

Miss Catherine Nutting
Clerk of Plaistow and Ifold Parish
Council
23 Nell Ball
Plaistow
West Sussex
RH14 0QB

If calling please ask for: Emma Beeney
ebeeney@chichester.gov.uk
01243 534839

Our ref: NHB21/20

Your ref:

23rd September 2020

Dear Catherine,

New Homes Bonus (Parish Allocations) 2020/21 – Plaistow and Ifold Parish Council

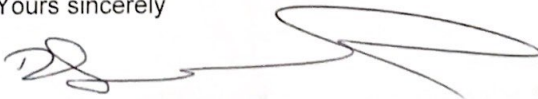
A special meeting of the Grants and Concessions Panel was held on Wednesday 16th September 2020 to consider a number of applications made to the New Homes Bonus (Parish Allocations), including the application from Plaistow and Ifold Parish Council in respect of new bus shelters.

I am pleased to confirm that the Panel were supportive of your bid and up to £3,924.72 will be available to Plaistow and Ifold Parish Council.

The awards are made subject to a number of standard conditions. Please find enclosed two copies of a proposed Agreement which have been signed on behalf of Chichester District Council. I would be grateful if you would sign both copies on behalf of Plaistow and Ifold Parish Council, accepting the terms of the Agreement, and return one signed copy. It is important that the whole Parish Council is aware of the terms of the Agreement, particularly the restricted use of the monies and the requirement to seek the Grants and Concessions Panel's authority for changes to the project. Accordingly I would also be grateful if you can provide the relevant extract from the Parish Council minutes where the conditions are accepted and understood by the Council.

We wish you success in the delivery of your project and look forward to hearing from you in due course. If you have any questions, please contact myself or Emma Beeney (details above).

Yours sincerely

A handwritten signature in black ink, appearing to read 'David Hyland'.

David Hyland
Community Engagement Manager
Enclosed: Agreement (2 copies)

AGREEMENT relating to New Homes Bonus (Parish Allocations) 2020/21

Plaistow and Ifold Parish Council

THIS AGREEMENT is made on the twenty third day of September 2020

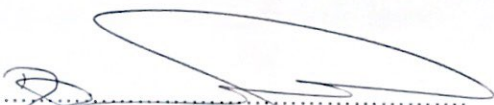
BETWEEN:

- (1) **THE DISTRICT COUNCIL OF CHICHESTER** of East Pallant House, 1 East Pallant Chichester West Sussex ("the Council") and
- (2) **THE PARISH COUNCIL of PLAISTOW AND IFOLD** Acting by Miss Catherine Nutting, Clerk to Plaistow and Ifold Parish Council, 23 Nell Ball, Plaistow, West Sussex ("the Parish")

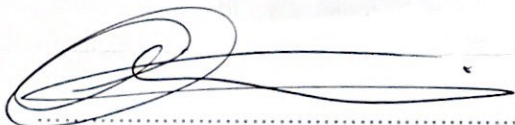
1. At a special meeting of the Grants and Concessions Panel held on 16th September 2020, the Council considered a number of applications made for New Homes Bonus (Parish Allocations), including one project (NHB21/20) submitted by the Parish, a copy of which is annexed hereto.
2. The Council approved the application and has agreed to make available to the Parish the sum of £3,924.72 specifically for the above project. The Parish must comply with the following conditions:
 - 2.1.1 to act as responsible banker for the project and payments by the Council will only be made to the Parish and no other organisation.
 - 2.1.2 to obtain all necessary authorities for the expenditure of the New Homes Bonus (Parish Allocation)
 - 2.1.3 exercise proper due diligence in order to achieve best value for money, probity and a duty of care before releasing any monies to a third party or the direct payment of any invoices.
 - 2.1.4 to use the New Homes Bonus (Parish Allocation) only for the purpose given unless a variation is agreed by the Council. Any proposed change of purpose from that which was set out in the project originally submitted to the Council must be immediately reported to the Council. Unless and until any variations to the project are approved in writing by the Council, which may require further consideration by the Grants and Concessions Panel, no monies shall be expended on the project by the Parish (unless otherwise agreed in writing). If approval is not given to the variation the Council reserves the right to request the return of monies already forwarded to the Parish.
 - 2.1.5 monies shall be expended within three years from the date of this agreement. Any monies which have not been spent by the end of that period shall immediately be returned to the Council upon expiry of the third year including any VAT recovered where applicable.
 - 2.1.6 to monitor the project and any on-going release of monies in order to ensure the anticipated outcomes are achieved.

