

Public Document Pack

Tony Kershaw
Director of Law and Assurance

If calling, please ask for

Jack Caine on 033 022 28941
Email:
jack.caine@westsussex.gov.uk

County Hall
Chichester
West Sussex
PO19 1RQ
www.westsussex.gov.uk



@DemService



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



Working with Town and Parish Councils

3 June 2019

A meeting of the Joint Eastern Arun Area Committee will be held at 7.00 pm on Tuesday, 11 June 2019 at The White Swan, Chichester Road, Arundel, BN18 0AD

Tony Kershaw
Director of Law and Assurance

Your local Councillors

West Sussex County Councillors:



Ian Buckland
Littlehampton
Town



Roger Elkins
East Preston
& Ferring



Gary Markwell
Arundel &
Courtwick



Daniel Purchase
Rustington



Deborah Urquhart
Angmering
& Findon



James Walsh
Littlehampton
East

Arun District Councillors:

BICKNELL - (Angmering & Findon); ROBERTS - (Arundel & Walberton); BOWER - (East Preston); OLIVER-REDGATE - (Ferring); B BLANCHARD-COOPER - (Littlehampton); BENNETT - (Rustington)

Town and Parish Councillors:

[Angmering](#)

[Arundel](#)

[Burpham](#)

[Clapham](#)

[East Preston](#)

[Ferring](#)

[Findon](#)

[Houghton](#)

[Kingston](#)

[Littlehampton](#)

[Lymminster & Crossbush](#)

[Patching](#)

[Poling](#)

[Rustington](#)

[South Stoke](#)

[Warningcamp](#)

Mr John Oldfield

Mr Mark Phillips

Mr Paul Challen

Mr Giles Allen

Mr Steve Toney

Mrs Carol Robertson

Mr Robin Carr

Mr Peter Looker

Mrs Geraldine Walker

Mrs Michelle Molloy

Ms Tracey Frampton

Mr Paul Isaacs

Mr Bryan Curtis

Mrs Alison Cooper

Mr Ryan Hayden

Mr Archie Naughton

Invite you to come along to the Joint Eastern Arun Area Committee

Area 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

7.00PM 1. **Welcome**

7.00PM 2. **Appointments**

(a) **Appointment of Chairman to the Joint Eastern Arun Area Committee (JEAAC) and the County Local Committee.**

The Chairman for 2019/20 will be a County Councillor. Nominations will be invited from County Councillors (all Members to vote)

(b) **Confirmation of a Lead Member from Arun District Council and JEAAC Vice Chairman**

This appointment was made by the Leader of Arun District Council and is confirmed as Cllr Jamie Bennett.

(c) **Confirmation of the Lead Town and Parish Members.**

This is confirmed as Cllr Steve Toney.

(d) **Appointment to Chairman of the Highways and Transport Subgroup.**

Nominations will be invited from Parish and Town representatives.

(e) **Appointment of Members to the Highways and Transport Sub group.**

All Members of the County Council, 1 representative from each Town and Parish and 2 representatives from the District Council, who are not already appointed as a Member of another authority.

(f) **Appointment of representatives to the Community Initiative Funding Sub Group.**

One representative from each tier to be appointed. The current subgroup is as follows:
Deborah Urquhart (WSCC)
Emma Neno (ADC)
Geraldine Walker (Parish representative)

(g) **Appointment of representatives to the Conservation Area Advisory Committee.**

The Terms of Reference for the above advisory committee require annual nominations for one representative and one substitute from a Town or Parish Council. The current appointed representative for JEAAC is Councillor Cllr Mrs Walker with Cllr Mr Steve Toney as substitute.

7.10PM 3. **Terms of Reference** (Pages 7 - 14)

The Committee are asked to note the following documents (attached).

- a. Terms of Reference for the Joint Eastern Arun Area Committee

and

- b. Terms of Reference for the Highways and Transport Sub-group.

7.15PM 4. **Declarations of Interest**

Members and officers must declare any pecuniary or personal interest in any business on the agenda. They shall also make declarations at any stage should any such interest become apparent during the meeting. Consideration should be given to leaving the meeting if the nature of the interest warrants it. If in doubt contact Democratic Services before the meeting.

It is recorded in the register of interests that:

- Dr Walsh is a Member of Arun District Council and Littlehampton Town Council.
- Mr Ian Buckland is a Member of Arun District Council and Littlehampton Town Council.
- Mr Daniel Purchase is a Member of Arun District Council and Littlehampton Town Council.
- Mr Roger Elkins is a Member of Arun District Council and Ferring Parish Council.
- Mr Jamie Bennett is a Member of Rustington Parish Council

These interests only need to be declared at the meeting if there is an agenda item to which they relate.

7.15PM 5. **Minutes** (Pages 15 - 18)

To confirm the Minutes of the previous meeting held on **5 March 2019**

- 7.20PM 6. **Urgent Matter**
- To consider any items not on the agenda, which the Chairman of the meeting is of the opinion should be considered as a matter of urgency by reason of special circumstances.
- 7.20PM 7. **'Talk with us' - Public Questions**
- To invite questions from members of the public present at the meeting.
- The Committee would encourage members of the public to submit their questions at least 3 days in advance of the meeting to allow more substantive answers to be given.**
- Please contact Jack Caine on 0330 222 8941 or via email jack.caine@Westsussex.gov.uk
- 7.35PM 8. **Community Police Issues**
- A local Police representative will be in attendance to update Members on Community Policing issues and answer questions.
- Details of reported crimes can be found at <http://www.police.uk>
- 7.50PM 9. **Your Energy Sussex**
- The Committee will receive a presentation on Your Energy Sussex, a Council backed energy supplier.
- 8.00PM 10. **Community Initiative Microfund** (Pages 19 - 24)
- The Committee is asked to consider the attached report.
- 8.05PM 11. **Community Initiative Fund** (Pages 25 - 36)
- Report by the Director of Law and Assurance.
- The County Council Members of the Committee are invited to consider pitches made to the Community Initiative Fund via The West Sussex Crowd and pledge funding accordingly.
- 8.15PM 12. **Highways and Transport Sub Group** (Pages 37 - 40)
- Notes from the last meeting of the JEAAC Highways and Transport Sub Group held on 23 May 2019.
- Members are asked to note the report and consider any recommendations.
- 8.20PM 13. **Nominations to School and Academy Governing Bodies** (Pages 41 - 42)

The County Council Members of the Committee are asked to note the vacancy listed.

