


# Public Document Pack

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2 November 2018

**A meeting of the North Horsham County Local Committee will be held at 7.00 pm on Monday, 12 November 2018 at County Hall North (Parkside), Chart Way, Horsham, RH12 1XA**

**Tony Kershaw**  
Director of Law and Assurance

## Your local County Councillors



**Peter Catchpole**  
Holbrook



**Nigel Dennis**  
Horsham  
Hurst



**Amanda Jupp**  
Billingshurst



**Liz Kitchen**  
St Leonard's  
Forest



**Morwen Millson**  
Horsham  
Riverside



**Andrew Baldwin**  
Horsham  
East



**Christian Mitchell**  
Broadbridge



**Nigel Jupp**  
Southwater  
& Nuthurst

## Invite you to come along to the North Horsham County Local Committee

County Local Committees consider a range of issues concerning the local area, and where relevant make decisions. It is a meeting in public and has a regular 'talk with us' item where the public can ask questions of their local elected representatives.

From 6.30pm – 7pm Residents are invited to attend, prior to the main Committee Meeting, and receive information and speak to officers about the following items:

- The Horsham Growth Deal – A joint undertaking between Horsham District Council and West Sussex County Council to combine resources to deliver shared priorities, providing new homes and jobs in the District and seeking to secure new funds.
- Your Energy Sussex – a local not for profit, council-backed gas and electricity supplier.
- Kinder Living will promote schemes including Refill - a campaign that aims to make refilling your water bottle as easy, convenient and cheap as possible by introducing refill points on every street.

## Agenda

- 7.00 pm      1.      **Welcome and introductions**
- Members of North Horsham County Local Committee are Peter Catchpole, Nigel Dennis, Amanda Jupp, Liz Kitchen, Morwen Millson, Christian Mitchell, Andrew Baldwin and Nigel Jupp.
- 7.05 pm      2.      **Declarations of Interest**
- 7.10 pm      3.      **Minutes** (Pages 5 - 8)
- To confirm the minutes of the meeting of the Committee held on 25 June 2018 (cream paper).
- 7.15 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.
- 7.20 pm      5.      **Progress Statement** (Pages 9 - 12)
- The document contains brief updates on statements of progress made on issues raised at previous meetings. The Committee is asked to note the report.
- 7.35 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 at least 3 working days before the meeting to allow a substantive answer to be given.
- 7.55 pm      7.      **North Horsham Community Initiative Funding (NH03(18/19))** (Pages 13 - 20)
- 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.
- 8.05 pm      8.      **Prioritisation of Traffic Regulation Orders (NH04(18/19))** (Pages 21 - 28)
- The report by the Director of Highways and Transport, West Sussex County Council details the Traffic Regulation Order (TRO) requests received for this CLC area.
- The Committee are asked to consider the TROs and prioritise the top three for progression.
- 8.15 pm      9.      **Community Highway Schemes** (Pages 29 - 42)

Information report attached by the Director of Highways and Transport.

The Committee is asked to note the update.

- 8.25 pm      10.      **Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies (NH05(18/19))**  
(Pages 43 - 50)

Report by Executive Director of Children, Adults and Families, Health & Education

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

- 8.35 pm      11.      **Date of Next Meeting**

The next meeting of the Committee will take place at 7pm on **Monday 25 February 2018** at County Hall North, Horsham

Members wishing to place an item on the agenda should notify Monique Smart via email: [monique.smart@westsussex.gov.uk](mailto:monique.smart@westsussex.gov.uk) or phone on 033 022 22540.

**To: All members of the North Horsham County Local Committee**

### **Filming and use of social media**

During this meeting the public are allowed to film the Committee or use social media, providing it does not disrupt the meeting. You are encouraged to let officers know in advance if you wish to film. Mobile devices should be switched to silent for the duration of the meeting.

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## **North Horsham County Local Committee**

25 June 2018 – At a meeting of the Committee held at 7.00 pm at County Hall North (Parkside), Chart Way, Horsham, RH12 1XA.

Present:

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

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

### **1. Election of Chairman and Vice Chairman**

1.1 RESOLVED that Mr Peter Catchpole be elected Chairman of the North Horsham County Local Committee for the municipal year 2018/19.

1.2 RESOLVED that Mrs Amanda Jupp be elected the Vice Chairman of the North Horsham County Local Committee for the municipal year 2018/19.

### **2. Welcome and introductions**

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

2.2 The Chairman highlighted information available for residents on the 'What Matters to You' Survey and Scam Prevention.

### **3. Declarations of Interest**

3.1 None declared.

### **4. Minutes**

4.1 RESOLVED – that the minutes of the North Horsham County Local Committee meeting held on 19 February 2018 be approved as a correct record and be signed by the Chairman.

### **5. Urgent Matters**

5.1 The Committee agreed to consider an additional nomination for an Authority School Governor for Rudgwick Primary School. The Chairman explained that this had not been included in the original despatched agenda. The details of the nomination were available online and had been

circulated to Members in advance. The nomination would be considered at agenda item 9.

