

# Public Document Pack

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Working with Town and Parish Councils

23 October 2018

**A meeting of the Joint Western Arun Area Committee will be held at 7.00 pm on Wednesday, 31 October 2018 at Main Hall, The Regis School, Westloats Lane, Bognor Regis, PO21 5LH**

**Tony Kershaw**  
Director of Law and Assurance

## Your local Councillors

### West Sussex County Councillors:



**Francis Oppler**  
Bognor Regis East



**Ashvin Patel**  
Bognor Regis West & Aldwick



**David Edwards**  
Bersted



**Jacky Pendleton**  
Middleton



**Dawn Hall**  
Nyetimber



**Hilary Flynn**  
Felpham



**Derek Whittington**  
Fontwell

### Arun District Councillors:



**Susan Bence**  
Bersted



**Trevor Bence**  
Aldwick West



**Leonard Brown**  
Orchard



**John Charles**  
Barnham



**Norman Dingemans**  
Walberton



**Paul English**  
Felpham



**Stephen Haymes**  
Yapton



**Matt Stanley**  
Bognor Regis



**Paul Wotherspoon**  
Middleton

### Town and Parish Councillors:

<a href="#">Aldwick</a>	Mrs Lilian Richardson
<a href="#">Aldingbourne</a>	Mr Martin Beaton
<a href="#">Barnham</a>	Mr Keith Ballard
<a href="#">Bersted</a>	Mr Brian Knight
<a href="#">Bognor Regis</a>	Mr Adam Cunard
<a href="#">Clymping</a>	Mr Colin Humphris
<a href="#">Eastergate</a>	Mr Chris Allington
<a href="#">Felpham</a>	Mrs Jaine Wild
<a href="#">Ford</a>	Mr Trevor Ford
Madehurst	Mr R H Green
<a href="#">Middleton</a>	Mr David Darling
<a href="#">Pagham</a>	Mr Ray Radmall
<a href="#">Slindon</a>	Mrs Barbara Brimblecombe
<a href="#">Walberton</a>	Mr Edmund Camerer Cuss
<a href="#">Yapton</a>	Mr Michael Pickthall

## **Invite you to come along to the Joint Western Arun Area Committee**

Area Committees consider a range of issues concerning the local area, and where relevant make decisions. It is a meeting in public and has a regular 'talk with us' item where the public can ask questions of their local elected representatives.

### **Agenda**

1. **Welcome**

2. **Declarations of Interest**

Members and officers must declare any pecuniary or personal interest in any business on the agenda. They should also make declarations at any stage such an interest becomes apparent during the meeting. Consideration should be given to leaving the meeting if the nature of the interest warrants it. If in doubt contact Democratic Services before the meeting.

3. **Minutes** (Pages 5 - 8)

To confirm the minutes of the meeting of the Joint Western Arun Area Committee held on 13 June 2018 (cream paper).

4. **Urgent Matters**

Items not on the agenda, which the Chairman of the meeting is of the opinion, should be considered as a matter of urgency by reason of special circumstances.

5. **Progress Statement** (Pages 9 - 10)

The Committee will consider brief updates on statements of progress made on issues raised at previous meetings which are pertinent to the area.

6. **Presentation: Your Energy Sussex**

The Committee will receive a presentation from the Communications Lead for Economy, Infrastructure & Environment on the Your Energy Sussex, a local energy supplier.

7. **Presentation: Refill Scheme**

The Committee will receive a presentation from Senior Advisor for Sustainability on the local Refill Scheme, offering water refill points for residents.

8. **'Talk With Us' - Public Question Time (15 Minutes)**

Members of the Public have the opportunity to ask questions of their elected representatives.

**The Committee would encourage members of the public to submit their questions at least 3 days in advance of the meeting to allow for more substantive answers to be given.** Please contact Jack Caine on 0330 222 8941 or via email at Jack.Caine@Westsussex.gov.uk

9. **Community Policing Update**

A local Sussex Police representative will be in attendance to update Members on Community Policing issues and answer questions.

Latest crime statistics are to follow Details of reported crime can be found at: <https://www.police.uk/>

10. **Community Initiative Funding** (Pages 11 - 18)

Report by the Director of Law and Assurance.

The report summarises Community Initiative Funding Applications submitted via the West Sussex Crowd. The Committee is invite to consider the applications and pledge funding as appropriate.

11. **Highways and Transport Subgroup** (Pages 19 - 20)

The Committee is asked to note the Minutes of the last meeting of the Highways and Transport Sub-Group and Consider any Recommendations. Recommendations attached – notes to follow.

12. **Community Highways Schemes** (Pages 21 - 34)

The Committee is asked to note the update.

13. **Prioritisation of Traffic Regulation Orders** (Pages 35 - 42)

Report by Executive Director Economy, Infrastructure & Environment.

The County Council Members of the Committee are asked to consider the TROs and prioritise the top two for progression.

14. **Felpham, Summerley Lane Mini Roundabout and relocation of controlled crossing - objections arising from advertisement of the traffic regulation order (TRO)** (Pages 43 - 50)

Report by Executive Director Economy, Infrastructure & Environment.

The Committee are asked to consider the report and recommendation.

15. **Authority School Governors** (Pages 51 - 56)

The Committee is asked to note the vacancies set out in the report.

16. **Items raised by Parish and Town Councils**

Parish and Town Councillors are invited to raise items for consideration by the Committee.

17. **Future Agenda Items**

Members of the Committee are invited to propose agenda items for future meetings.

18. **Date of Next Meeting**

The next meeting of the Committee will take place on 6<sup>th</sup> February 2019 at 7pm at The Regis School, Bognor. Members wishing to place an item on the agenda please notify Jack Caine on 033 02 228941 via email: jack.caine@Westsussex.gov.uk.

**To: All members of the Joint Western Arun Area Committee**

**Filming and use of social media**

During this meeting the public are allowed to film the Committee or use social media, providing it does not disrupt the meeting. You are encouraged to let officers know in advance if you wish to film. Mobile devices should be switched to silent for the duration of the meeting.

## **Joint Western Arun Area Committee**

13 June 2018 – At a meeting of the Committee held at 7.00 pm at The Regis School, Bognor Regis.

Present:

Mr Edwards (Bersted;), Mrs Hall (Nyetimber;), Mr Oppler (Bognor Regis East;), Mr Patel (Bognor Regis West & Aldwick;), Mr Whittington (Fontwell;), Bence, Charles, Darling, English, Haymes, Richardson, Wotherspoon, Burrell, Matthews and Spencer

Apologies were received from Ms Flynn, Mrs Pendleton, Allington, Bence, Brown, Cunard, Dingemans, Pickthall, Robinson and Wild

Absent: Beaton, Brimblecombe, Cuss, Ford, Green, Radmall and Stanley

Officers in attendance: Jack Caine, Democratic Services Officer (WSCC),

### **1. Welcome**

1.1 The Chairman welcomed everyone to the meeting.

### **2. Appointments**

It was RESOLVED that:

2.1 Mr John Charles be appointed as Chairman of the Joint Western Arun Area Committee (JWAAC) for a term of 1 meeting

2.2 Cllr David Edwards be appointed as Vice Chairman for JWAAC and Chairman of the JWAAC County Local Committee for the Municipal Year 2018/19

2.3 Cllr Ashvin Patel be appointed as Chairman of the JWAAC Highways and Transport Sub-Group for the municipal year 2018/19

2.4 The membership of the Community Initiative Funding Sub Group for 2018/19 be as follows:

Derek Whittington (WSCC)  
Hilary Flynn (WSCC)  
Paul English (ADC)  
John Charles (ADC)  
Michael Pickthall (Parish Council)  
Lillian Richardson (Parish Council)

2.5 Councillor Mrs Richardson be appointed as the main JWAAC representative on the Arun Conservation Area Advisory Committee. No

substitute was appointed

2.6 It was also noted that Cllr John Charles was appointed as the Lead Member from Arun District Council as appointed by the ADC Leader.

**3. Declarations of Interest**

3.1 There were none.

**4. Minutes**

4.1 RESOLVED that the minutes of the Joint Wester Arun Committee (JWAAC) held on 27 February 2018 be confirmed as a correct record and signed by the Chairman.

**5. Urgent Matters**

5.1 The Chairman advised that a Community Initiative Fund (CIF) application had been submitted and received after the agenda for the meeting had been despatched but would be considered alongside other applications under item Number 11.

**6. Progress Statement**

6.1 The progress statement was noted

6.2 The Group Head of Policy of Arun District Council gave an update on the progress of the Tree Preservation Orders. It was advised that phase 1 was underway and phase 2 due to commence.

6.3 Concern was raised over a lack of enforcement of developers. Officers advised this would be more robust going forward.

**7. 'Talk With Us' - Public Question Time (15 Minutes)**

7.1 The Chairman invited questions from Members of the Public. In response to questions the following points were raised:

- The Committee did not feel it necessary for the CIF sub group to meet publicly as CIF applications were discussed, debated and determined in public.
- Any Member of the public could approach their local Member to request an item of business be added to future agendas for the meeting.

**8. Community Policing Update**

8.1 The Chairman invited Acting Inspector Danny West to the meeting who provided an update on neighbourhood policing in the JWAAC area. A number of issues were discussed included those set out below:

- There was a focus on high visibility patrols in the locality in response to a rise in anti-social behaviour.
- The enforcement of bail conditions and curfews had assisted with intervention work. There was a reluctance to criminalise youths, so it was important to intervene positively where possible.
- There was a focus curtailing a rise in 'Cuckooing' in the local area. A Criminal Social Phenomenon which targeted vulnerable members of the community.

8.2 In response to questions from the committee it was advised that Danny West would investigate adding a 'Class B' drug column on the crime statistics provided. The Committee thanked Danny West for the update and for the work undertaken on Safeguarding in the local area.

**CLLR PAUL ENGLISH LEFT THE MEETING AT 8.00PM**

**9. Coastal Care: 'Inspiring Healthier Communities Together' - Local Community Networks (LCNs)**

9.1 The Chairman welcomed Tina Favier from the NHS to the meeting to provide a Presentation on Local Community Networks (LCNs).

