

Committee	PTTC
Date	21/11/23
Item	7, 8, & 12

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Report:	<b>7. Report on any issues addressed since the previous PTTC meeting to meet external deadlines</b>
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### Summary

This report contains details of two issues which have been addressed under the Council's Standing Order 15 (by the Parish Clerk...in consultation with the Chair and Vice Chair...):

1. Letter to WSCC regarding the proposed Lewes Road TRO
2. Response to WSCC Draft Active Travel Strategy and LCWIP Consultation Survey.

Members are asked to note the above and consider if any further action is required.

### Background

The Council's governance allows:

*"The Parish Clerk, or, in the absence of the Parish Clerk, the Deputy Parish Clerk or the Responsible Financial Officer, in consultation with the Chairman and Vice Chairman of a committee, or in the absence of one of them, additionally with another member of the committee, may take action deemed desirable on any matter in respect of which the committee concerned has delegated powers but which requires urgent attention."*

### Current Position

For **item 1 above**, the letter shown on pages 2 -3 sets out the background and current situation. WSCC have since advised that the moderation of the application is now being considered next week.

For **Item 2 above**, the response is shown on pages 4 - 9.

### Budget

None required.

### Recommended Action

1. No further action is proposed.

**David Parsons**  
Deputy Parish Clerk

17<sup>th</sup> November 2023

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Letter to WSCC regarding the proposed Lewes Road TRO:

## *Lindfield Parish Council*

The Clock Tower House  
Lindfield Enterprise Park  
Lewes Road  
Lindfield  
West Sussex  
RH16 2LH

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**Cliff Joy Dennis**  
**Cabinet Member for Highways & Transport**  
West Sussex County Council  
Cabinet Office  
County Hall  
Chichester  
West Sussex  
PO19 1RQ

By post and email

2<sup>nd</sup> November 2023

Dear Cliff Dennis

### **Lindfield – Lewes Road Proposed TRO: 7.5 tonne weight restriction**

Lindfield Parish Council (LPC) has asked me to write to you in respect of the above, which it is understood is being assessed by WSCC's Officers on the 9<sup>th</sup> November 2023, in view of its considerable concerns over the way that this proposal has been dealt with by WSCC since it was originally submitted in January 2019.

Following the initial application by Mr Graham Turner, correspondence with WSCC's Officers ensued and ultimately led to a meeting in Lindfield with Richard Speller and Matt Davey in December 2019. This meeting seemed to be quite constructive, Mr Davey appeared to recognise the significant local concerns and, in discussion, suggested that perhaps a six-month trial of the proposal could be considered. In the event, a letter was sent by Mr Speller, which stated "...*this TRO is not supported by the Highways Authority...*" but made no mention of such a trial and focussed on the need for an informal consultation using a "...*suitable qualified traffic consultant...*" LPC engaged the services of the Project Centre (the firm recommended by Mr Speller) to undertake this, although the intervention of Covid led to delays, and the consultation was submitted to WSCC in November 2021. A response was received from Mr Davey in December 2021, offering to discuss what the next steps might be.

Discussions were held with Mr Speller and the consultants re-engaged to address the matters identified by WSCC. The updated consultation was submitted to WSCC in March 2023, with the expectation that it would be fully considered, having addressed the issues previously highlighted by WSCC's officers. A response was received from WSCC in May 2023 advising that the scheme would not now be considered until the annual Community Highways Scheme assessment in September/October 2023. Subsequent conversations with WSCC's officers revealed that the process for dealing with such schemes had been modified following a review by WSCC.

As a result of the above, LPC is extremely concerned that despite comprehensively addressing the issues and consultation approaches recommended by WSCC's officers, the proposal remains in danger of being further delayed and, possibly, of not meeting the requirements of the latest process adopted by WSCC. Following the officer's guidance to undertake extensive

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**Letter to WSCC regarding the proposed Lewes Road TRO:**

## *Lindfield Parish Council*

consultation work has been at a substantial financial cost to LPC and, with the benefit of hindsight, the consultation requirements appear to have been set at a far higher bar than for other local and more costly schemes (e.g. the Queens Road TRO in Haywards Heath), which have been implemented.

