



Established 1894

Angmering Parish Council

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MINUTES OF THE MEETING OF THE ANGMERING PARISH COUNCIL HELD ON MONDAY 9 OCTOBER 2023 AT THE ANGMERING VILLAGE HALL, KING SUITE

Present: Councillors Nikki Hamilton-Street (Chair), Alison Reigate (Vice Chair), Norma Harris, Alan Evans, Sylvia Verrinder, Renée Hobson, Bill Hall and Carey Bennett

In Attendance: Katie Herr (Clerk), Tracy Lees (Committee Clerk), WSCC Cllr. Deborah Urquhart, ADC Cllrs. Andy Cooper, Cllr Amelia Worne and 1 member of the public.

Acronym: Angmering Parish Council – APC; West Sussex County Council – WSCC; Arun District Council – ADC; Angmering Community Land Trust – ACLT; Planning & Infrastructure Committee (formally HTP) – PI; Community, Leisure, Environment & Wellbeing Committee – CLEW; Neighbourhood Plan – NHP; West Sussex Association of Local Councils – WSALC; Traffic Regulation Order – TRO. Angmering Flood Alleviation Scheme – AFAS; EMR – Ear Marked Reserves.

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	23/107	APOLOGIES FOR ABSENCE Apologies were received and approved for Cllrs John Oldfield, Matthew Want and David Marsh. Apologies were not received or approved for Cllr. Paul Bicknell.	
2	23/108	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
3	23/109	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Monday 11 September 2023 were agreed by all and signed by the Chair.	
4	23/110	PUBLIC CONSULTATION The member of the public wanted to speak about his experience with anti-social behavior. He was particularly concerned about the area around the Community Centre on Bramley Green. He gave an overview of his past work experience and also the conversations he has had with other local residents both in person and via Facebook. He gave his thoughts on what he felt could be done in the short and long term and also stressed that every single incident needed to be reported but was aware that this was not happening. He finished by asking what he could do to help and offered advice where he could.	

A discussion took place which included suggestion being made and a comment being made that lighting was not the solution in this area.

The Chair reported on the conversations she had had with police officers that look after The Angmering School, the Clerk explained the conversations she has had with the anti-social team at ADC and also confirmed that the PCSO that Angmering currently share with East Preston was aware of the situation and that the area was on his rounds to monitor.

After discussion the Chair thanked the member of the public for attending the meeting and for what he had been doing to help.

The member of the public left the meeting at 19:46.

5 23/111 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON THE ACTION LIST AND SUBSEQUENT MATTERS.

The Clerk added the following to her report:

- The old fence at Fletcher's Field play park has now been removed and the new one was in the process of being installed. There is also a new bin to go inside the play park.
- The APC office has received a lot of positive support for the suggested TRO with regards to extending the yellow lines on the B1240 and Heathfield Avenue.
- The application for the next level of the Local Council Award Scheme has been applied for and we should hear if we have been successful in December.

No questions were asked.

6 23/112 CHAIRS REPORT

The Chair asked if there were any questions regarding her report, none were asked.

Before moving on she commented that she had still not had a response to her 2 emails to Matt Stanley, Leader of the ADC Council, re the planning committee and the Arun Local Plan Review.

7 23/113 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

Cllr. Urquhart advised that she had been working with APC on road safety in Angmering. The new 'pedestrian in road' signage has been installed in Arundel Road by the Library and the 20mph Traffic Regulation Orders for Arundel Rd and Dappers Lane has been submitted. Initial comments from WSCC are positive.

She also reported the following:

West Sussex County Council have completed a surface dressing treatment programme on 71.7km (44.5 miles) of roads. As part of the programme, 33.2km (20.6 miles) of roads were treated with a surface sealant which will further prolong the life of the dressing on roads and minimise the risk of early failures.

World Mental Health Day is on 10 October and WSCC are highlighting a number of services and organisations that can help. For information and tips on maintaining good mental health, advice on what to do if you or someone else is struggling and what to do in a crisis visit NHS Every Mind Matters or West Sussex Mind.

Support for children and young people is available at Your Mind Matters.

For urgent support:

- Samaritans: call 116 123.
- Sussex Mental Healthline: call 0800 0309 500.
- NHS: call 111 (select option 2 for mental health).
- Or text the word SUSSEX to 85258 (NHS Sussex Partnership).

Smokers planning to quit this Stoptober are urged to prepare early and seek free support to have the best chance of quitting for good. Research shows smokers are three times more likely to successfully quit when they have support and there are free local Stop Smoking Services available across the county.

Videos to watch are how West Sussex Wellbeing's smoking cessation service can help you quit and how the service helped a resident quit smoking.

WSCC have updated their website to provide residents with more information on how to safely dispose of small electrical items. You must not dispose of small electricals in either your recycling or waste bins at home. This is because they often contain hazardous materials which can start a fire when the items are crushed during the collection and sorting processes.

Between August 2022 and March 2023 the Materials Recycling Facility (MRF) and Mechanical Biological Treatment Plant (MBT) have had over 24 fires due to small electricals. If you do need to dispose of a single-use vape please make use of the small electrical collections operated by your district or borough council, or visit one of the WSCC Recycling Centres.

For information on how to dispose of small electricals and disposable vapes safely visit the WSCC website.

Based on a recent survey, WSCC found that common household items are not being recycled at home across West Sussex. Items such as clean black plastics pots, tubs and trays, plastic bottles with their tops on and takeaway coffee cups are being missed despite being recyclable.

WSCC have launched **FOUR NEW VIDEOS** as part of their Think Before You Throw Campaign. These videos focus on each of the four main material's that are recyclable at home across West Sussex - highlighting how these materials are processed at the Materials Recycling Facility (MRF) in Ford and where they get sent to for recycling!

Watch our new videos online, or if you want to see the Materials Recycling Facility in action you can book a visit.

British businesses can access new advice and support to reduce their energy bills and cut their carbon emissions from the UK Business Climate Hub. The hub, developed in partnership with organisations such as the Federation of Small Business, Institute of Directors, British Business Bank, provides small businesses with detailed advice on everything from sourcing products from green suppliers, paying less for solar panels and EVs, getting a low-carbon heat pump, to generating green energy and selling it back to the grid.

A new grant is supporting trainees in England to gain skills working with heat pumps. Heating engineers could receive a discount of up to £500 towards the cost of heat pump training, plus support and advice when installing a heat pump for the first time. Several heating manufacturers are offering extra discounts and offers to participating trainees, which could be worth up to a further £500 in vouchers and training. The initiative is funded by the Department for Energy Security and Net Zero and administered by the Midlands Net Zero Hub. The grant scheme is open until March 2025.

Cllr. Evans asked a question regarding where unwanted books went, the answer was to the World of books. He was also interested to know about other recycling opportunities, Cllr. Urquhart will look into this and report back, she also explained the process WSCC currently has for recycling bicycles.

8 23/114 REPORT FROM THE ARUN DISTRICT COUNCILLORS

Cllrs. Cooper reported the following:

ADC have not had a full council meeting since 19th July, the next meeting will be in November.

Works are planned for ADC planning corporate document systems on Monday 16th October, planning committee is due to meet on 18th October, documents will not be visible during that time. Text explaining that is on ADC website. Cllr. Verrinder asked how long the system could be down for, Cllr. Cooper said potential up to 4 days.

Cllr. Cooper mentioned that he was getting representation for a bus stop on Roundstone lane, He is looking a solution for this issue. The Clerk commented on the action the APC office had been taking.

The planning application has gone in for the Littlehampton foreshore public realms works. The situation is progressing for the resolution to the windmill theatre, it is complicated but he promised to do his best to encourage open communication with all parties.

Communication remains slow at ADC, he has asked the leader and officers regarding this matter, but is still ironically waiting for a reply.

Littlehampton Town Council included the residents of Angmering and the wider eastern district in their population numbers for the Littlehampton Town Centre Action Plan, for information on this watch the webcast for the ADC Economy Committee on October 5th where I asked questions on this matter.

He also mentioned the How Safe Do You Feel survey that is currently live on the ADC website and encouraged everyone to complete it.

Cllr. Worne had nothing to report.

Cllr. Evans commented on the South East Electric Vehicle Strategy, Cllr. Urquhart said that this was part of WSCC policy. He also asked about coffee pod recycling and what could be done with them – Cllr. Cooper said he would look into this as he was not aware of what was available.

Cllrs, Urquhart, Cooper and Worne left the meeting at 20:11

9 23/115 NEIGHBOURHOOD PLAN

There was nothing new to report.

10 23/116 ANGMERING BLUE PLAQUES

Cllr. Evans gave an overview of why he wanted this on the agenda and what information he had found out about the process involved in obtaining a plaque including the approximate cost which is about £400 per plaque. He also reported that he had spoken with East Preston Parish Council as they have blue plaques within their village. A discussion then took place around eligibility and the process that needed to be followed. It was also pointed out that if this was to be taken forward it would need to be budgeted for. Cllr. Evans will continue his investigations.

11 23/117 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23

The Clerk explained the text section of the form and that it had occurred due to the funds being invested and not recorded within the AGAR correctly. The Clerk worked with both the internal auditor and Rialtas (accounting system) staff to rectify. Steps will now be taken to update the asset register.

No questions were asked and the documentation was noted.

12 23/118 BUDGET 2023/24 AND SUGGESTED VIREMENTS

The Chair explained that APC are now 6 months into this year's budget and it was time to consider the suggested virements.

It was reported that there was a predicted overspend regarding Gas for the office and comments were made with regards to the report received.

After discussion the following was agreed:

<p>RESOLUTION: Cllr. Reigate PROPOSED that a sum of £1,000.00 was vired from the suggested budget lines and into the budget line for Gas/Office. Cllr. Verrinder SECONDED and ALL AGREED.</p>

Regarding the underspend for Councillor Allowance and Kings Coronation Grants it was suggested by Cllr. Reigate that part of these funds were transferred to the

Community Grant pot as this year's allocated amount was nearly fully spent. No other suggestions were made.

The Clerk will bring this item back to the next meeting in November for further discussion. She asked councillors for thoughts on what else this money could be used to deliver by Monday 23 October 2023.

Action: Put this item back on the November agenda for further discussion and councillors comments required by Monday 23 October 2023. **KH/Cllrs**

13 23/119 EASEMENT – SIGMA HOMES

The Chair gave an overview of what this was and why it was needed. The Clerk said that a formal agreement was needed, which she then read out. It was also confirmed the all legal costs would be covered by Sigma Homes. No questions were asked and therefore the following was agreed:

RESOLUTION: Cllr. Reigate **PROPOSED** that councillors agree to the Clerk negotiating the terms of the grant of an easement to Sigma Homes and deal with associated issues to facilitate the easement, including seeking professional advice as required on the terms. Cllr. Harris **SECONDED** and **ALL AGREED.**

14 23/120 NEW HOME FOR THE SILENT SOLIDER

The Chair explained the background and why St Wilfrid's School could no longer look after it. She also explained that the council needed to decide on a new location or to remove it completely. A discussion then took place of possible new locations as it was felt it should be kept on show within the village.

The Clerk will send out a poll to councillors with the suggested locations to see which was the preferred option. The office team will also look into if it can be mounted so it could be moved around the village.

Action: Set up a poll to ascertain the preferred new location for the Silent Solider. **KH**

15 23/121 COMMUNITY GRANT APPLICATIONS

The 2023/2024 budget for Community Grants is £4,000.

Eight grants have been awarded so far this year, leaving an available budget of £650.14

One grant application was received this month. This was from Arun Counselling Centre requesting £225 – after a brief discussion the following was agreed:

RESOLUTION: Cllr. Reigate **PROPOSED** that a sum of £225.00 was granted to Arun Counselling Centre. Cllr. Hall **SECONDED** and **ALL AGREED.**

This leaves an available budget of £425.14.
Figures stated on the agenda circulated were incorrect.

16 23/122 2023/2024 FINANCIAL REPORT

The September reports were brought to this meeting.

No questions were asked and the reconciliations were signed by Cllr. Harris.

17 23/123 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED
None.

