

Policy & Resources Urgency Sub-Committee

Date: **30 March 2023**

Time: **11.00am**

Venue **Hove Town Hall**

Members: **Councillors:** Mac Cafferty, Allcock and Bell

Contact: **Lisa Johnson**
Democratic Services Manager
lisa.johnson@brighton-hove.gov.uk

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AGENDA

1 PROCEDURAL MATTERS

- (a) **Declaration of Substitutes:** Where Councillors are unable to attend a meeting, a substitute Member from the same Political Group may attend, speak and vote in their place for that meeting.
- (b) **Declarations of Interest:**
- (a) Disclosable pecuniary interests;
 - (b) Any other interests required to be registered under the local code;
 - (c) Any other general interest as a result of which a decision on the matter might reasonably be regarded as affecting you or a partner more than a majority of other people or businesses in the ward/s affected by the decision.

In each case, you need to declare

- (i) the item on the agenda the interest relates to;
- (ii) the nature of the interest; and
- (iii) whether it is a disclosable pecuniary interest or some other interest.

If unsure, Members should seek advice from the committee lawyer or administrator preferably before the meeting.

- (c) **Exclusion of Press and Public:** To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

2 HANGLETON AND KNOLL COMMUNITY YOUTH PROJECT - YOUTH INVESTMENT FUND GRANT

1 - 88

Report of the Executive Director Economy Environment & Culture and the Executive Director Families Children & Learning

Contact Officer: Rachel Chasseaud

Tel: 01273 290753

Ward Affected: Hangleton & Knoll

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FURTHER INFORMATION

For further details and general enquiries about this meeting contact Lisa Johnson, email lisa.johnson@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk

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Date of Publication - Wednesday, 29 March 2023

Brighton & Hove City Council

Policy & Resources Urgency Sub Committee

Agenda Item 2

Subject: Hangleton and Knoll Community Youth Project – Youth Investment Fund Grant

Date of meeting: 30th March 2023

Report of: Executive Director Economy Environment and Culture
Executive Director Families Children and Learning

Contact Officer: Name: Rachel Chasseaud
Tel: 07795336180
Email: Rachel.chasseaud@brighton-hove.gov.uk

Ward(s) affected: Hangleton and Knoll

For general release

Note: Urgency

By reason of the special circumstances below, and in accordance with section 100B(4)(b) of the 1972 Act, the Chair of the meeting has been consulted and is of the opinion that this item should be considered at the meeting as a matter of urgency.

Note: Reasons for urgency

The special circumstances for non-compliance with Council Procedure Rule 3, Access to Information Procedure Rule 5 and Section 100B(4) of the Local Government Act 1972 (as amended), (items not considered unless the agenda is open to inspection at least five days in advance of the meeting) were due to a very short timescale between notified of a capital grant of £776500 has been offered to the council by the Department of Culture, Media and Sport (DCMS) and the deadline for acceptance which is 31st March 2023. The Hangleton and Knoll Project (HKP) made a bid with city council support in late 2022 to the Youth Investment Fund, which is being administered by Department of Culture, Media and Sport (DCMS). This was done on the understanding that HKP had won the bid and that the funds would be directed to them to commission the building.

It was only week commencing 13th March that DCMS contacted the council to ask to meet to discuss the project. A meeting was held on 21st March. The report details why the decision is urgent and means the council must accept the grant by 31st March or the funding opportunity will be lost

1. Purpose of the report and policy context

1.1 There is a lack of provision of Youth Services facilities in the west of the city.

- 1.2 The Hangleton and Knoll Community Youth Project (HKP) have successfully made a bid to the DCMS to be part of a pilot project for a new modular building to be placed in Knoll Park. The bid was supported by the council.
- 1.3 DCMS provided detail to the council of the funding, S.31 funding agreement and method of project implementation on 24th March. The council must agree to this by 31st March if the project is to proceed.
- 1.4 This report seeks permission to accept the grant and to proceed with the project in partnership with HKP and DCMS.

2. Recommendations

- 2.1 That the Urgency Sub-Committee agrees to proceed with the Hangleton and Knoll Community Youth Project - Youth Investment Fund grant for the provision of a new modular building in Knoll Park.
- 2.2 That the Urgency Sub-Committee delegates authority to the Chief Executive Officer and the Chief Finance Officer to enter into agreement with the Department of Culture, Media and Sport to accept a capital grant of £776,500 for the provision of a modular building for the provision of Youth Services.
- 2.3 That the Urgency Sub-Committee delegates authority for the Executive Director of Economy, Environment & Culture, in consultation with the Executive Director of Families, Children and Learning, to enter into contracts for the delivery of a new modular building provided for Youth Services and to enter into a lease with the Hangleton and Knoll Community Youth Project once the building is complete.
- 2.4 That the Urgency Sub-Committee notes that this is subject to the successful conclusion of negotiations with Department of Culture, Media and Sport and Hangleton and Knoll Youth Project on the contracting, funding and capital build contracting arrangements, as well as the revenue support from government for subsequent use of the building.

3. Context and background information

- 3.1 HKP have successfully bid to DCMS to be part of a pilot scheme whereby a new, energy efficient modular building is provided to extend the provision of youth services.
- 3.2 The council conducted a Youth Review in 2020 that confirmed the high value placed on neighbourhood youthwork and highlighted the lack of dedicated youth space in the west of the city. The city network youth providers prioritised Knoll park, recognising the under-investment, lack of venue and high level of need in the area.
- 3.3 The Knoll estate has Super-Output Areas within the Index of Multiple Deprivation that are within the top 10% of most deprived areas. It is

estimated that 24% of children and young people are living in poverty. It is also situated far from the services and facilities of the town centre. This facility would enable the commissioned youth provider to support significantly more disadvantaged young people, particularly those living within or in close proximity to the Knoll estate.

- 3.4 As part of the Youth Service Grant Programme, HKP are a commissioned youth provider for the west area, with an annual grant total of £0.087m. The funding period is from 1st October 2021 to 31st March 2025. The funding is subject to an annual review, achievement of the defined outcomes and annual council budget setting in February of each year. HKP are performing very well, with data reports highlighting that they are exceeding targets, with excellent partnerships and services that are very much valued by young people accessing their services. The HKP Annual Report is attached as Appendix 1.
- 3.5 DCMS are piloting a method of provision of facilities for Youth Services through the use of highly energy efficient modular buildings to minimise running costs for the service. The method involves partnership working between the council, the youth services organisation and DCMS to deliver the scheme. HKP is one of four schemes to be delivered in England as part of this pilot.
- 3.6 In addition to being highly sustainable and low cost, the new building will be fully accessible for people with disabilities and will include disabled access toilet facilities. A Design and Access Statement which sets out the plans including sustainability benefits and accessibility benefits is attached at Appendix 2 and included as part of the planning application.
- 3.7 HKP were successful in their bid to DCMS. However, details of the grant funding agreement and method of implementation were only provided by the government to the council on 24th March 2023.
- 3.8 This requires the council to receive and manage the funding for new building and to enter into a contract with the selected building contractor. Council officers will be part of the contractor selection panel and can withdraw from the project progressing if the specification is altered or the building cannot be delivered for the available budget.
- 3.9 Unusually DCMS will procure the building with council input and provide construction management services through their contractor Hawkins Brown. Construction management functions will be funded centrally by DCMS and this is separate to the grant provided to the council for the building and associated works. Hawkins Brown will draw down the funds required from the council for the project. This does create risks for the council because we are not procuring our own design team, making the commitment from DCMS to cover cost escalation very important.
- 3.10 DCMS have provided guarantees that the council will not be exposed to the risk of a project which escalates in costs in the form of a 'Letter of Comfort'. The Letter of Comfort makes it clear that there are a number of break points if the council is not happy with the specification changing too much and/or in

the event that the costs exceed the agreed capital budget. DCMS also state that if the costs increase and cannot be reduced they will support an additional award to the council for additional funding to enable the project to go ahead.

- 3.11 DCMS will hold the contracts with Hawkins Brown who will procure the construction / building contract then project manage the build. Hawkins Brown will procure the building on the council's behalf through a government NHS Buildings Framework in order to provide value for money and the requisite skills and experience to undertake a specialist modular build. The DCMS is intending to procure all four buildings for the pilot in one lot to reduce costs. Once procured the council will enter into a contract with the contractor.
- 3.12 The Letter of Comfort provided by DCMS gives the council and DCMS the opportunity to review the costs of the project before entering into a construction/building contract. In the event that the projected costs exceed the budget agreed, the council is not obliged to proceed with the contract. Consideration will be given to reducing the cost of the scheme; additional funding to be provided by DCMS or if neither of these options are possible the council can withdraw from the scheme and repay any unspent capital.
- 3.13 Further to this, if costs escalate during the course of construction and cannot be reduced through value engineering, the Letter of Comfort confirms that the DCMS will support a bid for additional capital to cover the costs of the scheme.
- 3.14 The council will be the 'client' in relation to the building/ construction contract and will need to appoint an Agent to support this function. The estimated cost of and Agent is £0.035m of which £0.030m will be funded by DCMS as part of the capital grant. A Clerk of Works is also included in the contract value, working for the council but funded by DCMS.
- 3.15 The council will be required to report back to DCMS on the progress of the development and provide details of actual costs.
- 3.16 An application for planning consent to construct the building in Knoll Park was lodged by Hawkins Brown on 7th February 2023 and is due to be determined on 18th April 2023. HKP have already undertaken consultation with ward councillors, local residents and other park users. There have been no objections to the proposed scheme to date.
- 3.17 The new building would be owned by the council and leased to HKP on a full repairing lease at a peppercorn rent.
- 3.18 HKP will also be awarded a one-off revenue grant in 2023/24 from DCMS. The value of this is yet to be determined. This is to assist the organisation to move into the new building and to use it for Youth Services.

4. Analysis and consideration of alternative options

- 4.1 The council could decide to reject the offer of the grant but this is not recommended as an opportunity would be lost for a much needed youth facility in the west of the city.
- 4.2 The contracting route is unusual and would not be the council's preferred method to procure a building. However, it is being 100% funded by DCMS so our options are limited by their offer.

5. Community engagement and consultation

- 5.1 HKP is a community-based organisation of very long standing and good reputation in the local community. They have led the consultation with ward councillors and residents and held an open event for local residents and park users in November 2022.
- 5.2 HKP have also involved ward councillors who officers believe are supportive of the project.
- 5.3 HKP leafleted 200 homes in close proximity to the park.
- 5.4 They have also consulted with the Friends of Knoll Park and the Bowls Club in Knoll Park.
- 5.5 The planning consultation for the proposed building is currently open. A link to the live planning application is provided below as background to this paper.
- 5.6 To date no objections have been raised.

6. Conclusion

- 6.1 That the acceptance of the Youth Investment Fund Capital Grant provided by DCMS for the provision of a new building for Youth Services in Knoll Park is agreed in order to take the opportunity for the provision of a new accessible and low energy building which is much needed for Youth Service Provision in the west of the city.
- 6.2 The risks of cost over-run to the council have been substantially mitigated through the terms of the funding agreement and Letter of Comfort provided to the council by DCMS.

7. Financial implications

- 7.1 DCMS have awarded £0.776m to cover the costs for the installation of a new modular building for the provision of youth services at Knoll Park and have provided a very limited time to accept. It is not clear at this stage that the funding will be sufficient and so the DCMS have provided assurance that the award will be reviewed prior to the council entering into any contract for construction of the facility at procurement stage and, should costs increase

after the procurement stage, DCMS will support an additional award to complete the project.

The assurances from DCMS for the capital works means the risks of capital costs falling to the council are low. The ongoing revenue costs have not been established though it is anticipated this would be managed within the full repairing lease to HKP and therefore this potential financial risk is also considered low.

Name of finance officer consulted: John Lack Date consulted: 29/03/23

8. Legal implications

- 8.1 The Council has sought to mitigate the risk of cost over-runs by negotiating the Letter of Comfort. This is not legally binding but provides some assurance.
- 8.2 Hawkins Brown and 00 Architects are contracted by DCMS, not the Council. HB/ 00 Architects have designed the building and drafted the specification for the building/ construction contract. The Council's Agent will check the works comply with the specification, but this does not mitigate the risk that there is an issue with the design or specification.
- 8.3 The Hangleton and Knoll Project will be responsible for all repairs required but may not agree to be responsible for defects with the building (and may not have the resources to do so).
- 8.4 It is unclear at this stage whether the Council will have the benefit of a collateral warranty (CW) in relation to the HB/ Architecture 00 contracts. A CW would allow the Council to take legal action against HB/ Architecture if they did not comply with the terms of their contract(s) with DCMS. Legal Services will need to check their contracts with DCMS are appropriate and include industry standard terms.
- 8.5 Officers understanding is that the Council will be entering into the building/ construction contract. DCMS recommend the use of an NHS Framework and officers will need to check the Council is permitted to use this framework and that its terms are suitable.
- 8.6 The Council has not yet had sight of all the relevant legal documents and Legal Services will continue to advise as this project progresses.

Name of lawyer consulted: Alice Rowland Date consulted: 29/03/23

9. Equalities implications

- 9.1 The new building will be fully accessible for service users with disabilities and will provide accessible toilets for people with mobility issues.
- 9.2 All commissioned youth providers are required to have equality, diversity and inclusion embedded in their activities, governance, and management

arrangements with plans on how they will promote inclusion within their service. This is reviewed regularly via the Youth Service Grant Programme (2021-25) monitoring framework.

10. Sustainability implications

- 10.1 The modular building is of a zero carbon design and highly energy efficient. More details are contained within Appendix 1.
- 10.2 It is designed to minimise ongoing running costs to the service.

11. Social Value Implications

- 11.1 HKP work with young people on social action projects, including the Friends of Knoll Park Group (FOKP). Young people are involved with litter picking, community surveys to improve the park and attending FOKP meetings to be a representative for HKP Youth Club.

12. Crime & disorder implications:

- 12.1 The building is designed to minimise the risk of anti-social behaviour through designing out crime. The orientation of the building allows for passive surveillance and is fitted with CCTV and motion sensor lighting. More details are included in Appendix 1.

13. Public health implications:

- 11.2 In the 2020 Youth Review it was acknowledged that youth workers have a significant role to play in supporting young people with their mental health. An extended youth offer in this area, would result in more preventative support for mental health.

Supporting Documentation

1. Appendices

- 1. Hangleton and Knoll Project Annual Report 2021-22
- 2. Design and Access Statement for proposed new Modular Build for HKP

2. Background documents

- 1. Link to Live Planning Application:

[BH2023/00361 | Erection of single storey modular building to provide youth services with paved terrace and associated landscaping. | Knoll Recreation Ground Stapley Road Hove \(brighton-hove.gov.uk\)](#)



The Hangleton & Knoll Project

Annual Report 2021-22



The Hangleton & Knoll Project

Working for a better community





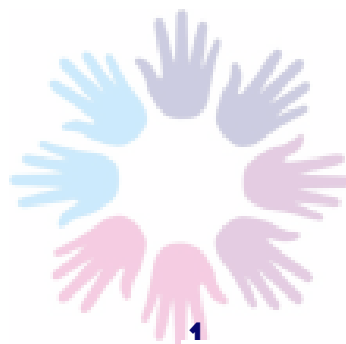
The Hangleton & Knoll Project Annual Report 2021-22

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B. Report of the Trustees and Unaudited Financial Statements for the year ended 31 March 2022





The Hangleton & Knoll Project Annual Report 2021-22

A. Annual Highlights



The Hangleton & Knoll Project Annual Report 2021-22

The pandemic, opening up and starting the journey towards community recovery

During 2021/22 our communities experienced an enormous amount of upheaval, with ongoing uncertainty affecting how people wanted to engage with others and access what they needed. HKP responded with a range of tailored and hybrid offers, allowing residents to participate in ways that worked for them, our ability to be flexible, agile and responsive being key to maintaining involvement.

For young people, this meant a full face-to-face offer working always to National Youth Agency guidelines. We have been able to deliver busy, productive youth sessions helping young people maintain friendships, start to build back their confidence and to make positive choices around their health and education.

For many, recovery is at the very earliest stages. Cost of living increases hit our communities early and hard, and we have a disproportionate amount of people of all ages and backgrounds struggling with their wellbeing, their finances and their health. We are working hard to mitigate these challenges but there is a lot to do.

Our wellbeing offer for staff, enhanced through the pandemic, has continued to reap benefits in the ability and energy of our team to keep on tackling the increase in demand, both complexity and volume from communities and is now a permanent feature. We have retained and recruited staff where others have struggled, testament to our culture and their ongoing deep commitment to the work we do.

Joanna Martindale
Chief Executive Officer

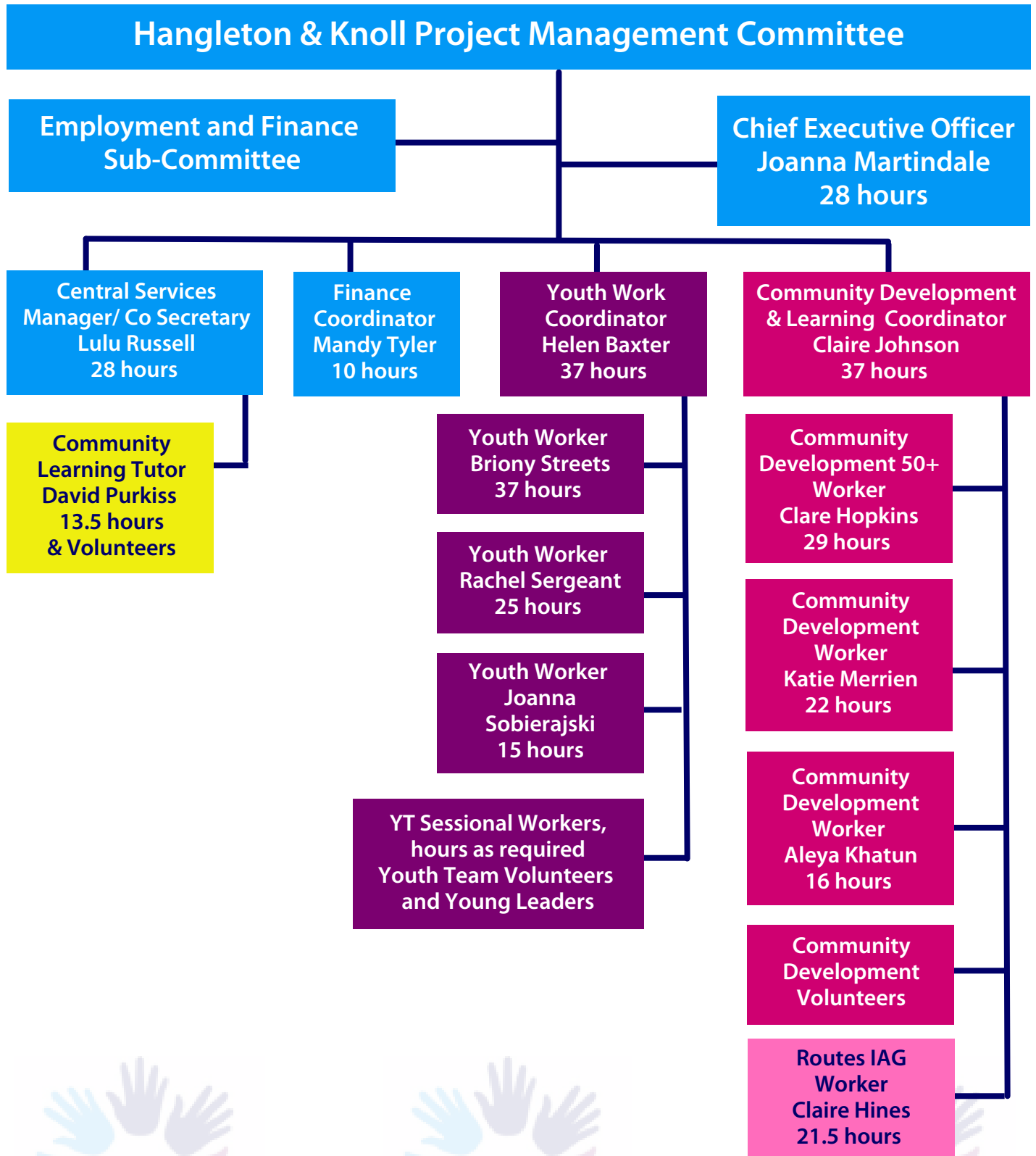
Our year:



A word cloud of key themes from the report. The words are arranged in a circular pattern around the center. The largest words are 'teamwork', 'fun', 'flexible', and 'connection'. Other words include 'strength', 'responsive', 're-engaging', 'positive', 'adaptive', 'caring', 'determination', 'empowering', 'relationships', 'creative', 'holistic', 'supportive', 'challenging', and 'meaningful'.

The Hangleton & Knoll Project Annual Report 2021-22

Our Organisational Structure



The Hangleton & Knoll Project Annual Report 2021-22

Outcomes of 2021-22 Household Support Fund

The Hangleton and Knoll Project received a £5,000 Household Support Fund from Brighton and Hove City Council in winter 2021. The Fund was used to support families, young people and older people in Hangleton and Knoll to keep warm and well-fed during the winter months, via actions including:



Buying supermarket vouchers to enable our local families with food budgets to buy the ingredients to cook nutritional meals.

Replacing our Christmas 2021 Big Munch family lunch session with Covid-safe home deliveries of food hampers and blankets.



"Thanks for the extra blanket. I am going to put it straight on my bed"
- young person



NEED A HELPING HAND THIS CHRISTMAS?

Come and meet Mrs Santa Claus and helpers on the HKP Youth Bus for Food and Warmth goodies

Thursday 23rd December
Knoll Park 12-2pm
Hangleton Park 2.30-4.30pm

For more information email youth@hkproject.org.uk

The Hangleton & Knoll Project
Working for a better community

Filling our Youth Bus with warm clothes, blankets and food and visiting Knoll Park and Hangleton Park on 23 December 2021 to deliver a festive experience for local families and provide them with access to essential winter supplies and food vouchers - just in time for Christmas!

Providing hot meals for older people through Knoll Lunch Club.



