

# Community Assessment Guidance

## What is a community assessment?

You may have heard of a community audit or profile but this process is different in a few ways – this process focuses on communities assessing their own situation; strengths, weaknesses and quirks using objective data as a tool and enriching this information with sources of local knowledge (community groups, local libraries, Parish Councils etc.). It will also act as a benchmarking tool, revisiting the assessment after a period of time will allow you to assess how local circumstances are changing.

## Why conduct a community assessment?

A community assessment in this format allows you to not only have a snapshot of the local area but also to analyse its assets and identify areas that require improvement or intervention.

As a whole document the assessment is useful in understanding what your community needs and providing evidence of it will build a strong case for grant applications and funding bids. Although the report will change over time it should give direction to work being completed in the area.

## What is the purpose of this guidance?

This document will give you the tools you need to conduct your own community assessment, including a template (Appendix 1) which details assessment areas and criteria, a list of useful data sources (Appendix 2) and an easy to read diagram which leads you through the process step by step.





## The Template

The assessment begins with a map and a brief overview of the area including history and demographic statistics of note.

The community assessment template is split into 5 aims:

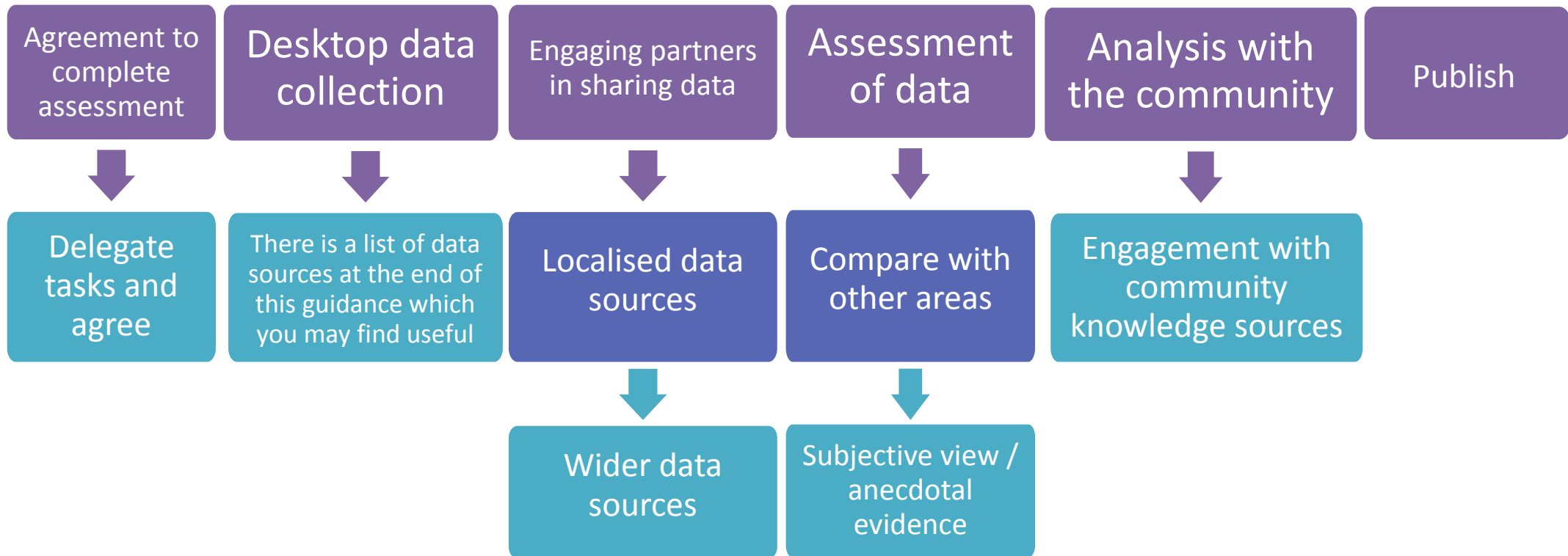
1. Community will have a thriving economy and residents will not live in poverty
2. Residents will be part of and contribute to their local communities and local facilities and core services will be available
3. Local education will be of a high standard and residents will be able to gain qualifications and employment
4. Communities will be safe and secure and the local environment will be of good quality  
Residents will have good health and wellbeing

Under each of these aims are different assessment areas e.g. *Deprivation, Transport, Access to health services* etc. which you will assess using this weather report scale.

