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3 June 2019

A meeting of the North Chichester County Local Committee will be held at 7.00 pm on Tuesday, 11 June 2019 at Compton Parish Room, Main Road, Compton, Chichester, West Sussex, PO18 9HD.

Tony Kershaw
Director of Law and Assurance

Your local County Councillors



David Bradford
Rother Valley



Janet Duncton
Petworth



Kate O'Kelly
Midhurst



Viral Parikh
Bourne

Invite you to come along to the North Chichester 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**
- The members of the North Chichester County Local Committee are David Bradford, Janet Duncton, Kate O'Kelly, and Viral Parikh.
- 7.00 pm 2. **Election of Chairman and Vice Chairman**
- The Committee is asked to elect a Chairman and Vice Chairman for the North Chichester County Local Committee for the 2019/20 municipal year.
- 7.05 pm 3. **Declarations of Interest**
- Members and officers must declare any pecuniary or personal

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

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

To confirm the minutes of the meeting of the Committee held on 05 March 2019 (cream paper).

7.10 pm 5. **Urgent Matters**

Items not on the agenda that the Chairman of the meeting is of the opinion should be considered as a matter of urgency because of special circumstances.

7.15 pm 6. **Progress Statement** (Pages 9 - 10)

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

7.30 pm 7. **School Keep Clear Formalisation - Proposed Traffic Regulation Order (NC01(19/20))** (Pages 11 - 20)

The attached report by Executive Director of Place and Director of Highways, Transport and planning details the results of a recent consultation to formalise the use of School Keep Clear markings at 20 schools in the North Chichester CLC area.

The North Chichester CLC is asked to authorise the Director of Law and Assurance to bring the Traffic Regulation Order into operation at the contested schools as advertised.

7.45 pm 8. **North Chichester Community Initiative Funding** (Pages 21 - 22)

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

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

7.50 pm 9. **Allocation of the Community Initiative Fund** (Pages 23 - 28)

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

8.00 pm 10. **Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies (NC02(19/20))** (Pages 29 - 36)

Report by Director of Education and Skills.

The Committee are asked to approve the nomination of Authority School Governor as set out in the report.

8.10 pm 11. **Talk With Us**

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.

8.30 pm 12. **Date of Next Meeting**

The next meeting of the Committee will take place at 7.00 pm on Tuesday 12 November 2019, at a venue to be confirmed.

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

To: All members of the North Chichester 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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North Chichester County Local Committee

5 March 2019 – At a meeting of the Committee at 7.00 pm held at Northchapel Village Hall, Pipers Lane, Northchapel, Petworth, GU28 9JA.

Present:

Mrs Duncton (Chairman) (Petworth;), Mr Parikh (Bourne;), Mr Bradford (Rother Valley;) and Dr O'Kelly (Midhurst;)

Apologies were received from Peter Lawrence

Officers in attendance: Chris Dye (Area Highways Manager), Monique Smart (Democratic Services) and Jenna Barnard (Democratic Services)

24. Welcome and introductions

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

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

25. Declarations of Interest

25.1 None declared.

26. Minutes

26.1 Resolved – that the minutes of the meeting held on 6 November 2018 be approved as a correct record and signed by the Chairman.

27. Urgent Matters

27.1 The Committee agreed to consider the following additional Community Initiative Funding application that was not included on the published agenda:

•336/NC – Redford Village Hall, RVH Community kitchen upgrade, £11,658.00 - Towards replacing existing kitchen and refurbish premises' toilets. <https://www.spacehive.com/rvh-kitchen-upgrade>

28. Progress Statement

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

28.2 Mrs Smart introduced the report which gave updates on issues

raised at previous meetings. The following comments were made:

- The Area Highways Manager confirmed that discussions with Tillington Parish Council are ongoing in relation to concerns about speeding on A272.
- Members suggested that Tillington Parish Council could speak to Rake Parish Council about Community Speedwatch.
- Kate O'Kelly confirmed that work to improve the Holmbush Play Area was ongoing and involved the Community Teams from both the County and District Councils as well as volunteers.

28.3 Resolved – That the Committee notes the progress statement.

29. North Chichester Community Initiative Funding (NC05(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.

29.2 The Chairman reminded the Committee of the additional application from Redford Village Hall that they had agreed to consider under 'Urgent Matters'.

29.3 The Committee debated the respective merits of the projects for which funding was sought.

29.4 Resolved -

(a) That the following award(s) be made:

289/NC – Loxwood FC Ground Development, up to £3675.46 –Towards improving ground facilities.

296/NC – Lodsworth Village Hall, Keeping fit for the whole community, up to £3675.46 – Towards purchasing and installing outdoor fitness equipment.

305/NC – Petworth Community Garden, Men's Shed - refit, transform and grow, up to £3675.46 – Towards purchasing and fitting a new kitchen cooker.

309/NC – The Red Box Project Chichester & Midhurst, Little things make big differences, up to £91.00 – To Provide free sanitary products to young woman in Chichester and surrounding areas.

