

# Public Document Pack

**Tony Kershaw**  
Director of Law and Assurance

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2 July 2019

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

A meeting of the committee will be held at **10.30 am** on **Wednesday, 10 July 2019** 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**

- 10.30 am     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.     **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.
3.     **Responses to Recommendations** (Pages 5 - 6)
- The Committee is asked to note the responses to recommendations made at the 13 March 2019 meeting from:
- Cabinet Member for Highways and Infrastructure
- 10.50 am     4.     **Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services' Inspection Report and the Improvement Plan** (To Follow)

Report by Chief Fire Officer (Acting)

The Committee is asked to scrutinise the Inspection Report, and the Improvement Plan to address the findings.

The Chairman has allotted 20 minutes to receive verbal evidence from representatives of four invited unions – The Fire Brigades Union, the Fire and Rescue Services Association, the Fire Officers' Association and UNISON.

The Chairman further wishes to invite any member of the County Council in attendance to pose questions after the Committee members have completed their questioning.

12.45 pm

5. **Requests for Call-in**

There have been no requests for call-in to the Select 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.

6. **Forward Plan of Key Decisions** (Pages 7 - 20)

Extract from the Forward Plan dated 1 July 2019 – 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.

7. **Possible Items for Future Scrutiny**

Members to mention any items which they believe to be of relevance to the business of the Select 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.

12.55 pm

8. **Date of Next Meeting**

The next meeting of the Committee will be held on 20 September 2019 at 10.30 am at County Hall, Chichester. Probable agenda items include:

- Fire Rescue Service – Review of Integrated Risk Management Plan Action Plans to include the People and

- Culture Strategy
- Road Safety – Safer Sussex Roads Partnership
  - Findings of the Executive Task and Finish Group on Bus Subsidies
  - Business Planning Group Report
  - Review of Major Projects Cost Estimating
  - Savings Proposals

Any member wishing to place an item on the agenda for the meeting must notify the Director of Law and Assurance by 11 September.

**To all members of the Environment, Communities and Fire Select 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.

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**Roger Elkins**

Cabinet Member for Highways and Infrastructure

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Chichester  
West Sussex  
PO19 1RH  
0330 222 3699

20<sup>th</sup> May 2019

Dear Mr Andrew Barrett-Miles, Chairman of ECFSC

**Re: Guidance on Parking at New Developments**

The Draft Guidance on Parking in New Developments was discussed by the Environment, Communities and Fire Select Committee on 13 March 2019. The Committee recommended that a number of amendments be made to update and clarify the guidance. In response, as Cabinet Member for Highways and Infrastructure where applicable appropriate changes to the Guidance have been made in relation to the following concerns and requests:

- Request to clarify the need for the Guidance;
- Request for a specific approach to parking space allocation at developments of less than 10 dwellings;
- Correct typos for ext at D2 in Table 3;
- Request for a link to Parking Behaviour Zones mapping to be supplied in colour;
- Request for a comparison between current and new Guidance;
- Request for specific parking space standards;
- Request for special parking behaviour zones at railway stations; and
- Concerns over effectiveness of Travel Plans.

In response to this feedback, a number of amendments have been made to the Guidance. Specifically these include clarifying that the Guidance is needed to provide an evidence base for County Council advice and that the use of Parking Behaviour Zones (PBZs) allows flexibility to apply parking demand for a different PBZ that more closely aligns with the characteristics of the location; e.g. near railway stations. The Guidance has also been amended to prescribe that parking spaces must be usable without leading to highway safety issues such as vehicles overhanging footways and that limiting parking provision would only be acceptable where travel plan measures are provided that will target a reduction in vehicle ownership levels such as car clubs.