 <p>This area is working well with services provided. There is no need for intervention.</p>	 <p>Low level worry, worth monitoring, but not a great or immediate concern.</p>	 <p>Medium level worry. Local data, when compared to the district and/or national average, shows a problem/trend that needs investigating but is not an immediate concern to the community.</p>	 <p>High level worry. Local data shows a problem that needs investigating and is of concern to the community. Look deeper into data and causes. Discuss with the community and look at possible solutions.</p>
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After each of the assessment areas have been given one of the weather report ratings you will complete a 'SWOT' analysis – Strengths, Weaknesses, Opportunities and Threats. Once you have all of this information and analysis in one place the conclusions will become evident and you may wish to set out some actions for the future.

# The Process



## The Process

### Agreement to Complete the Assessment

You will need to decide who will lead on the assessment; in Chichester the District Council has taken this role. An assessment is drafted and presented to partners for further input, then taken to the community for local input and finalisation.

### Desktop Data Collection

There are a number of local and national data sources, some of which are easier to use than others. It's also worth noting that data sources are changing continuously, so if you are completing a follow up assessment your data may not be directly comparable.

### Engaging Partners in Sharing Data

It is important that your data collection is not done in isolation; partner organisations often hold valuable data which will enrich your assessment. Approach both statutory and community partners for information, especially those that run services in your area.

### Assessment of Data

This is the difficult part, because the data may suggest one thing but the numbers might not capture the story that lies beneath. A town may be at full retail capacity with no empty units, but do these shops meet the needs of local residents or just the visiting tourists?

Check that the data is recorded properly. In certain areas, data about people Not in Education Employment or Training (NEET) is notoriously inaccurate as, by nature, NEETs are difficult to contact.

It is important to compare the data to other areas because what may seem like a shocking statistic in isolation could be in line with other local areas. In Chichester parishes are compared with other areas in the district and the county.

### Analysis with the Community

Engaging the local community is essential. Discussing your first draft with the local Parish Council and/or community groups will help 'unpick' statistics and highlight issues that do not appear in the data. During the discussion inform the group that this tool can help in the development of a local action plan and encourage them to develop one.

### Publish

The assessment should be published somewhere accessible. In Chichester we will publish our assessments on the Chichester District Council website.



## Review

Set out a reasonable timescale for reviewing the assessment, in Chichester we have decided that we will conduct a review every 3 years.

## Conclusion

Community Assessments act as a snapshot of an area as told by the data and the community itself. It can be used to support projects and grant applications and to focus the work of statutory and community partners in order to improve the area.

This document is intended to act as guidance and should not limit how you conduct your own assessment, if there are other themes, categories or statistical areas you feel are more relevant to your community then feel free to include them.

We recognise that all areas are different and this model is adaptable but bear in mind that you do not need to include all the data that exists about your neighbourhood otherwise you may get bogged down in numbers and lose sight of the bigger picture, the most important thing is to involve the voice of the community, that is what will tell the true story of your neighbourhood.

## Appendix 1 – Community Assessment Template

### **Community Assessment** **Your Neighbourhood – Month/Year – Author**

#### **What is a Community Assessment?**

This framework is designed to assess a community or neighbourhood and identify any areas in need of intervention but also highlight the positive aspects of a community as well.





