

# Public Document Pack

**Tony Kershaw**  
Director of Law and Assurance

If calling please ask for:

Sally Manning on 033 022 23883  
Email: [sally.manning@westsussex.gov.uk](mailto:sally.manning@westsussex.gov.uk)

[www.westsussex.gov.uk](http://www.westsussex.gov.uk)

County Hall  
Chichester  
West Sussex  
PO19 1RQ  
Switchboard  
Tel no (01243) 777100



26 February 2020

## Environment and Communities Scrutiny Committee

A meeting of the committee will be held at **10.30 am on Thursday, 5 March 2020** at **County Hall, Chichester**.

**Tony Kershaw**  
Director of Law and Assurance

**The meeting will be available to view live via the Internet at this address:**

<http://www.westsussex.public-i.tv/core/portal/home>

### Agenda

#### Part I

1. **Declarations of Interest**

Members and officers must declare any pecuniary or personal interest in any business on the agenda. They should also make declarations at any stage such an interest becomes apparent during the meeting. Consideration should be given to leaving the meeting if the nature of the interest warrants it. If in doubt please contact Democratic Services before the meeting.

2. **Minutes of the last meeting of the Committee** (Pages 7 - 12)

The Committee is asked to agree the minutes of the meeting held on 13 January 2020 (cream paper).

3. **Urgent Matters**

Items not on the agenda which the Chairman of the meeting is of the opinion should be considered as a matter of urgency by reason of special circumstances, including cases where the Committee needs to be informed of budgetary or performance issues affecting matters within its terms of reference, which have emerged since the publication of the agenda.

4. **Part II Matters**

Members are asked to indicate at this stage if they wish the meeting to consider bringing into Part I any items on the Part II agenda.

5. **Responses to Recommendations** (Pages 13 - 14)

The Committee is asked to note the responses to recommendations made at the 13 January 2020 meeting from the

Cabinet Member for Highways and Infrastructure and the

Cabinet Member for Fire and Rescue & Communities

10.50 am 6. **On-street Parking to Support Traffic Management - Update** (Pages 15 - 24)

Report by Executive Director Place Services and Director of Highways, Transport and Planning

The Committee is invited to:

- Note and comment on the programme set out in Appendix A of this report.
- Considering how the Programme implementation has proceeded so far, determine any learning/lessons that can be applied to the development of future parking management plans.

11.50 am 7. **Highways and Transport Delivery Programmes 2020/21**

Verbal update on progress in implementing the 20/21 programme, including the new maintenance arrangements and service levels, and to share any feedback from vendors who unsuccessfully bid for aspects of the highways maintenance service.

The Committee is asked to consider the update, and identify any areas of concern.

12.30 pm 8. **Highways Restructure**

The Committee is asked to consider how the new structure serves the needs of residents and Members.

**Adjournment for lunch at 1.15pm**

The Committee will adjourn for 30 minutes for lunch.

- 1.45 pm 9. **Licensing of Tables and Chairs on the Highway (To Follow)**  
Report by Director of Highways, Transport and Planning  
The Committee is invited to consider and comment on the extent to which the proposals have been amended to address the feedback arising from the consultation.
- 2.15 pm 10. **Appointment of new member to Business Planning Group**  
The Committee is asked to appoint a minority group member to the Group.
- 2.25 pm 11. **Requests for Call-in**  
There have been no requests for call-in to the Scrutiny Committee and within its constitutional remit since the date of the last meeting. The Director of Law and Assurance will report any requests since the publication of the agenda papers.
- 2.30 pm 12. **Forward Plan of Key Decisions (Pages 25 - 36)**  
Extract from the Forward Plan dated 25 February 2020 – attached.  
An extract from any Forward Plan published between the date of despatch of the agenda and the date of the meeting will be tabled at the meeting.  
The Committee is asked to consider whether it wishes to enquire into any of the forthcoming decisions within its portfolio.
- 2.35 pm 13. **Possible Items for Future Scrutiny**  
Members to mention any items which they believe to be of relevance to the business of the Scrutiny Committee, and suitable for scrutiny, e.g. raised with them by constituents arising from central government initiatives etc.  
If any member puts forward such an item, the Committee’s role at this meeting is just to assess, briefly, whether to refer the matter to its Business Planning Group (BPG) to consider in detail.
- 2.40 pm 14. **Establishment of a Waste Strategy Task and Finish Group**  
The Committee is asked to agree the establishment of a Task and Finish Group, to consider waste disposal strategy in the light of government policy and opportunities to improve sustainability and value for money.  
It is envisaged that the TFG’s report will inform scrutiny of the

emerging proposals by the full Committee at its meeting on 24 June. While it falls to the Business Planning Group to decide the Group's size (maximum of seven), membership, and outline Terms of Reference, volunteers to sit on the Group are sought.

The Group will be cross-party, and will appoint a Chairman when it meets. One meeting is anticipated, to be held in mid-April.

If the Committee wishes to ask commercially sensitive questions about the Waste Strategy the Committee will consider whether to move into Part II. Provision for this is included on the agenda at item 17.

2.50 pm      15.      **Date of Next Meeting**

The next meeting of the Committee will be held on 24 June 2020 at 10.30 am at County Hall, Chichester. Probable agenda items include:

- Environment and Climate Change Strategy
- Household Waste Recycling Sites
- Local Flood Risk Management Plan
- Waste Strategy TFG
- Waste Strategy
- BPG Report
- Approval of Work Programme for 2020/21

Any member wishing to place an item on the agenda for the meeting must notify the Director of Law and Assurance by 12 June 2020.

**Part II**

16.      **Exclusion of Press and Public**

The Committee is asked to consider in respect of the following item(s) whether the public, including the press, should be excluded from the meeting on the grounds of exemption under Part I of Schedule 12A of the Local Government Act 1972, as indicated below, and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

Exempt: Paragraph 3, Financial or business affairs of the authority.

