

NORTH HORSHAM PARISH COUNCIL
PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE
THURSDAY 31ST OCTOBER 2019 AT 7.30pm
AT ROFFEY MILLENNIUM HALL

CLERK'S REPORT TO BE READ IN CONJUNCTION WITH THE AGENDA
Numbers relate to those on the agenda.

1. Public Forum

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.

3. Declaration of Interests

Members are advised to consider the agenda for the meeting and determine in advance if they may have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be included in the Minutes.

Where a Member has a Prejudicial Interest (which is not a Disclosable Pecuniary Interest), Members are reminded that they must now withdraw from the meeting chamber after making representations or asking questions.

If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.

5. Chairman's Announcements

1. Cllr Wilton noted that the road markings coming from Langhurst wood Road onto the A264 were particularly feint and this was included in the letter sent to West Sussex County Council regarding dirty signs and feint road markings. There has been no response to the letter.
2. Balfour Beatty are scheduled to install 2 bicycle stands on 25th October 2019 on the paved piece of land, adjacent to the T-junction, on the corner of Fitzalan Road and Godwin Way.
3. The Council has been notified that WSCC has adopted design guidance for cycling. The Guide is for Local Planning Authorities who consult WSCC for advice on any road and transport issues that affect proposals submitted for planning permission. The document is available at:-
https://www.westsussex.gov.uk/media/13164/cycling_design_guide.pdf

4. HDC has notified the Parish Council that from 1st November 2019 paper copies of plans will no longer be sent to Parish Councils and that access to planning documents will be electronic using the online Public Access system. HDC has issued a guide 'Parish Paperless Planning', which has been circulated to all Councillors.
5. A member of Metrobus' customer service team has responded to the Planning, Environment and Transport Committees concern regarding Metrobus 200 service, discussed at the previous planning meeting on 19th September 2019.

Metrobus' response:

'When a service is delayed the controllers occasionally take the decision to divert or curtail a route to try and assist in getting the service back on time. In some cases the late running service will be closely followed by the following service which passengers can travel on. Relaying this information to passengers on the bus will depend on when the controller decides what action the driver should take. The driver can then advise the passengers on board. The customer service team will only hear about the diversion on the controllers report the following day.

Should a passenger contact us to ask what happened, we can then investigate and let them know.

Our employees work hard to ensure these services operate on a reliable and punctual basis everyday and we take pride in providing a quality service to our customers.

Given the nature of our business, and the difficulty of controlling the road space upon which we depend, there may be occasions when we simply cannot provide the standard of service which should be consistently expected and delivered. We may therefore have to temporarily or permanently alter the route, frequency, times and fares without prior notice.

I apologise for any inconvenience'

6. West Sussex County Council's Area Highways Manager has noted and responded to the Planning Committees concern regarding WSCC weedkilling strategy.

Due to reduced funds WSCC have had to consider what levels of service are affordable. WSCC retain a need to ensure the public highway is safe as a priority.

WSCC has a small allocation of funds enabling some priority areas to be sprayed, primarily slabbed areas where weeds growing between slabs can be a trip hazard. If there are any particular areas that have been identified as a potential safety hazard these can be reported to WSCC through the normal methods of the Love West Sussex app or raising an online enquiry. WSCC do not have the resource to routinely spray all areas.

In recognition of the reduced service levels and the potential for communities to wish to have a better maintained highway infrastructure, WSCC have launched their “Improving Local Places and Spaces” initiative. Please see the agenda item for further details on the initiative.

7. Cllr R. Turner, Cllr J. Davidson, Cllr D. Searle met with Local Operations Manager North Downs for National Rail and Level Crossing Manager for Govia Thameslink at Littlehaven Station on 24th October 2019 to discuss whether improvements can be made to reduce vehicle waiting times at Littlehaven Station. A basic overview was given of how the crossing is operated. It was explained in the near future there will be an increase in the number of trains passing through the station, particularly in relation to the depot, further impacting traffic congestion however, these trains will cross primarily during night. The only identifiable means of improvement would be for the platform to be extended or for a footbridge to be erected. National Rail and Govia Thames link will be investigating to see if any improvement can be made through signalling and developed technology.

6. WSCC ‘Improving Local Places and Spaces’ initiative

In recognition of the reduced service levels and the potential for communities to wish to have a better maintained highway infrastructure, WSCC have launched their ‘Improving Local Places and Spaces’ initiative. Visit <https://www.westsussex.gov.uk/leisure-recreation-and-community/supporting-local-communities/improving-local-places-and-spaces/> for further details.

Communities can access information, guidance, resources and training to decide on the priorities for their area for highways. There are three elements of this offer (attached is a booklet with greater details):

1. Community Highways Partnerships

Parish and Town Councils can undertake a variety of maintenance activities on the public highway by signing up to a agency agreement with WSCC.

Activities can include:

- Cleaning signs
- Graffiti removal
- Weed spraying on footway and kerb
- Removal of epicormic growth around trees (shoots rising at the bottom of a tree)
- Strimming on landscaped areas
- Cut back overgrown vegetation
- Twitten vegetation clearance
- Clear leaves from gully tops
- Removal of unofficial signs, verge markers and estate agents boards that pose a danger to highway users
- Grass cutting
- Siding footpaths
- Licensing activities – A-boards/busking
- Enforcement – issuing letters to ask for considerate parking, cutting back private vegetation, yellow development signs/ A-boards
- Tree work
- Inspections
- Roundabout maintenance.

(Attached is WSCC’s template agreement)

2. Community Led Improvement

Communities can raise concerns about highways issues within their area and put forward an application for funding through the County Council's Annual Works Programme.

Community Highway Schemes:

- Traffic calming features
- Town/village centre enhancements
- Cycling facilities
- Crossing facilities
- Speed limits/zones
- Junction improvements
- Improved footpath links
- Traffic Regulation Orders e.g. parking.

Schemes are assessed and scored, the highest scoring schemes are taken forward. Last year 21 schemes from across the county were successful.

3. Community Action

WSCC support and enable various opportunities for communities and volunteer groups to work on enhancing their neighbourhood through a variety of activities.

The County Council will provide guidance and advice to enable interested groups to tackle those issues in their area which otherwise may be neglected:

- cutting back overgrown vegetation
- trimming the edges of grass verges
- clearing weeds
- sign and bollard cleaning
- hand clearing gullies and ditches
- removing unlawful signs
- siding foot-paths and cycle-paths.

WSCC Area Highways Manager is willing to engage further on any opportunities that could be explored for North Horsham Parish Council to deliver on local priorities impacting the neighbourhood.

7. Twittens in North Horsham – Amberly Road/Whitehorse Road to Earles Meadow

There are 17 twittens in North Horsham that are not on definitive Rights of Way (see attached).

