

# Public Document Pack

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Director of Law and Assurance

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25 October 2019

**A meeting of the North Horsham County Local Committee will be held at 7.00 pm on Monday, 4 November 2019 at Main Conference Room, County Hall North (Parkside), Chart Way, Horsham, RH12 1XH**

**Tony Kershaw**  
Director of Law and Assurance

## Your local County Councillors



**Peter Catchpole**  
Holbrook



**Nigel Dennis**  
Horsham  
Hurst



**Amanda Jupp**  
Billingshurst



**Liz Kitchen**  
St Leonard's  
Forest



**Morwen Millson**  
Horsham  
Riverside



**Andrew Baldwin**  
Horsham  
East



**Christian Mitchell**  
Broadbridge



**Nigel Jupp**  
Southwater  
& Nuthurst

## Invite you to come along to the North Horsham County Local Committee

County Local Committees consider a range of issues concerning the local area, and where relevant make decisions. It is a meeting in public and has a regular 'talk with us' item where the public can ask questions of their local elected representatives.

### Agenda

- 7.00 pm 1. **Welcome and introductions**
- Members of North Horsham County Local Committee are Peter Catchpole, Nigel Dennis, Amanda Jupp, Liz Kitchen, Morwen Millson, Christian Mitchell, Andrew Baldwin and Nigel Jupp.
- 7.05 pm 2. **Declarations of Interest**
- 7.10 pm 3. **Minutes** (Pages 5 - 8)
- To confirm the minutes of the meeting of the Committee held on 17 June 2019 (cream paper).
- 7.20 pm 4. **Urgent Matters**

- 7.20 pm 5. **Progress Statement** (Pages 9 - 18)
- The document contains brief updates on statements of progress made on issues raised at previous meetings. The Committee is asked to note the report.
- 7.30 pm 6. **Prioritisation of Traffic Regulation Orders (NH04(19/20))** (Pages 19 - 22)
- The Committee is asked to prioritise the progression of Traffic Regulation Orders in the area.
- 7.45 pm 7. **Talk With Us Open Forum**
- To invite questions from the public present at the meeting on subjects other than those on the agenda. The Committee would encourage members of the public with more complex issues to submit their question 2 days before the meeting to allow a substantive answer to be given.
- 8.15 pm 8. **North Horsham Community Initiative Funding (NH05(19/20))** (Pages 23 - 68)
- Report by the Director of Law and Assurance.
- The report summarises the Community Initiative Funding applications received via The West Sussex Crowd. The Committee is invited to consider the applications and pledge funding if appropriate.
- 8.50 pm 9. **Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies (NH06(19/20))** (Pages 69 - 76)
- Report by Director of Education and Skills.
- The Committee are asked to approve the nominations of Authority School Governors as set out in the report.
- 8.55 pm 10. **Report of Urgent Action**
- The Committee noted that the Director of Law and Assurance, in consultation with the Chairman of the North Horsham County Local Committee and the Chairman of the Children and Young People's Service Select Committee, has used his delegated powers under Standing Order 3.45 to make the recommended Local Governor re-appointment.

**Background Papers:**

[Letters from the Director of Law and Assurance, to the Chairman of the North Horsham County Local Committee and the Chairman of the Children and Young People's Service Select](#)

[Committee date 28 August 2019 which were published as part of decision NH03\(19/20\).](#)

9.00 pm 11. **Date of Next Meeting**

The next meeting of the Committee will take place at 7pm on Monday 16 March 2020 at Main Conference Room, County Hall North (Parkside), Chart Way, Horsham, RH12 1XH.

Members wishing to place an item on the agenda should notify Jenna Barnard via email: [jenna.barnard@westsussex.gov.uk](mailto:jenna.barnard@westsussex.gov.uk) or phone on 033 022 24525.

**To: All members of the North Horsham County Local Committee**

**Filming and use of social media**

During this meeting the public are allowed to film the Committee or use social media, providing it does not disrupt the meeting. You are encouraged to let officers know in advance if you wish to film. Mobile devices should be switched to silent for the duration of the meeting.

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## **North Horsham County Local Committee**

17 June 2019 – At a meeting of the Committee at 7.00 pm held at Main Conference Room, County Hall North (Parkside), Chart Way, Horsham, RH12 1XH.

Present:

Mr Catchpole (Chairman) (Holbrook;), Mrs Jupp (Billingshurst;), Dr Dennis (Horsham Hurst;), Mr Jupp (Southwater & Nuthurst;), Mrs Kitchen (St Leonard's Forest;), Mrs Millson (Horsham Riverside;) and Mr Mitchell (Broadbridge;)

Apologies were received from Mr Baldwin (Horsham East;)

Also in attendance:

Officers in attendance: Chris Stark (Area Highways Manager), Dean Wadey (Principal Community Officer), Jenna Barnard (Democratic Services Officer) and Adam Chisnall (Democratic Services Officer)

### **1. Welcome and introductions**

- 1.1 Adam Chisnall opened the meeting and asked members and officers to introduce themselves.

### **2. Election of Chairman and Vice Chairman**

- 2.1 RESOLVED that Mr Peter Catchpole be elected Chairman of the North Horsham County Local Committee for the municipal year 2019/20.
- 2.2 RESOLVED that Mrs Amanda Jupp be elected Vice Chairman of the North Horsham County Local Committee for the municipal year 2019/20.

### **3. Declarations of Interest**

- 3.1 None declared.

### **4. Minutes**

- 4.1 RESOLVED – that the minutes of the meeting held 25 February 2019 be approved as a correct record and signed by the Chairman.

### **5. Urgent Matters**

- 5.1 Amanda Jupp gave a short presentation on the Health and Wellbeing Board Strategy.
- 5.2 Further to the current CLC review that is taking place, members agreed to take 5 minutes to discuss their collective views, the format and purpose of CLC and different options for the future.

- The main item that arose this item from both the members and the residents was that it was felt that there would be better attendance from across the CLC if there was a more flexible/change in venue for this committee.
- Several residents took the opportunity to stress that they felt that the Committee meetings were a vital tool for members of the public to be heard but also to hear from members about what is going on in their local areas.
- Free parking could be better advertised if the meetings were to remain at County Hall North.
- Parish and Neighbourhood Council Meetings could be cross checked for clashes.

## 6. **Progress Statement**

6.1 The Committee considered the progress statement on matters arising from previous meetings (copy appended to the signed minutes) and the following comments and actions were noted:

- Horsham Hospital – Chris Stark has written to the hospital to 2 different contacts but with no response. *Amanda Jupp agreed to write to the hospital in her position as Cabinet Member for Adults and Health and confirmed she would query whether the Audiology Clinic was exacerbating the issue.*
- North of Horsham Development – Members have been assured that they are being kept fully informed with a briefing planned later in the summer.
- Horsham Town Centre Cycling – Area Highways Manager confirmed the programme for works is now resolved. *Cycling signage – no further improvements possible currently.*
- Wimbleshurst Road – Area Highways Manager confirmed that at present highways are organising a CAD design for the groundworks. *Once completed it will need to be arranged with SSE for the relocation of the illuminated lighting column at the junction, and then work will be raised with the contractor for the remainder of the works required. Given the various elements to the works it is proving to be a slower process than hoped, but it is being progressed as fast as possible.*
- Downs-link – This is currently progressing. It was confirmed that there is currently a holdup with Network Rail’s legal team.
- Faygate – The feasibility is to be reverted. Member asked if the speed surrounding the plan for the petrol station can be assessed. *Area Highways Manager agreed to investigate.*

## 7. **Hill Mead Horsham - Proposed Stopping Up Order (NH01(19/20))**

7.1 RESOLVED – that the North Horsham County Local Committee;

- Authorises the Director of Law and Assurance to make an application to the Magistrates Court for an Order to stop up the highway as summarised in the report, by unanimous vote.

**8. North Horsham Community Initiative Funding (NH02(19/20))**

8.1 The Committee considered a report by the Director of Law and Assurance (copy appended to the signed minutes).

8.2 Resolved – that the committee notes the report and;

(a) that the following award(s) be made:

375/NH – Horsham and Shipley Community Project, £750 towards Tree surgery on the grounds and maintenance of the Club House.

376/NH – Friends of Horsham Park, £750 towards Website design and set-up.

377/NH – SAGE Counselling, £613 towards equipment, stationery and marketing materials.

378/NH - Men’s Sheds – Horsham, £750 towards kitchen refurbishment and equipment.

379/NH – Horsham Life Saving Club, £480 towards training materials and equipment.

380/NH - Southwater Youth Project, £750 towards Summer Funfest event set-up, lighting, staging and equipment.

The following application was conditionally approved on the basis that the applicant submits a full formal application by the end of the week beginning 24 June:

MyCareMatters, £750 towards Advance Care Planning Toolkits.

**9. Allocation of the Community Initiative Fund**

9.1 The Committee considered the report by the Director of Law and Assurance (copy appended to the signed minutes).

9.2 Resolved – That the Committee notes the report.

**10. Talk With Us Open Forum**

10.1 The Chairman introduced the item and advised that the open forum was an opportunity for comments and questions to be raised on items not already on the agenda, and over which the County Council has jurisdiction. The following issues were raised, and responses made.

- Mr Philip Ayerst attended to present his and other’s concerns over the road safety outside Forest Boys School in Horsham and the report which outlined how the County Council has been asked by leaders of the school and the Local Member to address safety concerns outside the School where there is a child casualty history

associated with the journey to and from school. *The Chairman confirmed to Mr Ayerst that the Committee understood that the Local Member and the leaders of the school wanted to address safety concerns outside Forest School which led to this proposed improvement and as you know the Local Member was not able to be present at the last CLC meeting due to illness. Members of the CLC have suggested to Officers that further consideration might be given to investigate a revised improvement, that may allow a re-evaluation of the site including the status of the tree.*

- Local resident Mark Treasure attended to ask the committee if it would be possible to get the funding to place a light controlled crossing to enable residents to cross the A24 safely at the Tesco, Highwoods roundabout. *The Area Highways Manager confirmed that there are plans in place for new lane direction signs. It was also confirmed that it could be eligible for a Community Highways Scheme, which could take up to 2 years to complete.*
- Mr Ivor Gibbs attended to ask the Committee what their views are on the Broadbridge Heath road closure and to make the committee aware that there is a current petition running as set-up by the Helen Eade of Broadbridge Heath. *Member Christian Mitchell confirmed to Mr Gibbs that this Road Closure plan was always a Horsham District Council decision but will be meeting with the Warnham Parishes to discuss the matter.*
- Rusper Parish Council member attended to ask about process for an application for the community highways scheme. *Christ Stark confirmed that it is all an online process and would take up to 2 years to implement.*

**11. Vacancies for Local Authority Governors to Maintained Schools and Academy Governing Bodies**

11.1 The vacancies were noted, and applications encouraged by the Chairman.

**12. Items for next meeting**

12.1 Items were noted by the Committee.

**13. Date of Next Meeting**

13.1 The Chairman confirmed that the next meeting of the Committee will take place at 7pm on Monday 4 November 2019 at County Hall North.