17.      **Establishment of a Waste Strategy Task and Finish Group**

With reference to item 14 to allow the Committee to ask commercially sensitive questions about the Waste Strategy,

should it so wish, in relation to the establishment of a Waste Strategy Task and Finish Group.

**To all members of the Environment and Communities Scrutiny Committee**

**Webcasting**

Please note: this meeting may be filmed for live or subsequent broadcast via the County Council's website on the internet - at the start of the meeting the Chairman will confirm if all or part of the meeting is to be filmed. The images and sound recording may be used for training purposes by the Council.

Generally the public gallery is not filmed. However, by entering the meeting room and using the public seating area you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.

This page is intentionally left blank

## **Environment, Communities and Fire Scrutiny Committee**

13 January 2020 – At a meeting of the Environment, Communities and Fire Scrutiny Committee held at 10.30 am at County Hall, Chichester.

Present: Mr Barrett-Miles (Chairman)

Mr S J Oakley	Mr Jones, left at 4pm	Mr Oppler, left at 1.45pm
Mr Barnard	Mr McDonald	Mr Waight
Lt Col Barton, left at 1.45pm	Mr R J Oakley	Dr Walsh, left at 1.45pm

Apologies were received from

Absent:

Also in attendance: Mr Crow and Mr Elkins

### **Part I**

#### **138. Declarations of Interest**

138.1 In accordance with the code of conduct Dr Walsh declared a personal interest in item 7 as the Leader of Arun District Council.

#### **139. Minutes of the last meeting of the Committee**

139.1 Resolved – that the minutes of the Committee held on 7 November 2019 be approved as a correct record, and that they be signed by the Chairman.

#### **140. Responses to Recommendations**

140.1 The Committee is asked to note the responses to recommendations made at the 7 November 2019 meeting from the Cabinet Member for Environment, the Cabinet Member for Fire & Rescue and Communities and the Cabinet Member for Highways and Infrastructure.

#### **141. West Sussex Fire and Rescue Services HMICFRS Improvement Plan Progress Report**

141.1 The Committee considered a report by the Chief Fire Officer (copy appended to the signed minutes which detailed the progress made.

141.2 The Chairman stated that this item would now be discussed in one part rather than split as previously agreed. The presentation would be completed and then the union representatives would have the opportunity to speak.

141.3 The Committee made a number of comments including those that follow. It:

- Welcomed the acknowledgement from the staff representative bodies that they valued continuing input as there is still a lot of work to do.
- Agreed that it is important not to expect too much quickly as it is important to that staff are given sufficient time to ensure that the necessary changes are embedded.
- Welcomed the reassurance from the Cabinet Member that the service is highly valued and most certainly not seen as a burden on resources.
- Raised concerns regarding the new Control Centre but were reassured that the service to West Sussex had not been affected.

Resolved – That the Committee

1. Noted the good progress ahead of the HMICFRS visit but recognised that progress needed to become embedded and sustained.
2. Noted the governance structure around the Improvement Plan and IRMP, and suggested the updated Plans (included timelines) be scrutinised by Fire and Rescue Service Scrutiny Committee (FRSSC).
3. Would like the HMICFRS report to be made available to the new Committee members, and via a hyperlink to all other members.
4. Did not identify issues picked up by the HMICFRS, and noted that the key performance indicators (KPIs) for protection and prevention were activity-based, and requested that all KPIs presented to Members be outcome-based. A Task and Finish Group could act as a critical friend to this work.
5. Noted that the Control Centre had been implemented, but that there had been some teething issues. It was recommended that a more detailed report be considered at the first meeting of FRSSC, which should include some consideration of the staffing levels and the robustness of the IT systems.
6. Noted that the FRS investigated the safety critical notice on the Contact Centre and that there had been no impact on the service delivered to residents, and welcomed that this would be kept under review and that a detailed report will be considered at the first meeting of FRSSC.
7. With regards to the “People Project” recognised that this is the start of a long journey and that it will take time to impact, but was pleased to hear the positive feedback from the union representatives on the work undertaken so far. Noted the concerns



around the lack of trust that came through the listening groups and requested that regular reports are sent to FRSSC.

8. Considered that the involvement of the staff representative bodies is a good model for the County Council and requested that the Cabinet Member passes this back to his cabinet colleagues.
9. Noted that FRS is not going to pursue crewing with 3 firefighters at this time.
10. Welcomed the appointment of the additional Retained Liaison Officers and their role in taking forward the issues of retention and recruitment of on-call firefighters. Also asked that they encourage recruitment from within WSCC and other employers.
11. Fully supported the new Scrutiny Committee and the training that will be available to those scrutiny committee members.
12. Noted the FBU request that a union representative (non-voting) be included on the FRSSC, but suggested that the new Committee instead continues with the established practice of allowing union representatives to speak at formal meetings, and contribute to responses to members' questions.

#### **142. Road Safety Framework Progress**

- 142.1 The Committee considered a report by the Director of Highways, Transport and Planning (copy appended to the signed minutes).
- 142.2 The Chairman welcomed Neil Honor, Operations Director of the Sussex Safer Road Partnership to the meeting.
- 142.3 Jon Forster, County Road Safety Group Manager and Andy Ekinsmyth, Head of Transport and Countryside introduced the report with a presentation (copy appended to the signed minutes), which gave an overview of the current progress.
- 142.4 Neil Honor gave an overview of the history and funding arrangements for the Sussex Safer Roads Partnership and how it links with initiatives such as Operation Crackdown.
- 142.5 The Committee made a number of comments including those that follow. It:
  - Raised concerns that the killed and seriously injured figures have not fallen.
  - Raised concerns regarding the lack of Government funding for road safety initiatives nationally.
  - Requested that officers speak to other local authorities who have been more successful in reducing casualties as nationally the reasons for this are not clear.

