

## CHESHIRE EAST COUNCIL

### CABINET MEMBER FOR HOUSING AND PLANNING

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**Date of Meeting:** 29 September 2015  
**Report of:** Executive Director of Economic Growth and Prosperity  
**Subject/Title:** Neighbourhood Planning Grant Funding Applications  
**Portfolio Holder:** Councillor Ainsley Arnold: Housing and Planning

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#### 1.0 Report Summary

1.1 The report considers neighbourhood grant funding applications submitted by:

- Marton Parish Council
- Weston and Basford Parish Council

Applications are assessed against the Policy for the Allocation of Neighbourhood Planning Grants (PANPG), included in this report at Appendix 1.

#### 2.0 Recommendations

- 2.1 Approve funding requests for £3000 for Marton Parish Council  
2.2 Approve funding request for £3,500 to Weston and Basford Parish Council.

#### 3.0 Reasons for Recommendations

- 3.1 The PANPG sets out the approach the Council will take to allocate funding to designated bodies preparing neighbourhood plans. Up to £7000 per designated body is available to support neighbourhood planning activity. Funding applications are assessed against the criteria held in the policy and applications that seek to allocate development sites, support the Cheshire East Emerging Local Plan Strategy and demonstrate creativity and innovation are encouraged.
- 3.2 Request to fund items below have been considered and either rejected or subject to receipt of a lower grant offer

#### 3.3 Marton Parish Council:

Amount applied for: £6888

Parish Clerk :	£445
Cheshire Community Action (Technical support: evidence and policy review):	£3,003
Printing and distribution:	£500
Hire of venue to launch consultation stage:	£200
Cheshire Community Action Data (evidence)	£50
Progress 10 Design (transport statement):	£1290
Housing Vision (housing needs survey):	£1400
Total:	£6,888

Recommendation: Approve £3000

Reasons for recommendation:

- Following the submission of the funding claim, discussions with Marton Parish Council have identified other funding sources that may be used to support the majority of work within the neighbourhood plan
- The award of £3000 will ensure the relevant evidence base can be commissioned and work to promote the plan and engage the community locally can be undertaken
- Support and advice from the neighbourhood planning team has also been agreed to assist with the preparation of evidence and policy development

### **Weston and Basford Parish Council**

Amount applied for: £7000

Project Management:	£3,500
Landscape study:	£1250
Housing needs study:	£1250
Public Engagement	£250
Literature:	£500
Publicity:	£250
Total:	£7000

Recommendation: Approve £3500

Reasons for Recommendation:

1. In this instance the Parish Council have identified a series of activities and costs that can be directly undertaken by the Neighbourhood Planning Team for the Parish Council, at no further cost to either CEC or the Parish Council.
2. A substantial amount applied for is toward the production of evidence and consultancy support. The neighbourhood plans team can assist here with a commitment of a minimum of 10 days direct officer support toward project management, community engagement, production of evidence and policy development (or other activities appropriate to the needs of the Parish Council)
3. The Parish Council holds substantial reserves that, should they choose to, could potentially be redistributed to support the neighbourhood plan project.
4. The Parish Council is at an early stage of preparing the neighbourhood plan and the amount awarded will enable the Parish Council to substantially proceed with the project. If, at a later stage of the project, it becomes clear that further financial assistance is necessary, a further application can be made for financial support from CEC.

## **4 Wards Affected**

4.1 Gawsworth; Haslington

## **5.0 Local Ward Members**

5.1 Councillor Lesley Smetham; Councillor John Hammond; Councillor David Marren

## **6.0 Policy Implications**

- 6.1 Neighbourhood plans, once 'made' (adopted) by Cheshire East Borough Council will form a statutory part of the Development Plan for the Borough and used to inform planning decisions.

## **7.0 Implications for Rural Communities**

- 7.1 Neighbourhood plans enable rural communities to participate in the plan making process and develop policies to address those planning matters that affect their interests and well being. The neighbourhood planning process generally allows greater engagement of rural communities and for such communities to take ownership of planning policy which directly affects their lives.