8.30PM 14. **Items to be raised by Town and Parish Council representatives.**

To consider any items from Town or Parish Council representatives that have not been covered by the agenda and are thought to be in the interest of the whole Committee. Town and Parish Council representatives are reminded that any Highways and Transport items should be taken to the JEAAC Highways and Transport Sub Group in the first instance.

The Chairman would encourage members to submit their question at least 3 days in advance of the meeting to allow a more substantive answer to be given.

Please contact Jack Caine on 0330 222 8941 or via email at Jack.Caine@westsussex.gov.uk

8.35PM 15. **Items for consideration at future meetings**

Members are invited to suggest items for future agendas.

8.40PM 16. **Date of next meeting**

The next meeting of the Committee will be held on 5 November 2019 at 7pm at Littlehampton Town Council.

Members wishing to place an item on the agenda should notify Jack Caine on 033 022 28941 or via email at: jack.caine@westsussex.gov.uk

To: All members of the Joint Eastern Arun Area 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.

This page is intentionally left blank

Terms of Reference

The following shall be exercised in accordance with the policies of the County Council.

1. Executive Functions

A. Highways and Transport

1. To advertise for, consider and determine traffic regulation orders, speed limit orders, cycle track orders, experimental orders, parking places orders and revocation orders save where proposals for such orders are of a minor nature, require urgent determination, are of a temporary nature or (following advertisement) have received five or fewer objections or representations from those affected provided, in all cases, that the relevant local member(s) has been notified of the matter and accepts the reasons for not referring the matter to the Committee, and subject, where there are five or fewer objections, to the right of a member of the relevant County Local Committee to have the proposal referred to that Committee rather than being dealt with under delegated powers.
2. To consider and determine traffic management matters, including parking schemes, pedestrian crossings, stoppings up under the Highways Act 1980, road safety and traffic calming measures, save where they are of a minor nature, require urgent determination or are of a temporary nature and save where proposals have received five or fewer objections or representations from those affected provided, in all cases, that the relevant local member(s) has been notified of the matter and accepts the reasons for not referring the matter to the Committee, and subject, where there are five or fewer objections, to the right of a member of the relevant County Local Committee to have the proposal referred to that Committee rather than being dealt with under delegated powers.
3. To consent or otherwise to the making of orders for off-street parking places by a district or borough council.

B. Awards of Grants

1. To allocate Community Initiative Funding in accordance with the framework for the allocation of such funding as described in the annex to this appendix. Such funding to be allocated to Committees at a sum per member of the Committee, as agreed in the Council's annual budget. For members in split divisions the allocation of that sum will be for the individual member to propose to the relevant Committees.

C. Appointments to Outside Bodies

To make appointments for the County Council to those outside bodies contained in a list which shall be held and updated by the Director of Law and Assurance provided that the Committee also

monitors the effectiveness of such appointments and the work of those bodies to which appointments are made.

D. Nominations and Appointments to School and Academy Governing Bodies

1. To make nominations for the County Council to Governing Bodies of maintained schools in the area with the exception of those schools in respect of which the Cabinet Member for Education and Skills intends to make such appointments in the exercise of a statutory power of intervention in respect of the school's performance.
2. To make appointments for the County Council to Temporary Governing Bodies of maintained schools in the area, including temporary parent governors, temporary LEA governors, temporary community governors and temporary partnership governors.
3. To make appointments or 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.

[Note: Where relevant appointments to independent schools and other institutions delivering education and to Pupil Referral Units are made by the Cabinet Member for Education and Skills.]

2. Referred Powers

In order to oversee the discharge of the County Council's responsibilities in respect of their impact and effectiveness in the area of the Committee, the Committees may consider, comment upon, monitor and generally advise the relevant decision maker or committee of the County Council in respect of those functions listed below, and may do so on their own initiative or at the invitation of the relevant decision-maker or committee.

A. Wellbeing of local area

To oversee the wellbeing of the local area, seek from Cabinet Members, Executive Directors, directors and heads of service such information on the delivery of local services, the development of projects and the implementation of programmes in the area as will enable the Committee to monitor the effectiveness of such matters and to report and make recommendations to the appropriate Cabinet Member or, where necessary, Select Committee.

B. Infrastructure

To consider and advise the Cabinet Member on the County Council's infrastructure planning and the local priorities for such infrastructure, including highway schemes.

C. Schools

To stimulate interest and local engagement in the governance of maintained schools in the area.

D. Libraries

To explore opportunities to develop the County Council's library service including increased community use of buildings and to make recommendations to the relevant Cabinet Member about opening hours.

E. Information and involvement with the County Council

1. To advise on the need for public information about the County Council and the services which it provides locally.
2. To take and pursue initiatives aimed at encouraging and supporting local communities to engage more effectively with the County Council.

3. Councillor Call for Action

1. To consider any matter notified by a member of the Committee on the basis that it is a matter of genuine concern to the local community or to a particular part of the local community and in so far as it relates to the exercise of any power or duty of the County Council or covers any matter on which the County Council may have a legitimate interest.
2. Either at the invitation of any member of the Committee, or on its own initiative, to refer any such matter to the relevant Select Committee for consideration or, if the matter is of urgency, directly to the relevant Cabinet Member through the relevant Executive Director, copied to the Select Committee.

