



**Local Services Fund
APPLICATION FORM 2017/18**

Train	Inspire
Achieve	Celebrate

You should use the Check List to help you complete this form

	Reference (do not complete)	
1	Name of your organisation	Great Horkesley Parish Council
2	Contact Details <i>This person must be able to answer detailed questions about the application</i>	Name: Penny Mutch Position in organisation: Parish Clerk Address: 43 Grantham Road Great Horkesley Colchester Essex CO6 4TU Email: parish-clerk @reathorkesley-pc.gov.uk Telephone: 073750 95486
3	Project title	Village Warden
4	Project location	Great Horkesley
5	Have all consents, permissions, etc., been agreed? Please give details.	Yes. The Parish Council has been considering establishing this position for some time. At the October PC meeting it was agreed to seek funding from the LSF to establish the position in the first quarter of 2019.

6	Details of any lease	Not applicable
7	Anticipated start and completion date	Start date January 2019 – subject to applicant availability This position will continue for a minimum of three years.
8	<p>Description of project</p> <p><i>You should also include details of any work already done regarding this project.</i></p>	<p>It is noted that many of the warden services carried out by ECC and Colchester Borough Councils within the village are being cut back. Services are carried out less frequently and resident complaints are rising when simple but important tasks are not undertaken. Also, the Parish Council is finding it increasingly difficult to find local volunteers to help with minor jobs in the village. Typically, these services include:</p> <ul style="list-style-type: none"> • Cleaning of bus shelters. • Maintaining the bus shelters. • Weeds growing in footways, pavements and road curb sides. This requires training on chemical treatment methods. • Street furniture and signs not being cleaned regularly. • Road signs and footpath finger posts in need of reaffixing. • Roadside hedges in need of cutting back to remove obstructions. • Winter Salt distribution within the village. • Footpath and PROW clearance and style repairs. • Restoring footways to their original width • Visibility splays at junctions untrimmed • Minor repairs to street furniture • Maintenance and cleaning of the Parish War Memorial <p>Not all of the above services may be undertaken directly by the Village Warden and in particular it may be more cost effective for some activities to be contracted out with the Village Warden having line responsibility for specifying the work requirement, dealing with prospective contractors and providing quality checks following work completion.</p>
9	<p>What evidence do you have that this project is needed by the local community?</p> <p><i>This is a key question and your reply will be given a lot of consideration by the judging panel</i></p>	<p>Many of the services described under question 8 generally lie within local authority remits. Financial constraints over many years have meant that funding is no longer available or is inadequate within these LAs to meet the demand requirements expected by our residents.</p> <p>In response to requests from residents and Council members, the Parish Clerk spends a great deal of time reporting and re-reporting defects which can take months to be remedied. Many requests relate to services no longer provided, especially by the highway authority. For example in July the Parish Clerk</p>

		<p>reported overgrown vegetation including nettles blocking footways and the work has not been completed 3 months later. A sign that had been knocked was reported this has not been repaired or replaced 3 months later. A village warden could provide a suitable remedy much more quickly and efficiently, relieving the workload on the Clerk.</p> <p>Many PROWs become unusable and in need of clearance to allow use by the public during the year. In heavy growing periods, village PROW's can quickly get blocked and if untreated a situation develops where the public is reluctant to use them. Keeping PROW's clear in the early growing season ensures they become self-clearing with increased user numbers.</p> <p>Weed growth has lead to unsightly footways and roadside verges particularly in areas along our rural roads and village pedestrian alleyways. Use of recognised chemicals to help control the growth requires training before spraying can be safely undertaken.</p> <p>The village benefits from the salt delivery scheme through ECC. A number of village snow clearance volunteers keep footways clear of ice and snow on main pedestrian areas around the school, village shop, dental surgery and associated feeder routes. The salt needs to be delivered to appropriate village distribution points and spreading equipment checked and assigned to ensure the volunteers can provide a service to the community.</p> <p>These are a few of the services that will be undertaken by the Village Warden; representations received by members over many years are the evidence that there will be local community support for these services being provided by a paid employee of the Council.</p>
10	<p>Do you have the support of your County Councillor?</p> <p><i>Please detail how you received such support and give the name of the councillor</i></p>	<p>Yes. This proposed appointment has been discussed with EC Cllr Anne Brown who supports this appointment. All agree that where practical the village should plan to implement village services that provide residents with benefit in a timely manner.</p>
11	<p>If this project goes ahead, what will the benefit be to the local community?</p>	<p>As detailed through the examples given in question 8 various relevant services will be implemented in a timely and cost-effective manner.</p>

