



Slinfold Parish Council

Cherrytree Farm, Hayes Lane, RH13 0SQ

Telephone 07894 858048 email: clerk@slinfold-pc.gov.uk

You are duly summoned to the meeting of Slinfold Parish Council on Thursday 30th November 2023 at Slinfold Village Hall commencing at 7:30pm

Members of the public are welcome to join this meeting and speak for a maximum of five minutes about an item on the agenda during the Public Session at the discretion of the Chair.

Mike Simpson

Clerk to the Council
24th November 2023

AGENDA

1. **Attendance and Apologies for Absence**
To accept apologies for absence.
2. **To receive written applications for the office of Parish Councillor and to Co-opt any candidates to fill the existing vacancies**
3. **To Receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation**
To receive any declarations of interests from Members in respect to items on the agenda.
4. **Public Session (Members of the Public may speak for up to five minutes at the discretion of the Chair)**
To note any comments.
5. **Minutes from the previous meeting on 26th October 2023**
6. **Chairman's Report**
7. **Councillor Reports**
To receive reports from the District and County Councillors.
8. **Planning Applications**
 - (a) To consider any planning applications (see appendices)
 - (a) To comment on any planning appeals
 - (b) To consider any planning applications received since the publication of the agenda
 - (c) To receive an update on The Cobblers
9. **Finance & Administration**
 - (a) To review the schedule of payments and bank reconciliations since the 26th October 2023
 - (b) To consider a draft budget for 2024-25
 - (c) To consider a grant request from a resident
 - (d) To consider a grant request from 4Vision
 - (e) To consider purchasing Rialtas financial software
 - (f) To review committee membership
 - (g) To review the Council's bank accounts

10. Policies

- (a) To consider adopting a tree policy
- (b) To consider adopting a co-option policy
- (c) To note the winter maintenance plan for 2023-24

11. Grounds and Buildings Maintenance

- (a) To receive an update on works to Slinfold Football Club
- (b) To receive an update on Slinfold Stores
- (c) To receive an update on the Scout Hut
- (d) To receive an update on a padel court at Slinfold Tennis Club
- (e) To consider an agreement for the Community Shed
- (f) To discuss solar panels at the Cherrytree site

12. Events

To discuss any events for Christmas

13. Highways

To receive any update on the 20mph scheme

14. Climate action

To consider adopting some initiatives to help tackle climate change.

15. Parish Magazine

To discuss any contributions for the parish magazine

16. Staff review

- (a) To receive an update on staff working hours
- (b) To review staff pay

17. Committees and those on Outside Bodies

To receive an update

18. Items for the next agenda

To discuss

19. Next meeting date

To confirm the next meeting date

Planning Applications

DC/23/1935	Northanger Park Road Slinfold West Sussex RH13 0SD	Conversion of loft into habitable space with the installation of 13No. rooflights to existing roof and 2No. windows to existing gable ends. Replacement of 1No. existing ground floor window to door on rear elevation.
DC/23/1944	Oakleig Five Oaks Road Slinfold West Sussex RH13 0RL	Demolition of existing lean-to kitchen, detached stores, garage, and annexe buildings. Erection of a two-storey side and rear extension. Conversion of detached stables to form gym, carport, and storage, and erection of a detached annexe, ancillary to the main living accommodation.
DISC/23/0223	Milestones Stane Street Slinfold Horsham West Sussex RH13 0RE	Approval of details reserved by condition 4 and 5 - DC/23/1063

Payment schedule

Date	Payee	Details	Amount	VAT
31.10.23	Mike Simpson	Home Office	£15.00	
31.10.23	Tim Harrison	Salary October	£37.50	
31.10.23	John Pilkington	Salary October	£60.00	
31.10.23	LGPS	Pension October	£393.22	
31.10.23	Tony Burroughs	Salary September & October	£598.00	
31.10.23	Sam Bell	Salary October	£701.48	
31.10.23	Mike Simpson	Salary October	£1,138.36	
01.11.23	HDC	Bin	£15.40	
02.11.23	NEST	Pension October	£72.83	
03.11.23	ICO	Data Protection Fee	£35.00	
09.11.23	CF Corporate	Printer lease	£67.53	£13.51
09.11.23	SOS Systems	Printer hire	£8.10	£1.62
09.11.23	HMRC	PAYE	£1,393.84	
09.11.23	Proludic	Six Acres Playground Equipment	£17,706.26	£3,541.25
09.11.23	Proludic	Six Acres Resurfacing	£17,448.18	£3,489.64
16.11.23	HDC	Bins	£27.00	
22.11.23	Inca Creative	Winter newsletter printing (13391)	£825.00	
22.11.23	The Farm Studio	Winter newsletter design (20045)	£750.00	

22.11.23	Nic Lewis	Stamps and envelopes newsletter	£198.45	
22.11.23	Jane Slipper	Cosy Café food	£22.94	
22.11.23	Jane Slipper	Xmas tree	£150.00	
22.11.23	Jane Slipper	Six Acres Plants	£476.28	
22.11.23	Mike Simpson	50% Adobe Software	£119.37	
30.11.23	Grasstex	Grounds maintenance (1586)	£2,459.00	£491.80
30.11.23	Tim Harrison	Salary November	£37.50	
30.11.23	John Pilkington	Salary November	£60.00	
30.11.23	Tony Burroughs	Salary November	£299.00	
30.11.23	Mike Simpson	Home office	£15.00	
30.11.23	Mike Simpson	Pension November	£892.89	
30.11.23	Mike Simpson	Salary November	£2,424.90	
		Total	£48,448.03	£7,537.82

Bank reconciliation November 23rd 2023

**Bank balance 23rd November
2023** 20,777.83

Add outstanding receipts 0.00

Less outstanding payments 0.00

20,777.83

Cashbook

Opening balance April 2022 27,060.78

Receipts 109,985.72

Payments -116,268.67

Total 20,777.83

[REDACTED]

19th November 2023

Slinfold Parish Council

Cherry Tree

clerk@slinfold-pc.gov.uk

To whom it may concern,

My name is [REDACTED] and I attend the Weald School Sixth Form. In the summer of 2024 I am going to Kenya with the Classrooms for Kenya Charity which is run every year by the Weald School.

For the past thirteen years Classrooms for Kenya have been travelling to rural Kenya to build permanent, safe classrooms for Kenyan children and so far have built just under one hundred double classrooms. This year they are hoping to reach the one hundred mark by building two double classrooms, each costing £13000, for the vulnerable and underprivileged children within rural Kenya. However they cannot do this without student support.

To allow for this opportunity to go ahead each student needs to raise £2900 for building materials, travel costs, insurance, visas, vaccines and accommodation. I understand from one of my fellow bell ringers in the Slinfold tower this is a cause you may consider donating to and I would be very grateful for the funding.



Sincerely,

[REDACTED]

SLINFOLD PARISH COUNCIL


Application for Grant for Voluntary Organisations Local Government Act 1972, Section 137

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	4Sight Vision Support
2.	Name, Address and Status of Contact	 Fundraising Manager
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?	Yes
5.	Amount of grant requested	£110 to fund the support of 2 clients for a year.
5.	For what purpose or project is the grant requested?	We are seeking funding so that we can continue supporting people in your Parish who are blind or sight impaired. Our team provides individual, specialist support, offering everything from advice on eye health, emotional support, guidance on daily living aids, assistance with accessible technology, to help with applying for benefits and concessions. It is our vision that every person in West Sussex is aware of, can access and benefit from our services, enabling them to experience a life without limits. Please see attached letter for more details about the services that we provide.
6.	What will be the total cost of the above project?	£165 to fund the support of the 3 clients living in your Parish of Slinfold (£55 per person).
7.	If the total cost of the project is more than the grant, how will the residue be financed?	We have an active fundraising team that organises community events throughout the year, such as sponsored wellbeing walks, store collections and raffles. We also receive individual donations and income from recycling and Christmas card sales.
8.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	Our fundraising team applies to Parish and Town Councils across the County, asking for funding to support their residents. However, we have not received any other grants for our clients living in your specific geographical area.

9.	Who will benefit from the project?	We support anyone in West Sussex who is blind or sight impaired and needs our help, as well as their family and carers. We don't charge our clients a subscription or for our services, as we don't want there to be a financial barrier to anyone receiving the support that they need.
10.	Approximately how many of those who will benefit are parishioners?	There are currently 3 clients living in your Parish of Slinfold who will benefit directly from any funding that we receive. With your help we can be there for anyone in your Parish of Slinfold who is blind or sight impaired and needs our support, enabling them to maintain their independence, feel less isolated and remain active members of the community.

Please use a separate sheet of paper to submit any other information which you feel will support this application and return to the Clerk, PO Box 315, Billingshurst, West Sussex, RH14 9XX

Signed..... Date.....24/11/2023.....



QUOTATION

Prepared for Slinfold Parish Council

Dated 1st March 2023

1a. Purchase of Rialtas Suite Alpha Financial Management Software

Purchase Installation of the following:

Alpha Financial Management Software	£ 375
Online Install, Chart of accounts and training	£ 275
Purchase of Software	£ 650
1 st Year Annual Support and Maintenance Single User Licence	£ 175
Total Costs 1st Year for Purchase of Software	£ 825

1b. Ongoing costs

Annual Support and Maintenance Single User Licence	£175 per annum
Making Tax Digital for VAT	
MTD for VAT (if required) Annual Support and Maintenance	£100 per annum

All of the above prices are subject to VAT at the standard rate.

Quotation valid for 90 days, unless otherwise agreed in writing. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. All Orders are subject to our terms and conditions overleaf.



If you wish to proceed with this Order please signed below, indicating your acceptance of the Quotation and our terms and conditions attached.

Name:

Position (Clerk/RFO):

Signature:

Software Purchase Terms and Conditions

1. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. After year 3 the contract will automatically renew annually, unless cancelled in writing. Cancellations require six months notice.
2. Annual Support and Maintenance charges are reviewed annually and will change over the contract term. If our charges increase by more than 5% over the rate of inflation, the customer can cancel their Annual Support and Maintenance within the 3 year minimum contract term.
3. Support and Maintenance Fees are charged Annually in advance for the coming 12 month period. The initial period commences upon the installation and setup.
4. If the customer elects to cease use of the software within the minimum term, the minimum terms fees must still be paid.
5. After the minimum 3 year term, cancellations mid year will not receive a refund of Support and Maintenance fees already paid.
6. Software Purchases are subject to the use of the software as per the End User License Agreement, which is available upon software installation, or upon request.
7. Support and Maintenance services are provided subject to the Terms and Conditions of those services, these Terms and Conditions are provided annually, or upon request.
8. We recommend you have an online demonstration of the software prior to purchase to ensure you are content the software meets your needs. Once installed and setup any fees due or paid are non-cancellable and non-refundable.



Slinfold Parish Council

Cherrytree Farm, Hayes Lane, West Sussex, RH13
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TREE POLICY

INTRODUCTION

This is a policy for the management of trees owned and maintained by Slinfold Parish Council (SPC). It is intended to act as a point of reference for councillors and members of the public to ensure a clear, consistent, and structured approach to the management of our trees. SPC has a responsibility to take reasonable steps to manage its trees to reduce the risk of death or injury to those on parish council land. Trees help to add a variety to our landscape and provide valuable habitats for many species, while providing us with cleaner air. SPC aims to preserve its trees for future generations to enjoy.

TREE RISK ASSESSMENT & LEVEL OF RESIDUAL RISK

It is not possible to eliminate all risks from trees however there are often indications that a tree may be in decline. SPC employs a professional and independent arboricultural consultant to undertake a Risk Assessment every 3 years, or more frequently where an individual tree has been found to require closer attention. The assessment records the condition and required maintenance schedule for SPC-owned trees and identifies any which pose a risk to health and safety. The tree maintenance schedule aims to reduce the risk to an acceptable level. The legal framework does not require the elimination of risk altogether, but that the residual risk is minimised to a tolerable level.

