

Memo (Agenda August - Appendix B)

To: Parish Councillors

c.c: Nigel Jupp (County Councillor) & Toni Bradnum (District Councillor)

From: Sarah Hall

Date: 24th July 2017 (Week commencing 17th July 2017)

Re: COUNCILLORS' BRIEFING NOTE

I have outlined below a number of recent developments for your information.

(1) Planning Applications Issued

Number	Applicant & Reason	
DC/17/1383 19/07/2017	Surgery 1 x Oak 24 Whytings, Mannings Heath	Wtg for doc's from HDC
DC/17/1440 19/07/2017	Proposed change of use from detached residential outbuilding to holiday chalet (Sui Generis) Barn, Harriots Hill Cottage, Nuthurst Street, Nuthurst	Doc's to Mr Turner
DC/17/1540 18/07/2017	Proposed erection of single storey rear extension and installation of pitched roof over approved first floor flat roof extension. (Amendments to previously approved application DC/16/1083) Hollands, Church Road, Mannings Heath	Doc's to Mrs Court
DC/17/1541 18/07/2017	Proposed erection of single storey side extension and first floor front extension over existing garage. Fairings, Brighton Road, Mannings Heath	Doc's to Mrs Court
DC/17/1565 19/07/2017	Non-compliance with condition 8 (Agricultural Occupancy Condition) to previously approved application N/32/69 (Lawful Development Certificate - Existing) New Brook Farm, Nuthurst Road, Nuthurst	Wtg doc's from HDC
DC/17/1567 18/07/2017	Erection of single storey side and rear extensions with part pitched part flat roof, x 3 rooflights to side elevation and 1 x skylight to rear flat roof 4 Gaggie Wood, Mannings Heath	Doc's to Mrs Court

(2) Correspondence

Document	
West Sussex Local Access Forum - Annual Report Email dated 14th July 2017, from Jane Noble, WSCC The Forum works to improve countryside access in West Sussex (outside the South Downs National Park, which has its own Local Access Forum), whilst respecting the people who live and work there and has prepared its Annual Report for February 2015 to January 2017.	For information

<p>The Forum is currently recruiting so if you know of anyone who may be interested in joining who has an interest in countryside access and would be keen to help work to improve access, please contact me, for more details. WSLAF has a balanced membership representing users, landowners and other interests and meets 4 times a year, generally on Wednesday mornings. Further information about the Forum can be found on it's website: www.wslaf.org.</p> <p>Please advise the Clerk if you would like a copy of the Annual Report.</p>	
<p>CCG GP Extended Access Survey - Survey open 17.07.17 to 15.09.17 Email dated 18th July 2017, from Sue Rabbett, HAMSVA</p> <p>Clinical Commissioning Groups (CCGs) plan and buy healthcare services for the local population in your area.</p> <p>National funding is available from 2018 to improve access to GP services. This includes ensuring that everyone has more convenient access to GP services, including a mixture of same day and routine appointments on weekday evenings after 6.30pm, and at weekends based on local needs. This piece of work is known as 'delivering extended access to GP services'.</p> <p>As local CCGs we are currently considering how best to deliver extended access in your area so that it meets the needs of our population, is realistically deliverable within the budget we have been allocated to provide this additional service. There is a national and local shortage of GPs and other clinicians who work in general practice. This means that extended access services could be provided at a venue other than your own surgery and that you may not see your own GP or even a GP from your usual practice. Should that GP need to access your medical records, your consent will be sought when you book the appointment.</p> <p>The CCGs would like to find out more about your views on extending access to GP services in the evenings and at weekends.</p> <p>By completing the survey you have the opportunity to tell us:</p> <ul style="list-style-type: none"> • How likely you are to use GP appointments in the evenings and weekends. • The kind of services you might want to use in the evenings and at weekends. • Whether you would consider alternatives to face to face consultations. <p>The link to the survey is http://www.smartsurvey.co.uk/s/GPExtendedAccessSurvey</p> <p>The Clerk will include on the website and Augusts agenda.</p>	For information
<p>Hospital Insight Project - Survey open until 31.07.2017 Email dated 21st July 2017, from Judith Packer, WSCC</p> <p>Horsham District - can you help us?</p> <p>We have been listening to older people's experiences, now we want to hear from anyone involved in an organisation or community group who:</p> <ul style="list-style-type: none"> • provide transport to Horsham District residents getting to and from hospital? • help District residents travel to or from hospital? • support local people over 50 to live independently at home? • help District residents when they come home from hospital? • have knowledge or information of transport to hospital and related issues in your local area? <p>We have been talking to residents of Horsham District who are over 50 about their</p>	For information