4. Petitions

1. To consider petitions under Standing Order 10(1).

Joint Area (County Local) Committees

The purpose of joint area committees is to provide a single vehicle for all tiers of local government to consider a range of issues concerning the area, and where relevant to make decisions on the implementation of matters arising from policies promoted by West Sussex County Council, the borough or district council and any town or parish councils.

In order to establish a joint area committee, the County Local Committee will discuss and agree with the other tiers of local government how they each intend to use the Committee as a way of informing and involving the public and each other in issues and decisions of local importance. In addition, the County Local Committee will discuss and agree with the other tiers of local government how they each intend to support and contribute to the operation and maintenance of the Joint Area Committee arrangements.

Membership and Voting

- All tiers of local government within the Area will be invited to be represented at the meeting and at joint agenda preparation meetings
- County and district councillors alone have voting rights on issues delegated by their respective authorities but all representatives will participate in discussion on all matters
- A casting vote (normally exercised by the Chairman of a committee in the event of an equality of votes on any particular matter) will apply to the Authority with responsibility for the matter under discussion and therefore may be exercised by the Chairman, Vice-Chairman or nominated lead member for the appropriate authority, where and as appropriate.

Constitution (of County Council members)

Members of the County Council whose electoral divisions fall within the area of the Committee.

Representation from members of the borough/district council and town/parish councils (where applicable) is to be agreed with those councils.

Terms of Reference for Joint Eastern Arun Area Committee's Highways and Transport Sub-Group

Establishment of the Highways & Transport Sub-Group

A Sub-Group was originally established in 2000 to look at ways of improving conditions and road safety on the A259 between Littlehampton and Goring. At the meeting of the Joint Eastern Arun Area Committee (JEAAC) in January 2009 it was agreed that the sub-group should be adopted as the JEAAC's mechanism for investigating highways and transport issues throughout the Eastern Arun area. In 2016, WSCC withdrew their secretariat support and this was taken on by the Parish and Town Councils on a rolling basis.

Membership

Membership of the H&T Sub-Group is to be agreed by JEAAC

The Sub Group will consist of:

- All Eastern Arun County Councillors
- One Representative from each of the local Town and Parish Councils
- Two Arun DC members if not already represented through a current County Councillor.

The composition of the H&T Sub-Group will not be based on political proportionality.

The County Council's Area Highways Officer for Eastern Arun will attend the Sub-Group on request.

Other interested parties or local organisations can be invited/ co-opted onto the sub group meetings at the discretion of the Chairman.

Role and Function of the H&T Sub-Group

The role of the H&T Sub-Group is advisory and non-executive. It shall consider highway & transport matters relevant to the JEAAC area and, where appropriate, make recommendations for consideration by the JEAAC.

JEAAC County Councillors will be the executive decision-making body for all highways and transport matters. Where the JEAAC is asked to exercise its delegated powers the H & T Sub-Group will not normally be expected to consider such matters first unless JEAAC has requested this.

The role of the Sub- Group will be:

- a. to identify key highways and transport issues in the JEAAC area
- b. to consider and report on any highways or transport issues referred to it by JEAAC, or its Chairman on behalf of JEAAC;
- c. to request information from partners, local communities and other organisations as may be necessary to inform consideration of an issue;
- d. to request an officer from the County, District, Town and Parish Councils within Eastern Arun area to attend a meeting to assist consideration of a matter which has been referred to the Sub-Group by JEAAC;

- e. to receive progress reports from officers on highways and transport matters;

Meetings of the Sub-Group

The Sub-Group shall usually meet three/four times a year and those meetings will take place at least five weeks before any meeting of JEAAC to allow time for any reports to be prepared. Additional meetings may be called by the Chairman of the Sub-Group if he/she considers it necessary or appropriate after discussion with the Chairman of JEAAC.

Meetings shall usually be held within Eastern Arun, but may be held at such other locations as are agreed by the Chairman.

Meetings shall not be meetings in public and so will not be open to the public and press. No tape or video recorders, transmitters, microphones, cameras or any other video recording equipment shall be brought into or operated by any person at a meeting of the Sub-Group unless the Chairman of the meeting gives permission before the meeting. Mobile phones must be switched off while meetings of the Sub-Group are in progress.

Chairman

The Chairman of the Sub-Group will be a County Councillor appointed by the County Councillors on JEAAC.

If the Chairman is not present for a meeting then the remaining members of the Sub-Group shall elect a Chairman for that meeting.

Substitutes

A constituent authority may appoint a deputy to attend in the place of the named member on the Sub-Group provided that the relevant officer is notified prior to the commencement of the meeting.

Agenda items

Any member of the Sub-Group shall be entitled to give notice to the relevant officer that he/she wishes an item relevant to the functions of the Sub-Group to be included on the agenda for the next available meeting. On receipt of such a request (which shall be made not less than five clear working days before the date for despatch of the agenda) the relevant officer will ensure that it is included on the next available agenda.

Notice and Summons to Meetings

The relevant officer will give notice of meetings to all members of the Sub-Group. At least one month before a meeting the relevant officer will send a draft agenda to every member specifying the date, time and place of each meeting and the business to be transacted, and this will be accompanied by such information or reports as are available.

Reports from the Sub-Group

Once it has formed recommendations the Sub-Group will prepare notes of the meeting, including any recommendations, for consideration by the next meeting of JEAAC.

Conduct of Meetings

The conduct of Sub-Group meetings shall be regulated by the Chairman (or other person chairing the meeting) in accordance with the general principles and conventions which apply to the conduct of local authority committee meetings.

The Sub-Group may ask officers or representatives from other organisations to attend to present information or to assist discussions at Sub-Group meetings. Those assisting the Sub-group in this way should be treated with respect and courtesy.

