

# Cabinet Member for Regeneration

## Agenda

---

<b>Date:</b>	<b>Monday, 6th February, 2017</b>
<b>Time:</b>	<b>9.00 am</b>
<b>Venue:</b>	<b>Committee Suite 2/3 - Westfields, Middlewich Road, Sandbach, CW11 1HZ</b>

---

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and in the report.

It should be noted that Part 1 items of Cheshire East Council decision making and Overview and Scrutiny meetings are audio recorded and the recordings will be uploaded to the Council's website [e](#).

1. **Apologies for Absence**

2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any disclosable pecuniary and non-pecuniary interests in any item on the agenda.

3. **Public Speaking Time/Open Session**

In accordance with Procedure Rules Nos.11 and 35 a period of 10 minutes is allocated for members of the public to address the meeting on any matter relevant to the work of the body in question. Individual members of the public may speak for up to 5 minutes but the Chairman or person presiding will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers. Members of the public are not required to give notice to use this facility. However, as a matter of courtesy, a period of 24 hours' notice is encouraged.

Members of the public wishing to ask a question at the meeting should provide at least three clear working days' notice in writing and should include the question with that notice. This will enable an informed answer to be given.

---

For requests for further information

Contact: Cherry Foreman

Tel: 01270 686463

E-Mail: [cherry.foreman@cheshireeast.gov.uk](mailto:cherry.foreman@cheshireeast.gov.uk) with any apologies

4. **Dedication of New Public Right of Way in Sandbach** (Pages 3 - 12)

To consider a Creation Order for a public footpath on council owned land in Sandbach.

5. **Macclesfield Town Centre Shop Front Grant Scheme** (Pages 13 - 44)

To consider the launch and delivery of this scheme.

## Cheshire East Council

### Cabinet Member for Regeneration

---

<b>Date of Meeting:</b>	6 <sup>th</sup> February 2017
<b>Report of:</b>	Brendan Flanagan, Head of Rural and Cultural Economy
<b>Subject/Title:</b>	Dedication of new Public Right of Way on Cheshire East Council land in the town of Sandbach
<b>Portfolio Holder:</b>	Councillor Stockton

---

#### 1. Report Summary

- 1.1. This report presents a proposal to create a Public Right of Way on a 22m long stretch of Cheshire East Council owned land in the town of Sandbach.
- 1.2. Cheshire East Council is involved in a project to improve public access on a path between Clifton Road and Station Road in Sandbach, in accordance with the health and wellbeing objectives and priorities of the Council as stated in the Corporate Plan 2016-2020, and the Council's commitment to 'Residents First'.
- 1.3. The path, whilst appearing to be set out for and used by the public, does not have Public Right of Way status along its full length. In order to rectify this anomaly, to provide clarity for the public and to enable investment to improve the path, it is proposed to add the route as a Public Footpath on the Definitive Map, the legal record of Public Rights of Way.

#### 2. Recommendation

- 2.1. That approval be given for the proposal, to make a Creation Order under Section 26 of the Highways Act 1980, to create a Public Right of Way on Cheshire East Council owned land in the Town of Sandbach, as illustrated on Plan No. HA/113, to be put before the Public Rights of Way Committee for decision.

#### 3. Other Options Considered

- 3.1. Other than 'do nothing', no alternatives are available.

#### 4. Reasons for Recommendation

- 4.1 The decision to create a Public Right of Way is taken by the Public Rights of Way Committee under the Council's Constitution.

- 4.2 The proposal is to create a Public Right of Way on Cheshire East Council land and therefore the approval of the Cabinet Member, as Portfolio Holder for the Asset Management Service, is also required.

### **5. Background/Chronology**

- 5.1 Cheshire East Council's Partnerships Team is leading a project to improve public access on a path between Clifton Road and Station Road in Sandbach. The route connects Sandbach Station with residential areas. The residential area is increasing through development, with the need for improvement to this route identified through the planning process. The path, whilst appearing to be set out for and used by the public, does not have Public Right of Way status along its full length. In order to rectify this anomaly, to provide clarity for the public and to enable investment to improve the path, it is proposed to add the route as a Public Footpath on the Definitive Map, the legal record of Public Rights of Way.
- 5.2 In considering this matter, the authority must have regard to the needs of agriculture, forestry, and the desirability of conserving flora, fauna and geological and physiographical features. These matters are not relevant to the proposal as the route is set out as an urban path.
- 5.3 The authority must, before confirming an order, have regard to any material provision of a Rights of Way Improvement Plan prepared by the local highway authority. As stated above, the proposal is supportive of the policies and objectives of the Cheshire East Council Rights of Way Improvement Plan (ROWIP) 2011-2026. Consultation undertaken for the ROWIP identified the need for safe off-road pedestrian routes. This need is met by the path as it offers a direct link between expanding residential areas of the town, the railway station and town centre.
- 5.4 The legislation requires the authority to consult with Sandbach Town Council with regards to the proposal. The legislation does not require any wider consultation. However, Network Rail as part landowner, the local Ward Member and adjacent residents are also being consulted on the proposal in order to inform the Public Rights of Way Committee ahead of its decision on the matter.
- 5.5 Network Rail own part of the land and the footbridge over which the route runs. Network Rail has confirmed its agreement to the Creation Order process and is working in partnership with the Council to improve the aesthetic environment of the path and adjoining land.

### **6. Wards Affected and Local Ward Members**

- 6.1 Sandbach Elworth Ward, Cllr Merry.

### **7. Implications of Recommendation**

## **7.1. Policy Implications**

- 7.1.1 The proposal supports the following policies and initiatives of the Cheshire East Rights of Way Improvement Plan 2011-2026:  
Policy H3: Public rights of way and green infrastructure: Protect and enhance our public rights of way and green infrastructure and endeavour to create new links where beneficial for health, safety or access to green spaces. Initiative: 'Leisure routes for cyclists, horse riders and walkers'.  
Policy H2: Promotion of active travel and healthy activities: Work in partnership to promote walking, cycling and horse riding as active travel options and healthy activities. Initiative 'Public information on the public rights of way network'.  
Policy S7: Work with stakeholders to improve facilities for walking so that it is attractive for shorter journeys.
- 7.1.2 The development of new walking routes for local residents and visitors alike is aligned with the health and wellbeing objectives and priorities of the Council as stated in the Corporate Plan 2016-2020, in particular Outcome 4 'Cheshire East is a green and sustainable place'.

## **7.2. Legal Implications**

- 7.2.1 Under Section 26 of the Highways Act 1980, where it appears to a local authority that there is a need for a footpath, bridleway or restricted byway over land in their area and they are satisfied that having regard to:
- a) the extent to which the path or way would add to the convenience or enjoyment of a substantial section of the public or to the convenience of persons resident in the area; and
  - b) the effect which the creation of the path or way would have on the rights of persons interested in the land, account being taken of the provision as to compensation contained in section 28 of the Act,
- it is expedient that the path or way should be created, the authority may by order made by them and submitted to and confirmed by the Secretary of State, or confirmed by them as an unopposed order, create a footpath, bridleway or restricted byway over the land.

## **7.3. Financial Implications**

- 7.3.1 The proposal, if approved by the Public Rights of Way Committee, would incur minimal immediate financial implications in the advertising costs for a Creation Order.
- 7.3.2 The proposal, if approved by the Public Rights of Way Committee, would enable investment in the route to improve the accessibility, safety and attractiveness of the route. This works would be funded by s106 developer contributions and/or the Local Transport Plan Active Travel budget. Estimates are currently being sourced for the required works.

