaluated on a like for like basis. A documented record of the quotes sought, the evaluation process and the decision to award must be recorded for audit purposes.
All	£25,000 and £74,999	A minimum of 3 written Quotations <u>must</u> be sought from competitive sources*. The quotes must be based on: <ul style="list-style-type: none"> • the same specification, • the same evaluation criteria and evaluated on a like for like basis. It is best practice to establish an evaluation panel. • the same closing date. A documented record of the quotes sought, the evaluation process and the decision to award

		<p>must be recorded for audit purposes.</p> <p>** In the event that only one quotation is received, you must contact the Project Manager from Carmarthenshire County Council (CCC) to provide details and justification of the procurement process you have undertaken. The decision to proceed to purchase must be approved by CCC on a case by case basis. In circumstances where it is evident that more than one quotation could be sought, there <u>may</u> be a requirement to advertise via Sell2Wales.</p>
Goods and Services	£75,000 and £164,176	<p>A minimum of 4 tenders <u>must</u> be sought from competitive sources*, with a minimum of 2 tenders to be received**.</p> <p>All those tendering must be provided with the same information:</p> <ul style="list-style-type: none"> • the same specification of requirements, • an outline of the evaluation criteria against which the contract will be awarded and • the same closing date for receipt of tenders, after which no submissions will be accepted. <p>The evaluation process you follow must be consistent with the original evaluation criteria outlined and an evaluation report produced detailing on what basis the successful tender was awarded. It is best practice to establish an evaluation panel to evaluate tenders.</p> <p>** In the event that only one tender is received, you must contact the Project Manager from Carmarthenshire County Council (CCC) to provide details and justification of the procurement process you have undertaken. The decision to proceed to purchase must be approved by CCC on a case by case basis. In circumstances where it is evident that more than one tender could be sought, there <u>may</u> be a requirement to advertise via Sell2Wales.</p>
Works	£75,000 and £4,104,394	<p>A minimum of 4 tenders <u>must</u> be sought from competitive sources*, with a minimum of 3 tenders to be received**.</p> <p>All those tendering must be provided with the same information:</p> <ul style="list-style-type: none"> • the same a specification of requirements, • an outline of the evaluation criteria against which the contract will be awarded and • the same closing date for receipt of tenders, after which no submissions will be accepted.

		<p>The evaluation process you follow must be consistent with the original evaluation criteria outlined and an evaluation report produced detailing on what basis the successful tender was awarded. It is best practice to establish an evaluation panel to evaluate tenders.</p> <p>** In the event that only one tender is received, you <u>must</u> contact the Project Manager from Carmarthenshire County Council (CCC) to provide details and justification of the procurement process you have undertaken. The decision to proceed to purchase must be approved by CCC on a case by case basis. In circumstances where it is evident that more than one tender could be sought, there <u>may</u> be a requirement to advertise via Sell2Wales.</p> <p>For contracts in excess of £250k in value:</p> <ul style="list-style-type: none"> • In selecting contractors for the tender list it is recommended that the appropriate due diligence and financial checks are undertaken on those parties; • As a minimum, due diligence and financial checks must be undertaken on the preferred contractor following the evaluation and prior to contract award.
Goods and Services	Above £164,176	If a contract for Goods or Services is likely to exceed £164,176 the applicant must inform the project manager to determine whether the contract will be subject to EU Public Contract Directive.
Works	Above £4,104,394	If a contract for Works is likely to exceed £4,104,394 the applicant must inform the project manager to determine whether the contract will be subject to EU Public Contract Directive.

Important Guidance

Advertising via Sell2Wales

* It is possible for you to advertise on the National Procurement website, www.Sell2Wales.co.uk if you are in a situation where you have difficulty in identifying the minimum number of suppliers required and/or would like to vary or attract new suppliers to quote or tender. Advertising via Sell2Wales is considered to be best practice, however you may feel that you are better able to identify potential suppliers who could provide the best overall offer.

This facility is available to you free of charge, please visit the Sell2Wales website <http://www.sell2wales.gov.uk/> and contact the website helpline on 0800 222 9004 for further information.

Seeking Quotations/Tenders

For spend above £5,000 it is essential that the quotes/tenders are sought from appropriate suppliers for the goods, works or services required. In circumstances

where it is evident that unsuitable quotes/tenders have been sought, there may be a requirement to advertise via Sell2Wales.

Other Funders

If a project involves any other or additional funding streams, these Third Party Grant Procurement Rules must be followed as a minimum for the total estimated spend of the requirement.