- Welcomed the positive feedback from young people who have attended the "Safe Drive, Stay Alive" programme and questioned why Highways did not have input when Fire and Rescue Service were told not to continue funding it. The Sussex Safer Roads Partnership confirmed that they see it as an important piece of prevention work.

Resolved – That the Committee:-

1. Requested that officers write to the Government about additional funding for road safety.
2. Requested, given the endorsement of the Sussex Safer Roads Partnership, that WSCC makes a commitment to fund the "Safe Drive, Stay Alive" programme.

### **143. Consultation by Transport for the South East on a Draft Transport Strategy**

143.1 The Committee considered a report by Acting Executive Director Place Services and Director of Highways, Transport and Planning (copy appended to the signed minutes).

143.2 Nicola Hitchcock, Senior Planner, introduced the report with a presentation (copy appended to the signed minutes), which explained the background to the strategy and that this was the first time that West Sussex County Council has been able to comment on the detail. Some of the issues were highlighted and that these would be covered in the next stage of work that will be undertaken with Transport for the South East.

143.3 The Committee made a number of comments including those that follow. It:

- Welcomed the Strategy and the opportunity to provide feedback.
- Requested that the need for public transport improvements be strengthened in conversations with Transport for the South East during the next phase of work.
- Requested that the draft response be amended from road and/or rail to road and rail on page 95 paragraph 19.

Resolved – That the Committee:-

- Endorsed the response with the modifications as discussed.

### **144. Business Planning Group Report**

144.1 The Committee considered a report by the Chairman of the Business Planning Group (copy appended to the signed minutes).

Resolved – That the report be noted.

**145. Appointment to the Business Planning Group**

145.1 The Committee noted the vacancy for a member of the Conservative group on the Business Planning Group.

145.2 The Committee agreed to the appointment of Mr McDonald.

**146. Forward Plan of Key Decisions**

146.1 The Committee considered the Forward Plan dated 10 January 2020 (a copy appended to the signed minutes).

146.2 Resolved – That the Forward Plan be noted.

**147. Date of Next Meeting**

The next meeting of the Committee will be held on 5 March 2020 at 10.30am at County Hall, Chichester. Probable agenda items include:

- Household Waste Recycling Sites
- Road Space Audit Progress Report
- Licensing of Tables and Chairs on the Highway
- Implementation of Highways and Infrastructure 2020/21 Delivery Programmes
- Highways Restructure

Any member wishing to place an item on the agenda for the meeting must notify the Director of Law and Assurance by 24 February 2020.

The meeting ended at 4.48 pm

Chairman

This page is intentionally left blank

## Cabinet Member Responses

<b>Response from Cabinet Member for Fire &amp; Rescue and Communities</b>		
<b>Agenda item</b>	<b>Environment Communities and Fire Select Committee recommendations (13 January 2020)</b>	<b>Response</b>
<b>Road Safety Framework Progress</b>	<ul style="list-style-type: none"> <li>Requested, given the endorsement of the Sussex safer Roads Partnership, that WSCC makes a commitment to fund the "Safe Drive, Stay Alive" programme.</li> </ul>	<p><i>A decision was taken last year by the former Cabinet Member, Executive Director and Chief Fire Officer, that the budget for Safe Drive Stay Alive (SDSA) would be reprioritised to respond to other areas of greater risk within the Fire and Rescue Service the SDSA's continuation would be dependent upon generated income.</i></p> <p><i>To date £20,000 of income has been generated from Gatwick Airport which will enable the show to be delivered going forwards using a data led risk based model. This will mean that SDSA will be delivered in the most cost effective way in areas where there are high levels of RTCs involving young drivers.</i></p>
<b>Response from Cabinet Member for Highways and Infrastructure – Mr Roger Elkins</b>		
<b>Agenda item</b>	<b>Environment Communities and Fire Select Committee recommendations (13 January 2020)</b>	<b>Response</b>
<b>Road Safety Framework Progress</b>	<ul style="list-style-type: none"> <li>Requested that officers write to the Government about additional funding for road safety</li> </ul>	I have requested that officers draft a request and that this is currently being undertaken.

This page is intentionally left blank

<b>Environment and Communities Scrutiny Committee</b>
---

<b>March 2020</b>
-------------------

<b>On-street Parking to Support Traffic Management - Update</b>
---

<b>Report by Executive Director Place Services and Director of Highways, Transport and Planning</b>
---

## Summary

Providing on-street parking in a well-managed way helps to support local businesses, residents and communities. Road Space Audits are now being used to identify where there is a need to implement better settlement wide parking solutions that support the County Council's aspirations in terms of economic development, improved safety and sustainable transport.

This report provides an update on the progress of the strategic parking management plan programme, as agreed by the Cabinet Member for Highways and Infrastructure in December 2018.

### The focus for scrutiny

The Committee is invited to:

- Note and comment on the revised programme set out in Appendix A of this report.
- Determine any learning/lessons that can be applied to the future development of Parking Management Plans

## Proposal

### 1. Background and Context

- 1.1 Revised principles relating to on-street parking management and in particular Road Space Audits (RSAs) were considered by the Environment, Communities and Fire Select Committee on the 6<sup>th</sup> December 2018. It was concluded by the Committee that the existing CLC arrangements for creating Controlled Parking Zones (CPZ's) were sufficient and that the recommendations outlined by officers were not supported. However, members were keen to express their support for the continuation of the Road Space Audits to identify parking problems across West Sussex
- 1.2 Later that month, the Cabinet Member for Highways and Infrastructure considered the revised principles, as well as the views of the Committee and agreed a revision to the decision making process for Road Space Audits as well as a strategic parking management plan programme to implement on-street parking controls in various locations across the county (Reference HI25\* (18/19))