## **6. Progress Statement**

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

- North of Horsham Development – Members confirmed they have requested to be kept informed about S106 progress and timescales.
- Cycling – The Area Highways Manager confirmed that a meeting was taking place the following day to discuss cycling proposals for the Town Centre with the local Members, Neighbourhood Councils and the Horsham Cycling Forum.
- Car parking at County Hall North – Members asked for confirmation about when the restrictions and charges would be implemented. They also asked if residents attending evening Council meetings would be able to park for free. The Democratic Services officer undertook to get a response.
- Signage – The Area Highways Manager confirmed that the strategic routes were being evaluated and prioritised and that works would be programmed in this financial year. The Chairman asked if Members could influence the prioritising as they receive many complaints and know the areas that need work. The Area Highways Manager agreed to take this request back to his senior management team.
- Traffic Regulation Order (TRO) update – The Area Highways Manager confirmed that the closing date for new TRO requests to be submitted was 31 July. All requests would then be scored and evaluated and the Committee would be able to select three for progression at the next meeting.
- Community Highway Scheme (CHS) update - The Area Highways Manager confirmed that the closing date for new CHS requests to be submitted was 31 August. An update on these would be provided at the next meeting.
- Mr Andrew Baldwin asked for clarification about the procedure for acquiring a speed indicator device for use in the North Horsham area. The Area Highways Manager confirmed he had emailed Mr Baldwin with the options. One option could be to apply through the Community Highway Scheme process for a permanent installation. Another option would be for a community group to purchase and manage a device. As part of this they could consider asking the CLC to assist with funding via the Community Initiative Fund. The Democratic Services Officer agreed to check with the appropriate Cabinet Member to ensure CIF could be used for this purpose. It was also suggested that the CLC write to the Cabinet Member for Finance suggesting that funds be released from the 'New Homes Bonus' for this purpose.

## **7. Talk With Us Open Forum**

7.1 The Chairman invited questions from those in attendance. The following matters were raised and discussed:

- A resident from Station Road, Horsham asked if the parking restrictions for Station Road could be extended from the current 8-10am. The local Member and Area Highways Manager confirmed that it was not possible to review the Controlled Parking Zone (CPZ) at this time but that the proposed Road Space Audit (RSA) could look at this. However there was no current timescale for when that would take place. It was therefore suggested that the resident apply for a TRO to enable her proposal to be considered. The Committee did also request for an update from the parking Strategy Team about when the CPZ could be reviewed and any progress in relation to the RSA.
- A Colgate Parish Councillor requested the CLCs support in reducing the speed limit on Forest Road, between Roffey and Pease Pottage to 40 mph from 60 mph. He explained that the scheme did not meet the County Council speed limit policy and felt that policy needed reviewing. Following discussion it was suggested that the scheme be revised to reduce the speed limit to 50 mph and that the Parish Council work with the local Member and Highways Officer to get a revised scheme submitted before the 31 July.
- A resident from Slinfold requested a reduced speed limit on the 60 mph stretch of the A264 from Toat Hill to Five Oaks. The Local Member and the Area Highways Manager explained that such a request would need the support of the local Parish Council and other local residents. They suggested that the resident may wish to seek that support and then consider putting in a request for a Traffic Regulation Order (TRO). The Chairman confirmed the deadline for a TRO to be submitted for this year was 31 July.

## 8. **North Horsham Community Initiative Funding (NH01(18/19))**

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

8.2 **Resolved** that the following pledge was approved:

225/NH – SAGE Counselling up to £893 towards printing information leaflets and stationary.

## 9. **Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies (NH02(18/19))**

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

9.2 **Resolved** that the Committee approved the following nominations:

Nominations for Reappointment:

Mr David Lowe to Billingham Primary School for a further four year term

Mrs Nicola Waters to William Penn School for a further four year term

Nomination for Appointment:

Mr Wayne Mott to Rusper Primary School for a four year term

Mr Robert Dulieu to Tanbridge House School for a four year term

Mrs Caroline Carroll to Millais School for a four year term

Mrs Victoria Coward to Arunside Primary School for a four year term

Also as agreed under urgent matters, the Committee considered a further nomination that had not been included on the published agenda. The Committee also agreed the following nomination:

Nomination for Appointment:

Mr Michael Flower to Rudgwick Primary School for a four year term

**10. Date of Next Meeting**

10.1 The Chairman confirmed that the next meeting of the Committee will take place at 7pm on Monday 12 November 2018 at County Hall North Horsham.

Chairman

The meeting closed at 8.12 pm



## Progress Statement

Date & Minute No/Ref	Subject	Action	Officer/ Member Contact	Progress
Misc	<b>Horsham Hospital access and parking</b>	Letter to Chairman suggestion changes to the access to Horsham hospital but also asking if the car park at the old ambulance station could be used for the hospital.	HDC and WSCC	<p>Response provided by WSCC Highways confirming that this is a matter of concern for WSCC Highways as Hurst Road does regularly become congested due to drivers attempting to queue to gain access to parking spaces in the Hospital Car Park. The main issue is the poor layout of that car park that causes vehicles to wait in the entrance whilst others circulate. Approximately a year ago there was a proposal put forward by Horsham District Council, who manage the car park on behalf of the NHS Trust, to switch the entrance and exit points and to create a better managed circulatory within the car park itself. Unfortunately it has not progressed to date and I am currently awaiting feedback from HDC Parking Services as to whether the scheme is still likely to progress. Whilst the effect of poor car park management impacts the public highway, as Highway Authority WSCC does not have the power to make the changes to the car park.</p> <p>Awaiting response from HDC Car Parking Manager.</p>
12/09/16 Talk With Us	<b>North of Horsham Development</b>	Update on S106	Strategic Planning WSCC	<p>The s106 was signed and planning permission issued on the 1st March 2018</p> <p>The works will be delivered entirely by the developer (Liberty). Although the works now have planning permission, the developer will still need to obtain the necessary approvals from WSCC (namely a legal agreement and the booking of road space) to allow them to undertake the works. The processes associated with these steps will take a number of months once the applications have actually been received. However it is entirely for the developer to commence the process and as yet we have no date for this.</p>