9.2 The presentation provided information on the following:

- Local Challenges (financial, aging population etc)
- Social Determinants of Health
- Coastal West Sussex Priorities
- Details of Local Community Networks across West Sussex

9.3 The Chairman thanked Tina for the interesting and informative presentation.

**CLLR PAUL WOTHERSPOON LEFT THE MEETING AT 8.15PM**

**10. Highways and Transport Sub Group**

10.1 The Chairman referred Members to the minutes of the last meeting of the Highways and Transport (H&T) Sub Group (copy attached to the signed minutes). Members noted the minutes.

**11. Community Initiative Funding**

11.1 The Committee considered a report by the Director of Law and Assurance, West Sussex County Council (copy attached to the signed minutes), which sought a decision from the County Council Members of the Committee on applications received under the Community Initiative Funding scheme.

11.2 The Committee discussed each project separately, including application 210/JWAAC introduced under Urgent Matters, on its respective merits for which funding was sought. The Committee indicated support or

otherwise for each application.

11.3 RESOLVED that the County Councillors on the Committee allocated Community Initiative Funding as follows:

11.4 211/JWAAC – The Regis School of Music Building SOS, up to £5000 – towards the restoration and renovation of the kitchen and public toilets.

11.5 210/JWAAC – Bognor Institute of Laughter Home Tour, up to £2239 – towards a comedy club created for local people.

12. **Authority School Governors**

12.1 The Committee considered a report from the Director of Education and Skills (copy attached to the signed minutes). The report included a list of the current vacancies for Local Authority Governors in the CLC area.

12.2 RESOLVED that Sue Lainchbury be nominated for a four year term to Bartons Primary School.

13. **Date of Next Meeting**

The Chairman confirmed the next meeting of the Committee was scheduled for 31 October 2018, venue to be confirmed.

Chairman

The meeting closed at 8.38 pm



**Joint Western Arun Area Committee – Wednesday 31 October 2018****Progress Statement**

<b>Subject</b>	<b>Action</b>	<b>Lead Name/ Authority</b>	<b>Progress</b>
Local Community Networks	Update from Officers	WSCC	<p><b>Regis</b></p> <p>The Regis (Bognor and surrounding areas) Local Community Network is a partnership formed of health and social care providers from the NHS, GPs, Councils and Voluntary &amp; Community sector, including Patient Participation Groups (PPG). The aim is to work better together in the Regis area to address local needs. The Regis PPG has recently received a small amount of funding from Healthwatch and is working with the LCN to organise a fun and interactive event in the new year to promote good health.</p>

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**Joint Western Arun County Local Committee****Ref: JW03 (18/19)****Community Initiative Funding****Key Decision:  
No****31 October 2018****Part I****Report by Director of Law and Assurance****Electoral Divisions:  
All in Joint Western  
Arun CLC Area****Recommendation**

- i) That the Committee considers the pitches made to the Community Initiative Funding as set out in Appendix A and pledge funding accordingly.

**Proposal****1. Background and Context**

The Community Initiative Fund (CIF) is a County Local Committee (CLC) administered fund that provides assistance to local community projects. Bids should show evidence of projects which can demonstrate community backing, make a positive impact on people's wellbeing and support [The West Sussex Plan](#).

The terms and conditions, eligibility criteria and overall aim of the CIF have been agreed by all CLC Chairmen and these can be found on the County Local Committee pages of the West Sussex County Council website using the following link

[http://www.westsussex.gov.uk/your\\_council/meetings\\_and\\_decision-making/county\\_local\\_committees/community\\_initiative\\_funding.aspx](http://www.westsussex.gov.uk/your_council/meetings_and_decision-making/county_local_committees/community_initiative_funding.aspx)

For projects to be considered for funding they must upload their project idea to the West Sussex Crowd ([www.westsussexcrowd.org.uk](http://www.westsussexcrowd.org.uk)) funding platform and pitch to the Community Initiative fund.

**2. Proposal**

That the Committee considers the pitches to the Community Initiative Funding as set out in Appendix A.

Pledges will be considered in the preparation and fundraising stage. When considering pitches in the preparation stage, decisions are subject to the applicant receiving full verification from locality and starting fundraising by the end of the financial year.

**3. Resources**

For the 2018/19 financial year, Joint Western Arun CLC had a total of £32,999.96 for allocation, of this £25,760.96 is still available for allocation.

Details of awards made in the current program and previous financial year are included in Appendix B.

There are two new pitches for consideration by the Committee.

One pitch is in fundraising stage with a total project cost of £6,773.00.  
Another pitch is in preparation stage with a total project cost of £4,991.00.

These are outlined in Appendix A and can also be viewed at:  
[www.westsussexcrowd.org.uk](http://www.westsussexcrowd.org.uk)

CIF is intended for applications up to £5,000.

## **Factors taken into account**

### **4. Consultation**

Before a project can be added to the West Sussex Crowd it must be eligible for the [Spacehive](#) platform, and then before beginning crowd funding must be verified by [Locality](#). This involves inspecting the project to make sure it's viable and legitimate. The Democratic Services Officer, in consultation with the local County Councillor, will preview all projects that have then gone on to pitch to the Community Initiative Fund to ensure they meet the criteria.

District and Borough Council colleagues are consulted on whether applicants have applied to any funds they administer. In addition, some CLCs have CIF Sub Groups that preview pitches and make recommendations to the CLC.

### **5. Risk Management Implications**

There is a risk in allocating any funding that the applicant will not spend some or all of it or that it might be spent inappropriately. Therefore the terms and conditions associated with CIF provide for the County Council to request the return of funds.

### **6. Other Options Considered**

The pitching process asks for information about whether a project could proceed if the organisation only received 90 per cent of the funding applied for. The CLC is invited to take this into consideration in deciding the level of any award.

The Committee do have the option to defer or decline pitches but must give valid reasons for doing so.

### **7. Equality Duty**

Democratic Services Officers consider the outcome intentions for each pitch. It is considered that for the following pitches, the intended outcomes would:

- advance equality of opportunity between people who share a protected

characteristic and people who do not share it; and

- foster good relations between people who share a protected characteristic and people who do not share it.

The CLC in considering any pitch should be alert to the need to consider any equality implications arising from the bid or the way the money is to be used if any are indicated in the information provided.

## **8. Social Value**

The Community Initiative Fund's eligibility criteria requires applicants to explain how their project will support one or more of the County Council's priorities as set out in [The West Sussex Plan](#).

## **9. Crime and Disorder Act Implications**

The applications for decision contain projects that will positively benefit the community and contribute toward the County Council's obligations to reduce crime and disorder and promote public safety in section 17 of the Crime and Disorder Act 1998.

## **10. Human Rights Act Implications**

The County Council's positive obligations under the Human Rights Act have been considered in the preparation of these recommendations but none of significance emerges.

### **Tony Kershaw**

Director of Law and Assurance

**Contact:** Jack Caine – 0330 222 8941

### **Appendices**

Appendix A – Current pitches for consideration by the Committee

Appendix B - Awards made in the current and previous financial year

**Background Papers:** Pitches are available to view on [www.westsussexcrowd.org.uk](http://www.westsussexcrowd.org.uk)

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## **Current pitches**

The following projects have pitched to the Community Initiative Fund since the last meeting:

Actively Fundraising –

- **263/JWAAC - Sussex Clubs for Young People Ltd, CREATE a positive future in Bognor, £6,773 - Towards covering the costs of youth work training courses for adult volunteers.**  
[https://www.spacehive.com/create\\_in\\_bognor](https://www.spacehive.com/create_in_bognor)

In Preparation –

- **262/JWAAC – Hft Sussex, Corefest: Inclusive music festival, £4,991 – Towards event advertising/promotion costs (including programmes, posters and flyers) and disabled toilet facility hire.**  
<https://www.spacehive.com/corefest19>

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### Community Initiative Funding: Summary for 2018/19 and 2017/18

The following applications have received funding during the **2018/19** financial year to date:

<b>Applicant</b>	<b>Summary</b>	<b>Member</b>	<b>Awarded</b>	<b>Evaluation</b>
<b>210/JWAAC</b> – Bognor Institute of Laughter Home Tour	Towards cost of set/props/costume materials, hire of audio visual equipment, local advertising & more	Francis Oppler	£2,239	
<b>211/JWAAC</b> – Regis School of Music Building SOS	Towards the restoration and renovation of the kitchen and public toilets	Francis Oppler	£5,000	

The following applications received funding during the **2017/18** financial year:

<b>Applicant</b>	<b>Summary</b>	<b>Awarded</b>	<b>Member</b>	<b>Evaluation</b>
Barnham Signal Box	For the addition of a semaphore signal	£4024.00	Derek Whittington	
Bognor Regis Town Youth FC	For new kit and training equipment	£2470.49	Ashvin Patel	
60 Minutes of Classical Music	Towards the purchase of trombones to set up a trombone band	£900.00	Ashvin Patel	
Bognor Regis Youth Cricket Club	For new kit and training equipment	£ 2323.75	Ashvin Patel	
Blakes Meed Community Association	Halloween event equipment	£2323.75	Hilary Flynn	
Willowhale Community Centre	Towards new flooring	£2500.00	Dawn Hall	
Grandads Front Room	Towards setting up a community hub	£ 750.00	Francis Oppler	
Felpham Sailing Club	Towards 1 RS Tera Dinghy	£2700.00	Hilary Flynn	
Home-Start Arun	Towards training	£362.50	Jacky Pendleton	
TS Montrose, Nautical Training Corps	Towards storage	£1500.00	CLC General	
Bognor Regis Camera Club	Towards a new projector	£1000.00	Hilary Flynn	
Southdowns Folk Festival	Towards setting up making your mark	£1500.00	Ashvin Patel	
Aldingbourne Trust	Towards no.73 Aldwick Road	£1750.00	Ashvin Patel	
Bognor Regis Armed Forces Committee	Regis Armed Forces Day 2018	£1569.33	Ashvin Patel	
Pagham Cricket Club	Towards Cricket nets	£1500.00	Dawn Hall	
International Birdman	Towards International Birdman 2018	£1000.00	Francis Oppler	
Middleton on Sea Pond and Village Green	Towards footpaths and seating	£1000.00	Jacky Pendleton	

**Recommendations from the JWAAC H&T Sub group 25/09/18**

**In respect of item 13 on the agenda:**

RECOMMENDED that the County Council Members of the Joint Western Arun Area Committee agree that Nyewood Lane, Bognor Regis and Elmer Road, Middle-on-Sea, should be completed as a priority.