18 23/124 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING
The Planning and Infrastructure Committee – None.
CLEW Committee – None.
Governance & Oversight Committee – None.

19 23/125 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA
None.

DATE OF NEXT MEETING

The Committee's next meeting will be on **Monday 13 November 2023** at 7:30pm in the King Suite, Angmering Village Hall.

The meeting concluded at 20.46.

..... Date.....
Chairman



Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegate To
08.03.21	4	20/198	Village Gates	Look into the possibility of installing village gates		Clerk would like to put this item on hold until works on Water Lane width have been completed as it may result in moving the signs.	KH

KEY

Task has been started
Task to remain on the list
Task not yet started
Task completed



Clerks Report October 2023

Agenda Item 5

Preloved Clothes Sale/Halloween Spectacular – Both events ran very well and feedback was positive. We will now look into other events including a preloved children's clothes and toys sale. Halloween saw higher numbers than last year and there were lots of smiley, if not slightly scary faces around 😊. Thanks to Nikki, Sylvia, Norma, Alison and Carey who joined office staff (and their families) to make sure these events were successfully run.

Blue Star Roundabout – Work to finish this area will take place w/c 6 November 2023.

Lloyd Goring Close – Responses to the letter are being collated and the Clerk, Cllr. Hamilton-Street and Cllr. Reigate will meet to discuss further.

Fletchers Play Area – The fencing has now been completed. We are due to have a new bin within the play area put in within the next few weeks. Work is being undertaken by ADC with regards to formal handover and opening event.

Hérons Park Drainage – The Clerk has chased both WSCC and ADC on updates from actions taken at the meeting in September 2023.

TRO – B2140 and Heathfield Avenue – The Traffic Regulation Order has been submitted to WSCC requesting that yellow lines be extended on those two roads in order to improve road users safety.

S106 Funding – Several emails have been sent after an updated copy of the current S106 funding was received from ADC. The funds being investigated by the Clerk include money for healthcare, affordable housing funding (enquiring about possible funding for ACLT) and funding earmarked for the new primary school. Chaser emails have now been sent.

Conservation Area – We are still waiting for an update from the Conservation Officer at ADC with regards to our proposed expansion to the Angmering Conservation Area.

Weavers Hill – WSCC have been contacted about the overgrown greenery along the length of Weavers Hill. They have organised for a full cut to be done but could not give me dates of when this would be.

Dappers Lane – We have the scheme for the 20 mph change to Dappers Lane on this months agenda and we are still working with the Save Dappers Lane group to put out a survey about their wish to shut the northern end of Dappers Lane to all motorised traffic.

Blue Plaques – A question will be added to our Community Survey regarding the addition of blue plaques. We will be waiting until English Heritage offer these outside of London to apply for plaques

to be displayed in Angmering. We can budget for this in 2024/25 so funds are ready, should residents want to go forward with this project.

Bus Shelter A259 – The Clerk is still chasing for a date when the shelter will be installed. The latest update was a supplier issue.



Chair's report November 2023

We held update training for Councillors at the beginning of the month. Andy Beams delivered a very informative session, thank you to all that were able to attend, and demonstrate our effectiveness as a Council.

Thank you to Cllr Verrinder who represented APC at the Appeal Hearing for Lansdowne Nursery, Ferring, and read our deposition constructed by our Planning Consultant. We were delighted that the Planning Inspector Benjamin Webb dismissed the Appeal, a comprehensive report clearly demonstrates how unsuitable this site is for housing.

After some initial issues the play park at Fletchers Field that has been jointly funded with ADC is fully functioning and being well used, particularly after school. The new fence has been installed and a new bin is on order.

Cllr Reigate and I represented APC at the WSALC AGM & Conference in Billingshurst. The Minutes and presentations have been circulated to Councillors. AiRS presented their recent success' with Community Led Housing Projects, details have been forwarded to the Chair of Angmering Community Land Trust, to support them in looking at how the project in Mayflower Way can be restarted.

The Clerk and I met with the Youth Service Manager from Arun Youth Projects in response to the incidents involving young people on Bramley Green. I am pleased that they have been able to respond with a proposal before you tonight.

Thank you to APC Staff, Councillors and Volunteers who supported our first Preloved Clothes Sale, despite the wet weather we were pleased with numbers of sellers, and the buyers who attended. All purchases made are helping to reduce the amount of clothes that find their way into landfill. Numerous bags of clothes were also taken by Link Hope to be sold or recycled. Pitch fees and sales from the café have all been donated to the SID Youth CIC.

Our 4th Halloween Spectacular, saw an amazing number of families attend, many in fancy dress clutching their pre craved pumpkins. An enormous thank you to APC Staff and their families, and Councillors who supported the event, serving refreshments and providing craft activities. Wooden medals for everyone, and carved gifts for the top 3 in each age category were kindly donated by The Crafty Wood Mouse. Additional ideas are already being planned for next year.

In preparation for Angmering@Christmas, and promoting business' in the Parish, we have an advert on More FM, so listen out!

We have received ideas from Councillors, and the Clerk and I have met to start the process of formulating the Community Survey. This will go out electronically, and residents can be supported by the Office to complete. It is an essential part of our planning to ensure that we are truly delivering what the community needs and wants, please make sure that you talk to as many as possible and encourage them to contribute.

As reported for the last two months we have asked for meetings of the Angmering Advisory Committee and an update on the progress of delivery of the Sports Hub. Disappointingly we have still not had any dates.

Nikki Hamilton-Street



Financial Risk Assessment

Financial Risk Assessment

Risk	S	L	Level	Controls in place
Banking Account Errors/going overdrawn	1	2	2	All council bank accounts are reconciled every month in accordance with the Financial Regulations Monthly reconciliations are subsequently signed off by a different councillor each month. Bank statements accessible online to check receipt of payments Weekly checks are made on the business account and if low, money is to be transferred from the high interest account.
Risk of consequential loss of income	5	1	5	Insurance cover in place for insurable risks, including business interruption New asset purchases added to insurable risks at earliest opportunity Full asset registered reviewed at least annually to ensure sufficient insurance cover in place Bank account general reserves to be increased over time to approximately 50% of the precept Financial performance of all activity reviewed monthly to enable issues to be speedily addressed All electronic records backed-up every night Precept paid in two installments by the District Council
Loss of cash through theft or dishonesty	1	1	1	Petty cash spending agreed in advance by RFO, and controlled by the RFO. Receipts provided for all expenditure and petty cash checked and balanced monthly
Risk	S	L	Level	Controls in place
Financial controls and records not in place	1	1	1	Internal audit completed twice per annum in addition to annual external audit Internal audit reports presented to the next available Parish meeting, along with an action plan detailing how the auditor's recommendations have been acted upon All electronic financial records are backed up off site every evening Tenders and/or quotes for works are secured in accordance with Financial Regulations All financial records stored and saved in accordance with the council's Document Retention Policy Financial Risk Assessment to be reviewed by Governance Committee
Failure to comply with HMRC VAT Regulations	2	1	2	VAT payments and reclaims processed Advice notes from HMRC followed at all times, using external expert advice where necessary Internal auditor reviews VAT as part of the twice yearly checks VAT reconciled monthly and claimed quarterly via online HMRC RBS accounting system on approved list for Making Tax Digital process taking effect from October 2019
Risk	S	L	Level	Controls in place
Failure to produce a sound budget to support annual precept	4	1	4	Previous year's budget and income and expenditure to date used to draft next year's budget Earmarked and general reserves reviewed as part of budget setting process Developing a council business plan will further inform longer term financial aspirations RFO prepares draft budget for review by Governance Committee Budget proposal discussed and agreed by Governance Committee as a recommendation to Full Council Full Council approve budget and agree precept to meet response deadlines set by District Council Expenditure against budget reported to relevant committees at every meeting
Risk	S	L	Level	Controls in place
Failure to comply with borrowing restrictions	3	1	3	Any new Public Works Loan Board (PWL) borrowing to be approved by Full Council after assessment of the business case Support with application process available through WSALC if required
Risk	S	L	Level	Controls in place
Loss of interest from investments	2	1	2	Investment Policy - reviewed annually Statements regularly reviewed Potential to go over the 500k Euro limit for FSCS guarantee. -The spread of investments across accounts is still important and protects the council against losing everything if kept in just one account. While investments are with Flagstone - monthly checks are made on their progress and the money reinvested when the account matures.
Risk	S	L	Level	Controls in place
Risk from increasing prices such as utility bills, insurances etc	3	3	9	Careful consideration is taken when budgeting for the following year. Taking advice and looking at trends. Comprisons are undertaken and several quotes are always obtained, as per our Financial Regulations Funds are available within the "General Reserves" to make virements to cover any unexpected overspend.
Risk Rating Guide				
Severity (S)	Likelihood of harm occurring (L)		Risk rating = L x S	
1 = Negligible	1 = Very low		0 - 4 = Insignificant risk	
2 = Minor	2 = Very unlikely		5 - 9 = Low risk	
3 = Moderate	3 = Unlikely		10 - 15 = Medium risk	
4 = Major	4 = Likely		16 + = High risk	
5 = Catastrophic	5 = Very likely			
Risk Assessment Completed	26.10.2023			
Take to Full Council	13.11.2023			
Next Review by Governance & Oversight	07.02.2024			



General Council Risks

General Council Risks - Operational, Financial, Legal and Reputational.

Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Mayflower Park Improvements	Funds	4	3	12	Ensure correct procedure followed when assigning contractors. Source external funding/grants/assign CIL money.	3	2	6
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
ASRA Sports Pavilion	Current State of Repair	4	4	16	Maintain in best condition as possible.	3	3	6
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Mayflower Way Ownership	Responsibilities regarding the road	3	3	9	Information is on file as to what responsibilities other landowners have over the lane. Land registry information saved.	2	3	6
Mayflower Way - current state	State of the road, upkeep and maintenance costs	4	4	16	Along with the work above the Clerk is looking into the value of the road. Groundsman monitors area.	3	4	12
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Angmering Community Land Trust Housing	Change in house tenure proposed. Project currently on hold due to funds. Scheme fails to be completed.	3	5	15	Working with ACLT to find a solution. Suggested several avenues to explore. Working with ADC to identify further funding.	3	4	12
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Staffing	Staff member leaves	3	3	9	Cross training across the office	2	3	6
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Angmering Community Centre	Management and day to day running of the centre	3	3	9	Monitoring of processes, procedures and structure.	4	2	8
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Social Media	Facebook - Councillor Use	3	3	9	Councillors are advised regarding political views on FB etc	3	2	6
Social Media	Facebook - Councillor personal posts	3	3	9	Councillors are asked to seek advice from the Clerk re posts regarding Angmering/APC on their own page	3	2	6
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Angmering Flood Alleviation Scheme	Project not being fully funded and completed	4	4	16	Phase one fully funded. Keep pressure on WSCC to deliver on phase 2. Request regular updates	4	3	12
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Losing councillors from the Parish Council	Losing skills and knowledge from the council due to councillors leaving/retiring	4	4	16	Formulate a plan to recruit councillors with the required skills such as planning and legal knowledge. Ensure new councillors receive the relevant training.	3	3	9
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Boundary Changes	Reduction in size of parish, also incurs drop in precept	4	3	12	Increase engagement in all areas and keep abreast of any possible changes/amendments	4	2	8
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Council owned land	Unwanted incursions onto Parish Council owned land	4	3	12	Mayflower Park - Boulders placed around the site and entrances to minimise areas of entry. Bund added along open side of park and kissing gate installed between the field and the WSCC owned field. The SUD is natural defence due to its steep sides. Building relationships with the Police and officers at ADC and WSCC. Using intel received from these agencies. Site assessment visits being arranged through the police.	4	2	8
Council owned land	Unwanted incursions onto Parish Council owned land	4	4	16	Community Centre Green Space - Dragons teeth around the green are inspected regularly and replaced when needed. Totally overlooked by houses. Building relationships with the Police and officers at ADC and WSCC. Using Intel received from these agencies. Site assessment visits being arranged through the police.	4	3	12
Risk Rating Guide								
Severity (S)			Likelihood of harm occurring (L)			Risk rating = L x S		
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2 = Minor			2 = Very unlikely			5 - 9 = Low risk		
3 = Moderate			3 = Unlikely			10-15 = Medium risk		
4 Major			4 = Likely			16+ = High risk		
5 = Catastrophic			5 = Very likely					

Risk Assessment Completed	26.10.2023
Take to Full Council	13.11.2023
Next Review at Governance and Oversight Committee	07.02.2024



ONLINE MEETING PROTOCOL

This protocol is being kept up to date in case of any further instances where online meetings of the council are able to occur in line with the relevant guidelines. Items marked with an asterisk will be updated depending on the situation which calls for this protocol to be put in place.

