

Public Document Pack

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4 November 2019

A meeting of the North Chichester County Local Committee will be held at 7.00 pm on Tuesday, 12 November 2019 at Midhurst Library (Willow Room), The Grange, Bepton Road, Midhurst, GU29 9HD

Tony Kershaw
Director of Law and Assurance

Your local County Councillors



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 and Kate O'Kelly.
- 7.05 pm 2. **Declarations of Interest**
- Members and officers must declare any pecuniary or personal interest in any business on the agenda. They should also make declarations at any stage such an interest becomes apparent during the meeting. Consideration should be given to leaving the meeting if the nature of the interest warrants it. If in doubt, contact Democratic Services before the meeting.
- 7.05 pm 3. **Minutes** (Pages 5 - 8)

To confirm the minutes of the meeting of the Committee held on 11 June 2019 (cream paper).

- 7.10 pm 4. **Urgent Matters**
- Items not on the agenda that the Chairman of the meeting is of the opinion should be considered as a matter of urgency because of special circumstances.
- 7.10 pm 5. **Talk With Us**
- To invite questions from the public present at the meeting on subjects other than those on the agenda. The Committee would encourage members of the public with more complex issues to submit their question before the meeting to allow a substantive answer to be given.
- 7.40 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.
- 7.45 pm 7. **Prioritisation of Traffic Regulations Orders (NC03(19/20))** (Pages 11 - 16)
- Report by Director of Highways and Transport and Head of Highways Operations.
- The Committee is asked to prioritise the progression of Traffic Regulation Orders in the area based on the attached report and supporting documents.
- 7.50 pm 8. **Highways : Improving Local Places and Spaces** (Pages 17 - 22)
- The Committee to receive a service level update from the Area Highways Manager and the Area Communities Manager based on the attached decision report.
- 8.10 pm 9. **North Chichester Community Initiative Funding (NC04(19/20))** (Pages 23 - 30)
- Report by the Director of Law and Assurance.
- The report summarises the Community Initiative Funding applications received via The West Sussex Crowd. The Committee is invited to consider the applications and pledge funding if appropriate.
- 8.30 pm 10. **Date of Next Meeting**
- The next meeting of the Committee will take place at 7.00 pm

on Tuesday 17 March 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

11 June 2019 – At a meeting of the Committee at 7.00 pm held at Compton Parish Room, Main Road, Compton, Chichester, West Sussex, PO18 9HD.

Present:

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

Apologies were received from Mr Parikh (Bourne;)

Officers in attendance: Jenna Barnard (Assistant Democratic Services Officer), Peter Lawrence (Partnerships Area Manager (South)) and Nick Burrell (Senior Advisory (CLCs/Local Member Working))

1. Welcome and introductions

- 1.1 The Chairman welcomed everyone to the meeting. Members and Officers introduced themselves.
- 1.2 The Chairman thanked Adam Chisnall, previous Democratic Services Officer to the Committee and welcomed Jenna Barnard who is new to the role.

2. Election of Chairman and Vice Chairman

- 2.1 RESOLVED that Mrs Janet Duncton be elected Chairman of the North Chichester County Local Committee for the municipal year 2019/20.
- 2.2 RESOLVED that Mr David Bradford be elected the Vice Chairman of the North Chichester County Local Committee for the municipal year 2019/20.

3. Declarations of Interest

- 3.1 None declared.

4. Minutes

- 4.1 Resolved – that the minutes of the meeting held on 5 March 2019 be approved as a correct record and signed by the Chairman.

5. Urgent Matters

5.1 Further to the current CLC review that is taking place, members agreed to take 5 minutes to discuss their collective views, the format and purpose of CLC and different options for the future.

- The main item that came up on this issue from both the members and the residents was that it was felt that there would be better attendance from across the CLC if there was a more central/fixed location venue for this committee.

- Kate O’Kelly took the opportunity to stress the importance of CLC’s, the funding available to small/local charities/organisations and to lose them would have a great impact on communities.

6. **Progress Statement**

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

6.2 Resolved – That the Committee notes the progress statement.

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

7.1 Resolved – That the North Chichester County Local Committee;

- Authorises the Director of Law & Assurance to bring the School Keep Clear Traffic Regulation Order into operation as advertised, for all of the areas to include Loxwood & Midhurst but excluding the area of Compton, by a unanimous vote.

