**Communication between WNPG and SDC re: Schedule II**

**From:** Roger Harrison   
**Sent:** 30 May 2014 17:08  
**To:** Alan Griffith   
**Subject:** Re: Wilmcote Neighbourhood Plan

Thank you for this Alan,

This is exactly the same information as I have been given by the Community Development Foundation, who are administering the grants.

Our Funding Application has been accepted, but on the basis that we are not planning to finish until mid-next year, they have reduced our application for the maximum grant of £7000 back to an initial grant of £4,725 up to the end of this year. We can apply for the balance of £2,275, at any time, including next year - provided they continue to receive government funding.

The £4725 will be paid in two instalments to Wilmcote Parish Council - 90% now and 10% at the end of 2014, provided we are still on track. The PC will pass the money across to our account.

The maximum permitted consultancy cost was £500/day and as you will see in the attached schedule it includes costs associated with preparing, printing and analysing the questionnaires.

I can briefly summarise the main points at next Tuesday's meeting and not take up more than a couple of valuable minutes.

Best regards,

Roger

In a message dated 30/05/2014 14:33:35 GMT Daylight Time, Alan Griffith writes:

Hi Matthew

Thanks for your response.

It looks as if we need to focus on the programme to complete as much as possible by the end of the calendar year.

We have our grant application in already and Roger Harrison has been in touch with Simon Purfield, as stated already, very useful.

I will be in touch soon and may ask your views on the most appropriate housing sites, once we have a short list.

Many thanks Alan

**From:** Matthew Neal   
**Sent:** 30 May 2014 11:43  
**To:** Alan Griffith  
**Subject:** Wilmcote Neighbourhood Plan

Dear Mr Griffith,

Following our meeting on 23rd May, I have answers to the three questions raised:-

1.       Is there a minimum return level of questionnaires to make an application valid?

A:   Basically, a return of above 50% would equate to a ‘majority’ return.

2.       Who is responsible for formatting, printing and sending out questionnaires?

A:   The Neighbourhood Plan Steering Group or Parish Council would have overall responsibility for producing and distributing the questionnaires. However, the District Council could help in relation to the formatting and printing, should you wish to consider this option.

Simon Purfield (Consultation Manager) has extensive experience of survey design from draft questionnaire to final report. Simon can be contacted at [consultation@stratford-dc.gov.uk](mailto:consultation@stratford-dc.gov.uk) or by telephone on 01789 260118.

Ian Greenall could assist in printing any survey/questionnaire. Should you wish to get a quote, please e-mail him at [ian.greenall@stratford-dc.gov.uk](mailto:ian.greenall@stratford-dc.gov.uk)

3.       Is there any funding after 2014?

A:   I have this morning contacted the ‘My Community Rights’ advice line to confirm their understanding on this issue. They have confirmed to me that any grant funding applied for, whether it be for administrative assistance or direct professional support, will need to be spent by the end of this year (31st December 2014). They cannot confirm at this stage whether there will be an extension to the existing funding programme or a new funding programme. The upshot of this is that any applications for funding will need to be submitted very soon and their content will need to be focused to ensure the timeframes can be met.

Should you wish to apply for funding, it can be done through the My Community Rights website. Alternatively, they can be contacted on 0300 0201864.

I have asked for my contact details to be added to their database in order that I get informed of any changes to this situation. If any changes occur, I will inform all Parish Councils.

I hope this is of assistance.

Kind regards,

Matthew.

**Matthew Neal  
Neighbourhood Planning Officer**

**Chief Executive’s Unit**