Chairman

The meeting closed at 9.10 pm



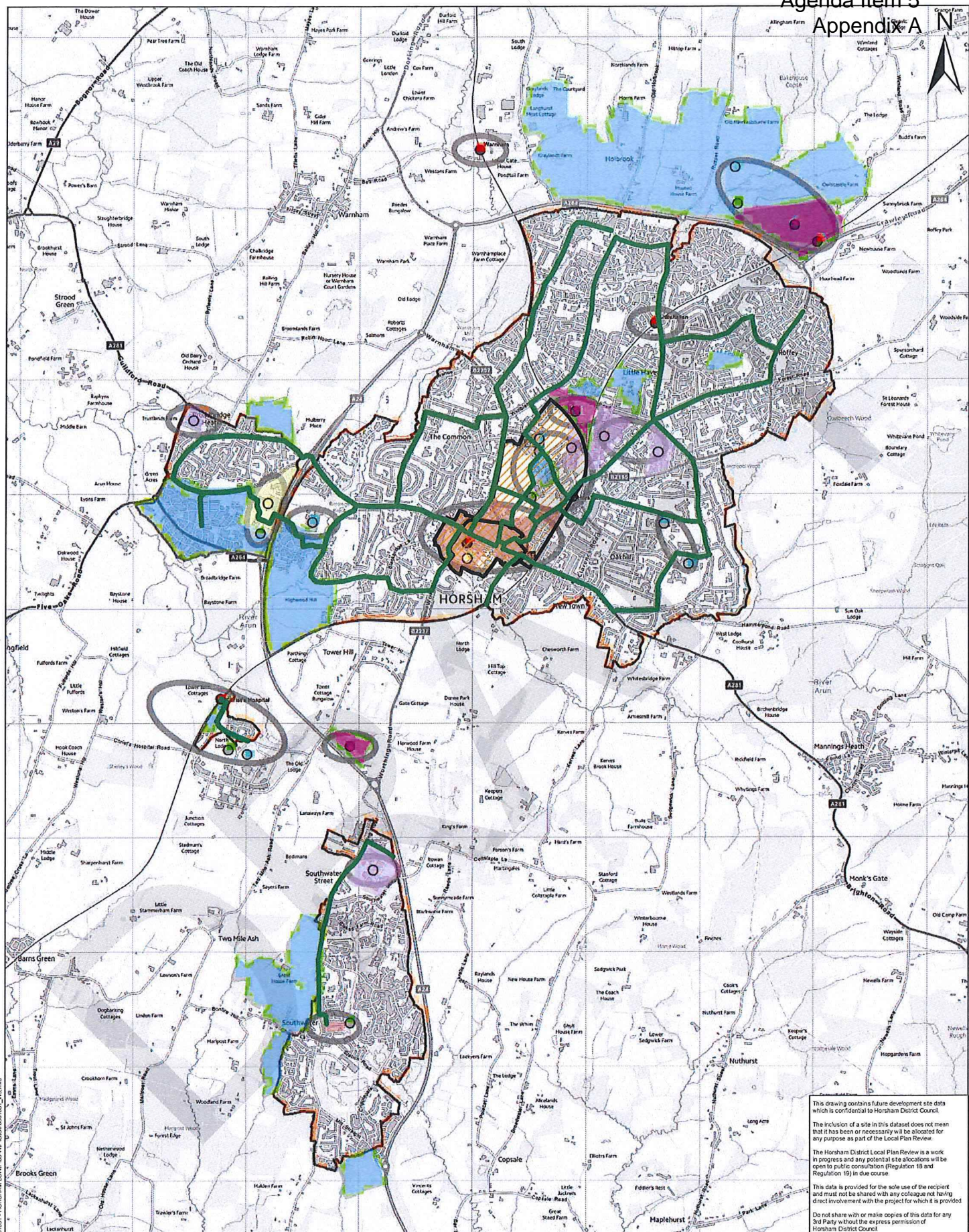
## North Horsham CLC Progress Statement

Date & Minute No/Ref	Subject	Action	Officer/ Member Contact	Progress
12/09/16 Talk With Us	<b>North of Horsham Development</b>	Update on S106	Strategic Planning WSCC	<p>The s106 was signed and planning permission issued on the 1st March 2018. The works will be delivered by the developer. Although the works now have planning permission, the developer will still need to obtain the necessary approvals from WSCC (namely a legal agreement and the booking of road space) to allow them to undertake the works. The processes associated with these steps will take a number of months once the applications have been received. It is entirely for the developer to commence the process and as yet we have no date for this.</p> <p>L&amp;G have submitted their application for the S278/S38 and I will over the coming weeks/months be going through the design against the planning drawings until they gain technical approval.</p> <p>Once they have Technical approval they can then commence works on the A264 Rusper Road roundabout along with works on Rusper Road and having spoken to L&amp;G they would hope to start works in October 2019. This does have many restrictions on it such as they need to have gained a signed Legal Agreement with WSCC for them to start the works on the Highway.</p> <p>There will however some early works/ investigation that needs to be undertaken within the highway prior to construction such as vegetation clearance, boreholes and trail holes. This will be dealt with via a minor works S278 agreement or via our Streetworks team.</p> <p>October 2019 Update: The main access works are now planned to start in January as it currently stands this may still change. However due to there being Dormice on site and needing to undertake vegetation clearance in their dormant time this work is programmed to start next week 30<sup>th</sup> September and last till the end of October. This is clearing</p>

Date & Minute No/Ref	Subject	Action	Officer/ Member Contact	Progress
				both WSCC and developer trees /bushes on the North West of the corner of the Rusper Road roundabout.
06/11/17 Min 40	<b>Horsham Town Centre Vision and cycling</b>		Andrew Baldwin	<p>WSCC are working with Horsham District Council to develop a high level Walking &amp; Cycling Strategy. Consultants began this work in September 2018.</p> <p>Update on LCWIP</p> <ul style="list-style-type: none"> <li>• Work being undertaken in partnership with WSCC, Crawley, Chichester, Adur &amp; Worthing, and SDNP;</li> <li>• Project to be guided by DfT consultants WSP;</li> <li>• HDC currently at Stage 2 - Collating information, data gathering and identifying trip generators and Stage 3 - Network Planning for Cycling</li> <li>• Meetings have been held with Horsham District Cycling Forum (HDCF); and</li> <li>• WSP training on PCT tool</li> </ul> <p><b>October 2019 LCWIP update:</b></p> <p><b>Cycling:</b> Based on discussion at the workshop it is suggest that the following cycle corridors be taken forward as a priority:</p> <ul style="list-style-type: none"> <li>• Southwater to Horsham town centre,</li> <li>• Broadbridge Heath to Horsham town centre,</li> <li>• North Horsham to Horsham town centre, and</li> <li>• Roffey to Horsham town centre.</li> <li>• Other?</li> </ul>

Date & Minute No/Ref	Subject	Action	Officer/ Member Contact	Progress
				<p><b>Walking:</b></p> <p>Plan W3 (saved as Appendix A) shows a potential network of key walking routes (shown as green lines). The workshop attendees agree that the network of key walking routes should cover the whole town (plus connections to Southwater, Broadbridge Heath and North Horsham new development). It was also agreed that the core walking zones should cover the town centre including the station and that this area should be the focus of walking route audits, see Draft Walking Network above.</p> <p><b>Next Stages:</b></p> <p>To give time for responses to the above, the route audits have been programmed for w/c 30 September with a follow up workshop to go through audit results in w/c 21 October.</p>
Misc	<b>Horsham Road Space Audit</b>	Update requested	Miles Davy	<p>The Cabinet Member for Highways and Infrastructure made a decision <a href="#">On-street parking to support traffic management</a> in December 2018. This included a programme for Road Space Audits across the County and stated that Horsham Feasibility Work was expected to begin in June 2019.</p> <p>The Horsham Road Space Audit project, due to commence in June 2019, has unfortunately had to be postponed due to unforeseen delays associated with similar projects in Chichester, Crawley, Burgess Hill and Worthing. Officers are also keen for work to start on the Horsham Growth Deal so that both of these projects can be aligned, and best use made of resources. It is now envisaged that</p>

Date & Minute No/Ref	Subject	Action	Officer/ Member Contact	Progress
				work on the Horsham RSA will commence in early 2020. A clearer picture of events is expected over the coming months and members will be updated at forthcoming CLC meetings.
12/11/18	<b>Horsham Enterprise Park</b>	Comments from the CLC regarding entrance to the site, cycling provision and a request from the Horsham Society to meet the Design Team – all passed to the Project team. Those in attendance at the CLC were also encouraged to respond to the formal consultation.	Gary Cox/Peter Catchpole	<p>Peter Catchpole met Ian Gledhill to discuss planning and access to the site. He highlighted the issues raised at the CLC.</p> <p>Gary Cox will be arranging a meeting with the Horsham Society in early 2019.</p> <p>Details of the consultation and responses to some of the issues raised can be found on the West Sussex '<a href="#">Have Your Say</a>' webpage.</p> <p>The <a href="#">planning application</a> has now been submitted and is expected to be considered by Horsham DC in the summer.</p>
Misc	<b>Traffic Regulation Orders (TRO) and Community Highway Schemes (CHS) for North Horsham</b>	Area Highways Manager to provide regular updates	Area Highways Manager	<p>Community Highways Schemes updates report attached as Appendix B.</p> <p>The CLC wrote to the Cabinet Member for Highways and Infrastructure raising concern that none of the North Horsham CHS requests met criteria. <b>Updates to be provided.</b></p>
Talk with Us.	<b>Road Safety outside Forest Boys School, Horsham. Mr Ayerst.</b>	In absence of the local member the chairman agreed to write a letter to respond to Mr Ayerst.	Peter Catchpole/Ian Patrick.	<p>Further to Mr Ayerst's question to the Committee at the June Meeting (see minutes) the Chairman has since written to Mr Ayerst to confirm the current situation with the proposed scheme.</p> <p>See attached as Appendix C.</p>



This drawing contains future development site data which is confidential to Horsham District Council.  
 The inclusion of a site in this dataset does not mean that it has been or necessarily will be allocated for any purpose as part of the Local Plan Review.  
 The Horsham District Local Plan Review is a work in progress and any potential site allocations will be open to public consultation (Regulation 18 and Regulation 19) in due course.  
 This data is provided for the sole use of the recipient and must not be shared with any colleague not having direct involvement with the project for which it is provided.  
 Do not share with or make copies of this data for any 3rd Party without the express permission of Horsham District Council.

- Built-Up Area Boundaries
- Option 1 Core Walking Zone
- Option 2 Core Walking Zone
- Key Walking Routes
- Destination Cluster
- Healthcare
- Leisure and Recreation
- Education (Secondary Schools)
- Transport Interchange
- Other Major Retail
- Town/Village Centre
- Broadbridge Heath Quadrant Opportunity Area
- Key Employment Area
- Key Employment Site Centroid

0 300 600 900 1,200 1,500 Metres

Scale at A3  
**1:30,000**

Contains Ordnance Survey data  
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Drawing Number  
**70061051\_W3**

Drawn	WS	Stage 1 check	JP
Stage 2 check	AW	Original	DL
Date	12/09/2019	Drawing Status	DRAFT

Job Title  
**70061051  
Horsham LCWIP**

Drawing Title  
**Proposed Key Walking Route Network**

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**Community Highway Schemes – Approved for design in 2016 Update**

<b>Location</b>	<b>Details</b>	<b>Local Member</b>	<b>Est Cost £</b>	<b>Update Nov 2019</b>
Christs Hospital	Downs Link needs connection at Christs Hospital Station Provide new link between existing bridleways	Amanda Jupp	300000	Work in progress, completion due late October / early November 2019.
Billingshurst, High Street near The Alders	Provision of gateway feature and pedestrian refuge	Amanda Jupp	20000	Pedestrian refuge was considered not feasible due to carriageway width constraints. Vegetation removal has been undertaken to improve sightlines for pedestrians crossing from The Alders. A review of the scheme has determined no further scheme is currently viable so has been removed from the Annual Delivery Plan.