The Fund enabled us to support:



152 households



240 young people

"Just wanted to [say] thank you all for our lovely delicious hamper. The kids loved their treats. Thanks ever so much. Much appreciated. Have a wonderful Christmas" - local single mum of 5 young children

Report created by the Hangleton and Knoll Project. We would like to thank Brighton and Hove City Council for making this work possible.



The Hangleton & Knoll Project Annual Report 2021-22

Prescribe To Thrive Social Prescribing Programme

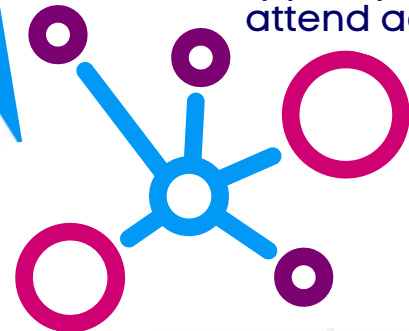
We deepened our relationships with local Primary Care providers, community organisations, and colleagues from Hera Arts and Health Partnership and Together Co. to deliver the West Hove Prescribe To Thrive Social Prescribing programme. Together, we forged better pathways to support our local residents by improving the links between Primary Care and community offers.

We commissioned an accessible video about Social Prescribing to display in community buildings and GP waiting rooms across Hangleton and Knoll, alongside posters, flyers and brochures about the programme's opportunities.



A blue and pink graphic collage. At the top left, a white box asks: "Do you have an on-going physical or mental health concern? Or feel that your health is deteriorating?". To its right, another white box asks: "Do you think going to a creative or social activity would improve your health or wellbeing?". Between these two boxes, the text "And/or If so, you could try" is written. In the center, the words "SOCIAL PRESCRIBING!" are written in large, bold, pink and white letters. Below this, there are four small images: a person digging in a garden, a person taking a photo with a camera, a person drawing a horse, and a display of colorful heart-shaped items.

We created an online map with details of local, affordable groups, activities and support, for the Social Prescribing referrers and our residents. The map included accessibility information for all activities. We also offered free access to volunteer Buddies to support people to attend activities.



The online and in-person Social Prescribing activities and groups included: exercise classes; arts activities; support and social groups; nature and gardening; cookery and nutrition classes; health and wellbeing groups; and IT support. All activities were free or low-cost, and designed to support people with a range of long-term mental and physical health conditions to manage their health and wellbeing.

The Hangleton & Knoll Project Annual Report 2021-22

Our Community Development Team

Supported

2,184*



Raised

£49,982.87

for the benefit of the community.



to attend and manage community groups, with new people getting involved in supporting a group.

280

Supported

49



groups

including **6** new groups.

* **297** of whom were from multicultural communities.



* **26** of whom were from the LGBTQIA+ community.



Our Community Development Team also:

Supported our community to run

54

1,537



+

91



service providers

"open" community events, attended by

Organised

7



84 people.

50+ Trips attended by

Completed

739



1:1 interactions via phone and face-to-face.

Supported

81



volunteers

Some highlights from this year have included:

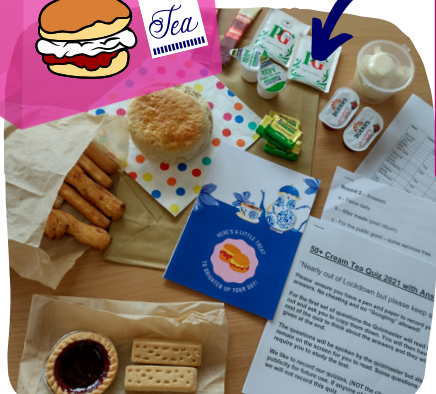
Organising an at-home Afternoon Tea* event for older residents on 19 July 2021, in partnership with the Hangleton and Knoll 50+ Steering Group.

60

Cream teas in a bag were delivered to older residents to enjoy at home.



Tea



We really enjoyed the cream tea thank you so much, we sat in the garden to eat in the sunshine.

Thanks so much for a lovely, interesting, chatty and informative afternoon - the quiz was fun with extra yummy scrummy bits too!

People joined the special online social quiz and chat held later that afternoon..



Thank you for your hard work in running the quiz, I really enjoyed the afternoon. The tea was superb and so well put together.

*Held in memory of Bunty Bateman, an HKP Befriending Volunteer and Health Champion, and funded by Bunty's posthumous donation to HKP.

The Hangleton & Knoll Project Annual Report 2021-22

Our Community Development Team

50+ Activity Packs Project (with HKP 50+ Steering Group)*:



44

local older people (and any live-in carers/relatives) were sent bespoke activity packs by HKP, including snacks, puzzles, bespoke activities, signposting to support services, and health and wellbeing information.

33 Felt more supported.

Felt special and like someone cared

I enjoyed the colouring – I hadn't done it for years. I feel very lonely sometimes and need to occupy my mind.

26 Felt less bored & lonely.

*Funded by the Derek & Eileen Dodgson Foundation.



50+ Walk and Scoot Pilot

In September 2021, 13 older people joined a HK50+ Walk and Scoot pilot from Hangleton via the old Dyke Railway path and local woodlands to the top of the South Downs. The group noticed seasonal changes, nature and wildlife.



I enjoyed the talking points about local history and landmarks we could see on the walk.

It was really nice to go walking with others, meet new people and to get out into the countryside.

I would definitely [like] another walk, it was just lovely to walk and chat and not feel alone.

The accessible track worked well for my mobility scooter.

Multi Cultural Women's Coffee Mornings

We successfully relaunched monthly, face-to-face Multi Cultural Women's Group coffee mornings; enabling local women to come together in a safe shared space to find an identity and sense of belonging. 18 women from a variety of multicultural communities attended the first one in November 2021; including 10 women from the newly-engaged local Afghanistan community (supported by interpreters from Sussex Interpreting Services).



Thank you very much for inviting us, this is the first time I have come out

I have been here for 15 years and never done anything like this

I have never done this before, I want to do something for myself and learn English

The Hangleton & Knoll Project Annual Report 2021-22

Our Youth Work Team



Our Youth Team also:



"HKP is important to young people because it gives them a safe place to hang out with their friends. It also gives them a chance to meet new people and helps develop confidence." Robbie, age 21

"[HKP] gives a safe place for individuals who do not feel safe at home. It gives a place for young people to feel safe talking to someone about their troubles and getting help." Connor, age 16

"It's helped me to get fitter and I have more confidence in self-defence because I have the skills and training now" - young man, age 14, about Boxing Club.



"I enjoy table tennis a lot because I get to learn new skills and be around people. I enjoy playing table tennis with other people as well as making friends within the session. It's a session I know everyone that plays enjoys a lot as they can explore and have fun at the same time" - young woman, age 17.



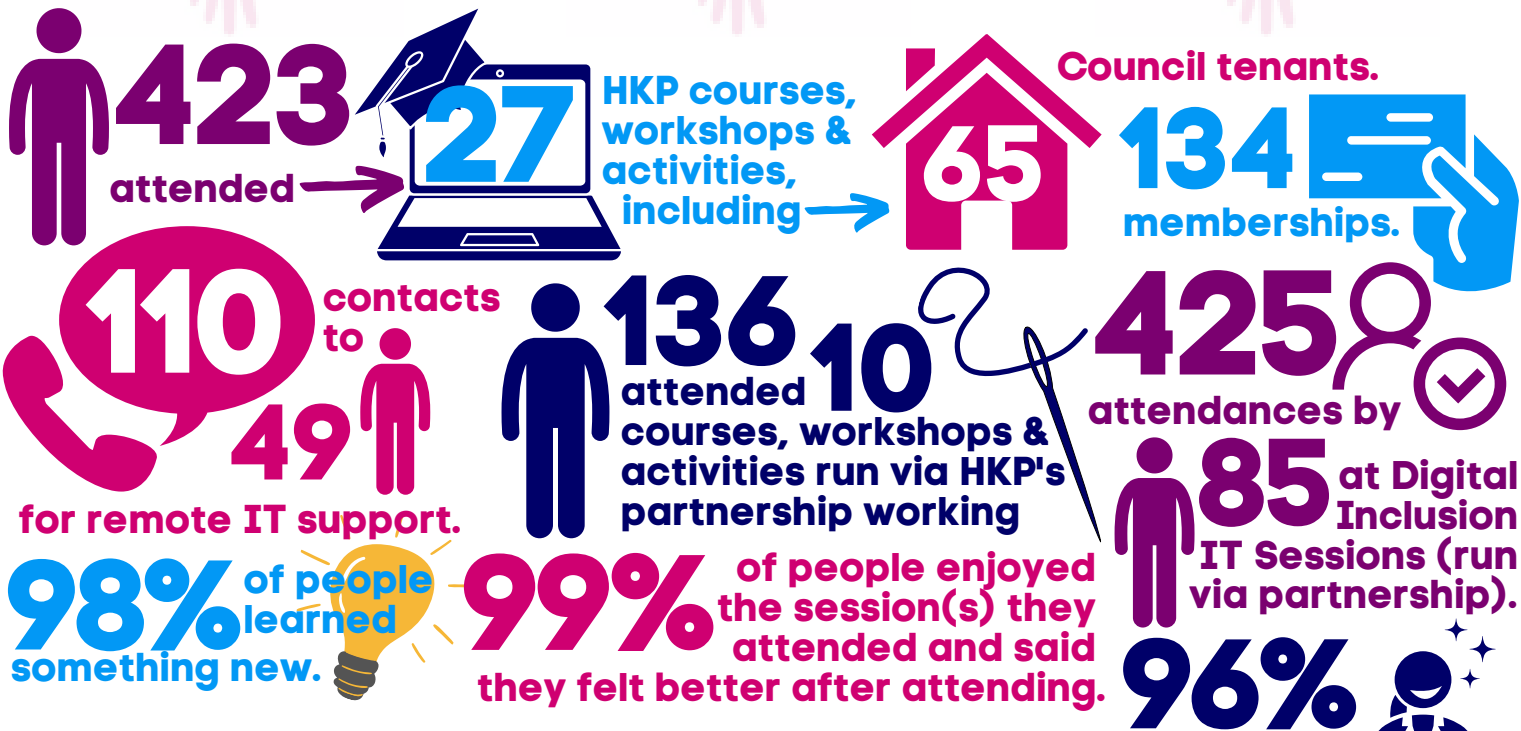
Briony Streets won the Parent Carers' Council (PaCC) Award for Excellence in the Voluntary Sector 2021.



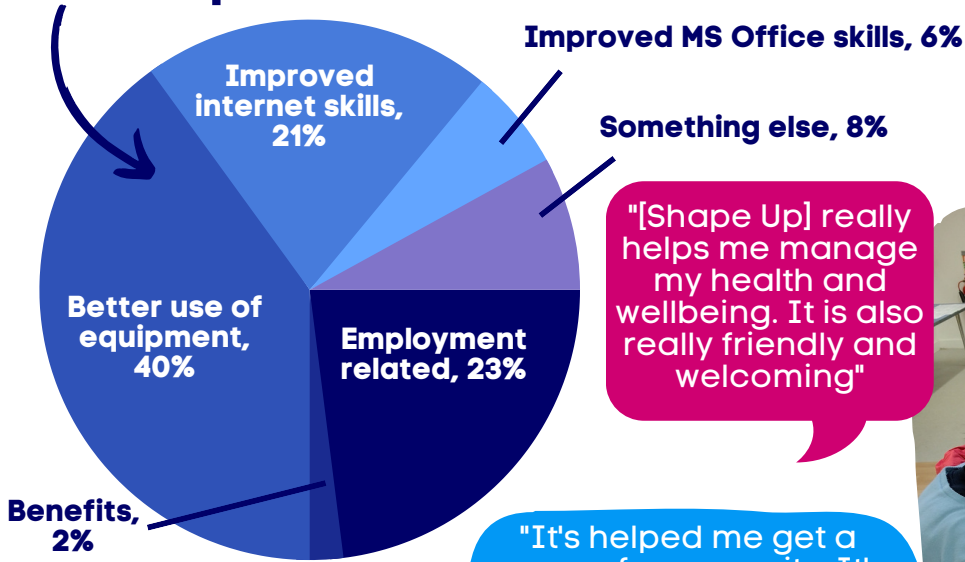
*Boxing and table tennis funded by Active Sussex via HKP Youth Active partnership with WBC Cares, Brighton and Hove Boxing Team & Brighton Table Tennis Club. **Thanks to donations from The Noel Bennett Charitable Trust, Sussex Community Foundation & Waitrose.

The Hangleton & Knoll Project Annual Report 2021-22

Our Community Learning and Computer Drop-In



Participant use in the IT Suite



"[Shape Up] really helps me manage my health and wellbeing. It is also really friendly and welcoming"

"It's helped me get a sense of community. It's been very restful. I'm being more creative at home" - Textiles Art class participant



"I constantly feel good about the sessions, which help me to learn more tasks and also to understand information" - Excel course participant



The Hangleton & Knoll Project Annual Report 2021-22

Our Community Learning and Computer Drop-In

Our courses included:

- Singing sessions
- First Aid courses
- Microsoft Word and Excel courses
- Yoga classes
- The Big Munch family events
- Older, Wiser, Still Working course
- Covid Recovery workshops for community buildings, volunteering and supporting wellbeing
- Shape Up classes in Knoll Park and St Richard's Church and Community Centre
- Finance and benefits workshops with Citizens Advice Bureau and Moneyworks
- An In Shape For Life course for people aged 50+
- Parent Carer workshop with an Occupational Therapist
- Sauerkraut-making workshops
- Textile and Monoprinting classes with artists from Indian Futures



Our partnership courses, events and activities included:

- Creative Writing
- Telling Our Stories
- Job Clubs and ESOL (English for Speakers of Other Languages) IT classes with Routes
- Wellbeing Through Nature
- Ageing Well Wellbeing workshop
- Yoga classes with Brighton Yoga Foundation
- Digital Health Ambassador IT sessions
- Hangleton and Knoll Fun Day

"David was very informative and helpful in his teaching approach. Making it easy for the layman" - IT support recipient

"It was really useful to refresh my skills in order to start a new job. I feel a lot more confident now and I will use this service in the future" - IT support recipient

The Hangleton & Knoll Project Annual Report 2021-22

Our Routes Employment Project



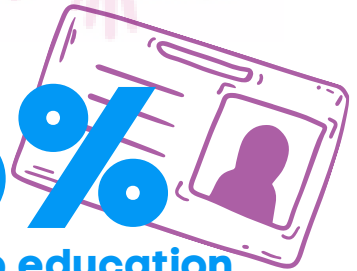
30 people supported with

20 were new to Routes

and **14** people exited

86%

going into education and/or employment



Our Routes Employment Project also organised:

ESOL IT Course

2 x Job Clubs



5 All 5 participants reported an increase in their digital skills, and were able to start job-searching online.

Each person was given a laptop to practice their digital skills at home.

I have come on a lot with IT – feel more confident

I have been really impressed with the high standard of tutoring by both David and Claire. I feel a lot more confident in getting back to work than before. I now have a better CV updated and available. I feel I have learnt more on this course than I did at college.

I found it to be a great help to me. There is no doubt [that] Claire's help with my CV at Routes, helped me to get this job. I am shocked to have been offered it at my age. Finally I want to say a massive Thank You to Hangleton & Knoll as well. Without them, people like me would not have any opportunity to get anywhere in life. They are a vital support network and more than they get credit for as well.

It helped me in the next step in finding work

Participants were supported to write CVs, develop job search strategies and gain confidence with interview skills.



Unemployment can be isolating, but these groups provided an invaluable source of peer support.

Job club was very helpful and well presented. Feel so much more confident re skills

Participants have gone on to further training including HKP IT courses. Two participants are exploring a career change and gaining skills and work experience in those areas.

Extremely helpful. Improved situation in relation to my outlook. Clearer as to where to access opportunities. Always had choice – not pushed into anything from Routes. Boosted confidence. Good for emotional wellbeing. Aware of steps to take and where to ask for help

One ESOL IT course attendee brought food for the group to share! She went on to attend the Job Club and is now doing a childcare course.



The Hangleton & Knoll Project Annual Report 2021-22

Our funders and finances

Our finances in 2021/22 were as follows:

| Income | Expenditure |
|---------------|--------------------|
| £514,910 | £498,569 |

We would like to thank all of the individuals and organisations whose hard work and generosity has allowed us to make a difference in our community, including:





The Hangleton & Knoll Project Annual Report 2021-22

B. REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

FOR

THE HANGLETON & KNOLL PROJECT (A COMPANY LIMITED BY GUARANTEE)

Company Number : 07260539
Charity Number : 1139971





REGISTERED COMPANY NUMBER: 07260539 (England and Wales)
REGISTERED CHARITY NUMBER: 1139971



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FOR THE YEAR ENDED 31 MARCH 2022

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Laine Close
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East Sussex
BN1 6TD





THE HANGLETON & KNOLL PROJECT (REGISTERED NUMBER: 07260539)
REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Objects of the Charity

- a) To promote the benefits of Brighton & Hove hereinafter called "the area of benefit" without the distinction of race, or sex, or of political, religious, or other opinions by associating the Local Authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the inhabitants. The Charity shall be non-party in politics and non-sectarian in religion.
- b) In furtherance of the said objects the Charity shall:
- i. Assist and support existing community groups and work with local residents to initiate new groups responding to identified need in the "area of benefit"
 - ii. Promote and support community resources for the area in association with other voluntary groups and Statutory Agencies
 - iii. Promote and support the development of community buildings to provide facilities for all residents
 - iv. Encourage the participation of local residents in all forms of voluntary activity, education, and employment, which may improve the quality of life in "the area of benefit".

Charity's Aims

Purpose

The Hangleton & Knoll Project (HKP) is a Community Development charity and company limited by guarantee. We work in the Hangleton and Knoll ward of Brighton and Hove in South East England. A part of the community since 1983 we are an organisation working for the community with the community and managed by the community. Right from the start local residents have shaped and developed the organisation to become what it is today; a model of good practice for how a community is able to develop and manage its own resources and services.

Mission

HKP is a resident led organisation that exists to work in partnership with the neighbourhood we serve, to access and develop opportunities and resources, facilitate positive change, and deliver effective and appropriate services, as identified by those people who live in our communities.

Vision

HKP seeks optimum ways of working with, and for the benefit of, the whole community. We do this to mitigate and/or eliminate the wide range of social and economic difficulties that many people, affected by high levels of social deprivation in our neighbourhood, experience. We seek to improve the quality of life of people in Hangleton and Knoll by working in partnership with all local residents, community groups and service providers, to access and develop opportunities, resources and services, and to facilitate positive changes that have been collectively identified by residents, many of whom have developed the confidence and capacity to lead that change.

Values

HKP's community development, youth work and community learning practices are guided by the underlying principles and values of partnership work, needs led approach, joined-up thinking, volunteering, self-help, equality, community and individual empowerment. This approach recognises the skills, assets and diversity of all our residents.

High level outcomes

- To increase a sense of trust and feeling of belonging in Hangleton and Knoll and reduce social isolation
- To improve the health and wellbeing of all residents and increase ability to self-manage and reduce negative impacts of long-term conditions
- To reduce all kinds of inequality by maximising life chances for all
- To build community and individual resilience and empower local people to have more control over the issues that affect them
- To increase skills, confidence and knowledge in local people
- To increase participation in all levels of decision making, volunteering and community action
- To build confidence to participate in learning and employment
- To ensure responsive services based on both identified need and demographic analysis

OBJECTIVES AND ACTIVITIES

Significant activities

Community Development

Community development is the process of enhancing socially or economically disadvantaged communities by working with local people to develop the skills, knowledge and experience necessary to collectively improve their community's resources.

In practical terms, the Community Development Team:

- makes contact with residents
- develops relationships
- raises the awareness of residents' common concerns and responsibilities
- helps foster a feeling of ownership of their area
- co-ordinates the coming together of residents to agree a plan of action
- supports the development of a group to undertake the tackling of an issue
- supports them through their development for 6 months to a year so that they are able to fully undertake their individual and group roles and manage issues such as fundraising, financial management, forward planning, working as a team, and the delivery of a service.

At the end of the process, the community has an additional resource, targeted at an identified need, which is independent, self-sustainable and physically and financially accessible to residents.

The community development process is effective in maximising organisational time as the independent management of pieces of work by the community enables the community development worker to move on to support the development of further community initiatives. Community managed services also alleviate the demand placed upon the resources of statutory agencies.

Within the process, the development work is taking place primarily not for the end product - e.g. to set up a group

- increasing the capability and skills of individuals
- developing support networks and easing isolation
- increasing the skills base of the community as a whole
- improving community resources.

Additional to direct work with residents is work with statutory agencies and other providers to develop a climate in which residents and local community groups are able to have an active role in the development of their neighbourhood. This includes:

- the development of meetings where residents can request information, make suggestions and challenge agencies;
- liaising with agencies to signal the needs of the target area or to raise difficulties caused by policies or practice;
- informing residents of new and existing policy, opportunities presented by these, and facilitating a process where involvement and planning can take place.

Youth Work

All youth work delivered by the Charity follows the community development ethos as listed above. In addition, it works to the Youth Service Core Curriculum:

- Personal and Social Education: helping young people in making informed and constructive choices about their personal well-being regarding health, education and training, employment, recreation and legal issues as well as making and maintaining positive personal relationships.
- Participation and Empowerment: good youth work practice puts young people at the centre of its programmes - young people voluntarily participate in the planning and direction of the programmes as decision makers as well as participants. It encourages young people's development of critical faculties and promotes the confidence with which to take control of their own lives - at local, community, City, national and international levels.
- Equality of Opportunity: youth workers are expected to challenge oppression and inequality as well as encouraging young people to do the same.
- Voluntary Engagement: the Charity provides a range of programmes that young people can engage with voluntarily. These programmes offer a range of opportunities and challenging experiences in the company of their peers and the local community. The work supports a successful transition into adulthood.

