



Established 1894

## Angmering Parish Council

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### MINUTES OF THE OF ANGMERING PARISH COUNCIL VIRTUAL MEETING HELD ON MONDAY 13 JULY 2020

**Present:** Councillors Nikki Hamilton-Street (Chair), Alan Evans, Mike Jones; Sylvia Verrinder, Alison Reigate (Vicechair), Rhys Evans, John Oldfield, David Marsh, Lee Hamilton-Street, Sharleen Woodason and Norma Harris

**In Attendance:** Katie Herr (Clerk), Tracy Lees (Committee Clerk)

**Acronym:** Angmering Parish Council – APC; West Sussex County Council – WSCC; Arun District Council – ADC; Angmering Community Land Trust – CLT, Housing, Transport & Planning Committee – HTP, Community, Leisure, Environment & Wellbeing Committee – CLEW, Neighbourhood Plan – NHP; JEAAC - Joint Eastern Arun Area Committee.

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	20/045	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and approved from West Sussex County Cllr. Deborah Urquhart and District Cllrs. Andy Cooper and Mike Clayden. Apologies were not received from Cllr. Paul Bicknell.	
2	20/046	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> Declarations of pecuniary interest were received from Cllr. Woodason regarding Item 9 on the agenda.	
3	20/047	<b>APPROVAL OF MINUTES</b> Approval of the minutes of the meeting of the committee from <b>Monday 8 June 2020</b> were agreed by all and will subsequently be signed by the Chair.	
4	20/048	<b>PUBLIC CONSULTATION</b> No members of the public were present, or question sent in.	
5	20/049	<b>THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:</b> a) The attached action list. For the Action List see <b>Supporting Papers</b> b) Any subsequent matters that have arisen since the agenda was set. None.	

The Clerk talked through her report. She mentioned the return of the CLEW and Governance meetings which would be recommencing on Wednesday 29 July for the CLEW meeting.

Angmering's Shop Local scheme is nearly ready to launch and has seen a lot of interest from local businesses.

Cllr. L Hamilton-Street asked for an update about the first item on the Action List, which was to 'obtain list of land ownership and maintenance responsibilities'. Due to the recent pandemic this had not been possible to progress but would now be re-looked at.

Action: Look into obtaining list of land ownership and maintenance responsibilities and report back at next meeting.

**KH**

**6 20/050 CHAIRMAN'S REPORT**

Cllr. N Hamilton-Street asked if there were any questions or comments regarding her report.

None were asked.

**7 20/051 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

Cllr. Deborah Urquhart was unable to take part in the meeting.

No report received.

**8 20/052 REPORT FROM THE ARUN DISTRICT COUNCILLORS**

Cllrs. Andy Cooper and Mike Clayden were unable to take part in the meeting.

No reports received.

**9 20/053 CHANDLERS DEVELOPMENT**

The Clerk updated the committee on the current situation.

An informal meeting is due to take place in the coming weeks regarding the site and the Clerk will report back when more is known.

**10 20/054 NEIGHBOURHOOD PLAN**

The Clerk updated the committee on the report received as a result of the Housing Needs Survey. On reading it was noticed that it had used old figures and referenced other Parishes. The Neighbourhood Review Group met, an email was drafted and sent detailing APCs concerns and dissatisfaction along with a request for a meeting. Due to COVID-19 the household survey was held and will now require re-writing. Several concerns were raised regarding current data, timescales and changes to the Arun Local Plan

Cllr. N Hamilton-Street commented that she hoped to be able to update the committee by the September meeting.

**11 20/055 IT POLICY**

Cllr. N Hamilton-Street thanked Cllr. L Hamilton-Street and Tracy Lees for the work that had been done to update this policy.

Cllr. L Hamilton-Street explained that the policy needed to be reviewed mainly due to the laptops that were now being used by the staff in the APC Office as these had not been included in the policy before now.

Cllr. N Hamilton-Street commented that there were no outstanding questions and asked if the committee were happy to adopt the updated policy.

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**RESOLUTION:** Cllr. Reigate **PROPOSED** that policy was adopted, Cllr. Jones **SECONDED** and **ALL AGREED**.

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**12 20/056 BLENHEIM PLAY AREA – BRAMLEY GREEN**

Cllr. N Hamilton-Street gave an overview and the background to this play area. She explained that a small group had virtually met with the preferred design supplier to ask further questions and obtain a rationale on why certain items/materials had been suggested. It was reported that the supplier had come across very well. Cllrs. Reigate and Woodason commented that they were both very happy with the answers received to their questions and would be happy to choose this supplier.

Cllr. Verrinder asked about the lack of a swing, Cllr. N Hamilton-Street explained that lack of space in the play park made this impossible to include and that ones were available at parks nearby.

Cllr. N Hamilton-Street asked the committee if there were any other proposals for alternative designs. There were none.

Cllr. N Hamilton-Street asked if anyone would like to propose a quote. Cllr. Woodason commented she would like to propose Quote 3.

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**RESOLUTION:** Cllr. Woodason **PROPOSED** that APC should go ahead with Quote 3, Cllr. Harris **SECONDED** and **10 COUNCILLORS AGREED** and **1 COUNCILLOR** voted against.

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Action: Advise the supplier of Quote 3 that APC wish to go ahead with their design.

Action: The next CLEW agenda to include how we are able to celebrate opening the park and how to advise the local residents of APCs plans for this area.

TL

TL

**13 20/057 PLAY PARK STRATEGY**

Cllr. N Hamilton-Street asked if any comments had been received regarding the Play Park Strategy. The Clerk advised nothing had been received.

Cllr. N Hamilton-Street gave an overview of the Strategy and how the Priority Matrix could be used by the CLEW committee.

Cllr. N Hamilton-Street asked if anyone would like to propose to adopt the Play Park Strategy.

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**RESOLUTION:** Cllr. Marsh **PROPOSED** that APC should adopt the Play Park Strategy, Cllr. Woodason **SECONDED** and **ALL AGREED**.

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**14 20/058 LAND SWAP WITH WEST SUSSEX COUNTY COUNCIL**

Cllr. N Hamilton-Street reminded the committee of where the land was for the proposed Primary School. The Clerk referred the committee to the

report that had been put together. She explained that due to the number of covenants on APC land, costs involved and various other issues the figures drawn up 4 years ago would no longer cover the amount needed to undertake this land swap. The Clerk also commented that WSCC had confirmed that they can fit the proposed Primary School and playing fields into the land they already own.

Cllr. N Hamilton-Street advised that APC needed to formally agree as a council that they are happy not to pursue the land swap any longer.

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**RESOLUTION:** Cllr. L Hamilton-Street **PROPOSED** that APC stop the Land Swap, Cllr. Oldfield **SECONDED** and **ALL AGREED**.

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**15      20/059    COMMUNITY GRANT APPLICATIONS**

One grant application had been received in time to be heard at this meeting.

An application for a grant has been received from **Arun Community Transport** for the sum of £500-£750. A discussion then took place regarding the application.

After discussion it was agreed by all that a grant of £500 should be given.

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**RESOLUTION:** Cllr. Jones **PROPOSED** that a sum of £500.00 was granted to Arun Community Transport, Cllr. Evans **SECONDED** and **ALL AGREED**.

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A further discussion then took place regarding how APC could help promote this service.

Action: APC will contact Arun Community Trust and investigate how they can help promote the service.

