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4 June 2019

A meeting of the Central and South Mid Sussex County Local Committee will be held at 7.00 pm on Wednesday, 12 June 2019 at Warden Park Secondary Academy, Broad Street, Cuckfield, West Sussex RH17 5DP

Tony Kershaw
Director of Law and Assurance

Your local County Councillors



Pete Bradbury
Cuckfield & Lucastes



Andrew Lea
Lindfield & High Weald



Joy Dennis
Hurstpierpoint & Bolney



Kirsty Lord
Hassocks & Burgess Hill South



Sujan Wickremaratchi
Haywards Heath Town



Stephen Hillier
Haywards Heath East



Anne Jones
Burgess Hill East



Andrew Barrett-Miles
Burgess Hill North

Invite you to come along to the Central and South Mid Sussex County Local Committee

County Local 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

7.00 pm 1. **Election of Chairman and Vice Chairman**

The Committee is asked to elect a Chairman and a Vice Chairman for the Central and South Mid Sussex County Local Committee for the 2019/20 municipal year.

7.02 pm 2. **Welcome and introductions**

Members of Central and South Mid Sussex County Local Committee are Pete Bradbury, Andrew Lea, Joy Dennis, Kirsty Lord, Sujan Wickremaratchi, Stephen Hillier, Anne Jones and Andrew Barrett-Miles.

- 7.05 pm 3. **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.
- 7.07 pm 4. **Minutes** (Pages 5 - 10)
- To confirm the minutes of the meeting of the Committee held on 12 March 2019 (cream paper).
- 7.09 pm 5. **Urgent Matters**
- Items not on the agenda that the Chairman of the meeting is of the opinion should be considered as a matter of urgency because of special circumstances.
- 7.10 pm 6. **Allocation of the Community Initiative Fund** (Pages 11 - 16)
- Report by the Director of Law and Assurance.
- The Committee are asked to note the report.
- 7.20 pm 7. **Central and South Mid Sussex Community Initiative Funding (CSMS01(19/20))** (Pages 17 - 26)
- Report by the Director of Law and Assurance.
- The report summarises the Community Initiative Funding applications received via The West Sussex Crowd. The Committee is invited to consider the applications and pledge funding if appropriate.
- 7.40 pm 8. **Crescent Road Traffic Regulation Order (CSMS02 (19/20))** (To Follow)
- Report by the Director of Highways & Transport.
- The Committee will be asked to consider the recommendations within the report.
- 8.00 pm 9. **Progress Statement** (Pages 27 - 42)
- The document contains brief updates on statements of progress made on issues raised at previous meetings. The Committee is asked to note the report.

- 8.20 pm 10. **School Place Planning** (Pages 43 - 50)
- Report by the Head of School Organisation, Capital Planning & Transport.
- The Committee are asked to note the report.
- 8.40 pm 11. **Talk With Us Open Forum**
- To invite questions from the public present at the meeting on subjects other than those on the agenda. The Committee would encourage members of the public with more complex issues to submit their question before the meeting to allow a substantive answer to be given.
- 9.00 pm 12. **Date of Next Meeting**
- The next meeting of the Committee will take place at 7.00 pm on Tuesday 12 November 2019 at a venue to be confirmed.
- Members wishing to place an item on the agenda should notify Adam Chisnall via email: adam.chisnall@westsussex.gov.uk or phone on 033 022 28314.

To: All members of the Central and South Mid Sussex County Local 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.

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Central and South Mid Sussex County Local Committee

12 March 2019 – At a meeting of the Committee at 7.00 pm held at Downlands Community School, Dale Avenue, Hassocks, West Sussex,.

Present:

Mr Bradbury (Chairman) (Cuckfield & Lucastes;), Mrs Jones (Burgess Hill East;), Mr Barrett-Miles (Burgess Hill North;), Mr Hillier (arrived at 7.09pm) (Haywards Heath East;) and Ms Lord (Hassocks & Burgess Hill South;)

Apologies were received from Mrs Dennis (Hurstpierpoint & Bolney;), Mr Lea (Lindfield & High Weald;), Mr Wickremaratchi (Haywards Heath Town;) and Gulu Sibanda

Also in attendance: Mr Burrett

Officers in attendance: Adam Chisnall (Democratic Services Officer), Richard Speller (Area Highways Manager) and Matt Lovelock (Partnership Officer)

30. Welcome and introductions

30.1 The Chairman welcomed everyone to the meeting. Members and Officers introduced themselves.

31. Declarations of Interest

31.1 Mr Bradbury declared the following personal interests:

- Member of Mid Sussex District Council
- Trustee of Sussex Learning Trust
- Chairman of the charity Building Heroes

31.2 Mr Barrett-Miles declared the following personal interests:

- Member of Mid Sussex District Council
- Grandchildren attend Downlands School, in relation to the Community Initiative Fund agenda item.

31.3 Mrs Jones declared the following personal interests:

- Member of Mid Sussex District Council
- Member of Burgess Hill Town Council
- Has worked on Music Memory projects in Burgess Hill, in relation to the Community Initiative Fund agenda item.

31.4 Ms Lord declared a personal interest as her child is due to attend Downlands School, in relation to the Community Initiative Fund agenda item.

31.5 Mr Hillier declared a personal interest as a member of Haywards Heath Town Council.

32. Minutes

32.1 The Committee agreed an amendment to minute 24.1, final bullet; to remove the capitalisation from 'Birch Trees'.

32.2 Resolved – That the minutes of the meeting held on 30 October 2018, amended as above, be approved as a correct record and signed by the Chairman.

33. Central and South Mid Sussex Community Initiative Funding (CSMS11(18/19))

34.1 The Committee considered a report by the Director of Law and Assurance (copy appended to the signed minutes).

34.2 Resolved -

That the following awards be made:

278/CSMS – Parish of Clayton with Keymer, Hassocks community garden at St Francis, up to £3,000 – Towards laying a wet pour playground surface.

294/CSMS – Cuckfield Music Festival, up to £3,000 - Towards venue hire plus programme design and printing.

307/CSMS – Downlands School Association, Hassocks Outdoor Performance Space, up to £1,000 - Towards constructing an open-air theatre within the school grounds.

315/CSMS – Ansty and Staplefield Parish Council, Mobile Speed Indicator Device (SID), £1,750 - Towards purchasing a SID and replacement battery.

318/CSMS – Sussex Oakleaf, The Big Mental Health Pop Up, up to £1,400 - Towards marketing and workshop costs.

338/CSMS – Maple Drive Community Group, Maple Drive Summer Fayre, up to £2,500 - Towards equipment, security and PA broadcasting costs.

339/CSMS – Sheddingdean Baptist Church, Music for Memories, up to £3,000 - Towards purchasing equipment and personalised music for individuals experiencing memory loss.

34. Talk With Us Open Forum

34.1 The Chairman introduced the item and advised that the open forum was an opportunity for comments and questions to be raised on items not already on the agenda, and over which the County Council has a reasonable interest. The following issues were raised and responses made.

- A resident had submitted a question in advance regarding the 6th form college provision in Haywards Heath to which the resident had received a response. - *Mr Burrett, Cabinet Member for Education and Skills reiterated the main elements of the response which was that Chichester College was recommended as the preferred partner and was awaiting a decision from Treasury.*
- A resident had submitted a question in advance in relation to proposed cuts to County Council services which supported vulnerable people. - *Mr Bradbury confirmed that joint working was continuing with District and Boroughs. The County Council had to make savings which would impact a large portion of the budget. Assurance was given that mitigation steps were being investigated to reduce impact where possible.*
- A resident had submitted a question in advance concerning a previously submitted petition regarding parking concerns in Burgess Hill. - *Richard Speller apologised for the delay in response and the mislaying of the petition. An explanation was given on the aims of the Road Space Audit (RSA) and how Norman Road should be aligned with this strategy. Results from the RSA should be available in the Summer. Mr Barrett-Miles agreed to work with Richard Speller on this issue.*
- Query from a resident asking if the County Council had applied to the Department for Transport to bid for available funds to make Wivelsfield Railway Station more accessible. - *Adam Chisnall took the resident's details and resolved to investigate.*
- Requested an update on the issue with McDonald's drive through in Burgess Hill. - *Mr Bradbury agreed to move this discussion to the Progress Statement item.*
- Concerns raised over the location of Iceland and the lack of pavement or pedestrian crossing from the car park. - *Mr Barrett-Miles proposed this could be look at as part of the current project where West Sussex was working with District and Borough Councils to improve Highways and Sideways.*
- Asked what was happening with the temporary Library in Burgess Hill. - *Mrs Jones reported that the library was likely to remain in the same location. For the site to remain permanent, works were required to make it appropriate e.g. increased lift size.*

35. **Progress Statement**

35.1 The Committee considered the progress statement on matters arising from previous meetings (copy appended to the signed minutes).

