

Public Document Pack

Tony Kershaw
Director of Law and Assurance

If calling, please ask for

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

www.westsussex.gov.uk

 @DemService

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



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



28 October 2019

A meeting of the South Chichester County Local Committee will be held at 7.00 pm on Tuesday, 5 November 2019 at Committee Room 3, County Hall, Chichester, PO19 1RQ

Tony Kershaw
Director of Law and Assurance

Your local County Councillors



Invite you to come along to the South 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**

Members of the South Chichester County Local Committee are Jamie Fitzjohn, Louise Goldsmith, Jeremy Hunt, Pieter Montyn, Simon Oakley, and Carol Purnell.

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.

It is recorded in the register of interests that:

- Mr Fitzjohn is a Substitute Member of the Chichester Harbour Conservancy
- Ms Goldsmith is a Member of the Chichester Harbour Conservancy
- Mr Hunt is a member of the Chichester Harbour Conservancy, Goodwood Aerodrome Consultative Committee, Goodwood Education Trust and the Goodwood Motor Circuit Consultative Committee
- Mr Montyn is a member of the Chichester Harbour Conservancy and the Goodwood Aerodrome Consultative Committee
- Mr Oakley is a member of Chichester District Council and Tangmere Parish Council
- Mrs Purnell is a member of Selsey Town Council and Chichester District Council.

These interests only need to be declared at the meeting if there is an agenda item to which they relate.

- 7.05 pm 3. **Minutes** (Pages 5 - 10)
- To confirm the minutes of the meeting of the Committee held on 18 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. **Progress Statement** (Pages 11 - 12)
- The document contains brief updates on statements of progress made on issues raised at previous meetings. The Committee is asked to note the document.
- 7.15 pm 6. **Talk With Us Open Forum**
- To invite questions from the public present at the meeting on subjects other than those on the agenda. The Committee would encourage members of the public with more complex issues to submit their question 2 days before the meeting to allow a substantive answer to be given.
- 7.45 pm 7. **Prioritisation of Traffic Regulation Orders (SC03(19/20))** (Pages 13 - 18)
- The Committee is asked to prioritise the progression of Traffic Regulation Orders in the area based on the attached report and supporting documents.
- 8.00 pm 8. **Highway Service Level Update: New Community Opportunities** (Pages 19 - 24)

The Committee to receive a Service Level Update from the Area Highways Manager based on the attached report.

8.15 pm 9. **City Wide Parking Management Plan**

The Committee to receive an update on the Chichester City Wide Parking Management Plan.

8.30 pm 10. **Chichester District Council - Infrastructure Business Plan: Project 353**

The Committee and others present to receive an update on Project 353 in the CDC Infrastructure Business Plan: A contribution towards planned improvements to the Spitalfield Lane/St Pancras/Westhampnett Road and St James/Westhampnett Road mini-roundabouts.

8.35 pm 11. **Community Initiative Funding (SC04(19/20))** (Pages 25 - 48)

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.

8.55 pm 12. **Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies (SC05(19/20))** (Pages 49 - 54)

Report by Director of Education and Skills.

The Committee are asked to approve the re-nominations and nominations of Authority School Governors as set out in the report.

9.00 pm 13. **Items for Future Meetings**

- County Local Committee Review Report
- Community Highway Schemes
- Chichester County Hall Parking
- Chichester City Sustainable Transport Package
- Chichester City Northern Gateway

9.00 pm 14. **Date of Next Meeting**

The next meeting of the Committee will take place at 7.00 pm on Tuesday 03 March 2020 in Committee Room 3, County Hall, West Street, Chichester, PO19 1RQ.

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 South 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.

South Chichester County Local Committee

18 June 2019 – At a meeting of the Committee at 7.00 pm held at Committee Room 3, County Hall, Chichester, PO19 1RQ.

Present:

Mr S J Oakley (Chairman) (Chichester East;), Mrs Purnell (Selsey;), Mr Fitzjohn (Chichester South;), Ms Goldsmith (Chichester West;), Mr Hunt (Chichester North;), Mr Montyn (The Witterings;) and Mr Parikh (Bourne;)

Also in attendance:

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

1. Welcome and Introductions

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

2. Election of Chairman and Vice Chairman

2.1 Resolved – That:

- Mr Oakley is elected as Chairman of the South Chichester County Local Committee for the 2019/20 municipal year.

- Mrs Purnell is elected as Vice-Chairman of the South Chichester County Local Committee for the 2019/20 municipal year.