Avoiding conflicts of interest

We recognise that it is possible that applicants / developers or persons connected with them (such as relatives, business partners or friends) may wish to tender for a contract being offered by the applicant / developer. This is acceptable, but applicants will need to ensure that the tendering process is undertaken in an open, transparent and fair manner, as outlined above, which does not give one person or company tendering any advantage over another, which arises from the process. Appropriate measures to prevent identify and remedy any conflicts of interest must be carried out. If an applicant / developer or any person connected with them directly or indirectly, has a financial, economic, political or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure:

- that applicant / developer, or any other person or party with an interest must declare that interest in writing to the Project officer who will offer advice accordingly.
- specifications and evaluation criteria must not be biased or tailored to favour one solution or any one party over another.
- that person or party with an interest should take no part whatsoever in any of the tender evaluation procedures to ensure that the process is fair to all. It is acknowledged that the grant applicant may be required to provide the final approval
- every stage of the procedure must be recorded formally.
- If the contract would normally be subject to a single tender procedure, it is recommended that the sponsor should seek written quotes from at least two other suppliers (ie following the procedure set out above for contracts between £5000 and £25,000)

The purpose of these guidelines is to ensure that there is fairness in the spending of public money and that the integrity of the applicant is not compromised.

Changes to the specification or contract

If any changes are required to the specification after seeking quotes/tenders which affects the original scope of the requirement, a new procurement exercise may need to be undertaken to ensure that best value for money has been achieved. This may occur where there are unforeseen additions to the original requirement, where tenders are received in excess of the available budget, where funding levels change etc. The grant applicant must inform the Project officer who will offer advice accordingly.

- **Failure to observe the relevant procedures outlined above will be considered non-compliant and may lead to a withdrawal of the grant offer and potential claw-back of funding.**
- **In cases where you are unable to satisfy the requirements of these procedures you must always inform the project manager.**
- **If you have any queries as to how these procedures should be applied,**

you should contact the project manager for clarification and further guidance.

Do's and Don'ts of Tendering

Do's	Don'ts
<ul style="list-style-type: none"> ensure that any potential conflicts of interest are declared at the earliest opportunity. 	<ul style="list-style-type: none"> Don't skew the specification to eliminate or to discriminate against suppliers i.e. limit the specification to a specific brand.
<ul style="list-style-type: none"> comply with the appropriate rules 	<ul style="list-style-type: none"> Don't change the scope of the specification once distributed.
<ul style="list-style-type: none"> ensure that the specification is precise and not in excess of the requirements. 	<ul style="list-style-type: none"> Don't change the evaluation criteria during the process.
<ul style="list-style-type: none"> ensure that the Evaluation Criteria is directly relevant to the subject of the contract 	<ul style="list-style-type: none"> Don't give companies too short notice to quote.
<ul style="list-style-type: none"> complete and retain full records for future reference and audit purposes 	<ul style="list-style-type: none"> Don't enter into too much detail verbally with suppliers regarding specific questions. The same information must be provided to all suppliers to ensure the process is fair
<ul style="list-style-type: none"> ensure that quotes/tenders are evaluated on a 'like for like' basis. 	<ul style="list-style-type: none"> Don't reveal prices to potential suppliers.
<ul style="list-style-type: none"> ensure that you treat suppliers in an open, transparent and non-discriminatory manner. 	<ul style="list-style-type: none"> Don't breach confidentiality.
<ul style="list-style-type: none"> allow sufficient time for companies to quote 	<ul style="list-style-type: none"> Don't open quotes/tenders in advance of the deadline.
<ul style="list-style-type: none"> ensure the value of the Goods/Works or Service is estimated accurately at the start of the process to apply the correct procurement process. The aggregated value must be used where applicable. 	<ul style="list-style-type: none"> Don't consider submissions received after the deadline.

Procurement Definitions

Title	Description
Aggregation	Adding together the value of separate contracts for the same supply, service or works.
Contract	<p>A Contract for the purposes of these Rules shall be any agreement (whether or not in writing) between the grant applicant and one or more other parties for:-</p> <ul style="list-style-type: none"> the sale of goods or materials; the supply of goods or materials; the execution of works

