

# Forward Plan of Key Decisions

The County Council must give at least 28 days’ notice of all key decisions to be taken by councillors or officers. The Plan describes these proposals and the month in which the decisions are to be taken over a four-month period. Decisions are categorised according to the [West Sussex Plan](#) priorities of:

- **Best Start in Life** (those concerning children, young people and schools)
- **A Prosperous Place** (the local economy, infrastructure, highways and transport)
- **A Safe, Strong and Sustainable Place** (Fire & Rescue, Environmental and Community services)
- **Independence in Later Life** (services for older people or work with health partners)
- **A Council that Works for the Community** (finances, assets and internal Council services)

The most important decisions will be taken by the Cabinet. In accordance with regulations in response to the current public health emergency, Cabinet meetings will be held virtually with councillors in remote attendance. Public access will be via webcasting and the meetings will be available to watch online via our [webcasting website](#). The [schedule of monthly Cabinet meetings](#) is available on the website. The Forward Plan is updated regularly and key decisions can be taken on any day in the month if they are not taken at Cabinet meetings. The [Plan](#) is available on the. [Published decisions](#) are also available via the website.

A key decision is one which:

- Involves expenditure or savings of £500,000 or more (except treasury management); and/or
- Will have a significant effect on communities in two or more electoral divisions in terms of how services are provided.

The following information is provided for each entry in the Forward Plan:

<b>Decision</b>	A summary of the proposal.
<b>Decision By</b>	Who will take the decision - if the Cabinet, it will be taken at a Cabinet meeting in public.
<b>West Sussex Plan priority</b>	Which of the five priorities in the West Sussex Plan the proposal affects.
<b>Date added</b>	The date the proposed decision was added to the Forward Plan.
<b>Month</b>	The decision will be taken on any working day in the month stated. If a Cabinet decision, it will be taken at the Cabinet meeting scheduled in that month.
<b>Consultation/ Representations</b>	How views and representations about the proposal will be considered or the proposal scrutinised, including dates of Scrutiny Committee meetings.
<b>Background Documents</b>	The documents containing more information about the proposal and how to obtain them (via links on the website version of the Forward Plan). Hard copies are available on request from the decision contact.
<b>Author</b>	The contact details of the decision report author
<b>Contact</b>	Who in Democratic Services you can contact about the entry

## Finance, assets, performance and risk management

Each month the Cabinet Member for Finance reviews the Council’s budget position and may take adjustment decisions. A similar monthly review of Council property and assets is carried out and may lead to decisions about them. These are noted in the Forward Plan as ‘rolling decisions’.

Each month the Cabinet will consider the Council’s performance against its planned outcomes and in connection with a register of corporate risk. Areas of particular significance may be considered at the scheduled Cabinet meetings.

Significant proposals for the management of the Council’s budget and spending plans will be dealt with at a scheduled Cabinet meeting and shown in the Plan as strategic budget options.

For questions contact Helena Cox on 033 022 22533, email [helena.cox@westsussex.gov.uk](mailto:helena.cox@westsussex.gov.uk).

**Published: 2 November 2020**

## Forward Plan Summary

### Summary of all forthcoming executive decisions in West Sussex Plan priority order

Decision Maker	Subject Matter	Date
Cabinet Member for Highways and Infrastructure	Emergency Active Travel Fund (tranche 2)	November 2020
Cabinet Member for Highways and Infrastructure	Highway Infrastructure Asset Management Strategy and Policy	November 2020
Cabinet Member for Highways and Infrastructure	Review of the Integrated Parking Strategy	November 2020
Cabinet Member for Highways and Infrastructure	Bus Gate Enforcement	November 2020
Cabinet Member for Highways and Infrastructure	Delivery of the Ash Dieback Action Plan - Procurement	December 2020
Cabinet Member for Highways and Infrastructure	Highways and Transport Delivery Programmes 2021/22	December 2020
Director of Highways, Transport and Planning	Award of Highways Improvement Contracts, Lots 4, 5 & 6	December 2020
Director of Highways, Transport and Planning	Contract award: A24 Robin Hood Roundabout Improvement	February 2021
Cabinet Member for Environment	West Sussex Tree Plan	November 2020

## A Prosperous Place

### Emergency Active Travel Fund (tranche 2)

On 9 May 2020, the Transport Secretary announced a [£2 billion package to put cycling and walking at the heart of the Government's transport policy](#).