These aims are achieved through the implementation of a range of youth work methodologies including:

- Detached youth work
- Youth Bus
- Group and project work
- Trips and activities
- One to one and youth coaching support
- Work in schools
- Partnership work with other agencies and services

Community Based Learning

HKP has developed a 'UK Online' IT training suite in St. Richard's community centre with free access community wi-fi. We provide informal and formal IT and other needs led training and facilities to increase the skills and confidence of local residents. This work is delivered by qualified tutors and supported by volunteer sessional trainers recruited from former learners. Learning is provided free

Community Learning activities typically include:

- Training for Community Groups e.g. committee skills, development days
- Taster sessions
- Free weekly IT drop-ins - both day and evening sessions and telephone and online
- 1:1 IT training with local residents
- Supporting communications e.g. social media training, how to design a leaflet, video conferencing
- Helping groups use Funder Finder
- ESOL (English as a second language) courses
- Basic IT courses
- Wellbeing, Cookery and self-improvement courses
- Exercise and fitness courses
- Accredited courses e.g. First Aid, Food Hygiene
- Help with CVs
- Job applications and job search
- Online courses
- Information and advice about other courses, training, volunteering and community groups

We are managing increasing community demand in this area, particularly those seeking employment support or needing help with IT not to be left behind in accessing services. We have therefore adapted our delivery and now have additional IT drop-ins staffed by trained volunteers, complementing our tutor-led work. We have also increased the work we do with other agencies to ensure that they deliver training in our local venues, which we promote via our networks and staff, e.g. projects with the local health system to increase access to primary care.

Routes

Routes is a local project offering free, personal support for anyone needing some help on their journey into employment, and is funded by the European Social Fund and the Big Lottery Fund. We provide an Information and Advice service for adults of all ages, and a space to explore new opportunities, confidence building activities, updating skills, and making real progress towards better work opportunities.

Specific activities include:

- 1-2-1 tailored support for as long as is needed
- learning opportunities, such as literacy and IT skills
- access to volunteering and training across the city
- help in addressing barriers to employment and training
- starting with a conversation and ending up with a personal plan, designed to develop skills and increase chances of finding the right job
- budgets and resources to help with achieving training, learning and job goals
- providing financial support, where needed, for important day-to-day practical issues, like travel and childcare.

Public benefit

The trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in the planning of future activities.

Social investments

The Charity does not hold any social or programme related investments.

OBJECTIVES AND ACTIVITIES

Grant making

Grant making is not a material part of the Charity's activities.

Volunteers

Volunteer input to the work of the Project consists of the valuable contribution made by the Trustees, local residents and others (names can be found under Trustee and Volunteer sections). The Project works with many volunteers in the local community and seeks to increase volunteer participation in the various existing and newly formed community organisations. Local volunteers support the delivery of a range of local activity including IT, youthwork and Health promotion. When recruiting new staff, the Project seeks the involvement of at least one local volunteer resident in the shortlisting and interview process.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Charity's Objectives for 21/22

- Work to enhance Social Prescribing Opportunities with GP surgeries, Link workers and community partners and help create pathways for patients into local, affordable opportunities
- Work on innovative ways to provide additional activities that will mitigate the Health Inequalities experienced in our community. We built on pilot work conducted with the University around Cardiac Health and with the CCG around Cancer; ensuring people experiencing long term health conditions have the benefit of local community activity
- Build on relationships with local primary care to look at ways we can further integrate community and GP services for the benefit of patients
- Maintain Knoll Pavilion as a Youth led Youth space and create a Knoll Park intergenerational friends of group to oversee developments at the park
- Continue to respond to the needs amplified through the Covid pandemic ensuring that we remain flexible and responsive
- Continue to undertake regular door knocks to ensure that everyone, and particularly the most vulnerable, are supported and linked into the services and activities that will support them and that we maintain and grow our system of street reps
- Re-tendering Area Youth grants to maintain a youth led, community based inclusive local service and promote the voices of young people living on the City fringes into City decision making. Currently, the contract is due to end March 2027.

THE HANGLETON & KNOLL PROJECT (REGISTERED NUMBER: 07260539)
REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

- Work to ensure that employment services funded by the EU are able to continue looking at different, sustainable, community-based solutions. We know that this support is a resident priority, that we are highly successful, and that this work will be ever more needed
- Work with the Arts steering group on uses of the Downsman site - this site is due to finish October 2022 but will be delayed until January 2023 due to Covid. We aim to create a community led arts space if the Housing Association remains willing to work with us.
- Further develop our successful partnership with the Trust for Developing Communities (TDC), Sussex Interpreting Services and Racial Harassment Forum to engage with Black and Minority Ethnic residents to grow and develop the City's Black and ethnically diverse community infrastructure and build skills and confidence in all our many communities.

ACHIEVEMENT AND PERFORMANCE

Activities for generating funds

These activities include providing payroll bureau and administration services to community groups for a nominal fee and charging minimal course fees and resource hire charges as a contribution towards course costs.

Investment Income

The Charity spreads its funds over several interest bearing bank accounts in order to minimise risk, however in the current economic climate, some of these accounts have produced no interest at all and others only a small amount.

Other Incoming resources for charitable activities

The Charity received funding from B&H City Council's Third Sector Investment Programme (TSIP) via TDC as a contribution towards the organisation's overall management and administration costs as part of the Community Development Commission to cover our external strategic, partnership work for the City.

Community Development

Brighton & Hove TSIP funding enables our core Community Development offer to support representative groups such as Community Action, local Parks groups, community festivals and community buildings alongside work targeted at specific vulnerable communities of interest e.g. Parent Carers and people with long term health conditions. This also includes ethnically diverse engagement work. This work is delivered as part of the Inclusive Communities partnership led by TDC. BHCC BAMER Engagement funding has enabled us to deliver an outreach programme and support Community Voices, the City's engagement group. The programmes are complimentary and add value to our core work.

We have also had Heads On Charity funding supporting peer led support for people with health conditions.

The Charity has continued to receive funding through Impact Initiatives for our Older People's Ageing Well programme of work which supports older people to come together as the 50 Plus Steering Group and oversees an older people led programme of trips, groups and activities within our area. This partnership of providers is a Citywide offer with targeted work in local neighbourhood and various communities of interest. As part of this work, HKP delivers ethnically diverse older people's activities and trips.

The Charity received funding to deliver a number of smaller projects over the year including Brighton & Hove NHS Clinical Commissioning Group (CCG) funding which has continued to support our West Area Health Forum which brings together residents, patients and community group leaders with Practice Managers from six local surgeries to look at community solutions to Health and Wellbeing issues, alongside feeding in and back, to improve local health services. Also, in this year we received funding via CCG to support ethnically diverse engagement in partnership with TDC, this year focused on Covid experiences.

We received BHCC funding to deliver local networking sessions ("Coffee and Croissants") for professionals in partnership with TDC.

CCG psychosocial money funded a partnership between the Hangleton & Knoll Project and TDC to deliver a Citywide programme of health and wellbeing activities. This is part of the Community Roots offer led by Southdown

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

Housing (renamed UOK in 2022). In Hangleton and Knoll, our focus has been on ethnically diverse women's health and wellbeing.

The Charity received funding from BHCC Public Health to manage a small Neighbourhood Fund community-based grants programme to enable, and support, local community groups to apply for funding to deliver health promoting activities.

We received funding from the Brighton Dome and Festival to continue our outreach programme in partnership with them and continue to support a Local Arts offer overseen by a resident led Arts steering group.

Youth Work

BHCC continued to fund the Charity, as lead youth provider in the West Area, to deliver a range of universal, detached and project-based youth work for young people aged 13-19 years, as well as young women's group activities.

We received Brighton Streets funding from the VRU via TDC for our partnership detached work programme which also supports welfare at City events e.g. Pride.

We also work with Impact Initiatives and TDC to deliver an offer for Sussex Community Foundation Trust, working alongside the School Nurse service. Our skilled youth worker supports some of the most vulnerable young people in the City with casework and a link back into mainstream youth and community activity should that be appropriate.

Also delivered was Reboot, a partnership with the Police and delivered across Sussex led by YMCA Downlink giving us a full time youth coach to work with young people at risk, funded for the second year after the success of the year one pilot.

We also build on our core offer to provide targeted group work to our most vulnerable young people. These additional pots of money include: Sussex Community Foundation Social Action Fund delivering a programme of volunteering; the CCG Young People Health Champions to support young people to become peer mentors and to address their own health needs; the Noel Bennet Trust funds both our young men's project as well as our Young Leaders programme whereby young people receive training and support to gain volunteer experience with our youth work activities; The Police fund enables us to work with young people to reduce incidences of anti-social behaviour; and The Cooperative and the Rotary to support work with vulnerable young people.

Community Learning

The Charity received Moneyworks funding to support tutor led and volunteer supported IT drop-ins enhancing digital inclusion to support financial inclusion alongside a small programme of community learning which has focused on the needs of residents who are struggling with the cost of living supporting uptake of key benefits.

BHCC Hubs money supports our main course programme and HRA (Housing Revenue Account) funding prioritises our Council tenants and leaseholders allowing us to target our learning offer to them and have capacity to deliver the outreach required. In this period we have been able to offer a range of activity including wellbeing, digital and accredited courses that support volunteering and employment e.g. first aid and food hygiene.

Routes

In November 2016 we learned that we were successful in our stage 2 bid to the Lottery and EU for Building Better Opportunities funding which funds Information Advice and Guidance work to help residents with multiple barriers to undertake training, work placements and ultimately obtain employment. This programme of work was so successful that we were awarded a second round of funding to June 2021, and now a third round of funding to October 2022.

FINANCIAL REVIEW

Investment policy and objectives

The trustees confirm that the investments held by the Charity are in accordance with the Trustees' powers.

FINANCIAL REVIEW

Reserves policy

The Hangleton & Knoll Project Trustees hold financial reserves because it is solely dependent on contracts and grant aid with very few donations and we wish to offer our community a clear, ongoing and sustainable offer.

We are in a healthy financial position and feel satisfied that we can demonstrate stability to our statutory funders who are looking at our sustainability over a 3-7 year period within their commissions.

The past three years have taught us that timescales for statutory funding change quickly with short term rollovers and annual budget changes which makes our long-term planning around staffing levels more challenging. In 2018 we also faced a proposed 100% cut to youthwork (an £89k loss of income); this decision was reversed but it brought home the very difficult context for local government and CCG commissioners and the possibility of swift and brutal changes to our funding. All our contracts have caveats which mean they are subject to annual budget setting.

We have found that maintaining a level of reserves designated for staff continuity of £118,440 means that we can offer stability to staff and continuity of delivery for our community, giving us time to plan any necessary changes and be covered for staff redundancy and office closure costs for our office spaces. These are currently calculated at £168,504 - a figure that reflects how long many of our staff have remained with us and the fact we have office bases across our patch.

During 2019/20 we were offered the opportunity to potentially take on a building as part of new housing being built locally and Trustees have agreed that if this happens we will designate some funds (c£30k) to enable the necessary development. Due to Covid, this development and spending has been delayed and to date is not completed. Having reserves allows us to take advantage of opportunities to develop new resources for our community. During 2020/21 we also designated £20k of reserves to develop an evidence base for our youth work offer as we commission in 2021/22 for the next 5.5 years. However this was not prioritised in this period as we needed to deal with young people in emotional and educational crisis and we won the commission without this!

We keep a general reserve of £56,112 to respond to immediate issues and as cashflow for contracts which now pay up to six months in arrears.

Covid has shone a light on the vulnerability of organisations to unforeseen change and we are proud of our resilience and ability to respond rapidly which is aided by our secure financial footing.

The reserves figure is reviewed annually by the Finance Sub-Committee and a recommendation made to the following meeting of the Management Committee with whom the final decision rests.

Funds in deficit

There are no funds in deficit.

FUTURE PLANS

The Trustees intend the Charity to continue to deliver a high standard of community development, Information, Advice and Guidance, community learning and youth work in Hangleton and Knoll within existing partnerships and to develop further initiatives where the need arises and subject to available funding.

Our 5-year business plan was fully rewritten with full consultation from the community and all stakeholders in 2017/18 and was published in July 2018. This document gives a full description of priorities and direction and will be refreshed in 2022.

Key priorities for the period 2022/23 include:

- Work to enhance pathways and develop innovative groups and opportunities from primary care for residents/patients into local, affordable health and wellbeing opportunities. This is with the aim to enable sustainable, lifestyle changes and builds on our positive existing relationships
- Seek funding to support primary care facing Community Development to mitigate Health Inequality and enhance our capacity to deliver peer support groups

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

- Work on innovative ways to provide additional activities/insight to mitigate the Health Inequalities experienced in our community e.g. Cancer awareness and Cardiac health
- Maintain Knoll Pavilion as a Youth led Youth space and seek funding for a rebuild/refurbishment
- Continue to respond to the needs amplified through Covid and prioritise supporting residents with cost of living e.g. Household support grant/increase in Food and Digital support
- Work with Moneyworks partners to help their outreach into our community and ensure quality advice available to all. Explore group models of working to increase uptake of benefits/increase income
- Work to ensure that employment services currently funded under the EU endure, looking at different, sustainable, community-based Information, Advice and Guidance (IAG). We know that this support is a resident priority, that we are highly successful, and that this work will be ever more needed for those groups (50-plus and English as an Additional Language (EAL)) who do not access mainstream IAG services in general
- Work to provide support to our community's most vulnerable young men, testing wrap around models that work to support better choices and behaviour change during the critical years 13-17
- Further develop our successful partnership with the Trust for Developing Communities, Sussex Interpreting Services and Bridging Change to engage with Black and ethnically diverse residents to grow and develop the City's community infrastructure and build skills and confidence as Community Voices continues to flourish and self-manage.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, which are the Memorandum and Articles of Association.

Charity constitution

The charity was incorporated on 20 May 2010 as a company limited by guarantee (registered company number 7260539) and commenced activities on 1 April 2011. On that day it took over the activities of the previous Hangleton & Knoll Project (registered charity number 1009953 on 21 March 1992).

It was registered with the Charity Commission on 20 January 2011.

Board membership, recruitment and appointment of new trustees

Board Membership

The Trustees when complete shall consist of at least 4 and not more than 16 individuals. One third of the Trustees must retire at each Annual General Meeting, those longest in office retiring first and the choice between any of equal service being made by drawing lots. A Trustee retiring under this Article may stand for re-election.

Recruitment and Appointment of New Trustees

Throughout the year Project staff encourage residents to put themselves forward for election to the Board of Trustees. Invitations to the AGM are sent to members and to a wide range of people within the statutory and voluntary sector. All residents are invited via the local newsletters/posters, which are distributed to houses on the estates. There are a range of skills represented on the Board, and good representation of different sections of the community.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Decision making

Management Committee

The Management Committee meets four times a year and is the forum where all major decisions are made and agreed. The Committee receives written reports from the staff and from its Sub-Committees on work in progress and opportunities arising. The Committee sets policy and takes decisions on major matters that arise. The Minutes and papers for the Management Committee Meetings are also circulated to the staff to keep them aware of the decisions being taken by the Board. Officers for the Management Committee are elected at the AGM and invitations include an invite for new members to join the Management Committee.

Sub-Committees of the Management Committee

The Employment and Finance Sub-Committee meets regularly and consists of at least 3 persons nominated by the Project's Management Committee. The Chief Executive and Finance Co-ordinator attend. The Sub-Committee

ensures the Project's Trustees control the finances of the organisation and reports to the Management Committee making recommendations on financial and employment matters where necessary, or at least on an annual basis. The Sub-Committee considers (and instructs staff accordingly on) the following aspects:

- i. The general financial health of the Project
- ii. Financial planning and annual budgeting
- iii. Income & expenditure accounts
- iv. Cash flow analysis
- v. Annual accounts and audits
- vi. Fundraising and income generation
- vii. Payroll and staff salaries
- viii. All other matters of a financial nature

In addition, the Sub-Committee, in consultation with the Chief Executive, agrees the Terms and Conditions of Employment of the Project's staff, takes responsibility for the process of employment of new or replacement staff and advises the Management Committee of the process to be adopted for selection and interview of candidates, following equal opportunities policies. The Sub-Committee acts as an advisory group for personnel and employment matters on any relevant issues in such a way as to pre-empt and prevent situations of difficulty to the Project arising.

Induction and training of new trustees

All newly appointed Trustees receive an Induction Pack and undergo an induction training period. This includes attending the first Management Committee Meeting held shortly after the AGM, meeting with staff, and shadowing an appointed, existing Trustee. Roles and responsibilities are explained in accordance with the Charity Commission Leaflet CC3.

Equal opportunities policy

The Hangleton & Knoll Project (HKP) recognises the existence of discrimination against people based on particular characteristics or beliefs. Our policy sets out the steps we take to prevent discrimination in the services and support we provide, and in employment. We monitor all areas of our work closely and are active in targeting work where there are gaps in representative participation alongside our inclusive ethos and commitment to overcoming barriers.

The aim of our policy is to fulfil legal and other obligations by ensuring that everyone involved with the organisation is treated fairly regardless of age, gender, marital status or civil partnership, race, disability, sexual orientation, religious beliefs, parental rights, carer responsibility, (the protected characteristics as set out in the Equality Act 2010) and in addition their employment status, UK National status, socio-economic status, irrelevant convictions or other conditions not justified in law or relevant to the provision of service or performance of the job.

The aim of our policy is to ensure that no job applicant, employee, volunteer, or recipient of our services receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, marital status, sexual orientation, creed, religion, disability or age, or is disadvantaged by conditions or requirements which have a disproportionately adverse effect on his or her racial group, sex, marital status, religion, disability or age and which cannot be shown to be justifiable on grounds other than those of race, colour, nationality ethnic or national origins, sex, marital status, sexual orientation, creed, religion, disability or age. Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees and trustees will be given equal opportunity and, where appropriate and where permissible under the Equality Act, employees of under-represented groups will be given training and encouragement to achieve equal opportunity within the organisation.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Project membership

Membership is open to all individuals (over the age of 18) who are interested in furthering the work of the Charity.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Related parties

The Charity is not part of a wider network where any relationship impacts on the operating policies adopted by the Charity. The Charity is committed to supporting 'good-will' partnership work wherever it meets the charitable objectives as laid out in The Constitution. We have worked with (this list is not exhaustive):

- Active for Life
- Active Sussex
- Adult education hub
- Age UK
- Aid In Sickness – Hove
- Allsorts Youth Project
- Amaze
- Aspire
- Audioactive
- Beauty of Clay
- Benfield Valley Healthcare Hub (BVHH)
- BHESCO
- Big Lemon
- Blatchington Mill School
- BMEYPP
- Brighton & Hove Adult Learning Group
- Brighton & Hove City Council (BHCC) including: Active for Life; Adult Social Care; Children's Centres; Children, Families and Learning; Communities and Equalities Team; Early Interventions; Healthwalks; Healthy Lifestyles team; Housing; Parks/Rangers; Planning; Public Health; Schools; and Wellbeing Service
- Brighton & Hove Food Partnership
- Brighton & Hove Libraries
- Brighton & Hove Wellbeing Service
- Brighton & Hove Youth Participation Team
- Brighton Aldridge Community Academy (BACA)
- Brighton and Hove Black History
- Brighton and Hove Bus Services
- Brighton and Hove Clinical Commissioning Group (B&H CCG) - at programme and system levels
- Brighton and Hove Food Bank
- Brighton and Hove Museums
- Brighton Dome
- Brighton Festival
- Brighton Housing Trust
- Brighton People's Theatre
- Brighton Sussex Medical School
- Brighton Table Tennis Club
- Brighton Therapy Centre
- Brighton Wellbeing Centre
- Brighton Women's Centre
- Brighton Youth Centre
- CAMHS
- Cardinal Newman School
- Changing Chalk
- Chomp
- Citizens Advice Bureau and the Moneyworks Partnership
- Community Development and Engagement, Brighton Streets Detached Youthwork partnership
- Community Land Trust
- Community Routes Partnership
- Community Safety Forum
- Community Transport

THE HANGLETON & KNOLL PROJECT (REGISTERED NUMBER: 07260539)
REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

- Community Works
- Connections Minibus Travel
- Corridor
- Digital Brighton and Hove
- Dignity
- Dorothy Stringer School
- Downland Access Project
- Duke of Edinburgh's Award
- Extra Time
- Face 2 Face Befriending
- FFT
- FMG Gym
- Food Partnership
- Friends and Family of Travellers
- Friends Centre
- Friends of Knoll Park
- Front Door for families
- Goldstone Primary School
- Grace Eyre
- Grassroots
- Hangleton and West Blatchington Food Bank
- Hangleton Bowls Club
- Hangleton Children's Centre
- Hangleton Community Centre
- Hangleton manor Pub
- Hangleton Rangers FC
- Heads On Charity
- Healthwatch
- HERA
- Hindleap Warren
- Hove Job Centre
- Hove Medical Centre
- Hove Museum
- Hove Park School
- Hove Poly Clinic
- Impact Initiatives -the Ageing Well Partnership
- Impetus
- Integrated Team for Families
- International Women's Network
- Jobcentre Plus
- Kings School
- Komedia Kids
- Launchpad Collective
- LGBTQ Switchboard
- Links Road Surgery
- Local elected members: Cllr Nick Lewry, Cllr Dawn Barnett & Cllr Tony Janio
- MET College
- Migrant English Project (MEP)
- Mile Oak Medical Centre
- Mill View
- Mind
- Mind Out
- Money Advice Plus
- New Writing South
- NHS

THE HANGLETON & KNOLL PROJECT (REGISTERED NUMBER: 07260539)
REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

- 
- 
- 
- Our Future City
 - PACC
 - PACE
 - Patcham High School
 - Plot 22
 - Portslade Academy (PACA)
 - Portslade Health Centre
 - Possability People
 - R-U Ok?
 - Resource Centre
 - Rethink
 - Right Here Project
 - RISE
 - Robin Hood Health
 - Rotary
 - Routes Employment Partnership
 - RYLA
 - Safehaven Sussex
 - Safety Net
 - School Nurse Partnership
 - Screen Archive South East (SASE)
 - Seniors Housing
 - Serendipity (SES)
 - SID Youth
 - Sing for Better Health
 - Sorella Pizza Catering
 - Sound City
 - Southdown Housing
 - Speakout
 - Sported
 - Square Lemon Training
 - St Helen's Parish team
 - St Mungos employment support
 - St Richard's Church and Community Centre
 - Stoneham Bakehouse
 - STREETFUNK
 - Supported employment team
 - Survivors Network
 - Sussex Community Foundation Trust
 - Sussex Health and Care Partnership
 - Sussex Police - member of Police IAG
 - Sussex Prisoner Families
 - Tarnerland Youth Project
 - Team Sport – Go Karting
 - The Dodgson Foundation
 - The Met College
 - The WISE project
 - Thorpe Park
 - Thousand 4 £1000 (T4K)
 - Time to Talk befriending
 - Together Co
 - Trust for Developing Communities (TDC) – including MESH project
 - Underground Gym
 - University of Brighton
 - University of Sussex
- 
- 
- 

- Videoclub
- Voices in Exile
- Waitrose
- WBC Cares - Boxing
- WEA Adult Education
- Wellsbourne Centre
- West Area GP Surgeries' Patient Participation Groups (PPGs)
- West Area Housing Team
- West Hove Primary Care Network (PCN)
- Whitehawk Inn
- Wish Road Surgery
- Women's Centre
- Work and Learning Opps
- YMCA Downslink
- Young Person's Centre (YPC)
- Youth Advice Centre (YAC)
- Youth Employability Service (YES)
- Youth employment hub
- Youth Led Grants
- Youth Offending Team (YOT)

The Charity is a member of Community Works, our local infrastructure and representation body. We are also in partnership with The Trust for Developing Communities delivering Community Development within the West area and Black and Ethnic Minority engagement as part of the City offer to small groups and residents. We are part of the Sector Support Network which brings together local grant makers with infrastructure bodies for the benefit of small groups in the City.