TREE MAINTENANCE SCHEDULES & PUBLIC REQUESTS FOR MAINTENANCE

Tree maintenance schedules will be put out to tender and works carried out in accordance with the Risk Assessment. SPC will also consider any complaints or requests for maintenance from the public regarding trees on SPC-owned land, considering its tree management policy and/or advice from a qualified tree surgeon. If an SPC-owned tree is inspected and found to be in such a condition that it poses a high risk to people or property and is an emergency, instruction will be given to our tree contractor to make the tree safe as soon as practicably possible. If a tree is identified as requiring action, but the risk to the public is not immediate, then the tree will be made safe depending on the degree of risk identified at the time of inspection.

TREE WORKS WILL TAKE PLACE WHEN

- There are dead, dying, or dangerous trees and branches that are found to be a danger to public safety.
- Trees or branches are creating an unreasonable obstruction to a public highway, highways signage, public right of way or access to property.
- A tree is causing an unacceptable trip hazard considered on the public highway, public right of way or access to property.
- A tree which is proven beyond reasonable doubt to be the cause of serious structural damage to buildings as identified by an independent competent professional assessor.

TREE WORKS WON'T TAKE PLACE WHEN

- We will not prune or fell a tree because it is considered to be 'too big' or 'too tall', or to cut back branches of a healthy tree overhanging private property.
- We will not prune or fell a tree to remove or reduce any of the following categories, other than in extreme circumstances: Leaves, Sticky sap, Blossom, Tree pollen, Bird droppings, Falling fruit/berries/nuts.
- We will not prune or fell a tree to remove or reduce incidence of perceived pests such as bees, wasps, or other wildlife.
- We will not prune, fell, or cut the roots of a tree to prevent roots entering a drain or pipe that is already broken or damaged.
- We will not prune, fell, or remove roots from drains or repair root damage to structures where the tree has not been clearly demonstrated to be the principal cause.
- We will not prune or fell a tree to improve natural light or the view from a property.
- We will not prune or fell a tree to prevent interference with TV or satellite TV installation/reception or to prevent the shading of solar panels.
- SPC has no authority to intervene in a dispute between neighbours where non-SPC owned trees are causing a nuisance or damage to property.

CARRYING OUT TREE WORKS YOURSELF

You have a legal right to deal with the nuisance associated with trees encroaching onto a property. The following advice is given where there is a wish to exercise the right to Common Law with respect to encroaching trees:

- Before carrying out works to trees including pruning, it is essential that checks are made as to whether the trees are protected by a Tree Preservation Order or if they are in a Conservation Area. If either of the above applies, consent is required by making an application / giving notice to the South Downs National Park Authority. Remove only those parts of the tree from the point where they cross the boundary of the property.
- There is no legal right to cut or remove any part of a tree that does not overhang the property.
- It is strongly advised that a professional tree surgeon is consulted for guidance on how best to prune back encroaching trees, unless the works are trivial meaning that works could be carried out with hand secateurs or similar.
- SPC must be informed of any plan to carry out work on SPC-owned trees
- SPC reserves the right to recover costs if a tree is damaged, and requires corrective action by SPC, as a result of works carried out on a SPC-owned tree by a member of the public.

SLINFOLD PARISH COUNCIL

Councillor Co-option Policy

1. Introduction

This policy sets out the procedure to ensure that there is compliance with legislation and continuity of procedures in the co-option of members to Slinfold Parish Council. The Co-option procedure is entirely managed by the Clerk and this policy will ensure that a fair and equitable process is carried out.

2. Co-option

The Co-option of a Parish Councillor occurs when a casual vacancy has arisen on the council and no poll (by-election) has been called. A casual vacancy occurs when:

- A councillor fails to make his declaration of acceptance of office at the proper time;
- A councillor resigns;
- A councillor dies;
- A councillor becomes disqualified;
- A councillor fails for six (6) months to attend meetings of a council committee or subcommittee or to attend as a representative of the council a meeting of an outside body.

Slinfold Parish Council has to notify the District Council of a Casual Vacancy and then advertise the vacancy and give electors the opportunity to request an election. This occurs when ten electors notify the District Council stating that an election is requested.

If a by-election is called, a polling station will be set up by the District Council and the electors will be asked to vote for candidates who will have put themselves forward by way of nomination paper. Slinfold Parish Council will pay the costs of the election. The electors have fourteen days (not including weekends, bank holidays and other notable days) to claim the by-election but the Electoral Officer will advise the clerk of the closing date.

If more than one candidate is then nominated a by-election takes place but if only one candidate is put forward, they are duly elected without a ballot.

If ten residents do not request a ballot within fourteen days of the vacancy notice being posted, as advertised by the District Council, Slinfold Parish Council is able to co-opt a volunteer.

3. Confirmation of Co-option

On receipt of written confirmation from the Electoral Services Office of the District Council the casual vacancy can be filled by means of Co-option. The parish clerk will:

- Advertise the vacancy for four weeks on the council notice boards and website;
- Advise Slinfold Parish Council that the Co-option Policy has been instigated.

Slinfold Parish Council is not obliged to fill any vacancy. Even if the council invites applications for co-option it is not obliged to select anyone from the candidates that apply.

However, despite this it is not desirable that electors be left underrepresented for a significant length of time, neither does it contribute to effective and efficient working of the council if there are insufficient councillors to share the workload; equitably; to provide a broad cross-section of skills and interests; or to achieve meeting quorums without difficulty.

Councillors elected by co-option are full members of Slinfold Parish Council

4. Eligibility of Candidates

Slinfold Parish Council is able to consider any person to fill a vacancy provided that:

- He/she is an elector of the parish; or
- has resided in the parish for the past twelve months or rented/tenanted land or other premises in the parish; or
- had his/her principal place of work in the parish; or
- has lived within three miles (direct) of the parish.

There are certain disqualifications for election, of which the main are:

- Holding a paid office under the Local Authority;
- Bankruptcy;
- Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months without the option of a fine during the five years preceding the election; and
- Being disqualified under any enactment relating to corrupt or illegal practices.

Candidates found to be offering inducements of any kind will be disqualified.

5. Applications

Members may point out the vacancies and the process to any qualifying candidate(s).

Although there is no Statutory Requirement to do so candidates will be requested to:

- Submit information about themselves by way of completing a short application form (Appendix A)
- Confirm their eligibility for the position of Councillor within the statutory rules (Appendix B)

Following receipt of applications, the next suitable council meeting will have an agenda item 'To receive written applications for the office of Parish Councillor and to Co-opt a candidate to fill the existing vacancy'. Copies of the application will be circulated to all Councillors by the Clerk at least three clear days before the meeting of the full Council, when the Co-option will be considered. All such documents will be treated as strictly confidential by the Clerk and Councillors.

Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment together with a copy of the Code of Conduct, Standing Orders and Financial Regulations of Slinfold Parish Council. Candidates will also be informed that they will be invited to speak about their application at the meeting.

6. At the Co-option Meeting

At the Co-option meeting candidates will be given five minutes maximum to introduce themselves to members, give information on their background and experience and explain why they wish to become a member of Slinfold Parish Council. The process will be carried out by adjourning the meeting to allow the candidate to speak. Where the Council wishes to discuss the merits of candidates and inevitable their personal attributes the Council will resolve to exclude the members of the press and public.

As soon as all candidates have finished giving their submissions the Council will proceed to vote on the acceptability of each candidate utilising the Person Specification criteria as set out in Appendix C and any personal statements provided by the candidate(s), with each candidate being proposed and seconded by the Councillors in attendance and a vote by show of hands. The vote will be recorded.

In order for a candidate to be elected to Slinfold Parish Council it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has absolute majority. In the case of an equality of votes the Chairman of the meeting has a casting vote.

After the vote has been concluded the Chairman will declare the successful candidate duly elected and, after signing their Declaration of Acceptance of Office, he/she make take their seat immediately.

The Clerk will notify Electoral Services of the new appointment. The successful candidate(s) must complete their 'Registration of Interests' within 28 days of being elected. The form should be handed to the Clerk for forwarding to the Monitoring officer.

If insufficient candidates come forward for co-option the process should continue, whereby the vacancies are again advertised.

APPENDIX A

Application for Co-option

Thank you for your interest in becoming a Parish Councillor. Please provide the below information to assist the council in making their decision.

Full name & Title	
Home Address	
Home Telephone	
Mobile Telephone	
Email Address	
Which Ward are you Applying For?	

About You

Please provide the council with some background information about yourself.

Reasons for Applying

Please provide the council with your reasons for wanting to become a Parish Councillor

Signature	
------------------	--

Your application also requires signatures of 2 registered electors (known as a proposer and seconder) from the parish area:

	Proposer	Seconder
Name		
Address		
Signature		

Please return your completed application to the Clerk to the council. Your application will be considered at the next available Council meeting where a vote will be held to decide whether the Council agrees to co-opt you onto Slinfold Parish Council.

Data Protection Act: The information provided on this application will remain private and confidential and will only be used for the purpose intended.

APPENDIX B

Co-option Eligibility Form

In order to be eligible for co-option as a Slinfold Parish Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll, the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. Please tick which applies to you:

- a) I am registered as a local government elector for the parish; or
- b) I have, during the whole of the twelve months preceding the date of my co-option occupied as owner or tenant land or other premises in the parish; or
- c) My principal or only place of work during those twelve months has been within the parish; or
- d) I have during the whole twelve months resided in the parish or within 3 miles of it

1. Please note that under Section 80 of the Local Government Act a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

- i. If the bankruptcy is annulled on the grounds that either person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively. In iii, it ceases on the expiry of five years from the date of discharge.

Declaration

I.....hereby confirm that I am eligible for the vacancy of Slinfold Parish Councillor, and the information given on this form is true and accurate record.

Signature.....

APPENDIX C

CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	<p>Sound knowledge and understanding of local affairs and the local community</p> <p>Forward thinking</p>	<p>Can bring a new skill, expertise or key local knowledge to the Council</p>
Experience, Skills, Knowledge and Ability	<p>Ability to listen constructively</p> <p>A good team player</p> <p>Ability to pick up and run with a variety of projects</p> <p>Solid interest in local matters</p> <p>Ability and willingness to represent the Council and their community</p> <p>Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions</p> <p>Ability to communicate succinctly and clearly</p> <p>Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff</p> <p>Ability and willingness to work with Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities)</p> <p>Ability and willingness to undertake induction training and other relevant training</p>	<p>Experience of working or being a member in a local authority or other public body</p> <p>Experience of working with voluntary and or local community/interest groups</p> <p>Basic knowledge of legal issues relating to town and parish Councils or local authorities</p> <p>Experience of delivering presentations</p>
Circumstances	<p>Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends</p>	



Winter Management Plan - Roads Network

West Sussex County Council (WSCC) operates a Winter Service Plan as part of its duty to maintain the public highway. Section 41(1A) of the Highways Act 1980 states, "in particular, a highway authority is under a duty to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice."

Winter Service Network

The 'Winter Service Network' consists of roads, made up of 'A' and 'B' class carriageways, where precautionary salting is carried out to assist in the prevention of the formation of ice and snow accumulation.

The Precautionary Salting Network is 1,600km of roads which are treated in advance of adverse weather and is divided into Priority 1, 2 & 3 roads and will include the A29 through Slinfold.

Priority 1. Primary Roads (as defined in the West Sussex Local Transport Plan), approaches to Hospitals, Ambulance and other Emergency Services.

