

Procedure for Parish Councils requesting funding to support additional work created by the Growth Agenda

Cambridgeshire Horizons has created the following procedure to provide guidance to Parish Councils that are seeking financial support to cover additional work created by local major development sites.

The procedure is as follows:

1. Funding may be provided by Cambridgeshire Horizons for Parish Councils whose workload is directly affected by the following major development sites:
 - Cambridge Southern Fringe
 - North West Cambridge
 - Cambridge East
 - Northstowe
 - Market Towns - major developments.

2. Parish Councils must write to Laura Halstead, Communications Manager (and Manager of the Core Budget), at Cambridgeshire Horizons outlining:
 - a. The exact amount of money requested for that financial year;
 - b. Why the additional funding is required;
 - c. How the money will be spent;

3. Cambridgeshire Horizons will then review the proposal and check that it meets the following criteria:
 - a. The funding will be used to cover additional work carried out that is directly linked to a major development site;
 - b. That funding is not available to support the work elsewhere;
 - c. The funding will be used within a reasonable time to positive effect.

4. Cambridgeshire Horizons will liaise with the relevant Local Authority to discuss the proposal.

5. The request will then be considered in terms of available budget and feedback from the relevant local authority, and an offer will be presented to the Parish Council in writing with 30 days.

6. Should the Parish Council agree to the offer, they must confirm in writing.
7. Cambridgeshire Horizons will then create an official funding agreement, that will need to be signed by:
 - a. Parish Council representative;
 - b. Cambridgeshire Horizons budget holder.
8. Upon completion of the funding agreement, the Parish Council would be required to issue an invoice to Cambridgeshire Horizons in order to receive payment.
9. Cambridgeshire Horizons reserve the right to carry out checks throughout the year to ensure the money is being used as per the funding agreement.

End