The CEO attends the Community Works Representatives Council, Health and Wellbeing Board and Council TECC (Tourism, Equality, Culture and Community) Committee meetings as the locally elected CVS Brighton and Hove Communities Representative. HKP leads Youth work in the West of the City taking in a wider geographical area than the Hangleton and Knoll ward and expanding the reach of our detached work, organising regular practitioner meetings to liaise and share resources with other local youth providers. We meet regularly with other youth area and community of interest leads to organise strategically. We are also part of the City response to financial exclusion with a partnership led by the Citizens Advice Bureau called Moneyworks. We deliver the community-based education offer which seeks to provide residents with the tools to manage their finances and increase their income alongside community-based access to specialist case work advice and support.

As part of our Covid response work our CEO has attended the Children and Family Emergency Cell - later the recovery Cell for Children and Young People and the City Vaccination Cell - ensuring that we maximised vaccinations in the West of the City and targeted those who were initially hesitant to take the vaccine.

STRUCTURE, GOVERNANCE AND MANAGEMENT

This year we went into the third year of a partnership led by Southdown Housing who are leading for psychosocial interventions for Mental Health providers in the Community Roots programme.

We are also in the third year of a programme led by The Trust for Developing Communities (TDC) to deliver a Citywide detached offer. This project, named Brighton Streets, enables young people to build positive relationships as they socialise on the streets, offering support advice and guidance.

We are in the third year of delivering Ageing Well led by Impact enabling groups, trips and activities for older people. We deliver TSIP Community development and engagement led by TDC.

Risk management

The Charity has examined the major risks to which it is exposed and systems have been established to mitigate these risks. The Charity recognises that it has a responsibility to manage hazards and risks and supports a structured and focused approach to managing them through approval of the risk management strategy. In this way The Hangleton & Knoll Project will better achieve its overall objectives and enhance the quality of work delivered.



THE HANGLETON & KNOLL PROJECT (REGISTERED NUMBER: 07260539)
REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022

The Charity has systems in place that enable us to regularly examine the risks to which we are exposed. Primarily, the Employment and Finance committee, comprised of a minimum of three persons nominated by the Management Committee, and the Chief Executive and the Finance Co-ordinator, meets as regularly as twice a month when necessary to address imminent risks to the organisation's operation. In addition, the Charity's Management Committee meets four times a year, and more frequent meetings are convened where required, as this is the forum where all major decisions and proposals are agreed. All activities delivered by Hangleton & Knoll Project staff are subject to detailed risk assessments.

The risks are considered under five broad headings:

- Management and direction risks
- Operational risks
- Financial risks
- External risks
- Compliance with law and regulation

The objectives of the Charity's risk management strategy are to:

- Integrate risk management into the culture of the Hangleton & Knoll Project
- Manage risk in accordance with best practice
- Anticipate and respond to changing social, environmental and legislative requirements
- Prevent injury, damage and losses and reduce related costs
- Raise awareness of the need for risk management by all those connected to the Hangleton & Knoll Project and the delivery of its services.

Our full risk assessment is available on request. This document has been agile because of the constant changes caused by the changing Covid situation and is formally reviewed and refreshed annually.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

07260539 (England and Wales)

Registered Charity number

1139971

Registered office

St Richard's Church and Community Centre
Egmont Road
Hove
East Sussex
BN3 7FP

Trustees

R K Gill
N S Goslett
Baroness J B Gould
E A Hartle
K Mason
A M Muten
G V Powell
N J Quinn
J O Stanford (Resigned 3.11.21)
P A Weller

Company Secretary

L C Russell

Independent Examiner

Christopher Robert Tyler FCA DChA FCIE
Institute of Chartered Accountants in England and Wales
F1 CRT Limited
Flat 24 Wellingtonia Court
Laine Close
Brighton
East Sussex
BN1 6TD

Bankers

The Bank of Scotland
33 Old Broad Street
London

Other Officials and Staff

Non-voting Observers:
Cllr Dawn Barnett (BHCC)
Cllr Tony Janio (BHCC)

Chief Executive:

Joanna Martindale

Project Offices:

St. Richard's Church & Community Centre
Egmont Road
Hove
BN3 7FP

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of The Hangleton & Knoll Project for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charity SORP
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of trustees on and signed on its behalf by:

.....
P A Weller - Trustee



**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE HANGLETON & KNOLL PROJECT (REGISTERED NUMBER: 07260539)**

Independent examiner's report to the trustees of The Hangleton & Knoll Project ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Institute of Chartered Accountants in England and Wales which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Christopher Robert Tyler FCA DChA FCIE
Institute of Chartered Accountants in England and Wales
F1 CRT Limited
Flat 24 Wellingtonia Court
Laine Close
Brighton
East Sussex
BN1 6TD

Date:



THE HANGLETON & KNOLL PROJECT
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

| | Notes | Unrestricted funds £ | Restricted funds £ | 2022 Total funds £ | 2021 Total funds £ |
|------------------------------------|-------|-------------------------|-----------------------|--------------------------|--------------------------|
| INCOME AND ENDOWMENTS FROM | | | | | |
| Donations and legacies | 2 | - | 5,747 | 5,747 | 2,791 |
| Charitable activities | 4 | | | | |
| Project Income | | 19,170 | 482,597 | 501,767 | 437,044 |
| Investment income | 3 | <u>7,396</u> | <u>-</u> | <u>7,396</u> | <u>5,881</u> |
| Total | | 26,566 | 488,344 | 514,910 | 445,716 |
| EXPENDITURE ON | | | | | |
| Charitable activities | 5 | | | | |
| Project Expenses | | <u>23,740</u> | <u>474,829</u> | <u>498,569</u> | <u>424,224</u> |
| NET INCOME | | 2,826 | 13,515 | 16,341 | 21,492 |
| RECONCILIATION OF FUNDS | | | | | |
| Total funds brought forward | | <u>340,230</u> | <u>443,944</u> | <u>784,174</u> | <u>762,682</u> |
| TOTAL FUNDS CARRIED FORWARD | | <u><u>343,056</u></u> | <u><u>457,459</u></u> | <u><u>800,515</u></u> | <u><u>784,174</u></u> |





THE HANGLETON & KNOLL PROJECT (REGISTERED NUMBER: 07260539)
BALANCE SHEET 31 MARCH 2022

| | Notes | Unrestricted funds £ | Restricted funds £ | 2022 Total funds £ | 2021 Total funds £ |
|--|-------|-------------------------|-----------------------|--------------------------|--------------------------|
| FIXED ASSETS | | | | | |
| Tangible assets | 11 | 851 | - | 851 | 1,064 |
| CURRENT ASSETS | | | | | |
| Debtors | 12 | 7,880 | - | 7,880 | 24,999 |
| Cash in hand | | <u>432,124</u> | <u>457,459</u> | <u>889,583</u> | <u>848,264</u> |
| | | 440,004 | 457,459 | 897,463 | 873,263 |
| CREDITORS | | | | | |
| Amounts falling due within one year | 13 | (97,799) | - | (97,799) | (90,153) |
| NET CURRENT ASSETS | | 342,205 | 457,459 | 799,664 | 783,110 |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | 343,056 | 457,459 | 800,515 | 784,174 |
| NET ASSETS | | <u>343,056</u> | <u>457,459</u> | <u>800,515</u> | <u>784,174</u> |
| FUNDS | 14 | | | | |
| Unrestricted funds | | | | 343,056 | 340,230 |
| Restricted funds | | | | <u>457,459</u> | <u>443,944</u> |
| TOTAL FUNDS | | | | 800,515 | 784,174 |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

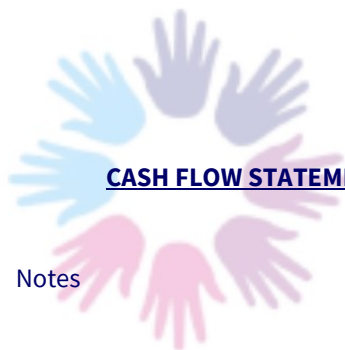
- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

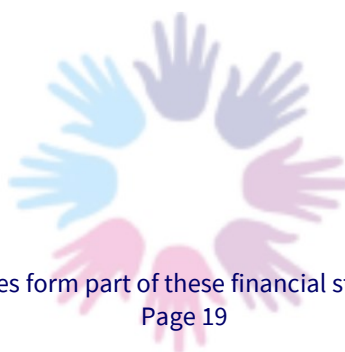
.....
P A Weller - Trustee

The notes form part of these financial statements
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THE HANGLETON & KNOLL PROJECT
CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2022

| | Notes | 2022 £ | 2021 £ |
|---|-------|-----------------------|-----------------------|
| Cash flows from operating activities | | | |
| Cash generated from operations | 1 | <u>33,923</u> | <u>35,181</u> |
| Net cash provided by operating activities | | <u>33,923</u> | <u>35,181</u> |
| Cash flows from investing activities | | | |
| Interest received | | <u>7,396</u> | <u>5,881</u> |
| Net cash provided by investing activities | | <u>7,396</u> | <u>5,881</u> |
| Change in cash and cash equivalents in the reporting period | | <u>41,319</u> | <u>41,062</u> |
| Cash and cash equivalents at the beginning of the reporting period | | <u>848,264</u> | <u>807,202</u> |
| Cash and cash equivalents at the end of the reporting period | | <u><u>889,583</u></u> | <u><u>848,264</u></u> |



THE HANGLETON & KNOLL PROJECT
CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2022

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

| | 2022 | 2021 |
|---|----------------------|----------------------|
| | £ | £ |
| Net income for the reporting period (as per the Statement of Financial Activities) | 16,341 | 21,492 |
| Adjustments for: | | |
| Depreciation charges | 213 | 266 |
| Interest received | (7,396) | (5,881) |
| Decrease/(increase) in debtors | 17,119 | (21,287) |
| Increase in creditors | <u>7,646</u> | <u>40,591</u> |
| Net cash provided by operations | <u><u>33,923</u></u> | <u><u>35,181</u></u> |

2. ANALYSIS OF CHANGES IN NET FUNDS

| | At 1.4.21 | Cash flow | At 31.3.22 |
|--------------------------|-----------------------|----------------------|-----------------------|
| | £ | £ | £ |
| Net cash | | | |
| Cash at bank and in hand | <u>848,264</u> | <u>41,319</u> | <u>889,583</u> |
| Total | <u><u>848,264</u></u> | <u><u>41,319</u></u> | <u><u>889,583</u></u> |

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS102, have been prepared in accordance with the Charities SORP (FRS102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019)', Financial Reporting Standard FRS102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The trustees/directors consider that there are no material uncertainties about the company's ability to continue as a going concern. The trustees have taken advantage of the various sources of Government support during the COVID-19 pandemic and consider that it will not have a significant impact on the company's ability to continue trading. There are no material uncertainties affecting the current year's accounts.

Income

All income is recognised in the Statement of Financial Activities (SOFA) once the charity has legal entitlement to the funds. It is probable that the income will be received and the amount can be measured reliably.

Our policy on the recognition of grants received is to recognise them when they are received. However, on occasions where a final grant payment relating to an existing grant is due but unpaid at the end of a financial year, the amount will be brought in to the accounts as a debtor. If grants are received in advance of any financial year they are apportioned to the relevant year.

Income from donations is accounted for as received by the charity. The income from fundraising ventures is shown gross, with the associated costs included in fundraising costs. The value of voluntary work is not included in the financial statements.

Other income, including investment income and fee income, is recorded on an accruals basis.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure. It is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Tangible fixed assets costing in excess of £1,000 are capitalised and included at cost including any incidental expenses of acquisition.

Depreciation has been provided on the following basis:

- Furniture & Fittings - 20% reducing balance basis.
- Computers - 20% reducing balance basis.
- General Equipment - 20% reducing balance basis.

A full year's depreciation is charged in the year of acquisition, none in the year of disposal.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK Corporation Tax purposes. Accordingly the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate. In the year ended 31 March 2022 the employer contribution was 6% of gross salary.

2. DONATIONS AND LEGACIES

| | 2022 | 2021 |
|-----------|--------------|--------------|
| | £ | £ |
| Donations | <u>5,747</u> | <u>2,791</u> |

3. INVESTMENT INCOME

| | 2022 | 2021 |
|--------------------------|--------------|--------------|
| | £ | £ |
| Deposit account interest | <u>7,396</u> | <u>5,881</u> |

4. INCOME FROM CHARITABLE ACTIVITIES

| | Activity | 2022 | 2021 |
|--------------|----------------|----------------|----------------|
| | | £ | £ |
| Fee income | Project Income | 187,309 | 151,392 |
| Misc. income | Project Income | 11,514 | 4,268 |
| Grants | Project Income | <u>302,944</u> | <u>281,384</u> |
| | | <u>501,767</u> | <u>437,044</u> |

Grants received, included in the above, are as follows:

| | 2022 | 2021 |
|---|----------------|----------------|
| | £ | £ |
| Youth Work Commission and Brighton and Hove Community Learning via BHCC | 169,781 | 105,027 |
| Community Development via The Trust for Dev. Comms. (including HNF) | 53,938 | 62,447 |
| The Police and Crime Commissioner | - | 450 |
| Routes Employment (EU/Lottery) via Brighton and Hove Community Works | 46,922 | 41,282 |
| Moneyworks via Brighton and Hove Citizens Advice Bureau | 12,750 | 12,750 |
| Carried forward | <u>283,391</u> | <u>221,956</u> |

4. INCOME FROM CHARITABLE ACTIVITIES - continued

| | 2022 £ | 2021 £ |
|---|----------------|----------------|
| Brought forward | 283,391 | 221,956 |
| Sussex Community Foundation Social Action | - | 570 |
| Brighton and Hove NHS Clinical Commissioning Group | - | 7,910 |
| Impact Initiatives | - | 17,895 |
| Brighton and Hove Food Partnership | - | 4,924 |
| Cultural Baggage | - | 2,270 |
| BME Psychosocial (Via The Trust for Developing Communities) | - | 1,000 |
| Brighton and Hove City Council - Emergency Community Food Hub | - | 1,599 |
| Covid Project Funding (Via The Trust for Developing Communities) | - | 10,000 |
| National Lottery Fund - Multi Cultural Community Covid Response and Support | - | 8,860 |
| UK Online Good Things Foundation | - | 3,000 |
| Derek and Eileen Dodgson Trust | - | 1,000 |
| Neighbourly Community Fund | - | 400 |
| Arts Council England | 1,000 | - |
| Noel Bennett | 1,031 | - |
| Sport England | 2,009 | - |
| Brighton and Hove City Council - Digital COMF | 3,196 | - |
| Brighton and Hove City Council - Household Support Fund | 5,000 | - |
| Heads On Charity - Health for All (via TDC) | 4,317 | - |
| Heads On Charity - BAME Inclusion Engagement (via Amaze) | 3,000 | - |
| | <u>302,944</u> | <u>281,384</u> |

The following grants have been deferred to the next year:

| | 2022 £ | 2021 £ |
|---------------------------------------|-----------|-----------|
| NHS England (Health Champions Monies) | 9,180 | 4,590 |
| NHS B & H (Health Champions Monies) | 5,000 | 5,000 |
| Youth Activities donations | 15,471 | 15,000 |
| BME Psychosocial activities monies | - | 5,000 |
| Brighton Streets | - | 7,300 |
| SEND Youth Club | 1,000 | 2,000 |
| Grow your own BHCC | - | 4,700 |
| Youth Coaching | - | 1,800 |
| NLDC | - | 5,714 |
| Spices Project | - | 5,000 |
| Brighton Festival and ACE | 9,000 | 4,000 |
| NHS Together | 2,465 | - |
| BHCC Youth Grant | 15,000 | - |
| Noel Bennett | 1,329 | - |
| Active Sussex | 3,800 | - |
| BHCC Youth Bus | 3,400 | - |
| NHS England Blood Pressure | 1,045 | - |
| Older People activities monies | 6,000 | - |



5. CHARITABLE ACTIVITIES COSTS

Project Expenses

Direct
Costs
£
498,569

6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

| | 2022 | 2021 |
|-----------------------------|------------|------------|
| | £ | £ |
| Depreciation - owned assets | <u>213</u> | <u>266</u> |

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

8. STAFF COSTS

Staff costs during the year were as follows:

| | 2022 | 2021 |
|-------------------------------|----------------|----------------|
| | £ | £ |
| Salaries | 290,525 | 292,211 |
| Employer's national insurance | 23,407 | 22,962 |
| Employer's pension costs | 16,095 | 16,080 |
| Sessional staff | <u>5,830</u> | <u>10,477</u> |
| | <u>335,857</u> | <u>341,730</u> |

The average monthly number of employees was 17 (2021: 17).

No employee earned £60,000 or more (2021 none).

The charity operates a stakeholder pension scheme available to all employees. The employer contribution (available to employees who have completed their trial period) for 2021/22 was 6% of gross salary.

The charity considers its key management personnel comprises the trustees, chief executive and three project coordinators. Total employment benefits to its key management personnel (including employers national insurance and pension contributions) was £129,968 (2021 : £139,182).



THE HANGLETON & KNOLL PROJECT
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|------------------------------------|----------------------------|--------------------------|---------------------|
| INCOME AND ENDOWMENTS FROM | | | |
| Donations and legacies | - | 2,791 | 2,791 |
| Charitable activities | | | |
| Project Income | 10,622 | 426,422 | 437,044 |
| Investment income | <u>5,881</u> | <u>-</u> | <u>5,881</u> |
| Total | 16,503 | 429,213 | 445,716 |
| EXPENDITURE ON | | | |
| Charitable activities | | | |
| Project Expenses | 12,454 | 411,770 | 424,224 |
| | <u> </u> | <u> </u> | <u> </u> |
| NET INCOME | 4,049 | 17,443 | 21,492 |
| RECONCILIATION OF FUNDS | | | |
| Total funds brought forward | 336,180 | 426,502 | 762,682 |
| | <u> </u> | <u> </u> | <u> </u> |
| TOTAL FUNDS CARRIED FORWARD | <u>340,229</u> | <u>443,945</u> | <u>784,174</u> |

10. INDEPENDENT EXAMINATION

The amount included for the Independent Examiners fee is £1,860 (2021: £1,500).