12	If you do not get this grant, how will the project go ahead?	This is a matched funding bid application through the Parish Council. Because the backlog of footway clearance on the A134 is so great, if the grant is not forthcoming the other services described could only be implemented on a much reduced scale and without the reduction of the workload on our Parish Clerk.
13	What will any grant be spent on? <i>Please be specific</i>	To fulfil the services listed will entail the following expenditure: <ul style="list-style-type: none"> • Salaries 10 hour/ week @ £10.00/hour for 52 weeks • Chemical spray (Glyphosate) & knapsack sprayer • Personal Protection Equipment • Bus shelter & street furniture cleaning • Road signage and finger post repair materials • Chemical use training - Writtle College • Health & Safety in the Workplace training
14	Can you reclaim VAT?	Yes

If you answered 'yes' to the above question, please show all costings **exclusive** of VAT.
If you cannot reclaim VAT, please include it in your costings.

15	What is the total cost of the project/service	Total Year 1 £8,000 Total Year 2 £5,000 Total Year 3 <u>£5,000</u> Total £18,000 over three years. Up to £4,000 per year from precept anticipated thereafter.
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*You **must** include estimates or quotes for **all** aspects of the work/service/salary*

Item	Amount (£)	Estimate attached?
Salaries 11 hours / week @ £11.00/hour for 52 wks	£6,292	No
Chemical spray (Glyphosate) - £39.23/5L x 2(3 applications a year) £78.45 each year x 3 Knapsack Sprayer 15L (£118)	£353.35	Yes <i>(Estimate 1)</i>
Reporting Road Signs and street name plates to the relevant authorities and road defects.	Within Salary	No <i>(Estimate 2)</i>
Personal Protection Equipment 2 of each item: Coverall (£9.50) & gloves free x 4 times/year	£213	Yes

		Face shield (£57) & Chemical spill 30 Litre response kit (£40.00) x annually		(Estimate 3)
		Shelter and street furniture Cleaning		No (Estimate 4)
		Repair materials estimate	£250	No (Estimate 5)
		Training at EALC and Writtle College plus travel costs (£30): <ul style="list-style-type: none"> • Chemical Applications (£210 + £310) • H&S in workplace (£110) • NRSWA Unit 2 (£169) 	£919.00	Yes (Estimate 6) (Estimate 7) (Estimate 8)
16	Amount of grant requested in this application.	£4,000 in year 1, £3,000 in year 2, £2000 in year 3		
17	How much is your organisation putting towards this project?	£4,000 in year 1, £2,000 in year 2, £3000 in year 3 UP to £4,000 per year from precept anticipated thereafter		
You <u>must</u> inform us if you are receiving any other financial contribution from a public body (including a local authority) towards the cost of the project.				
18	Where is the rest of the funding coming from?	Source	Amount (£)	Confirmed?
			nil	
19	How much does your organisation have in reserves other than amounts set aside for staff contingencies or funds allocated for other purposes <i>Please include a copy of your latest accounts.</i>	£3,144.76. Please see attached highlighted information to accompany this figure. Please note that the Parish Council's overall accounts also include the reserve accumulated for maintenance and development of the Village Hall, which is owned by the Council. A copy of Great Horkesley Parish Council's Sept 2018 Accounts is attached.		

20	If the applicant is a Town or Parish Council, please provide the following information.	Amount of Parish precept paid by a Band D property: £18.60 Total precept raised: £18,911.52
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Please note:

There is a good possibility that the person named on this application will be contacted by the Funding Officer to discuss this application. Please ensure that the correct person is named and that they are able to discuss the application confidently.

Declaration

I understand that if the project changes in any way, I must inform the Funding Officer immediately.

I am authorised to make this application on behalf of the applicant organisation and confirm that I have read, understood and accept the Local Services Fund criteria and that the information provided in this application is accurate.

Signed: *Penny Mutch* Date: 15 October 2018

Name (please print): Penny Mutch Position: Parish Clerk

Telephone: 073750 95486

Email: parish-clerk@greathorkesley-pc.gov.uk

Please post this form plus any supporting documentation to:

**EALC
Local Services Fund
42B High Street
Great Dunmow
CM6 1AH**

The final date for applications to be received at this address will be advertised on our website.

Please do not bind your application.

You may attach supporting evidence if you feel it strengthens your application, but please be reasonable about the quantity of documents you send us.

If you have any questions when completing the form, please refer to the Check List. If you still have questions, you can call us on 01371 879722 and ask to speak to Louise Gambardella.