336/NC – Redford Village Hall, RVH Community kitchen upgrade, up to £3675.46 - Towards replacing existing kitchen and refurbish premises' toilets.

(b) That the following application be declined:

293/NC – Easebourne Parish Council, Easebourne Park inclusive access area - towards removing loose stones and resurfacing. The Committee

declined this application as it was from a Parish Council which is a precepting authority and that does not comply with the CIF criteria.

29.5 Members agreed that if the application from Easebourne Parish Council could be amended to a Community Group, they would consider a new application at the next meeting in June. It was agreed that the Democratic Services Officers would liaise with Easebourne Parish Council and Spacehive to consider options for amending the project.

30. **Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies (NC06(18/19))**

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

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

Mr Dean Wheeler to Plaistow & Kirdford Primary School for a four year term

31. **Talk With Us**

31.1 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 jurisdiction. The following issues were raised and responses made.

- A number of CIF applicants were in attendance and provided feedback on the West Sussex Crowd process. The main issues raised were that it was difficult to engage the older generation, reluctance from residents to pledge online and the website and process was overly complicated. It was agreed that all that feedback would be forwarded to the Select Committee who would be reviewing the process in May.
- A Parish Councillor asked about how the County Council assessed road safety and why the data collected was wiped after 5 years. Chris Dye stated that this was dealt with by a dedicated team at the County Council and he would ask them for this information. Members also asked how Chris to let them know how other local authorities look at road safety.
- A Fernhurst resident referred to a recent TRO consultation for zig zag lines outside Fernhurst Primary School and raised concern about displacement and enforcement. Chris Dye responded stating that in all cases the schools and parents work together to address safety around schools but that official enforcement would be the responsibility of the District Council.
- Some concern was raised about long it took between reporting and fixing potholes and if the white marker paint faded would that mean the pothole would not get repaired. Chris Dye confirmed that the location was logged onto a system so the white paint fading would not affect the repair. As part of these discussions Members

encouraged people to report potholes via the 'Love West Sussex' app or their local Councillor.

32. **Date of Next Meeting**

32.1 The Committee noted that its next scheduled meeting would take place on 11 June at a venue to be confirmed.

Chairman

The meeting closed at 7.55 pm

**June 2019
Progress Statement**

<p>5 March 2019</p> <p>Minute 31.1 2nd Bullet</p>	<p>Talk With Us</p>	<p>Question from Parish Council regarding Assessed Road Safety and data retention times.</p>	<p>Chris Dye</p>
<p>June Update</p>	<p>Most collision studies using actual reported accidents records start from the premise that accidents are rare and random events and if this held true then accidents would be scattered across the whole network pretty much evenly, with a few statistical anomalies. As a result of this cluster searches are used to find locations where the premise does not hold true, these locations (subject to the statistical anomalies) are likely to be areas where there are other reasons for the accidents other than the random event. These are then studied to ascertain whether the patterns of collisions are treatable with engineering interventions.</p> <p>Three- or five-year search periods are the industry standard and most local authorities and other national bodies (such as TRL) will be working to this, there will be a difference in the number of collisions used as a starting basis for cluster site searches.</p> <p>Our current process for cluster site (traditionally called blackspots) identification is 5 reported injury collisions in three years within a 60m radius. This is compared to 8 reported injury collisions in 5 years in a 60m radius, but investigations are prioritised on the three-year search.</p> <p>The time period chosen to comprise full 12-month periods, though not necessarily calendar years. The time period chosen is a compromise between statistical and practical factors, e.g. a 5-year period gives a better basis for statistical examination, in that some of the random fluctuations in the numbers are removed. However, finding out if the site has been treated in any way that period of time or if traffic patterns have changed significantly can prove difficult, this is exacerbated by using longer search periods. It is important in terms of understanding potential cause and effect within the accident distribution to determine any such changes.</p> <p>The three-year period with the minimum collision rate identifies problems sites with enough information to determine whether there is a treatable pattern and allows for a reasonably short post monitoring period (3 years) to determine that the intervention has been successful. The pre-period is also short enough to ensure that other factors mentioned above are not affecting the study.</p> <p>Longer periods could be used, but the starting number of collisions would have to be increased to ensure that the site is not simply a collection of random events, i.e. 4 collisions at a junction in 20 years are likely to random human error, whereas 5 at a junction in 3 years is more likely to have a higher environmental element that can be treated.</p>		

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North Chichester County Local Committee	Ref No: NC01(19/20)
Date: 11 June 2019	Key Decision: No
School Keep Clear Traffic Regulation Order	Part I
Report by Director of Highways, Transport and Planning	Electoral Division(s): North Chichester CLC Area

Summary

Yellow zigzag 'School Keep Clear' (SKC) markings are used to prevent vehicles parking too close to school entrances, where they can cause obstruction and restrict visibility. Many SKC markings are advisory without a Traffic Regulation Order (TRO). The latter enables enforcement. The members of North Chichester County Local Committee (CLC) requested a TRO to be prioritised to ensure entrances to the schools in their area are protected by SKC markings and a TRO.