**KH**

The 2020/2021 budget for Community Grants is £3,500.00. The total grant pot available for the remainder of the year is £2,640.00.

**16      20/060    2020/2021 FINANCIAL REPORT**

The Clerk presented the report, no questions were asked.

Cllr. Woodason agreed to sign the bank reconciliation for June 2020 and will attend the APC Offices to sign the reconciliation the following day as this is a virtual meeting.

**17      20/061    QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES AND REPRESENTATIVES ON OTHER ORGANISATIONS**

None.

The Clerk commented that Cllr. Verrinder had sent in a report and this had been included in the Supporting Papers under notes on other meetings attended. Cllr. Verrinder gave an overview of her report and will share the minutes of the meeting when available. She also advised that the next meeting will be taking place on Tuesday 22 September.

**18 20/062 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

- The Housing, Transport & Planning Committee meeting held on Tuesday 30 June 2020.  
Cllr. Marsh asked if the APC office could provide maps/plans of all the driveways around Weavers Hill/High Street as he, Cllr. Oldfield and Cllr. Jones will be looking at the area regarding potential traffic issues.  
Action: Maps/plans to be produced in A3 size.

**KH**

Cllr. Verrinder made a comment regarding signage on Dappers Lane.  
Cllr. N Hamilton-Street asked that this was added to the next HTP agenda.

Action: Add Dappers Lane signage to next HTP agenda.

**KH/TG**

- CLEW Committee – Next meeting will take place as a virtual meeting on Wednesday 29 July 2020 via Zoom.
- Governance & Oversight Committee – Next meeting will take place as a virtual meeting on Wednesday 5 August 2020 via Zoom.

**20/063 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA**

The Clerk commented on an email received from Mr Tony Cross regarding Community Land Trust Housing on Mayflower Way. The email will be forwarded to all councillors and included on the August agenda.

Action: Send email to all councillors and add to August agenda.

**KH**

**20/064 DATE OF NEXT MEETING**

The Committee's next meeting will be virtual meeting on Monday 13 July at 14:00 via Zoom.

**The meeting concluded at 14:58.**

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Chairman

Date.....

## Clerks Report – Agenda item 5 (Together with Action List)

- 1) **A/99/17/OUT and A/110/20/RES South of Water Lane** – See update in Chairs Report – application for reserved matters being discussed at Housing, Transport and Planning on 11 August 2020.
- 2) **A/76/20/PL – 84 dwellings Dappers Lane** – Decision due by 30 September 2020 – likely to go to Development Control Committee where we can make a representation. No agenda yet for 2<sup>nd</sup> September DCC.
- 3) **Operation Watershed.**
  - Cow Lane** – Application Approved. Tracy will liaise with WSCC regarding next steps.
  - Honey Lane** – We have the road owner’s permission to go ahead with the application. We are in receipt of the drawings provided by Honey Lane Residents Association and these are being sent on to WSCC flooding expert who is part of the Operation Watershed team.
  - Mayflower** – This application is sadly does not fit specifications for this grant.
- 4) **Corner House Flat** – New tenants (subject to last reference check) will be moving in on 10 August 2020.
- 5) **Chair of Angmering Community Centre** – May I congratulate Judith Cross on becoming the Chair of Trustees at the Angmering Community Centre – we look forward to working with you.
- 6) **Co-option** – 1 form has been received so far – date for application forms to be in is 14 August 2020. Interviews will take place during August 2020 and decision made at September 2020 Full Council.
- 7) **Graffiti on Dappers Lane Bridge** – This has been reported to WSCC and will be acted on in the next 28 days.
- 8) **Library** – meeting is being set up to discuss the building in early September.
- 9) **Meeting times** – From 1<sup>st</sup> September 2020 all committee meetings will commence at 7pm, and still be held via Zoom. This is to accommodate councillors and public now returning to work.
- 10) **Allotment** – After a lot of hard work being put in by Cllr. Alison Reigate, we have been offered an allotment at the Honey Lane site. This will be a community run allotment – keep your eyes peeled for more information coming soon.

- 11) **Lloyd Goring Close Allotments** – A meeting has been set to meet via Zoom with ADC regarding the future of this space. A report will follow after the meeting.
- 12) **Community Centre Green Dips** – We are awaiting 3 quotes from companies who have assessed the area.
- 13) **ADC Reopening High Streets Safely Fund** – We have applied for funding as per below  
Hand sanitiser stations x 4 and all fixings – delivery due next week.  
Advertising for Angmering shops in publications  
3 x gazebo for use as pop up stalls for Angmering businesses – awaiting update from ADC  
The map is now close to being complete and will be printed and despatched by the end of August.
- 14) **COVID – 19** – Prescriptions have dwindled significantly to approximately 1-3 per week.  
Food parcels are continuing to the small amount of people in Angmering who still require them.  
Masks are to be worn in the office by visitors and the girls have visors to wear in the front office. Screens are now up around their desks. We will look at purchasing ones for Tracy and my desk.
- 15) **Giant Hogweed** – WSCC have informed us that this has now been removed.
- 16) **ASRA Lease** – dealing with ADC and solicitors to confirm leases.
- 17) **Tap on the green** – Tracy met with Coastal Drains and rep from Southern Water – awaiting update from them.
- 18) **Signage** – hard plastic signs have now been put up at the play parks showing diagrams of the rules as well as the written guidelines.
- 19) **Grounds Maintenance** – Roy has been hard at work on the hedges in Angmering. He has replaced Dragons teeth at the Community Centre Green Space.

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To
10/09/2019	4	19/029	Public Consultation	Obtain list of land ownership and maintenance responsibilities	Locate the list if possible	Ongoing TL in touch with ADC and WSCC .	TL
10/02/2020	4	19/180	Public Consultation	APC office to approach developer and ask the question regarding parking along Roundstone Drive, outside Quiet Waters	Send the email	Email sent March 2020 - awaiting response. Chased - 02/06/2020.	KH
09.03.20	4	19/199	Dangerous Parking	Pass dangerous parking issues on to JEAAC Highways	Ask if a TRO was required	Update needed from next JEAAC meeting. No meeting date set yet.	KH
11.05.20	10	20/010	Mayflower Gullies	Investigate all legal obligations		Ongoing	KH
08.06.20	7	20/026	Clerks Report	Contact company re Communtiy Centre dips for next steps	Emailed CADMAP regarding their report and next steps. 12/06/2020	Organised x3 companies to assess - site visits completed - awaiting quotes. 03/08/2020	TL
13.07.20	15	20/059	Community Grant	Contact Arun Community Trust and investigate how APC can help promote the service.	Contact Arun Community Trust		TL
13.07.20	18	20/062	Questions from last HTP mgt.	Maps/plans to be produced in A3 size for Cllr walk round of Weavers Hill/High Street	Produce A3 maps for each Cllr, 3 needed in total	Produced and in the office awaiting collection.	KH





# Chair's Report August 2020

Whilst lockdown measures are changing, the role of Chair of the Parish Council remains mainly online. I have been supporting Katie to ensure that we are Covid compliant in the office and ensuring the safety of staff and residents. You will have all been advised to wear a face mask when visiting the office, and desk screens are in place in the front office, along with hand sanitiser. We hope that these precautions will allow the office to continue to provide the same service as we have throughout the pandemic. Katie and I continue to catch up, on a regular basis to support ongoing plans, and look towards the future.