**In respect of item 14 on the agenda:**

RECOMMENDED that That the County Council Members of Joint Western Arun Area Committee, having considered the responses to the formal consultation, authorise the Director of Law and Assurance to make the order as advertised and the Director of Highways and Transport to install the scheme.

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## **COMMUNITY HIGHWAY SCHEMES – Update September 2018**

### **Introduction**

The current prioritisation process for Community Highway Schemes (community-led improvement schemes) was established in 2016. This process is a 'prioritised approach' where community requests are considered by assessment against a scoring matrix and the resulting priority scores are used as a basis to establish a forward programme for these works. The programme is subject to funding availability (county council capital funding and developer contributions secured under s106 agreements) and resources.

### **Evaluation of Submitted Schemes**

In line with the agreed process, a moderation team, comprising of officers of from Highways Operations (Area Teams), Highways Improvements and an Independent officer met in August and September 2018 to consider all applications for improvements schemes received by 31 July 2018. Over 60 applications were submitted

It has previously been determined that a minimum score of 40 points is required for a scheme to meet the set criteria appropriate to deliver a sustainable and beneficial highways improvement that aligns with the County Council priorities.

It should be noted a score of over 40 in this process does not always guarantee a scheme will be programmed as it depends on the available budget set on an annual basis.

### **Results of Evaluation**

The 12 schemes achieving the 40 point minimum score and recommended for progression to the next stage of the process are shown in Appendix A, the schemes not achieving the 40 point score and not recommended for progression are shown in Appendix B.

Schemes in Appendix A will form the proposed community schemes programme which will be included on the WSCC Annual Delivery Programme for design in 2019/20. The Annual Delivery Programme is subject to final budget allocations and programme approval. It is planned to start delivering these schemes as part of the WSCC Annual Delivery Programme from 20/21 onwards (again subject to feasibility & availability of funding).

Some schemes of a more complex nature involving a greater degree of public consultation or legal orders may need to be constructed in subsequent years.

As part of all scheme design and feasibility, there may be issues identified in more detailed investigations and surveys which demonstrate that a scheme is no longer viable.

Schemes in Appendix B will not be progressed. However, should additional supporting information become available they could be resubmitted in the future. For example, if there is a material change to circumstances since the original application that could alter the scoring of the application such as a new external funding opportunity has arisen or a new consultation exercise has been undertaken and provides new supporting evidence.

### **Update on schemes previously agreed for progression**

Currently 36 schemes have been approved for progression since the Community Highway Scheme process was introduced in 2016; progress of these schemes is shown in Appendix C & D

### **Future Applications**

We would like to encourage online applications for new Community Highway Schemes to be considered for possible inclusion in the 2020/21 annual works programme for design and feasibility. To ensure we meet the new timetable for budget setting and approval, applications need to be received by the end of June 2019.

### **Appendices**

**Appendix A – Community Highway Schemes Approved Sept 2018**

**Appendix B – Community Highway Schemes Rejected Sept 2018**

**Appendix C–Community Highway Schemes Approved 2017 Update Sept 18**

**Appendix D- Community Highway Schemes Approved 2016 Update Sept 18**

## Community Highway Schemes 2018 - Approved September 2018

## Appendix A

Applicant	Parish	Local Member	Scheme Name	Description	Approx Cost	CLC	Comments
Parish/ Town Council	Lancing	Ann Bridges	Brighton Road - Crossing	Controlled Pedestrian Crossing to Beach Green	£80,000	Adur	Community Scheme has been reviewed and accepted as meeting criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will now be designed in 19/20 with delivery 20/21 onwards. Please note all schemes are subject to feasibility which can result in issues which may prevent final delivery.
Individual	Storrington	Paul A Marshall	Fryern Road Storrington - new footway	Provide footway connectivity to bus stops	£15,000	Chanctonbury	Community Scheme has been reviewed and accepted as meeting criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will now be designed in 19/20 with delivery 20/21 onwards. Please note all schemes are subject to feasibility which can result in issues which may prevent final delivery.
Community Group	West Grinstead	Lionel Barnard	High Street Partridge Green traffic calming and 20mph speed limit	Chicane build outs and a 20 mph	£15,000	Chanctonbury	Community Scheme has been reviewed and accepted as meeting criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will now be designed in 19/20 with delivery 20/21 onwards. Please note all schemes are subject to feasibility which can result in issues which may prevent final delivery.
Parish/ Town Council	Amberley	Paul A Marshall	B2139 Turnpike Road Footway extension	Extend existing footway over culvert to school playing field	£100,000	Chanctonbury	Community Scheme has been reviewed and accepted as meeting criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will now be designed in 19/20 with delivery 20/21 onwards. Please note all schemes are subject to feasibility which can result in issues which may prevent final delivery.
Community Group	Boxgrove	Jeremy Hunt	The Street - Highway Improvements	The scheme will concentrate on footway improvements as other items not deliverable	£100,000	Chichester South	Community Scheme has been reviewed and accepted as meeting criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will now be designed in 19/20 with delivery 20/21 onwards. Please note all schemes are subject to feasibility which can result in issues which may prevent final delivery.
Other	N/A	Bob Lanzer	Matthews Drive Chicane removal	Remove Chicanes & replace with speed cushions	£80,000	Crawley	Community Scheme has been reviewed and accepted as meeting criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will now be designed in 19/20 with delivery 20/21 onwards. Please note all schemes are subject to feasibility which can result in issues which may prevent final delivery.
Individual	N/A	Bob Lanzer	Turners Hill Road	Controlled Pedestrian Crossing & Traffic Calming	£80,000	Crawley	Community Scheme has been reviewed and accepted as meeting criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will now be designed in 19/20 with delivery 20/21 onwards. Please note all schemes are subject to feasibility which can result in issues which may prevent final delivery.
WSCC Member	N/A	Richard Burrett	Copthorne Road	Controlled Pedestrian Crossing	£80,000	Crawley	Community Scheme has been reviewed and accepted as meeting criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will now be designed in 19/20 with delivery 20/21 onwards. Please note all schemes are subject to feasibility which can result in issues which may prevent final delivery.

Applicant	Parish	Local Member	Scheme Name	Description	Approx Cost	CLC	Comments
Parish/ Town Council	Ferring	Roger Elkins	Ferring Street ped refuge	Pedestrian refuge	£40,000	Joint Eastern Arun	Community Scheme has been reviewed and accepted as meeting criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will now be designed in 19/20 with delivery 20/21 onwards. Please note all schemes are subject to feasibility which can result in issues which may prevent final delivery.
Parish/ Town Council	Petworth	Janet Dunction	Crossing request A272	Controlled Pedestrian Crossing	£80,000	North Chichester	Community Scheme has been reviewed and accepted as meeting criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will now be designed in 19/20 with delivery 20/21 onwards. Please note all schemes are subject to feasibility which can result in issues which may prevent final delivery.
WSCC Member	Brugess Hill	Anne Jones	Kingsway	Central Refuge & Dropped Crossing, Bridleway Crossing	£25,000	North Mid Sussex	Community Scheme has been reviewed and accepted as meeting criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will now be designed in 19/20 with delivery 20/21 onwards. Please note all schemes are subject to feasibility which can result in issues which may prevent final delivery.
Parish/ Town Council	East Grinstead	Jacque Russell	Little King Street step replacement	Replace steps with ramp	£30,000	North Mid Sussex	Community Scheme has been reviewed and accepted as meeting criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will now be designed in 19/20 with delivery 20/21 onwards. Please note all schemes are subject to feasibility which can result in issues which may prevent final delivery.



## Community Highway Schemes 2018 - Rejected September 2018 - Appendix B

Applicant	Parish	Local Member	Scheme Name	Description	Approx. Cost	CLC	Comments
Individual	N/A	Debbie Kennard	Pond Road Controlled Crossing	Controlled crossing	£80,000.00	Adur	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Individual	Shoreham/South wick	Debbie Kennard	Eastern Avenue Crossing	Crossing near school	£80,000.00	Adur	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process. Some local I residents have already indicated that they would object to the proposal
Parish/ Town Council	Haywards Heath	Pete Bradbury	Age UK crossing	Improve ped access	£80,000.00	Central & South Mid Sussex	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Parish/ Town Council	Haywards Heath	Pete Bradbury	Bolnore Rd - Improved ped access	Improve ped access	£50,000.00	Central & South Mid Sussex	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process. Issue with Byway Open To All Traffic status
WSCC Member	Hassocks	Kirsty Lord	Dale Ave pedestrian improvements	School access improvements	£60,000.00	Central & South Mid Sussex	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process., Further work to be done with Safe Route to School team to establish what is required and identified in the School Travel Plan
WSCC Member	Burgess hill	Anne Jones	Woodland Ave	Verge Parking Scheme	N/A	Central & South Mid Sussex	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Community Group	Steyning	David Barling	Church Street Steyning pedestrian crossing facilities	Provision of crossing facilities for children	£55,000.00	Chanctonbury	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.. Further work should be done with Local Transport Improvement Team.to establish what is required and identified in the School Travel Plan
Parish/ Town Council	Upper Beeding	David Barling	A2037 Henfield Road and Shoreham Road - Speed Reduction Measures	Provide speed reduction measures such as Vehicle Activated Signs to slow traffic	£25,000.00	Chanctonbury	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process. .Compliance of speed limit to be monitored, if necessary a new application should be made for speed reducing measures
Community Group	Storrington	Paul A Marshall	Fern Road and adjoining roads traffic calming & traffic management	Provide measures to reduce traffic flow and speeds	£60,000.00	Chanctonbury	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Parish/ Town Council	Ashington	Paul A Marshall	Hole Street Footway provision	New footway to link to existing under the A24	£200,000.00	Chanctonbury	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Parish/ Town Council	Upper Beeding	David Barling	A283 Steyning Road improved footway	Widen / realign footway and provide ped crossing facilities.	£120,000.00	Chanctonbury	To be considered as an LTIP scheme
Parish/ Town Council	Woodmancote	David Barling	Woodmancote - provision of poles for erection of PC funded SID	Provide 4 poles for the PC to erect their SID	£1,000.00	Chanctonbury	Not considered suitable for progression under this process
Parish/ Town Council	Wiston	Paul A Marshall	Hole Street Wiston request for a 30mph speed limit and traffic calming	No specific measures identified.	£20,000.00	Chanctonbury	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process. .

