

## New Homes Bonus 2021 Application Form

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

### Section 1: CONTACT DETAILS

#### 1. Name of your Parish Council

PLAISTOW AND IFOLD PARISH COUNCIL

#### 2. Contact for this application

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

Full Name: CATHERINE NUTTING	Position in organisation: CLERK/RFO	
Address for correspondence: <i>[redacted for publication]</i>		
Telephone (daytime): 01403 871652 Best time to call: 10AM – 4PM TUES - THURS	E-mail: clerk@plaistowandifold.or g.uk	Any communication needs? (e.g. Textphone) N/A

### Section 2: YOUR PROJECT

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

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

#### 4. Project summary

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

Plaistow and Ifold Parish Council (the 'Council') successfully applied for £3,924.72 in the 2020/21 NHB round of applications for this project. Due to the unprecedented pandemic year we have all lived through, you will not be surprised to hear that this project was unable to begin as scheduled! The project fell victim to repeated lockdowns, followed by the restrictions on the numbers of people who could lawfully meet outdoors – the beauty of this project is that it promotes community engagement via volunteering - and, of course, the re-deployment of staff away from their pre-pandemic 'day jobs' to other pandemic focused activities. However, Covid 19 willing, the Parish Council is working towards a 'take-two' project launch in late 2021!

In the Council's 2020/21 application, the Council pledged to make up the funding difference of £1,961.28 between the NHB total sum available (£3,924.72) and the total project cost of £5,886.

You will of course be aware that the pandemic has adversely impacted the cost and availability of building materials and that this situation remains fluid. Therefore, the Council realistically anticipates that the cost of materials to build the two bus shelters will have increased and consequently the total cost of the project will be more. Therefore, the Council wishes to apply for this year's NHB to meet the additional building material costs.

Whilst the Council continues to budget annually to support the Safer Bus Stop project, the Council is applying for this year's NHB funding to continue to support phase 1 of this project, as detailed in its 2020/21 application. But for the occasional ad-hoc grant the Council (successfully) applies for and receives, such as the NHB scheme; its only other (main) source of income is via the Precept (local taxation). As always there are increasing and competing demands on this finite 'pot'. Therefore, the Council looks to support and bolster its annual Precept income with applications such as this, to enable it to do more with available funds.

Below, the Council has re-stated its 2020/21 application information (in *italics*) upon which it continues to rely, to apply for this year's NHB. However, additional information has been added in **green**, which the Council hopes will provide further weight to this year's application for additional funds for this project. Additionally, throughout the document please see hyperlinks which take you to supporting material.

#### **Description of the project and its purpose -**

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

*The Parish wide Safer Bus Stop / Traffic Calming project began in 2018/19 with a Traffic Regulation Order (TRO) to change the speed limit along Plaistow Road, Ifold from 40mph to 30mph. The project is multi-faceted and on-going. Phase One (1), which forms this NHB application, is to install two (2) bus shelters (one new and one replacement) at priority sites within Plaistow and Ifold, identified by the community and which dovetail with other ongoing complementary projects, such as the Parish Council's work with the charity Butterfly Conservation; rejuvenating one of the major entrances to Ifold and supporting the creation of a community Book Exchange in Plaistow in a BT Telephone Kiosk which the Parish Council recently adopted in 2020.*

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

- **The Book Exchange is now complete and being well used by Plaistow residents, especially by those who wait for the bus at this location.**
- **The Council recently conducted a [public consultation](#) (3rd - 21st June 2021) to inform and direct spending on projects of local importance. The Council will use the data to continue to support and inform the phases and roll-out of Safer Bus Stop project throughout the Parish area. For example, from an initial review of the data the next priority bus shelter to be built in Ifold will be at Chalk Road (Phase 2) where another large group of school children wait and which has poor visibility.**
- **Before the pandemic entirely frustrated the Phase 1 of the project in 2020, the Council had begun to successfully recruit local volunteers to help with the rejuvenation of one of the major entrances to Ifold with the following promo social media [film](#). Please do click on the link and take a look, as it illustrates how the Council is dovetailing three projects – creating a safer bus stop area | establishing**

habitat for the rare Wood White butterfly in conjunction with Butterfly Conservation | rejuvenating and improving the area / local amenity for residents.

**(ii) What is the total cost of your project? £5,886\***

\*This was the known cost in 2020. However, as stated above, the pandemic has adversely impacted the cost and availability of building materials and this situation remains fluid. The Council expects the cost of materials, to build the two bus shelters, will have increased; however, it will not know the exact total cost of the project until the time it places the order for materials.