71 Amberley Road/14 Whitehorse Road to 4/5 Earles Meadow crosses Parish Council land. Under S 25 of the Highways Act 1980 landowners can dedicate a new permanent footpath, bridleway or restricted byway across their land. Should a permanent footpath be created, the County Council will become liable for the maintenance of the route as a public path.

Alternatively a landowner may consider making public access available through a permissive path agreement. These are not legally recorded public rights of way and are not defined by statute. There are 2 types of permissive path:-

1. Through agreement – a formal agreement with the County Council can be entered into to allow use by the public for an initial specified period. WSCC and North Horsham Parish Council would need to agree and the County Council, as Highway Authority, would be liable, subject to agreed terms, for the maintenance of a permissive path where there is a formal agreement in place and for the term of the agreement.

2. Through informal consent: its current state. The consent may be withdrawn at any time. WSCC has no obligation in terms of maintenance or liability.

8. Definitive Map Modification Order (DMMO) – Coney Croft to public footpath
Notification has been received of an order for an addition of a public footpath outside 21 Coney Croft to public footpath 1586/2. The consideration will be in the way of a public inquiry, which will be held on 24th March 2020, 10:00am at The Goodwood Room, West Sussex County Council Offices, County Hall North, Park Street.
Attached is the Site Plan and Notice of Order.

9. Land at 73 Primrose Copse and the Scout Hut
North Horsham Parish Council's Planning Committee considered planning application DC/19/0394 on 21st March 2019. It was for the erection of 4 x two storey dwellings on land north of 73 Primrose Copse. The Planning Committee objected to the application on the grounds of overdevelopment, parking issues and loss of amenity space.
On 30th May 2019 an amendment on S106/18/004 for the Section 106 agreement relating to 33-39 Holbrook School Lane and the 3rd Horsham Scouts was put before the Planning Committee. However, S106/18/004 had originally been raised in March 2018 and withdrawn in April 2018 on legal advice that the obligation to transfer the land under S106 had been complied with and therefore a discharge was not required.
At the time it was noted that an agreement was reached by HDC with 3rd Horsham Scout Troop for them to re-locate from Peary's Close where they had a lease until 2024. The 3rd Horsham Scout Troop had agreed to use Holbrook Community Centre as their new Scout Hut and they received compensation.
When the planning application for DC/19/0394 was considered representatives of the 3rd Horsham Scouts attended the Planning Meeting and expressed their desire for larger premises. They were critical of HDC and as a result the Planning Committee requested further clarification of the situation from HDC.,
On 23rd September 2019, Cllr R Millington and Cllr S Wilton met with the Cabinet Member for Horsham Town, Cllr Peter Burgess, HDC Estate Manager Mr Elliott and his assistant Ms Grundy. They explained that the site at 73 Primrose Copse was a small area of land that was not suitable for using as a sporting facility. It had been vacant for around 20 years with the possibility of using it as a Scout Hut, but the 3rd Horsham Scouts were not able to raise the £250,000 to £300,000 required to build the facility. There would have been ongoing financial commitment to cover maintenance too. The Scouts had been meeting in a run down shed on Peary Close, but HDC worked with the District Scouts and it was agreed that the Scouts would terminate their lease on Peary Close early and move into Holbrook Community Centre. As compensation for leaving Peary Close and not taking up the ear-marked land at Primrose Copse they received compensation of £17,800. The land for which they were compensated was owned by HDC, the Scouts were potential lease holders. The District Scouts and HDC agreed between them that this was the best way forward and it released land which was a low yield asset for HDC to allow them to increase their income from the land.

The land on Peary Close where the run down Scout Hut originally stood now supports a block of 8 housing units for families who find themselves homeless due to unfortunate circumstances. Families can live there for a year to get them back on their feet.

The land at Primrose Copse does not have an Open Space designation and as the Scouts were unable to raise sufficient funding to build on it, providing 4 homes seemed the best option as it would generate income to provide additional facilities in the District. It would seem that there had been some misunderstanding between the Scouts at local and District level. HDC's discussions were with the District Commissioner and the Chairman of the Scouts.

Concern was raised regarding the loss of green space across Horsham, however, HDC were investing in providing sporting facilities and green spaces in the best way that they could. For example 'The Bridge' at Broadbridge Heath. It was suggested that a follow on project from this meeting could be for the Parish Council to look at its green spaces and how they are being utilised.

14. Consultations

- 1. Horsham's Local Cycling and Walking Infrastructure Plan (LCWIP)** - A second workshop relating to the Local Cycling and Walking Infrastructure Plan for Horsham is scheduled for 31st October 2019. The Parish Council volunteer representative is Cllr J Gough.

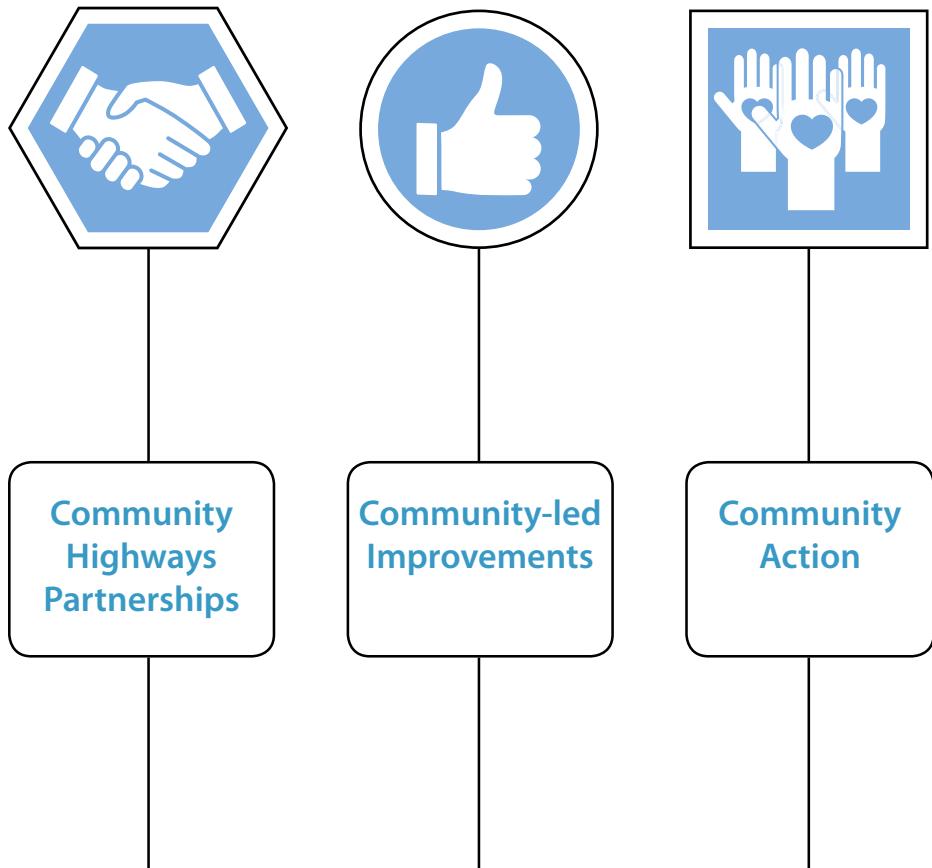
15. Planning Appeals

There are no Planning Appeals to date.