35.2 Mr Burrett updated the Committee on the progress with Woodlands Mead. £20m had been allocated from the Capital Programme with £0.5m allocated towards design works.

35.3 Leigh Hunnikin, Project Manager within the Capital Projects and Planning team, confirmed that expressions of interest were being investigated with six architects; three of these would be invited to present their designs. An architect would be appointed by the end of April. Plans were still on track to open in September 2021.

35.4 Mr Bradbury reported that Marion Wilcock, Chairman of Woodlands Meed Governing Body, had written to say the project was progressing satisfactorily.

35.5 Mr Burrett reported that the next stage of work was behind the scenes; but gave assurance that while no visible works were happening, work would be progressing.

35.6 The Committee welcomed the update and progress, and resolved to keep Woodlands Meed on the Progress Statement until the school was complete. Mr Burrett also welcomed people emailing him or the governing body if they had concerns with the site.

35.7 The Chairman invited questions from the public on the Progress Statement.

- A member of the public queried if the County Council was pursuing a Sports for England grant for the Woodlands Meed sports hall. - *Mr Burrett explained that this would be for the Governing Body to do without the County Council. The County Council would provide an adequate sports hall for the school as part of the design work; however it would not look to create a sports hall with a Centre of Excellence rating.*
- A Member of the public queried if the Special Educational Needs and Disabilities (SEND) strategy for post 16 provision would align with the plans for Haywards Heath. - *Mr Burrett confirmed that the current SEND strategy ran from 2016 to 2019 and that the consultation had just been launched for the 2019 – 2023 strategy. Officers were aware of the Haywards Heath provision and the need to link it with the strategy.*

35.8 Richard Speller updated the members on the highway elements of the Progress Statement.

35.9 It was reported that conversations were taking place with McDonalds over the issues with the drive through in Burgess Hill. The manager of McDonalds had explained that burgers had to be sold within 10 minutes of being made and so the issue with the drive through was linked to the correct management of customer levels with staff. Highways officers were reluctant to spend resources without a clear outcome. Current lining could be refreshed as part of routine maintenance arrangements.

35.10 A member of the public commented that customers drive in the 'out' lane and that improving the access on site would with this. - *Richard Speller resolved to raise this with McDonalds.*

35.11 Richard Speller reported that there was a delay in the publishing of the Annual Delivery Programme which would provide updates on projects. Richard Speller resolved to merge Haywards Heath entries on the following Progress Statement.

35.12 The Committee queried the progress of the pedestrian crossing between Bolnore Village and Cuckfield. – *Richard Speller reported that ecological work in the area had led to an increase in costs and the project had been delayed. The crossing had been secured for delivery in the next Annual Delivery Programme.*

36. Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies (CSMS12(18/19))

37.1 The Committee considered a report by the Director of Education and Skills (copy appended to the signed minutes).

37.2 Resolved – that the following nominations for appointment under the 2012 Regulations be approved:

- Mr Nick Johnston to Sheddingdean Community Primary School for a four year term
- Mr Derek Hayes to The Gattons Infant School, Burgess Hill for a four year term

37. Report of Urgent Action

37.1 The Committee noted the urgent action decision that the Director of Law and Assurance had taken in consultation with the Chairman of the Central and South Mid Sussex County Local Committee and the Chairman of the Performance and Finance Select Committee.

38. Date of Next Meeting

38.1 The Committee noted that the next meeting would take place on Wednesday 12 June 2019 at a venue to be confirmed.

Chairman

The meeting closed at 8.50 pm

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Central and South Mid Sussex County Local Committee

12 June 2019

Allocation of the Community Initiative Fund

Report by Director of Law and Assurance

Summary

In response to comments and feedback from Members, partners, and the public, the Cabinet Member for Safer Stronger Communities has agreed a mechanism for smaller grants to be made by CLCs as part of the Community Initiative Fund (CIF). This would be for smaller-scale projects seeking funding of no more than £750 for total costs of their project.

An organisation seeking funding for £750 or less are able to apply direct for a grant as an alternative to using the crowdfunding platform. This would be aimed at smaller groups with low project costs.

West Sussex Plan: Policy Impact and Context

CIF grant funding makes a significant contribution to the aims of the Council in unlocking the power of communities by supporting them with contributions to projects in their local area that support the aims of the West Sussex Plan.

This new approach will improve the support for small projects not suitable for the crowdfunding approach but whose aims match the aspirations of the West Sussex Plan.

Financial Impact

There is no financial impact as this decision does not change the CIF grant fund size.

Recommendations

The County Local Committee is asked to note:

- 1) changes to the operation and processes for the allocation of Community Initiative Fund money to both a crowdfunding model and a smaller 'micro fund' as outlined in the report, in line with the Decision Made by the Cabinet Member for Stronger, Safer Communities; and
- 2) that the change takes effect from June 2019

1. Proposal

Background and Context

- 1.1 A decision was taken in April 2018 (Ref SSC11 17-18) that all grants funds available to County Council Members to allocate would be pooled into the Community Initiative Fund. In order to be eligible for funding, the applicant would need to submit their proposal through the West Sussex Crowd, a crowd funding platform that sought to encourage funds from other sources, including businesses and the voluntary sector.
- 1.2 A year after the implementation of a crowdfunding platform has allowed for a greater understanding of the benefits and limitations of using such a system. To date the West Sussex Crowd has managed to attract additional funding of over £470,000 from over 2000 backers donating to projects and seeing 77 successfully funded projects.
- 1.3 During the application process project managers are asked to provide details of their organisation including information regarding charitable status, financial position and organisational structure etc. This information is then verified by a third party to ensure legitimacy and transparency.
- 1.4 Feedback received from partners, members of the public and project managers has suggested that this process, for projects asking for smaller amounts of money may be counter-productive and less cost effective.
- 1.5 A proposal has therefore been put forward for small scale applications to apply directly to the County Council for funding, without using a crowdfunding platform.
- 1.6 The introduction of a 'micro fund' would effectively seek to reintroduce the previously established Small Grants Fund, which was administered by the County Council Communities Team. This fund was set at £80,000 per year and the average application was between £500 and £800. The proposed limits to be applied to CIF are in-line with this previous arrangement.

2. Proposal Details

- 2.1 It is proposed to change the arrangements for the allocation of CIF so that projects which have a total cost of £750 or less will only need to complete a short, paper-based application form. Paper based application forms will be considered in the same way as those submitted through the West Sussex Crowd at CLC meetings.
- 2.2 Projects with a total project cost of more than £750 will need to complete their application through the West Sussex Crowd in the normal way.
- 2.3 Each County Local Committee allocating their funds will be able to initially allocate up to 30% of their total annual CIF budget to projects applying through the paper-based application. Should any CLC wish to increase the proportion of available CIF for small grants they should only do so after, the exhaustion of the 30% initial allocation and after consideration of a report setting out the amounts generated by crowdfund driven grants in the

previous period and an evaluation of the comparative benefits of small grants for their area by reference to the West Sussex Plan criteria.

- 2.4 CIF reports submitted to each CLC will feature a running total of how much has been spent on projects submitted through the West Sussex Crowd and also those that have been submitted for projects under £750.
- 2.5 It is proposed that Members continue to play a key role in the following ways by:
 - Setting the principles and objectives that will help determine how funds are allocated
 - Agreeing funding pledges to be made to projects in their CLC areas
 - Exploring and understanding the needs and community expectations in their areas
 - Championing, encouraging and supporting local groups to develop ideas to meet local needs and use the platform to raise funds
 - Monitoring the use of public funds and the effectiveness of the collaborative approach
- 2.6 Allocating 30% of the CIF fund to the micro fund reflects the previous small grants total (£84,000) and having a maximum funding limit of £750 also reflects the average of applications under the former small grants fund.