SKC markings and associated TROs were advertised for 20 schools in the North Chichester area. Six objections in total were received (which have been summarised in Paragraph 4.4 of this report) relating to three schools.

Whilst the TRO relating at the uncontested schools can now be implemented (programmed for 2019/20), this report considers the objections relating to the three schools.

Recommendation

That the North Chichester CLC authorise the Director of Law and Assurance to bring the TRO into operation at the contested schools as advertised.

Proposal

1. Background and Context

- 1.1 Yellow zigzag SKC markings are used to prevent vehicles parking too close to school entrances, where they can cause obstruction and restrict visibility. Many SKC markings are advisory and are not well observed. The members of North Chichester CLC requested a TRO to be prioritised to ensure entrances to the schools in their respective areas were protected by legally enforceable SKC markings.
- 1.2 WSCC identified locations for the required SKC markings and traffic signs ensuring they were compliant with the Traffic Signs Regulations and General Directions (TSRGD). Additional waiting restrictions were also proposed where considered necessary.

- 1.3 The purpose of the restrictions is to improve visibility and safety for children and families as part of the journey to and from school.

2. Proposal

- 2.1 The proposals cover 20 schools in the North Chichester CLC area, the majority of which have not received any objection following advertisement of the proposals. Therefore in accordance with WSCC procedures these are now approved for implementation. This is due to take place later in 2019/20.

- 2.2 However objections have been received relating to three locations, these are outlined in paragraph 4 below and Appendix B.

The following paragraphs outline the proposals at sites where objections have been received. Plans are included in Appendix A.

- 2.3 Midhurst, Ashfield Road (Midhurst C of E Primary School) – proposal to introduce SKC 8am to 6pm Mon – Fri (this period matches the hours of day of the nearby restricted waiting order).

- 2.4 Loxwood, Badgers Way and Nicholsfield (Loxwood Primary School) – proposal to introduce SKC 8am to 5pm Mon – Fri, and a length of No Waiting at Any Time.

- 2.5 Compton, School Lane (Compton and Up Marden School) – proposal to introduce SKC 8am to 5pm Mon – Fri.

- 2.6 The TRO has been proposed to protect the safety of vulnerable road users and to improve accessibility and build confidence in sustainable travel choice. The proposals also provide clarity to improve driver behaviour as part of the journey to and from school.

3. Resources

- 3.1 The Traffic Regulation Order is carried out internally and does not require funding. The proposed cost for the required lining and signing at the above sites is in the region of £1,500 for each location and is part of a wider programme of work delivered as part of the Local Transport Improvement programme (LTIP). This batch delivery approach offers the County Council improved value for money. This is funded through the County Council's annual capital delivery programme approved by the Cabinet Member for Highways and Infrastructure April 2019 decision ref HI03 (19/20) and forms part of a countywide CLC priority.

- 3.2 Ongoing maintenance of the new signs and lines will be managed by Highways and Transport. Future maintenance will be funded from the Highways and Transport maintenance revenue budget.

Factors taken into account

4. Consultation

- 4.1 At the preliminary design stage the schools were consulted on the proposed extent and location of the SKC markings. The Local Member, Area highway Manager and Sussex Police were also consulted. No objections were raised.

- 4.2 A three-week statutory consultation period ran from 07/02/2019 to 28/02/2019. During this consultation period, notices were erected on site, a copy of plans and a statement of reasons were made available at the local library and on the County Council website, and a copy of the Public Notice advertised in the local press.
- 4.3 The County Councillors for the constituencies covering the schools continue to support the proposals (Janet Duncton for Loxwood (confirmed), Kate OKelly for Midhurst (Confirmed), Viral Parikh for Compton and Upmarden(Confirmed)).
- 4.4 During the consultation period there were no negative comments from any of the statutory consultees.
- 4.5 During consultation a total of six objections were received relating to three school sites, these are listed with officer comments in Appendix B. These mainly relate to loss of on-street parking and particularly outside of the busiest times of the school day. Concern was also expressed about the ability of enforcement agents to take action.
- 4.6 Whilst it is understood that parents wish to park to drop-off children, and residents wish to park near their properties, these proposals relate to safety of school children and is an attempt to provide a safer environment immediately adjacent to school accesses. Without a TRO in place it is not possible to enforce the markings and, whilst not able to be present at every location all of the time, enforcement agencies are able to respond when there is persistent abuse of the TRO.

5. Risk Management Implications

- 5.1 Should the proposed TRO not be made the risk to the County Council is that the concerns raised by schools regarding inconsiderate and dangerous parking behaviours in the vicinity of the school entrances will not be addressed.
- 5.2 Should the proposed TRO be made the risk to the County Council is that the proposed restriction will protect the school entrance but parking will migrate into neighbouring roads. The County Council continues to support school communities to discourage inconsiderate parking behaviours. This will be monitored and revisited where necessary and appropriate.