West Sussex Highways, Transport & Planning

Improving Local Places and Spaces

Supporting Resilient Communities



Foreward

Very often in life a 'one-size fits all' approach just doesn't work, and our highways are no different. West Sussex has a diverse landscape from rural parishes & larger towns, to large urban centres in our District & Borough Councils. To achieve the best deal for each community, West Sussex County Council has come up with a new way of working.

West Sussex County Council continues to strive to find ways to empower communities, help support them to become resilient and enable them to become involved in all the opportunities we have to offer through Improving Local Places and Spaces. We do not and could not do this alone but in partnership with our communities. That is why Improving Local Places and Spaces is so important, it looks in detail at how the County Council can support your Parish and Town Councils and Community Groups to help tackle issues in your local area, the issues that matter to you. Our main objective is for us to work together to help improve the quality of our neighborhoods.

Please be assured we will work with the utmost focus to provide support to our communities and that we will keep relentless focus of our relevant key priorities and apply them to how we will operate with Improving Local Places and Spaces.

Our Priorities...

- **A prosperous place**
- **A strong, safe and sustainable place**
- **A council that works for the community**

Roger Elkins

Cabinet Member for Highways and Infrastructure

July 2019



Improving Local Places and Spaces

Supporting Resilient Communities

West Sussex County Council will still be responsible for:

- Safety related work (e.g. potholes)
- Essential tree maintenance
- Drainage repairs & gully cleaning
- Safety lines & signs
- Resurfacing roads when needed
- Grass cutting



Community Highways Partnerships

An agreement between the Parish & Town Councils and Community Groups that enable local maintenance work which enhances the local environment.

But...

In some areas of work we will be reducing levels of service and helping local communities influence and be part of the delivery of local priorities impacting neighborhoods. Communities can access information, guidance, resources and training to decide on the priorities for their area for highways. There are three elements of this offer:

- 1 **Community Highways Partnerships**
- 2 **Community Led Improvement**
- 3 **Community Action**



Community-led Improvements

Communities can raise concerns about highways issues within their area and apply for a community-driven scheme through the Works Programme.



Community Action

We provide various opportunities to enable volunteer groups to support and enhance their local neighborhood by actively getting involved in a variety of highway related activities.

Community Highways Partnerships



Parish and Town Councils can undertake a variety of maintenance activities on the public highway by signing up to a simple agency agreement with West Sussex County Council.

Activities can include:

- Cleaning signs
- Graffiti removal
- Weed spraying on footway and kerb
- Removal of epicormic growth around trees (shoots rising at the bottom of a tree)
- Strimming on landscaped areas
- Cut back overgrown vegetation
- Twitten vegetation clearance
- Clear leaves from gully tops
- Removal of unofficial signs, verge markers and estate agents boards that pose a danger to highway users
- Grass cutting
- Siding footpaths
- Licensing activities – A-boards/ busking
- Enforcement – issuing letters to ask for considerate parking, cutting back private vegetation, yellow development signs/ A-boards
- Tree work
- Inspections
- Roundabout maintenance



Case Study – Henfield Parish Council

How to get involved:

Contact: active.communities@westsussex.gov.uk

Community-led Improvements

Delivered by West Sussex County Council

Communities can raise concerns about highways issues within their area and put forward an application for funding through the County Council's Annual Works Programme.



Community Highway Schemes:

- Traffic calming features
- Town/village centre enhancements
- Cycling facilities
- Crossing facilities
- Speed limits/zones
- Junction improvements.
- Improved footpath links
- Traffic Regulation Orders e.g. parking

Schemes are assessed and scored and the highest scoring schemes are taken forward. Last year 21 schemes from across the county were successful.



Community TRO - Communities can apply for Traffic Regulation Orders (TROs) which seek to resolve locally identified issues, examples include:

- Double yellow lines
- Speed limit reductions
- Each year our County Local Committees (CLCs) agree to a number of TROs each (24 across the county).

Case Study – Ferring Parish Council

In addition the Cabinet Member for Highways and Infrastructure has discretion to agree an additional 15.

How to get involved:

For more details and to apply, visit [here](#)

Community-led Improvements

Delivered by communities

There are lots of projects where communities can get involved in their delivery.

Operation Watershed - Community groups interested in delivering improvement projects to tackle issues with drainage infrastructure and the aim of reducing the risk and impacts of flooding, can bid for funding from Operation Watershed (Active Communities funding). There is £300,000 available for 2019/20 and typical projects may include:

- the riparian ditch network
- damage to roads
- Improving resilience to protect homes, businesses and highways

The required demonstrable criteria for applications to be successful include:

- Tackling a recognised surface or ground water flood risk
- Meeting at least one of the following elements in its technical scope:
 - Provide new infrastructure installations or build
 - Make material change improvements to existing infrastructure
 - Increase the drainage capacity of existing infrastructure
 - The provision of assets for community groups' usage to protect their local area
 - Evidence strong community commitment to delivering the project and carrying out future maintenance



Case Study – FLOW

How to get involved:

For more details and to apply, visit: www.westsussex.gov.uk/watershed

Community Action

We support and enable various opportunities for communities and volunteer groups to work on enhancing their neighborhood through a variety of activities.



Active Communities:

The County Council will provide guidance and advice to enable interested groups to tackle those issues in their area which otherwise may be neglected.

- cutting back overgrown vegetation
- trimming the edges of grass verges
- clearing weeds
- sign and bollard cleaning
- hand clearing gullies and ditches
- removing unlawful signs
- siding foot-paths and cycle-paths

How to get involved:

Contact: active.communities@westsussex.gov.uk

Where communities have a willing group of volunteers and local projects require more support they can request assistance from our **Community Volunteers**.

This includes:

- Task Leader Training – can provide access to West Sussex County Council's Public Liability Insurance
- Risk assessments
- Power tool training
- Limited tool loan



Case Study – Community Volunteers

If your Community Groups project needs extra hands we may be able to help.

