



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 [Cabinet Member](#) portfolios.

The most important decisions will be taken by the Cabinet. Due to the continuing public health measures, there will be limited public access to the meeting. Admission is by ticket only, bookable in advance via: democratic.services@westsussex.gov.uk. 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 website. [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:

Decision	A summary of the proposal.
Decision By	Who will take the decision - if the Cabinet, it will be taken at a Cabinet meeting in public.
Date added	The date the proposed decision was added to the Forward Plan.
Month	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.
Consultation/ Representations	How views and representations about the proposal will be considered or the proposal scrutinised, including dates of Scrutiny Committee meetings.
Background Documents	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.
Author	The contact details of the decision report author
Contact	Who in Democratic Services you can contact about the entry

Finance, assets, performance and risk management

Each month the Cabinet Member for Finance and Property 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 Katherine De La Mora on 033 022 22535, email katherine.delamora@westsussex.gov.uk.

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Forward Plan Summary

Summary of all forthcoming executive decisions in Cabinet Member portfolio order

Decision Maker	Subject Matter	Date
Cabinet	West Sussex Fire and Rescue Service Statement of Assurance 2021-2022	June 2022
Cabinet	Strategic Options for Processing of Separate Food Waste and Other Waste Disposal Services	March 2022
Cabinet	National Highways Consultation A27 Arundel Bypass: Approval of WSCC Consultation Response	March 2022
Director of Environment and Public Protection	Procurement and Award: Street Sweeping Contract	March 2022
Director of Environment and Public Protection	Extension of Refuse Derived Fuel Contract	March 2022
Cabinet Member for Environment and Climate Change	Development of HGV trailer park on Site Ha, Horsham	March 2022
Cabinet Member for Environment and Climate Change	West Sussex County Council Recycling Centre Booking System Arrangements	March 2022
Cabinet Member for Environment and Climate Change	Revisions to the Halewick Lane Battery Storage Project	March 2022
Cabinet Member for Environment and Climate Change	West Sussex Minerals and Waste Development Scheme 2022 - 2025	April 2022
Cabinet	Emergency Central Government Funding (Rolling Entry)	Before March 2022
Director of Highways, Transport and Planning	A284 Lyminster bypass (north) - Construction Contract Award	March 2022
Cabinet Member for Highways and Transport	A259 Bognor Regis to Littlehampton Corridor Enhancement Scheme	March 2022
Cabinet Member for Highways and Transport	A24 Findon to Findon Valley cycleway/walkway scheme	March 2022
Cabinet Member for Highways and Transport	West Sussex Transport Plan	March 2022

Community Support, Fire and Rescue

Cabinet

West Sussex Fire and Rescue Service Community Risk Management Plan 2022-26

The Fire and Rescue National Framework for England (2018) requires all Fire and Rescue Authorities to produce an Integrated Risk Management Plan (IRMP) that covers at least a 3-year period. We are now in the fourth and final year of our existing 2018-2022 IRMP and have developed a new Community Risk Management Plan (CRMP) covering 2022-2026 [per guidance from the National Fire Chiefs Council (NFCC), there has been a change in terminology from IRMP to CRMP].

During the planning process, we consider our community risks, using a range of sophisticated analytical tools to identify where incidents might happen, when they might occur and how serious they could be. Using this data alongside historical information about demand allows us to identify options to better target our resources, including firefighters and appliances, more effectively, resulting in a better balance of prevention, protection and response activities. This plan then clearly communicates this to the public, reinforcing the services commitment to our communities.

The Cabinet is recommended to endorse the West Sussex Fire and Rescue Service Community Risk Management Plan 2022-26 on behalf of the County Council.

Decision by	Cllr Lanzer, Cllr J Dennis, Cllr Waight, Cllr Marshall, Cllr Crow, Cllr N Jupp, Cllr Hunt, Cllr Urquhart, Cllr Russell, Cllr A Jupp - Cabinet
Date added	27 October 2021
Month	March 2022
Consultation/ Representations	<p>A programme of pre-consultation and engagement activities has been conducted over 12 months in order to help shape the strategic direction of the Community Risk Management Plan.</p> <p>A 10 week, formal consultation, runs from 15th November 2021 to 21st January 2022, open to public and staff and supported by public, staff and representative body engagement.</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Fire & Rescue and Communities, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	None
Author	Sabrina Cohen-Hatton Tel: 033 022 24993
Contact	Erica Keegan Tel: 033 022 26050

Director of Communities

Extension of the Central Buying Consortium Library Group Framework Agreement for Library Books and Audio Visual Materials

West Sussex County Council (WSSCC) is the lead authority for Library books and other Library Services, on behalf of the Central Buying Consortium (CBC).