The first stage, worth £250 million, is for emergency interventions to make cycling and walking safer. The County Council received an allocation of £784k and submitted a bid, on 5 June 2020, to the Department for Transport (DfT) for seven initiatives in areas which, until the COVID-19 crisis, were heavily reliant on public transport. The bid was successful and the decision to approve the seven schemes can be found on the County Council's [website](#).

The second tranche of funding will enable authorities to install further, more permanent, measures to cement walking and cycling habits and, where applicable, enable the implementation of schemes identified in Local Cycling & Walking Infrastructure Plans.

The County Council's indicative tranche 2 funding allocation is £3.135m, which will be available towards the end of the summer 2020. An application to the DfT must be submitted by 7 August 2020.

The Cabinet Member for Highways and Infrastructure has set up a cross party Executive Task and Finish Group which will consider the bidding process and criteria, review those

schemes that are suitable for submission for tranche 2, advise officers on an appropriate level of consultation and make recommendations for a tranche 2 bid to the Cabinet Member.

The Cabinet Member for Highways and Infrastructure will be asked to approve the schemes to be progressed and delegate authority to the Director of Highways, Transport and Planning to make any subsequent amendments to the schemes.

*Note: due to the DfT's tight timescales for the works to be completed, 28 days' notice for this decision may not be achieved. In this case, the decision will be made using emergency powers.*

<b>Decision by</b>	Cllr Elkins - Cabinet Member for Highways and Infrastructure
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added</b>	22 July 2020
<b>Month</b>	November 2020
<b>Consultation/ Representations</b>	County Council Members District and borough councils  Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Andy Ekinsmyth Tel: 033 022 26687
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Cabinet Member for Highways and Infrastructure**

<b>Highway Infrastructure Asset Management Strategy and Policy</b>	
<p>The Asset Management Strategy sets out the approach to efficient and effective Highway Infrastructure Asset Management and how the Asset Management Policy will be delivered</p> <p>The Strategy and Policy, which form part of the Highways Infrastructure Asset Management framework, are being reviewed and updated.</p> <p>The Cabinet Member for Highways and Infrastructure will be asked to approve the revised Highway Infrastructure Asset Management Strategy and Policy.</p>	
<b>Decision by</b>	Cllr Elkins - Cabinet Member for Highways and Infrastructure
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added</b>	3 June 2020

<b>Month</b>	November 2020
<b>Consultation/ Representations</b>	<p>Internal consultation with County Council officers</p> <p>Borough, district, town and parish councils will be briefed about the Policy and Strategy, through the County Local Committees, once approved.</p> <p>Representation can be made via the officer contact in the month prior to that in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Rowan Sheppard Tel: 033 022 23627
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Cabinet Member for Highways and Infrastructure**

<b>Review of the Integrated Parking Strategy</b>	
<p>The County Council's Integrated Parking Strategy (IPS) was previously reviewed in 2014 and, in the context of recent changes in national, regional and local conditions, requires a further review.</p> <p>The revised IPS will cover the period to 2024 and will seek to ensure that the County Council's parking policies remain appropriate and effective at meeting the needs of local communities, its traffic management responsibilities and the wider policies and agenda.</p> <p>The IPS will sit within and contribute towards the County Council's wider transport, economic, community, environment, and health strategies.</p>	
<b>Decision by</b>	Cllr Elkins - Cabinet Member for Highways and Infrastructure
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added</b>	19 February 2020
<b>Month</b>	November 2020
<b>Consultation/ Representations</b>	<p>All County Councillors, District/Borough Councils, Sussex Police, Transport Operators and other stakeholders</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Miles Davy Tel: 033 022 26688

<b>Contact</b>	Judith Shore Tel: 033 022 26052
----------------	---------------------------------