1. Where the protocol for remote meetings conflicts with the current Standing Orders for the Council this policy will apply, in all other cases (including the rules of debate) the existing standing orders for physical meetings apply.
2. * A meeting is a meeting of the council as allowed under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 and therefore attendance is summonsed to attend and apologies must be given if the Councillor cannot attend.
3. The meeting platform currently being used by the council is Zoom.
4. The agenda will include instructions on how a member of the public can obtain joining details for the meeting or instructions on how to send in their questions before hand, to be answered during the meeting.
5. Councillors (as well as members of the public) are also requested to send in their questions so that they can be answered under the relevant agenda item. This will not only save time but also help with the flow of the meeting.
6. Any member of the public wishing to attend must ensure that they are registered under their true name, pseudonyms are not allowed and where discovered the person will be denied access or ejected from the meeting.
7. All public participants will be muted and only able to participate during the allotted time on the agenda – Public Consultation. Public Consultation will follow the normal standing orders format.
8. The “Waiting Room” will be used to hold participants until the meeting starts.
9. If anyone declares a pecuniary interest, then they will be put into the waiting room until the agenda item is over, they will then be admitted back into the meeting.
10. If there are any confidential items on the agenda where the public and press should be removed, the relevant people will be moved to the waiting room until that item has been dealt with, they will then be admitted back into the meeting
11. Anyone wishing to ask a question during the Public Consultation may do so by raising their hand. Once that section of the agenda is concluded, any member of the public staying for further parts of the meeting will be muted and not be able to interact but will still be able to hear the council.
12. Councillors will be muted unless speaking (to remove background noise); they should indicate that they wish to speak by raising their hand.
13. Voting – A proposer and seconder will be done by raising a hand and the subsequent vote will also be conducted by raising a hand. These will then be counted by the Clerk and noted by the Meeting Clerk.
14. The Chair will run the meeting, with the assistance of the Clerk. The Chair will advise the Councillor or member of the public when they can speak, and the Clerk will unmute the speaker and re-mute afterwards. Any changes to this format will be advised before the meeting starts.
15. Participants are requested not to unmute themselves.
16. The chat function will not be used during Full Parish Council meetings, CLEW, PI or Governance and Oversight Committee meetings.
17. Any person can leave the meeting while in session, however any Councillors leaving the meeting will be recorded as such in the minutes for accuracy of decision making.

[REDACTED]

[REDACTED]

[REDACTED]

■

[REDACTED]

[REDACTED]

11. 23/063 CLEW COMMITTEE MEETINGS

The Chair explained why this item had been added to the agenda and explained the various things to consider to move the conversation forward.

Cllr. Evans, who was not able to attend the meeting, had sent in an email with his thoughts – this was read out.

The Committee Clerk suggested a plan which would mean holding quarterly meetings rather than monthly. If this frequency was adopted it was suggested that from 2024 meetings would take place in March, June, September and December. The last meeting before the schedule change would be December 2023. A discussion took place.

Cllrs. Bicknell and Want commented they would like to see bi-monthly meetings. Cllr. Hamilton-Street commented that if there were any urgent matters a Working Group could easily be set up or the item taken to Full Council, which is monthly.

The Chair advised the next step would be to take this matter to the next Full Parish meeting in November where a vote on the way forward could be held and a decision made. This has been added to the next Full Parish agenda.

The AIB representative left the meeting at 20:46.

12. 23/064 PARISH ASSEMBLY

The event was discussed and no new ideas were put forward. Therefore it was agreed that the CLEW Committee would recommend that the Parish Assembly was added on to the Annual Meeting of the Parish Council. Both meetings have to be held in May.

This will be added to the Full Parish November agenda for final discussion and agreement.



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SUPPORTING PAPER

ANGMERING PARISH COUNCIL MEETING

MONDAY 13 NOVEMBER 2023

AGENDA ITEM 14. YOUTH WORK IN ANGMERING

It has long been a want of the Parish Council to increase youth engagement in Angmering and it is currently on our Annual Plan for 2023/24

A meeting was set up and attended by the Clerk, Councillor Nikki Hamilton-Street and Matt Pollard of Arun Youth Projects (AYP).

During the meeting Matt described a very successful model of out reach work that had been used in Littlehampton and surrounding areas. The service involved youth workers being out in the community engaging with young people and building relationships with them. It is hoped this would lead to young people finding out about what's on offer locally, having a sense of pride in their local area and feeling listened to – thus impacting on the levels of ASB in the area. The trained outreach workers would then create reports and feed this back to AYP and APC.

Attached are the figures for the service, along with further information, examples of reports produced and a potential new service provided by AYP.

After the meeting the Clerk asked the following questions via email, in preparation for this council meeting.

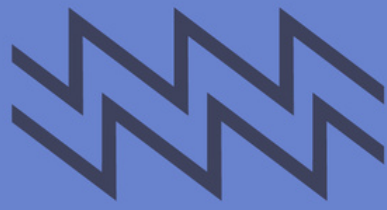
- 1) Will we be charged if the youth workers are “rained off” – **if workers do not work, you would not be charged. There may be occasions where workers start or have intentions to work and the weather, like today is too challenging, so they may reschedule or less hours may be claimed.**
- 2) When could this service start if funding was confirmed. – **We have interviews for Detached Youth Workers next week, Tuesday. Depending on outcomes I feel confident we could get them ready for starting in December.**
- 3) Will payment be monthly, full amount upfront? – **Payment upfront would be helpful, the money would be ringfenced to this piece of work. We would then credit you back to any work not completed. Otherwise, invoicing can be done each month or quarterly.**
- 4) How often do we receive reports etc – **We've been completing quarterly reports for sessions in Rustington and Littlehampton. With Detached Work, I can provide you updates each month with themes/hotspots but would always share more pressing info sooner.**

- 5) Will we have the same 2 workers each week? – **This would be my best hopes.**
- 6) What would the timing be for the sessions? – **To be discussed at Interview, I'd hope it could be around the times you'd mentioned 4-8pm weekdays.**
- 7) Session will be for 2hs and cover areas to include but not exclusively Mayflower Park, Community Centre, village centre, Palmer Road Rec, to be identified by local information? – **Yes, I'd recommend that workers start and end from the Community Centre each time.**

We currently have an Ear Marked Reserve (EMR) of £6,000 for youth/holiday activities. It is my suggestion that this EMR is maintained in preparation for any youth facilities we are able to look into, introducing the listening service and increasing our school holiday offerings.

Decisions

- 1) Councillors are required to decide if they would like to fund this service from December 2023 – March 2024 at a cost of approximately £3,153.92. This would need to be a virement from another budget line (see next item on the agenda).
- 2) Councillors are required to decide if they would like to commit to a full year of youth outreach work in Angmering and include a budget line for £10,000 for a full year - April to March 2024/25.



arun youth
projects

Introduction to Detached Youth Work

Detached youth work is a dynamic and essential approach to engaging with young people in today's ever-changing social landscape. As an innovative form of youth support, it seeks to reach and connect with young people in their natural environments, where they spend their time and often face unique challenges.

Unlike traditional youth work that takes place within the confines of a youth centre or through structured programs, detached youth work ventures into the spaces where young people congregate, whether it's streets, parks or other community settings.

Detached youth work is built on the principle of meeting young people on their own terms, fostering authentic relationships, and providing support, guidance and opportunities for personal and social development. This approach recognises that not all young people are comfortable or able to access traditional youth services.

Arun Youth Projects have now completed Detached Youth Work for the past five years in Littlehampton and surrounding areas across Arun.

Whilst COVID 19 forced us to close our youth centres, our staff walked the streets of their local youth drop-ins and engaged with young people to meet them in 'their space' to provide support, signpost and maintain a presence in the community as a point of contact for children and young people to share any concerns with.

This was really successful as we maintained the relationships with young people known to the service and met new young people who now access sessions. We've also built really positive relationships with our district council and local authority partners so we can respond to community issues when they occur and feedback observations as necessary.



Benefits of Detached Youth Work

1. Authentic Engagement

One of the primary benefits of detached youth work is the ability to engage young people authentically. Workers establish trust and build relationships by meeting young people on their own terms. This authenticity fosters open and honest communication, providing young people with a safe space to express themselves, discuss concerns and seek guidance.

2. Inclusivity

Detached youth work is inherently inclusive. It reaches out to young people who might not feel comfortable accessing traditional settings, often due to social, economic or personal barriers. By providing support in public spaces, detached youth work ensures that no young person is left behind, thereby contributing to greater social equity.

3. Prevention and Early Intervention

Detached youth work is a valuable tool for prevention and early intervention. By connecting with young people before they become involved in risky behaviours, workers can address issues before they escalate. This proactive approach can significantly reduce the incidence of crime, substance abuse, and antisocial behaviour.

4. Personal and Social Development

Through detached youth work, young people are exposed to positive role models and given opportunities for personal and social development. Workers can help them set goals, build life skills, and access resources, ultimately empowering them to make better life choices and improve their overall wellbeing.

5. Community Cohesion

Detached youth work contributes to community cohesion by fostering positive interactions between young people and their communities. It helps reduce intergenerational gaps and build stronger bonds between different age groups, thus enhancing the overall quality of community life.

6. Identification of Local Issues

Detached youth workers are in a unique position to identify and address local issues that affect young people and the community. They can recognise emerging trends, such as substance abuse, gang involvement, or bullying and work collaboratively with communities and authorities to find appropriate solutions.

7. Harm Reduction

This approach also plays a crucial role in harm reduction. Detached youth workers can provide education and support and signposting around issues such as exploitation, knife crime, drug use, sexual health, and mental/emotional wellbeing, reducing the associated risks and consequences.

8. Enhanced Youth Participation

By engaging with young people in their own spaces, detached youth work encourages their active participation in decision-making processes that affect their lives and communities. This empowerment can lead to increased civic engagement and a sense of ownership in shaping their environment.

YOUTH CLUBS - WHATS ON

Day	Location	Time	Age Group
Tuesday	Southfields Jubilee Centre	7:30pm-9pm	Year 7-9
Wednesday	The Keystone Centre	4-5:30pm	Year 4-6
Wednesday	The Keystone Centre	7-9pm	Year 10+
Thursday	Rustington Youth Club	7-9pm	Year 7-13
Friday	The Keystone Centre	6-8pm	Year 7-9

Sessions are run in partnership with Littlehampton Town Council and Rustington Parish Council

TARGETED PROVISIONS

What	Why	Location	Age Group
Smallholding's Project	Using the outdoors and a brand new smallholdings. This project supports those students who may be at risk of exclusion, exploitation, struggling with their mental health or are returning to education.	The Angmering School	Year 7-11
Mentoring	We want all young people to thrive in their communities. During mentoring a youth worker will support a young person to develop their social and emotional language to be more confident and aware of their support networks and where to go for specialist support.	School-based	Year 7+

FIND US



Website

arunchurch.com/ayp



Bursary Applications

arunchurch.com/bursary



Social Media

[@arun youth projects](https://www.instagram.com/arun youth projects)



Email

ayp@arun youth projects.com



Telephone

01903 782744



	SALARY					Annual Salary with oncosts		Hours per session	SESSION COST							TOTAL PER SESSION
	Base Annual Salary	Base Hourly rate	NI	5% Pension	Holiday Entitlement (14.54%)	Cost per session	Travel		Consumables (e.g drink per session)	Training (£200 per person per year)	Fixed Costs (Pleo, BrightHR, QB, 365, laptop) £1000 / 50	TOTAL with ONCOSTS	20% Management			
Youth Worker 1	£23,751.00	£ 13.05	£2,021.84	£ 1,187.55	£ 3,453.40	£ 30,413.78	£ 16.71	3	£ 50.13	£4.00	£ 4.00	£ 4.00	£ 20.00	£ 82.13	£ 16.43	£ 98.56
Youth Worker 2	£23,751.00	£ 13.05	£2,021.84	£ 1,187.55	£ 3,453.40	£ 30,413.78	£ 16.71	3	£ 50.13	£4.00	£ 4.00	£ 4.00	£ 20.00	£ 82.13	£ 16.43	£ 98.56
									£100.27	£8.00	£ 10.85			£ -		£197.12

Detached Work Session Report From

Use this form to record your session log. It should take around 10 minutes to complete.