	<ul style="list-style-type: none"> the provision of services (including accommodation and facilities).
Competitive Source	an independent provider bidding against another independent provider
Goods	are material items i.e. equipment, food, vehicles etc
EU Public Procurement Directives	are rules and regulations that Public Sector organisations must adhere to when procuring Goods, Works and Services over a certain value threshold (£164,176 for Goods and Services and £4,104,394 for Works contracts) - whereby an official Tender Exercise in accordance with the European Public Procurement Directives should be undertaken. These change every 2 years and are due to change on 1 st January 2018.
Evaluation	a method of determining which offer provides the best value for money in accordance with the pre-determined evaluation criteria
Evaluation Criteria	A list of key requirements taken from the specification that will enable suppliers to explain how they intend to deliver the requirement which will be evaluated. The criteria by which the most economically advantageous tender will be determined is based on a combination of price/cost and quality criteria.
Evaluation Panel	It is best practice to establish an evaluation panel to undertake the evaluation exercise. It may be appropriate to have a cross functional team as a panel. Panel should agree specification and evaluation criteria. Panel should be consistent throughout each stage of procurement exercise
OJEU (Official Journal of the European Union)	is a publication in which all public sector contracts valued over a certain monetary threshold (currently £164,176 for Goods and Services and £4,104,394 for Works contracts) must be published
Sell2Wales	is a National Procurement Website where all public sector contracts are advertised. Third Party Grant Recipients can also advertise via the website free of charge, please visit the Sell2Wales website http://www.sell2wales.gov.uk/ and contact the website helpline on 0800 222 9004 for further information.
Services	tasks undertaken by people i.e. consultancy services, translation services etc
Specification	this is a written statement that defines the requirements. The specification will vary according to the work, product or service concerned. For a simple product the specification may be a brief description, while in the case of a complex requirement it will be a comprehensive document. The description of the goods, works or services required must not refer to a specific make, brand or source.
Tender/Quote	is the document compiled by a potential supplier in response to an invitation to quote/tender. It sets out general information demonstrating the capability and eligibility of the supplier - including detailed information about how they propose to fulfil the specifications of the requirement.
Works	include landscaping, construction, building works etc

If you have any queries as to how these procedures should be applied, you should contact the PDF officer for clarification and further guidance.

Ammanford Regeneration Development Fund

Annex 4

Publicity Requirements

If funding is awarded towards a given project the developer / applicant must ensure that recognition is given to all the bodies listed below:-

- Carmarthenshire County Council

The Guidance sets out how developers / applicants can meet their publicity requirements at each appropriate opportunity (e.g. use of logos on stationery, leaflets, websites etc) and who you should contact for further information and advice, and where relevant, approval (e.g. logo size).

Carmarthenshire County Council will provide funding sign boards for the construction period of the scheme and plaques for displaying on completion.

Carmarthenshire County Council will reserve the right to undertake press releases at specific mile stones of a project, for example at approval & commencement of the scheme and on completion.

Applicants are advised to contact Officers for further guidance.

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EXECUTIVE BOARD MEMBER 11/11/2016

Executive Board Member:	Portfolio:
Cllr. Meryl Gravell	Regeneration & Leisure

FINANCIAL ASSISTANCE FROM THE FOLLOWING GRANT FUND: WELSH CHURCH FUND AND TARGETED FINANCE FUND

Recommendations / key decisions required:

Welsh Church Fund – Annex 1

2 Applications – Total Value = £6,000.00

Targeted Finance Fund – Annex 2

2 Applications – Total Value = £24,654.60

Total Number of Applications - 4 Total Value = £30,654.60

Reasons:

Development of Sustainable Communities within Carmarthenshire.

Directorate	Designations:	Tel: 01267 242367
Name of Head of Service:	Development Manager	HLMorgan@carmarthenshire.gov.uk
Helen L Morgan	Regen & Policy	
Report Author:	Community Regeneration	Tel: 01269 590216
Caroline Owen	Assistant	CAOwen@carmarthenshire.gov.uk
Jayne Pritchard	Community Regeneration	Tel: 01269 590256
	Officer	JPritchard@carmarthenshire.gov.uk

Declaration of Personal Interest (if any): None

Dispensation Granted to Make Decision (if any): N/A

DECISION MADE:

Signed:

DATE: _____

EXECUTIVE BOARD MEMBER

The following section will be completed by the Democratic Services Officer in attendance at the meeting

Recommendation of Officer adopted	YES / NO
Recommendation of the Officer was adopted subject to the amendment(s) and reason(s) specified:	
Reason(s) why the Officer's recommendation was not adopted:	

EXECUTIVE SUMMARY

EXECUTIVE BOARD MEMBER REGENERATION AND LEISURE

11th November 2016

Financial Assistance from the following grant fund: **Welsh Church Fund, Targeted Finance Fund**

To approve the following

RECOMMENDATIONS / KEY DECISIONS REQUIRED:

Welsh Church Fund – Annex 1

2 Applications – Total Value = £6,000.00

Targeted Finance Fund – Annex 2

2 Applications – Total Value = £24,654.60

Total Number of Applications - 4 Total Value = £30,654.60

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Helen L Morgan Development Manager Regeneration & Policy

Policy and Crime & Disorder NONE	Legal NONE	Finance NONE	ICT NONE	Risk Management Issues NONE	Organisational Development NONE	Physical Assets NONE
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CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Helen L Morgan Development Manager Regeneration & Policy