## **8.0 Financial Implications**

- 8.1 All of the proposed grants can be funded from within existing budgets approved as part of the Council's Budget for 2015/16 and are supported by grant funding drawn down from central government.

## **9.0 Legal Implications**

- 9.1 The Council has the powers to award grants to organisations 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 policy 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.
- 9.2 Cabinet has approved and Cheshire East Council has put in place a Policy for the Allocation of Grants to Voluntary and Community Organisations 2015/16. This Policy deals with the allocation of community grants which are awarded to defined Organisations following an application process and against set criteria. There are conditions requiring that Organisations report back to the Council upon expenditure of the grant and to enable further appropriate conditions to be imposed. The decision making process was delegated to the Portfolio Holder in order ensure that decisions can be made expeditiously and at the appropriate level.
- 9.3 Grant funding organisations based on the application of the Council's grant policy satisfies the Council's public law duties.

## **10.0 Risk Management**

- 10.1 The risk is that not providing funding for neighbourhood planning activities may result in communities being prevented from producing neighbourhood plans and introducing planning policies that will benefit the community across a range of indicators.

## **11.0 Background and Options**

- 11.1 Applications received and allocated in accordance with Cheshire East Council's Neighbourhood Planning Grants Policy.

## **12.0 Access to Information**

The background papers relating to this report can be inspected by contacting the report writer:

Name: Tom Evans

Designation: Neighbourhood Planning Manager  
Tel No: 01625 383709  
Email: [Tom.Evans@cheshireeast.gov.uk](mailto:Tom.Evans@cheshireeast.gov.uk)

### **13.0 Appendixes:**

**Appendix 1: Marton Parish Council Funding Application**

**Appendix 2: Weston and Basford Parish Council Funding Application**

**Appendix 3: Policy for the Allocation of Neighbourhood Planning Grants 2014/15**

## Appendix 1: Marton Parish Council Funding Application

Please indicate the value of the grant you are applying for: 6888

Organisation name: Marton Parish Council

Select your organisation type: Parish Council

Main contact name: Lucy Nixon

Position in organisation: Parish Councillor and secretary of Neighbourhood Plan Committee

Senior contact for this application: David McGowan

Position in organisation: Parish Councillor and Chair of the Neighbourhood Plan Committee

Full time: 0

Part time: 1

Casual: 0

Full time: 0

Part time: 7

Casual: 0

Has your organisation received a neighbourhood planning grant from Cheshire East Council before?: No

Has your organisation received other funded support for neighbourhood planning from Cheshire East Council before?: No

Do you have a designated neighbourhood area?: Yes

Is your neighbourhood plan a joint plan between more than one parish / town council?: No

Will your neighbourhood plan allocate sites for development?: Unknown

Personnel support (e.g. staffing / consultancy):

Item	Cost
Parish Clerk (additional time beyond usual hours to support the Committee in developing the Plan)	£445
Cheshire Community Action (Technical support: evidence and policy review)	£3003

Activities (e.g. consultation and engagement):

Item	Cost
Printing and distribution of copies of the Plan as part of consultation process	£500
Hire of venue to launch consultation stage	£200

Evidence (e.g. commissioning technical evidence studies):

Item	Cost
Cheshire Community Action Data (evidence)	£50
Progress 10 Design (transport statement)	£1290
Housing Vision (housing needs survey) net of VAT (we anticipate that we can reclaim the VAT)	£1400

Amount your organisation will spend on the neighbourhood plan: 6888

Fundraising income: 0

Sponsorship: 0

Donations: 0

Grants (ie. lottery, WREN etc): 0

Non-cash or in-kind contributions: 0

Amount requested from Cheshire East Council: 6888

Total project cost: 6888

Balance outstanding: 0

If there is a balance outstanding or you are not awarded the full amount requested from Cheshire East Council please state how the shortfall will be covered or whether the project will be delayed: Project will be delayed. We are a tiny parish with minimal precept.