DCLG Indicators for “Troubled Families” are:

1. Adults out of work or at risk of financial exclusion and young people at risk of worklessness
2. Children who have not been attending school regularly
3. Parents and children involved in crime and ASB
4. Parents and children with a range of health problems
5. Children who need help
6. Families affected by domestic violence and abuse

#### **Think Family Neighbourhood Vision**

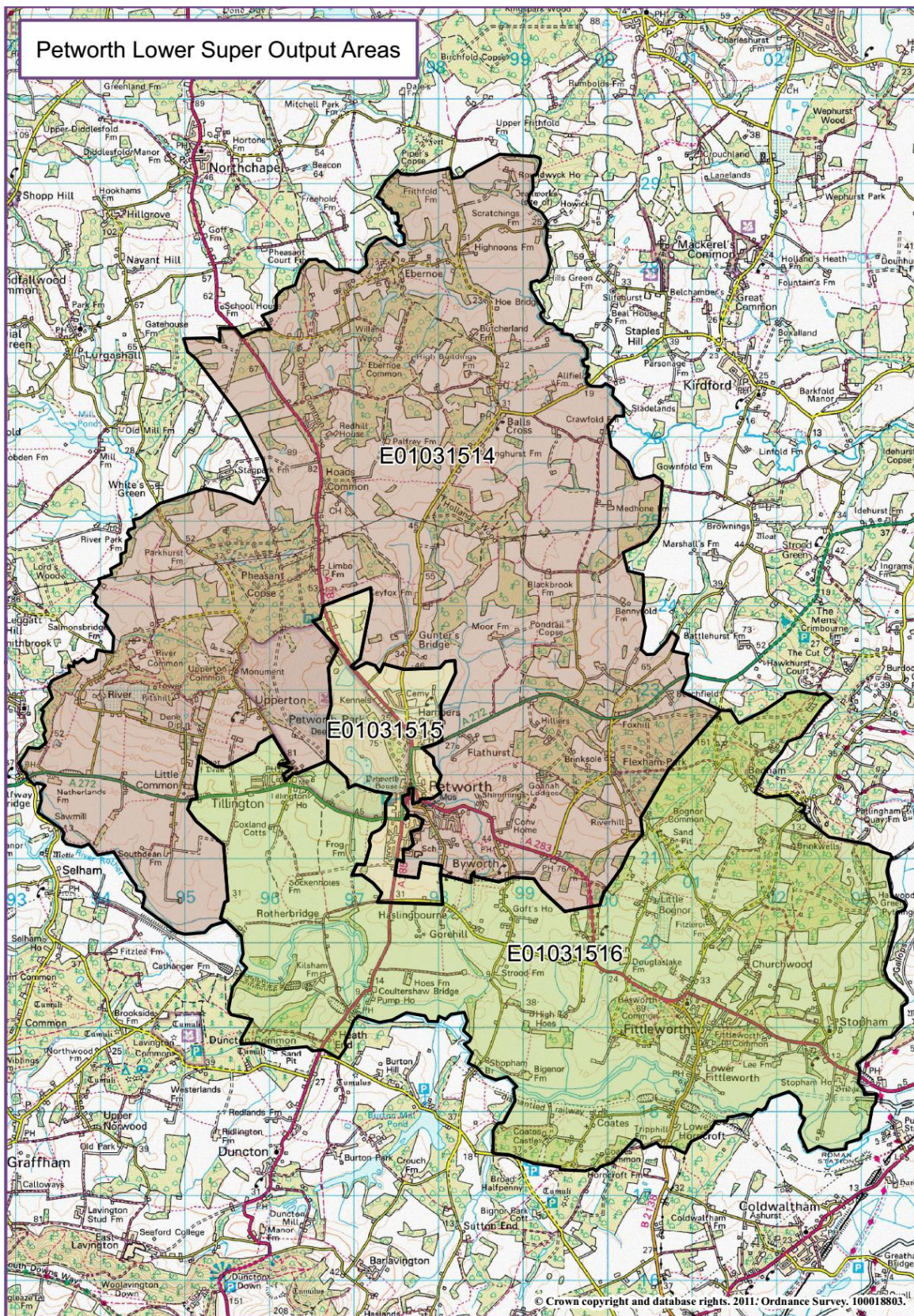
5. Community will have a thriving economy and residents will not live in poverty
6. Residents will be part of and contribute to their local communities and local facilities and core services will be available
7. Local education will be of a high standard and residents will be able to gain qualifications and employment
8. Communities will be safe and secure and the local environment will be of good quality
9. Residents will have good health and wellbeing