1. Local Member(s) As per individual reports

2. Community / Town Council As per individual reports

3. Relevant Partners As per individual reports

4. Staff Side Representatives and other Organisations As per individual reports

Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
Welsh Church Fund	WCF-16-27 WCF-16-28	Community Bureau, Grants Section, Business Resource Centre, Parc Amanwy, New Road, Ammanford. Carmarthenshire. SA18 3EP
Targeted Finance Fund	TFF-16-03 TFF-16-04	Community Bureau, Grants Section, Business Resource Centre, Parc Amanwy, New Road, Ammanford. Carmarthenshire. SA18 3EP

Regeneration & Leisure Executive Board Report**Welsh Church Fund 2016 - 2017****Report Author: Caroline Owen****CAOwen@carmarthenshire.gov.uk****Tel: 01269 590216****Balance Available: £11,358.33****Report Value: £6,000.00****1 of 2****Application Reference – WCF-16-27**

Project Title	Chapel Refurbishment
Applicant	Ebeneser Welsh Baptist Church
Project Description	<p>The Baptist Chapel of Ebenezer was founded in 1849, with the growth in both the local population and the popularity of Welsh Baptism the building had to be completely rebuilt and enlarged to its present size in 1877, located in the centre of Ammanford with its own car park facility.</p> <p>The chapel is utilised on a regular basis with two services every Sunday, Weddings, Baptisms, Funerals, Sunday School, Harvest Services, St David's day concerts, prayer meetings, Christmas parties, Area Denominational and Interdenominational meetings, quarterly ministerial meetings, meetings of the Baptist Association of Carmarthenshire and Cardiganshire, Ammanford Town Civic Services and the Deacons and Trustees meetings.</p> <p>The facility is also utilised by outside organisations such as the Slimming World Club, Red Cross, Food Bank, Evangelical Church, Alzheimer's group, Country Cars Christian Aid meetings, youth and drama groups.</p> <p>Recent refurbishment has been under taken to make further use of the building to the wider community, to include new kitchen lowering of the ceilings to become more energy efficient and lower costs, along with new central heating and plumbing, new carpets and exterior refurbishment.</p> <p>This project is to re-plaster and paint the internal and external Vestry walls which are required to facilitate the stage, which has been requested by service users, which currently cannot be utilised due to the condition of the walls preventing the stage to be fit for purpose.</p> <p>Other repairs to the main chapel to include waterproofing, re-plastering and painting of cemetery side walls, also a covered walkway linking the external toilets.</p> <p>This project along with the recent refurbishment will build on existing activities and open up new avenues for income generation. There is no social boundary to this project and continues to provide</p>

	<p>an opportunity for people of all abilities to take part, with continued increase of intergenerational activity within the community.</p> <p>A wide programme of events and activities has helped attract all ages and by appealing to all age groups has been able to offer a range of activities from morning until evening.</p>
Total Project Cost	£17,000.00 – Gross
Eligible Capital	£17,000.00 £4,800.00 – Repairs to Vestry Walls £8,400.00 – Repairs to Main Chapel £3,800.00 – Covered Walkway/Canopy
Eligible Revenue	Nil
Ineligible Costs	Nil
Cllr and Officer Consultations Undertaken	<ul style="list-style-type: none"> • Cllr Deian Harries • Jonathan Edwards – MP
Ownership/ Lease	Baptist Union of Wales
Funding Package	£17,000.00
Value of Community Investment	£17,000.00
Amount of grant requested	£3,000.00 @ 17.65%
Value of Levered Funds	£14,000.00 Millennium Stadium Trust - £2,500.00 applied Lottery Awards for All - £5,000.00 applied Garfield Weston - £4,000.00 applied External funds - £2,500.00 to be applied
Economic Benefit	<ul style="list-style-type: none"> • Number of individuals into training/education • Number of individuals into volunteering • Number of individuals into employment • Number of community groups assisted - 1 • Number of social enterprises created • Number of social enterprises supported • Number of full time jobs created • Number of jobs safeguarded • Public and private leverage funding - £14,000.00
Officer Comments	This project funding is to make further use of the facility by upgrading at the request of service users, which will assist with

	sustainable development, meeting the needs of the community in having a venue that is accessible, comfortable, and warm and which has facilities suitable for a number of uses and users. The venue will allow a much broader range of activities and as a result the community will be revitalised, become stronger, happier, healthier and safer.
Officer Recommendation	Award - £3,000.00
Subject to	