To summarise, **the scheme proposes a Traffic Restriction Order to apply a 7.5 tonne weight limit in the section of the Lewes Road between Lindfield High Street and Gravelye Lane.** Key considerations include:

- the support of over 1200 residents' signatures in a petition for the restriction
- the scheme is fully funded (based on Mr Speller's cost guidance) by S106 monies currently held by Mid Sussex District Council and earmarked in anticipation of the scheme being approved by WSCC
- no physical changes to infrastructure are required, only the erection of appropriate signage
- no objections from either the Fire and Rescue Service or the Police, with the latter stating "...we would not oppose it... I can't see, looking at the proposal. Why we would have any objections around it"
- support from Mims Davies, MP, Cllr Garry Wall, and other local councillors
- the consultants, recommended by Mr Speller, considering that there is no technical highway's reason for the scheme not to be progressed

The junction between Lindfield High Street and the Lewes Road is widely recognised as a difficult one, especially for large vehicles and proposals such as traffic lights or a mini roundabout have previously been discounted due to the narrowness of the site. This scheme is designed to reduce the number of vehicles forced to mount the narrow single pavement, as the width of the road at 4.65m is barely wide enough for two cars to pass. It should help to ensure that the number of 'near misses' where pedestrians are touched by vehicles are minimised and that pedestrian safety is prioritised. Additionally, it should have the knock-on effect of encouraging larger vehicles to utilise WSCC's Advisory Lorry Routes, thereby helping to take the pressure and emissions of such traffic away from population centres where schools, doctors' surgeries, village hall, elderly residents and street shopping are prevalent.

**In view of the history surrounding this application, that funding is already in place, and that it enjoys wide support, LPC would very much appreciate your backing as Cabinet Member for Highways and Transport, to ensure that it is allowed to proceed without further delay.**

LPC would be very happy to discuss any aspect of the proposed TRO with you at your convenience.

Yours sincerely,



**David Parsons**  
Deputy Parish Clerk

Enclosure: Original January 2019 application

cc: Mims Davies, MP, Mid Sussex  
Cllr Garry Wall, WSCC, Lindfield and High Weald  
Cllr Anne Marie-Cooke, MSDC Lindfield  
Cllr Cavan Wood, MSDC Lindfield  
Mr Graham Turner, Lindfield resident and original TRO applicant

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**Response to WSCC Draft Active Travel Strategy  
and LCWIP Consultation Survey:**

**Are you responding as...?**

Other (please specify) - Parish Council

**If you are responding on behalf of an organisation, please tell us your organisation's name.**

Lindfield Parish Council

**How did you find out about this consultation?**

Email

**Have you read the draft West Sussex Active Travel Strategy and draft West Sussex LCWIP?**

Yes, I have read both documents

**Please tell us the first five characters of your postcode (e.g. if your postcode is PO19 1AA, please enter PO19 1)**

RH16 2

**Thinking about your normal travel habits, on average, how often do you use the following methods of transport when travelling in your local area?**

*Please select one option for each method of transport.*

Bicycle	Less frequently
Walking	Three to four times a week
Using a mobility aid such as a wheelchair or mobility scooter	Never
Bus	Never
Train	Less frequently
Motorbike (including motor tricycle or motorised bikes and scooters)	Never
Private car - as a driver	Three to four times a week
Private car - as a passenger	Less frequently
Taxi - as a driver	Never
Taxi - as a passenger	Less frequently
Van or lorry	Less frequently
Other	Never

**Would you like to answer questions about...**

Both draft documents

**Overall, to what extent do you support or oppose West Sussex's Active Travel Strategy vision?**

Support

**To what extent do you support or oppose the Active Travel Strategy objectives?**

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**Response to WSCC Draft Active Travel Strategy  
and LCWIP Consultation Survey:**