Priority 2. Remainder of the A and B road network not treated as Priority 1.

Priority 3. All other roads that make up the Precautionary Salting Network that is not a Priority 1 or 2.

The Objective of Precautionary Salting is to:

- Assist in the prevention of moisture turning to ice
- Assist in the prevention of heavy deposits of Hoar Frost turning to ice; and
- Assist in the prevention of the accumulation of snow and to help facilitate its subsequent removal on agreed routes.

Winter Resilient Network

As part of contingency planning, WSCC has defined a minimum winter network called the Winter Resilient Network. The Winter Resilient Network is the extent of the Winter Service Network that will be treated and/or ploughed in the event of heavy snowfall which includes major roads made up of 'A' and 'B' class carriageways including the A29 through Slinfold.

Salt Bins

It is not possible for West Sussex Highways to grit or clear snow from all other roads, footways or cycle ways so parishes such as Slinfold are provided with a number of roadside salt bins enabling residents to spread road salt at strategic places such as inclines and junctions. Slinfold Parish Council has five salt bins available to residents to use on roads and pavements within the parish and can found in the following locations: -

- **The Street, next to the bus shelter**
- **Lowfield Road**
- **Slinfold Village Hall**
- **Mayhill, Rowhook Hill, (junction with A29)**
- **Six Acres near junction with Hayes Lane**

Slinfold Parish Council provides the salt bins but will not direct anyone to use them. Any individual using the salt/grit will be acting on their own initiative and this action will be entirely at their own risk. It is recommended that the following equipment is used when spreading the salt/grit: a high visibility vest/jacket, warm gloves, sturdy non-slip waterproof footwear, warm clothing, a snow shovel and a fully charged mobile phone. If you are working alone, always contact someone when starting and finishing.

When applied, the salt/grit mix forms a brine solution which freezes at a lower temperature than rainwater and grit helps provide traction when spread on top of compacted snow and ice. The mix can therefore be used as a precautionary measure on snow and ice.

WSSC recommends a spread rate of approximately 20 grams of salt / grit per square metre when hand salting, which is a very small amount (about a fist size). Please use it sparingly as it can be damaging to the environment. Although salt / grit can be spread effectively with shovels, care is required to ensure over salting does not occur.

WSSC will arrange pre-winter top ups to bins identified through an audit conducted by Slinfold Parish Council that are less than 75% full before winter. WSSC do not refill bins after the start of winter. If a salt bin is running low then please let the Parish Clerk know: clerk@slinfold-pc.gov.uk

When resources are low, WSSC may call on additional resources from Parish Councils and local farmers as appropriate to deal effectively with lying snow.

Contacts

WSSC Contact Centre

Please report fallen trees or damage to the public highway by phoning 01243 777100 (8am to 6pm Monday to Friday) or online at <https://www.westsussex.gov.uk/roads-and-travel/make-an-enquiry-about-a-road-or-pavement/> If outside these hours, contact 033 022 22400.

Keeping safe in winter

<https://www.westsussex.gov.uk/fire-emergencies-and-crime/dealing-with-extreme-weather/heavy-snow-and-ice/>

QUOTATION

Client: Mike Simpson

Address: Slinfold Football Club
Cherrytree Farm
West Sussex
RH13 0SQ

Date: 27th September 2022

Quote REF:

Description of Works: Patio
Concrete path
Disabled toilet door

Patio

PRELIMINARIES

1. Supply all necessary plant, labour, and materials to execute the works.
 - Site debris to be placed into skip containers.
 - All building materials to be neatly stored on site.
 - If any damage is sustained to the existing drive or garden areas by our deliveries, sub-contractors, or our own employees whilst C & D Willmer Building Contractors are on site, this will be our liability and repaired at our own cost.
2. Building materials, we have priced for 600x600 concrete Riven slabs.
3. Aco drain to be connected into existing Rainwater drainage as discussed.
4. On completion of works ensure all making good is completed. Remove all builders' plant and any spare materials and leave site clean and tidy.

SCOPE OF WORKS

1. Set out proposed patio and establish finish levels.
2. Install weed membrane and lay mot to correct level.
3. Compact Type 1 Mot with vibrating compacter.
4. Bed in Aco drain with fall and connect into rainwater system.
5. Lay new paving slabs to correct falls on a sharp sand/cement bed, all slabs to be fully bedded.
6. Point slabs using easy joint resin pointing (colour to be chosen by client)

TOTAL PLANT, LABOUR, AND MATERIALS FOR THE SUM OF: £19'030.32
Excluding VAT at 20%

Concrete Path

PRELIMINARIES

1. Supply all necessary plant, labour, and materials to execute the works.
 - Site debris to be placed into skip containers.
 - All building materials to be neatly stored on site.
 - If any damage is sustained to the existing drive or garden areas by our deliveries, sub-contractors, or our own employees whilst C & D Willmer Building Contractors are on site, this will be our liability and repaired at our own cost.
2. Aco drain to be connected into existing rainwater system.
3. On completion of works ensure all making good is completed. Remove all builders' plant and any spare materials and leave site clean and tidy.

SCOPE OF WORKS

1. Set out and establish finish levels.
2. Dig out path and shutter up.
3. Install weed membrane and lay, level and compact Type 1 Mot to correct heights.
4. Bed in Aco drain and fall into down pipe and connect.
5. Install new handrail.
6. Lay new concrete to the top of the shuttering.

TOTAL PLANT, LABOUR AND MATERIALS FOR THE SUM OF: £10'400.50
Excluding VAT at 20%

Disabled toilet door.

PRELIMINARIES

1. Supply all necessary plant, labour and materials to execute the works.
 - Site debris to be placed into skip containers.
 - All building materials to be neatly stored on site.
 - If any damage is sustained to the existing drive or garden areas by our deliveries, sub-contractors or our own employees whilst C & D Willmer Building Contractors are on site, this will be our liability and repaired at our own cost.
2. On completion of works ensure all making good is completed. Remove all builders' plant and any spare materials and leave site clean and tidy.

SCOPE OF WORKS

1. Acro-prop and support roof plate and cut out existing lintel.
2. Remove existing window and cut brickwork to make new opening.
3. Stich in new brickwork to door reveals using brickwork on the external and block work on the internal.
4. Instal new UPVC disabled door.

TOTAL PLANT, LABOUR, AND MATERIALS FOR THE SUM OF: £5612.45
Excluding VAT at 20%

Please note this quotation excludes the following items:

1. Professional fees:
 - Building control.
 - Structural engineer.
 - Architectural.

2. Hard landscaping finishes to include:
 - New tarmac.
 - New topsoil, turf or seeding.
 - Garden walls or fences.

TERMS OF BUSINESS

- C & D Willmer and all our associated sub-contractors have the relevant public and employer's liability insurance. Copies can be given on request.
- This quotation holds open for acceptance for 60 days.
- It is assumed water and electricity are available for our use.
- All completed works are guaranteed.

We are hoping that the above figures and information meet with your approval, if a problem persists, do not hesitate to give either of us a call.

Many regards,

Yours sincerely

██████████

██████████

Active Pump Services Ltd

SALES - INSTALLATION - MAINTENANCE

Units G17/18, Rudford Industrial Estate, Ford, Arundel, West Sussex, BN18 0BD
Telephone: 01903 734030 Fax: 01903 733640 Email: info@activepumpservices.co.uk
www.activepumpservices.co.uk

*All types of sewage, cold water booster, irrigation and borehole pump systems.
High pressure jet washing, CCTV drain surveys and Tankering Services.*

Mr Mike Simpson,
Clerk,
Slinfold Parish Council
Slinfold.

24th November 2023.

Dear Mr Simpson,

Ref: Slinfold Football Club and Community Hub, Hayes Lane, Slinfold, West Sussex, RH13 0SQ.

Further to our recent site visit, please find our tender for the following works.

To install two disabled ramps with hand rails, pathway, entrance into the disabled toilet with double glazed security door, plumbing alterations to the toilet and wash facilities and an increased patio size with new slabs throughout and drainage where appropriate.
All spoil to be removed from site.

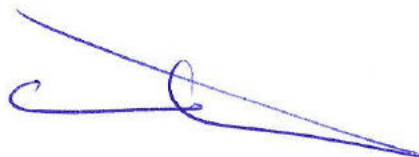
Our estimated tender price is £43,890.00 plus VAT.

The tender will subject to any variations in ground conditions and inside the building, as we were not able to gain access during the meeting.

If successful, we will provide a design and plan for the works and agree a start date (you suggested at the completion of the football season).

Best regards

Geoff



Southern Landscapes and Construction

SLINFOLD FOOTBALL CLUB		
1.0	General preliminaries: mobilisation of plant; supervision; scaffolding / staging; health, safety and welfare requirements; disposal of waste; coordinating other trades	1,080.00
2.0	Break out existing slabbed paving; dispose off site	1,609.08
3.0	Break out ramp; dispose off site	792.00
4.0	Cut out brickwork cavity wall to form new door opening; provide temporary supports; insert lintel; quoin up jambs; make good plaster to reveals	2,328.00
5.0	Supply and fix external door and frame; upvc 900 x 2100	708.00
6.0	Excavate and level area in front of building for new patio; dispose of arisings	2,376.00
7.0	Excavate for retaining wall; dispose of arisings	587.95
8.0	Concrete foundation to retaining wall	828.00
9.0	Retaining wall 450 (average) high x 215 wide comprising block rear skin, brick face with brick on edge coping	1,368.00
10.0	Excavate for new path around rear of building; supply and lay hardcore sub base and concrete topping with brushed finish including timber formwork to edge	5,538.60
11.0	Construct ramp to main entrance; extend south east to meet with footpath	2,419.20
12.0	Form ramp to front entrance of cabin	198.00
13.0	Construct new path to provide access from car park	760.20
14.0	Extra; forming steps to path at retaining wall change of level	360.00
15.0	Construct paved area to front of building from new ramp up to new retaining wall	17,208.00
Total cost excluding VAT		38,161.03
NOTES		
No allowance for building control submission or fees		
No allowance for design drawings		
Alterarions to WC		



Slinfold Parish Council

Cherrytree Farm, Hayes Lane, RH13 0SQ

Telephone 07894 858048 email: clerk@slinfold-pc.gov.uk

Dear Matt

Further to your request to have in writing the terms of occupying the land on which the Community Shed is built, please find below the details of a licence:

The Council hereby grants you a licence to occupy the building known as the Community Shed located at Cherrytree Farm, Hayes Lane, Slinfold, West Sussex, RH13 0SQ.

The licence can be terminated at any time by either the Council or the "Community Shed" by giving 3 months written notice to the other party.

For the avoidance of doubt the Community Shed hereby acknowledges that

- (i) the Community Shed shall exercise the right as a Licensee and not by right or as of right and
- (ii) no relationship of landlord and tenant is created between the Community Shed and the Council by this Licence.
- (iii) The Licence hereby granted shall be personal only to the Community Shed and it is hereby acknowledged that the benefits afforded by the Licence cannot be transferred to any other persons or corporate bodies.

Signed the Council

Signed Community Shed

Dated

2023

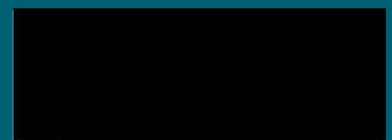
[REDACTED]

[REDACTED]

[REDACTED]

TENANCY AT WILL
RELATING TO

[REDACTED]



This Agreement is made on

PARTIES

(1) [REDACTED], [REDACTED]
[REDACTED] is
at [REDACTED] [REDACTED]

(2) [REDACTED] [REDACTED]
[REDACTED]

[REDACTED]

- [REDACTED] [REDACTED]
[REDACTED] [REDACTED] [REDACTED]
- [REDACTED] [REDACTED]
[REDACTED]
- [REDACTED] [REDACTED]
[REDACTED]
[REDACTED] [REDACTED]
- [REDACTED]

[REDACTED]

- [REDACTED]
[REDACTED]
[REDACTED] [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] £ [REDACTED]

[REDACTED]

2 GRANT OF TENANCY AT WILL

- 2.1 The Landlord lets and the Tenant takes the Property on a tenancy at will beginning on and including [REDACTED]
- 2.2 The Landlord and the Tenant acknowledge that this agreement creates a tenancy at will terminable at any time by either of them, notwithstanding that the Rent is calculated and payable by reference to a period and that the Landlord intends to demand the Rent, and that the Tenant has agreed to pay the Rent, by reference to that period.