**(iii) What amount are you requesting? £2,158**

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/ 872\* (if yes, please go to Q9)

Link to IBP [Link to IBP Spending Plan](#)

\* This only refers to the Plaistow bus shelter element of the project.

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.

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

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

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

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

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

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

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

**The Council's S.I.D is rotated along Plaistow Road every three (3) weeks by the Community Speed Watch Co-Ordinator. It has five (5) Highway approved locations along Plaistow Road, Ifold including adjacent to The Drive, Ifold bus stop area. This bus stop area is primarily used by children, aged between 4 – 18 years, waiting for the school buses. The below data shows the S.I.D results at this location in March 2021. Please note, the speed limit is 30mph!**

Weekly result	Site	No of vehicles	No of speeders	% of all	No. who could be reported to the police > 35 mph	% of all	Maximum Speed	Average speed
Mar-21	Ifold stores	10,681	6,764	63	3,368	32	65	32.1

**Please consider this data alongside the [annotated site plan](#) and the promo infomercial [film](#). The current shelter is some distance away from the bus stop/layby resulting in children negotiating a dangerous junction to walk from the shelter to the waiting bus. The background audio of the road is a powerful reminder within the film, which also explains about the creation of paths, away from the road/junction to the new re-located bus shelter at the layby 'end' of the bus stop area.**

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

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

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

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

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

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

**All bus shelters in the Parish and particularly in Ifold will be upgraded to the new bespoke design to improve their safety and the visual amenity in the Parish. The shelters will be upgraded as the Safer Bus Stop project is rolled-out in phases.**

## Local benefits

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

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

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

**Please consider The Drive, Ifold site in conjunction with the following:**

**1). Annotated [site plan](#), which is a working document outlining the planting and design of the area.**

**2). [Promo infomercial film](#)**

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

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

## Project sustainability

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

*The Parish Council intends to erect two (2) new bus shelters at the sites hitherto identified.*

*Please refer to the answers given above and to the supporting documentation provided with this application for details on the outcomes for each site.*

*The Parish Council will support the delivery of the shelters by working with Mr Rolfe, Senior Community Solutions Officer at WSCC's Communities & Public Protection Directorate and encourage the community to get involved with the practical building of the shelters.*

*Long-term, the Parish Council will continue to work with the local Primary school to monitor and promote the use of the school bus service and support an increase to other bus services in the Parish.*

**The recent [public consultation](#) (3rd – 21st June) demonstrates how the Council continues to actively seek the community's views. The Council listens to and prioritises local needs. The Council worked with the school to promote the consultation amongst parents, as it included questions regarding the use of the school bus.**

**The Council's Consultation Steering Group is still processing the raw data, which included a great deal of free text. The results will be published on the Council's website in due course. However, in relation to the Safer Bus Stop project, initial analysis suggests:**

- **Safer bus shelters/stops and pavements would increase the number of families using the free school bus service between Ifold and Plaistow. This would, in turn, reduce the traffic build up / dangerous parking within Plaistow village at key times, which is a priority for village residents and also improve traffic safety around the Primary school.**
- **Community use of the commercial bus service is low; however, for the small number of older residents who use the bus service, this is a vital 'life-line' to access support and services unavailable within the Parish itself.**
- **Safer bus stop areas e.g., better shelters, reduced vegetation, more stops, reduced traffic speeds etc would result in an increase in the number of residents using the commercial bus service.**

## 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?**

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

- The Promotional social media [film](#) illustrates one of the methods already being used by the Council to recruit local volunteers to support this project.
- The Council is attending an Ifold Residents Day on 24th July and will promote / re-invigorate the project to recruit further volunteers.
- The Council has applied to [CDC](#) for two bundles of free tree saplings to support the Ifold bus stop rejuvenation element of this project.
- The Council continues to work with the charity [Butterfly Conservation](#) to support the Ifold bus stop element of the project. Butterfly Conservation has and will continue to provide expert advice regarding the area design to create a bio-diverse conservation heaven for our rare Wood White butterfly and other minibeasts.
- The Council is working with a local wildlife and ecological garden design consultant Angela Palmerton of [Natural Gardens](#) to support the project.