2 of 2
Application Reference – WCF-16-28

Project Title	Purchase of Furniture
Applicant	The Market Hall - Llanboidy
Project Description	<p>Llanboidy Market Hall, an edifice of historic significance and of great importance to the Community of Llanboidy, it is an iconic venue for any civic, educational, cultural, social or celebratory event.</p> <p>Following a successful application for substantial grant funding from Carmarthenshire County Council RDP Funding in 2013 enabled the Market Hall Committee to embark on a program of renovation.</p> <p>The Hall, which already boasted modern kitchen facilities, has been completely rewired, state of the art fire warning and smoke detecting system installed, new emergency exit lighting, new high efficiency wall mounted radiant heaters and a public address system including a sound induction loop along with extensive draught exclusion work.</p> <p>This project is to purchase new tables and chairs due to the current furniture no longer being fit for purpose, and following the renovation of the hall is letting the facility badly down.</p> <p>This project will build on existing activities and open up new avenues for income generation.</p> <p>The community will have a venue that is accessible, comfortable, and warm and which has facilities suitable for a number of uses and users. The venue will allow a much broader range of activities and as a result the community will be revitalised, become stronger, happier, healthier and safer.</p>
Total Project Cost	£12,000.00 - Gross
Eligible Capital	£12,000.00 Tables and Chairs
Eligible Revenue	Nil
Ineligible Costs	Nil

Cllr and Officer Consultations Undertaken	<ul style="list-style-type: none"> • Cllr Sue Allen
Ownership/ Lease	Ownership
Funding Package	£12,000.00
Value of Community Investment	£12,000.00
Amount of grant requested	£3,000.00
Value of Levered Funds	£9,000.00 £5,000.00 – Lottery Awards for all applied £2,500.00 – Millennium Trust applied £1,500.00 – Own funds secured
Economic Benefit	<ul style="list-style-type: none"> • Number of individuals into training/education • Number of individuals into volunteering • Number of individuals into employment • Number of community groups assisted - 1 • Number of social enterprises created • Number of social enterprises supported • Number of full time jobs created • Number of jobs safeguarded • Public and private leverage funding - £9,000.00
Officer Comments	<p>Various activities are undertaken at the hall and it had become clear to all that the furniture is no longer fit for purpose, which is essential for the ongoing use of the facility for the benefit of the community and for future sustainability.</p> <p>Increased requirements of users identified the need for this project. To continue providing a service that meets the needs of the users it is essential that updated furniture is purchased to provide a fully fit for purpose facility for ongoing sustainability.</p>
Officer Recommendation	Award - £3,000.00
Subject to	

Regeneration & Leisure Executive Board Report

Targeted Finance Fund 2016 - 2017

Report Author: Jayne Pritchard

JPritchard@carmarthenshire.gov.uk

Tel: 01269 590256

Balance Available: £62,941.00

Report Value - £24,654.00

1 of 2

Application Reference: TFF/16/03

Project Title	Llanelli Railway Goods Shed
Applicant	Llanelli Railway Goods Shed Trust
Ward	Tyisha (town and countywide benefits)
Key Account Management	<p>The Targeted Finance Fund is a discretionary fund available to Key Account Management (KAM) clients. For an organisation to become a KAM client they must be a third sector not for profit organisation that falls into one of the following 3 categories:</p> <ul style="list-style-type: none"> • Existing social enterprises that have the potential to grow, be sustainable and create employment • Emerging projects that have the potential to create jobs ✓ • Third sector organisations that deliver vital services within our communities
Project Description	<p>The Llanelli Goods Shed Trust (LGST) was established in 2011, key principles are to:</p> <ol style="list-style-type: none"> 1) Preserve the Grade II Listed Goods Shed which is of heritage, historic and architectural value 2) Meet a social and community need in an area of social disadvantage through provision of a flexible space used by a wide range of community based projects and activities 3) Develop a financially sustainable business model that can secure the building for future generations. <p>The overarching project will restore the Shed to create a vibrant, self-financing hub of heritage, creative and enterprise activities and give a real boost to a deprived post-industrial area and its community.</p> <p>Funding is required to employ the services of a qualified Activity Planner and Project Coordinator to support the Trustees in developing robust second Stage bids for the Heritage Lottery Fund and Community Asset Transfer Programme, as well as securing other private sector funding.</p> <p>This is a crucial stage of project development, the stage 2 bids to attract significant capital funding needed to be robust and TFF will afford them the opportunity to progress in several key areas:</p> <ul style="list-style-type: none"> • The Project Coordinator will: <ul style="list-style-type: none"> ○ Support the Trustees to coordinate the development of HLF and CAT ○ Collate well developed bids for other external funding streams ○ Develop collaborative working with key associations and partner organisations ○ Identify and research opportunities for income generation