Sections 1-3 will be shared with funders for monitoring of the service.

Section 4 is our usual AYP session log which can include names and personal details. Some aspects may be shared with the Community Safety Team for intelligence reporting, so please include locations and observations.

* Required

* This form will record your name, please fill your name.

General details of the session

1. Date of Session *

2. Time of Session (please write in 24 hour format e.g. **1900** for 7pm) *

3. Weather *

4. Total Number of Young People Engaged *

5. Number of Adults Engaged (including professionals) *

6. Gender of Young People Engaged *

- All Male
- All Female
- Mixed Group

7. Main Age Range of Young People Engaged *

- 0-11
- 12-15
- 16-18
- 19-24
- 25 and over

Risks

What category of risk did you notice, and which three risk factors were addressed by your interaction?

8. Which category of risk does the group mainly present with?

- **Universal:** not currently known to be involved in crime, but potential environmental risk due to school, peers or community.
- **Potential Risk:** those associated with high risk areas or known to have high risk peers
- **Known Risk:** known risk factors such as ACE and/or involved in criminal behaviour, and/or known to authorities.
- **Known to be involved in violence/crime:** known risk factors and in the criminal justice system
- **A combination of the above**

*

- Universal
- Potential Risk
- Known Risk
- Known to be involved in Violence/Crime
- A combination
- None (due to not meeting anyone)

9. Main Risk Factors

Choose up to three categories that were addressed through your intervention

Please select at most 3 options.

- ACE's (Trauma)
- Poor Parenting
- Relationships
- Inappropriate peer groups
- Offending behaviour
- Anti-Social behaviour
- County Lines / Gangs / Exploitation
- Knife / Weapon carrying awareness
- Being a victim of crime
- Feeling unsafe
- Bullying
- Social Media Awareness
- Persistent absence from school
- School exclusions
- Attainment at school
- Mental Health and Wellbeing
- Physical health
- Alcohol misuse
- Drug misuse
- Finances (Poverty / Deprivation)
- Housing need
- Employment / Training

Outcomes

10. What outcome has your intervention impacted on?
Choose up to two categories *

Please select at most 2 options.

- Reduced offending/victimisation
- Reduced involvement with statutory services
- Improved attendance/behaviour/progress at school/college
- Improved employability
- Improved mental health/wellbeing
- Improved general/physical health
- Better knowledge/awareness of crime/violence
- Other

11. Additional Comments

Data required for AYP records

12. Session Log

Please write a summary of the session including the locations, interactions and your observations

*

13. Community Safety Observations (drug use, alcohol, ASB etc)

14. Feedback from young people (lack of activities, feeling unsafe etc)

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

Proposal for "The Listening Space" at Arun Youth Projects

Introduction

We are excited to propose the creation of a new service at Arun Youth Projects called "The Listening Space". This initiative is designed to provide a supportive and structured environment for young people aged 11-17 years old to share, reflect, and receive guidance on various aspects of their lives. "The Listening Space" aims to empower young people by offering a safe platform for expression, promoting mental well-being, and providing access to necessary support services.

Objectives

1. Create a Safe Haven: Establish a welcoming and non-judgmental space where young people can freely express themselves without fear of criticism or discrimination.
2. Promote Emotional Well-being: Facilitate conversations that encourage emotional release, self-awareness, and the development of effective coping mechanisms.
3. Foster Connection: Encourage social interaction among participants, helping them form bonds with their peers and the Youth Workers in Charge.
4. Provide Signposting and Support: Offer guidance and referrals to appropriate support services for young people facing specific challenges.

Session Structure

Duration: 1.5 hours

Facilitators: 2x Youth Workers in Charge

Location: TBA

Agenda:

1. Welcome and Refreshments (15 minutes): Begin with a warm welcome and provide drinks and snacks to create a relaxed atmosphere. This time allows participants to settle in and build a sense of community. After 15 minutes, close the door, to ensure the discussions are not disrupted.
2. Circle Discussion (45 minutes): The heart of "The Listening Space" is the structured circle discussion. It consists of five questions, each taking a turn around the circle:
 - Q1: How's your week been?
 - Q2: Is there anything you want to offload?
 - Q3: How do you feel about the week coming up?
3. Followed by two wildcard questions chosen from a selection to encourage diverse and engaging conversations.
4. Check-Ins and Signposting (15 minutes): After the discussion, a Youth Worker in Charge will have one-on-one check-ins with participants who may need additional support or guidance. They will offer referrals and resources for those facing specific challenges, ensuring that no issue goes unaddressed.
5. Closing and Next Steps (15 minutes): Summarize the discussion, express gratitude to participants, and announce upcoming sessions or special events.

Benefits

- Emotional Wellbeing: "The Listening Space" provides a platform for young people to express their thoughts and feelings, promoting emotional resilience, learning emotional literacy.
- Peer Connection: Participants have the opportunity to connect with peers who may be going through similar experiences, reducing feelings of isolation and have the opportunity to learn and journey together with others.
- Professional Support: Youth Workers in Charge will be trained Mental Health First Aiders and would be available to offer guidance, referrals and support young people where they're at, ensuring that young people have access to the resources they need, when they need them (e.g. Emotional Literacy whilst waiting for support from external agencies).
- Community Building: Over time, "The Listening Space" would contribute to a stronger sense of community among young people, fostering positive relationships and a supportive network within schools, youth groups, uniformed groups and local communities.

Evaluation

To ensure the effectiveness of "The Listening Space," we propose regular feedback sessions with participants, parents (where appropriate) and Youth Workers in Charge. We would explore the use of The Warwick-Edinburgh Mental Well-being Scale to capture young people's rating of their current mental wellbeing at the start of their engagement with 'The Listening Space' and then can be completed every two weeks or at longer intervals as determined by the Youth Workers in Charge.

Feedback would be used to make necessary improvements and adjustments to the program as well as be able to share this with the young people as participants to show distance travelled.

Conclusion

"The Listening Space" would be a valuable addition to Arun Youth Projects, providing young people with a structured and supportive environment to discuss their thoughts and emotions. By fostering emotional well-being, promoting peer connection, and offering access to professional support, this service aligns with our commitment to the growth and development of young individuals in our community. We look forward to implementing "The Listening Space" and making a positive impact on the lives of the young people we serve.

Staff Costs:

	Base Annual Salary	Base Hourly rate	NI	5% Pension	Holiday Entitlement (14.54%)	Annual Salary with oncosts	Hourly rate with oncosts
Youth Worker in Charge 1	£ 23,751.00	£ 13.05	£ 2,021.84	£ 1,187.55	£ 3,453.40	£ 30,413.78	£ 16.71
Youth Worker in Charge 2	£ 23,751.00	£ 13.05	£ 2,021.84	£ 1,187.55	£ 3,453.40	£ 30,413.78	£ 16.71

SESSION COST

Hours per session	Cost per session	Travel	Consumables (e.g drink per session)	Training (£200 per person per year)	Fixed Costs (Pleo, BrightHR, QB, 365, laptop) £1000 / 50 weeks	TOTAL with ONCOSTS	20% Management	TOTAL PER SESSION
	£	£		£	£	£	£	£
2.5	41.78	4.00	£ 4.00	4.00	20.00	73.78	14.76	£ 88.53
2.5	41.78	4.00	£ 4.00	4.00	20.00	73.78	14.76	£ 88.53
	£ 83.55	£ 8.00	£ 10.85				£	£ 177.07

Staff time:

2x Youth Workers in Charge will be paid 2.5 hours per session, the additional hour allows them 30 minutes preparation time and 30 minutes debriefing/recording.

Additional: Building Ambassadors

In addition to the primary objectives of "The Listening Space," we recognise the importance of empowering young people to become ambassadors for positive conversations and peer support within their networks. This initiative aims to cultivate leadership qualities and encourage participants to take an active role in supporting their friends, networks and peers.

Building Ambassadors Objectives:

1. Leadership Development: "The Listening Space" will include occasional sessions or workshops focused on leadership skills, active listening, and empathetic communication. These sessions will empower young participants to take on leadership roles in their peer groups.
2. Peer Support Training: Youth Workers in Charge will provide guidance on how to effectively support friends and peers who may be struggling emotionally or facing challenges. This training will equip young people with the skills to initiate meaningful conversations and offer valuable assistance.
3. Promote a Culture of Support: Participants will be encouraged to share their positive experiences with their friends and peers, promoting a culture of open communication and emotional support within their wider networks.
4. Community Outreach: "The Listening Space" may at some point organise outreach events or campaigns led by the young ambassadors to spread awareness about mental health, emotional wellbeing and the importance of supportive conversations among their peers.
5. By incorporating the development of ambassadors into "The Listening Space", we aim to create a ripple effect of positive change within the community. Young people will not only benefit from the program themselves but will also be equipped to extend that support to their friends, networks and peers, ultimately fostering a more empathetic and connected community.



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SUPPORTING PAPER

ANGMERING PARISH COUNCIL MEETING

MONDAY 13 NOVEMBER 2023

AGENDA ITEM 15 – FURTHER VIREMENTS 2023/24

The budget has now been in place for well over 6 months. Upon completion of the monthly accounts and bringing virements to Full Council in October 2023 it was decided to finalise the last virements after suggestions from councillors.

The below was brought to councillors about excess budget remaining under these headings.

The only suggestion put forward was for an amount to be transferred to the Community Grant budget line. The current remaining budget is £358.47 with 4 months still remaining, a grant application on this agenda and more applications could come in.

Suggestion 1 - The Clerk suggest a virement of £1,000 from the Kings Coronation Grants line into the Community Grant budget line.

Suggestion 2 - The funding – if agreed on the previous item – for the Arun Youth Projects youth outreach workers will need to result in a virement also. The Clerk suggest that a virement of £3,200 from the Kings Coronation Grants line into the newly created Youth Outreach Workers budget line for the rest of the budget year 2023/24.

Code	Description	Current Budget	Spent	Amount Remaining
4400/140	Councillor Allowance	£7,605.00	£3,000 est.	£4,605.00
4815/710	Kings Coronation Grants	£8,000.00	£1,600.00	£6,400.00
				<hr/> £11,005.00 <hr/>
4375/120	Community Grants	£4,000.00	£3641.53	£358.47
TBC	Youth Outreach Workers	£0.00	£0.00	£0.00

Decisions Needed

1. To decide on the above virement for Community Grants and confirm amount to be moved between the budget lines.
2. To decide on the above virement for Youth Outreach Workers and confirm amounts to be moved between the budget lines.

Decision to be made on item 2 – if agenda item 13 resulted in Councillors agreeing to fund the Arun Youth Project - Youth Outreach Workers.



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SUPPORTING PAPER

ANGMERING PARISH COUNCIL MEETING

MONDAY 13 NOVEMBER 2023

AGENDA ITEM 16. INVESTMENT UPDATE – ADDITIONAL FUNDS

As a result of over £100,000 of CIL money – The Clerk advises to put £180,000 (transfer from Lloyds Account) into a high interest account for 12 months. This will leave enough money in the Lloyds account until end of financial year (March 2023) and then 50% of 2024/25 precept will be in early April 2024.

See below as of 06/11/2023

The Clerks suggestion would be to put the £180,000 from the Lloyds account plus any interest currently being held in Flagstone, into an Aldermore Bank Plc account at 5.65% for 12 months.