*Please select one option for each objective.*

Support the decarbonisation of our transport network	Support
Reduce the need to travel by motorised vehicles	Support
Boost physical and mental health and well-being through access to active travel routes across the county	Strongly support
Support future economic prosperity and vibrant local communities	Strongly support

**How far do you support or oppose each of the indicators below, which will help inform the prioritisation of which active travel schemes will be developed? *Please tick one box per row.***

The proposal is an LCWIP scheme	Neither support nor oppose
The scheme has already attracted evidence of support through a public engagement period	Support
The scheme meets national design guidelines, such as LTN 1/20	Neither support nor oppose
The scheme contributes to a wider, integrated active travel network	Support
The scheme is supported by key stakeholders	Neither support nor oppose
The scheme is supported by external funding contributions	Neither support nor oppose
The scheme supports the Government's national objectives for active travel	Neither support nor oppose

**We intend to follow a number of principles when designing active travel schemes. How far do you support each of these principles? *Please tick one box per row.***

All schemes meet national guidelines for accessibility, connectivity and inclusivity	Neither support nor oppose
We will collaborate with district and borough councils on ensuring that new developments are designed with active travel in mind	Strongly support
All schemes incorporate environmental considerations	Support
Maintenance of walking and cycling routes should be considered from the start and costs accounted for	Neither support nor oppose
Walking routes to schools and in between transport hubs (i.e. bus stops, train stations) should be supported	Strongly support

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### Response to WSCC Draft Active Travel Strategy and LCWIP Consultation Survey:

New and re-designed footways should be wide and smooth, with places to stop and rest, and with dropped kerbs and the correct tactile paving at any crossing points. Neither support nor oppose

Shared footways should be avoided on new roads and junctions Neither support nor oppose

The growing role of e-bikes and e-scooters should be considered, in line with government guidance Neither support nor oppose

We should help people to make journeys that include a number of modes of transport, e.g. creating walking routes that link with public transport interchanges and providing secure cycle parking in convenient and visible locations Strongly support

### How far do you support each of the behaviour change initiatives below, which West Sussex County Council has included within the Draft Active Travel Strategy? *Please tick one box per row.*

Continue to work closely with employers, schools and industry partners Strongly support

Focus initiatives where infrastructure improvements are planned or being implemented, or audiences are more receptive Neither support nor oppose

Develop targeted communications and promotions Support

Develop cycling skills among adults and children Support

Improving travel alternatives to encourage people to reduce private car use Support

Implement measures to decrease the use of private cars for some journeys, e.g. traffic calming, changes to parking Support

Additional enforcement powers to protect dropped kerbs on key walking and wheeling routes Support

### How far do you support or oppose each of the plans to measure the performance of the strategy? *Please tick one box per row.*

Review the West Sussex Transport Plan every five years, and produce interim monitoring reports Neither support nor oppose

Monitor the impact of active travel schemes and usage Support

### How would you like to be kept updated about our progress in delivering the strategy?

Reports, available online

Email bulletins

Articles on the County Council website

Social Media posts

Newsletters (online or sent to your door)

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### Response to WSCC Draft Active Travel Strategy and LCWIP Consultation Survey:

Other (please specify) - Direct email or similar to Parish and Town Councils, which do not appear to be considered in the same way as District or Borough Councils above

#### Do you have any further comments on the Draft Active Travel Strategy?

The substantial focus on key routes (which may or not be achievable) at the expense of more local routes which may be achievable, appears too narrow a view

#### Would you like to answer questions about the draft West Sussex Local Cycling and Walking Infrastructure Plan (LCWIP)?

Yes

#### Overall, to what extent do you support or oppose the draft West Sussex LCWIP?

Support

#### To what extent do you support or oppose the following LCWIP objectives?

*Please select one option for each objective.*

To contribute to achieving the West Sussex Active Travel Strategy objectives	Support
To determine the council's priorities for investment in active travel routes that connect people with places and activities	Neither support nor oppose
To deliver active travel infrastructure that supports the effective integration of transport and land use policy and plans	Support
To provide a mechanism for the on-going development and prioritisation of active travel infrastructure in partnership with District and Borough authorities	Neither support nor oppose

#### Please write any comments that you have on the LCWIP vision and objectives in the box below:

Consultation with Parish and Town Councils, which do not appear to be considered in the same way as District or Borough Councils above, should be incorporated

#### The County Council LCWIP has identified six strategic cycle route corridors as part of the first wave of schemes. How likely are you to use these routes if they are implemented?