Applicant	Parish	Local Member	Scheme Name	Description	Approx. Cost	CLC	Comments
Parish/ Town Council	Thakeham	Pat Arculus	B2139 Picketty Corner Thakeham junction improvement	Request to improve sightlines or slow approach speeds	£60,000.00	Chanctonbury	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Individual	Pulborough	Pat Arculus	A283 Lower Street footway improvements	Widen footway and control traffic movement	£200,000.00	Chanctonbury	Cost of scheme likely to fall outside the scope of Community Highway schemes
WSCC Member	N/A	Richard Burrett	St Mary's Drive	Traffic calming	£75,000.00	Crawley	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
WSCC Member	N/A	Richard Burrett	Somerville Drive	Traffic Calming	£75,000.00	Crawley	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Individual	N/A	Sue Mullins	Broadway	Controlled Crossing	N/A	Crawley	Scheme not supported by Local Member / no desire line
Individual	N/A	Charles Petts	Stephenson Way	Traffic Calming	N/A	Crawley	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Individual	N/A	Brenda Smith	Lady Margaret Road	Traffic Calming	N/A	Crawley	Scheme not supported by Local Member
Individual	Rustington	Dan Purchase	The Street Rustington	New crossing facility to access Doctors	£80,000.00	Joint Eastern Arun	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process. No evidence of wider community support & conflicts with bus stops that may have been lost & other site constraints
Community Group	Littlehampton	James Walsh	Sea Road	Zebra Crossing	£40,000.00	Joint Eastern Arun	Scheme deferred for further investigatory work, to be moderated 19/20
WSCC Member	Middleton	Jacky Pendleton	Pedestrian Crossing facility	introduce a crossing facility	£20,000.00	Joint West Arun	No feasible location identified due to site constraints
Individual	Bersted	David Edwards	A29 Shripney Road	Shared cycling facility link	£400,000.00	Joint West Arun	Estimated cost beyond the scope of Community Highway Scheme, to be referred to Local Transport Improvement Process
Individual	Horsham	Morwen Millson	Blackbridge Lane Pedestrian refuge	Elderly residents needing help to cross the road with a refuge island	£20,000.00	North Horsham	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Parish/ Town Council	Warnham	Christian Mitchell	Church Street Pedestrian Crossing facility	Developer related	£70,000.00	North Horsham	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.

Applicant	Parish	Local Member	Scheme Name	Description	Approx. Cost	CLC	Comments
Parish/ Town Council	Slinfold	Christian Mitchell	Slinfold Traffic Calming	Speed reduction / traffic calming measures in village	£40,000.00	North Horsham	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Individual	Horsham	Morwen Millson	Hills Farm Lane jw Guildford Road Pedestrian refuge	New ped refuge to help crossing wide bellmouth	£80,000.00	North Horsham	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Individual	North Horsham	Andrew Baldwin	Lambs Farm Road Traffic calming	Residents concerned about speed of traffic and parking near shops	£30,000.00	North Horsham	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Individual	Horsham	Nigel Dennis	London Road Horsham One Way and contraflow cycle lane	Make road one way and provide traffic a cycle contraflow	£20,000.00	North Horsham	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Community Group	Billingshurst	Amanda Jupp	Adversane X roads speed limit and gateways	Reduce 40mph to 30mph in village (2011 amendment) and install gateways.	£20,000.00	North Horsham	Await results of surveys currently planned, possible new application next year
Parish/ Town Council	Warnham	Christian Mitchell	Friday Street Traffic Calming	Parish Council design already done	£25,000.00	North Horsham	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Parish/ Town Council	Warnham	Christian Mitchell	Bell Road Traffic Calming	New scheme not yet designed	£40,000.00	North Horsham	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.. Parish Council may be able to deliver this via 278 agreement
Parish/ Town Council	Rusper	Liz Kitchen	East Street Rusper - poles for PC funded SID	Poles to be installed for a PC SID to be erected.	£1,500.00	North Horsham	Not considered suitable for a community highway scheme
Community Group	Horsham	Nigel Dennis	West Parade Horsham width restriction and 20mph speed limit	Request for a width restriction TRO, 20mph speed limit and physical road narrowing measures.	£40,000.00	North Horsham	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Parish/ Town Council	Itchingfield	Amanda Jupp	Barns Green village crossroads Mini roundabout	Provide a mini roundabout on the crossroads	£90,000.00	North Horsham	Community Scheme has been considered and there is insufficient space to construct a roundabout. Footway scheme to be consider as part of the Local Transport improvement Programme.
Parish/ Town Council	Billingshurst	Amanda Jupp	Station Road Billingshurst	Zebra Crossing	£180,000.00	North Horsham	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.

Applicant	Parish	Local Member	Scheme Name	Description	Approx. Cost	CLC	Comments
Parish/ Town Council	West Hoathly	Andrew Lea	missing footpath	install missing path	£90,000.00	North Mid Sussex	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Parish/ Town Council	West Hoathly	Andrew Lea	Top Road	Extend foot path	£50,000.00	North Mid Sussex	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Parish/ Town Council	East Grinstead	Jacquie Russell	pedestrian crossing	pedestrian crossing	£80,000.00	North Mid Sussex	Only possible location is not on the desire line, Suggest that a joint scheme with MSDC & EGTC is explored.
Parish/ Town Council	Worth	Bill Acraman	new cycleway	link to Worth Way	N/A	North Mid Sussex	To be considered for a Local Transport Infrastructure scheme as part of cycling improvements
WSCC Member	East Grinstead	Jacquie Russell	Worth Way link to town centre	Worth Way link to town centre	N/A	North Mid Sussex	To be considered for a Local Transport Infrastructure scheme as part of cycling improvements
Parish/ Town Council	Ardingly	Bill Acraman	College Road	Traffic calming measures	N/A	North Mid Sussex	No scheme identified that meets our criteria
Parish/ Town Council	Fishbourne	L Goldsmith	Blackboy Lane Footway	Provision of new footway	£200,000.00	South Chichester	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Individual	N/A	Michael Cloake	Heene Terrace One Way	One way requiring illuminated signs	£6,000.00	Worthing	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Community Group	N/A	Michael Cloake	Tarring Improvements/ Traffic calming, Terringes Rd area / junction improvements	TRO Waiting restrictions/ junction protection	£10,000.00	Worthing	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Community Group	N/A	Michael Cloake	Wenban Road Traffic Calming	Traffic Calming	£100,000.00	Worthing	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Community Group	Tarring	Bob Smytherman	Rectory Road / Glebe Road / Terringes Ave / Pelham Road / St Andrews Road -	Build outs / Traffic calming	£20,000.00	Worthing	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.

**Community Highway Schemes – Approved for design 2017 Update Sept 18**

	Location	Details	Area Highway Manager	CLC	Local Member	Est. cost £	Update Sept 18
1	Haywards Heath –	Clare Park Cycle lane	Richard Speller	Central & South Mid-Sussex	Pete Bradbury	300000	Scheme design is progressing, construction anticipated in the 19/20 programme.
2	Ansty A272	Improved footway links in the village	Richard Speller	Central & South Mid Sussex	Pete Bradbury	75000	Consultants have produced outline design. Richard Speller is discussing the options with the parish council. Implementation planned for 19/20.
3	Haywards Heath	Church Road pedestrian crossing improvements	Richard Speller	Central & South Mid Sussex	Sujan Wickremaratchi	20000	Design complete, TRO currently being processed. Construction planned for 19/20
4	Burgess Hill	Janes Lane – measures to support traffic calming	Richard Speller	Central & South Mid Sussex	Ann Jones	20000	Scheme design is progressing, construction anticipated in the 19/20 programme.
5	Burgess Hill	A273 Crossing improvements	Richard Speller	Central & South Mid-Sussex	Joy Dennis	100000	Preliminary and Detailed Design ongoing and Construction planned for 19/20
6	Burgess Hill	Janes Lane Pedestrian Crossing / possible consolidation of signage to improve effectiveness of 30 mph speed limit	Richard Speller	Central & South Mid-Sussex	Anne Jones	50000	Scheme design is progressing, construction anticipated in the 19/20 programme.
7	Haywards Heath	Haywards Area - Business Park Signage	Richard Speller	Central & South Mid-Sussex	Pete Bradbury	25000	Scheme design is progressing, construction anticipated in the 19/20 programme.
8	Pulborough	Thakeham Pedestrian improvements to Water Lane	Chris Stark	Pat Arculus	Chanctonbury	180000	Scheme design is progressing, due to the complexity of the scheme it is possible delivery may need to be undertaken in the 20/21 programme
9	Henfield	A23 & A24 Junctions with A272 Air quality issues in Cowfold – new signing to reduce lorry movements	Chris Stark	Lionel Barnard	Chantonbury	60000	No workable solution has currently been found,
10	Pulborough	Thakeham – B2139 Jackets Hill speed reduction	Chris Stark	Pat Arculus	Chantonbury	55000	Scheme design is progressing, construction anticipated in the 19/20 programme.
11	Crawley	Crawley – Maidenbower Drive – removal of pinch point	Brian Lambarth	Bob Lanzer	Crawley	60000	Scheme design is progressing, construction anticipated in the 19/20 programme

## Agenda Item 12

12	Crawley	Bewbush Manor Roundabout Lane designation	Brian Lambarth	Chris Oxlade	Crawley	60000	Scheme design is progressing, construction anticipated in the 19/20 programme.
13	Arundel & Courtwick	Arundel – New footway in Mill Road	Ben Whiffin	Gary Markwell	JEAAC	250000	Feasibility work ongoing and Construction (if feasible) planned for 19/20
14	Petworth	Wisborough Green – Durbans Road/Kirdford Road junction improvements, footway works & Village Green Lay-by	Chris Dye	Janet Duncton	North Chichester	70000	Outline designs are being discussed with parish council. Implementation planned for 19/20. Possible issue is the need to get approval from SoS for work on 'village green' land.
15	Faygate	A264 Crossing	Chris Stark	Liz Kitchen	North Horsham	250000	Awaiting speed survey results to confirm the approach speed as the initial survey has shown speeds in excess of 50mph, which would prevent the crossing being installed without significant speed reducing measures on the A264
16	Billingshurst	Billingshurst – Marringdean footway	Chris Stark	Amanda Jupp	North Horsham	250000	Local member has accepted that it is not possible to provide an adequate footway through here. Local land owner has already sold land to a developer and we will pursue improvements through the planning route. Scheme cancelled.
17	Billingshurst	Itchenfield – Chapel Road New Footway	Chris Stark	Amanda Jupp	North Horsham	100000	Preliminary and Detailed Design ongoing and Construction planned for 19/20
18	Rusper	Rusper Charlwood Road- Improved crossing facilities to access day centre	Chris Stark	Liz Kitchen	North Horsham	50000	Preliminary and Detailed Design ongoing and Construction planned for 19/20
19	East Grinstead	East Grinstead- Lowells Lane pedestrian crossing	Richard Speller	Liz Bennett	North Mid - Sussex	80000	Design complete, will be going out for public consultation within the next month. Construction planned for 19/20
20	Chichester	Chichester- Florence Road pedestrian crossing	Chris Dye	Simon Oakley	South Chichester	150000	Design Complete, will be going out to consultation in near future.,,Construction planned for 19/20
21	Northbrook	Titnore Lane footway	Mike Thomas	Sean McDonald	Worthing	60000	Feasibility study carried out and currently scheme is unaffordable (circa £1m+).