3. Declarations of Interest

3.1 None declared.

3.2 Members noted the list of their relevant interests on the agenda.

4. Minutes

4.1 Resolved – that the minutes of the meeting held on 5 February 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 points that came from this were:
 - The meetings should remain but the format, regularity and style of

these could change from meeting to meeting.

- The meetings are a very important tool for the public to be heard, but to also hear what is going on in the local area and a way of keeping up with what is going on in the council.
- One member felt that perhaps community forums alone would be better
- Meetings could be set on a themed or 'hot topic' basis only
- Could something smaller or more regular be done with Parish Council representatives
- A member of the public pointed out what a great turn out these meetings have and it would be a great disappointment to lose them

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 The Chairman introduced the report which gave updates on issues raised at the 5 February meeting.

6.3 Resolved – That the Committee notes the progress statement.

7. **Road Space Audit**

7.1 Miles Davy, Parking Manager, gave a presentation to the Committee on the outcome of the residents survey in relation to the Proposed Parking Management Plan for Chichester as part of the Road Space Audit (copy appended to the signed minutes).

8. **Highway Works Programme**

8.1 Chris Dye gave the South Chichester County Local Committee an overview of the current and on-going highway related works, maintenance and improvements that are taking place on the highway network.

9. **Talk With Us Open Forum**

9.1 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.

9.2 The following issues were raised and the Chairman explained that, in view of their number and length, he would be giving an outline of the questions asked and then get Officers or Members responses and comments due to time constraints, and that the full question text would be published as appended to the Minutes.

- Mr Bob Marson attended to ask the committee a question regarding the effectiveness of the West Sussex County Council Inter-Authority Air Quality Plan. *The Committee agreed that this would be a question for the cabinet Member and would follow this up for Mr Marson for a response.*

- Mrs B Teasdale attended to present the committee with a petition regarding the installation of a crossing at St Paul's Road. The Petition contained 492 signatures and had only been placed in the local chemist. *The local member stated that she was grateful to Mrs Teasdale that she had brought the petition in and will continue to support the issue through a Community Highways Scheme Application.*
- Mrs Mary Iden attended to ask the committee/highways a question regarding the cutting of verges and the regularity of the bus out to the Weald and Downland Museum. *Chris Dye agreed to get full written responses to her at a later time.*
- Mr P Maber attended to ask the committee about the commitment to the cycle link particularly from West Gate to the Chichester Town centre as this is currently unsuitable and a safety issue and will only increase with the Whitehouse Farm Development. *The local member confirmed that she has been in West of Chichester Infrastructure Steering Group meetings and this route, starting from Fishbourne is being discussed.*
- Mr Roy Briscoe attended to ask a question regarding some Traffic Lights in Westbourne which have been causing some issues and concerns with local businesses and residents. *Chris Dye confirmed that the local works management company are trying to minimise the disruption and the works, but Chris will follow this up to see why there were no notifications out.*
- Mrs Sarah Sharp attended to ask a question regarding the repairing of pavements in Chichester City Centre. *Chris confirmed that Highways are doing all they can for the repairs with monthly assessments taking place. The local member invited members of other authorities to meet with him to work collaboratively to find a solution to a longer-term resolution.*
- Mrs Ann Stewart attended to ask the committee about West Sussex County Council's commitment to climate change. *The committee assured her that they are fully committed to mitigating climate change and fully accept that something needs to be done to make the differences needed.*
- Mr Jason Kirk attended the meeting to ask the committee what can be done about the parking situation in Lake Road. *The local member confirmed that as part of the review of the Parking Management Plan, Officers would look at extending the double yellow lines into Lake Road, although this would require the permission of the land owner as this is a private road.*
- Mr Tupper attended to alert the committee to the availability of the Passenger Benefit Fund. *The Chairman confirmed that the committee would follow this up with the Cabinet Member urgently.*
- A representative from King George Gardens Residence Association to ask about the time scales of a recent successful TRO. *Chris Dye assured them that the TRO is in the system, it is currently with legal and their deadline is March 2020.*

10. **Community Initiative Funding (SC01(19/20))**

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

10.2 Resolved -

(a) That the following award be made:

345/SC - Building a Legacy for our Community (St Paul's Church & Parish Centre), up to £1,750.00, towards upgrading disability access and improving the reception area's insulation.

