Gateway 3 - Community Match Application Form

The Community Match initiative is a way of enabling local communities fund highway related schemes.  Scope for Community Match schemes are outlines in the Community Match Schemes Scope document.

Community Match applications can be submitted at anytime during the course of the year. Applications will be presented to Lead Member twice a year (June and December).

Before completing the Application Form please read the guidance notes which can be found at the end of this document.  The following documents should also be read in conjunction with this Application Form:  Community Match Process, Community Match Schemes Scope,

Community Match Funding Contract, Local Transport Plan (LTP3) Objectives Advice (<https://www.eastsussex.gov.uk/roads-transport/transport-planning/local-transport-plan/plan-3-2011-2026>) and Community Match Consultation Advice.

On completion of the Gateway 3 – Community Match Application Form, please submit by email to [contracts.managementgroup@eastsussex.gov.uk](mailto:contracts.managementgroup@eastsussex.gov.uk)

or send by post to Community Match, East Sussex Highways, Ringmer Depot, Ringmer, East Sussex, BN8 5NP.

**Section 1 - Scheme Details**

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| **Name of Parish Council or Community Group** |  |
| **Main Contact name and details:**   * Name * Position * Telephone Number * Email Address |  |
| **Alternative Contact:**   * Name * Position * Telephone Number * Email Address | (In case main contact away) |
| **Scheme name** |  |
| **Brief description of Scheme** |  |
| **Location of Scheme**  **(Road name(s)/Post code)** |  |
| **Parish/District/Borough** |  |
| **Name of your County Councillor**  **Do they support the scheme?**  **(Yes/No)** |  |
| **Name of your MP**    **Do they support the scheme?**  **(Yes/No)** |  |

**Section 2 – Problem Identification**

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| **Problem Identification**    *Please describe clearly what the specific traffic and transport issues are that you want the scheme to address.*  *Include details of the evidence you have to support this (i.e. local complaints/concerns, results of traffic surveys if they have been carried out, accident data etc.)and include this with the application.* |  |

**Section 3 – Scheme Aims, Objectives and Benefits and contribution towards Local Transport Plan (LTP) Objectives**

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| **Description of the schemes key aims, objectives and benefits**    *Please describe the scheme attaching a plan or sketch if appropriate and include the feasibility design work you have had carried out.*  *Please state the key aims and objectives of the scheme and the expected benefits the scheme will bring. Include details of those who will benefit from the scheme.*  *Describe how the scheme will address the problems identified in Section 2 above.*  *Also consider how your scheme will contribute towards the LTP3 Objectives (see link above).*  *Include any links to your Neighbourhood or Parish Plan if appropriate.* |  |
| **Has a Community Match Appraisal been undertaken?**    **If so, please attach this in your application.**    **If not, please make arrangements to complete the Gateway 1 –Community Match Appraisal form to be completed.** |  |

**Section 4 – Consultation**

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| **Consultation**    *Please give details, including the outcome and level of support, for any local consultation activities you have carried out. Include any known opposition to the scheme and any actions you have taken to try and resolve this.*  *Also please provide details of any consultation with other stakeholders.*  *Attach a separate report if necessary.* |  |
| **Has the Parish Council/Community Group considered the outcome of the consultation and formally agreed to proceed with the scheme?** |  |

**Section 5 – Funding**

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| **What is the estimated design and construction costs of your scheme?**  ***Attach any cost estimates you have.*** |  |
| **What percentage of funding are you intending to contribute to the scheme?**  ***(at least 50% is required)*** |  |
| **Is your funding secured?**  **(Yes/No)**  **If no is answered to the above, will it be raised during the project?** |  |
| **What is the source of your funding?**  ***(I.e. Parish funds, grant application, local fundraising, donation etc.)*** |  |

**Section 6 – Deliverability**

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| **Are Traffic Regulation Orders required \***  ***(i.e. yellow lines, bus bays, speed limit changes)***  *If yes, please provide further details.* |  |
| **Is the scheme within the highway boundary or within land under the control of the Parish Council? \*** |  |

**\*Please see advice notes at the end of the application on information such as highway boundary and TRO’s**

**Section 7 – Any Other Information**

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| **Any Other Information**  *Use this section to provide any additional information not covered elsewhere.* |  |

**Name:**

**Signature:**

**Date Submitted:**

Guidance Notes for completing the Application Form

How we assess your application

Applications are assessed against criteria agreed by the Lead Member for Transport and Environment. These criteria focus on the **benefits** the scheme will deliver including the scale of impact the scheme will have (who will benefit). It also measures how the scheme contributes towards achieving the LTP objectives, considers how deliverable the scheme is and what risks there are to its delivery. Lastly the benefits are compared to the estimated cost of the scheme to give an overall “value for money” score.