11. TANGIBLE FIXED ASSETS

| | General equipment £ | Furniture & Fittings £ | Computer equipment £ | Totals £ |
|-----------------------------------|---------------------------|------------------------------|----------------------------|---------------|
| COST | | | | |
| At 1 April 2021 and 31 March 2022 | <u>8,069</u> | <u>3,248</u> | <u>50,387</u> | <u>61,704</u> |
| DEPRECIATION | | | | |
| At 1 April 2021 | 8,037 | 3,229 | 49,374 | 60,640 |
| Charge for year | <u>6</u> | <u>4</u> | <u>203</u> | <u>213</u> |
| At 31 March 2022 | <u>8,043</u> | <u>3,233</u> | <u>49,577</u> | <u>60,853</u> |
| NET BOOK VALUE | | | | |
| At 31 March 2022 | <u>26</u> | <u>15</u> | <u>810</u> | <u>851</u> |
| At 31 March 2021 | <u>32</u> | <u>19</u> | <u>1,013</u> | <u>1,064</u> |

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2022 | 2021 |
|---------------|--------------|---------------|
| | £ | £ |
| Trade debtors | 7,671 | 24,790 |
| Prepayments | 209 | 209 |
| | <u>7,880</u> | <u>24,999</u> |

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2022 | 2021 |
|---------------------------------|---------------|---------------|
| | £ | £ |
| Trade creditors | 7,519 | 4,545 |
| Social security and other taxes | 8,542 | 7,813 |
| Other creditors | 1,214 | 1,895 |
| Accrued expenses | 7,834 | 15,796 |
| Deferred income | 72,690 | 60,104 |
| | <u>97,799</u> | <u>90,153</u> |

14. MOVEMENT IN FUNDS

| | At 1.4.21 | Net movement in funds | At 31.3.22 |
|---|----------------|-----------------------|----------------|
| | £ | £ | £ |
| Unrestricted funds | | | |
| General fund | 53,286 | 2,826 | 56,112 |
| Designated Fund - Redundancy | 168,504 | - | 168,504 |
| Designated Fund - Staff Contingency | <u>118,440</u> | <u>-</u> | <u>118,440</u> |
| | 340,230 | 2,826 | 343,056 |
| Restricted funds | | | |
| Community Learning, Financial Inclusion and Development | 85,814 | 7,700 | 93,514 |
| Infrastructure Support | 46,227 | - | 46,227 |
| Youth Projects | 101,579 | 1,856 | 103,435 |
| Health Promotion | 6,385 | - | 6,385 |
| Work with Older People | 331 | - | 331 |
| Building Better Opportunities | 10,710 | 903 | 11,613 |
| Community Development | 167,768 | - | 167,768 |
| BME Psychosocial | 7,382 | - | 7,382 |
| Artworks | 10,095 | 3,056 | 13,151 |
| BAMER Community Development | <u>7,653</u> | <u>-</u> | <u>7,653</u> |
| | <u>443,944</u> | <u>13,515</u> | <u>457,459</u> |
| TOTAL FUNDS | <u>784,174</u> | <u>16,341</u> | <u>800,515</u> |

14. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|--|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 26,566 | (23,740) | 2,826 |
| Restricted funds | | | |
| Community Learning, Financial Inclusion and Development | 55,561 | (47,861) | 7,700 |
| Youth Projects | 225,068 | (223,212) | 1,856 |
| Work with Older People | 45,522 | (45,522) | - |
| Building Better Opportunities | 46,922 | (46,019) | 903 |
| Community Development | 97,911 | (97,911) | - |
| Artwork | <u>17,360</u> | <u>(14,304)</u> | <u>3,056</u> |
| | <u>488,344</u> | <u>(474,829)</u> | <u>13,515</u> |
| TOTAL FUNDS | <u>514,910</u> | <u>(498,569)</u> | <u>16,341</u> |

Comparatives for movement in funds

| | At 1.4.20 £ | Net movement in funds £ | At 31.3.21 £ |
|--|----------------|----------------------------------|--------------------|
| Unrestricted funds | | | |
| General fund | 49,236 | 4,050 | 53,286 |
| Designated Fund - Redundancy | 168,504 | - | 168,504 |
| Designated Fund - Staff Contingency | <u>118,440</u> | <u>-</u> | <u>118,440</u> |
| | 336,180 | 4,050 | 340,230 |
| Restricted funds | | | |
| Community Learning, Financial Inclusion and Development | 81,097 | 4,717 | 85,814 |
| Infrastructure Support | 46,227 | - | 46,227 |
| Youth Projects | 100,329 | 1,250 | 101,579 |
| Health Promotion | 331 | - | 331 |
| Work with Older People | 7,765 | 2,945 | 10,710 |
| Building Better Opportunities | 6,296 | 89 | 6,385 |
| Community Development | 162,624 | - | 167,768 |
| BME Psychsocial | 7,382 | - | 7,382 |
| Artwork | 6,798 | 3,297 | 10,095 |
| Bamer Community Development | <u>7,653</u> | <u>5,144</u> | <u>7,653</u> |
| | <u>426,502</u> | <u>17,442</u> | <u>443,944</u> |
| TOTAL FUNDS | <u>762,682</u> | <u>21,492</u> | <u>784,174</u> |

14. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|--|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 16,504 | (12,454) | 4,050 |
| Restricted funds | | | |
| Community Learning, Financial Inclusion and Development | 53,588 | (48,871) | 4,717 |
| Youth Projects | 187,653 | (186,403) | 1,250 |
| Work with Older People | 45,450 | (42,505) | 2,945 |
| Building Better Opportunities | 41,282 | (41,193) | 89 |
| Community Development | 93,082 | (87,938) | 5,144 |
| Artworks | <u>8,157</u> | <u>(4,860)</u> | <u>3,297</u> |
| | <u>429,212</u> | <u>(411,770)</u> | <u>17,442</u> |
| TOTAL FUNDS | <u>445,716</u> | <u>(424,224)</u> | <u>21,492</u> |

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

16. STATUTORY INFORMATION

The charity is a company limited by guarantee.

Every member promises, if the charity is dissolved while he or she is a member or within twelve months after he or she ceases to be a member, to contribute such sum (not exceeding £1) as may be demanded of him or her towards the payment of the debts and liabilities of the charity incurred before he or she ceases to be a member, and of the costs, charges and expenses of winding up, and the adjustment of the right of the contributories among themselves.

The members of the charity may at any time before, and in expectation of, its dissolution resolve that any net assets of the charity after all its debts and liabilities have been paid, or provision has been made for them, shall on or before dissolution of the charity be applied or transferred in any of the following ways:

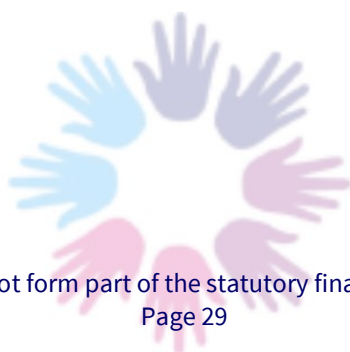
- a. directly for the objects, or
- b. by transfer to any charity or charities for purposes similar to the objects, or
- c. to any charity for use for particular purposes that fall within the objects.

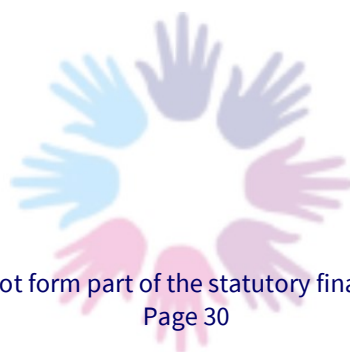
The company's registered number and registered office address can be found in the 'Legal and Administrative Information' section of the accounts.



THE HANGLETON & KNOLL PROJECT
DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

| | 2022 | 2021 |
|---------------------------------|----------------|----------------|
| | £ | £ |
| INCOME AND ENDOWMENTS | | |
| Donations and legacies | | |
| Donations | 5,747 | 2,791 |
| Investment income | | |
| Deposit account interest | 7,396 | 5,881 |
| Charitable activities | | |
| Fee income | 187,309 | 151,392 |
| Misc income | 11,514 | 4,268 |
| Grants | <u>302,944</u> | <u>281,384</u> |
| | <u>501,767</u> | <u>437,044</u> |
| Total incoming resources | 514,910 | 445,716 |
| EXPENDITURE | | |
| Charitable activities | | |
| Staff costs and expenses | <u>498,569</u> | <u>424,224</u> |
| Total resources expended | <u>498,569</u> | <u>424,224</u> |
| Net income | 16,341 | 21,492 |





This page does not form part of the statutory financial statements
Page 30



ARCHITECTURE 00

Hawkins
Brown

YOUTH INVESTMENT FUND PILOT

DESIGN & ACCESS STATEMENT
KNOLL PARK
HOVE
BN3 7JG
FEBRUARY 2023

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ISSUED

16.12.22
18.01.23
02.02.23

DRAFT PREPARED FOR PLANNING
DRAFT ISSUED TO CLIENT
SUBMITTED FOR PLANNING

1.0 INTRODUCTION

1.1 INTRODUCTION

This report has been produced on behalf of The Hangleton and Knoll Project (HKP), in support of the planning application for a new modular build youth facility on the site of:

Knoll Park
Hove,
BN3 7JH

1.2 APPLICATION

The application relates to the proposal for the erection of a single storey youth facility, Class F2.

The site is located in Knoll park, Hangleton & Knoll, Hove. The site has an approximate National Grid Reference of 527015, 106191, postcode of BN3 7JG and covers an area of 2.01 hectares.

It is situated within a residential area adjacent in a park with a community Bowls club to the North, playing feilds to the South and a graveyard further South. The project will encompass approximately 180m² area of the land.

1.3 THE TEAM

The design team is led by Architecture 00 Ltd and Hawkins Brown, and also includes: Structural Engineers, Webb Yates Ltd; Project Management and Quantity Surveyors, Faithful+Gould; MEP Engineers, Webb Yates Ltd.

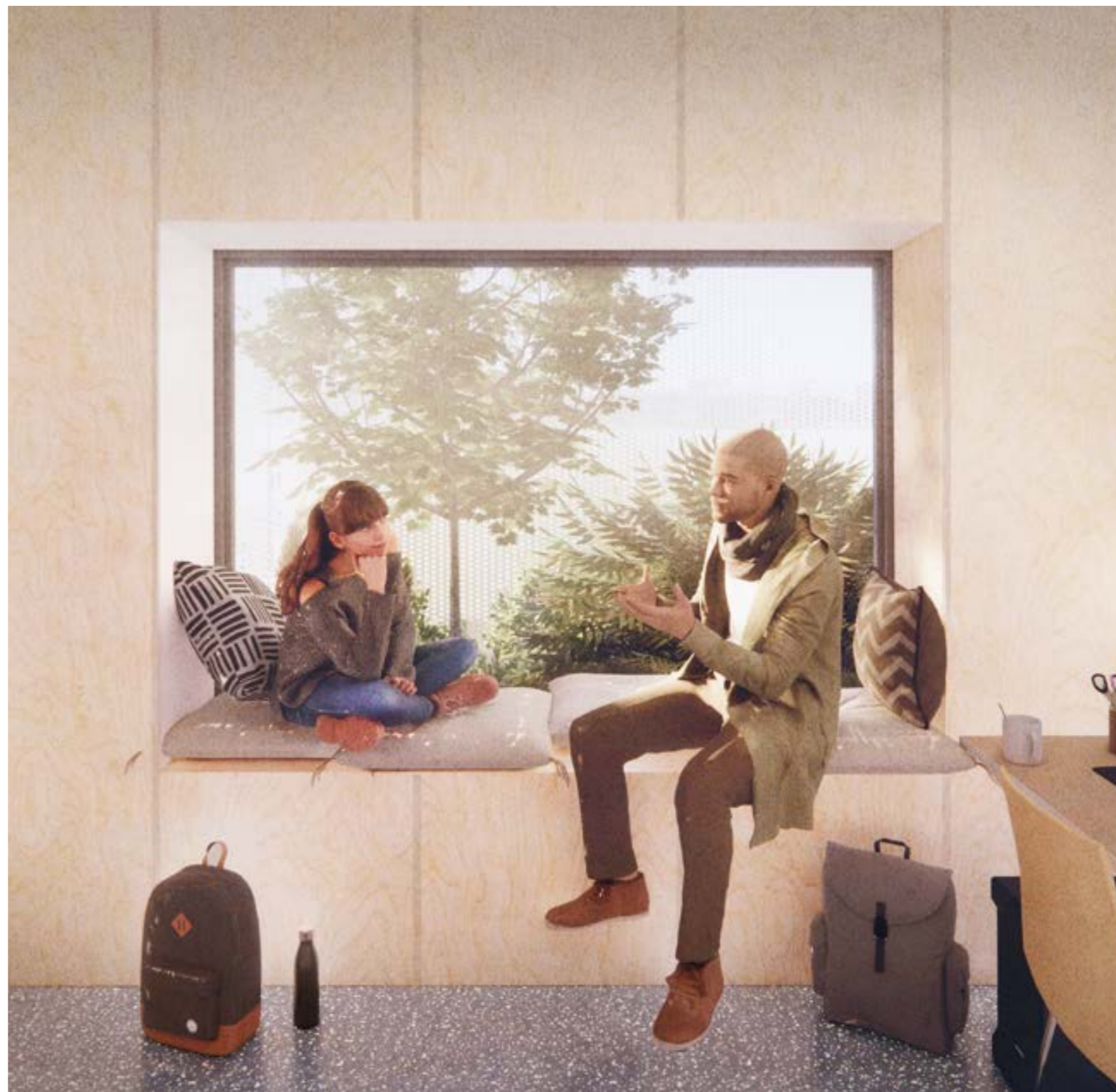
Agent's contact details:

Architecture 00 Ltd
217 Mare Street
Hackney
London
E8 3QE
tel: 0207 739 2230
info@architecture00.net
www.architecture00.net

Hawkins\Brown Architects LLP
159 St John Street
London
EC1V 4QJ
tel: 020 7336 8030
mail@hawkinsbrown.com

1.4 OBJECTIVE

- A new modular building to provide approximately 180m² of youth facilities.
- A building integrated in its social and physical context
- To provide a zero carbon, cutting edge, facility for delivering youth services
- To catalyse regeneration benefits and improvements within Knoll estate. Knoll Park, which includes the Knoll Recreation Ground, is the main green space for Knoll estate. It is well-used but is currently tired and in need of investment, with not enough facilities for young people
- Resilient scheme with minimised operational costs
- Support The Hangleton and Knoll Project and partner organisations with a dedicated space for delivering youth services.
- Enable community focused and public facing processes, encouraging people to meet and interact, while incidentally increasing passive surveillance and footfall.



Interior view of 1-1 room

2.0 SITE

2.1 LOCATION

The site is located in Knoll Park, which includes the Knoll Recreation Ground and is within the Hangleton & Knoll ward in Hove. It is easily accessible by public transport and active travel. The nearest railway station is Portslade, approximately 20 walking distance and 6 mins by car.

The site bordered by the Hangleton Bowling Club to the North. Knoll Pavilion currently operated by HKP neighbours it to the east. The South frontage of the building faces the recreational ground and residential plots along Stapley Road border the site towards the west.



Site Location Plan

2.2 SURROUNDING CONTEXT

The site is situated in a largely residential and recreational area with good conditions for pedestrians and cyclists, benefitting from an environment with low and calmed traffic flows, good quality footways and a favourable walking and cycling topography.

Limited vehicular access can be made from site access junctions on Rowan Avenue and Stapley Road.

The local community focus of the initiative means that, as described earlier, journeys to/ from the unit will be largely local, dominated by walking and cycling trips alongside bus trips for longer trips.



Site Satellite Image

2.3 EXISTING CONDITION

The site is a greenfield site with a bowls club, existing youth structure and cemetery on the site. There was previously a site compound at the edge of the sit which has since been removed and the greenery reinstated.

Surveys from Groundsure and Webb Yates Engineers have provided the following information on the sites condition:



1. South view looking past Knoll Pavillion, towards recreational ground



2. Westward view, looking past Knoll Pavillion toward site



3. North view, looking past Knoll Pavillion towards Hangleton Bowling Club



4. Westwards view towards Stapley Rd. Trees separate site from residential plots



5. Access to site from Stapley Road



6. Knoll Pavillion currently operated by HKP.

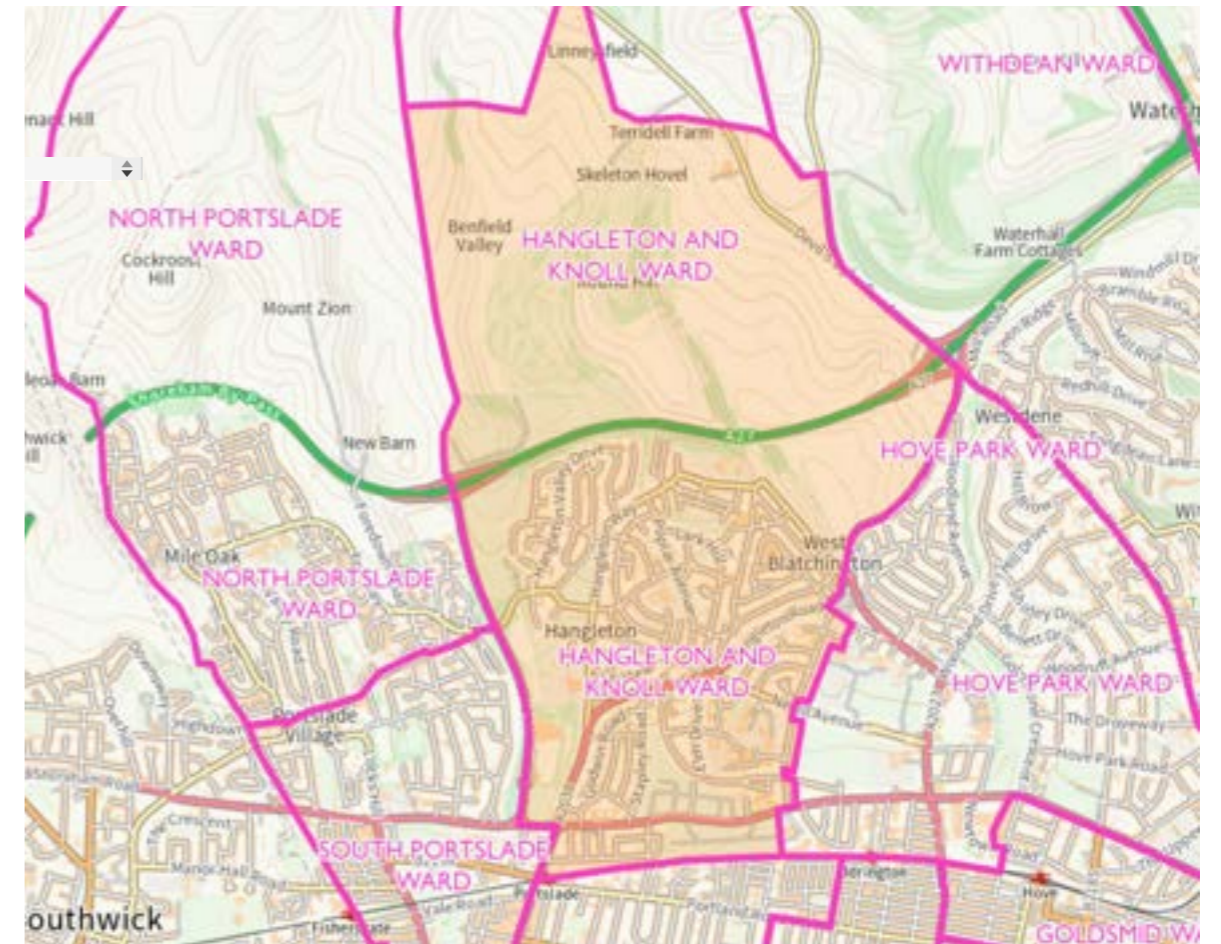
3.0 POLICY CONTEXT

3.1 YOUTH PROVISION IN HANGLETON & KNOLL

- This pilot provides a unique opportunity to meet proven need for youth space, located within Knoll Park, an estate which lacks services/facilities, where there is no nearby youth space.
- The site provides an opportunity to deliver further regeneration benefits and improvements to the local area
- Knoll Park (KP) is well used and in 2011, supported by HKP, YP fundraised for a MUGA. HKP support volunteering and young people regularly take part in intergenerational litter picks and are part of Friends of KP group, who back this application. Sadly, use of the Park is not always positive ASB and bullying occurring. Increased capacity for youth work will support both YP and adults to jointly resolve issues.
- The Knoll estate is an IMD area, with SOAs in the top 10% and significant numbers of children and young people living in poverty (24%) It is also situated far from the services and facilities of the town centre with young people left feeling stuck in the estate with little to do, experiencing high levels of family breakdown, significant issues around isolation, drug and alcohol use and poor education outcomes.
- Many of the young people HKP works with have SEND and are vulnerable to bullying, others do not access a hot meal in the evening at home and youthwork plays a very significant role in supporting their resilience. For young people on the Knoll a dedicated facility would demonstrate that they matter and that their voices have been heard.
- Brighton and Hove City Council conducted a Youth review in 2020 which confirmed the high value of neighbourhood youthwork and

highlighted the lack of West venues. The City network of youth providers prioritised Knoll Park likewise CYP committee, all recognising the under investment and high levels of need.

- HKP pioneered detached methodology and have been using mixed-use space for years but the need for dedicated space is ever more urgent and YP have prioritised the development of youth facilities. The nearest youth facility is in the centre of town, over an hours (expensive) bus ride away.
- This facility will provide a hub for the community to be proud of and allow HKP to run activities indoors and provide holiday programmes (HAF) which we they have no venue to deliver and to safely include all the young people who turn up.
- The Modular pilot will also accelerate the regenerative communities approach by adding further community capacity.



3.3 PLANNING POLICY AND LOCAL PLAN

Through review of the Brighton & Hove Local Plan Part 1 and Part 2 we are able to build a narrative around the provision of a youth facility in this location which is both in line with the immediate demand and council aspirations. Of particular relevance are the following policies.

CP8 Sustainable Buildings (LP Part 1)

The council will seek that all new development incorporate sustainable design features to avoid expansion of the city's ecological footprint, help deliver the principles of the One Planet approach, radical reductions in greenhouse gas emissions, particularly CO2 emissions, and mitigate against and adapt to climate change.

1. All development will be required to achieve the minimum standards as set out below unless superseded by national policy or legislation:

Development Size
Non-major non-residential use
BREEAM Very Good

The project seeks to exceed minimum standards through providing an exemplary building with excellent environmental credentials.

2. All development proposals will be expected to demonstrate how the development:

a. addresses climate change mitigation and adaptation;
b. contributes to a reduction in the city's current level of greenhouse gas emissions by delivering significant reductions in fuel use and greenhouse gas emissions via: passive design and orientation; fabric performance; energy efficiency measures; and low carbon solutions;
c. facilitates on-site low or zero carbon technologies, in particular renewable energy technologies.

Please refer to pg 28 for the sustainability strategy

CP16 Open Space (LP Part 1)

Planning permission resulting in the loss of open space, will only be granted where:

c) The proposed development is ancillary to the use of the open space and will result in only a small loss of open space, provides improvements to and better use of the remaining space and optimises public access.

DM9 Community Facilities (Part 2)

1. Planning permission will be granted for new community facilities where all of the following criteria are met:

a) the proposed use is compatible with adjoining and nearby uses;
b) the site is close to the community it serves and is readily accessible by walking, cycling and public transport; and
c) where feasible and appropriate, community facilities have been co-located to maximise their accessibility to residents and reduce the need for travel (for example at Community Hubs).
Please refer to appended transport statement.