(b) That the following application be declined:

359/SC - Reaching out through sculpture (Sussex Arts Academy), up to £3,799.00, towards the creation of a community sculpture garden. The Committee declined application as the project showed little overall community benefit as there was limited and unclear public access or wider public utility. This is due to the project being contained within a school, which is also State funded. It therefore did not fit with CIF criteria.

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

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

11.2 Resolved – That the Committee notes the report.

12. **Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies (SC02(19/20))**

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

12.2 Resolved – that the following nomination(s) for appointment & reappointment under the 2012 Regulations be approved:

- Mr Stuart Blunden to Sidlesham Primary School for a four-year term
- Mr Donald Fowler-Watt to Bourne Community College for a four-year term.

13. **Items for Future Meetings**

13.1 The Chairman referred the members to the list of items that were proposed for the next meeting.

14. **Report of Urgent Action**

14.1 The Committee noted that the Director of Law and Assurance, in consultation with the Chairman of the South Chichester County Local Committee and the Chairman of the Performance and Finance Select Committee, has used his delegated powers under Standing Order 3.45 to make and advertise the Experimental Traffic Regulation Orders in West Wittering for a maximum period of 18 months.

15. **Date of Next Meeting**

15.1 The Committee noted that the next meeting would take place on Tuesday 5 November 2019 in Committee Room 3 at County Hall, Chichester.

Chairman

The meeting closed at 9.10 pm

This page is intentionally left blank

South Chichester County Local Committee

05 November 2019.

Progress Statement.

Date & Minute No.	Subject /Agenda	Action / Progress	Contact:
30 October Minute 20.3	Hornet Traffic Lights	The Committee discussed the Hornet Traffic Lights	Chris Dye
February Update	Following on from the previous progress update in October the County Council, in its capacity as the Highway Authority, currently has no plan to relocate the signalised pedestrian crossing on The Hornet, Chichester. There are a number of ongoing internal conversations to discuss the legal position surrounding the planning permission process, and how this relates to the County Council's remit as the Highway Authority. Once the discussions have been concluded a further update will be provided to the Committee.		
June Update	Cameras were installed between 23 – 25 May to survey the area and the resulting data will be available to WSCC in June; this will enable modelling to be undertaken, which should be complete by July.		
October Update	<p>On completion of the video survey the traffic count and movements were used to complete a model of the junction with the current set up. This was verified with the queues witnessed on site and then the model was changed to reflect the effect moving the crossing back to its original position would have. The model identified that there would be a reduction in queue lengths in the morning peak from 186m to 180m (1 car) on the Hornet and 84m to 66m (3 cars) on Market Road and in the evening peak from 156m to 126m (5 cars) on the Hornet and 186m to 138m (8 cars) on Market Avenue. Although this is a reduction fluctuations in vehicle movements would make this virtually unnoticeable on site. The main cause for the congestion was identified as the straight ahead movement from The Hornet into East Street causing exit blocking of the right turning traffic on the Hornet.</p> <p>Following a meeting with the Cabinet Member for Highways and Infrastructure, Cllr Roger Elkins and the Director of Highways, Transport and Planning, Matt Davey it was concluded that no further action would be taken to revert the junction back to its previous condition.</p>		

This page is intentionally left blank

Chichester South County Local Committee.**5 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:
SC03(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

SOUTH CHICHESTER

Confirm Enquiry Number	Division	Parish	Dominant Road Name	Local Member	TRO Type Parking / Speed Limit / Moving	Summary	Approx Cost (implementation only)	Score
M436314	Chichester South	Hunston	Selsey Road	Jamie Fitzjohn	Speed Limit	Reduction in speed limit to 40mph	£1,496	21
The CLC can only select requests that score 10 or above.								
M3004992	Chichester south	Selsey	North Road	Carol Purnell	Parking Issue	Request for DYL	£500	9

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

This page is intentionally left blank

South Chichester County Local Committee**Community Initiative Funding****5 November 2019****Report by Director of Law and Assurance****Ref: SC04(19/20)****Key Decision:
No****Part I****Electoral Divisions:
All in SC 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, South Chichester CLC had a total of £13,300.00 available for allocation, of this £11,550.00 is still available for allocation. Details of awards made in the current program and previous financial year are included in Appendix B.
- 3.2 There are two crowdfunding pitches and three Micro Fund applications for consideration by the Committee with a total project value of £24,757.29.

