


Public Document Pack

Tony Kershaw
Director of Law and Assurance

If calling, please ask for

Jenna Barnard on 033 022 24525
Email:
jenna.barnard@westsussex.gov.uk

www.westsussex.gov.uk

 @DemService

 <https://www.facebook.com/horshamtalkwithus>



CLC Development Team
Room 102
County Hall
Chichester
West Sussex
PO19 1RQ



7 June 2019

A meeting of the North Horsham County Local Committee will be held at 7.00 pm on Monday, 17 June 2019 at Main Conference Room, County Hall North (Parkside), Chart Way, Horsham, RH12 1XH

Tony Kershaw
Director of Law and Assurance

Your local County Councillors



Peter Catchpole
Holbrook



Nigel Dennis
Horsham
Hurst



Amanda Jupp
Billingshurst



Liz Kitchen
St Leonard's
Forest



Morwen Millson
Horsham
Riverside



Andrew Baldwin
Horsham
East



Christian Mitchell
Broadbridge



Nigel Jupp
Southwater
& Nuthurst

Invite you to come along to the North Horsham 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. **Welcome and introductions**

Members of North Horsham County Local Committee are Peter Catchpole, Nigel Dennis, Amanda Jupp, Liz Kitchen, Morwen Millson, Christian Mitchell, Andrew Baldwin and Nigel Jupp.

7.05 pm 2. **Election of Chairman and Vice Chairman**

The Committee is asked to elect a Chairman and Vice Chairman for the North Horsham County Local Committee for the 2019/20 municipal year.

7.10 pm 3. **Declarations of Interest**

7.10 pm 4. **Minutes** (Pages 5 - 8)

To confirm the minutes of the meeting of the Committee held on 25 February 2019 (cream paper).

7.15 pm 5. **Urgent Matters**

7.15 pm 6. **Progress Statement** (Pages 9 - 20)

The document contains brief updates on statements of progress made on issues raised at previous meetings. The Committee is asked to note the report.

7.30 pm 7. **Hill Mead Horsham - Proposed Stopping Up Order (NH01(19/20))** (Pages 21 - 26)

The owner of 86 Hill Mead, Horsham is seeking County Council approval to progress an application to stop up an area of highway adjacent to their property so that the land can be incorporated into their land. The land serves no useful purpose as public highway and removal of the highway status will remove the public maintenance liability.

The Committee is asked to approve the proposal to stop up the relevant area of public highway.

7.40 pm 8. **North Horsham Community Initiative Funding (NH02(19/20))** (Pages 27 - 30)

There are no Community Initiative Fund Pitches to consider at this meeting.

The Committee is asked to note the attached funding summary report.

7.45 pm 9. **Allocation of the Community Initiative Fund** (Pages 31 - 36)

The Committee is asked to consider the attached report by the Director of Law and Assurance.

8.00 pm 10. **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.

8.20 pm 11. **Vacancies for Local Authority Governors to Maintained Schools and Academy Governing Bodies** (Pages 37 - 38)

The Committee are asked to note the vacancies of Authority School Governors as set out in the attached.

8.30 pm 12. **Items for next meeting**

- West Sussex Crowd
- Road Space Audit
- Horsham Growth Deal

8.40 pm 13. **Date of Next Meeting**

The next meeting of the Committee will take place at 7pm on
Monday 4 November 2019, at a venue to be confirmed.

Members wishing to place an item on the agenda should notify Jenna Barnard via email: jenna.barnard@westsussex.gov.uk or phone on 033 022 24525.

To: All members of the North Horsham 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.

This page is intentionally left blank

North Horsham County Local Committee

25 February 2019 – At a meeting of the Committee at 7.00 pm held at County Hall North (Parkside), Chart Way, Horsham, RH12 1XH.

Present:

Mr Catchpole (Chairman) (Holbrook;), Mrs Jupp (Billingshurst;), Mr Baldwin (Horsham East;), Dr Dennis (Horsham Hurst;), Mr Jupp (Southwater & Nuthurst;), Mrs Kitchen (St Leonard's Forest;) and Mr Mitchell (Broadbridge;)

Apologies were received from Mrs Millson (Horsham Riverside;)

Officers in attendance: Chris Stark (Area Highways Manager), Dean Wadey (Principal Community Officer) and Monique Smart (Democratic Services Officer)

22. Welcome and introductions

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

22.2 The Chairman highlighted the feedback sheets asking for comments about County Local Committees and encouraged people to fill them in. Mrs Jupp also highlighted leaflets about the upcoming Health and Wellbeing market place event happening in Horsham on 14 March.