Voting

The H&T Sub-Group is advisory and non-executive but is intended to provide recommendations to inform JEAAC. Recommendations of the Sub-Group shall be decided by a simple majority of those members voting: this will be by a show of hands. If there are equal votes for and against, the Chairman or other person chairing the meeting will have a second or casting vote. There will be no restriction on how the Chairman chooses to exercise a casting vote.

Public and Press

Meetings of the Sub-Group shall not be open to the public and press.

Notes of the Sub-Group will be included within the Agendas for the next JEAAC meeting and will become public documents at that time.

Code of Conduct

Members of the Sub-Group must comply with the Code of Conduct applicable to Councillors under the Local Government Act 2000.

This page is intentionally left blank

Joint Eastern Arun Area Committee

5 March 2019 – At a meeting of the Committee at 7.00 pm held at New Millennium Chamber, Church Street, Littlehampton, BN17 5EW.

Present:

WSCC:

Cllrs Buckland, Elkins, Markwell, Purchase and Walsh

ADC:

Cllrs Cooper, Oliver-Redgate and Bicknell

Parish and Town Representatives:

Mr Oldfield, Mr Toney, Mrs Walker, Mrs Frampton and Mr Bennett

Apologies were received from Cllr Urquhart

33. Welcome

33.1 The Chairman introduced the Committee and welcomed Members, Officers and the public to the meeting.

34. Declarations of Interest

34.1 Arun District Councillor Colin Oliver-Redgate advised a non-pecuniary interest under agenda item 7 as a Member of the Ferring Cricket Club, as they were an applicant for CIF.

35. Minutes

35.1 RESOLVED that the Minutes of the last meeting be approved as a correct record and signed by the Chairman.

36. Urgent Matter

36.1 There were none.

37. 'Talk with us' - Public Questions

37.1 There were no questions from members of the public present.

38. Community Police Issues

38.1 The Chairman welcomed Police Inspector Steve Turner to the meeting, who reported on a number of crime issues in the local area, in addition to providing an overview of up to date crime statistics

38.2 It as advised that crimes relating to ASB, domestic abuse and alcohol related & violent crime were higher than average, however this could be attributed to the statistics coming the festive period in December and January.

38.3 It as noted that vehicle crime, particularly vehicle theft was increased. However this could also be attributed to longer nights and more opportunistic thefts taking place.

38.4 It was further advised that Sussex Police were conducting research in specific violent and alcohol related crimes. Such as the time of day/area/root causes, in order to tackle the issue.

38.5 The Chairman thanked PI Turner for the update and invited the committee to ask questions on the statistics. The following information was provided:

- Some statistics had been concerning, however due to continued efforts of the police force and information from the public, a particular group had been identified as the main contributor to elevated levels of vehicular crime, and had been dealt with.
- A higher level of police presence would seek to mitigate some of the higher statistics shown and PCSOs are key in collecting intelligence that leads to prevention of crime. It was advised that online reporting was being underutilised and members of the public were encouraged to contact police in this way.
- Due to feedback from the public, a significant amount of funding was being provided to increase the usefulness of '101' in reporting crime and anti-social behaviour.
- Police officers regularly attending town and parish Council meetings in order to provide updates on local crime statistics, however it was noted by the Chairman that in the last year there had been a police presence at only one full Council meeting.
- The effectiveness of the Police force and police presence in any one area was bolstered by the support and assistance from members of the public. The public were encouraged to use '101', online reporting and speaking directly to PCSOs to report crime and ASB.

39. **Community Initiative Fund (EA06(18/19))**

39.1 The Committee considered a written report from the Director of Law and Assurance and the recommendation to consider grant funding to applications submitted to CIF via the West Sussex Crowd.

39.2 The committee considered each application on its merits and it was

RESOLVED that the following pledges be approved:-

- 236/JEAAC – Ferring Funtime Community Preschool, up to £3,500, toward providing a multifunctional storage space for children with

special educational needs.

- 287/JEAAC – Ferring Cricket Club, up to £1,800 toward purchasing ancillary maintenance equipment.
- 288/JEAAC – Littlehampton Sportsfield Trust, up to £3,500, toward installing an upgraded, computerised irrigation system.
- 322/JEAAC – Littlehampton’s Organisation of Community Arts, up to £2,500, towards publicity and stage marquee costs for the community Love Festival.

The following applications were refused:

- 279/JEAAC – St John the Baptist C of E primary School, Findon Village Summer revels – because the associated costs of the project were to fund unhealthy foods which conflicted with West Sussex County Council corporate priorities on promoting healthy eating and wellbeing.

and

- 304/JEAAC – Age UK West Sussex, Creating info guides for older people – because the project manager was a national charity rather than a local charity and did not fit in-line with the CIF criteria regarding local impact.

40. **Highways and Transport Sub Group**

40.1 The Committee were asked it note the minutes tabled at the meeting from the last meeting of the Highways and Transport Sub Group, held on 28 February 2019 and consider any recommendations.

40.2 Dr James Walsh, the Chairman for the subgroup provided a brief update on the ongoing works to Lyminster Bypass and the A259. A question was asked regarding the widening of the A259, resulting in a loss of barrier trees. The Cabinet Member for Highways and Transport was asked to investigate this loss and report back at the next meeting.

40.3 The Committee noted the notes of the meeting.

41. **Nominations to School and Academy Governing Bodies (EA07(18/19))**

41.1 The Committee considered the written report from the Director of Education and skill and the recommendation to approve the nomination. It was

RESOLVED that the following nomination for appointment be approved:

- Mrs Sue Meekings, to Summerlea Community Primary School, for a four year term.

42. **Items to be raised by Town and Parish Council representatives.**

42.1 There were none.

43. **Items for consideration at future meetings**

43.1 It was requested that an item on GP surgeries be brought to a future meeting to address the concern of poor service levels due to a lack of available surgeries in the area.