Factors taken into account

4. Consultation

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

5. Risk Management Implications

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

6. Other Options Considered

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

7. Equality Duty

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

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

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

8. Social Value

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

9. Crime and Disorder Act Implications

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

10. Human Rights Act Implications

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

Tony Kershaw

Director of Law and Assurance

Contact: Jenna Barnard – 033 022 24525

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>

This page is intentionally left blank

West Sussex Crowd

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

Fundraising Stage -

- **437/SC – 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>

Preparation Stage -

- **422/SC – Chichester Community Development Trust, 'Children in the chapel; interactive play, £19,316.00 – towards purchasing equipment and seating for a new interactive play area within Graylingwell Chapel.**
<https://www.spacehive.com/emotional-well-being-in-schools>

Micro Fund

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

- **389/SC – Selsey Community Forum, 'Shop Talk', £750.00 – towards the cost of premises hire at The Selsey Hub to hold inclusive social gatherings for vulnerable residents.**
- **415/SC – Chichester Forest Schools CIC, 'Ecotherapy training and equipment', £650.49 – towards providing woodland wellbeing therapy sessions for young people and adults with mental health difficulties.**
- **421/SC – Arts Dream Selsey, 'Equipment purchase', £711.80 – towards purchasing energy-saving production and recording equipment for community use.**

This page is intentionally left blank

Summary of awards for 2019/20 and 2018/19

The following pitches have received funding during the 2019/20 financial year to date:

Applicant	Summary	Member	Awarded	Feedback
CROWDFUNDING PITCHES				
345/SC – Building a legacy for our community	Towards upgrading disability access and improving the reception area’s insulation	Jeremy Hunt	£1,750.00	No feedback received

The following pitches received funding during the 2018/19 financial year:

Applicant	Summary	Member	Awarded	Feedback
205/SC – Selsey Care Shop	Towards the cost of utilities, phone installation, decorative works and purchase of furniture	Carol Purnell	£2,000.00	Case study video
209/SC – The Hidden Garden	Towards materials for community garden	Carol Purnell	£1,500.00	No feedback received
220/SC – Grow Chichester Community Garden	Contribution towards garden improvements and public liabilities insurance to support delivery of weekly therapeutic gardening sessions	Jeremy Hunt	£500.00	No feedback received
274/SC – Selsey Sea Bathing Society	Towards cost of website development, social media marketing and producing flyers	Carol Purnell	£600.00	Case study video
282/SC - Dancing Together	Towards the cost of 4 dance workshops and filmmaking	Jeremy Hunt	£500.00 (Urgent Action)	Feedback received (view via Google Chrome web browser)
297/SC – Go Gardening	To purchase an additional transit van	Jamie Fitzjohn	£2,500.00	Feedback received (view via Google Chrome web browser)
310/SC – Little things make big differences	Towards purchasing red boxes and donation point	Jeremy Hunt	£96.00	No feedback received
317/SC – Oving Scarecrow Day 2019	Towards advertising banners and new metal scarecrow	Simon Oakley	£200.00	Case study video
316/SC – Discover Your Future: Get Girls Going!	Towards venue hire and IT equipment provision	Jeremy Hunt	£1,500.00	No feedback received

To note: The following applications received funding but subsequently failed to successfully reach their fundraising target.

- 204/SC - UKHarvest, £1,000.00 – Towards advertising, and purchasing kitchen utensils and other essentials.
- 208/SC - City Angels, £500.00 – Towards van repairs and maintenance, and restocking consumables.
- 218/SC – HEART (Homeless Empowerment and Relational Transformation), £500.00 – Towards volunteer recruitment and training, branding and administration.
- 253/SC – Space to Breathe, £1,500.00 – Towards equipment, materials and publicity costs for outdoors wellbeing program to support teenagers.

This page is intentionally left blank

Community Initiative Funding Micro Fund: for grants up to £750

Please read the guidance note before completing this application. The links below take you to our web pages for additional information on the fund and the County Councillors who will award grants at a local meeting (these are held up to 3 times a year). **Please contact your local County Councillor to discuss your application prior to submission.** For any specific questions please contact the CLC Development Team by phone or email using the below information on the final page.

[FIND YOUR COUNTY COUNCILLOR](#)

[FIND YOUR LOCAL COMMITTEE AND ADDITIONAL INFORMATION](#)

(Which County Local Committee are you applying for (please leave blank if you don't know)

Chichester South

Does your Local County Councillor support your application?

Yes No Please state their name: Carol Purnell

Section one: About your project

1. a. Organisation Name: Selsey Community Forum
- b. Project Title: Shop Talk
- c. Amount you are applying for: £750.00

2. Location of Project: The Shop, High Street, Selsey.

3. Dates when project/service will take place: Every Wednesday 2.00 – 4.00pm

START mm/year END mm/year Or, is it on-going?