After the agreement at July Full Council not to proceed with the land swap in Mayflower Park for the potential new primary school, I wrote to our MP Andrew Griffiths to ask for his support in securing the agreement for the secular school in the south of the village. We will update you when we receive a response.

I attended a meeting with the Angmering School and Arun Youth Projects this led to Matt Whatford one of the Deputy Heads presenting the plans for a Community Smallholding on the school site to CLEW and is on the agenda this month for Councillors consideration.

The Angmering Advisory Group met last week to discuss elements of the

1. Proposed development on the west of Dappers Lane. We raised issues around;
  - Flooding and drainage
  - Pedestrian access and footpaths
  - Traffic
  - S106 contributions
  
2. Proposed development south of Water Lane. We raised issues around;
  - Bridge design and construction
  - Construction traffic access to the site
  - Link to the neighbouring flood alleviation scheme
  - Layout of the housing
  - Design of the housing including ridge heights
  - Accessible green spaces
  - Variation on existing S106 contribution to Mayflower Park

Our attendance and contribution at these meetings continues to influence the strategic sites being developed around the Parish.

I would like to thank all of the Parish Team for their continued hard work and determination to make Angmering a fabulous place to live and work.

Nikki Hamilton-Street

**From:** [REDACTED]  
**To:** [Katie Herr](#)  
**Cc:** [John Oldfield](#)  
**Subject:** Mayflower Way & Mayflower Park  
**Date:** 08 July 2020 20:38:07  
**Attachments:** [image003.jpg](#)

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Dear Katie

We have now received correspondence from Crayfern Homes (CH) where they maintain that the planning permission for their development on the North-side of Mayflower Way is not acceptable. The reasons given are the costs of the off-site financial contractual commitments together with an uncertain housing market leading them to question the overall viability of their development.

We are also aware that CH has itself recently been taken over by Vanderbilt Homes.

Angmering CLT has planning permission for 12 affordable homes on the South-side of Mayflower Way but had been dependent on CH for a connection to a new sewer / drainage system that CH had agreed to install through Mayflower Park to Rowan Way, by way of an easement with APC. Angmering CLT is now considering the means by which it could install this system itself.

Clearly APC would wish to examine the current Easement with CH and ascertain whether they have complied with their contractual obligations and whether or not there would be any conflict in allowing such an arrangement with Angmering CLT. It should be pointed out that any subsequent connection to said system or arrangement of access to Mayflower Way that a developer on the North-side would require, would still require the permission of APC.

Given the situation that we now find ourselves in, it would be helpful to know whether APC would in principle agree to Angmering CLT undertaking the installation of a sewer / drainage system via Mayflower Park themselves and whether or not a charge would be levied for such permission.

I appreciate that the Agenda for the next APC meeting has already been published. However, I would request that the matter be raised under AOB for an indication of the Parish's intent and to determine a way forward.

Kind regards

Tony

Tony Cross  
Chair, ACLT





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# **ANGMERING PARISH COUNCIL**

## **Annual Plan to March 2021**

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**ANGMERING PARISH COUNCIL**  
**Authored by: Nikki Hamilton-Street**  
**Date Updated: August 2020**  
**Version: 1**

AIM	OBJECTIVE	ACTIONS	BUDGET	WHO IS RESPONSIBLE	COMPLETION DATE	UPDATES	RAG
To have sufficient office staff to meet the needs of the Parish	To ensure all procedures and legal requirements are in place	To update contracts To update staff handbook To update appraisal system To review staff training needs	£183,613.00	Katie Herr			
To have an efficient and effective IT system	To review current and near future requirements	Consultation with staff Review of office practices Gain quotes	£8,500.00	Katie Herr Tracy Lees			
To support Councillors to deliver the best possible service to residents	To equip Councillors with knowledge and skills	Provide specialised training on; <ul style="list-style-type: none"> <li>• Councilor role</li> <li>• Finances</li> <li>• Chairing meetings</li> </ul>	£2,000.00	Katie Herr The Chair			
To have effective online engagement with community	To increase regular presence on social media	To have a monthly plan for social media		All staff members			

	and updates on website	To create a system for staff overseeing social media and website					
To review existing Neighbourhood Plan	To ensure that it is fit for purpose taking into account latest policies and changes since last Plan	Establish a Steering Group  Continue with community engagement  Produce a survey to go to all Parishioners	£40,000	Review Group			
<b>CLEW</b>							
To ensure that play areas in the village provide high quality experience	To develop a strategy and method for prioritising	To replace Blenheim play area and review equipment  To produce priority list and plan for refurbishing or replacing remaining play areas  Identify funding streams	£28,000.00	Tracy Lees Tara Gambling CLEW Committee			

To support the development of Palmer Road Recreation Ground	To ensure that the facilities are the best they can be currently  To ensure that the new Sports Hub offers high quality facilities for Angmering	To work with ASRA  To work with ADC with ensure the project is delivered	£13,000.00	Cllr Jones Katie Herr			
To support Angmering Community Centre	To ensure that the centre is accessible to all	To provide support for maintenance  To work with the Trustees to develop what the Centre provides	£12,000.00	Katie Herr Chair			
To ensure that Mayflower Park offers residents access to an open space	To develop a plan for enhancing Mayflower Park	To maintain the BMX Track & Skatepark  To identify funding to provide footpath lighting  To establish all covenants on area  To develop a working group to develop a plan	£7,100.00	Tracy Lees Katie Herr CLEW Committee			

To provide allotments in the Parish	<p>To ensure that Honey Lane Allotments are legally secure</p> <p>To identify areas where community can grow fruit and vegetables</p>	<p>To update lease</p> <p>To work with Allotment Association to ensure best use of facility</p> <p>To identify need and then additional areas if required</p> <p>To investigate the Lloyd Goring Close Site</p>		Parish Office CLEW Committee			
To deliver a Parish Assembly	To ensure that all organisations within the village can promote themselves to the community	<p>To identify a suitable date and venue</p> <p>To promote to all residents</p>	£400.00	Tracy Lees			
To reduce the impact of litter and dog fouling in the Parish	<p>To identify workable methods to decrease the amount of litter and dog fouling</p> <p>To provide bins</p>	<p>CLEW committee to focus on this</p> <p>Create litter volunteers and provide equipment</p>	£1,150.00	Tracy Lees Sam Fraser CLEW Committee			

<p>To ensure the greenery in the village is well maintained</p>	<p>To work with WSCC and ADC to ensure they meet their obligations To work with Angmering in Bloom to continue to enhance the Village  To promote residents to “LoveWhereYou Live”</p>	<p>To ensure that we have an up to date understanding of who is responsible and for where To promote to Councillors and Residents where to report issues  To deliver a regular campaign through social media, and newsletter</p>	<p>£22,700</p>	<p>Parish Office CLEW Committee</p>			
<p>To reduce potential flooding within the village</p>	<p>To support the project to provide flood alleviation above Black Ditch  To apply to Op Watershed to fund the project for Cow Lane  To identify funding to support the</p>			<p>Parish Office CLEW Committee</p>			



	work required in Honey Lane						
Ensure that the Parish Resilience Plan addresses the main risks to Angmering Parish	To review annually or after use	To supply training to Councillors, staff and residents after use or review  To implement outcomes of review		Parish Office CLEW Committee			
To develop volunteering opportunities in the Parish	To develop a volunteering strategy  To identify opportunities to increase capacity through volunteers	To write strategy and implement process for recruitment and support  To develop Keep Angmering Tidy (KAT) Volunteers  To increase number of Green Dog Walkers		CLEW Committee			
<b>HTP</b>							
To monitor planning applications	To influence proposals for new developments  To provide effective input	To monitor progress of planning applications, identifying impact on wider village infrastructure		Parish Office Tara Gambling Chair HTP Committee			