Aldermore Bank Plc	5.65%	12M	£10K	£10M	bbb	More	N/A	Info T&Cs	ADD
ⓘ Existing account: £85,000.00 currently invested. You cannot top up a fixed term product. By adding you will create a new account.									
Aldermore Bank Plc	5.40%	9M	£10K	£10M	bbb	More	N/A	Info T&Cs	ADD
Arbuthnot Latham & Co Limited	5.25%	12M	£50K	£10M	bbb-	More	N/A	Info T&Cs	ADD
HSBC Bank plc	5.23%	6M	£50K	£85K	a-	More	N/A	Info T&Cs	ADD
Sainsburys Bank plc	5.21%	6M	£10K	£1M	bbb-	More	N/A	Info T&Cs	ADD
Sainsburys Bank plc	5.21%	12M	£10K	£1M	bbb-	More	N/A	Info T&Cs	ADD
Santander International	5.20%	6M	£10K	£85K	a-	More	N/A	Info T&Cs	ADD
Santander International	5.20%	12M	£10K	£85K	a-	More	N/A	Info T&Cs	ADD
Santander International	5.20%	9M	£10K	£85K	a-	More	N/A	Info T&Cs	ADD
HSBC Bank plc	5.20%	12M	£50K	£85K	a-	More	N/A	Info T&Cs	ADD

Further accounts

Matures in December 2023

The following accounts will mature within the next 6 months. Figures as of 06.11.2023

£85,000 + £3178.76 interest – 18 December 2023

£85,000 + £2891.16 interest – 18 December 2023

Proposal: Reinvest the £170,000 (plus interest), in December, into the account with the highest interest rate for 12 months.

Matures in March 2024

£85,000 + £3148.49 interest – 18 March 2024

Proposal: Reinvest the £85,000 (plus interest), in March 2023, into the account with the highest interest rate for 12 months.

Matures in June 2024

£140,000 + £5314.24 interest – 17 June 2024

£85,000 + £3203.73 interest – 17 June 2024

Proposal: Reinvest the £225,000 (plus interest), in June 2024, into the account with the highest interest rate for 12 months.

Instant Account

£54,794.81 + £902.05 interest – any time.

This account is used as an emergency fund if a large amount of funds are needed urgently.

Decisions

- 1) Councillors are required to decide if they would like to instruct the clerk to transfer £180,000 from the Lloyds account plus the interest currently being held in Flagstone, into the Aldermore Bank Plc account at 5.65% for 12 months.
- 2) Councillors are required to decide if they would like to instruct the clerk to reinvest the £170,000 (plus interest), matures in December 2023, into the account with the highest interest rate for 12 months.
- 3) Councillors are required to decide if they would like to instruct the clerk to reinvest the £85,000 (plus interest), matures in March 2024, into the account with the highest interest rate for 12 months.
- 4) Councillors are required to decide if they would like to keep the amount in the instant access account or if they wanted to invest it into a longer term account.
- 5) Councillors are required to decide if they are happy to wait until the Governance and Oversight meeting in February 2023 to make a decision on the accounts that mature in June 2024.

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West Sussex Speed Limit Policy



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1 Introduction

- 1.1 A "Safe system" approach to road safety has been adopted by West Sussex County Council. This has a long-term goal for a road traffic system which is eventually free from death and serious injury. There are five key pillars to the Safe System approach:
- Safe Road Use
 - Safe vehicles
 - Safe speeds
 - Safe roads and roadsides
 - Post-crash response.
- 1.2 Research indicates that reducing traffic speeds reduces the likelihood of a road traffic collision occurring and reducing the speed difference between those involved will reduce the severity of any injuries sustained in a collision.
- 1.3 The 2022 changes to the Highway Code introduced a "hierarchy of road users" which places those road users most at risk in the event of a collision at the top of the hierarchy and placed greater responsibility on those who pose the greatest risk to others (generally motorised traffic) to use the highway safely. The most vulnerable road users (VRUs) are pedestrians, cyclists and equestrians and exist in both urban and rural settings.
- 1.4 Setting speed limits with the aim of achieving safe driving speeds therefore plays an important role in making the public highway safer and reducing the risk of harm for all road users. Lower traffic speeds may also encourage more walking and cycling in support of our Active Travel Strategy, helping to make communities safer and more pleasant places to live, and to support local schools, shops, and businesses.
- 1.5 Effective speed management involves many components designed to work together to require, encourage and help road users adopt appropriate safe speeds below the speed limit. Speed limits should be self-explaining, encourage self-compliance and be seen as the maximum rather than a target speed at which to drive regardless of conditions.
- 1.6 Nationally there are three speed limits applicable in England:
- The 30mph speed limit on roads with a system of street lighting (referred to as Restricted Roads)
 - The national speed limit of 60mph on single carriageway roads
 - The national speed limit of 70mph on dual carriageways and motorways.
- 1.7 These limits are not appropriate for all roads, so Department for Transport circular 1/2013 "*Setting Local Speed Limits*" provides advice and guidance

to Traffic Authorities for developing speed management strategies suitable for local needs. Authority to make changes to speed limits is granted through the Road Traffic Regulation Act 1984 (RTRA) and in accordance with the current Traffic Signs Regulations and General Directions (TSRGD).

- 1.8 Though experience shows that changing to a lower speed limit on its own is not always successful in reducing the speed of traffic to compliant levels if the prevailing mean speeds are much higher than the proposed lower limit, there is a high correlation between pre-existing mean speeds and the reduction in speeds. In general, higher existing speeds lead to greater speed reductions – as evidenced from recent 20mph schemes in the Scottish Borders, Oxfordshire, Wales, and Kent. Higher existing speeds should not, therefore, preclude the option to consider a lower speed limit.
- 1.9 However, it is advised that speed limits alone should not be used to attempt to protect VRUs or to solve the problem of isolated hazards (such as single road junctions or reduced forward visibility such as a bend or hidden dip). In these circumstances if speed limits are to be used, they should be considered as part of a package of supporting measures to manage vehicle speeds and improve road safety.
- 1.10 Changes to the highway, such as narrowings, vertical speed reducing measures, realigning the road or additional road signs and markings may be considered to encourage lower speeds where reducing the speed limit may not achieve the desired result on its own.

2 Speed Limit Assessments

- 2.1 Assessing a road for an appropriate speed limit in West Sussex includes taking the following into account.
 - Functional hierarchy of the route
 - The length of the route to be subject to the speed limit
 - Road Traffic Collision history
 - Traffic speeds (speed assessment)
 - Other means of intervention to improve road safety.
- 2.2 The functional hierarchy / route assessment is undertaken to identify the typical speed limit appropriate for the route under consideration and in most cases will be the primary determinant in the speed limit assessment.
- 2.3 Although not essential to pursue a lower speed limit, a speed assessment of existing traffic flows should be undertaken, either through use of GPS / telematics software or through fixed Automatic Traffic Counters. Most motorists will travel at a speed they consider to be appropriate based upon their assessment of the road environment and the prevailing

conditions. Understanding how the existing road environment influences a driver's choice of speed on a particular section of road means that an assessment of vehicle speeds is highly recommended to help assess if supporting measures may need to be considered.

- 2.4 Where average speeds are higher than the criteria for each proposed speed limit indicated in section 2.11 or there is a high record of treatable road traffic collisions, supporting measures or other road safety interventions may be required to ensure that the new speed limit is self-explaining and well respected by most drivers. Proposals for supporting measures should be considered, and when deemed appropriate discussed and agreed with the Assistant Director for Highways Transport and Planning in consultation with the Cabinet Member for Highways and Transport.

Functional hierarchy / route assessment

- 2.5 Functional hierarchy relates to the way the road is being, or could potentially be, utilised by a mix of VRUs and motorised traffic. For example, roads in town centres will likely have a high number of pedestrians and cyclists mixing with a high volume of both local and through traffic, whereas a minor rural road may experience lower volumes of both VRUs and motorised traffic, but potentially at a higher speed and therefore pose a greater risk of more serious injury. A lower speed limit may encourage more VRU use.
- 2.6 The functional hierarchy / route assessment is therefore used to assess the functional use of the public highway, including potential future use by VRUs, and to determine where a particular speed limit is likely to be appropriate. The typical functional use is set out in Table 1.

Speed Limit	Typical functional use
20mph Speed Limit	<p>Generally, where a high proportion of VRUs are, or could be, present or traffic flows are low:</p> <ul style="list-style-type: none"> • Urban residential areas. • Shopping streets. • Industrial estates (where there is a mix of HGV traffic and pedestrian movements). • Roads adjacent to schools. • Locations / routes forming part of an Active Travel "corridor". • Rural villages. • Rural "Quiet Ways" where roads are very narrow with no footway or verge, have low traffic volume and low speeds and support a combination of VRUs.

30mph speed limit	Generally, where a high proportion of VRUs are, or could be, present and 20mph is deemed not appropriate: <ul style="list-style-type: none"> • Built up / partially built-up urban areas with a high proportion of property (e.g houses, shops, church) frontage. • Rural Villages. • Rural "Quiet Ways" where roads are narrow, have no footways and only a narrow verge, have low traffic volume and low speeds and support a combination of VRUs.
40 mph speed limit	<ul style="list-style-type: none"> • Through traffic routes (single or dual carriageway) in partially built-up areas with segregated VRU facilities and limited frontage accesses or junctions. • Lengths of A and B class rural roads identified as high risk (see para 2.8). • Rural C class and unclassified roads not within a village.
50mph	Generally, few VRUs present or segregated facilities provided: <ul style="list-style-type: none"> • Rural A and B class single carriageways (not within a village). • Rural all-purpose dual carriageways with frequent junctions or development access or otherwise identified as high risk.
60mph	<ul style="list-style-type: none"> • Rural all-purpose dual carriageways with minimal junctions identified as high risk.

Table 1 - Functional hierarchy / route assessment to determine suitable speed limits

2.7 Further detail relating to specific road / speed limit types can be found under section 3 "Specific speed limit application".

2.8 As part of any speed limit assessment consideration will be given to the road traffic collision history of the road / route including frequency, severity, and causation factors. Those collisions that are evidenced to be treatable with appropriate engineering measures should be considered as part of the speed limit assessment. High risk sites identified through the road traffic collision data assessment will likely require supporting measures, and where appropriate to be discussed and agreed with the Assistant Director for Highways Transport and Planning in consultation with the Cabinet Member for Highways and Transport.

Route Length Assessment

2.9 The objective is to achieve a balance between providing reasonable consistency of speed limit along a route and the need to encourage awareness of lower speed limits appropriate for changes in character or

where risks are higher. Exceptionally lengthy sections of speed limit where the functional hierarchy does not support the lower limit or multiple changes of short sections of speed limit along a route should be avoided.

- 2.10 The recommended minimum route length for a speed limit is 600m - this provides reasonable opportunity for active enforcement to be undertaken. However, when considering a compact village location along a route or when provided as a buffer length to provide transition to a lower speed limit this may be reduced to 400m. In exceptional circumstances this may be reduced to 300m with the approval of the Assistant Director for Highways Transport and Planning in consultation with the Cabinet Member for Highways and Transport.

Average Speeds

- 2.11 The average (mean) speeds appropriate for each speed limit without the need to consider supporting measures are shown in table 2. Note that the measurement of the existing average speed is rounded to the nearest whole number.

Speed Limit	20	30	40	50
Average speed should be below	26	35	46	57

Table 2 - Average speeds relevant to each speed limit

- 2.12 To assess and consider if supporting measures may be required, average speed assessments for the route length under consideration should be reviewed. Data may be obtained by undertaking individual single site collection methods or through the use of GPS led traffic monitoring software.
- 2.13 Where data recorded exceeds the figures in table 2, potential supporting measures or other road safety interventions should be considered, and where appropriate discussed and agreed with the Assistant Director for Highways Transport and Planning in consultation with the Cabinet Member for Highways and Transport.
- 2.14 In the absence of a posted speed limit or system of street lighting (as defined by the Traffic Signs Regulations and General Directions) the national speed limit (NSL) of 60mph on single carriageway roads and 70mph on dual carriageways automatically applies. A 60mph speed limit will only be relevant for use on dual carriageways and as part of a road safety intervention. In such cases any scheme progressed will require approval of the Assistant Director for Highways Transport and Planning in consultation with the Cabinet Member for Highways and Transport.

