



# Parish and Town Plans Grant Application Form



This application form should be used by a parish or town council, or parish meeting, (hereafter referred to as the "parish council"), to apply for funds to produce a Parish Plan. Your Rural Community Council (RCC) will assist you in completing this application and will be able to provide you with a copy of the publication "Parish Plans – Guidance for Parish and Town Councils" that gives some further advice on the Parish Plan process.

The Parish Plan scheme for 2005/6 is funded by Defra and administered in

**Hampshire**

by:

**Community Action Hampshire**

Please read the Parish Plans Grant - application guidance note (PTP 1) before you complete this form. Please use BLOCK LETTERS and **black ink**.

## Section 1. Contact details

### Part A: Parish Council

Name of parish council **COMPTON AND SHAWFORD**

Ward **COMPTON AND OTTERBOURNE** District **WINCHESTER CITY COUNCIL**

County/Unitary Authority **HAMPSHIRE**

Postcode (see guidance note PTP 1) **SO21 2AA (postcode of Parish Hall)**

Name of main contact **ADRIAN WALMSLEY**

Position in parish council **CHAIRMAN**

Contact address **FLINT HOUSE,  
COMPTON STREET  
COMPTON  
WINCHESTER  
Postcode SO21 2AT**

Telephone no. (incl. national dialling code) **01962-606957** Fax no.

Email address

Address to which correspondence should be sent (if different from above)   
Postcode

Is the main contact willing to talk to other parishes/the media/ other organisations about this project?..... Yes  No

### Part B: Advice and support

Name of Rural Community Council **COMMUNITY ACTION HAMPSHIRE**

Rural Community Council field worker contact details

Name **JOANNA DIXON** Telephone no. (incl. national dialling code) **01962-857354**

Have you completed an initial eligibility assessment with your RCC and been advised whether to proceed with this application? ..... Yes  No

Have you contacted anybody else e.g. County/Local Association of Local Councils? ..... Yes  No

If 'YES', please specify who and describe the contact you have had with them.

Stephen Lugg, Director, Hampshire Association of Town and Parish Councils (HAPTC)

Stephen is aware that we are putting this plan together and has offered his support.

He lent us some documents prepared by other parishes as examples to show to the various community groups in our parish.

**Part C: Additional information**

Where did you hear about the scheme?

Through HAPTC and Community Action Hampshire

**Section 2.**

**Part A: Description of your community**

(i) What is the total population size of your parish? 1215 registered electors in 2003/4 plus under 18s

(ii) Does your parish have the following key services? *(please tick as appropriate)*

Key service	Yes	No	If 'NO', how close is the nearest in km? Please give the name of settlement and approx. distance by road. (1 mile = 1.6 km)
Village Hall/Community Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Public House	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Pre-School (playgroup)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Public internet point	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Probably Winchester Public Library 5km
Police Station	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Twyford Police Station 2 km
Post Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 afternoons/week at Parish Hall, otherwise as per shop
Cashpoint	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Williams Garage, Otterbourne 150m from southern boundary
Shop	<input type="checkbox"/>	<input checked="" type="checkbox"/>	At Williams Garage or Twyford P.O. 2km
Primary School	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Secondary/Senior School	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Kings School, Winchester 5km
Job Centre	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Winchester Job Centre 5km
Petrol station/garages	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Williams Garage, Otterbourne 150m from southern boundary
Youth clubs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not known
Health centre/doctor's surgery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Twyford Surgery 2km

(iii) Please give a summary description of your parish. (see guidance note PTP 1)

The parish of Compton & Shawford lies some 3 miles south of Winchester, from which it is separated by a strategic gap of farmland owned by HCC. The parish is divided into 4 distinct settlements by the M3 (N/S) and by the escarpment at the edge of the Down (E/W). The Norman church, primary school, Scout Hall, the village shop and P.O (both now closed), a recreation area, three farms and a former council estate are in **Compton Street**, which also contains a Conservation Area. The station and village hall are in **Shawford**, lying between the Itchen Navigation and Shawford Down, which is owned and maintained by HCC. Shepherds Down Special School, and the Memorial Playing Field with its new pavilion are in **Compton Down**, which, like **Southdown** on the other side of the M3, is a residential area comprised mainly of large dwellings, though some infilling is taking place. There are three other farms and a few outlying houses. Other than a single bus daily from the old village store to supermarkets, the elderly in Compton Street face a long walk to the main road for more frequent buses to shops, and there is no return service to Twyford surgery.