**Community Highway Schemes – Approved for design 2017 Update**

<b>Location</b>	<b>Details</b>	<b>Local Member</b>	<b>Est Cost £</b>	<b>Update Nov 2019</b>
Faygate	A264 Crossing	Liz Kitchen	250000	Detailed investigations have shown that whilst a pedestrian crossing might be feasible the cost of this is in excess of £750k and therefore outside the remit of a Community Highway Scheme. Progression could be possible as part of the Strategic Transport Improvement Programme if identified as a priority, or if sufficient 3 <sup>rd</sup> party funding becomes available.
Barns Green	Itchingfield – Chapel Road New Footway	Amanda Jupp	100000	Preliminary and Detailed Design ongoing and Construction planned for 19/20.
Rusper	Rusper Charwood	Liz Kitchen	50000	Construction had been planned for 19/20 but further detailed

Agenda Item 5  
Appendix B

	Road-Improved crossing facilities to access day centre			design as indicated costs exceed the current capital budget allocation. Scheme to be reviewed and slipped to the 20/21 Annual Delivery Plan.
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**Peter Catchpole**  
Chairman  
North Horsham County Local Committee  
Tel: 0330 22 22540

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County Hall  
Chichester  
West Sussex  
PO19 1RQ

Mr P Ayerst  
Sent by Email

Dear Mr Ayerst

### **LTIP0042 Forest School, Horsham**

Further to your letter and our recent meeting at the North Horsham CLC regarding the proposed improvement to support Forest School. Thank you for bringing this matter to the meeting and I can confirm that your comments are noted by Members of the CLC.

To clarify, Members received a report that outlined how the County Council has been asked by leaders of the school and the Local Member to address safety concerns outside Forest School where there is a child casualty history associated with the journey to and from school. Forest is a growing school and there are many buses that serve the site twice daily. Many pupils cycle and walk to the site. The peak activity generates considerable congestion.

Having had the opportunity to reflect on this issue and having spoken with the Officer leading the proposed improvement, I now understand there will be no Traffic Regulation Orders (TRO) included, hence, the CLC will not be involved formally any further in the highways or other decisions involving this proposal.

Importantly, as was mentioned at our meeting it was understood that the Local Member and the leaders of the school wanted to address safety concerns outside Forest School which led to this proposed improvement and as you know the Local Member was not able to be present at the last CLC meeting due to illness.

Having discussed this matter with my colleagues on the CLC, we believe it is important that the Local Member can be part of the decision for next steps. That said, Members of the CLC have suggested to Officers that further consideration might be given to investigate a revised improvement, that may allow a re-evaluation of the site including the status of the tree.

Therefore, this will be an opportunity to obtain guidance from the Local Member and Officers to review the potential for an alternative improvement, including consideration of land issues and a discussion with leaders of the school and our Education Service together with any further consultation.

Yours Sincerely,

Agenda Item 5  
Appendix C

A handwritten signature in black ink, appearing to read 'Peter Catchpole', with a long horizontal flourish extending to the right.

**Peter Catchpole**

Chairman

North Horsham County Local Committee

Division	Parish	Dominant Road Name	Local Member	TRO Type Parking / Speed Limit / Moving	Summary	Approx Cost (implementation only)	Score
Broadbridge	Rowhook	Rowhook Road	Christina Mitchell	Speed Limit	Request for a speed reduction on southbound approach to Rowhook, from NSL to 40mph, then a speed reduction through Rowhook, from 40mph to 30mph.	£2,500	18
Broadbridge	Rudgwick	Lynwick Street	Christina Mitchell	Speed Limit	Request to extend the 30mph zone south, beyond the bridge	£1,500	18
Holbrook	Horsham	Erica Way	Peter Catchpole	Parking Issue	Request to install DYs and a SYL around junction close to the primary school	£1,100	16
Horsham	Horsham	Bartholomew Way	Peter Catchpole	Parking Issue	Request to install DYs at junction with Cissbury Lane	£430	13
Broadbridge	Rudgwick	Summerfold	Christina Mitchell	Parking Issue	Request to install DYs along the western end of Summerfold, from junction with Church Street	£500	11

Horsham Riverside	Horsham	Tanbridge Park	Morwen Millson	Parking Issue	Request to install DYLS at junctions, and SYLs along remainder of 2 x cul-de-sacs coming off of Tanbridge	£1,800	11
Horsham East	North Horsham	Lambs Farm Rd	Andrew Baldwin	Parking Issue	Request for an extension of DYLS at junction	£500	11
Horsham East	North Horsham	Roffye Court	Andrew Baldwin	Parking Issue	Request for extension of DYLS at junction	£500	9
Horsham East	Horsham	Agate Lane	Andrew Baldwin	Parking Issue	Request to install DYLS, extending existing junction protection on both sides of road	£500	5
Broadbridge	Slinfold	Stane Street	Christian Mitchell	Parking Issue	Request to install DYLS around access to Downs Link	£500	5
Horsham Riverside	Horsham	Groombridge Way	Morwen Millson	Parking Issue	Request to install double yellow lines around bend in	£500	3
Horsham Hurst	Horsham	Park Terrace	Nigel Dennis	Parking Issue	Request to install double yellow lines at junction with Queens Street	£500	0

TRO No.	Area	Road	Update
HON1901	Horsham	Forest Road	Works instruction with contractor to implement - estimated implementation 27.10.19
HON1902	Horsham	Parkfield	Works instruction with contractor to implement - estimated implementation 12.10.19
HON1903	Horsham	Riverside	Works instruction with contractor to implement - estimated implementation 14.10.19

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**North Horsham County Local Committee****Community Initiative Funding****4 November 2019****Report by Director of Law and Assurance****Ref: NH05(19/20)****Key Decision:  
No****Part I****Electoral Divisions:  
All in NH CLC area****Recommendation**

That the Committee considers the pitches and/or applications submitted for Community Initiative Funding as set out in Appendix A and award funding accordingly.

**1. Background and Context**

- 1.1 The Community Initiative Fund (CIF) is a County Local Committee (CLC) administered fund that provides assistance to local community projects. Bids should show evidence of projects which can demonstrate community backing, make a positive impact on people's wellbeing and support [The West Sussex Plan](#).
- 1.2 The terms and conditions, eligibility criteria and overall aim of the CIF have been agreed by all CLC Chairmen and these can be found on the County Local Committee pages of the West Sussex County Council website using the following link:  
[http://www.westsussex.gov.uk/your\\_council/meetings\\_and\\_decision-making/county\\_local\\_committees/community\\_initiative\\_funding.aspx](http://www.westsussex.gov.uk/your_council/meetings_and_decision-making/county_local_committees/community_initiative_funding.aspx)
- 1.3 For projects to be considered for funding they must upload their project idea to the West Sussex Crowd ([www.westsussexcrowd.org.uk](http://www.westsussexcrowd.org.uk)) funding platform and pitch to the Community Initiative Fund.
- 1.4 Effective from 8 February 2019, the County Council's Community Initiative Fund budget was reduced from £280,000 per year to £140,000 per year, following a decision taken by the Cabinet Member for Safer, Stronger Communities. It was approved that this proposal be included in the Governance Committee review of County Local Committees with implementation of savings to be delayed until the review has been completed. Therefore, it was agreed that the 2019/20 CIF budget is provisionally reduced to £140,000, subject to the outcome of the Governance Committee review of CLCs on 25 November 2019.
- 1.5 Effective from 12 June 2019, the Cabinet Member for Safer, Stronger Communities took a decision to introduce a Micro Fund following feedback received from groups relating to small projects. Applications to the Micro Fund are intended for projects with a total cost of up to £750 as an alternative to crowdfunding and pitching to CIF via West Sussex Crowd. As with crowdfunding pitches, Micro Fund applications are considered the CLC meetings for a decision. CLCs were advised to allocate

up to 30% of their budget to Micro Fund applications, although this is discretionary.

## **2. Proposal**

- 2.1 That the Committee considers the pitches and/or applications for Community Initiative Funding as set out in Appendix A.
- 2.2 Pledges can be considered in the preparation and fundraising stage. When considering pitches in the preparation stage, decisions are subject to the applicant receiving full verification from locality and starting fundraising by the end of the financial year.

## **3. Resources**

- 3.1 For the 2019/20 financial year, North Horsham CLC had a total of £16,000.00 available for allocation, of this £11,157.00 is still available for allocation. Details of awards made in the current program and previous financial year are included in Appendix B.
- 3.2 There are four crowdfunding pitches, three of which in fundraising stage, and seven Micro Fund applications for consideration by the Committee.

## **Factors taken into account**

### **4. Consultation**

- 4.1 Before a project can be added to the West Sussex Crowd it must be eligible for the [Spacehive](#) platform, and then before beginning crowd funding must be verified by [Locality](#). This involves inspecting the project to make sure it's viable and legitimate. The Democratic Services Officer, in consultation with the local County Councillor, will preview all projects that have then gone on to pitch to the Community Initiative Fund to ensure they meet the criteria.
- 4.2 District and Borough Council colleagues are consulted on whether applicants have applied to any funds they administer. In addition, some CLCs have CIF Sub Groups that preview pitches and make recommendations to the CLC.

### **5. Risk Management Implications**

- 5.1 There is a risk in allocating any funding that the applicant will not spend some or all of it or that it might be spent inappropriately. Therefore, the terms and conditions associated with CIF provide for the County Council to request the return of funds.
- 5.2 Projects that do not reach 95% of their funding target on The West Sussex Crowd within their project timescales, will not receive any funds. Any pledges made to unsuccessful projects will therefore be returned to the CLC CIF allocation and be detailed in Appendix B.



## **6. Other Options Considered**

- 6.1 The Committee do have the option to defer or decline pitches but must give valid reasons for doing so. If they defer a project they need to take into account the timescales for the project and whether a deferral would allow the CLC to pitch at the following meeting.

## **7. Equality Duty**

- 7.1 Democratic Services Officers consider the outcome intentions for each pitch. It is considered that for the following pitches, the intended outcomes would:

- advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- foster good relations between people who share a protected characteristic and people who do not share it.

The CLC in considering any pitch should be alert to the need to consider any equality implications arising from the bid or the way the money is to be used if any are indicated in the information provided.

## **8. Social Value**

- 8.1 The Community Initiative Fund's eligibility criteria requires applicants to explain how their project will support one or more of the County Council's priorities as set out in [The West Sussex Plan](#).

## **9. Crime and Disorder Act Implications**

- 9.1 The applications for decision contain projects that will positively benefit the community and contribute toward the County Council's obligations to reduce crime and disorder and promote public safety in section 17 of the Crime and Disorder Act 1998.

## **10. Human Rights Act Implications**

- 10.1 The County Council's positive obligations under the Human Rights Act have been considered in the preparation of these recommendations but none of significance emerges.