23. Declarations of Interest

23.1 None declared.

24. Minutes

24.1 RESOLVED – that the minutes of the North Horsham County Local Committee meeting held on 12 November 2018 be approved as a correct record and signed by the Chairman.

25. Urgent Matters

25.1 None.

26. Progress Statement

26.1 Members considered the statements on matters arising from previous meetings (copy appended to the signed minutes) and made the following comments:

- The Area Highways Manager stated had not yet contacted Horsham Hospital about ongoing concerns around parking and the impact on the road leading into the hospital. He undertook to do so before the next meeting.

- It was noted that a new developer had taken over the North Horsham development and they had introduced themselves to the Strategic Planning officers. No approvals had sought to commence highways works.
- Members asked for a more detailed update on the proposed Road Space Audit for Horsham in time for the next meeting.
- It was noted that there had been a local member meeting regarding the Horsham Enterprise Park and that another was being scheduled.
- The Area Highways Manager confirmed that the signs and lines improvements as well as vegetation clearance had been completed on the A24 from Washington to Buck Barn. Further work was planned for the A264 Horsham to Crawley and the A24 Broadbridge Heath to Wareham.

27. Talk With Us Open Forum

27.1 The Chairman invited questions from those in attendance. The following matters were discussed:

- Representative from 'No Incinerator 4 Horsham' community group asked for support for their campaign to present a case to the planning inspector. Following some discussion, the Committee did not reach a consensus view so agreed that individually Members could give support but it was not appropriate for the CLC as a whole to do so.
- Mr Garley from Colgate Parish Council raised the issue of the speed limits on Forest Road. As stated previously he was thankful for the progression of the Traffic Regulation Order for part of the road. Following the last CLC he wrote to the Cabinet Member for Highways and Infrastructure asking him to consider allowing the section of road that did not fit the speed limit criteria to also be reduced. However the Cabinet Member had responded stating this request must have the support of the CLC. Following further discussion the CLC agreed to write to the Cabinet Member and ask for him to go against the speed limit policy for the small stretch of Forest Road.

28. Christs Hospital - Christs Hospital Road - Proposed Traffic Regulation Order (NH06(18/19))

28.1 The Committee considered a report by the Director of Highways and Transport that detailed proposals for a Traffic Regulation Order for Christs Hospital Road, Station Road, Edward Road, Bluecoat Pond and Barns Wallis Avenue.

28.2 The Area Highways Manager introduced the report firstly highlighting an error in sections 1.8 and 2.2 that stated the proposed restrictions were for Monday – Saturday when in fact the advertised consultation was for Monday – Friday and this is what the report should read.

28.3 The Area Highways Manager went on to explain that due to the objections detailed in appendix B, the officer recommendation was to implement the proposals for double yellow lines on Christs Hospital Road,

The Avenue, Station Road and King Edward Road, including the two short stretches of single yellow line on Christ Hospital Road, as detailed in the maps attached at Appendix A.

28.4 The local County Councillor, Mr Jupp, stated that he supported the officer recommendation. He also stated that if the proposed car park did result in displacement in the future he would ask for the TRO to be reviewed.

28.5 Resolved that the North Horsham CLC, having considered the objections detailed in appendix B, authorise the Director of Law and Assurance to implement the proposals for double yellow lines on Christs Hospital Road, The Avenue, Station Road and King Edward Road, including the two short stretches of single yellow line on Christ Hospital Road, as detailed in the maps attached at Appendix A.

29. North Horsham Community Initiative Funding (NH07(18/19))

29.1 The Committee considered a report by the Director of Law and Assurance (copy appended to the signed minutes) which detailed applications for Community Initiative Funding. The Committee debated the respective merits of the projects for which funding was sought.

29.2 Resolved -

(a) That the following awards be made:

- 290/NH – Barns Green Resurface Tennis Courts, up to £5,000 towards repairing cracks in two courts and resurfacing Court 1
- 302/NH – Road Safety in Forest Ward, up to £3,676.00 towards purchasing a mobile Speed Indicator Device (SID) and insurance

29.3 The Chairman informed the Committee of a proposal to introduce a smaller fund for applications around £1000 and that these would not need to go via The West Sussex Crowd. The Committee agreed to write to the Cabinet Member strongly supporting the suggested approach and asking for a limit of £2000 per application.

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

30.1 The Chairman confirmed there were currently no nominations for Authority School Governors but highlighted the vacancy list attached to the agenda.

31. Date of Next Meeting

Agenda Item 4

31.1 The Chairman confirmed that the next meeting of the Committee would take place on Monday 17 June 2019 at County Hall North, Horsham.