In August 2019 decision ref: [FRC01 2019/20](#) agreed the commencement of a procurement process for a new Framework Agreement for Library Books and Audio-Visual materials for the CBC Library Group. In December 2019, the Acting Executive Director Place Services approved the award of a Framework Agreement to Askews and Holts Library Services Ltd for the provision of Library Books and AV on behalf of the Central Buying Consortium (CBC) Library Group, [Decision Report Ref: OKD29 2019/20](#).

The Framework was procured with an initial contract period of 2 years with the option to extend by up to a further 2 years. The initial contract period is due conclude at the end of March 2022 and it is proposed to take up the option of extending the Framework for a further 2 years.

The Director of Communities will now be asked to approve the extension of the Framework by a further 2 years from April 1st 2022.

Decision by	Emily King - Director of Communities
Date added	15 February 2022
Month	March 2022
Consultation/ Representations	Representations concerning this proposed decision can be made via the officer contact.
Background Documents (via website)	None
Author	Russell Allen Tel: 033 022 24792
Contact	Erica Keegan Tel: 033 022 26050

Cabinet

West Sussex Fire and Rescue Service Statement of Assurance 2021-2022

The Fire Authority (FRA) is required to provide annual assurance on financial, governance and operational matters and show how they have had due regard to the expectations set out in their Integrated Risk Management Plan (IRMP) and as part of the Fire and Rescue National Framework for England.

This Statement reinforces the commitment to provide our communities with clear information about how we manage public funds and assure the effectiveness of our financial, governance and operational fire service arrangements.

All partners involved have been asked to formally endorse the Annual Statement of Assurance 2021-22. Cabinet will be asked to approve the West Sussex Fire and Rescue Service Statement of Assurance for 2021-22.

Decision by	Cllr Marshall, Cllr Lanzer, Cllr Waight, Cllr Russell, Cllr J Dennis, Cllr Urquhart, Cllr N Jupp, Cllr Crow, Cllr Hunt, Cllr A Jupp - Cabinet
Date added	15 February 2022
Month	June 2022
Consultation/ Representations	Representations concerning this proposed decision can be made to the Cabinet Member for Fire & Rescue and Communities, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Sabrina Cohen-Hatton Tel: 033 022 24993
Contact	Erica Keegan Tel: 033 022 26050

Environment and Climate Change

Cabinet

Strategic Options for Processing of Separate Food Waste and Other Waste Disposal Services	
<p>Under the new Environment Act 2021 waste collection authorities (WCAs) will be required to collect food waste separately. Under earlier legislation, it falls to the County Council as Waste Disposal Authority (WDA) to arrange for the disposal of the "controlled waste" collected in its area by the waste collection authorities.</p> <p>Cabinet will be asked to consider a preferred option to meet this requirement based on a detailed business case and to consider associated contractual arrangements and other opportunities to improve efficient use of assets.</p>	
Decision by	Cllr Waight, Cllr J Dennis, Cllr Marshall, Cllr Lanzer, Cllr Crow, Cllr N Jupp, Cllr A Jupp, Cllr Urquhart, Cllr Russell, Cllr Hunt - Cabinet
Date added	15 February 2022
Month	March 2022
Consultation/ Representations	<p>Communities, Highways and Environment Scrutiny Committee - 2 March 2022</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Environment and Climate Change, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>

Background Documents (via website)	None
Author	Steve Read Tel: 033 022 22654
Contact	Judith Shore Tel: 033 022 26052

