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| Planning Services  **HEAD OF SERVICE:** **Adrian Duffield** | Vale Black and White Logo |
| East Challow Parish Council  [by email] | **Contact officer:**  Rachael.riach @southandvale.gov.uk  Tel: 07717150693    Textphone users add 18001 before you dial  Project 2 reference: ECNP |

15th March 2017

Dear East Challow Parish Council,

**Neighbourhood Planning Grant – East Challow Neighbourhood Plan**

I have great pleasure in confirming that the Vale of White Horse District Council has decided to award you a grant of £10,000 towards the cost of making your neighbourhood plan.

**The grant is subject to the following conditions:**

1. That the grant is spent exclusively on preparation of the East Challow Neighbourhood Plan, in accordance with your costed project plan or separate project plan and budget, which the council has retained on file for the record.
2. That you will keep the council informed about changes to your project plan and budget; the details of other funding received for example from Government or Big Lottery Schemes; and, in the interests of supporting other neighbourhood plans in the future, an indication of monies spent on key items in your project plan.
3. That you will comply with all statutory requirements in order for preparation of the neighbourhood plan to proceed in particular successful completion of the neighbourhood planning examination stage.
4. That you will inform the council immediately in writing if, at any stage, you decide not to complete preparation of the neighbourhood plan or you obtain funding from other sources, such that you do not require the full amount of grant awarded.
5. You understand that if as a result of surplus funding from elsewhere, or a decision to halt plan preparation, you have unspent district council grant money remaining the council may request those funds to be returned.

Please ensure the form below is signed by a responsible financial officer (RFO), which is usually the clerk, and returned to confirm that East Challow Parish Council will comply with the grant conditions and that you would like to claim the grant that has been awarded. Please return the signed form to me and I will send you a Purchase Order to forward to Capita for payment by direct bank transfer.

If you have any questions please do not hesitate to contact myself or Planning Policy on 01235 422600 or at [planning.policy@whitehorsedc.gov.uk](mailto:planning.policy@whitehorsedc.gov.uk) .

Yours faithfully,

Rachael Riach

*Please sign and return the form below*

Planning Services

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| **HEAD OF SERVICE:** **Adrian Duffield** |  |

Ref: East Challow Neighbourhood Plan

**Acceptance of grant conditions form – neighbourhood planning**

I acknowledge receipt of the grant award letter dated 15 March 2017.

East Challow Parish Council claims the grant awarded and will use it solely for the purposes of preparing the East Challow Neighbourhood Plan.

We will comply with the conditions and grant criteria specified in the grant award letter.

Signed………………………………………………………………………………………

Name (BLOCK CAPITALS)………………………………………………………………

Position in the organisation…………………………………………………………….

Name of the organisation……………………………………………………………….

Date…………………………………………………………………………………………