<b>Date &amp; Minute No/Ref</b>	<b>Subject</b>	<b>Action</b>	<b>Officer/ Member Contact</b>	<b>Progress</b>
06/11/17 Min 40	<b>Horsham Town Centre Vision and cycling</b>	Concern about the Horsham Town Centre Vision lacking in vision for cycling promotion.	Andy Ekinsmyth (WSCC), Bob Childs (HDC) Andrew Baldwin	<p>WSCC are working with Horsham District Council to develop a high level Walking &amp; Cycling Strategy. Consultants will begin this work from September 2018.</p> <p>A project in the Horsham Town Vision is to work up a more detailed Walking and Cycling strategy in Horsham town centre.</p> <p>A meeting took place in June to discuss this with the local Members, Neighbourhood Councils and the Horsham Cycling Forum.</p> <p>A further query about cycling signage in West Street is being progressed.</p>
19/02/18 Min 62	<b>Introduction of parking charges at County Hall North (Parkside) Horsham</b>	Members asked for confirmation about when the restrictions and charges would be implemented. They also asked if residents attending evening Council meetings would be able to park for free.	Mike O'Horan	<p>The changes to parking at Parkside were implemented in two phases, firstly the changes to priority parking through issuing passes to priority staff and this has gone fairly smoothly. Secondly was the implementation of the Pay and Display. Take up of parking by the public has been very low with only £143.20 in ticket sales in the first few months, however it is expected that this will improve on the run up to Christmas and when the general public become more aware that parking is available.</p> <p>Confirmation that parking for residents attending the North Horsham CLCs will be free.</p>
Misc	<b>Signage - additional funding to undertake works</b>	The Chairman asked if Members could influence the prioritising as they receive many complaints and know the areas that	Area Highways Manager	Of the additional £500k allocated to highway maintenance for signs and lines officers have already identified £440k of maintenance works on strategic roads across West Sussex with the remaining £60k of work expected to be identified shortly. These were reported to Council on 19th October 2018.

Date & Minute No/Ref	Subject	Action	Officer/ Member Contact	Progress
	<b>targeting traffic signs and road marking maintenance.</b>	need work. The Area Highways Manager agreed to take this request back to his senior management team.		<p>This work included approximately 125km of white line refurbishment and signing works on important A roads such as A24, A264 and A272. A number of these sites had been identified following previous comment from Local Members, in particular the A24 and A264 dual carriageways around Horsham and Crawley, however there has not been a specific mechanism in place for Members to prioritise works.</p> <p>Much of this work has already been completed though we are currently still programming some significant areas including the A24 and A264 sign works.</p>
25.06.18 Min 6.1	<b>Speed Indicator Devices (SID) for use across the North Horsham area</b>	<p>It was agreed that Andrew Baldwin would look into a community group to purchase and manage a device. As part of this they could apply for Community Initiative Fund (CIF).</p> <p>It was also agreed that the CLC write to the Cabinet Member for Finance suggesting that funds be released from the 'New Homes Bonus' for this purpose.</p>	Area Highways Manager/ Democratic Services Officer	<p>The Cabinet Member for Safer and Stronger Communities has confirmed that a community group could apply for CIF but would need to do so via the West Sussex Crowd.</p> <p>Response awaited from the Cabinet Member for Finance regarding using New Homes Bonus money for this purpose.</p> <p>Locality Lead, Dean Wadey, has discussed this further with mr Baldwin and also discussing options with Community Safety and Police colleagues.</p>

<b>Date &amp; Minute No/Ref</b>	<b>Subject</b>	<b>Action</b>	<b>Officer/ Member Contact</b>	<b>Progress</b>
Misc	<b>Traffic Regulation Orders (TRO) and Community Highway Schemes (CHS) for North Horsham</b>	Area Highways Manager to provide regular updates	Area Highways Manager	The agenda includes separate reports on TROs and CHS.
Misc	<b>Horsham Road Space Audit</b>	Update requested	Miles Davy	There is a Cabinet Member decision listed in the Forward Plan for November. This will be previewed by Select Committee and is expected to include the intended programme for RSAs.

**North Horsham County Local Committee****Community Initiative Funding****12 November 2018****Report by Director of Law and Assurance****Ref: NH03 (18/19)****Key Decision:  
No****Part I****Electoral Divisions:  
All in North Horsham  
CLC Area****Recommendation**

- i) That the Committee considers the pitches made to the Community Initiative Funding as set out in Appendix A and pledge funding accordingly.

**Proposal****1. Background and Context**

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](#).

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](http://www.westsussex.gov.uk/your_council/meetings_and_decision-making/county_local_committees/community_initiative_funding.aspx)

For projects to be considered for funding they must upload their project idea to the West Sussex Crowd ([www.westsussexcrowd.org.uk](http://www.westsussexcrowd.org.uk)) funding platform and pitch to the Community Initiative fund.

**2. Proposal**

That the Committee considers the pitches to the Community Initiative Funding as set out in Appendix A.

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**

For the 2018/19 financial year, North Horsham CLC had a total of £37,714.74, of this £36,837.74 is still available for allocation. Details of awards made in the current program and previous financial year are included in Appendix B.

There are four new pitches for consideration by the Committee.

One pitch is in fundraising stage with a total project cost of £5,002.00.  
One pitch is in fundraising stage with a total project cost of £1,549.00.  
One pitch is in fundraising stage with a total project cost of £3,320.00.  
One pitch is in preparation stage with a total project cost of £24,781.00.

These are outlined in Appendix A and can also be viewed at:  
[www.westsussexcrowd.org.uk](http://www.westsussexcrowd.org.uk)

CIF is intended for applications up to £5,000.

### **Factors taken into account**

### **4. Consultation**

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.

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**

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.

