

Public Document Pack


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24 February 2020

A meeting of the Central and South Mid Sussex County Local Committee will be held at 7.00 pm on Tuesday, 3 March 2020 at Court Bushes Community Hub, Willow Way, Hurstpierpoint, West Sussex, BN6 9TH

Tony Kershaw
Director of Law and Assurance

Your local County Councillors



Andrew Barrett-Miles
Burgess Hill
North



Pete Bradbury
Cuckfield
& Lucastes



Joy Dennis
Hurstpierpoint
& Bolney



Stephen Hillier
Haywards
Heath East



Anne Jones
Burgess Hill
East



Andrew Lea
Lindfield &
High Weald



Kirsty Lord
Hassocks &
Burgess Hill
South



Sujan Wickremaratchi
Haywards
Heath Town

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

Prior to the Main meeting we invite you to come along and find out about: Becoming a County Councillor.

From 6pm to 6.45pm Officers and County Councillors will explain how to become a County Councillor, what does it involve, are you eligible and answer any questions you may have.

7.00 pm 1. **Welcome and introductions**

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

- 7.05 pm 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.
- 7.05 pm 3. **Minutes** (Pages 5 - 12)
- To confirm the minutes of the meeting of the Committee held on 12 November 2019 (cream paper).
- 7.10 pm 4. **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 5. **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.
- 7.30 pm 6. **Progress Statement** (Pages 13 - 18)
- The document contains brief updates on statements of progress made on issues raised at previous meetings. The Committee is asked to note the report.
- 7.50 pm 7. **Community Highway Schemes** (Pages 19 - 24)
- Information Report attached that details the outcomes of the 2019 Community Highway Scheme applications and assessments.
- 8.00 pm 8. **Central and South Mid Sussex Community Initiative Funding (CSMS07(19/20))** (Pages 25 - 32)
- Report by the Director of Law and Assurance.
- The report summarises the Community Initiative Funding applications received via The West Sussex Crowd and the Micro Fund. The Committee is invited to consider the applications and pledge funding if appropriate.

8.20 pm 9. **Report of Urgent Action**

The Committee is asked to note that the Director of Law and Assurance, in consultation with the Chairman of the Central and South Mid Sussex County Local Committee and the Chairman of the Performance and Finance Scrutiny Committee, has used his delegated powers under Standing Order 3.45 to approve the following Community Initiative Fund application:

461/CSMS – The Escape Youth Club, 'Opening costs', £750.00 – towards purchasing start-up equipment for the youth club launch.

Background Papers

[Letters from the Director of Law and Assurance to the Chairman of the Central and South Mid Sussex County Local Committee and the Chairman of the Performance and Finance Scrutiny Committee dated 7 February 2020 which were published as part of decision CSMS06\(19/20\)](#)

Contact Adam Chisnall, 033 022 28314

8.30 pm 10. **Date of Next Meeting**

The next meeting of the Committee will take place at 7.00 pm on Monday 15 June 2020 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 November 2019 – At a meeting of the Committee at 7.00 pm held at Albourne Village Hall, The Street, Albourne, BN6 9DH.

Present:

Mrs Jones (Chairman) (Burgess Hill East;), Mrs Dennis (Hurstpierpoint & Bolney;), Mr Barrett-Miles (Burgess Hill North;), Mr Hillier (Haywards Heath East;), Ms Lord (Hassocks & Burgess Hill South;) and Mr Wickremaratchi (Haywards Heath Town;)

Apologies were received from Mr Bradbury (Cuckfield & Lucastes;) and Mr Lea (Lindfield & High Weald;)

Also in attendance: Mr Jupp (Cabinet Member for Education and Skills)

Officers in attendance: Adam Chisnall (Democratic Services Officer), Gulu Sibanda (Principal Community Officer) and Richard Speller (Area Highways Manager)

13. Election of Chairman

13.1 Mr Chisnall informed the Committee that Mr Bradbury had decided to stand down as Chairman of the Committee. The Committee was asked to elect a new Chairman for the remainder of the 2019/20 municipal year.

13.2 Resolved – That:

- Mrs Jones is elected as Chairman of the Central and South Mid Sussex County Local Committee for the remainder of the 2019/20 municipal year.
- Mrs Dennis is elected as Vice-Chairman of the Central and South Mid Sussex County Local Committee for the remainder of the 2019/20 municipal year.