		<p>To access training for staff and Councillors</p> <p>To attend and contribute to Angmering Advisory Group</p> <p>To attend and contribute when appropriate at ADC Development Control meetings</p>					
To explore possible solutions to traffic flow in the village	To reduce the speed and volume of traffic circulating around the village	<p>To look at solutions around Weavers Hill and the High Street</p> <p>To look at traffic movement around north end of Dappers Lane</p>		Parish Office Chair Chair of HTP			
Influence CIL/S106 contributions to the Parish Council	Ensure that monies are used to support projects that are of benefit to the village	<p>Keep an up to date list of contributions</p> <p>Monitor the implementation of the monies for specified projects</p>		Katie Herr Chair			

		Ensure that projects are identified as part of community engagement / consultation					
<b>ASPIRATIONS</b>							
To work effectively with Arun District Councillors	To ensure all parties are working together for the best outcomes for Angmering	To agree a way of updating on meetings to avoid duplication  To agree priorities and responsibilities		Katie Herr Chair ADC Elected Councillors			
To promote the provision of a non-secular primary school in the south of the village	To identify ways to ensure that this is delivered through S106 received by WSCC	To confirm with WSCC that a land swap is not beneficial to the community  To work with WSCC Members and Officers to ensure they can see the need  To work with local MP to raise concerns		Katie Herr Chair			
To promote the village shops	To investigate ways of	Produce "Shop Local" map	Funding from	Office Staff			

and encourage the public to the area.	increasing public awareness of the shops and businesses in Angmering	Install hand sanitisers  Create events to promote the village shops	Opening Highstreets Safely fund				
To provide accessible public toilets to all within the village centre	To identify a suitable site  To identify funding  To ensure the toilets including "Changing Places" facilities	To work with developers and existing sites in the village centre to identify a site  To work with ADC to secure funding from developments		Katie Herr Chair			

## The Angmering School Smallholding project

Matt Whatford one of the Deputy Heads at the School, had a vision to provide an alternative curriculum for students that enabled them to benefit from learning outside the classroom. This vision has grown, and in partnership with Arun Youth Projects this project is seen as a benefit to all young people in Angmering and the wider community to work on growing things and tending eventually small animals.

Attached are the presentation that Matt gave to CLEW, and the draft Business Plan. Matt has had positive conversations with East Preston and Rustington Parish Council, as many of the young people living in their parishes attend The Angmering School.

Currently Angmering Parish Council do not specifically fund any projects for young people in the parish.

I therefore propose that we support this project with £3000, and work with the school as they establish an independent committee to ensure that this project is integrated into our community.

Nikki Hamilton-Street

# The Angmering School and Arun Youth Projects

## Smallholding Business Proposal

### School context

The Angmering School is a medium to large sized coastal secondary school in West Sussex, with approximately 1300 students across years 7-13.

According to the most recent DFE statistics for the academic year 2018/19, The Angmering School has a higher than national average proportion of students with an EHCP for SEND (Special Educational Needs and Disabilities) as a result of the school's SSC (Specialist Support Centre) designations for students with sensory needs and physical disabilities. The Angmering School also has a higher than national average number of students who are on the SEND register for SEN support. The school has a lower than national average number of students who have been eligible for Free School Meals in the last six years, however, according to the 2019 Indices of Multiple Deprivation, significant proportions of the school population reside in wards that are in the second, third and fourth deciles for multiple deprivation. The Angmering School is also under PAN (Published Admission Number) in all year groups, aside from the upcoming year 7 for September 2020, meaning there is a high level of mobility within the school population. The proportion of the school's population that is from EAL and ethnic minority groups is significantly below the national average.

### Arun Youth Projects context

Arun Youth Projects (AYP) launched in October 2017 and is a partnership between Arun Church, East Preston Youth Club, Littlehampton Town Council and Rustington Parish Council combining the existing youth work of each organisation. We work with children from the age of 8 to 19 and engage with hundreds of young people every year.

#### Our Aims

1. Support vulnerable young people
2. Release their potential
3. Create positive change

Cuts in youth service spending between 2012 and 2014 meant that 168 local authorities across the UK lost a collective £60 million, with around 250 youth centres closed and around 41,000 youth service places for young people cut.

Among those services that were significantly impacted were those youth programmes available to the young people the Littlehampton, Rustington and East Preston. In 2011 The Keystone Centre, the centre of the youth provision in the area, Littlehampton Academy Youth Wing and Colonnade House in East Preston were all forced to all but close with an initial £2.3 million of County Council funding

withdrawn. The Keystone Centre managed to sustain one evening a week with volunteers and an increased charge for the youth who attended from 50p to £1.

Arun Youth Projects was developed in response to this, thanks to the support of their lead partner, Arun Church and Littlehampton Town Council who, once the cuts came into place, began to develop their own programme delivery for the youth of the area.

Since starting in 2017 the need to support the young in Littlehampton, Rustington and East Preston is more evident than ever with the latest statistics from the Sussex Community Foundation revealing that 1283 (excluding 15-18 year olds not currently recorded) children are living in poverty in the wards that AYP are running streams 119 households are living in situations where one or more members have multiple needs and in 83 of those households children are providing unpaid care often missing out vital educational and social activities. The 2019 Index of Multiple Deprivation data also highlights three of the wards that AYP is working as being the in highest 50% in the UK with areas of one ward, Courtwick and Toddington being ranked 1861<sup>st</sup> out of 32,400 areas nationally.

## **Introduction – The Angmering School**

The Angmering School leadership team have overseen a wholesale evaluation and redevelopment of the ethos and strategic priorities for the school over the last two years. This has led to a significant investment in staff culture, development and wellbeing. It has also led to a complete remodelling of student support and the supplementary curriculum offer to maintain and further develop our inclusive ethos. Community, inclusion, wellbeing, rights and bespoke support sit at the root of the school's ethos and have driven our development planning and policy. This has led to the creation of several significant roles in student support over the last two years, building on a position of strength with all non-teaching Year Team Leaders and non-teaching Student Support Officers for keys stages three and four, as well as a Lead Teacher for SEMH, all of whom are housed together in a student support hub. This has been set up to provide the best possible holistic and targeted care and support.

The school believes passionately in structure and routine to support all students, but that this must always be balanced and underpinned by targeted support and intervention as necessary. We know that the most vulnerable need the most certainty in terms of our systems and consequences for poor behaviour, but that relationships and knowing the individual are of equal importance. Consequently, the school has also invested significantly in intervention and support to enable all students to have a curriculum and SEMH offer that provides them with the best possible opportunities to achieve and be healthy and happy.