Has your organisation been running for less than 15 months?: No

Is the summary of your accounts a projection?: No

Account year ending: April 2015

Total income for the year: 3251

Total expenditure for the year: 2893

Surplus or deficit: 358

Total savings or reserves at bank at year end: 2080

Please state organisation's bank account name: Marton Parish Council

Is your organisation VAT registered? No

Name of person that grant cheque should be made payable to: Marton Parish Council

Please tell us which groups will benefit from your project: The Marton Neighbourhood Plan (the Plan) is intended to benefit primarily those people who live and work within the Neighbourhood Plan Area (the Area). However, there will be secondary benefits to the Plan accruing to those people who visit the Area, whether this is to visit the businesses within the Area (for work, or to visit our pub, restaurant or church) or whether they wish to enjoy the countryside by passing through the Area (for example walkers, riders or cyclists). It is not the intention of the Plan to exclude any groups.

Does your organisation restrict access on the grounds of age, disability, gender reassignment, marriage, civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation?: No

1. Support the strategic aims of Cheshire East Councils emerging Local Plan. In particular please identify how your neighbourhood plan will support any strategic land or infrastructure allocations. (max 300 characters): The Plan has been written with the Cheshire East Local Plan in mind. The Plan recognises the need for additional housing across Cheshire, and has provisionally identified suitable brownfield sites within the Neighbourhood Plan area (Area).

The Plan states that brownfield sites are always to be preferred over greenfield sites within the Area. The Area contains 105 dwellings only at the moment, with 50 in the core of the village itself, and the Plan allows for the addition of 10-15 dwellings over the next 15 years on brownfield sites across the Area.

This is in proportion to the general increase in dwellings per population across Cheshire East and is not disproportionate to the small number of dwellings in the Area.

2. Enhance the quality of life for Cheshire East Residents (max 300 words): The Plan is designed to support the existing quality of life for local residents by retaining the essential aspect of village life: the small-scale rural community.

In addition, the Plan is designed to improve the quality of life by working together to:

- reduce the traffic and parking problems and increase the safety of our children
- protect the green spaces within the Area
- conserve our woodlands, country lanes and village pond
- investigate locations for a safe play area for children within the village
- investigate options for use of the school as a village hall, as originally intended when the school was built
- preserve and protect our village assets, both historical and commercial
- support small appropriate rural-based businesses.

3. Increase involvement of the community (max 300 words): The community has been engaged in the development of the Plan. Questionnaires have been issued to all residents and businesses within the Area, and meetings held at which the purpose and progress of the Plan have been discussed. The Plan will be put out to consultation in due course and feedback will be integrated within the Plan.

This bid for a financial grant is to further support the involvement of the community in the development of the Plan by enabling the Plan Committee to engage consultants to carry out a Housing Needs survey and to fund other consultative actions.

4. Show innovation and creativity (max 300 words): The Plan has identified some creative solutions to some of the issues identified during the first consultation stage, such as the use of the school facilities to meet the needs of the community. In addition, there are activities which the Plan supports such as the development of the village orchard which could be deemed a creative use of the space available.

In general, though, the purpose of this bid for funding is not to support innovation and creativity, but to enable proper consultation of the community in the development of the Plan.

5. Reach a draft stage for formal consultation within one year (max 300 words): The intention of the Plan Committee is to reach consultation stage by the end of 2015 depending on the success of the bid for funding. This bid for a financial grant is to enable the Plan Committee to complete essential stages of the development of the Plan. These stages should take no more than 10 weeks, and once those stages are complete, the Plan will be very close to consultation stage. Please see the Project Plan which has been uploaded.

Please indicate your preference: I do not want my name and contact details being passed onto the press for this purpose

1st name: Lucy Nixon

2nd name: David McGowan

## Appendix 2: Weston and Basford Parton Parish Council Funding Application

You have a new neighbourhood planning grant application below.

