

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

**East Wittering and Bracklesham 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 EAST WITTERING AND BRACKLESHAM** Acting by Ms Sam Tate, Clerk to East Wittering and Bracklesham Parish Council, Bracklesham Barn, Beech Avenue, Bracklesham Bay, West Sussex ("the Parish")

1. At a special meeting of the Grants and Concessions Panel held on 16<sup>th</sup> September 2020, the Council considered a number of applications made for New Homes Bonus (Parish Allocations), including one project (NHB12/20) 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 £15,000 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  
Pam Bushby, Divisional Manager Communities

.....  
Signed on behalf of East Wittering and Bracklesham Parish Council  
Sam Tate, 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**

East Wittering & Bracklesham

**2. Contact for this application**

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

Full Name:		Position in organisation:
Address for correspondence:		
Telephone (daytime):	E-mail:	Any communication needs? (e.g. Textphone)
Best time to call:		

### Section 2: YOUR PROJECT

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

Downview Pavilion Refurbishment

**4. Project summary**

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

To undertake works to refurbish and upgrade the sports Pavillion at Downview to make it a suitable multi-purpose community venue. Improvements will include improving access to the kitchen area area to allow it to be used as a refreshment kiosk for park users, refitting of the changing rooms, re-purposing of a store room into a multi-use community room to assist in the delivery of school holiday activity schemes for local families and the addition of secure outside storage facilities for club equipment.

**(ii) What is the total cost of your project? £20,000**

**(iii) What amount are you requesting? £15,000**

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)?**

Yes  please provide the reference no. IBP id/ (if yes, please go to Q9)

Link to IBP <http://www.chichester.gov.uk/article/29784/Infrastructure-Business-Plan-including-CIL-Spending-Plan>

No  (if no, please go to Q5)

N/A  (as Parish/project in South Down National Park, 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.

The Council first publicised the New Homes Bonus Grant fund to the community in March 2020 via our social media channels, website and also via the monthly Parish Council meeting, where a call for projects was an agenda item. The item was considered at the March Parish Council meeting, when a number of projects were proposed. These were:

- 1) Providing more support for local vulnerable residents who may be isolated because of the Coronavirus outbreak to help with shopping, supplies, etc.
- 2) Refurbishment of Downview pavillion
- 3) Village centre improvements once Terra Firma have completed their Vision work
- 4) Funding of a volunteer coordinator to help build up a community task force and deliver some work schemes.

The item was brought back to the Council at their meeting on 11<sup>th</sup> June to incorporate any additional project proposals that had come forward from the community. At this stage the following additional projects were added:

- 5) To employ a benefits adviser to provide advice and support for residents in financial distress based on the increase in the number of foodbank vouchers issued and number of residents claiming out of work benefits (300% increase since Feb 2020).
- 6) To support the schools in providing support for children affected by the interruption to their education by funding equipment and activities.
- 7) Free school meal funding over the summer holidays and summer activities – possibly looking at additional tutoring to help children to catch up. There are currently issues with the government food voucher scheme which are leaving families unable to access the support.
- 8) Developing a project to support the small businesses who run classes at the barn and ensure that they are able to return.

Following clarification from CDC on eligibility of the proposed projects, the council considered the final list of proposals at their meeting on 9<sup>th</sup> July 2020. The list had been narrowed to two proposals that were eligible and deliverable within the timeframe for a full application:

- 1) To fund a part time community support officer of three days a week for a period of 12 months, to provide community benefits advice and support and to develop a volunteer network and build community resilience. (Essentially a combined role created to deliver project proposals 4 and 5.)
- 2) To refurbish the pavilion at Downview.

Council considered both project proposals and resolved to support the refurbishment of the Pavillion at Downview.

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

The Parish Council has done much to focus on health and well-being for residents, especially young people over the past two years, encouraging participation in sports to develop a more active community. In summer 2019 we worked with the Everyone Active team to deliver a sport in the community summer play scheme at a cost of £2,000, which had over 230 participants and which was over-subscribed on all but two days. This demonstrated that there is a huge unmet need within the community for structured sports activity.

To help meet this need, the Parish Council have been working closely with the local football clubs to support their development so that they can continue to grow their services and engage residents of all ages. This has included providing Parish Council facilities free of charge for their use, investing in new equipment and making improvements to infrastructure. In the last financial year £4,100 was spent improving the adult football pitch at Bracklesham Park to bring it line with FA league standards and £2,250 was spent on new equipment such as goalposts and safety barriers for the youth football club at Downview.

We would like to build upon this initial work, with a new phase of the project and bring the aged football pavillion at Downview up to modern standards for a wider range of uses.

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

The preservation and improvement of green and open spaces was a priority for 77.6% of respondents in the parish Neighbourhood Plan survey. At the contested Parish Council election in May 2019, six of the eleven elected candidates campaigned on a platform of improving local sports and recreation facilities.

The Manhood Youth Information Project, an HLF funded research project, conducted interviews and surveys with 954 young people living on the peninsula in spring 2020. When asked about their priorities for outdoor activities, the top answer amongst all age groups for both boys and girls was improved football facilities.

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

There is a girl guide hall at Downview Recreation Ground, but it does not have sufficiently large changing facilities to accommodate football matches and is not widely open to the public as it is run by the Girl Guides. There are changing facilities at Bracklesham Barn, but no storage space for the under-8 and under-12 sized goalposts. The site is already used by the adult football team, Wittering United, and there is not sufficient capacity for the youth teams as well.

There are no publicly accessible toilets or refreshment facilities at Downview.