1.3 The following recommendations were approved:

- That the decision to consult upon and /or formally advertise Road Space Audit parking management proposals is taken by the Director for Highways and Transport following consideration by the relevant County Local Committee.
- That the decision to implement Road Space Audit parking management plans, any subsequent changes to parking arrangements contained with the plans, and any changes to the on-street parking charging structure is taken by the Cabinet Member for Highways and Infrastructure, in consultation with County Local Committees and following consideration of any objections.
- That the Cabinet Member for Highways and Infrastructure agree a strategic parking management plan programme to implement on-street parking controls in various locations across the County

1.3 It was also agreed that County Councillors would continue to be fully and closely consulted at all stages of development and reviews of RSAs / parking management plans. In particular they would:

- Be fully appraised of the development of RSAs including all proposed on-street changes and, once implemented, the ongoing operation of each scheme.
- Contribute to, consider and comment on any proposed on-street changes to parking management.
- Report any comments or concerns to the Cabinet Member for Highways and Infrastructure and Director for Highways and Transport prior to, and as part of, decision reports.
- Within certain parameters, to ensure consistency, agree the nature and degree of informal and formal consultation to be undertaken.
- Consider reports outlining consultation responses received during the informal design consultation.
- Consider any changes to existing on-street charges.

## **2. Proposal/Progress**

2.1 The RSA programme approved in December 2018 set out the intended County Council priorities for the financial years 2018/19 and 2019/20.

2.2 In line with the recommendations set out by the Executive Task and Finish Group in 2017, the RSA priorities consisted of Crawley (including Manor Royal), Burgess Hill and Worthing, alongside the pilot study in Chichester. Due in part to the resource requirements of studies in Chichester, Crawley and Worthing, but also to facilitate more collaborative/strategic working, it was agreed that a study in Burgess Hill and East Grinstead should be initially funded and progressed by Mid Sussex District Council.



- 2.3 It is still the case that for 2021/22 and beyond the programme could be extended to areas such as Bognor Regis, Littlehampton and Arundel. However, it is also possible that throughout this period, RSAs will be progressed (and funded separately) in locally identified areas such as Barnham, Hassocks, Midhurst and Lancing. Any additions to the programme will be subject to approval by the Cabinet Member for Highways and Infrastructure.
- 2.4 The RSA programme in Appendix A sets out the latest timescales against those originally included in the 2018 report and provides an explanation for any variations.
- 2.5 In summary, progress on the RSA programme has been slower than expected with delays on specific projects ranging from approximately 6 months to 16 months. The main reasons for these delays are as follows:
- Project Scale – In Chichester, the conversion of the plans of the city wide proposals into the required format for a statutory consultation necessitated the production of over 90 corporate GIS map tiles which proved to be extremely demanding in terms of time and resources. However, one positive outcome from this has been the development of an online map browser, easing the task of viewing multiple parking proposals over a wide area. This will now act as a template for future studies.
  - Member/Stakeholder Agreement – In some areas it has not been possible to achieve agreement on particular aspects of the RSA, whether it relates to the overall scope or specific aspects such as proposal design or costs. The need for further engagement has had an inevitable impact upon the overall programme, especially as some projects such as in Crawley, are dependent upon others (Manor Royal) to progress.
  - District/Borough Council Election Cycle – In some areas it has not been possible to progress with Member/Stakeholder engagement in the months leading up to local elections.
- 2.6 The delays in progressing the RSA priorities has had a knock on effect on the next tier of studies such as in Shoreham and Horsham but it is hoped that these can be progressed as soon as possible.
- 2.7 The pilot study in Chichester is the most progressed of all RSAs and is currently subject to a statutory consultation on the final design. In line with the 2018 Cabinet Member Decision, the decision to undertake the statutory consultation was taken by the Director for Highways and Transport following a comprehensive public/stakeholder consultation and detailed consideration by the South Chichester County Local Committee.

### 3. Resources

- 3.1 The revenue consequences of the revised (2020) RSA programme are as follows:

	2018/19	Current 2019/20	2020/21	2021/22	2022/23
--	---------	--------------------	---------	---------	---------

	£m	£m	£m	£m	£m
Revenue Budget (net budget, expenditure funded by income)	0	0	0	0	0
Road Space Audit – Feasibility and Design (estimated)	0.086	0.160	0.613	0.120	0.210
Funded by Mid-Sussex District Council	0	0	-0.120	0	0
Funded by Section 106 Contributions	-0.044	-0.061	0	0	0
Funded by On-Street Parking Reserve	-0.042	-0.099	-0.493	-0.120	-0.210
Remaining Budget	0	0	0	0	0

For information, the revenue consequences of the original RSA programme (December 2018) were outlined as follows:

	Current Year 2018/19 £m	Year 2 2019/20 £m	Year 3 2020/21 £m	Year 4 2021/22 £m
Revenue Budget (net budget, expenditure funded by income)	0	0	0	0
Road Space Audit – Feasibility and Design (estimated)	0.145	0.495	0.270	0.140
Funded by Mid-Sussex District Council		-0.120		
Funded by On-Street Parking Reserve	-0.145	-0.375	-0.150	-0.330
Remaining Budget	0	0	0	0

3.2 The cost of RSA feasibility studies and design work is estimated at £1.189m from 2018/19 onwards. Section 106 funding of £0.105m has been secured so far and Mid Sussex District Council will fund the feasibility studies for Burgess Hill and East Grinstead areas, estimated at (£0.120m). The remaining balance of £0.964m will be met from the County Council’s On-Street Parking Reserve.

3.3 The revised RSA programme does not have any confirmed capital implications because it does not determine whether and how specific parking plans will be implemented. However if plans are implemented capital costs would be met from the following sources;

- Additional income generated from new parking controls implemented
- Section 106 funds
- Community Infrastructure Levy
- Local Enterprise Partnership Growth Programme Funding
- Capital Funding

- 3.4 The additional on-going enforcement and back office costs associated with any parking management plan would be met from the additional income generated from the implementation of new parking controls.
- 3.5 The proposals are driven by operational rather than financial considerations but it is expected that there will be a net revenue contribution to the On-Street Parking Reserve. Officers are currently working through the financial implications of the programme revisions. Any surplus may be reinvested in the Highways and Transport Service as appropriate.