**Cheshire East logo:** No Summary Data

**Please indicate the value of the grant you are applying for:** 7000

**Organisation name:** Weston & Basford Parish Council

**Select your organisation type:** Parish Council

**Address:** Mr D. G, Owen, DMA, 28 Lingfield Drive, Crewe, Cheshire,

**Postcode:** CW1 3TA

**Main contact name:** Mr. J. G. Cornell

**Position in organisation:** Chair of Steering Group

**Is their contact address the same as the organisation address?:** No

**Contact address:** Malt Kiln Cottage, Englesea Brook, Crewe

**Postcode:** CW2 5QW

**Phone number:** 01270 820247

**Email address:** [jcmaltkiln@yahoo.co.uk](mailto:jcmaltkiln@yahoo.co.uk)

**Confirm email address:** [jcmaltkiln@yahoo.co.uk](mailto:jcmaltkiln@yahoo.co.uk)

**Senior contact for this application:** Cllr. J. Densem

**Position in organisation:** Chairman - Weston & Basford Parish Council

**Contact address:** Ashleigh, Main Road, Weston

**Postcode:** CW2 5LD

**Phone number:** 01270 582541

**Email address:** [john@densem.co.uk](mailto:john@densem.co.uk)

**Confirm email address:** [john@densem.co.uk](mailto:john@densem.co.uk)

**Cheshire East logo:** No Summary Data

**Full time:** 0

**Part time:** 1

**Casual:** 0

**Full time:** 0

**Part time:** 0

**Casual:** 12

**Cheshire East logo:** No Summary Data

**Has your organisation received a neighbourhood planning grant from Cheshire East Council before?:** No

**Has your organisation received other funded support for neighbourhood planning from Cheshire East Council before?:** No

**Cheshire East logo:** No Summary Data

**Do you have a designated neighbourhood area?:** Yes

**Is your neighbourhood plan a joint plan between more than one parish / town council?:**  
No

**Will your neighbourhood plan allocate sites for development?:** No

**Cheshire East logo:** No Summary Data

**Click upload to attach a copy of your project plan and organisation's constitution:**

aATTACHMENT1.doc,aATTACHMENT2.doc

**Personnel support (e.g. staffing / consultancy):**

Item	Cost
Project Management, Housing Needs and Landscape Consultants.	£3500

**Activities (e.g. consultation and engagement):**

Item	Cost
Public engagement, Literature and Publicity	£1000

**Evidence (e.g. commissioning technical evidence studies):**

Item	Cost
Landscape	£1250

Item	Cost
Housing Needs	£1250
<b>Cheshire East logo:</b> No Summary Data	
<b>Amount your organisation will spend on the neighbourhood plan:</b> 16850	
<b>Fundraising income:</b> 720	
<b>Confirmed:</b> Yes	
<b>Sponsorship:</b> 0	
<b>Donations:</b> 500	
<b>Confirmed:</b> Yes	
<b>Please specify donations:</b> Parish Council	
<b>Grants (ie. lottery, WREN etc):</b> 8000	
<b>Confirmed:</b> No	
<b>Please specify:</b> Application to Locality	
<b>Non-cash or in-kind contributions:</b> 0	
<b>Amount requested from Cheshire East Council:</b> 7000	
<b>Total project cost:</b> 16850	
<b>Balance outstanding:</b> 630	
<b>If there is a balance outstanding or you are not awarded the full amount requested from Cheshire East Council please state how the shortfall will be covered or whether the project will be delayed:</b> Local fund raising.	
<b>Cheshire East logo:</b> No Summary Data	
<b>Has your organisation been running for less than 15 months?:</b> No	
<b>Is the summary of your accounts a projection?:</b> No	
<b>Account year ending:</b> 31/03/15	
<b>Total income for the year:</b> 24963.39	
<b>Total expenditure for the year:</b> 22203.18	
<b>Surplus or deficit:</b> 2760.21	
<b>Total savings or reserves at bank at year end:</b> 19003.21	
<b>Please state organisation's bank account name::</b> Yorkshire Bank	
<b>Is your organisation VAT registered?:</b> No	
<b>Name of person that grant cheque should be made payable to:</b> Weston & Basford Parish Council	
<b>Cheshire East logo:</b> No Summary Data	
<b>Please tell us which groups will benefit from your project:</b> All communities within the parish including those working and seeking recreation in the Neighbourhood Plan Area.	
<b>Does your organisation restrict access on the grounds of age, disability, gender reassignment, marriage, civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation?:</b> No	
<b>1. Support the strategic aims of Cheshire East Councils emerging Local Plan. In particular please identify how your neighbourhood plan will support any strategic land or infrastructure allocations. (max 300 characters):</b> The Plan will support and build on the Strategic Policies contained in the emerging Local Plan as at May 2015. The detailed policies will recognise and integrate the strategic allocations at Basford East and West along with the proposed South Cheshire Growth Village into the Plan. The policies will provide added value to the regeneration of Crewe. They will also provide added justification for additional Green Gap protection within the Neighbourhood Plan Area.	
<b>2. Enhance the quality of life for Cheshire East Residents (max 300 words):</b> The Plan will contain policies to encourage the seven settlements which make up the Neighbourhood Plan Area to retain and develop their own character and enable them to thrive as vibrant communities. Policies will be geared to enabling them to evolve, grow and prosper in a sustainable way and provide an outstanding quality of life for current and future residents. The policies will seek to ensure proper physical separation of the settlements to prevent uncontrolled urban sprawl and prevent the coalescence with the built up area of Crewe.	
<b>3. Increase involvement of the community (max 300 words):</b> The whole community will be fully involved and consulted at every stage of the Plan preparation process.	