Contact: darren.rolfe@westsussex.gov.uk

Community Action

Community Winter Resilience:

The County Council has a Winter Maintenance Plan (WMP) which sets out strategy and service levels for keeping the roads gritted in the winter period. This service can be supplemented by Parish/Town Council Winter Maintenance Plans supporting vulnerable people within their community. Setting out how localised activities for example arrangements for volunteers & farmers to undertake salting and snow clearance. Before each winter parishes undertake an audit of salt bins which the County Council will top up in Autumn in accordance with the WMP yearly offer. We currently work with 155 parish/town councils.



Case Study – East Grinstead

How to get involved:

Contact: active.communities@westsussex.gov.uk

Flood action groups:

Flood action groups are composed of local residents that represent a voice for their community on flood-related issues. They work closely with local authorities, the Environment Agency, water companies, landowners, businesses and other partner agencies involved in flooding to find ways to help reduce flood risk in their community. West Sussex already has 33 local flood action groups across the county involved in local activities to identify and reduce the impact of flooding and contribute to the county's strategic approach to flood risk management.

How to get involved:

For more details and to apply, visit: www.westsussex.gov.uk/floodactiongroups

Community Highways Partnerships

Case Study



- **Henfield Parish Council**
- **Project: Cutting Back Verges/Clearing Vegetation**

"The positive impact to Henfield of the partnership has been gradual but very noticeable. We have received many positive comments from residents, particularly after the recent project to cut back the verges" – Kevin Wright, Clerk, Henfield Parish Council



01273 492507 • office@henfield.gov.uk

The Challenge:

- The Parish Council and local community wanted to improve the space they live in by undertaking general small scale highway works.

The Solution/Approach:

- Henfield Parish Council (HPC) wanted to take ownership of the issues in their local area, recognising that the County Council is no longer able to undertake some of the 'nice to do' work that is important to the local community and helps to improve the economy.
- HPC decided to employ its own Works Officers and then purchase a van.
- By the end of 2018, HPC have increased the work it does and employed a further two part time works officer and this enabled HPC to have a two person team working in the village four days per week.

The Results:

- Currently keeping clear of vegetation many of the footpaths around the village; verges are being cut back to increase the width of footways, which is allowing mothers with pushchairs/prams better and safer access.
- Minor tree safety work is being carried out; epicormic tree growth being removed around the village and verges are being cut more frequently to keep the village looking neat and tidy.
- Are able to carry out minor repairs to fences and to keep many gullies clear of leaves in the winter season.

Community-led Improvements

Case Study



- **Ferring Parish Council**
- **Project: Traffic Calming/Junction Improvement**

“Feedback received is that it has helped reduce the speed of the traffic and has made exiting the side road much easier and less of a hazard” – Amanda Thomas, Administrative Assistant, Ferring Parish Council



parishoffice@ferringparishcouncil.org.uk • 01903249449 • www.ferringparishcouncil.org.uk

The Challenge:

- Exiting Sea Lane Gardens onto Sea Lane, Ferring, was proving difficult due to the very poor visibility at the junction. This had resulted in numerous near misses and a small number of quite serious accidents. It was also evident that crossing the road in this location was difficult in this vicinity. Concerns were also raised regarding vehicle speeds on Sea Lane.

The Approach:

- The community made an application to the County Council for a 'Community Highway Scheme'. Schemes are assessed against criteria which includes safety, contribution to economic growth, environment and sustainability. Budget is allocated to highest scoring schemes each year and this was successful.
- Working with the community, a design with buildout and crossing point was agreed.

The Results:

- The results of the finished scheme are that residents feel safer using the junction, have a new improved crossing point and reduced vehicle speeds on Sea Lane.

Community-led Improvements

Case Study



- **FLOW**
- **Project: Fixing and Linking Our Wetlands** is a Heritage Lottery Funded Project to survey and improve the ditch network of the Manhood Peninsula, to prevent flooding and increase vital habitat for wildlife.

"The positive impacts have been multiple for the community. We have provided invaluable data to West Sussex County Council, Chichester District Council, the Environment Agency and Parish Councils about drainage that will benefit them through targeted flood risk reduction measures." – Jane Reeve, FLOW Project Leader



jane@jssj.co.uk • mwhg.org.uk

The Challenge:

- The network of waterways on the Manhood Peninsula connect the protected areas of Pagham Harbour, Medmerry and Chichester Harbour. Their upkeep is not just of benefit to wildlife but increasingly to people, as more frequent flooding events take place.

The Approach:

- The FLOW team is made up of local volunteers, led by FLOW Project leader Jane Reeve and Field Officer Christopher Drake. Volunteers are trained in a range of skills, including: GIS mapping, hedge laying, surveying, species identification and landscaping, to restore the wetland network safely and effectively. Many volunteers bring their own expertise of land management and wildlife, while others with a passion for the protection of the environment; grow their knowledge through participation in FLOW.

The Results:



Ditches surveyed



Hedgerows surveyed



Volunteer hours



Sites improved

Community Action

Case Study

- Lavant Parish Volunteer Task Force
- Project: Tackling maintenance tasks around the village



APBLAVAN335@aol.com • 01243527705 • lavantparishcouncil.co.uk

The Challenge:

- The LVTF (Lavant Volunteer Task Force) was formed so that the wide range of maintenance tasks that need doing around the village can be tackled, in support of any more formal work undertaken by various responsible authorities. This can range from patch clearing to general maintenance work.

The Approach:

- LVTF meet every Tuesday morning (9:30am – 1pm) to carry out work which is confirmed in advance.
- There are currently 17 volunteers.
- Training and equipment provided.

The Results:

- So far an extensive stretch of undergrowth along the verges of Centurion Way and essential manicuring of trees and bushes around the village green have been completed.
- Undergrowth round the edges of the football field has been cleared.
- Wooden bus stops at Pook Lane roundabout and the top of St Nicolas Road have had a makeover.

Community Action

Case Study

- West Sussex County Council
- Project: Community Volunteers

“Work the group are involved in is varied and has had a huge benefit to a wide variety of communities” – Darren Rolfe, Community Volunteers Leader



darren.rolfe@westsussex.gov.uk • For more information click [here](#)

The Challenge:

- Led by Darren Rolfe, being a Community Volunteer provides the opportunity to help others, improve the local environment and do something enjoyable. The tasks are varied and the challenges keep you thinking. It is a great opportunity to learn new skills and share Darren's knowledge with others.

The Approach:

Examples of what volunteers can be involved in are:

- Habitat improvement work (including pond restoration)
- Building and installation of planters
- Vegetation clearance to open up the view which has overgrown
- Construction of community facilities e.g. village hall decking, bush shelters, youth camp fencing.