6. Other Options Considered

- 6.1 WSCC officers consider that the proposed restrictions respond to the concerns raised by the school communities regarding road safety as part of the journey to and from school.

7. Equality Duty

- 7.1 WSCC has considered its public sector quality duties and has not identified any outstanding issues under the Equality act.

8. Social Value

- 8.1 The proposals align with the County Council's policy on Social Value insofar as they are supported by the school community to improve the local road environment.

9. Crime and Disorder Act Implications

- 9.1 The County Council does not consider the scheme to create any crime and disorder issues. Officers have consulted with Sussex Police, who share this view. It is considered this will not change if implementation takes place.

10. Human Rights Implications

- 10.1 There are not considered to be any Human Rights Act Implications.

Matt Davey

Director of Highways, Transport
and Planning

Contact: Peter Bradley: 0330 222 2104
Ian Patrick: 0330 222 6715

Background Papers None

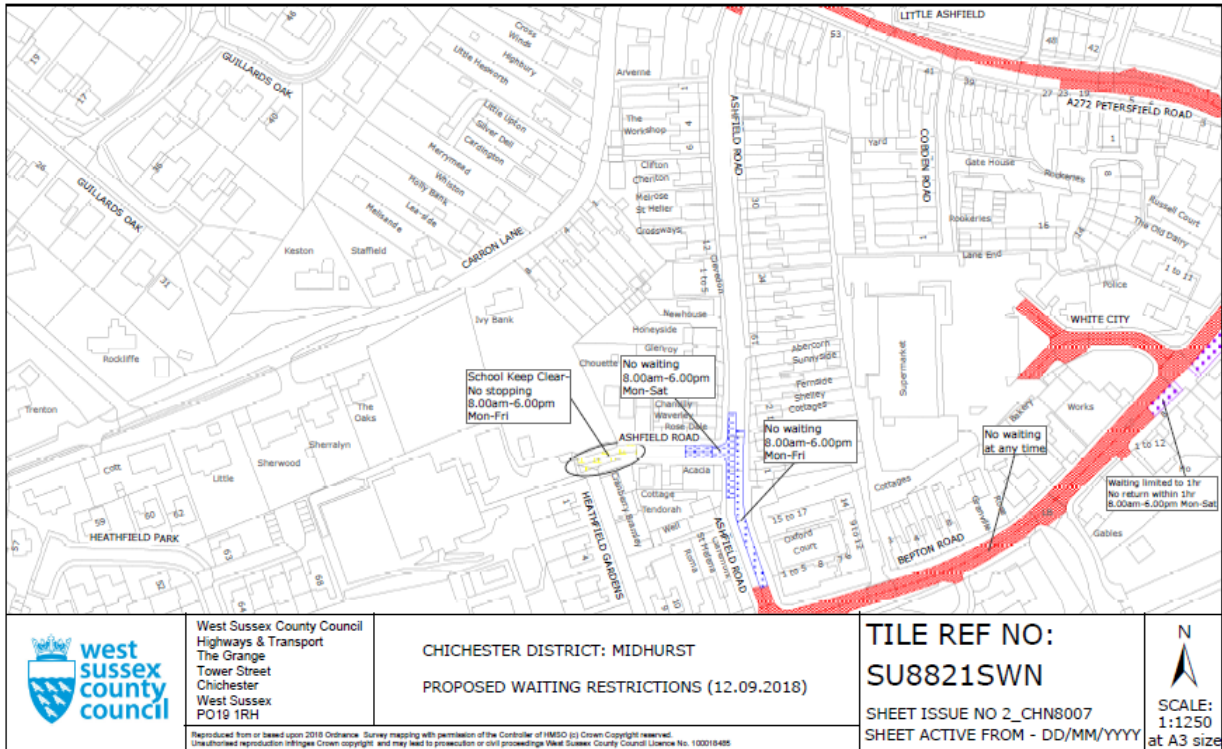
Appendices

Appendix A – Plans of Proposals

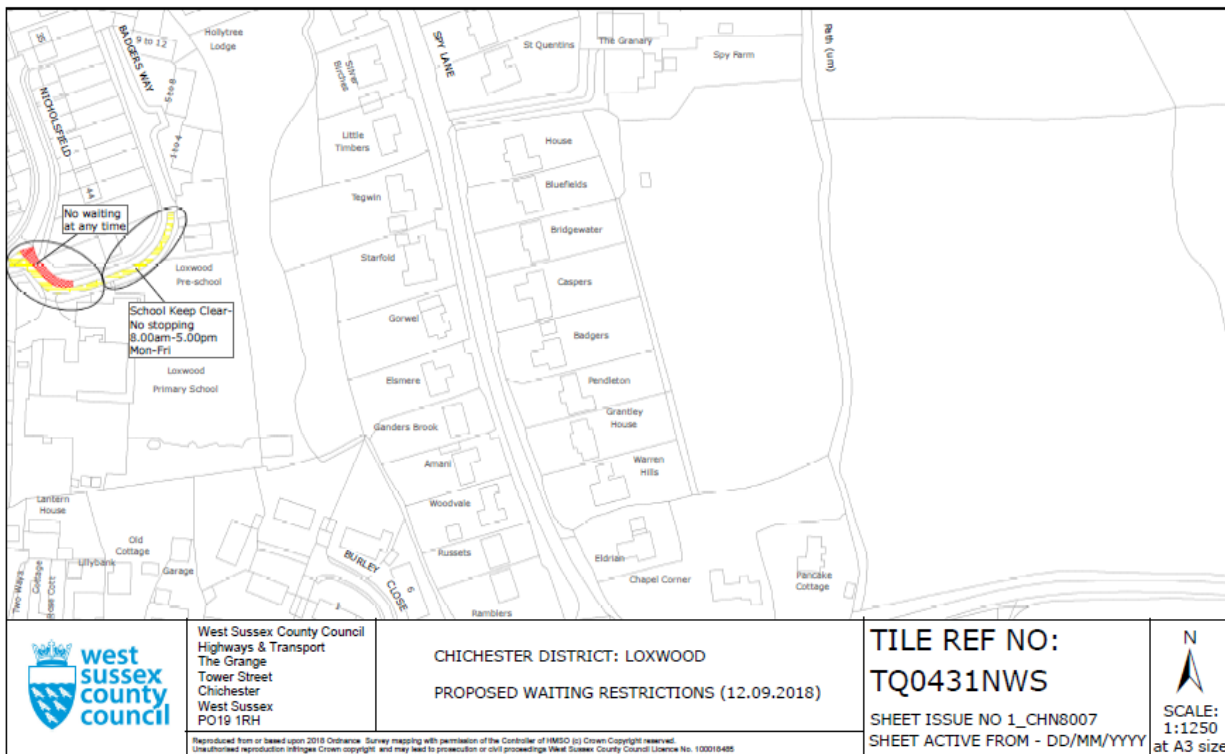
Appendix B – summary of objections and officer response

