

Public Document Pack

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Working with Town and Parish Councils

19 November 2019

A meeting of the Joint Western Arun Area Committee will be held at 7.00 pm on Wednesday, 27 November 2019 at The Regis School (Main Hall), Westloats Lane, Bognor Regis, PO21 5LH

Tony Kershaw
Director of Law and Assurance

Your local Councillors

West Sussex County Councillors:



Francis Oppler
Bognor Regis East



Ashvin Patel
Bognor Regis West & Aldwick



David Edwards
Bersted



Jacky Pendleton
Middleton



Dawn Hall
Nyetimber



Hilary Flynn
Felpham



Derek Whittington
Fontwell

Arun District Councillors:



John Charles
Barnham



Hugh Coster
Aldwick West



Paul English
Felpham



Jane Hamilton
Pagham



Shirley Haywood
Middleton



Martin Lury
Bersted



Matt Stanley
Bognor Regis



Amanda Worne
Yapton

Vacancy
Arundel & Walberton

Town and Parish Councillors:

Aldwick	Mrs Lilian Richardson
Aldingbourne	Mr Martin Beaton
Barnham	Mr John Robinson
Bersted	Mr Brian Knight
Bognor Regis	Mr Steve Goodheart
Clymping	Mr Colin Humphris
Eastergate	Mr Chris Allington
Felpham	Mrs Jaine Wild
Ford	Mr Trevor Ford
Madehurst	Mr R H Green
Middleton	Mr David Darling
Pagham	Vacancy
Slindon	Mrs Barbara Brimblecombe
Walberton	Mrs Suzanne Clark

Invite you to come along to the Joint Western 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

1. **Welcome**

2. **Declarations of Interest**

Members and officers must declare any pecuniary or personal interest in any business on the agenda. They should also make declarations at any stage such an interest becomes 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.

3. **Minutes** (Pages 5 - 8)

To confirm the minutes of the meeting of the Joint Western Arun Area Committee held on 19 June 2019 (cream paper).

4. **Urgent Matters**

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.

5. **'Talk With Us' - Public Question Time (15 Minutes)**

Members of the Public have the opportunity to ask questions of their elected representatives.

The Committee would encourage members of the public to submit their questions at least 3 days in advance of the meeting to allow for more substantive answers to be given. Please contact Jack Caine on 0330 222 8941 or via email at Jack.Caine@Westsussex.gov.uk

6. **Community Policing Update** (Pages 9 - 10)

A local Sussex Police representative will be in attendance to update Members on Community Policing issues and answer questions.

Latest crime statistics are to follow Details of reported crime can be found at: <https://www.police.uk/>

7. **Bognor Regis to Littlehampton - A259 - Feasibility study** (Pages 11 - 12)

8. **Highways and Transport Subgroup notes**

The Committee is asked to receive the notes of the Highways and Transport subgroup and consider any recommendations from the last meeting that took place on 22 October.

9. **Traffic Regulation Order Prioritising (WA03(19/20))**
(Pages 13 - 18)

Report by Executive Director Economy, Infrastructure & Environment.

The County Council Members of the Committee are asked to consider the TROs and prioritise the top two for progression.

10. **Community Initiative Funding (WA04(19/20))** (Pages 19 - 52)

Report by the Director of Law and Assurance.

The report summarises Community Initiative Funding Applications submitted via the West Sussex Crowd. The Committee is invited to consider the applications and pledge funding as appropriate.

11. **Authority School Governors (WA05(19/20))** (Pages 53 - 60)

Report by Director of Education and Skills.

The Committee is asked to approve the nominations of Authority School Governors as set out in the report.

12. **Appointment of Highways and Transport subgroup Chairman**

The Committee will appoint a County Council Member to the position of Chairman for the Highways and Transport Subgroup.

13. **Bersted: Elbridge Avenue Proposed Parking Restrictions (WA06(19/20))** (Pages 61 - 70)

14. **Date of Next Meeting**

The next meeting of the Committee will take place on 17 March 2020 at a venue to be confirmed. Members wishing to place an item on the agenda please notify Jack Caine on 033 02 228941 via email: jack.caine@WestSussex.gov.uk.

To: All members of the Joint Western 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.

Joint Western Arun Area Committee

19 June 2019 – At a meeting of the Committee at 7.00 pm held at The Regis School (Main Hall), Westloats Lane, Bognor Regis, PO21 5LH.

Present:

Mr Edwards (Chairman) (Bersted;), Ms Flynn (Felpham;), Mrs Hall (Nyetimber;), Mr Oppler (Bognor Regis East;), Mr Patel (Bognor Regis West & Aldwick;), Mrs Pendleton (Middleton;), Mr Whittington (Fontwell;), Mr Coster, Mr Charles, Mr English, Mrs Hamilton, Mrs Haywood, Mr Lury, Mr Stanley, Mrs Worne, Mr Beaton, Mrs Richardson, Mr Robinson, Mr Knight, Mr Goodheart, Mr Humphris, Mrs Wild, Mr Darling and Mr Pickthall

1. Welcome

1.1 The Chairman welcomed members of the public to the meeting and asked Committee members and Officers to introduce themselves. The Chairman welcomed new Members of the Committee to the meeting who had been appointed following the recent election.

2. Appointments

2.1 it was RESOLVED that the following appointments be made:

2.2 Cllr David Edwards as the Chairman for the Joint Western Arun Area Committee

2.3 Cllr Matthew Stanley confirmed as the Lead Member from Arun District Council and the Vice-Chairman for JWAAC

2.4 Cllr Derek Whittington as Chairman for the Highways and Transport Subgroup

2.5 Cllrs Hilary Flynn, Derek Whittington, Jane Hamilton, Faye Cutterson, Lillian Richardson and Michael Pickthall to the Community Initiative Fund subgroup.

2.6 Cllr Lillian Richardson as the Representative to the Conservation Area Advisory Sommittee and Cllr Jayne Wilde as substitute representative.

3. Declarations of Interest

3.1 There were none.

4. Minutes

4.1 it was RESOLVED that the Minutes of the last meeting held on 6 February 2019 be approved as a correct record and signed by the Chairman.

5. **Urgent Matters**

5.1 There were none.

6. **Community Policing Update**

6.1 The Chairman invited Inspector Daniel West to the meeting to present crime statistics for the area and provide an update.

6.2 The following was advised:

- Small increase in vehicle related crime over the year
- Detail provide over how these figures were being mitigated.
- Use of alternative reporting methods, such as social media.
- REBOOT – Youth Early intervention scheme
- Anti-social behaviour levels in the town centre.
- The criminal act of cuckooing is still continuing to occur, however work is being done to combat this.

6.3 In response to questions asked by the committee it was advised that:

- Members of the public could contact the police via email. This information was available on the police website.

7. **Terms of Reference**

7.1 The Committee noted the terms of reference that had been included for information within the agenda for noting.

8. **Presentation on IPEH**

8.1 The Committee received a presentation from the Hub Systems Lead for Arun on the Intervention, prevention and earliest help (IPEH) project. The presentation included details on the following:

- Poverty and Deprivation
- Health
- Education and Training
- Early Help Plans
- Centres that the service operates from
- Continuum of need
- Partnerships
- Ongoing work.

8.2 The Chairman thanked officers for the informative presentation

9. **'Talk With Us' - Public Question Time (15 Minutes)**

9.1 The Chairman invited members of the public to address the committee with any questions relating to matters not on the agenda.

9.2 a member of the public raised concerns about the Eastergate bypass and was advised a written response would be provided.

9.3 Comments were raised over the implementation of the 20mph speed limit in Felpham, although there were also messages of support for the change in the limit.

9.4 Members of the committee were requested by a member of the public to visit their local Community interest companies to understand how they operate within the community, in addition to how members of the committee could better utilise them.

10. **Highways and Transport Subgroup (WA01(19/20))**

10.1 The Committee received the notes of the last Highways and Transport Subgroup and considered the report and the following recommendation included:

The Sub-group considered the report and recommendation from the Executive Director for Place and Director of Highways Transport and Planning. The Group supported the recommendation included and requested it be put forward to the Joint Western Arun Area Committee for consideration. It was therefore

RECOMMENDED that the County Council Members of the Joint Western Arun Area Committee, having considered the responses to the formal consultation and petition, authorise the Director of Highways, Transport and Planning to install the scheme.

10.2 The Project Manager from Place Services was invited to present the scheme to the committee and answer questions. There was a significant level of debate regarding the use of funds to install the order and the impact it would have. Some members considered the use of funding in this way was inappropriate, whereas the majority of the committee felt it was in the interest of safety to the residents.

10.3 The Committee discussed the merits of the Traffic Regulation Order and agreed that it was necessary for the interest of safety of residents to install the scheme. It was therefore

10.4 RESOLVED that the County Council Members of the Joint Western Arun Area Committee, having considered the responses to the formal consultation and petition, authorise the Director of Highways, Transport and Planning to install the scheme detailed in the report.

11. **Community Initiative Funding (WA02(19/20))**

11.1 At its meeting on the 19 June 2019 the Joint Western Arun Area Committee considered applications to the Community Initiative Fund.

11.2 The Committee considered each application on its merits and it was RESOLVED that the following pledges be approved:

341/JWAAC – Just Different, Click for Change, up to £500.00 towards the cost of producing and editing a promotional video of a disabled presenter education primary school children

342/JWAAC – Bognorphenia, Our Generation Young People’s Day, Up to £2,500 toward security and marquee hire/purchase costs for a two day volunteer led performing arts event

349/JWAAC – Radio Respect CIC, Radio Respect CIC on FM, up to £5,000 toward purchasing and updating studio equipment and applying for a community license.

363/JWAAC – Community Play Centre @ Walberton, Community Play Centre all-weather garden, up to £1,000 toward resurfacing the soft play area and laying rubber mulch to patio

371/JWAAC – Bognor Regis Town Youth Football Club, Bognor Youth FC goes for goals, up to £1,000 toward purchasing a pair of portable goals.