44. **Date of next meeting**

44.1 The Chairman confirmed that the next meeting of the Joint Eastern Arun Area Committee would be held on 11 June at 7pm in the White Swan, Chichester Road, Arundel.

44.2 Any member wishing to add an item to the agenda for future meetings should contact Jack Caine on 0330 222 8941 or via email at jack.caine@westsussex.gov.uk.

Chairman

The meeting closed at 8.20pm.

Joint Western Arun Area Committee.	
June 2019	Key Decision: No
Allocation of the Community Initiative Fund	Part 1
Report by Director of Law and Assurance	Electoral Divisions: All in CLC Area
<p>Summary</p> <p>In response to comments and feedback from Members, partners, and the public, the Cabinet Member for Safer Stronger Communities has to agreed a mechanism for smaller grants to be made by CLCs as part of the Community Initiative Fund (CIF). This would be for smaller-scale projects seeking funding of no more than £750 for total costs of their project.</p> <p>An organisation seeking funding for £750 or less are able to apply direct for a grant as an alternative to using the crowdfunding platform. This would be aimed at smaller groups with low project costs.</p>	
<p>West Sussex Plan: Policy Impact and Context</p> <p>CIF grant funding makes a significant contribution to the aims of the Council in unlocking the power of communities by supporting them with contributions to projects in their local area that support the aims of the West Sussex Plan.</p> <p>This new approach will improve the support for small projects not suitable for the crowdfunding approach but whose aims match the aspirations of the West Sussex Plan.</p>	
<p>Financial Impact</p> <p>There is no financial impact as this decision does not change the CIF grant fund size.</p>	
<p>Recommendations</p> <p>The County Local Committee is asked to note:</p> <ol style="list-style-type: none"> 1) changes to the operation and processes for the allocation of Community Initiative Fund money to both a crowdfunding model and a smaller 'micro fund' as outlined in the report, in line with the Decision Made by the Cabinet Member for Stronger, Safer Communities; and 2) that the change takes effect from June 2019 	

1. Proposal

Background and Context

- 1.1 A decision was taken in April 2018 (Ref SSC11 17-18) that all grants funds available to County Council Members to allocate would be pooled into the Community Initiative Fund. In order to be eligible for funding, the applicant would need to submit their proposal through the West Sussex Crowd, a crowd funding platform that sought to encourage funds from other sources, including businesses and the voluntary sector.
- 1.2 A year after the implementation of a crowdfunding platform has allowed for a greater understanding of the benefits and limitations of using such a system. To date the West Sussex Crowd has managed to attract additional funding of over £470,000 from over 2000 backers donating to projects and seeing 77 successfully funded projects.
- 1.3 During the application process project managers are asked to provide details of their organisation including information regarding charitable status, financial position and organisational structure etc. This information is then verified by a third party to ensure legitimacy and transparency.
- 1.4 Feedback received from partners, members of the public and project managers has suggested that this process, for projects asking for smaller amounts of money may be counter-productive and less cost effective.
- 1.5 A proposal has therefore been put forward for small scale applications to apply directly to the County Council for funding, without using a crowdfunding platform.
- 1.6 The introduction of a 'micro fund' would effectively seek to reintroduce the previously established Small Grants Fund, which was administered by the County Council Communities Team. This fund was set at £80,000 per year and the average application was between £500 and £800. The proposed limits to be applied to CIF are in-line with this previous arrangement.

2. Proposal Details

- 2.1 It is proposed to change the arrangements for the allocation of CIF so that projects which have a total cost of £750 or less will only need to complete a short, paper-based application form. Paper based application forms will be considered in the same way as those submitted through the West Sussex Crowd at CLC meetings.
- 2.2 Projects with a total project cost of more than £750 will need to complete their application through the West Sussex Crowd in the normal way.
- 2.3 Each County Local Committee allocating their funds will be able to initially allocate up to 30% of their total annual CIF budget to projects applying through the paper-based application. Should any CLC wish to increase the proportion of available CIF for small grants they should only do so after, the exhaustion of the 30% initial allocation and after consideration of a report

setting out the amounts generated by crowdfund driven grants in the previous period and an evaluation of the comparative benefits of small grants for their area by reference to the West Sussex Plan criteria.

- 2.4 CIF reports submitted to each CLC will feature a running total of how much has been spent on projects submitted through the West Sussex Crowd and also those that have been submitted for projects under £750.
- 2.5 It is proposed that Members continue to play a key role in the following ways by:
 - Setting the principles and objectives that will help determine how funds are allocated
 - Agreeing funding pledges to be made to projects in their CLC areas
 - Exploring and understanding the needs and community expectations in their areas
 - Championing, encouraging and supporting local groups to develop ideas to meet local needs and use the platform to raise funds
 - Monitoring the use of public funds and the effectiveness of the collaborative approach
- 2.6 Allocating 30% of the CIF fund to the micro fund reflects the previous small grants total (£84,000) and having a maximum funding limit of £750 also reflects the average of applications under the former small grants fund.

Factors taken into account

3. Consultation

- 3.1 Officers met Voluntary Sector Organisations in April 2019 to receive feedback on the crowdfunding model. Feedback received from these sessions supported the implementation of a 'micro fund' and responses were universally positive.
- 3.2 All members received a communication from the Cabinet Members for Safer Stronger Communities on 15 April 2019 regarding the proposed changes. Feedback and comments on the proposal were encouraged.
- 3.3 Formal consultation on the proposed change will be incorporated in the scheduled CLC review to be undertaken by the Governance Committee to commence in May 2019.

4. Financial (Revenue and Capital) and Resource Implications

Revenue consequences of proposal

- 4.1 There are no revenue considerations to consider as this decision is not changing the CIF grant fund size.