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**

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**

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**

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**

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**

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:** Monique Smart – 0330 222 2540

**Background Papers:** Pitches are available to view on [www.westsussexcrowd.org.uk](http://www.westsussexcrowd.org.uk)

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## **Current pitches**

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

### Actively Fundraising -

- **245/NH – Happy Accidents CIC, Horsham Children’s Parade 2019, £5,002.00 – Towards the cost of delivering creative workshops for participating schools in celebration of Horsham District Year of Culture 2019.**

<https://www.spacehive.com/horsham-childrens-parade>

- **276/NH – Ten little toes baby bank, £1,549.00 – Towards purchasing non-recyclable items for families in need such as cot mattresses and baby bottles.**

<https://www.spacehive.com/ten-little-toes-baby-bank>

*\*Project has also pitched to Chanctonbury CLC*

- **265/NH – Broadbridge Heath Cricket Club, Fund outfield ride-on mower, £3,320.00 – Towards purchasing a second-hand ride-on mower to prepare the outfield without using an external contractor.**

<https://www.spacehive.com/outfield-mower>

### In Preparation –

- **271/NH – Outreach 3 Way, Reach Out for Recreation, £24,781.00 - Towards cost of surfacing groundworks and purchasing play equipment.**

<https://www.spacehive.com/reach-out-for-recreation>

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

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

<b>Applicant</b>	<b>Summary</b>	<b>Member</b>	<b>Awarded</b>	<b>Feedback</b>
<b>225/NH</b> – SAGE Counselling	Towards stationary and distribution costs for professional leaflets	All	£877	Feedback received

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

<b>Applicant</b>	<b>Summary</b>	<b>Member</b>	<b>Awarded</b>	<b>Feedback</b>
7/NH Nuthurst Cricket Club	Nuthurst Cricket Club New Pavilion, Building of Equipment Store	Previous Member	£2,280.00	Feedback received
9/NH Holbrook Community Centre	to replace the radiators in the centre	Peter Catchpole	£2,815.00	Feedback received
14/NH Horsham Festival	towards support for the festival	Peter Catchpole	£3,000.00	Feedback received
25/NH Transition Horsham	Green Inspiration Through the Arts-an Art upcycling project for children	Amanda Jupp	£1,454.50	Feedback received
43/NH Sussex Arts Academy	for performance payment Stopgap Dance Company	Amanda Jupp	£2,350.00	
84/NH Phoenix Stroke Club	Towards christmas festivities	Liz Kitchen	£1,450.00	
90/NH Billingshurst Community Centre	Towards Lunch Club	Amanda Jupp	£2,000.00	

Agenda Item 7  
Appendix B

94/NH Carers Support West Sussex	Towards Materials for Workshops	Peter Catchpole	£2,964.00	
106/NH Springboard, Horsham	Towards IT and Media	Christian Mitchell	£2,735.00	
115/NH Horsham Town Community Partnership	Enhancement of Riverside Path	Andrew Baldwin	£2,485.00	
130/NH Sussex clubs for Young People	Towards setting up the Duke of Cornwall award	Peter Catchpole	£830.00	Feedback received
148/NH Southwater Responders	Towards new defibrillators	Nigel Jupp	£1,000.00	
159/NH The Phoenix Stroke Club	Towards the outings fund	Andrew Baldwin	£1,980.00	
179/NH 5 and 10 Horsham Scouts	Towards a defibrillator	Morwen Millson	£500.00	
185/NH Sussex Green Living	Towards environmental school assemblies	Morwen Millson	£2,000.00	
188/NH 1 <sup>st</sup> Shipley Scouts	Towards disabled access toilet and shower block for camping field	Amanda Jupp	£2,156.00	
TOTAL			£31,999.50	

**North Horsham County Local Committee****12 November 2018****Prioritisation of Traffic Regulation Orders 2018/19****Report by Director of Highways and Transport and Head of Highways Operations****Ref No:  
NH04(18/19)****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 since July 2017 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 (see link in Background Reading) for progression in the 2019/20 works programme.

**Recommendation**

That the Committee reviews the proposals and agrees to progress the 3 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)
  - 3<sup>rd</sup> 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:

[http://www2.westsussex.gov.uk/ds/edd/ht/ht14\\_15-16.pdf](http://www2.westsussex.gov.uk/ds/edd/ht/ht14_15-16.pdf)

- 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.

<b>CLC and Number of Members</b>	<b>No of TRO's</b>
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
<b>Total TRO's</b> (Indicative)	<b>38</b>

- 1.5 Appendix A lists the TROs identified as being viable for progression, and from which the CLC will prioritise its 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 2019/20 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 officers to be a higher priority.
- 2.3 Should a CLC not select their full allocation (see 1.4 above), any outstanding requests can be considered at the subsequent CLC meeting
- 2.4 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.

2.5 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 2017 – July 2018) as well as those that were available to be selected in the 2017 round of TROs. The seventh column in Appendix A has five options:

2.5.1 **Selected** – This option is allocated by officers once a TRO has been selected by the CLC for processing / implementation.

2.5.2 **Approved 18** – This means the TRO has been received this year and is available to be selected by the CLC. If not selected this will be available for selection next year.

2.5.3 **Approved 17** – This means the TRO has been received last year and is available to be selected by the CLC. This option will not be available for selection next year.

2.5.4 **In progress** – Officers have received a request. The request has not been rejected but has not yet demonstrated all the necessary criteria to allow it to be selected and work is being undertaken to achieve this. This option is not available to be selected by the CLC

2.5.5 **Rejected** – Officers have received a request, however it has not achieved all the necessary criteria to allow it to be selected and no further work is being undertaken to achieve this. This option is not available to be selected by the CLC.

### 3. **Resources**

3.1 The proposals contribute to the County Council's objectives for transport and present the most effective way of meeting community needs and resolving the growing 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 dDouble Yellow Line Parking Restrictions have a low implantation value - £600 so it is currently anticipated that the CLC requests will be managed within the £50,000 budgeted within the Highways Capital Budget.