31.2 The Chairman informed the Committee that this was Monique Smarts last meeting supporting the CLC as she was moving roles within the County Council. The Committee noted their thanks to Monique for the support she had provided to them over the last few years.

Chairman

The meeting closed at 8pm.

North Horsham CLC Progress Statement

Date & Minute No/Ref	Subject	Action	Officer/ Member Contact	Progress
Misc	Horsham Hospital access and parking	Letter to Chairman suggestion changes to the access to Horsham hospital but also asking if the car park at the old ambulance station could be used for the hospital.	HDC and WSCC	<p>Response provided by WSCC Highways confirming that this is a matter of concern for WSCC Highways as Hurst Road does regularly become congested due to drivers attempting to queue to gain access to parking spaces in the Hospital Car Park.</p> <p>It is understood that the NHS trust are now wanting to update the car park with number plate recognition and take the management away from HDC. The Area Highways Manager has contacted the NHS Trust for comment and is currently awaiting a response.</p>
12/09/16 Talk With Us	North of Horsham Development	Update on S106	Strategic Planning WSCC	<p>The s106 was signed and planning permission issued on the 1st March 2018. The works will be delivered by the developer. Although the works now have planning permission, the developer will still need to obtain the necessary approvals from WSCC (namely a legal agreement and the booking of road space) to allow them to undertake the works. The processes associated with these steps will take a number of months once the applications have been received. It is entirely for the developer to commence the process and as yet we have no date for this.</p> <p>L&G have submitted their application for the S278/S38 and I will over the coming weeks/months be going through the design against the planning drawings until they gain technical approval.</p> <p>Once they have Technical approval they can then commence works on the A264 Rusper Road roundabout along with works on Rusper Road and having spoken to L&G they would hope to start works in October 2019. This does have many restrictions on it such as they need to have gained a signed Legal Agreement with WSCC for them to start the works on the</p>

Date & Minute No/Ref	Subject	Action	Officer/ Member Contact	Progress
				<p>Highway.</p> <p>There will however some early works/ investigation that needs to be undertaken within the highway prior to construction such as vegetation clearance, boreholes and trail holes. This will be dealt with via a minor works S278 agreement or via our Streetworks team.</p>
06/11/17 Min 40	Horsham Town Centre Vision and cycling	Concern about the Horsham Town Centre Vision lacking in vision for cycling promotion.	Andrew Baldwin	<p>WSCC are working with Horsham District Council to develop a high level Walking & Cycling Strategy. Consultants began this work in September 2018.</p> <p>Update on LCWIP</p> <ul style="list-style-type: none"> • Work being undertaken in partnership with WSCC, Crawley, Chichester, Adur & Worthing, and SDNP; • Project to be guided by DfT consultants WSP; • HDC currently at Stage 2 - Collating information, data gathering and identifying trip generators and Stage 3 - Network Planning for Cycling • Meetings have been held with Horsham District Cycling Forum (HDCF); and • WSP training on PCT tool <p>A further query is being followed up about cycling signage in West Street. After much discussion the district council would not like the words No Cycling attached to the planters. The main reason being their appearance and having a highway sign attached to street furniture. Also the planters do get rotated and moved in/out of the street. The Area Highway Manager is now considering what other options might be available within the permitted regulations for providing highway signs, and is liaising with the local Member.</p> <p>Highways to discuss and resolve this with Horsham District Council.</p>

Date & Minute No/Ref	Subject	Action	Officer/ Member Contact	Progress
Misc	Horsham Road Space Audit	Update requested	Miles Davy	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 that Horsham Feasibility Work was expected to begin in June 2019.
12/11/18	Horsham Enterprise Park	Comments from the CLC regarding entrance to the site, cycling provision and a request from the Horsham Society to meet the Design Team – all passed to the Project team. Those in attendance at the CLC were also encouraged to respond to the formal consultation.	Gary Cox/Peter Catchpole	<p>Peter Catchpole met Ian Gledhill to discuss planning and access to the site. He highlighted the issues raised at the CLC.</p> <p>Gary Cox will be arranging a meeting with the Horsham Society in early 2019: Update 03 June: As the transport assessment was not yet completed, it was decided to delay any meeting until this was all completed. We have to carry out some final additional traffic modelling of junctions identified by Highways. Update 06 June: Gary Cox and Carolyn Carr are now currently arranging to meet with the Horsham Society as soon as possible.</p> <p>Details of the consultation and responses to some of the issues raised can be found on the West Sussex 'Have Your Say' webpage.</p> <p>The planning application has now been submitted and is expected to be considered by Horsham DC in the summer.</p>