- 7.3.3 The path would become maintainable at the public expense on the date that the Creation Order becomes operative. The proposal will involve a greater maintenance liability than at present due to the increased length of the public highway.
- 7.3.4 The Asset Management Service has assessed the proposal with respect to the Council's landholding (title No. CH488931 as shown in the attached plan HA/113a). The response confirmed that "*the Asset Management Service has no objection to your proposed use for the land highlighted on the attached plan as being in Council ownership*".
- 7.3.5 Network Rail, which owns part of the land over which the route runs, has confirmed its agreement to the Creation Order process and confirmed that it would not seek compensation under that process.

### **7.4. Equality Implications**

- 7.4.1. The proposal would enable investment in the footpath to increase the accessibility of the route.

### **7.5. Rural Community Implications**

- 7.5.1. No matters arising.

### **7.6. Human Resources Implications**

- 7.6.1. No matters arising.

### **7.7. Public Health Implications**

- 7.7.1. Encouraging walking will assist in contributing to health benefits derived from physical activity. Encouraging walking and the use of public transport will result in an improvement in air quality and congestion alleviation.

### **7.8. Implications for Children and Young People**

- 7.8.1. No matters arising.

### **7.9. Other Implications (Please Specify)**

- 7.9.1. No matters arising.

## **8. Risk Management**

- 8.1. A further part of the land over which the path runs is unregistered. There is a risk that a representation may be made by a person claiming an interest in the land. Under section 28 of the Highways Act 1980, if it is shown that

the value of an interest in the land is depreciated, or that a person has suffered damage by being disturbed in his enjoyment of land, as a consequence of the coming into operation of a public path creation order, the authority shall pay to that person compensation equal to the amount to the depreciation or damage.

### **9. Access to Information/Bibliography**

9.1. N/a

### **10. Contact Information**

Contact details for this report are as follows:

Name:	Genni Butler
Designation:	Countryside Access Development Officer
Tel No:	01270 686059
Email:	<a href="mailto:genni.butler@cheshireeast.gov.uk">genni.butler@cheshireeast.gov.uk</a>

**This page is intentionally left blank**





Extract of the Definitive Map,  
Sandbach and CEC landownership

Plan No.  
HA/113a

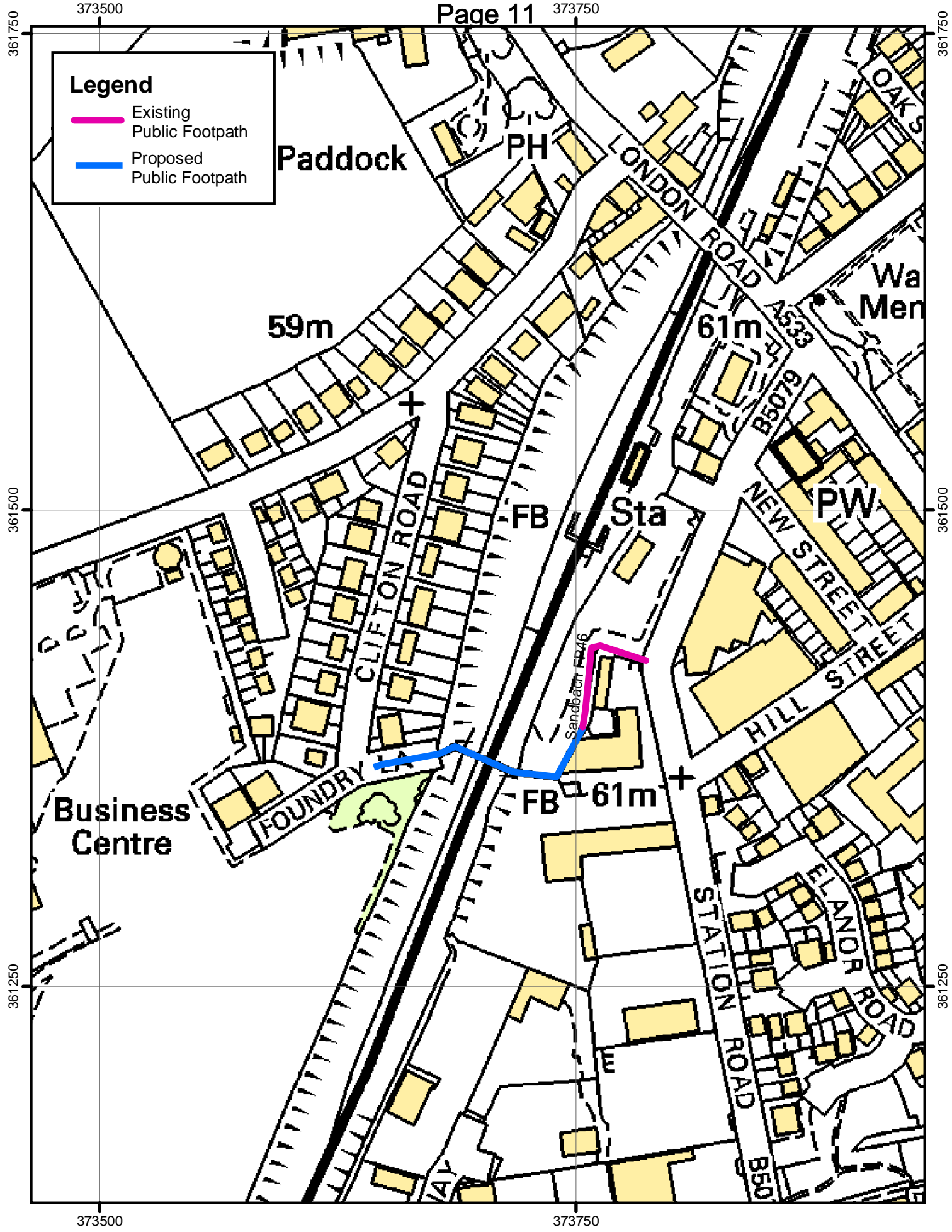
This is a working copy of the definitive map  
and should not be used for legal purposes

1:1,250

© Crown copyright and database rights 2016. Ordnance Survey 100049045.



**This page is intentionally left blank**



s26 Highways Act 1980  
Creation Order Proposal, Sandbach

Plan No.  
HA/113

This is a working copy of the definitive map  
and should not be used for legal purposes



1:2,500

© Crown copyright and database rights 2016. Ordnance Survey 100049045.

**This page is intentionally left blank**

## Cheshire East Council

### Cabinet Member for Regeneration

---

**Date of Meeting:** 06<sup>th</sup> February 2017

**Report of:** Executive Director of Place

**Subject/Title:** Macclesfield Town Centre Shop Front Grant Scheme

**Portfolio Holder:** Cllr Don Stockton

---

#### 1. Report Summary

- 1.1. The purpose of this report is to seek approval to launch and deliver the Macclesfield Town Centre Shop Front Grants Scheme up to a total cost of £50,000 utilising funding from the existing Regeneration and Development Programme budget. It seeks delegated authority to the Project Director Macclesfield Regeneration for the approval of individual grants as part of that scheme up to a maximum of £2,000 per individual grant.
- 1.2. The Shop Front Grant Scheme will lead to enhancements in the town centre environment supporting a number of Residents First Outcomes, in particular supporting the resilience of the economy (Outcome 2) and the sustainability of place (Outcome 4). The scheme will also significantly contribute to the Council's Quality of Place Agenda.