### **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. 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 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**

Assistant Head of Highway Operations

**Contact:** Area Highway Manager

**Appendices**

**Appendix A** – CLC TRO Priority List

**Appendix B** – updates on current TROs

**Background Papers**

[http://www2.westsussex.gov.uk/ds/edd/ht/ht14\\_15-16.pdf](http://www2.westsussex.gov.uk/ds/edd/ht/ht14_15-16.pdf)



TRO Priority List – North Horsham

Area	Principal Street	Scheme Description	Score
Horsham	Forest Road	Speed Reduction to 40mph at western end of road	12
Horsham	Parkfield	Installation of Double Yellow Lines	11
Horsham	Riverside	Installation of Double Yellow Lines	11
Billingshurst	Coombe Hill	Installation of Double Yellow Lines	7
Southwater	Worthing Road	Speed Reduction to 30mph, south of Hop Oast	Awaiting speed data
Horsham	Park Terrace West	Installation of Double Yellow Lines	Rejected - Proof of County Councillor support was requested but not evidenced
Horsham	Lambs Farm Road	Speed Reduction to 20mph on Lambs Farm Rd and Hawkesbourne Rd	Rejected - 2 out of 3 speed data collections did not meet policy
Horsham	New Street	Speed Reduction to 20mph on New Street and surrounding roads	Rejected - passed to C Stark to consider as a Community Highways Scheme, due to costs being in excess of £3000

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Updates on previously selected TROs

TRO No.	Town	Principal Street	Scheme Description	Current Update
HON1801	Rudgwick	Lynwick Street	Speed Reduction to 30mph	Officer reports complete. Awaiting comments from local member.
HON1802	Horsham	St Marks Lane	Speed Reduction to 20mph	Implementation complete
HON1803	Slinfold	The Street	Installation of double yellow lines	Implementation complete
HON1804	Horsham	Standen Place	Installation of double yellow lines	Implementation complete - further section of DYLS opposite Standen Place to be included in 2019-20 programme

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## **COMMUNITY HIGHWAY SCHEMES – Update September 2018**

### **Introduction**

The current prioritisation process for Community Highway Schemes (community-led improvement schemes) was established in 2016. This process is a 'prioritised approach' where community requests are considered by assessment against a scoring matrix and the resulting priority scores are used as a basis to establish a forward programme for these works. The programme is subject to funding availability (county council capital funding and developer contributions secured under s106 agreements) and resources.

### **Evaluation of Submitted Schemes**

In line with the agreed process, a moderation team, comprising of officers of from Highways Operations (Area Teams), Highways Improvements and an Independent officer met in August and September 2018 to consider all applications for improvements schemes received by 31 July 2018. Over 60 applications were submitted

It has previously been determined that a minimum score of 40 points is required for a scheme to meet the set criteria appropriate to deliver a sustainable and beneficial highways improvement that aligns with the County Council priorities.

It should be noted a score of over 40 in this process does not always guarantee a scheme will be programmed as it depends on the available budget set on an annual basis.

### **Results of Evaluation**

The 12 schemes achieving the 40 point minimum score and recommended for progression to the next stage of the process are shown in Appendix A, the schemes not achieving the 40 point score and not recommended for progression are shown in Appendix B.

Schemes in Appendix A will form the proposed community schemes programme which will be included on the WSCC Annual Delivery Programme for design in 2019/20. The Annual Delivery Programme is subject to final budget allocations and programme approval. It is planned to start delivering these schemes as part of the WSCC Annual Delivery Programme from 20/21 onwards (again subject to feasibility & availability of funding).

Some schemes of a more complex nature involving a greater degree of public consultation or legal orders may need to be constructed in subsequent years.

As part of all scheme design and feasibility, there may be issues identified in more detailed investigations and surveys which demonstrate that a scheme is no longer viable.

Schemes in Appendix B will not be progressed. However, should additional supporting information become available they could be resubmitted in the future. For example, if there is a material change to circumstances since the original application that could alter the scoring of the application such as a new external funding opportunity has arisen or a new consultation exercise has been undertaken and provides new supporting evidence.

### **Update on schemes previously agreed for progression**

Currently 36 schemes have been approved for progression since the Community Highway Scheme process was introduced in 2016; progress of these schemes is shown in Appendix C & D

### **Future Applications**

We would like to encourage online applications for new Community Highway Schemes to be considered for possible inclusion in the 2020/21 annual works programme for design and feasibility. To ensure we meet the new timetable for budget setting and approval, applications need to be received by the end of June 2019.