Factors taken into account

3. Consultation

- 3.1 Officers met Voluntary Sector Organisations in April 2019 to receive feedback on the crowdfunding model. Feedback received from these sessions supported the implementation of a 'micro fund' and responses were universally positive.
- 3.2 All members received a communication from the Cabinet Members for Safer Stronger Communities on 15 April 2019 regarding the proposed changes. Feedback and comments on the proposal were encouraged.
- 3.3 Formal consultation on the proposed change will be incorporated in the scheduled CLC review to be undertaken by the Governance Committee to commence in May 2019.

4. Financial (Revenue and Capital) and Resource Implications

Revenue consequences of proposal

- 4.1 There are no revenue considerations to consider as this decision is not changing the CIF grant fund size.

Resource Implications

- 4.2 Officer time will be required to assess each application and determine whether it is appropriate to be considered at CLC meetings. This will be monitored regularly to ensure the process is neither overly consuming or counterproductive.
- 4.3 The County Council seeks to maintain the crowdfunding model alongside a paper-based system, as the use of a crowdfunding approach brings, on average, 3.5 times leverage on grants. This provides the prospect of the County Council being able to facilitate an arrangement which will help a greater number of community groups to benefit to a greater extent than is currently achievable. This will assist all Members in contributing to the core ambitions of the Council's West Sussex Plan and the targets which the Council has approved for those ambitions.

5. Risk Assessment Implications and Mitigations

- 5.1 The County Council anticipated that the numbers of groups using the new platform would be lower in the first year of the change than expected for the previously established system. Efforts were made to promote and encourage awareness and take up and members will be invited to take part in such promotion.
- 5.2 The proposed change seeks to mitigate the lower level of applications submitted through the crowdfunding platform by allowing project manager seeking smaller funds a more streamlined application process.
- 5.3 The County Council will continue to deploy support for communities from front line Communities Directorate staff to help community groups to understand and engage with the model.
- 5.4 When the initial decision to utilise a crowdfunding model was taken, research from [West Sussex Life](#) suggested that 88% of adults have used the internet in the last 6 months.

6. Other Options Considered

- 6.1 To continue only using the crowdfunding model for all applications for CIF. This would not address the concerns expressed on behalf of community groups applying for low level funding.
- 6.2 Further amendments to processes could be made in an attempt to streamline approaches and minimise confusion and duplication. However, at a time of diminishing resources, this would not address the issues driving the proposals.
- 6.3 Grant funding could cease altogether, but this would diminish support to local groups at a time when the Council is committed to unlocking the power of communities.

7. Equality and Human Rights Assessment

- 7.1 Under the Equality Act, the Council has a 'public sector equality duty'. It must have and show how it has given due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations between people who share a protected characteristic and people who do not share it. The need for an Equality Impact Report has been assessed. Whilst CIF may be used to benefit people with protected characteristics, it is a universal grant that any group can apply for and is used to support a range of community-based projects and initiatives.
- 7.2 Allowing smaller groups with less capacity to apply using a paper-based application will help to be more inclusive of all community groups and project managers, particularly those who aren't as IT literate or have significant time restraints.
- 7.3 There are no known Human Rights implications associated with these recommendations

8. Social Value and Sustainability Assessment

- 8.1 Grant funding helps voluntary and community groups to contribute to the social, economic and environmental wellbeing of their communities.

9 Crime and Disorder Reduction Assessment

- 9.1 There are no Crime and Disorder Act implications associated with these recommendations although the Council's duties in relation to crime reduction and prevention and the community safety partnership work may well inform individual funding decisions and the principles members choose to adopt.

Director of Law and Assurance

Tony Kershaw, Tel: 0330 022 22662

Contact: Nick Burrell, Senior Advisor, 033 022 23881

Background Papers: [Decision made by the Cabinet Member for Stronger Safer Communities, Ref No: SSC01 19/20](#)

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Central and South Mid Sussex County Local Committee

Community Initiative Funding

12 June 2019

Report by Director of Law and Assurance

Ref: CSMS01 (19/20)

**Key Decision:
No**

Part I

**Electoral Divisions:
All in Central and
South Mid Sussex 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

- 1.1 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 supporting one or more of The Five Ways to Wellbeing - a set of evidence-based actions which promote people's wellbeing. They are: Connect, Be Active, Take Notice, Keep Learning and Give.
- 1.2 The terms and conditions, eligibility criteria and overall aim of the CIF have been agreed by all CLC Chairmen and they, along with details of the Five Ways of Wellbeing, 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
- 1.3 For projects to be considered for funding they must upload their project idea to the West Sussex Crowd (www.westsussexcrowd.org.uk) funding platform and pitch to the Community Initiative fund.

2. Proposal

- 2.1 That the Committee considers the pitches to the Community Initiative Funding as set out in Appendix A.
- 2.2 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

- 3.1 For the 2019/20 financial year, Central & South Mid Sussex CLC has a total of £31,200.00 available for allocation. Details of awards made in 2018/19 and 2017/18 are included in Appendix B.
- 3.2 There are four new pitches for consideration by the Committee that are in preparation stage with a combined total project cost of £34,769.00.

These are outlined in Appendix A and can also be viewed at:
www.westsussexcrowd.org.uk

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

Factors taken into account

4. Consultation

- 4.1 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.
- 4.2 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

- 5.1 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

- 6.1 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.
- 6.2 The Committee do have the option to defer or decline pitches but must give valid reasons for doing so.

7. Equality Duty

- 7.1 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.

7.2 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

8.1 The criteria for the Community Initiative Funding asks applicants to evidence support for one or more of the Five Ways to Wellbeing - a set of evidence-based actions which promote people's wellbeing.

9. Crime and Disorder Act Implications

9.1 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

10.1 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: Adam Chisnall, Democratic Services Officer – 033 022 28314

Appendices

Appendix A – Current pitches for consideration by the Committee

Appendix B - Awards made in 2018/19 and 2017/18

Background Papers: Pitches are available to view on

www.westsussexcrowd.org.uk

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Current pitches

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

In Preparation –

- **356/CSMS – Ensemble Reza, Reza Community Orchestra, £6,577.00 – Towards venue hire plus publicity and printing costs.**
<https://www.spacehive.com/reza-community-orchestra>
- **365/CSMS – Holy Trinity CE Primary School PTA, Outdoor Classroom at Holy Trinity School, £21,393.00 - Towards building a wooden outdoor classroom next to the school pond habitat.**
<https://www.spacehive.com/outdoor-classroom-at-holy-trinity-school>
- **369/CSMS – Mid Sussex MS Society, MS Society Mid Sussex wellbeing project, £1,992.00 - Towards cost of hall hire for hosting mindfulness classes.** <https://www.spacehive.com/ms-society-midsussex-well-being-project>
- **370/CSMS – Hurstpierpoint Churches, The Melting Pot Café, £4,807.00 - Towards purchasing a coffee grinder machine and water module.**
<https://www.spacehive.com/the-melting-pot-cafe>

Actively Fundraising –

There are currently no pitches in fundraising stage.

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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:

Applicant	Summary	Member	Awarded	Evaluation
233/CSMS – Heating for Hassocks Guide Hut	Fundraising for new heating system	Kirsty Lord	£2,500.00	The local Member confirmed the heating was installed and the girls have been enjoying the warmth during their evening meetings for the last 5 weeks. It is much appreciated.
243/CSMS – Streetmate – a mobile youth space	Towards acquiring a vehicle and equipment for the programme	Sujan Wickremaratchi	£3,000.00	No feedback received
244/CSMS – Ashenground Community Cafe	Towards a large trailer for use as a mobility vehicle repair workshop	Sujan Wickremaratchi	£3,000.00	No feedback received
273/CSMS – Blackhouse Lane phone box renovation	Towards structural repair work and paintwork restoration	Andrew Barrett-Miles	£2,000.00	Feedback received
264/CSMS – Helping Hand	Towards installation of handrails above stone steps on well-used churchyard public footpath	Joy Dennis	£2,500.00	No feedback received
294/CSMS – Cuckfield Music Festival	Towards venue hire plus programme design and printing	Pete Bradbury	£3,000.00	No feedback received
315/CSMS – Mobile Speed Indicator Device	Towards purchasing a SID and replacement battery	Pete Bradbury	£1,750.00	No feedback received

318/CSMS – The Big Mental Health Pop Up	Towards marketing and workshop costs	Anne Jones	£1,400.00	No feedback received
338/CSMS – Maple Drive Summer Fayre	Towards entertainment equipment, PA broadcasting and security costs	Anne Jones	£2,359.00	No feedback received
307/CSMS - Hassocks Outdoor Performance Space	Towards constructing an open-air theatre within the school grounds	Kirsty Lord	Fundraising Stage (re-launched campaign)	NA
339/CSMS – Music for Memories	Towards purchasing equipment and personalised music for individuals experiencing memory loss	Andrew Barrett-Miles	Fundraising Stage (Deadline: 30 September)	NA

To note: The following application received funding but subsequently failed to successfully reach their fundraising target. The funds will be carried over and available for reallocation by the Central & South Mid Sussex CLC.