Appendix A – Plans of Proposals

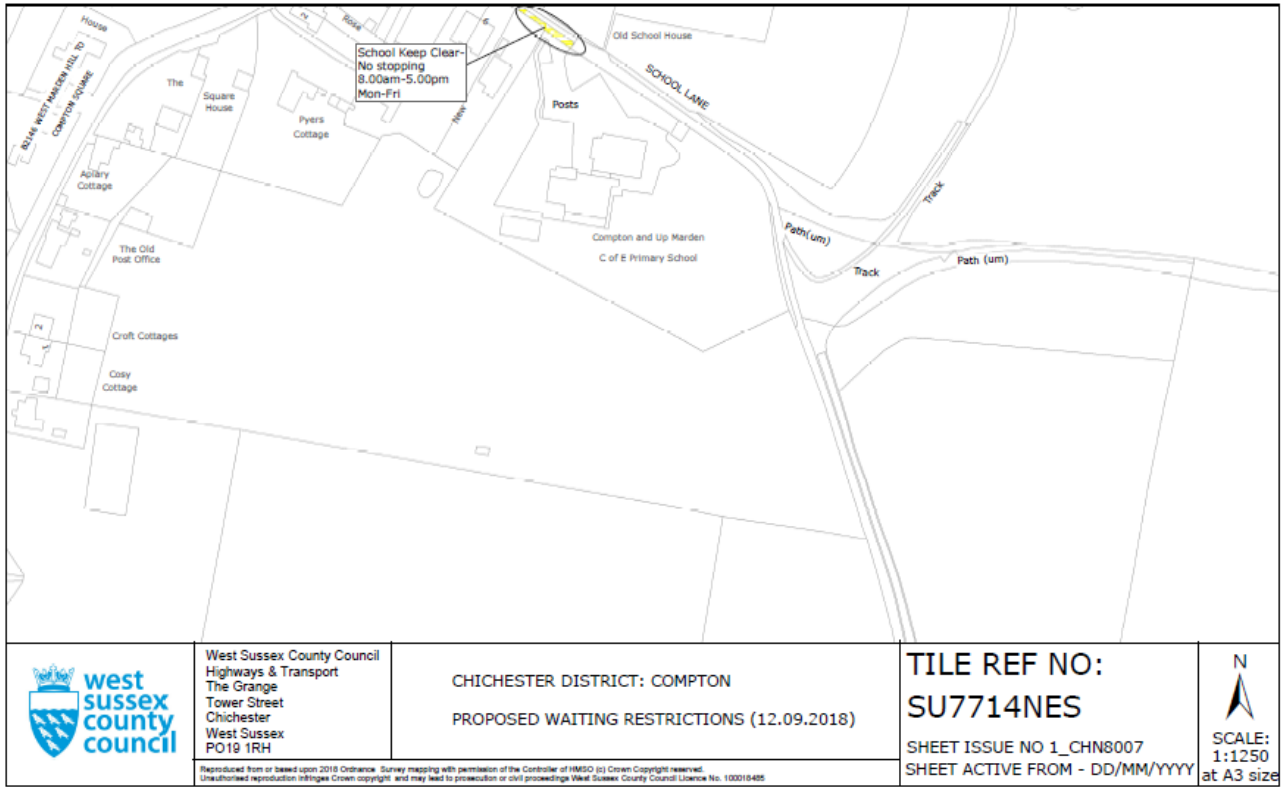
A.1 Midhurst, Ashfield Road



A.2 Loxwood, Badgers Way and Nicholsfield



A.3 Compton, School Lane



Appendix B Objections - Compton

<p>Objection/Comments</p>	<p>Comments from Director of Highways Transport & Planning</p>
<p><u>Compton Parish Council</u></p> <p>The proposal is not supported by the Compton Parish Council for the following reasons. School Lane is a single lane cul-de-sac access to Compton and Up Marden School (approximate attendance 90 pupils) and has only twelve residential dwellings. Parents of the school are requested not to drive in School Lane to deliver/collect children, the vast majority of parents support and observe this request. School Lane displays a warning traffic sign "School Access Please Keep Clear" which is generally respected throughout the school year. Within the last twelve months the Compton Parish Council, in conjunction with the School Management and Private Landowner, have provided a safe traffic free pedestrian way, at a significant cost, from the Compton Recreation Ground car park to the School premises, A "no parking" restriction would affect such short stay visits to residents by medical, carers, maintenance, postal, heating fuel providers, all of whom operate during the normal working day. Policing the restrictions in Compton would increase the work load of an authority already stretched. Alternatively, by reducing the restricted period with nominated time zones to drop off/collect periods, implies parking outside those time would be acceptable and would attract walking group vehicles for possibly three to four hours periods. If the restrictions are imposed, the yellow markings and compulsory signage would be most inappropriate to the image of a South Downs National Park village It is understood that the School has not been involved in requesting this restriction. In summary although the current system is not perfect, it works safely for the benefit of both residents and the school</p>	<p>Schools have requested additional support to help provide a safer access for school children. Compton School fully support the proposals. The School Keep Clear markings cover the minimum length allowed under the regulations and the time of operation (8am to 5pm Monday to Friday) has been proposed to ensure the normal school day is covered, and is consistent with the majority of other SKC proposals).</p>
<p><u>Resident of School Lane</u></p> <p>We object to the proposed restrictions. First, the blanket parking restrictions will make it impossible during normal day time hours on weekdays in the year to unload heavy shopping close to their house. Second, it will prevent normal daytime deliveries/collections and make it impossible for house removals.</p> <p>We understand that at the start and end of the School's day, eg 0800 to 0900 and 1500 to 1600, during term time, School Lane needs to be kept clear. A restriction limited to such times is understood and acceptable. But extending it</p>	<p>See above.</p>