## Appendix D

### Community Highway Schemes – Approved for design in 2016 Update Sept 18

	Location	Details	Area Highway Manager	CLC	Local Member	Est. cost	Update Sept 18
1	Cuckfield, Isaac's Lane	Request for footway extension and new controlled crossing for school children walking from Bolnore Village. New lighting possibly required. Preliminary design already done.	Richard Speller	Central Mid Sussex	Peter Bradbury	200k	Scheme design is complete and pricing assessment shows an increase is expected scheme cost. Financing options are currently being investigated and programming will follow.
2	Haywards Heath, Queens Road	Request for some sort of Traffic Calming to prevent rat running. Previous community surveys indicate a desire for speed humps. Feasibility/options appraisal needed in first instance.	Richard Speller	Central Mid Sussex	Sujan Wickremarat chi	50k	Formal advert of proposals now underway (until 20 September) for 20 limit, speed cushions and a weight restriction. Plan to implement in 19/20.
3	Cuckfield, London Lane	Believed s106 funding available. Parish request for traffic calming. Parish have had a preliminary design done that neither the Parish nor Police are happy with. Request to review these designs and look at better engineering solutions (options appraisal).	Richard Speller	Central Mid Sussex	Peter Bradbury	60k	Road space availability has meant the scheme slipping into 19/20 construction year. Design now complete.
4	Storrington, School Hill jw Manleys Hill	Lorry congestion at tight corner Prohibition of HGV movements in School Hill	Chris Stark	Chanctonbury	Philip Circus	20k	Design work and TRO process is complete and the scheme is with our contractor for pricing and programming this year.
5	Arundel	20mph limit & associated Improvements	Ben Whiffin	Joint Downland Arun	Nigel Peters	200k	Formal advert is complete, objections have been resolved at CLC, detailed design due to be completed end of September. BB will price the job for implementation in Jan/Feb 2019.
6	A29 Slindon	Signalised crossing & speed reduction	Ben Whiffin	Joint downland Arun	Derek Whittington	150k	Designed scheme completed on site but some remedial and additional signing works to be delivered, as agreed with community, and Ben Whiffin.

7	Bognor, Halfords junction,	Junction improvement at Halfords Industrial estate / Rowan Way.	Ben Whiffin	Joint Downland Arun	Graham Jones Ann Rapnik	50k	Scheme design is being finalised prior to formal TRO consultation and will be included in the 19/20 ADP for delivery subject to the TRO process outcome.
8	Ferring, Sea Lane,	Traffic calming/junction improvements	Ben Whiffin	Joint Eastern Arun	Peter Evans	100k	Scheme completed on site
9	Christs Hospital	Downs Link needs connection at Christs Hospital Station Provide new link between existing bridleways	Chris Stark	North Horsham	Amanda Jupp	300k	Following concerns around the initial route being taken through a section of Ancient Woodland, the scheme is being redesigned based on a new route alongside old station platforms. The scheme is currently due to be delivered as part of the 19/20 programme.
10	Billinghurst Bypass Footbridge	Lighting	Chris Stark	North Horsham	Amanda Jupp	20k	Works are due to commence this week on road crossing for power supply, and next week on footpath columns. Works due to be completed end of September.



11	Billingshurst, High Street near The Alders	Provision of gateway feature and pedestrian refuge	Chris Stark	North Horsham	Amanda Jupp	20k	Pedestrian refuge was not feasible so an improved crossing was proposed with footway improvements to compliment. Developer works connected to the A272 upgrade on site have altered the existing footway layout and so our scheme has been put on hold until developer works are complete. Meeting with Chris Stark on site end of September to discuss and review.
12	Slaugham TC	6 identified Gateways to be replaced / regenerated. VAS signs requested (needs/location assessment required) and to raise two existing uncontrolled crossings into tables. Believed S106 available and there is an assumption that it has been allocated to the Parish (if so possible S278??)	Richard Speller	North Mid Sussex	Bill Acraman	50k	Gateways only to be implemented (proposals for raised tables have been dropped) some incorporating VMS (maintenance costs to be met by parish). Detailed design to be completed end of September, implementation is possible this financial year.
13	Westhampnett Cycle Facilities	Construction of shared use cycleway through Westhampnett village linking with businesses	Chris Dye	South Chichester	Jeremy Hunt	370k	Following consultation with the Parish Council and cycle forum detailed design is being undertaken and due to be completed by December'18. It is intended for the scheme to be delivered as part of the 19/20 ADP.
14	Torch path	Torch are a company that provide holidays to vision impaired people and use Hurstpierpoint centre to train staff. Would like access improved from their property to the centre. A mud track PROW exists that could be upgraded to cater for them as well as all users of this PROW. Build out required to ease crossing (note previous fatal site). Drainage/footway/Buildout scheme.	Richard Speller	South Mid Sussex	Peter Griffiths	12k	Scheme is complete.
15	Bognor Regis Frith Road,	Request for Traffic Calming	Ben Whiffin	Western Arun	Ann Rapnick	150k	Proposals comprise 3 pairs of speed cushions and a raised table junction. Informal consultation with frontagers and stakeholders now underway. Detailed design and formal advertisement to follow later in financial year. Implementation will be 19/20.

16	Southwick Footbridge Lighting	Provision of Streetlighting across bridge and on its approaches.	Mike Thomas	Adur	Janet Mockridge	30k	SSE were due to implement lighting improvements in august. They have not done this. We are still waiting for a revised date. Works will be done without closing the pedestrian route.
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**Joint Western Arun Area County Local Committee****31 October 2018****Prioritisation of Traffic Regulation Orders 2018/19****Report by Director of Highways and Transport and  
Head of Highways Operations****Ref No:  
JW04(18/19)****Key Decision:  
No****Part I****Electoral  
Divisions:  
All in CLC area****Executive Summary**

Community requests for Traffic Regulation Orders (TROs) that cost under £3,000 to implement are considered annually by County Local Committees (CLCs). More complex TROs are considered for progression as a Community Highways Scheme and so fall outside the process.

The TRO Requests received since July 2017 have been assessed and scored and the results are attached for the CLC to consider and prioritise in line with the Cabinet Member Report for Traffic Regulation Orders – Assessment and Implementation Process (see link in Background Reading) for progression in the 2019/20 works programme.

**Recommendation**

That the Committee reviews the proposals and agrees to progress the xxx highest scoring TROs from the list attached at Appendix A, subject to any adjustments made at the meeting.

**Proposals****1. Background and Context**

- 1.1 Traffic Regulation Orders (TROs) are legal orders that support enforceable restrictions and movements on the public highway. For the purposes of this report the term TRO includes speed limits, parking controls, and moving offences such as width restrictions and Heavy Goods Vehicles (HGV) restrictions.
- 1.2 TROs are generated from four sources including:
  - County Local Committees (requests from members of the public)
  - 3<sup>rd</sup> party / developer schemes
  - Highway improvement schemes through the Integrated Works Programme (IWP) – traffic calming, school safety, etc.)
  - Parking schemes in partnership with District & Borough Councils.

This report deals with County Local Committee TROs only.

- 1.3 The framework for assessing TROs was approved by the Cabinet Member for Highways and Transport in March 2016. In summary, the framework assesses TROs against four criteria: Safety, Traffic Conditions, Environment & Economy and People which give the acronym STEP. A new assessment framework was considered necessary to align with the County Council’s corporate priorities and the increasing demand for TROs across the county. Full details of the criteria can be found in the Cabinet Member Decision report:

[http://www2.westsussex.gov.uk/ds/edd/ht/ht14\\_15-16.pdf](http://www2.westsussex.gov.uk/ds/edd/ht/ht14_15-16.pdf)

- 1.4 Following a review of County Local Committees (CLC) in 2016/17 the number of CLCs reduced from 14 to 11. Therefore the TROs have been reallocated as detailed in the table below. There has been no reduction in the number of TROs.

<b>CLC and Number of Members</b>	<b>No of TRO’s</b>
Adur (6 Members)	2
Worthing (9 Members)	3
Joint Eastern Arun Area (6 Members)	2
Joint Western Arun Area (7 Members)	2
North Chichester (4 Members)	1
South Chichester (7 Members)	2
Crawley (9 Members)	3
Chanctonbury (4 Members)	1
North Horsham (8 Members)	3
North Mid Sussex (5 Members)	1
Central & South Mid Sussex (8 Members)	3
 NEXT TOP Scoring TRO County Wide	 15
<b>Total TRO’s (Indicative)</b>	<b>38</b>

- 1.5 Appendix A lists the TROs identified as being viable for progression, and from which the CLC will prioritise its allocation for progression.

**2. Proposal**

- 2.1 The Committee is asked to consider the list of TRO requests and, subject to any desired changes, to approve the applicable quota as a programme of work to be initiated over the coming year and delivered in the 2019/20 works programme.
- 2.2 The CLC is requested to progress the highest scoring TRO within the CLC area. Whilst there is scope to progress a lower scoring TRO as a preference, sound justification should be provided for doing so as this will be at the expense of a request that is considered by officers to be a higher priority.