### **Tony Kershaw**

Director of Law and Assurance

**Contact:** Jenna Barnard – 033 022 24525

**Background Papers:** crowdfunding pitches are available to view at:  
[www.westsussexcrowd.org.uk](http://www.westsussexcrowd.org.uk)  
<https://westsussex.moderngov.co.uk/ieDecisionDetails.aspx?ID=494>  
<https://westsussex.moderngov.co.uk/ieDecisionDetails.aspx?ID=611>

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### **West Sussex Crowd**

The following projects have pitched to the Community Initiative Fund since the last meeting:

Fundraising Stage –

- **403/NH – West Sussex Music Trust, 'Musical Chairs', £17,070.00 - towards purchasing 100 specialist chairs for four orchestras including young musicians.**  
<https://www.spacehive.com/musical-chairs>
- **429/NH – Happy Accidents CIC, Horsham Children's Parade 2020, £2,047.00 – towards securing the event's marquee and purchasing arts materials.**  
<https://www.spacehive.com/horsham-children-s-parade-2020>
- **431/NH – Fare Divide, Horsham community fridge, £2,063.00 – towards purchasing a fridge/freezer and other start-up equipment to launch the second community fridge project of its kind.**  
<https://www.spacehive.com/horsham-community-fridge-launch>

Preparation Stage -

- **\*430/NH – Rudgwick Tennis Club, Clubhouse for Rudgwick Tennis Club, £55,332.00 – towards the cost of associated materials needed to build a new clubhouse.**  
<https://www.spacehive.com/clubhouse-for-rudgwick-tennis-club>

### **Micro Fund**

The following projects have applied to the Micro Fund since the last meeting:

- **408/NH – Horsham and Shipley Community Project, 'First aid training for leaders', £700.00 – towards delivering a two-day first aid training course for group leaders plus purchasing a gazebo.**
- **409/NH – Horsham Unit St John Ambulance, 'Assistance Needed', £746.00 – towards replacing five hand-held radios with the latest model to provide volunteers with medical advice at events.**
- **410/NH – Brighton Road Baptist Church Playschool, 'New printer', £228.48 – towards purchasing a new printer in order to produce educational resources and carry out administrative duties.**
- **411/NH – Friends of Horsham Park, 'Gazebo for events in Horsham Park/ to shelter volunteers', £709.00 – towards purchasing a gazebo to put on more community events and avoid hiring per each event in future.**

- **412/NH – West Sussex Mediation Service, 'Publicity material upgrade', £750.00 – towards updating and re-printing portfolio of six leaflet designs to incorporate Queen's Award for Voluntary Service.**
- **413/NH – The Phoenix Stroke Club, 'Virtual reality sessions', £600.00 – towards delivering virtual reality-themed group sessions to club members.**
- **414/NH – The Olive Tree Cancer Support Group, 'TechnoRelax', £600.00 – towards providing wellbeing workshops for members using ImmersiCare therapy equipment.**

**Community Initiative Funding: Summary for 2019/20 and 2018/19**

The following applications received funding during the 2019/20 financial year:

<b>Applicant</b>	<b>Summary</b>	<b>Member</b>	<b>Awarded</b>	<b>Evaluation</b>
<b>MICRO FUND</b>				
<b>375/NH –</b> Horsham and Shipley Community Project	Tree surgery is required for a number of oak trees with dead wood overhanging the Petanque pistes, while uneven paving and steps in front of the clubhouse need lifting and replacing for safety.	Amanda Jupp	£750.00	None received - refer to Member
<b>376/NH –</b> Friends of Horsham Park	Developing a new website	Nigel Dennis	£750.00	None received – refer to Member
<b>377/NH –</b> SAGE Counselling	Towards stationery and marketing	Amanda Jupp	£613.00	None received – refer to Member
<b>378/NH –</b> Men’s Sheds Horsham	Towards the cost of carrying out a kitchen refurbishment.	Morwen Millson	£750.00	None received – refer to Member
<b>379/NH –</b> Horsham Life Saving Club	Providing a place to deliver community water-based lifesaving training – towards materials and equipment.	CLC General	£480.00	None received – refer to Member
<b>380/NH –</b> Southwater Youth Project	Towards festival staging, lighting and craft resources.	Nigel Jupp	£750.00	None received – refer to Member
<b>381/NH –</b> MyCareMatters	Towards developing an online account profile for service users living with dementia and/or their families.	Peter Catchpole	£750.00	None received – refer to Member

The following applications have received funding during the 2018/19 financial year to date:

<b>Applicant</b>	<b>Summary</b>	<b>Member</b>	<b>Awarded</b>	<b>Feedback</b>
<b>225/NH</b> – SAGE Counselling	Towards stationary and distribution costs for professional leaflets	Nigel Jupp	£877.00	<a href="#">Feedback received</a> (view using Google Chrome web browser)
<b>245/NH</b> – Horsham Children’s Parade 2019	Towards the cost of delivering creative workshops with schools	Nigel Dennis	£3,500.00	<a href="#">Feedback received</a> (view using Google Chrome web browser)
<b>276/NH</b> – Ten little toes baby bank	Towards purchasing non-recyclable items for families in need such as cot mattresses and baby clothing	Christian Mitchell	£750.00	<a href="#">Feedback received</a> (view using Google Chrome web browser)
<b>265/NH</b> – Fund outfield ride-on mower	Towards purchasing a second-hand ride-on mower to prepare the outfield	Christian Mitchell	£1,000.00	No feedback received
<b>290/NH</b> – Barns Green Resurface Tennis Courts	Towards re-surfacing one court	Amanda Jupp	£5,000.00	<a href="#">Feedback received</a> (view using Google Chrome web browser)
<b>302/NH</b> – Road safety in Forest Ward	Towards purchasing a mobile Speed Indicator Device (SID)	Andrew Baldwin	£3,676.00	No feedback received

# Community Initiative Funding Micro Fund: for grants up to £750

Please read the guidance note at the bottom of the page before completing an application.

The links below direct you to our webpages for additional information about the fund and County Councillors responsible for awarding grants at County Local Committee meetings (these are held three times a year).

**Please contact your County Councillor to discuss your application prior to submission.**

For any specific questions, please contact the CLC Development Team by phone or email using the contact details as found on the final page.

[FIND YOUR COUNTY COUNCILLOR](#)

[FIND YOUR LOCAL COMMITTEE AND ADDITIONAL INFORMATION](#)

Which County Local Committee are you applying to?  
 \_\_\_\_\_North Horsham\_\_\_\_\_ (please leave blank if you don't know)

Does your County Councillor support your application?  
 Yes  No  Please state their name: \_\_\_\_\_Amanda Jupp\_\_\_\_\_

## Guidelines

- The fund is exclusive to small projects with total project costs of up to £750 (the maximum grant available is £750).
- Groups cannot apply for part-funding towards the total cost of a project valued at £750 or more – such applications will be directed to [West Sussex Crowd](#).  
 - County Local Committees (CLCs) require assurance that the award of County Council funding will ensure a project's delivery without the need to seek additional funding.
- The Micro Fund is a sub-fund within the County Council's Community Initiative Fund and operates under the same [eligibility criteria](#).
- Groups seeking a grant towards a specific element of an existing, already-funded, project *may* be eligible to apply.  
 - *If you're not sure, please contact the CLC Development Team for advice.*
- CLCs may award all or part of the grant requested, at their discretion.
- Projects covering more than one CLC region or set to be delivered countywide are limited to applying for one grant from a single CLC.  
 - *Applicants should seek advice from the CLC Development Team as to which CLC to apply to.*

# Section one: About your project

1.

- a. Organisation name: Horsham and Shipley Community Project
- b. Project title: First Aid Training for Leaders and a new Gazebo
- c. Total project cost: £ 700 approx

2.

Location of project: TD Shipley Football Ground, Shipley, nr Horsham

3. Dates when project/service will take place:

START mm/year END mm/year Or, is it on-going?

By what date do you need funds: By the end of the 2019 calendar year

4. Your local councillors want to get behind projects that have the support of the community and make a positive impact on people's wellbeing and support [The West Sussex Plan](#).

Ideas may include:

- Increasing group membership and widening participation
- Starting-up new activities and expanding existing services for members of the community
- Encourages individuals or groups to discover a physical activity that can be tailored to varying levels of mobility and fitness
- Organising community events and activities
- Providing specific items for community spaces
- Organising one-off events to increase visitor numbers to the local area
- Activities aimed at developing skills for residents to benefit them and the area
- Providing improvements to community infrastructure and developing communally-held assets
- Helping groups and organisations to develop their assets and/or resources to support future financial independence
- Helping communities influence the planning and delivery of local services
- Protecting the environment and promoting sustainable local development
- Taking note of significant events and community achievements



5. Please provide a brief description of the project and how it will make a positive impact on people's wellbeing and support The West Sussex Plan:

The Horsham and Shipley Community Project provides a range of activities, to encourage outdoor healthy pursuits and social interaction, with a view to helping people overcome social isolation.

Our activities include; Shipley Petanque Club, Veterans Football, Walking Football (for men and women in their 50s, 60s, 70s and even 80s.) A Men's Shed, a green project (gardening etc) and Health Walks, as well as a number of social activities (BBQs and Christmas events) throughout the year.

We are a Dementia Friendly centre, and have recently, in the past two weeks, entertained The Rusty Brains (whose members have been joining us on our Health walks), residents of Highwood Mill and folk for AgeUK who have joined us to play Petanque.

This Saturday our Sheddors will be showing their wares at the Southwater Fayre, and our footballers (40 vets and 30 walkers) will be training and playing as they all do every week.

With a growing number of members we need to maintain safe standards, and we wish to increase the number of trained First Aiders we have . To this end we are organising a two day First Aid training session for a group of our leaders and members.

Space in our Men Shed is limited especially in winter and so a new Gazebo, will help us to provide additional shelter for outdoor working. It will also be used at our BBQs, at our fund raising events, and for events such as the Southwater Fayre.

6. If applicable, have all relevant staff and volunteers received the appropriate Disclosure and Barring Service (DBS) clearance and relevant training.

Yes  No  Not applicable

Agenda Item 8

7. Please provide a breakdown of the project costs - copies of quotes **must** be supplied.

Item or activity	Cost
First Aid training is currently being arranged . Based on the last training we organised it is likely to cost	£550
Gazebo...from Argos	£150
<b>TOTAL</b>	£ 700

## Section Two: Your organisation/ group

8. Organisation or group information (including type of organisation you are e.g. charity/community group/business)

Organisation name: Horsham and Shipley Community Project

Type: Charity

Registered charity number (if applicable)

9. How many people are involved in your group or organisation?

How many are:

Members/service users

100approx

Volunteers

Committee/board members

5

Paid employees

0
---

Other (please provide details)

0
---

10. Please provide a brief description of the aims and objectives of the organisation/ group in less than 50 words:

We aim to combat isolation and loneliness by providing a range of activities to keep members of our community involved in healthy and active pursuits in a friendly , social and supportive environment.

11. Please provide the following financial information for your organisation if applicable (please note that you may be required to provide supporting documents as listed in section five):

Period covered

mm/year	to	mm/year
---------	----	---------

Total income

£
---

Total expenditure

£
---

Balance at year end

£
---

Reserves (savings, cash, investments, assets)

£
---

Of the reserves stated how much is allocated earmarked for specific purposes?  
Please detail for what purpose(s)

£
---

We are a new charity and our first year accounts are not yet complete. I believe our turnover will be less than £20,000 per year. Please let me know if further clarification is required. Our accounts will hopefully be ready in the coming months.

12. Has your organisation/group previously applied for grant funding from West Sussex County Council (i.e. Small Grants Fund, CIF or Members' Big Society Fund)

Yes  No

If yes, please give details of the date, project, amount and if you were successful:

## Agenda Item 8

Yes....In the previous round of Micro Fund applications we successfully applied to cover the costs of urgently removing dangerous overhanging dead timber and a dead oak tree.