14. Welcome and introductions

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

14.2 The Chairman noted the high level of public attendance to discuss Woodlands Meed and agreed to allow time at the start of the meeting for a discussion.

14.3 The Chairman introduced Mr Jupp who had been recently appointed as Cabinet Member for Education and Skills. Mr Jupp confirmed that he was aware of the current situation with Woodlands Meed and that he was due to attend the school and college to see the daily operation in person.

Mr Jupp explained that he was catching up on the backlog of history with Woodlands Meed and was reading all correspondence.

14.4 Mr Jupp explained that his role was to understand educational requirements and needs across the whole county. The Progress Statement outlined the review that was due to take place for Woodlands Meed, with a decision expected in early January.

14.5 The Chairman confirmed that Woodlands Meed had been added to the 4 December agenda of the Children and Young People's Services Select Committee where external witnesses would be invited.

14.6 The Chairman invited questions from the public.

- A pupil spoke about the current arrangements at the school and how the teachers were doing their best despite the issues with the building, such as the lack of hot water. The Council were asked to honour the promises that were previously made. – *Mr Jupp thanked the pupil for their comments and confirmed that he would be attending to school to look at the facilities personally.*
- A member of the Complete Woodlands Meed group confirmed that they would continue to fight for the school to ensure their children would not be let down, as she felt that the school was unable to meet its statutory duty. Questions had been submitted in advance of the meeting concerning the draft Special Educational Needs and Disabilities (SEND) and Inclusion Strategy, which did not refer to Woodlands Meed; provisions for post 16 SEND pupils; details on cost, risks and challenges; and clarity on how the Council would deliver on the promise made to the Department for Education on provision and compliance with statutory obligations. A response had been received, but it was felt that the questions had not been satisfactorily answered.
- Queried what had happened to the funds from the sale of the Court Meadow site. – *Mr Jupp confirmed that the site was up for sale, but had not been sold. Mr Jupp resolved to investigate what would happen with the funds on sale completion.*
- A parent applauded the staff at the school for their work. The parent expressed the specific challenges faced by parents of special needs children and their need to be an advocate. An example was given of children using wheelchairs who were required to use specialist frames to stand, which led to the child being stuck inside and at a disadvantage compared to other students.
- A parent expressed concerns with the site, and gave examples of situations where hygiene was compromised. Teaching in huts could raise issues with overheating which could cause issues for vulnerable children. Children were also required to leave the site to attend classes at other facilities, which impacted their attendance in lessons.
- An attendee highlighted the assurances previously given by Mr Burrett, former Cabinet Member for Education and Skills, and queried why a review was required and stressed the need to honour the assurances given. – *Mr Jupp responded that he understood the upset in the room and explained that the plans were a large project and that the initially estimated costs could be inaccurate as the*

costs were likely to increase. Mr Jupp confirmed that his role was to ensure that all children in the County had their Special Educational Needs (SEN) met.

- The Chair of Governors confirmed that they had submitted questions in advance of the meeting concerning the proposal to open a new SEN Free School in place of Woodlands Meed and concerns with the adherence to the Seven Principles of Public Life. The Chair of Governors rejected the received responses which she considered misleading. – *The Chairman confirmed that she had spoken with the Director of Education and Skills who had denied the plans for the proposed free school. Mr Jupp resolved to look into the issue and noted that The Chair of Governors was due to meet with the Director of Education and Skills and resolved to try and attend the meeting if possible.*
- The Chair of Governors gave examples of consultants' opinions that the required school could be built for £20m and felt that if this was not the case the Council needed to be transparent with the reasons why.
- The Chair of Governors made it clear that the completion of Woodlands Meed was not linked to school numbers, it was linked to the unsuitable facilities and the failure to comply with Ofsted statutory duties. A list included 20 issues where buildings did not meet requirements.
- Attendees in the room raised concerns regarding the needs of children, maintaining childrens' dignity, the delay in the new school, and the lack of trust with the County Council. Attention was drawn to the 4000 signature petition for the school which had been voted down at a full council meeting. The public felt there was no excuse not to deliver the agreed plan and felt that the proposed review was not required. The public had avoided going to the media as they had no wish to embarrass the Council. Mr Jupp was asked to provide a press release on plans for the new school.
- The Public noted the upcoming Select Committee meeting and requested that the meeting be held in Horsham to assist with their attendance. – *Members resolved to ask the Chairman of the Select Committee to move the meeting to Horsham.*

14.7 The Chairman confirmed that she would be meeting with the Chair of Governors at the school and expressed the importance of being well informed and working with Mr Jupp. The Chairman noted the need for urgency and supported the opinion that a review of the plans was not necessary. The Chairman had been present at two project board meetings since being appointed to the board and felt there should have been more.