<p>to 1700 on all weekdays will cause us great inconvenience; and there is no need for it. We strongly object.</p>	
<p><u>Resident of School Lane</u></p> <p>My objection is not to the School Keep Clear markings themselves, but to how the restrictions may be applied to the residents of School Lane, Compton. They need to know that they will be able to gain legitimate access to our properties without fear of prosecution.</p> <p>There are 3 houses in Old School House, all of which have pedestrian-only access, made via a gap in the flint wall which lies within the proposed School Keep Clear zone.</p> <p>When they need to unload heavy items from our vehicles (e.g. heavy shopping, furniture deliveries, or less often, removal vans) they would normally position the vehicle temporarily on the road by the gap in the wall. After the yellow zig zags are in place we would technically be in breach of the rules if we did this. They need to know that they can make legitimate use of the access area without fear of prosecution. Presumably exceptions for emergency vehicles are already included in the current regulations?</p> <p>We are all fully aware of the problems with cars cluttering up the end of School Lane, the problems for the school buses and other reasons why the School Keep Clear lines are being proposed. They understand this and avoid using the area at times when the school bus arrives, etc. and advise delivery drivers and tradesmen to do the same. They request that the signage that accompanies the yellow zig zags includes a caveat such as 'except unloading of goods' or 'residents' unloading excepted' or similar.</p>	<p>See above.</p>
<p><u>Resident of School Lane</u></p> <p>Whilst they accept the School Keep Clears proposal in principle they strongly object to the length of time such a restriction is intended to be enforced, namely between the hours of 8.00 am and 5.00 pm, without concessions.</p> <p>In view of the narrowness of School Lane as a highway, your proposed markings will be restricting their legal right of access at all times, to my property.</p> <p>They propose amendments to the proposed Order as follows:</p> <ol style="list-style-type: none"> 1 Priority is given to all residents having properties affected by the Order, and abutting School Lane, (being four (4) households) that during the restricted hours of your Order, their legal right to access is not withdrawn, in part or in whole. 2 That domestic vehicles of the said residents and their invitees and removal vehicles, are not penalised for the loading and unloading of goods. This latter concession does not include heavy goods vehicles over 7.5 tonnes who shall remain prohibited during restricted hours. 	<p>See above.</p>