13. Who referred you to apply to the Micro Fund?

Partnerships and Communities Team  Democratic Services  WSCC website   
County Councillor  CVS event

Other  Please specify: \_\_\_\_\_

**Applicants must read the following privacy note and terms and conditions before completing sections four and five of the application form**

# Privacy Note

The information supplied in the application form will be used to process your grant application. In order to make a decision on your application some of the de-personalised information in your application may be shared with third parties, partner agencies and other West Sussex County Council officers who will be asked to verify specific facts within your application as part of the decision making process. Your de-personalised application form will become a Background Paper to the report(s) to the County Local Committee(s) and will therefore be published on the County Council's website.

The authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on the application form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information see: [www.westsussex.gov.uk/privacy-policy/](http://www.westsussex.gov.uk/privacy-policy/)

## **Community Initiative Funding Terms and Conditions**

1. The funding must be used only for the purpose specified in the application.
2. The money must be used within 12 calendar months of the allocation being received unless otherwise agreed prior to the funding award.
3. The organisation must keep and provide copies of all receipts for expenditure occurred for the project (funded by the Community Initiative Fund) submitting these

# Community Initiative Funding Micro Fund: for grants up to £750

Please read the guidance note at the bottom of the page before completing an application.

The links below direct you to our webpages for additional information about the fund and County Councillors responsible for awarding grants at County Local Committee meetings (these are held three times a year).

**Please contact your County Councillor to discuss your application prior to submission.**

For any specific questions, please contact the CLC Development Team by phone or email using the contact details as found on the final page.

[FIND YOUR COUNTY COUNCILLOR](#)

[FIND YOUR LOCAL COMMITTEE  
AND ADDITIONAL INFORMATION](#)

Which County Local Committee are you applying to?

\_\_\_\_North Horsham CLC\_\_ (please leave blank if you don't know)

Does your County Councillor support your application?

Yes  No  Please state their name: \_Dr Nigel Dennis

## **Guidelines**

- The fund is exclusive to small projects with total project costs of up to £750 (the maximum grant available is £750).
- Groups cannot apply for part-funding towards the total cost of a project valued at £750 or more – such applications will be directed to [West Sussex Crowd](#).  
- *County Local Committees (CLCs) require assurance that the award of County Council funding will ensure a project's delivery without the need to seek additional funding.*
- The Micro Fund is a sub-fund within the County Council's Community Initiative Fund and operates under the same [eligibility criteria](#).
- Groups seeking a grant towards a specific element of an existing, already-funded, project *may* be eligible to apply.  
- *If you're not sure, please contact the CLC Development Team for advice.*
- CLCs may award all or part of the grant requested, at their discretion.
- Projects covering more than one CLC region or set to be delivered countywide are limited to applying for one grant from a single CLC.  
- *Applicants should seek advice from the CLC Development Team as to which CLC to apply to.*

# Section one: About your project

- 1.
- a. Organisation name: Horsham Unit St John Ambulance
  - b. Project title: Assistance Needed
  - c. Total project cost: £ 750-00

- 2.
- Location of project: 35 Victoria Street Horsham RH13 5DZ

3. Dates when project/service will take place:

START 11/19      END 12/19      Or, is it on-going?     

By what date do you need funds: 1<sup>st</sup> December 2019

4. Your local councillors want to get behind projects that have the support of the community and make a positive impact on people's wellbeing and support The West Sussex Plan.

Ideas may include:

- Increasing group membership and widening participation
- Starting-up new activities and expanding existing services for members of the community
- Encourages individuals or groups to discover a physical activity that can be tailored to varying levels of mobility and fitness
- Organising community events and activities
- Providing specific items for community spaces
- Organising one-off events to increase visitor numbers to the local area
- Activities aimed at developing skills for residents to benefit them and the area
- Providing improvements to community infrastructure and developing communally-held assets
- Helping groups and organisations to develop their assets and/or resources to support future financial independence
- Helping communities influence the planning and delivery of local services
- Protecting the environment and promoting sustainable local development
- Taking note of significant events and community achievements

5. Please provide a brief description of the project and how it will make a positive impact on people’s wellbeing and support The West Sussex Plan:

The Horsham unit of St John Ambulance attends many of the events taking place in Horsham and West Sussex such as Horsham Football Ground, Fetes, Hixstead Show Jumping, Running, Cycling and Horsham District Council events covering large area’s giving first aid cover. At such events we also have members of our Cadet Unit to give them experience and confidence in treating injured and ill people which generally means they are well spread out around the event area so communication is vital for not only calling for assistance in treating patients but also for the safety of our volunteers.

At the moment Horsham unit is in need of replacing their radios as the batteries are no longer available for the model we have, radios are important to assist us to have better coverage at these events by being able to support our volunteers by quickly giving medical advice by radio and also ensuring the nearest team will be able to attend giving help and support.

This project has the full support of the Officers and members of the unit who would be delighted to receive a visit from the Committee on completion of the project

6. If applicable, have all relevant staff and volunteers received the appropriate Disclosure and Barring Service (DBS) clearance and relevant training.

Yes  No  Not applicable

7. Please provide a breakdown of the project costs - copies of quotes **must** be supplied.

Item or activity	Cost
5 x NXDN UK 128 CH VHF Radios	£725-00
3 x 003 D-Ring Earpieces	£ 21-00
<b>TOTAL</b>	<b>£746-00</b>

# Section Two: Your organisation/ group

8. Organisation or group information (including type of organisation you are e.g. charity/community group/business)

Organisation name: St John Ambulance

Type: Charity

Registered charity number (if applicable)

1077265-1

9. How many people are involved in your group or organisation?

How many are:

Members/service users

26

Volunteers

All

Committee/board members

None

Paid employees

Nil

Other (please provide details)

None

10. Please provide a brief description of the aims and objectives of the organisation/  
group in less than 50 words:

As the nation's leading first aid charity we play a vital role in every community, we aim to deliver all aspects of our mission in ways that benefit those we serve. Not only do we want to care for people directly; we want to ensure that their lives are as healthy as possible.



11. Please provide the following financial information for your organisation if applicable (please note that you may be required to provide supporting documents as listed in section five):

Period covered	09/18	to	09/19
Total income	£ Nil		
Total expenditure	£ Nil		
Balance at year end	£ Nil		
Reserves (savings, cash, investments, assets)	£ Nil		
Of the reserves stated how much is allocated earmarked for specific purposes? Please detail for what purpose(s)	£ Nil		

12. Has your organisation/group previously applied for grant funding from West Sussex County Council (i.e. Small Grants Fund, CIF or Members' Big Society Fund)

Yes  No

If yes, please give details of the date, project, amount and if you were successful:

October 2016 Community Initiative Fund Grant awarded £1,100-00

13. Who referred you to apply to the Micro Fund?

Partnerships and Communities Team  Democratic Services  WSCC website   
 County Councillor  CVS event

Other  Please specify: \_\_\_\_\_

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## **Community Initiative Funding Terms and Conditions**

1. The funding must be used only for the purpose specified in the application.
2. The money must be used within 12 calendar months of the allocation being received unless otherwise agreed prior to the funding award.
3. The organisation must keep and provide copies of all receipts for expenditure occurred for the project (funded by the Community Initiative Fund) submitting these with a complete evaluation sheet six months after the payment of any award outlining how the grant was spent and value of the project to the local community. Funds which have been awarded for the development and/or publication of promotional materials must include the West Sussex County Council logo.
4. At the end of the project or in the case where an organisation ceases to exist, or if an organisation ceases to provide a service in the area, the organisation shall notify the Council and if so requested, return any equipment or unspent grant.
5. County Local Committees accept no liability whatsoever in respect of any complaints, claims or actions arising from or associated with any community project.
6. The applicant will be responsible for the expenditure of the monies allocated under this scheme and shall provide all required information to the County Local Committee.
7. People who work with children or other vulnerable members of society, whether they are volunteers or paid staff, must be vetted to ensure they are suitable to do so.
8. As a public body, West Sussex County Council has a general duty to ensure that every person is protected against unfair treatment. If applicable, please provide details of how your project/service will accommodate the needs of disadvantaged groups

# Community Initiative Funding Micro Fund: for grants up to £750

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[FIND YOUR COUNTY COUNCILLOR](#)

[FIND YOUR LOCAL COMMITTEE AND ADDITIONAL INFORMATION](#)

Which County Local Committee are you applying to? Horsham Hurst

Does your County Councillor support your application?

Yes  No  Please state their name: Dr Nigel Dennis

## **Guidelines**

- The fund is exclusive to small projects with total project costs of up to £750 (the maximum grant available is £750).
- Groups cannot apply for part-funding towards the total cost of a project valued at £750 or more – such applications will be directed to [West Sussex Crowd](#).  
- County Local Committees (CLCs) require assurance that the award of County Council funding will ensure a project’s delivery without the need to seek additional funding.
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# Section one: About your project

1.

- a. Organisation name: Brighton Road Baptist Church Playschool
- b. Project title: New printer
- c. Total project cost: £228.48

2.

Location of project: 7, Brighton Road, Horsham, West Sussex, RH13 5BD.

3. Dates when project/service will take place:

START	END	Or, is it on-going?	<input checked="" type="checkbox"/>
-------	-----	---------------------	-------------------------------------

By what date do you need funds: As soon as possible

4. Your local councillors want to get behind projects that have the support of the community and make a positive impact on people’s wellbeing and support [The West Sussex Plan](#).

Ideas may include:

- Increasing group membership and widening participation
- Starting-up new activities and expanding existing services for members of the community
- Encourages individuals or groups to discover a physical activity that can be tailored to varying levels of mobility and fitness
- Organising community events and activities
- Providing specific items for community spaces
- Organising one-off events to increase visitor numbers to the local area
- Activities aimed at developing skills for residents to benefit them and the area
- Providing improvements to community infrastructure and developing communally-held assets
- Helping groups and organisations to develop their assets and/or resources to support future financial independence
- Helping communities influence the planning and delivery of local services
- Protecting the environment and promoting sustainable local development
- Taking note of significant events and community achievements

5. Please provide a brief description of the project and how it will make a positive impact on people’s wellbeing and support The West Sussex Plan:

Purchase of a new printer.

Playschool relies on a printer/scanner to produce high quality educational resources for the children, administer Playschool efficiently as required by OFSTED, West Sussex County Council, the trustee and the parents/guardians of the children and for effective advertising and publicising fundraising events.

The children attending Playschool come from the local area around our site and we provide a high quality early years education to these children and support to their families.

6. If applicable, have all relevant staff and volunteers received the appropriate Disclosure and Barring Service (DBS) clearance and relevant training.

Yes

7. Please provide a breakdown of the project costs - copies of quotes **must** be supplied.

<b>Item or activity</b>	<b>Cost</b>
<b>Printer/scanner</b>	<b>Search date</b> <b>31/09/19</b>
Canon Pixma TS9550	£189.99 Amazon
1 full set replacement cartridges	£38.49 Amazon
<b>TOTAL</b>	<b>£228.48</b>

# Section Two: Your organisation/ group

8. Organisation or group information (including type of organisation you are e.g. charity/community group/business)

Organisation name: Brighton Road Baptist Church Playschool

Type: Preschool

Registered charity number (if applicable)

1175988

9. How many people are involved in your group or organisation?

How many are:

Members/service users

25

Volunteers

Committee/board members

8

Paid employees

9

Other (please provide details)

10. Please provide a brief description of the aims and objectives of the organisation/  
group in less than 50 words:

The Playschool works for the public benefit having as its objects the advancement of education by preschool education in the Horsham District of West Sussex and the advancement of the Christian Faith as part of it's mission of Brighton Road Baptist Church.