#### **Key**

	This area is working well with services provided. There is no need for intervention.
	Low level worry, worth monitoring, but not a great or immediate concern
	Medium level worry - local data, when compared to the district and/or national average, shows a problem/trend that needs investigating but is not an immediate concern to the community.
	High level worry - local data, when compared to the district and/or national average shows a problem that needs investigating and is of concern to the community. Look deeper into data and causes. Discuss with the community and look at possible solutions.



### What do we know about Your Community?





Petworth is located in the North East of Chichester District and has a population of 4,742. The age breakdown in Petworth is in line with district averages. The majority of housing in Petworth is owned (58%) but the proportion is lower than the district average (67.2%). Rented properties are much more common in Petworth (36.7%) than in the district generally (29.8%). (Source: *West Sussex Ward Profile* <http://www.chichester.gov.uk/CHttpHandler.ashx?id=20421&p=0>)

Petworth is the location of the stately home Petworth House, the grounds of which (known as Petworth Park) are the work of Capability Brown. The house and its grounds are now owned and maintained by the National Trust. The Petworth estate has impacted the town design in its roads twists and turns and one way systems. Parts of Petworth lie within the South Downs National Park.





'Petworth people enjoy a very active community with several churches, a public library, several public meeting places, a youth club, and a lunch club for the elderly, and tennis, bowling, football and cricket clubs. There are regular films, a town band, amateur dramatics and the world class annual Petworth Festival which draws music lovers from far and near, and the Fete in the Park, both in the summer.

It is well known as a centre for the antiques trade, and is a thriving shopping and business community. Additionally there are regular farmers markets in the town centre, and monthly book sale supporting the Petworth Society. The Petworth Community Association is the hub for many of Petworth's activities.'

*From the Petworth Town Council website*






## 1. Aim: Community will have a thriving economy and residents will not live in poverty

<p><b>Deprivation</b></p> 	<p>+ Since 2010 Petworth has moved down one place in the Indices of Multiple Deprivation ranking for overall deprivation (<i>IMD 2015</i>)</p> <p>+ Liaise@Frontline operate north of the Downs and offer free help and advice for people in debt</p> <p>- Petworth has a higher percentage of fuel poor homes (10.6%) compared to the regional average (9.4%). In Petworth, this equates to 221 households out of 2,071 (<i>Office for National Statistics</i>)</p> <p>- Child poverty in Petworth (13.3%) is slightly higher than the district figures (12.6%) (<i>West Sussex Ward Profile for Petworth</i>)</p> <p>- The mean price of residential property sales in Petworth (MSOA Chichester 005) as of March 2017 is £653,380. This is an increase of over £110,000 from March 2016</p>
<p><b>Economically inactive – Long-term sick or disabled.</b></p> 	<p>- There is a higher than average proportion of people who are economically inactive because they are looking after their home or family, 6.1% compared with the district average of 4.2%</p> <p>- The proportion of households claiming out-of-work benefits in Petworth (13.8%) is higher than the district average (11.8%)</p> <p>- 10% of households with dependent children in Petworth have no adults in employment living in the household</p> <p>(<i>West Sussex Ward Profile for Petworth</i>)</p> <p>- The ratio of average earnings to average house prices in Petworth is 18, which means house prices are 18 times the average salary for the area. This is extraordinarily high; the UK's ratio is approximately 5.1 and London's is 9.</p> <p>= Currently Petworth is at, what is known as, full capacity when it comes to shop vacancies. Although there is debate over whether a wider variety of shops is required for residents' everyday needs</p> <p><i>This section is classified as high level worry however, in this case the points made are not problems to be solved but issues to be highlighted for discussion and the potential for measures put into place to support these groups.</i></p>