- 2.1.7 to provide a report to the Council when requested to do so, which shall provide information regarding the expenditure of the New Homes Bonus (Parish Allocation) and the progress of the project and an explanation of how the anticipated outcomes of the project have been achieved. Receipts and invoices should be retained for inspection by the Council.
- 3 The Parish hereby covenants with the Council that it will comply with the terms of the grant of the New Homes Bonus (Parish Allocation) set out in paragraph 2 above

IN WITNESS whereof the parties have hereunto set their hands the day and year first before written.



.....
Signed on behalf of Chichester District Council
David Hyland, Community Engagement Manager



.....
Signed on behalf of Plaistow and Ifold Parish Council
Catherine Nutting, Parish Clerk



New Homes Bonus 2020 Application Form

Note: Before completing this form please read through the relevant guidance and eligibility documents. Either type your answers into a saved version of the form, or hand write in BLOCK CAPITALS. For an application pack in an alternative format, please call the Communities Team (01243) 534864.

Section 1: CONTACT DETAILS

1. Name of your Parish Council

PLAISTOW AND IFOLD PARISH COUNCIL

2. Contact for this application

(if different to the Parish Clerk, whose details will be on record)

Full Name: CATHERINE NUTTING		Position in organisation: CLERK & RFO
Address for correspondence: CHESTNUT COTTAGE, GLASSHOUSE LANE, KIRDFORD, WEST SUSSEX, RH14 0LW		
Telephone (daytime): 01403 820 508 07798 631 410 Best time to call: 11AM – 5PM MON – THURS	E-mail: CLERK@PLAISTOWANDIFO LD.ORG.UK	Any communication needs? (e.g. Textphone) N/A

Section 2: YOUR PROJECT

3. What is the name of the project that you would like funding for?

PLAISTOW AND IFOLD PARISH COUNCIL'S SAFER BUS STOP PROJECT PHASE ONE – PLAISTOW VILLAGE AND THE DRIVE, IFOLD - 2020

4. Project summary

(i) Please give a brief description of the project and its purpose

The objective is to provide safer bus stops throughout the Parish to facilitate greater use of bus services. The Parish Council wishes to reduce school traffic in Plaistow and improve the community's environmental impact. The Parish has an aging population (Neighbourhood Plan) and a high dependency on the use of cars. The Parish Council will be in a stronger position to negotiate an increase to the bus services offered if residents feel safe, willing, and able to use the bus stops.

The Parish wide Safer Bus Stop / Traffic Calming project began in 2018/19 with a Traffic Regulation Order (TRO) to change the speed limit along Plaistow Road, Ifold from 40mph to 30mph. The project is multi-faceted and on-going. Phase One (1), which forms this NHB application, is to install two (2) bus shelters (one new and one replacement) at priority sites within Plaistow and Ifold, identified by the community and which dovetail with other ongoing complementary projects, such as the Parish Council's

work with the charity Butterfly Conservation; rejuvenating one of the major entrances to Ifold and supporting the creation of a community Book Exchange in Plaistow in a BT Telephone Kiosk which the Parish Council recently adopted in 2020.

Please refer to the supporting documents for full details of the project.

(ii) What is the total cost of your project?

£5,886

(iii) What amount are you requesting?

£3,924.72

Please note, if your request is for £10,000 or more, you will also need to submit a business plan or project plan. For further information on this please refer to the Guidance Notes or the Eligibility criteria.

(iv) Has this project been identified in the District Council's 'Infrastructure Business Plan (IBP)?

No (if no, please go to Q5)

Evidence of community need

5. How did the Parish decide to champion this project?

Please give examples of any process undertaken to support this project eg community consultation, article in local newspaper/parish newsletter, advertised on parish website, project identified through Neighbourhood Plan etc.

Improving road safety throughout the Parish is a priority for residents. The Parish wide Safer Bus Stops project and associated traffic calming measures are community driven and exemplify how the Parish Council listens to and acts upon the concerns of its residents.