DM33 Safe, Sustainable and Active Travel policy (LP Part 2)

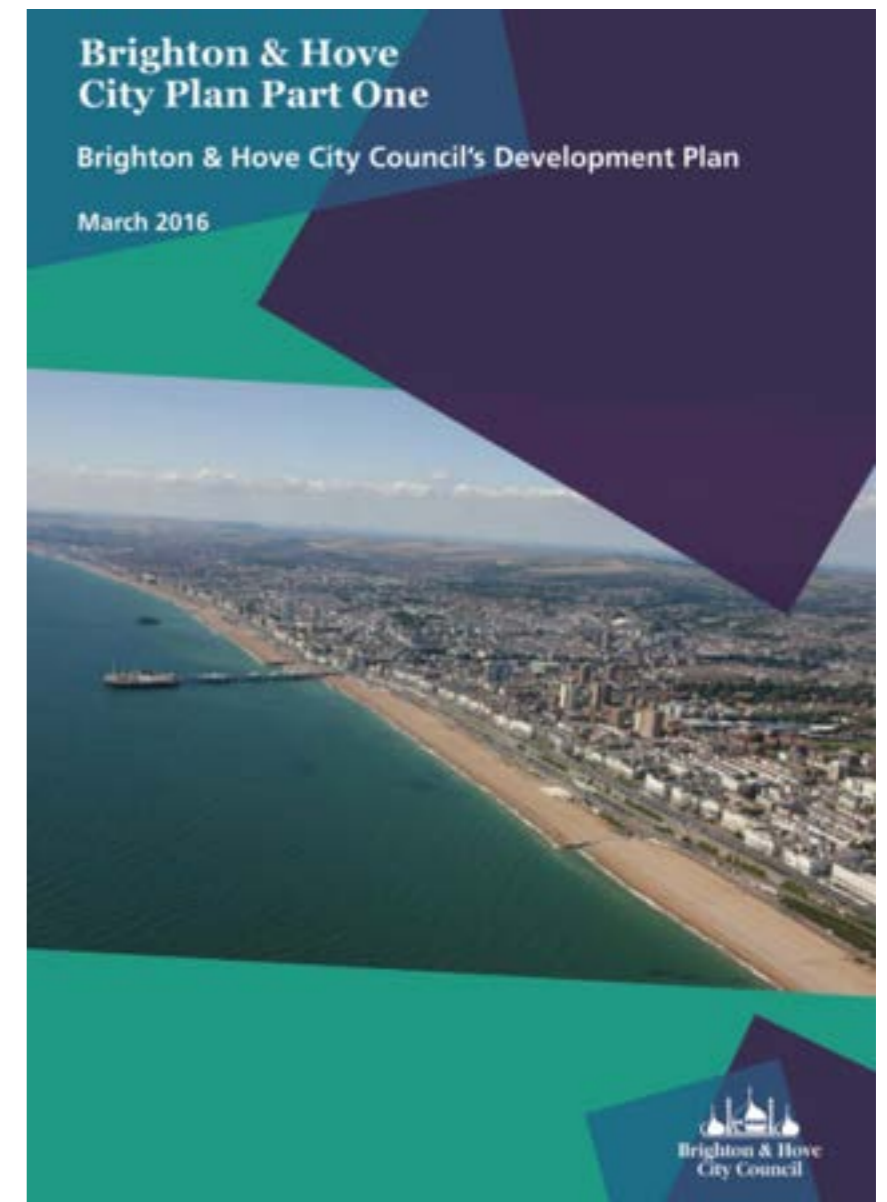
New developments should be designed in a way that is safe and accessible for all users, and encourages the greatest possible use of sustainable and active forms of travel.
Please refer to appended transport statement.

Other relevant policies include:

CP10 Biodiversity (LP Part 1)
CP13 Public Streets and Spaces (LP Part 1)
CP17 Sports Provision (LP Part 1)
DM43 Sustainable Drainage (LP Part 2)
DM20 Protection of Amenity (LP Part 2)

We have also referred to the following design policies:

CP12 Urban Design (LP Part 1)
DM18 High quality design and places (LP Part 2)
DM22 Landscape Design and Trees (LP Part 2)
DM38 – Local Green Spaces (LP Part 2)



3.3 PLANNING CONTEXT: PLANNING CONSULTATION

PROJECT DEVELOPMENT:

The proposal has been developed through regular meetings with the following individuals. All of the findings and outputs have influenced the final design and development work.

- Joanna Martindale, Chief Executive Officer, Hangleton & Knoll Project
- Mark Syrett, Projects Officer, Cityparks, BHCC
- Helen Baxter, Youth Manager, HKP
- Briony Streets, Senior Youth worker, HKP

General support for the proposal and agreed scope of documentation was agreed. We have incorporated the advice within the proposals and design and access statement.

PRE-PLANNING CONSULTATION:

Hangleton and Knoll Project has been selected as one site of four national pilots that aims to test the delivery of modular youth facilities to be delivered across the country. The project has been set on a very ambitious programme by DCMS for these pilot schemes. This is necessary as they are the precursor to a wider programme that there is considerable urgency to roll out nationally, and the four pilot projects are key to learning lessons that will feed into the national roll out.

Given the project context and the timeframes set by the DCMS, the team has not had the opportunity to undertake the preferred formal pre-application advice process. However given that this is a relatively small project that principally aims to offer much needed facilities we hope that there are not significant issues that cannot be foreseen without the benefit of a Pre-Application and have therefore endeavoured to reach out to individual council teams to receive informal advice. These individuals are listed below.

- Matthew Gest, Team Leader, Development Management, West & Enforcement Team, City Development and Regeneration, BHCC
- Margo Burkwiecz, Estates, BHCC

3.3 PLANNING CONTEXT: PLANNING CONSULTATION

STATEMENT OF COMMUNITY INVOLVEMENT:

- graffiti
- Please match the outside of the building with the pavilion
- Need to make sure the building is Anti-social behaviour proof for the future

Design and Brief development engagement:

Architecture 00 held monthly engagement workshops with the lead Hangleton and Knoll project team which included senior youth workers. Mark Syrett, Projects Officer at Cityparks was also a core part of these discussions. This group has provided insights on the end user needs, area challenges, demand, programming and community engagement.

Engagement with Local Community:

Hangleton and Knoll Project hosted a community engagement event at the Knoll Pavillion on Thursday 17th November 3.30pm – 6.30pm.

Prior to this 200 flyers were shared through doors across neighbourhood homes. They were also made available at both HCC and St Richards community centres to invite people to the event.

Approximately 50 people attended the engagement event. This included young people, Friends of Parks, Parks team at BHCC, CYP BHCC, Bowls Club, 50 plus steering group, HKP Trustees, Parent Carer groups and Goldstone Primary members.

In the weeks after the event the presentation materials were up for viewing in Knoll Pavillion and approximately 60 young people have been engaged and commented with support from the team.

The general feedback has been positive. Some of the comments are summarised below:

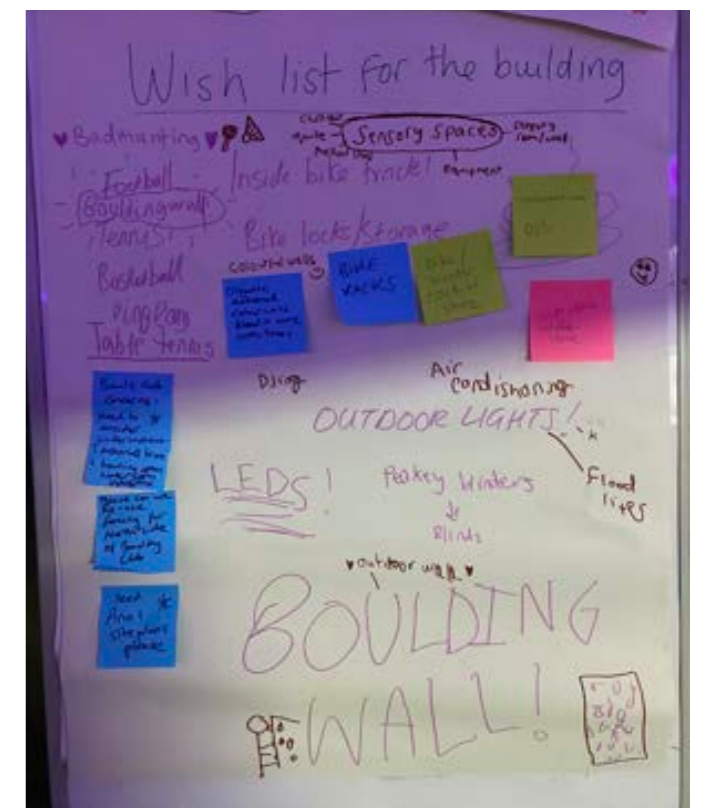
- Love the outside deck and disabled access
- Need a window facing out front from youth team office please and maximum south facing light
- Love it all! Especially the cladding to avoid

Summary:

List of individuals/Groups/stakeholders we engaged with till date:

- Matthew Gest, City Development and Regeneration team, BHCC
- Bowls club
- Residents
- Young People
- HKP Youth facing Staff
- Rob Walker, Head of City Parks

All of the findings and outputs have influenced the final design and development work



4.0 BRIEF

4.1 PROJECT OUTCOMES & OUTPUTS

- A new modular building to provide approximately 180m² of youth facilities.
- A building integrated in its social and physical context
- To provide a zero carbon, cutting edge, facility for delivering youth services
- To catalyse regeneration benefits and improvements within Knoll estate. Knoll Park, which includes the Knoll Recreation Ground, is the main green space for Knoll estate. It is well-used but is currently tired and in need of investment, with not enough facilities for young people
- Resilient scheme with minimised operational costs
- Support The Hangleton and Knoll Project and partner organisations with a dedicated space for delivering youth services.
- Enable community focused and public facing processes, encouraging people to meet and interact, while incidentally increasing passive surveillance and footfall.

DCMS LED PILOT PROJECT

The DCMS led Youth Investment Fund aims to provide up to 300 new and redeveloped youth facilities in eligible levelling up areas across England.

This project has been selected for the Pilot stage.

This pilot funding is to:

- Build one of up to four youth facilities on sites across England
- Pilot activities for the planning, site preparation and construction of a facility, awarded to a site ready for receipt
- Enable DCMS to test the YIF approach, facility requirements and construction methods. Construction methods to be tested will include modular off site approaches to construction as part of an intention to move towards modern methods of construction (MMC).

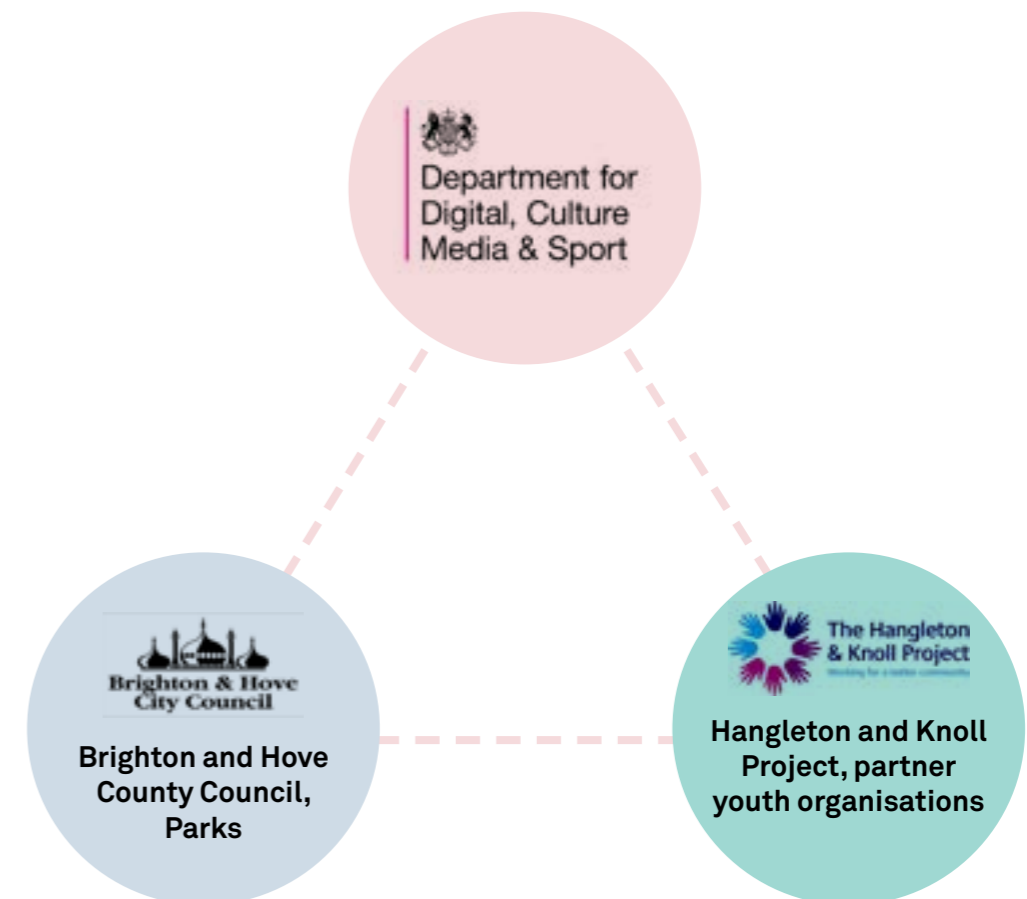
The expected outcomes of this pilot are:

- Four or more youth facilities constructed during 2022/2023
- Feedback and learning from the build process that can inform the design, procurement and construction of future YIF-funded facilities.
- Successful organisations will need to build facilities that meet the key specifications set out by DCMS in order to test their process. However, there is a degree of flexibility over the final design of the buildings.

BRIGHTON AND HOVE COUNCIL STRATEGY OUTPUTS

There is an ambition that the new youth facility aligns both with the DCMS Youth Investment Fund ambitions as well as internal Brighton and Hove requirements:

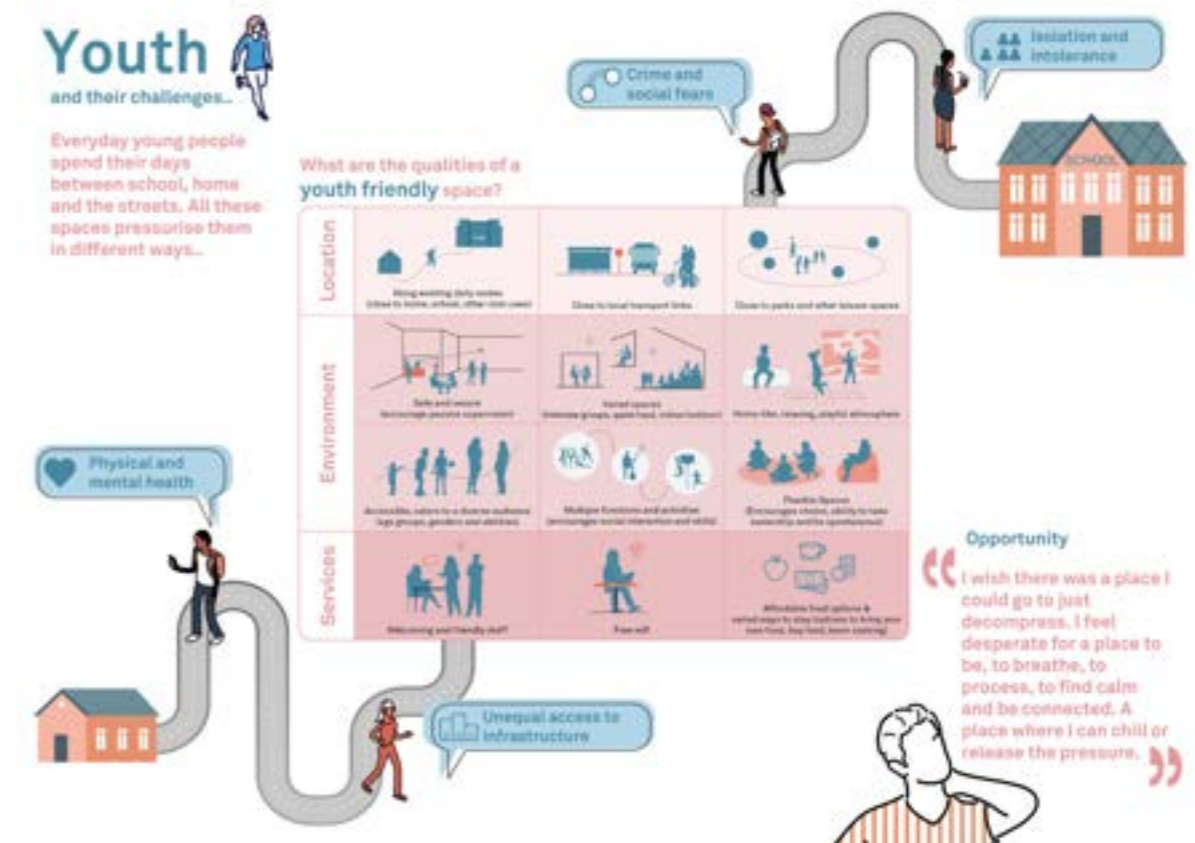
- Brighton and Hove City Council conducted a Youth review in 2020 which confirmed the high value of neighbourhood youth work and highlighted the lack of West venues. The City network of youth providers prioritised Knoll Park likewise CYP committee, all recognising the under investment and high levels of need.



4.2 BRIEF - ACCOMMODATION

KEY REQUIREMENTS

- Circa 180m² of youth facilities.
- To meet a range of needs for the
- Spaces where young people can gather and participate in personalised development; communal gatherings; sporting activities; or a mentoring setting to exchange experience and ideas.
- To create an environment that supports the journey from youth to adulthood in a safe, open and inclusive space.
- Create a safe and secure environment that encourages passive surveillance.
- An inviting visual presence for the building, fostering pride and confidence within the community, making it appealing to young users, and having a positive impact on the area.
- The building should respond to the different routes users and the public will approach the building from. Considering strengthening both visual and physical connections. Considering where user's journey starts and what is their experience of finding and entering the building.
- Building layout should facilitate forming a community of tenants. Creating spaces that support social interaction, both formal spaces (communal areas /study space /external space / kitchenette facilities / meeting room) and informal spaces (circulation, opportunities to interact / perch / share information).
- Create a space for young people in the Wheatley ward to have the opportunity to engage in a range of things to do, creating enriching experiences locally.
- Where practical spaces should be flexible to maximise their usage, e.g. meeting rooms becoming additional counselling rooms, larger activity area spaces becoming community event spaces.
- Design of external spaces should support and enhance the functions of the building, either through extending growing space, social space or events. External spaces will need to be access controlled to prevent ASB, with tenant access only unless for an event.
- Limit negative impact on nearby residential community.
- Maximise natural lighting and energy efficiency, minimising operational costs.



5.0 DESIGN PROPOSAL

5.1 MASSING

The building's position on the site sits adjacent to the existing youth facility building. With the entrance clearly visible from the main North/South pathway, the building will sit on the existing slope with an external deck allowing people to spill out during warmer months.

The single-storey massing of the building is designed to minimally impact its setting whilst utilising its distinct roof form to both protect the building from being scaled and create a visual marker in the community.

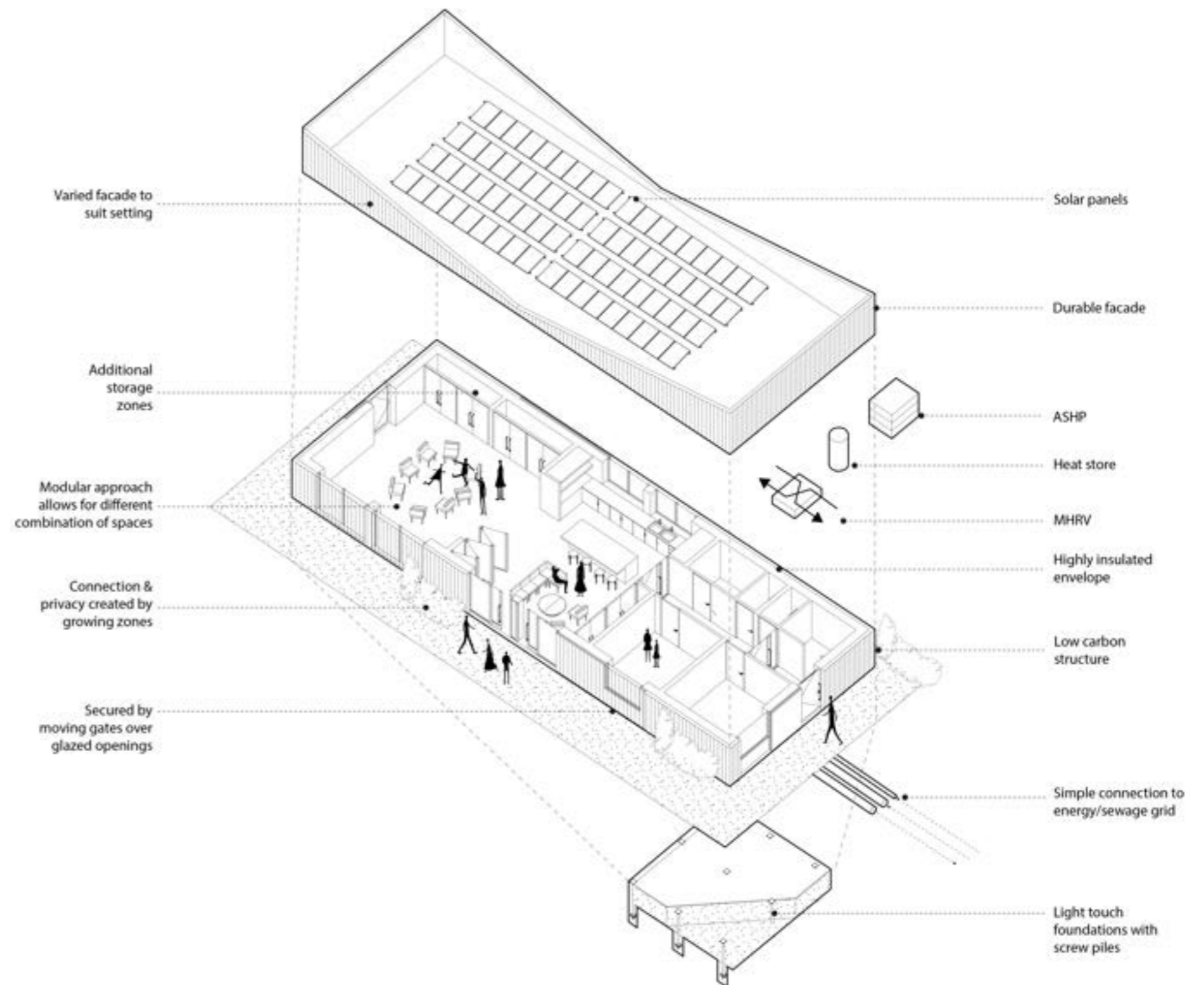
This pilot is made of four modules that will be constructed off-site and delivered to the location for them to be connected. These volumes are then clad to create a single, simple silhouette that provides a secure enclosure for rooftop photovoltaics and an easily legible form for users.

DAYLIGHT AND SUNLIGHT

There are minimal openings on each facade for daylighting and security. Every elevation has a series of 'grouped' openings that change between two conditions. The first condition being a visible opening with a metal rolling shutter for security. The second sees the facade material cover it whilst still allowing light into interior spaces.