<p>experiences of going into and coming home from hospital in the last 12 months.</p> <p>Now we want to talk to local organisations about their experiences supporting those residents, this additional insight is a vital part of the process.</p> <p>4.00 – 6.00pm - 12 September 2017 Lavinia House, Dukes Square, Horsham RH12 1GZ</p> <p><i>Working together with you we can make positive changes</i> To book your free place email info@ageukhorshamdistrict.org.uk</p> <p>The Clerk will include on the website and Augusts agenda.</p>	
<p>North Horsham County Local Committee - 12th June 2017 Minutes Email dated 20th July 2017, from westsussex@public.govdelivery.com</p> <p>The unconfirmed minutes for the meeting of the North Horsham County Local Committee held on 12 June 2017 have been published and are available on WSCC website.</p>	For information
<p>HALC Update - Minutes 12.07.17 & Highways Presentation Email dated 23rd July 2017, from Beverley Bell, HALC Secretary</p> <p>Minutes of the HALC Meeting, Wednesday 12 July 2017 Sandham Memorial Village Hall - 7.30pm</p> <p>1.0 Apologies for Absence</p> <p>Summary: 18 of the 32 Parish Councils and two of the three of the Neighbourhood Councils were represented.</p> <p>2.0 Guest Speaker: Chris Stark, Area Highways Manager Horsham District, West Sussex County Council</p> <p>2.1 There are six highways areas in West Sussex, as Adur and Worthing form one area. The Horsham area is based from the Broadbridge Heath depot. The role of the highways authority is to inspect roads for defects and repair them in an appropriate time. They work to the Safety Plus Policy which provides a defence in law if an accident occurs. There is a different inspection regime for the category of road. An 'A' class road is inspected monthly in a marked vehicle. Some roads are inspected three monthly for the overall condition of the road, some six monthly and residential roads annually. Footpaths follow the same process. Traffic Officers are responsible for Traffic Regulation Orders (TROs), signing and road markings. They make sure that TROs are properly signed and marked up. Revenue works are funded from the Council Tax.</p> <p>2.2 Only 7% of the WSCC budget is spent on highways. WSCC use a contractor for road repairs and pay them by lump sum for 30,000 defects per year, however last year they repaired 35,000 under contract. Work is guaranteed for one year; otherwise the contractor must fix it at their own cost. You can help WSCC by reporting repairs that fail within the year. There are four Traffic Officers for the whole of the Horsham district who deal with 200 – 300 enquiries every week. There is a contingency fund of £70,000 for works outside of safety work, on an as needed basis but there is a list of £250,000 of work.</p> <p>2.3 Tree and hedge work is carried out by Balfour Beatty for urgent safety work, but there is a six month backlog. This work is only done between May and September and intervention will only be carried out if a footpath is obscured by one third. Private hedges should be maintained by the adjacent landowner, Parish Councils can send landowners a letter on behalf of WSCC. Urban areas have seven grass cuts per annum and</p>	For information