OFSTED registration number: 2518988

11. Please provide the following financial information for your organisation if applicable (please note that you may be required to provide supporting documents as listed in section five):

Period covered	09/2018 to 08/2019
Total income	£65,440
Total expenditure	£63,379
Balance at year end	£2060
Reserves (savings, cash, investments, assets)	£34,018
Of the reserves stated how much is allocated earmarked for specific purposes? Please detail for what purpose(s)	£10,000

A reserve amount is required for redundancy payments in case Playschool ever had to close. In addition, we are expecting expenditure to exceed income over the coming years due to the government funding shortfall, so the additional reserves will be required to keep the Playschool running.

12. Has your organisation/group previously applied for grant funding from West Sussex County Council (i.e. Small Grants Fund, CIF or Members’ Big Society Fund)

Yes  No

If yes, please give details of the date, project, amount and if you were successful:

13. Who referred you to apply to the Micro Fund?

Partnerships and Communities Team  Democratic Services  WSCC website

County Councillor  CVS event

Other  Please specify: Another applicant

**Applicants must read the following privacy note and terms and conditions before completing sections four and five of the application form**

# Community Initiative Funding Micro Fund: for grants up to £750

Please read the guidance note at the bottom of the page before completing an application.

The links below direct you to our webpages for additional information about the fund and County Councillors responsible for awarding grants at County Local Committee meetings (these are held three times a year).

**Please contact your County Councillor to discuss your application prior to submission.**

For any specific questions, please contact the CLC Development Team by phone or email using the contact details as found on the final page.

[FIND YOUR COUNTY COUNCILLOR](#)

[FIND YOUR LOCAL COMMITTEE AND ADDITIONAL INFORMATION](#)

Which County Local Committee are you applying to?  
 North Horsham  
 \_\_\_\_\_ (please leave blank if you don't know)

Does your County Councillor support your application?

Yes  No  Please state their name: Dr Nigel Dennis

## Guidelines

- The fund is exclusive to small projects with total project costs of up to £750 (the maximum grant available is £750).
- Groups cannot apply for part-funding towards the total cost of a project valued at £750 or more – such applications will be directed to [West Sussex Crowd](#).  
 - County Local Committees (CLCs) require assurance that the award of County Council funding will ensure a project's delivery without the need to seek additional funding.
- The Micro Fund is a sub-fund within the County Council's Community Initiative Fund and operates under the same [eligibility criteria](#).
- Groups seeking a grant towards a specific element of an existing, already-funded, project may be eligible to apply.  
 - If you're not sure, please contact the CLC Development Team for advice.
- CLCs may award all or part of the grant requested, at their discretion.
- Projects covering more than one CLC region or set to be delivered countywide are limited to applying for one grant from a single CLC.  
 - Applicants should seek advice from the CLC Development Team as to which CLC to apply to.



# Section one: About your project

1.

a. Organisation name: Friends of Horsham Park

b. Project title: Gazebo for events in Horsham Park/to shelter volunteers

c. Total project cost: £709

2.

Location of project: Horsham Park

3. Dates when project/service will take place:

START mm/year END mm/year Or, is it on-going?

By what date do you need funds: ongoing use

4. Your local councillors want to get behind projects that have the support of the community and make a positive impact on people's wellbeing and support [The West Sussex Plan](#).

Ideas may include:

- Increasing group membership and widening participation
- Starting-up new activities and expanding existing services for members of the community
- Encourages individuals or groups to discover a physical activity that can be tailored to varying levels of mobility and fitness
- Organising community events and activities
- Providing specific items for community spaces
- Organising one-off events to increase visitor numbers to the local area
- Activities aimed at developing skills for residents to benefit them and the area
- Providing improvements to community infrastructure and developing communally-held assets
- Helping groups and organisations to develop their assets and/or resources to support future financial independence
- Helping communities influence the planning and delivery of local services
- Protecting the environment and promoting sustainable local development
- Taking note of significant events and community achievements

## Agenda Item 8

5. Please provide a brief description of the project and how it will make a positive impact on people's wellbeing and support The West Sussex Plan:

A gazebo, providing shelter from rain and sun, would enable us to put on more events in Horsham Park without having to pay for the hire of a gazebo or Park Barn in case the weather is inclement. It would also help to promote the Friends and our volunteer work.

We would like to offer regular events such as our successful RSPB Big Garden Bird watch and bio days to involve the community in researching what birds, insects and fauna we have in the Park. For such events we need a base in the park where people can come and collect activity sheets, meet an expert etc.

A gazebo would also be useful for events such as Funday Sunday when we can showcase what the Friends do in the park to encourage more people to support us and to volunteer to assist with our activities whether walking trails, Wednesday morning gardening/conservation or helping with events.

The gazebo could also afford shelter for our regular Wednesday morning volunteers in case of persistent rain. We had to cancel one session in our first six months because it was too wet. However, if we had a gazebo and chose the right location in the park, we would be able to work under its shelter eg to weed/cut back or plant up a flower bed or clear a path.

A gazebo would also be useful for one-off volunteer events – again to provide a meeting place and base – for example the Spring Clean we held in 2019 where over 30 volunteers helped find litter. We used the Bandstand as our base but this was a long distance from the bins where we had to leave rubbish which created transportation issues at the end of the event.

We would also like to loan/hire out the gazebo to local residents and groups for use in the park at a low rate eg suggested donation of £10-20 for the day instead of the usual £60 plus of commercial firms. This would assist community groups and schools run their own events in the park and also low income families who may not have space in their home or be able to afford room hire for a birthday etc. Overall, this would help to increase the use of the park and encourage local groups to do activities there. This gazebo hire could in turn provide a small income stream for the Friends of Horsham Park to use for wildlife speakers and projects in the park and to replace the gazebo eventually.

Our website to be launched very soon (thank you for your last micro-fund!) will enable us to make people aware of this new service and to make a donation for hire.

Given the amount of use anticipated, we would need a strong gazebo suitable for light commercial use and which is easy to put up/down and with walls to protect from sun or rain. Printing our name on the front valance and our logo on one roof panel will help to promote the Friends group, attracting more support and volunteers.

6. If applicable, have all relevant staff and volunteers received the appropriate Disclosure and Barring Service (DBS) clearance and relevant training.

Yes  No  Not applicable

7. Please provide a breakdown of the project costs - copies of quotes **must** be supplied.

Item or activity	Cost
Series 40 mid-range heavy duty gazebos (perfect for market stalls and events) from Gazebo shop UK. This includes printing our name on the front valence and logo on one side of the roof – as per attached diagram	£559.00
Booking button/calendar on website	Quote from Profitable websites who are currently building our website: £150
<b>TOTAL</b>	£709

## Section Two: Your organisation/ group

8. Organisation or group information (including type of organisation you are e.g. charity/community group/business)

Organisation name: Friends of Horsham Park

Type: Community Interest Group

Registered charity number (if applicable)

9. How many people are involved in your group or organisation?

How many are:

Members/service users

300 +

Volunteers

15+

Committee/board members

8

Paid employees

0

Other (please provide details)

Agenda Item 8

10. Please provide a brief description of the aims and objectives of the organisation/ group in less than 50 words:

We work in partnership with the park community and HDC to:

1. Protect and enhance Horsham Park for the long-term benefit of all.
2. Promote the well-being, recreational, cultural, educational and environmental importance of the park.
3. Support conservation and understanding of the flora and fauna in the park.

11. Please provide the following financial information for your organisation if applicable (please note that you may be required to provide supporting documents as listed in section five):

Period covered	09/2018	to	08/2019
Total income	£5996.67		
Total expenditure	£5729.28		
Balance at year end	£267.39		
Reserves (savings, cash, investments, assets)	£735.33 (incl above profit)		
Of the reserves stated how much is allocated earmarked for specific purposes? Please detail for what purpose(s)	£450 - see below		

Balance at year end will go towards ongoing running costs including:  
 Insurances – public liability and directors’ insurance (approx. £450 a year)  
 Website hosting costs, printing, speakers etc

12. Has your organisation/group previously applied for grant funding from West Sussex County Council (i.e. Small Grants Fund, CIF or Members’ Big Society Fund)

Yes  No

If yes, please give details of the date, project, amount and if you were successful:

Successful: £750 for development of a website June 2019 – development is nearly complete and we very much appreciate this support while we are still in set up phase having started the group 2 years ago.

13. Who referred you to apply to the Micro Fund?

Partnerships and Communities Team  Democratic Services  WSCC website   
 County Councillor  CVS event

Other  Please specify: \_\_\_\_\_

**Applicants must read the following privacy note and terms and conditions before completing sections four and five of the application form**

## Privacy Note

The information supplied in the application form will be used to process your grant application. In order to make a decision on your application some of the de-personalised information in your application may be shared with third parties, partner agencies and other West Sussex County Council officers who will be asked to verify specific facts within your application as part of the decision making process. Your de-personalised application form will become a Background Paper to the report(s) to the County Local Committee(s) and will therefore be published on the County Council’s website.

The authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on the application form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information see: [www.westsussex.gov.uk/privacy-policy/](http://www.westsussex.gov.uk/privacy-policy/)

### **Community Initiative Funding Terms and Conditions**

1. The funding must be used only for the purpose specified in the application.
2. The money must be used within 12 calendar months of the allocation being received unless otherwise agreed prior to the funding award.
3. The organisation must keep and provide copies of all receipts for expenditure occurred for the project (funded by the Community Initiative Fund) submitting these with a complete evaluation sheet six months after the payment of any award outlining how the grant was spent and value of the project to the local community. Funds which have been awarded for the development and/or publication of promotional materials must include the West Sussex County Council logo.

# Community Initiative Funding Micro Fund: for grants up to £750

Please read the guidance note at the bottom of the page before completing an application.

The links below direct you to our webpages for additional information about the fund and County Councillors responsible for awarding grants at County Local Committee meetings (these are held three times a year).

**Please contact your County Councillor to discuss your application prior to submission.**

For any specific questions, please contact the CLC Development Team by phone or email using the contact details as found on the final page.

[FIND YOUR COUNTY COUNCILLOR](#)

[FIND YOUR LOCAL COMMITTEE  
AND ADDITIONAL INFORMATION](#)

Which County Local Committee are you applying to?

North Horsham CLC (please leave blank if you don't know)

Does your County Councillor support your application?

Yes  No  Please state their name: Dr Nigel Dennis (by email – awaits response - following his holiday)

## Guidelines

- The fund is exclusive to small projects with total project costs of up to £750 (the maximum grant available is £750).
- Groups cannot apply for part-funding towards the total cost of a project valued at £750 or more – such applications will be directed to [West Sussex Crowd](#).  
- County Local Committees (CLCs) require assurance that the award of County Council funding will ensure a project's delivery without the need to seek additional funding.
- The Micro Fund is a sub-fund within the County Council's Community Initiative Fund and operates under the same [eligibility criteria](#).
- Groups seeking a grant towards a specific element of an existing, already-funded, project may be eligible to apply.  
- If you're not sure, please contact the CLC Development Team for advice.
- CLCs may award all or part of the grant requested, at their discretion.
- Projects covering more than one CLC region or set to be delivered countywide are limited to applying for one grant from a single CLC.  
- Applicants should seek advice from the CLC Development Team as to which CLC to apply

to.