We will use the information you provide on this form to carry out the assessment, so please provide as much information as you can. We are particularly keen to understand the problems or issues that you want the scheme to address and what you consider the benefits are to your local area, both in terms of who will benefit and how this will address the problems you have identified.

A Community Match Appraisal should be commissioned. This will allow basic design work to be completed to determine firstly if your scheme is feasible and if so, what it may look like and what the likely costs and risk will be. The form is available on our website and can be requested at any time.

Early local consultation is essential to demonstrate that there is community support for the scheme, and to highlight any areas that may be contentious during later stages. Late opposition to schemes is one of the biggest risks to delivery and increased costs, particularly for any scheme that requires a Traffic Regulation Order. This should be undertaken following the Community Match Appraisal. The responses from the consultation should then be considered by the relevant Parish Council or organisation in deciding whether or not to proceed with making a Community Match application.

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| **Section 2**  **Problem Identification** | Initial accident data can be obtained from Sussex Safer Roads data portal which can be accessed from their website.  <http://www.sussexsaferroads.gov.uk/>    More detailed accident data will be obtained by East Sussex Highways during the design process if your application is successful.    Traffic data is available and speed and traffic surveys can be commissioned through the Transport Monitoring Team – contact Russell Greig to discuss any requirements.  Telephone: 07876 036 908  Email: [russell.greig@eastsussex.gov.uk](mailto:russell.greig@eastsussex.gov.uk)    If your identified issues are speed related we would recommend you commission a speed survey to evidence the extent of the problem. A 7-day speed survey costs in the region of £400. |
| **Section 3**  **Scheme Aims, Objectives and Benefits and contribution towards LTP Objectives** | A Community Match Appraisal for your scheme can be commissioned. Application form can be found on the website: https://live.eastsussexhighways.com/services/community-match    Please see the LTP3 Objectives Information sheet for further information on these. The ESCC funding that is used for Community match schemes comes from our Capital Programme for Local Transport Improvements and so there must be a link back to some of these objectives. |
| **Section 4**  **Consultation** | Please see the Consultation Advice Sheet for guidance on carrying out local consultations.    As well as carrying out consultation, Parish Council and Community Groups are expected to deal with local public relations and answer any queries from the community about the rationale for the scheme. |
| **Section 5**  **Funding** | Community Match requires that local communities pay the full cost of Community Match Appraisal and contribute at least 50% of the detailed design and construction costs. ESCC will fund up to 50% of the design and construction costs (up to £60,000).  You do not need to have all the money available before you apply, but the availability of your funding can affect the timing of the delivery of the scheme, funding does need to be in place before a project will be designed and programmed. We ask about the source and availability of your funding so that we can work with you to make sure the delivery of your scheme accommodates any constraints you may have. |
| **Section 6**  **Deliverability** | Traffic Regulation Orders (for parking restrictions, speed limits etc.) can be difficult to implement as they need to be formally advertised through the statutory and legal process outlined below:    The Road Traffic Regulation Act 1984 empowers Highway Authorities to restrict or prohibit the way that the public can use the highway. This is done by means of a Traffic Regulation Order (TRO) and they can only be sealed and enacted by the Highway Authority. As the TRO is seeking to restrict the public’s right to the enjoyment of the highway, they must be widely consulted upon and must have the support of the Police. In addition to consulting the local councils, emergency services, bus operators, chamber of commerce and freight hauliers associations, there is a public objection period of 4 weeks which is advertised in the local press and on site. Any objection can prevent the TRO being sealed unless the objection is withdrawn in writing.    Highway land is under East Sussex Highways jurisdiction and we can only accept Community Match applications from schemes where the whole of the work is either within the Highway Boundary, or is on land under the control of the Parish Council which can then be dedicated as highway. |