12. **Community Initiative Fund - Microfund**

12.1 The Committee noted the decision taken by the Cabinet Member for Safer, Stronger Communities regarding the Microfund.

13. **Arun Growth Programme Update**

13.1 The Committee noted the update included in the agenda papers.

14. **Authority School Governors**

14.1 The Committee noted the existing vacancy listed in the agenda papers.

15. **Items raised by Parish and Town Councils**

15.1 The Committee discussed the work of JWAAC and possible future items for discussion.

15.2 It was requested that Bognor Town Regeneration be added to an agenda for a future meeting.

16. **Date of Next Meeting**

15.1 The date of the next meeting was confirmed as 27 November 2019 at a venue to be confirmed.

Chairman

The meeting closed at 10.00 pm



Sussex Police - West Sussex Neighbourhood Crime By Rolling Year
Neighbourhood Crime Comparison for the Rolling Years 01/10/2018 to 30/09/2019 and 01/10/2017 to 30/09/2018

Arun

Rolling Year 01/10/2018 to 30/09/2019																		
Neighbourhood Policing Description	Crime	Change Crime	Alcohol Related Crime	Change Alcohol Crime	Public Place Violent Crime	Change PPVC	Serious Sexual Offences	Change SSO	Domestic Abuse	Change DA	Criminal Damage	Change CD	Burglary	Change B	Other Theft & Handling	Change OTH	Vehicle Crime	Change VC
Aldwick East	140	-15	13	-2	29	6	0	0	22	-18	17	-2	7	-16	18	-2	21	6
Aldwick West	128	-1	12	-5	35	16	0	0	20	-3	9	-14	14	-2	12	-1	16	5
Angmering	413	-18	47	4	97	-9	0	0	69	-6	81	31	26	4	54	-16	27	-12
Arundel	244	-29	36	14	58	5	0	-1	35	-3	33	-16	28	2	28	-16	32	-5
Barnham	434	24	49	-6	78	-8	1	1	64	-21	41	-6	38	-7	58	-5	66	31
Bersted	808	38	104	22	149	12	0	-2	141	33	72	0	43	16	237	-50	79	25
Bognor Marine	1,243	199	226	22	321	-14	4	3	114	13	108	14	51	17	488	102	43	26
Brookfield	314	-4	24	-15	55	7	0	0	67	0	51	-3	23	12	25	-33	49	29
Clapham & Findon	85	-22	10	-2	24	3	0	0	21	0	9	-15	10	0	10	5	6	-3
East Preston & Kingston	253	19	26	7	54	8	0	0	57	12	43	-3	13	-9	40	-11	25	7
Felpham	482	42	56	18	84	13	0	0	89	10	72	16	29	-12	70	13	75	0
Ferring	124	-35	18	8	38	4	0	0	26	-7	6	-10	12	-1	23	-15	9	-13
Ham	746	138	107	21	157	25	2	0	180	27	133	37	36	-3	88	5	57	19
Hotham	916	157	191	44	278	55	2	1	194	87	78	-5	40	-5	153	-12	61	26
Littlehampton Beach	241	-17	25	-6	43	-12	0	0	41	-14	41	-13	14	-8	39	0	24	10
Littlehampton River	993	95	163	18	305	47	0	-1	163	37	134	-40	41	-19	163	-10	73	30
Middleton	155	18	10	-7	26	-6	0	0	37	-1	20	11	17	6	16	-1	8	-5
Orchard	564	104	74	8	105	8	1	1	108	8	68	-9	38	9	101	21	71	44
Pagham & Rose Green	312	64	36	4	65	2	1	0	67	17	33	8	19	5	46	-16	38	23
Pevensey (Bognor)	609	127	83	0	148	41	1	0	123	20	75	-11	32	18	54	-20	63	45
Rustington	643	2	61	-4	121	-21	0	0	127	27	94	14	52	-11	123	-23	51	2
Walberton	188	41	7	1	13	-6	0	0	14	-1	24	12	23	6	13	-3	55	19
Wick with Toddington	463	104	59	37	64	17	0	0	106	32	86	31	24	-4	45	-22	51	23
Yapton	346	10	45	20	60	11	0	0	64	16	57	8	20	-17	38	-7	35	7
Total	10,834	1,041	1,482	201	2,407	204	12	2	1,949	265	1,385	35	650	-19	1,942	-117	1,035	339

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A259 Bognor Regis to Littlehampton Feasibility Study

The A259 Bognor Regis to Littlehampton corridor was recently identified as a priority for investment in the County Council's Strategic Transport Investment Programme. This corridor joins other previously identified priorities such as A284, A29 and other sections of A259 that are now major schemes programmed for delivery.

The corridor has been identified as a priority due to the cumulative impacts arising from development of sites allocated in the Arun Local Plan 2018, existing congestion and safety concerns. Some of the development sites have been granted planning permission and others are expected to come forward in the next five years.

The first stage of work will be a Feasibility Study that will consider these issues and a full range of options between the junctions of the A259 with B2259 Flansham in the west and the proposed A284 Lyminster Bypass in the east. The options to be explored include sustainable transport infrastructure that could help to mitigate development and benefit the wider community as part of a comprehensive package of improvements to the corridor.

Transport for the South East has identified the corridor as one of its priorities for Major Road Network (MRN) funding in the 2020-25 period. The funding will be subject to potential solutions being buildable and providing good value for money, through an evidence-based Business Case. Due to the need to undertake design, business case, consultation and all necessary statutory processes, it is likely to be several years before improvements are delivered.

The Feasibility Study is expected to be complete in Spring 2020.

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Joint Western Arun Area Committee

27 November 2019

Prioritisation of Traffic Regulation Order Requests Received between July 2018 and July 2019

Report by Director of Highways and Transport and Head of Highways Operations

Ref No: (WA03(19/20))
Key Decision: No
Part I
Electoral Divisions: All in CLC area

Executive Summary

Community requests for Traffic Regulation Orders (TROs) that cost under £3,000 to implement are considered annually by County Local Committees (CLCs). More complex TROs are considered for progression as a Community Highways Scheme and so fall outside the process.

The TRO Requests received between July 2018 and July 2019 have been assessed and scored and the results are attached for the CLC to consider and prioritise in line with the Cabinet Member Report for Traffic Regulation Orders – Assessment and Implementation Process for progression in the 2019/20 works programme.

Recommendation

That the Committee reviews the proposals and agrees to progress up to the allocated resource as detailed in 2.4 below for the highest scoring TROs from the list attached at Appendix A, subject to any adjustments made at the meeting.

Proposals

1. Background and Context

1.1 Traffic Regulation Orders (TROs) are legal orders that support enforceable restrictions and movements on the public highway. For the purposes of this report the term TRO includes speed limits, parking controls, and moving offences such as width restrictions and Heavy Goods Vehicles (HGV) restrictions.

1.2 TROs are generated from four sources including:

- County Local Committees (requests from members of the public)
- 3rd party / developer schemes
- Highway improvement schemes through the Integrated Works Programme (IWP) – traffic calming, school safety, etc.)
- Parking schemes in partnership with District & Borough Councils.

This report deals with County Local Committee TROs only.

- 1.3 The framework for assessing TROs was approved by the Cabinet Member for Highways and Transport in March 2016. In summary, the framework assesses TROs against four criteria: Safety, Traffic Conditions, Environment & Economy and People which give the acronym STEP. A new assessment framework was considered necessary to align with the County Council’s corporate priorities and the increasing demand for TROs across the county. Full details of the criteria can be found in the Cabinet Member Decision report (see background reading for further details).
- 1.4 Following a review of County Local Committees (CLC) in 2016/17 the number of CLCs reduced from 14 to 11. Therefore the TROs have been reallocated as detailed in the table below. There has been no reduction in the number of TROs.

CLC and Number of Members	No of TRO’s
Adur (6 Members)	2
Worthing (9 Members)	3
Joint Eastern Arun Area (6 Members)	2
Joint Western Arun Area (7 Members)	2
North Chichester (4 Members)	1
South Chichester (7 Members)	2
Crawley (9 Members)	3
Chanctonbury (4 Members)	1
North Horsham (8 Members)	3
North Mid Sussex (5 Members)	1
Central & South Mid Sussex (8 Members)	3
 NEXT TOP Scoring TRO County Wide	 15
Total TRO’s (Indicative)	38

- 1.5 Appendix A lists the TROs identified as being viable for progression, and from which the CLC will prioritise up to the above allocation for progression.

2. Proposal

- 2.1 The Committee is asked to consider the list of TRO requests and, subject to any desired changes, to approve the applicable quota as a programme of work to be initiated over the coming year and delivered in the 2020/21 works programme.
- 2.2 The CLC is requested to progress the highest scoring TRO within the CLC area. Whilst there is scope to progress a lower scoring TRO as a preference, sound justification should be provided for doing so as this will be at the expense of a request that is considered by application of the approved framework to be a higher priority.