	<p>rural areas three cuts. Highway verge has one full width cut per annum and two 1m strip cuts.</p>	
2.4	<p>Surface dressing of carriageway is undertaken as part of the capital works programme. The next run is late August/September. Not many longer duration schemes are done, as surface dressing of tarmac and chips can prolong the life of a road for 10 – 15 years. WSCC are currently tendering for their works contract to commence 01 July 2018, the bids are due back at the end of this week. The contract is awarded for 10 years, which is common in the world of contracting at the moment. WSCC must save £2 million on their highways and transport budget in the next two years. They have already disposed of the 2 in 1 card to save costs. Members are encouraged to report highways defects through the Love West Sussex app as the report goes straight into the highways system, but it is worth noting that the Love West Sussex reference number is not the same as the highways reference number. New reports should not be sent to individual officer emails. Terry Oliver said that the Parishes Online mapping software can be used to create a map showing the exact location of a fault. WSCC has paid for the software licence for all Parish Councils.</p>	
2.5	<p>There is a community highways scheme for improvements such as traffic calming, junction improvements and new pavements. You can apply through the Active Communities page on the WSCC website. You will need the support of your County Councillor. The budget is £200,000. Bids will be assessed by an independent group of engineers. Applications should be in by September for the design and feasibility stage next year and delivery the following year. It is a 2 – 3 year programme.</p>	
2.6	<p>TROs can be requested through the TRO page on the WSCC website, and again need County Councillor support. There are three routes to deliver a scheme:</p> <ol style="list-style-type: none"> The County Local Committee will look at the applications and select a number for progression, last year Chanctonbury have done one and North Horsham have done three TROs as they have 8 County Councillors. Any money left in the budget will be used for areas with only one TRO. There is no budget for TROs this year. TROs are considered for projects costing less than £3,000, over £3,000 projects should be channelled through the community highways process. TROs can be used for yellow lines, speed limits, lorry bans and no left/right turns. A TRO gives the power to enforce, so they must follow a legal process including 21 day public consultation. There is a statutory process including consultation with the Chief Constable and if Sussex Police object, WSCC must take notice as Sussex Police are the enforcement body. A developer can fund and deliver the work. A community can pay for the work including WSCC's legal costs of £7,140 per TRO. <p>Schemes that do not get delivered get one more chance in the pot of being selected, before they are deleted.</p>	
2.7	<p>There is much tighter control on the spending of s106 funds for the scheme for which it was intended. Any changes will need the permission of the developer, but this could help bridge the funding gap in the capital budget.</p>	
2.8	<p>School safety zones for 20mph with signage and flashing lights are advisory speed limits. A permanent 20mph speed limit needs a TRO.</p>	
2.9	<p>There has been a huge displacement of parked cars in village centre streets following the introduction of charging for parking in rural car parks in the district. WSCC had the opportunity to object to the charging for parking in rural car parks but did not object at the time. A question was asked if WSCC could object now and Chris Stark explained that WSCC</p>	

