

# 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. Suffolk ACRE will assist Parish Plan Steering Groups in completing this application and will support them throughout the project.

The Parish Plan scheme for 2006/8 is funded by DEFRA - Rural Social Community programme (RSCP) and administered in Suffolk by Suffolk ACRE

Please read the Parish Plans Grant - application guidance note (RSCP 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	Great Bealings, Little Bealings, and Playford (Playford is fund holder)		
Ward	Witnesham & Grundisburgh	District	Suffolk Coastal
County/Unitary Authority	Suffolk		
Postcode <i>(see guidance note RSCP 1)</i>	IP13 6LW		
Name of main contact	Phil Holmes		
Position on Steering Group	Secretary		
Contact address	Paddock Hill Grundisburgh Road Great Bealings Woodbridge Postcode: IP13 6PE		
Telephone no. <i>(incl. national dialling code)</i>	01473 735223	Fax no.	
Email address	<a href="mailto:email@philholmes.net">email@philholmes.net</a>		
Address to which correspondence should be sent <i>(if different from above)</i>	Postcode		
Is the main contact willing to talk to other parishes/the media/ other organisations about this project?..... Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

### Part B: Advice and support

Name of Rural Community Council	Suffolk ACRE		
Rural Community Council field worker contact details			
Name	Annette Gray	Telephone no. <i>(incl. national dialling code)</i>	01473 242533

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

**Part C: Additional information**

Where did you hear about the scheme?

Via the Parish Councils

**Section 2.**

**Part A: Description of your community**

(i) What is the total population size of your parish? GB 310, LB 470, P 220=1000, 397 households

(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"/>	Woodbridge library? 6.4km
Police Station	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Woodbridge. 4.2km
Post Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cashpoint	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tesco – 3.8km
Shop	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Martlesham PO, 3.2km.
Primary School	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Secondary/Senior School	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Kesgrave, 3.4km. Farlingayes is nearer others.
Job Centre	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Woodbridge, 6.4km
Petrol station/garages	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tesco, 3.8km, Shell 4.3km
Youth clubs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Kesgrave? ~3.4km
Health centre/doctor's surgery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Martlesham Heath 4.5km, Grundisburgh 5.0km

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

The Parishes of Great Bealings, Little Bealings and Playford are rural communities approximately 6 km from Woodbridge, the nearest town, and 9 km from Ipswich. Each parish has a church, with a single benefice covering all three. Great and Little Bealings share a village hall, and Playford has one of its own. The 3 parishes extend around 3.5km north-south and 4.3km east-west. The population of each village is fairly distributed among the roads through the area. There is a Post Office in Great Bealings, although this is not expected to stay for long, and the nearest shops are in Grundisburgh, Martlesham and Woodbridge. There is a pub (the Admiral's Head) and a primary school in Little Bealings. There is a bus service every hour or two (depending on the time of day) which operates to Ipswich and Woodbridge. There is no true industry in any of the parishes, although a business centre (Mallard House) exists at Little Bealings railway station (which no longer functions as a station). 15 small businesses work from there.

The Parishes lie between Woodbridge and Ipswich and are subject to quite heavy traffic on rural roads at rush hour.

**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 following table.

Details	Date(s)	Role of Parish Council <i>(i.e. instigator, consultee, etc.)</i>

- (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)

Great Bealings, Little Bealings and Playford are planning to create a joint parish plan.

(b) how will you be working together

By creating a joint plan for all 3 parishes.

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

No plans at present.

If you have already achieved the 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 are currently refining our list of other organisations, but the list of potential stakeholder is: Grove Farm Residents Association, Women's Institute, Brownies, Angela Cobbold Hall users, Bealings Village Hall users, Playford Village Hall users, Neighbourhood Watch, Mother & Toddler groups, Friends of Bealings School, Playgroup, Bowling Club, Boules Club, John Belstead Playing Field Project

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

Technique	Name of target groups (see guidance note RSCP 1)	Estimated no. of participants
Household/Personal Questionnaire	All	397/1000
Youth Questionnaire	All	80-100
Business Questionnaire	All	20
Special meetings	All	100
One to one interviews/chats	Focus groups and businesses	40
Competitions	No	
Making a model of the ideal village	No	
Information flyer/poster	All	397/1000
Press release	All via benefice newsletter & Grundisburgh news	1000
Suggestion box	All	100
Letters	Businesses and local stakeholders	50
Talk/Presentation to groups	All local groups	see above
Drop-in events/Exhibitions	All	100
Visualisation event	No	
Jigsaw/photography	No	
Walkabout	Possibly	
Video	No	
Other (please specify)	Infonnaire	

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

Public meetings will be held at both Bealings and Playford village halls. Questionnaires will be delivered to all residences in the 3 parishes. All businesses in the parishes are being identified and will be surveyed.