- 2.3 Any TROs not selected as the highest priorities for CLCs may be considered on a priority basis for progression on a county-wide basis at the Cabinet Members discretion.
- 2.4 In accordance with the report detailed in the background papers, the list in Appendix A details all the CLC requests that have been received in the last year (July 2018 – July 2019) as well as those that were available to be selected, but were not, in the 2017-2018 round of TROs.
- 2.5 To get best value from officer and member resources the Cabinet Member has confirmed that TROs that score 9 or under offer little wider community value or have not demonstrated suitable community support, and will not progress to the CLC to be considered. A link to the report can be found in the background reading.
- 2.6 In subsequent years Traffic Officers will reject any requests that score 9 or below following application of the approved framework. Due to the timing of the Cabinet Member decision, for transparency all requests made that were not rejected in 2018-19, that have scored 9 or below have been detailed in Appendix A, however the CLC may not select these.
- 2.7 County Wide Summary of requests
- **Adur** – 2 new requests. 1 of these scored over 9. The CLC has a resource allocation of up to 2
 - **Worthing**– 5 new requests. 1 of these scored over 9. The CLC has a resource allocation of up to 3
 - **Joint East Arun**– 3 new requests. 1 of these scored over 9. The CLC has a resource allocation of up to 2
 - **Joint West Arun**– 2 new requests. 1 of these scored over 9. The CLC has a resource allocation of up to 2
 - **North Chichester**– 2 requests made, both scored over 9. The CLC has a resource allocation of 1
 - **South Chichester**– 2 new requests. 1 of these scored over 9. The CLC has a resource allocation of up to 2.
 - **Crawley**– 14 new requests. 9 of these scored over 9. 1 request (437397) carries over from the previous year. The CLC has a resource allocation of up to 3
 - **Chanctonbury**– 5 new requests. 2 of these scored over 9. 1 request (438363) carries over from the previous year. The CLC has a resource allocation of up to 1
 - **North Horsham**– 12 new requests. 7 of these scored over 9. The CLC has a resource allocation of up to 3
 - **North Mid Sussex**– 0 requests made and can select up to 2
 - **Central and South Mid Sussex**– 0 requests made and can select up to 2
3. **Resources**
- 3.1 The proposals contribute to the County Council’s objectives for transport and meet the community needs and the ongoing demand for TROs within the resources available

- 3.2 Section 1.4 of this report confirms the CLCs can choose up to a maximum of 23 TROs. The maximum allowable cost of a TRO requested through this community process is £3,000. Hence the proposals by the CLCs could potentially cost £69,000. However, many of the requests such as Double Yellow Line Parking Restrictions have a low implementation value, so it is currently anticipated that the CLC requests will be managed within the £50,000 budgeted within the Highways Capital Budget for TRO's which is part of the Integrated Forward Works and Annual Delivery Programme budget approved in April 2019 decision ref HI03 (19/20)
- 3.3 Administrative work associated with the TRO's will be carried out internally by the TRO Team.
- 3.4 Due to the ongoing challenges to the Revenue budget it should be noted that Highway Operations currently only maintains / refreshes safety related road markings.

Factors taken into account

4. Consultation

- 4.1 Individual member support has been gained for each proposal and reasonable local community support has been demonstrated for those that can be selected. As with any TRO, wider consultation will be carried out in the usual way as each of the TRO requests is processed.

5. Risk Management Implications

- 5.1 The higher the priority score, the greater the potential benefit to the communities who use West Sussex Highways. Should the CLC not select the top scoring TROs consideration should be given if this could expose the county council to any risk if challenged.

6. Other Options Considered

- 6.1 The proposals must also pass a feasibility test and STEP assessment undertaken by WSCC Officers and reasonably supported by the public as well as the local member. Given this, the attached list of schemes represents the most viable options for consideration for prioritisation. Hence no further options are considered.

7. Equality Duty

- 7.1 This report is seeking the consideration of schemes for prioritisation and does not have direct implications under the Equality Act, though it should be noted that it is unlawful to prioritise a scheme which discriminates against people with protected characteristics. The schemes chosen by the CLC for progression will be individually assessed under the Equality Act as they are developed further.

8. Social Value

- 8.1 The proposed approach allows for the community via the CLC to progress and deliver their concerns through a consistent route to enable social, economic or environmental benefits to the County.

9. Crime and Disorder Act Implications

- 9.1 There are no identifiable Crime and Disorder Act implications associated with the process of choosing the forthcoming CLC TRO priorities. Any schemes formally proposed will be have further appropriate considerations with regards to crime and disorder, which will include consultation with the police and other key stakeholders.

10. Human Rights Act Implications

- 10.1 There are no Human Rights Act implications associated with the process of choosing the forthcoming CLC TRO priorities.

Matt Davey
Director of Highways & Transport

Michele Hulme
Head of Highway Operations

Contact: Area Highway Manager

Appendices

Appendix A – CLC TRO Priority List

Background Papers

Cabinet Member Report – TRO Assessment

http://www2.westsussex.gov.uk/ds/edd/ht/ht14_15-16.pdf

Cabinet Member Report – TRO Prioritisation

<https://westsussex.moderngov.co.uk/ieDecisionDetails.aspx?ID=717>

APPENDIX A

JOINT WEST ARUN

Confirm Enquiry Number	Division	Parish	Dominant Road Name	Local Member	TRO Type Parking / Speed Limit / Moving	Summary	Approx Cost (implementation only)	Score
M3004802	Bersted	Bognor Regis	Westloats Lane	David Edwards	Parking Issue	Request for junction protection	£170	16
The CLC can only select requests that score 10 or above.								
M3006547	Bognor Regis West & Aldwick	Bognor Regis & Aldwick	Marine Drive West	Ashvin Patel	Parking Issue	Request to prohibit overnight camper van parking	£1,328	6

Joint Western Arun Area Committee**Ref: (WA04(19/20))****Community Initiative Funding****Key Decision:
No****27 November 2019****Part I****Report by Director of Law and Assurance****Electoral Divisions:
All in JWAAC area****Recommendation**

That the Committee considers the pitches and 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
- 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.
- 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 (decision reference SSC8 18/19). 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 (decision reference SSC02 19/20). 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, Joint Western Arun Area Committee had a total of £14,000.00 available for allocation, of this £9,500.00 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 and three Micro Fund applications for consideration by the Committee with a total amount requested of £37,283.42.

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: Jack Caine, Democratic Services Officer – 033 022 28941

Appendices

Appendix A – Current pitches for consideration by the Committee

Appendix B - Summary of awards made in 2019/20 and 2018/19

Background Papers:

West Sussex Crowd pitches - www.westsussexcrowd.org.uk

Decision SSC8 18/19 -

<https://westsussex.moderngov.co.uk/ieDecisionDetails.aspx?ID=494>

Decision SSC02 19/20 -

<https://westsussex.moderngov.co.uk/ieDecisionDetails.aspx?ID=611>

Current pitches for consideration by the Committee

West Sussex Crowd

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

Actively Fundraising –

- **402/JWAAC – EcoSwap, 'EcoSwap community workshops', £5,907.00 – towards delivering inter-generational workshops teaching residents sustainable skills through making, mending and re-purposing.**
<https://www.spacehive.com/ecoswap-community-workshops>

- **416/JWAAC – Bognor Regis Baptist Church, 'Bognor Church toilet facilities', £11,066.00 – towards installing a disabled toilet and improving baby change facilities.**
<https://www.spacehive.com/shorecommunitytoilets>

- **445/JWAAC – Frame of Mind CIC, 'Picturing a brighter future', £12,684.00 – towards the cost of purchasing picture framing materials to deliver vocational training to isolated adults.**
<https://www.spacehive.com/picturing-a-brighter-future>

- **446/JWAAC – Radio Respect CIC, 'Radio Respect dedicated to mental health', £4,979.00 - Towards purchasing new radio studio equipment and train volunteers how to use.**
<https://www.spacehive.com/radio-respect-dedicated-to-mental-health>

Micro Fund

The following project has applied to the Micro Fund since the last meeting:

- **447/JWAAC – Men's Shed Allotments, 'Bognor Regis Men's Shed', £749.42 - towards purchasing eight wooden potting sheds and other materials for the group's two double allotment plots at Chichester Road Allotment site.**

- **448/JWAAC – Regis Primary Care Network Community Board, 'Bognor Health & Wellbeing Fun Day', £725.00 – towards the cost of event marketing and publicity plus hiring four community music groups.**

- **457/JWAAC – Making Theatre Gaining Skills CIF, 'Sound equipment for Bognor Institute of Laughter', £448.00 – towards purchasing a portable PA system and two speaker stands for pop-up comedy events at various locations across Bognor Regis.**

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Summary of awards made in 2019/20 and 2018/19

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

Applicant	Summary	Member	Awarded	Evaluation
WEST SUSSEX CROWD				
342/JWAAC – Bognorphenia – ‘Our Generation Young People’s Day’	Towards security and marquee hire/purchase costs	David Edwards	£2,500.00	Feedback received
363/JWAAC – Community Playcentre @ Walberton	Towards resurfacing the soft play area	Derek Whittington	£1,000.00	No feedback received – refer to Member
371/JWAAC – Bognor Regis Town Youth FC	Towards purchasing a pair of portable goals	Ashvin Patel	£1,000.00	No feedback received – refer to Member

To note: The following pitches each received a pledge but subsequently failed to successfully reach their fundraising target. The funds have been made available for re-allocation by Joint Western Arun Area Committee.

341/JWAAC – Click for Change - £500.00 - towards one-off training costs for workshop presenters.

<https://www.spacehive.com/click-for-change>

349/JWAAC – Radio Respect CIC on FM – £5,000.00 – towards purchasing updated radio studio equipment and applying for a licence.

<https://www.spacehive.com/radio-respect-cic-on-fm>

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

Applicant	Summary	Member	Awarded	Evaluation
210/JWAAC – Bognor Institute of Laughter Home Tour	Towards cost of set/props/costume materials, hire of audio visual equipment, local advertising & more	Francis Oppler	£2,239.00	No feedback received
211/JWAAC – Regis School of Music Building SOS	Towards the restoration and renovation of the kitchen and public toilets	Francis Oppler	£5,000.00	No feedback received
263/JWAAC – CREATE a positive future in Bognor	Towards youth work training course costs for adult volunteers	Ashvin Patel	£3,000.00	No feedback received
281/JWAAC - Dancing Together	Towards cost of 4 dance workshops and filmmaking	Derek Whittington	£500.00 (Urgent Action)	Feedback received (view using Google Chrome web browser)
284/JWAAC – Space 4 Sight	Towards purchasing equipment for people living with sight loss	David Edwards	£2,110.00	No feedback received
286/JWAAC – Bognor Bike Recycling	Towards purchasing additional start-up equipment, parts and tools to launch project	Francis Oppler	£3,650.00	No feedback received
323/JWAAC – Community kitchen Eastergate Hall	Towards kitchen re-furb and install double oven, gas hob and new counter	Derek Whittington	£3,300.00	No feedback received
327/JWAAC – Community 4 Community	Towards purchasing recycled tools and materials for the community allotment	David Edwards	£2,053.00	No feedback received

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www.facebook.com/westernaruntalkwithus/



Joint Western Arun Area Committee
Community Initiative Fund application



CLC Reference: 402/JWAAC

Local Councillor: Ashvin Patel

Status: Fundraising Stage

Overfunding enabled (refer to 'what we'll deliver' section)

Project cost: £5,907.00

Crowdfunding target: £5,872.00

Project Title: EcoSwap community workshops

About:

EcoSwap CIC aim to deliver community workshops integrating different community groups for the benefit of the entire community and local environment.