#### 2. Recommendation

- 2.1. It is recommended that the Portfolio Holder for Regeneration:
  - i) Approve the documented grant scheme (attached);
  - ii) Agree to the implementation of the Macclesfield Town Centre Shop Front Grant to a total cost of up to £50,000 of the Regeneration and Development Programme Budget;
  - iii) Delegate authority to the Project Director Macclesfield Regeneration for the approval of individual grants in a manner and in accordance with the process set out in the documented grant scheme procedure up to a maximum of £2,000 per individual grant.

### **3. Other Options Considered**

- 3.1 The option of not proceeding with the grant scheme now devised has been considered, however, given that the Council's intention to devise a grant scheme has been made public this would be likely to lead to considerable criticism from various local stakeholders.
- 3.2 Options for different upper thresholds for grants as well as different levels of match funding have been considered. The £2,000 limit with a requirement of 25% match funding is suggested having regard to experience of take up of different grant schemes. The intention is to allow for grants sufficient in size and match funding requirements sufficiently low to be attractive to shop owners and occupiers, whilst not so large as to unnecessarily limit the number of potential properties which could be improved, with a view to maximising benefits for the town centre environment.

### **4. Reasons for Recommendation**

- 4.1. The Council is committed to the revitalisation of Macclesfield Town Centre and the Macclesfield Regeneration Team has delivered a number of regeneration projects aimed at improving the town centre environment and facilitating investment.
- 4.2. In 2015 a series of shop front improvements were funded by the Council in the vicinity of Market Place and Chestergate in Macclesfield Town Centre. Not only did that investment enhance the appearance of that area of the town, following that investment a number of formerly vacant properties in that area have been reoccupied and there has been a noticeable degree of private sector investment in shop units in that area.
- 4.3. Given the success of this previous shop enhancement scheme, in October 2015 the Executive Director of Growth and Prosperity in consultation with the Portfolio Holder for Regeneration and Assets and the Portfolio Holder for Finance and Assets agreed to the mobilisation of resources to allow the development of a number of projects focused on the regeneration of the town centre including a Shop Front Grant Scheme for the southern part of the town centre around the lower Mill Street area, for which £50,000 was set aside within the Regeneration Capital Budget.
- 4.4. Officers have now developed a Grant Scheme ready to be launched. After consideration of the size of the target area, and having regard to the take up levels and thresholds of former grant schemes it is proposed that the Grant Scheme would allow payments of up to £2,000 to be made to individual shop owners/occupiers for upgrading the exteriors of their premises subject to a 25% match funding requirement.
- 4.5. Under the terms of the current version of the Constitution (25<sup>th</sup> August 2016), grants of up to £50,000 shall be for the decision of the relevant Portfolio Holder and grants over £50,000 shall be approved by Cabinet. It

is therefore necessary to seek formal Portfolio Holder approval for the proposed Shop Front Grant Scheme. In order to allow officers to implement the scheme without further reference to the Portfolio Holder for individual grant applications, it is also necessary to gain delegated authority to named officer(s) to sign off grant applications to the maximum amount of £2,000 per grant in accordance with the procedure set out in the scheme.

### **5. Background/Chronology**

- 5.1. The importance of protecting the vitality and viability of town centres is well recognised and the need to revitalise Macclesfield town centre; which has seen an increasing number of vacant properties, decreased footfall and a reducing retail market share, is set out in many Council documents. Indeed, Macclesfield has been specifically identified in recent national research as a town where the town centre offer is lagging behind the aspirations of the population living nearby, with potential for a far more aspirational retail offer if perceptions of the centre can be changed.
- 5.2. A number of projects are being pursued with the aim of regenerating Macclesfield Town Centre. Public Realm enhancement projects at Sparrow Park, the Middlewood Way and the Silk Road underpass have now been delivered. The sale of Churchill way Car Park is proceeding to enable the development of a leisure led scheme. Concept designs are being procured for the enhancement of the public realm on Exchange Street, Castle Street and the pedestrianised upper section of Mill Street.
- 5.3. Following the successful of enhancement of a number of shop fronts in the Chestergate/Market Place area at the northern end of the town centre core, to complement the aforementioned projects it is proposed to introduce a Shop Front Grant Scheme for the lower Mill Street area. This part of the town centre is characterised by independent smaller shop units. £50,000 funding has been set aside for this purpose within the has been identified within the Regeneration capital budget.
- 5.4. Officers have spent some time developing a documented grant scheme procedure with associated guidance, application forms and governance. That scheme is now ready to be introduced.

### **6. Wards Affected and Local Ward Members**

- 6.1. The area of the proposed scheme falls within Macclesfield Central ward, represented by Cllrs Dooley and Jackson. Both are aware of the proposed scheme and are supportive.

### **7. Implications of Recommendation**

#### **7.1. Policy Implications**

- 7.1.1. The Shop Front Grant Scheme will lead to enhancements in the town centre environment supporting a number of the Council's policy ambitions

and the Council's Quality of Place Agenda. Strategic Priority 1 of the Cheshire East Local Plan Strategy for example states that the Council will promote economic prosperity by creating conditions for business growth including by supporting regeneration schemes which improve environmental quality in Macclesfield Town Centre.

### **7.2. Legal Implications**

7.2.1. The Council has the power to award grants using its general power of competence in section 1 of the Localism Act 2011. In exercising the power the Council must satisfy its public law duties. In essence this means that in making the decision the Council must have taken into account only relevant considerations, followed procedural requirements, acted for proper motives and not acted unreasonably. A grant scheme is a clear statement of the criteria that the Council is applying and is essential if the Council is to defend any challenge to its decision making process.

7.2.2. The Constitution (Part 4 Finance Procedure Rules Section E – External Organisations) states that the Cabinet Member agrees policies setting down the approach for allocating grant funding and approves payment of grants by the Authority in accordance with those policies and which are up to and including £50,000 (E.24 and E.25).

7.2.3. The Macclesfield Shop Front Improvement Grant Scheme deals with the allocation of grants which are awarded to eligible applicants following an application process, and against a set criteria. There are conditions requiring recipients to report back to the Council upon expenditure of the grant and to enable further appropriate conditions to be imposed. The decision to approve the overall operation of the scheme is made the Portfolio Holder and all individual grants will be limited to £2,000 and awarded pursuant to that approved procedure to ensure that decisions can be made expeditiously and at the appropriate level.

7.2.4. The award of grant funding based on the application of the Council's grant policy satisfies the Council's public law duties. A competitive grants process is an open, transparent and fair means to afford all eligible organisations the opportunity to compete for and obtain grant funding from the Council.

### **7.3. Financial Implications**

7.3.1. Section E of Part 4 - Procedure Rules, as set out on Page 324 of the current version of the Constitution (25 August 2016), states that grants up to £50,000 shall be for the decision of the relevant Portfolio Holder subject to there being adequate provision in service budgets and the appropriate approvals being sought.

7.3.2. Capital Funding has already been approved and allocated for public realm enhancement projects within the Regeneration and Development



Programme budget. The £50,000 for this grant scheme would be taken from this available budget.

**7.4. Equality Implications**

7.4.1. The documented Shop Front Grant Operating Procedure has been designed to ensure fairness and transparency to the awarding of the Shop Front Grants with no identified equality implications.

**7.5. Rural Community Implications**

7.5.1. None

**7.6. Human Resources Implications**

7.6.1. None

**7.7. Public Health Implications**

7.7.1. None

**7.8. Implications for Children and Young People**

7.8.1. None

**8. Risk Management**

8.1 There is a risk that the Shop Front Grants scheme may not be taken up by shop owners but this can be mitigated by working collaboratively with local businesses and key local landlords to ensure the grant scheme is well publicised and take up encouraged.