The Results:

- Activities are planned three to six months in advance, most tools used are fairly easy to master and specialist training is given for using power tools. Just choose any activities that you wish to volunteer for and arrangements are organised nearer the date.

Community Action

Case Study

- **East Grinstead Town Council**
- **Project: Winter Resilience/Management Plan**



01342 323636 • towncouncil@eastgrinstead.gov.uk

The Challenge:

- East Grinstead, being north of the High Weald and with hilly terrain, suffers from very different weather patterns than the bulk of the district south of the Weald. It is generally one or two degrees colder and driving conditions tend to be worse at periods of heavy snow and ice as a result of undulating terrain.

The Approach:

- To assist the community the Town Council purchased a Tracmaster walk behind motorised snow plough and brush and a Glasdon manual gritter for use on the town centre's pavements, steps and bridges.
- Mid Sussex District Council has provided equipment to enable local volunteers to clear ice and snow from pavements.
- Volunteers were loaned equipment including a snow shovel, hats and gloves, Hi-Vis vests and ice grippers..

The Results:

- The Town Council has a community winter resilience plan that supports residents to keep moving safely during winter weather.

Community Action

Case Study

- **Tarring Flood Action Group**
- **Project: Adopt a drain**

"Adopt a drain has made a huge difference in periods of heavy rain, we are in a much better position than we were two and a half years ago" – Alison Gilbert, Adopt a Drain leader



tarringfloodgroup@outlook.com

The Challenge:

- After experiencing ground water flooding locally, several members of the local community agreed, initially through the Local Neighbourhood Watch scheme and local councillors, to form a group to help avoid future flooding in the streets.

The Approach:

- Following the advice of the National Flood Forum, West Sussex County Council Highways, Worthing Borough Council' Emergency Team, Operation Watershed and others, the group started researching rain water gardens and out of this came 'Adopt a Drain'.
- Have been provided with kit on loan, snow shovels, heavy duty brooms, litter pickers, Hi-Vis jackets, hoops for litter bags, bags and protective gloves.
- Viewed West Sussex County Council video on clearance of leaves and keeping safe.

The Results:

- Some members have already cleared soakaways and gullies and this is ongoing.
- The group has organised itself so members have an active role which play to their strengths. This could be writing up research, canvassing support from local businesses, or the physical clearance of leaves and debris.



WS32557

Dated

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WEST SUSSEX COUNTY COUNCIL

And

COUNCIL

Agency Agreement

Under s.101 of the Local Government Act 1972 relating to specified highway functions

ORBIS, Public Law, West Sussex County Council

THIS AGREEMENT is made the
BETWEEN

20

WEST SUSSEX COUNTY COUNCIL County Hall, West St, Chichester PO19 1RG ("the Principal")

And xxxxxxxxxxxx **COUNCIL** of

BACKGROUND

- (1) The Principal and the Agent are local authorities constituted by the Local Government Act 1972.
- (2) For the purposes of the Highways Act 1980, the Principal is the highway authority for highways (other than trunk roads) situated in East Grinstead and for the purposes of the Road Traffic Regulation Act 1984, the Principal is a traffic authority and a local traffic authority,
- (3) By virtue of Section 101 of the Local Government Act 1972 and, subject as provided therein, a local authority may arrange for the discharge of any of its functions by another local authority.
- (4) This discharge of functions is made in accordance with Section 9EA of the Local Government Act 2000 and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012.
- (5) The Principal and the Agent have agreed that the Agent will act as agent for the Principal and discharge certain of the Principal's highway functions on the terms set out in this Agreement ('the Agency').

IT IS AGREED THAT:

1. TERM AND TERMINATION

- 1.1 This Agreement shall commence on the xxxx ('the commencement date') and shall continue until it is xxxxx
 - 1.1.1 by either party giving a minimum of six months' written notice;
 - 1.1.2 by the Principal under clause 11.1 (serious breach by the Agent).

2. PARTNERSHIP WORKING

- 2.1 The parties are committed to the efficient delivery and operation of the Agency for the benefit of the local community and will co-operate in a spirit of partnership to comply with their obligations under this Agreement.

3. PRINCIPAL

- 3.1. The Principal may continue to exercise the functions described in Schedule 1 and Schedule 4, in accordance with s.101(4) of the Local Government Act 1972.

4. AGENT'S FUNCTIONS

- 4.1. The Agent is empowered in the performance of the Agency to exercise on behalf of the Principal, such powers of the Principal as highway authority and traffic authority and listed in the Schedule of Functions at Schedule 1 ("the Agency Functions").

The Agent's Functions under this Agreement are exercisable solely within the area of the Parish (plan in Schedule 3), known as xxxx Parish, The authority given in Clause 4.1 shall include support to defend any legal proceedings on behalf of the Principal and to issue any consent or licences or enter into any agreements that may be necessary, subject to the terms of this Agreement. The Agent will notify the Principal within 21 days of receipt of any such claim.

- 4.2. The Agent shall not further delegate these functions except to a committee, sub-committee or an officer of the Agent.

5. AGENT'S OBLIGATIONS

- 5.1. The Agent shall provide the Agency to the highest standard with reasonable care and skill in compliance with this Agreement and the Schedule of Functions and shall conform with such legislative requirements and current specifications as are relevant to the provision of the Agency.
- 5.2. In performing the Agency, the Agent shall conform to all relevant policies and procedures of the Principal, including but not limited to those contained in Schedule 4 in relation to health and safety matters.
- 5.3. The Agent shall properly manage and monitor performance of the Agency and immediately inform the Principal if the Agency or any part of the Agency is not, or may not be performed, and whether or not this is the result of any act or omission by the Agent giving details, reasons and likely duration.
- 5.4. The Agent shall take such precautions for the protection of public and private rights or interests as though they were the Principal and in accordance with Schedule 1.
- 5.5. The Agent must comply with all legislative provisions, regulations and guidance relating to the Agency Functions as though the Agent were the Principal.

6. COMMUNICATIONS

- 6.1. The Agent shall provide a quarterly update on the performance of the Agency to include such information as specified in Schedule 2 - Reporting of Agency. This update must be given to the Contact Officer.
- 6.2. The Agent shall operate a complaints procedure for dealing with complaints from members of the public regarding Agency Functions.
- 6.3. The Contact Officer is xxxxx or any other officer specified to the Agent in writing.

7. AGENT'S PERSONNEL

- 7.1. The personnel assigned by the Agent to the performance of the Agency will be suitably qualified, trained, experienced and properly supervised with regard to the provision of the Agency Functions and will be made fully aware of the Agent's

obligations under the Agreement as it affects them in the performance of their functions.