## 2. Aim: Residents will be part of, and contribute to, their local communities, and local facilities will be available

<p><b>Transport</b></p>	<ul style="list-style-type: none"> <li>• The closest train station is Pulborough – which is 5.5 miles away</li> <li>• Bus service to Chichester City Centre: no.1 change to no.60 (hourly, Stagecoach) £8.20 adult day rider or £14.90 regular return</li> </ul>
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	<ul style="list-style-type: none"> <li>• West Sussex Minibus serves Petworth and provides a community transport service as does 'Tandem', transporting elderly and disabled residents in wheelchair accessible vehicles</li> <li>• The Neighbourhood Plan has identified the need for safe cycle links from the South through the town centre and up to the school in the North.</li> </ul> <p><i>The lack of accessibility of the transport available in the area means there is a level of rural isolation in Petworth.</i></p>	
<b>Amenities</b> 	<b>Have</b> <ul style="list-style-type: none"> <li>• Allotments</li> <li>• Community garden</li> <li>• Churches &amp; church halls (and one chapel)</li> <li>• Graveyards</li> <li>• Community centres/village hall</li> <li>• Scout Hall</li> <li>• Day centre</li> <li>• Museum</li> <li>• Library</li> <li>• Car parks</li> <li>• Public toilets</li> <li>• Outdoor recreation areas</li> <li>• Youth centre</li> <li>• Sports hall</li> <li>• Dentist (private practice)</li> <li>• Doctors Surgery (currently open for new patient registration)</li> <li>• 3 nurseries/pre-school</li> <li>• Primary school</li> <li>• Police Station</li> <li>• Fire Station</li> <li>• Post Office</li> <li>• One convenience store (Co-Op) and Farm Shop</li> </ul>	<b>Do not have but would like</b> <ul style="list-style-type: none"> <li>• Increased leisure and recreation facilities</li> <li>• Accessible local services</li> <li>• Broaden facilities for markets, fairs and cultural events</li> <li>• Swimming pool</li> <li>• New community hub</li> <li>• Better leisure and wellbeing facilities for children and young people</li> <li>• Wider variety of shops for everyday use (supermarket nearby etc.)</li> </ul>
<b>Community Activity</b> 	<ul style="list-style-type: none"> <li>+ Petworth and District Community Association benefits local residents through provision / management of community facilities and organising events. Youth groups, Petworth Society and many other hobby groups/clubs</li> <li>+ In the Petworth Neighbourhood Plan there is reference to the development of 150 new homes by 2033, without the Neighbourhood Plan and the involvement of the community in the drafting process the South Downs National Park Authority would identify where the housing land should be allocated.</li> </ul>	