Cabinet

National Highways Consultation A27 Arundel Bypass: Approval of WSCC Consultation Response	
<p>The A27 Arundel Bypass has been included in the Government's Roads Investment Strategy (2020-25). In 2020, National Highways (formerly Highways England) announced the preferred route for the A27 Arundel Bypass, which will replace the existing single carriageway road with a dual carriageway bypass. The proposed bypass will feature approximately 8km of dual carriageway to the south of the existing A27.</p> <p>The proposal, the A27 Arundel Bypass, is a Nationally Significant Infrastructure Project requiring a Development Consent Order (DCO) from the Secretary of State (rather than planning permission from the local planning authority). The County Council is a statutory consultee in the DCO process.</p> <p>Formal consultation on the proposal is taking place from 11 January to 8 March 2022.</p> <p>The Cabinet will be recommended to approve the County Council's response to the formal consultation on 15 March 2022 (as agreed with National Highways).</p>	
Decision by	Cllr Marshall, Cllr Lanzer, Cllr J Dennis, Cllr Waight, Cllr Urquhart, Cllr A Jupp, Cllr Russell, Cllr Hunt, Cllr N Jupp, Cllr Crow - Cabinet
Date added	19 January 2022
Month	March 2022
Consultation/ Representations	<p>Communities Highways and Environment Scrutiny Committee on 24 February 2022. Internal consultation with County Council officers.</p> <p>Representation can be made via the officer contact.</p>
Background Documents (via website)	None
Author	Darryl Hemmings Tel: 033 022 26437
Contact	Judith Shore Tel. 033 022 26052

Director of Environment and Public Protection

Procurement and Award: Street Sweeping Contract	
<p>In October 2017 the County Council entered into a contract with Biffa Waste Services Limited for the provision of street sweeping services (reception into facility, recycling, treatment and disposal). The three-year contract and its two-year extension will come to an end on 01 October 2022.</p> <p>The Director of Environment and Public Protection will be asked to endorse the procurement process for the provision of street sweeping services (reception into facility, recycling, treatment and disposal) from 01 October 2022 and award of the contract based on the most advantageous bid after technical and financial evaluation.</p>	
Decision by	Steve Read - Director of Environment and Public Protection
Date added	7 January 2022
Month	March 2022
Consultation/ Representations	District and Borough Councils Representation can be made via the officer contact.
Background Documents (via website)	None
Author	Gareth Rollings Tel: 033 022 24161
Contact	Judith Shore Tel. 033 022 26052

Director of Environment and Public Protection

Extension of Refuse Derived Fuel Contract	
<p>In February 2017, the Cabinet Member for Finance (on behalf of the Cabinet Member for Residents' Services) delegated authority to the Executive Director of Economy, Infrastructure and Environment to award the Refuse Derived Fuel (RDF) Contract. Decision RS14(16/7).</p> <p>The RDF Contract was procured with an initial contract term of five years with an option to extend the RDF Contract in minimum increments of whole calendar years, for up to a further five calendar years.</p> <p>The initial five-year term is not due to expire until April 2023. West Sussex County Council can extend the RDF contract on the same terms and conditions and there is a contractual requirement to inform the contractor, no later than 12 months prior to expiry, whether or not the contract will be extended.</p> <p>The Director of Environment and Public Protection will be asked to extend the RDF Contract by 12 months from April 2023.</p>	
Decision by	Steve Read - Director of Environment and Public Protection

Date added	7 January 2022
Month	March 2022
Consultation/ Representations	Representation can be made via the officer contact.
Background Documents (via website)	None
Author	Gareth Rollings Tel: 033 022 24161
Contact	Judith Shore Tel. 033 022 26052

Cabinet Member for Environment and Climate Change

Development of HGV trailer park on Site Ha, Horsham	
<p>The County Council has a requirement to have an arrangement in place for the storage of trailers that deal with the removal of Refuse Derived Fuel from the MBT (Mechanical Biological Treatment) Plant, at Brookhurst Wood in Horsham. WSCC owns land adjacent to the MBT Facility known as Site Ha, which is currently clear and vacant. The aim of this project is for WSCC to develop its own hardstanding area for the storage of trailers for baled or loose RDF which will be transported from the site for onward treatment.</p> <p>The Cabinet Member will be asked to endorse the use of capital funding for the development of a trailer park facility at Site Ha at Brookhurst Wood, Horsham, and to delegate to the Director Environment and Public Protection the authority to commence works via the Council's contractors, Biffa (West Sussex) Ltd, to construct the trailer park</p>	
Decision by	Cllr Urquhart - Cabinet Member for Environment and Climate Change
Date added	27 January 2022
Month	March 2022
Consultation/ Representations	Market suppliers. MBT Liaison Group Representation can be made via the officer contacts.
Background Documents (via website)	None
Author	Gareth Rollings Tel: 033 022 24161
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Environment and Climate Change