Plaistow Village Site: Plaistow Village does not benefit from any bus shelters whatsoever. The bus to Horsham services the village four (4) times per week and is frequently used by between six (6) and eight (8) elderly residents (80 years or older). The Parish Council has received written requests from residents who use the bus service specifically asking the Parish Council to address the situation and provide shelter and seating. Users of the Plaistow village bus service have been identified by the Parish Council as in greatest need of support due to age and their reliance on public transport to access vital services which cannot be met within the village itself.

The Drive, Ifold Site: The Parish Council is working with Ifold Estates Ltd to revitalise the entire bus stop area, which is generally run down and negatively impacts the visual amenity of this entrance to Ifold, which is of concern to residents. Residents are also concerned for the safety of school children waiting at this stop; unfortunately, drivers use it as a 'slip road' to join the carriageway and for parking. The current shelter is situated some distance from the layby and children congregate at the dangerous junction.

Please refer to the supporting documentation which provides full details for both sites and the measures the Parish Council has undertaken to consult with the community.

6. What evidence is there that the project is needed?

In relation to the Plaistow site, the Parish Council has received letters from the community requesting that a bus shelter be provided.

In relation to the Ifold site, road safety along the Plaistow Road has been a long-standing community concern. The road does not benefit from any pavements and/or street lighting and is recognised as being dangerous by West Sussex County Council (WSCC) who continue to provide a free school bus service. The Parish Council has responded to residents' concerns by obtaining a TRO to reduce the speed limit from 40mph to 30mph; working with Highways to obtain permission to install a Speed Indicator Device (S.I.D.); supporting the local Community Speedwatch Group and championing the Parish wide Safer Bus Stop project to improve safety and consequently use of local bus services.

Please refer to the supporting documentation which provides full details for both sites and the wider project objectives.

7. What support is there for the project within the wider community?

Please refer to the answers given above and to the supporting documentation provided with this application.

8. Tell us where the nearest similar service, facility or project is.

Plaistow village does not benefit from any bus shelters whatsoever. There is no other shelter facility available for residents waiting for the village bus service. Consequently, this bus stop location has been included in Phase One (1) of the Safer Bus Stop project as a priority.

All of Ifold's bus shelters are in need of attention due to their age and/or poor positioning, which is detrimental to the safety of service users. It is not possible to use a similar/alternative shelter facility when waiting at a specific bus stop.

Local benefits

9. What is the expected benefit of the proposed project?

Plaistow Village Site: To provide, as requested, a bus shelter in Plaistow village which will enhance the wellbeing of elderly residents as it will offer sheltered seating from inclement weather on the correct side of the road. Users of the Plaistow Village bus service have been identified by the Parish Council as in greatest need of support due to age and their reliance on public transport to access vital services which cannot be met within the village itself. The need is clearly evidenced by way of letters to the Parish Council and the provision of a shelter offers an effective solution to residents' concerns. Consequently, the Parish Council is prioritising this shelter in Phase One (1) of the wider Safer Bus Stop project.

The Drive, Ifold Site: To revitalise the entire bus stop, which is generally run down and negatively impacts the visual amenity of the area which will enhance the wellbeing of local residents; to improve the habitat and therefore numbers of the rare and threatened Wood White butterfly; to improve the safety of bus users, especially school children by relocating the new shelter closer to where the bus pulls in and away from the dangerous junction with the main carriageway.

10. Who in particular, will use or benefit from the proposed project?

Please refer to the answers given above and to the supporting documentation provided with this application.

Project sustainability

11. Please specify the intended outcomes of your project or service and how will these be monitored?

The Parish Council intends to erect two (2) new bus shelters at the sites hitherto identified. Please refer to the answers given above and to the supporting documentation provided with this application for details on the outcomes for each site. The Parish Council will support the delivery of the shelters by working with Mr Rolfe, Senior Community Solutions Officer at WSCC's Communities & Public Protection Directorate and encourage the community to get involved with the practical building of the shelters. Long-term, the Parish Council will continue to work with the local Primary school to monitor and promote the use of the school bus service and support an increase to other bus services in the Parish.

Details about your project

12. Project delivery

(i) Will the Parish Council be delivering this project?

No

(ii) If No, who is your delivery partner?