Resource Implications

- 4.2 Officer time will be required to assess each application and determine whether it is appropriate to be considered at CLC meetings. This will be monitored regularly to ensure the process is neither overly consuming or counterproductive.
- 4.3 The County Council seeks to maintain the crowdfunding model alongside a paper-based system, as the use of a crowdfunding approach brings, on average, 3.5 times leverage on grants. This provides the prospect of the County Council being able to facilitate an arrangement which will help a greater number of community groups to benefit to a greater extent than is currently achievable. This will assist all Members in contributing to the core ambitions of the Council's West Sussex Plan and the targets which the Council has approved for those ambitions.

5. Risk Assessment Implications and Mitigations

- 5.1 The County Council anticipated that the numbers of groups using the new platform would be lower in the first year of the change than expected for the previously established system. Efforts were made to promote and encourage awareness and take up and members will be invited to take part in such promotion.
- 5.2 The proposed change seeks to mitigate the lower level of applications submitted through the crowdfunding platform by allowing project manager seeking smaller funds a more streamlined application process.
- 5.3 The County Council will continue to deploy support for communities from front line Communities Directorate staff to help community groups to understand and engage with the model.
- 5.4 When the initial decision to utilise a crowdfunding model was taken, research from [West Sussex Life](#) suggested that 88% of adults have used the internet in the last 6 months.

6. Other Options Considered

- 6.1 To continue only using the crowdfunding model for all applications for CIF. This would not address the concerns expressed on behalf of community groups applying for low level funding.
- 6.2 Further amendments to processes could be made in an attempt to streamline approaches and minimise confusion and duplication. However, at a time of diminishing resources, this would not address the issues driving the proposals.
- 6.3 Grant funding could cease altogether, but this would diminish support to local groups at a time when the Council is committed to unlocking the power of communities.

7. Equality and Human Rights Assessment

- 7.1 Under the Equality Act, the Council has a 'public sector equality duty'. It must have and show how it has given due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations between people who share a protected characteristic and people who do not share it. The need for an Equality Impact Report has been assessed. Whilst CIF may be used to benefit people with protected characteristics, it is a universal grant that any group can apply for and is used to support a range of community-based projects and initiatives.
- 7.2 Allowing smaller groups with less capacity to apply using a paper-based application will help to be more inclusive of all community groups and project managers, particularly those who aren't as IT literate or have significant time restraints.
- 7.3 There are no known Human Rights implications associated with these recommendations

8. Social Value and Sustainability Assessment

- 8.1 Grant funding helps voluntary and community groups to contribute to the social, economic and environmental wellbeing of their communities.

9 Crime and Disorder Reduction Assessment

- 9.1 There are no Crime and Disorder Act implications associated with these recommendations although the Council's duties in relation to crime reduction and prevention and the community safety partnership work may well inform individual funding decisions and the principles members choose to adopt.

Contact Officers:

Director of Law and Assurance

Tony Kershaw, Tel: 0330 022 22662

Senior Adviser (Corporate Resources and Services)

Nick Burrell, Tel: 0330 022 23881

Appendices: None

Background Papers: [Decision made by the Cabinet Member for Stronger Safer Communities, Ref No: SSC01 19/20](#)

This page is intentionally left blank

Joint Eastern Arun County Local Committee**Community Initiative Funding****11 June 2019****Report by Director of Law and Assurance****Ref: EA01(19/20)****Key Decision:
No****Part I****Electoral Divisions:
All in Joint Eastern
Arun CLC Area****Recommendation**

- i) That the Committee considers the pitches made to the Community Initiative Funding as set out in Appendix A and pledge funding accordingly.

Proposal**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
- 1.3 For projects to be considered for funding they must upload their project idea to the West Sussex Crowd (www.westsussexcrowd.org.uk) funding platform and pitch to the Community Initiative fund.

2. Proposal

That the Committee considers the pitches to the Community Initiative Funding as set out in Appendix A.

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

For the 2019/2020 financial year, Joint Eastern Arun CLC has a total of £24,000.00 available for allocation. Details of awards made in the current program and previous financial year are included in Appendix B.

There is one new pitche for consideration by the Committee.

The pitch is in preparation stage with a total project cost of £13,280.00.

These are outlined in Appendix A and can also be viewed at:
www.westsussexcrowd.org.uk

CIF is intended for applications up to £5,000.

Factors taken into account

4. Consultation

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.

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

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.

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

The pitching process asks for information about whether a project could proceed if the organisation only received 90 per cent of the funding applied for. The CLC is invited to take this into consideration in deciding the level of any award.

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

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

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

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

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: Jack Caine – 0330 222 8941

Background Papers: Pitches are available to view on www.westsussexcrowd.org.uk

This page is intentionally left blank

Current pitches

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

In Preparation –

- **360/JEAAC – Arundel and Downland Community Leisure Trust, Arundel Lido Change for the Community!, £55,579.00 – Towards installing new changing huts accessible to all swimmers, inclusive embankment slide & ramp plus adapted picnic benches.**
<https://www.spacehive.com/arundel-lido-change-for-the-community>
- **361/JEAAC – Brookside Memorial Garden Community Group, £13,280.00 - Towards the creation of a memorial garden to include; a memorial wall, plaque and hoggin paths for disabled access.**
<https://www.spacehive.com/brookside-memorial-garden-community-grou>

Actively Fundraising -

There are currently no pitches in fundraising stage.