**Factors taken into account**

**4. Issues for consideration by the Select Committee**

- 4.1 The Committee is invited to:
  - Note and comment on the revised programme set out in Appendix A of this report.
  - Determine any learning/lessons that can be applied to the future development of Parking Management Plans

**5. Consultation**

- 5.1 Each RSA has/will have its own comprehensive communications strategy. From an early stage, the relevant County Councillors, as well as officers and other key stakeholders play a key role in determining the scope of the study as well as the timescales for progression. Once an initial study is complete, the findings are shared with all parties above as well as the general public.
- 5.2 As and when a detailed design has been prepared (i.e. for a Parking Management Plan), it is subject to at least two public consultations, one of which involves public exhibitions/events and an online engagement process. A detailed design will only progress to a three week statutory advertisement subject to consideration by the relevant County Local Committee (CLC) and then the approval of the Director of Highways and Transport.
- 5.3 Final proposals will only be implemented subject to further CLC consideration and the approval of the Cabinet Member for Highways and Infrastructure after consideration of any objections.

**6. Risk Implications and Mitigations**

Risk	Mitigating Action (in place or planned)
The risk with not proceeding (in full or in part) with the proposed changes identified within a particular parking management plan is resident and stakeholder dissatisfaction. As part of the engagement process, a large number of residents and stakeholders may have indicated that the parking situation in their area is getting more difficult and that they would like the	This may require an increased resource to manage requests for community funded highway schemes and/or CLC priority Traffic Regulation Orders.

<b>Risk</b>	<b>Mitigating Action (in place or planned)</b>
<p>County Council to take action. There is also a significant risk that cases of inconsiderate or dangerous 'displacement' parking could increase in unrestricted roads/areas.</p> <p>The risk with proceeding with proposals of this scale is that many residents and businesses within a particular area find the measures unacceptable as their normal parking habits are affected. A number of respondents are likely to object to any form of County Council intervention and express a wish for things to remain as they are.</p>	

**7. Other Options Considered**

7.1 There is clear need to ensure that a consistent and strategic approach to the implementation of parking management plans, which adhere to the agreed programme is taken. The Council faces particularly challenging financial circumstances and there is a need to ensure accountability for how the investment of over £1m in RSAs is allocated and spent. It is therefore appropriate that the Cabinet Member has close oversight of the programme. In so doing it is recognised that local members have a key role to play in delivering successful outcomes for our communities.

**8. Equality Duty**

8.1 In this case, a comprehensive communications strategy for each RSA (see 5 above) will ensure that all groups have an opportunity to comment on any proposals that come out of it and to have any potential impact in terms of the Equality Duty included in the consideration of any decision.

**9. Social Value**

9.1 There are no significant social value issues arising from these proposals

9.2 Any parking management plans that are introduced will be closely monitored and an opportunity to make minor amendments will be available as part of an annual review process.

**10. Crime and Disorder Implications**

10.1 The County Council does not consider parking management plans to create any crime and disorder issues. Officers have previously consulted with Sussex Police, who share this view. It is considered this will not change if implementation of any parking management plan takes place

**11. Human Rights Implications**

11.1 There are not considered to be any Human Rights Act implications

**Lee Harris**  
Executive Director  
Place Services

**Matt Davey**  
Director  
Highways, Transport and  
Planning

**Contact:** Miles Davy ([miles.davy@westsussex.gov.uk](mailto:miles.davy@westsussex.gov.uk))

### **Appendices**

Appendix A – Revised Road Space Audit Implementation Programme

### **Background Papers**

On-Street Parking to Support Traffic Management (Cabinet Member Report December 2018)

This page is intentionally left blank

APPENDIX A

ROAD SPACE AUDIT / PARKING MANAGEMENT PLAN PROGRAMME

PROJECT	TASK	TIMESCALE (DECEMBER)	TIMESCALE (JANUARY)	COMMENTS
Chichester	Parking Management Plan Informal Consultation	Feb-19	Mar-19	Delay in producing acceptable exhibition plans
	Consultation report seeking approval to undertake statutory consultation	May-19	Aug-19	Allowance made for CLC meeting in June as well as an extraordinary meeting for members in July
	Parking Management Plan Statutory Consultation	Jul-19	Feb-20	Delay in producing and then transferring the proposals into corporate GIS format.
	Submission of final decision report	Sep-19	May-20	Subject to further meeting with CLC Members in April/May
	Parking Management Plan Implementation	Apr-20	Dec-20	Dependent on new Highways Contract processes as well as CDC being able to recruit additional enforcement and back office staff

PROJECT	TASK	TIMESCALE (DECEMBER)	TIMESCALE (JANUARY)	COMMENTS
Crawley Manor Royal	Parking Management Plan Informal Consultation (BID)	Nov-18	Feb-19	Date for consultation responses extended at the request of the BID
	Parking Management Plan Informal Consultation (other stakeholders)	Jan-19	Mar-19	To account for the above. Allowance also made for CBC Purdah.
	Consultation report seeking approval to undertake statutory consultation	Mar-19	Feb-20	Objection lodged from the BID regarding potential permit charges. Delay in agreeing way forward with the BID and CBC - not resolved until
	Parking Management Plan Statutory Consultation	May-19	Apr-20	
	Submission of final decision report	Sep-19	Jun-20	
	Parking Management Plan Implementation	Apr-20	Jan-21	Dependent on CBC being able to recruit additional enforcement and back office staff