Date & Minute No/Ref	Subject	Action	Officer/ Member Contact	Progress
Misc	Horsham Growth Deal	Update	Marie Ovenden	<p>The Horsham Growth Deal was signed in October 2018.</p> <p>This 'District Deal' sets out a joint undertaking between Horsham District Council and West Sussex County Council to combine resources to deliver shared priorities, providing new homes and jobs in the district and seeking to secure new funds.</p> <p>The shared strategic growth priorities are based on those set out in the Horsham Place Plan.</p>
Misc	Traffic Regulation Orders (TRO) and Community Highway Schemes (CHS) for North Horsham	Area Highways Manager to provide regular updates	Area Highways Manager	<p>TRO update attached as Appendix A. CHS attached as Appendix B.</p> <p>The CLC wrote to the Cabinet Member for Highways and Infrastructure raising concern that none of the North Horsham CHS requests met criteria.</p>
Talk with Us	Speed Limits on Forest Road.	Cabinet Member to provide a response and update.	Cabinet Member	<p>The CLC wrote to the Cabinet Member for Highways and Infrastructure raising concern the speed limits on Forest Road.</p> <p>The Chairman has since spoken to the Cabinet Member who agreed to contact the local member regarding this.</p> <p>The Cabinet Member for Highways and Infrastructure has responded to the CLC letter which is attached at Appendix C.</p>

TRO No.	Town	Principal Street	Status
HON1601	Southwater	Christs Hospital Road	Instruction with contractor: Implementation imminent
HON8032	Horsham	Wimblehurst Road	Delegated Officers Report completed: Instruction to be raised.
HON1901	Horsham	Forest Road	In process for implementation 2019-20
HON1902	Horsham	Parkfield	In process for implementation 2019-20
HON1903	Horsham	Riverside	In process for implementation 2019-20

This page is intentionally left blank

Community Highway Schemes – Approved for design in 2016 Update

Location	Details	Local Member	Est Cost £	Update May 2019
Christs Hospital	Downs Link needs connection at Christs Hospital Station Provide new link between existing bridleways	Amanda Jupp	300000	Following concerns around the initial route being taken through a section of Ancient Woodland, the scheme is being redesigned based on a new route alongside old station platforms. The scheme is currently due to be delivered as part of the 19/20 programme.
Billingshurst, High Street near The Alders	Provision of gateway feature and pedestrian refuge	Amanda Jupp	20000	Pedestrian refuge was considered not feasible due to available carriageway width. Developer works connected to the A272 upgrade on site have altered the existing footway layout and so this scheme has been put on hold until developer works are complete. In the meantime, vegetation removal has been undertaken to improve sightlines for pedestrians wishing to cross from The Alders

Community Highway Schemes – Approved for design 2017 Update

Location	Details	Local Member	Est Cost £	Update May 2019
Faygate	A264 Crossing	Liz Kitchen	250000	Initial investigations indicate vehicle speeds make the installation of a crossing difficult, further assessment ongoing
Barnes Green	Itchingfield – Chapel Road New Footway	Amanda Jupp	100000	Preliminary and Detailed Design ongoing and Construction planned for 19/20
Rusper	Rusper Charwood Road- Improved crossing facilities to access day centre	Liz Kitchen	50000	Preliminary and Detailed Design ongoing and Construction planned for 19/20

Roger Elkins

Cabinet Member for Highways and
Infrastructure

03302 223619 (Cabinet Office)

roger.elkins@westsussex.gov.uk
www.westsussex.gov.uk

Cabinet Office
County Hall
West Street
Chichester
West Sussex
PO19 1RQ



Peter Catchpole
Chairman
North Horsham County Local Committee

5 June 2019

Forest Road, Colgate

Dear Peter

Thank you for your letter dated 14 March on behalf of the North Horsham County Local Committee regarding Forest Road, Colgate. As I am sure you are aware I have previously had correspondence with Mr Garley of Colgate Parish Council on this matter.

As you will also be aware, the County Council has adopted a Speed Limit Policy that provides officers the framework in which to assess and process speed limit changes. The policy was drafted in consultation with Sussex Police, and was supported by Members when it was introduced, subject to a slight amendment in 2011. It has recently been reviewed and determined that the current criteria remains fit for purpose. All speed limits across the county are assessed against the criteria within the policy to ensure consistent application.

Speed limits should not be used to attempt to solve the problem of isolated hazards, such as a single road junction / private access or reduced forward visibility such as a bend. The setting of speed limits should avoid departure from evidence based proposals leading to the introduction of inappropriate speed limits which are unlikely to be understood or complied with by drivers. This would result in increased numbers of drivers exceeding the posted speed limits, thereby breaking the law, and causing excessive resource implications for enforcement.