### 3. Aim: Local education will be to a high standard and residents will be able to gain qualifications

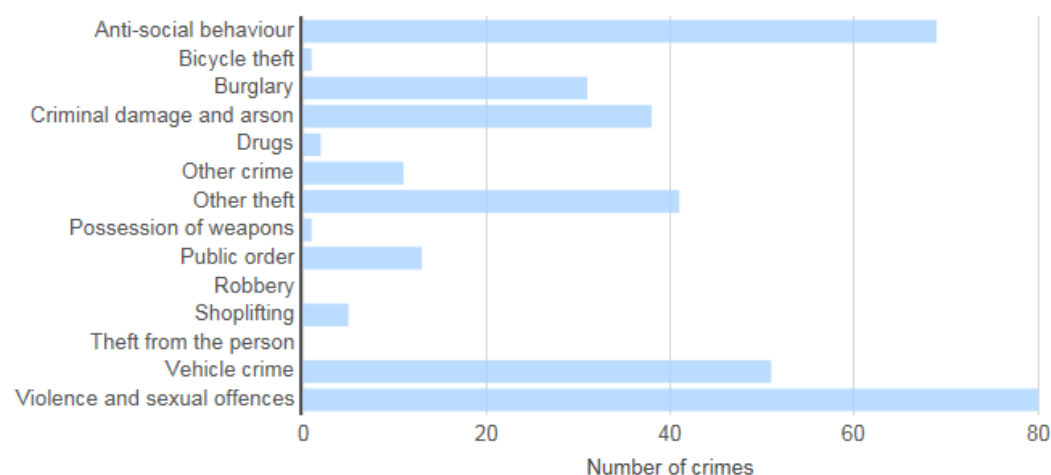
<b>Primary Schools</b>	<ul style="list-style-type: none"> <li>= Petworth CofE Primary School (Ofsted 3 – Requires Improvement 04/05/17)</li> </ul> <p><i>There are local transport pressures associated with Petworth Primary School, a new school access point has been identified in the Neighbourhood Plan.</i></p>
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	<p>+ Safe cycle links have been identified as a project under the Neighbourhood Plan which would improve connectivity from the South of Petworth up to the school in the North.</p> <p>+ Fittleworth Primary (2 – Good) and Duncton CofE Junior School (2 – Good) are also within 3 miles of the centre of Petworth.</p>
<p><b>Secondary School</b></p> 	<p>= The closest schools are Seaford College (3.85mi – No Ofsted rating), My Choice School – Kingfisher View (Special School, 4.45mi – No Ofsted rating) and Conifers School (5.21mi – No Ofsted rating).</p> <p><i>The closest schools are quite far from the centre of Petworth and schoolchildren would probably require transport to get there.</i></p>
<p><b>Further Education</b></p> 	<p>= Nearest facility for A levels/ technical &amp; vocational qualifications/apprenticeships / FE is Seaford College (3.85 miles away) and Midhurst Rother College (5.58 miles away).</p> <p><i>As with secondary schools above, college students would probably require transport to get to their college or sixth form.</i></p>
<p><b>Qualifications</b></p> 	<p>- 23.1% of the population have no qualifications which is higher than the district average of 19.5%</p> <p>= 28.8% have level 4 qualifications compared to the district average of 32.4%</p>





#### 4. Aim: Communities will be safe and secure and the local environment will be of good quality

<p><b>Crime</b></p> 	<p>- Petworth was ranked 4<sup>th</sup> in a neighbourhood crime league table where 1 is the highest number of crimes and 20 the lowest. (Oct 2017, police.uk)</p> <p>- Almost a quarter of crimes reported in Petworth and Bury Ward were related to violence and sexual offences</p> <p>Graph taken from Police.uk</p>
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## Comparison of crime types in this area between August 2016 and July 2017



## 5. Aim: Residents will have good health and wellbeing

<p><b>General Health</b></p> 	<p>= Generally the proportion of Petworth residents in good health (82.2%) is in line with the district average (82.6%) and higher than the Clinical Commissioning Group (CCG) area (80.6%) (<i>Petworth - West Sussex Ward Profile</i>)</p> <p>= Child poverty is slightly higher than the district average but lower than the CCG area. (<i>Petworth - West Sussex Ward Profile</i>)</p>
<p><b>Unpaid carers</b></p> 	<p>= Petworth generally has around the same proportion of unpaid carers as the District overall – although there is a slightly lower percentage of unpaid carers providing 50 or more hours of unpaid care per week.</p> <p>1-19 hours a week – Petworth 7.8%, District – 7.8%  20-49 hours a week – Petworth 1%, District – 1.1%  50 or more hours a week - Petworth 1.8%, District 2.1%</p>
<p><b>Access to health services</b></p> 	<p>= Midhurst Community Hospital is around 6 miles away. There is an hourly bus service from Petworth town centre but the journey includes a half mile walk.</p> <p>- 14% (target 75%) of the life threatening calls are responded to in 8 minutes or less. Median response time is 15:30. Nearby wards show a much higher rate of response within the 8 minute target – South Harting (71%) and Fernhurst (67%). (<i>ambulanceresponsetimes.co.uk</i>)</p>
<p><b>Access to green space and leisure services</b></p> 	<p>+ Petworth Park is a valuable asset of the area</p> <p>- The Petworth Neighbourhood Plan makes reference to the need for more leisure and recreation facilities, as well as a swimming pool and improved leisure and wellbeing facilities for children and young people.</p> <p>+ There are 5 outdoor recreation areas in the area and parts of Petworth lie within the South Downs National Park</p>