**4. Show innovation and creativity (max 300 words):** The policies will seek to deliver the quality of life vision as detailed in 2 above. They will provide a robust and detailed framework within the context of the Local Plan to guide and control future development pressures within the Neighbourhood Plan Area. The Plan will contain a Design Statement

**5. Reach a draft stage for formal consultation within one year (max 300 words):** A Project Time scale has been prepared which envisages reaching referendum stage by July 2016.

**Cheshire East logo:** No Summary Data

**Please indicate your preference:** I agree to my name and contact details being passed onto the press for this purpose

**1st name:** John

**2nd name:** Cornell

## **Appendix 3: Policy for the Allocation of Neighbourhood Planning Grants 2014/15**

### **Background**

Cheshire East Council operates a Neighbourhood Planning Grants Scheme within the boundaries of Cheshire East. This Policy addresses the governance arrangements, procedures and monitoring process to facilitate the scheme.

The aim of the Neighbourhood Planning Grants Scheme is to support Local Councils or Neighbourhood Forums with the preparation of Neighbourhood Plans, specifically to support the commissioning of support for technical planning advice, consultation, community engagement and the commissioning of relevant evidence necessary toward plan making.

Grants will be awarded that meet the priorities in the Sustainable Community Strategy – [Ambition for All](#), and support the Strategic Priorities held within the emerging Local Plan Strategy for Cheshire East. Both documents are available from the Council's website in the Community and Living section.

When using the term grants in this Policy it refers to the giving of a fixed amount of Council funds to Organisations through an application and assessment process which takes place on a rolling basis across the financial year.

### **Legal and Budgetary Framework**

The Housing and Jobs Portfolio Holder, (or whichever Portfolio Holder has responsibility for Neighbourhood Planning Grants at the time of making the grants decisions), will be responsible for the Neighbourhood Planning Grants Scheme and has delegated authority to approve applications for grants from Local Organisations (Local Councils and Neighbourhood Forums) to assist in developing Neighbourhood Plans, subject to the maximum amounts set out in the General Conditions of this Policy.

The Neighbourhood Planning Grant budget is fixed and so there is a limited amount of money from which to pay Neighbourhood Planning Grants under this policy.

Funding may not be available in future financial years and is dependent on future budget allocations.

All grant decisions will be made based on the set of principles, set out in this Policy, and within the agreed budget approved by Council each year. The budget for the grants is managed carefully and flexibly to ensure that the Council has money available throughout the year. As far as possible the Council try to ensure that no one is disadvantaged due to the time of year they apply.