**Part B: Your parish council**

(i) Have you previously carried out any appraisals, assessments, surveys or prepared any kind of plan? ..... Yes  No

If 'YES', please fill in the table below.

Details	Date(s)	Role of parish council (i.e. instigator, consultee, etc.)

(ii) Have you tried to talk to neighbouring parishes with a view to working together? ..... Yes  No

If 'YES':

(a) please give the name of the parish(es)

OTTERBOURNE

(b) how will you be working together

There is potential for collaboration on noise nuisance from the M3 and Southampton Airport, traffic measures on the main road, and heavy lorries accessing the MRF on Poles Lane, and as part of the same church benefice.

If 'NO', what are the reasons

(iii) Are you aiming for Quality Parish Council Status?..... Yes  No

If 'YES', please tell us the name of the Clerk and the date training will commence:

Name

Date training will begin

If 'NO', please say why and whether you are likely to in the future

Although we have not yet formally applied for Quality status, we regularly track the requirements and already fulfil most of them. The chairman is due to attend a Quality Parish seminar on 8 Feb 2006

If you have already achieved the AQA certificate in Local Council administration please tell us the date that it was awarded:

## Section 3. Your Parish Plan

### Part A: How do you propose to carry out the plan?

- (i) Which other community groups and local organisations will you involve in the process?

We have already involved the 8 residents' associations covering different parts of the parish as well as CASCA (Compton and Shawford Community Association). We will involve community groups such as WI, schools, church, over 60s, scouts, sports club

- (ii). What methods will you use to involve local people?

Technique	Name of target groups (see guidance note PTP 1)	Estimated no. of participants
Questionnaire	The whole parish	1200
Special meetings	With the various clubs and associations	c. 20 groups
One to one interviews/chats	With selected people such as school heads	
Competitions	TBD	
Making a model of the ideal village		
Information flyer/poster	All noticeboards, parish magazine	7 boards
Press release	Parish Magazine, Hampshire Chronicle (tbd)	
Suggestion box	Very likely	
Letters		
Talk/Presentation to groups	Yes – see list of groups above	
Drop-in events	Open to all	
Visualisation event		
Jigsaw/photography	Possible photography competition plus call for historic photos	
Walkabout	Yes – through the individual associations	8
Video		
Other (please specify)		

- (iii) How will you make sure your plan covers all the settlements in the parish?

By working with the Residents' Associations and CASCA. There are a few outlying farms and houses, including a small cluster of dwellings at Silkstead, all of which will be covered individually

- (iv) When do you aim to start preparing for your Parish Plan?

Initial meetings started Jan 2006

- (v) Estimated completion date of the Parish Plan

April 2006

- (vi) Please include a timetable of events and tasks for your Parish Plan

and attach this as a separate sheet (*please tick box to confirm*) .....

### Part B: Links with service providers/other organisations?

- (i) Does your local planning authority have an adopted

Local Development Plan/ Framework? ..... Yes  No

If 'YES', when was it published

1998 plan is officially current

when will it be reviewed?

New plan is in final review stages

If 'NO', at what stage of preparation is it?:

(ii) Have you contacted your local authority and asked for their support? ..... Yes  No

If 'YES', please complete the table below:

Support	Who contacted/when	Response * #
Councillor time	District Councillor George Beckett	Support
Planning officer time		
Community strategy officer time	Jen Anderson WCC Head of Policy (Jan 06)	Left messages by email and phone. Still waiting for response
Letter of support		
Financial contribution to the Parish Plan process		
Other ( <i>please specify</i> )	We were advised by Planning Aid South to talk to Jen Anderson first. We plan to contact other officers after having spoken to her.	