West Sussex County Council Recycling Centre Booking System Arrangements	
<p>Since April 2021 a pilot booking system has been in operation at six of the eleven Recycling Centres in West Sussex. In October 2021 The Cabinet Member for Environment and Climate Change took a decision to undertake a public consultation in respect of making this booking system permanent and extending the system to the Burgess Hill Recycling Centre.</p> <p>The Cabinet Member will be asked to consider the findings of the public consultation and a proposal regarding the future use of a booking system for West Sussex recycling centres.</p>	
Decision by	Cllr Urquhart - Cabinet Member for Environment and Climate Change
Date added	27 January 2022
Month	March 2022
Consultation/ Representations	<p>Public consultation 10 November to 21 December. Communities, Highways and Environment Scrutiny Committee 30 September 2021 and 02 March 2022.</p> <p>Representation can be made via the officer contact.</p>
Background Documents (via website)	None
Author	Gareth Rollings Tel: 033 022 24161
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Environment and Climate Change

Revisions to the Halewick Lane Battery Storage Project
<p>The Halewick Lane Battery Storage project proposes the re-development of the previously derelict North Sompting Waste Management Site into an income generating battery storage project.</p> <p>Following a review of the proposed project previously approved by the Cabinet Member for Environment and Climate Change (decision ENV06 (20/21) refers) it has been determined that revisions to the scheme by using a first-life battery option would generate increased revenue from the project.</p> <p>The Cabinet Member for Environment and Climate Change will therefore be asked to approve the changes to the Halewick Lane Battery Storage Project and the Halewick Lane site with focus on the following key items:</p> <ol style="list-style-type: none">(1) The change to the previous system design to the purchasing of a first-life utility-scale battery system.(2) The proposal to maximise the available export capacity from the site by increasing the battery size to 24 MW.

<p>(3) The increase in capital expenditure allocated to the project to complete the site in a single phase.</p> <p>(4) The launch of a procurement for the revised scheme and delegation of authority to the Director of Environment and Public Protection, at the conclusion of the procurement process, to award the design and build contract for the scheme.</p>	
Decision by	Cllr Urquhart - Cabinet Member for Environment and Climate Change
Date added	1 February 2022
Month	March 2022
Consultation/ Representations	<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 Environment and Climate Change, via the officer contact, by the beginning of the month in which the decision is due to be taken.</p>
Background Documents (via website)	Cabinet Member Decision ENV06 (20/21)
Author	Tom Coates Tel: 033 022 26458
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Environment and Climate Change

West Sussex Minerals and Waste Development Scheme 2022 - 2025	
<p>The County Council is required to prepare a Minerals and Waste Development Scheme, which sets out how the County Council will prepare the minerals and waste local plans and other policy documents over a rolling three-year period. The current Scheme covers the period 2021-2024 and needs to be updated; the decision report will consider the revised Scheme for the period 2022-2025.</p> <p>The Cabinet Member for Environment and Climate Change will be asked to approve the West Sussex Minerals and Waste Development Scheme 2022 - 2025.</p>	
Decision by	Cllr Urquhart - Cabinet Member for Environment and Climate Change
Date added	18 February 2022
Month	April 2022
Consultation/ Representations	<p>Informal consultation with the South Downs National Park Authority</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member for Environment and Climate Change, via</p>

	the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Rupy Sandhu Tel: 033 022 26454
Contact	Judith Shore Tel: 033 022 26052