- Requests that officers undertake further consultation and communication with the Local Member, Viral Parikh, into the area of Compton, by a unanimous vote.

8. **North Chichester Community Initiative Funding**

8.1 The Committee considered a summary of the funding period 2017/18 and the period 2018/19.

9. **Allocation of the Community Initiative Fund**

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

6.2 Resolved – That the Committee notes the report.

10. **Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies (NC02(19/20))**

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

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

- Ms Barbara Murrell to Camelsdale Primary School for a four-year term

11. **Talk With Us**

11.1 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.

- Councillor and Westbourne Resident, Roy Briscoe, expressed concerns after he received several reports that the pupils at Little Green School have been damaging the fabric of the Grade 2 listed building. Members agreed to investigate this issue and with the possibility of the local member writing to the school if the building is no longer under our control.
- Local resident asked what the current situation was with 'Velo South', would there be a plan for another one? – Members confirmed that there is no plan for one in 2019 and that this is very unlikely to even return to West Sussex. Nick gave some information on the 'Major Events Protocol' and how this would protect from previous issues experienced in 2018.
- Local resident asked how as a committee the advertising and awareness is raised for the CLC meeting's, as the turnout is so small it was disappointing. Officers confirmed that we use, Facebook, Twitter, Emails, Posters, Towns and Parishes and Libraries. Members agreed that we could be better engaged with the more rural areas and elder community members and resolved to look in to ways of doing so.
- Local Resident asked if members were aware of any new plans for rural policing and the possibility of more PCSO's. Members agreed that there was not enough rural coverage and Katie Bourne has committed to upping the number of PCSO's in these areas.

12. **Date of Next Meeting**

12.1 The Chairman confirmed that the next meeting of the North Chichester County Local Committee would be held on 12 November 2019 at a venue to be confirmed.

Chairman

The meeting closed at 8.00 pm

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North Chichester County Local Committee.**12 November 2019.****Progress Statement.**

Date & Minute No.	Subject:	Action / Progress	Officer Contact:
5 February 2019 Minute 22.1 1 st Bullet	Talk With Us	Conversation on A272 speeding in Midhurst	Pete Lawrence and Chris Dye
March Update		<p>Pete Lawrence raised the issue at the Arun and Chichester Road safety Group where the Police advised that they continue to provide education and advice to bikers at Whiteways Lodge and where KSI data identifies hotspots they will undertake enforcement and focus on those hotspots.</p> <p>If local communities are interested in starting a Community Speedwatch in an area contact details can be provided for Chichester Police, speedwatch would allow a community to directly monitor bike speeds in their local area and the Police provide equipment and training to support new groups.</p> <p>Further to recent reports to Local Members, there is a proposal to invite police in to discuss this matter at the County Local Committee Meeting in March 2020.</p>	

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North Chichester County Local Committee.**12 November 2019.****Prioritisation of Traffic Regulation Order Requests Received between July 2018 and July 2019.****Report by Director of Highways and Transport and Head of Highways Operations.****Ref No:
NC03(19/20)****Key Decision:
No****Part I****Electoral
Divisions:
All in CLC area****Executive Summary**

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

The TRO Requests received between July 2018 and July 2019 have been assessed and scored and the results are attached for the CLC to consider and prioritise in line with the Cabinet Member Report for Traffic Regulation Orders – Assessment and Implementation Process for progression in the 2019/20 works programme.

Recommendation

That the Committee reviews the proposals and agrees to progress up to the allocated resource as detailed in 2.4 below for the highest scoring TROs from the list attached at Appendix A, subject to any adjustments made at the meeting.

Proposals**1. Background and Context**

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

This report deals with County Local Committee TROs only.

- 1.3 The framework for assessing TROs was approved by the Cabinet Member for Highways and Transport in March 2016. In summary, the framework assesses TROs against four criteria: Safety, Traffic Conditions, Environment & Economy and People which give the acronym STEP. A new assessment framework was considered necessary to align with the County Council’s corporate priorities and the increasing demand for TROs across the county. Full details of the criteria can be found in the Cabinet Member Decision report (see background reading for further details).
- 1.4 Following a review of County Local Committees (CLC) in 2016/17 the number of CLCs reduced from 14 to 11. Therefore the TROs have been reallocated as detailed in the table below. There has been no reduction in the number of TROs.