14.8 Members of the Committee spoke about the plans and expressed personal disappointment and shame with the delays and admitted they were embarrassed to represent the Council on this issue. The delays were unacceptable and the County Council's priority to provide the best start in life for children should be honoured. The children deserved adequate facilities. Members confirmed they had continued to ask questions at full council on the matter, and acknowledged that the new Leader of the County Council had been asked to respond on issues for the school. Money had been committed as part of the Capital Programme, and any additional money that was required to complete should be allocated.

14.9 Members gave personal accounts to emphasize they understood the particular fighting that was required by parents of SEN children. Assurances were given to the attendees that Members had been continually working to keep the Woodlands Mead agenda on track and that they were angry with the lack of progress. The members asked that Mr Jupp note the seriousness of the concerns raised and that he emphasized the priority to his Cabinet colleagues.

14.10 The Chairman thanked the attendees for coming to the meeting and raising their concerns.

15. Declarations of Interest

15.1 Mr Hillier declared a prejudicial interest as the Mid Sussex District Council Cabinet Member for Economic Growth in relation to the Hassocks Parish Council Parking Review 2019 agenda item. Mr Hillier left the room for this agenda item.

15.2 Mr Wickremaratchi declared a personal interest as the Senior Adviser to the Cabinet Member for Highways and Infrastructure in relation to the Hassocks Parish Council Parking Review 2019 agenda item.

16. Minutes

16.1 Resolved – that the minutes of the meeting held on 12 June 2019 be approved as a correct record and signed by the Chairman.

17. Hassocks Parish Council Parking Review 2019 (CSMS03 (19/20))

17.1 The Committee considered a report by the Director of Highways, Transport and Planning (copy appended to the signed minutes).

17.2 Mr Speller introduced the report and explained that Hassocks Parish Council had picked up the review and had developed the scheme and put it out for advertisement. The review had received many responses, and many of the objections had been ratified. Mr Speller confirmed that other alternatives had been considered, including park and ride and additional car parks. Whilst the County Council would support these alternatives, however it was noted that they would require significant investment.

17.3 The Chairman welcomed Mr Weir, Chairman of Hassocks Parish Council, to talk through the scheme. Mr Weir explained that the scheme had been a long running exercise that covered a large area. The scheme sought to resolve traffic flow issues by addressing parking issues. The County Council had provided feedback on the scheme.

17.4 Mr Weir spoke about the objections that had been received. Some objections were linked to requests to include additional roads in the scheme; other comments were linked to the siting of passing places, which had been moved to address the concerns. Mid Sussex District Council had objections on elements of the scheme for 1 hour parking restrictions in the middle of the day which would be difficult to enforce. In response to the objection, the particular restriction had been removed

from the scheme which resolved the objection. Mid Sussex District Council were happy to enforce the restrictions in the amended scheme.

17.5 Ms Lord, Local Division Member, gave support to the proposed scheme.

17.6 The Committee made comments including those that follow.

- Raised concerns that all the objections had not been resolved and that the proposals may cause displacement issues. – *Ms Lord explained that the consultation happened in December and almost a year had passed to investigate and address the issues. The comments in the papers relating to displacement were linked to misunderstandings with the scheme. Mr Weir confirmed that the County Council had advised on displacement consideration at the start of the scheme and that work had been done to reduce displacement issues as much as possible. For example, three extra limited parking spaces had been included in an area where restrictions had been introduced.*
- Felt that the proposals may impact Mid Sussex District Council's enforcement over other areas. – *Ms Lord commented that the proposals looked to introduce parking restrictions which would help emergency and refuse vehicle access and formalise parking that drivers should already be respecting.*
- Queried the secondary project to introduce a new multi-storey car park. – *Mr Weir reported that the County Council had been approached on this as the proposed location was contaminated land which would only be available to a public body. A local resident who had been involved with the scheme confirmed that the site near the station was up for sale. The County Council had confirmed they would enable infrastructure access and a potential footbridge. Network Rail had been approached who had confirmed that they did not buy land; however if funding was secured they would maintain the site. Mr Speller confirmed that the funding would not come from the County Council, but a pitch could be made for funds from the Department for Transport.*

17.7 Resolved – That the Committee, having considered the responses to the public consultation, authorise the Director of Law and Assurance to make the proposed Traffic Regulation Order in part, as specified in section 4.9 of the report and the plans attached as Appendix D.