8.2 There may also be a risk that the Shop Front Grants scheme is too successful and that the demand outweighs the budget. In order to minimise disappointment and criticism, an operating procedure including clear publicity of the assessment process has been devised.

8.3 Determining not to proceed with the grants scheme would pose its own risk to the the Council's reputation locally given that there is an expectation that this scheme will be delivered.


**9. Access to Information/Bibliography**

9.1. None

## **10. Contact Information**

10.1 Contact details for this report are as follows:

<b>Name:</b>	<b>Jo Wise</b>
<b>Designation:</b>	<b>Project Director Macclesfield Regeneration</b>
<b>Tel. No:</b>	<b>07939508547</b>
<b>Email:</b>	<b><a href="mailto:jo.wise@cheshireeast.gov.uk">jo.wise@cheshireeast.gov.uk</a></b>

<b>Regeneration Team</b> <b>Standard Operating Procedure</b> <b>OP1</b> <b>Macclesfield Shop Front Grant Applications</b>			
<b>Version</b> V1	<b>Approval Date</b> 06.02..2017	<b>Approved By</b> Cabinet Member for Regeneration	

## Purpose


To ensure consistent and transparent assessment of Macclesfield Shop Front Grant applications.

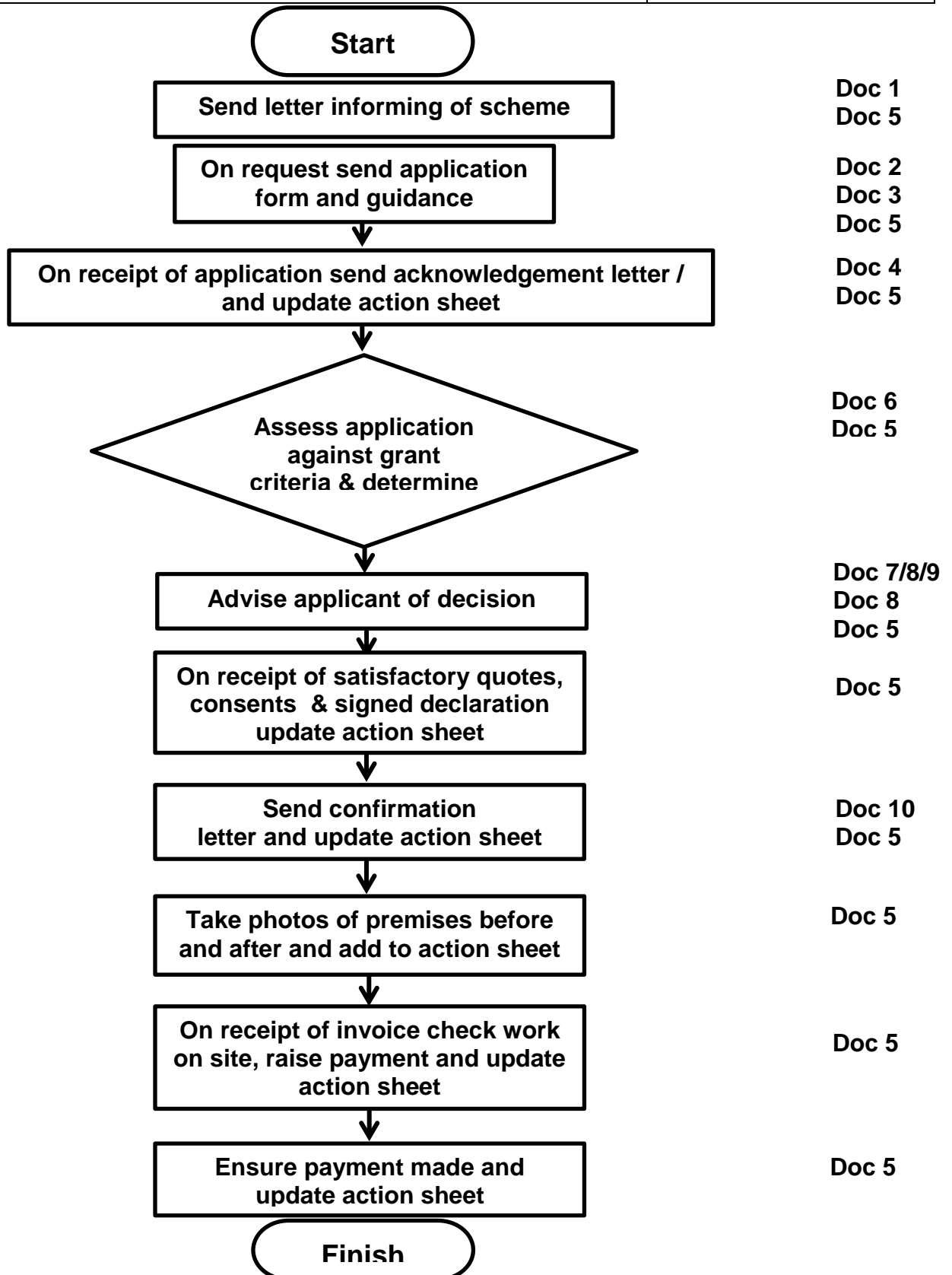
## Scope

All applications for Macclesfield Town Centre Shop Front Grants.

## Procedure

		<b>Responsibility</b>	<b>Doc</b>
1	Send letter informing owners/occupiers of grant scheme opportunity and update Action Sheet.	Project Officer	Doc 1 Doc 5
2	On request send out shop front grant application form and guidance and update Action Sheet.	Project Officer	Doc 2 Doc 3 Doc 5
3	On receipt of application, send acknowledgement letter and update Action Sheet.	Project Officer	Doc 4 Doc 5
4	Consider application and make recommendation, updating Action Sheet.	Project Officer	Doc 6 Doc 5
5	Determine grant application and record decision on Assessment Record Sheet	Project Director	Doc 6
6	Advise applicant of decision using standard letter/declaration form and update Action Sheet.	Project Officer	Doc 7/8/9 Doc 5
7	On receipt of 2 quotes, relevant consents and signed declaration, review documentation submitted to ensure matches application and update Action Sheet	Project Officer	Doc 5
8	Send out Confirmation letter and update Action Sheet	Project Officer	Doc 5
9	On receipt of confirmation of start date take photo of premises 'before' and update Action Sheet	Project Officer	Doc 5
10	On completion of works carry out property inspection and take 'after' photo and update Action Sheet	Project Officer	Doc 5
11	On receipt of invoice/s from applicant check against application and raise payment, check. Update Action Sheet	Project Officer	Doc 5
12	Ensure payment successful and update Action Sheet	Project Officer	Doc 5

<b>Regeneration Team</b> <b>Standard Operating Procedure</b> <b>OP1</b> <b>Macclesfield Shop Front Grant Applications</b>			
Version V1	Approval Date 06.02.2017	Approved By Cabinet Member for Regeneration	





**Macclesfield Regeneration Service**  
Cheshire East Council  
2<sup>nd</sup> Floor, Macclesfield Town Hall, Macclesfield  
SK10 1EA

Telephone: 01270 685907 / 07976 263160  
[MacclesfieldRegenerationTeam@cheshireeast.gov.uk](mailto:MacclesfieldRegenerationTeam@cheshireeast.gov.uk)

Date:

Dear Sir / Madam

**Macclesfield Shop Front Grant Scheme**  
**Property:**

Cheshire East Council has been working for a number of years on initiatives to improve Macclesfield town centre. Macclesfield has a strong independent retail sector with a growing café culture and the Council wishes to support this.