- 2.3 Should a CLC not select their full allocation (see 1.4 above), any outstanding requests can be considered at the subsequent CLC meeting
- 2.4 Any TROs not selected as the highest priorities for CLCs may be considered on a priority basis for progression on a county-wide basis at the Cabinet Members discretion.
- 2.5 In accordance with the report detailed in the background papers, the list in Appendix A details all the CLC requests that have been received in the last year (July 2017 – July 2018) as well as those that were available to be selected in the 2017 round of TROs. The seventh column in Appendix A has five options:
- 2.5.1 **Selected** – This option is allocated by officers once a TRO has been selected by the CLC for processing / implementation.
- 2.5.2 **Approved 18** – This means the TRO has been received this year and is available to be selected by the CLC. If not selected this will be available for selection next year.
- 2.5.3 **Approved 17** - This means the TRO has been received last year and is available to be selected by the CLC. This option will not be available for selection next year.
- 2.5.4 **In progress** – Officers have received a request. The request has not been rejected but has not yet demonstrated all the necessary criteria to allow it to be selected and work is being undertaken to achieve this. This option is not available to be selected by the CLC
- 2.5.5 **Rejected** – Officers have received a request, however it has not achieved all the necessary criteria to allow it to be selected and no further work is being undertaken to achieve this. This option is not available to be selected by the CLC.

### 3. **Resources**

- 3.1 The proposals contribute to the County Council's objectives for transport and present the most effective way of meeting community needs and resolving the growing demand for TROs within the resources available.
- 3.2 Section 1.4 of this report confirms the CLCs can choose up to a maximum of 23 TROs. The maximum allowable cost of a TRO requested through this community process is £3,000. Hence the proposals by the CLCs could potentially cost £69,000. However, many of the requests such as dDouble Yellow Line Parking Restrictions have a low implantation value - £600 so it is currently anticipated that the CLC requests will be managed within the £50,000 budgeted within the Highways Capital Budget.

### **Factors taken into account**

#### 4. **Consultation**

- 4.1 Individual member support has been gained for each proposal and reasonable local community support has been demonstrated. As with any

TRO, wider consultation will be carried out in the usual way as each of the TRO requests is processed.

**5. Risk Management Implications**

5.1 The higher the priority score, the greater the potential benefit to the communities who use West Sussex Highways. Should the CLC not select the top scoring TROs consideration should be given if this could expose the county council to any risk if challenged.

**6. Other Options Considered**

6.1 The proposals must also pass a feasibility test and STEP assessment undertaken by WSCC Officers and reasonably supported by the public as well as the local member. Given this, the attached list of schemes represents the most viable options for consideration for prioritisation. Hence no further options are considered.

**7. Equality Duty**

7.1 This report is seeking the consideration of schemes for prioritisation and does not have direct implications under the Equality Act, though it should be noted that it is unlawful to prioritise a scheme which discriminates against people with protected characteristics. The schemes chosen by the CLC for progression will be individually assessed under the Equality Act as they are developed further.

**8. Social Value**

8.1 The proposed approach allows for the community via the CLC to progress and deliver their concerns through a consistent route to enable social, economic or environmental benefits to the County.

**9. Crime and Disorder Act Implications**

9.1 There are no identifiable Crime and Disorder Act implications associated with the process of choosing the forthcoming CLC TRO priorities. Any schemes formally proposed will be have further appropriate considerations with regards to crime and disorder, which will include consultation with the police and other key stakeholders.

**10. Human Rights Act Implications**

10.1 There are no Human Rights Act implications associated with the process of choosing the forthcoming CLC TRO priorities.

**Matt Davey**

**Michele Hulme**

Director of Highways & Transport

Assistant Head of Highway  
Operations

**Contact:** Area Highway Manager

### **Appendices**

**Appendix A** – JWAAC CLC TRO Priority List

### **Background Papers**

[http://www2.westsussex.gov.uk/ds/edd/ht/ht14\\_15-16.pdf](http://www2.westsussex.gov.uk/ds/edd/ht/ht14_15-16.pdf)

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Parish	Dominant Road Name	Local Member	TRO Type Parking / Speed Limit / Moving	Summary	Date received dd/mm/yy	Selected / Approved / In progress / Rejected	Score
Bognor Regis	<a href="#">Nyewood Lane</a>	David Edwards	Parking Issue	Junction protection (double yellow lines) at southern junction with Normanton Avenue to improve visibility	02/11/16	Approved 17	11
Aldingbourne	<a href="#">Dukes Road</a>	Derek Whittington	Speed Limit	Request for 30mph max speed limit as road is sometimes used when A27 is obstructed by collisions etc	09/03/18	In Progress	8
Middleton-on-Sea	<a href="#">Elmer Road</a>	Jacky Pendleton	Parking Issue	Seasonal waiting prohibition to be extended throughout whole year	17/07/18	Approved 18	8
Middleton-on-Sea	<a href="#">Sea Lane</a>	Jacky Pendleton	Speed Limit	Reduction from 30mph to 20mph maximum speed limit	17/07/18	In Progress	8
Ford	Sproule Close	Jacky Pendleton	Parking Issue	Double yellow lines	17/07/17	Approved 17	5
Bognor Regis	Longford Road	Francis Oppler	Parking Issue	Loading prohibition outside shop to prevent obstructive short term parking on exit from traffic signalled junction	10/11/16	Approved 17	3
Bersted	Bedford Avenue	David Edwards	Parking Issue	Extension of existing double yellow lines through bend to prevent obstructive parking opposite private accesses	11/01/17	Approved 17	0
Bognor Regis	<a href="#">Sturges Road</a>	Ashvin Patel	Parking Issue	APM request - Incorrect councillor support and no evidence of consultation.	14/11/17	Rejected	0
Bersted	Durlston Drive	David Edwards	Parking Issue	Parking in the vicinity of the Drs Surgery causing visibility issues	20/06/18	Rejected	0

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<b>Joint Western Arun Area Committee</b>	<b>Ref No: JW05(18/19)</b>
<b>31 October 2018</b>	<b>Key Decision: no</b>
<b>Felpham, Summerley Lane Mini Roundabout and relocation of controlled crossing – objections arising from advertisement of the traffic regulation order (TRO)</b>	<b>Part I</b>
<b>Report by Executive Director Economy, Infrastructure &amp; Environment and Director of Highways and Transport</b>	<b>Electoral Division(s): Felpham</b>

### Summary

Further to discussions at previous meetings of JWAAC, the proposal to install a mini roundabout at the junction of Summerley Lane and Felpham way has been progressed. To enable construction at this point it is necessary to move the existing controlled crossing further East.

Formal advertisement of proposals commenced on 3<sup>rd</sup> May and lasted for the statutory 21 days (closing on to 24<sup>th</sup> May). Comments received during this period resulted in 7 objections, three objections from key stakeholders. It is considered that there are benefits to installing the mini roundabout and relocating the controlled crossing and that these outweigh the concerns expressed by the objections.

### Recommendation

That the County Council Members of Joint Western Arun Area Committee, having considered the responses to the formal consultation, authorises the Director of Law and Assurance to make the order as advertised and the Director of Highways and Transport to install the scheme.

## Proposal

### 1. Background and Context

- 1.1 Approximately £1m of developer contributions were secured from the Site 6 development to undertake off-site works of 'alteration, improvement and addition to existing roads in the vicinity of the site which the County Council consider necessary to accommodate and mitigate any adverse impact on the existing road network' as stated within the S106 Agreement. This is split approximately 50/50 to fund Felpham Relief Road mitigation measures and Comet Corner Improvements.
- 1.2 The JWAAC Highways & Transport (H&T) Sub Group on 30th January 2014 voted to recommend the Felpham package of proposals progress.
- 1.3 The JWAAC meeting in March 2016 agreed recommendations to delay delivery beyond the opening of the relief road and that further consultation be carried out prior to implementation

- 1.4 Localised consultation has already resulted in works being implemented at four locations (a pedestrian refuge island near the junction with Sea Road, footway alterations near the junction with Old Coastguards and alterations to the traffic signal junction of B2259 and Downview Road and traffic calming in Downview Road, Wroxham Way and Outerwyke Road).
- 1.5 The next phase of implementation aims to address concerns over queuing times and safety of vehicles exiting Summerley Lane onto Felpham Way.

## **2. Proposal**

- 2.1 The proposal comprises the introduction of a mini roundabout at the junction of Summerley lane and Felpham way.
- 2.2 To install the roundabout, the controlled crossing to the East will be relocated approximately 30m further east.
- 2.3 As the equipment at the existing crossing is nearing the end of its useful life, and full replacement was already being planned, the costs associated with relocating the crossing will be funded from a separate refurbishment budget.

## **3. Resources**

- 3.1 It is estimated that the cost of the design and construction will be £120,000 to be funded from S106 allocations. The Felpham package of measures features in the Integrated Works Programme and this scheme is therefore in the programme for delivery in 2018/19.
- 3.2 The works will be undertaken by the County Council's term maintenance contractor.

## **Factors taken into account**

## **4. Consultation**

- 4.1 Formal advertisement of the scheme commenced on the 3<sup>rd</sup> May and lasted for the statutory 21 days
- 4.2 The County Councillor Hilary Flynn supports the proposal.
- 4.3 Public notices were erected on site, and an advertisement made in the local press. Online consultation was also undertaken on the WSCC website. This resulted in the following representations received:
  - 7 objections of which two were District Councillors and one from a Felpham Parish Councillor.
- 4.4 The responses are summarised in Appendix B, along with officer comments.

## **5. Risk Management Implications**

- 5.1 Implementation is likely to result in reduced queuing times for traffic exiting Summerley Lane. Traffic on the Felpham Way will also be impacted, potentially at peak times by a small amount of queueing and at other times by reduced traffic speeds.
- 5.2 There is a risk that pedestrians may not walk the additional 30m to use the controlled crossing in its relocated position. However a proportion of crossing movements result in pedestrian movements to the north east so this is not expected to be significant.
- 5.3 There is a risk of public concern over increased pollution from vehicles queuing on Felpham way. Whilst this may be the case it can be offset by reduced queues along Summerley Lane and fewer vehicles opting to take alternative routes through local housing estates.