*Please select one option for each scheme*

A264 Crawley to Horsham	Might not use
A259 Emsworth to Chichester	Might not use
Selsey to Chichester Greenway	Might not use
A259 Bognor Regis to Chichester	Might not use
A24 Findon Valley to Washington	Might not use
Littlehampton to Worthing	Might not use

#### Are there any other longer-distance corridors that connect West Sussex communities together that you would like to see developed? If so, please provide details in the box below.

Crawley through Haywards Heath, Burgess Hill to Brighton

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**Response to WSCC Draft Active Travel Strategy  
and LCWIP Consultation Survey:**

**Do you have any further comments about the draft Local Cycling and Walking  
Infrastructure Plan?**

The substantial focus on key routes (which may or not be achievable) at the expense of more local routes which may be achievable, appears too narrow a view



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Report:	<b>8. 2024 – 25 Budget Report</b>
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**UPDATE** – The report below was previously presented to PTTC on 31<sup>st</sup> October 2023. At this meeting “*Cliff Grace was keen to ensure that the budget had been drawn up recognising the anticipated renewal of assets envisaged in the ‘Draft Plan 2023-2027’ currently being considered by the council.*” Subsequent to the meeting, further discussions took place and Cliff Grace is now satisfied that the proposed budget appropriately addresses all assets currently under the remit of PTTC.

### Summary

This report summarises the 2023-24 budget, progress with plans, and potential issues for consideration in 2024-25 budget planning.

Based on current information, it is proposed to seek a 2024-25 budget of £3,900 and for £5,544 remaining from the current year’s budget to be allocated to reserves. This recognises anticipated spending in the coming year, against the background of ongoing wider cost pressures for residents and represents a £4,100 (51%) budget reduction over the previous year.

**Councillors are therefore asked to review the proposals and consider any other requirements, pending agreement of PTTC’s budget proposal at the 21<sup>st</sup> November PTTC meeting.**

### Background

Town and Parish Councils issue a precept, which is the amount of money they require from Council Tax payers in their area. To calculate the precept, the council sets its budget annually within a timetable to meet the requirements of MSDC, who are the precepting authority.

MSDC require the council’s precept figure by the end of January. Full Council meets on 18<sup>th</sup> January 2024 to agree the final budget, following discussion by Finance and General Purposes Committee on 12<sup>th</sup> December 2023. Accordingly, **PTTC needs to agree its budget proposals at its 21<sup>st</sup> November 2023 meeting.**

The Society for Local Council Clerks advises that the budget, approved annually, is the principal tool by which the council controls how its money is spent. It is also the council’s primary planning tool, so that the budget setting process should be used to consider what the council is seeking to achieve, the major issues it faces and how it is going to address them.

Financial Implications - the Council must ensure that it has enough funds to support its budget.  
 Legal Implications - the Parish Council has a statutory duty to set a budget and resulting precept each year. Source: Local Government Act 2000.

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### Current Position

Description	Budget 2023-24	Expenditure	Balance	Proposed 2024-25
Real Time Passenger Information (RTPI)	£7,000	£0	£7,000	£400
Speed Indicator Devices (SIDs)	£1,000	£0	£1,000	£2,500
<b>sub-total Budget</b>	<b>£8,000</b>	<b>£0</b>	<b>£8,000</b>	<b>£3,900</b>
<b>Earmarked Reserve</b>				
Improvements re Traffic Study	£4,500	£4,044	£456	0
Rename as Planning Reserve - to support potential costs for Neighbourhood Plan, Planning Issues, and sustainable transport				£4,000
New Reserve – SID replacement				£2,000
<b>sub-total Reserves</b>	<b>£4,500</b>	<b>£4,044</b>	<b>£456</b>	<b>£6,000</b>
<b>Total</b>	<b>£12,500</b>	<b>£4,044</b>	<b>£8,456</b>	<b>£9,900</b>

The RTPI was installed at the bus stop outside Mark Revill Estate Agents earlier this year at a cost of £5.4k, plus ancillary fittings. Two replacement batteries and a charger were purchased for the two older SID devices at a cost of £335. These were funded partially from previous years budgets, when deposits were paid, and from the earmarked reserve, leaving £8,000 unspent from the current year's budget and £456 remaining in reserves.