17.8 The decision was agreed by a majority vote of the members present.

18. **Progress Statement**

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

18.2 Mr Speller introduced the report and spoke through the highways elements of the paper. Complete schemes in the Annual Delivery Programme had been highlighted.

18.3 Mr Speller gave an update on the Traffic Regulation Order (TRO) for South Road, Haywards Heath, and explained that there had been a conflict with the Atkins report and the plans from the Town and District Council. Before work progressed on the TRO it would be important to consider the aspirations of all the involved Councils. – *Mr Wickremaratchi, Local Division Member, felt that the proposed 30 minutes parking limit for the TRO was not long enough and one hour should be considered.*

18.4 Members requested an update on the Road Space Audit. – *Mr Speller confirmed that the update within the Progress Statement was accurate and that stakeholder events would be taking place in early 2020.*

18.5 The Chairman invited questions from the public.

- A resident queried the thousands of trees felled as part of the A2300 Improvement Scheme and sought clarity on the planned replanting. – *Mrs Dennis, Local Division Member, confirmed that the level of felling had not been in the thousands. A replanting scheme was planned when the work was completed. Plans for the project would be published. Wildlife consideration had been included within the project including bird nesting periods and grass cutting timetables. The balancing pond for the project would be enlarged to improve drainage. Mr Speller added that the tree planting scheme would not be a two for one scheme.*
- A resident requested an update on the McDonalds Roundabout in Burgess Hill. – *Mr Speller confirmed that the keep clear markings on the roundabout had been refreshed, but admitted that there was no practical solution to the issues without capital investment. Mr Speller welcomed ideas on affordable options. Members proposed raising the issue with Mid Sussex District Council to see if their car park could be reconfigured to improve traffic flow.*

18.6 Resolved – That the Committee notes the progress statement.

19. **Talk With Us Open Forum**

19.1 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.

- Questions had been submitted in advance for Woodlands Mead and the A2300 which had been resolved earlier in the agenda.
- A resident had submitted a question in advance concerning the Road Space Audit for Burgess Hill and how parking in Norman Road could be addressed. – *Mr Speller explained that it was not economical to introduce a scheme for one road. Members added that the scheme would not be able to guarantee resident parking, and noted that the pressure in the area was linked to the AMEX offices. Members asked Mr Speller to explore the options for single road controlled parking zones.*
- A resident had submitted a question in advance concerning the introduction of ID checks at waste sites, and how some Burgess Hill residents had been told they had to go to East Sussex sites. The

member also queried the evidence for the decision that waste was coming from outside the county. – *Members responded that the issue was linked to boundaries and where residents paid their Council tax. Members also explained that a lot of survey work had happened prior to the decision to investigate waste from outside the County.*

- A resident raised the issue of the felled trees in Church Walk and the need to replace them. – *Mr Speller confirmed that Church Walk was part of a redevelopment plan and the trees could be considered as part of this. A member reported that a stakeholder event for this was taking place in the new year.*
- A Parish Councillor queried if Cuckfield could be included in the Road Space Audit. – *Mr Speller queried why they would want to be included as the result would likely be a large controlled parking zone. It was proposed that Cuckfield consider the approach taken by Hassocks Parish Council in the earlier agenda item, or look to resolve any identified issues with a TRO.*
- A resident reported that they were opening the Escape Youth Club in Park Centre and queried who was in charge of the building which required refurbishment. – *Members offered their support to the project and explained that not all of the land belonged to the trust. Different areas of the site aligned with different areas of the Council.*

20. Central and South Mid Sussex Community Initiative Funding (CSMS04 (19/20))

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

20.2 Resolved -

(a) That the following grants be made:

404/CSMS - Community Transport Sussex, £750, towards the production and distribution of 'legacy packs' to attract end of life donations from current members.

424/CSMS – Poynings Parish Council, £725, towards a village sign post replacement.

(b) That the following pledge be deferred:

425/CSMS - Hurstpierpoint Players, 'The Big Push'. The Committee requested clarity on the project costs.

21. Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies (CSMS05 (19/20))

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

21.2 Resolved – that the following nomination for appointment under the 2012 Regulations be approved:

- Mrs Christine Davies to Holy Trinity CE Primary School, Cuckfield for a four year term

22. **Date of Next Meeting**

22.1 The Committee noted that the next meeting would take place on Tuesday 3 March 2020 at a venue to be confirmed.

Chairman

The meeting closed at 9.35 pm

Central and South Mid Sussex County Local Committee

3 March 2020

Progress Statement

Woodlands Meed

Independent condition, and accessibility and sufficiency surveys were commissioned and have now been completed and reports have been received. These are currently being reviewed by the County Council and the school. A series of meetings have been agreed and jointly the school and the County Council will move forward with the delivery of a new school for 100 pupils who have need of a SEND Education.

Haywards Heath Sixth Form Provision

There was a small fire on the site at the end of January 2020. The Press Release issued by the Chichester College Group was as follows:

A small fire at Haywards Heath College is now contained. We can confirm that there were no staff or students on the site (which is currently not operational) and there are no reported injuries. There is now an investigation underway working with West Sussex Fire & Rescue Service. We understand that the fire started in a small dance pod. We continue to work closely with the site owner (The Department for Education) and the contractors (Kier) who were carrying out work on the site ahead of its opening in September 2020.

Plans for the demolition of the old building and the renovations of the College continue and the College has held a number of successful Open Days for parents and prospective students to visit.

The College remains on track to open in the autumn of 2020.

Directorate of Highways, Transport and Planning

Progress Update on A2300 Improvements Scheme for the Central and South Mid Sussex CLC

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.

The public consultation on the Traffic Regulation Orders required for the scheme was concluded in August 2019 and January 2020 respectively with no formal objections received.

Most of the vegetation and tree clearance works were completed in autumn 2019 and the remaining clearance and site enabling works will reconvene in February and expect to be completed in March/ April 2020.

The full business case was submitted to Department for Transport (DfT) in October 2019 and is currently waiting for final approvals by the government. The approval will allow the remaining £15.3m of the Local Growth Fund allocation to be released to the County Council to commence the construction.

Jackson Civil Engineering who completed the detailed design is likely to be retained to undertake the construction of the scheme. It is anticipated the construction will commence when the final approval is granted by the DfT and will take around eighteen months to complete, weather permitting.

The current timeline for the scheme is as follows:

- February to April 2020: Remaining vegetation clearance and site enabling works
- Spring 2020: Construction begins
- Winter 2021: Construction completes

Matt Davey

Director of Highways, Transport and Planning

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

Date	Agenda Item	Action	Contact	March Update
November 2019	Talk With Us	Single road controlled parking zones.	Richard Speller	Mr Speller to provide an update on the options for single road controlled parking zones.

Traffic Regulation Order (TRO) Updates

TRO Priorities- Previously Selected By Central Mid Sussex CLC	Latest Update
Northlands Ave (& other side roads), Hayward Heath	Less than 5 objections received, there will proceed direct to implementation.
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	Currently been implemented

Joint TRO Priorities for Central & South Mid Sussex CLC	Latest Update
Three TROs selected on 26.06.18	<ol style="list-style-type: none"> 1) Chanctonbury Road, Burgess Hill – Parking, Junction Protection <i>{Less than 5 objections received, there will proceed direct to implementation.}</i> 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	See agenda item
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)

**Highlighted scheme completed or substantially complete.*

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

Town / Parish	Road Name	Description of works
*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

Community Highway Schemes – Update November 2019

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 from Highways Operations (Area Teams), Highways Improvements and an Independent officer met in September and November 2019 to consider all applications for improvements schemes received by 31 July 2019. Over 36 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 14 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 2020/21. 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 21/22 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.

Future Applications

We would like to encourage online applications for new Community Highway Schemes to be considered for possible inclusion in the 2021/22 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 2020.