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

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

2. Proposal

- 2.1 The Committee is asked to consider the list of TRO requests and, subject to any desired changes, to approve the applicable quota as a programme of work to be initiated over the coming year and delivered in the 2020/21 works programme.
- 2.2 The CLC is requested to progress the highest scoring TRO within the CLC area. Whilst there is scope to progress a lower scoring TRO as a preference, sound justification should be provided for doing so as this will be at the expense of a request that is considered by application of the approved framework to be a higher priority.

- 2.3 Any TROs not selected as the highest priorities for CLCs may be considered on a priority basis for progression on a county-wide basis at the Cabinet Members discretion.
- 2.4 In accordance with the report detailed in the background papers, the list in Appendix A details all the CLC requests that have been received in the last year (July 2018 – July 2019) as well as those that were available to be selected, but were not, in the 2017-2018 round of TROs.
- 2.5 To get best value from officer and member resources the Cabinet Member has confirmed that TROs that score 9 or under offer little wider community value or have not demonstrated suitable community support, and will not progress to the CLC to be considered. A link to the report can be found in the background reading.
- 2.6 In subsequent years Traffic Officers will reject any requests that score 9 or below following application of the approved framework. Due to the timing of the Cabinet Member decision, for transparency all requests made that were not rejected in 2018-19, that have scored 9 or below have been detailed in Appendix A, however the CLC may not select these.
- 2.7 County Wide Summary of requests
- **Adur** – 2 new requests. 1 of these scored over 9. The CLC has a resource allocation of up to 2
 - **Worthing**– 5 new requests. 1 of these scored over 9. The CLC has a resource allocation of up to 3
 - **Joint East Arun**– 3 new requests. 1 of these scored over 9. The CLC has a resource allocation of up to 2
 - **Joint West Arun**– 2 new requests. 1 of these scored over 9. The CLC has a resource allocation of up to 2
 - **North Chichester**– 2 requests made, both scored over 9. The CLC has a resource allocation of 1
 - **South Chichester**– 2 new requests. 1 of these scored over 9. The CLC has a resource allocation of up to 2.
 - **Crawley**– 14 new requests. 9 of these scored over 9. 1 request (437397) carries over from the previous year. The CLC has a resource allocation of up to 3
 - **Chanctonbury**– 5 new requests. 2 of these scored over 9. 1 request (438363) carries over from the previous year. The CLC has a resource allocation of up to 1
 - **North Horsham**– 12 new requests. 7 of these scored over 9. The CLC has a resource allocation of up to 3
 - **North Mid Sussex**– 0 requests made and can select up to 2
 - **Central and South Mid Sussex**– 0 requests made and can select up to 2
3. **Resources**
- 3.1 The proposals contribute to the County Council’s objectives for transport and meet the community needs and the ongoing demand for TROs within the resources available

- 3.2 Section 1.4 of this report confirms the CLCs can choose up to a maximum of 23 TROs. The maximum allowable cost of a TRO requested through this community process is £3,000. Hence the proposals by the CLCs could potentially cost £69,000. However, many of the requests such as Double Yellow Line Parking Restrictions have a low implementation value, so it is currently anticipated that the CLC requests will be managed within the £50,000 budgeted within the Highways Capital Budget for TRO's which is part of the Integrated Forward Works and Annual Delivery Programme budget approved in April 2019 decision ref HI03 (19/20)
- 3.3 Administrative work associated with the TRO's will be carried out internally by the TRO Team.
- 3.4 Due to the ongoing challenges to the Revenue budget it should be noted that Highway Operations currently only maintains / refreshes safety related road markings.

Factors taken into account

4. Consultation

- 4.1 Individual member support has been gained for each proposal and reasonable local community support has been demonstrated for those that can be selected. As with any TRO, wider consultation will be carried out in the usual way as each of the TRO requests is processed.

5. Risk Management Implications

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

6. Other Options Considered

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

7. Equality Duty

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

8. **Social Value**

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

9. **Crime and Disorder Act Implications**

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

10. **Human Rights Act Implications**

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

Matt Davey
Director of Highways & Transport

Michele Hulme
Head of Highway Operations

Contact: Chris Dye, Area Highway Manager.