PROJECT	TASK	TIMESCALE (DECEMBER)	TIMESCALE (JANUARY)	COMMENTS
Crawley	RSA completed (including stakeholder consultation)	Dec-18	Mar-20	Original RSA document was completed on schedule but now in need of update. To be carried out December 2019 to January 2020.
	Parking Management Plan Design	Apr-19	Mar-20	To account for Manor Royal (see above).
	Parking Management Plan Informal Consultation	Jun-19	Sep-20	To allow for Manor Royal decision to be made
	Consultation report seeking approval to undertake statutory consultation	Jun-19	Dec-20	
	Parking Management Plan Statutory Consultation	Nov-19	Mar-21	
	Submission of final decision report	Jan-20	May-21	
	Parking Management Plan Implementation	Jul-20	Dec-21	

PROJECT	TASK	TIMESCALE (DECEMBER)	TIMESCALE (JANUARY)	COMMENTS
Burgess Hill	RSA completed (including stakeholder consultation)	Jun-19	Apr-20	Delay to account for MSDC using RSA feasibility work as an evidence base for their off-street parking strategy. RSA feasibility data also to be updated in January/February 2020 due to revised town centre planning application. Overall knock-on effect on programme.
	Parking Management Plan Design	Nov-19	Sep-20	
	Parking Management Plan Informal Consultation	Jan-20	Oct-20	
	Consultation report seeking approval to undertake statutory consultation	Apr-20	Jan-21	
	Parking Management Plan Statutory Consultation	Jun-20	Mar-21	
	Submission of final decision report	Jul-20	May-21	
Parking Management Plan Implementation	Mar-21	Dec-21		

PROJECT	TASK	TIMESCALE (DECEMBER)	TIMESCALE (JANUARY)	COMMENTS
East Grinstead	RSA completed (including stakeholder consultation)	Jun-19	Apr-20	Delay to account for MSDC using RSA feasibility work as an evidence base for their off-street parking strategy. RSA feasibility data also to be updated in February 2020. Overall knock-on effect on programme.
	Parking Management Plan Design	Nov-19	Sep-20	
	Parking Management Plan Informal Consultation	Jan-20	Oct-20	
	Consultation report seeking approval to undertake statutory consultation	Apr-20	Jan-21	
	Parking Management Plan Statutory Consultation	Jun-20	Mar-21	
	Submission of final decision report	Jul-20	May-21	
	Parking Management Plan Implementation	Mar-21	Dec-21	

Agenda Item 6  
Appendix A

PROJECT	TASK	TIMESCALE (DECEMBER 2018)	TIMESCALE (JANUARY 2020)	COMMENTS
<b>Worthing</b>	RSA completed (including stakeholder consultation)	Jul-19	Jun-20	The programme and timing of consultation for the RSA is linked to other programmes (e.g. Sustainable Transport Package) where further development has been hampered due to a failure to obtain member/stakeholder agreement and so work is taking longer than expected to come to fruition.
	Parking Management Plan Design	Dec-19	Nov-20	
	Parking Management Plan Informal Consultation	Feb-20	Jan-21	
	Consultation report seeking approval to undertake statutory	May-20	Apr-21	
	Parking Management Plan Statutory Consultation	Jul-20	Jun-21	
	Submission of final decision report	Oct-20	Aug-21	
	Parking Management Plan Implementation	Jul-21	Mar-22	

PROJECT	TASK	TIMESCALE (DECEMBER 2018)	TIMESCALE (JANUARY 2020)	COMMENTS
<b>Shoreham</b>	RSA Feasibility Work	Oct-18	On-Going	Progress slower than expected due to priorities elsewhere. Stakeholder discussions expected in Spring 2020
	RSA completed (including stakeholder consultation)			
	Parking Management Plan Design			
	Parking Management Plan Informal Consultation			
	Consultation report seeking approval to undertake statutory			
	Parking Management Plan Statutory Consultation			
	Submission of final decision report			
	Parking Management Plan Implementation			

PROJECT	TASK	TIMESCALE (DECEMBER 2018)	TIMESCALE (JANUARY 2020)	COMMENTS
<b>Horsham</b>	RSA Feasibility Work	Jun-19	Not yet started	Project not yet started due to priorities elsewhere
	RSA completed (including stakeholder consultation)			
	Parking Management Plan Design			
	Parking Management Plan Informal Consultation			
	Consultation report seeking approval to undertake statutory			
	Parking Management Plan Statutory Consultation			
	Submission of final decision report			
	Parking Management Plan Implementation			

PROJECT	TASK	TIMESCALE (DECEMBER 2018)	TIMESCALE (JANUARY 2020)	COMMENTS
<b>Haywards Heath</b>	RSA Feasibility Work	Oct-19	Feb-20	Feasibility stage being managed by MSDC with initial timescales dependent upon progress of town centre master planning work. Feasibility report expected Feb 20. A request will then be made to the Cabinet member to review the RSA programme.
	RSA completed (including stakeholder consultation)			
	Parking Management Plan Design			
	Parking Management Plan Informal Consultation			
	Consultation report seeking approval to undertake statutory			
	Parking Management Plan Statutory Consultation			
	Submission of final decision report			
	Parking Management Plan Implementation			





## Forward Plan of Key Decisions

The County Council must give at least 28 days' notice of all key decisions to be taken by members 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 sitting in public. 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 County Council's website and from Democratic Services, County Hall, West Street, Chichester, PO19 1RQ, all Help Points and the main libraries in Bognor Regis, Crawley, Haywards Heath, Horsham and Worthing. [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: 25 February 2020**