278/CSMS – Hassocks community garden at St Francis, £9,152.00 – Towards a garden canopy and lay a wet pour playground surface.

The following applications received funding in the **2017/2018** financial year:

Applicant	Summary	Member	Awarded	Evaluation
3/CSMS 4Sight	towards an Outreach Worker in Burgess Hill one day per week	Anne Jones	£2,500.00	No feedback received
40/CSMS The Bookchat Roadshow	Author fees, advertising and marketing	Sujan Wickremaratchi	£1,000.00	No feedback for received
42/CSMS Scaynes Hill Cricket Club	for the purchase of sight screens	Andrew Lea	£2,148.00	No feedback received
30/CSMS Lindfield Arts Festival	towards toy activity	Andrew Lea	£1,200.00	No feedback received
48/CSMS Haywards Heath Town Team CIC	towards the purchase of parts to retro-fit electric drives for bicycles.	Stephen Hillier	£1,500.00	No feedback received
50/CSMS Burgess Hill Rugby Football Club	towards new kit for the team(s)	Andrew Barrett-Miles	£2,500.00	No feedback received
68/CSMS IMPACT Tasty Team	towards equipment for children's cooking classes	Stephen Hillier	£1,452.00	No feedback received
99/CSMS St Francis Bowls Club	Towards rebuilding of changing rooms	Stephen Hillier	£1,000.00	No feedback received
107/CSMS St Andrew's Church	Towards refurbishment and rebuilding of toilets	Anne Jones	£2,500.00	No feedback received
111/CSMS Bolney Local History Society	Towards publishing a local history book	Joy Dennis	£2,000.00	No feedback received
133/CSMS Sussex Clubs for Young People	Towards setting up the Duke of Cornwall award	Pete Bradbury	£830.00	No feedback received
139/CSMS Burgess Hill Shed	Towards upgrade of dust extractor	Anne Jones	£2,120.00	No feedback received

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147/CSMS MidSussex Cultural Group	Towards putting on classes	Anne Jones	£2,884.00	No feedback received
152/CSMS Clayton Volunteer Group	Village Gateway Initiative	Kirby Lord	£2,430.00	No feedback received
153/CSMS FLACK: Freeks Lane Community Kiosk	Towards renovation of community kiosks	Andrew Barrett-Miles	£656.00	Feedback received
155/CSMS Haywards Heath Town Team CIC	The River of Poppies	Sujan Wickremaratchi	£500.00	Feedback received
160/CSMS Poynings Volunteers	Towards children's play equipment	Joy Dennis	£2,500.00	No feedback received
164/CSMS Haywards Heath Twinning Association	Anniversary Project	Sujan Wickremaratchi	£1,500.00	Feedback received
172/ CSMS MSOPC	Towards outreach lunch	Andrew Lea	£695.00	No Evaluation for received
175/CSMS Cuckfield Bookfest	Bookfest 2018	Pete Bradbury	£1,500.00	No feedback received
193/CSMS Bolney Volunteers	Towards a speed indication device	Joy Dennis	£3,000.00	Feedback received

Central and South Mid Sussex County Local Committee

12 June 2019

Progress Statement

Woodlands Meed

Strong collaborative work between West Sussex County Council and the Governing Body of Woodlands Meed special school in Burgess Hill has helped move a new college building a significant step closer.

At Full Council meeting on Friday, 15 February 2019, it was agreed that up to £20m of funding would be allocated within the council's Capital Programme to rebuild and expand the college on its current site.

The Cabinet Member, Richard Burrett also gave the go-ahead for £0.5m of council funds to be spent on producing costed designs.

Expressions of Interest were sought from Architectural practices during March and April. The Architect has now been appointed following interviews and presentations to the Project Team in full consultation with the school. A number of design workshops have been arranged to develop the design further over the next few months.

Parents and carers will be fully updated on the building's progress on the school website.

Haywards Heath Sixth Form Provision

Chichester College Group has been working hard with Mid-Sussex Council, West Sussex County Council, the Education & Skills Funding Agency and the Department of Education to agree a deal to transfer Haywards Heath College back into further education ownership. Although the final terms have not been agreed, we have made sufficient progress to move forward.

The curriculum offer is just being finalised and will be shared with a stakeholder group of local school head teachers, businesses and council representatives in Mid-June 2019. Careers presentations are being planned with feeder schools for this term. Dates for open days in the Autumn and Spring terms of 2019-20 are being drawn up. There is still some investment to be secured from Coast to Capital LEP to enable the site to be refitted and re-equipped.

The plan to re-open Haywards Heath College in September 2020 is still on track.

A2300 Improvements Scheme

The A2300 improvements scheme was identified as a priority for investment in the County Council's Strategic Transport Investment Programme in July 2013. This investment will support the delivery of strategic residential and commercial developments at Burgess Hill, as identified in the adopted Mid Sussex District Plan. The scheme will attract significant public and private sector investment leading to the creation of some 3,500 new homes, 3,600 new jobs and 200,000m² of new employment floorspace. It is also a priority in the Coast to Capital Local Enterprise Partnership's Strategic Economic Plan.

Preliminary design and outline business case were completed by consultant WSP in summer 2018 and Department for Transport (DfT) approved the release of £1.7m or 10% of the Local Growth Fund (LGF) allocation for the scheme following the outline business case submission. This is to assist the development of detailed design and full business case for the scheme.

A six week public engagement including six stakeholder and public engagement events were held in autumn 2018. There were around 360 people who attended these events, and minor modifications were made to the design following comments received from those who responded to the public engagement.

A procurement exercise to appoint a Design and Build contractor was undertaken in autumn 2018, and Jackson Civil Engineering was subsequently awarded the design contract in early 2019. WSP has been retained to develop the full business case. It is anticipated the detailed design and full business case development will be completed and ready for submission to DfT in early autumn 2019. The remaining LGF allocation can be draw down in full following approval of the full business case by DfT. This will allow the County Council to confirm the construction contract for Jackson Civil Engineering so that they can commence the construction in spring 2020. It is estimated that the construction will take twelve to fifteen months to complete, weather permits.

The current timeline for the scheme is as follows:

- Autumn 2019: Detailed design and full business case complete
- Winter 2019: DfT approves full business case
- Autumn 2019 to Winter 2019: Site preparation and utilities diversion works
- Spring 2020: Construction begins
- Summer 2021: Construction completes and new road opens to traffic

Matt Davey
Director of Highways and Transport

Contact Officer: Hiong Ching Hii, Project Manager, Major Projects

Minute ref/date	Topic	Issue	Action required by
26.06.18 Min 7.4	Progress	Round about near McDonalds in Burgess Hill	Area Highways Manager
Issue with McDonalds in Burgess Hill and how the changes to the drive through were impacting the roundabout. The situation will continue to be monitored and Members have requested that the Area Highways manager liaise with Mid Sussex District Council, the Police and McDonalds to discuss and explore options for improvement. Existing "KEEP CLEAR" road markings to be refreshed.			
26.06.18	Progress/TWU	Merger of the Central and South Mid Sussex County Local Committees (CLCs)	Chairman
The minutes of Governance Committee on Monday 26 November are available online here . The Committee agreed that it would carry out a full review of all CLCs across the county after next May; that there should be no changes at this stage to the current configuration of CLCs in Mid Sussex.			
Ongoing	Progress	Road Space Audit	Miles Davy (WSCC) and Claire Onslow (MSDC)
The Cabinet Member for Highways and Infrastructure made a decision On-street parking to support traffic management in December 2018. This included a programme for Road Space Audits across the County and stated for BURGESS HILL that Public Consultation was expected in Summer 2019.			