2.15 In the design of new, or amendment to existing infrastructure average speeds may be supplemented using 85th percentile data (the speed at or below which 85 percent of drivers will operate with open roads and favourable conditions) to maintain safe highway design in accordance with current guidance, e.g Design Manual for Roads and Bridges and the Manual for Streets, rather than relying on the posted speed limit. It is advisable that the higher of the two (85th percentile or posted speed limit) is used to apply the correct design guidance or standard.

Speed Reduction / Behavioural Change Measures

2.16 Speed reduction or other road safety intervention measures may be required to support a lower speed limit where average speeds exceed the speeds indicated in table 2 or to address specific road safety concerns identified through analysis of road traffic collision data. There is no prescriptive guidance on which supporting measures to use, however, table 3 indicates a range of options that could be considered, in accordance with current national guidance, on a case by case basis. Proposals for specific sites, where deemed appropriate, will be discussed and agreed with the Assistant Director for Highways Transport and Planning in consultation with the Cabinet Member for Highways and Transport.

Type of Measure	Application
Traffic signs	May include: <ul style="list-style-type: none"> • hazard warning or advisory signs • gateways including village name signs with optional road safety messages • enhanced speed limit signs • vehicle activated (interactive) signs • School Safety Zones
Road markings	May include: <ul style="list-style-type: none"> • speed limit roundels • "slow" markings • hatching • rumble devices
Vertical deflections	Only for use on roads with a 30mph or lower speed limit. May include: <ul style="list-style-type: none"> • road humps • raised tables • speed cushions
Horizontal deflections	May include: <ul style="list-style-type: none"> • road narrowing such as kerb build outs, chicanes, or pinch points • traffic islands • pedestrian refuge islands

Table 3 - Typical speed reducing measures

- 2.17 In addition, communities may wish to pursue other behavioural change measures such as Community Speed Watch, use of portable Speed Indicator Devices (SIDs) or a local poster campaign. Where appropriate these will be supported and licensed in accordance with current processes.

Advisory limits

- 2.18 Advisory limits should be used sparingly and will therefore only be used as part of a road safety intervention where evidence indicates a lower speed is necessary, but a formal permanent speed limit is not appropriate. They must be associated with the placement of suitable hazard warning signs in accordance with national guidance.
- 2.19 Advisory limits will require approval of the Assistant Director for Highways Transport and Planning, and suitable evidence must be provided indicating the appropriate maximum speed to be advised.

3 Specific Speed Limit application

- 3.1 The following paragraphs provide specific guidance on when each speed limit is likely to be appropriate, subject to individual site circumstances and additional requirements that may be identified as part of the assessment process.

20mph speed limits and zones

- 3.2 20mph speed limits / zones may encourage modal shift towards more active travel forms such as walking and cycling and may result in reductions in traffic flow on the road, as well as reduced emissions. They are most appropriate in urban residential areas, shopping streets, village environments, industrial estates where large vehicles may be manoeuvring or in locations / on routes forming part of an Active Travel "corridor" and a lower speed limit is deemed necessary to support movement of VRUs.
- 3.3 Locations with very narrow roads, no footways or verges, low traffic volume, low speeds and support a combination of VRUs may be deemed as rural "Quiet Ways" and a 20mph speed limit may be considered. Any such request will require approval of the Assistant Director for Highways Transport and Planning in consultation with the Cabinet Member for Highways and Transport.
- 3.4 Research indicates that signed-only 20mph speed limits can lead to reductions in traffic speeds. Where average speeds are less than 26mph a signed-only 20mph speed limit is deemed suitable, but if average speeds are higher than 26mph supporting measures or other road safety interventions may need to be considered, and where applicable discussed and agreed with the Assistant Director for Highways Transport and

Planning in consultation with the Cabinet Member for Highways and Transport.

- 3.5 In some circumstances a 20mph zone may be the preferred option. These are generally very effective in reducing speeds and casualties, however, some supporting measures associated with zones can be expensive and are not always popular, with the potential to generate additional noise pollution and make journeys more uncomfortable for passengers of public service vehicles and those with certain medical conditions. Also, they may not be appropriate on major strategic routes, as these impact on response times for emergency services. Evidence that the local community supports the introduction of a 20mph zone, and its associated features, will be required to support a request.
- 3.6 Where a 20mph zone with supporting measures is implemented, any part of the road included within the zone must be within 50 metres of suitable supporting measure and to comply with TSRGD Schedule 10, General Direction 1. Supporting measures may include horizontal and vertical deflections, as well as some signs and road markings – see table 3 for examples.

20mph speed limits outside schools

- 3.7 West Sussex County Council recognises the area around school gates may pose a potentially high risk to VRUs. It is also acknowledged a variety of stakeholders have a critical role in maintaining safety in these environments, including the school, parents / guardians of children attending the school, residents and through traffic.
- 3.8 A 20mph speed limit may be provided adjacent to schools where there is a mixed use of vulnerable road users and motorised traffic. A typical layout that would meet approval would involve a minimum 150m length on each approach to the school and its associated school keep clear markings (where present) as shown at figure 1.

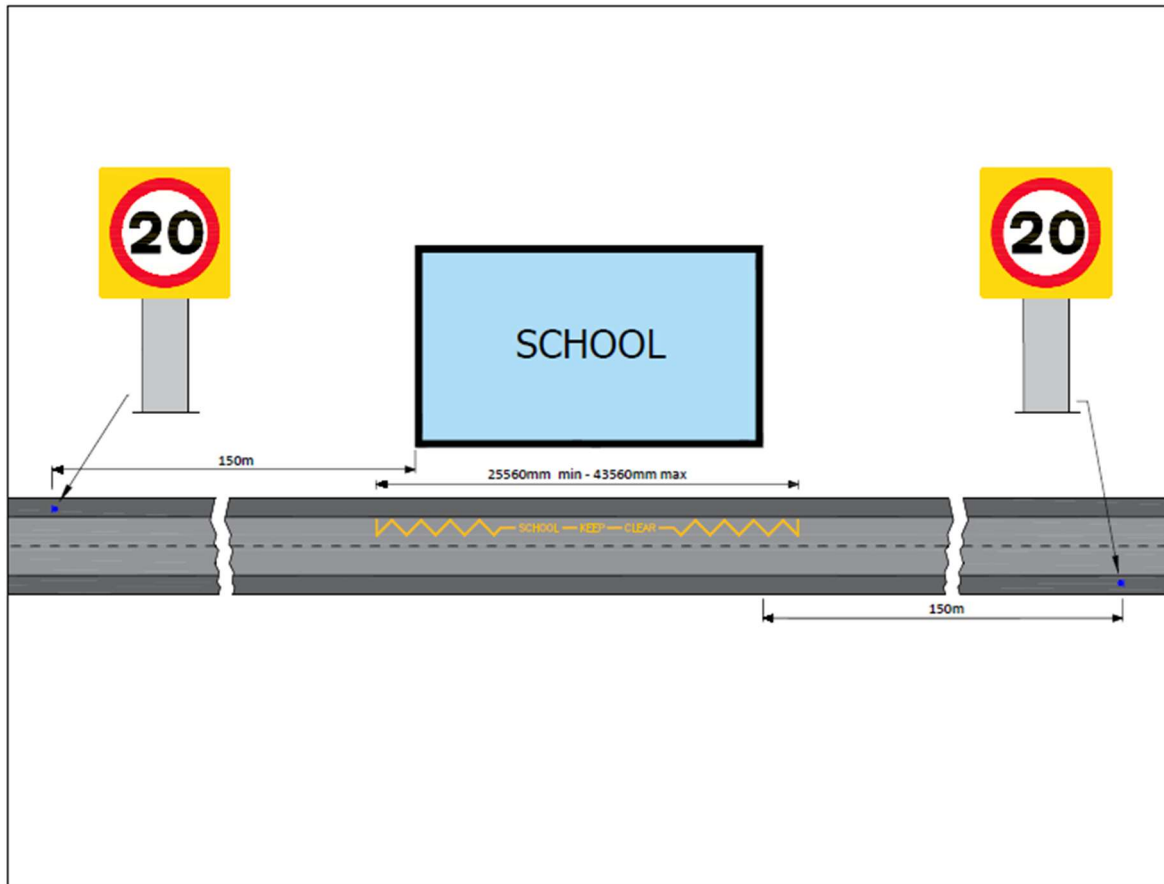


Figure 1 - typical 20mph zone at a school

- 3.9 Where appropriate, this layout may be adjusted to accommodate the local environment and adjoining roads adjacent or near to the school may also be considered if deemed to be a high risk.
- 3.10 It is recognised that not all school sites will be suitable for a 20mph speed limit so other measures that can be considered adjacent to schools to support a reduction in congestion and improve road safety include:
- School Safety Zones (signs, flashing lights and advisory 20mph)
 - School Crossing Patrols
 - Behavioural Change – education, training and publicity.

Towns and Villages

- 3.11 Within the formal defined boundaries of a town or village it is acceptable for the speed limit to be set at either 20mph or 30mph on all roads.
- 3.12 Exceptions may apply to urban distributor roads, either single or dual carriageways, that have high through traffic volume with segregated VRU facilities and limited frontage accesses or junctions - in such cases the speed limit could typically be 40mph.

3.13 In a village environment the expectation is for a lower speed limit to begin at the village boundary as defined by the first property or community meeting space within that settlement. The typical requirement to be considered a village will be *"A group of houses and associated buildings with at least one community facility or meeting place focal point such as a church, public house, shop, community hall or green"*, though exceptions where there is ribbon development with no focal point, but a presence of vulnerable road users, may be considered through discussion with and agreement of the Assistant Director for Highways Transport and Planning in consultation with the Cabinet Member for Highways and Transport. However, any speed limit will comply with the minimum length distances in para 2.10.

Single Carriageway Rural Roads

3.14 Rural roads play an important role in the road hierarchy across West Sussex, supporting a mix of leisure and business functions as well as being home to many thriving communities. Access to sustainable travel in rural areas is of high importance to these communities, and it is critical to ensure rural bus stops and the public rights of way network can be accessed safely. However, many rural roads are narrow and not suited to high volumes of faster moving traffic, creating conflict with VRUs.

3.15 Some rural roads may be deemed to be "Quiet ways" and are typically narrow unclassified rural lanes with the following characteristics:

- No footway
- Narrow or no verges
- No carriageway centre line
- Low traffic volume
- Low average speeds
- Evidence of a mix of VRUs present, or the potential to encourage more VRU use.

3.16 Requests for speed reductions on single carriageway rural roads should be assessed against the functional hierarchy / route assessment at 2.5 to determine an appropriate speed limit. Potentially that speed limit could be:

- 50mph on "A" and "B" class roads
- 40mph on "C" class and "Unclassified" roads and
- 20 / 30mph on a road deemed to be a "Quiet Way".

However, speed and collision history assessments may also be required to ascertain if any supporting measures may also be required.