## Forward Plan Summary

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

<b>Decision Maker</b>	<b>Subject Matter</b>	<b>Date</b>
Director of Highways, Transport and Planning	Adur and Worthing Agency Agreement for Parking Services	February 2020
Director of Highways, Transport and Planning	Concessionary Travel Scheme - award of bus pass manufacture and administration contract	February 2020
Cabinet Member for Highways and Infrastructure	Highways and Transport Delivery Programmes 2020/21	February 2020
Cabinet Member for Highways and Infrastructure	Licensing of Tables and Chairs on the Highway	March 2020
Director of Highways, Transport and Planning	A29 Realignment Scheme - submission of planning application	May 2020
Cabinet Member for Highways and Infrastructure	Review of the Integrated Parking Strategy	May 2020
Executive Director Place Services	Worthing Community Hub Award of Contract	February 2020
Cabinet Member for Environment	Electric Vehicle Charging Procurement	March 2020
Cabinet Member for Environment	West Sussex Minerals and Waste Development Scheme 2020-2023	April 2020
Executive Director Place Services	Award of Contract for Self Service Library Kiosks	February 2020

## A Prosperous Place

### Director of Highways, Transport and Planning

<b>Adur and Worthing Agency Agreement for Parking Services</b>	
<p>In 2015, the County Council entered into a five-year Agency Agreement with Adur and Worthing local authorities for the procurement, management and operation of Civil Parking Enforcement and the operational management of the Worthing Controlled Parking Zone.</p> <p>The Agreement, which expires on 31 March 2020, has been reviewed and the County Council wishes to extend the Agreement subject to some variations that reflect current working practices.</p> <p>The Director for Highways, Transport and Planning will be asked to approve the extension of the Agency Agreement for a period of four years.</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>	20 December 2019
<b>Month</b>	February 2020
<b>Consultation/ Representations</b>	<p>Adur and Worthing local authorities Director of Law and Assurance</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>	Miles Davy Tel: 033 022 26688
<b>Contact</b>	Judith Shore 033 022 26052

### Director of Highways, Transport and Planning

<b>Concessionary Travel Scheme - award of bus pass manufacture and administration contract</b>	
<p>The Council has a statutory responsibility as a Travel Concession Authority to administer a Concessionary Travel Scheme that provides free bus travel to eligible older and disabled persons.</p> <p>The West Midlands Combined Authority (WMCA), which comprises 18 local authorities and four Local Enterprise Partnerships, has awarded Smartcard framework</p>	

agreements following an extensive European procurement. The benefits include:

- Competitive dialogue has allowed WMCA to select the best service
- Local Authority partners don't need to undertake their own procurement
- Economies of scale due to a shared service
- Option for a long-term arrangement
- Easy and cost-effective upgrade options built in

The Director for Highways, Transport and Planning will be asked to approve the direct award of a bus pass manufacture and administration services contract under the West Midlands Combined Authority Framework.

<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>	2 September 2019
<b>Month</b>	February 2020
<b>Consultation/ Representations</b>	Cabinet Member for Highways and Infrastructure 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>	Nicholas Thomas Tel: 033 022 26718
<b>Contact</b>	Judith Shore Tel: 033 022 26052

**Cabinet Member for Highways and Infrastructure**

<b>Highways and Transport Delivery Programmes 2020/21</b>
<p>The Highway and Transport Delivery Programmes identify capital highways infrastructure maintenance and transport improvement schemes for delivery during 2020/21 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.</p> <p>The indicative forward programmes for Highway Infrastructure Maintenance, Local Transport Improvements (LTIP) and Community Highway Schemes (CHS), have informed the 2020/21 Highways and Transport Delivery Programmes. These provide transparency of the maintenance and improvements investment needs, and the funding priorities prepared and selected for review and approval in this decision.</p> <p>The Cabinet Member will be asked to approve –</p>

1. The Local Highway Maintenance Block funded Delivery Programmes to allow implementation of schemes for delivery from 1 April 2020.
2. The Integrated Transport Block funded Delivery Programmes to commencement and implementation of schemes from 1 April 2020.
3. That the Highway and Transport Delivery Programme for 2020/21 is circulated to County Local Committees 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 2020/21 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.

<b>Decision by</b>	Mr Elkins - Cabinet Member for Highways and Infrastructure
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added</b>	17 December 2019
<b>Month</b>	February 2020
<b>Consultation/ Representations</b>	<p>The County Local Committees will be informed and asked to note schemes in their specific areas (anticipated during the February/March 2020 round of meetings).</p> <p>Internal consultation in development of the Delivery Programmes – those responsible for assets and programme leads within the Highways, Transport and Planning service.</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>	Rowan Sheppard Tel: 033 022 23627
<b>Contact</b>	Judith Shore 033 022 26052

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

#### **Licensing of Tables and Chairs on the Highway**

It is a legal requirement for businesses to have a licence for tables and chairs positioned on the highway (this includes pavements) and the County Council must be able to assess each location for its suitability. The increasing number of tables and chairs on the highway has led to a significant rise in complaints.

The licence fee, which includes the cost of undertaking site assessments, legal work in preparing the licences, advertising and the on-going management of the scheme must ensure full cost recovery.

Further to the commitment to review the charging mechanism, there will be a full consultation with traders, stakeholders, the public and Members about the benefits of a scheme which takes into account the size of the area occupied by the tables and chairs.

The Cabinet Member will be asked to consider the outcome of the consultation and agree a fee structure for the positioning of tables and chairs on the highway.

<b>Decision by</b>	Mr Elkins - Cabinet Member for Highways and Infrastructure
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added</b>	29 January 2020
<b>Month</b>	March 2020
<b>Consultation/ Representations</b>	Stakeholder consultation commencing 27 January 2020. Environment and Communities Committee 5 March 2020.  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

**Director of Highways, Transport and Planning**

<b>A29 Realignment Scheme - submission of planning application</b>
<p>The A29 Realignment Scheme will deliver a new 4.34 km road to the east of Eastergate, Westergate and Woodgate villages. The scheme will be delivered in at least two phases. The full scheme (phases 1 and 2) has an estimated cost of £54.24m and will provide part of the highway infrastructure needed to support the planned strategic development of the area by providing access to land for residential and commercial development. The scheme will also alleviate traffic congestion along the existing A29, notably at the Woodgate level crossing which causes delays on to a key access route into Bognor Regis.</p> <p>The Transport Business Case submitted to the Coast to Capital Local Enterprise Partnership (LEP) was approved by their Investment Board on 17 October 2019.</p> <p>Subsequently, £9.90 million of Local Growth Funding was awarded for the delivery of Phase 1 (between A29 Fontwell Ave and B2233 Barnham Road) subject to entering into a funding agreement. The LEP has also agreed that further funds totalling £2.40 million will be earmarked for the delivery of Phase 2 should additional Government funding</p>

become available to the LEP.