### **Appendices**

**Appendix A – Community Highway Schemes Approved Sept 2018**

**Appendix B – Community Highway Schemes Rejected Sept 2018**

**Appendix C–Community Highway Schemes Approved 2017 Update Sept 18**

**Appendix D- Community Highway Schemes Approved 2016 Update Sept 18**

**Community Highway Schemes 2018 - Approved  
September 2018**

**Appendix A**

Applicant	Parish	Local Member	Scheme Name	Description	Approx Cost	CLC	Comments
Parish/ Town Council	Lancing	Ann Bridges	Brighton Road - Crossing	Controlled Pedestrian Crossing to Beach Green	£80,000	Adur	Community Scheme has been reviewed and accepted as meeting criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will now be designed in 19/20 with delivery 20/21 onwards. Please note all schemes are subject to feasibility which can result in issues which may prevent final delivery.
Individual	Storrington	Paul A Marshall	Fryern Road Storrington - new footway	Provide footway connectivity to bus stops	£15,000	Chanctonbury	Community Scheme has been reviewed and accepted as meeting criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will now be designed in 19/20 with delivery 20/21 onwards. Please note all schemes are subject to feasibility which can result in issues which may prevent final delivery.
Community Group	West Grinstead	Lionel Barnard	High Street Partridge Green traffic calming and 20mph speed limit	Chicane build outs and a 20 mph	£15,000	Chanctonbury	Community Scheme has been reviewed and accepted as meeting criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will now be designed in 19/20 with delivery 20/21 onwards. Please note all schemes are subject to feasibility which can result in issues which may prevent final delivery.
Parish/ Town Council	Amberley	Paul A Marshall	B2139 Turnpike Road Footway extension	Extend existing footway over culvert to school playing field	£100,000	Chanctonbury	Community Scheme has been reviewed and accepted as meeting criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will now be designed in 19/20 with delivery 20/21 onwards. Please note all schemes are subject to feasibility which can result in issues which may prevent final delivery.

Applicant	Parish	Local Member	Scheme Name	Description	Approx Cost	CLC	Comments
Community Group	Boxgrove	Jeremy Hunt	The Street - Highway Improvements	The scheme will concerntrate on footway improvements as other items not deliverable	£100,000	Chichester South	Community Scheme has been reviewed and accepted as meeting criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will now be designed in 19/20 with delivery 20/21 onwards. Please note all schemes are subject to feasibility which can result in issues which may prevent final delivery.
Other	N/A	Bob Lanzer	Matthews Drive Chicane removal	Remove Chicanes & replace with speed cushions	£80,000	Crawley	Community Scheme has been reviewed and accepted as meeting criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will now be designed in 19/20 with delivery 20/21 onwards. Please note all schemes are subject to feasibility which can result in issues which may prevent final delivery.
Individual	N/A	Bob Lanzer	Turners Hill Road	Controlled Pedestrian Crossing & Traffic Calming	£80,000	Crawley	Community Scheme has been reviewed and accepted as meeting criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will now be designed in 19/20 with delivery 20/21 onwards. Please note all schemes are subject to feasibility which can result in issues which may prevent final delivery.
WSCC Member	N/A	Richard Burrett	Copthorne Road	Controlled Pedestrian Crossing	£80,000	Crawley	Community Scheme has been reviewed and accepted as meeting criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will now be designed in 19/20 with delivery 20/21 onwards. Please note all schemes are subject to feasibility which can result in issues which may prevent final delivery.
Parish/ Town Council	Ferring	Roger Elkins	Ferring Street ped refuge	Pedestrian refuge	£40,000	Joint Eastern Arun	Community Scheme has been reviewed and accepted as meeting criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will now be designed in 19/20 with delivery 20/21 onwards. Please note all schemes are subject to feasibility which can result in issues which may prevent final delivery.



Applicant	Parish	Local Member	Scheme Name	Description	Approx Cost	CLC	Comments
Parish/ Town Council	Petworth	Janet Dunction	Crossing request A272	Controlled Pedestrian Crossing	£80,000	North Chichester	Community Scheme has been reviewed and accepted as meeting criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will now be designed in 19/20 with delivery 20/21 onwards. Please note all schemes are subject to feasibility which can result in issues which may prevent final delivery.
WSCC Member	Brugess Hill	Anne Jones	Kingsway	Central Refuge & Dropped Crossing, Bridleway Crossing	£25,000	North Mid Sussex	Community Scheme has been reviewed and accepted as meeting criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will now be designed in 19/20 with delivery 20/21 onwards. Please note all schemes are subject to feasibility which can result in issues which may prevent final delivery.
Parish/ Town Council	East Grinstead	Jacquie Russell	Little King Street step replacement	Replace steps with ramp	£30,000	North Mid Sussex	Community Scheme has been reviewed and accepted as meeting criteria for progression. Subject to approval of budget and Annual Delivery Programme, this will now be designed in 19/20 with delivery 20/21 onwards. Please note all schemes are subject to feasibility which can result in issues which may prevent final delivery.

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## Community Highway Schemes 2018 - Rejected September 2018 - Appendix B

Applicant	Parish	Local Member	Scheme Name	Description	Approx. Cost	CLC	Comments
Individual	N/A	Debbie Kennard	Pond Road Controlled Crossing	Controlled crossing	£80,000.00	Adur	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Individual	Shoreham/South wick	Debbie Kennard	Eastern Avenue Crossing	Crossing near school	£80,000.00	Adur	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process. Some local I residents have already indicated that they would object to the proposal
Parish/ Town Council	Haywards Heath	Pete Bradbury	Age UK crossing	Improve ped access	£80,000.00	Central & South Mid Sussex	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Parish/ Town Council	Haywards Heath	Pete Bradbury	Bolnore Rd - Improved ped access	Improve ped access	£50,000.00	Central & South Mid Sussex	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process. Issue with Byway Open To All Traffic status
WSCC Member	Hassocks	Kirsty Lord	Dale Ave pedestrian improvements	School access improvements	£60,000.00	Central & South Mid Sussex	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process., Further work to be done with Safe Route to School team to establish what is required and identified in the School Travel Plan
WSCC Member	Burgess hill	Anne Jones	Woodland Ave	Verge Parking Scheme	N/A	Central & South Mid Sussex	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Community Group	Steyning	David Barling	Church Street Steyning pedestrian crossing facilities	Provision of crossing facilities for children	£55,000.00	Chanctonbury	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.. Further work should be done with Local Transport Improvement Team.to establish what is required and identified in the School Travel Plan
Parish/ Town Council	Upper Beeding	David Barling	A2037 Henfield Road and Shoreham Road - Speed Reduction Measures	Provide speed reduction measures such as Vehicle Activated Signs to slow traffic	£25,000.00	Chanctonbury	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process. .Compliance of speed limit to be monitored, if necessary a new application should be made for speed reducing measures
Community Group	Storrington	Paul A Marshall	Fern Road and adjoining roads traffic calming & traffic management	Provide measures to reduce traffic flow and speeds	£60,000.00	Chanctonbury	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Parish/ Town Council	Ashington	Paul A Marshall	Hole Street Footway provision	New footway to link to existing under the A24	£200,000.00	Chanctonbury	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Parish/ Town Council	Upper Beeding	David Barling	A283 Steyning Road improved footway	Widen / realign footway and provide ped crossing facilities.	£120,000.00	Chanctonbury	To be considered as an LTIP scheme
Parish/ Town Council	Woodmancote	David Barling	Woodmancote - provision of poles for erection of PC funded SID	Provide 4 poles for the PC to erect their SID	£1,000.00	Chanctonbury	Not considered suitable for progression under this process
Parish/ Town Council	Wiston	Paul A Marshall	Hole Street Wiston request for a 30mph speed limit and traffic calming	No specific measures identified.	£20,000.00	Chanctonbury	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process. .

