

**TITLE: LITTLEPORT HIGH STREET RENEWAL – CAPITAL GRANT FUND SCHEME**

Committee: Finance and Assets Committee

Date: 23 January 2023

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Report No: X131

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### **1.0 ISSUE**

1.1. To approve the Littleport High Street Renewal – Capital Grant Fund scheme eligibility criteria and application form.

### **2.0 RECOMMENDATION(S)**

2.1. Members are requested to:

i) Approve the scheme eligibility criteria and application form at Appendix 1, and

ii) Delegate authority to the Business Development Manager, in consultation with the Chairman of Finance & Assets Committee, to open the fund as set out in 4.5 of this report.

### **3.0 BACKGROUND/OPTIONS**

3.1. The Cambridgeshire and Peterborough Combined Authority (CPCA) has ringfenced £1 million of funding for each market town in the Combined Authority area to enable it to deliver interventions identified in their Masterplan documents, which will secure economic growth for the market towns and contribute to the doubling Cambridgeshire and Peterborough's GVA targets.

3.2. East Cambridgeshire District Council (ECDC) has allocated £75,000 from its Market Towns Programme funding for Littleport towards a scheme to support small projects in Littleport Town Centre. The CPCA will consider this allocation at its Board Meeting on 25 January 2023.

### **4.0 ARGUMENTS/CONCLUSION(S)**

4.1. The scheme is specifically aimed at providing capital funding for improvements to the frontage of buildings or the general appearance of Littleport town centre. Full details of the scheme eligibility criteria can be found at Appendix 1.

- 4.2. Grant funding under this scheme will only cover the cost of improvements (capital expenditure) and are not intended for work such as surveys, advice or other costs that might be considered non-capital expenditure.
- 4.3. The minimum value of grant funding will be £500 and the Maximum £20,000.
- 4.4. The funding is not yet secured. The CPCA will consider the allocation at its Board meeting on 25 January 2023. If the CPCA do not approve the allocation this grant fund scheme will not be launched.
- 4.5. If Members agree the scheme and in the event that the CPCA approve the allocation as per 3.2 of this report, the Business Development Manager, in consultation with the Chairman Finance & Assets Committee, will open the fund from Monday 6<sup>th</sup> February 2023 and close on Friday 10<sup>th</sup> March 2023. In the event that the fund is fully utilised before the close date, the Council reserves the right to close the fund to pending or new applications.

## **5.0 FINANCIAL IMPLICATIONS / EQUALITY IMPACT STATEMENT / CARBON IMPACT ASSESSMENT**

- 5.1. There are no additional financial implications arising from this report.
- 5.2. Equality Impact Assessment (EIA) not required.
- 5.3. Carbon Impact Assessment (CIA) not required

## **6.0 APPENDICES**

- 6.1. Appendix 1 Capital Grant Fund Scheme Grant Funding Criteria and Application Form.

### **Background Documents:**

None.



East Cambridgeshire  
District Council

## **Grant Funding Criteria and Application Form Littleport**

East Cambridgeshire District Council (ECDC) has allocated £75,000 from its Market Towns Programme funding towards a grant scheme that supports projects in Littleport Town Centre.

This scheme is specifically designed to enable bids to be made for capital funding to enable improvements to the frontage of buildings or the general appearance of Littleport's Town Centre. All interested organisations will need to submit a formal application and will need to meet the criteria set out below. Grants may be awarded in whole or in part.

Applications will be evaluated based on the criteria set out below and then awarded a grant between £500-£20,000 based on their requirements until all funding has been fully utilised.

### **Criteria**

1. Applications are welcomed from interested organisations who may be landlords, property owners, tenants, businesses, community groups, or other stakeholders.
2. Applications to this grant fund will only be considered for capital improvements to the frontage of buildings or the general appearance of Littleport's town centre area.
3. For the purposes of this grant fund the Littleport town centre area, will be as defined in the attached scheme coverage map which shows all street facing areas that will be considered.
4. Examples of projects that will be considered are, but not limited to, minor structural or aesthetic repairs to frontages, new or improved signage (not illuminated), street furniture, glazing, painting, planting, improved awnings and improved access into and out of premises.
5. The minimum value of grant funding will be £500 and the maximum £20,000.
6. Grant funding under this scheme will only cover the cost of improvements (capital expenditure) and are not intended for work such as surveys, advice or

other costs that might be considered non-capital expenditure.

7. Applicants will provide ECDC officers with full written details of their proposed project which includes the purpose of the work, anticipated timescales, full costs and specification.
8. Littleport town centre falls within a conservation area and contains listed buildings which should be discussed with our Conservation Officer, who will be pleased to offer advice/guidance prior to submission of any application to this scheme. Please email [conservation@eastcambs.gov.uk](mailto:conservation@eastcambs.gov.uk)

Proposals should take account of the advice set out in the Council's Shop Front Design Guide. [Shop Front SPD Final Copy 0.pdf \(eastcambs.gov.uk\)](#)

9. Applicants will be expected to pay 100% of the project costs and then submit a claim to recover these costs (equivalent to the grant awarded) when the project is completed.
10. The fund will be opened on [TO BE INSERTED] and close on [TO BE INSERTED]. All applications will be assessed following the closing date and funds will be allocated to those which most closely match the funding criteria.
11. We can only accept one application per applicant or location.
12. Applications should be submitted via the council's website [INSERT]
13. For general information please contact [towngrants@eastcambs.gov.uk](mailto:towngrants@eastcambs.gov.uk)

**High Street Renewal- Capital Fund Scheme Application Form**

**1. Applicant Name (Business/Organisation)**

**2. Applicant Contact Details**

Name:

Position:

Telephone:

Email:

**3. Confirmation the Applicant has read the grant criteria and is authorised to complete this application form (please tick)**

Read Yes

Authorised Yes

**4. Location of town centre property or site to be considered for this application**

**5. Overview of proposed project- max 200 words. Please attach any additional narrative, drawings, cost estimates or other supporting documents separately**

**6. Project Funding Details**

Total capital cost of project:

Amount of ECDC grant sought:

**7. Timescales**

Anticipated Project Start Date:

Anticipated Project Completion Date:

Anticipated Date Grant Funding Release Date:

**8. Has advice been sought from ECDC’s Conservation Officer? Please provide details**

**9. Other grants**

During the past four years has the applicant received Government or Council Grants. If yes please provide the details below (if no please enter zero).

2017/18	£
2018/19	£
2019/20	£
2020/21	£
2021/22	£

I/We believe the above information is true and correct. We authorise East Cambridgeshire District Council to check our details and share information with Cambridgeshire and Peterborough Combined Authority in order to consider making a grant offer against the information provided.

**Name:**

**Authorised Signatory:**

**Date:**