Appendices

Appendix A – CLC TRO Priority List

Background Papers

Cabinet Member Report – TRO Assessment

http://www2.westsussex.gov.uk/ds/edd/ht/ht14_15-16.pdf

Cabinet Member Report – TRO Prioritisation

<https://westsussex.moderngov.co.uk/ieDecisionDetails.aspx?ID=717>

APPENDIX A**NORTH CHICHESTER**

Confirm Enquiry Number	Division	Parish	Dominant Road Name	Local Member	TRO Type Parking / Speed Limit / Moving	Summary	Approx Cost (implementation only)	Score
M438362	Rother Valley	Cocking	A286 North of Village	David Bradford	Speed Limit	The application is from Cocking Parish Council for a 50mph speed limit on the the de-restricted section of road between Cocking and Midhurst	£1,768	18
M439226	Midhurst	Midhurst	New Road	Kate O'Kelly	Parking Issue	Application for double yellow lines in New Road at the junction of Spring Gardens	£410	11

Mr Roger Elkins, Cabinet Member for Highways and Infrastructure	Ref No: H&I 11 19/20
July 2019	Key Decision: Yes
Highways, Transport and Planning Service Area Review & Highway Maintenance Infrastructure Plan	Part I
Report by Executive Director Place Services and Director of Highways, Transport and Planning	Electoral Divisions: All
<p>Summary</p> <p>The County Council, in its capacity as Highway Authority, has a duty to maintain the highway under Section 41(1) of the Highways Act 1980. However, the Act does not specify the levels of service required, in order to meet that duty. In previous years an annual Highway Maintenance Plan has been produced which detailed the highway maintenance service levels customers could expect to receive.</p> <p>A document named "Well-managed Highway Infrastructure" was published in October 2016, replacing "Well-maintained Highways", "Management of Highway Structures" and "Well-lit Highways". Like its predecessors, "Well-managed Highway Infrastructure" is a national, non-statutory code of practice which sets out a series of general principles for highway maintenance. It is endorsed and recommended by the Department for Transport and its production has been overseen by the UK Roads Liaison Group (UKRLG) and its Roads, Bridges and Lighting Boards.</p> <p>In order to demonstrate that the County Council complies with the principles of "Well-managed Highway Infrastructure" a robust decision-making process, an understanding of the consequences of those decisions, and how the associated risks are managed to ensure highway safety must be demonstrated. As part of that process, a new Highway Infrastructure Maintenance Plan needs to be produced, which clearly lays out the levels of service customers may expect, and which integrates with a revised "Safety Plus" inspection manual. "Safety Plus" is a formalised system of highway inspections which ensures highway inspections are carried out and any safety defects identified and repaired within prescribed timescales.</p> <p>A new Highway Infrastructure Maintenance Plan (attached as an Appendix) is proposed to meet this objective.</p>	
<p>West Sussex Plan: Policy Impact and Context</p> <p>The proposal supports the prosperous place priority in the West Sussex Plan. The provision of a Highway Infrastructure Maintenance Plan, with clearly defined customer service levels, will help manage customer expectations. A well-managed highway network will help to support local businesses and communities by ensuring safe, reliable, and consistent journey times.</p>	
<p>Financial Impact</p> <p>Any revision to service levels will be designed with sufficient flexibility to contain expenditure within projected budgets when the new highways contract(s) commence. The estimated annual value of the revenue works services affected by this decision is £8.707m.</p>	

Recommendations

That the Cabinet Member for Highways and Infrastructure approves a new Highway Infrastructure Maintenance Plan (see Appendix) including a review of service levels currently delivered and which details the revised service level for revenue works.