EcoSwap CIC is a not for profit organisation that has four key aims which include education. Without changing the habits of our community we are unlikely to make a collective difference to the environmental emergency we are facing. We aim to provide a range of workshops and activity sessions which promote a more sustainable ethos through making, mending, repurposing and sharing skills. We hope to connect residents of the community with one another so we can bridge the gap between generations, religious beliefs, social background, political alliances and many more to bring the community together to work as one. We would like to approach the older community and invite them to share skills with the younger generations hoping to save some of the vital skills they possess such as bobbin lace making, darning and dressmaking. Meanwhile the younger generation will be able to share their skills with modern technology to assist the older generation in making more sustainable decisions.

Project Delivery Manager: EcoSwap

About me:

EcoSwap CIC was founded in June 2019 with four key aims.

- Providing community produce and reducing FOOD waste
- Providing environmental based EDUCATION
- Helping the community with SAVING MONEY at the same time as reducing environmental impact
- Ensuring the COMMUNITY works together for the betterment of their environment.

The management consists of three directors whom are accountable to a community led forum who are regularly consulted about the way in which the organisation is run including financial decisions.

Gemma has a young son and is passionate about educating the community's children and young people to enable them to make a difference to their environment.

Caitlin has previously worked in local government and is keen to empower the community to work in harmony with policies to create a better environment

Mandy has run two successful businesses and is passionate about reducing the amount of waste in landfill

Kloe runs a successful photography business and is also a support worker for a young woman with Downs Syndrome. Along with five children she has become an expert in finding sustainable, convenient and low cost options which she is keen to share with others

Website: <https://www.facebook.com/ecoswapcic/>

Why we're pitching for a pledge:

We are a passionate and driven organisation determined to bring back the sense of community in order to improve our local environment.

What we'll deliver:

- deliver workshops which integrate the community for the betterment of the local environment

How any extra funds raised from overfunding will be spent:

- Provide more workshops including house workshops at residential nursing homes

Why it's a great idea:

Despite modern technology making communication easier than ever, social isolation is at an all time high. We aspire to bring back the sense of community that has been lost in order to make our local environment a better place to live for us, our wildlife and our native fauna. Individually our changes make a little impact, but working together as a community, learning from one another we can make long term, sustainable changes.

Steps to get it done:

- Deliver workshops

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Joint Western Arun Area Committee Community Initiative Fund application



CLC Reference: 416/JWAAC

Local Councillor: David Edwards

Status: Fundraising Stage

Overfunding enabled (refer to 'what we'll deliver' section)

Project Cost: £11,066.00

Project Title: Bognor Church toilet facilities

About:

Our building is used by local community groups, charities, and ourselves to positively impact the lives of local people. We wish to remodel our toilets creating a disabled toilet and baby change. Research shows that loneliness and social isolation are harmful to our health (Holt-Lunstad, 2015). The activities and events that take place in our building have a positive impact on people's lives by connecting them with each other in both formal and informal groups. We have a number of church-based activities open to the community, including Table Tennis, Running groups, Knit and Knatter and coffee mornings that connect people and build relationships that help to combat social isolation and loneliness. we also run youth groups, parenting courses and open the church to those who would otherwise be on their own on Christmas Day. We will shortly be starting a Story Sack Project run by a speech and language therapist to encourage parents to read with their children. The building is also used by statutory groups and charities to provide more formal support to parents and families and connect people with useful information services.

Project Delivery Manager: Bognor Regis Baptist Church

About me:

We are a growing church made up of people from all walks of life and from different backgrounds and cultures. Our name reflects our belief that for all of us, whoever we

are, the door to God is wide open. It's an open gate to God's love, to relationship with Him and with one another. The door is open to our communities and our world: all of God's creation and all of His children. Bognor Regis Baptist Church, known as Opengate Church, is a member of the Baptist Union of Great Britain. The church was established in 1902 and moved to its existing site in 1964. Our church has a strong family focus and our objective is to make a positive difference to the lives of those who live in the Bognor area. In addition to those who regularly attend on a Sunday we have contact with over 200 families, including those recently moved from Eastern Europe, and offer them Toddler groups, a dedicated nursery, and midweek activities. Our marriage and parenting courses are open to anyone and we offer pastoral support to people who are connected with the church in any way.

Website: <http://www.opengate.org.uk>

Why we're pitching for a pledge:

This will enable us to help and connect people within the local community, improving people's wellbeing and building relationships.

What we'll deliver:

- Refurbish our toilet facilities
- Build a new disabled toilet to make groups more accessible to those with specific needs
- Improve our baby change facilities to make life easier for parents and carers of young children

How any extra funds raised from overfunding will be spent:

- Furnishing for toilets – baby change table, soap dispensers, toilet roll holders, paper towel holders

Why it's a great idea:

Whilst almost a fifth of the population say they are always or often lonely almost two thirds feel uncomfortable admitting to it (British Red Cross and Co-Op, 2016). Providing these activities in a community hub allow people to connect with others without having to be seen as being lonely. The activities and events that take place in our building have a positive impact on people's lives by connecting them with each other in both formal and informal groups, helping to combat loneliness and social isolation. We have a strong focus on families, running our won projects and providing space for external projects that improve the mental health and well-being of parents of young children. Improving our toilet facilities will both provide a better environment for these activities to take place and by remodelling, will allow more of these activities to take place at the same time.

Steps to get it done:

- Refurbish the toilets

Joint Western Arun Area County Local Committee

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Joint Western Arun Area Committee Community Initiative Fund application



CLC Reference: 445/JWAAC

Local Councillor: David Edwards

Status: Fundraising Stage

Overfunding enabled (refer to 'what we'll deliver' section)

Project cost: £12,684.00

Crowdfunding target: £12,376.00

Project Title: Picturing a brighter future

About:

Add avenues of employment for socially isolated people who will boost their confidence & gain new skills by creating professional frames for a community art exhibition for marginalised local artists.

We propose to hold two 10-week blocks of vocational training for ten adults at a time, who have been long-term unemployed or who are living with mental health difficulties. Participants will be trained in professional picture framing and learn about Fine Art Trade Guild standards. Once the attendees have gained the necessary skills and experience, they will create the frames for local art groups taking part in a free community exhibition at The Regis Centre in Bognor Regis. This will be on behalf of artists with a number of barriers preventing their artwork being displayed. The following local groups will be taking part: United Response Bognor CAN Capital Project Trust My Sisters' House The frames will be made for reuse at future exhibitions for the same or alternative art groups. The project will benefit 160 local people: 20 in vocational training, 80 from the art groups and 60 of their associated carers, friends & family, and all the attendees of the exhibition.

Project Delivery Manager: Frame of Mind CIC

About me:

Frame of Mind is a service user and carer led Community Interest Company who provide vocational training and wellbeing places for local adults with Mental Health Issues, Learning Disabilities or Dementia.

The general public sometimes find it difficult to understand mental illness due to a mixture of fear, lack of understanding and prejudice. At Frame of Mind we employ past service users who understand only too well the issues people can face on a daily basis. Social inclusion is a central part of what trainees experience at Frame of Mind. Our trainees learn picture framing, digital printing, ceramics, horticulture and customer care skills in a real business environment.

Working at their own pace, in a supported environment, trainees take part in constructive, positive tasks, and in doing so rediscover key life skills such as responsibility, self-confidence, empathy and judgement. Through sharing experiences with other trainees of similar backgrounds and meeting customers face to face, trainees are able to overcome the barriers of social isolation. As their confidence grows they become more active members of their community, moving onto volunteering, education and employment.

Recovery is at the heart of everything we do. We want our trainees to once again take part in everyday activities that many people take for granted and to feel part of their communities again.

Website: <http://www.frameofmind.uk.com>

Why we're pitching for a pledge:

Help reduce social isolation for adults in the Regis area & let us celebrate their achievements by displaying art & frames they have created.

What we'll deliver:

- Provide 200 training days for socially isolated people
- Create 150 reusable picture frames for community art groups to display their work
- Organise exhibition to display community artwork
- Empower socially isolated individuals with confidence & skills to help them back into employment & volunteering
- Increase the mental and emotional wellbeing of the trainees, artists and attendees of the exhibition
- Help all involved to become more active members of their community

How any extra funds raised from overfunding will be spent:

* Provide extra training for socially isolated adults

Why it's a great idea:

Here are some testimonials from people who have attended similar Frame of Mind programmes in the past: 'Everyone should be sent here; it gives you hope.' 'I like Frame

Of Mind as being a trainee I have learnt to make picture frames, had help filling out job applications & get to work with a great bunch of people. It has been a really worthwhile experience.' 'I can talk to people who understand what it's like & understand what I'm going through. We can talk about different strategies on how to cope or overcome mental health problems. I also enjoy learning new skills and having something to show at the end of the day. I cannot thank Frame Of Mind enough for the support they have given me.' 'I came to Frame Of Mind about six months ago & have suffered from depression & anxiety. Without Frame of Mind I would be still stuck inside looking at four walls; it has stopped me being so isolated.' 'They talk to me like a person, not a target or an outcome.' 'It is a community in itself.'

Steps to get it done:

- Schedule dates of training with participants
- Provide 800 training hours
- Create 150 frames for community art groups
- Organise community art exhibition at the Regis Centre
- Hold community art exhibition
- Evaluate impact of programme

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Joint Western Arun Area Committee Community Initiative Fund application



CLC Reference: 446/JWAAC

Local Councillor: Ashvin Patel

Status: Fundraising Stage

Project Cost: £4,979.00

Project Title: Radio Respect dedicated to mental health

About:

Radio Respect is a radio station dedicated to supporting people with poor mental health and reducing the stigma surrounding it. We signpost and give advice as well as interviews and phone ins. Radio Respect was set up in a garden shed by Chris, who suffers with poor mental health. His aim was to provide a radio station that can support people with mental health issues when other services are closed.