The Angmering School advocates the need to make reasonable adjustments to the global support and curriculum offer and to be outward looking in working with community partners and other schools in our locality. We are continuously reviewing our intervention and support structures to ensure that they are best suited to our student population and that all students are having their needs met. All leaders in the school take an analytical approach following the Assess, Plan, Do, Review process, in line with the SEND Code of Practice when considering how we can do this in the most efficient and child-centred way possible. Our aspiration is that we ensure that none of our

students are excluded from their education and that there are alternative pathways where need cannot be met in the mainstream (global) offer within school. This is against a backdrop of decreased budgets in real terms year on year, a restructure in the 2018/19 academic year to make up a shortfall in the resulting budget of hundreds of thousands of pounds. Additionally, locally in West Sussex, PRU places for proactive support are largely unavailable due to the hugely disproportionate levels of permanent exclusion in other local schools and ten years of austerity, which has significantly reduced the capacity of external partners to provide support for the increasingly complex needs for families in a coastal community.

## **Introduction – Arun Youth Projects**

Arun Youth Projects has developed a reputation in the local area of making a significant impact on the lives of the young people. The support we have received for this project from our partners and funders has been integral to our growth and success to date, but now we want to do more.

As with most youth projects, the largest but most important cost to the project is staffing. We have 17 amazingly dedicated full, part-time, and sessional staff working across our 7 Streams and a group of equally dedicated volunteers. Like every youth project we would not stand a chance of running or having any impact without them. So, we are committed to funding, recruiting, and training the best quality staff we can find, to work with young people in our area. Our hope that with committed funders who are aligned with our vision that good people equals good outcomes we will be able to maintain or even grow our staff base to provide even better support for young people, ideally with the next generation of staff coming from those who are benefiting from our project right now.

Our desire is to improve our reach, deliver more activities across our Streams, to help and support more **vulnerable young people** in our area, helping them to **release their potential** and **create positive** change in their community.

## **Aims and objectives**

As part of The Angmering School's ongoing review and evaluation of our pastoral and curriculum offer, and in our attempts to meet the needs of our changing local demographic and school population, the school has identified the need for further in-house alternative provision and therapeutic input for the young people of our school and the wider community. This has become especially true and brought into focus as a result of the Covid-19 pandemic, the impact of which on our young peoples' social/emotional wellbeing and mental health is yet to be determined. This led the school to begin communication with Arun Youth Projects with the aim of working in partnership, with both parties recognising the need to be open and outward looking, as we know that community cohesion and rebuilding connections within communities is critical to healing the most significant adverse events.

In September 2018, the school began to establish a modest smallholding on a patch of land at the back of the school, with the aim of providing further therapeutic support to a range of pupils, whilst also teaching sustainability and practical skills for life. The school has so far invested in some of the initial infrastructure and has been supported by parents and some local businesses to do some of



the set-up and planting, but has unfortunately had to come to a pause in our efforts due to issues with resourcing. This business proposal will therefore set out the aims and objectives of the project in full, with long-term goal of the smallholding becoming an inclusive and open-door community project in partnership with Arun Youth Projects. Together we would therefore like the smallholding to become an integral part of The Angmering School's therapeutic and curriculum offer which is accessible to all students, including those with mobility and sensory needs, whilst also operating outside of school hours and during holidays to provide opportunities for physical activity, learning, therapeutic support and leadership through Arun Youth Projects. The Angmering School also aim to offer access to our feeder primaries during school hours, mean that this project to has a total potential reach of over 4000 young people in local schools and scores more who are working with Arun Youth Projects.

In partnership, our short-term aim is to be able to meet the needs of students from The Angmering School and young people in the wider community through Arun Youth Projects, specifically in relation to their social, emotional and mental health, both as part of an identified need prior to the global Covid-19 pandemic, but with an increased urgency due to the increasing need that as a result of the crises that we are seeing young people encountering for the first time, or which are exacerbated by their circumstances and in order to address what we perceive to be an increased need once school resumes for all students. The project aims to be completely outward looking into the wider community of local and feeder schools and users of Arun Youth Project's services, with all parties contributing to the upkeep, management and annual costs. In the medium term, we would like all users to be able to grow their own produce and take ownership of the space, whilst older students from The Angmering School could work towards a GCSE-equivalent qualification that provides an alternative to the conventional academic routes that are on offer at key stage 4. In the medium to long term, we would like this space to develop to also include animals and increase the therapeutic and curriculum offer to include aspects of animal care.

Our short-term goals are to establish the provision as a Community Group and eventually an independent trust. This project links directly into the school's development planning and partnerships with the wider community of schools from September onwards and to Arun Youth Project's expansion of their service offer for the young people in the Arun district. This is because we feel that a more significant therapeutic offer will be integral to supporting our community's most vulnerable students to reintegrate back into the routine and rigours of the school and 'normal life' post-Covid-19 pandemic. By this point in time, the majority of young people will have missed nearly six months of school and we project that many will still not return on a full-time basis at this time. We also cannot be sure how far reaching and complex the social, emotional and mental health impacts of the pandemic will have been and so need to plan to work together to support our community of children accordingly. We also have a strong relationship with East Clayton Farm near Washington, allowing us to work alongside them and gain their support for the project with some consultancy and expertise in the establishment of the space, based on The Angmering School's successful partnership working with them over the last two years, more of which later on.

The current site is divided into three sections, each of which has been fenced. The first (top) section is set up to be established as an orchard and sensory space, with a wooden fence around it and a small number of fruit trees donated to us by Ferring Nurseries. The middle section is the main growing area, which has some small raised beds. The third is set up to be an enclosed area that is

dedicated to small animal care, with chicken wire added to the fencing to prevent both escape of animals and entry of predators. There is an additional area which is approximately the same size beyond this space that is currently lying unused, which would also be used for expansion of the project to potentially include a poly tunnel, further animal homes and a space for additional outdoor education and forest school activities, as well as any teaching or office space

## Supporting evidence

There is strong supporting evidence for such a project, with several excellent examples already in operation across the local area. The aforementioned East Clayton Farm continues to be one such example. The Angmering School has worked in partnership with East Clayton since September 2018, with seven students gaining Land Based qualifications to supplement their traditional in-school offer since then and a further five students engaging fully with their therapeutic offer in support of their social, emotional or mental health challenges and another four set to attend from September 2020 onwards. One year 11 student from the 2019 cohort had begun the academic year at the start of our partnership as our most at risk of becoming NEET (Not in Education, Employment or Training) and a virtual school refuser. As a result of her fantastic relationship with the farm and the richness and breadth of experience it offered her, she completed the year with passes in all of her GCSEs and went on to an apprenticeship at East Clayton Farm.

The strength of the offer at other provisions such as Ferring County Centre, Aldingbourne and Plumpton also gives us hope and belief in the potential for this project. It is important to note here that we would not be in competition with any of these provisions, but that we would like to link in, learn from and partner where possible – East Clayton's commitment to work alongside The Angmering School gives us hope that this is possible.