3 TENANT'S OBLIGATIONS

- 3.1 The Tenant shall pay the Rent in advance and without any deduction, set off or counterclaim on the first day of every month and on the date of this agreement shall pay a proportionate part of the Rent in respect of the period from and including [REDACTED] to and including the last day of the current month.
- 3.2 The Tenant shall not:
- 3.2.1 use the Property otherwise than for the Permitted Use;
 - 3.2.2 assign, underlet, charge, part with or share possession of, or otherwise dispose of the Property or any part of it or any interest in it;
 - 3.2.3 share occupation of the Property or any part of it;
 - 3.2.4 make any alteration or addition whatsoever to the Property;
 - 3.2.5 put any signs at the Property; or
 - 3.2.6 cause any nuisance or annoyance to the Landlord or to any owners or occupiers of the Building or of neighbouring property.
- 3.3 The Tenant shall keep the Property clean and tidy and make good any damage it causes to the Property.
- 3.4 The Tenant shall act at all times in a reasonable and responsible manner.
- 3.5 The Tenant shall be responsible for all charges in connection with the supply to or removal from the Property of electricity, water, sewage, telecommunications and

other utilities and shall indemnify the Landlord in respect of such charges. Where no separate charge is made by the supplier of a utility in respect of the Property, the Tenant shall be responsible for and shall indemnify the Landlord in respect of a proper proportion of the relevant charge, such proportion to be determined conclusively by the Landlord.

- 3.6 The Tenant shall be responsible for non-domestic rates and water rates charged on the Property. Where no separate charge is made in respect of the Property, the Tenant shall be responsible for and shall indemnify the Landlord in respect of a proper proportion of the relevant rates, such proportion to be determined conclusively by the Landlord.
- 3.7 The Tenant shall pass on any notices or other correspondence received at the Property and addressed to the Landlord or relevant to the Landlord's interest in the Property (or the Building).
- 3.8 The Tenant shall allow the Landlord (and all others authorised by the Landlord) to enter the Property at any reasonable time for the purpose of ascertaining whether the terms of this agreement are being complied with and for any other purposes connected with the Landlord's interest in the Property (or the Building).
- 3.9 When the Tenant vacates the Property at the termination of the tenancy created by this agreement, it shall remove all furniture (and other items belonging to it) and shall clear all rubbish from the Property.

This agreement has been entered into on the date stated at the beginning of it.

Signed by

for and on behalf of [REDACTED] Director
[REDACTED]

Signed by [REDACTED]





Mike Simpson

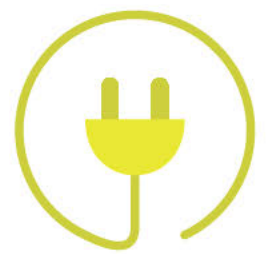
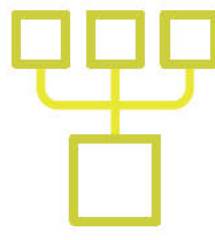
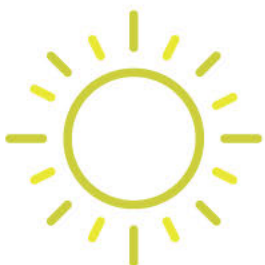
Project Name: Slinfold Football Club 20 + Batteries

Phone: 07894858048

Address: Slinfold Football Club, Hayes Lane, RH13 0SQ

Date Created: 14th November 2023

Designer: Mike Murphy



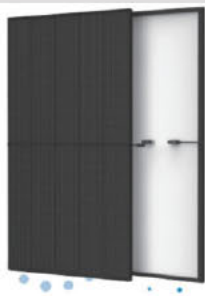
System Overview

Your system comprises 20 Trina Vertex S 415W All Black Mono solar panels to collect sunlight and turn it into DC electricity.

The panels will be connected to 1 Solis 8kW 5G Dual MPPT Inverter- Single Phase with DC isolator inverter and 1 Giv.AC 3.0 inverter, which convert the DC electricity into mains (AC) electricity.

A Gen2 GivEnergy 9.5kWh LiFePO4 Battery (integrated DC breaker) battery storage system will allow you to store excess energy from sunny days, so that you can use your generated electricity at night too.

We include all the isolators, wiring and meters needed to connect the system safely to your electrical system. Your system will be installed and certified by our trained installation team.



Solar Panels: Trina Vertex S 415W All Black Mono x 20

The Trina Vertex S provides a great balance of power, size and weight, offering 21.3% efficiency, with up to 65W more power for just an additional 6cm...

Model	TSM-DE09R.05
Power	415 watts
Dimensions	1134 x 1762mm

Inverter



Solis 8kW 5G Dual MPPT Inverter- Single Phase with DC isolator

Solis 8kW



Giv.AC 3.0

This AC coupled unit is the central part GivEnergy's powerful and user friendly home power management system with EPS backup a in-depth monitoring pla...

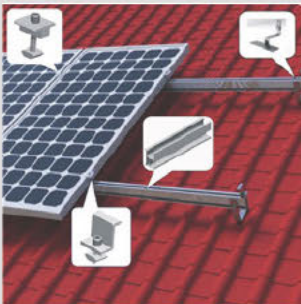
System components



Battery: Gen2 GivEnergy 9.5kWh LiFePO4 Battery (integrated DC breaker)

GivEnergy's LiFePO4 chemistry is the safest cell technology on the market, offering higher capacity and higher density cells whilst monitoring individ...

Capacity	9,500 kWh
Quantity	1



Mounting: Fastensol pitched roof mounting system

Fastensol are an excellent value, fully MCS accredited choice for pitched roof mounting systems, suitable for the majority of roof types.

Designed for	Concrete Tile roofs
Colour	Not specified

System Performance

We have made an estimate of the annual energy generation of your system. This takes into account the following factors that affect the output of a solar array.

The location of the system

Sunlight is weaker near the poles than near the equator. We use data from a meteorological model of the intensity of sunlight over the course of the year in different locations all over the world.

The orientation of the system

Solar panels that face south receive a little more sunlight than panels that face east or west. However, in diffuse light the orientation of the panels makes little difference, so the effect is less marked than many people imagine.

The degree of shading

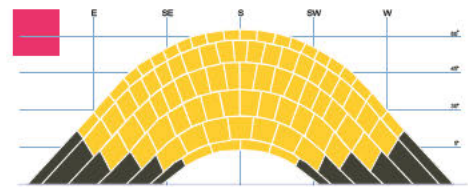
If you have trees, neighbouring buildings or nearby high ground that will shade your PV array, the output of the system will be reduced. We have used a 'sunpath diagram' that estimates how often sunlight will be blocked from reaching the panels.

Roof diagram

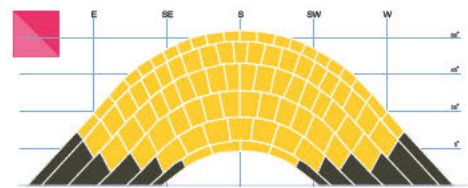


Orientation: 47° Pitch: 35°

Sunpath diagrams



Shade factor: 1.00 Kk: 1060



Shade factor: 1.00 Kk: 1060

We expect your system to generate
8,798 kWh per year

Installation data

Installation capacity of PV system - kWp (stc)	8 kWp
Orientation of the PV system - degrees from South	47°
Inclination of system (pitch) - degrees from horizontal	35°
Postcode region	Zone 2

Performance Calculations

kWh/kWp (Kk)	See sunpath diagrams
Shade Factor (SF)	See sunpath diagrams
Estimated output (kWp x Kk x SF)	8798 kWh

Important note: The performance of solar PV systems is impossible to predict with certainty due to the variability in the amount of sunlight from location to location and from year to year. This estimate is based upon a model that takes account of meteorological data at your location and makes an allowance for losses due to shading of the panels. This is a complex calculation however, and no model can be 100% accurate. It should not be considered a guarantee of performance.

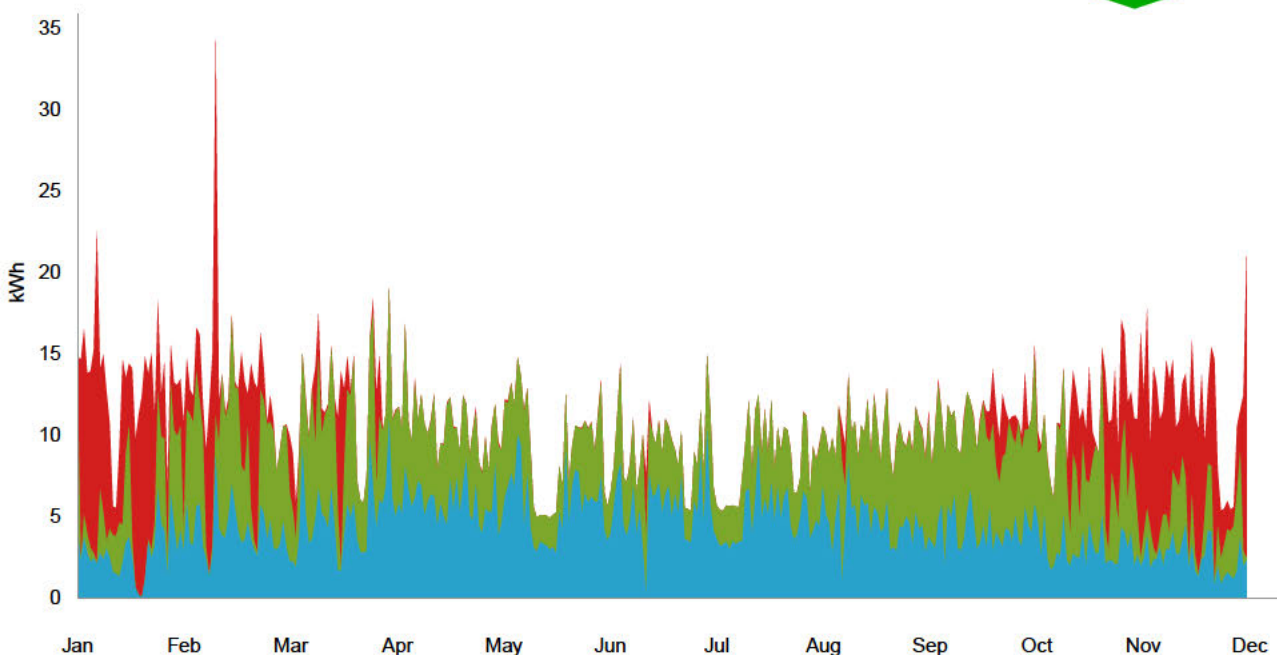
If shading is present on your system that will reduce its output to the factor stated. This factor was calculated using industry standard shading methodology and we believe that this will yield results within 10% of the actual energy estimate stated for most systems.

Your energy explained

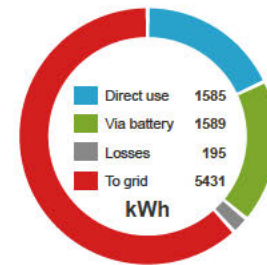
In addition to the MCS calculation of system output we have run a more detailed model of your system to estimate how much of the electricity generated by the system you are likely to use yourself and how much will go to the grid.