The Parish Council will work with Darren Rolfe, Senior Community Solutions Officer at WSCC's Communities & Public Protection Directorate to build the shelter. Mr Rolfe heads up a specialist team of trained volunteers who support communities who wish to undertake locally identified, community led projects. The Parish Council will engage with the community, via its website and Facebook page, to encourage local volunteers to join Mr Rolfe's team. There is no minimum time commitment and all tools/equipment are supplied; the team will also train local volunteers in tool use, first aid and task leadership. The team responsibly source materials from local independent businesses and build to any bespoke design. The team have a £0 budget and so the cost of materials is borne by the Parish Council; however, the labour, time and expertise are gratis. The team have built other bus shelters in West Sussex and within conservation areas (Rogate, Easebourne and Findon Valley) so their credentials are verifiable.

Address: Room 237, East Wing, County Hall, Chichester, PO19 1RQ

Contact name: Darren Rolfe | Senior Community Solutions Officer, Communities & Public Protection directorate

Telephone number: Internal: 23890 | External: 03302 223890 – 07793 187893

Email address: darren.rolfe@westsussex.gov.uk

iii) What type of organisation are they? (delete as appropriate)

Local Authority – Wests Sussex County Council

Charity and/or Company Number N/A

iv) What checks have you undertaken to determine their suitability as a delivery partner?

Mr Rolfe is an employee of WSCC. The Parish Council has also spoken with other Parish Council' who have had bus shelters built by Mr Rolfe and his team of volunteers.

13. When are you planning your project to take place?

When will it start: ASAP – once the Lease Agreements with the National Trust and Highways have been executed and the Permitted Development Certificates of Lawful Use have been received. These requirements are all in train; however, they have been delayed by Covid-19 and people working remotely.

When will it finish Build time estimate 1 week per shelter

Key milestones (with anticipated dates): There are no key milestones, save when the shelters are completed. The build time is about one (1) week per shelter. The shelters will be built when all the legal paperwork has been received from third parties and Mr Rolfe's team has availability to begin the works. At this time it is not possible to be specific, as many agencies are struggling to deliver their services (which the Parish Council are dependent upon) in a timely manner due to the Pandemic.

14. How will the delivery of the project be managed?

The Parish Council will work with Darren Rolfe, Senior Community Solutions Officer at WSCC's Communities & Public Protection Directorate to build the shelters. Mr Rolfe heads up a specialist team of trained volunteers who support communities who wish to undertake locally identified, community led projects. The Parish Council will be guided by Mr Rolfe due to his expertise in this area.

Mr Rolfe and his team have all the requisite insurance (including public liability); tools; qualifications etc and will manage all aspects of the health and safety of the build.

15. Tick below to indicate if the project has any of the following. If it has, please enclose a copy of the relevant policy

• Health and Safety policy	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/> or N/A <input type="checkbox"/>
• Child Protection and Vulnerable Adult policy	Yes <input type="checkbox"/>	No <input type="checkbox"/> or N/A <input checked="" type="checkbox"/>
• Affiliation to a governing body If yes, tell us who	Yes <input type="checkbox"/>	No <input type="checkbox"/> or N/A <input checked="" type="checkbox"/>
• Public liability insurance If yes, please indicate the value here <u>£10 million</u>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/> or N/A <input type="checkbox"/>
• Other insurance If yes, identify what here The Volunteer Scheme have their own insurance for the project – see Appendix R	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/> or N/A <input type="checkbox"/>
• Licence or permission for statutory activity If yes, please explain what here	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/> or N/A <input type="checkbox"/>

Please refer to the supporting documentation provided with this application for details of the work undertaken with the National Trust, WSCC Highways and the Local Planning Authority.

16. In respect of the proposed location of the project, does the Parish or your delivery partner:

Own the freehold of the land or building or Hold a lease (If yes, please include length of lease remaining)	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>
Please refer to the supporting documentation provided with this application for details of the work undertaken with the National Trust, WSCC Highways and the Local Planning Authority.		
or Do you need the landowner's permission? If so, has that been obtained?	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>
	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>

17. Is planning consent needed for your project?

We have confirmed that planning permission will not be required Date of enquiry and name of planning officer if appropriate:	<input checked="" type="checkbox"/>
Please refer to the supporting documentation provided with this application for details of the work undertaken the Local Planning Authority.	<input checked="" type="checkbox"/>
We have determined that the works can be undertaken under the Parish Council's Permitted Development Rights	
We have not yet applied for planning permission	<input checked="" type="checkbox"/>

* Please refer to guidance notes

Section 3: PROJECT COSTS AND MANAGEMENT

Breakdown of the funding request

18. Please list all likely costs for your project or service.

You can either use the table below or attach a numbered separate sheet (but do not forget to address both Section A and B of this question). Remember, you will need to provide at least 3 quotes (in Section C) for any works to support this part of your application.