	<p>did not object at the time of the consultation and the order has been approved now. He said WSCC needs to work with communities to identify safety concerns and suggested talking with County Councillors who can involve Highways Officers.</p>	
2.10	<p>Potholes are dealt with in three stages: low impact will be left alone, medium impact will be done within 28 days and high impact will be done in five calendar days. If a Highways Officer identifies a high impact pothole, he is not allowed to leave the site and it must be done within two hours. A low impact pothole has a depth of 40mm or less, medium impact is 40 – 99 mm and 150mm width in all directions and high impact pothole is 100mm deep and 150mm wide in all directions. Medium edge erosion is 100mm deep and 300mm from the left hand edge of the road and will be repaired within 28 days. Footway trips, heave and subsidence of medium impact are 29 – 49mm deep, high impact is anything above this.</p>	
2.11	<p>The Safety Plus Policy has been defended in court for 25 years and the first question is always did WSCC know about the fault and when was it last inspected.</p>	
3.0	<p>Guest Speaker: Chief Inspector Miles Ockwell, Sussex Police</p>	
3.1	<p>The Chief Inspector explained that the Police do not get to attend Parish Council meetings but have committed to attend meetings of HALC. He said that the recent terrorist incidents have not impacted Sussex Policing, but there has been an increase in Police patrols in populated areas, attendance at large public events of 100 people plus. There has been an increase in armed Police patrols and more armed response vehicles doing routine patrols but this is not a sustainable position. The Police need to engage with the Muslim community, and are working with the mosque in Horsham.</p>	
3.2	<p>The recent spate of burglary in the south east of England was organised crime.</p>	
3.3	<p>A comment was made that the Police presence at the Broadford Bridge drilling site is out of proportion with the protesters. The Chief Inspector said that this is a centrally managed public order operation and does not impact on local policing. Concerns were raised that no Police are seen in the villages but it looks overloaded at the drilling site. The Chief Inspector said that the public order officers are available to be deployed elsewhere and had been used today on an incident.</p>	
3.4	<p>Terry Oliver said that Parish Councils might be able to help with the Prevent programme that aims to safeguard against terrorism and it was AGREED to have a presentation on Prevent at the next meeting of HALC.</p>	
4.0	<p>Approval of Minutes of the Meeting on 27 April 2017.</p>	
4.1	<p>It was AGREED that the minutes should be approved and signed as a correct record.</p>	
5.0	<p>Matters arising from item 4.0 – not on the agenda below.</p>	
5.1	<p>There were no matters arising.</p>	
6.0	<p>Training Passport</p>	
6.1	<p>Terry Oliver said he is waiting to hear from the WSALC Board on the Training Passport. The next board meeting is on 27 July 2017. He said the training revenue stream is very important to SSALC.</p>	
6.2	<p>Val Court said there is a Legal and Finance Day tomorrow, but only 6 of our member Councils are attending. Some members said they had not seen the SSALC training programme, it was AGREED that Beverley would regularly email the training programme to members.</p>	

6.3	It was AGREED to have a presentation on training at a future meeting.	
7.0	Impact of Parking Charges	
7.1	North Horsham Parish Council said the parking charges had a huge impact in their area; there has been a downturn in trade. Concerns were raised that the pay machines only take cards and have been out of order several times. Signage on the tariff board says there is a maximum stay of three hours, but there is a local arrangement that six hours can be purchased with two tickets displayed at the same time, but this is little publicised. People are now parking in neighbouring streets.	
7.2	Parish Councils complained that HDC gave very little notice of the introduction of parking charges and asked if HALC could request an annual review. Val Court has asked member Councils to write to Beverley with facts and figures and HALC will include the impact of parking charges on the agenda for the annual meeting with HDC.	
8.0	Planning Issues between HDC and the parishes.	
8.1	No concerns were raised about telephone or email enquiries, but several concerns were raised about enforcement, so HALC will arrange a guest speaker on planning enforcement.	
9.0	Reports from Representatives on Outside Bodies:	
9.1	Standards Committee - HDC are trying to offer training on the Code of Conduct to all Councils.	
9.2	WSALC - The SSALC board met yesterday. West Sussex has their own Support Officer Liz Leggo, who will also continue to work on the health and wellbeing project. The Chief Executive of HALC will be attending a meeting with Henfield Parish Council after WSALC contacted them about the Henfield Neighbourhood Plan.	
9.3	Sussex Surrey ALC – No report.	
9.4	Community Safety Partnership – No report.	
9.5	CPRE – No report.	
9.6	CLC – Chanctonbury CLC discussed a 20mph speed limit for Upper Beeding and road space audits.	
10.0	Members Questions and Comments.	
10.1	Make sure photographs are taken of locked gates to properties to use as evidence of unauthorised access, so that the Police can deal with unauthorised encampments swiftly.	
10.2	Amberley, Thakeham and Woodmancote have 'made' Neighbourhood Plans.	
10.3	SSALC can offer training, Visioning and have their own planning consultant available for a modest fee.	
10.4	Ideas are invited for the annual meeting between HDC and HALC.	
11.0	Date of Next Meeting Monday 18 September 2017, Beeson House Southwater4	
HALC – 12/07/17 Highways Report (including Links)		
1)	Current highway maintenance status	
	<ul style="list-style-type: none"> Reactive service – Working to Safety Plus, a lump sum activity that covers approx. 35k defects annually. Works are guaranteed 	