The largest openings are oriented to take full advantage of the buildings orientation. In this instance the Eastern facade which opens onto the newly secured outdoor space is this zone.

The minimal amount of glazed openings seeks to reduce overheating in the summer whilst also providing as much light during winter along with minimal opportunities for vandalism.



Massing axonometric

5.2 BUILDING LAYOUT

SHARED & COMMUNAL SPACE

Arrival from the entrance provides access to the office and wcs before leading into the primary shared space. This large space centres around an open kitchen with space for furniture and in-built desks for homework, computer work, etc. The shared space is intended to facilitate:

- a comfortable space for youth to gather and feel safe
- large gatherings and meals in the community
- Passive surveillance of nearby MUGA
- A mix of seating to develop users own agency in the space

OPEN COMMUNAL KITCHEN

The kitchen lies at the heart of the building providing cooking facilities and storage for the user. In order to reduce risk of fire load in these spaces, equipment used should be restricted to:

- microwave oven;
- electric kettles;
- coffee makers; or similar purpose built water-heating equipment;
- refrigerator (ensuring that it has good supply of airflow around it);

Equipment using naked flames or radiant elements must not be used. This includes:

- toasters;
- sandwich makers;
- electric or gas cookers of any type;
- hot rings / fat fryers;
- steamers / woks or similar

COMMUNAL HALL

At the end of the building the hall provides storage and flexibility of use through a generous volume with good head height. This generosity allows for a myriad of activities from sports to group meetings and skills workshops.

INFORMAL MEETING ROOMS

Accessed off the circulation between the two larger spaces these meeting rooms can be used for informal meetings, one-to-one meetings and private study. Access provided off the lobby adds privacy to these spaces.

OFFICE

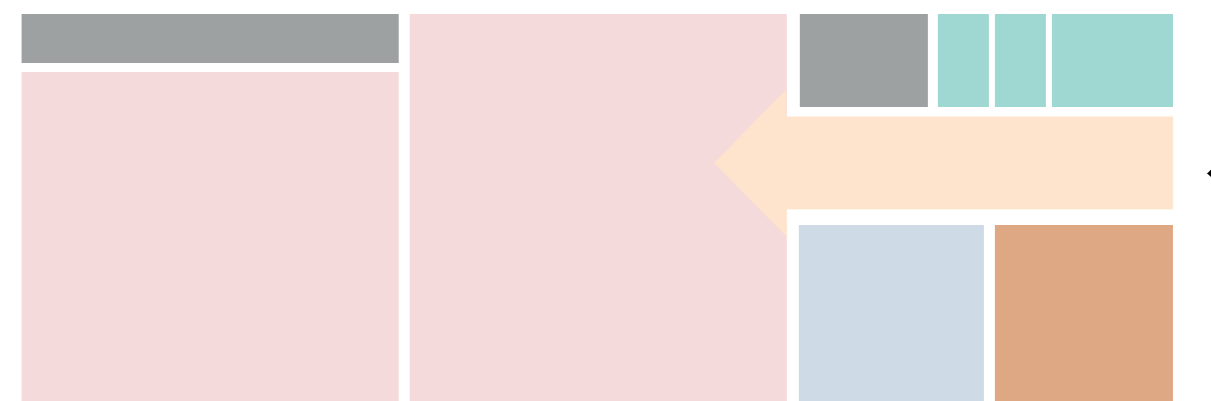
Located at the entrance of the building, the office allows for passive surveillance and accommodates up to 6 staff. With the office palced by the entrance, staff provide the additional level pf security in this zone with doors into the main space lobbied to provide security throughout.

TOILETS

Non gender-assigned WCs and AWC are located adjacent the entrance core containing the plant. This strategy benefits:

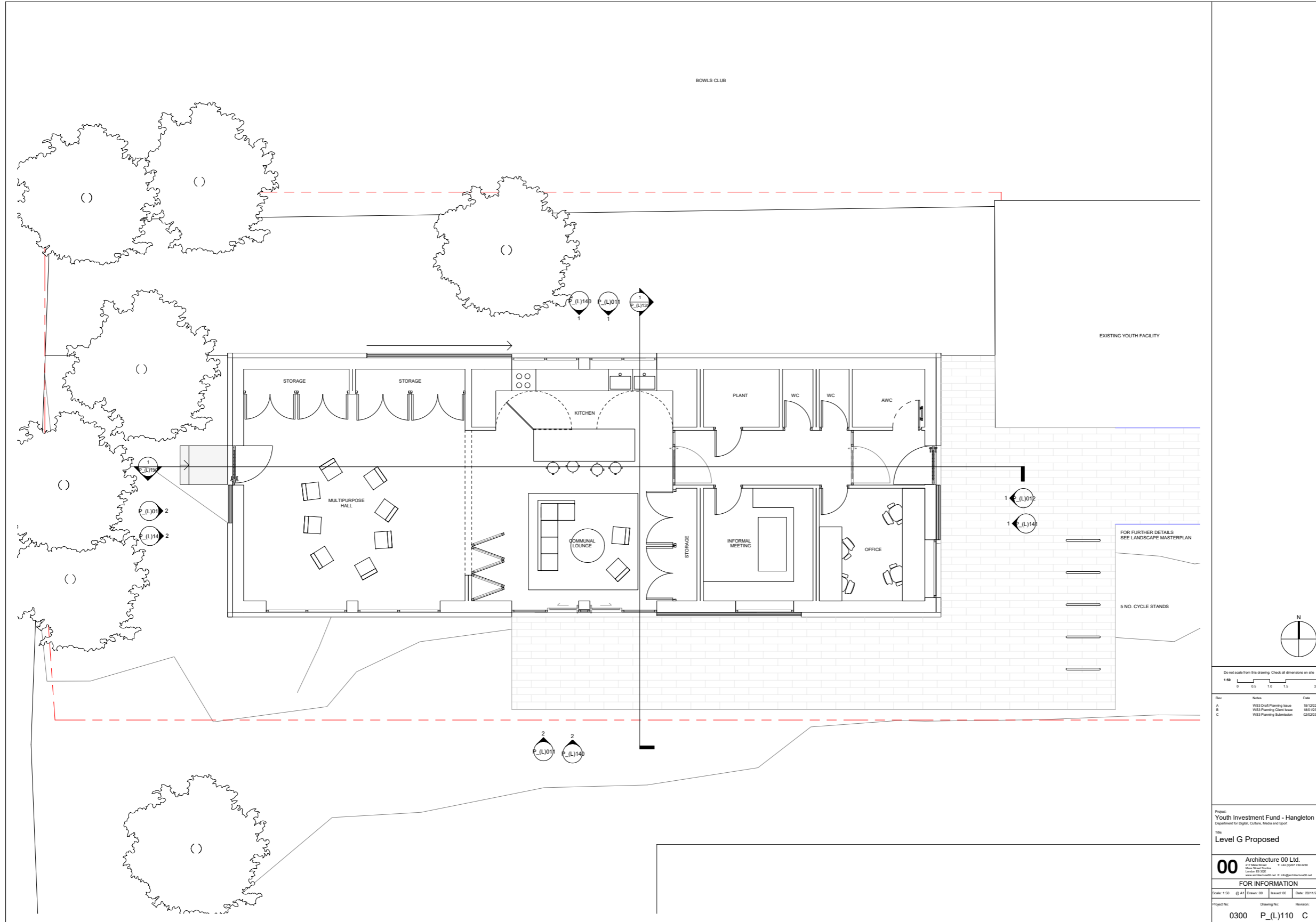
- Simple servicing routes.
- Legibility and ease of access.

Toilets will be private and self-contained, - 'super-loos' including sink and handryer. Toilets are accessed via a lobby to improve privacy and avoid direct access next to tea-points or the main circulation.



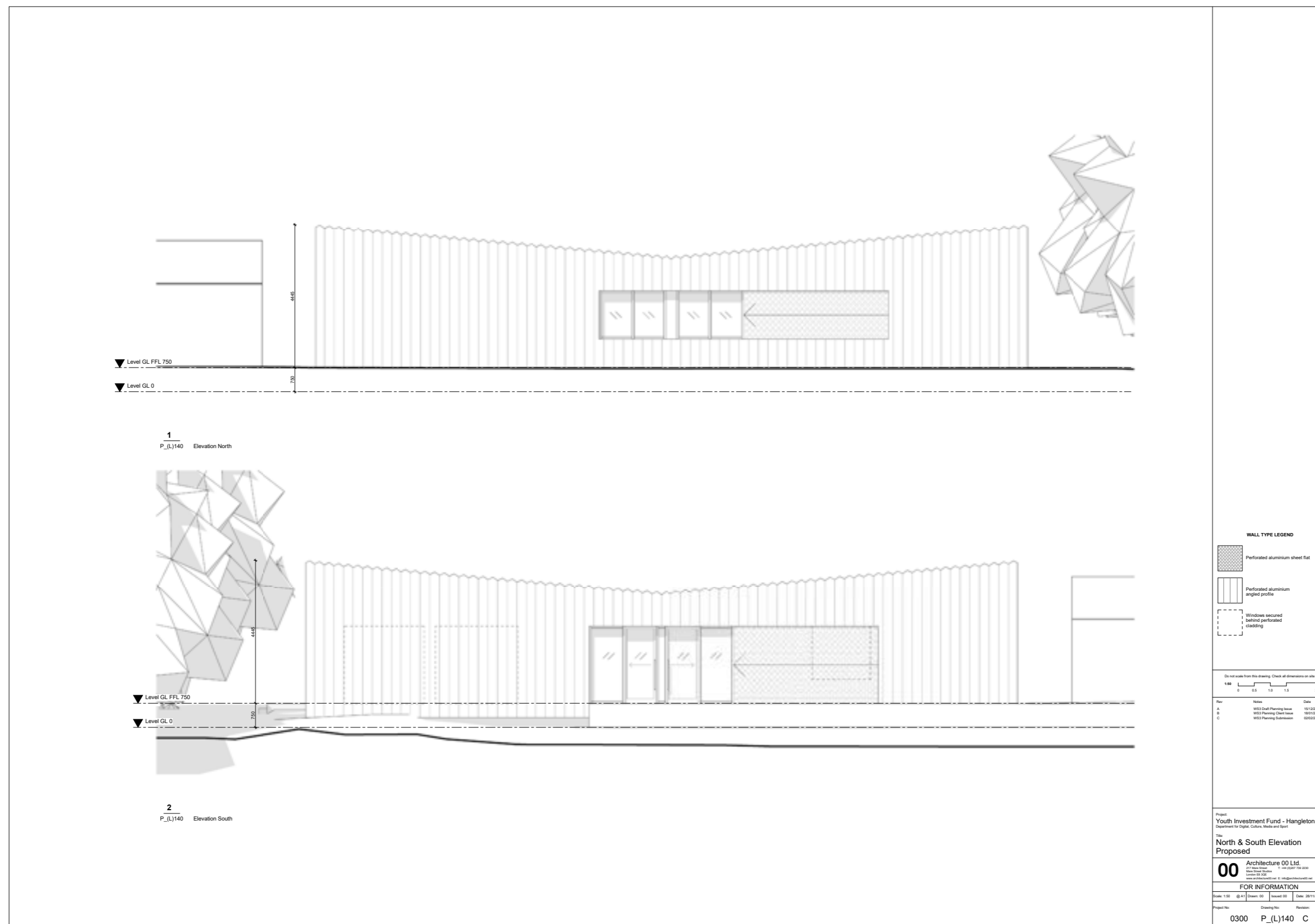
| | | |
|------------------|------------------|---|
| Office | 12m ² | |
| Informal meeting | 12m ² | |
| Communal | 90m ² | |
| Circulation | 14m ² | |
| Plant/Storage | 20m ² | |
| Toilets | 8m ² | |

5.3 GENERAL ARRANGEMENT PLAN

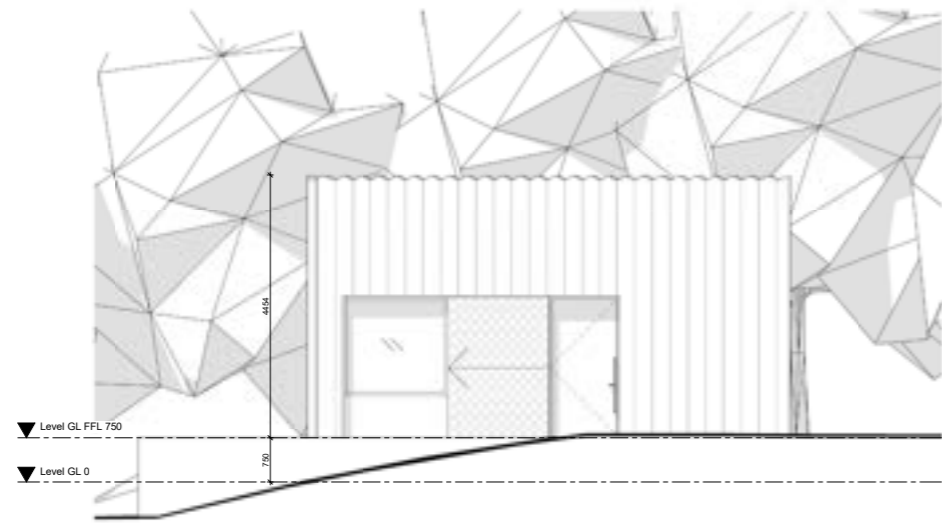


70

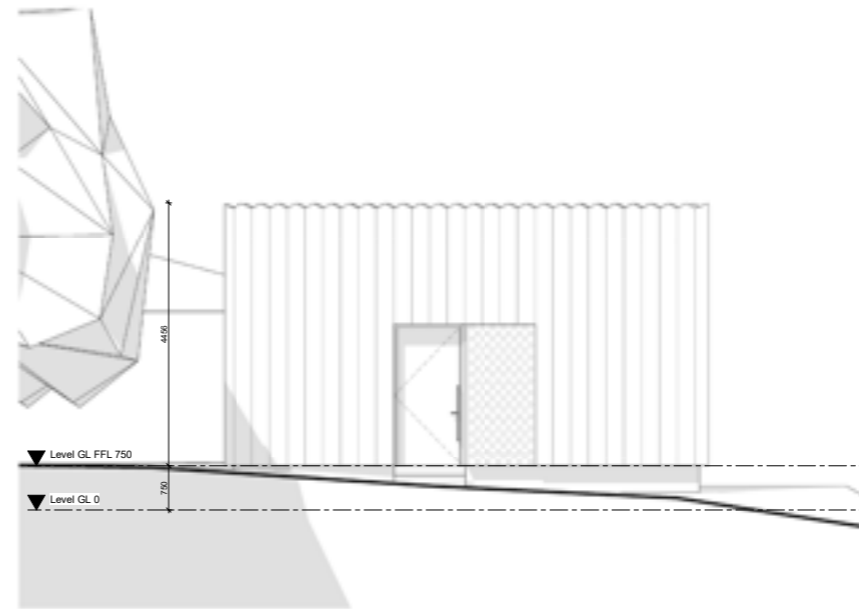
GENERAL ARRANGEMENT NORTH/SOUTH ELEVATIONS



72






1
P_(L)141 Elevation East



2
P_(L)141 Elevation West

WALL TYPE LEGEND

| | |
|---|--|
|  | Perforated aluminium sheet flat |
|  | Perforated aluminium angled profile |
|  | Windows secured behind perforated cladding |

Do not scale from this drawing. Check all dimensions on site.

| Rev | Notes | Date |
|-----|---------------------------|----------|
| A | W522 Draft Planning Issue | 18/12/22 |
| B | W522 Planning Check Issue | 18/01/23 |
| C | W522 Planning Submission | 02/02/23 |

Project:
Youth Investment Fund - Hangleton
Department for Digital, Culture, Media and Sport

Title:
East & West Elevation
Proposed

00 Architecture 00 Ltd.
217 New Street
Birmingham B2 4NU
www.architecture00.com E: info@architecture00.com

FOR INFORMATION

| | | | | |
|-------------|-----|-----------|------------|----------------|
| Scale: 1:50 | @A1 | Drawn: 00 | Issued: 00 | Date: 28/11/22 |
|-------------|-----|-----------|------------|----------------|

Project No: 0300 P_(L)141 C

5.5 EXTERNAL VIEW



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INTERNAL VIEW - OPEN KITCHEN/ LOUNGE SPACE



INTERNAL VIEW - MULTI-PURPOSE HALL



INTERNAL VIEW - 1-1 ROOM



5.7 MATERIAL PRECEDENTS

As the site can be considered as part of a back-of-house area - defined by parking, loading bays, storage and transport - the proposal will make use of material to highlight the new development.

Colour can also be utilised to differentiate the scheme from the existing structure. There are a variety of hard wearing panellised products that would allow for re-use and simple construction.

The projects highlighted here show a variety of approaches to this method.

PRECEDENT - ARCHITECTURE 00

(Top) Manor works in Sheffield required a tough facade to minimise vandalism. The approach used here has since proven successful and forms the basis of the material choice for the YIF Pilots. The layering of perforate metal provides a visual softness to the building - allowing light to travel through it and change throughout the day. The perforations lend themselves to climbing plants and this forms part of the landscaping approach which will help the building settle.

PRECEDENT - MORRIS & CO

(Bottom Left) The Energy Centre in ELephant & Castle illustrates the quality of finish with the use of metal cladding. With planting surrounding the building it illustrates the minimally intrusive nature of the material.

PRECEDENT - VMX ARCHITECTS

(Bottom right) This project highlights how varying the perforations and reflectiveness of the material can create different conditions. It can also be powder coated for different colours and this is illustrated in the next page.



FACADE COLOUR SCHEME OPTIONS

Whilst these buildings are intended to become landmarks in their local communities for youth, the materiality can be altered to soften the building in its setting.

Pictured below are three different approaches to the visual look and feel of the building. The first is an untreated perforated metal mesh, the second a green powder coat and lastly a bronze perforate coated metal.



5.8 MATERIAL PRECEDENTS / OUTLINE SPEC

The following material precedents are subject to colour application as being explored above.



Cladding - perforated profiled PPC metal. Profile tbc



Roof & Canopy - preformed standing seam steel



Window - aluminium frame - colour to match cladding



Interior - Simple plywood finishes with exposed beams and simple joinery



Interior - Simple plywood finishes with exposed beams

6.0 BUILDING STRATEGY

6.1 STRATEGY PRINCIPLES

The principles brought to the design of the YIF Pilot are derived from investigation into the needs of youth, and requirements of the youth groups involved for each project location - supported by their local council and operations teams.

ACCESSIBILITY

The YIF Pilot will be welcoming to tenants, guests and visitors with limited physical mobility, sensory deprivation, and for those of diverse socioeconomic and cultural backgrounds.

Accessibility for people with physical disabilities will be considered in the design, layout, fixtures and fittings of the building. Level access will be provided, and routes through the building which are equally legible, rational, and appealing for those unable to use stairs.

ACCESS / ENTRANCE

With the site being accessed primarily by foot, an extension to existing pathways will be created to allow access to the building from the East. The new entrance steps back from the street minimising the buildings presence whilst making it easily visible for users.

The placement of the entrance on the South of the building will be used strategically to:

- Create a highly legible entrance at street level.
- Orientate around a more public presence for the scheme in the neighbourhood.
- As far as possible collocate activities that visually connect to pedestrian areas adjacent.

LAYOUT

- All units must be accessible off communal space, not through other units.
- Units are arranged and dimensioned for access to natural light and ventilation.
- Layouts aid in fit out flexibility, and minimise the need for costly adaptations at a later date.

COMMUNAL & ANCILLARY SPACES

- At the heart of the project is the communal kitchen and lounge area providing all the necessary equipment to prepare food and drinks in a communal setting.
- Informal meeting rooms are accessed off of the communal kitchen allowing for 1-1s and quiet study/breakout space.
- The staff office provides space for staff to work on-site with views out to the entrance to help with surveillance.

CONSTRUCTION / PARTITIONS

- Enclosed rooms are self-contained to ensure sufficient privacy and soundproofing.
- The larger hall space and communal spaces are split by smaller spaces to minimise the amount of noise travelling between noisier zones.

MANAGEMENT & OPERATION

- No onsite permanent manager.
- No need for formal staffed reception desk.

ENVIRONMENTAL PERFORMANCE

A 'fabric first' approach to sustainability will be taken, so the building passively uses less energy. Overheating has been identified as a key risk, due to the exposed position, as such solar gains through the fabric and glazing will have to be minimised, and high thermal mass internal linings will be necessary.

Strategies for internal environment, such as Ventilation, Heating, and Comfort Cooling will be further developed in the next stage. A combination of photo voltaics, air source heat pumps and mechanical vent systems will help the building breathe with excess heat from photo voltaics being sold back to the grid during summer. The perforate metal facade similarly doubles as shading to larger glazed openings on

the West minimising solar gain.

FLEXIBILITY AND FUTURE-PROOFING

As a shell and core development there is intrinsic flexibility. This is aided by generous amounts of in-built storage freeing up floor space with rooms have a 'stripped back' finish to be both robust and allow for a variety of uses throughout its lifespan not defined by unique qualities in the spaces.

INTERNAL ENVIRONMENT

The spaces should be designed to provide appropriate environments for small gatherings, group work and larger community events. These are underlined by general principles of:

- Economy – best use of funds to provide quality and minimise running costs
- Ease of use
- User control / overrides
- Sustainability
- Aspirational / Uplifting
- Hard wearing / Durable and Low Maintenance
- Demountable and self-finishing surfaces
- Passive environmental control - such as thermal mass.

There should also be good ventilation, and where possible provide user operable windows. Wherever possible appropriate sense of volume within the spaces is provided to support air quality measures.

SERVICE ROUTES

Services infrastructure and routes generally are to run within communal internal circulation.