Section A: Project Budget Breakdown		Section B: How your project is funded	
Item or activity	Item/ activity cost	NHB contribution (this application)	Other contributions (£, from where, secured?)
<i>Example: Venue hire (use village hall 6x2.5hr meetings)</i>	£150	£50	£50 – Parish Council pledge £50 – application made to xx, decision awaited
Bus Shelters x2 – Plaistow Village & The Drive, Ifold	£5,886	£3,924.72	£1,961.28 – Parish Council pledge
TOTALS	£ 5,886	£ 3,924.72	£ 1,961.28

Please note, evidence of other sources of funding will aid your application.

Section C: Quotations for project (at least 3 are required)			
Name of Contractor/Supplier	Cost £	Works quoted for	Comments
Externiture	£21,391.80	Supply two (2) wooden bus shelters	Please refer to the supporting documentation provided with this application for details
Littlethorpe	Between £6,980 and £9,440 for one (1) shelter depending on size and style	Supply two (2) wooden bus shelters	Please refer to the supporting documentation provided with this application for details
WSCC Community Volunteer Scheme	£5,886	Supply two (2) wooden bus shelters	Please refer to the supporting documentation provided with this application for details

Preferred Contractor/Supplier is: WSCC Community Volunteer Scheme

Why has this contractor/supplier been chosen? Cost / bespoke design of shelter /
Community involvement with the build

19. If the table at Q18 shows a shortfall, please state where the rest will come from and if your project or service involves annually recurring costs, explain how you plan to meet these in the future?

The Parish Council has pledged to make up the shortfall in the cost to deliver the two shelters. The funding will come from the Parish Council's annual precept as part of the Village Maintenance and Safer Bus Stop/Traffic Calming budgets. The Parish Council will have annual on costs regarding insurance and maintenance. However, the Parish Council maintains a robust and adequate insurance policy which will cover these two new shelters. The Parish Council's annual budget includes maintenance of all its bus shelters.

Section 4: SIGNING-OFF YOUR APPLICATION

20. On behalf of the organisation identified at Q1, I declare that:

I am authorised to make this application. I have read, understood and completed the application in line with the guidance notes and criteria available. All the information and supporting documentation I have provided is truthful and accurate.

I declare that if an award is made, that the money will be used solely for the purposes outlined in this application and that proof of this will be returned to the Council for monitoring purposes. If details of the project or service change, I will notify the Council's contact officer.

Please note: To comply with the General Data Provisions Regulations 2018 we also require you to sign this document to acknowledge that your contact details to be stored on a secure database. The information will not be provided to any other organisation. The Council reports funding decisions annually and these are published on our website, successful Parishes' names, the grant amount awarded and a brief project description will be shown.

Important information for Parishes using a delivery partner: Under European 'State Aid' rules, contractors should not obtain more than a total of €200,000 (approximately £172,000 at February 2019) from Government Departments or local authorities over a rolling 3-year period. I have read the above and confirm with our delivery partner that they have not received any recent state aid, as above (please tick).

Signed: Catherine Nutting

Date: 31st July 2020

20. Please tick off the following checklist to confirm that your application is ready to submit:

(please tick)

- I have answered all the relevant questions on the application form
- I have taken a copy of the application for our reference
- I have enclosed as appropriate:
 - A business plan or project plan if request for funding is £10,000 +
 - Any evidence of support from local Consultation
 - A copy of equalities, child protection or other relevant policies (see Q.15)
 - Proof of freehold ownership or security of tenure (see Q16)
 - Written permission of Landowner for the project etc (see Q16)
 - At least 3 quotes for all works relating to the cost of the project (see Q18)

Thank you for completing this form, please send it to us either electronically or by post (see details in 'How to complete the New Homes Bonus Application Form').