Chris had a lot of donations of equipment to set up the station. Since then Radio Respect has grown into a popular local mental health organisation supported by the NHS and local job centre. We are in desperate need to update all of our equipment now as it has become unreliable. We have a small vinyl record shop which funds the running of the station but doesn't provide enough income to update the equipment. Radio Respect has become a huge part of our community, providing volunteer opportunities which reduce isolation, provide work experience and peer support as well as broadcasting and supporting local events and other charitable organisations.

Project Delivery Manager: Radio Respect CIC

About me:

Radio Respect is a radio station based in Bognor Regis dedicated to mental health matters. We also have a vinyl record shop which sells donated vinyl, cassette tapes, CD's, DVD's and audio/visual equipment, the shop helps support the costs of running the

radio station.

Both the station and the shop are run by volunteers, and we all suffer from mental and support each other. It really is a unique place and safe place!

We have various shows that talk about mental health, give advice and promote other community organisations. We also have phone-ins and interviews. We take referrals from The Bedale Centre, Chichester Care Centre and just recently Radio Respect has partnered up with the job centre in Bognor Regis. Their clients can volunteer in our shop and studio and can even have their own show. This reduces isolation and we can give support with their mental health problems. We can also provide work experience and references.

Website: <http://radiorespect.org.uk/>

Why we're pitching for a pledge:

Mental Health is just as important as physical health. Radio Respect CIC is committed to raising awareness and reducing the stigma.

What we'll deliver:

- Continue to provide a service to support people with mental health issues
- Continue to work with mental health organisations
- Continue to support local events

Why it's a great idea:

Radio Respect provides a safe, non-clinical environment where people can come and have support for their mental health problems. There are long waiting lists with the NHS and a lot of services are closed on weekends, evenings and bank holidays. Radio Respect is there for them. We can also broadcast live from local events and advertise them on our radio shows bringing the community together.

Steps to get it done:

- Buying the new equipment
- Taking out old equipment
- Putting new equipment in place
- installing software on new equipment
- Training volunteers to use new equipment

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?

Western Arun area committee (please leave blank if you don't know)

Does your County Councillor support your application?

Yes No Please state their name: Frances Oppler

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: Bognor Regis Men's Shed
 - b. Project title: Men's Shed Allotments
 - c. Total project cost: £749.42

- 2.
- Location of project: Chichester Road Allotment Site

3. Dates when project/service will take place:

START Dec/2019 END

Or, is it on-going?

By what date do you need funds: 1st Dec 2019 or 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:

In addition to our indoor informal wood and metal workshops, Bognor Regis Men’s Shed has taken on 2 double allotment plots at the Chichester Road Allotment site. The rear entrance can be accessed via Church lane, this is close to our main premise currently on Durban Road.

With this outdoor community space, we will be able to add additional services and sessions for our members to meet, socialise and learn new skills or swap knowledge.

Our allotment scheme further supports physical health and nutrition, particularly to those existing on limited budgets from low income households. These members will be encouraged to be active and grow crops of fruit and vegetables for the purpose of eating fresh healthy produce. By learning how to preserve food members will learn how to make their harvest provide for longer.

Crops will be grown in vegetable beds using sustainable eco friendly farming methods. We will be learning permaculture and contributing to biodiversity with added plants that support our native pollinators. The allotment houses 10 honey bee swarms in hives, we want to encourage other endangered bees by building habitats for bumblebees and leaf cutter bees in our wood workshop.

Our members will be invited to help the charity by building other items such as growing frames in our workshop, using recycled timber where possible, to support the Men’s Shed allotments. This project is available to men and women joining Bognor Regis Men’s Shed as members. Their children or grandchildren are welcomed at the weekends to help plant seeds and learn about nature.

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
10 x 8 wooden potting shed	£479.99
Green house staging x 3	£119.97
29 Patio slabs £4.82 each from Covers	£139.78
Waterproof shackle Padlock	£9.68
TOTAL	749.42

Section Two: Your organisation/

group

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

Organisation name: Bognor Regis Men's Shed CIO

Type: Charity

Registered charity number (if applicable)

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

How many are:

Members/service users

47

Volunteers

6

Committee/board members

6

Paid employees

0

Other (please provide details)

--

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

Men's shed ethos supports health and mental well being. We tackle isolation and loneliness, helping Men and Women of retirement age by providing practical, creative activities in a social environment. We support anxiety, depression, loss, bereavement, those living with illness or recuperating. Men without work for one reason or another.

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

03/2018	to	10/2019
---------	----	---------

Total income

£9,101.65

Total expenditure

£7,082.77

Balance at year end

£2,018.88

Reserves (savings, cash, investments, assets)

£2,018.88

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

£2,018.88

Our balance amount is our reserves, and it's earmarked for future bills, mainly the £480 pm rent.

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: Jo Cooke, Inna Erskine and Samantha Staniforth refereed us

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.

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

Please read the guidance note before completing this application. The links below take you to our web pages for additional information on the fund and the County Councillors who will award grants at a local meeting (these are held up to 3 times a year). **Please contact your local 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 below information on the final page.

[FIND YOUR COUNTY COUNCILLOR](#)

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

(Which County Local Committee are you applying for (please leave blank if you don't know)

Arundel & Courtwick / and Felpham Our event covers a wide catchment area covering the whole Regis area

Does your Local County Councillor support your application?

Yes No Please state their name: Gary Markwell/ Hillary Flynn

Section one: About your project

1. a. Organisation Name: Regis Community Board – a collaborative board of Patient Participation Groups drawn from across the Regis area

b. Project Title: 'Bognor' Health & Wellbeing Fun day

c. Amount you are applying for: £745.00

2. Location of Project:

Hosted at Arun Leisure Centre - Felpham Way Bognor Regis

3. Dates when project/service will take place:

START September 2019 END April 20/20 Or, is it on-going?

Event Date Saturday 18th April2020

By what date do you need funds: Jan / Feb 20220

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:

This is a bid from the Regis Community Board which comprises of 9 Patient Participation Groups from across the Regis area. The members of which are active patients of local surgeries, providing a patient voice to the local health networks and working together with patients across our practices to ensure that we are proactive in maintaining our own health and wellbeing. We are all aware of the pressures that health and social care are under and the demands that the local demographic places on these services. We are also aware of the current crisis in health that obesity is placing on the NHS and the need to create a more informed proactive local community, so that we can all ensure that our health is managed and maintained.

Our bid is to fund the core advertising and similar costs for a major Health & Wellbeing Funday, building on a previous very successful first event 'The Regis Big Event ' at Felpham Leisure centre in March 2019 . This was a co-operative and collaborative event across the patient groups, primary care, health providers, social care providers, WSCC, and a number of voluntary organisations and other groups & quangos.

Our next event in April 2020 will be an informative fun day for the wider local community. It will embed activities which support information giving, health education, and provide fun experiences that will raise awareness across our whole demographic including hard to reach groups of how we can help ourselves, what services, facilities and opportunities there are available across the locality. Our track record of success based on our first event, which exceeded expectations resulted in Freedom Leisure offering us the venue again with supporting activities and staffing. A number of our last events participating organisations have already asked if they can participate and a group is meeting to build on lessons learnt, plan new activities and create a detailed project and implementation plan. We have outline costs based on our experience of requirements and we are already making inroads to achieving the good will and services in kind we require to make this a great day.

The Focus for this event is in complete alignment with the West Sussex Plan, specifically in supporting young people and families, creating a safe and sustainable community and supporting older people remain independent active members of the community. Our main themes are:

- *Child obesity – and family support, encouraging healthy eating, family activities that increase exercise and general wellness (Healthy eating, healthy cooking, fun exercise, demonstrations from local clubs and groups, community activities)*
- *Mental Health and wellbeing across all age groups (Child & Adolescent, young people’s mental health including students, working adults, carers & older people – this is a broad range so we will be working with the varying support agencies to create appropriate activities, information and signposting, a theme arising in our previous event)*
- *Enabling and empowering our community to access services across the wider community including voluntary and 3rd sector. (A wide spectrum of fun activities, information giving, access and signposting via a ‘fair’ environment with multiple stalls and activities led by participating organisations e.g. Storytelling, community singing, other community musical activities, pop up sessions, demonstrations, talks, Q&A sessions with local GP’s and other service providers, Citizens Advice Bureaux, community groups such as Scouts, U3A and highlighting new services such as Social Prescribing.*

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

Yes Y No Not applicable X

Details will be worked through, but all relevant staff will be DBS checked by their employing organisation, however all children will be accompanied by parents or guardians

7. Please provide a breakdown of the costs and highlight which are sought from this application. Copies of quotes **must** be supplied.

Item or activity	Cost	Amount applied for from Community Initiative Fund
Banners	90	90
Roller stand	35	35
Foam Boards	100	100
Display Frames	25	25
Community Kitchen or similar	250	250
Community Music Groups x 4	100	100
Laminating equipment & Pouches	75	75
Photo / copy paper A3 / 4	25	25
Hi Viz Jackets Pink	25	25
TOTALS	£725.00	725.00

Section Two: Your organisation/ group

8. Organisation or group information (including type of organisation you are e.g. Charity/Community Group/Business)

Organisation Name: Regis Community Board –

Type: a community board, part of the local Primary Care Network patient voice governance – members represent voluntary GP surgery patient participation groups – some of which are registered charities including Arundel Surgery Community Association & Friends of Avisford Medical Group

ASCA - 1096393

Registered charity Number (if applicable) Friends of Avisford Medical Group - 1074882

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

How many are:

Members/Service Users Patients across 9 GP Practices

98000

Volunteers PPG committees and other support

C 30-50

Committee/Board Members PCN Committee

30

Paid employees We have no paid members except where they are participating for their organisations such as PCN, WSCC, Freedom Leisure

0

Other (please provide details)

6 +up to 50

A number of organisations will participate either in supporting the planning or being involved in delivery. Organisations will include many of those listed in accompanying documents and new organisations currently being invited to participate. However, our planning group includes representatives from the PCN and WSCC & Freedom Leisure

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

The community Board comprises of 9 Patient Participation Groups from across the Regis area. We are active patients of local surgeries, providing a patient voice to the local health networks and working together with patients across our practices to ensure that we are proactive in maintaining our own health and wellbeing. The Board is part of the formal governance and patient voice within Coastal West Sussex CCG – see Terms of Reference.