- 7.2. The Agent shall employ sufficient persons to ensure the Agency Functions are provided at all times and in all respects in accordance with the Agreement.
- 7.3. For the purposes of this clause, 'personnel' shall mean all persons employed by the Agent to perform the functions of the Agency together with the Agent's servants, agents and sub-contractors.

8. COSTS RECEIVED BY THE AGENT

- 8.1 The Agent shall only receive costs in line with the provisions in the sections of the Highways Act 1980 listed in Schedule 1 (Schedule of Functions)
- 8.2 All costs received by the Agent in respect of the Agency Functions carried out on behalf of the Principal under this Agreement shall belong exclusively to the Agent.

9. PAYMENTS

- 9.1. No payments shall be made by the Principal to the Agent in respect of the performance of the Agency.

10. INDEMNITY AND INSURANCE

- 10.1. The Agent shall indemnify the Principal against all and any action, claim, costs, demands, proceedings and liabilities arising out of:
 - 10.1.1. any failure of the Agent to discharge the Agency in accordance with the requirements of this Agreement or with any provision of law or to comply in the exercise of the Agency with any requirement referred to herein; or
 - 10.1.2. any negligent act or omission on the part of the Agent, its agents or servants in performing the Agency, except to the extent that any claim is due to any act or omission of the Principal or to any person for whom the Principal is responsible.
- 10.2. The Agent shall have the Principal's interest endorsed on an existing policy of insurance to cover the indemnity referred to in Clause 10.1
- 10.3. The policy referred to in Clause 10.2 shall:
 - 10.3.1 have a minimum third party public liability cover in respect of any one occurrence on a claims occurring basis of £10m;
 - 10.3.2 a minimum employer's liability cover in respect of any one occurrence maintained on a claims occurring basis of £10m;

11. INADEQUATE PERFORMANCE

- 11.1. In the event of a serious breach of the Agreement or if non-compliance occurs the Principal may issue an improvement notice detailing the nature of the breach. Where the subject of the improvement notice has not been rectified to the satisfaction of the

Principal within 28 days of issue of the notice, the Agreement may be terminated forthwith.

12. VARIATION OF AGREEMENT

- 12.1. This Agreement may only be varied in writing, in the form of an addendum to this Agreement and with both parties' signed consent.

13. REVIEW OF AGREEMENT

- 13.1. This Agreement shall be subject to formal review annually.

14. DISPUTE RESOLUTION

- 14.1. If any dispute arises out of this Agreement the parties will first attempt to settle it by negotiation.
- 14.2. If resolution cannot be agreed between the officers directly involved, the matter shall be referred to the parties' duly authorised representatives at the earliest opportunity and within 28 days of the original identification of a possible dispute.
- 14.3. Where the matter remains unresolved, it shall be referred to the Director of Environment and Economy For The Agent and the senior elected Councillor within their Council, for resolution.

15 GOVERNING LAW AND JURISDICTION

- 15.1 This Agreement shall be construed in accordance with English Law and the Parties hereby submit to the non-exclusive jurisdiction of English Courts.

Agreed and signed by the parties:

WEST SUSSEX COUNTY COUNCIL

Signature

Name (printed)

Position

Dated

xxxxxxCOUNCIL

Signature

Name (printed)

Position

Dated

SCHEDULE 1

SCHEDULE OF FUNCTIONS

The Agent is empowered to carry out minor highway maintenance activities at their own cost and discretion

Examples include but not limited to:

Removal of epicormic growth

Issuing of overgrown vegetation cards to known owners

Cut back of overgrowth vegetation causing an obstruction

Clear leaves from gully tops

Siding of footpaths

SCHEDULE 2

REPORTING OF AGENT

SCHEDULE 3

AGREEMENT PLAN

SCHEDULE 4

HEALTH & SAFETY

The Agent and all persons (including any sub-contractors) employed by it shall throughout the Agreement Term and where appropriate the Agreement Term Option comply fully with the requirements of the Safety Legislation.

The Agent shall provide to the Authorised Officer any information relating to the Town Council's compliance with the Health and Safety policy and the Safety Legislation that the County Council may reasonably request at any time from the Commencement Date.

The Agent shall in performing the Highway Services:

comply with their Health and Safety policy and all applicable Safety Legislation,

ensure that a suitably competent person be responsible for health and safety matters,

undertake appropriate risk assessments,

notify the County Council promptly of all incidents and accidents relating to the Highway Services reportable under the Reporting of Injuries Disease and Dangerous Occurrences Regulations 1995 together with any serious incidents and accidents involving members of the public or employees,

shall inform the County Council of any action taken by the xxx Council or recommended to be taken to prevent a reoccurrence; and

Keep a full record of all incidents and accidents relating to the Highway Services which shall be available for inspection by the County Council upon reasonable notice

Schedule of twittens discovered not on definitive Rights of Way (iMAP)