Highways and Transport

Director of Highways, Transport and Planning

A284 Lyminster bypass (north) - Construction Contract Award	
<p>The A284 Lyminster Bypass is an important north-south link between the A27 at Crossbush and Littlehampton and the County Council is delivering the northern section. Jackson's Civil Engineering was awarded the design and build contract and the scheme was granted planning permission on 26 March 2019.</p> <p>The Compulsory Purchase Order was confirmed by the Secretary of State on 16 September 2021 following a Public Inquiry.</p> <p>The Department for Transport has previously approved the Outline Business Case and will be asked to contribute additional funding on review and approval of the Full Business Case, to be submitted in December 2021.</p> <p>As the final stage of the scheme, the Director of Highways, Transport and Planning will be asked to award the construction contract for the A284 Lyminster bypass (north).</p>	
Decision by	Matt Davey - Director of Highways, Transport and Planning
Date added	21 October 2021
Month	March 2022
Consultation/ Representations	<p>Director of Law and Assurance Director of Finance and Support Services</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>
Background Documents (via website)	None
Author	Mark Martin Tel: 033 022 25922
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Transport

A259 Bognor Regis to Littlehampton Corridor Enhancement Scheme

The A259 Bognor Regis to Littlehampton Corridor enhancement scheme was identified by the County Council as a priority scheme in the [Strategic Transport Investment Programme](#) in 2019/20. It is considered by Transport for the South East one of the top ten priority schemes in the South East.

The proposed scheme involves improvement to a series of key junctions along the corridor, including junction capacity, non-motorised and bus users' infrastructure provision and was subject to a public consultation in summer 2021.

The Department for Transport (DfT) has approved the Strategic Outline Business Case submission and the next stage of the scheme preparation is to prepare and submit an Outline Business Case (OBC) to the DfT.

The Cabinet Member for Highways & Transport will be asked to approve the budget allocation and to agree the arrangements for the preparation and submission of the OBC to the DfT.

Decision by	Cllr J Dennis - Cabinet Member for Highways and Transport
Date added	1 December 2021
Month	March 2022
Consultation/ Representations	Public consultation undertaken in summer 2021 Representation can be made via the officer contact.
Background Documents (via website)	None
Author	Hiong Ching Hii Tel: 033 022 22636
Contact	Judith Shore Tel. 033 022 26052

Cabinet Member for Highways and Transport

A24 Findon to Findon Valley cycleway/walkway scheme

The A24 Findon to Findon Valley cycleway/walkway scheme is a priority in the West Sussex Walking and Cycling Strategy 2016 – 2026.

In November 2020, the County Council was awarded £2.35m through the Department for Transport's Active Travel Fund to support the implementation of walking and cycling schemes in the county. Proposed improvements along the A24 formed part of the funding allocation.

Public engagement exercises on the 2km-long scheme took place in spring and in summer 2021.

The Cabinet Member for Highways and Transport will be asked to approve the route for the scheme including the proposed on-road route between May Tree Avenue and Cissbury Avenue.

Decision by	Cllr J Dennis - Cabinet Member for Highways and Transport
Date added	22 December 2021
Month	March 2022
Consultation/ Representations	Public engagement in spring and summer 2021 Local elected representatives Representations concerning this proposed decision can be made to the Cabinet Member for Highways and Transport, via the officer contact, by the beginning of the month in which the decision is due to be taken.
Background Documents (via website)	None
Author	Andy Ekinsmyth Tel: 033 022 26687
Contact	Judith Shore Tel: 033 022 26052

Cabinet Member for Highways and Transport

West Sussex Transport Plan	
<p>The West Sussex Transport Plan (the County Council's main policy on transport and a statutory document) is being reviewed to update the County Council's strategic approach to investment in the transport network up to 2036.</p> <p>The new Transport Plan will build on the three previous Plans and take account of the current policy context and creation of new funding streams and strategic partners. The Transport Plan is also expected to build on the Local Plans prepared by the Local Planning Authorities which guide decision-making on new developments.</p> <p>Consultation on the Draft West Sussex Transport Plan took place between July and October 2021. Amendments are being made to the Transport Plan in response to consultation feedback and policy changes.</p> <p>The Cabinet Member for Highways and Transport will be asked to recommend the West Sussex Transport Plan for adoption at full council on 1 April 2022.</p>	
Decision by	Cllr J Dennis - Cabinet Member for Highways and Transport
Date added	15 December 2021
Month	March 2022
Consultation/ Representations	Communities, Highways and Environment Scrutiny Committee – 24 February 2022 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.
Background Documents (via website)	None
Author	Darryl Hemmings Tel: 033 022 26437
Contact	Judith Shore Tel: 033 022 26052