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

Period covered

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

Total income

£00.00

Agenda Item 10

Total expenditure

£ NA

Balance at year end

£ NA

Reserves (savings, cash, investments, assets)

£ NA

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

£ NA

This is a semi 'one off' although if it successful again we would look to look to create an annual event. This is a community project with majority of funding being in time and material and provision of input in kind from wider community organisations – funding is required for advertising and similar. Wherever possible we will design materials for re use in future years. Small equipment items and materials will be reutilised across other or future events.

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

Yes

No

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

Although we had not applied for a Grant from WSCC previously our previous project was funded through a Health Watch Grant and a further donation was made through the WSCC who volunteered this.

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.

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?

Joint Western Arun area

Does your County Councillor support your application?

Yes No Please state their name: Ashvin Patel

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: Making Theatre Gaining Skills CIC
- b. Project title: Sound equipment for the Bognor Institute of Laughter
- c. Total project cost: £748 – **applied for grant of £448.00**

2.

Location of project: Various locations across Bognor Regis inc the Lamb Inn, Steyne Street, Waverley Inn, Bognor Football Club, schools and community centres

3. Dates when project/service will take place:

START 01/2020 END mm/year **on-going**

By what date do you need funds: early January

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 am the administrator for the **Bognor Institute of Laughter** which is a project set up in 2017 and run by Making Theatre Gaining Skills. A steering group of local people meets weekly to plan and create comedy projects that will help them develop their skills, improve their mental wellbeing and gain confidence. Initially funded by the People’s Health Lottery (£20,000 over 2 years) the group has taken part in creative workshops, produced public performances and even created a touring show! Now based at the Lamb Inn in Steyne Street, the Bognor Institute of Laughter has made a significant impact into the cultural life of the town and helped a large number of people develop their skills. We are seeking a grant to buy essential sound equipment that will allow the members to put on small events in pubs, community centres and schools which will in turn allow us to expand our territory, involve more people of different ages (including children) and provide a showcase for local talent that might otherwise be hidden from view. Bath Rotary Club have indicated they wish to contribute to the costs of the equipment (likely to be £300) **so we wish to apply for a grant of £448.**

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
Yamaha portable sound equipment for comedy events	522.50
2 speaker stands	100.94
VAT	124.69
TOTAL	748.13

Section Two: Your organisation/ group

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

Organisation name: Making Theatre Gaining Skills

Type: Community Interest Company

Registered charity number (if applicable)

N/A

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

How many are:

Members/service users

50

Volunteers

6

Committee/board members

4

Paid employees

2

Other (please provide details) freelance associates

3

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

Making Theatre Gaining Skills is an innovative solution to long-term unemployment, with a proven record of helping jobless people build their confidence and learn new skills. We use technical theatre craft to enable unemployed adults and young people to move forward with their lives and sustain new opportunities.

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	01/2018	to	31/2018
Total income	£49,889		
Total expenditure	£52,087		
Balance at year end	£-2,204		
Reserves (savings, cash, investments, assets)	£0		
Of the reserves stated how much is allocated earmarked for specific purposes? Please detail for what purpose(s)	£		

N/A

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:

Big Society Fund 2016 (unsuccessful)	
Community Initiative Fund March 2017 workshop refurbishment	£2,000
Big Society Fund March 2018 for community cafe	£8,230
Spacehive West Sussex Crowd August 2018 for comedy touring show	£2,239

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

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Joint Western Arun County Local Committee**27 November 2019****Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies****Report by Director of Education & Skills****Ref:
(WA05(19/20))****Key Decision:
No****Part I****Electoral
Divisions: All in
CLC Area****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 (s) for appointment(s) / reappointment(s) of Local Authority Governor(s) 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 Executive Director since it is usually advantageous to bring in experienced governors from other areas

iv) 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

5.1 That the Committee makes the nomination (s) of Governors as set out in the recommendation above and Appendix A.

6. Resources

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

Factors taken into account

7. Consultation

- 7.1 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

- 8.1 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

- 9.1 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.

10. Equality Duty.

- 10.1 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

- 11.1 None

12. Crime and Disorder Act Implications

- 12.1 None

13. Human Rights Implications

- 13.1 None

Paul Wagstaff Director of Education & Skills

Contact: Governor Services Administrator
03302228887

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

Appendix B: Current Vacancy List

Background Papers: None.

Local Authority Governors - Nominations Under the 2012 Regulations

Maintained Schools

Nominations for Reappointment:

Eastergate C.E. Primary School

Mrs Hedda Wells for a further four year term

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Authority Governor Vacancies for Joint Western County Local Committee Area

School	Division	Division Member	Vacant From	Current Status	Chairman	Head
Rose Green Infant School	Nyetimber	Dawn Hall	Nov-17	Outstanding	B Lander/ S Francis	Julie Holloway
South Bersted C.E. Primary School	Bognor Regis East	Francis Oppler	Jan-20	Resigning at end of term	Vacant	Noel Goodwin

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Joint Western Arun County Local Committee	Ref No: (WA06(19/20))
November 2019	Key Decision:
Bersted: Elbridge Avenue Proposed Parking Restrictions	Part I
Report by Director of Highways & Transport	Electoral Division: Bersted

Summary

A Traffic Regulation Order has been advertised to prohibit parking on two roundabout features on Elbridge Avenue. 22 Objections to the proposal were received.

Recommendation

That the Joint Western Arun County Local Committee, having considered the objections to the proposal, authorises the Director of Law & Assurance to make the Order as advertised and for the proposed restrictions to be implemented.

Proposal

1. Background and Context

- 1.1 Elbridge Avenue is one of two roads providing access into the Willows Edge development in Bersted, which when complete will provide 800 homes, a community centre and a primary school. Elbridge Avenue has two roundabout features towards the western end of the road.
- 1.2 The first roundabout, at its junction with Merston Place and Pennicott Road, is surrounded by a wide block paved area which is intended to provide an open area and footway but has become used habitually for additional parking for adjacent properties.
- 1.3 The second roundabout, at its junction with Alding Crescent and Pennicott Road is narrower and surrounded by grass verges.
- 1.4 Complaints have been received that parked cars on the block paved area of the first roundabout, and on the approach to the second roundabout restrict sight lines and cause obstruction for vehicular traffic and pedestrians.
- 1.5 A Stage 3 Safety Audit of the road was completed shortly after the proposal was advertised. This identified that parking at both locations described above was a cause for concern, particularly as the road is one of only two routes available into the estate for the emergency services.

- 1.6 The Safety Audit also recommended additional restrictions on the full length of Elbridge Avenue between the two roundabouts. This recommendation is being considered separately and a further TRO is likely to be proposed in due course.

2. Proposal

- 2.1 It is proposed to make a Traffic Regulation Order (TRO) introducing double yellow lines around both roundabout features, with lines extending into the approaching roads to maintain visibility for approaching vehicles. The extent of the proposed restrictions is shown in Appendix A.

3. Resources

- 3.1 The TRO has been applied for by Persimmon Homes, who will pay for the administrative costs associated with the TRO, and install the new yellow lines to approved council specification. Future maintenance of the lines will be met from the highways maintenance budget.

Factors taken into account

4. Consultation

- 4.1 The statutory TRO consultation opened on 24 January 2019 and ran until 14 February 2019. Notices were published in the Bognor Regis Observer and notices of the proposals were put up on site. Documents showing the proposed restrictions were available in Bognor Regis Library and on the TRO Team webpage during the consultation period. Notice of the proposal was e-mailed to statutory undertakers, including the emergency services, Bersted Parish Council and Arun District Council, as well as local bus companies.
- 4.2 The Local Member, Mr Edwards supported the scheme and Sussex Police responded to confirm they had no objection.
- 4.3 During the public consultation 22 messages of objection were received, mostly from residents of properties adjacent to the first roundabout. No objections were received to restrictions at the second roundabout.
- 4.4 A summary of the individual points of objection received is attached at Appendix B.
- 4.5 The majority of objections (21) were made on the basis that parking on the first roundabout is necessary due to there being insufficient parking allocated to individual properties within the estate. Some respondents have parking allocated for 2 cars but have 4 cars in the household.
- 4.6 In addition to the main point above, 7 of the 22 objections also mentioned concern about the cars parked on the roundabout being displaced into other surrounding roads, which are narrow and may be obstructed.
- 4.7 While there is some sympathy for residents' concerns, it is considered that parking on a roundabout is not an acceptable solution to the issues raised. The potential safety issues associated with any potential obstruction to

access for emergency services vehicles outweigh the inconvenience of finding a more suitable place to park.

5. Risk Management Implications

- 5.1 If the TRO is made as advertised residents currently parking on the roundabout will be inconvenienced by having to find more suitable parking further away from their homes. This may lead to displaced parking causing issues at new locations within the estate, requiring management with further measures in the future.
- 5.2 If the TRO is not made there is a risk that parking at this location will increase, leading to large vehicles being obstructed and being unable to access to the rest of the estate for refuse collections or deliveries. In the worst case scenario this issue could delay or prevent an ambulance or fire appliance reaching the scene of an emergency.

6. Other Options Considered

- 6.1 Following the consultation, discussions with the local traffic engineer took place to consider the option of reducing the scope of the scheme and allowing parking on the first roundabout. When the Road Safety Audit report was published the option to reduce the restrictions was discounted due to safety concerns discussed above.