	<ul style="list-style-type: none"> ○ Establish and maintain a proactive Trustee/Client engagement ○ Develop and implement consultation plans, collate data and identify an Activity Plan for future sustainability ○ Raise the profile of the project, coordinate an effective marketing campaign ● The Activity Planner will: <ul style="list-style-type: none"> ○ Undertake specific research and development to produce a detailed Activity Plan in accordance with the requirements of the Heritage Lottery Fund Stage 2 Application ○ The Activity Plan will incorporate an Action Plan for delivery which will contribute significantly to the revenue generating opportunities ○ Undertake a competitor analysis for comparative museums/historic buildings ○ Align the current volunteering strategy to the Activity Plan ○ The Planner will liaise with the Architect to ensure their plans are consistent with the activity programme
Economic Benefit	<ul style="list-style-type: none"> ● Number of individuals into training/education – 100 (as part of the larger redevelopment) ● Number of individuals into volunteering – Yes, post redevelopment ● Number of individuals into employment - Yes, post redevelopment ● Number of community groups/organisations assisted - Yes, post redevelopment ● Number of social enterprises created - ● Number of social enterprises supported - 1 ● Number of jobs created – 44 (as part of the larger redevelopment) ● Number of jobs safeguarded – 1 ● Public and private leverage funding – £8,000 ● Increased Turnover - Yes, post redevelopment ● Floor space improved - 1,500 sq. m (as part of the larger redevelopment)
Total Project Cost	£20,000.00
Eligible Capital	N/A
Eligible Revenue	£20,000 – (salary, NI, Super)
Ineligible Costs	N/A
Amount and % of grant requested	£12,000.00 @ 60%
Match funding	£8,000 .00 <ul style="list-style-type: none"> ● LGST - £5,500.00 – secured ● Llanelli Town Council - £500.00 – tbc ● The Architectural Heritage Fund - £2,000.00 - tbc

<p>Cllr and Officer Consultations Undertaken</p>	<p>The following people have been consulted and have assisted project development:</p> <ul style="list-style-type: none"> • County Councillor Kevin Madge • County Councillor Jeff Owen • County Councillor Keri Thomas • Llanelli Town Council • Network Rail • Railway Heritage Trust • Friends of Llanelli Goods Shed Trust – 100 members • The Heart of Wales Line Forum • Heart of Wales Line Travellers' Association • Glanymor & History Group • CCC Departments: <ul style="list-style-type: none"> ○ Highways ○ Planning ○ Economic Development ○ Leisure ○ Conservation ○ Communities First • Arts Groups • Llanelly House • Llanelli Youth Theatre • CAVS • Burry Port and Gwendraeth Railway • Local press and media outlets • Local Schools • Un Sir Gar • Llanelli Multicultural Network • Regional Learning Partnership • Coleg Sir Gar/Trinity St. David University
<p>Evidence of Need / Community Engagement</p>	<p>There are no similar services in the area of the size and scope of this project; it will complement other heritage attractions in and around Llanelli i.e. Llanelly House and developments at Parc Howard. The proposed Interpretation Area within the Goods Shed will highlight Llanelli's rich industrial and railway history which no other facility offers - it will provide an association to other industrial and railway heritage sites around Carmarthenshire i.e. Gwili Railway and Kidwelly Industrial Museum. The heritage area will complement other tourist venues and provide a boost to the attractiveness of Carmarthenshire as a tourist destination.</p> <p>LGST has undertaken extensive community consultation across the public, private and third sectors and can evidence need for their proposals:</p> <ul style="list-style-type: none"> • The current derelict site is a deterrent to investment in the area. The regeneration plans meet the aspirations in '<i>A strategic regeneration plan for Carmarthenshire 2015-2030 – Transformations</i>' • Proposals have the active support and encouragement of Network Rail, the Railway Heritage Trust and the Architectural Heritage Fund and increased interest and support from the local community and Local Authority. An opportunity now exists to finally secure a sustainable and viable future for this iconic building. • The project will provide much-needed training and employment