By what date do you need funds: 1 November 2019

Agenda Item 11

4. Your local councillors want to get behind projects that have the support of the community and make a positive impact on people’s wellbeing and support The West Sussex Plan.

Ideas may include:

- Increasing group membership and widening participation
- Starting-up new activities and expanding existing services for members of the community
- Encourages individuals or groups to discover a physical activity that can be tailored to varying levels of mobility and fitness
- Organising community events and activities
- Providing specific items for community spaces
- Organising one-off events to increase visitor numbers to the local area
- Activities aimed at developing skills for residents to benefit them and the area
- Providing improvements to community infrastructure and developing communally-held assets
- Helping groups and organisations to develop their assets and/or resources to support future financial independence
- Helping communities influence the planning and delivery of local services
- Protecting the environment and promoting sustainable local development
- Taking note of significant events and community achievements

5. Please provide a brief description of the project and how it will make a positive impact on people’s wellbeing and support The West Sussex Plan:

SHOP TALK provides a regular Social interaction time for:

Residents of Care Homes to visit in the local community.
 Men with Dementia to meet together.
 Younger women living with Dementia sharing time together.
 Older people confined at home to have a small outing tailored to their needs.

This activity, catering for 40 people is part of creating a dementia friendly community in Selsey.
 It:

- Gives opportunity to increase numbers by having specialist groups
- It attracts partnerships from neighbouring rural Parishes
- It aims to increase the confidence and communication skills of those living with dementia
- It increases the resilience of those living alone
- It gives opportunity for participants to talk about local services

6. If applicable, have all relevant staff and volunteers received the appropriate Disclosure and Barring Service (DBS) clearance and relevant training.

Yes No Not applicable

7. Please provide a breakdown of the costs and highlight which are sought from this application. Copies of quotes **must** be supplied.

Item or activity	Cost	Amount applied for from Community Initiative Fund
------------------	------	---

Premises Hire to The Selsey Hub	£750.00	£750.00
TOTALS	£750.00	£750.00

Section Two: Your organisation/ group

8. Organisation or group information (including type of organisation you are e.g. Charity/Community Group/Business)

Organisation Name: Selsey Community Forum

Type: Charity

Registered charity Number (if applicable)

1156460

9. How many people are involved in your group or organisation?

How many are:

Members/Service Users

2900

Volunteers

88

Committee/Board Members

7

Paid employees

5

Other (please provide details)

--

10. Please provide a brief description of the aims and objectives of the organisation/
group in less than 50 words

Selsey Community Forum brings residents and organisations together to discern local needs and work in partnership to meet them.

Agenda Item 11

This is achieved by regular network meetings and working project groups. Bimonthly meetings bring together 20 local charities, Councils, schools, the library, the Medical centre, the Alzheimer's Society and commercial organisations.

11. Please provide the following financial information for your organisation if applicable (please note that you might be required to provide supporting documents as listed in section five):

Period covered	mm/year	to	mm/year
Total income	£48157		
Total expenditure	£44444		
Balance at year end	£3713		
Reserves (savings, cash, investments, assets)	£26217		
Of the reserves stated how much is allocated earmarked for specific purposes? Please detail for what purpose(s)	£26217		

Selsey Care Shop
Dementia Care Services
Carers Support
Activities

12. Has your organisation/group previously applied for grant funding from West Sussex County Council (ie Small Grant fund, CIF or Members Big Society Fund)

Yes No

If yes, please give details of the date, project, amount and if you were successful:

In June 2018 through Spacehive for Selsey Care Shop we raised £7600.00

Community Initiative Funding Micro Fund: for grants up to £750

Please read the guidance note at the bottom of the page before completing an application.

The links below direct you to our webpages for additional information about the fund and County Councillors responsible for awarding grants at County Local Committee meetings (these are held three times a year).

Please contact your County Councillor to discuss your application prior to submission.

For any specific questions, please contact the CLC Development Team by phone or email using the contact details as found on the final page.

[FIND YOUR COUNTY COUNCILLOR](#)

[FIND YOUR LOCAL COMMITTEE
AND ADDITIONAL INFORMATION](#)

Which County Local Committee are you applying to?

_____CHICHESTER SOUTH_____ (please leave blank if you don't know)

Does your County Councillor support your application?