<p>for one year so if they fail we can defect and insist on a return visit at no extra cost. Please report any failed repairs so we can follow them up. Pothole intervention level – 40-99mm deep repair in 28 days, 100mm+ in 5 days.</p> <ul style="list-style-type: none"> • No longer have resource to do non-safety intervention works, though some larger scale works are still being assessed and prioritised. • Capital delivery programme for surfacing schemes etc. • Tree and hedge work – large backlog of tree works so being prioritised for safety. We do not cut growth for light, only safety. Hedges are generally not cut May to September due to nesting birds, unless extreme safety issues. Private hedges and trees are the responsibility of the adjacent landowner. • Grass cutting – Urban 7 times per year, see website for latest scheduled dates. Rural cut is 3 times per year (2nd cut just done) 1 full width and 2 for a 1 metre strip only. <p>2) Balfour Beatty contract is in the last 12 months. We are currently out to tender for a new contractor from 01/07/18. Bids expected back shortly and will be shortlisted to 3 by mid August. In the meantime it's BAU.</p> <p>3) Staffing – I am currently reduced to 3 Highway Stewards instead of 4. We are filling the gap with temporary support and may not recruit back to the vacant position.</p> <p>4) Website reporting – urge you to make use of LoveWestSussex or the other online enquiry form to report new issues. This enables the enquiry to be formerly logged and actioned by the appropriate person. Even if you have contact details for a staff member it is not best use of time to email direct (holidays / sick etc). Fine to use direct contact for ongoing issues if you just want a follow up. New problems should never be sent to me direct and any questions about services we provide are best directed to the Contact Centre on 01243 642105 or made online.</p> <p>5) Other website information – please make use of the website and direct people to this if they want information or to report something.</p> <p>6) Community Highway Schemes – online application via the Active Communities page. It is a 2-3 year programme.</p> <ul style="list-style-type: none"> • Schemes could include traffic calming, junction improvements, new footways etc. • Approx costs need to be less than £200k. • Schemes need to demonstrate community support, such as a petition or consultation exercise. Must have support of local Member. • Current year we have schemes going through feasibility and design that were submitted last year and delivering some older schemes. • Currently preparing submissions since last September for assessment and potential inclusion in the 2018/19 feasibility & design programme. • 2018/19 will be feasibility & design for new approved submissions from this year and potential delivery of schemes currently under design. <p>7) Traffic Regulation Orders – online applications via the TRO pages.</p> <ul style="list-style-type: none"> • Schemes need to demonstrate there is community support. This could be through a petition or consultation exercise. Must have support of local Member. 	
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<ul style="list-style-type: none"> • Each CLC has a limitation on number of TROs they can approve for delivery through this route. North Horsham – 3, Chanctonbury – 1. • Schemes must cost less than £3k to deliver or will have to be considered as a CHS (and be assessed separately through that process). • CLC approved schemes are processed in next financial year and will be subject to design and consultation. • Schemes not selected by CLC could still be delivered if we have available resource, based on a countywide priority. • Otherwise TROs could be progressed as a private TRO, in which case all WSCC costs will have to be met. £7,140 for legal fees plus any installation costs (not known in advance). <p>8) S106 contributions. Those that are allocated to WSCC for use on Highway Infrastructure improvements are for the HA to determine how they will be used. In the first instance we will try to make use of these before accessing our own capital funding. Would be used to help fund CHS. If a local improvement is identified we can discuss if the resource can be used for that, as some s106 has limitations on use.</p>	
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Sarah Hall,
Clerk to the Parish Council