	<p>opportunities in an area. Space will be provided for business start-ups and social enterprise as identified by the County Council and Indycube. The Swansea Bay City Region has identified upskilling of the local workforce as a key part of the delivery of its ambitious 3 strand project to create IT jobs in the IT, health and energy sectors.</p> <ul style="list-style-type: none"> • LGST is working with the Regional Learning Partnership and Coleg Sir Gar/Trinity St. David's regarding what services may be provided in the Goods Shed to complement and not duplicate any other provision. • Research suggests there is demand in Llanelli and wider for an Industrial Heritage Centre, the Goods Shed, being a heritage railway building can fulfil this role. • They have established strong links with the Gwili Railway and Burry Port and Gwendraeth Railway and envisage an extensive Tourist Heritage Trail will be could be set up, other heritage attractions in the area such as the Waterside museum in Swansea and the National Wool Museum in Drefach will be incorporated. • A number of Arts Groups in and around Llanelli have demonstrated a desire for an independent Arts Hub in the town. Consultation events, regular public meetings with interested community groups have evidenced this need; this sector can be incorporated into the wider project. <p>The Shed is located in Tyisha ward but is in close proximity to two other Communities First areas, areas among the most disadvantaged in Wales.</p> <p>LGST is working closely with the Un Sir Gar to address gaps in current volunteer opportunities in Llanelli. Volunteer opportunities will have twin benefits - skill development for those who need work experience and physical improvements to the site. LGST is engaged with the Regional Learning Partnership, Communities First and Coleg Sir Gar/Trinity St David University to explore and determine educational/training opportunities at the Goods Shed.</p>
Contributing to key Strategies	<p>The project addresses key themes in the following strategies:</p> <ul style="list-style-type: none"> • Carmarthenshire Integrated Strategy 2011 - 2016 • Swansea Bay Economic Regeneration Strategy – strategic aims: <ul style="list-style-type: none"> SA2 <i>'skilled and ambitious for long-term success'</i> SA3 <i>'maximise job creation for all'</i> SA5 <i>'Distinctive places and competitive infrastructure'</i>. • Welsh Government – Wellbeing of Future Generations Wales Act (2015) • Welsh Government Building Resilient Communities (2013) • Welsh Government Digital Inclusion (2015): Delivering Digital Inclusion – A Strategic Framework
Ownership/Lease	Heads of Terms Agreement with Network Rail is being finalised.
Business Plan/Officer Comments including details of support moving forward/next steps	<p>As part of the Key Account Management function, the centre will continue to receive Officer support to strategically develop their proposal.</p> <p>Excellent application and robust supporting evidence including:</p> <ul style="list-style-type: none"> • HLF Application • CAT Application • Project Plan

linked to growth and sustainability	<ul style="list-style-type: none"> • Business Plan • Photographs • Job Description • Consultation evidence • Feasibility Study • Promotional material
Recommendation	Award £12,000.00
Subject to:	Total Match Funding being secured

2 of 2

Application Reference: TFF/16/04

Project Title	CGYCC Funding and Catering Development Project
Applicant	Ystradowen Community Centre
Ward	Quarter Bach
Key Account Management	<p>The Targeted Finance Fund is a discretionary fund available to Key Account Management (KAM) clients. For an organisation to become a KAM client they must be a third sector not for profit organisation that falls into one of the following 3 categories:</p> <ul style="list-style-type: none"> • Existing social enterprises that have the potential to grow, be sustainable and create employment • Emerging projects that have the potential to create jobs • Third sector organisations that deliver vital services within our communities ✓
Project Description	<p>Ystradowen Management Committee purchased the Centre in March 2012 under CCC's community asset transfer programme. They are a registered charity and registered company.</p> <p>Ystradowen Community Centre has reached a crossroads in its history and development and realises it needs to harness the expertise of an individual who can identify, develop and implement its core vision for the future through maximising income generation and funding opportunities.</p> <p>Funding is required to employ a PTE Commercial Manager and a PTE Catering Assistant which will enable the centre's catering facility to be fully developed.</p> <p>The Commercial Manager will network with other commercial, statutory and voluntary organisations to identify potential new partners and opportunities for growth and sustainability. The new post will coordinate large grant applications to fund the final stage of the strategic development at the Centre. The aim is to get the centre into the best possible position to maximise usage and income generation in order to secure sustainability and safeguard the facility for the</p>

	<p>future.</p> <p>Employing a part time Catering Assistant will allow the centre to provide a new service (café and event catering), an opportunity to diversify its income streams. They are looking forward to launching Caffi Henllys (links to Henllys Colliery) once funding is secured to employ the Catering Assistant. The Catering Assistant will work closely with the Volunteers to ensure smooth running and their upskilling will ensure project sustainability.</p> <p>They hope to create in Internet Café vibe, attract customers who are job searching and/or learning new skills. Accessible free Wi-Fi in the community will allow the community to pay bills online, become digitally and financially included, to be able to access a wider choice of products, to prepare individuals to be able to feel confident applying online, to have better money management and control and can help reduce social isolation.</p> <p>The Luncheon Club has gone from strength to strength; they are working collaboratively with The British Red Cross and local Hospitals. High demand for the service locally, they envisage having to increase the number of days of the Luncheon Club as they have a waiting list from referrals from local services. Plans are afoot to redevelop the existing underutilised pool room into a comfortable lounge area to accommodate new customers.</p> <p>Other growth areas – the Energy Club, Ti a Fi, Carers Group and the Gardening Club. They are working strategically with the Brecon Beacons National Park and Geopark, endeavouring to explore diverse income streams and wish to tap into the tourism sector. They will look to build on the Henllys theme for example, incorporate industrial archaeology and geology material and interpretation at the centre and aim to tie in the Café with a heritage walk.</p>
Economic Benefit	<ul style="list-style-type: none"> • Number of individuals into training/education - 30 • Number of individuals into volunteering - 10 • Number of individuals into employment - • Number of community groups/organisations assisted - 7 • Number of social enterprises created - • Number of social enterprises supported - 1 • Number of jobs created – 2 PTE • Number of jobs safeguarded – 2 • Public and private leverage funding – £8,436.40 • Increased Turnover - £10,000
Total Project Cost	£21,091.00
Eligible Capital	N/A
Eligible Revenue	£21,091.00 – (salaries, NI, Super) £339.00 – Laptop
Ineligible Costs	N/A
Amount and % of grant requested	£12,654.00 @ 60%