(iii) Have you contacted any other service providers for their support? ..... Yes  No

If 'YES', please complete the table below:

Support	Who contacted/when	Response * #
Health Authority		
Police		
Youth service		
Education authority		
Other ( <i>please specify</i> )	Phil Turner, Planning Aid South Jan 06	Phil offered to come to a meeting when appropriate

\* If you have asked for a response and been refused, please specify what reasons have been given.

# If support has been forthcoming, please tell us what has been agreed, e.g. number of hours of time, donation of maps, offers of photocopying, etc.

(iv) Will you be using consultants (including Rural Community Councils)? ..... Yes  No

If 'YES', please complete the table below:

Who?	What will they do? (e.g. facilitate an event, analyse data, draw up a business plan, etc.)

## Section 4. Project costs (expenditure)

Tell us about the costs of producing your Parish Plan:

Item description	Cost (excl. VAT) £s	VAT (if applicable) £s
Revenue		
Involving local people, e.g. consensus building events, surveys, consultations, chats/interviews (see attachment)	£1450	
Consultancy/professional support		
Data collection and analysis	£250	
Production and distribution of final report and action plan	£2500	
Other costs (please specify)		
Sub total	<b>£4200</b>	
<b>In kind</b>		
10 days @ £50/day preparing and analysing questionnaire	£500	
2 days @ £150/day setting up computer db, publication process	£300	
Sub total	<b>£800</b>	
<b>Total costs</b>	<b>£5000</b>	

Note: please also include a detailed breakdown of the budget.

Are you registered for VAT? (Parish Council is VAT exempt) ..... Yes  No

## Section 5. Project funding (income)

Tell us how you aim to fund your Parish Plan:

Source of funding	Amount £s	Secured (tick and attach details)	Applied for and expecting to hear (date)
<b>Revenue</b>		<input type="checkbox"/>	
Parish council contribution	£1000	<input type="checkbox"/>	Mar 2006
Local authority		<input type="checkbox"/>	
District council		<input type="checkbox"/>	
Other contributions (please specify) rebate on hall hire for mtgs and events	£900	<input type="checkbox"/>	Verbal support obtained format offer Mar/Apr 2006
Funds raised specifically for the Parish Plan	£800	<input type="checkbox"/>	We have a volunteer with a good track record for fund raising
Sub total	<b>£2700</b>	<input type="checkbox"/>	
<b>In kind contribution</b> (please specify)	£800	<input type="checkbox"/>	
Sub total	<b>£800</b>	<input type="checkbox"/>	
Grant requested (Grants are discretionary and rates are variable)	£1500	<input type="checkbox"/>	
<b>Sub-total</b>	<b>£1500</b>	<input type="checkbox"/>	
<b>Total funding</b>	<b>£5000</b>	<input type="checkbox"/>	

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## Section 6. Confirmation

**Data Protection.** Please read the data protection section on page 2 of the attached guidance note (PTP 1).

I confirm that, to the best of my knowledge and belief, all the information in this application is true and correct. I hereby apply for a grant from Defra.

Signature	<input type="text"/>
Name (in BLOCK LETTERS)	ADRIAN WALMSLEY
Position	CHAIRMAN
On behalf of:	ADRIAN WALMSLEY <i>The applicant, who is the main contact for the Parish Plan grant as named in section 1</i>
Date	23 JANUARY 2006
Parish Council	COMPTON AND SHAWFORD
Name of payee (Parish Council to which cheque will be made out)	Compton and Shawford Parish Council
Contact address where grant cheque should be sent (if different to that given in Section 1)	1 Meadowcroft Close Otterbourne Winchester  Postcode SO21 2HD

**If approved, your total grant will be paid in a single advance payment, by cheque, issued by your local Rural Community Council on behalf of Defra.**

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## Checklist

- We have undertaken a short initial eligibility assessment facilitated by the Rural Community Council. ....
- We have answered all the questions on the application form.....
- The Chairperson, Vice Chair, Clerk, Treasurer of the Town/Parish Council, or representative from the parish meeting, undertakes to receive the grant cheque .....
- We have made a copy of this application to keep for reference. ....
- We have attached a timetable of key events, and any letters of support for the Parish Plan.....
- Copies of quotes are attached. ....
- Evidence of funding applied for/secured is attached. ....