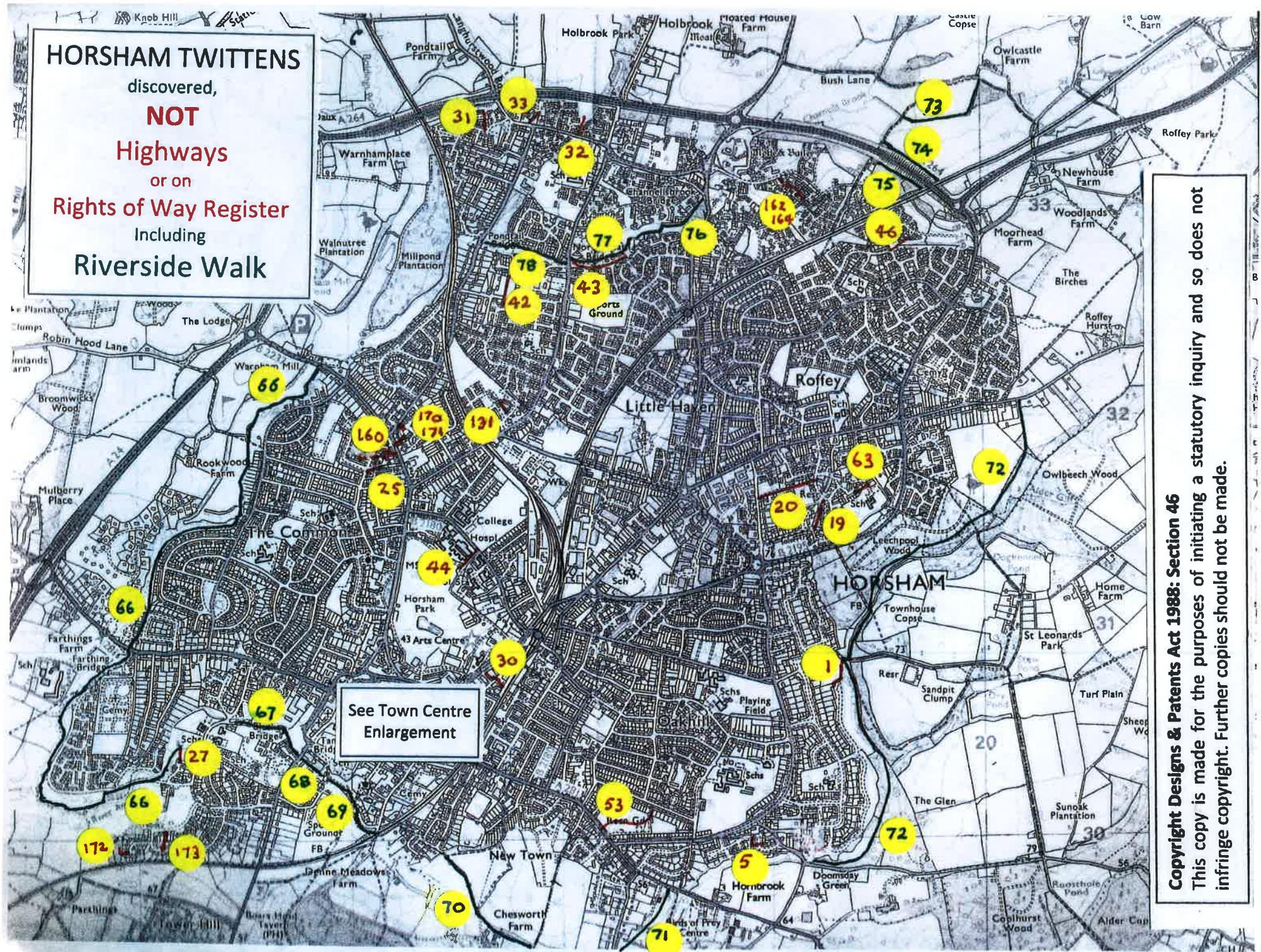
NORTH HORSHAM PARISH COUNCIL AREA

NOTES:

- 1: This survey was to discover all twittens, footpaths, adopted highways that provided a route or cut-through from one location to another. It does not include short paths leading only to a single property or a small group of houses.
- 2: All adopted roads and pathways in Horsham are numbered with WSCC prefix E1760xxxx.
- 3: FP indicates a footpath on the definitive map.
- 4: It should be noted that for this First Report all searches of the Definitive Map and the adopted Highways were of the on-line maps, not those deposited at WSCC offices.

NCF 19.6.18

Ref No	Name	Start	OS Ref	Other End	OS Ref	Comment	No of Users
19		61/63 Manor Fields	TQ19253160	FP1695	TQ19203146	HDC land	None
20		37 Earlswood Close	TQ19033164	130 Manor Fields	TQ19203172	HDC recreation ground	2
31		12/14 Nuthatch Way	TQ17683337	Land south of A264	TQ17393340	HDC land	2
32		159 Pondtail Road	TQ18083334	Land south of A264	TQ18122745	HDC land	1
33		Pondtail Drive	TQ78533339	11 Durfold Road	TQ17873342	HDC	1
42		Recreation ground	TQ1773356	16/18 Amundsen Rd 18-24 Pondtail Close	TQ17753270 TQ17713257	HDC land	3
43		North Heath Lane	TQ18053276	Mallow Close	TQ18333274	HDC land	3
46		71 Amberley Rd/14 Whitehorse Rd	TQ19563279	4/5 Earles Meadow	TQ19603281	NHPC land	None
63		Wallis Way (end of adopted)	TQ19403166	Leechpool Lane (school)	TQ19363165		1
73	Riverside Walk	FP1575, Owlcastle Farm	TQ19983360	FP1586	TQ19623341		None
74	Riverside Walk	FP1586	TQ19533330	A264/Railway underpass	TQ19083310		3
75	Riverside Walk	A264/Railway underpass	TQ19723307	FP1586	TQ19493324	HDC land	3
76	Riverside Walk	Rusper Road	TQ18683293	Chennells Brook	TQ18313284	HDC land	3
77	Riverside Walk	Chennells Brook	TQ18313284	North Heath Lane	TQ18053278		4
78	Riverside Walk	2 Cook Road	TQ17983276	Pondtail Road	TQ17633286	HDC land	4
162		Holbrook Shops & Surgery	TQ19063299	Ref 164	TQ19053299		1
164		Lemmington Way Petworth Drive	TQ18913312 TQ18913307	Bartholemew Way Holbrook Shops car park	TQ19103295 TQ19083301		1



NOTICE OF ORDER

WILDLIFE AND COUNTRYSIDE ACT 1981 SECTION 53

West Sussex County Council

(Horsham No. 1 (Addition of Public Footpath)) Definitive Map Modification Order 2019

Notice is hereby given that the above referenced Order has been submitted to the Secretary of State for Environment, Food and Rural Affairs for determination. An Inspector will be appointed by the Secretary of State to determine the Order.

The **start date** for the above Order is **22 October 2019**.

Consideration of the Order will take the form of a public local inquiry.

The Inquiry will be held at **The Goodwood Room, West Sussex County Council Offices, County Hall North, Park Street, Horsham, West Sussex RH12 1XN** on **24 March 2020 at 10.00am**.

The effect of the Order, if confirmed without modifications, will be to modify the Definitive Map and Statement for the area by adding a footpath commencing at the end of Coney Croft cul-de-sac, outside property number 21 (grid reference 519565, 132144) and proceeding with a width of 2 metres north eastwards for approximately 30 metres between the garages to join with public footpath 1586/2 (grid reference 519586, 132161) in the Parish of North Horsham.

Any queries relating to this Order should be referred to Clive Richards at The Planning Inspectorate, Rights of Way Section, Room 3/A Eagle Wing, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN. Telephone: 0303 444 5502. Email: clive.richards@planninginspectorate.gov.uk. Please quote reference number ROW/3226577 on all correspondence.

Any person wishing to view the statements of case and other documents relating to this Order may do so by appointment at West Sussex County Council, Law and Governance, County Hall, West Street, Chichester PO19 1RQ. Contact point Mrs Ami Dye, email ami.dye@westsussex.gov.uk, telephone number 0330 222 2687.

As the Authority has indicated that they will not be supporting the Order at the Inquiry, the case for the Order will be presented by Mrs Rosalie Williams. They will be expected to adhere to the following timetable as if they were the Authority

Timetable for sending in statements of case and proofs of evidence

Within 8 weeks of the start date by 17 December 2019

The Order Making Authority must ensure their statement of case is received by the Secretary of State. As soon as possible after the deadline, the Secretary of State will send a copy (excluding copies of any supporting documents - these will be available to view at the Authority's offices) to everyone who has made an objection or representation and the applicant and any other person who has written to us in respect of the Order.