Where your electricity will come from in a typical year

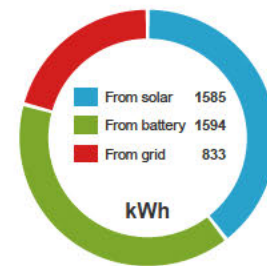
Based on an electricity usage of 4,000 kWh per year, the graph below shows how much electricity used in the property is expected to come directly from the solar panels (blue), how much is expected to come from battery storage (green), and how much is expected to be imported from the grid (red).



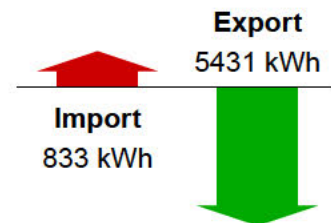
Annual Generation



Annual Consumption



Annual Import/Export

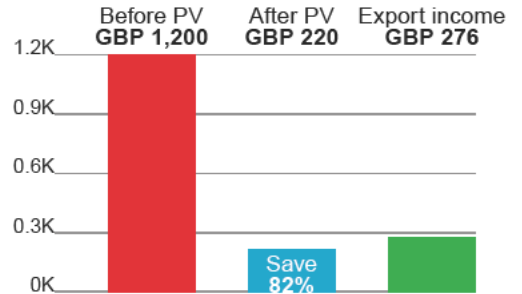


Financial Benefits

Based on our model we expect you to self consume 3,266 kWh of the 8,798 kWh of electricity the system should generate - providing 82% of the annual electricity consumption of 4,000 kWh in the property.

At an electricity tariff of £0.30/kWh, that's a saving of **£980** on your electricity bill - down from £1,200 at present! Your new bill could be just **£220** per year.

5,518 kWh of excess solar energy will be exported to the grid. If you are paid by your supplier at £0.05 per kWh, you will receive an additional **£276** in income from them.



Overall, your savings and benefits are expected to be around £1,256 in the first year after the system is installed.

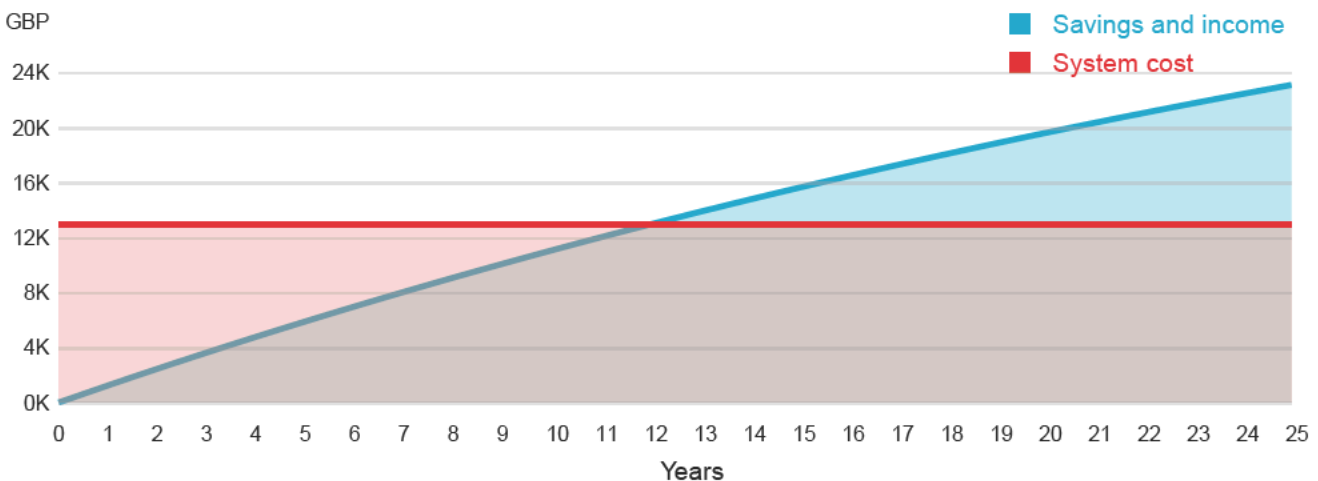
Payback

Using a more detailed model that also takes account of longer term factors such as inflation, gradual degradation in panel output over time and financial discount rates¹, we expect the system to pay for itself in 12 years.

Over a projected 25 year lifetime, we expect the system to have a **Net Present Value of £10,391**. A positive net present value is a good indication that an investment is financially worthwhile.

Disclaimer: Nothing in life is certain. Cloudy periods, growing trees, and even pigeon droppings can affect the output of your array. No-one really knows how electricity tariffs will change in the future, or what inflation will be in 10 years time. We have based our calculations on an inflation rate of 2%, electricity price that rises with inflation, a discount rate¹ of 4%, an import electricity tariff of 30p/kWh, and export payments of 5.0p/kWh. Returns are not guaranteed.

¹ Financial discounting is a method used to calculate the worth of future money in today's terms.



Environmental Benefits

Your new PV system will supply your property with clean, green electricity - and in sunny periods some will also be exported back to the grid.

Overall you'll be making a big contribution to reducing CO₂ not just by lowering the carbon intensity of your own electricity, but by putting low-carbon electricity back in the grid for others to use too.

Your current electricity supply produces

849 kg CO₂
each year

35% will be supplied by solar, saving

299 kg CO₂
each year

7,389 kWh will be exported, saving

1,569 kg CO₂
each year

Total savings

1,868 kg CO₂
each year

Your yearly CO₂
reduction of 1,868 kg
is equal to...



a car ride of 6,672
miles

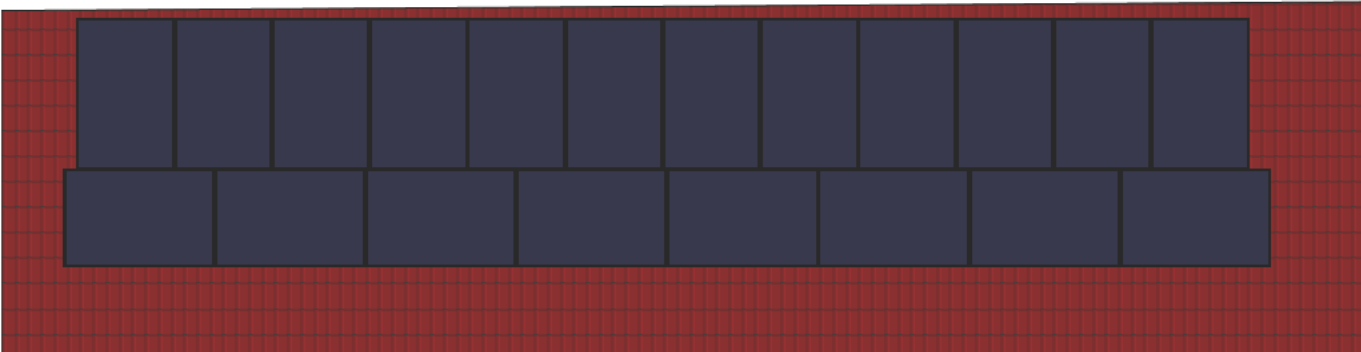


absorbed by 86
trees

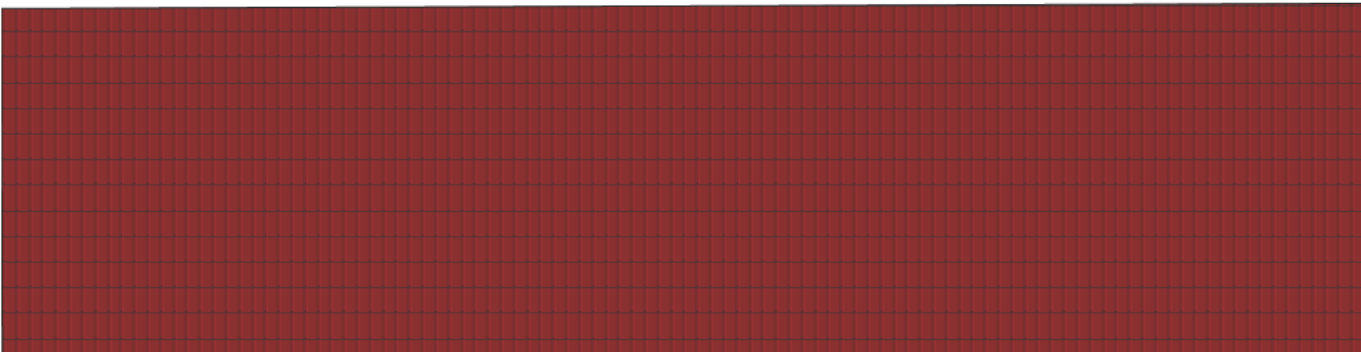
Disclaimer: We calculate and compare the likely annual CO₂ emissions for your home based on your generation and usage with the solar PV system detailed in this document versus estimates for a property like yours using energy from the grid. Your actual CO₂ emissions will depend on lots of factors, like how much energy your solar panels generate, how much of this energy you use directly and how much energy you continue to use from the grid. To calculate what these savings equate to in miles driven, we base this on the CO₂ emissions of an average sized diesel car as outlined in the UK government's 'Greenhouse gas reporting: conversion factors 2022' (<https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2022>). To calculate what these savings equate to as the average amount of CO₂ absorbed by trees, we base this on a rate of 25kg per tree per year. Trees absorb anywhere between 10 and 40kg of CO₂ per year on average, depending on a whole host of factors including the species, location, planting density, and age.