PROPOSAL

1. Background and Context

- 1.1. The County Council, in its capacity as Highway Authority, has a duty to maintain the highway under Section 41(1) of the Highways Act 1980. However, the Act does not specify the levels of service required, in order to meet that duty.
- 1.2. A document named "Well-managed Highway Infrastructure" was published in October 2016, replacing "Well-maintained Highways", "Management of Highway Structures" and "Well-lit Highways". Like its predecessors, "Well-managed Highway Infrastructure" is a national, non-statutory code of practice which sets out a series of general principles for highway maintenance.
- 1.3. There are no prescriptive or minimum standards in the Code. Adoption of a risk based approach, taking account of the advice in the Code, will enable this authority to establish and implement levels of service appropriate to local circumstances. The Code of Practice is endorsed and recommended by the Department for Transport and its production has been overseen by the UK Roads Liaison Group (UKRLG) and its Roads, Bridges and Lighting Boards.
- 1.4. In order to demonstrate that the County Council complies with the principles of "Well-managed Highway Infrastructure" a robust decision-making process, an understanding of the consequences of those decisions, and how the associated risks are managed to ensure highway safety must be demonstrated. As part of that process, a new Highway Infrastructure Maintenance Plan needs to be produced, which clearly lays out the levels of service customers may expect, and which integrates with a revised "Safety Plus" inspection manual. "Safety Plus" is a formalised system of highway inspections which ensures highway inspections are carried out and any safety defects identified and repaired within prescribed timescales.
- 1.5. Highway maintenance contributes in varying degrees to the core objectives of safety, customer service, sustainability and serviceability. Levels of service and delivery arrangements need to be established having regard to these objectives and be focussed on outcomes, rather than on inputs mainly related to maintenance type.
- 1.6. Delivery of a safe and well maintained highway network relies on good evidence and sound engineering judgement. The new Highway Infrastructure Maintenance Plan demonstrates how the Highways, Transport and Planning Service in West Sussex will develop levels of service in accordance with local needs, priorities and affordability.

2. Proposal Details

- 2.1. A new Highway Infrastructure Maintenance Plan (Appendix 1) has been produced, which clearly lays out the levels of service customers may expect,

integrates with a revised "Safety Plus" inspection manual, and explains how the County Council meets its statutory duty to maintain the highway.

- 2.2. The Highway Infrastructure Maintenance Plan demonstrates that the County Council complies with the principles of the Code of Practice, sets out the service levels that can be expected by customers, and explains the risk based rationale behind the setting of those service levels.
- 2.3. The Highway Infrastructure Maintenance Plan has a key role to play in determining affordable service levels and in ensuring that the service continues to be delivered to the required quality at an affordable cost. The overriding principle behind the plan is to ensure the safety of the highway, and any proposed changes to service levels have been risk assessed, with safety being the first factor evaluated.
- 2.4. Proposed changes to service levels are summarised in the table below.

Analysis Topic	Service Level Variation	Change to Service Standard
Safety Plus	No change in service levels	
Highway Condition Surveys	No change in service levels	
Drainage Management	No change in service levels	Better use of data to empty gullies only when required. Efficiency Saving.
Highway Trees	More safety driven	Risk based approach to tree investigations and prolonging the cyclical pollarding frequency
Pedestrian Guardrail	More safety driven	Reactive repairs only in approximately 40 locations each year.
Highway Structures	More risk based approach	Cyclic programmes of general and preventative maintenance reduced.
Traffic Systems	No change in service levels	
Winter Maintenance	Revised risk based policy aligned with neighbouring authorities	Reduction of Precautionary Salting network from 1804kms (41% of the network) to 1232kms (28% of the network) to only include: Major Road Network (P1) and other Primary routes and County distributors (P2).
Vegetation Management	Reduced Service Levels to redirect resources to safety based maintenance, take account of the council's recently agreed Pollinator Action Plan, and seek to reduce the	Reduction of urban grass cuts from 7 to 5. Reduction of rural grass cutting from two 1m swath cuts and one full cut to one 1m swath cut and one full cut. Reduction of weed spraying to selected targeted areas. Annual hedge cutting

	use of Glyphosate products	programme reduced to two year cycle.
Graffiti	No change in service levels	As levels of graffiti have decreased there will be minor reductions in contributions to third parties
Signs, Bollards & Road Markings	Reduced Service Levels to redirect resources to safety and regulatory based maintenance	Prioritise replacement of regulatory signs (e.g. give way signs). Prioritise replacement of safety orientated markings and regulatory lining in CPZs.

FACTORS TAKEN INTO ACCOUNT

3. Consultation

- 3.1 The Executive Director of Place Services, the Director of Finance and Support Services and the Director of Law and Assurance have been consulted. The Environment, Communities and Fire Select Committee considered the proposals at its meeting on 20 June 2019 and noted that the strategies outlined in the Highway Maintenance Infrastructure Plan should help inform future financial planning.
- 3.2 The Committee also recommended a robust communication plan publicising changing service levels, explaining riparian responsibilities to landowners, and seeking to enhance partnership working with District, Town and Parish Councils. A communications strategy will be developed to support deployment of the Highway Maintenance Infrastructure Plan.