# Parish and Town Plans Grant

## Grant Terms, Conditions and Agreement



If your application is eligible you will be awarded a grant according to the terms and conditions of the scheme. Please complete the declaration below, after reading the terms and conditions, to ensure that an award can be made.

### Terms and Conditions

#### 1. General

The Applicant shall co-operate with all reasonable requests from the local Rural Community Council and/or Defra for monitoring information.

The headings to these Conditions shall not affect their interpretation

#### 2. Payment

The grant will be made on the understanding that no grant will be paid by the Rural Community Council for work carried out prior to approval of this application.

Upon acceptance of the Applicant's application, unless agreed otherwise, one advance payment of 100% of the grant award will be made.

The Applicant must keep evidence of how the grant is spent and this must be available for inspection if requested, e.g. invoices, evidence of Applicant's own cash and in-kind contributions. A fully detailed Statement of Income and Expenditure itemising individual component costs and certified by the Applicant's Accountant should be submitted to the Rural Community Council upon completion of the Parish Plan.

If the Applicant is able to reclaim VAT, the grant will be limited to expenditure exclusive of VAT.

#### 3. Variation

If at any time it appears likely that any changes are required to the grant aided work(s) or the approved estimated cost of the work(s) may be exceeded, the Applicant shall immediately submit details to the Rural Community Council in writing for prior approval.

The Applicant must disclose any financial contributions received or expected for the same purpose as the Defra grant award, from any other body.

If the project costs differ from those in the offer letter, for the purpose of calculating the final project cost, the Applicant's in-kind and cash contributions will be fixed at the percentages set out. The Defra grant cannot be used to cover the Applicants' in-kind contribution.

#### 4. Publicity

The Parish Plan must acknowledge the grant received from Defra and the support of the Rural Community Council. Contact the Rural Team at the Government Office for your region regarding any further use of Defra's name for any print and publicity materials relating to the project.

#### 5. Indemnity

The Applicant shall be liable for and shall meet any costs, claims and expenses claimed against him or against Defra, arising out of the Grant-aided Work(s).

#### 6. Inspection

Any person authorised by Defra on their behalf shall be entitled all reasonable times to enter and inspect the Grant-aided Work(s) and any relevant books, documents, records and audited accounts.

#### 7. Public Access to Information

In limited circumstances, Defra may be required to release information, including personal data and commercial information, on request under the Environmental Information Regulations and Freedom of Information Act 2000. However, Defra will not permit any unwarranted breach of confidentiality nor will we act in contravention of our obligations under the Data Protection Act 1998. We reserve the right to disclose the amount of grant(s) awarded to the individual plans.

Defra is seeking to identify specific examples of good practice to hold on a national database and disseminate to potential Applicants. The Applicant shall co-operate with reasonable requests for information and will allow Defra to use information about their project for publicity purposes.

#### 8. Underspend

In the event of an underspend of grant Defra may require the unspent amount to be repaid in full.

#### 9. Breach of Conditions

In the event:

- (a) that any statement made or document produced by or on behalf of the Applicant in support of the application is false, or
- (a) the Applicant breaches any of the terms and conditions of grant.

Defra may, by notice in writing to the Applicant, withdraw or vary the award of grant, refuse to pay grant, or vary the amount payable, or require repayment of the whole or such part as Defra shall in its absolute discretion think fit of any grant paid.

#### 10. English Law

The award of grant shall be governed by the Laws of England and Wales and shall be subject to the jurisdiction of the Courts of England and Wales.

#### 11. Conditions

Any conditions added by the Applicant to Defra's grant application form or any other documentation between the Applicant and Defra will not be accepted.

#### 12. Agreement

I confirm that I am authorised to accept the terms and conditions of grant given above on behalf of the Council and understand that this is an agreement between the Council and Defra.