Applicant	Parish	Local Member	Scheme Name	Description	Approx. Cost	CLC	Comments
Parish/ Town Council	Thakeham	Pat Arculus	B2139 Picketty Corner Thakeham junction improvement	Request to improve sightlines or slow approach speeds	£60,000.00	Chanctonbury	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Individual	Pulborough	Pat Arculus	A283 Lower Street footway improvements	Widen footway and control traffic movement	£200,000.00	Chanctonbury	Cost of scheme likely to fall outside the scope of Community Highway schemes
WSCC Member	N/A	Richard Burrett	St Mary's Drive	Traffic calming	£75,000.00	Crawley	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
WSCC Member	N/A	Richard Burrett	Somerville Drive	Traffic Calming	£75,000.00	Crawley	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Individual	N/A	Sue Mullins	Broadway	Controlled Crossing	N/A	Crawley	Scheme not supported by Local Member / no desire line
Individual	N/A	Charles Petts	Stephenson Way	Traffic Calming	N/A	Crawley	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Individual	N/A	Brenda Smith	Lady Margaret Road	Traffic Calming	N/A	Crawley	Scheme not supported by I Local Member
Individual	Rustington	Dan Purchase	The Street Rustington	New crossing facility to access Doctors	£80,000.00	Joint Eastern Arun	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process. No evidence of wider community support & conflicts with bus stops that may have been lost & other site constraints
Community Group	Littlehampton	James Walsh	Sea Road	Zebra Crossing	£40,000.00	Joint Eastern Arun	Scheme deferred for further investigatory work, to be moderated 19/20
WSCC Member	Middleton	Jacky Pendleton	Pedestrian Crossing facility	introduce a crossing facility	£20,000.00	Joint West Arun	No feasible location identified due to site constraints
Individual	Bersted	David Edwards	A29 Shripney Road	Shared cycling facility link	£400,000.00	Joint West Arun	Estimated cost beyond the scope of Community Highway Scheme, to be referred to Local Transport Improvement Process
Individual	Horsham	Morwen Millson	Blackbridge Lane Pedestrian refuge	Elderly residents needing help to cross the road with a refuge island	£20,000.00	North Horsham	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Parish/ Town Council	Warnham	Christian Mitchell	Church Street Pedestrian Crossing facility	Developer related	£70,000.00	North Horsham	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.

Applicant	Parish	Local Member	Scheme Name	Description	Approx. Cost	CLC	Comments
Parish/ Town Council	Slinfold	Christian Mitchell	Slinfold Traffic Calming	Speed reduction / traffic calming measures in village	£40,000.00	North Horsham	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Individual	Horsham	Morwen Millson	Hills Farm Lane jw Guildford Road Pedestrian refuge	New ped refuge to help crossing wide bellmouth	£80,000.00	North Horsham	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Individual	North Horsham	Andrew Baldwin	Lambs Farm Road Traffic calming	Residents concerned about speed of traffic and parking near shops	£30,000.00	North Horsham	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Individual	Horsham	Nigel Dennis	London Road Horsham One Way and contraflow cycle lane	Make road one way and provide traffic a cycle contraflow	£20,000.00	North Horsham	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Community Group	Billingshurst	Amanda Jupp	Adversane X roads speed limit and gateways	Reduce 40mph to 30mph in village (2011 amendment) and install gateways.	£20,000.00	North Horsham	Await results of surveys currently planned, possible new application next year
Parish/ Town Council	Warnham	Christian Mitchell	Friday Street Traffic Calming	Parish Council design already done	£25,000.00	North Horsham	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Parish/ Town Council	Warnham	Christian Mitchell	Bell Road Traffic Calming	New scheme not yet designed	£40,000.00	North Horsham	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.. Parish Council may be able to deliver this via 278 agreement
Parish/ Town Council	Rusper	Liz Kitchen	East Street Rusper - poles for PC funded SID	Poles to be installed for a PC SID to be erected.	£1,500.00	North Horsham	Not considered suitable for a community highway scheme
Community Group	Horsham	Nigel Dennis	West Parade Horsham width restriction and 20mph speed limit	Request for a width restriction TRO, 20mph speed limit and physical road narrowing measures.	£40,000.00	North Horsham	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Parish/ Town Council	Itchingfield	Amanda Jupp	Barns Green village crossroads Mini roundabout	Provide a mini roundabout on the crossroads	£90,000.00	North Horsham	Community Scheme has been considered and there is insufficient space to construct a roundabout. Footway scheme to be consider as part of the Local Transport improvement Programme.
Parish/ Town Council	Billingshurst	Amanda Jupp	Station Road Billingshurst	Zebra Crossing	£180,000.00	North Horsham	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.