This page is intentionally left blank

Community Initiative Funding: Summary for 2018/19 and 2017/18

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

Applicant	Summary	Member	Awarded	Evaluation
224/JEAAC – Revitalizing Burpham Playground	Towards developing updated children's play area	Gary Markwell	£1,000.00	No feedback received
240/JEAAC – East Preston new hoist-assisted toilet	Towards converting existing old toilet block into a hoist-assisted toilet and two accessible unisex toilets	Roger Elkins	£1,000.00	No feedback received
287/JEAAC – Non-turf cricket pitch equipment	Towards purchasing ancillary maintenance equipment	Roger Elkins	£1,750.00	No feedback received
236/JEAAC – New build multifunction/SEN classroom	Towards enclosing a rear storage area for children with SEND	Roger Elkins	Fundraising Stage	NA
288/JEAAC – Sportsfield Irrigation	Towards installing an upgraded, computerised irrigation system	James Walsh	Fundraising Stage (Deadline: 31 July)	NA
322/JEAAC – Littlehampton's Community Love Festival	Towards publicity and stage marquee costs	Ian Buckland	Fundraising Stage (Deadline: 14 June)	NA

To note: The following application received funding but subsequently failed to successfully reach their fundraising target. The funds will be carried over and available for reallocation by the Joint Eastern Arun Area CLC.

- 247/JEAAC – Outswimcancer – a pool for cancer patients, £38,026.00 – Towards building works to develop a swimming pool providing rehab for local cancer patients.

The following applications received funding during the **2017/18** financial year:

Applicant	Summary	Member	Awarded	Evaluation
12/JEAAC -Sister Sarah Productions Ltd	Towards connecting old and young through storytelling and dance	Deborah Urquhart	£2,500	Feedback received
19/JEAAC Ferring Retirement Club	To extend Patterson's Walk.	Roger Elkins	£2,500	
31/JEAAC Men's Shed Findon	Towards establishment of a Men's Shed, start-up costs.	Deborah Urquhart	£2,500	
41/JEAAC Worthing Women's Aid	Towards equipping the Amber House drop in centre	Ian Buckland	£1,567	
45/JEAAC - Littlehampton Museum	Towards Taking Littlehampton Museum's collections out to the community.	Ian Buckland	£1,500	
86/JEAAC - Arun Access Group	Mobile external marketing equipment	Ian Buckland	£645.00	
88/JEAAC - Rustington Platinum Social Club	Towards Purchasing a vehicle	Daniel Purchase	£2500.00	
91/JEAAC - The Wickbourne Centre	Towards Community Event Kit	Ian Buckland	£2500.00	
100/JEAAC - Equine Partners CIC	Towards developing fundraising capacity	James Walsh	£2,470	
112/JEAAC – 1 st Preston Scout Group	Towards an ISO container	Roger Elkins	£1,712	
113/JEAAC – Arun and Chichester Citizens Advice	Towards promoting Amber House	Ian Buckland	£1,800	
117/JEAAC – Home-Start Arun	Towards training	CLC General	£362.50	
186/JEAAC –	Towards Forest	Deborah	£1,312.98	

Angmering village Preschool	School Training	Urquhart		
190/JEAAC – Angmering in Bloom Association	Towards Angmering Conservation Area Historical Map	Deborah Urquhart	£888.00	

This page is intentionally left blank

**Joint Eastern Arun Area County Local
Committee**

Support: Jack Caine
Email: jack.caine@westsussex.gov.uk
Tel: 033 022 28941

CLC Development Team
Room 021
County Hall
Chichester
West Sussex
PO19 1RQ
www.westsussex.gov.uk



www.facebook.com/aruntalkwithus/



**Joint Eastern Arun Area Committee
Community Initiative Fund application**



CLC Reference: 361/JEAAC

Local Councillor: Daniel Purchase

Status: Preparation Stage (**Please note this application is in its preparation stage and the project cost is subject to change.**)

Project Cost: £13,280.00 (as found under crowdfunding goal total)

Project Title: Brookside Memorial Garden Community Group

About:

Create a Memorial Garden to remember 57 people buried in this forgotten graveyard in the middle of an industrial estate in Rustington.

I was asked to take on the challenge of transforming the graveyard into the promised Memorial Garden in 2015. The graveyard was purchased from the church in the late 80's by a local Developer, who developed the surrounding land. The land was cleared and abandoned. The land is now Crown land. We have just completed the historical stage of the project, uncovered the remaining headstone etc. spoken to 13 family units about their relatives and generally brought the history of the forgotten graveyard to life. We are at second phase of the project, the creation of the Memorial Garden. We have very limited funds and have up to now relied entirely on the generosity of the community and local businesses. We would love to commission 3 Benches and a Memorial Plaque - so that the community can remember those buried on the site for generations to come - never to be forgotten again. This is a rough plan of the site - well what we would love to see. The brown lines mark where the seats would go.

Project Delivery Manager: Brookside Memorial Garden Community Group

What we'll deliver:

- provide memorial benches
- provide memorial plaque and information board
- create suitable paves for people and wheel chair access

Why it's a great idea:

To fulfil a promise made to the community over 40 years ago. This project is for the community - a little green space in a concrete jungle. Mainly for those loved ones to go and remember the 57 people buried on the site to turn a broken promise into a reality.

Steps to get it done:

- provide a memorial wall to inset the grave surrounds and head stones to form a lasting memorial

Email - sue@rustingtonpastandpresent.co.uk

Facebook - Rustington past and present

**Joint Eastern Arun Area Committee
Highways and Transport Sub-Committee**

**Minutes of the Meeting held at the Roger Montgomeri Room, Woodlands Centre,
Rustington, Thursday 23rd May 2019**

Present:

County Councillors: Dr James Walsh (Chairman, also ADC), Deborah Urquhart
(Angmering & Findon & WSCC)

District Councillors: Paul Bicknall (ADC)

Town Councillors: Chris Blanchard-Cooper (Littlehampton)

Parish Councillors: Alison Cooper (Rustington), Geraldine Walker (Kingston), Elizabeth
Linton (East Preston), John Oldfield (Angmering)

Officers: Nadine Phibbs (Ferring Parish Council Clerk), David Lambert (WSCC),
Sarah McKnight (WSCC) and Ben Whiffin (WSCC)

1. Welcome and Apologies

The Chairman welcomed all Members of the Sub-Committee to the Meeting.