## **6. Other Options Considered**

A number of different layouts for the mini roundabout have been considered and disregarded. The proximity to the controlled crossing limited the options available here.

## **7. Equality Duty**

- 7.1 The Equality Act 2010 bans unfair treatment and seeks equal opportunities in the workplace and in wider society. It also imposes a Public Sector Equality Duty. The protected characteristics are age, disability, gender reassignment, marriage/civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 7.2 The protected characteristics have been duly considered and assessed in the course of the consideration of this proposal. No relevant or disproportionate impact upon any of the protected characteristics in the Equality Act 2010 has been identified in the consideration of the proposals detailed in this report.
- 7.3 An Equality Impact Report has been compiled and is detailed below or attached as Appendix C.

## **8. Social Value**

- 8.1 The proposals will address concerns from the local community about traffic queues on Summerley Lane and will give social benefit to those using Summerley Lane as their main access route from residential communities.

## **9. Crime and Disorder Act Implications**

- 9.1 Sussex Police were formally consulted on this scheme and raised no concerns regarding implications on Crime and Disorder. Officers have also considered WSCC obligations under the Act and no issues have been identified.

## **10. Human Rights Implications**

- 10.1 It is unlawful for a public authority to act in a way that is incompatible with a convention right. Officers have considered the scheme proposals and

implications it may have on Human Rights and are satisfied the proposals will not have a negative impact. It is believed that the introduction of this TRO is justified.

**Lee Harris**

Executive Director Economy,  
Infrastructure & Environment

**Matt Davey**

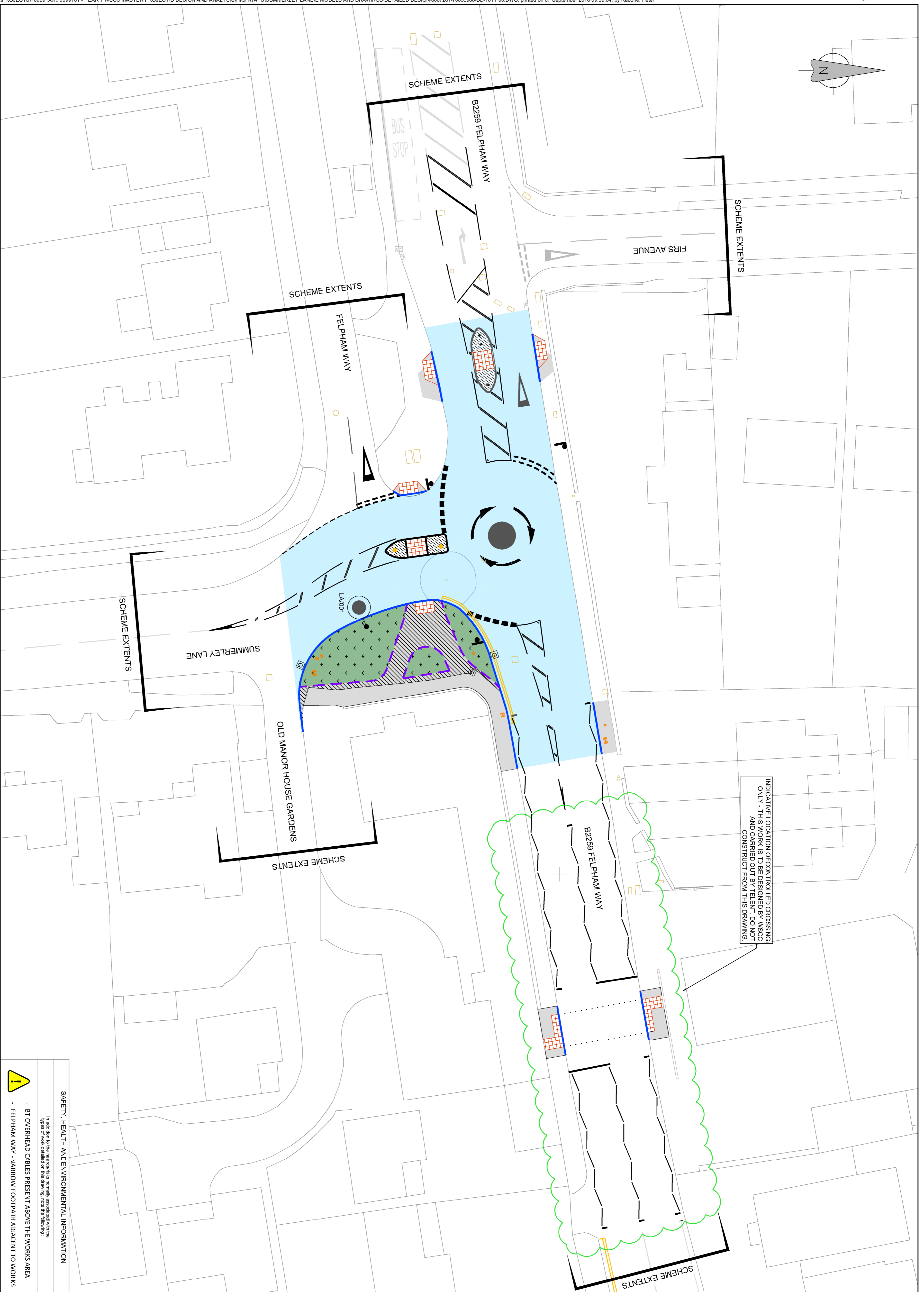
Director of Highways & transport,  
Economy, Infrastructure &  
Environment

Contact: Peter Bradley, 03302222104

Appendices

Appendix A – plan of proposals

Appendix B – summary of responses



INDICATIVE LOCATION OF CONTROLLED CROSSING ONLY - THIS WORK IS TO BE DESIGNED BY WSCC AND CARRIED OUT BY TALENT. DO NOT CONSTRUCT FROM THIS DRAWING.

- NOTES**
1. DO NOT SCALE FROM THIS DRAWING.
  2. DRAWING TO BE PRINTED IN COLOUR.
  3. AREAS TO BE EXCAVATED ARE SHOWN IN YELLOW.
  4. REFER TO DRAWING 6007281-70033988-DD-201 FOR KERBS, FOOTWAYS, PAVED EXCAVATION.
  5. REFER TO DRAWING 6007281-70033988-DD-401 FOR ROAD MARKINGS & SIGNAGE.
  6. REFER TO DRAWING 6007281-70033988-DD-501 & 502 FOR STREET LIGHTING.
  7. REFER TO DRAWING 6007281-70033988-DD-501 FOR SETTING OUT.

**SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION**

In addition to the hazards risks normally associated with the types of work detailed on this drawing, read the following:

- BT OVERHEAD CABLES PRESENT ABOVE THE WORKS AREA
- FELPHAM WAY - NARROW FOOTPATH ADJACENT TO WORKS

**KEY**

- PROPOSED KERB LINE
- PROPOSED EDGING
- PROPOSED TACTILE PAVING
- EXISTING FOOTWAY AREA
- NEW FOOTWAY AREA
- PROPOSED CARRIAGEWAY RESURFACING
- PROPOSED VERGE AREA
- EXISTING GULLY TO REMAIN
- PROPOSED GULLY
- PROPOSED SIGNAGE
- PROPOSED ROAD MARKINGS
- PROPOSED REFLECTIVE BOLLARD
- EXISTING INSPECTION CHAMBERS TO RETAIN
- EXISTING INSPECTION CHAMBERS TO BE ADJUSTED
- PROPOSED LAMP COLUMN

**REVISIONS**

NO	DATE	BY	DESCRIPTION	CHK	APP
001	16/01/2018	DM	WSCC CHECKER 3 AMENDMENTS	DM	DM
002	21/09/2017	DM	RSL COMMENTS	DM	DM
003	21/09/2017	DM	FIRST ISSUE	DM	DM

**DESIGN STATUS**

A - FIT FOR CONSTRUCTION

**CLIENT:**  
West Sussex County Council  
Infrastructure Group  
County Hall,  
West Street  
Chichester  
West Sussex  
PO19 1RH  
(01243) 642105

**PROJECT:**  
Westbrook Mills, Borough Road, Godalming, GU7 2AZ, UK  
T+ 44 (0) 1483 528 400, F+ 44 (0) 1483 528 989  
wsp.com

**TITLE:**  
SUMMERLEY LANE /W/ FELPHAM WAY

**GENERAL ARRANGEMENT**

**SCALE @ A1:**  
1:200

DESIGNED	DRAWN	CHEK	DATE
EB	DM	DM	January 18

**APPROVED:**  
SE

**DRAWING NO:**  
6007281-70033988-DD-101

**PROJECT NO:**  
P03

**WEST SUSSEX COUNTY COUNCIL**

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## Appendix

**Summary of Comments and Objections**  
**Felpham: Summerley Lane Junction Improvements and**  
**amendments to pedestrian crossing on Felpham Way**

Comments	Engineer's Response
<p>Felpham Parish Councillor: The crossing should be located on the other side of Summerley Lane so people can safely access the bus stop.</p> <p>The Firs Avenue Junction with Felpham Way has a blind spot and people do not always look when crossing. Drivers use this route to avoid Downview Road. Drivers often fail to give way at roundabouts causing problems when traffic is heavy. Drivers often fail to see the indicators of people turning from Felpham Way into Firs Avenue.</p>	<p>It should be noted that pedestrians also access the petrol station shop and other shops to the east. Due to the proximity of the Firs Avenue junction, a relocated crossing to the west would need to be much further west. The existing refuge island will be refurbished and widened as a part of these works. Therefore these proposed changes will provide assistance to pedestrians crossing either to the east or to the west.</p> <p>The features will be designed to give the best possible visibility for all road users and the introduction of the mini roundabout will reduce vehicles speeds in the vicinity.</p>
<p>Arun District Ward Member: Changes to the junction are completely unnecessary. Many residents have raised this issue and feel that due to the relief road traffic is now much lighter and the junction is not a problem. The scheme should be revisited – public opinion is that potholes should take priority rather than wasting money on unnecessary 'improvements'.</p>	<p>The JWAAC Highways &amp; Transport (H&amp;T) Sub Group on 30th January 2014 voted to recommend the Felpham package of proposals of which the Summerley Lane scheme has a high priority within the list of remaining schemes.</p> <p>The S106 funding cannot be used for purely road maintenance purposes.</p>
<p>Arun District Councillor: Residents in Summerley Lane are very concerned that the installation of a roundabout is a waste of public money.</p> <p>Since the crossing is installed at its current location and traffic was lessened by the relief road access onto Felpham Way is not a problem.</p> <p>Money from this scheme should be spent where it's needed, such as Comet corner.</p>	<p>The JWAAC Highways &amp; Transport (H&amp;T) Sub Group on 30th January 2014 voted to recommend the Felpham package of proposals of which the Summerley Lane scheme has a high priority within the list of remaining schemes.</p> <p>Small scale changes have been made at Comet Corner, the money ear-marked for Felpham would have been insufficient to fund more significant changes.</p>
<p>Resident of Felpham Way: With the bypass Felpham Way carries far less traffic. The Summerley Lane junction should have STOP markings, not a roundabout.</p> <p>Visibility for traffic exiting Summerley Lane is restricted but the current pedestrian crossing slows traffic and improves safety for</p>	<p>The JWAAC Highways &amp; Transport (H&amp;T) Sub Group on 30th January 2014 voted to recommend the Felpham package of proposals of which the Summerley Lane scheme has a high priority within the list of remaining schemes.</p>