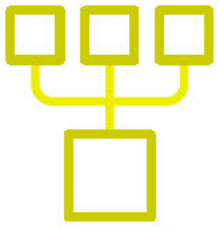
Roof Layout

Roof 1

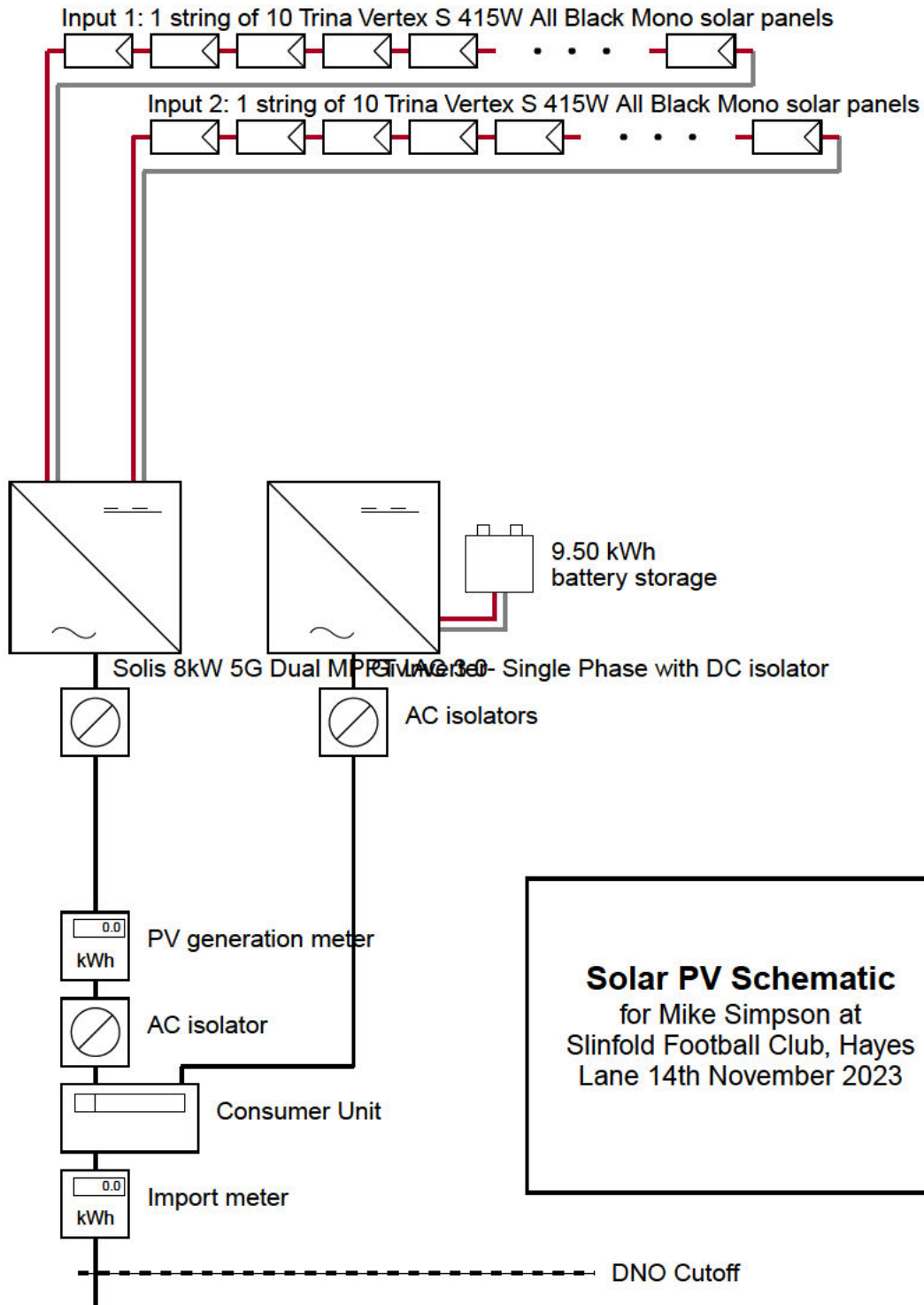


Roof 2





Schematic diagram





Structural calculations

Weight loading calculations

For a traditional cut roof with rafters and purlins we recommend also using our rafter calculator to check the load-bearing capacity of the rafters. Even if the increase in loading is more than 15% the rafters may well be able to take the additional weight.

Please note that this method does not calculate the strength of the roof, and if a roof was badly constructed, does not meet existing building regulations, or is in poor condition then it may still not be appropriate to install an array.

Roof 1

Dead load from roof covering	0.45 kN/m ²
Imposed load	0.75 kN/m ²
Total loading without solar array	1.2 kN/m²
<hr/>	
Weight of solar panels and mounting	302.2 kg
Area covered by solar array	24 m ²
Loading imposed by solar array	0.12 kN/m ²
Total loading with solar array	1.3 kN/m²

**Increase in loading
due to solar array:**

10%

An increase of less than 15% in the load imposed on a roof is not considered to be a significant change (The Building Regulations 2010, Approved Document A).



Wind loading calculations

The maximum force acting on a solar array from wind loading is given by the following formula in BRE Digest 489:

$$F = q_p \times C_{p \text{ net}} \times C_a \times C_t \times A_{\text{ref}}$$

Roof 1

Q_p	718 Pa	
From Fig 34 in Guide to the Installation of Photovoltaic Systems for a building 5 m high, in windzone 1, in country terrain, at a distance of greater than 20km from the sea		
$C_{p \text{ net}}$	Roof Centre	Roof edge
Uplift	-1.3	-2.2
Pressure	1	1.1
C_a	1	
At an altitude of 12m		
C_t	1	
When there is no significant topography		
A_{ref}	23.98m ²	
F	Roof Centre	Roof edge
Uplift	-22380N	-37875N
Pressure	17216N	18937N

With 26 roof hooks we should allow for an uplift force per hook in the central zone of **861N**, rising to **1457N** at the edges. If 2 screws are used per roof hook, this equates to **430N** per fixing in the central zone, and **728N** at the edges.

Concrete tile roof hooks are fixed with screws that pass through the 5mm plate of the roof hook and are then buried fully into the rafter beneath. So there is approximately 65 mm of thread in the timber. The pull-out force in C16 timber is given by tables and formulae in BS5268 Part 2:

$$17.3 \times 1.25 \times 65 = 1406N$$

The pullout force on the fixings is more than the expected wind loading, even when the fixings are close to the edge of the roof.



Performance Summary

A. Installation data		
Installed capacity of PV system - kWp (stc)	8.3	kWp
Orientation of the PV system - degrees from South	See individual inputs	
Inclination of system - degrees from horizontal	See individual inputs	
Postcode region	2	
B. Performance calculations		
kWh/kWp (Kk)	See individual inputs	
Shade factor (SF)	See individual inputs	
Estimated output (kWp x Kk x SF)	8798	kWh

Important Note: The performance of solar PV systems is impossible to predict with certainty due to the variability in the amount of solar radiation (sunlight) from location to location and from year to year. This estimate is based upon the standard MCS procedure is given as guidance only for the first year of generation. It should not be considered as a guarantee of performance.



Self consumption

We model here the performance of a solar PV system with battery storage over the course of a year, using high resolution minute-by-minute generation data for a typical PV system and consumption data for a typical house, and calculating the flow of energy from the solar panels to the house and the battery during the day, and from the storage battery back to the house at night - or from the grid to the house when the battery is empty or loads exceed the discharge capacity of the system.

We provide yearly profiles of generation, consumption, import / export and battery utilisation, along with detailed profiles for a typical spring day.

Battery system specification

Giv.AC 3.0 with a Gen2 GivEnergy 9.5kWh LiFePO4 Battery (integrated DC breaker) battery

Charge rate	3000 W
Inverter charge efficiency	96.5 %
Inverter discharge efficiency	96.5 %
Battery efficiency	95.0 %
Round trip efficiency	88.5 %
Battery bank capacity	9.5 kWh
Max discharge depth	100 %
Usable capacity	9.5 kWh



Consumption

4000 kWh

Electricity consumed in the property each year



Self consumption

37 %

Proportion of PV generation used in the property



Import / Export

833 /
5431 kWh

Electricity import / export each year from the property



Generation

8800 kWh

Electricity generated by the PV array each year



Independence

79 %

Proportion of electricity consumption provided by PV



Utilisation

48 %

Average daily utilisation of the storage battery



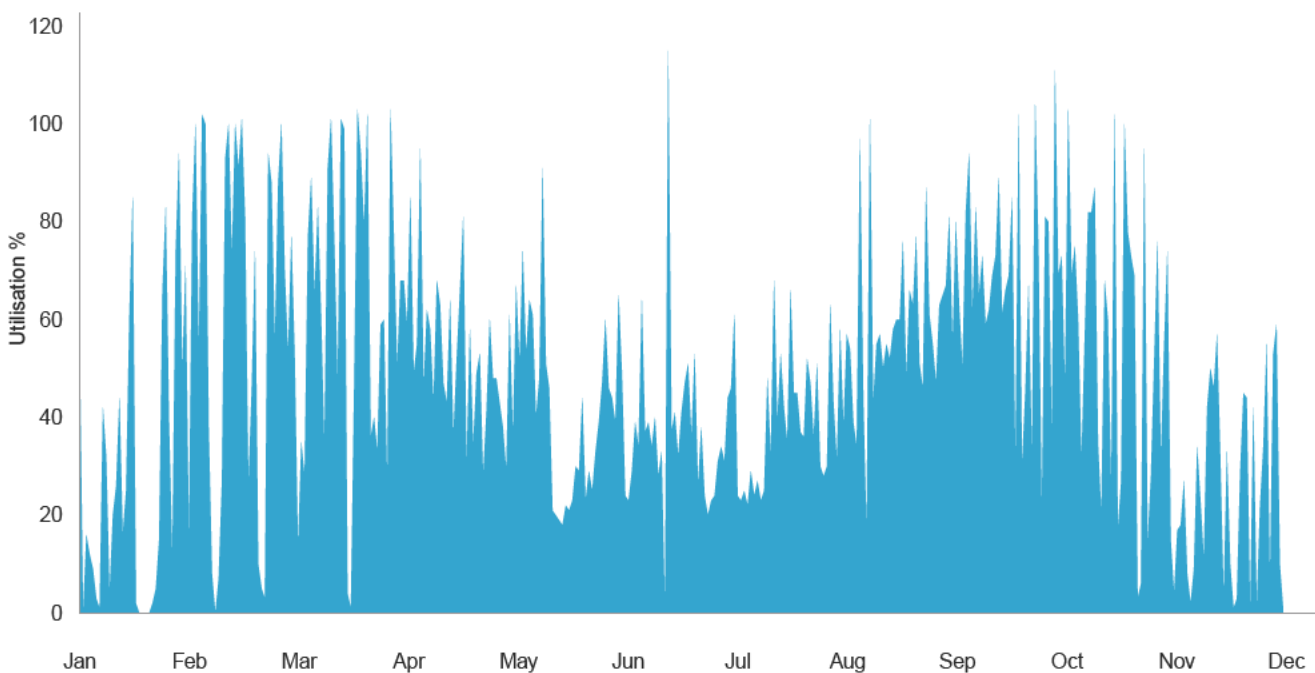
Yearly battery utilisation

The graph shows the modelled utilisation of the battery over the course of the year - the fraction of the available battery capacity that is actually charged and discharged each day. Utilisation of over 100% is possible at times where a battery is charged and discharged more than once during a day.

Low battery utilisation can be due to either insufficient spare PV generation to charge the battery (often the case in winter, or on cloudy days), or because loads are small overnight and the battery does not fully discharge.

Average battery utilisation

48%



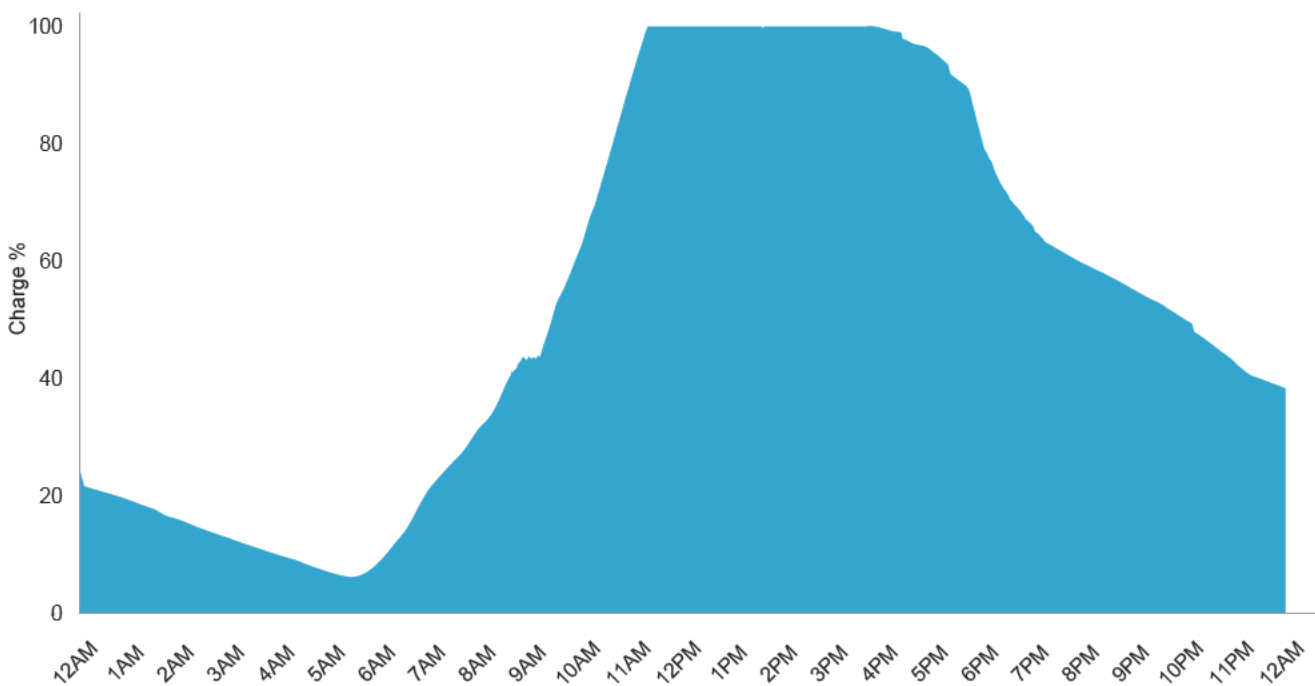


Daily battery utilisation

The state of charge of the battery over a selected day (March 27th) is shown in the graph below. The battery discharges overnight or when there is heavy demand during the day, and charges when there is excess solar PV generation during the day. On this day, 96% of the battery capacity was utilised.