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Appendix B Objections – Loxwood

Objection/Comments	Comments from Director of Highways Transport & Planning
<p><u>Resident of Loxwood Road</u></p> <p>Advises that they drive their children to school in Loxwood as they live several miles away cannot walk safely (there are no pavements) and there is no bus service. Loxwood is quite a rural village school and a large proportion of the children who attend live in neighbouring villages and therefore have to travel by car. Already, it is nearly impossible to find somewhere to park to drop off and collect children. Some days they have to arrive 30 mins before school is finished just to get a safe parking space And already some people are inconsiderate and park across residents' driveways - but if this area of road (which is currently used for parking as there are no restrictions) is taken out then the problem will be even more exasperated. In fact, many of the school's teachers currently have to resort to parking in this zone because there is not enough space on the school's grounds for them to park. Drivers currently travel very, very slowly around Badgers Way as there is never much room so there really isn't much of a hazard.</p> <p>Whilst they do not object to the introduction of the small red zone shown on the plan as this is right outside of the school gate and where the highest concentration of children are, the second area towards Loxwood Pre-School shown in yellow on the plan is completely unnecessary - only a handful of children (just those who live in the few houses in that direction) go that way as the majority of children walk the other way to exit the estate of Nicholsfield.</p>	<p>Whilst the difficulties parents have in finding parking places is understood, this proposal is aimed at providing safer access to school for school children. The proposals aim to provide a space clear of parked vehicles immediately adjacent to both of the school gates for the Junior School and the Pre-School.</p>

Appendix B Objections – Midhurst C of E School

Objection/Comments	Comments from Director of Highways Transport & Planning
<p><u>Resident of Ashfield Road</u></p> <p>With respect to Ashfield Road, Midhurst C of E Primary school:</p> <p>The diagrams on pages 25 and 26 are inaccurate in their depiction of the existing "No Waiting" areas, marked in blue. However, both pages are equally inaccurate in this respect, and if the intent is to make no change to the "No Waiting" areas, and solely to add the "No Stopping" area marked in yellow the objection Number 1 is not relevant:</p> <p>1 – They object to any changes to the "No Waiting" areas marked in blue, these are currently entirely satisfactory (subject to objection Number 3);</p> <p>2 - The "No Stopping" area will, in my belief, make access around the school more dangerous as it will positively encourage parents to drive up to the gates, drop their children, and then engage in a dangerous 3-point-turn with infants around. Coincidentally (if proof were needed), an Environment Officer was actually present this morning (Feb 26) when a mother complained she could not easily access the front of the school and had park and then to walk 30 metres!</p> <p>3 – Notes that this area is the only school to have restriction from 08.00 to 18.00, Monday to Saturday. There seems to be no real justification for this and they object to this, especially as Traffic Wardens regularly come on Saturday when the school is closed, but are never to be seen when parents are clogging the entire area</p>	<p>Checks have confirmed that the existing markings shown in blue on pages 25 and 26 of the legal order are correct.</p> <p>1 No changes are proposed to the existing 'No waiting' areas.</p> <p>2 The changes are proposed to discourage long term parking. Introducing a TRO would enable enforcement where there are persistent offenders.</p> <p>3 No changes are proposed to the existing restrictions which are designed, in part, to keep the narrow junction clear of parked vehicles at the times when it is most likely to be needed.</p>

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

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

Applicant	Summary	Member	Awarded	Evaluation
229/NC - Teens Construct to Connect	Towards the cost of materials for adopted teens to build a hen coop	Janet Duncton	£1,000.00	Feedback received
296/NC – Keeping fit for the whole community	Towards purchasing and installing outdoor fitness equipment	David Bradford	£3,675.00	No feedback received
305/NC – Men’s Shed – refit, transform and grow	Towards purchasing and fitting a new kitchen cooker	Janet Duncton	£3,675.00	No feedback received
309/NC – Little things make big differences	Towards purchasing red boxes and donation point	Kate O’Kelly	£88.00	No feedback received
336/NC – RVH Community kitchen upgrade	Towards replacing existing kitchen and refurbish premises' toilets	Kate O’Kelly	£3,675.00	No feedback received
289/NC – Loxwood FC ground development	Towards improving ground facilities	Janet Duncton	Fundraising Stage (Deadline: 30 June)	NA