Yes No Please state their name: Louise Goldsmith

Guidelines

- The fund is exclusive to small projects with total project costs of up to £750 (the maximum grant available is £750).
- Groups cannot apply for part-funding towards the total cost of a project valued at £750 or more – such applications will be directed to [West Sussex Crowd](#).
- County Local Committees (CLCs) require assurance that the award of County Council funding will ensure a project's delivery without the need to seek additional funding.
- The Micro Fund is a sub-fund within the County Council's Community Initiative Fund and operates under the same [eligibility criteria](#).
- Groups seeking a grant towards a specific element of an existing, already-funded, project *may* be eligible to apply.
- *If you're not sure, please contact the CLC Development Team for advice.*
- CLCs may award all or part of the grant requested, at their discretion.
- Projects covering more than one CLC region or set to be delivered countywide are limited to applying for one grant from a single CLC.
- *Applicants should seek advice from the CLC Development Team as to which CLC to apply*

to.

Section one: About your project

1.

- a. Organisation name: Chichester Forest Schools CIC
- b. Project title: Ecotherapy training and equipment
- c. Total project cost: £ 650.49

2.

Location of project: Chichester

3. Dates when project/service will take place:

START 11/2020 END mm/year Or, is it on-going?

By what date do you need funds:

4. Your local councillors want to get behind projects that have the support of the community and make a positive impact on people's wellbeing and support [The West Sussex Plan](#).

Ideas may include:

- Increasing group membership and widening participation
- Starting-up new activities and expanding existing services for members of the community
- Encourages individuals or groups to discover a physical activity that can be tailored to varying levels of mobility and fitness
- Organising community events and activities
- Providing specific items for community spaces
- Organising one-off events to increase visitor numbers to the local area
- Activities aimed at developing skills for residents to benefit them and the area
- Providing improvements to community infrastructure and developing communally-held assets
- Helping groups and organisations to develop their assets and/or resources to support future financial independence
- Helping communities influence the planning and delivery of local services
- Protecting the environment and promoting sustainable local development
- Taking note of significant events and community achievements

5. Please provide a brief description of the project and how it will make a positive impact on people’s wellbeing and support The West Sussex Plan:

Chichester forest schools CIC work with vulnerable groups including low income families, children and young people with emotional and behavioural difficulties. We would like to develop a new provision of woodland wellbeing ecotherapy sessions for young people and adults with mental health difficulties, and for parents who care for young people with mental health difficulties or emotional behavioural difficulties.

Being in the woods and connecting with nature has been shown to enhance well being and reduce cortisol levels. Shinrin Yuku or forest bathing originates from Japan. It is an evidence based ecotherapy approach to promote engagement with nature, mindfulness and spiritual attunement, improving health and physical and mental wellbeing

We would ask the council to consider funding training for two of us to become Shinrin yuku ecotherapy practitioners and for the purchase of a tibetan singing bowl and a steel tongue drum which enhance relaxation and mindful activities.

This training and equipment will expand our therapeutic skills and enable us to develop ecotherapy programmes specifically for wellbeing. We are not aware of any woodland eco/nature therapy programmes in this area of West Sussex.

6. If applicable, have all relevant staff and volunteers received the appropriate Disclosure and Barring Service (DBS) clearance and relevant training.

Yes No Not applicable

7. Please provide a breakdown of the project costs - copies of quotes **must** be supplied.

Item or activity	Cost
Shinrin yuku ecotherapy practitioner training for 2 leaders	£360
Accommodation for course	£62
Tebetian bowl	£43.49
Steel tongue drum	£185 including postage
TOTAL	£650.49

Section Two: Your organisation/ group

8. Organisation or group information (including type of organisation you are e.g. charity/community group/business)

Organisation name: Chichester Forest Schools CIC

Type: CIC by Guarantee

Registered charity number (if applicable)

9. How many people are involved in your group or organisation?

How many are:

Members/service users

1000

Volunteers

2

Committee/board members

3

Paid employees

Other

3

10. Please provide a brief description of the aims and objectives of the organisation/
group in less than 50 words:

Chichester Forest Schools offers hands on outdoor learning experiences in local woodland and beach settings for school children young people and families in Chichester and surrounding areas.

We aim to develop programmes including children and families of low income and those with emotional and learning needs to give them life skills, confidence and a greater ability to connect with the natural world.