<https://www.westsussex.gov.uk/leisure-recreation-and-community/supporting-local-communities/apply-for-a-community-highways-scheme>

Appendices

Appendix A – Community Highway Schemes Approved - November 2019

Appendix B – Community Highway Schemes Rejected - November 2019

Appendix A - Community Highway Schemes Approved for Progression - November 2019

Division	Parish	Local Member	Scheme Name	Description	Approx Cost	CLC	Moderation Panel Comments
Chichester North	Chichester City	Jeremy Hunt	Winterbourne Road Shared Cycleway Facility	To provide a shared use facility	£30,000	South Chichester	Community scheme has been reviewed and accepted as meeting the criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will be designed in 20/21 with delivery 21/22 onwards. Delivery date will be subject to the complexity of the scheme, consultaion etc.
Lancing		Ann Bridges	Lancing Business Park - TRO	TRO- Parking	£6,000	Adur	Community scheme has been reviewed and accepted as meeting the criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will be designed in 20/21 with delivery 21/22 onwards. Delivery date will be subject to the complexity of the scheme, consultaion etc.
Chichester North	Boxgrove	Jeremy Hunt	A285 Halnaker Improvements	Various improvements to the A285 through the village.	£50,000	South Chichester	A Reduced scheme based on village gateways , dropped crossings & parking area improvement has been reviewed and accepted as meeting the criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will be designed in 20/21 with delivery 21/22 onwards. Delivery date will be subject to the complexity of the scheme, consultaion etc .
Langley Green & Ifield East	Crawley	Brenda Smith	Southwater Close Footway	Approx 15m of missing footway to connect housing estate to the network	£20,000	Crawley	Community scheme has been reviewed and accepted as meeting the criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will be designed in 20/21 with delivery 21/22 onwards. Delivery date will be subject to the complexity of the scheme, consultaion etc.
Chichester West	Fishbourne	Louise Goldsmith	Blackboy Lane footway proposals	provide new footway along western verge to join community centre with the A259 and link up with new footpath PC are providing within their own land.	£120,000	South Chichester	Community scheme has bee reviewed and accepted as meeting the criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will be designed in 20/21 with delivery 21/22 onwards. Delivery date will be subject to the complexity of the scheme, consultaion etc.
Midhurst	Rogate (Rake and Hill Brow)	Kate O'Kelly	B2070 Improvements / traffic calming	A range of proposals which include improve pedestrian and cycle facilities, change in speed limit and other community funded proposals	£175,000	North Chichester	A reduced scheme based around Bull Hill junction improvements, speed limit, dropped kerbs and footway improvements near the pub has been reviewed and accepted as meeting the criteria for progression. Subject to approval of budgets and Annual Delivery Programme these will be designed in 20/21 with delivery 21/22 onwards. Delivery date will be subject to the complexity of the scheme
Bramber	Woodmanco te	David Barling	Brighton Road, Woodmancote - new footway	Request for footway "missing link".	£50,000	Chanctonbury	Community scheme has been reviewed and accepted as meeting the criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will be designed in 20/21 with delivery 21/22 onwards. Delivery date will be subject to the complexity of the scheme, consultaion etc.
Holbrook	Horsham	Peter Catchpole	Warnham Road, Horsham - pedestrian crossing facility	Request for a pedestrian crossing facility near the Riverside Walk and Warnham Nautre Reserve	£30,000	North Horsham	Community scheme has been reviewed and accepted as meeting the criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will be designed in 20/21 with delivery 21/22 onwards. Delivery date will be subject to the complexity of the scheme, consultaion etc.

Agenda Item 7

Appendix A

Division	Parish	Local Member	Scheme Name	Description	Approx Cost	CLC	Moderation Panel Comments
Horsham Riverside	Horsham	Morwen Millson	Blackbridge Lane - Provision of pedestrian crossing facility	Either a pedestrian refuge or controlled crossing	£55,000	North Horsham	Community scheme has been reviewed and accepted as meeting the criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will be designed in 20/21 with delivery 21/22 onwards. Delivery date will be subject to the complexity of the scheme, consultation etc.
Tarring	N/A	Bob Smytherman	Tarring Area Traffic Calming	Tarring Area Traffic Calming	£70,000	Worthing	Community scheme has been reviewed and accepted as meeting the criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will be designed in 20/21 with delivery 21/22 onwards. Delivery date will be subject to the complexity of the scheme, consultation etc.
Bramber	Bramber	David Barling	Clays Hill Steyning - footway improvement	Regrade footway to provide better accessibility	£25,000	Chanctonbury	Community scheme has been reviewed and accepted as meeting the criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will be designed in 20/21 with delivery 21/22 onwards. Delivery date will be subject to the complexity of the scheme, consultation etc.
Arun East	Findon	Deborah Urqhart	Speed reduction 50 to 40mph	Reduction of speed limit from 50 to 40, including VAS replacement	£20,000	Joint Eastern Arun	Community scheme has been reviewed and accepted as meeting the criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will be designed in 20/21 with delivery 21/22 onwards. Delivery date will be subject to the complexity of the scheme, consultation etc.
East Grinstead	East Grinstead	Liz Bennett	A264 Holtze Road , footway near hospital	Construct missing section of path	£5,000	North Mid Sussex	Community scheme has been reviewed and accepted as meeting the criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will be designed in 20/21 with delivery 21/22 onwards. Delivery date will be subject to the complexity of the scheme, consultation etc.