The criteria used for setting speed limits includes:

- Traffic speed (speed assessment)
- Character of the route (route assessment)
- The length of the route for the speed limit
- The rate of injury accidents along the route
- Other means of intervention to improve safety

Speed assessment:

We have determined the average (mean) speeds that are appropriate for each speed limit. Where average speeds are in excess of these values it is considered that the next higher speed limit would be more appropriate.

Speed Limit	60	50	40	30	20
Average speed to be below	62	52	42	33	24

So, for example, if average speeds are 41.9 mph then a 40mph speed limit is feasible, but if speeds are 42 mph then a 50mph speed limit is more appropriate.

It is common opinion that where there are no posted speed limits, drivers tend to make better assessments as to what is the most appropriate speed for the conditions and location. It is accepted that some drivers will drive inappropriately, but the majority are sensible and this determine the average traffic flow speeds.

Route assessment:

The route assessment looks at the type of environment through which the road runs. 30mph speed limits are suited to urban roads with a high percentage of residential properties and vulnerable road users are more likely to be present. In a village environment this would be the equivalent of at least 20 properties with individual direct access to the road.

Roads suitable for a 40mph speed limit would typically have some frontage and / or frequent bends junctions or accesses with regular daily use indicating a degree of potential conflict.

50mph speed limits are suitable where there is no specific requirement for frontage access, such as rural roads with few vulnerable road users present.

Route length assessment:

This considers the distance over which the speed limit will apply. It is good practice to avoid many changes in speed limit along a route where the distances are quite short, so consideration has to be given to applying the most suitable speed limit to allow consistency of travel and promote awareness of lower speed limits where they are most needed.

Injury accident rate:

The number of personal injury related collisions are taken into account to determine where higher risks exist. Speed limits alone are not the panacea for dealing with road safety issues but can be useful as part of a speed management package on routes that have a higher casualty rate per kilometre. Where there are no personal injury accidents it is difficult to justify lower speed limits in isolation.

Other measures:

Other measures could be a combination of different approaches instead of a speed limit, such as improved signs or road markings to target a specific road safety hazard. However, resources need to be carefully prioritised and again if there is no evidence of a problem existing it will be difficult to justify.

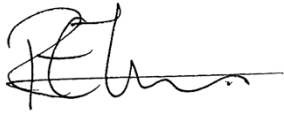
So, in relation to Forest Road between Colgate and Horsham, officers have undertaken assessment of the route and considered this against the speed limit policy criteria, as well as consulting Sussex Police. As you are aware it has been determined that part of the route does meet criteria for a 40mph speed limit and this has been approved by your CLC for progression as a 2019/20 Community TRO. The remainder of the route, which equates to approximately 1.3km in length has been assessed as follows:

Speed assessment	Speed data taken adjacent to the Roffey Park Institute in March 2018 determined that average speed of traffic eastbound (toward Colgate) was 42.1mph and westbound was 42.3mph. These values are in excess of the speed assessment criteria, though it is recognised they are only just above the threshold. However, it is believed that average speeds on the section of road between the Roffey Park Institute and Colgate village are likely to be higher, though speed data for this section has not been gathered.
Route assessment	Although there are several private entrances along the route this is primarily rural in nature. The road is relatively straight and accesses generally have good visibility for exiting traffic. Few properties directly front the road. It is considered that the route ideally meets the criteria for a 50mph speed limit, but if the speed criterion was met could be considered for 40mph.
Route length assessment	This is not an issue as the length is approximately 1.3km.
Injury accident rate	In the five years to end of February 2019 there has been one slight injury within this length of route, adjacent to the Roffey park Institute. This was a single vehicle incident in 2014 when the driver lost control on the bend on a wet road. Speed was not cited as a contributory factor. Although there are reports of deer being killed along the road, these incidents, though being upsetting to anyone involved, are not considered as evidence of a road safety problem.
Other measures	In the absence of a casualty problem highlighting a specific hazard, there is no evidenced justification to provide additional engineering measures.
Sussex Police	Have been consulted and do not support a 40mph speed limit where it is not compliant with policy.

Having regard to the officer assessment, the views of Sussex Police and the representations made by Colgate Parish Council and your CLC, I confirm that I support the application of the policy criteria and do not consider there is sufficient evidence to justify departure from policy.

Once the agreed proposal has been progressed, and subject to consultation outcome, then when implemented, further speed data can be taken to measure the impact. If the speed data supports compliance with a 40mph speed limit on the remainder of Forest Road to Colgate then another community led TRO application could be submitted for further consideration by the CLC for inclusion in a future Annual Delivery Plan.