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

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

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

Email address: [darren.rolfe@westsussex.gov.uk](mailto:darren.rolfe@westsussex.gov.uk)

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

Registered Charity / Company Limited by Guarantee /  
Community Interest Company / Other Constituted Organisation (describe)

*Local Authority – West Sussex County Council*

Charity and/or Company Number *N/A*

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

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

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

*When will it start: Like everyone, the Council remains subject to the disruption the pandemic has caused and may yet continue to cause! Any future lockdowns or social restrictions will impact upon this project.*

*Mr Rolfe's team was re-deployed during the grip of the pandemic and so has a resultant 'back-log' of projects to complete before he can begin works on the Council's two bus shelters. The Council remains in contact with Mr Rolfe and will work to his timescales. Each shelter will take approximately one (1) week to construct once started.*

*However, the Ifold rejuvenation element of the project will begin in Autumn 2021, when the tree surgery and planting can be undertaken.*

*Key milestones (with anticipated dates): There are no key milestones, save when the shelters are completed. The build time is about one (1) week per shelter. The shelters will be built when Mr Rolfe's team has availability to begin the works. At this time, it is not possible to be specific.*

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

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

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

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

<ul style="list-style-type: none"> <li>• Health and Safety <a href="#">policy</a></li> </ul>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	or	N/A <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Child Protection and Vulnerable Adult policy</li> </ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	or	N/A <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• Affiliation to a governing body</li> </ul> <p>If yes, tell us who</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	or	N/A <input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• Public liability insurance</li> </ul> <p>If yes, please indicate the value here <u>£10 million</u></p>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	or	N/A <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Other insurance</li> </ul> <p>If yes, identify what here</p>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	or	N/A <input type="checkbox"/>
<p>The Volunteer Scheme have their own insurance for the project – see <a href="#">Appendix R</a></p>				
<ul style="list-style-type: none"> <li>• Licence or permission for statutory activity</li> </ul> <p>If yes, please explain what here</p>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	or	N/A <input type="checkbox"/>
<p>Please refer to the supporting documentation provided with this application for details of the work undertaken with the National Trust, WSCC Highways and the Local Planning Authority.</p>				

**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)		
<p>Please refer to the supporting documentation provided with this application for details of the work undertaken with the National Trust, WSCC Highways and the Local Planning Authority.</p>		
or		
Do you need the landowner's permission?	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>
If so, has that been obtained?	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>

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

We have confirmed that planning permission will not be required



We have determined that the works can be undertaken under the Parish Council's Permitted Development Rights

Date of enquiry and name of planning officer if appropriate:

Please refer to the supporting documentation provided with this application for details of the work undertaken the Local Planning Authority.

\* 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
Bus Shelters x2 – Plaistow Village & The Drive, Ifold	£5,886  This is based on material costs in 2020, which have increased due to the pandemic.  It is not possible to provide a truly accurate material cost for both bus shelters, as prices fluctuate almost daily.	£2,158  Based on the cost provided by Mr Rolfe in 2020 (£5,886) receipt of this year's NHB would provide the Council with a £196.72 funding surplus.  However, it is reasonably anticipated that given the increase in material costs across the board, this minimal surplus will be consumed by the increased costs of the project. In fact, the Council anticipates needing to put its own money towards the project as the cost increases are expected to be greater than £196.72. However, if the project is delivered under budget, any surplus would be paid back to CDC.	£3,924.72 – NHB 2020/21 application – secured  Any additional costs associated with phase 1 of the Safer Bus Stop project are pledged by the Council. In 2021/22 the Council has budgeted £4,230 towards progressing the overall project throughout the Parish area.

<b>TOTALS</b>	£ 5,886	£ £2,158	£ 3,924.72

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>
Externiture	£21,391.80	Supply two (2) wooden bus shelters	Please refer to the supporting documentation provided with this application for details
Littlethorpe	Between £6,980 and £9,440 for one (1) shelter depending on size and style	Supply two (2) wooden bus shelters	Please refer to the supporting documentation provided with this application for details
WSCC Community Volunteer Scheme	£5,886	Supply two (2) wooden bus shelters	Please refer to the supporting documentation provided with this application for details

**Preferred Contractor/Supplier is**

WSCC Community Volunteer Scheme

**Why has this contractor/supplier been chosen?**

Cost / bespoke design of shelter / Community involvement with the build

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

The Parish Council has pledged to make up the shortfall in the cost to deliver the two shelters. Any additional costs associated with phase 1 of the Safer Bus Stop project are pledged by the Council. In 2021/22 the Council has budgeted £4,230 towards progressing the overall Safer Bus Stop project throughout the Parish area.

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

**Section 4: SIGNING-OFF YOUR APPLICATION**

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

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

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

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

Important information for Parishes using a delivery partner: Under British "Subsidy Control" rules, contractors should not obtain more than the current total aid level - currently £450,000 - from other Government Departments or local authorities over a rolling 3-year period. I have read the above and confirm with our delivery partner that they have not received any recent state aid, as above  (please tick).

Signed: Catherine Nutting                      Date: 25.07.2021

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

(please tick)

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

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