# Section one: About your project

1.

a. Organisation name: West Sussex Mediation Service

b. Project title: Publicity material upgrade

c. Total project cost: £750

2.

Location of project: Horsham

3. Dates when project/service will take place:

START 11/19      END mm/year      Or, is it on-going?

By what date do you need funds: As soon as possible

4. Your local councillors want to get behind projects that have the support of the community and make a positive impact on people’s wellbeing and support [The West Sussex Plan](#).

Ideas may include:

- Increasing group membership and widening participation
- Starting-up new activities and expanding existing services for members of the community
- Encourages individuals or groups to discover a physical activity that can be tailored to varying levels of mobility and fitness
- Organising community events and activities
- Providing specific items for community spaces
- Organising one-off events to increase visitor numbers to the local area
- Activities aimed at developing skills for residents to benefit them and the area
- Providing improvements to community infrastructure and developing communally-held assets
- Helping groups and organisations to develop their assets and/or resources to support future financial independence
- Helping communities influence the planning and delivery of local services
- Protecting the environment and promoting sustainable local development
- Taking note of significant events and community achievements

5. Please provide a brief description of the project and how it will make a positive impact on people’s wellbeing and support The West Sussex Plan:

WSMS has been in existence since 2000 and has shown year on year growth ever since. We now provide a wide range of mediation services to the residents of West Sussex with Horsham District being our busiest local authority area. Many of these services are free at the point of delivery.

We have a portfolio of leaflets (six in total) that we use to educate the public about our work and the various services that we can offer.

Over time they have become outdated. In 2019 we were awarded the **Queen’s Award for Voluntary Service** (QAVS) and are now entitled to use the QAVS branding, such as the Queen’s Crown logo. We are very proud of this award and would like to include reference to it in our printed materials, in order to promote the charity and reach out to more people and widen participation in mediation. Several of our leaflets promote services that earn the charity vital income to help sustain the charity, such as workplace mediation, which is not covered by our grant funding.

There are other amendments to be made to our leaflets such as removing reference to our old office address and also links to two fundraising platforms that has now been made obsolete.

We have previously ordered leaflets in bulk to make cost savings and many of these are now running low.

We don’t have sufficient budget for this project, at this time. We had no guarantee of being granted the QAVS when we were first nominated back in 2018 and limited forewarning of the removal of support by both BT ‘Mydonate’ and ‘Justtextgiving’ by Vodafone.

6. If applicable, have all relevant staff and volunteers received the appropriate Disclosure and Barring Service (DBS) clearance and relevant training.

Yes  No  Not applicable

7. Please provide a breakdown of the project costs - copies of quotes **must** be supplied.

Item or activity	Cost
Reprinting of service leaflets	£750
Redesign of artwork (pro bono by a Slinfold graphic designer)	£0.00
Distribution costs – absorbed by the charity	£0.00
<b>TOTAL</b>	<b>£750</b>



# Section Two: Your organisation/ group

8. Organisation or group information (including type of organisation you are e.g. charity/community group/business)

Organisation name: West Sussex Mediation Service

Type: Registered Charity

Registered charity number (if applicable)

1084592
---------

9. How many people are involved in your group or organisation?

How many are:

Members/service users

2000
------

Volunteers

60
----

Committee/board members

5
---

Paid employees

4
---

Other (please provide details)

--

10. Please provide a brief description of the aims and objectives of the organisation/  
group in less than 50 words:

Our mission statement reads: "To prevent and resolve disputes between neighbours, within families and communities by providing advice, guidance and mediation services to people and organisations in West Sussex."

We provide a range of mediation services to those suffering conflicts in their lives, using trained local volunteer mediators.

Agenda Item 8

11. Please provide the following financial information for your organisation if applicable (please note that you may be required to provide supporting documents as listed in section five):

Period covered	04/2018	to	03/2019
Total income	£75,634		
Total expenditure	£74,315		
Balance at year end	£50,491		
Reserves (savings, cash, investments, assets)	£50,491		
Of the reserves stated how much is allocated earmarked for specific purposes? Please detail for what purpose(s)	£6,250 + £15,000		

First for ringfenced projects and second in case of wind up of the charity.

12. Has your organisation/group previously applied for grant funding from West Sussex County Council (i.e. Small Grants Fund, CIF or Members' Big Society Fund)

Yes  No

If yes, please give details of the date, project, amount and if you were successful:

£470 received in April 2017 – website upgrade.

13. Who referred you to apply to the Micro Fund?

Partnerships and Communities Team  Democratic Services  WSCC website

County Councillor  CVS event

Other  Please specify: \_\_\_\_\_

**Applicants must read the following privacy note and terms and conditions before completing sections four and five of the application form**

# Community Initiative Funding Micro Fund: for grants up to £750

Please read the guidance note at the bottom of the page before completing an application.

The links below direct you to our webpages for additional information about the fund and County Councillors responsible for awarding grants at County Local Committee meetings (these are held three times a year).

**Please contact your County Councillor to discuss your application prior to submission.**

For any specific questions, please contact the CLC Development Team by phone or email using the contact details as found on the final page.

[FIND YOUR COUNTY COUNCILLOR](#)

[FIND YOUR LOCAL COMMITTEE  
AND ADDITIONAL INFORMATION](#)

Which County Local Committee are you applying to?

\_\_\_\_\_ (please leave blank if you don't know)

Does your County Councillor support your application?

Yes  No  Please state their name: \_\_\_Liz Kitchen aware of the work we do. I have asked Andrew Baldwin for support but as yet had no reply

## Guidelines

- The fund is exclusive to small projects with total project costs of up to £750 (the maximum grant available is £750).
- Groups cannot apply for part-funding towards the total cost of a project valued at £750 or more – such applications will be directed to [West Sussex Crowd](#).  
- County Local Committees (CLCs) require assurance that the award of County Council funding will ensure a project's delivery without the need to seek additional funding.
- The Micro Fund is a sub-fund within the County Council's Community Initiative Fund and operates under the same [eligibility criteria](#).
- Groups seeking a grant towards a specific element of an existing, already-funded, project *may* be eligible to apply.  
- *If you're not sure, please contact the CLC Development Team for advice.*
- CLCs may award all or part of the grant requested, at their discretion.
- Projects covering more than one CLC region or set to be delivered countywide are limited to applying for one grant from a single CLC.  
- *Applicants should seek advice from the CLC Development Team as to which CLC to apply*

to.

## Section one: About your project

1.
  - a. Organisation name: The Phoenix stroke Club
  - b. Project title: Virtual Reality Sessions
  - c. Total project cost: £600

2. Location of project: The Phoenix Stroke Club

3. Dates when project/service will take place:

START 01/2020 END 02/2020 Or, is it on-going?

By what date do you need funds: 01/01/2020

4. Your local councillors want to get behind projects that have the support of the community and make a positive impact on people's wellbeing and support [The West Sussex Plan](#).

Ideas may include:

- Increasing group membership and widening participation
- Starting-up new activities and expanding existing services for members of the community
- Encourages individuals or groups to discover a physical activity that can be tailored to varying levels of mobility and fitness
- Organising community events and activities
- Providing specific items for community spaces
- Organising one-off events to increase visitor numbers to the local area
- Activities aimed at developing skills for residents to benefit them and the area
- Providing improvements to community infrastructure and developing communally-held assets
- Helping groups and organisations to develop their assets and/or resources to support future financial independence
- Helping communities influence the planning and delivery of local services
- Protecting the environment and promoting sustainable local development
- Taking note of significant events and community achievements

5. Please provide a brief description of the project and how it will make a positive impact on people’s wellbeing and support The West Sussex Plan:

I would like to organise some Virtual Reality Group Sessions provided by the Community Link Team for our members.

6. If applicable, have all relevant staff and volunteers received the appropriate Disclosure and Barring Service (DBS) clearance and relevant training.

Yes  No  Not applicable

7. Please provide a breakdown of the project costs - copies of quotes **must** be supplied.

Item or activity	Cost
Monday Session	£150
Tuesday Session	£150
Wednesady Session	£150
Thursday Session	£150
<b>TOTAL</b>	£600

# Section Two: Your organisation/ group

8. Organisation or group information (including type of organisation you are e.g. charity/community group/business)

Organisation name: The Phoenix Stroke Club

Type: Charity

Registered charity number (if applicable)

278998

9. How many people are involved in your group or organisation?

How many are:

Members/service users

51

Volunteers

23

Committee/board members

10

Paid employees

2

Other (please provide details)

10. Please provide a brief description of the aims and objectives of the organisation/  
group in less than 50 words:

We aim to restore confidence, improve communication and provide friendship and support. We run three club days and one communication support morning. We also enable carers to have a well deserved weekly respite.

11. Please provide the following financial information for your organisation if applicable (please note that you may be required to provide supporting documents as listed in section five):

Period covered	1/4/2018 to 31/3/2019
Total income	£112,376
Total expenditure	£75,554
Balance at year end	£36,822
Reserves (savings, cash, investments, assets)	£189,025
Of the reserves stated how much is allocated earmarked for specific purposes? Please detail for what purpose(s)	£80,991

We are currently undergoing major building work to extend our club house .

12. Has your organisation/group previously applied for grant funding from West Sussex County Council (i.e. Small Grants Fund, CIF or Members’ Big Society Fund)

Yes  No

If yes, please give details of the date, project, amount and if you were successful:

We were successful in getting funding £2450 towards transport costs for an outing in 2018.

13. Who referred you to apply to the Micro Fund?

Partnerships and Communities Team  Democratic Services  WSCC website   
 County Councillor  CVS event   
 Other  Please specify: \_\_\_\_\_

**Applicants must read the following privacy note and terms and conditions before completing sections four and five of the application form**

# Community Initiative Funding Micro Fund: for grants up to £750



Please read the guidance note at the bottom of the page before completing an application.

The links below direct you to our webpages for additional information about the fund and County Councillors responsible for awarding grants at County Local Committee meetings (these are held three times a year).

**Please contact your County Councillor to discuss your application prior to submission.**

For any specific questions, please contact the CLC Development Team by phone or email using the contact details as found on the final page.

[FIND YOUR COUNTY COUNCILLOR](#)

[FIND YOUR LOCAL COMMITTEE AND ADDITIONAL INFORMATION](#)

Which County Local Committee are you applying to?  
\_\_\_\_\_ (please leave blank if you don't know)

Does your County Councillor support your application?  
Yes  No  Please state their name: Peter Catchpole

## Guidelines

- The fund is exclusive to small projects with total project costs of up to £750 (the maximum grant available is £750).
- Groups cannot apply for part-funding towards the total cost of a project valued at £750 or more – such applications will be directed to [West Sussex Crowd](#).  
*- County Local Committees (CLCs) require assurance that the award of County Council funding will ensure a project's delivery without the need to seek additional funding.*
- The Micro Fund is a sub-fund within the County Council's Community Initiative Fund and operates under the same [eligibility criteria](#).
- Groups seeking a grant towards a specific element of an existing, already-funded, project *may* be eligible to apply.  
*- If you're not sure, please contact the CLC Development Team for advice.*
- CLCs may award all or part of the grant requested, at their discretion.
- Projects covering more than one CLC region or set to be delivered countywide are limited to applying for one grant from a single CLC.  
*- Applicants should seek advice from the CLC Development Team as to which CLC to apply to.*



# Section one: About your project

1.

a. Organisation name: The Olive Tree Cancer Support Group

b. Project title: TechnoRelax

c. Total project cost: £600

2.