12.03.19 Min 34.1 Bullet 4	TWU	Wivelsfield Railway Station	Adam Chisnall
<p>Adam Chisnall responded to the resident with the following officer response:</p> <p>The headline figure of £300M being made available to make railway stations more accessible relates to the Department for Transport Access for All programme. A nomination process for funds from 2019-2024 coordinated by Network Rail took place in Autumn 2018. Nominations had to be submitted by rail companies, so this was Govia Thameslink Railway (GTR) for stations in West Sussex. GTR asked for stakeholder views on priorities for Access for All improvements and we highlighted access issues at all West Sussex stations in footfall order, either those stations without step free access to a platform (East Grinstead, Wivelsfield, Pulborough and Christs Hospital), or between platforms (Durrington, Ifield, Arundel and Fishersgate, with Crawley already committed funding through the previous Access for All funding round).</p> <p>It is understood that GTR prioritised a bid for lifts at East Grinstead for this round of Access for All funding (1.51M passenger entries and exits for latest available data in 2017/18 compared to 444k entries and exits at Wivelsfield in 2017/18), with announcements on whether funding bids are successful expected in April. We will continue to highlight step free access issues at all West Sussex stations, including Wiveslfield.</p>			

Traffic Regulation Order Updates

TRO Priorities- Previously Selected By Central Mid Sussex CLC	Latest Update
Northlands Ave (& other side roads), Hayward Heath	Area Highways Manager to confirm Advert date at CLC
Bentswood area, Hayward Heath (inc St Josephs Way)	Pre-advertisement preparation stage
Wealden Way , Lucastes Lane & Bolnore Road, Sergison Road, Hayward Heath	Pre-advertisement preparation stage

TRO Priorities- Previously Selected By South Mid Sussex CLC	Latest Update
Crescent Road (& other roads), Burgess Hill	CLC agenda item

Joint TRO Priorities for Central & South Mid Sussex CLC	Latest Update
Three TRO's selected on 26.06.18	1) Chanctonbury Road, Burgess Hill – Parking, Junction Protection 2) London Road, Pyecombe – Parking, Junction Protection 3) South Road, Sussex Road and Ashenground, Haywards Heath – Parking, Timing.

Community Highway Scheme updates

Town / Parish	Scheme	Status
Hassocks	Phase 2 Railway Station parking	WSCC liaising with MSDC. Over 100 objections received following advertisement of TRO.
Burgess Hill	Green Circle crossing of A273	Passed Moderation and preliminary design started.
Burgess Hill	Kingsway Central refuse & dropped crossing, bridleway crossing	CHS has been reviewed and accepted as meeting criteria for progression. Subject to approval of budget and annual delivery programme, this will be designed in 19/20 with delivery in 20/21 onwards. Please note all schemes are subject to feasibility.

Local Transport Improvement Program Schemes

Burgess Hill	Gatton School	Safe Routes to School Scheme
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West Sussex Highway - Annual Delivery Program 2019/20 (ADP)

Below is a list of the schemes programmed to be delivered during the financial year 2019/20 for the Mid Sussex Area split between the two County Local Committees (CLC). For full details of individual schemes see web site { <https://www.westsussex.gov.uk/roads-and-travel/roadworks-and-projects/road-projects/annual-delivery-programme/> }, Revenue Budget works not shown. Schemes listed in Parish alphabetical not delivery order.

Total cost of APD	£16,677k (Capital)	
Mid-Sussex	£2,620k (16% of Capital) {1/6 th = 17%}	and £1,139k (S106)
North Mid-Sussex CLC (S106)	£1,270k (7% of Capital) (1/3 rd of 1/6 th = 6%)	and £430k
Central & South Mid-Sussex CLC (S106)	£1,350k (8% of Capital) (2/3 rd of 1/6 th = 11%)	and £709k

Central & South Mid-Sussex CLC

Town / Parish	Road Name	Description of works
Ardingly	Holmans	Footway Micro £6k
Albourne	Shaves Wood Lane	Surface Dressing £26,288
Ansty & Staplefield	Broxmead Lane	Surface Dressing £23,005
Ansty & Staplefield	Staplefield Road	Surface Dressing £183,771
Ansty & Staplefield	Slough Green Lane	Surface Dressing £32,125
Ansty & Staplefield	Cedar Avenue	Junction works £103K (S106)
Ansty & Staplefield	Bolney Road	Footway works £100k
Bolney	Spronketts Lane	Surface Dressing £24,828
Bolney	Colwood Lane	Surface Dressing £11,134
Bolney	Jeremy's Lane	Surface Dressing £14,344
Burgess Hill	Keymer Road	Study for New pedestrian Crossing (girls School) £12k (S106)
Burgess Hill	Jane Lane x2	Crossing £70k (S106)
Burgess Hill	Fairlea	Footway works £27k
Burgess Hill	Queens Crescent	Footway Micro £5k
Cuckfield	London Lane	Traffic Calming £104K(S106)
Hurstpierpoint & Sayers Common	Reeds Lane	Surface Dressing £33,044
Hurstpierpoint & Sayers Common	London Road	Surface Dressing £77,106
Hassocks	Dale Avenue	Walking & Cycling scheme £60K
Haywards Heath	South Road (east)	Town Enhancement Scheme £60k (S106)

Haywards Heath	South Road (west)	Town Enhancement Scheme £60k (S106)
Haywards Heath	Commercial Square	Town Enhancement Scheme £50k (S106)
Haywards Heath	Summerhill Lane	Route Safety Scheme £50k
Haywards Heath	Queens Road	Traffic Calming £80K
Haywards Heath	A272 Isaac's Lane	Pedestrian Crossing £150k & £180K (S106)
Haywards Heath	Clair Park Cycle Scheme	Design Phase £40k
Haywards Heath	Church Road	Pedestrian Crossing £10k & £20K (S106)
Haywards Heath	Business Park signage	Signs £70k
Haywards Heath	Northlands Avenue	Footway works £34k
Haywards Heath	Beech Hill	Footway Micro £35k
Lindfield	Shenstone	Footway Micro £6k
Lindfield	West Common	Resurfacing £50,688
Lindfield (Rural)	Lewes Road	Surface Dressing £38,683
Countywide	Countywide patching etc	1/12 th of budget £100k
Countywide	Countywide Drainage etc	1/12 th of budget £75k
Countywide	Countywide other etc	1/12 th of budget £60k
		Total = £2,059k Capital = £1,350k S106 = £709k

North Mid-Sussex CLC

Town / Parish	Road Name	Description of works
Ashurst Wood	Maypole Road	Resurfacing £100,077
Copthorne	Copthorne Common Road West	Footway works £18k
East Grinstead	Lingfield Road	Resurfacing £227,599
East Grinstead	Kennedy Avenue	Micro Asphalt £50,786
East Grinstead	Moor Place	Micro Asphalt £9,048
East Grinstead	A22 Lewes Road	New pedestrian Crossing for Sackville School £24k +£100k (S106)
East Grinstead	Lingfield Road	New pedestrian Crossing near Lowdells Lane £65k
East Grinstead	Imberhorne Lane	Traffic Calming £130K(S106)
Slaugham	Parishwide	Traffic Calming £200K (S106)
Slaugham	Parish Lane	Surface Dressing £31,917
Slaugham	Cuckfield Lane	Surface Dressing £95,397
Turners Hill	Cross Road	Resurfacing £381,526
West Hoathly	Ardingly Road (Vowels Lane junction)	Resurfacing £56,952
Countywide	Countywide patching etc	1/12 th of budget £100k

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Countywide	Countywide Drainage etc	1/12 th of budget £75k
Countywide	Countywide other etc	1/12 th of budget £60k
		Total = £1,700k Capital = £1,270k S106 = £430k

PARKING STRATEGY REFRESH 2019/20

REPORT OF: Divisional Leader – Commercial Services & Contracts
Contact Officer: Claire Onslow
Email: claire.onslow@midsussex.gov.uk Tel: 01444 477586
Wards Affected: All Wards
Key Decision: No
Report to: Scrutiny Committee for Customer Services and Service Delivery
Date: 20th March 2019

Purpose of Report

The purpose of the report is:-

1. To provide the Scrutiny Committee with a summary of the key findings of the Burgess Hill and East Grinstead Road Space Audits.
2. To set out the planned approach for taking forward the Parking Strategy refresh in 2019/2020.