Match funding	Own Funds - £8,436.40 – own funds - secured
Cllr and Officer Consultations Undertaken	<p>The following people have demonstrated support for the project:</p> <ul style="list-style-type: none"> • Cllr. Glynog Davies • Luncheon Club Members • Volunteers • Local residents via Letters and Questionnaire responses • Alan Bowring – Brecon Beacons National Park • Lyn-Anne Wright - Red Cross Team Leader in Health and Social Care • Quarter Bach Community Council
Evidence of Need / Community Engagement	<p>Ystradowen Community Centre is the only Centre supporting the village of Ystradowen therefore there is no duplication of activities. There isn't a Café/catering facility in the neighbourhood, the nearest being Brynamman and Ystradgynlais. Free Internet access in a warm and friendly environment will attract new customers and new attendees to the ICT classes the centre currently runs, promoting digital inclusion.</p> <p>The Centre has a vision to expand its services in the community through the development of a Café. They have identified the need to develop and implement a commercial revenue stream to support long term sustainability.</p> <p>In order to achieve this, the centre needs the expertise of a Commercial Manager to harness funding opportunities. This opportunity will allow them to develop sustainable income streams for its future and increase participation in the centre including volunteers from the community.</p> <p>TFF support will help enable the centre to increase income, increase volunteer opportunities, create and sustain jobs as well as secure the facility for the whole community. The number of people attending the centre has increased greatly over recent months and the need to develop the kitchen in particular is essential in order to meet new demand.</p> <p>The Red Cross Team Leader in Health and Social Care's sums up why the Centre is so important to the local community:</p> <ul style="list-style-type: none"> • Red Cross receive referrals directly from Health and Social Care Professional's including Ystradgynlais Community Hospital. GP Surgeries and the local Social Service Department. The request is to provide support to people who are experiencing a decline in their health due to social isolation and who may be at risk of a hospital admission. • The Luncheon Club is a valuable resource in addressing the with long term health benefits. There has been an improvement in increased resilience as the clients form new friendships and find their place in the community. • The demand for this facility is high and increasing, as the benefits for social inclusion and addressing loneliness and promoting a healthy life style is how we work effectively with the Health and Social Care Service. • The fact the Ystradowen Luncheon club has its own transport service is of enormous benefit as this adds to the accessibility and success of this much needed facility. <p>The sustainability of the centre is the Board's main objective. These new</p>

	<p>positions will enable the centre to plan and develop for the short, medium and long term sustainability of the centre.</p> <p>The additional income generated from proposals will increase the centre's income sufficiently to sustain the part time staff to work alongside their strong team of volunteers.</p> <p>By providing this funding to CGYCC, the potential for growth is huge. Future strategy is to locate a Conservatory on the patio area which will enable them to cater for a range of functions from social, wellbeing and educational activities for i.e. weddings and large work conferences.</p> <p>TFF funding will enable the centre to increase employment and volunteering opportunities which in turn will attract business and economic activity within the community.</p>
Contributing to key Strategies	<p>The project addresses key themes in the following strategies:</p> <ul style="list-style-type: none"> • Carmarthenshire Integrated Strategy 2011 - 2016 • Swansea Bay Economic Regeneration Strategy – strategic aims: <ul style="list-style-type: none"> SA2 <i>'skilled and ambitious for long-term success'</i> SA3 <i>'maximise job creation for all'</i> SA5 <i>'Distinctive places and competitive infrastructure'</i> • Welsh Government – Wellbeing of Future Generations Wales Act (2015) • Welsh Government Building Resilient Communities (2013) • Welsh Government Digital Inclusion (2015): Delivering Digital Inclusion – A Strategic Framework
Ownership/Lease	Freehold since March 2012.
Business Plan/Officer Comments including details of support moving forward/next steps linked to growth and sustainability	<p>Strong Applications and supporting evidence.</p> <p>As part of the Key Account Management function, the centre will continue to receive Officer support in order to better assist strategic growth. The Officer will create a support package and give practical guidance on marketing planning, financial planning and business planning with the aim of achieving economic growth and sustainability.</p>
Recommendation	Award £12,654.00
Subject to:	

Agenda Item 6

By virtue of paragraph(s) 14 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

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