The budget had anticipated expenditure on a further RTPI unit, if the first was considered to be successful. Whilst the unit has proved to be beneficial, WSCC are currently rolling out a funded programme to provide RTPI across West Sussex and it is anticipated that Lindfield will benefit accordingly. At the present time therefore, it is not proposed to budget for any further units.

It is proposed that £5,544 of the unspent current year's budget and £456 remaining in the reserve, is allocated to two new reserves:

1. Planning Reserve £4,000 to be held for potential costs in supporting revisions to the Neighbourhood Plan, any planning issues which require professional support, and towards potential activity relating to sustainable transport.
2. SID Replacement Reserve £2,000 for the replacement of one SID in say 2-3 years' time, estimated cost £3,500, so a further ~£1,500 is required to build the appropriate reserve to the anticipated full replacement cost.

The projected 2024-25 budget seeks to address annual maintenance costs of £400 for the RTPI and £1000 towards potential expenditure on replacement batteries and ancillary items for the SIDs, alongside £1,500 to increase the proposed SID replacement reserve to anticipated cost levels. No further expenditure is envisaged at the current time.

### Budget

As detailed above, it is proposed to seek a 2024-25 budget of £3,900 and for the unspent £5,544 from the current year's budget to be allocated to reserves.

### Way Forward

The following options have been considered:-

1. To support the budget outlined above.
2. To consider any further budget items or changes to the proposals outlined above to address the council's plans.

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**Recommended Action**

1. Option 1 appears to be the appropriate way forward recognising anticipated spending in the coming year, against the background of ongoing wider cost pressures for residents and represents a £4,100 (51%) budget reduction over the previous year, whilst still accommodating likely maintenance and replacements costs.

Councillors are asked to consider these proposals and any other considerations, which will be finalised at the 21<sup>st</sup> November PTTC meeting, for submission to F&GP 12<sup>th</sup> December 2023.

**David Parsons**  
**Deputy Parish Clerk**

17<sup>th</sup> November 2023

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Report:	<b>12. Outstanding Action Points</b>
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Minute	Meeting date	Subject	Action Agreed	Responsibility	Due Date	Status	Date Completed	Comments
469 37.1	22/11/22 27/6/23	Neighbourhood Plan	no response was required to the updated District Plan. Further, that the Neighbourhood Plan should be reviewed, with the Deputy Parish Clerk seeking guidance from MSDC accordingly	Deputy Parish Clerk	22/12/22	Overdue		Following contact from LRPC on 19/9/23 a meeting will be arranged between nominated LRPC members and nominated PTTC members (Chair and Vice-Chair PTTC) to discuss potential ways forward. Potential meeting dates sent to Cllrs 10/11/23
22.3	6/6/22	Lewes Road TRO WG	Working Group agreed as P&TC Chair, Vice-Chair, Cllr Burns and Mr Turner.	Deputy Parish Clerk	6/7/23	Completed	2/11/23	Letter sent to Joy Dennis, WSCC, 2/11/23 Moderation due w/c 20/11/23 Await outcome and consider next steps
25.2	6/6/23	Conservation Area window treatment	Agreed to track applications and review accordingly	Deputy Parish Clerk		On Target		Tracking added to Planning Applications Index Plan review in due course
107.1	31/10/23	Budget 2024-25	clarify that it covers all appropriate aspects of the 'Draft Plan 2023-2027.	Deputy Parish Clerk	21/11/23	Completed	17/11/23	Updated Report for PTTC 21/11/23