Recommendations

3. The Committee are asked to note the contents of this report.
-

Background

4. In partnership with West Sussex County Council (WSCC), Mid Sussex District Council commissioned Consultants, WSP, to carry out two Road Space Audits (RSA's) - one for Burgess Hill (to respond to, and inform the Burgess Hill town centre regeneration project and Northern Arc development); and the other for East Grinstead (in response to the increasing demand for parking provision as a result of development within a restricted area).
5. A third Parking Study is to be commissioned for Haywards Heath in early 2019 to provide supporting evidence for the Haywards Heath Town Centre Masterplan, and feasibility work around the redevelopment of the Orchards shopping centre.
6. The primary objective of commissioning the above works is to inform the future direction of the Council's approach to parking. The studies provide a factual and robust evidence base that considers the current provision of the road network along with on and off street parking stock, and identifies potential future demands. The reports are therefore technical and detailed; however, a summary of each can be found at Appendices A and B.
7. The Council has committed to refreshing its car parking strategy during 2019/20, as the current ten year strategy expires in 2020.

Summary of key findings

8. Whilst both town centre reports looked at the specific issues relating to each locality, common themes and issues emerged in the final reports. This data provides a factual evidence base which will inform future strategies of both WSCC and MSDC to ensure the long term functionality of the District's town centre economies.

9. A summary of the key findings of the reports and recommended actions for each area can be viewed in Appendices A and B. However the common emerging themes are highlighted below:
- (a) There is growing demand for on and off street parking provision to serve a wide range of conflicting public needs. Based on known development demands, current provision of on and off street parking will not meet future demand and could compromise the effectiveness of the district's town centres. Measures to mitigate and effectively manage future parking provision will therefore need to be considered in strategic planning by both WSCC and MSDC.
 - (b) The effectiveness of the East Grinstead Controlled Parking Zone (CPZ) may be compromised as demand exceeds supply, so measures to address these issues, and a potential extension, will need to be considered by WSCC.
 - (c) The County Council may consider the introduction of a controlled parking zone in Burgess Hill to mitigate congestion and support sustainable transport plans as a result of the Burgess Hill Growth project.
 - (d) There is evidence of key locations within each town being impacted by neighbourhood businesses and services creating peak time demand for parking which exceeds supply, therefore compromising the effectiveness of current provision. This includes the Victoria Industrial Estate, Burgess Hill and the Queen Victoria Hospital, East Grinstead.
 - (e) Whilst there is evidence of a number of workplace transport plans in place, there is limited evidence that these are being monitored, which raises questions about their effectiveness and makes it difficult to draw any conclusions on whether stated intentions are reducing demand for parking and car reliance.
 - (f) Parking provision needs to be considered against the various planning, transport and growth strategies in place, and/or being developed, to improve sustainable transport options, whilst balancing the current over-reliance on cars in the area due to its rural nature and the frequency of public transport services.
10. The evidence provided from the reports will guide the strategic direction for the Council when refreshing the Parking Strategy in 2019/ 2020.

Preparing for the Parking Strategy Refresh 2020

11. The refresh work to the Parking Strategy will set the future strategic direction for the delivery of off street parking provision by the Council supporting other key strategies such as the District Plan and the Economic Development Strategy.
12. An internal corporate officer working group will be set up in early 2019/20 to support the work of a Member Working Group which will be set up in June 2019 to guide and steer the work. The proposed terms of reference for this group can be found at Appendix C.

13. Refreshing the Parking Strategy provides the Council with an opportunity to consider the future strategic direction of the District's car park portfolio, considering how it needs to respond to growing demand and the future economic requirements of the town and parish centres. It will explore the different approaches available to ensure parking provision across the district is fit for purpose into the future.
14. The table below provides an indicative timeline for the proposed development of the Parking Strategy. A more detailed timeline will be worked up and regular updates will be reported to this Scrutiny Committee.

	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20
EG & BH RSA's and proposed next steps to MT /Board																	
HH RSA Commissioned																	
EG & BH RSA's and proposed next steps to Scrutiny																	
HH Parking Study Preparation																	
HH Parking Study to Scrutiny (tbc)																	
Parking Strategy Consultants Commissioned																	
Parking Strategy Members' working group established																	
Parking Strategy Preparation																	
Parking Strategy Consultation																	
Parking Strategy Sign off Process																	
Parking Strategy Adopted																	

15. It is proposed that £70k from specific reserves is allocated in the 2019/20 budget to support the delivery of the Parking Strategy actions and this has been included in the Corporate Plan and Budget for 2019/20.

Conclusions

16. The Burgess Hill and East Grinstead Road Space Audits have provided a valuable evidence base from which to start shaping the future strategic direction of Parking Services in Mid Sussex; and the forthcoming Haywards Heath Parking Study will complete this evidence base. This will provide a detailed picture of current and future potential issues.
17. The studies have concluded that, based on the projected levels of growth in the district over the coming years, current on and off-street parking provision will be insufficient to meet demand.
18. The forthcoming Parking Strategy will focus on how this Council, and WSCC (as the Highways Authority) work together to respond to this challenge, to ensure the Council's car park portfolio supports planned, sustainable growth in line with the Council's key strategic priorities particularly in the Economic Development Strategy, the Sustainability Strategy and the District Plan.
19. A Member Working Group will be set up in June 2019 to guide and steer this work.

Appendix A: RSA Conclusions – Burgess Hill

The table below summaries the key actions to be taken from the first phase of the Burgess Hill Road Space Audit;

Action	Solution	Agency
Coordinated approach to strategic decision making impacting BH growth	As WSCC & MSDC sustainable transport packages and strategies come on line, ensure parking is integrated into those conversations at all levels.	WSCC & MSDC
Increased demand for on street parking as a result of town centre development and increased population	<p>Potential to introduce a CPZ around the town centre and railway stations: to manage resident, business and worker demand for parking balanced with restricted free parking serving town centre businesses.</p> <p>To be developed alongside off street provision and policies to ensure a combined strategic approach.</p>	<p>WSCC</p> <p>Operational impact for MSDC in terms of enforcement and administration of CPZ</p>
Parking Strategy: Review MSDC off street parking provision	<p>Manage the current and future demand for off street parking to meet projected levels of growth; balancing MSDC land asset management and preserving MSDC revenue in the long term.</p> <p>Detailed review of off street tariff structure and stay length designation by location with a view to considering the introduction of a differential tariff structure to maximise provision of space for facilities vs reducing car journeys</p> <p>Resource compliance-monitoring to ascertain the effectiveness of enforcement with vehicles staying for the correct time in car parks that may impact capacity availability</p> <p>(The above may form a town specific Parking Management Plan to be developed alongside on-street policies to ensure a combined strategic approach.)</p> <p>Invest in intelligence-led transport systems to inform traffic flows, road & car park space availability to reduce unnecessary journeys.</p>	<p>MSDC</p> <p>MSDC</p> <p>MSDC</p> <p>MSDC & WSCC</p> <p>MSDC & WSCC</p> <p>MSDC</p>

Action	Solution	Agency
	<p>Regular review of all MSDC policies to ensure the impact of parking demand / provision as a result of planned and permitted development is considered in a strategic way.</p> <p>Work with WSCC and the private sector to develop a Parking Management Plan for the Victoria Industrial Estate; managing demand for worker parking vs mitigation with sustainable transport policies.</p>	MSDC & WSCC
Monitor impact of private sector travel plans	Ensure business demand for parking is mitigated by sustainable transport policies and provision.	WSCC