Yours sincerely

A handwritten signature in black ink, appearing to be 'R. Elkins', with a long horizontal flourish extending to the right.

Roger Elkins
Cabinet Member for Highways and Infrastructure

North Horsham County Local Committee	Ref No: NH01 19/20
17 June 2019	Key Decision: No
Hill Mead Horsham Proposed Stopping Up Order	Part I
Report by Director of Highways, Transport & Planning and Director of Law and Assurance	Electoral Division(s): Horsham Hurst

Summary

The owner of 86 Hill Mead, Horsham is seeking County Council approval to progress an application to stop up an area of highway adjacent to their property so that the land can be incorporated into their land. The land serves no useful purpose as public highway and removal of the highway status will remove the public maintenance liability.

The Committee is asked to approve the proposal to stop up the relevant area of public highway.

Recommendations

That the Committee authorises the Director of Law and Assurance to make an application to the Magistrates Court for an Order to stop up the highway as summarised in this report and shown on the plan attached at Appendix A.

Proposal

1. Background and Context

- 1.1 The small area of highway in Hill Mead Horsham, which is the subject of this Report, is situated behind the existing footway adjacent to the property known as 86 Hill Mead and is shown shaded on the drawing at Appendix A.
- 1.2 The owner of 86 Hill Mead is seeking County Council approval to progress an application to stop up the area of highway shown shaded so that the land can be utilised as private drive, to enable the parking of his motor vehicle and to regularise an arrangement that has been exercised by him for a number of years.
- 1.3 The Area Highways Manager has considered the request and has confirmed that the area of highway in question is unnecessary in that it serves no useful

purpose for the public and he has therefore confirmed his agreement to it being stopped up.

- 1.4 In addition removal of the public highway status would remove the obligation upon the County Council to be responsible for the cost of maintaining the area of highway.

2. Proposal

- 2.1 The area of highway, identified above, is unnecessary and of no public benefit. Given that highway stopping up would regularise use of the part of the highway in question it is proposed that the highway be stopped up, and that the highway status is therefore removed.
- 2.2 In order to do this, an application would need to be made to the Magistrates Court, under Section 116 of the Highways Act 1980, seeking an Order from the Court confirming stopping up of the area of highway in question; upon the basis that it is no longer necessary.

3. Resources

- 3.1 A hearing at the Magistrates Court would incur disbursements including Court fees for the hearing itself, plus the costs of the advertisement in both the local paper and London Gazette of the hearing date. In addition to this, the process would involve officer time in carrying out the administrative consultation processes and then attending and presenting the hearing at the Magistrates' Court
- 3.2 The owner of 86 Hill Mead has indicated that, if authorised by the County Council, he would intend to instruct his own solicitor, to act as agent for the County Council, to make the application to the Magistrates Court, and he has agreed to be responsible for his solicitor's costs and all fees and advertising costs, and in addition, to pay to the County Council the sum of £500 in respect of administrative costs and attendance, by the Area Highway Manager, to give evidence at the Magistrate Court hearing, confirming that the area of highway is unnecessary.

Factors taken into account

4. Consultation

- 4.1 Consultation is carried out as part of the process. The statutory undertakers, Town and District Councils and adjoining landowners consent is sought and the proposals are advertised in the local press and London Gazette.

5. Risk Management Implications

As the stopping-up order will have to go to Magistrates Court there is a risk that objections may arise and the Magistrates may refuse to consent to the stopping-up. However, given that the highway in question has been used by the householder for some time for the parking of his motor vehicle, without issue, it is considered likely that the Court will agree that the area of highway is unnecessary and can be stopped up.

6. Other Options Considered

- 6.1 Removal of the highway status is the only option which would enable the house owner exclusive use, as part of his drive, of the area of highway in question

7. Equality Duty

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

8. Social Value

- 8.1 The proposal is considered to meet with the County Council's Social Value Policy in that it has no implications on the economic, social and environmental wellbeing of the area.

9. Crime and Disorder Act Implications

- 9.1 There are not thought to be any Crime and Disorder Act implications.