Arun Youth Projects have numerous success stories, but below is a precis of Shannon's story:

*I first got involved in AYP when I was 10, I started attending the youth sessions when it was Project 82. The only reason I started going to these youth sessions was because my friends went, and I was intrigued and wanted to know more, ever since I haven't left.*

*There were times in my life where things have become stressful outside of AYP and I've been able to use AYP to do my own thing and chill. Sometimes when I argue with my mum, coming to sessions to chat about the situation. Knowing what went wrong and then going home and talking to her about it. The advice is good.*

*AYP's influence has helped me so much in being a young leader and a young person. Meeting the Mayor and going to the passing over of the Mayors was an amazing opportunity. We had to speak in front of everyone, which was good. We have been so much more involved in the community; we have won The Rotary Award twice now.*

*If I didn't have AYP, I wouldn't be where I am today. Since I became a young leader, my behaviour has changed. I remember going through the stage of being naughty and coming to sessions and*

*getting involved in the Young Leader Programme and then I stopped misbehaving. The Leaders helping me go to school and sticking at it as I never really stuck at it.*

Both The Angmering School and Arun Youth Projects are also advocates of the arguments around the need for a recovery curriculum that addresses the significant themes of loss, offering instead hope, growth and inspiration outside of the classroom after the pandemic. Professor Barry Carpenter has written a strong think piece around the need for schools to 'return to more humane approaches concerned with the fundamental wellbeing, and secure positive development of the child.' (<https://www.evidenceforlearning.net/recoverycurriculum/>) This project allows us to create a 'lever for recovery' and rebuild connections with young people who need these connections the most and who have suffered the most as a result of a deficit in these fundamental human connections, both historically and throughout the pandemic.

A survey from Young Minds in April and May of 2020 also points to the need for schools to address the significant impacts, both seen and unseen, of the pandemic. Parents reported increased anxiety, depression and sense of loss and fear in their children (<https://youngminds.org.uk/media/3774/youngminds-survey-with-parents-and-carers-summary-of-results.pdf>). As a partnership, we are also acutely aware of the significance of loss and trauma on the young people with whom we work and the impact that this has on their SEMH and academic development. The Angmering School has a member of staff whose role is in part devoted to addressing and supporting these needs and who has made some good use of space in its current form, even though it is a long way short of completion. Her experience has proved to us that it can be a highly effective and safe space to explore the needs and make connections of some of our young people with the most significant needs related to the traumas of their past.

## **Costs**

The Angmering School and Arun Youth Projects are currently unable to provide the levels of investment in this project at the level that would make it completely sustainable, but will be able to make contributions to consumables and physical resources that are required for the set-up and operation of this site. The costs set out below are approximations, based on current resourcing already in place and projected needs across a three year period initially.

## **Staffing**

Key operating costs are related to staffing. This will be the main cost that we would need to be able to seek financial assistance with. In order for the space to operate with the utmost efficiency and to provide access to the greatest number of students in school and the local area, it would need to be operational five days per week and continue to be maintained over the school holidays. This is especially key if there are to be animals who are in need of care and feeding. The staffing to support is modelled on a part-time basis at present, with approximate weekly hours totalling 25 as a bare minimum, but ideally at least 30. If the project were able to secure a larger source of funding, this could be increased to enable high quality provision across the day and into the school holidays, ensuring that the needs of the wider community are well catered for. Staffing costs are modelled based on the level of responsibility in delivering sessions and assessing students as part of a key

stage four curriculum pathway for a small number of students, as well as working with a range of young people with potentially quite challenging needs from across the community.

### **AYP Youth Work staffing**

To enable the site to become established, Arun Youth Projects have the capacity to provide targeted youth work on the site from early on in the new school year. This could, in the medium-long term, supplement and complement the member of staff running the site. The cost for three hours per week of AYP staff time on an annual basis is £2300. The idea scenario would be to buy 15 hours of this time per week so that there is staffing on the provision every day, allowing for the potential introduction of animals.

### **Accommodation**

Key initial capital cost requirements are in storage for equipment and resources and for a poly tunnel for early seeding and growing. Each of these may require some contractor support to assemble and to create a stable base, as well as any water supply or electrical servicing for the site. Additional non-essential, but desirable requirements are an indoor space for any small group, taught or indoor activities, especially in the event of severe inclement weather. Each of these will require some contractor support to assemble and build. Additional costs would also follow after successful establishment of the space in order to provide set-up and accommodation for any animals and their ongoing care. These costs have also been included as an approximation.

### **Infrastructure**

Works would need to be done to the site to make it fully accessible to all students, specifically those with SEND and any elderly users in the wider community who have mobility difficulties. As a consequence, some form of solid path would need to be put in place leading onto and around the site and in each of the discrete areas to enable ease of movement and accessibility around them. The raised beds would also need to be raised further to enable wheelchair users to be able to access them fully as they are currently at ground level and therefore inaccessible to anyone with mobility difficulties.

### **Equipment**

The school already has a small amount of equipment that we have bought or that has been donated to us, but a significant amount more would be needed to ensure that the provision has enough to for key activities across each season. This may, but does not exclusively, include the following:

- A rotivator.
- A strimmer.
- A hedge trimmer.
- Electrical extension leads.
- Garden shovels and forks.
- Pick axes.
- Axes.
- Loppers and secateurs.
- Shears.

- Hand trowels and forks.
- Seed dibbers.
- Any adjusted equipment for students with SEND.
- Water butts and compost bins
- Wellington boots.
- All-weather gear for students.

### Consumables

Many of the key consumables will be seasonal and the cost will vary, depending on the use and accessibility of the site to the wider community. Key costs will be related to obvious needs and the seasonal set up and use of the provision, such as seeds, compost, topsoil, plant food/fertiliser, slug pellets and pots. Additional costs will present themselves upon the introduction of animals in order to provide, food, medicine and care as necessary. As the provision is not yet running, the projection for these costs is very approximate at the current time and may change as the provision becomes more established.

### Costings overview

Below is a very approximate costing of all that is required to establish the provision successfully. As aforementioned, the key cost that will we would need external funding support for would be staffing. Additionally, any funding for initial capital costs that could be funded will enable the swift establishment and preparation of the site for use in the next academic year.

Item	Cost
1 member of staff @ grade 7 (including on-costs), working approx. 25 hours per week term time, plus a minimum of four weeks during school holidays.	<i>Approx. £18,000 annually</i>
AYP staffing for targeted youth work, 5x 3 hour sessions	<i>£16,500 annually</i>
Office/teaching/demonstration space	<i>N/A – now in place</i>
Polytunnel	<i>Approx. £4000</i>
Shed (metal)	<i>Approx. £600</i>
Labour for any contractor work.	<i>Cost TBC.</i>
Equipment	<i>Approx. £3000 initially, and approx. £1000 annually from thereon in.</i>
Consumables	<i>Approx. £5000 annually</i>
<b>Approx. total initial costs</b>	<b>£7,600</b>
<b>Approx. annual running costs</b>	<b>£40,500</b>

### Income

In order to make the project fully sustainable, Arun Youth Projects and The Angmering School would need to contribute to the purchase of consumables. We would also aim for any local primary schools partnering in the project to have a fixed usage every week. The current typical daily rate for schools

to access alternative provisions in West Sussex is £75. In order to maintain the site in the long-term we know that there will be need to charge a small amount for use, but our aim is not to compete in any way with other provisions, instead to work in partnership where possible. Our plan is not to ask for a daily rate, but instead to request contributions according to use and only to sustain the provision. It is not, and must not become, a money-making enterprise and accounting will be totally transparent to members of the Community Group and eventual Trust. All costs incurred to partners must therefore only be in line with operational costs and the sustainable development and expansion of the provision in the medium to long term to the wider community.

Any external funding would negate the need to look for ongoing funding from other community partners towards the general upkeep and consumables, but any contributions that they can make with their time, resources or otherwise would clearly be welcomed.