Average battery utilisation

96%





Financial

Generation

The system is expected to generate 8798 kWh per year initially, decreasing gradually as the solar cells degrade. Over the 25 year term of this financial projection the total generation is expected to be 206727 kWh, of which 86144 kWh will be consumed on site and 120583 kWh exported.



Payback

After adjusting projected costs and benefits for inflation, and applying a discount rate of 4%, the initial system cost of £12,703.59 is expected to be recouped after 11 years.



Net Present Value

The total present value of future benefits and costs, using a discount rate of 4% per year, is £24,932.25. The cost of the PV system is £12,703.59. The net present value of the project is therefore £12,228.65. A positive net present value is a good indication that the project is financially worthwhile.



IRR

The Internal Rate of Return is a useful measure for comparing the relative profitability of investments.



Disclaimer

Our financial model calculates the benefits of a solar PV installation (such as savings in electricity, or payments for exported electricity) and costs (the initial purchase cost, and any future maintenance costs if entered), over the projected lifespan of the system. Values are corrected for inflation, system degradation, and discount rate - a measure that accounts for the fact that a promise of a monetary sum in the distant future is usually considered less valuable than the promise of the same sum in the near future.

A model is only as accurate as the assumptions it makes. You should consider whether the values chosen are appropriate for your situation. There are many variables that dictate the financial return of a solar installation and we cannot forecast how they may change in the future. This financial projection shows a likely scenario for future financial returns. Actual returns may vary significantly from this forecast.

Assumptions

Inflation rate	2%
Cost of electricity	£0.3 /kWh <small>increases with inflation</small>
System size	8.3 kWp <small>degrades at 0.5% per year</small>
Discount rate	4%
Projection length	25 years

Income and savings

The projected income from the system over the project lifetime in payments for generated and exported electricity, along with electricity savings, are shown in the table and graph below.

These figures assume an inflation rate of 2 percent.

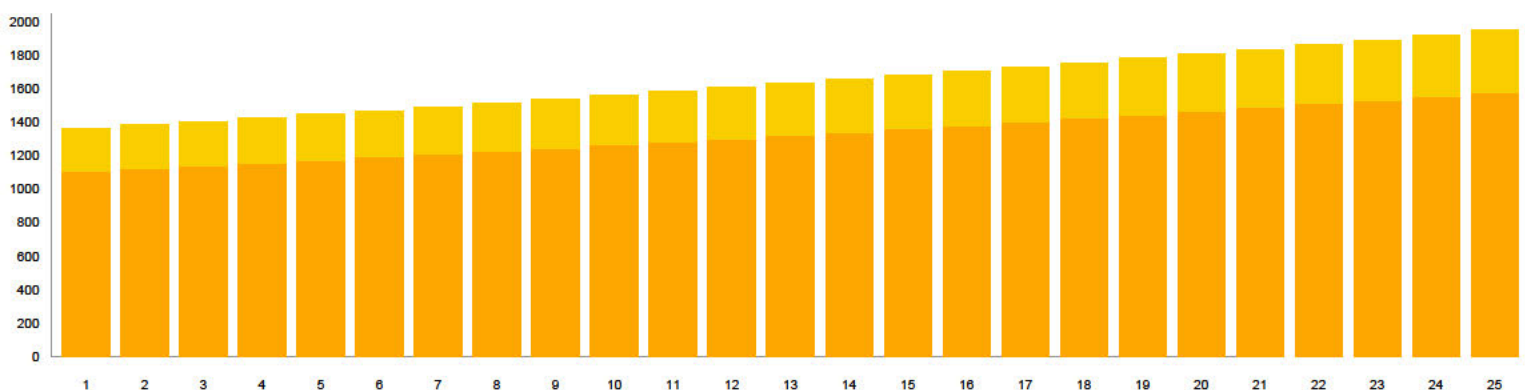
	Export payments	Electricity savings	Total
Year 1	259	1108	1367
Year 2	262	1125	1387
Year 3	266	1141	1408
Year 4	270	1158	1429
Year 5	274	1176	1450
Year 6	278	1193	1471
Year 7	282	1211	1493
Year 8	287	1229	1516
Year 9	291	1247	1538
Year 10	295	1266	1561
Year 11	300	1285	1584
Year 12	304	1304	1608
Year 13	309	1323	1632
Year 14	313	1343	1656
Year 15	318	1363	1681
Year 16	323	1383	1706
Year 17	328	1404	1731
Year 18	332	1425	1757
Year 19	337	1446	1783
Year 20	342	1468	1810
Year 21	347	1489	1837
Year 22	353	1512	1864
Year 23	358	1534	1892
Year 24	363	1557	1920
Year 25	369	1580	1949



Total Export Payments
over 25 years



Electricity savings
over 25 years

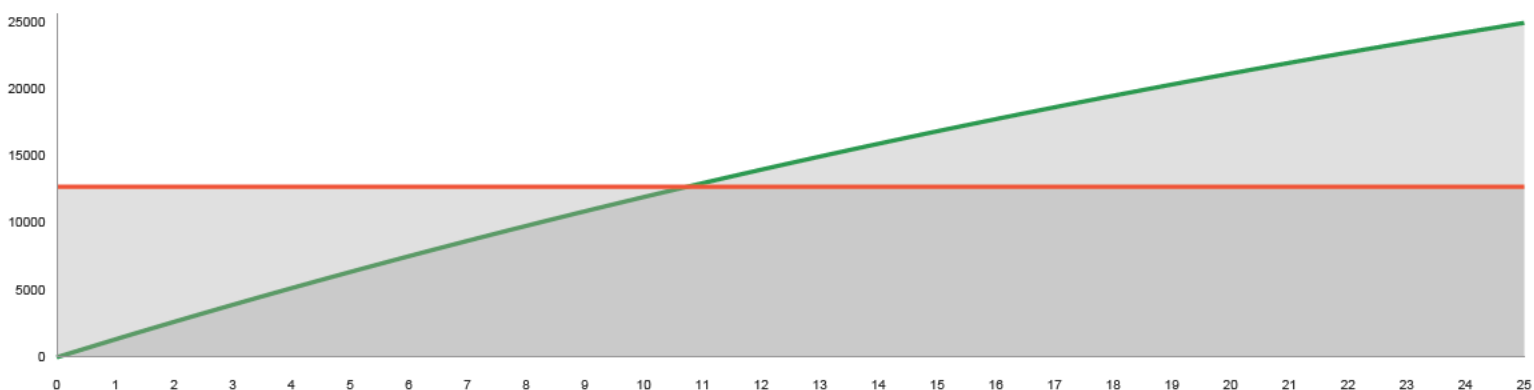


The bottom line

The table and graph below show the discounted costs for the project (including the initial capital required for the installation), against the total discounted benefits from income and savings on electricity bills.

The system pays for itself in 11 years.

	Discounted benefits	Cumulative benefits	Discounted costs	Cumulative costs	Cashflow
Year 1	1339	1339	0	12704	-11364
Year 2	1305	2644	0	12704	-10060
Year 3	1271	3915	0	12704	-8788
Year 4	1239	5154	0	12704	-7550
Year 5	1207	6361	0	12704	-6343
Year 6	1176	7537	0	12704	-5167
Year 7	1146	8682	0	12704	-4021
Year 8	1116	9798	0	12704	-2905
Year 9	1087	10886	0	12704	-1818
Year 10	1060	11945	0	12704	-758
Year 11	1032	12978	0	12704	274
Year 12	1006	13983	0	12704	1280
Year 13	980	14963	0	12704	2260
Year 14	955	15918	0	12704	3215
Year 15	930	16848	0	12704	4145
Year 16	906	17755	0	12704	5051
Year 17	883	18638	0	12704	5934
Year 18	860	19498	0	12704	6794
Year 19	838	20336	0	12704	7633
Year 20	817	21153	0	12704	8449
Year 21	796	21949	0	12704	9245
Year 22	775	22724	0	12704	10020
Year 23	755	23479	0	12704	10776
Year 24	736	24215	0	12704	11512
Year 25	717	24932	0	12704	12229





Equipment and Services

Equipment

20x Trina Vertex S 415W All Black Mono solar panel

Solis 8kW 5G Dual MPPT Inverter- Single Phase with DC isolator inverter

Giv.AC 3.0 inverter

Emlite ECA2 extended cover

2x Label sheet

GivEnergy GEM120CT Modbus Energy Meter

GivEnergy WiFi Dongle

GivEnergy All-in-one to Ring Terminal Cable

4 Way Metal Consumer Unit

2x AC isolator - IMO - 40A 4-pole

4x Pair of MC4 connectors

2x AC isolator - IMO - 20A 4-pole

Gen2 GivEnergy 9.5kWh LiFePO4 Battery (integrated DC breaker)

3x 50m reel of 4mm² solar cable

36x Fastensol end clamp (30mm black)

22x Fastensol black universal clamp

36x Fastensol black end cap

26x Fastensol portrait concrete tile roof hook

6x Fastensol rail splice

32x Fastensol landscape concrete tile roof hook

2x BB200 Reinforced BirdBlocker (30m)

6x BirdBlocker clips for square tube (box of 50)

16x Fastensol silver rail 3550mm

Services

Scaffolding

Installation Services/Warranties/Certification

Totals

Total before tax

£12,703.59

Slinfold Parish Council Climate Action Plan

The Council oversees several areas in which it could reduce its carbon footprint and encourage residents to do the same by combining education and initiatives.

Buildings: Tennis club, football club, community shed and shop.

The Council owns four buildings, all of which could be made more energy efficient by considering large scale upgrades such as solar panels, batteries and air source heat pumps as well as smaller ones like LED lights and insulation. Horsham District Council's Community Climate Fund has grants up to £2,500 for initiatives to reduce carbon emissions. Only not for profit organisations can apply for this grant which include Parish Councils.

Land

Cherrytree Farm: The Council could consider turning the car park into an Electric Vehicle Charging point. It could use its land to increase biodiversity such as on the football pitch and verges. Following the tree survey and subsequent felling of ash trees, the Council could look at what options there are for replanting/natural regeneration so the total number of trees does not fall. The Woodland Trust is currently running a scheme where eligible organisations (including parish councils) can apply for up to 420 saplings for free. They are currently accepting applications for delivery in March 2024.

Banking and administration

The Council already uses a 'partially' ethical bank in COOP as its primary account but has multiple accounts open with other banks and could consider switching to alternatives which only invest in green initiatives and not fossil fuels. COOP used to be an ethical bank but was bought out by US hedge fund and is now in a greyer area but is still a 'green tier' bank. You can find out more here <https://www.comparethemarket.com/current-accounts/content/ethical-banking/>. The Council's cashbook is already paperless and documents are stored on Google Drive to reduce paper use. Documents are also signed online using Adobe which negates the need to print invoices.