--

11. Please provide the following financial information for your organisation if applicable (please note that you may be required to provide supporting documents as listed in section five):

Period covered	10/2017	to	10/2018
Total income	£ 65522		
Total expenditure	£62696		
Balance at year end	£2826		
Reserves (savings, cash, investments, assets)	£		
Of the reserves stated how much is allocated earmarked for specific purposes? Please detail for what purpose(s)	£		

--

12. Has your organisation/group previously applied for grant funding from West Sussex County Council (i.e. Small Grants Fund, CIF or Members’ Big Society Fund)

Yes No

If yes, please give details of the date, project, amount and if you were successful:

Space to breath 2018 spacehive -Awarded £1500 Nov 2018 but unsuccessful in reaching crowd funding target. Nurturing children through forest school £2500 Feb 2018 Forest school nurture programmes £1700 March 2017

13. Who referred you to apply to the Micro Fund?

Partnerships and Communities Team Democratic Services WSCC website
 County Councillor CVS event

Other Please specify: _____

Applicants must read the following privacy note and terms and conditions before completing sections four and five of the application form

Community Initiative Funding Micro Fund: for grants up to £750

Please read the guidance note before completing this application. The links below direct you to our webpages for additional information about the fund and County Councillors responsible for awarding grants at County Local Committee meetings (these are held three times a year).

Please contact your local County Councillor to discuss your application prior to submission.

For any specific questions please contact the CLC Development Team by phone or email using the below information on the final page.

[FIND YOUR COUNTY COUNCILLOR](#)

[FIND YOUR LOCAL COMMITTEE AND ADDITIONAL INFORMATION](#)

Which County Local Committee are you applying to?
 ___South _____ (please leave blank if you don't know)

Does your local County Councillor support your application?
 Yes Please state their name: _ CAROL
 PURNELL_____

Section one: About your project

1.

- a. Organisation name: Arts Dream Selsey
- b. Project title: Equipment Purchase
- c. Amount you are applying for: £ 750

2.

Location of project: Selsey

3. Dates when project/service will take place:

START on-going? Y

By what date do you need funds: February 2020

4. Your local councillors want to get behind projects that have the support of the community and make a positive impact on people's wellbeing and support [The West Sussex Plan](#).

Ideas may include:

- Increasing group membership and widening participation
- Starting-up new activities and expanding existing services for members of the community
- Encourages individuals or groups to discover a physical activity that can be tailored to varying levels of mobility and fitness
- Organising community events and activities
- Providing specific items for community spaces
- Organising one-off events to increase visitor numbers to the local area
- Activities aimed at developing skills for residents to benefit them and the area
- Providing improvements to community infrastructure and developing communally-held assets
- Helping groups and organisations to develop their assets and/or resources to support future financial independence
- Helping communities influence the planning and delivery of local services
- Protecting the environment and promoting sustainable local development
- Taking note of significant events and community achievements

5. Please provide a brief description of the project and how it will make a positive impact on people's wellbeing and support The West Sussex Plan:

ADS is asking for a range of equipment that will:

Help organisations and group to organise community events

Provide specific items for community spaces

Develop community assets

Support the learning of participants to give them confidence in their own achievements

Many small community groups in Selsey run theatrical productions, fundraising events and specific projects that require some form of theatrical lighting and sound equipment. Currently these organisations to include for example Arts Dream Selsey, CloudNine Theatre group, Selsey Town Council, are currently using old equipment that has been donated from other organisations and is obsolete and has outgrown its usable life span. The cost of engaging commercial hire is prohibitive for many groups and organisations and the aim of this bid, is to secure safe, low voltage equipment for the use of the community.

Many organisations hire Selsey Town Council facilities who have no equipment at all and are often requesting the use of ADS equipment.

The requested lighting bars will allow for an increase in the safety of performers and audiences due to the newness of the equipment and its more advanced operational system. The equipment will comply with organisations Health and Safety policies and provides an additional facility for local groups to operate in a theatrical environment, undertake more fundraising events to raise money for their own organisation or productions/projects. It also allows for a more cost effective approach to the maintenance of equipment, thus future proofing community requirements.

Specifically the recording equipment for use with Sing Your Heart Out and Selsey Community Choir will allow those participants to hear themselves, to appreciate their knowledge and understanding, give confidence in their achievements, and aid their learning

The equipment is low voltage and thus will use less electricity and is more environmentally friendly.

- 6. If applicable, have all relevant staff and volunteers received the appropriate Disclosure and Barring Service (DBS) clearance and relevant training.

Not applicable

- 7. Please provide a breakdown of the costs and highlight which are sought from this application. Copies of quotes **must** be supplied.