It is projected that initial safe ratios of students to staff are 6:1, but this would need to be fully risk assessed. This might increase to nearer to 10:1 if any other local schools school can provide a member of staff to support their session. Student users do not need to be fixed by each school and they would be able to use their sessions as they see fit to best meet the needs of their context and cohort. A potential funding model could be to charge for the provision on a fixed annual cost, which is proportionate to the usage of the site. Any costs incurred would, in this case, be based on a two hour weekly sessions being provided on a 39 week school year calendar, with the potential to additionally offer some holiday sessions if possible – there would be at least an additional four weeks per year built into the contract of the member of staff, as well as some time across holidays for maintenance, admin and any animal care. It goes without saying, however, that time and access during the school holidays will be devoted in the main to usage by Arun Youth Projects for targeted work with the young people they work with, many of whom will be part of the community of schools.

If any regular use school were therefore able to contribute £1000 their annual usage, the cost would break down as follows:

<b>Period</b>	<b>Cost</b>
Year	£1000
Per child per year	£166.66
Term	£333.33
Month	£90.91
Session	£25.64
Per child per session	£4.27

In the interests of fairness and transparency, The Angmering School will also match any income to contribute the same, proportional to the usage of the space.

## **Management and accounting arrangements**

In order to set up fair, open and transparent management and accountancy, the smallholding project will first need a Community Group to be established to evaluate the aims and objectives and

to ensure that any funding is spent in a way that is in the best interests of the users of the provision. In time, this could then progress into a Trust in its own right.

### **Members/Trustees**

A small management group will need to be appointed to oversee the management and accountancy related to the smallholding provision. Key roles will therefore need to be established in order to critically evaluate and hold responsibility for management and accountancy decisions, these are suggested as:

- Chair.
- Secretary.
- Treasurer.
- AYP representative.
- Schools representative.

The Management group will need to meet to review the key objectives and actions of the smallholding and ensure accountability for any funding streams and their expenditure in an annual AGM. They will also meet with the wider members of the Community Group three-six times per financial year, publishing all accounts and minutes from meetings for the scrutiny of the wider public and users of the provision.

### **Accounting**

In order to ensure that accounts for the provision are managed in a transparent and fiscally responsible way, a cost centre account can be established linked to The Angmering School's 'School Fund' account. This account sits separate from any income or monies from West Sussex County Council or central government and is purely for the administration and payment for any extra-curricular school trips. The funds within this account are also entirely separate from funds to pay for any school-based costs and are hence not accessible for any purpose other than to pay for school trips.

Establishing a cost centre within this account means that any monies or income will remain separate from the school budget and that this cost centre can be used and managed with the sole purpose of serving the smallholding. Reporting on and evaluating expenditure will be the responsibility of the Bursar and all accounts will be shared with partner organisations and trustees to ensure openness, honesty and accountability.

The overall budget will be handed to the member of staff in charge of the smallholding to enable to day to day running and purchase of key resources and consumables, but each expense will need to be itemised. Any costs above £500 will need to be agreed by the Management of the provision.

### **Staff contracts and training**

The contract for the member of staff employed to manage the smallholding will be set up using the West Sussex County Council model contract, with the successful applicant becoming accountable to the Trust for their annual appraisal. Training will be given for safeguarding and the successful applicant will need enhanced DBS clearance, as well as needing to be added to The Angmering School's Single Central Record. Further training and support will need to be sought from East Clayton Farm in order to support the administration and management of specific land-based qualification pathways that will be accessible to users in years 10, 11 and upwards. Any ongoing training needs will be established as a part of the annual performance review and appraisal process undertaken by the trustees.

## **Projected impacts**

The impact of this project is somewhat nebulous and unknown at present, but some projections based on the current provisional plans are listed below. It is clear from the evidence mentioned earlier in this document and as a result of the context of the community of young people who attend The Angmering School and access Arun Youth Projects' services that the provision has a huge potential scope in terms of numbers of young people that can be impacted and the gains to their social, emotional and mental health, which is unquestionably needed at this time. Key projected impacts are as follows:

- Improved Social, Emotional and Mental Health for at least sixty students across up to nine schools in the first year, increasing to at least one-hundred and eighty within three years.
- A timely and important intervention to act as a lever for recovery for the wider community and the young people of the locality.
- Access to an alternative key stage four curriculum qualification pathway for six to twelve Angmering School students in the first year, increasing to eighteen to thirty-six students within three years.
- Access to an alternative qualification pathway for Arun Youth Projects' Young Leaders.
- Improved skillsets for targeted groups of vulnerable students, including interpersonal skills, knowledge and understanding of sustainability and agriculture/horticulture/animal care.
- Improved working relationships with and between local schools and Arun Youth Projects.
- An enriching wellbeing offer to the wider staff body at The Angmering School and community beyond (should we be able to also engage the local Parish Councils).
- Positive PR for the young people of the community, created through inviting in wider members of the local community to participate and contribute.
- A sustainable provision for future generations of young people across the wider community.
- A potential catalyst for more creative curriculum and therapeutic projects in school and the wider community, should the model be successful and financially viable.
- Benefit to the wider community, Parish Councils and other local organisations by opening up the provision to them outside of school hours and into the school holidays.



A photograph of a lush garden with various plants and a white greenhouse in the background, overlaid with large white text. The garden features rows of green leafy plants, some with red variegation, and a dirt path. The background shows a white greenhouse and dense trees under bright sunlight.

# TAS and AYP Smallholding proposal

# Context and objectives

- Most children have been out of school for six months.
- Young Minds research in April/May.
- Loss, trauma and attachment needs exacerbated by lockdown.
- Increased need for therapeutic inputs post-COVID-19.
- Focus on reconnection.
- Need to cement further levers of recovery beyond current offer.
- Long-term sustainability and therapeutic goals.
- Year-round, outward facing provision and alternative curriculum.
- **For the whole community.**

# Current state of affairs...

- **Site re-wilded and unused.**
- Larger proposal written in partnership with AYP.
- Conversations underway with East Preston PC and Rustington PC.
- Conversation also underway with VAAC, East Clayton, William Alder, Concordia and Sussex Police.
- Parker's and Fordingbridge PLC to offer some materials/support.

## **Basic infrastructure...**

- Three sections: orchard, growing, animals.
- Teaching and community cabin space in place.
- £5000 pot from school to build paths, complete ground work and build shed and poly tunnel.
- £3000 for consumables in school AP budget.















# Where next and why us?

## Short-term

- Completion of the site (as far as budget allows).
- Initial offer from AYP to establish the provision (3-15 hours p/w dependant on funding)
- Potential for some additional emotional wellbeing offer through Concordia.
- Establishment of provision as a community group, independent from the school and with the help of VAAC.
- ***Your partnership?***

## Medium

- Volunteers?
- Application to different charitable organisations for funding.
- Employment of a member of staff.
- Term-time weekday offer to primaries and TAS.
- Out of school hours use for AYP and the PCs.

## Long-term

- Expansion of the space to double the size?
- Animals?
- Three year initial trial?