Within 14 weeks of the start date by 28 January 2020

Everyone who has made an objection or representation and anyone who wishes to give evidence at the Inquiry must ensure their statement of case¹ is received by the Secretary of State. As soon as possible after the deadline, the Secretary of State will send full copies to the Authority. Copies will also be sent to the applicant, every person who has made an objection or representation and any other person who has written to us in respect of the Order (excluding copies of any supporting documents - these will be available to view at the Authority's offices).

Within the same period the applicant (if applicable) must ensure their statement of case is received by the Secretary of State. As soon as possible after the deadline, the Secretary of State will send a full copy to the Authority. Copies will also be sent to everyone who has made an objection or representation and any other person who has written to us in respect of the Order (excluding copies of any supporting documents - these will be available to view at the Authority's offices).

4 weeks before the date of the inquiry by 25 February 2020

The Authority, everyone who has made an objection or representation, the applicant (if applicable) and anyone who wishes to give evidence at the Inquiry must ensure their proof of evidence (together with any summary) is received by the Secretary of State. As soon as possible after the deadline, the Secretary of State will send copies of:

- i) the Authority's proof of evidence to everyone who has made an objection or representation, the applicant and anyone who has submitted a statement of case (excluding copies of any supporting documents – although none should be submitted with a proof of evidence);

¹ If you wish to make a legal submission, this should be submitted at the same time as your statement of case. Otherwise legal submissions will have to be submitted in writing on the day of the inquiry.

- ii) the applicant's proof of evidence to the Authority, everyone who has made an objection or representation and anyone else who has submitted a statement of case (excluding copies of any supporting documents – although none should be submitted with a proof of evidence); and
- iii) all other proofs of evidence to the Authority, the applicant, everyone who has made an objection or representation and anyone else who has submitted a statement of case (excluding copies of any supporting documents – although none should be submitted with a proof of evidence).

All parties must keep to the timetable set out above and ensure that statements of case and proofs of evidence are received by the Secretary of State on time. Late documents will be returned.

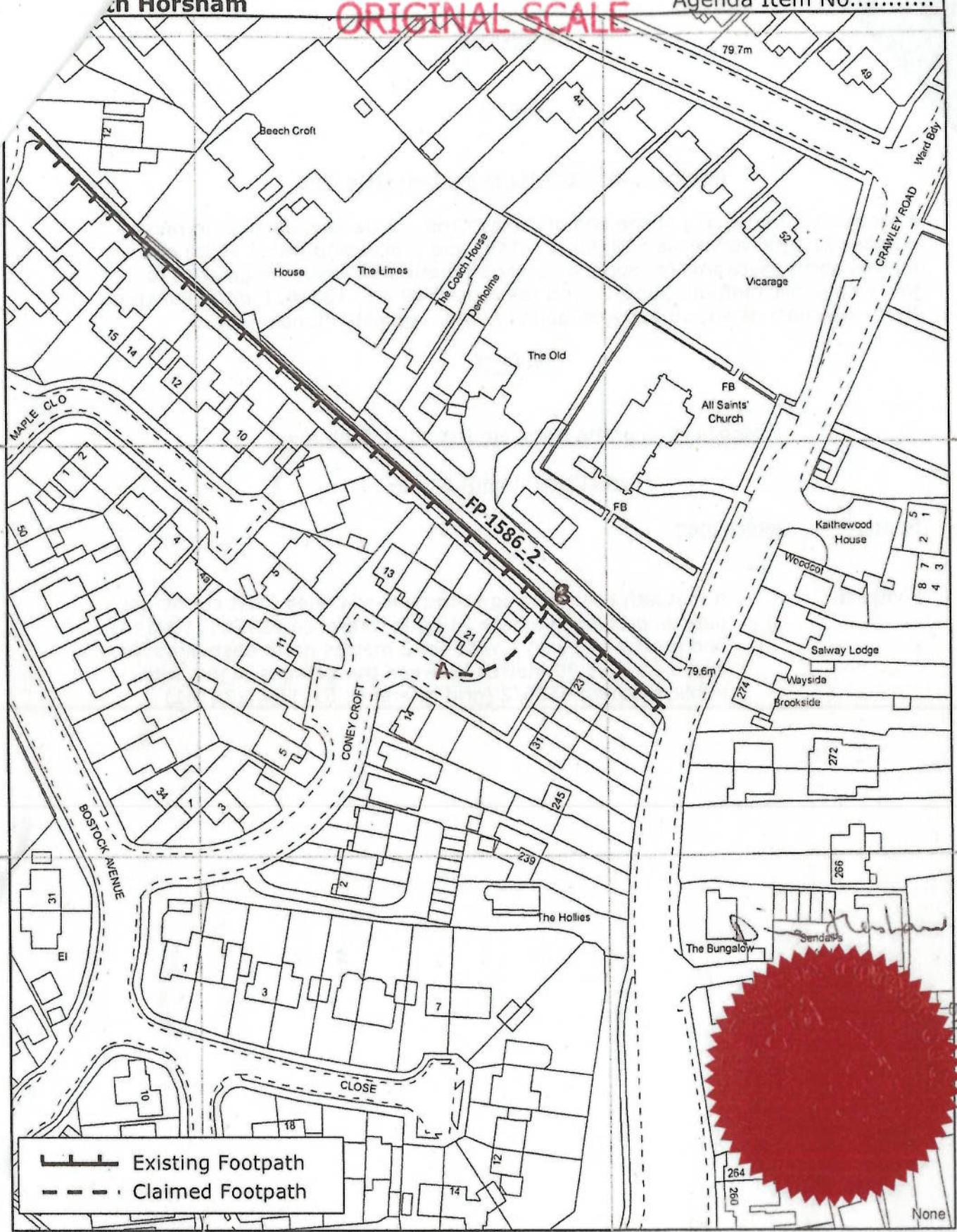
We cannot accept any libellous, racist or abusive comments. Any documents containing such comments will be returned.

Notice of order for inquiry

**MAP NOT TO
ORIGINAL SCALE**

North Horsham

Agenda Item No.....



5195

5196

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**North Horsham: DMMO 1/15 to add footpath from
Coney Croft to FP 1586_2 - Site Plan**



Plan: 01725 1:1,250

OS Sheet: TQ 13 SE

Photocopy
liable to
distortion

Matt Davey
Director of
Highways and
Transport

Date: 08.02.2018

Grid Ref: 5195 1320



23/02/18