Appendix B - Community Highway Schemes 2019 - Rejected Schemes

Division	Parish	Local Member	Scheme Name	Description	CLC	Moderation Panel Comments
Tilgate & Furnace Green	Crawley	Duncan Crow	Hawth Avenue Ped Crossing	Ped Crossing	Crawley	More evidence required, we will undertake further survey to establish demand and will be reconsidered next year. Estimated cost £150000
Horsham Hurst	Horsham	Nigel Dennis	New Street Horsham	20 mph zone	North Horsham	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process. limited benefit due to average speeds already below 20
East Worthing	N/A	Roger Oakley	Ham Road One way plug	Ham Road One way plug	Worthing	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process. Concerns about increase in journey time and effect on local residents, suggest investigate HGV ban .
Holbrook	North Horsham	Peter Catchpole	North Heath Lane, North Horsham	Request for a pedestrian crossing facility to aid crossing busy road. Adjacent to Riverside Walk, parish church and pub nearby.	North Horsham	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process. Check with signals team if feasible
* Haywards Heath	Haywards Heath	Pete Bradbury	Harland School	coloured crossing	Central & South Mid Sussex	No practical scheme identified.
Bramber	Ashurst	David Barling	Horsham Road, Ashurst	Request for VAS to control speeding	Chancetonbury	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Henfield	Shermanbury	Lionel Barnard	A281 Brighton Road footway provision	Provide a footway linking new development to existing infrastructure	Chancetonbury	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Bramber	Steyning	David Barling	High Street Steyning - Planters	Provide and install planters to improve street scene	Chancetonbury	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Storrington	Storrington	Paul Marshall	Manleys Hill, Storrington	Request to signalise and provide ped crossing facility junction Manleys Hill with School Hill and High Street.	Chancetonbury	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Northgate West Green	Crawley	Karen Sudan	London Road Ped Crossing	Controlled crossing outside leisure park	Crawley	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Pound Hill	Crawley	Richard Burrett	The Ridings - Crossing	Controlled Crossing	Crawley	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Three Bridges	Crawley	Brenda Burgess	Stephenson Way Traffic Calming	Traffic Calming	Crawley	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Arun West	Yapton	Jacky Pendleton	New Cycling facilities to existing carriageway	Upgrade existing, no through route section of carriageway to include cycling facilities	Joint West Arun	Awaiting planning application , check with Cycle Team if this is on the cycle network prog
Billingshurst	Billingshurst	Amanda Jupp	Adversane Crossroads	Village speed limit reduction to 30mph with Gateway or other engineering features.	North Horsham	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Tarring	N/A	Bob Smytherman	Wiston Ave & St Lawrence Road School Wig Wags	Wiston Ave & St Lawrence Road School Wig Wags	Worthing	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Broadwater	N/A	Bryan Turner	Congreve Road Traffic Calming	Congreve Road Traffic Calming	Worthing	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Northbrook	N/A	Sean McDonald	Fulbeck Avenue Traffic Calming	Fulbeck Avenue Traffic Calming	Worthing	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Worth Forest	Balcombe	Bill Acraman	Balcombe Village enhancements	Village Enhancements	North Mid Sussex	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
* Hurstpierpoint & Bolney	Hurstpierpoint	Joy Dennis	High street Complex TRO	High street Complex TRO	Central & South Mid Sussex	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
* Hurstpierpoint & Bolney	Albourne	Joy Dennis	B2116 complex TRO	Tro Speeding/ HGVs	Central & South Mid Sussex	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
* Hassocks & Burgess Hill South	Hassocks	Kirsty Lord	Keymer Road Ped Crossing	Ped Crossing	Central & South Mid Sussex	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
* Hassocks & Burgess Hill South	Hassocks	Kirsty Lord	Lodge Lane Cycleway	Provision of cycleway	Central & South Mid Sussex	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.