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

Initial meeting 2/4/2007; open meetings November 2007

- (v) Estimated completion date of the Parish Plan

mid 2008

- (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 Framework? ..... Yes  No

If 'YES', when was it published  when will it be reviewed?

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

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

Please indicate below which of the following you have contacted?

Support	Who contacted/when	Response * #
District/Borough Councillor time	Ivan Jowers email 29 August 2007	Met on 12 Sept. Offered enthusiastic support.
County Councillor time	Peter Bellfield email 29 August 2007	Strong support. £100 offered from budget.
District/ Borough Planning Officer time	Phil Ridley email 29 August 2007	Supplied name of local plans officer.
Local Strategic Partnership Officer time	Luke Bennett @ SCDG email 29 August 2007	No response
Suffolk Association of Local Councils (SALC)	Lynne Lodge email 29 August 2007	Supplied information sheet and offered support
Letters of support		
Financial contribution to the Parish Plan project	We have written to 20 local businesses	3 responses stating unable to support financially. 1 offer of practical help.
Other (please specify)		

(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	We have a plan to contact all stakeholders, including the ones identified here, as a part of the Parish Plan development activity. However, we do not have plans to contact them <i>prior to</i> our application being accepted and funded.	
Police		
Youth Service		
Education Authority		
Other (please specify)		

\* 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 Suffolk ACRE)? ..... Yes  No

If 'YES', please complete the table below:

Who?	What will they do? (e.g. provide workshops, facilitate an event, etc.)
Suffolk ACRE	Workshops to assist with developing the plan.

## Section 4. Project costs (expenditure)

Tell us about the costs of producing your Parish Plan:

Item description	Cost (excl. VAT) £s
Involving local people, e.g. consensus building events, surveys, consultations, chats/interviews	£1073.00
Consultancy/professional support	£0.00
Data collection and analysis	£824.60
Production and distribution of final report with action plan	£1590.50
Other costs ( <i>please specify</i> ) Secretarial and 5% contingency	£200.66
<b>Total costs</b>	<b>£3688.76</b>

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

## 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	£208.86	<input checked="" type="checkbox"/>	
County Councillor's Locality Budget	£100.00	<input checked="" type="checkbox"/>	
District Council contribution		<input type="checkbox"/>	
Other contributions ( <i>please specify</i> )	£180.00	<input checked="" type="checkbox"/>	(Admiral's Head contribution in kind for room hire) We have also received £200 as "pump priming" (as opposed to match funding) from Brookes and Wood
Funds raised specifically for the Parish Plan		<input type="checkbox"/>	
<b>Sub total</b>	<b>£488.86</b>	<input type="checkbox"/>	
Grant requested ( <i>Grants are discretionary and rates are variable</i> )	£3199.90	<input type="checkbox"/>	
<b>Sub-total</b>		<input type="checkbox"/>	
<b>Total funding</b>	<b>£3688.76</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 notes (RSCP 1).

I confirm that, to the best of my knowledge and belief, all the information in this application is true and correct.

Signature	
Name (in BLOCK LETTERS)	Sarah Cartwright
Position	Clerk to Playford Parish Council
On behalf of	The Great Bealings, Little Bealings and Playford Joint Parish Plan Steering Group <i>The applicant, who is the main contact for the Parish Plan grant as named in section 1</i>
Date	17 October 2007
Parish Council	Playford
Name of payee (Parish Council to which cheque will be made out)	Playford Parish Council
Contact address where grant cheque should be sent (if different to that given in Section 1)	          Postcode

**If approved, your total grant will be paid in a single advance payment, by cheque, issued by Suffolk ACRE.**

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## Checklist

- We have undertaken a short initial eligibility assessment facilitated by Suffolk ACRE. ....
- 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. ....