4. Financial and Resource Implications

The Highways Maintenance Revenue Budget for 2019/20 approved by Full Council in February 2019 is £8.707m. Any revision to service levels will be designed with sufficient flexibility to contain expenditure within budget.

	2019/20	2020/21	2021/22	2022/23	Total
	£m	£m	£m	£m	£m
Revenue Works Budget	8.707	8.707	8.707	8.707	34.828
Change From Proposal	0.000	0.000	0.000	0.000	0.000
Remaining Budget	8.707	8.707	8.707	8.707	34.828

5. Legal Implications

- 5.1. Highway authorities have certain legal obligations with which they need to comply, and which may be the subject of claims for loss or personal injury, or of legal action by those seeking to establish poor or non-compliant activities by highway authorities. In such cases the principles of the "Well-managed Highway Infrastructure" Code of Practice may be a relevant consideration.
- 5.2. Where this authority elects, in the light of local circumstances to adopt policies or approaches different from those suggested by the Code of Practice, it is essential that they are identified, together with the reasoning for such differences, approved by the Cabinet Member for Highways and Infrastructure

and published. This proposal adopts the risk based approach recommended by the Code of Practice and does not recommend policies or approaches different to those suggested by the Code of Practice.

6. Risk Assessment Implications and Mitigations

The risk of not reviewing and implementing revised service levels using an affordable risk based approach, and publishing a Highway Infrastructure Maintenance Plan laying out those service levels, is that the County Council’s statutory duty to maintain the highway under Section 41(1) of the Highways Act 1980 will not be met.

7. Other Options Considered

Service level analyses have been completed, which considered a number of alternative levels of service for different work types, against the available budget. The findings of these service level analyses are laid out in the appendices to the Highway Infrastructure Maintenance Plan.

8. Equality and Human Rights Assessment

The public sector equality duty will apply to the delivery of the services which fall within the service area review. The potential to disadvantage accessibility for disabled or other vulnerable road users with protected characteristics has been assessed against each service level option as one of the four key factors considered when evaluating risk. This will ensure that the County Council is able to fulfil its obligations, through the delivery of the services, and provide sufficient assurance that the duty will be complied with. The proposal has no implications under the Human Rights Act 1998.

9. Social Value and Sustainability Assessment

The proposal has no implications to the Council’s duty under the Public Services (Social Value) Act 2012.

10. Crime and Disorder Reduction Assessment

There are no foreseeable crime and disorder implications to this proposal.

Lee Harris
Executive Director Place Services

Matt Davey
Director
Highways, Transport and Planning

Contact Officer:
Chris Barrett, Contract Lead Professional, 03302226707

Appendix

Appendix – [Draft Highway Infrastructure Maintenance Plan](#)

Background papers

None

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North Chichester County Local Committee**Community Initiative Funding****12 November 2019****Report by Director of Law and Assurance****Ref: NC04(19/20)****Key Decision:
No****Part I****Electoral Divisions:
All in NC CLC area****Recommendation**

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

1. Background and Context

- 1.1 The Community Initiative Fund (CIF) is a County Local Committee (CLC) administered fund that provides assistance to local community projects. Bids should show evidence of projects which can demonstrate community backing, make a positive impact on people's wellbeing and support [The West Sussex Plan](#).
- 1.2 The terms and conditions, eligibility criteria and overall aim of the CIF have been agreed by all CLC Chairmen and these can be found on the County Local Committee pages of the West Sussex County Council website using the following link:
http://www.westsussex.gov.uk/your_council/meetings_and_decision-making/county_local_committees/community_initiative_funding.aspx
- 1.3 For projects to be considered for funding they must upload their project idea to the West Sussex Crowd (www.westsussexcrowd.org.uk) funding platform and pitch to the Community Initiative Fund.
- 1.4 Effective from 8 February 2019, the County Council's Community Initiative Fund budget was reduced from £280,000 per year to £140,000 per year, following a decision taken by the Cabinet Member for Safer, Stronger Communities. It was approved that this proposal be included in the Governance Committee review of County Local Committees with implementation of savings to be delayed until the review has been completed. Therefore, it was agreed that the 2019/20 CIF budget is provisionally reduced to £140,000, subject to the outcome of the Governance Committee review of CLCs on 25 November 2019.
- 1.5 Effective from 12 June 2019, the Cabinet Member for Safer, Stronger Communities took a decision to introduce a Micro Fund following feedback received from groups relating to small projects. Applications to the Micro Fund are intended for projects with a total cost of up to £750 as an alternative to crowdfunding and pitching to CIF via West Sussex Crowd. As with crowdfunding pitches, Micro Fund applications are considered the CLC meetings for a decision. CLCs were advised to allocate