6.2 SECURITY & DESIGNING OUT CRIME

The isolated site is at risk of ASB. The design has been developed with the objective of creating a secure building that simultaneously does not appear to be aggressively defensive in order to avoid denoting a lack of trust with its neighbourhood. The design aims to promote security through:

- Passive surveillance, and avoid creation of secluded areas.
- Passive control measures such as positioning of the building, to avoid the need for fences and gates.
- External lighting - motion-sensor controlled.
- CCTV system.
- Fewer entrances and exits, for ease of management and to avoid them being left open accidentally. Balanced with providing sufficient entrances to discourage misuse or bypassing of security measures.
- Individual units accessed from internal circulation will not also have external access
- Fire exits are to be self closing and alarmed to avoid misuse, or day-to-day use.
- Entrance doors should be of good quality, with closers, compatible with fob systems, and avoid vulnerable materials.
- Ancillary landlord spaces are to be secured with key locks and where possible will be accessed off communal areas.

There is to be no permanent on-site manager.

STREET LEVEL ENTRANCE

The main entrance is open to its surroundings on two sides and connects to the street where there is relatively low footfall and overlooking. The following measures intend to mitigate security concerns:

- The entrance has been located towards the road, so that people exiting the building are able to see both aspects of Parkway South. The staff office window looks out from the

entrance to aid in passive surveillance.

- Facade materials are to be robust, resistant to damage & Graffiti. Perforate metal masks larger openings to protect them from ASB.
- Providing views out will be an important way to increase safety when exiting the building.
- Facade should afford views out of the building day and night. External and internal lighting levels to be reviewed to support this.

ACCESS CONTROL

The Operator are developing an access control strategy which aims to be:

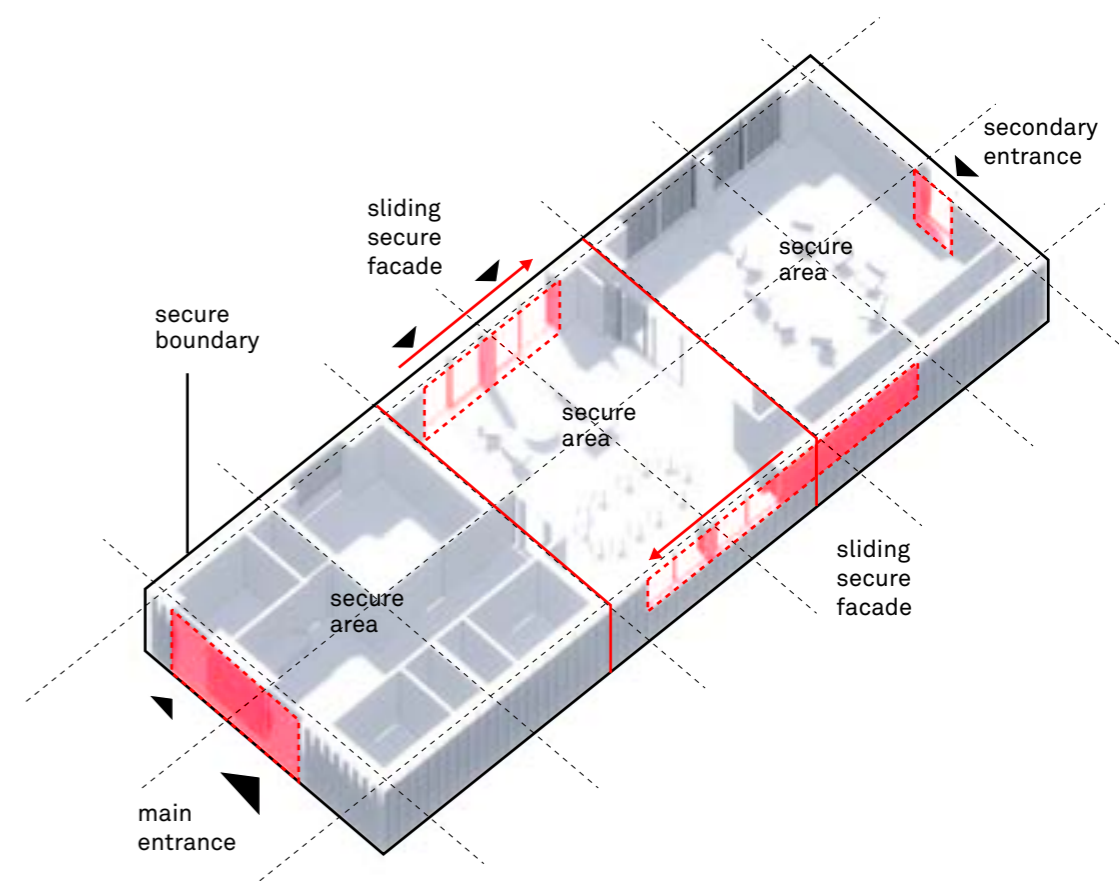
- Robust, yet user friendly - so as to help prevent users feel the need to bypass.
- The spaces are separated into three zones that act as secure lines.

DESIGNING OUT CRIME

These proposed measure are in line with the SBD guidance and will meet the minimum standards recommended.

If they are correctly incorporated into the build and supported by a robust CCTV security and management strategy they are likely to deter opportunist crime. It should be noted that these changes alone are not likely to noticeably reduce the current crime and ASB issues within the immediate area.

However the proposal will help to reduce the currently inactivity in this space currently offers, which is often what attracts criminal and ASB activity, by increasing legitimate activity and ownership to the space.



Axonometric -
Ground Level

6.3 SUSTAINABILITY

NET ZERO CARBON

The approach to lowering carbon is proposed through a low-carbon built fabric which provides the opportunity from which to lower operational carbon to net zero.

The building has been modelled with TAS by EDSL and tested against the recently updated BR Part L.

From this modelling the operational carbon can be fully offset via onsite renewables. It would be possible to achieve the net zero carbon target when 9kWp of PV is installed on the roof (i.e. 30no. PV panels 300Wp).

Main Input data:
 Envelope performance as per you last email 06.10.2022
 Airtightness: 2.5m3/hrm2 @50pa
 Heating and Hot water via ASHP
 Mechanical ventilation with heat recovery
 No cooling
 LED lighting, 100lm/W
 9kWp PV installed (unshaded)

OVERHEATING

Overheating risk has been of growing concern within the field of property design in Great Britain. Overheating has not always been a problem in the UK but increased urbanisation, climate change, construction of high-rise apartment blocks and winter energy efficiency measures have all contributed to the amplification of internal temperatures. Buildings that overheat cause significant discomfort and stress to the occupants and can ultimately lead to litigation and costly mitigation measures for the owners/developers.

The following mitigation strategies are being developed:

- Glazing specification.
- Layout & room orientation.

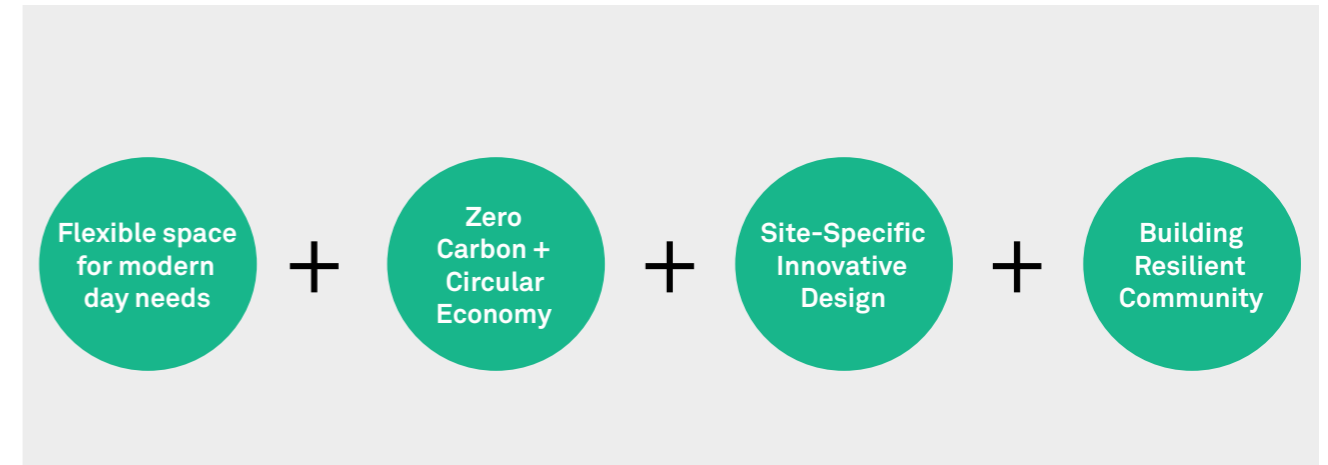
- Facade & aperture orientation.
- Facade profile & shading.
- Facade & roof build up for self-shading.

The Ventilation Strategy considers a mixed-mode approach to include MVHR systems combined with natural ventilation provided by openable windows and openable roof lights.

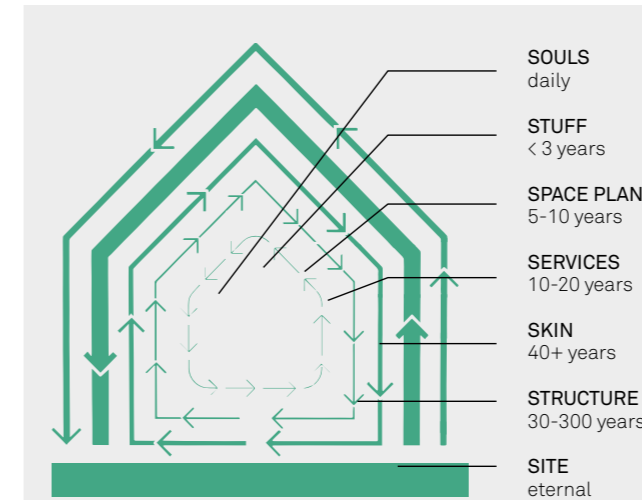
GREEN INFRASTRUCTURE

Sitting in a green space, the new landscape interventions provide spaces for growing, learning and play. Acting as an extension of the existing MUGA the green interventions provides opportunities for planting throughout to soften the buildings impact on the surrounding environment.

The above sustainability statement has been compiled by Architecture 00 & Webb Yates Ltd.



Key Principles



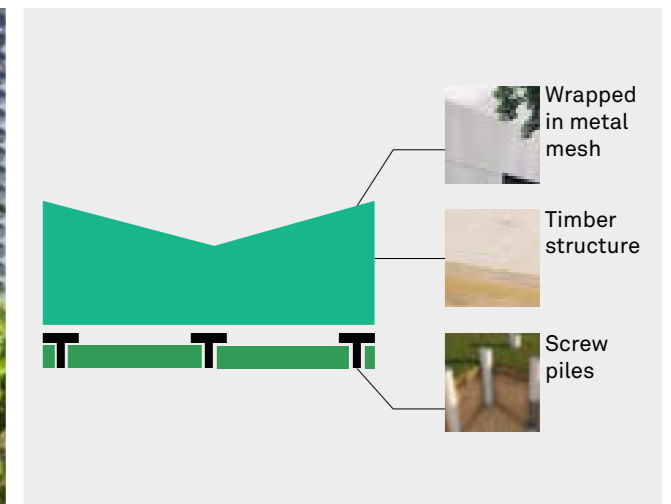
Building Fabric Longevity



Off-site prefabrication



Tough + growing facade



Low-carbon materials

6.4 WASTE

This Waste Management Statement sets out the principles of managing waste during the construction, operation, and deconstruction of the building.

PRINCIPLES

The following principles of waste management have been adopted for the project:

- To design proposals sustainably;
- To design proposals for off-site modular construction;
- To minimise the amount of waste generated from the development;
- To conserve natural resources through re-using waste arising from construction;
- To re-use waste materials on-site to reduce transportation;
- To use reclaimed, re-cycled or locally sourced materials where possible;
- To reduce waste generation during the operational lifetime of the development and to facilitate recycling where waste does arise.

DESIGN STAGE

The design will use off-the-shelf structural timber and perforate metal cladding members to minimise waste. Waste saving will be maximised by utilising standard sizes, where possible.

Waste is further minimised by using a modular construction method in which the building is constructed in a controlled environment, delivered to site and assembled before being clad. This approach minimises material waste during construction, allows for a higher quality build and minimal trips to site allowing for less disturbance to neighbours and the community.

Materials will be carefully selected - reused, recycled, low-embodied energy, locally or ethically sourced, as appropriate. For example, where possible we aim to use minimally

processed timber and avoid finishes in general other than natural oils/mineral based/water based.

Design detailing will be progressed to enable ease of off-site construction. For example simple connections for each module will aid in construction time and assembly approach.

OPERATION LIFE

There will clearly marked recycling points within the communal areas of the building, and the building management will organise the segregated waste collection.

Information will be included in the Health & Safety File with manuals regarding the building and details for recycling and waste management systems in place.

6.5 DRAINAGE

Architecture 00 has commissioned preliminary drainage strategies across all Youth Investment Fund Pilot sites. The report is provided with the planning application.

EXISTING SURFACE WATER MANAGEMENT

The utilities search show a Foul water sewer located along Rowan Avenue and a combined sewer along Stapely Road which are located relatively near the site boundary which provide potential connection points for foul water and attenuated surface water discharge from the proposed development.

It is anticipated that drainage from the adjacent pavilion building also discharges to a nearby public, and therefore further investigation and CCTV survey is required to confirm potential discharge points within the immediate site without the need to cross 3rd party properties.

There may also be a pitch drainage system installed for the adjacent recreation ground which may offer potential discharge points for the surface water from the new development. As-built records for the pavilion and other recreation and sports facilities in the vicinity where available would also provide useful information relating to the existing drainage infrastructure.

FLOOD RISK

The site is located within Flood risk zone 1 low probability - Land having less than 1 in 1,000 annual probability of river or sea flooding. As it is less than 1 hectare, a flood risk assessment is not required on the basis that the site is located in Zone 1 and there is no change in use in development type to a more vulnerable class where they could be affected by sources of flooding other than rivers and the sea, or in an area with critical drainage problems as notified by the Environment Agency. The local strategic flood risk assessment (SFRA) is to be reviewed



Figure 3: Extract from EA flood Zone maps.

to determine if the area is within an area with critical drainage problems.

NPPF sets out the Flood Risk and Flood Vulnerability Tables to decide whether the proposed development is appropriate depending on the vulnerability type of the development. The development proposed is classified as 'Less vulnerable' in accordance with 'Table 2: Flood Risk Vulnerability Classification' in the NPPF' due to the building not being used as a habitable site.

PROPOSED SURFACE WATER MANAGEMENT

To manage surface water run-off generated by the post development site in a manner which is compliant with current design criteria, Sustainable Urban Drainage Systems (SUDS) will be incorporated within the onsite drainage design. The option of water storage for re-use as irrigation combined with infiltration techniques is the preferred SuDS solution for the site.

However if the ground conditions are not suitable for infiltration, there are a number of options available to achieve the proposed discharge restrictions such as above ground storage facilities, oversized sewers, below ground storage tanks, permeable paving, water features such as ornate ponds etc.

Further options for incorporating supplementary

SuDS features such as rainwater water butts, planters, permeable paving etc will be considered at the next stage once the scope and space available for external works is known. Where an attenuation system is used it is expected the discharge rates will need to be controlled at Greenfield runoff rates in accordance with the National and local authority SuDS guidance and planning policies.

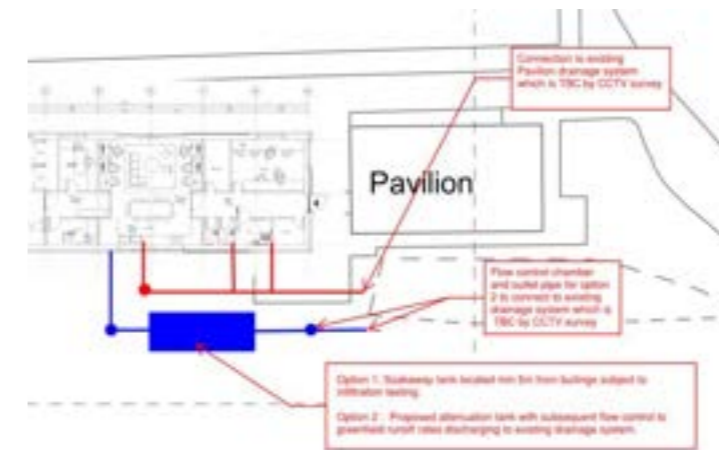


Figure 7: Indicative drainage strategy

PROPOSED FOUL WATER DRAINAGE

The existing drainage connections from the pavilion building are not known. These are to be established by further survey. It is expected a foul water drainage connection will be required for the proposed outbuilding; however it is unclear whether a new connection into Stapley Road or Rowan Avenue is required or whether a discharge drain from the pavilion building can be shared.

A suitable discharge point to the Southern water system (foul or combined) may need to be determined and an application made for a new connection.

6.6 ECOLOGY STATEMENT

The landscape proposals are simple and associated with the south facing side of the building. The proposal seeks to add to the ecology of the site.

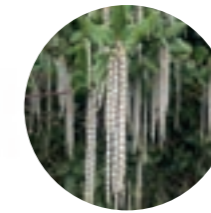
A generous paved terrace will extend out from the proposed building, connecting to the existing terrace level and bringing the two building pavillions together. This will offer a flexible outdoor space to meet, talk and watch out onto the park, maintaining a strong relationship with the large open playing area.

Ground cover planting from which climbing plants will emerge and colonise the building facade will add seasonal interest and colour, attract bees and butterflies, and bring sweet smelling scents in the spring and summer.

The hard landscape associated with the existing pavilion building would be redone so that the paved terrace works as one. Two new feature blossom trees will also be introduced and together with the climbing plants it will help integrate the proposals into their context

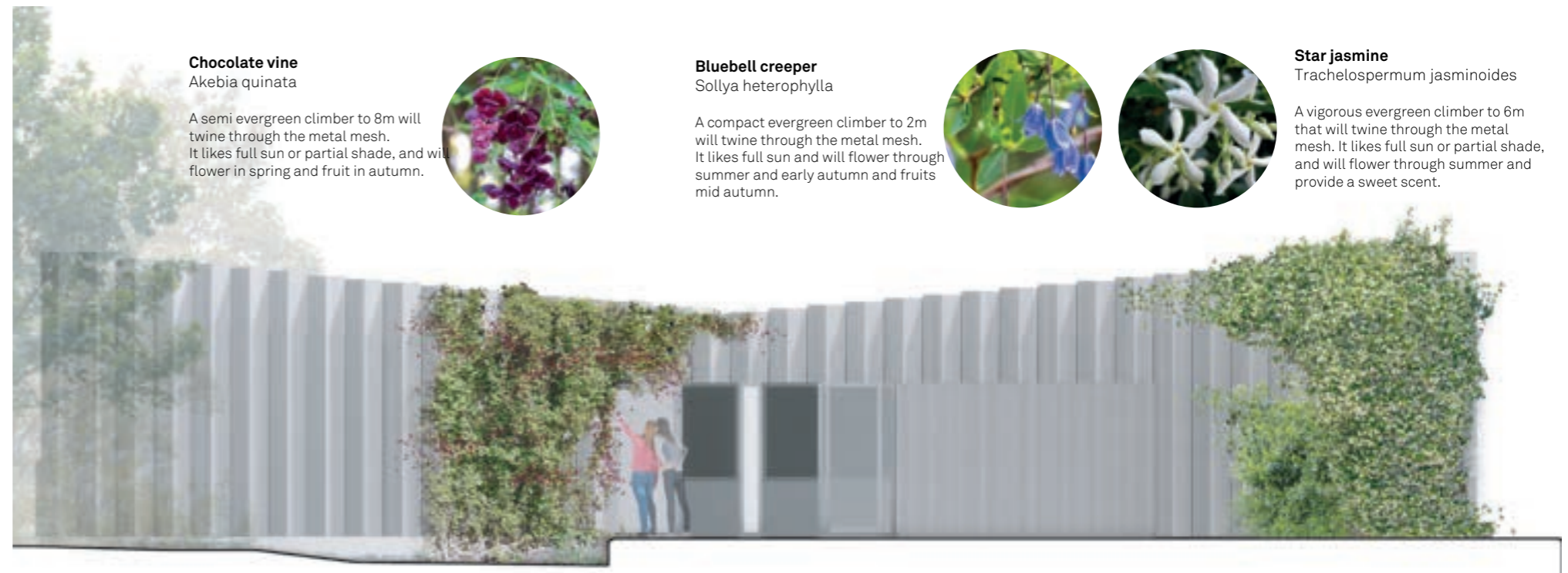


East Elevation & Entrance



Silk tassel bush
Garrya elliptica

A small vigorous evergreen shrub to 4m that can be trained or allowed to grown naturally. It likes full sun or partial shade, flowers in spring and has catkins through autumn and winter.



Chocolate vine
Akebia quinata

A semi evergreen climber to 8m will twine through the metal mesh. It likes full sun or partial shade, and will flower in spring and fruit in autumn.



Bluebell creeper
Sollya heterophylla

A compact evergreen climber to 2m will twine through the metal mesh. It likes full sun and will flower through summer and early autumn and fruits mid autumn.



Star jasmine
Trachelospermum jasminoides

A vigorous evergreen climber to 6m that will twine through the metal mesh. It likes full sun or partial shade, and will flower through summer and provide a sweet scent.



South Elevation & Terrace

7.0 INCLUSIVE ACCESS

7.1 ACCESS STRATEGY

The scheme has been planned to promote walking and cycling to benefit health and well-being.

Car travel to the building is minimal due to the residential nature of the setting.

Architecture 00 have commissioned a Transport Statement from Urban Flow which highlights additional principles the design adheres to.

The scheme is designed to meet Part M of the building regulations, and where possible exceed those provisions:

- The design will have level access to all primary entrances with a wide paved area to the main entrance.
- Five cycle parking stands sufficient for those seeking to cycle to the building.
- The disabled toilets are close to the main entrance and clearly marked.
- Signage will be pictorial and clear for all language speakers.

STREET ENTRANCE

A street level entrance is provided from existing pedestrian paths to the East of the building. There is also an entrance to the South of the building with level access connecting between the new building, existing building and wider site levels.

INTERNAL CIRCULATION

To maximise flexibility of the space the design seeks to remove the need for long corridors. Each larger volume is broken by smaller rooms accessed off circulation running between them.

APPENDICES

| | |
|---------|---------------------|
| Appx. A | Drainage |
| Appx. B | Transport Statement |
| Appx. C | Landscape Proposal |

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