Following the successful Shop Front Grant scheme in the Historic Market Quarter, the Council has now allocated £50,000 towards shop front improvements for shops on Queen Victoria St, lower Mill St, Park Green, Park Lane, Duke St, Roe St, and Samuel St as shown on the map overleaf.

The Shop Front Improvement Scheme aims to improve the visual impact of this part of the town, a small part of which lies within a designated conservation area. Higher quality shop frontages will make the area feel more welcoming to local residents and visitors, perceptions of Macclesfield and contribute towards a stronger sense of identity.

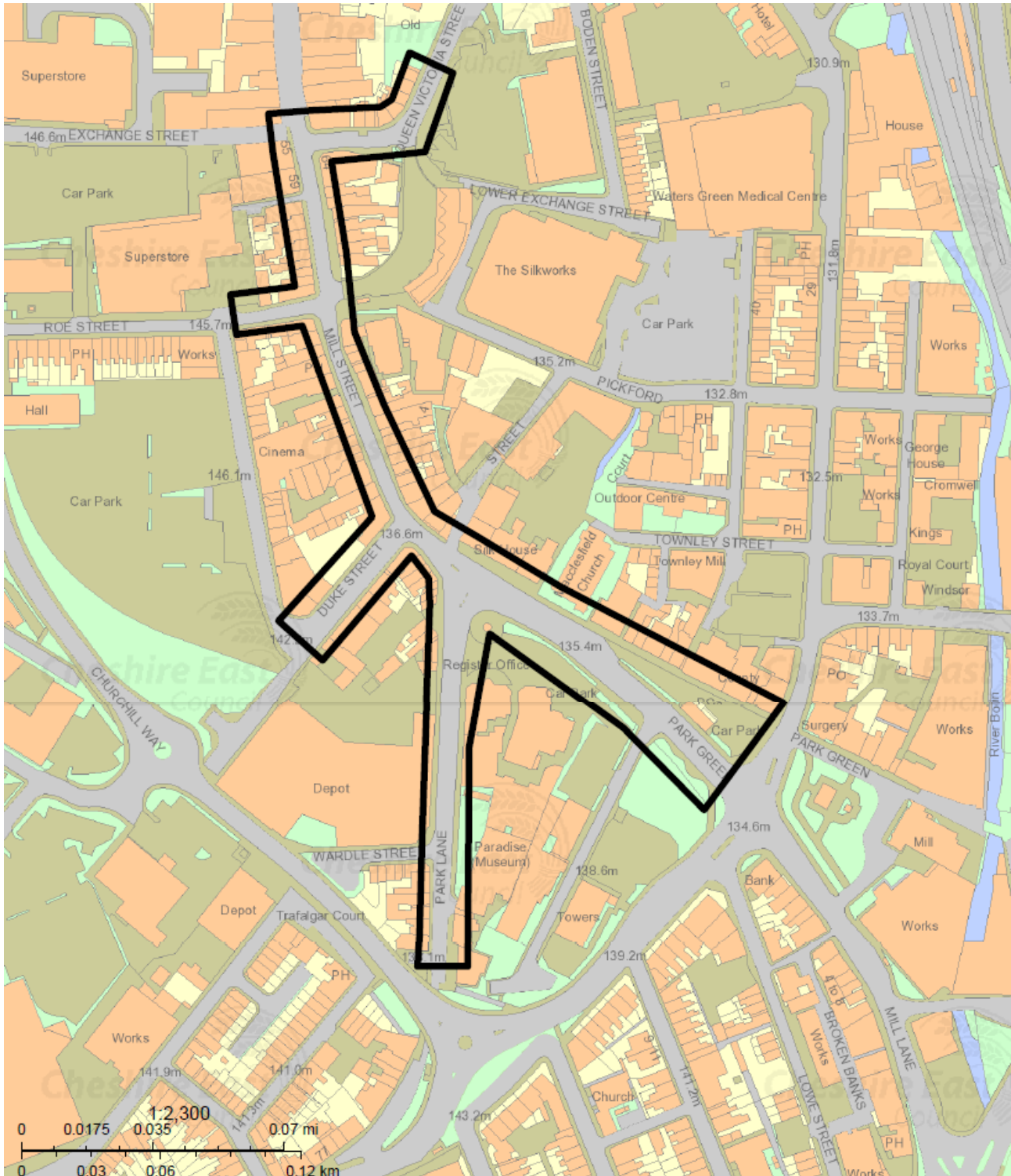
The grant will cover up to 75% of the cost of the proposed works up to a maximum grant award of £2000. All applications are considered on their own merits and grants will be awarded to applications meeting the criteria on a first come first served basis.

If you are interested in taking advantage of this grant scheme, please contact us as set out below and we will arrange for an application form and guidance to be sent to you.

Yours faithfully

**Macclesfield Regeneration**

## Shop Front Grant Scheme Boundary



## Macclesfield Shop Frontage Improvement Scheme

### Application for Funding

#### Part 1: Property Details

<b>Shop Address:</b>	
<b>Is the property vacant?</b>	
<b>If yes, length of time the property has been vacant:</b>	

#### Part 2: Applicant(s) and Business Details

1.1	<b>Applicants Name(s):</b>	
1.2	<b>Applicants Address:</b>	
1.3	<b>Email Address:</b>	
1.4	<b>Tel No.</b>	
1.5	<b>Business Name:</b>	
1.6	<b>Business Address:</b>	
1.7	<b>Business Tel No.</b>	
1.8	<b>Business Email Address:</b>	
1.9	<b>Are you VAT Registered?</b>  <b>If yes please provide VAT Registration No.</b>	
1.10	<b>Are you the owner or Lessee of the Property?</b>  <b>If no, please confirm that the property owner or lessee has been informed of the intended works</b>	

**Part 3: Project Details / Cost / Resources / Timescale**

2.1	<b>Details of proposed works:</b> <b>(Continue on separate sheet if necessary)</b> <i>NB. This grant is only available for schemes considered by CEC to comply with the spirit of the Shop Front Guide for Macclesfield please ensure you have properly read and understood this guide before making an application to avoid disappointment.</i>		
2.2	<b>What will the money be spent on i.e. which elements of the project would not occur without the grant funding?</b>		
2.3	<b>Estimated total cost of project:</b>		
2.4	<b>Can you confirm you can cover this cost, as any grants awarded will not be paid unless evidence of payment is provided?</b>	Yes	No
2.5	<b>Amount of Grant Funding applied for (maximum £2000):</b> <i>NB. Minimum match fund from applicant required is 25% of total project cost ie- £1000 grant requires minimum total project cost of £1333.33</i>		
2.6	<b>Have you obtained advice concerning</b>	Permission	Yes/No/Comments



	<b>relevant consents?</b> <i>N.B. The onus is on the applicant to make those enquiries and it is the responsibility of the applicant to ensure any necessary consents are obtained.</i>	<b>Planning Permission</b>	
		<b>Listed Building Consent</b>	
		<b>Advertising Regulations Consent</b>	
		<b>Building Control</b>	
		<b>Other</b>	
2.7	<b>If permissions are needed and have already been obtained, please attach copies.</b>	<b>Copies attached?</b>	
		<b>Yes</b>	<b>No</b>
2.8	<b>Can the enhancement works be delivered within 12 months?</b>	<b>Yes</b>	<b>No</b>
2.9	<b>Please add any other information that you feel may be relevant</b>		

Signature: .....

Date:.....

## Macclesfield Shop Front Improvement Grant Guidance Notes

### 1. What is the Scheme?

Macclesfield town centre has a strong independent retail sector, and a growing café culture. As part of its further commitment to the community, Cheshire East Council has allocated total funding of £50,000 to enhance shop fronts focused in the area shown below.