7. Equality Duty

- 7.1 One response to the consultation raised concerns that restrictions on the roundabout would affect the ability of elderly visitors to access the respondent's property. It is however lawful to stop on double yellow lines to drop off a passenger in these circumstances, so the restriction will not prevent access as claimed. Disabled persons' Blue Badge holders may park on double yellow lines for up to 3 hours, provided that they park in a way that does not cause an obstruction.
- 7.2 Further responses mentioned that the restrictions would create difficulties for parents with young children. The exemption mentioned in 7.1 also allows parents to stop on double yellow lines to pick up/drop off children, provided a vehicle is only parked for so long as is necessary.
- 7.3 It is considered that any remaining effect of this proposal on those with protected characteristics under the Equality Act is minor in nature and is justified by the need to preserve safety in the area through which the affected road runs, particularly in the event of an emergency.

8. Social Value

- 8.1 The proposal complies with the Council's policy of providing a Strong, Safe and Sustainable Place, as it seeks to address an issue that has safety implications for all residents of the Willow Edge development.

9. Crime and Disorder Act Implications

- 9.1 It is considered that the proposal does not raise issues under the Crime and Disorder Act. Sussex Police agree with this view.

10. Human Rights Implications

- 10.1 There are no Human Rights implications associated with this proposal.

Matt Davy

Director Highways & Transport

Contact:

Martin Moore, ext 26335

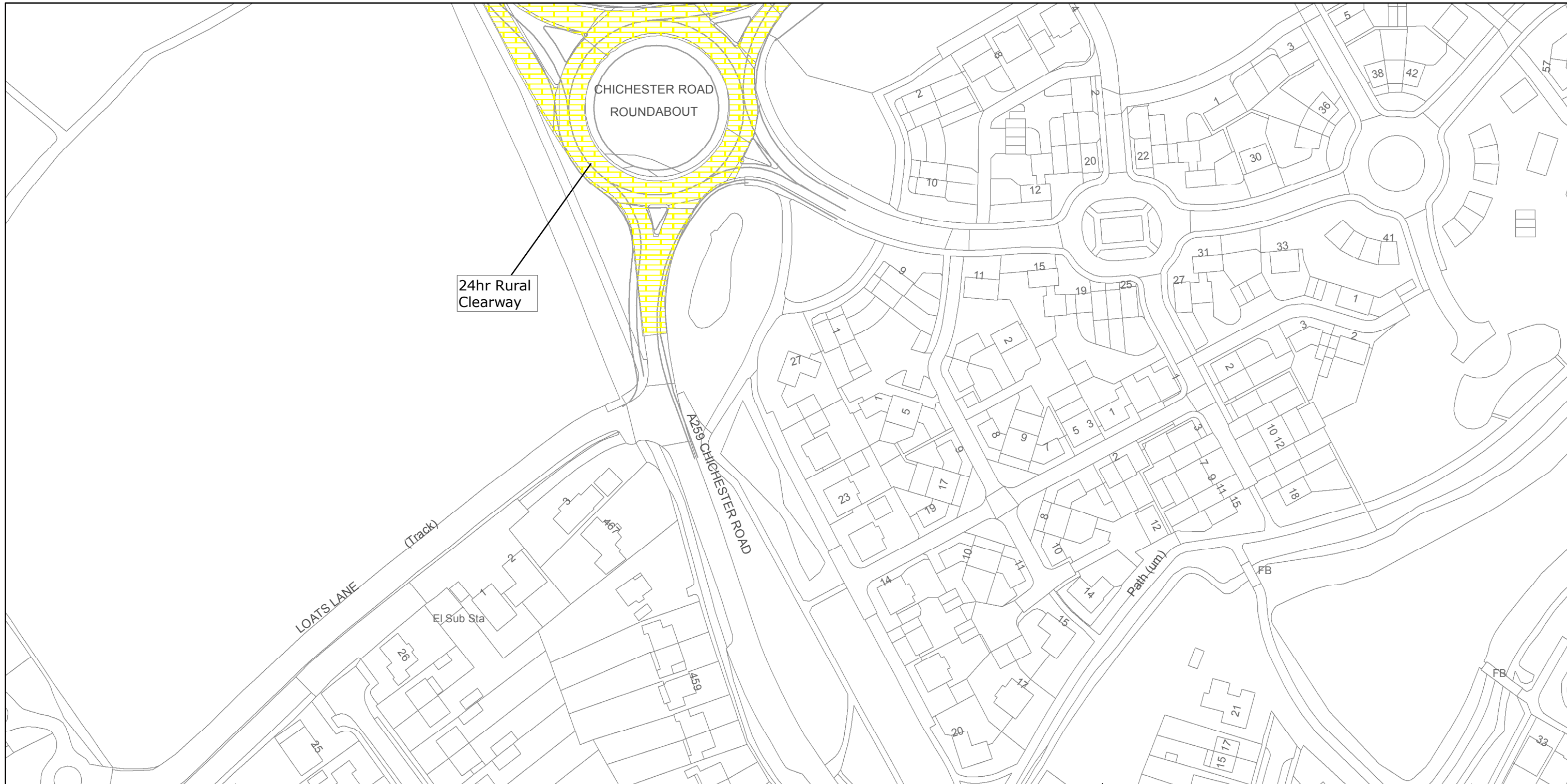
Appendices:

Appendix A – Plan showing the proposed restrictions

Appendix B – Summary of comments and objections

Background Papers

None



West Sussex County Council
 Highways & Transport
 The Grange
 Tower Street
 Chichester
 West Sussex
 PO19 1RH

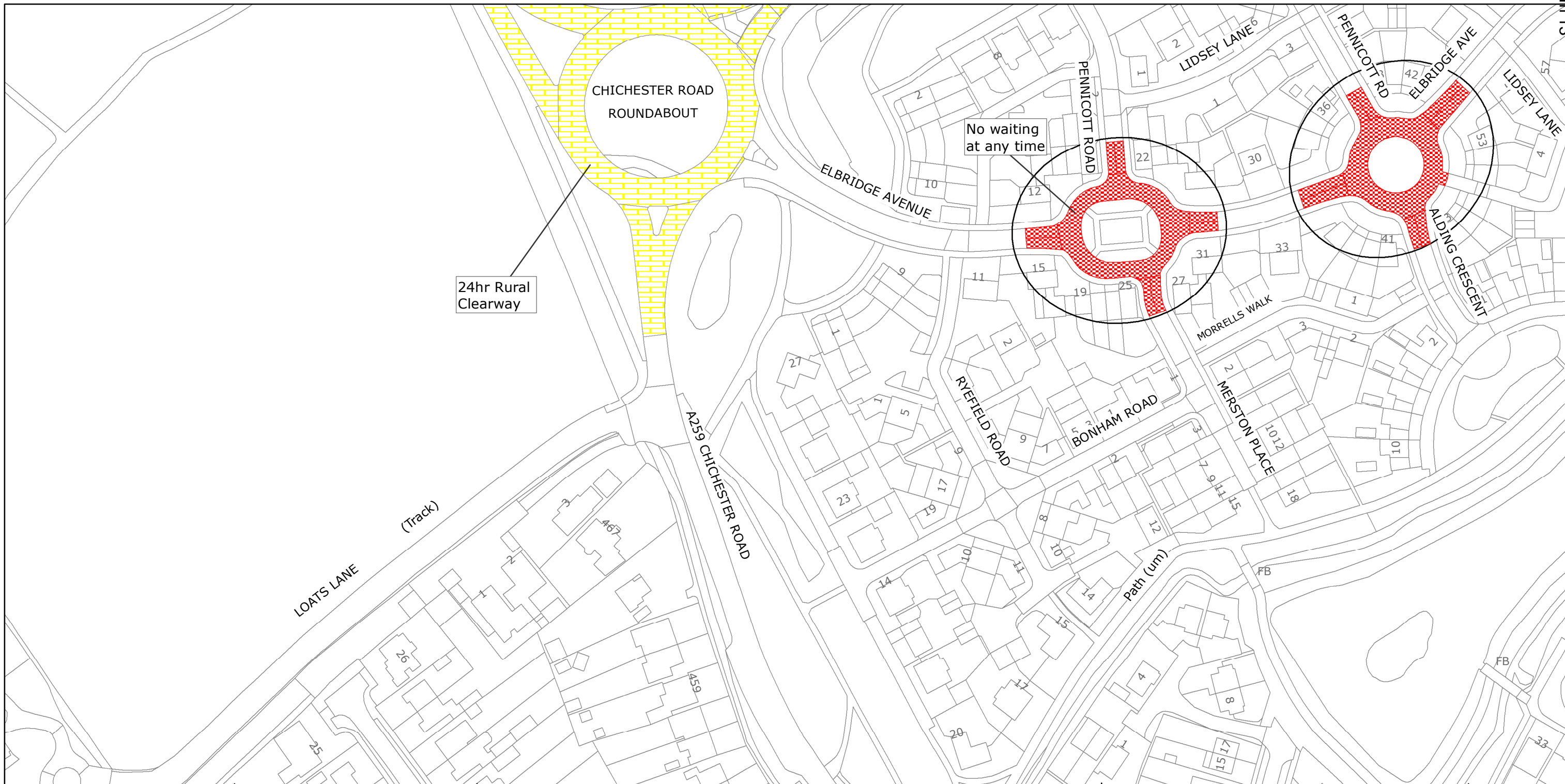
ARUN DISTRICT: BERSTED
 WAITING RESTRICTIONS

TILE REF NO:
 SU9101SEN

SHEET ISSUE NO 2
 SHEET ACTIVE FROM - 11/10/2013

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 Agenda Item 65
 SCALE
 at A3 size
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West Sussex County Council
 Highways & Transport
 The Grange
 Tower Street
 Chichester
 West Sussex
 PO19 1RH

ARUN DISTRICT : BERSTED
 PROPOSED WAITING RESTRICTIONS (05.11.2018)