Appendix B: RSA Conclusions – East Grinstead

Action	Solution	Agency
Increased demand for on street parking as a result of forecasted development and economic growth	<p>Review of existing CPZ provision to minimise conflict of users, consider enforcement hours and capacity to ensure fit for purpose.</p> <p>Review potential to extend the CPZ into outlying areas to manage the demand for free, all day parking impacting residential areas.</p> <p>Fully resource compliance monitoring to ascertain the effectiveness of enforcement for vehicles within the CPZ to fully understand capacity availability</p> <p>To be considered alongside off street policies to ensure a combined strategic approach.</p>	Operational impact for MSDC in terms of enforcement and administration of CPZ
Parking Strategy: Review MSDC off street parking provision	<p>Manage current and future demand for off street capacity to meet projected growth; balancing MSDC land asset management and preserving MSDC revenue in the long term.</p> <p>Detailed review of off street tariff structure and stay length designation by location with a view to considering the introduction of a differential tariff structure to maximise provision of space for facilities vs reducing car journeys</p> <p>Resource compliance monitoring to ascertain the effectiveness of enforcement with vehicles staying for the correct time in car parks that may impact capacity availability</p> <p>(The above may form a Parking Management Plan to be developed alongside on street policies to ensure a combined strategic approach.)</p> <p>Invest in intelligence led transport systems to inform traffic flows, road & car park space availability to reduce unnecessary journeys.</p> <p>Regular review of all MSDC policies to ensure the impact on parking demand / provision as a result of development is considered in a strategic way.</p>	<p>MSDC</p> <p>MSDC</p> <p>MSDC</p> <p>MSDC & WSCC</p> <p>MSDC & WSCC</p> <p>MSDC</p>

Action	Solution	Agency
Monitor impact of private sector travel plans	Ensure business demand for parking is mitigated by sustainable transport policies and provision	WSCC
Strategic improvements to the sustainable transport network	Provision of effective networks to provide a viable alternative for car usage	WSCC

Appendix C: Draft Terms of Reference for the Member Steering Group

The aim of the Parking Strategy Member Steering Group is:

To provide political oversight and guidance in relation to the development and delivery of the Parking Strategy Refresh (2020 – 2030).

The Role of the Members' Steering Group is to:

- Oversee the development of a strategy for managing the provision of off-street car parking and the Council's car park estate.
- Act as the Task and Finish Group for the development of the Parking Strategy Refresh.
- Provide advice and guidance to the Scrutiny Committee for Customer Services and Services Delivery

Membership shall comprise:

- Chair – From the Scrutiny Committee for Customer Services and Service Delivery
- Mid Sussex District Council:
 - Portfolio Holder for Service Delivery (observer capacity)
 - Portfolio Holder for Economic Growth (observer capacity)
- Five additional Members from the Scrutiny Committee for Customer Services and Service Delivery
- Supporting Officers:
 - Assistant Chief Executive - MSDC
 - Divisional Leader for Contracts & Commercial Services - MSDC
 - Business Unit Leader – Parking Services – MSDC
 - MSDC Officers as required to present topics for discussion
 - WSCC to inform strategic on –street provision

Meeting frequency:

The Members' Steering Group will meet bi-monthly with additional meetings held if necessary with the agreement of the Chair. It is anticipated that 4 - 5 meetings will be convened, to inform the development of the Parking Strategy refresh.

Central and South Mid Sussex County Local Committee

School Place Planning in West Sussex

12 June 2019

Report by Head of School Organisation, Capital Planning & Transport

1. Background:
 - 1.1 Forecasting pupil numbers is based on a number of factors, such as birth data, migration trends and on anticipated future housing numbers but is also affected by parental preference and where parents seek to send their children. However, it is by no means an exact science and data is continually reviewed to ensure the latest evidence is incorporated; usually following the updates from school census returns. As a result, planning for school places is based on probabilities and not certainties and while pupil forecasts are derived from sound methodology, they come without absolute guarantees.
 - 1.2 Headteachers in each of the 24 school locality areas across West Sussex receive at least an annual update from officers in School Organisation & Development and Admissions on the pupil predictions for their area that looks forward for primary schools some 5 years.
 - 1.3 Details of the County Council's approach to School Place Planning is published in the report 'Planning School Places 2019' which is published at the start of each calendar year. The report can also be found at: <https://www.westsussex.gov.uk/about-the-council/policies-and-reports/school-policy-and-reports/planning-school-places/>
 - 1.4 In October 2018, across West Sussex there were 113,930 pupils but there were 127,323 places available, i.e. over 13,000 surplus places. The level of provision differs by locality but national guidance suggests a 'buffer' of 5% surplus is helpful to allow for some parental preference and late movers in to an area.
 - 1.5 In the Mid Sussex area, (Oct 2018) the level of occupancy was as follows:

Area	Primary	Secondary
Burgess Hill	90%	83%
East Grinstead	93%	89%
Hassocks	97%	92%
Haywards Heath	93%	83%

Questions are often asked

1. *How can we be reasonably confident about the provision of places between 2019 and, say, 2022 given the level of housebuilding that has been, and continues, to go on?*

The forecasts (attached) are showing an underlying fall in the demand for YR places with a decline from approximately 650 children a year to 600 children per year in the base projection by 2023/4 (based on population estimates from the Office of National Statistics). However the quantity of housing impacts on these figures with a forecast for Pupil Product Ratio (the number of children anticipated from new housing) of approximately 100 children per year creating demand for approximately 700 places in the longer term. Haywards Heath schools currently supply 703 places per year. This is potentially very tight but, as with the growth spurt from 2012, we are in a fortunate position that there is some latent capacity within many of the outlying schools, who are generally keen to take over numbers when they can to help with their revenue budgets. When Hurst Farm Primary (a new DfE funded Free School) is opened then we will have enough capacity creating a 5%+ buffer to allow for demographic changes and parental preference. The Audit Commission suggest a 5% buffer is optimum for school places across a locality.

2. *Who is responsible for creating extra places or new schools?*

West Sussex County Council has the responsibility for school place planning in its area. However, to do so, it requires regular assessments of projected pupil need and existing school capacity. WSCC will consider expanding existing provision but the opportunity to secure whole new schools (all of which must be academies) through either S106 contributions secured from housing developers or through the DfE's Free School Programme will be considered. Before any new school was considered, there would need to be agreement that existing provision could not expand further and that a whole new school was needed to meet long term growth in pupil numbers.

Additionally, a review of whether demand comes from the local area or further away would be undertaken. In some instances, children can secure a place at a school that is not their nearest or catchment school. Where there is increased demand for a particular school it can mean that applications are prioritised in accordance with the admissions policy for a school and typically those living nearest will often secure places whilst those living further away.

3. *Who provides Free Schools?*

The Department for Education (DfE) award Free Schools to successful Multi Academy Trusts and provide the organisation/funding to deliver them. In 2017, the DfE announced a new primary school at Hurst Farm, Haywards Heath. West Sussex County Council are in regular discussions

with the DfE about progress of delivering the Free Schools awarded in West Sussex.

Graham Olway

Head of School Organisation, Capital Planning & Transport

Contact: Vanessa Cummins – School Planning Officer (North)

vanessa.cummins@westsussex.gov.uk – 033 022 23046

Appendices

Appendix A – Planning Area Profile Report - Primary

Appendix B - Planning Area Profile Report - Secondary

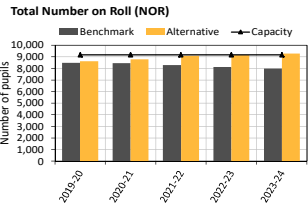
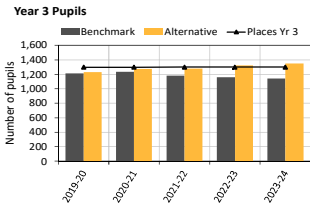
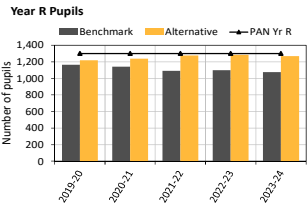
Background Papers

None

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edge-ucate Planning Area Profile Report - Primary

Burgess Hill, Hassocks and Haywards Heath



Academic Year	First Pref. Yr R	First Pref. Yr 3
2016-17	1,211	173
2017-18	1,235	191
2018-19	1,206	187

Academic Year	School Year Group							KS1 Yrs R-2	KS2 Yrs 3-6	Total NOR Yrs R-6	Capacity Yrs R-6	PAN Yr R	PAN Yr 3	Places Yr 3
	Yr R	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6							