Dual carriageways

3.17 Dual carriageways are generally provided as a strategic route between major destinations. Speed limit requests on dual carriageways, regardless of location, shall be assessed against the functional hierarchy of that route

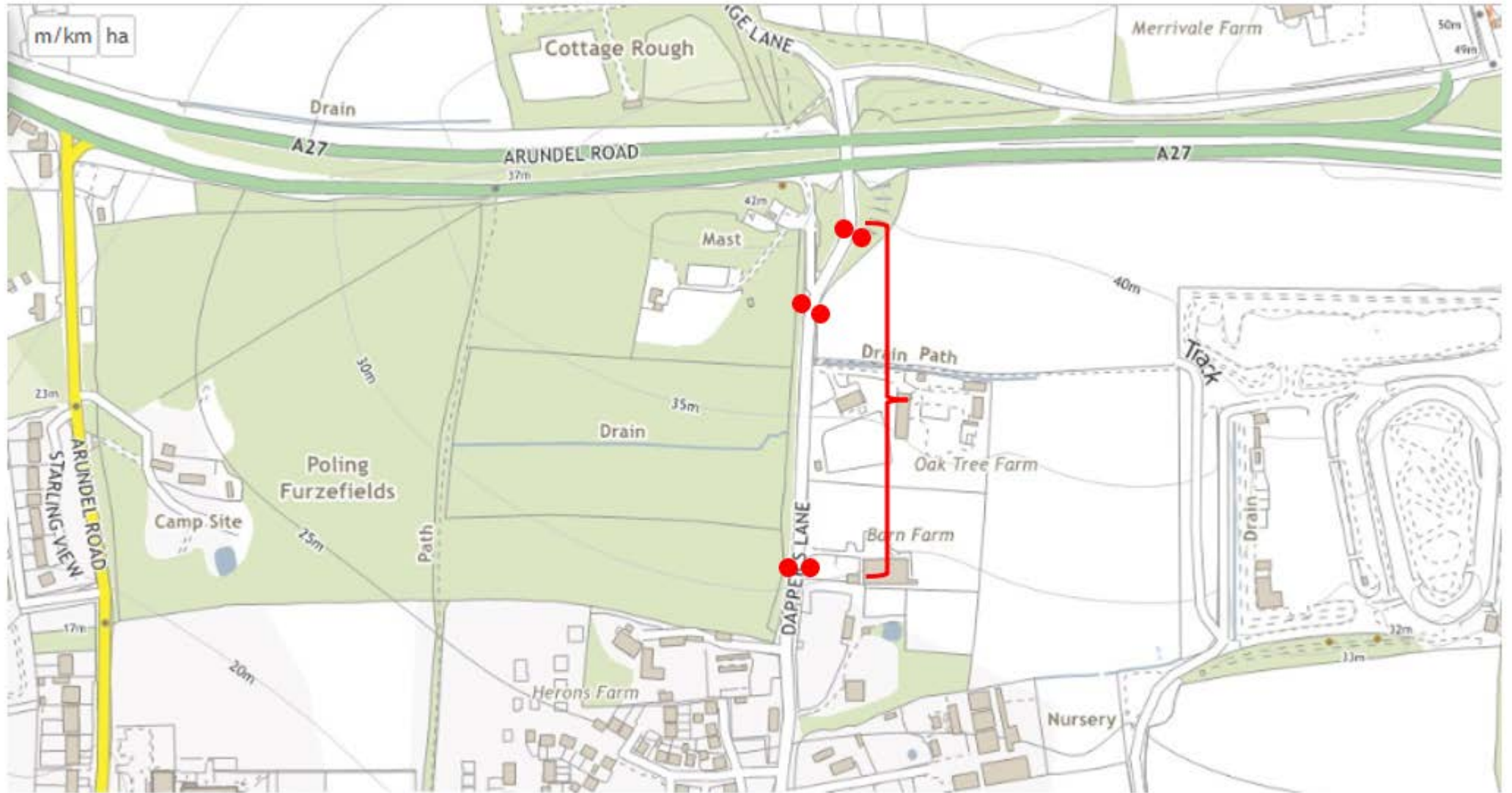
whilst also considering any road safety concerns, and reduced only with supporting evidence that a lower speed limit is appropriate.

4 Signing Speed Limits

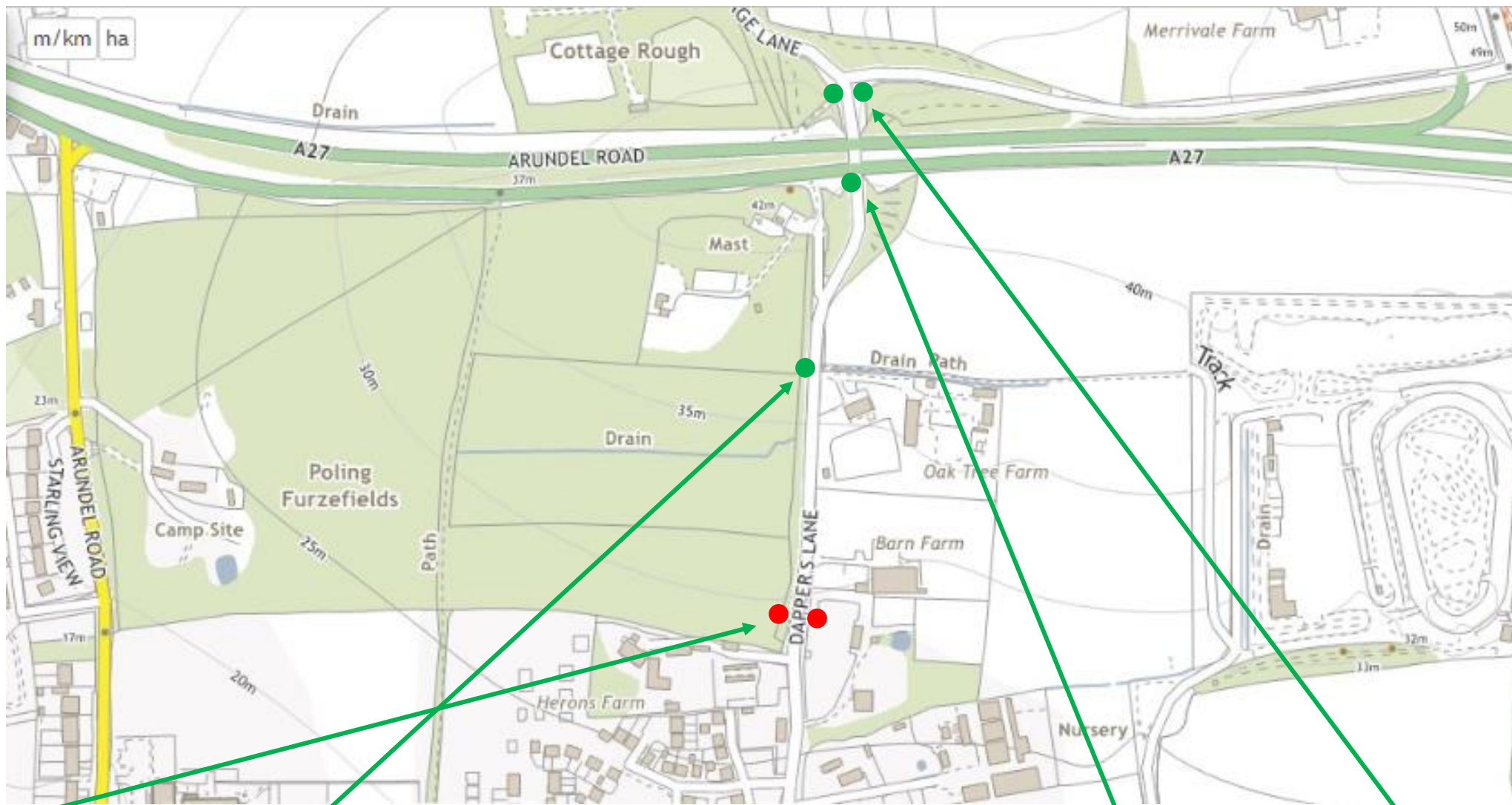
- 4.1 Speed limits should be signed in accordance with current advice contained in the Traffic Signs Manual, Chapter 3. This will generally be through the use of standard speed limit terminal signs with road marking roundels and / or upright signs as repeater signing on an as needs basis. Each site will be assessed and considered for its own requirements.
- 4.2 Where a speed limit is reduced consideration should be given to any changes in existing signs or road markings to ensure these comply with the guidance contained within the Traffic Signs Manual. Where feasible, any appropriate works to amend the infrastructure should be incorporated with the speed limit reduction.
- 4.3 Village “gateways” on entry to a village that incorporate speed limit signing and a road safety message can reinforce the identity of the village environment and assist with self-compliance of a lower speed limit. Where appropriate, applications for community funded village gateways will be supported and licensed in accordance with current processes.
- 4.4 Where applicable, and such installation meets relevant criteria, vehicle activated signs may be considered to support a reduced speed limit. There is a separate application process for a VAS. In addition, West Sussex County Council will be generally supportive of local communities utilising mobile Speed Indicator Devices to support a speed limit, where such use is in accordance with current guidance, and will be licensed in accordance with current processes.
- 4.5 When providing speed limit signs and other infrastructure a balance needs to be found between providing sufficient road user information to effect behaviour, and not creating an unnecessary visual intrusion to the environment.

End

Dappers Lane – Road Marking plan



X6 - New 20mph road marking roundels
to be painted on carriageway



Remove of National Speed Limit terminal signs and install x2 new 600mm x 20mph Speed Limit terminal signs (back-to-back with existing 30mph signs)

Install new 3m x 76mm diameter post and x2 new 300mm x 20mph Speed repeater signs back-to-back – opposite access to Oak Tree Farm (west side of road)

- Sign requirements:
- X4 x 300mm x 20mph speed repeater signs
 - X2 x 600mm x 20mph speed terminal signs
 - X2 x 600mm x National speed limit terminal signs
 - X1 x 3m x 76mm diameter post

Install x2 new 300mm x 20mph Speed repeater signs back-to-back – on existing blue cycle sign/changed priorities ahead sign

Install x2 new 600mm x National Speed Limit signs back-to-back on existing No-Entry signs

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Assessor 1

This is an interesting project that is addressing a very important challenge in the solar PV space. If successful it will have positive social, economic, and environmental impacts.

Assessor 2

This is an interesting project and addresses an important area of increasing energy self-sufficient in individual dwellings. However, the project is over-ambitious and not enough information is provided to reduce the risk of failure. There are too many consortium members, which means that the information supplied on each is thin and the roles are uncertain, and it will be difficult to manage. The most important uncertainty is on that the final cost to customers, either paying for the system or paying for the energy received, being acceptable.

Assessor 3

ESCO business models have consistently failed to deliver on their promise, but this is an interesting new approach that could hopefully succeed where others have failed due to the local nature, and the current parish network that is in place. Wider social and environmental benefits would result if the proposed concept is shown to be viable. limited details of how the service will be monetised in a profitable fashion are limited, noting that this is the area where ESCO business models have struggled to date.

Assessor 4

The sentiment of the proposal is valid but the proposed project does not display the required level of innovation. The model proposed has been investigated and deployed by a number of companies already operating. The team appears to be excessive for a feasibility study in an area that is already understood both technically and commercially.

Assessor 5

The innovation of the project has not been described in enough depth compared to nearest competitor models. There is a lack of detail and quantification in other sections which is required to show the level of impact this project would have.



Established
1894

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APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2023 – 2024

GUIDELINES FOR APPLICATIONS

A grant is any payment made by the Parish Council, to be used by an organisation which is not directly controlled or administered by the Parish Council, for a specific purpose in the furtherance of the well-being of the local community.

The contribution made by the numerous organisations to the well-being of the local community is highly valued. In support of such voluntary efforts the Parish Council allocates a modest annual budget to award small grants to voluntary and community groups, subject to available resources. The purpose of the grant is to support voluntary and community initiatives which enhance the quality of life for residents in Angmering.

Funding is available, throughout the year, subject to budgetary constraints, and in line with the Parish Council's specified application deadlines (see page 9). Organisations wishing to apply for a grant from the Parish Council are advised to read the following Grant Criteria to ensure their application is eligible for a grant. It is also encouraged that applicants contact the Parish Council to discuss their project prior to applying for a grant.

GRANT CRITERIA

Applications will be considered from voluntary, community groups and organisations. Applications will not be considered from individuals or private sector organisations. All applicants must be able to submit a copy of the group's constitution / set of rules, which include the aims and objectives for the group.

In order to help ensure a fair distribution of funds, only one application, per financial year, per organisation may be submitted to the Parish Council.

Any grants awarded must be paid into the group's bank account, which must be in the same name as outlined on the group's constitution. The group's bank account must have at least two authorised signatories. Any monies awarded shall be the responsibility of the recipient organisation.