Given the fixed budget and the Council's aim to benefit as many Organisations as possible, the Council cannot guarantee to fund the maximum amount applied for; therefore Organisations must ensure that they have procedures in place to cover the balance of funding required. The Council will not pay a grant unless the Organisation can demonstrate that the balance of the funding is available.

The Portfolio Holder will be responsible for setting aside a proportion of the available budget for promotion and publicity purposes, as required.

### **Application Process**

The Cheshire East Neighbourhood Planning Grants Scheme operates within set criteria, agreed by the Portfolio Holder and relevant Council Officers in line with the Council's Corporate Priorities as follows:

#### **How to Apply**

Applications for Community Grants must be made using the Council Neighbourhood Planning Grant application form and associated guidance notes that are available online on the Council's website and as a paper version on request.

The application form must be completed in full. Incomplete application forms will be rejected. A copy of the Organisation's signed Constitution must be sent with the application form or within 7 days of submitting the application. If this is not received the application will be deferred and may result in the application being declined. Supporting documentation (listed under section 8 of the application form) may

also be requested prior to the application being fully considered. Failure to supply all required documentation will result in the application being treated as incomplete.

Grants may be paid retrospectively where it can be evidenced that any work commenced prior to acceptance of the grant offer was for the purposes of preparing a Neighbourhood Plan. In such circumstances, grant applications will be considered but there is no presumption that the grant will be awarded

Organisations that have received existing financial support from Cheshire East Council toward preparing a Neighbourhood Plan will not be eligible for support from this grant scheme.

All successful applicants will be required to complete a post grant monitoring report.

### **What Can be Funded:**

Grants up to £7,000 are available to support Organisations who are preparing Neighbourhood Plans. Grants are specifically awarded to support the following:

#### *Personnel support:*

- Technical support i.e., project planning and management, evidence review, policy writing.
- Facilitation i.e., hosting public meetings, workshops
- Specialist advice and training

#### *Activities:*

- Community engagement and consultation i.e., promotional materials, venue hire, equipment hire

#### *Evidence:*

- Commissioning of specialist studies to support Neighbourhood Plan policies

### **What Cannot be Funded:**

- Organisations which hold substantial free reserves, including local branches of national or regional Organisations which hold free reserves that could be utilised;
- Assistance with providing transport;
- Refreshments and/or accommodation;
- Outings, day trips;
- Travel expenses;
- Events which do not involve members of the local community participating;
- Loan against loss or debt;
- Administration expenses i.e. postage, telephone, utilities etc.
- Running costs i.e. gas, electricity, water, salaries, insurance etc.
- Land purchase;
- Vehicle purchase;
- Organisations which are not based in Cheshire East, unless they can demonstrate significant community benefits within Cheshire East.

### **Who can apply:**

To qualify for a grant Organisations must meet the criteria listed below:

- Be a Local Council or Neighbourhood Forum, or Business Neighbourhood Forum
- Operate within the Cheshire East area;
- Provide value for money
- Have a set of audited accounts, or as a minimum an Organisation bank statement, and are able to provide such information as the Council reasonably requires in order to satisfy the Council as to the Organisations financial position and its need for the assistance requested;
- Have a constituted management committee with a signed Constitution;

- Have appropriate safeguarding policies relevant to their Organisation where children, young people or vulnerable adults are involved, which must include a requirement that staff / volunteers must be cleared with the Disclosure and Barring service;
- Have their own bank or building society account with two signatories;
- Complete the application form in full, providing all required information;

### **Criteria for Funding:**

Priority will be given to applications for projects and activities which:

- Are based in Cheshire East;
- Enhance the quality of life for Cheshire East residents;
- Support the priorities identified in the Sustainable Community Strategy, Ambition for All, available from the Council's website in the Community and Living section;
- Support the strategic planning priorities as established in the draft Local Plan Strategy
- Increase involvement in the community;
- Attract more participants/volunteers;
- Demonstrate the potential to be sustained in the future;
- Show innovation and creativity;
- Have funding contributions from the Organisations own funds and/or funding support from other bodies in place or promised;
- Demonstrate a knowledge and understanding of their community.
- Demonstrate a willingness and desire to submit a draft Neighbourhood Plan to Cheshire East Council within one calendar year

### **General Conditions:**

Grants are classed as one-off and should not be seen as repeat funding;  
Annual applications from the same Organisation for the same purpose will not be considered. Grants will be awarded to a maximum of £7,000.