Location of project: Horsham Hospital

3. Dates when project/service will take place:

START 12/2019 END 03/2020 Or, is it on-going?

By what date do you need funds:

4. Your local councillors want to get behind projects that have the support of the community and make a positive impact on people’s wellbeing and support [The West Sussex Plan](#).

Ideas may include:

- Increasing group membership and widening participation
- Starting-up new activities and expanding existing services for members of the community
- Encourages individuals or groups to discover a physical activity that can be tailored to varying levels of mobility and fitness
- Organising community events and activities
- Providing specific items for community spaces
- Organising one-off events to increase visitor numbers to the local area
- Activities aimed at developing skills for residents to benefit them and the area
- Providing improvements to community infrastructure and developing communally-held assets
- Helping groups and organisations to develop their assets and/or resources to support future financial independence
- Helping communities influence the planning and delivery of local services
- Protecting the environment and promoting sustainable local development
- Taking note of significant events and community achievements

5. Please provide a brief description of the project and how it will make a positive impact on people’s wellbeing and support The West Sussex Plan:

Our project is called TechnoRelax in collaboration with the HDC Community Link team. We propose using the ImmersiCare therapy equipment to provide workshops of 2.5 hours, with up to 8 of our members, to benefit from the technology equipment.

A cancer diagnosis affects not only the patient but their family, friends, carers and supporters, we support everybody for as long as we are needed!

This is where we believe our collaborative project can help alleviate some of the symptoms of stress and anxiety and promote health to some of the most vulnerable people within the community. The beneficial effects are unique to each individual, but are proven to have positive effects on general mental wellbeing, reducing stress levels, lowering pain and living with a long term condition.

The ImmersiCare therapy is based on the use of a virtual headset which creates a virtual reality environment for its users, helping them become immersed within a realistic scene. The headset is a safe, fun and memory provoking experience with soothing sounds to accompany each scene. Chosen scenes include; starlit skies, forests full of animals, dolphins swimming and nostalgic “days out”.

The workshops are to be held by a fully trained advisor.

6. If applicable, have all relevant staff and volunteers received the appropriate Disclosure and Barring Service (DBS) clearance and relevant training.

Yes  No  Not applicable

7. Please provide a breakdown of the project costs - copies of quotes **must** be supplied.

Item or activity	Cost
X1 2.5 hour workshop	£150 per session
<b>TOTAL</b>	£150.00

# Section Two: Your organisation/ group

8. Organisation or group information (including type of organisation you are e.g. charity/community group/business)

Organisation name: The Olive Tree Cancer Support Group

Type: Charity

Registered charity number (if applicable)

1157386

9. How many people are involved in your group or organisation?

How many are:

Members/service users

200  
currently

Volunteers

80

Committee/board members

5

Paid employees

2.75FTE

Other (please provide details)

1.75 FTE  
staff  
externally  
funded

10. Please provide a brief description of the aims and objectives of the organisation/group in less than 50 words:

The aim of The Olive Tree Cancer Support Group has always been to provide a range of services that will support cancer patients and those caring for them, from the point of diagnosis, through treatment and beyond for as long as they need us. The cornerstones of our provision are in the areas of information, emotional support and complementary therapy.

11. Please provide the following financial information for your organisation if applicable (please note that you may be required to provide supporting documents as listed in section five):

Agenda Item 8

Period covered

08/2018	to	09/2019
---------	----	---------

Total income

£53,047
---------

Total expenditure

£63,957
---------

Balance at year end

(£10,910)
-----------

Reserves (savings, cash, investments, assets)

148,201
---------

Of the reserves stated how much is allocated earmarked for specific purposes?

£150,000*
-----------

Please detail for what purpose(s)

\*The reserve requirements of the charity calculated inline with the guidance provided by the Charities Commission in England and Wales, "Charity Reserves and Building Resilience" (CC19)

12. Has your organisation/group previously applied for grant funding from West Sussex County Council (i.e. Small Grants Fund, CIF or Members' Big Society Fund)

Yes  No

If yes, please give details of the date, project, amount and if you were successful:

Members Big Society Fund application for £15,000 towards costs of a new centre in Horsham, the application was unsuccessful due to the lease not being signed.

13. Who referred you to apply to the Micro Fund?

Partnerships and Communities Team  Democratic Services  WSCC website

County Councillor  CVS event

Other  Please specify: \_\_\_\_\_Crowdfunding Workshop\_\_\_\_\_

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# Privacy Note

The information supplied in the application form will be used to process your grant application. In order to make a decision on your application some of the de-personalised information in your application may be shared with third parties, partner agencies and other West Sussex County Council officers who will be asked to verify specific facts within your application as part of the decision making process. Your de-personalised application

**North Horsham County Local Committee****4 November 2019****Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies****Report by Director of Education and Skills**

<b>Ref: NH06(19/20)</b>
<b>Key Decision: No</b>
<b>Part I</b>
<b>Electoral Divisions: All in CLC Area</b>

**Executive Summary**

The County Local Committee (CLC) duty regarding school governance is to stimulate interest and commitment to the governance of maintained schools and academies in the area and to identify and nominate suitable persons to serve as school governors on behalf of the County Council.

This report asks the Committee to make nominations of Local Authority Governors as outlined below.

**Recommendation**

That the nomination for reappointment of Local Authority Governor set out in Appendix A, be approved.

**Proposal****1. Background and Context**

- 1.1 The function of the nomination of school governors to maintained schools and academies is delegated to County Local Committees (CLCs) because it enables local county councillors to maintain a valuable link with the schools and helps promote to the wider public the important role of school governors.
- 1.2 Local authority governors are nominated by the local authority but appointed by the governing body. The CLC can nominate any eligible person as a local authority governor, but it is for the governing body to decide whether their nominee has the skills to contribute to the effective governance and success of the school and meets any other eligibility criteria they have set. The duty of the CLC is therefore to identify and nominate suitable persons to serve as school governors for maintained schools and academies on behalf of the County Council. The CLC, as representatives of the local authority, should make every effort to understand the governing body's requirements and identify and nominate suitable candidates. Without a CLC nomination a school is not able to appoint a Local Authority governor.
- 1.3 CLCs' delegated powers include the ability to appoint Authority, Community and Parent Governors to temporary governing bodies. Further changes are expected in due course in relation to temporary governing bodies.

- 1.4 CLCs also have the function to make nominations for the County Council to governing bodies of academies in accordance with either the funding agreement with the relevant government department or instrument of governance, as appropriate.

## 2. **Nominations for Local Authority Governors**

- 2.1 All county councillors are entitled to nominate for any school, although normal practice has dictated that the local county councillor's nomination can take precedence. County councillors should aim to familiarise themselves with the schools in their local area and are advised to consult the chairman of governors and/or head teacher concerning any local authority governing body vacancies.
- 2.2 The role of a governor can be complex as specific actions or ways of operating will vary depending on the type of school, its individual ethos and current circumstances. Governors provide the strategic leadership for schools alongside the head teacher. They should look to provide support and challenge for the school. Experience gained through a range of activities e.g. work, voluntary service or family life, where relevant, should be given equal consideration.
- 2.3 The 2012 Regulations (as amended) require that any newly-appointed governor has, in the opinion of the person making the appointment, 'the skills required to contribute to the effective governance and success of the school'. This could include specific skills such as an ability to understand data or finances as well as general capabilities such as the capacity and willingness to learn.
- 2.4 The following criteria are in place for the nominations of local authority governors:
  - i) governors are nominated on the basis of suitability and not in accordance with political party affiliations,
  - ii) applicants will not normally be nominated as local authority governors at a school if they are the husband, wife or partner of a permanent member of staff at that school,
  - iii) where the local authority appoints additional members to the governing body of a school identified by Ofsted as having serious weaknesses or requiring special measures, such governors will be appointed by the relevant Cabinet Member on the nomination of the relevant Director since it is usually advantageous to bring in experienced governors from other areas
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  - v) if a county councillor is appointed as a local authority governor, and either does not stand for re-election or does not retain the seat during

the quadrennial County Council elections, his/her term of office will automatically end on 31 August next following the elections. A county councillor, who resigns his /her seat on the Council, will within 4 months of his/her resignation cease to be a local authority governor. In either case, he/she is, of course, eligible for re-appointment if nominated by a county councillor.

- 2.5 If there are more applications than vacancies this will be made clear in Appendix A. Any discussion of the relevant merits of the candidates will be discussed in Part II of an agenda, in the absence of the press and public. This should then not discourage any potential candidates from applying, knowing that any discussion of their application will occur in private session.

### 3. **Reappointments**

- 3.1 Details of local authority governors seeking nomination for reappointment are forwarded to the governing body chairman and to the local county councillor. These nominations automatically progress to the next CLC meeting for decision unless an objection is received from a member by the given closing date. The governing body would be asked for comments on the nomination, and an objection may be lodged on the grounds of poor attendance.

### 4. **Current Vacancies**

- 4.1 The current vacancies in the CLC area are detailed in Appendix B.
- 4.2 Information about the role of school governors is available on the County Council website via this link:

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/information-for-governors/>

### 5. **Proposal**

That the Committee makes the re-nomination of the Governor as set out in the recommendation above and Appendix A.

### 6. **Resources**

There are no resource implications arising from this decision as it is a nomination to a governing body.

### **Factors taken into account**

### 7. **Consultation**

Local county councillors, head teachers and chairmen of governors have been consulted on all applications received. It is assumed that all are in support unless objections are received by Governor Services and/or the local county councillor.

**8. Risk Management Implications**

There may be a risk that on-going vacancies on a school governing body above a level of 25% will weaken its effectiveness.

**9. Other Options Considered**

County councillors can decide not to make a nomination to a governing body. They may defer an application if they require further information or consultation to enable them to come to a decision. In such a case the Governing Body cannot make an appointment.

**10. Equality Duty.**

The Equality Duty does not need to be addressed as it is a decision making an appointment or nomination to a governing body.

**11. Social Value**

None

**12. Crime and Disorder Act Implications**

None

**13. Human Rights Implications**

None

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**Appendix A:** Local Authority Governors - Appointments, Reappointments or Nominations

**Appendix B:** Current Vacancy List

**Background Papers:** None.



## **Appendix A.**

### **Local Authority Governors - Nominations Under the 2012 Regulations**

#### **Maintained Schools**

Nominations for Reappointment:

#### **QUEEN ELIZABETH II SILVER JUBILEE SCHOOL**

Helen Crooks for a four-year term

Nominations for Appointment:

#### **Academies:**

Nominations for Reappointment:

Nominations for Appointment:

#### **Temporary Governing Bodies**

Nominations for Reappointment:

Nominations for Appointment:

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Authority Governor Vacancies for North Horsham County Local Committee Area

<b>School</b>	<b>Division</b>	<b>Division Member</b>	<b>Vacant From</b>	<b>Current Status</b>	<b>Chairman</b>	<b>Head</b>
Slinfold CE Primary School	Broadbridge	Christian Richard Mitchell	Feb-19	Outstanding		Laura Phibbs
Trafalgar Community Infant School	North Horsham	Nigel Dennis	Aug-19	Resigning at end of Summer term	Ken Vose	Kat Green
St John's Catholic Primary School	Horsham Riverside	Morwen Millson	Nov-17	Outstanding	Deirdre Nash	Victoria Bono
Barns Green Primary School	Billingshurst	Amanda Jupp	Sep-19	Resigning at end of term	Vacancy	Simon Simmons

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