### **Local benefits**

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

- Support for the ongoing development and growth of the youth football club
- Provision of additional facilities for park users, including access to toilets and refreshments at an isolated and remote site
- Increased revenue earning opportunities for the football club, enhancing their long-term stability
- Reduced council running costs for the building so that money can be diverted into supporting more grass roots sports activities
- Provision of a dedicated base for holiday activity schemes, minimising disruption to existing activities and users at Bracklesham Barn which is running at full capacity.

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

- The families and players of Bracklesham United Football club.
- The wider community and park users at Downview who will benefit from improved amenities including access to public toilets and refreshments.
- Local families who need to access holiday activity schemes.
- All residents who will benefit from the reduced cost burden of running the pavillion so that money can be diverted more grass roots schemes to support active communities, health and well being.

## Project sustainability

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

The building is a Parish Council asset, so will be maintained as now by the Parish Council via the annual precept. This will be planned for in the annual budget and precept request.

Increased hirers and users of the facilities will reduce the costs incurred by local residents, freeing up resources to spend on developing more grass roots sports activities within the community. This will be monitored via Parish Council financial controls and budget monitoring process.

The youth football club will become more sustainable due to increased revenue earning opportunities from refreshment sales in the improved kitchen. This will be monitored via the Parish Council licence agreement and SLA with the football club.

The pavilion will provide a suitable base for holiday play schemes and reduce the adverse impact of their delivery upon existing activities and users at Bracklesham Barn. This will be monitored via the Parish Council and holiday scheme providers.

## Details about your project

### 12. Project delivery

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

Yes  (if yes, please go to Q13)

No

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

Address:

Contact name:

Telephone number:

Email address:

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

Registered Charity / Company Limited by Guarantee /

Community Interest Company / Other Constituted Organisation (describe)

Charity and/or Company Number

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

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



When will it start: May 2021

When will it finish July 2021

Key milestones (with anticipated dates): 15<sup>th</sup> May 2021 - football season ends

Renovation works undertaken 16<sup>th</sup> May-23<sup>rd</sup> July

Building reopens for holiday activity scheme – 26<sup>th</sup> July 2021

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

In-house via EWBPC staff

**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 checked="" type="checkbox"/>	No <input type="checkbox"/> or N/A <input type="checkbox"/>
• Affiliation to a governing body If yes, tell us who	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/> or N/A <input 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 Employers liability, assets and buildings, fidelity	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: Power to provide sports facilities conferred under the Local Government (miscellaneous provisions) Act, 1976, s.19.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/> or N/A <input type="checkbox"/>

**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	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>
or		
Hold a lease (If yes, please include length of lease remaining _____)	No <input type="checkbox"/>	Yes <input type="checkbox"/>
or		
Do you need the landowner's permission?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If so, has that been obtained?	No <input type="checkbox"/>	Yes <input type="checkbox"/>

**17. Is planning consent needed for your project?**

We have confirmed that planning permission will not be required	<input checked="" type="checkbox"/>
Date of enquiry and name of planning officer if appropriate: _____	
We have determined that the works can be undertaken under the Parish Council's Permitted Development Rights	<input checked="" type="checkbox"/>
We have not yet applied for planning permission	<input type="checkbox"/>
* We are waiting for a decision on our planning application	<input type="checkbox"/>
* Planning permission has been granted	<input type="checkbox"/>
* Application number is _____	

\* 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.

<b>Section A: Project Budget Breakdown</b>		<b>Section B: How your project is funded</b>	
<b>Item or activity</b>	<b>Item/ activity cost</b>	<b>NHB contribution (this application)</b>	<b>Other contributions (£, from where, secured?)</b>
<i>Example: Venue hire (use village hall 6x2.5hr meetings)</i>	£150	£50	£50 – Parish Council pledge £50 – application made to xx, decision awaited
Pavillion refurbishment	£17,800	£15,000	£2,800 from Parish Council – see notes below.
<b>TOTALS</b>	£ _____	£ _____	£ _____

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

<b>Section C: Quotations for project (at least 3 are required)</b>			
<b>Name of Contractor/Supplier</b>	<b>Cost £</b>	<b>Works quoted for</b>	<b>Comments</b>
Kennard & Son	£15,000	All internal works and installation of hardstanding area to front of pavillion	Currently the only quotation received. Others to follow.

**Preferred Contractor/Supplier is** TBA – currently Kennard and Son, but subject to revision on receipt of further quotes.

**Why has this contractor/supplier been chosen?** Price and availability at this time.

**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?**

As a part of the ongoing upgrading of the facilities, the Parish Council will be undertaking the installation of a new path across the field to the pavilion at a cost of £1,700 and will be contributing the balance of any remaining project costs.

## **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:

Date: 30/07/20

**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              | <input checked="" type="checkbox"/> |
| I have taken a copy of the application for our reference                        | <input checked="" type="checkbox"/> |
| I have enclosed as appropriate:   |                                     |
| • A business plan or project plan if request for funding is £10,000 +           | <input checked="" type="checkbox"/> |
| • Any evidence of support from local Consultation                               | <input checked="" type="checkbox"/> |
| • A copy of equalities, child protection or other relevant policies (see Q.15)  | <input checked="" type="checkbox"/> |
| • Proof of freehold ownership or security of tenure (see/ Q16)                  | <input checked="" type="checkbox"/> |
| • Written permission of Landowner for the project etc (see Q16)                 | <input type="checkbox"/>            |
| • At least 3 quotes for all works relating to the cost of the project (see Q18) | <input type="checkbox"/>            |

**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').**