Communications and Education

The Council uses several platforms to communicate with residents including magazines, newsletters, website and social media. All of these could be used to advertise forthcoming national campaigns and encourage people to get involved. The Council can also advertise the green initiatives they are taking on and share information on how residents can do more.

Events

Climate Cafe: The Cosy café already helps to reduce carbon emissions by providing a warm space for numerous people. It could also be a great place to host drop in/talks for residents on ways to save money on heating and reducing their carbon footprint. Similar events have happened with pension services in the past: <https://www.climate.cafe/>

Repair Café: The Community Shed would be an appropriate venue to host a repair café where people can bring broken items and learn to repair them instead of throwing them away. <https://www.repaircafe.org/en/>

Recycling: There are already terracycling points at the Red Lyon. Could Cherrytree be used as another point? <https://www.terracycle.com/>

Youth club and school: The Council could work with the youth club and local primary school to provide education/initiatives

Nature Recovery Project Ideas for Parish Councils

Wilder Horsham District

Wilder Horsham District Parish Council Workshops

Wildlife has declined drastically over the last few decades and the UK is now one of the most nature-depleted countries in the world. Whilst not immune from the pressures on wildlife, Horsham is a rich and diverse district with projects and places that are bucking the trend of wildlife loss. There is much that can be done at a local level to conserve, enhance and connect the wildlife and wild places in our area and there are many ways that a Parish might be able to contribute.

At the request of local Parish Councils, Wilder Horsham District is delighted to be hosting two Parish Council workshops in the New Year. These workshops will combine presentations from locals working or volunteering in conservation in Horsham District with expert-led break-out groups focused on the topics detailed below.

In order to offer you the maximum value from the workshop, we have created a list of potential project ideas that your Parish could engage with. **Before the workshop, we would appreciate it if you could read through these ideas, and make a note of any that might interest your Parish.**

There are a lot of ideas here but don't feel you have to tackle them all, rather we are offering you a menu of some of the actions we can all take for nature's recovery.

This is by no means an exhaustive list, so if there is an idea you are interested in that we have not mentioned, please do bring it with you to the workshop for us to explore.

We hope these lists will spark an interest or ideas that we can help you develop further at the workshops.

All the best,

The Wilder Horsham District Team



Pollinator Recovery Project Ideas

Around 80% of British plants are pollinated by insects, with a third of all the food we eat relying on them, contributing £690 million worth of crops to our economy every year. Pollinators are also a vital part of our native ecosystem, providing food for birds, mammals, and other insects.

A recent study showed widespread losses of pollinating insects in Britain with a third of wild bee and hoverfly species declining between 1980 and 2013. The loss of our pollinators would lead to a collapse of our ecosystems.

Habitat loss is the primary driver of insect decline in the UK. To support our pollinators, we need to provide them with more, bigger, better and more joined-up high-quality flower-rich habitats. Here are a few ideas:

- **Arrange alternative mowing schedules** - Along roadside and parish-council managed land opt for a cut-and-collect regime with fewer and more strategically timed cuts.
- **Help to create new and connect existing pollinator highways/bee lines** - Provide continuous networks of habitat across the Parish for pollinators to travel through. Add new pollinator places to Buglife's Bline highways map.
- **Promote the creation of pollinator friendly planting** - Encourage wildflower meadows, hedgerows, pond plants and other pollinator habitats in public spaces, gardens and schools.
- **Encourage planting of specific plants to benefit insects** - For example planting Buckthorn and Alder Buckthorn can benefit Brimstone butterflies.
- **Replace non-native plants with native species** - Foreign cultivars might look pretty but they typically don't provide much extra benefit for insects. There are plenty of attractive native species which do both.
- **Reduce the use of pesticide** - Pollution, mainly by synthetic pesticides and fertilisers, is another significant factor in insect declines. Limit or, preferably, eliminate their use on Parish Council land and encourage others within the parish to do the same. Ivermectins, in animal wormers, which are toxic to all arthropods are a particular problem.



Species-focused Projects

Many Sussex species are in dire need of urgent, targeted action if we are to halt their decline and begin their recovery. Action is also required to eradicate the many invasive species which outcompete our native species and degrade our natural habitat and ecosystems, adding another threat to our already vulnerable wildlife.

Here are some species-focused projects of particular value and relevance to Sussex and Horsham:

- **Turtle doves** - The UK's fastest declining bird needs scrub for nesting, accessible water and patchy, seed rich swards. Horsham has one of the best Turtle Dove populations left in the country so can you provide all those things to boost them in the Parish?
- **Swifts** - Swift numbers have halved in the last 20 years at least partly due to the loss of nest sites. Putting up swift nest boxes in appropriate locations will help them recover.
- **Barn Owls** - Most Sussex Barn Owls now rely on nest boxes but also require at least 14 hectares, and often more, rough grassland with 2km of the nest site. Can you increase the suitable Barn Owl habitat in the Parish?
- **Bats** - Create a network of bat-friendly dark corridors for them to travel through. Protect roosting or breeding sites or create new ones where appropriate.
- **Hedgehogs** - A species in decline that can be helped with hedgehog highways, native hedge planting, making ponds safe, checking for hedgehogs before strimming or burning and avoiding using slug pellets. A co-ordinated project could boost them in your Parish.
- **Toads** – Many toads are killed on the roads as they travel to their breeding ponds and providing a safe crossing place in the right spot can make all the difference.
- **Mapping and removal of invasive species** - Examples are Himalayan Balsam, Skunk Cabbage and, the very dangerous, Giant Hogweed, the removal of which requires professional support.
- **Native species reintroductions** – Sussex has lost many of its keystone species and it's increasingly clear that the lack of species such as Beaver and Pine Marten is driving further declines. What can you do to make your Parish ready for lost native species to thrive?



Water, Riverine and Flood Management Projects

Only 14% of England's rivers are in good ecological health, and they all fail to meet chemical standards. Wetland areas around the UK have been devastated with about 64% of floodplains in England destroyed by intensive agriculture between 1990 and 2015. Increases in average annual temperatures caused by climate change are also increasingly drying out small water bodies.

Not only does this have a severe human impact, polluting our rivers, and making us more vulnerable to extremes such as drought and flooding, but it is having a severe ecological impact too. It is not just freshwater species that depend on water bodies, with the need for the habitat, food and water resources they provide cross-cutting across all species. Restoring existing low-quality water-based habitats and creating new ones will have a wide-ranging impact. Ideas include:

- **Create and restore ponds** - Promote and provide advice to encourage the in public spaces and residential gardens.
- **Buffer rivers and streams** – This means planting, or otherwise encouraging, suitable trees, shrubs and other plants in riparian zones. This has significant wildlife benefits, stabilises stream banks, stops soil run-off and prevents pollution entering waterways.
- **Remove human structures in rivers** - Large man-made barricades in river systems, such as weirs and dams, can have negative impacts on wildlife, especially fish. Are there places where the waterways in the Parish could be re-naturalised?
- **Install leaky dams** - Conversely small woody dams and other Natural Flood Management (NFM) measures in the right places can have significant benefits for water quality, flood relief and wildlife. Are there places in the Parish that could be targeted for these features?
- **Measure the water quality and track the source of pollutants** - What are the main pollutants in the Parish waterways and where are they coming from? Can you work with water companies or other stakeholders to reduce the problem?
- **Partnership projects** - Larger scale projects including wetland and floodplain restoration and natural water course regeneration might be possible by working with landowners and others. Can you identify opportunities in your Parish?
- **Sustainable Drainage Systems (SuDS)** - These mimic natural systems by managing rainwater where it falls, reducing the quantity and increasing the quality of surface water draining from a development. They can also boost local wildlife. What SuDS techniques could be used in your Parish and where?



Woodland and Hedgerow Recovery Projects

The UK's native woodlands are reaching crisis point, with just 7% in good condition. Centuries-old and wildlife-rich ancient forests cover just 2.5% of the UK, with at least 1,225 of these woodlands now under threat of destruction by new building development. Once it is gone, it can't be replaced.

Woodlands provide timber and non-timber products, improve human mental health, and offer countless ecosystem services including carbon storage, air and water purification, and flood risk management. Our native woods are also incredibly diverse, supporting many different species. Many of these species are threatened and becoming rarer. Some have already become extinct.

With so little healthy woodland left, it is vital that we protect what is left, help restore it, and begin to link up remaining fragmented pockets.

- **Create more deadwood** - Dead and decaying wood has even more wildlife value than living trees and is a scarce resource because it tends to get tidied away. Find ways to create more woody decay, of as many varieties as possible, to create more habitat niches. For example leave dying Ash trees in place where-ever it is safe to do so. A living ash is actually quite poor for invertebrates but a decaying Ash is another matter entirely.
- **Wet up your woodlands** - Wet woodland is one of our most biodiverse habitats. Creating woodland ponds or building leaky dams to hold water back in the woodland can have huge benefits for wildlife as well as improving water quality.
- **Let nature create itself** - Sometimes all you have to do is let the wild in. Scrub habitats are a much underappreciated but very valuable habitat. Can you find areas that you can let scrub up through natural regeneration?
- **Plant to bring missing species back** - Planting trees is usually less beneficial for wildlife than natural regeneration but some trees, especially wet-associated species such as Black Poplar, are rare in the landscape and benefit from targeted planting. Planting is all about putting the right trees in the right place.
- **Plant and restoring hedgerows** - To help improve habitat, shelter, food resources, and crucially create wildlife corridors for species to move through the landscape safely.
- **Support local nature-friendly woodland management** - Engage with woodland owners, managers and product sellers in the Parish. Unmanaged woodland is surprisingly poor for wildlife which needs the dynamism and varied structure that management provides.



Other Project Ideas

You know your Parish best and there will be lots of other opportunities that are specific to your area and can be developed into project. These might include the following areas:

- **Mapping habitats** - You can get data on your Parish from the Sussex Biodiversity Records Centre (SBRC) but habitats change all the time and ground-truthing this data can be really valuable. Mapping can be done directly, by drone footage or with fixed point photos.
- **Surveys and monitoring** - Again species data is available from the SBRC but there is always more survey work to be done. Learning about what species are present, or indeed missing, from your Parish can help inform nature recovery.
- **Map veteran trees** - Help map and record all the ancient and veteran trees in the District, as part of a wider movement to map ancient trees in the Sussex and across the whole country.
- **Community Groups** - Many Parishes already have local conservation groups. How can you help them be more effective if they already exist or encourage them to form if they don't?
- **Local churchyard engagement** - Churchyards can be wild oases in a settlement if they are allowed to be. Can you work with the local churches on their wildlife projects?
- **Landowner engagement** - Are there landowners in your Parish who are keen on nature recovery. How can you work with them to realise these shared ambitions? Can you encourage landowners to work together to create habitat connectivity between different landholdings?

Useful links: **Wilder Horsham District webpage:** [Wilder Horsham District | Sussex Wildlife Trust](#)
Nature Recovery Award: [Nature Recovery Award | Sussex Wildlife Trust](#)
Sussex Wildlife Trust Landowner Advice: [Landowner Advice | Sussex Wildlife Trust](#)
Sussex Wildlife Trust WildCall Advice: [In your garden | Sussex Wildlife Trust](#)
Natural Flood Management: [Natural Flood Management | Sussex Wildlife Trust](#)
Buglife b-lines: www.buglife.org.uk/our-work/b-lines/
SDNPA Dark Skies: [Dark Skies Technical Advice Note \(TAN\) – Dark Sky](#)
Lost Woods Project: [Lost Woods of the Low Weald and Downs - Woodland Trust](#)