10. Human Rights Implications

- 10.1 The County Council's positive obligations under the Human Rights Act have been considered in the preparation of these recommendations. It is unlawful for a public authority to act in any way which is incompatible with a convention right. The rights that should be considered are those pursuant to Article 8 and Article 1, Protocol 1.
- 10.2 Article 8 protects the right to respect for private and family life including an individual's home. This is a qualified right and there may be interference by a public authority if that authority does so with an intention of protecting the rights and freedom of others.
- 10.3 Article 1, Protocol 1 deals with the protection of property. Again, this is a qualified right and interference with it may take place where it is in the public interest to do so subject to the conditions provided by law. However, any interference must be proportionate. It is not considered proportionate to take action to remove the obstruction from the highway in this instance as the loss that would occur to the property owner would be significant and outweigh the loss to the public of this area of highway.

- 10.4 This proposal seeks to ensure that those rights are delivered and is not thought to interfere with the right of the public to the use and enjoyment of the highway at this location.

Matt Davey

Director of Highways, Transport & Planning

Tony Kershaw

Director of Law and Assurance

Contact: Chris Stark, tel. 0330 222 6362
Hugh Davies, tel. 0330 222 2710

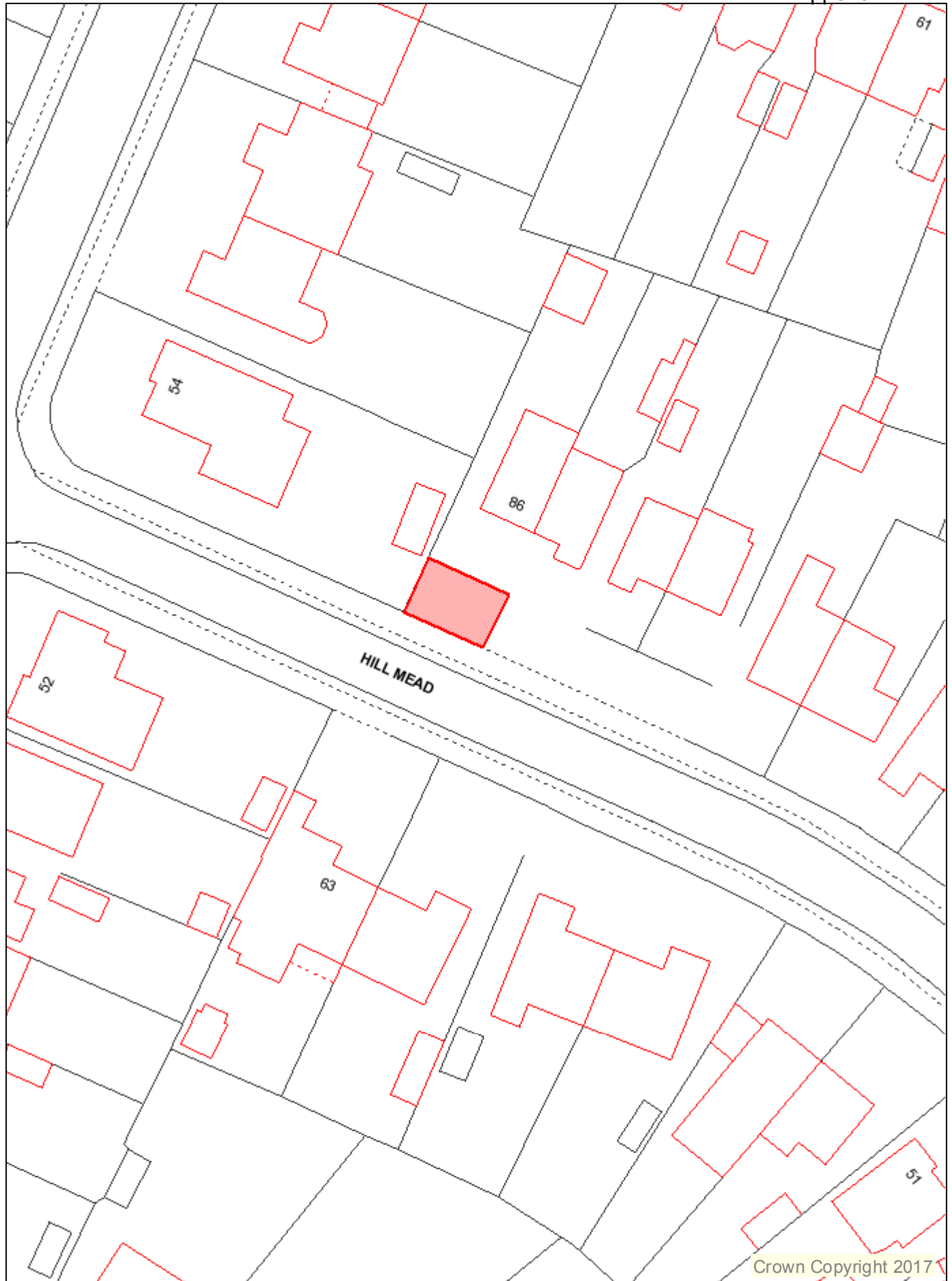
Appendices

Appendix A – plan of highway to be stopped up

Background Papers none

86 Hill Mead, Horsham Area to be Stopped Up

Agenda Item 7
Appendix A



Crown Copyright 2017

Date:

Author:

Scale 1:500

Map Notes

Crown Copyright. All rights reserved.
West Sussex County Council
100023447 (2017)

This page is intentionally left blank

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	Feedback
225/NH – SAGE Counselling	Towards stationary and distribution costs for professional leaflets	Nigel Jupp	£877.00	Feedback received
245/NH - Horsham Children's Parade 2019	Towards the cost of delivering creative workshops with schools	Nigel Dennis	£3,500.00	No feedback received
276/NH - Ten little toes baby bank	Towards purchasing non-recyclable items for families in need such as cot mattresses and baby clothing	Christian Mitchell	£750.00	No feedback received
265/NH – Fund outfield ride-on mower	Towards purchasing a second-hand ride-on mower to prepare the outfield	Christian Mitchell	*£1,000.00 *Pitch in fundraising stage. Crowdfunding deadline: 28/02/2019	NA

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

Applicant	Summary	Member	Awarded	Feedback
7/NH Nuthurst Cricket Club	Nuthurst Cricket Club New Pavilion, Building of Equipment Store	Previous Member	£2,280.00	Feedback received
9/NH Holbrook Community Centre	to replace the radiators in the centre	Peter Catchpole	£2,815.00	Feedback received
14/NH Horsham Festival	towards support for the festival	Peter Catchpole	£3,000.00	Feedback received
25/NH Transition Horsham	Green Inspiration Through the Arts-an Art upcycling project for children	Amanda Jupp	£1,454.50	Feedback received
43/NH Sussex Arts Academy	for performance payment Stopgap Dance Company	Amanda Jupp	£2,350.00	
84/NH Phoenix Stroke Club	Towards christmas festivities	Liz Kitchen	£1,450.00	
90/NH Billingshurst Community Centre	Towards Lunch Club	Amanda Jupp	£2,000.00	
94/NH Carers Support West Sussex	Towards Materials for Workshops	Peter Catchpole	£2,964.00	
106/NH Springboard, Horsham	Towards IT and Media	Christian Mitchell	£2,735.00	
115/NH Horsham Town Community Partnership	Enhancement of Riverside Path	Andrew Baldwin	£2,485.00	
130/NH Sussex clubs for Young People	Towards setting up the Duke of Cornwall award	Peter Catchpole	£830.00	Feedback received

148/NH Southwater Responders	Towards new defibrillators	Nigel Jupp	£1,000.00	
159/NH The Phoenix Stroke Club	Towards the outings fund	Andrew Baldwin	£1,980.00	
179/NH 5 and 10 Horsham Scouts	Towards a defibrillator	Morwen Millson	£500.00	
185/NH Sussex Green Living	Towards environmental school assemblies	Morwen Millson	£2,000.00	
188/NH 1 st Shipley Scouts	Towards disabled access toilet and shower block for camping field	Amanda Jupp	£2,156.00	
TOTAL			£31,999.50	

This page is intentionally left blank

North Horsham County Local Committee
17 June 2019
Allocation of the Community Initiative Fund
Report by Director of Law and Assurance
<p>Summary</p> <p>In response to comments and feedback from Members, partners, and the public, the Cabinet Member for Safer Stronger Communities has agreed to 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.</p> <p>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.</p>
<p>West Sussex Plan: Policy Impact and Context</p> <p>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.</p> <p>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.</p>
<p>Financial Impact</p> <p>There is no financial impact as this decision does not change the CIF grant fund size.</p>
<p>Recommendations</p> <p>The County Local Committee is asked to note:</p> <ol style="list-style-type: none"> 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.

Contact Officers:

Director of Law and Assurance

Tony Kershaw, Tel: 0330 022 22662

Senior Adviser (Corporate Resources and Services)

Nick Burrell, Tel: 0330 022 23881

Appendices: None

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

This page is intentionally left blank

Authority Governor Vacancies for North Horsham County Local Committee Area

School	Division	Division Member	Vacant From	Current Status	Chairman	Head
Slinfold CE Primary School	Broadbridge	Christian Richard Mitchell	Feb-19	Outstanding	N/A	Laura Phibbs
St John's Catholic Primary School	Horsham Riverside	Morwen Millson	Nov-17	Outstanding	Deirdre Nash	Victoria Bono

This page is intentionally left blank