Apologies were received from Cllr Roger Elkins (East Preston, Ferring & Kingston, also
ADC)

2. Minutes of Meeting held on 28th February 2019

The Sub-Committee **AGREED** the Minutes of the Meeting held on 28th February 2019 and
signed by the Chairman presiding as a correct record.

3. North Littlehampton Infrastructure Scheme Update - Lyminster Bypass

Northern Section (WSCC)

Ms McKnight reported that WSCC Planning Department granted the planning permission for
the northern section of the Lyminster bypass 26th March and the decision was published on
9th May.

The Compulsory Purchase Orders (CPO) will be published mid-June and it is anticipated
that at least one land owner is expected to challenge the CPO.

Dr Walsh asked why the CPO's are not ready to be published. Ms McKnight advised that
the CPO's go to the Secretary of State and land owners will be advised prior to the CPO's
being published.

All minutes are draft and subject to approval at the next meeting

Ms McKnight advised that meetings with Lyminster Parish Council have been productive and small concerns that have been raised will be incorporated into the scheme.

The work is expected to commence late spring 2020.

Mr Bicknall asked in relation to the bridge construction. Ms McKnight advised that the contract to construct the bridge has not been awarded as yet.

Southern Section (Persimmon)

The work is expected to commence later this year.

At the previous meeting 28th February, Dr Walsh acknowledged that safer routes for children travelling to school by foot or bicycle from Toddington Lane new estates to Summerlea and Rustington Community Primary schools are needed. This will be addressed under minute item 4 Improvement Schemes Updates.

The Chairman thanked Ms McKnight for her report.

4. Improvement Schemes Updates

(a) A259 Improvements Consultation Update

At the previous meeting 28th February, Mr Lambert reported that the site clearance from Station Road Roundabout to Haskins has commenced and the site clearance at the Wick end of the project will commence later in the year.

Negotiations are taking place with land owners and the CPO consultation period has commenced. Objections must be submitted by end of the consultation period on 7th June.

The contract award is pending and forthcoming key decisions by the Cabinet Member for Highways & Transport are due 20th June.

The work is anticipated to commence November 2019.

At the last meeting 28th February, concerns were raised in relation to the school crossing to the Angmering School on the A259. A decision is expected from the Project Board (24th May), however Mr Lambert has recommended to approve a crossing with signal control.

In relation to a crossing at the Body Shop roundabout, this is out of Mr Lamberts scope, however he has passed this issue to his colleague who will engage with Littlehampton Academy to initiate a project.

At the last meeting 28th February 2019, Dr Walsh raised the concern in relation to safer routes for children travelling to school from Toddington Lane new estates to Summerlea & Rustington Community School. Dr Walsh & Mr Lambert will discuss this concern outside of the meeting.

A couple of members raised the concern that there has been little activity with the scheme since the clearance works from station Road roundabout to Haskins. Is there any reason that the utility works cannot commence before the traffic scheme construction.

Mr Lambert advised that once the COP consultation period is complete and the Cabinet Member key decisions have been received, the contract can be approved. A start date can then be confirmed and the programme for the utility works can be agreed.

The Chairman thanked Mr Lambert for his report.

Ms McKnight & Mr Lambert left the meeting

5. Manor Retail Park, Angmering

(a) Provision of Bus Service

Mrs Cooper advised that there was nothing further to report.

Mr Bicknall & Mrs Linton advised that extending the current bus route to Angmering & East Preston would be most beneficial

It was agreed that this should be an agenda item on the reformed Eastern Arun Parishes Group and the findings reported to this sub-committee.

It was agreed that this item will remain on the agenda.

6. A259 Rustington-Bypass - Planning Applications

This item has been addressed under minute item 4 Improvement Schemes Updates

It was agreed that this item will remain on the agenda.

7. Town /Parish Council Issues – Progress Reports from WSCC Highways

(a) Resurfacing Works

There has been resurfacing dressing on Long Furlong, Angmering Bypass, Ash Lane, Rustington, Norfolk Place & South Terrace.

Works in Lyminster is scheduled and will include further enhancement including improving and cleaning signage.

Mr Bicknall asked if a resurfacing plan is available. Mr Whiffin advised that a one year plan is available on the WSCC website.

Mrs Walker requested an inspection on Kingston Lane as the road surface is worn out and in appalling condition. Mr Whiffin advised that the Parish Council should contact the WSCC Highways Engineer direct to request the inspection.

Mr Whiffin advised that the recent six million pounds of funding received from the DFT for road maintenance has now been spent. Dr Walsh gave the acknowledgment that progress with the works this year has been pleasing.

(b) TRO requests/progress

All minutes are draft and subject to approval at the next meeting

The two TRO's approved for this year are Angmering Way) & Selbourne Road, both for parking restrictions.

Mr Whiffin will continue to look at Angmering Way to consider the scope to include other surrounding affected roads. Both schemes are expected to be delivered early 2020, within the current financial year.

Mr Whiffin advised whilst the TRO request for Cudlow/Broadmark Lane has been removed from the list, he will continue to discuss this item with Mr Purchase.

Mrs Linton asked in relation to the TRO request for Manor Road, East Preston. Mr Whiffin advised that this request is on the current list and will be considered later this year.

Mrs Urquart raised the issue of vehicles travelling over the Windmill Bridge and exiting at the Rustington Golf Centre roundabout to travel east in the left hand lane is an ongoing concern.

8. Any Other Urgent Business

There was nothing further to report.

9. Date of Next Meeting

Thursday 24th October 2.00pm at the John de Bohun Room, Woodlands Centre, Rustington

Authority Governor Vacancies for Joint Eastern County Local Committee Area

School	Division	Division Member	Vacant From	Current Status	Chairman	Head
The Littlehampton Academy (A)	Littlehampton East	Dr James Walsh	Oct-18	Outstanding		

This page is intentionally left blank