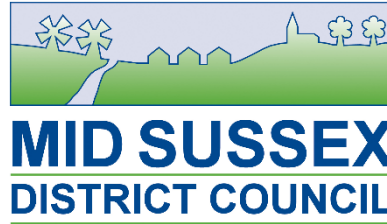




HM Government



European Union
European Regional
Development Fund

Welcome Back Fund

Activity Proposal Form

Local Town / Parish Council Name	Name of Lead Contact	Sarah Groom
Hurstpierpoint & Sayers Common Parish Council	Telephone Number	01273 833264
	Email Address	office@hurstpierpoint-pc.gov.uk

1. Proposed Activity

Please complete the table below to reflect the activities you propose for use of the WBF. Please refer to the published WBF guidance [here](#). In line with the Guidance it is necessary to state how any proposed activity is **new** as existing activities cannot be funded. It is anticipated that proposed activity will relate to the new strand of activity below but feel free to add any comments to the other areas of scope if applicable.

As stated in the guidance this could include:

- Placed based marketing, for example, supporting safe celebration events on high streets and in local towns.
- Marshals.
- Public space maintenance.
- Maintenance of public conveniences (toilets) including new temporary facilities (toilets) provision.
- Beautification activities including graffiti removal.
- Non-permanent public realm adaptations.
- Activities that future proof the high street.
- Improvement of green spaces and provision of outdoor seating areas.

WBF Area of Scope	Using bullet points briefly set out the specific activities you propose	Briefly set out how the activity does not duplicate existing activity (additionality)	Total Indicative Budget £
<p>Support and promote a safe public environment for a local area’s visitor economy</p> <p>Activity under this strand enables investment in activity to boost the look and feel of high streets and activities to make high streets welcoming and promote the visitor economy.</p>	<ul style="list-style-type: none"> • Vinyl shop front coverings on empty retail units that make them look occupied and full of people. 	<p>Empty units currently give the impression of businesses having failed and shops being deserted. In most cases in fact, the businesses have re-located to new premises. Rather than have the current view into empty shops, the “trompe l’oeil” (to deceive the eye) gives a stunning effect of busy retail unit.</p>	<p>Design per shop £385 + Print and Instal per shop £200 x 6 Shops = £3,510 (ex VAT)</p>

	<ul style="list-style-type: none"> Street lamp banners to dress the High Street 	<p>Hurstpierpoint High Street does normally have bunting during the two weeks arts festival in September each year. Christmas Lights also hang across the High Street from early December to early January each year. Both these examples create delight and atmosphere in the High Street. The use of banners on street lamps (permissions required) promoting the shop local message would provide a similar excitement.</p>	<p>8 x £132 = £1,056 (ex VAT)</p>
	<ul style="list-style-type: none"> Promotional shopping bags to be sold at cost price (for a local charity), to promote use of the local shops. 	<p>Possibly partnering with Hurst Re-Think, an environmental campaign group, using a promotional strap line such as "Think Hurst First" the design of the printing on the bags would encourage shoppers to use their high street shops before travelling further afield.</p>	<p>£3.21 per unit x 1000 Bags = £3,211 (ex VAT)</p>
Other Activity (if applicable).	Not applicable.		<p>TOTAL COST = £7,777</p>

2. Locations and rationale for activity proposed for funding by the WBF.

Please list the locations that would be supported with this activity and a brief rationale in terms of objectives / benefits for the activity proposed at each location. <i>Insert more rows if required.</i>	
Location and Type (High Street / Neighbourhood Shopping Area, etc.)	Rationale (Benefits / Objectives)
Hurstpierpoint High Street	<p>The High Street is the main focus of our objective in order to attract inward investment and ensure local residents continue to shop local.</p> <p>During the stay-at-home lock-downs the greengrocer, butcher and bakeries all saw unprecedented support from local residents as travelling further afield was banned.</p> <p>A better dressed high street assists the shop local campaign.</p>

Timescales for activity proposed for funding by the WBF.

Please provide timescales / time frame for the activity proposed at each location (if applicable). <i>Insert more rows if required.</i>	
Location and Activity	Month / Duration (if applicable)
Empty Retail Units - Vinyl Shop Front Coverings	Permissions to be sought from Commercial Property Agents / Owners during August 2021. Designs and printing September 2021. Installation by 30 September 2021.
Street Lamp Flags/Banners	Design agreed August/early September 2021 Permission sought from WSCC/SSE August 2021 End of September (following festival bunting and up over Christmas and January Sales). Relevance and condition to be reviewed in February 2022.
Shopping Bags “Shop Local / Think Hurst First”	Design during July / August 2021 Print and Delivery 1st Week September 2021 Launch “items for sale” during Arts Festival September 2021

3. Procurement and Suppliers

If applicable, please provide details of suggested suppliers or procurement providers you have and/or would recommend with regard to this activity.

Note: It is a condition of the fund that all procurements are compliant with ERDF procurement requirements. Below are the thresholds that we are required to adhere to:

Value of contract	Minimum Procedure	Advertising Required
£0 - £2,499	Direct award	None
£2,500 - £24,999	3 written quotes or prices sought from relevant suppliers of goods, works and services	None
£25,000 – Relevant Public Contracts Regulations threshold	Formal tender process in line with the Interpretative Communication and the relevant guidance	1) Advertised on Contracts Finder and 2) the opportunity is advertised on the ESIF grant recipient's website for a reasonable time period.

Brief description of works, supplies or services that would be provided	Supplier details <i>Insert more rows if required</i>
Design of Vinyl for Shop Fronts	3D Design Bureau
Print of Vinyl and Installation to Shop Fronts	Sussex Sign Centre
Street Lamp Banners/Flags	Northern Flags
Shopping Bags	Aspect CPM (UK) Ltd

4. Declaration & Signature

I declare that I have the authority to represent Hurstpierpoint & Sayers Common Parish Council in submitting this Activity Proposal.

I understand that this WBF Proposal Form is being submitted to MSDC for consideration for funding under the criteria for the WBF and that this does not confirm that the activity proposed will be agreed and / or be considered compliant with the requirements of the WBF Fund.

Signed	(electronic signature to be inserted) <i>Sarah Groom</i>	Name (print)	Sarah Groom
Position	Clerk to the Council	Date	2 July 2021