Item or activity	Cost	Amount applied for from Community Initiative Fund
QT Heavy duty lighting stand with winch x2 £139 each	278	278
1 blue tooth speaker	149.	149
1 recording equipment	95.80	95.80
1 portable PA with built in digital audio player	189	189
TOTALS	711.80	711.80

Section Two: Your organisation/ group

- 8. Organisation or group information (including type of organisation you are e.g. charity/community group/business)

Organisation name: Arts Dream Selsey

Type:

Registered charity number (if applicable)

1155713

9. How many people are involved in your group or organisation?

How many are:

Members/service users	7000
Volunteers	100
Committee/board members	9
Paid employees	None
Other (please provide details)	

10. Please provide a brief description of the aims and objectives of the organisation/ group in less than 50 words:

ADS was founded in October 2012, as a voluntary arts organization and is now a Charitable Company and aspires to promote, maintain improve and advance education and appreciation of the arts in all its forms among the people of Selsey and district community. We offer classes, workshops, performances, events and productions.

11. Please provide the following financial information for your organisation if applicable (please note that you may be required to provide supporting documents as listed in section five):

Period covered	01/02/18 to 31/01/19
Total income	45208
Total expenditure	48096
Balance at year end	-----2888(minus)
Reserves (savings, cash, investments, assets)	£ 24049
Of the reserves stated how much is allocated earmarked for specific purposes? Please detail for what purpose(s)	£ 22000

Nb £4000 is always kept for any Charity / Company issues
 £4000 a year on Marketing/Publicity
 £6000 a year toward 2 major 2020 productions
 £3000 towards lottery Funded project
 Oveheads administration insurance £2000

Agenda Item 11

Selsey Comunity Choir (70people) music £2000
Space hire £1000

12. Has your organisation/group previously applied for grant funding from West Sussex County Council (i.e. Small Grants Fund, CIF or Members' Big Society Fund)

Yes. 2016

If yes, please give details of the date, project, amount and if you were successful:

Sing Your Heart Out. 2016. £500

13. Which medium referred you to apply to the Micro Fund?

County Councillor

Other Please specify: _Voluntary Action Chichester, Peter Lawrence

Applicants must read the following privacy note and terms and conditions before completing sections four and five of the application form

Privacy Note

The information supplied in the application form will be used to process your grant application. In order to make a decision on your application some of the de-personalised information in your application may be shared with third parties, partner agencies and other West Sussex County Council officers who will be asked to verify specific facts within your application as part of the decision making process. Your de-personalised application form will become a Background Paper to the report(s) to the County Local Committee(s) and will therefore be published on the County Council's website.

The authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on the application form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information see: www.westsussex.gov.uk/privacy-policy/

Community Initiative Funding Terms and Conditions

1. The funding must be used only for the purpose specified in the application.
2. The money must be used within 12 calendar months of the allocation being received unless otherwise agreed prior to the funding award.
3. The organisation must keep and provide copies of all receipts for expenditure occurred for the project (funded by the Community Initiative Fund) submitting these with a complete evaluation sheet six months after the payment of any award outlining how the grant was spent and value of the project to the local community.

South Chichester County Local Committee

5 November 2019

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

Report by Director of Education and Skills

Ref: SC05(19/20)
Key Decision: No
Part I
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 (s) for appointment(s) / reappointment(s) of Local Authority Governor(s) 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 Director since it is usually advantageous to bring in experienced governors from other areas
 - iv) 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 Director since it is usually advantageous to bring in experienced governors from other areas
 - v) 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**

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

6. **Resources**

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

Factors taken into account

7. **Consultation**

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**

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**

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. In such a case the Governing Body cannot make an appointment.

10. **Equality Duty.**

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**

None

12. **Crime and Disorder Act Implications**

None

13. **Human Rights Implications**

None

Paul Wagstaff

Director of Education and Skills

Contact: Governor Services Administrator
0330 222 8887

Appendix A: Local Authority Governors - Appointments, Reappointments or Nominations

Background Papers: None.

Local Authority Governors - Nominations Under the 2012 Regulations

Maintained Schools

Nominations for Reappointment:

Southbourne Junior School

Mr Nigel Bloodworth for a 4 year term

Nominations for Appointment:

West Wittering Primary School

Revd Graham Steel for a 4 year term

Singleton C.E. Primary School

Richard Murfitt for a 4 year term

Academies:

Nominations for Reappointment:

Nominations for Appointment:

Temporary Governing Bodies

Nominations for Reappointment:

Nominations for Appointment:

This page is intentionally left blank