Signature:

Date:

Name in BLOCK LETTERS:

On behalf of (Parish /Town Council)

Position:



# Compton & Shawford Parish Plan Project 2006-8

## Preliminary list of tasks and events

Start Date	Event	Completed
Oct-05	Jo Dixon briefing for Parish Council	✓
03-Jan-06	Parish Council authorises project startup and grant application	✓
04-Jan-06	Councillors visit to hear about St Mary Bourne experiences	✓
09-Jan-06	Meeting with Residents' Association and Community Association (CASCA) chairs; presentation from Otterbourne Project Lead	✓
11-Jan-06	Briefing for potential project chair	✓
23-Jan-06	Submit application for DEFRA grant	
23-Jan-06	Briefing for Parish Councillors and other Residents' Associations	
Feb-Apr 06	Meetings with village organisations (clubs, WI, schools, Church, Scouts)	
Feb-06	Start dialogue with WCC Planning Officers	
Mar-06	Parish Council gives next stage of go-ahead, formally commits funding	
Mar-Apr 06	CASCA to confirm rebate on hall hire	
Mar-Apr 06	Initial publicity in Parish Magazine and the Parish Council's Annual Review	
Apr-06	Public meeting to describe and launch project - possibly joint with Annual Parish Assembly	
May-06	Public meeting to appoint project chair and subgroups	
Jun-06	Team prepares for Open Day	
Jul-06	Open day to collect input for questionnaire	

Subsequent activities and their timing are to be determined by the committee after it has been formed.

They will include

committee meetings

finance and accounting process

budget and progress tracking procedures

public meetings and open days

Research into sources of information, relevant historic material etc

fund-raising events

consultation with the Planning Authority

consultation with other relevant local bodies: schools, transport, church,

utilities

consultation with voluntary bodies e.g. Hampshire Wildlife, Butterfly

Conservation

Preparation, distribution and analysis of questionnaire

Preparation, review, sign-off, publish final report

Based on feedback from St Mary Bourne and from Otterbourne, a two year timetable seems reasonable. The preliminary budget of £5000 ties in closely with their experience.

Apr-08 Final publication of Parish Plan

this task list prepared by A Walmsley based on advice received from Otterbourne and St Mary Bourne.

This version last updated

22-Jan-06

# Compton & Shawford Parish Plan Project 2006-8

## Preliminary Budget Estimates - Jan 2006

### Costs

Meetings	(Using CASCA published rates)		
	Meeting room hire - evening committee mtgs (24 monthly meetings 3 hours @£9.50/hour midweek rate, less 10% local discount, plus 5% contingency	£650	
	Main hall hire - Open Day(s): weekend rates £13.75/hour daytime, £180 all evening: Allow	£350	
	Refreshments and material for open days	£300	
Questionnaire	Printing costs depend on size of questionnaire which is not yet known. We looked at questionnaires from other parishes which varied from 12 pages to 29 pages. Our print cost for the Parish Magazine is £240 for 400 copies of 12 A4 pages double sided. Questionnaire will be more copies (about 550 households) but probably fewer pages. Allow:	£250	
Stationery:	posters in sizes up to A0, lamination, postits, interim circulars etc,	£150	
Publication	Final Parish Plan (printing and distribution) based on actual costs from similar parishes	£2,500	
<b>Subtotal</b>			<b>£4,200</b>
Volunteer time			
	10 days @ £50/day producing and analysing questionnaire	£500	
	2 days @ £150/day setting up database, web-based tools and computer processes	£300	
<b>Subtotal</b>			<b>£800</b>
<b>Total costs</b>			<b>£5,000</b>
<b>Funding</b>			
	Parish Council contribution	£1,000	
	Rebate from CASCA on room hire	£900	
	<b>Local fund raising events</b>	£800	
<b>Subtotal</b>			<b>£2,700</b>
<b>In kind contribution</b>			
	Volunteer time (as above)	£800	
<b>Subtotal</b>			<b>£800</b>
<b>Grant requested</b>			
	From DEFRA	£1,500	
<b>Subtotal</b>			<b>£1,500</b>
<b>Total funding</b>			<b>£5,000</b>

prepared 18 Jan 2006 by A Walmsley & J Dolphin with advice from J Dixon.

Last updated

22-Jan-06