<p>pedestrians. Adding in a roundabout will confuse drivers and make the current arrangement worse. Objects to the extra cost this scheme involves, a 20 mph speed limit is planned for Felpham so a new mini roundabout is completely stupid.</p>	<p>The use of STOP signs would not have addressed the local concern about queueing in Summerley Lane.  The plans for the 20mph limit have not yet been finalised, but it is unlikely to be applied to Felpham Way as this is the main road through the area.</p>
<p>Resident of Manor Copse: The scheme is a waste of scarce funds as there is no issue exiting Summerley Lane. All the roundabout will do is encourage people to drive through Felpham village itself where speeding is already a problem. Traffic speeds and the pending traffic calming scheme needs to be sorted first.</p>	<p>The JWAAC Highways &amp; Transport (H&amp;T) Sub Group on 30th January 2014 voted to recommend the Felpham package of proposals of which the Summerley Lane scheme has a high priority within the list of remaining schemes.  There is a risk that some drivers will choose a different route, depending on their start point and destination, however the likely quantity and impact is not considered to be significant. This will be particularly so if the existing delays here are already small, as the objector contends.</p>
<p>Resident of Felpham Way: Respondent has to cross this junction daily and finds this proposal a totally irresponsible use of public funds. Ten years ago a roundabout may have been justified but since the relief road opened there is no problem at the junction. Money would be far better spent fixing seven collapsing manholes in nearby roads and tramlines developing round the Tesco roundabout.</p>	<p>The S106 funding cannot be used for purely road maintenance purposes.</p>
<p>Residents of Old Manor House Gardens: As local residents the scheme seems a complete waste of taxpayers' money which could be spent in easing traffic problems at Comet Corner. Since the new bypass was completed traffic on Felpham Way has been eased considerably. The proposal needs to be reconsidered.</p>	<p>The JWAAC Highways &amp; Transport (H&amp;T) Sub Group on 30th January 2014 voted to recommend the Felpham package of proposals of which the Summerley Lane scheme has a high priority within the list of remaining schemes.  Small scale changes have been made at Comet Corner, the money ear-marked for Felpham would have been insufficient to fund more significant changes.</p>

**Joint Western Arun County Local Committee**

**31<sup>st</sup> October 2018**

**Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies**

**Report by Executive Director for Children, Adults, Families and H&E**

<b>Ref:N/A</b>
<b>Key Decision: NA</b>
<b>Part I</b>
<b>Electoral Divisions: All in CLC Area</b>

**Executive Summary**

The County Local Committee (CLC) duty regarding school governance is to stimulate interest and commitment to the governance of maintained schools and academies in the area and to identify and nominate suitable persons to serve as school governors on behalf of the County Council.

This report asks the Committee to make nominations of Local Authority Governors as outlined below.

**Recommendation**

That the Governing Body vacancies set out in Appendix B be noted

**Proposal**

**1. Background and Context**

- 1.1 The function of the nomination of school governors to maintained schools and academies is delegated to County Local Committees (CLCs) because it enables local county councillors to maintain a valuable link with the schools and helps promote to the wider public the important role of school governors.
- 1.2 Local authority governors are nominated by the local authority but appointed by the governing body. The CLC can nominate any eligible person as a local authority governor, but it is for the governing body to decide whether their nominee has the skills to contribute to the effective governance and success of the school and meets any other eligibility criteria they have set. The duty of the CLC is therefore to identify and nominate suitable persons to serve as school governors for maintained schools and academies on behalf of the County Council. The CLC, as representatives of the local authority, should make every effort to understand the governing body’s requirements and identify and nominate suitable candidates. Without a CLC nomination a school is not able to appoint a Local Authority governor.
- 1.3 CLCs’ delegated powers include the ability to appoint Authority, Community and Parent Governors to temporary governing bodies. Further changes are expected in due course in relation to temporary governing bodies.

- 1.4 CLCs also have the function to make nominations for the County Council to governing bodies of academies in accordance with either the funding agreement with the relevant government department or instrument of governance, as appropriate.

## 2. **Nominations for Local Authority Governors**

- 2.1 All county councillors are entitled to nominate for any school, although normal practice has dictated that the local county councillor's nomination can take precedence. County councillors should aim to familiarise themselves with the schools in their local area and are advised to consult the chairman of governors and/or head teacher concerning any local authority governing body vacancies.
- 2.2 The role of a governor can be complex as specific actions or ways of operating will vary depending on the type of school, its individual ethos and current circumstances. Governors provide the strategic leadership for schools alongside the head teacher. They should look to provide support and challenge for the school. Experience gained through a range of activities e.g. work, voluntary service or family life, where relevant, should be given equal consideration.
- 2.3 The 2012 Regulations (as amended) require that any newly-appointed governor has, in the opinion of the person making the appointment, 'the skills required to contribute to the effective governance and success of the school'. This could include specific skills such as an ability to understand data or finances as well as general capabilities such as the capacity and willingness to learn.
- 2.4 The following criteria are in place for the nominations of local authority governors:
  - i) governors are nominated on the basis of suitability and not in accordance with political party affiliations,
  - ii) applicants will not normally be nominated as local authority governors at a school if they are the husband, wife or partner of a permanent member of staff at that school,
  - iii) where the local authority appoints additional members to the governing body of a school identified by Ofsted as having serious weaknesses or requiring special measures, such governors will be appointed by the relevant Cabinet Member on the nomination of the relevant Director since it is usually advantageous to bring in experienced governors from other areas
  - iv) where the local authority appoints additional members to the governing body of a school identified by Ofsted as having serious weaknesses or requiring special measures, such governors will be appointed by the relevant Cabinet Member on the nomination of the relevant Director since it is usually advantageous to bring in experienced governors from other areas
  - v) if a county councillor is appointed as a local authority governor, and either does not stand for re-election or does not retain the seat during

the quadrennial County Council elections, his/her term of office will automatically end on 31 August next following the elections. A county councillor, who resigns his /her seat on the Council, will within 4 months of his/her resignation cease to be a local authority governor. In either case, he/she is, of course, eligible for re-appointment if nominated by a county councillor.

- 2.5 If there are more applications than vacancies this will be made clear in Appendix A. Any discussion of the relevant merits of the candidates will be discussed in Part II of an agenda, in the absence of the press and public. This should then not discourage any potential candidates from applying, knowing that any discussion of their application will occur in private session.

### 3. **Reappointments**

- 3.1 Details of local authority governors seeking nomination for reappointment are forwarded to the governing body chairman and to the local county councillor. These nominations automatically progress to the next CLC meeting for decision unless an objection is received from a member by the given closing date. The governing body would be asked for comments on the nomination, and an objection may be lodged on the grounds of poor attendance.

### 4. **Current Vacancies**

- 4.1 The current vacancies in the CLC area are detailed in Appendix B.
- 4.2 Information about the role of school governors is available on the County Council website via this link:

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/information-for-governors/>

### 5. **Proposal**

That the Committee makes the nomination (s) of Governors as set out in the recommendation above and Appendix A.

### 6. **Resources**

There are no resource implications arising from this decision as it is a nomination to a governing body.

### **Factors taken into account**

### 7. **Consultation**

Local county councillors, head teachers and chairmen of governors have been consulted on all applications received. It is assumed that all are in support unless objections are received by Governor Services and/or the local county councillor.

8. **Risk Management Implications**

There may be a risk that on-going vacancies on a school governing body above a level of 25% will weaken its effectiveness.

9. **Other Options Considered**

County councillors can decide not to make a nomination to a governing body. They may defer an application if they require further information or consultation to enable them to come to a decision. In such a case the Governing Body cannot make an appointment.

10. **Equality Duty.**

The Equality Duty does not need to be addressed as it is a decision making an appointment or nomination to a governing body.

11. **Social Value**

None

12. **Crime and Disorder Act Implications**

None

13. **Human Rights Implications**

None

**Kim Curry**

Executive Director for Children, Adults, Families and H&E

Contact: Governor Services Administrator  
0330 222 8887

**Appendix A:** Local Authority Governors - Appointments, Reappointments or Nominations

**Appendix B:** Current Vacancy List

**Background Papers:** None.

**Appendix A**

**Local Authority Governors - Nominations Under the 2012 Regulations**

**Maintained Schools**

Nominations for Reappointment:

Nominations for Appointment:

**Academies:**

Nominations for Reappointment:

Nominations for Appointment:

**Temporary Governing Bodies**

Nominations for Reappointment:

Nominations for Appointment:

**Appendix B**

## Authority Governor Vacancies for Joint Western Arun County Local Committee Area

<b>School</b>	<b>Division</b>	<b>Division Member</b>	<b>Vacant From</b>	<b>Current Status</b>	<b>Chairman</b>	<b>Head</b>
Rose Green Infant School	Nyetimber	Dawn Hall	Nov-17	Outstanding	B Lander/ S Francis	Julie Holloway
Bersted Green Primary School	Bognor Regis East	Francis Oppler	May-18	Outstanding	Catherine Hemsley/David Mcaree	Katie Jarvis