The funding will provide a grant support scheme for minor repairs and enhancement to the frontages of shop premises in this area. The Shop Front Improvement Scheme aims to improve the visual impact of this part of the town, a small part of which lies within a designated conservation area. Your property has been identified as being situated within this area.

Higher quality shop frontages will make the area feel more welcoming to local residents and visitors, improve the image and contribute towards a stronger sense of identity.

**A Grant of up to 75% of eligible costs with a maximum of £2,000 grant per property is available.**

### 2. Eligibility

**Please note that grant availability is subject to limited resources, and grants will be reviewed on an individual basis subject to all grant conditions being fulfilled. Grants will be awarded on a first come first served basis whilst funding is available.**

#### ➤ Applicants

- The scheme is open to owners of both occupied and vacant premises in the area

#### ➤ Properties

- Applications may be made for vacant or occupied premises

#### ➤ Finance

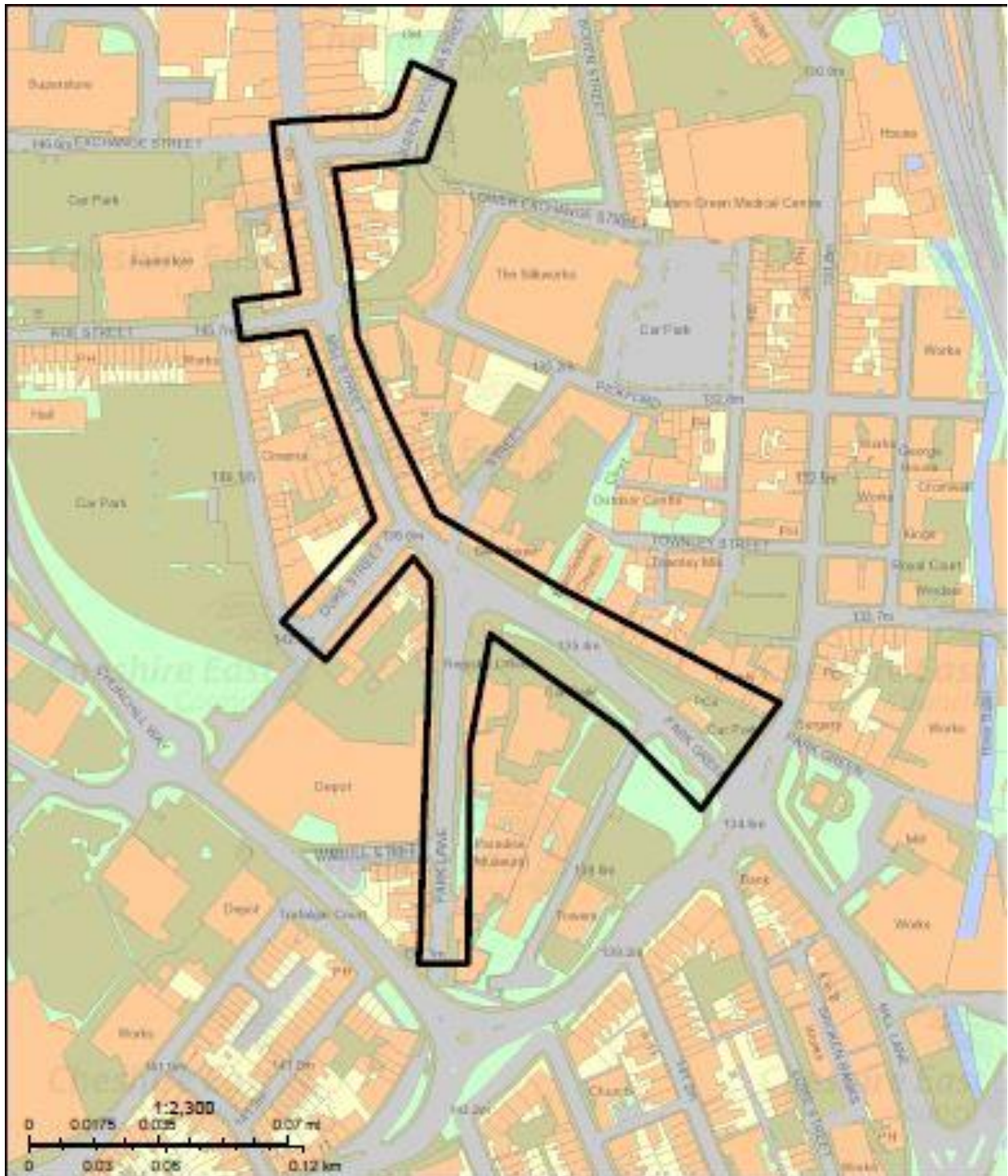
- The applicant must be able to fund the works in the first instance as the grant will be paid upon receipt of proof of payment.

#### ➤ Time

- Works must be implemented within a 12 month period of the grant being awarded in principle

➤ **Location**

- The retail premises should be located within the area shown on the map. Premises on the boundary of this area MAY be eligible at the discretion of Cheshire East Council.



### ➤ **Works**

- Grant funding will only be awarded to schemes that will significantly enhance the character of Macclesfield Town Centre.
- All works should enhance the appearance of a property frontage as viewed from a public vantage point
- Only works which are considered by the Council to accord with the spirit of the 'Shop Front Guide' will be grant funded.

**The “Shop Front Guide” which can be found on the Cheshire East Council website. Simply search on the website for ‘Supplementary Planning Guidance Notes’ and scan down the Macclesfield list for “Shop Fronts and Security Shutter Guide”. Also available on request.**

- Works that will be funded include :
  - Minor repairs e.g. joinery repairs
  - Exterior cleaning
  - Exterior repainting of timber or render
  - Minor alterations e.g. replacement of doors, windows, fascia, masonry, rainwater goods
  - New/replacement high quality signage including illuminated signage
  - New/replacement high quality awnings
  - Security improvements e.g. security gates/ shutters
  - Other physical works which improve the visual aspect of the property frontage, can be considered.
  - Related costs such as scaffolding, planning application fees, professional fees etc.
- All works should be undertaken post approval of a grant in principle
- Fees incurred in exploring the feasibility of proposals prior to submission of a grant application may be eligible. However, if an application is not successful, Cheshire East Council will not be liable for the reimbursement of any fees or related expenditure incurred.

### ➤ **Quality**

- All works to be carried out to a high standard. Checks will be made by CEC to ensure works have been carried out in accordance with the details in the application documentation and to a high standard as a condition of grant funds being paid.
- Examples of grant fundable works are shown here:



Traditional wooden windows and doors painted in muted colours

Traditional hand painted signage on wooden fascia

Architectural detail repaired and painted

Open link lattice grille security shutters



Fabric canopy in traditional design

### 3. How much is the grant worth?

The grant will cover up to 75% of the cost of the proposed works up to a maximum amount of £2,000 grant funding. Applicants must demonstrate payment of minimum 25% match funding.

### 4. What can I NOT use it for?

The Scheme will **not** fund the following:

- Routine maintenance
- Internal works
- Any works considered NOT to comply with the spirit of the Shop Front Guide and NOT to enhance the character of the town centre.



- Any work which is required as a condition of an Enforcement Action
- Any on-site work which has commenced prior to receiving notification that your grant application has been awarded

## 5. How do I apply?

In the first instance, to receive an in principle decision, you will need to complete an application form and include details of the proposed work.

## 6. How will my application be assessed?

Cheshire East Council will be responsible for considering each application and making the grant offer in accordance with the eligibility criteria.