up to 30% of their budget to Micro Fund applications, although this is discretionary.

2. Proposal

- 2.1 That the Committee considers the pitches and/or applications for Community Initiative Funding as set out in Appendix A.
- 2.2 Pledges can be considered in the preparation and fundraising stage. When considering pitches in the preparation stage, decisions are subject to the applicant receiving full verification from locality and starting fundraising by the end of the financial year.

3. Resources

- 3.1 For the 2019/20 financial year, North Chichester CLC had a total of £6,700.00 available for allocation. Details of awards made in the current program and previous financial year are included in Appendix B.
- 3.2 There is one crowdfunding pitch for consideration by the Committee with a total project cost of £3,329.00.

Factors taken into account

4. Consultation

- 4.1 Before a project can be added to the West Sussex Crowd it must be eligible for the [Spacehive](#) platform, and then before beginning crowd funding must be verified by [Locality](#). This involves inspecting the project to make sure it's viable and legitimate. The Democratic Services Officer, in consultation with the local County Councillor, will preview all projects that have then gone on to pitch to the Community Initiative Fund to ensure they meet the criteria.
- 4.2 District and Borough Council colleagues are consulted on whether applicants have applied to any funds they administer. In addition, some CLCs have CIF Sub Groups that preview pitches and make recommendations to the CLC.

5. Risk Management Implications

- 5.1 There is a risk in allocating any funding that the applicant will not spend some or all of it or that it might be spent inappropriately. Therefore, the terms and conditions associated with CIF provide for the County Council to request the return of funds.
- 5.2 Projects that do not reach 95% of their funding target on The West Sussex Crowd within their project timescales, will not receive any funds. Any pledges made to unsuccessful projects will therefore be returned to the CLC CIF allocation and be detailed in Appendix B.

6. Other Options Considered

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

7. Equality Duty

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

- advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- foster good relations between people who share a protected characteristic and people who do not share it.

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

8. Social Value

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

9. Crime and Disorder Act Implications

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

10. Human Rights Act Implications

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

Tony Kershaw

Director of Law and Assurance

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Background Papers: crowdfunding pitches are available to view at:
www.westsussexcrowd.org.uk
<https://westsussex.moderngov.co.uk/ieDecisionDetails.aspx?ID=494>
<https://westsussex.moderngov.co.uk/ieDecisionDetails.aspx?ID=611>

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West Sussex Crowd

The following project has pitched to the Community Initiative Fund since the last meeting:

Fundraising Stage –

- ***436/NC – Royal Artillery Equestrian Centre, 'Saddle for disabled riders', £3,329.00 – towards purchasing an adaptable saddle supportive of all riding standards to facilitate disabled people's access to horse riding.**
<https://www.spacehive.com/saddle-for-disabled-riders>

**Members to note that this project has also pitched to South Chichester CLC*

There are currently no crowdfunding pitches in preparation stage.

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Community Initiative Funding: Summary for 2018/19

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 (view using Google Chrome web browser)
296/NC – Keeping fit for the whole community	Towards purchasing and installing outdoor fitness equipment	David Bradford	£3,675.00	No feedback received – refer to Member
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 – refer to Member
309/NC – Little things make big differences	Towards purchasing red boxes and donation point	Kate O’Kelly	£88.00	No feedback received – refer to Member
336/NC – RVH Community kitchen upgrade	Towards replacing existing kitchen and refurbish premises' toilets	Kate O’Kelly	£3,675.00	No feedback received – refer to Member
289/NC – Loxwood FC ground development	Towards improving ground facilities	Janet Duncton	£3,675.00	No feedback received – refer to Member

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