Applicants may apply for start-up funding, running costs, and / or the purchase of one-off pieces of equipment or capital projects. A clear budget breakdown must be provided with each application. Please refer to the following table for the maximum levels of funding that can be awarded for different types of expenditure:

PURPOSE OF GRANT	Up to a maximum of:
Start-up grant (for newly established groups, defined as those in existence for less than 12 calendar months), can include applications for running costs and equipment)	£750
Running costs	£250
One off cost (e.g. purchase of equipment)	£500
Capital costs (e.g. costs associated with building projects or alterations to premises)	£750

CONDITIONS AND EXCLUSIONS
Typically, awards will not be given for administration costs
Awards must be seen to be for the benefit of a significant number of Angmering residents
Awards will not generally be given to individuals
Awards must be used for or towards the specific project or item applied

for
Once project completed, evidence must be provided that the award was used appropriately

THINGS TO NOTE

1. Organisations must be able to submit a copy of their previous year's accounts. In the case of new organisations, a full budget for the proposal must be submitted.
2. Applicants must provide an answer to all the questions on the application form.
3. Applicants must be able to demonstrate how a grant would benefit the community of Angmering.
4. Account will be taken of the extent to which funding has been sought or secured from other sources, including the group's own fundraising activities.
5. On-going commitments to award grants in future years will not be made by the Parish Council.
6. The Parish Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. In addition, the Parish Council may decide to defer the application to a future meeting whilst further information is sought from the group.
7. In the event the grant is not used in part or in full, the group must notify the Parish Council with a full explanation. If the grant is not used for the purpose intended, the Parish Council reserves the right to request its return.
8. Please note: The Parish Council will acknowledge receipt of all applications submitted. Applicants can expect to be contacted approximately 4 weeks after each deadline date with the outcome of the Full Parish Councils decision.

APPLICATION FOR AN ANGMERING PARISH COUNCIL GRANT

Please ensure you read the **Guidelines for Applications** before completing this form.

In order to be eligible for a Parish Council Grant you or your organisation must:

- Complete **ALL** sections.
- Make sure the Declaration is signed correctly in **Section D**.
- Confirm your understanding of our Data Protection statement in **Section E**.

SECTION A: ORGANISATION DETAILS

NAME OF ORGANISATION/GROUP

Active Worthing Wellbeing Centre CIC – Life Skills Club

DETAILS OF APPLICANT

To whom all correspondence should be sent

Name: Gloria Kainja

Position within the organisation:

Address: Director

Postcode: BN16 3BJ (Place where the Activities will be taking place) –
The organisation is registered at BN11 2JJ (Worthing)

Telephone Number: 07873 356984

Email: gloria.kainja@activeworthing.co.uk

Website: <https://activeworthing.co.uk/>

<https://www.facebook.com/activeworthingwellbeingcentre/>

WHAT TYPE OF ORGANISATION ARE YOU?

Tick relevant box

A Charity providing services available to residents of Angmering (We are an Community Interest Company CIC)	X
An existing local group or organisation providing services available to residents of Angmering	
A new group or organisation, wishing to provide services for the residents of Angmering	

BRIEFLY DESCRIBE THE MAIN PURPOSE OF YOUR ORGANISATION/GROUP

We are a CIC with two branches - one is medical referral exercises and the other is life skills club which aims to combat isolation and loneliness therefore promoting wellbeing and independence. We are in currently in Worthing, however, one of our Partners, Saxon Weald Housing Association has asked us replicate the service we provide in Worthing for them (Highdown Extra Care Housing) to Abbotswood Extra Care Housing. This funding relates to this.

What - We run face to face sessions for people with acquired brain injury, mild learning disabilities, mental health, dementia and those who are lonely and socially isolated. We run activities to enhance life skills e.g. those aiding with memory, speech, reading and writing, IT skills, arts and crafts. We also provide live music, bingo, games etc.

How - We are currently running 3 sessions in partnership with two Housing Associations (Saxon Weald at Highdown Court and with Worthing Homes at Lovett Hub). We consult with our clients on what activities would best meet their needs. Some of the clients take part in designing sessions.

Why - We have evidence to suggest that there are a lot of people in the community who falls in between the NHS and Formal Social Care provision especially between ages of 18 and 60, unable to access mainstream and are often alone and isolated in the community. Some overuse NHS so our services cut these visits.

When - We will start offering the service on a trial basis in September, then commence in November 23. The sessions will run on Mondays from 1:00 pm - 4:00 pm. We will work with partners to promote and advertise widely to get as many people who fall into this category to therefore cutting NHS visits, combating isolation/loneliness, facilitating friendships promoting independence.

WHEN WAS YOUR ORGANISATION / GROUP FORMED?

27th February 2020

HOW MANY MEMBERS DOES YOUR ORGANISATION HAVE?

This should include people who are involved in the activity? This is new. We have engaged with about 10 but aiming to grow to 40 or thereabouts.

Adult	Yes (18 years and over)
Junior (under 16)	

WHAT % OF YOUR MEMEBERS LIVE IN ANGMERING?

This is a new service provided from Abbotswood Extra Care Housing – so those will be already living in Angmering. However, we will also be inviting local residents to come and join in – so my guess is 50% will be from Angmering.

IS YOUR ORGANISATION A REGISTERED CHARITY?

Tick relevant box

Yes	Yes CIC	If yes, please provide the registered charity number below
No		Charity Number: 12487821.....

PROJECTED INCOME

Tick relevant box

Please provide a summary of your most recent accounts and whether the figures below are:

A projection because the organisation has been running for less than 15 months

Information from the organisation's latest accounts

<u>Account Year Ending</u>	
Total Income for the year	£ 60,777
Total expenditure for the year	£ 48,314
Surplus or deficit	£
Total savings or bank reserves at year end	£4264

SECTION B: DESCRIPTION OF ACTIVITY/PROJECT TO BE FUNDED

1. Please give a description of the purpose for which you are seeking a grant

The grant will support us to purchase necessary resources to support with running the sessions. We have more than two years experience running these sessions, and as much as we always seek clients/residents wishes and aspirations, the resources they need are more or less the same. Please note the following (they may need to be amended and substituted once we start providing the sessions).

Refreshments

(Teas, Coffees, Milk, Biscuits, Fruits e.g. bananas)

Music Therapy

(These have varied from £40 - £75 a session. Can attach copies of invoices and/or can provide at a later date)

£65 a session x 12 = one a month

Arts and Crafts

(Various materials e.g. wreath making, colouring material, paints, paper, brushes, clothes for sewing, knitting needles wool etc)

Materials and Resources

(We provide a lot of games, quizzes – mainly to promote brain exercises, encourage speech and communication –printing paper, ink, pens, writing paper etc)

Storage Boxes

We are a mobile service, so storage boxes to keep clients/residents work is vital.

2. How will / does your project or activity benefit the residents of Angmering?

There is also a lot of evidence in the press stating the effects of loneliness and how this is affecting so many people who are marginalised groups and tackling inequality in society. We work with our clients by identifying what services they would like to see being provided. We have been offering a similar service with Saxon Weald Housing Association and they have seen the massive positive impact our services has on their residents and all other local people who attend. In a way, we have established a community Hub where residents of the Area meet, build friendships, share talents and skills and generally have fun. This approach has worked very well. We change, add and amend our sessions to fit in with the needs of our clients.

In short – we have a lot of experience with the said client group, acquired brain injury, mild mental health, mild learning disabilities, dementia, those who are lonely and isolated in the community. We have proven that the services are needed, we have proved that the clients really do need the service (please see comments from them attached), we are happy to continue providing the services as well as expanding the services so we can reach as many people as we can.

The majority of our clients can not afford to pay for the service but absolutely happy to attend and to continue doing so. There are no other services that would capture the majority of our clients in this area.

We also work with Volunteers, some of whom are recovering from other social care and/or health problems. The sessions are also beneficial for their well-being as they too face a lot of inequalities and face challenging accessing mainstream services.

3. Who will benefit from this activity? How many people and how often?

Abbotswood residents and all local people – we will advertise widely and use partners to spread the word. We envisage from 20 and above. In the other places we are reaching in the area of 50 or so people.

4. How will you know that your activity was successful? How will you record its success?

We undertake regular surveys, we discuss sessions regularly and how things are going. We can do this in a number of ways – we have managed to gather some feedback from the current sessions we are running, pls see attached.

5. If this application is to undertake a new project, how do you know there is a need for this activity? Please include any appropriate evidence.

This will be new in this area, however, we have been running similar sessions in Worthing. Saxon Weald one of our partners have asked us to come to them in Angmering following the success of our sessions at one of their Extra Care Housing – we have created a Hub like service.

Please feel free to contact them for reference if need be.

SECTION C: AMOUNT OF GRANT REQUESTED

1. What is the amount of the Grant you are seeking from Angmering Parish Council?

£750 – a combination of Revenue (running costs) and One off cost (e.g. purchase of equipment)

(We are happy to accept any amounts)

2. Please indicate in which category you feel your request for funding falls into:

Please tick the relevant box

Start-up grant (for new groups, can include running costs	£750*	
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and equipment)		
Revenue (running costs)	£250*	X
One off cost (e.g. purchase of equipment)	£500*	X
Capital costs (e.g. costs associated with building projects or alterations to premises)	£750*	

(*Figures shown indicate the maximum grant allowance for this category)

3. What is the total cost of the project or activity?

Management Time	3120	15x4 hours
Staff	8112	
Payroll	2020.6	
Volunteers	3510	
Training	650	
Refreshments	420	
Arts	250	
Resources	300	
Music	720	
Publicity	428.48	
Insurance	360	
PPE	60	19950.48
	19951.08	

4. If the total cost of the activity for which you require a grant is more than the amount requested, do you have the remaining balance available?

Tick relevant box

Yes	
No	X

Have you applied for financial assistance elsewhere?

Tick relevant box

Yes	X
No	

If **YES**: Please indicate details of organisations/individuals approached and amounts requested and whether the contribution is secured or still pending consideration.

We have applied for extra funding from Local Giving as well as from Sussex Community Foundation – these are very competitive, therefore looking at local grants too.

5. Please give details of your own fund-raising efforts:

We do ask for Donations – however if clients are unable to pay, they do come in free.

We also advertise some spaces to paying social services day centre clients – they are charged a going rate. Currently at Abbotswood, we are yet to secure any such paying clients.

6. If applying for running costs, please provide information on your endeavours to secure alternative sources of funding.

Please see above.

7. Has your organisation received a grant from Angmering Parish Council before?

Tick relevant box

Yes		If yes , please state when and how much awarded?
No	X	Amount £ Year awarded:

How did you hear about this grant scheme?

Internet search










SECTION E: DECLARATION

Declaration

Please ensure that this form is signed by a minimum of two appropriate members of your group.

In signing this declaration, we agree that:

1. The information provided in this application is correct.
2. We have read, understand and accept the Terms & Conditions of Funding by Angmering Parish Council
3. We will complete and return a Project Completion Report (PCR) within six months of receiving funding.
4. We have adequate and appropriate cover for our activities

SUBMIT YOUR COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:	APPLICATION DEADLINE:
Email: admin@angmering-pc.gov.uk Post: Katie Herr – Clerk Angmering Parish Council The Corner House The Square Angmering West Sussex	The application form should be submitted on or before the 1 st Monday of every month

BN16 4EA Tele: 01903 772124	
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SECTION F: DATA PROTECTION

As Angmering Parish is a public body, we must comply with the Data Protection Act 1998. We are committed to protecting your privacy and will ensure any personal information is handled properly under the Data Protection Act.

We will use the information you give us on the application and supporting documents for:

- Grant application
- Monitoring grants
- Evaluating the way our funding programmes work and the effect they have
- Reporting statistics to Government

We may also give copies of this information to individuals and organisations such as:

Accountants, auditors and external evaluators.
Other organisations or groups involved in delivering the project.

Please tick the box the box to confirm your understanding of Data Protection

Active
Worthing
Wellbeing
Centre CIC

Life
Skills
Club

Starting on Monday 6th November 2023

Abbotswood Extra Care Housing
Station Rd, Rustington,
Littlehampton BN16 3BJ



Mondays
1:00 pm - 4:00 pm

£4
Donations
welcome



18+ only



Sue: 07923 498941, Gloria: 07873 356984

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