## 6. SWOT analysis of the community

Strengths	Weaknesses
<ul style="list-style-type: none"> <li>• A strong and active community running a number of clubs and activities</li> <li>• Good tourist trade with antiques shops thriving in the area</li> <li>• The Neighbourhood Plan, although not finalised at the time of writing, is a very powerful document for Petworth – it has set out some important initiatives and aspirations (safe cycle links, identifying land for housing, new community hub etc.) and should positively inform the development of Petworth in the future</li> <li>• Petworth has plenty of local amenities and has identified others they would like to see in the area</li> <li>• There are several primary schools close to the centre of town which have good Ofsted ratings</li> <li>• Parts of Petworth lie within the South Downs National Park and have plenty of green spaces</li> </ul>	<ul style="list-style-type: none"> <li>• High proportion of rented properties</li> <li>• The focus on tourism means residents may not have all the services/shops they need for regular shopping</li> <li>• The bus services into Chichester City Centre are expensive and the nearest train station is over 5 miles away</li> <li>• Most secondary schools/sixth forms/colleges are around 5 miles away from the centre of town and student would probably require transport to get there</li> <li>• Petworth ranked 4<sup>th</sup> in a crime league table (1<sup>st</sup> is highest crime rate)</li> <li>• Ambulance response times are among the worst in the District</li> </ul>
Opportunities	Threats
<ul style="list-style-type: none"> <li>• According to the Neighbourhood Plan 150 new homes are to be built in Petworth by 2033, there is the opportunity to increase the proportion of affordable housing/housing to buy, as the proportion of rented properties is considerably higher than the District average</li> <li>• The development of more housing in the area also means access to potential funding (Community Infrastructure Levy and New Homes Bonus – if this is still an active source of funding in the future)</li> </ul>	<ul style="list-style-type: none"> <li>• Residents without access to a car may be isolated from the surrounding areas and may find it harder to access employment and local services</li> <li>• Depending on the tenure percentages the new homes built in Petworth may be prohibitive for first-time buyers if too many of the properties are leased rather than sold</li> </ul>

## 7. Overall conclusions

## Appendix 2 – List of useful data sources

- West Sussex Ward Data – (<http://www.chichester.gov.uk/westsussexwarddata2013>)
- West Sussex Life, useful for District and Regional averages. There is also a databook available which includes all the sources of the data included – (<https://www.westsussex.gov.uk/about-the-council/information-and-data/reports/west-sussex-life/>)
- The Neighbourhood Plan for your area – if one has been created
- Indices of Multiple Deprivation – (<https://www.gov.uk/government/collections/english-indices-of-deprivation>)
- Office for National Statistics, this is a valuable resource for a wide variety of different types of data sets – (<https://www.ons.gov.uk/>)
- Nomis, official labour market statistics – (<https://www.nomisweb.co.uk/>)
- Census 2011 data – (<https://www.ons.gov.uk/census/2011census>)
- Joint Strategic Needs Assessment (JSNA) deprivation and poverty statistics – (<http://jsna.westsussex.gov.uk/core-datasets/population-data/deprivation/>)
- Police.uk crime mapping – (<https://www.police.uk/>)
- Ambulance response times – (<http://www.ambulanceresponsetimes.co.uk/>)

If there is any data you cannot find we may be able to point you in the right direction or provide the statistics for you. You can also contact the data professionals in your local government/county council organisations.