In March 2019, the Cabinet Member for Highways and Infrastructure [approved](#) the route, business case, consultation and delegated the finalisation of the funding agreement, the procurement process and award of a design and build contractor for Phase 1 of the scheme to the Director of Highways and Transport.

In December 2019, the Director of Highways, Transport and Planning [entered](#) into a funding agreement with the LEP for Phase 1 of the scheme and awarded the design and build contract for phase 1 of the scheme to Jackson Civil Engineering Group Ltd

The Director of Highways, Transport and Planning will be asked to submit a planning application for Phase 1 of the scheme.

<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>	19 February 2020
<b>Month</b>	May 2020
<b>Consultation/ Representations</b>	<p>Consultation took place between 26 February – 26 April 2019 and further consultation will be undertaken as part of the planning application process.</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>	Elaine Martin Tel: 033 022 24105
<b>Contact</b>	Judith Shore Tel: 033 022 26052

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

#### **Review of the Integrated Parking Strategy**

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.

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.

The IPS will sit within and contribute towards the County Council's wider transport, economic, community, environment, and health strategies.

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

revised Integrated Parking Strategy.	
<b>Decision by</b>	Mr 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>	May 2020
<b>Consultation/ Representations</b>	All County Councillors, District/Borough Councils, Sussex Police, Transport Operators and other stakeholders  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>	Miles Davy Tel: 033 022 26688
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## A Strong, Safe and Sustainable Place

### Executive Director Place Services

<b>Worthing Community Hub Award of Contract</b>	
<p>This decision is subject to the approval of the decision by the Cabinet member for Safer, Stronger Communities on the Worthing Community Hub to approve the allocation of funds and commencement of a procurement process to allow the building works required to create a Community Hub in Worthing, based on the agreed detailed designs in the building currently known as Worthing Library and to delegate authority to the Executive Director of Place Services.</p> <p>The Executive Director Place Services will be asked to award the contract to the successful bidder in accordance with the Council’s Standing Orders on Procurement and Contracts.</p>	
<b>Decision by</b>	Lee Harris - Executive Director Place Services
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added</b>	9 April 2019
<b>Month</b>	February 2020



<b>Consultation/ Representations</b>	Representations concerning this proposed decision can be made to the Executive Director of Place Services, via the author or 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>	Lesley Sim Tel: 0330 022 24786
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### Cabinet Member for Environment

<b>Electric Vehicle Charging Procurement</b>	
<p>At a meeting of the Cabinet on 3 December 2019, the County Council adopted an <a href="#">Electric Vehicle Strategy</a>. This strategy sets out the County Council's vision for electric vehicles across the county, and the interventions required to deliver this vision. One of the actions is to enable a comprehensive and cohesive public charging solution on public land by appointing a market-based partner to provide the charging point network.</p> <p>The Cabinet Member for Environment will be asked to approve the decision to commence the procurement process and to delegate authority to the Director of Environment and Public Protection, in consultation with the Director of Highways to award the service concession contract following the procurement exercise.</p>	
<b>Decision by</b>	Mrs Urquhart - Cabinet Member for Environment
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added</b>	17 December 2019
<b>Month</b>	March 2020
<b>Consultation/ Representations</b>	<p>District and Borough Councils Internal stakeholders including legal, finance, procurement and highways</p> <p>Representations concerning this proposed decision can be made to the Executive Director Place Services, 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>	Ruth O'Brien Tel: 033 022 26455
<b>Contact</b>	Judith Shore 033 022 26052

**Cabinet Member for Environment**

<b>West Sussex Minerals and Waste Development Scheme 2020-2023</b>	
<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.</p> <p>The current Scheme covers the period 2019-2022 and needs to be updated; the decision report will consider the revised Scheme for the period 2020-2023.</p> <p>The Cabinet Member for Environment will be asked to approve the West Sussex Minerals and Waste Development Scheme 2020-2023.</p>	
<b>Decision by</b>	Mrs Urquhart - Cabinet Member for Environment
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added</b>	19 February 2020
<b>Month</b>	April 2020
<b>Consultation/ Representations</b>	<p>Informal consultation with the South Downs National Park Authority</p> <p>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.</p>
<b>Background Documents</b> (via website)	None
<b>Author</b>	Rupy Sandhu Tel: 033 022 26454
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## A Council that works for the Community

**Executive Director Place Services**

<b>Award of Contract for Self Service Library Kiosks</b>
<p>When visiting the West Sussex Library Service residents regularly use self-service kiosks to transact a range of library services.</p> <p>In order to provide modern, longer term services procurement (decision ref: OKD10 19/20) is currently underway for Self Service Library kiosk replacement in West Sussex libraries. An allocation of £1m is included in the 2019/20 – 2023/24 capital programme for the replacement of kiosks.</p>

Following the completion of the procurement process, the Executive Director Place Services will seek to award the Contract for the Self-Service Library Kiosks to the preferred bidder.	
<b>Decision by</b>	Lee Harris - Executive Director Place Services
<b>West Sussex Plan priority</b>	A Council that Works for the Community
<b>Date added</b>	21 August 2019
<b>Month</b>	February 2020
<b>Consultation/ Representations</b>	Representations concerning the proposed decision can be made to the Executive Director Place Services 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>	Lesley Sim Tel: 0330 022 24786
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

This page is intentionally left blank