Benchmark scenario: Base Projection

2016-17 (January)	1,189	1,269	1,258	1,184	1,173	1,132	1,082	3,716	4,571	8,287	9,189	1,300	180	1,268
2017-18 (January)	1,234	1,205	1,270	1,265	1,173	1,170	1,128	3,709	4,736	8,445	9,166	1,300	180	1,268
2018-19 (October)	1,186	1,240	1,219	1,264	1,250	1,167	1,174	3,645	4,855	8,500	9,207	1,303	180	1,303
2019-20	1,164	1,186	1,240	1,214	1,264	1,250	1,167	3,590	4,895	8,485	9,177	1,303	210	1,298
2020-21	1,144	1,164	1,186	1,235	1,214	1,264	1,250	3,494	4,963	8,457	9,177	1,303	180	1,298
2021-22	1,091	1,144	1,164	1,181	1,235	1,214	1,264	3,399	4,894	8,293	9,177	1,303	180	1,301
2022-23	1,101	1,091	1,144	1,160	1,181	1,235	1,214	3,336	4,790	8,126	9,177	1,303	180	1,301
2023-24	1,077	1,101	1,091	1,140	1,160	1,181	1,235	3,269	4,716	7,985	9,177	1,303	180	1,301

Alternative scenario: Using migration factors and PPRs

2016-17 (January)	1,189	1,269	1,258	1,184	1,173	1,132	1,082	3,716	4,571	8,287	9,189	1,300	180	1,268
2017-18 (January)	1,234	1,205	1,270	1,265	1,173	1,170	1,128	3,709	4,736	8,445	9,166	1,300	180	1,268
2018-19 (October)	1,186	1,240	1,219	1,264	1,250	1,167	1,174	3,645	4,855	8,500	9,207	1,303	180	1,303
2019-20	1,220	1,213	1,264	1,228	1,271	1,263	1,183	3,697	4,945	8,642	9,177	1,303	210	1,298
2020-21	1,239	1,247	1,236	1,273	1,235	1,283	1,278	3,722	5,069	8,791	9,177	1,303	180	1,298
2021-22	1,277	1,303	1,305	1,280	1,312	1,279	1,328	3,885	5,199	9,084	9,177	1,303	180	1,301
2022-23	1,287	1,309	1,332	1,321	1,292	1,330	1,300	3,928	5,243	9,171	9,177	1,303	180	1,301
2023-24	1,268	1,324	1,342	1,351	1,335	1,313	1,353	3,934	5,352	9,286	9,177	1,303	180	1,301

Difference

2019-20	56	27	24	14	7	13	16	107	50	157				
2020-21	95	83	50	38	21	19	28	228	106	334				
2021-22	186	159	141	99	77	65	64	486	305	791				
2022-23	186	218	188	161	111	95	86	592	453	1,045				
2023-24	191	223	251	211	175	132	118	665	636	1,301				

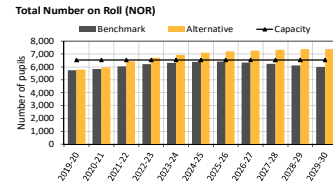
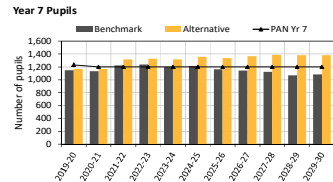
Notes:

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edge-ucate Planning Area Profile Report - Secondary

Haywards Heath, Burgess Hill and Hassocks



Academic Year	First Pref. Yr 7
2016-17	967
2017-18	1,157
2018-19	1,153

Academic Year	School Year Group								KS3 Yrs 7-9	KS4 Yrs 10-11	KS5 Yrs 12-14	Total NOR Yrs 7-14	Capacity Yrs 7-14	PAN Yr 7
	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12	Yr 13	Yr 14						

Benchmark scenario: Base Projection

2016-17 (January)	1,036	1,043	1,020	980	974	191	177	0	3,099	1,954	368	5,421	6,523	1,200
2017-18 (January)	1,071	1,033	1,034	1,017	953	179	159	0	3,138	1,970	338	5,446	6,542	1,200
2018-19 (October)	1,105	1,067	1,021	1,031	1,009	195	148	0	3,193	2,040	343	5,576	6,586	1,230
2019-20	1,146	1,105	1,067	1,021	1,031	198	164	0	3,318	2,052	362	5,732	6,542	1,230
2020-21	1,132	1,146	1,105	1,067	1,021	204	166	0	3,383	2,088	370	5,841	6,542	1,230
2021-22	1,223	1,132	1,146	1,105	1,067	201	172	0	3,501	2,172	373	6,046	6,542	1,230
2022-23	1,237	1,223	1,132	1,146	1,105	209	169	0	3,592	2,251	378	6,221	6,542	1,230
2023-24	1,197	1,237	1,223	1,132	1,146	204	176	0	3,657	2,278	380	6,315	6,542	1,230
2024-25	1,211	1,197	1,237	1,223	1,132	207	172	0	3,645	2,355	379	6,379	6,542	1,230
2025-26	1,164	1,211	1,197	1,237	1,223	198	174	0	3,572	2,460	372	6,404	6,542	1,230
2026-27	1,144	1,164	1,211	1,197	1,237	215	166	0	3,519	2,434	381	6,334	6,542	1,230
2027-28	1,124	1,144	1,164	1,211	1,197	226	181	0	3,432	2,408	407	6,247	6,542	1,230
2028-29	1,070	1,124	1,144	1,164	1,211	209	190	0	3,338	2,375	399	6,112	6,542	1,230
2029-30	1,082	1,070	1,124	1,144	1,164	222	175	0	3,276	2,308	397	5,981	6,542	1,230

Alternative scenario: Using migration factors and PPRs

2016-17 (January)	1,036	1,043	1,020	980	974	191	177	0	3,099	1,954	368	5,421	6,523	1,200
2017-18 (January)	1,071	1,033	1,034	1,017	953	179	159	0	3,138	1,970	338	5,446	6,542	1,200
2018-19 (October)	1,105	1,067	1,021	1,031	1,009	195	148	0	3,193	2,040	343	5,576	6,586	1,230
2019-20	1,169	1,121	1,075	1,035	1,034	198	164	0	3,365	2,069	362	5,796	6,542	1,230
2020-21	1,168	1,185	1,129	1,089	1,038	204	166	0	3,482	2,127	370	5,979	6,542	1,230
2021-22	1,315	1,222	1,227	1,174	1,118	202	171	0	3,764	2,292	373	6,429	6,542	1,230
2022-23	1,329	1,337	1,236	1,246	1,181	215	170	0	3,902	2,427	385	6,714	6,542	1,230
2023-24	1,315	1,355	1,354	1,258	1,256	215	181	0	4,024	2,514	396	6,934	6,542	1,230
2024-25	1,355	1,338	1,369	1,374	1,265	223	180	0	4,062	2,639	403	7,104	6,542	1,230
2025-26	1,334	1,371	1,347	1,383	1,377	218	187	0	4,052	2,760	405	7,217	6,542	1,230
2026-27	1,368	1,350	1,379	1,360	1,386	238	183	0	4,097	2,746	421	7,264	6,542	1,230
2027-28	1,387	1,383	1,357	1,393	1,363	249	200	0	4,127	2,756	449	7,332	6,542	1,230
2028-29	1,381	1,400	1,389	1,369	1,393	234	209	0	4,170	2,762	443	7,375	6,542	1,230
2029-30	1,381	1,389	1,401	1,396	1,366	249	197	0	4,171	2,762	446	7,379	6,542	1,230

Difference

2019-20	23	16	8	14	3	0	0	0	47	17	0	64		
2020-21	36	39	24	22	17	0	0	0	99	39	0	138		
2021-22	92	90	81	69	51	1	-1	0	263	120	0	383		
2022-23	92	114	104	100	76	6	1	0	310	176	7	493		
2023-24	118	118	131	126	110	11	5	0	367	236	16	619		
2024-25	144	141	132	151	133	16	8	0	417	284	24	725		
2025-26	170	160	150	146	154	20	13	0	480	300	33	813		
2026-27	224	186	168	163	149	23	17	0	578	312	40	930		
2027-28	263	239	193	182	166	23	19	0	695	348	42	1,085		
2028-29	311	276	245	205	182	25	19	0	832	387	44	1,263		
2029-30	299	319	277	252	202	27	22	0	895	454	49	1,398		

Notes:

There are five secondary schools in Haywards Heath, Burgess Hill and Hassocks contained in this forecast:- Warden Park Academy, Oathall Community College, St Paul's Catholic College, The Burgess Hill Academy and Downlands Community School

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