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

Applicant	Summary	Member	Awarded	Evaluation
15/NC Lodsworth Village Hall	towards the replacement of Tables, crockery and chairs	Previous Member	£1,875.00	No feedback received
26/NC Petworth and District Community Association	The Fete in the Park purchase of new marquee	Janet Duncton	£2,000.00	No feedback received
28/NC Sutton Village Hall	towards the restoration of the hall floor	Previous Member	£1,875.00	No feedback received
57/NC Petworth Town Youth Band	Equipment and instruments	Janet Duncton	£1,200.00	No feedback received
64/NC Petworth Youth Association	to support the band Petworth Youth Association restructuring	Janet Duncton	£1,250.00	No feedback received
73/NC Redford Village Hall	Towards external hall refurbishment	Kate O'Kelly	£1,250.00	No feedback received
78/NC Midhurst & Easebourne Football Club	Towards a Club Tractor	David Bradford	£1,250.00	No feedback received
81/NC INTERIM Counselling	Towards start-up office supplies	Kate O'Kelly	£510.00	No feedback received
134/NC Sussex Clubs for Young People	Towards setting up the Duke of Cornwall award	Janet Duncton	£250.00	No feedback received
156/NC Easebourne Parish Wheelbarrow Castle Community Space and Playground Group	Easebourne Parish Community Space and Playground Group	David Bradford	£630.00	No feedback received
162/NC Midhurst Tourism Partnership	Discover Midhurst	Kate O'Kelly	£250.00	No feedback received
168/NC Heyshott Playground Committee	Towards rubber matting	David Bradford	£630.00	No feedback received
169/NC Midhurst Youth Trust	Provision of a dining shelter	Kate O'Kelly	£630.00	No feedback received

North Chichester County Local Committee	
11 June 2019	Key Decision: No
Allocation of the Community Initiative Fund	Part 1
Report by Director of Law and Assurance	Electoral Divisions: All in CLC Area
<p>Summary</p> <p>In response to comments and feedback from Members, partners, and the public, the Cabinet Member for Safer Stronger Communities has to agreed a mechanism for smaller grants to be made by CLCs as part of the Community Initiative Fund (CIF). This would be for smaller-scale projects seeking funding of no more than £750 for total costs of their project.</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:

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Senior Adviser (Corporate Resources and Services)

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Appendices: None

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

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North Chichester County Local Committee

Ref: NC02 (19/20)

11 June 2019

Key Decision: No

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

Part I

Report by Director of Education & Skills

Electoral Divisions: All in CLC Area

Executive Summary

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

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

Recommendation

That the nomination for appointment of Local Authority Governor as set out in Appendix A, be approved.

Proposal

1. Background and Context

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

- 1.3 CLCs' delegated powers include the ability to appoint Authority, Community and Parent Governors to temporary governing bodies. Further changes are expected in due course in relation to temporary governing bodies.
- 1.4 CLCs also have the function to make nominations for the County Council to governing bodies of academies in accordance with either the funding agreement with the relevant government department or instrument of governance, as appropriate.

2. Nominations for Local Authority Governors

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

iv) if a county councillor is appointed as a local authority governor, and either does not stand for re-election or does not retain the seat during the quadrennial County Council elections, his/her term of office will automatically end on 31 August next following the elections. A county councillor, who resigns his /her seat on the Council, will within 4 months of his/her resignation cease to be a local authority governor. In either case, he/she is, of course, eligible for re-appointment if nominated by a county councillor.

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

3. Reappointments

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

4. Current Vacancies

4.1 The current vacancies in the CLC area are detailed in Appendix B.

4.2 Information about the role of school governors is available on the County Council website via this link:

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

5. Proposal

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

6. Resources

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

Factors taken into account

7. Consultation

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

8. Risk Management Implications

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

9. Other Options Considered

- 9.1 County Councillors can decide not to make a nomination to a governing body. They may defer an application if they require further information or consultation to enable them to come to a decision.

10. Equality Duty.

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

11. Social Value

- 11.1 None

12. Crime and Disorder Act Implications

- 12.1 None

13. Human Rights Implications

- 13.1 None

Paul Wagstaff Director of Education & Skills

Contact: Governor Services Administrator
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Appendix A: Local Authority Governors - Appointments, Reappointments or Nominations

Appendix B: Current Vacancy List

Background Papers: None.

Local Authority Governors - Nominations Under the 2012 Regulations

Maintained Schools

Nominations for Reappointment:

Nominations for Appointment:

Camelsdale Primary School

Ms Barbara Murrell for a four year term

Academies:

Nominations for Reappointment:

Nominations for Appointment:

Temporary Governing Bodies

Nominations for Reappointment:

Nominations for Appointment:

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Authority Governor Vacancies for North Chichester County Local Committee Area

School	Division	Division Member	Vacant From	Current Status	Chairman	Head
Bury C.E. Primary School	Rother Valley	David Bradford	Jul-18	Resigning at end of term	Stephanie Fane	Thomas Moore
Stedham Primary School	Midhurst	Kate O'Kelly	May-18	Outstanding	Neil Ryder	Sally Dreckmann

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