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Central and South Mid Sussex County Local Committee

Community Initiative Funding

3 March 2020

Report by Director of Law and Assurance

Ref: CSMS07(19/20)
Key Decision: No
Part I
Electoral Divisions: All in CSMS CLC area

Recommendation

That the Committee considers the pitches and applications submitted for Community Initiative Funding as set out in Appendix A and award funding accordingly.

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 projects which can demonstrate community backing, make a positive impact on people's wellbeing and support [The West Sussex Plan](#).
- 1.2 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
- 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.
- 1.4 Effective from 8 February 2019, the County Council's Community Initiative Fund budget was reduced from £280,000 per year to £140,000 per year, following a decision taken by the Cabinet Member for Safer, Stronger Communities (decision reference SSC8 18/19). It was approved that this proposal be included in the Governance Committee review of County Local Committees with implementation of savings to be delayed until the review has been completed. Therefore, it was agreed that the 2019/20 CIF budget be provisionally reduced to £140,000, subject to the outcome of the Governance Committee review of CLCs on 25 November 2019. This decision was supported by the Governance Committee.
- 1.5 Effective from 12 June 2019, the Cabinet Member for Safer, Stronger Communities took a decision to introduce a Micro Fund following feedback received from groups relating to small projects (decision reference SSC02 19/20). Applications to the Micro Fund are intended for projects with a

total cost of up to £750 as an alternative to crowdfunding and pitching to CIF via West Sussex Crowd. As with crowdfunding pitches, Micro Fund applications are considered the CLC meetings for a decision. CLCs were advised to allocate up to 30% of their budget to Micro Fund applications, although this is discretionary.

2. Proposal

- 2.1 That the Committee considers the pitches and/or applications for Community Initiative Funding as set out in Appendix A.
- 2.2 Pledges can 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 and South Mid Sussex CLC had a total of £15,600.00 available for allocation, of this **£9,875.00** is still available for allocation. Details of awards made in the current program and previous financial year are included in Appendix B.
- 3.2 There are five Micro Fund applications for consideration by the Committee, with a total project cost of £3,406.33.

These are outlined in Appendix A.

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.
- 5.2 Projects that do not reach 95% of their funding target on The West Sussex Crowd within their project timescales, will not receive any funds.

Any pledges made to unsuccessful projects will therefore be returned to the CLC CIF allocation and be detailed in Appendix B.

6. Other Options Considered

- 6.1 The Committee do have the option to defer or decline pitches but must give valid reasons for doing so. If they defer a project they need to take into account the timescales for the project and whether a deferral would allow the CLC to pitch at the following meeting.

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.

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 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

- 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 applications for consideration by the Committee

Appendix B - Summary of awards made in 2019/20 and 2018/19

Background Papers:

Applications

<http://www2.westsussex.gov.uk/ds/clc/csms/csms030320i9back.pdf>

Decision SSC8 18/19 -

<https://westsussex.moderngov.co.uk/ieDecisionDetails.aspx?ID=494>

Decision SSC02 19/20 -

<https://westsussex.moderngov.co.uk/ieDecisionDetails.aspx?ID=611>

Current applications for consideration by the Committee

Micro Fund

The following projects have applied to the Micro Fund since the last meeting:

- **462/CSMS – Bolney Horticultural Society, 'Replacement of 6 old tables for show', £736.39 – towards purchasing new tables for the society.**
- **470/CSMS – St Peter & St James Hospice, 'Movement and gentle exercise sessions', £750.00 – towards delivering professional therapy sessions over a 6-month period.**
- **500/CSMS - 1st Hurstpierpoint Scout Group, 'Volunteer recruitment & publicity', £425.98 – towards purchasing a 3m x 4.5m gazebo and leg weights.**
- **501/CSMS – Mid Sussex District Scout Council, 'Operation camp out', £748.96 – towards purchasing four 3-man tents, Trangias, compasses and map cases.**
- **505/CSMS – Sussex Clubs for Young People 'Bentswood Community Youth Club, £745.00 – towards purchasing kitchen and games equipment.**

West Sussex Crowd

No crowdfunding pitches have been submitted since the previous meeting.

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