If your application meets the assessment criteria grant funding you will be awarded a grant in principle initially. At this stage the grant will be set aside for your project for a period of 12 months.

Any money set aside will only be paid to you subject to you meeting the grant criteria which will be set out in your offer letter.

On receipt of notification that your project is eligible and grant funding has been set aside for your project, your offer letter will normally require you to do the following before any grant money can be claimed:

- a. Provide written confirmation that you wish to take up the offer of a grant with 28 days of the date of the offer letter.
- b. Obtain all necessary consents such as planning permission, listed building consent, advertisement regulations consent, landlords consent, highway authority consent etc. as applicable to your proposal. **The onus will be on you to ensure all necessary consents have been obtained.** You will be asked to complete a declaration form to confirm your understanding of the application and to confirm you have obtained all necessary consents.
- c. Send in copies of written quotations for the proposed work prior to commencement on site detailing:
  - a. A breakdown of the individual cost of each element of the works
  - b. The full cost of works ie if £1000 is claimed you must be able to provide invoices totalling at least £1333.
  - c. Relevant plans, designs and specification
  - d. Details of any necessary Planning, Listed Building, Conservation Area and Building Regulation approvals obtained as required

## 7. How long will it take for Cheshire East Council to make a decision?

We will try to make an initial decision on your application within 28 days of receiving a fully completed application form. This is to determine whether your proposal meets the eligibility criteria in principle.

If it does, the grant funding requested will be set aside for 12 months subject to your written confirmation that you will take up the grant offer within 28 days of the offer being made. If no such

written confirmation is received, the money set aside for your project will be considered not committed and made available to other interested parties to apply for.

You will only be able to claim the grant funding set aside for your project subject to meeting necessary criteria which will be set out with your grant offer.

Cheshire East Council will not enter into a commitment until all the above criteria set aside in your grant offer letter are satisfied.

“Where you ***are unhappy with the decision and/or*** believe the Council has failed to provide the level of service expected, please let a member of the Regeneration Team know that you are dissatisfied. If you are still not satisfied after we have taken action, you can use the Council’s corporate complaints procedure. A guide to the complaints procedure is available to the public at all Council offices or on the Council’s website [www.cheshireeast.gov.uk](http://www.cheshireeast.gov.uk) .”

## 8. Help and Advice

If you need any help or want to discuss any issues concerning a Grant Application please contact Macclesfield Regeneration on [MacclesfieldRegenerationTeam@cheshireeast.gov.uk](mailto:MacclesfieldRegenerationTeam@cheshireeast.gov.uk)  
Tel: 01270 685907 or 07976 263160



**Macclesfield Regeneration Service**  
Cheshire East Council  
2<sup>nd</sup> Floor, Macclesfield Town Hall, Macclesfield  
SK10 1EA

Telephone: 01270 685907 / 07976 263160  
[MacclesfieldRegenerationTeam@cheshireeast.gov.uk](mailto:MacclesfieldRegenerationTeam@cheshireeast.gov.uk)

DATE: \*INSERT\*

OUR REF: \*INSERT\*

Dear \*INSERT\*

**SHOP FRONT GRANT SCHEME – acknowledgement of application**

Thank you for your application for the Macclesfield Town Centre Shop Front Grant Scheme.

This application will now be considered as soon as possible against the criteria that you would have received in the application pack.

We will contact you again in due course.

Yours sincerely

**Macclesfield Regeneration**



# Macclesfield Shop Front Grant Scheme



Action Sheet

## Shop Front Grant Scheme Take Up





## Shop Front Grant Scheme list of eligible properties

### Section 1

No	Address	Name	Marked on map	OP1 Doc 1 Letter	Response Received/App pack and guidance sent out	Application received on OP 1 Doc 2	Op1 Doc7/8 letter sent Approved?	Work due date	Completed	Grant Paid
1	55 Mill Street	YMCA								
2	56-58 Mill Street	A Plan Insurance								
3	59 Mill Street	Bon Marche								
4	61 Mill Street	Tailor Mayde for You								
5	63 Mill Street	Vacant								
6	64-66 Mill Street	Lloyds								
7	65 Mill Street	Café de France								
8	67 Mill Street	No Place Like Home								
9	68 Mill Street	Vacant								
10	69 Mill Street	Cheshire Diamond Ltd								
11	70 Mill Street	Cancer Research UK								
12	71-73 Mill Street	British Heart Foundation								
13	72 Mill Street	Vacant								
14	74 Mill Street	Oxfam								
15	75 Mill Street	Star Off Licence								
16	76 Mill Street	The Alternative Tanning Shop								
17	77 Mill Street	Subway								
18	78 Mill Street	Vacant								
19	79 Mill Street	Shelter Charity Shop								
20	80 Mill Street	Barnardo's								
21	81 Mill Street	Vacant								
22	83 Mill Street	Rosanero								
23	85 Mill Street	Capri Di Lounge								

24	86 Mill Street	Scope								
25	87 Mill Street	Cheshire Gap								
26	89 Mill Street	TPJ								
27	90 Mill Street	Quirkydo 2								
28	91-95 Mill Street	Revolution								
29	92 Mill Street	The Wild Bunch								
30	94 Mill Street	Graffiti Barbers								
31	96 Mill Street	Papadam								
32	98-100 Mill Street	Finesse Schoolwear								
33	102 Mill Street	Vacant								
34	Dukes Court / Mill Street	Vacant								
35	Dukes Court / Mill Street	Vacant								
36	Dukes Court / Mill Street	Ron Tiki Bar								
37	103 Mill Street	Raj's Food to go								
38	104 Mill Street	Lotus Chinese Takeaway								
39	105 Mill Street	White Lion								
40	106 Mill Street	Dooleys AV								
41	107 Mill Street	Rooftops Lettings & Management Ltd								
42	108 Mill Street	Macc Gents Gentlemen's Grooming								
43	109-113 Mill Street	Birchwood Interiors								
44	110 Mill Street	J Jackson & Sons								
45	112 Mill Street	Cheshire Fast Food								
46	114 Mill Street	Maxeez Peri Peri								
47	115 Mill Street	Butterfly								
48	116 Mill Street	Abruzzo								
49	117 Mill Street	Express Valeting Service								
50	118 Mill Street	Vacant								
51	120-122 Mill Street	Belvoir								
52	124 Mill Street	Vacant								
53	1 Park Green	Mail Boxes Etc								
54	4 Park Green	No.4 Park Green								

55	12 Park Green	Spearings (Butchers)								
56	14 Park Green	Capitol Carpet Company								
57	Park Green	The Society Rooms - Wetherspoons								
58	16-18 Park Green	The Hope Centre Macclesfield								
59	20 Park Green	Macclesfield Ink & Toners								
60	22 Park Green	Balti Kitchen								
61	24-30 Park Green	Mother Gosse Café Bar								
62	32 Park Green	Bathstore Macclesfield								
63	32a Park Green	Red Willow								
64	1 Park Lane	Wings Kitchen								
65	3 Park Lane	Curry Leaf								
66	7-9 Park Lane	The Traditional Barbers								
67	11 Park Lane	Vogue Eleven								
68	23 Park Lane	Macclesfield Bearings								
69	25-27 Park Lane	Parachute								
70	29 Park Lane	Dales Photography								
71	31-35 Park Lane	Art Store Picture Framing								
72	3-5 Duke Street	Mind								
73	14 Duke Street	Just Drop in Youth and Information Centre								
74	Duke Street	Vacant Unit next to Just Drop in								
75	1 Samuel Street	Scissors								
76	3 Samuel Street	Gurkha Dining								
77	7-9 Samuel Street	Capitol Carpet Company								
78	11 Samuel Street	GH Scaffolding Ltd								