TILE REF NO:
 SU9101SEN

SHEET ISSUE NO 3_JWA9013
 SHEET ACTIVE FROM - DD/MM/YYYY



SCALE:
 1:1250

at A3 size

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Appendix

Summary of Comments and Objections
Bersted Elbridge Avenue Parking Restrictions

Objections to Proposed Restrictions:

Comments
<p>Resident of Elbridge Avenue: The first roundabout heading into the new estate does not need restrictions on it, only the second roundabout and junctions need double yellow lines. Restricting parking on the first roundabout will significantly affect the availability of parking for residents as cars and delivery drivers will move from there to outside other homes, leading to new complaints. Complaints about parking have never been in relation to the first roundabout. Cars parking at this location cause no issues for access as traffic can easily pass.</p> <p>Removing the parking will cause a nightmare as garages are too small for many residents' cars leaving them with nowhere else to park.</p> <p>The paved area surrounding the roundabout is wide enough to accommodate parked cars while still leaving plenty of room for pedestrians including wheelchair users and pushchairs to pass by safely.</p>
<p>Resident of Crossfields: Unless more parking is planned there is no reason to remove parking from the roundabouts. This will move problems elsewhere. There is not enough parking allocated to new build housing and this causes the problems in the first place, removing what parking there is will worsen the problem somewhere else.</p>
<p>Resident of Crossfields: There is not enough parking for each house as it is. Reducing parking on the roundabouts will move problems to other areas. People with young children will be forced to park too far from their homes causing danger to their children. The area needs more parking, not less.</p>
<p>Resident of Elbridge Avenue: Presently parks on the first roundabout which is a perfect space as there is plenty of room for pedestrians to pass and does not intrude on anyone else's house. Emergency vehicles and lorries can easily get past. Has never had any complaints about parking in this location as neighbours do it too and the arrangement suits everyone. There is no need to install lines at this location.</p>
<p>Resident of Elbridge Avenue: Restrictions will increase problems caused by lack of available parking in the area.</p> <p>At planning stage the council agreed that parking availability was acceptable but houses all have more than one car and parking provision is not sufficient.</p> <p>The biggest issue on the roundabouts was that people drove round them the wrong way but signage has now been installed to help, to limited effect. Traffic speeds generally are also too high and having pavements at the same level as roads is also dangerous to pedestrians as vehicles drive over the pavement due to the lack of kerbs.</p> <p>It would be better to spend money on speed management and installing kerbs, rather than restrictions that will have no benefit to residents.</p>
<p>Resident of Elbridge Avenue: Estate does not have enough parking for its residents and restrictions are proposed where there has not been a problem.</p> <p>Each house has one parking space whereas most houses have at least 2 cars. Neighbours have 4 cars.</p> <p>Proposed restrictions will cause utter chaos, causing unnecessary grief to residents who simply want to park their cars.</p>

<p>A study should be carried out to determine how many cars would be displaced by this and compare the needs of all residents versus the few who are unhappy about current arrangements.</p>
<p>Resident of Elbridge Avenue: No thought has been given to where restricted vehicles will go. Proposal does not consider the broader issue of a lack of parking on the estate. Respondent lives in a 4 bedroom house which only has one parking space and bought the house on the understanding that there were plenty of places to park. Parking on the roundabout does not cause problems but poor driving does, the roads would be better with a 20mph speed limit and developers should be asked to provide further parking and restrict commercial vehicles.</p>
<p>Resident of Elbridge Avenue: Parking in the area is very limited and restrictions could move parking to less suitable locations. Residents should have the right to park near their homes as long as it is sensibly done. Moving cars further from homes could increase car crime and things like shopping will become more of a task. Enforcing restrictions will be a financial burden on the council and may affect house prices.</p>
<p>Resident of Elbridge Avenue: The first roundabout has never had issues where parking affects access, even for larger vehicles. Nearby properties have nowhere else to park. This needs a more in depth solution to prevent the problem moving to smaller side roads, causing more disputes.</p>
<p>Resident of Elbridge Avenue: The area around the roundabout has dropped kerbs and has plenty of room for vehicles to park safely, leaving plenty of room for pedestrians. If restrictions are put in, residents will have to park in other roads, causing congestion and taking up spaces needed by other households. This will also affect visitors, eg. elderly people visiting local families will have to park further away causing potential stress and injury.</p>
<p>Resident of Elbridge Avenue: Area around the roundabout has a dropped kerb throughout and lends itself to parking safely and easily without obstructing bin lorries etc. There is a lack of parking on the estate. Garages are small so when a car is parked inside you can't open the doors. Restrictions would affect vulnerable residents by moving congestion to other roads and making deliveries there more difficult. Some people will not be able to access their homes if they have to park further away. On a number of occasions respondent has been unable to park within 10 metres of their house and this will be worse if restrictions are installed. 20 cars will need alternative parking causing congestion elsewhere. The houses round the roundabout are 4 bedroom homes which, when sold are likely to appeal to families with teenagers who are likely to want to learn to drive. Restricting parking will make these houses less saleable and affect their value. Moving parking to narrower roads will prevent larger vehicles gaining access, causing safety problems for the emergency services.</p>
<p>Resident of Elbridge Avenue: Vehicles have regularly parked on the off road area surrounding the roundabout for the last 7 years without causing obstruction or affecting sight lines. Respondent has 2 elderly parents with limited mobility who can presently gain easy access to their home from a car parked on this area. If using the allocated space at the rear of the property they would have to walk 25m to the rear door and negotiate steps. Houses on the roundabout have 4 bedrooms but only have one parking space. As there are increasing numbers of driving age children living at home because they cannot afford to move out these houses could each easily have 2/4 cars. The restriction will likely result in dangerous/obstructive parking on other narrow estate roads. Parked cars on Elbridge Avenue slow speeding traffic so removing parking will result in higher speeds.</p>

<p>Resident of Elbridge Avenue: Has parked at the affected location for 5 years without an issue and is concerned restrictions will make problems worse unless alternative parking areas are provided.</p> <p>Respondent has a toddler and a baby to transfer from house to car several times each day and this is not easy or safe if having to park several streets away, especially at night.</p> <p>Restrictions will also affect the value of properties.</p>
<p>Resident of Elbridge Avenue: Council should have a responsibility to provide areas to park. The first roundabout is clearly designated for parking as the area is partitioned from the footway by bollards. There is no reason to change this.</p> <p>Residents will park on other grass areas and obstructing narrow estate roads.</p> <p>Negatives of the scheme should be considered before a knee jerk reaction is made.</p>
<p>Resident of Elbridge Avenue: Have 2 cars in their household and only one parking space. There is nowhere else to park near respondent's house. People should not park directly on the roundabouts themselves but restricting the spaces behind is unnecessary. Developers and planners should provide adequate parking and it is unfair to expect residents to now face fines for parking sensibly in their estate.</p> <p>Proposed restriction is overkill, preventing parking directly on the roundabout is a good idea but preventing residents who have paid good money for their properties and work for a living from parking near their homes is not acceptable.</p>
<p>Resident of Pennicott Road: Restrictions would make sense but due to the layout of the estate objects to the proposal.</p> <p>Currently 30-40 cars park on the restricted area and will need to move to other parts of the estate where parking is already at a premium.</p> <p>Cars will move to side roads, these have no footpaths so parked cars will increase the chance of accidents with children playing or pedestrians. Residents will leave their houses directly into a road with a large number of parked cars and increased traffic.</p> <p>Parking on verges is already a problem and fences have been erected making roads very narrow. Additional parking will make it difficult for cars to pass and emergency vehicles may not gain access at all.</p> <p>A number of surrounding roads are not being adopted, with maintenance being residents' responsibility. Parking may move to these roads, incurring additional maintenance costs.</p>
<p>Resident of Elbridge Avenue: When returning from shift work finding a parking space is difficult so respondent often parks on the roundabout outside the houses. Everyone parking there is considerate, ensuring vehicles and pedestrians can pass.</p> <p>Houses here have 4 bedrooms but only a single parking space. A neighbour has 4 adults living in the house with 4 cars to find spaces for and parking provision is completely inadequate.</p> <p>The parked cars do not cause congestion and most parking occurs in the evenings when no large vehicles need access anyway. Complaints originate from neighbours who only have one vehicle. Council should address the parking situation and provide parking.</p>
<p>Resident of Elbridge Avenue: Most affected houses have 4-5 bedrooms and only one parking space. When the houses were sold, buyers were told the spaces on the first roundabout were bay parking, with a footway behind. This is the impression given by the paving too.</p> <p>Parking in this area causes no problems to traffic. Restrictions proposed on other junctions nearby are too long.</p> <p>Restrictions should be scaled back to the approach of the roundabout, not the parking area. Parking should be removed from the second roundabout as this is narrow.</p> <p>Installing the TRO will reduce saleability and push parked vehicles further into the estate, causing problems elsewhere.</p>
<p>Resident of Elbridge Avenue: On the first roundabout there is space to park off the road without blocking traffic or pedestrians. Yellow lines should not be installed there as it is a</p>

sensible place to park.
Respondent has 4 adults living in the house each has a car and there is very little parking available. Restrictions will move parking to side roads where parking will cause access difficulties. Second roundabout may need restrictions but the first one should be left as it is.

Resident of Elbridge Avenue: There is not enough available parking on the estate and restricting the roundabout will make this worse.
Respondent has no driveway and 2 young children. Restrictions would force them to park a considerable distance away and may need them to cross a busy road to get to their home. This is a massive safety issue.
In 5 years has never seen obstruction to refuse lorries or deliveries.

Resident of Elbridge Avenue: Objects to proposal.

Resident of Elbridge Avenue: Objects to whole proposal but particularly the lines on the first roundabout. This has an off road area for parking and cars there cause no obstruction to large vehicles or pedestrians.
Parking on the estate is already difficult and restrictions will make this worse.
If restrictions are needed, alternative parking must be provided.
By reducing parking there will be an abandonment of the area and reduction in house prices. With high council tax people will no longer be willing to move to the area. The estate should be made as accessible as possible.