Organisations who are in receipt of other funding from the Council may apply to this grant scheme if the grant is required for a one-off project which is considered additional to the service already funded.

Any profits from events must be used to further develop the Organisation or for any future events and not used to support other Organisations.

Organisations must be committed to and have policies on equalities and inclusion and in delivering the services or activity the Organisation must not unlawfully discriminate, directly or indirectly against any of the nine protected characteristics which are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. The Organisation can direct some or all of its activities at specific groups where the intention is to address discrimination or disadvantage.

Organisations must be able to participate in a monitoring process and provide monitoring information to evidence how the grant money has been spent and adherence to the conditions of the grant. This must include receipts or invoices and a written report of the project, activity or event, plus photographs if possible, on completion.

Organisations must acknowledge the support of Cheshire East Council in press releases, publicity and advertising etc.

The Organisation will allow Cheshire East Council to use details of the grant award, together with any relevant photographs supplied, in newsletters and on the Council's Website.

It must be recognised that the Council holds the right to refuse grant applications. Expenditure incurred on a project, activity or event prior to the grant decision being given by the Council, is the sole responsibility of the Organisation responsible for entering into such an agreement.

Organisations must notify the Council of any changes in circumstances which affect their financial position throughout the period in which the grant monies are being used.

The grant must only be used for the purposes specifically stated in the application form, should it be spent in any other way, without written approval from the Council, the Organisation may be asked to return some or all of the monies paid.

If the project, event or activity is cancelled or only partially achieved, or if the Organisation is wound up, any unused grant money must be returned to the Council.

All conditions under which the grant has been awarded, including any Special Conditions, must be met. Failure to do so could result in the Organisation being asked to repay the grant monies to the Council.

### **Decision making process:**

The Neighbourhood Planning Grant applications will be considered on a rolling basis at the earliest opportunity once an application is received.

Having assessed an application a Recommendations Report is prepared for consideration by the Portfolio Holder at a public decisions meeting.

Following the public meeting, a decisions report is circulated to all elected members who must make any comments within 5 working days (the "Call-in Period").

Should any comments/objections be made during the 5 day Call-in Period a further public meeting is held to discuss the comments/objection(s) and adjust and make further recommendations.

Special Conditions may be added in the Recommendations Report, by the Portfolio Holder following the public meeting and/or following comments received during the Call-in Period if considered necessary in order to ensure that the purpose of the grant funding is achieved. If the project is dependent on other factors such as securing match funding a Conditional Offer may be made subject to these conditions being met.

If there are no objections (or after the follow up public meeting), the decisions will be treated as final and Organisations will be notified to inform them of whether they have been successful or not as soon as possible after the Call-in Period has ended and generally within 6 weeks after the closing date for each round of applications.

Complaints about any aspect of the Community Grant process will be dealt with under the Council's Corporate Complaints Procedure. A copy of the [Council's Corporate Complaints, Compliments and Suggestions Policy](#) is available from the Council's website.

### **Monitoring and Record Keeping**

Following a successful application and in order to ensure that monies are used in an appropriate manner, as set out in this Policy, a monitoring report will be required following project completion. This report shall include, but shall not be limited to, how many people benefitted from the project, if a profit was made and how it was used, how the grant money was used and what difference the project made to the Organisation and/or local people.

The Council reserves the right to monitor the use of the grant and ask for evidence to support an application.

The Organisation must allow reasonable access to premises/accounts upon request from the Council.

Organisations must retain records relating to the grant for an appropriate period (to be advised depending on the grant).

If Organisations do not supply the required monitoring reports and supporting information in full and within the set time scale they may be asked to repay the grant funding to the Council. Failure to comply with the conditions of this grant may be taken into account when considering any further applications for grant funding made by the same Organisation in the future.