[illegible]

**1. 55 Mill Street. YMCA**



Before image

After image

Contact	Phone Numbers	Email	Landlord Address/details
Letter delivered	Response	Application received	Approved/Rejected
Cost of work	Approval/rejection letter delivered	CE Grant contribution	Word due date
Work Completed	Work inspection	Verification of invoices	Grant paid
Detail of work to be carried out:			
Comments:			

## MACCLESFIELD REGENERATION - SHOP FRONT GRANTS - **ASSESSMENT RECORD**

<i>Grant No.</i>		<i>Applicant Name</i>		<i>Address of Shop</i>	
<b>Criteria</b>	<b>Description</b>		<b>Marking Selection</b>		
All necessary documents completed			No : Reject application Yes : Proceed to Location Criteria		
Location	Does the application relate to the correct area?		No : Reject application Yes : Proceed to Finance Criteria		
Finance	Is there sufficient grant funding remaining? Y/N		No : Reject application Yes : Proceed to Time Criteria		
Time	Will the shop front enhancement be delivered within 12 months?		No : Reject application Yes : Proceed to Quality Criteria		
Quality	Does the proposal accord with Shop Front Design Guide?		No: Reject application Yes: Approve application <u>in principle</u> subject to submission of appropriate quotes, declaration, consents etc.		

Recommendation of Project Officer:

Reason:

Project Officer:

Decision of Project Director:





**Macclesfield Regeneration Service**  
Cheshire East Council  
2<sup>nd</sup> Floor, Macclesfield Town Hall, Macclesfield  
SK10 1EA

Telephone: 01270 685907 / 07976 263160  
[MacclesfieldRegenerationTeam@cheshireeast.gov.uk](mailto:MacclesfieldRegenerationTeam@cheshireeast.gov.uk)

DATE: \*INSERT\*

OUR REF: \*INSERT\*

Dear \*INSERT\*

**SHOP FRONT GRANT SCHEME AWARD**  
**ADDRESS** \*INSERT\*  
**PROJECT** \*INSERT\*

I am delighted to inform you that your application for grant funding in respect of the above project has been provisionally approved and a sum of £\*INSERT\* has been set aside for your project for 12 months.

To be able to claim this money you must satisfy the following conditions:

- Within 28 days of this letter you must contact the Macclesfield Regeneration Team in writing to confirm you intend to take up this money
- The allocation of funding is subject to your application form details and can be used for no other purpose
- A minimum of two professional quotations with a breakdown of costs according with the work set out in your application form must be obtained
- The enclosed declaration form must be completed, signed and returned together with the two quotations by \*INSERT DATE\*
- You must ensure Macclesfield Regeneration Team are advised of the start date on site prior to commencement of works
- Completion of all works by \*INSERT DATE\*
- You must submit the appointed contractor's receipted invoice to Cheshire East Council by \*INSERT DATE\*

Yours sincerely

Macclesfield Regeneration

## **Macclesfield Shop Frontage Improvement Scheme**

### **Declaration**

1. I have provided Cheshire East Council with at least 2 quotations from registered contractors of the work to be undertaken.
2. I understand that I am responsible for any consents (whether required under law or by contract) needed to enable me to carry out the works within this application. Further, I undertake not to demand the grant until I hold all such consents.
3. I confirm that my Business has all the necessary permissions and licences to operate.
4. I understand that a check may be made to ascertain whether the applicant and/or contractor have any outstanding debts owed to Cheshire East Council. If it is found that such debts exist, Cheshire East Council reserves the right to withhold grant payment until such debts are cleared.
5. Applicants who are VAT registered will have their grant assessed on the cost of eligible works excluding VAT; non-registered applicants on the gross cost.
6. I understand that Cheshire East Council, its officers and agents shall not at any time be held liable to any person in relation to any loss or damage arising, either directly or indirectly, as a result of compliance by the applicant with the terms and conditions of the grant.
7. I confirm that I am responsible for all works carried out subject to this grant and will ensure that all works comply with all relevant regulations and legislation.
8. I understand that all works are to be completed within the date specified in the Grant Offer Letter.
9. I consent to all documentation submitted by me being made available for Cheshire East Council's use. In addition I give consent for Cheshire East Council to use details and photographs of the grant improvements to the shop premises for any publicity or promotional activity.
10. Personal data will only be held in accordance with Data Protection legislation. I also understand that the Council is bound by the requirements in the Freedom of Information Act 2000 and may have to make the details of this grant available to others on request which could lead to it being in the public domain.
11. I understand that Cheshire East Council reserves the right to recover the entire Grant if any information supplied is found to be inaccurate or misleading or if I am found to have improperly tried to influence the decision of any officer or elected Member of Cheshire East Council in the award of a Grant.

12. I have read and understood the criteria set out in the accompanying Guidance Notes and agree to comply with those criteria.
13. I understand that any payment will be made directly to my Business Bank Account.
14. I undertake not to do anything to bring the council's reputation and / or standing into disrepute or attract adverse publicity for the Council.
15. I confirm that the details given in my application are accurate.
16. The decision of Cheshire East Council is final. It reserves the right to vary the level of Grant or reject an application. However, should you feel that you wish to appeal this decision, we would refer you to Cheshire East website's Complaints Procedure.
17. I confirm that I understand and agree that Cheshire East Council may recover all or part of the grant if:
- The business ceases to trade for whatever reason within 6 months from receipt of the grant
  - Information provided in the application form is found to be incorrect or misleading
  - Any condition of the grant offer has been breached and / or work has not been carried out to a satisfactory standard as judged by Cheshire East Council.
18. I understand and agree that if the actual costs of the works are less than those outlined in the application and agreed in this Grant offer letter, I understand that payment will be restricted to the contribution of the actual amount for the works completed and in accordance with the receipted invoice.
19. I understand that if the cost of the works exceed the amount agreed in the Grant Offer Letter Cheshire East Council is not obliged to increase the Grant amount.

**Signed:** .....

**Name (please print):** .....

**Position** .....

**Organisation** .....

**Date:** .....

**Please return the completed form to:**

**Macclesfield Regeneration, Macclesfield Town Hall, Macclesfield SK10 1AE**

**Email:** [MacclesfieldRegenerationTeam@cheshireeast.gov.uk](mailto:MacclesfieldRegenerationTeam@cheshireeast.gov.uk)



**Macclesfield Regeneration**  
Cheshire East Council  
2<sup>nd</sup> Floor Macclesfield Town Hall  
Macclesfield  
SK10 1EA

**Telephone: 01270 685907/07976 263160**  
**[MacclesfieldRegenerationTeam@cheshireeast.gov.uk](mailto:MacclesfieldRegenerationTeam@cheshireeast.gov.uk)**

DATE \*INSERT\*

OUR REF \*INSERT\*

Dear

**MACCLESFIELD SHOP FRONT GRANT SCHEME**

The Council has now assessed your application for grant funding and I am afraid to say that it does not meet the necessary criteria for a grant to be awarded.

I appreciate you will be disappointed with this decision but, the Council has had to develop and apply strict criteria, which has to be fair to everyone.

The specific criteria that you did not meet, was as follows...\*INPUT CRITERIA\*

If you feel you are able to amend your proposal to meet these criteria please advise the Macclesfield Regeneration Team immediately. It is imperative that this is done at the earliest opportunity as limited funds are available.

Yours sincerely

**Macclesfield Regeneration**