

Eden Locality - Neighbourhood Planning Initial Stages Grant Guidance Notes

Introduction

This grant fund is managed by ACTion with Communities in Cumbria (ACT) and is funded by Westmorland & Furness Council (WFC) for the Eden Locality.

Neighbourhood Planning is a community led process allowing local people to determine their own policies on spatial planning issues that developers must comply with (i.e. how land and buildings are used, what physical features are protected, and what design principles are acceptable).

The purpose of the grant is to support community groups, engaging with their wider communities, to decide whether there is a need for Neighbourhood Planning in their area, and identify any initial local planning and development issues that they would like to address.

This can include the costs associated with, for example, open community meetings / events, questionnaires, information leaflets, meetings with specific interest groups such as landowners, young people, or businesses.

This initial consultation and project planning will be a good base from which the group can apply for additional national grant funding to fund the further work and professional advice likely to be required to complete plans.

Terms & Conditions

Groups which are awarded grants will be expected to:

- Make early contact with your local planning authority i.e. Westmorland & Furness Council or National Park Authority to let them know you're considering Neighbourhood Planning, and invite them to a meeting.
- Apply for their grant at the start of your activity. **Grants won't be made retrospectively.**
- Use **at least** three forms of consultation and engagement to gather the views of people in your community.
- Keep ACT updated with your progress, throughout the process.
- Provide evidence of grant spend to ACT e.g. copies of receipts.
- Share their overall findings and decision on any future Neighbourhood Planning activity with ACT, Westmorland & Furness Council and National Park Authority (if applicable).
- Acknowledge the funding support provided by ACT and Westmorland and Furness Council.

How much can be applied for?

The maximum grant is £150. Grants will be paid up front, with no match funding required.

Who can apply?

It is recommended that the Parish / Town Council, or Parish Meeting apply to ACT for funding. Where there is no Parish Council, any appropriate constituted group, with a bank account, can apply. Only 1 application per community will be considered.

Before you start

1. Please read through all the notes carefully, together with the application form, before making an application.
2. It is important that you contact ACT before filling in your application form, to obtain the latest information and advice. Contact details for ACT are shown below.
3. Once you have completed your application form, please return it to: ACTion with Communities in Cumbria, Office Q Skirsgill Business Park, Penrith, Cumbria CA11 0FA. Tel: 01768 425 666 Email: info@cumbriaaction.org.uk

Notes to help you with your application form

Section 1 - Contact details

Name of group: The name of the group or Town / Parish Council or Parish Meeting making the application should be given.

Name of the main contact for this application and position in the group: a main contact is required who can be contacted during office hours and who can talk about this application in detail. This will be the person ACT will correspond with throughout the life of the project.

Data protection: ACT will use the personal data provided on the application form to process your application and to monitor the project.

You should have contacted ACT to discuss your project before proceeding with an application. Please indicate which ACT Development Officer you have been working with and where you heard about Neighbourhood Planning.

Section 2 - Description of your community

This section will help ACT get a picture of the communities applying for grants. Give a brief description of the area you are considering for Neighbourhood Planning including: geographical location; number, size and names of settlements; services available etc. The population size of your parish can be found from your local authority or Parish Profile report, available here: www.cumbriaaction.org.uk/resources/parish-profiles

We also want to know if there are any particular spatial planning issues and any work you have already done which is relevant e.g. survey which identifies issues around use of land and buildings. It might be helpful to look again and see how much information is still relevant, which issues are still current, and to check that the whole community was involved. It may be possible to use this as a starting point for your discussions with the rest of the community.

Section 3 – Links with your Local Planning Authority

It is important to have made contact with your local authority to let them know you are interested in Neighbourhood Planning and invite them to a meeting. Ask what support they can offer to assist you with the process of informing your community about Neighbourhood Planning, and deciding whether there is a need for it in your area e.g. information, advice, attend meetings, speak at an event, etc.

Section 5 – Proposed activity

Please summarise how you intend to engage with the wider local community, to increase awareness and knowledge of Neighbourhood Planning, and to consult on the need for it in your area. Are there any existing events, communications, or activities which you could use to help you do this? It's also important to consider other local groups, organisations, businesses, and land owners who will need to be involved.

ACT can offer advice and guidance on how to consult people in your community.

Section 5 – How you plan to spend the grant

Tell us about the costs of your activity e.g. events, meetings, materials for information stands, printing costs for leaflets, surveys etc. Please supply supporting evidence for your costs, e.g. prices from a catalogue for items costing under £100 and estimates (at least two) for larger items, where you are realistically able to do so. If estimates are not available, please say why. Do not include VAT if you are able to reclaim this from Customs & Excise.

The maximum grant is £150. There is no requirement for match funding.

Section 6 - Confirmation

Should you be successful, grant payments will be made by cheque or bank transfer to an authorised group account or the Parish Council. Grants are paid by ACT. Arrangements for grant payments will be set out in your offer letter.

What happens next?

Once we have considered your application, one of two things will then happen:

1. If your application is approved, you will receive your grant payment with a covering letter reiterating the terms and conditions agreed in your application.
2. If your application is not approved you will be given the reasons for this decision.

ACT expects to get payment to you within two weeks of receiving your application, assuming we receive all the information we need.

Further information

ACTion with Communities in Cumbria

Office Q Skirsgill Business Park, Penrith, Cumbria CA11 0FA

Web: www.cumbriaaction.org.uk

Email: info@cumbriaaction.org.uk

Tel: 01768 425 666

ACT champions community and rural issues

ACTion with Communities in Cumbria, Office Q Skirsgill Business Park, Penrith, Cumbria CA11 0FA
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