Applicant	Parish	Local Member	Scheme Name	Description	Approx. Cost	CLC	Comments
Parish/ Town Council	West Hoathly	Andrew Lea	missing footpath	install missing path	£90,000.00	North Mid Sussex	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Parish/ Town Council	West Hoathly	Andrew Lea	Top Road	Extend foot path	£50,000.00	North Mid Sussex	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Parish/ Town Council	East Grinstead	Jacquie Russell	pedestrian crossing	pedestrian crossing	£80,000.00	North Mid Sussex	Only possible location is not on the desire line, Suggest that a joint scheme with MSDC & EGTC is explored.
Parish/ Town Council	Worth	Bill Acraman	new cycleway	link to Worth Way	N/A	North Mid Sussex	To be considered for a Local Transport Infrastructure scheme as part of cycling improvements
WSCC Member	East Grinstead	Jacquie Russell	Worth Way link to town centre	Worth Way link to town centre	N/A	North Mid Sussex	To be considered for a Local Transport Infrastructure scheme as part of cycling improvements
Parish/ Town Council	Ardingly	Bill Acraman	College Road	Traffic calming measures	N/A	North Mid Sussex	No scheme identified that meets our criteria
Parish/ Town Council	Fishbourne	L Goldsmith	Blackboy Lane Footway	Provision of new footway	£200,000.00	South Chichester	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Individual	N/A	Michael Cloake	Heene Terrace One Way	One way requiring illuminated signs	£6,000.00	Worthing	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Community Group	N/A	Michael Cloake	Tarring Improvements/ Traffic calming, Terringes Rd area / junction improvements	TRO Waiting restrictions/ junction protection	£10,000.00	Worthing	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Community Group	N/A	Michael Cloake	Wenban Road Traffic Calming	Traffic Calming	£100,000.00	Worthing	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.
Community Group	Tarring	Bob Smytherman	Rectory Road / Glebe Road / Terringes Ave / Pelham Road / St Andrews Road -	Build outs / Traffic calming	£20,000.00	Worthing	Community Scheme has been reviewed and it did not meet criteria threshold for progression under this process.

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**Community Highway Schemes – Approved for design 2017 Update Sept 18 \_  
Appendix C**

Location	Details	CLC	Local Member	Est. cost £	Update Sept 18
Faygate	A264 Crossing	North Horsham	Liz Kitchen	250000	Awaiting speed survey results to confirm the approach speed as the initial survey has shown speeds in excess of 50mph, which would prevent the crossing being installed without significant speed reducing measures on the A264
Billingshurst	Billingshurst – Marringdean footway	North Horsham	Amanda Jupp	250000	Local member has accepted that it is not possible to provide an adequate footway through here. Local land owner has already sold land to a developer and we will pursue improvements through the planning route. Scheme cancelled.
Billingshurst	Itchenfield – Chapel Road New Footway	North Horsham	Amanda Jupp North Horsham	100000	Preliminary and Detailed Design ongoing and Construction planned for 19/20
Rusper	Rusper Charwood Road- Improved crossing facilities to access day centre	North Horsham	Liz Kitchen	50000	Preliminary and Detailed Design ongoing and Construction planned for 19/20

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**Community Highway Schemes – Approved for design in 2016 Update Sept 18**

Location	Details	Local Member	Est cost	Update Sept 18
Christ's Hospital	Downs Link needs connection at Christ's Hospital Station Provide new link between existing bridleways	Amanda Jupp	300k	Following concerns around the initial route being taken through a section of Ancient Woodland, the scheme is being redesigned based on a new route alongside old station platforms. The scheme is currently due to be delivered as part of the 19/20 programme.
Billingshurst Bypass Footbridge	Lighting	Amanda Jupp	20k	Works are due to commence this week on road crossing for power supply, and next week on footpath columns. Works due to be completed end of September.
Billingshurst, High Street near The Alders	Provision of gateway feature and pedestrian refuge	Amanda Jupp	20k	Pedestrian refuge was not feasible so an improved crossing was proposed with footway improvements to compliment. Developer works connected to the A272 upgrade on site have altered the existing footway layout and so our scheme has been put on hold until developer works are complete. Meeting with Chris Stark on site end of September to discuss and review.

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**North Horsham County Local Committee****12 November 2018****Nominations for Local Authority Governors to Maintained Schools and Academy Governing Bodies****Report by Executive Director of Children, Adults, Families, Health & Education****Ref:NH05(18/19)****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) 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

**Kim Curry**  
Executive Director  
Children, Adults, Families  
Health & Education

**Mark Jenner**  
Head of School Effectiveness

Contact: Governor Services Administrator  
0330 222 8887

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

**Appendix B:** Current Vacancy List

**Background Papers:** None

## **Local Authority Governors - Nominations Under the 2012 Regulations**

### **Maintained Schools**

#### Nominations for Reappointment:

##### **Horsham Nursery School**

Mr Gianni Lozzi for a further four year term

#### Nominations for Appointment:

##### **Tanbridge House School, Horsham**

Dr Morgan Chambers for a four year term

##### **Millais School**

Mr Paul Gresham for a four year term

##### **Colgate Primary School**

Mrs Joanne Lintern-Goodall for a four year term

#### **Academies:**

None

### **Temporary Governing Bodies**

None

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Authority Governor Vacancies for North Horsham County Local Committee Area

School	Division	Division Member	Vacant From	Current Status	Chairman	Head
St John's Catholic Primary School	Horsham East	Andrew Baldwin	Nov-17	Outstanding	Deirdre Nash	Victoria Bono

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