Established 1894

## Angmering Parish Council

The Corner House  
The Square  
Angmering  
West Sussex BN16 4EA

Telephone: 01903 772124

E-mail: [admin@angmering-pc.gov.uk](mailto:admin@angmering-pc.gov.uk)

Website: [www.angmeringparishcouncil.gov.uk](http://www.angmeringparishcouncil.gov.uk)

# APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2020 – 2021

## GUIDELINES FOR APPLICATIONS

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

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

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

## GRANT CRITERIA

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

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

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

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



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

<b>CONDITIONS AND EXCLUSIONS</b>
Typically, awards will not be given for administration costs
Awards must be seen to be for the benefit of a significant number of Angmering residents
Awards will not generally be given to individuals
Awards must be used for or towards the specific project or item applied for
Once project completed, evidence must be provided that the award was used appropriately

#### THINGS TO NOTE

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

# APPLICATION FOR AN ANGMERING PARISH COUNCIL GRANT

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

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

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

## SECTION A: ORGANISATION DETAILS

### NAME OF ORGANISATION/GROUP

St Barnabas Hospices (Sussex) Ltd

### DETAILS OF APPLICANT

To whom all correspondence should be sent

Name:

Anna Woodward

Position within the organisation:

Fundraising Development Officer

Address:

St Barnabas House, Titnore Lane, Worthing, West Sussex

Postcode:

BN14 7EH

Telephone Number:

01903 706330

Email:

**WHAT TYPE OF ORGANISATION ARE YOU?**

Tick relevant box

A Charity providing services available to residents of Angmering	X
An existing local group or organisation providing services available to residents of Angmering	
A new group or organisation, wishing to provide services for the residents of Angmering	

**BRIEFLY DESCRIBE THE MAIN PURPOSE OF YOUR ORGANISATION/GROUP**

St Barnabas House offers care and support to adults in the Worthing, Arun and Adur areas of West Sussex with advanced progressive life-limiting illnesses. Our vision is that “no one should face death or bereavement without the care and support they deserve.”

We care for the whole person, aiming to meet all needs – physical, emotional, social and spiritual. To aid this, the hospice provides a diverse range of services and support networks including: a 20 bed In-Patient Unit (IPU), a day hospice, an outpatients’ service, a specialist community nurse team, a Hospice at Home service and an outreach information service. As well as end of life care, the hospice can also help with symptom management and pain relief, respite care and counselling for both the patient and their family.

**WHEN WAS YOUR ORGANISATION / GROUP FORMED?**

1973

**HOW MANY MEMBERS DOES YOUR ORGANISATION HAVE?**

This should include people who are involved in the activity

Adult	St Barnabas House is not a membership organisation
Junior (under 16)	

**WHAT % OF YOUR MEMBERS LIVE IN ANGMERING?**

Although we do not have any members, 15% of our patients are from the Angmering area

**IS YOUR ORGANISATION A REGISTERED CHARITY?**

Tick relevant box

<b>Yes</b>	X	If yes, please provide the registered charity number below
<b>No</b>		Charity Number: ...256789.....

## PROJECTED INCOME

Tick relevant box

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

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

Information from the organisation's latest accounts

<u>Account Year Ending</u>	
Total Income for the year	£18,497,000
Total expenditure for the year	£19,310,000
Surplus or deficit	Deficit of £813,000
Total savings or bank reserves at year end	£17,172,000* *For the year-end 2019/20 there is a deficit of £2.28m therefore the level of free reserves has been reduced since the last audited accounts and is expected to fall further following the COVID-19 pandemic.

## SECTION B: DESCRIPTION OF ACTIVITY/PROJECT TO BE FUNDED

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

We are asking Angmering Parish Council to consider our application for funding towards the costs of providing community palliative care services to patients in the Angmering area. The Community Palliative Nursing Team are the first point of contact between patients and the hospice and this service is currently more essential than ever within our community, as the NHS is put under great strain during the COVID-19 pandemic.

The Team offers:

- Advice and support about managing symptoms
- Emotional support for patients and those close to them
- Help planning patients' future wishes regarding care or treatment
- Help with discussions and support regarding advance care planning

The Team can refer to other members of the hospice team, including our Family Services team, Day Hospice, Hospice at Home service, Physiotherapist and Out-patient Unit.

The Team can assist with admission to the hospice for symptom management, respite and end of life care.

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

Last year, we supported people with life-limiting illnesses in the Angmering area as follows:

- Total number of patients referred – 184
- Number of patients admitted with an admission to the In-Patient Unit – 58
- Patients visited by Hospice at Home team – 69
- Number of patients referred to Community Palliative Care Team – 168

We expect to support at least another 168 people during this year in the Angmering area through the Community Palliative Care Team.

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

15% of our patients are from the Angmering area and will benefit from both patient visits and telephone contact with our team. Last year in total, 5,396 patient visits were made to 1,447 patients by our team of 19 (Full Time Equivalent) Community Palliative Care Nurses. In addition, 14,410 telephone contacts were made between the Community Palliative Care Team and patients, family and carers. This service runs 365 days of the year.

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

We continuously record the number of contacts with patients (as per the figures above) and can therefore track where our services are required and how effectively we are able to meet the needs of the community. We also gather feedback from patients and their families.

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

N/A

**SECTION C: AMOUNT OF GRANT REQUESTED**

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

£250

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

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

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

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

The total cost of the Community Palliative Nursing Team last year was £1,674,000 throughout the total St Barnabas catchment area. 15% of the people we support are from the Angmering area which means we spend approximately £250,000 on Community Nursing.

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

Tick relevant box

<b>Yes</b>	X
<b>No</b>	

Have you applied for financial assistance elsewhere?

Tick relevant box

<b>Yes</b>	X
<b>No</b>	

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

We have applied to various Trusts and Foundations and other Parish and Town Councils for funding toward the Community Palliative Care Team in the 2020/21 financial year. We have applied for grants ranging from £250 up to £5,000. All of these are currently pending consideration.

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

We fund our Community Palliative Nursing Team through a variety of income streams - Clinical Commissioning Group funding, community fundraising, public donations, legacies and from charitable trusts and other grant making bodies.

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

We fund our Community Palliative Nursing Team through a variety of income streams - Clinical Commissioning Group funding, community fundraising, public donations, legacies and from charitable trusts and other grant making bodies.

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

Tick relevant box

<b>Yes</b>	X	If <b>yes</b> , please state when and how much awarded?
<b>No</b>		Amount £300                      Year awarded: 2019

How did you hear about this grant scheme?

Previous applicant

## SECTION E: DECLARATION

### Declaration

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

In signing this declaration, we agree that:

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

<b>Chairman</b> (signature)	<b>Treasurer</b> (signature)	<b>Secretary</b> (signature)
<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	
<b>Date:</b> 17/07/2020	<b>Date:</b> 17/07/2020	<b>Date:</b>
<b>Please print full name</b> Patricia Woolgar	<b>Please print full name</b> Martin Godsmark	<b>Please print full name</b>

<b>SUBMIT YOUR COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:</b>	<b>APPLICATION DEADLINE:</b>
<p>Email: <a href="mailto:admin@angmering-pc.gov.uk">admin@angmering-pc.gov.uk</a></p> <p>Post: Katie Herr – Clerk Angmering Parish Council The Corner House The Square Angmering West Sussex BN16 4EA</p> <p>Tele: 01903 772124</p>	<p>The application form should be submitted on or before the 1<sup>st</sup> Monday of every month</p>



## SECTION F: DATA PROTECTION

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

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

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

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

Accountants, auditors and external evaluators.

Other organisations or groups involved in delivering the project.

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