**Cabinet Member for Highways and Infrastructure**

<b>Bus Gate Enforcement</b>	
<p>The use of physical infrastructure to protect bus gates/routes has traditionally been employed in West Sussex but this has proven costly and unreliable</p> <p>Automatic number plate recognition enforcement cameras (ANPR) are routinely used by many local authorities as a more cost effective and reliable method of control than Bus Gates. The County Council does not currently exercise bus lane enforcement powers.</p> <p>The installation of ANPR cameras will be funded from Section 106 funds. The long term maintenance and replacement of equipment will be funded by the enforcement of the regulations.</p> <p>The Cabinet Member for Highways and Infrastructure will be asked to agree the introduction of the civil enforcement of bus lane contraventions in West Sussex using ANPR.</p>	
<b>Decision by</b>	Cllr Elkins - Cabinet Member for Highways and Infrastructure
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added</b>	16 September 2020
<b>Month</b>	November 2020
<b>Consultation/ Representations</b>	<p>Director of Law and Assurance Director of Finance and Support Services</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Jeff Elliot Tel: 033 022 25973
<b>Contact</b>	Judith Shore Tel: 033 022 26052

**Cabinet Member for Highways and Infrastructure**

<b>Delivery of the Ash Dieback Action Plan - Procurement</b>	
<p>Ash Dieback (ADB) is a disease that is likely to kill 95% of the county's ash trees over the next 10–20 years. This will have a major impact on the county's landscape, the wildlife it supports, other ecosystems that trees provide and climate change.</p> <p>It will also have a high impact on the county and the County Council, posing a significant risk to people, property (including schools) and the delivery of services (including</p>	

highways). Therefore, a corporate [Ash Dieback Action Plan](#) has been prepared to manage the impact of the disease.

The aim of the Plan is to effectively address the risks presented by the impact of ash dieback (which will require a programme of reactive and proactive tree removal and replanting), conserve the ecosystems in which ash trees are found across the county, and prepare for a positive regeneration phase with a net biodiversity gain.

A specialist contractor needs to be procured to deliver the tree removal and replanting programme. Additional officer resources are required to support programme delivery.

The Cabinet Member for Highways and Infrastructure will be asked to:

1. commence the procurement process and
2. delegate authority to the Director of Highways, Transport and Planning to enter into the contract and extend, if appropriate, in accordance with the County Council's Standing Orders on Procurement and Contracts.

<b>Decision by</b>	Cllr Elkins - Cabinet Member for Highways and Infrastructure
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added</b>	2 November 2020
<b>Month</b>	December 2020
<b>Consultation/ Representations</b>	Director of Law and Assurance Director of Finance and Support Services  Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Michele Hulme Tel: 033 022 23880
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Cabinet Member for Highways and Infrastructure**

#### **Highways and Transport Delivery Programmes 2021/22**

The Highway and Transport Delivery Programmes identify capital highways infrastructure maintenance and transport improvement schemes for delivery during 2021/22 and beyond. Capital funding for the Delivery Programmes is predominantly received from the Government for roads maintenance (the Local Highway Maintenance Block), and transport improvements (the Integrated Transport Block) supported by additional funding from developer agreements and contributions.

The indicative forward programmes for Highway Infrastructure Maintenance, Local Transport Improvements (LTIP) and Community Highway Schemes (CHS), have informed the 2021/22 Highways and Transport Delivery Programmes. These provide

transparency of the maintenance and improvement investment needs and the funding priorities prepared and selected for review and approval in this decision.

The Cabinet Member for Highways and Infrastructure will be asked to approve –

1. The 2021/22 Local Highway Maintenance Block funded Delivery Programmes.
2. The 2021/22 Integrated Transport Block funded Delivery Programmes.
3. That the Highway and Transport Delivery Programme for 2021/22 is circulated to County Local Committee Members and other appropriate stakeholders and published on the West Sussex highways webpages for information.
4. That the Director of Highways, Transport and Planning has delegated authority to adjust the 2021/22 Highway and Transport Delivery Programme to take account of budgetary pressures and any changes in priority arising as a result of network availability, emergencies, or other operational circumstances, in consultation with the Cabinet Member.

It should be noted that the above will be subject to confirmation of funding at a Full Council meeting. Also, that the timetable for confirmation of central government funding is currently unknown.

<b>Decision by</b>	Cllr Elkins - Cabinet Member for Highways and Infrastructure
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added</b>	2 November 2020
<b>Month</b>	December 2020
<b>Consultation/ Representations</b>	County Local Committees Director of Law and Assurance Director of Finance and Support Services  Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Infrastructure, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Gary Rustell Tel: 033 022 26397
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Director of Highways, Transport and Planning**

#### **Award of Highways Improvement Contracts, Lots 4, 5 & 6**

West Sussex County Council is a designated Highways Authority under the Highways Act 1980 and has a duty to maintain highways maintainable at public expense.

In January 2019, the Cabinet Member for Highways and Infrastructure approved the

commencement of a procurement process for a new Highways Maintenance Term Contract or set of contracts and delegated authority to the Director of Highways and Transport to finalise the terms of and award the Highway Maintenance Term Contract, or set of contracts at the conclusion of the procurement process.

In November 2019, the Director of Highways, Transport and Planning awarded five-year contracts for Lots 1, 2 and 3 (core services, drainage cleansing, hedge and grass maintenance)

Lots 4, 5 and 6 (carriageways, footways and infrastructure works) are procured annually and a formal procurement process is underway for the delivery of highways improvements to be undertaken during the 2021-22 financial year.

At the conclusion of the procurement process, the Director of Highways, Transport and Planning will be asked to award contracts to deliver the highways improvements.

<b>Decision by</b>	Matt Davey - Director of Highways, Transport and Planning
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added</b>	8 October 2020
<b>Month</b>	December 2020
<b>Consultation/ Representations</b>	Director of Law and Assurance Director of Finance and Support Services  Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Gary Rustell Tel: 033 022 26397
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### **Director of Highways, Transport and Planning**

#### **Contract award: A24 Robin Hood Roundabout Improvement**

The West of Horsham highway infrastructure package includes four significant highway junction projects to support the delivery of the major housing and employment allocations to the east and west of the A24 as follows -

- A24 Farthings Hill roundabout (completed 2020)
- A281 Newbridge roundabout (completed 2020)
- A24 Great Daux roundabout (on hold)
- A24 Robin Hood roundabout (see below)

In [July 2020](#), the Cabinet Member for Highways and Infrastructure approved the commencement of the procurement process to secure a build contractor for the A24 Robin Hood scheme and [delegated authority](#) to the Director of Highways, Transport and

<p>Planning to appoint the build contractor.</p> <p>Following the conclusion of the procurement process the Director of Highways, Transport &amp; Planning will be asked to approve the appointment of a contractor for the construction of the A24 Robin Hood Junction Improvement Works.</p>	
<b>Decision by</b>	Matt Davey - Director of Highways, Transport and Planning
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added</b>	22 October 2020
<b>Month</b>	February 2021
<b>Consultation/ Representations</b>	<p>Local Members Horsham District Council Local Parish Councils (Warnham, Slinfold, Itchingford)</p> <p>Representations concerning this proposed decision can be made to the Director of Highways, Transport and Planning, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Stephen Reed Tel: 033 022 27328
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## A Strong, Safe and Sustainable Place

### Cabinet Member for Environment

<b>West Sussex Tree Plan</b>
<p>The trees of West Sussex are a valuable and essential element of the urban and rural landscape, contributing significantly to the character of the county, as well as providing other economic, social, and environmental benefits, all of which contribute to quality of life.</p> <p>The County Council is responsible for established woodland and individual trees on its landholdings which includes highway land, school sites, country parks, tenanted land, residential homes and other properties such as offices.</p> <p>Against a backdrop of changing national policy and legislation, the pressure for new housing and other development, emerging new pests and diseases, and the effects of climate change, the West Sussex Tree Plan will address how the County Council should undertake its statutory duties and responsibilities with regard to trees and how it should operate as a landowner.</p> <p>The Plan will seek to ensure that the trees within the County Council's ownership are maintained, protected, and improved for current and future generations. It will also seek to influence how the wider tree resource within the county is managed and</p>

improved.

Although the focus of the Plan will be on delivery over the next five years, the strategic aims will provide a framework for the County Council over the medium and longer-term.

The Cabinet Member for Environment will be asked to approve the West Sussex Tree Plan.

<b>Decision by</b>	Cllr Urquhart - Cabinet Member for Environment
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added</b>	21 September 2020
<b>Month</b>	November 2020
<b>Consultation/ Representations</b>	District & Borough Councils South Downs National Park Authority Sussex Wildlife Trust Woodland Trust Forestry Commission Sussex Nature Partnership Tree Council Large estates in West Sussex. Environment and Communities Scrutiny Committee, 25 November 2020  Representations concerning this proposed decision can be made to the Cabinet Member Environment, via the officer contact, by the beginning of the month in which the decision is due to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Don Baker Tel: 033 022 26439
<b>Contact</b>	Judith Shore Tel: 033 022 26052