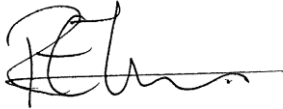
In response to the Committee's request for a comparison between current and new Guidance, a sample of development sites have been assessed using the new Parking Demand Calculator. This assessment demonstrates that in the majority of cases, the new Parking Demand Calculator generates slightly higher parking demand than the current Guidance. A lower result was only observed at a single site where the number of allocated spaces exceeded the forecast parking demand. This is not considered to be a typical scenario and further investigation suggests that the results would be similar to the other tested sites if the number of allocated spaces at the site was reduced.

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The impacts of the Guidance will be monitored for at least 12 months after approval and, if necessary, this could result in a partial or full review of the Guidance.

Thank you again for the Committee's consideration of the Draft Guidance which has helped to inform the final version.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'R. Elkins', with a long horizontal flourish extending to the right.

Roger Elkins, Cabinet Member for Highways and Infrastructure.



# Forward Plan of Key Decisions

## Explanatory Note

The County Council must give at least 28 days' notice of all key decisions to be taken by members or officers. The Forward Plan includes all key decisions and the expected month for the decision to be taken over a four-month period. Decisions are categorised in the Forward Plan according to the [West Sussex Plan](#) priorities of:

- Best Start in Life
- A Prosperous Place
- A Safe, Strong and Sustainable Place
- Independence in Later Life
- A Council that Works for the Community

The Forward Plan is updated regularly and key decisions can be taken daily. Published decisions are available via this [link](#). The Forward Plan is available on the County Council's website [www.westsussex.gov.uk](http://www.westsussex.gov.uk) 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.

**Key decisions** are those which:

- Involve expenditure or savings of £500,000 or more (except decisions in connection with 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>	The title of the decision, a brief summary and proposed recommendation(s)
<b>Decision By</b>	Who will take the decision
<b>West Sussex Plan priority</b>	See above for the five priorities contained in the West Sussex Plan
<b>Date added to Forward Plan</b>	The date the proposed decision was added to the Forward Plan
<b>Decision Month</b>	The decision will be taken on any working day in the month stated
<b>Consultation/ Representations</b>	Means of consultation/names of consultees and/or dates of Select Committee meetings and how to make representations on the decision and by when
<b>Background Documents</b>	What documents relating to the proposed decision are available (via links on the website version of the Forward Plan). Hard copies of background documents 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

For questions about the Forward Plan contact Helena Cox on 033022 22533, email [helena.cox@westsussex.gov.uk](mailto:helena.cox@westsussex.gov.uk).

**Published: 1 July 2019**

## A Prosperous Place

### Cabinet Member for Highways and Infrastructure

<b>A259 Littlehampton Corridor Improvements</b>	
<p>The A259 Littlehampton Corridor improvement scheme comprises dualling the existing single carriageway between the new Fitzalan Link Road (east of the Wick Roundabout) and the Body Shop Roundabout as well as between the Station Road Roundabout and A280 Roundabout. Additionally, new cycling and pedestrian facilities will be provided adjacent to but separated from the carriageway.</p> <p>A decision was taken by the Cabinet Member for Highways and Infrastructure (HI25 17/18) in January 2018 in relation to the plans for improvements to the A259 between Worthing and Littlehampton.</p> <p>The Cabinet Member for Highways and Infrastructure will be asked to approve the capital allocation for the improvement scheme and award the construction contract.</p>	
<b>Decision By</b>	Mr Elkins - Cabinet Member for Highways and Infrastructure
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	1 May 2019
<b>Decision Month</b>	July 2019
<b>Consultation/ Representations</b>	<p>The project board (whose membership includes Arun District Council and West Sussex County Council's Director of Highways and Transport)</p> <p>In January and February 2016, WSCC undertook a 6-week public consultation on the proposals for the A259 which included four public exhibitions, a project website, online questionnaire and a consultation leaflet detailing aspects of the proposals.</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>	David Lambert Tel: 033 022 25709
<b>Contact</b>	Judith Shore Tel: 033 022 26052

**Cabinet Member for Highways and Infrastructure**



### A284 Lyminster Bypass - Land Acquisition

The Lyminster bypass has been safeguarded through the Arun District Local Plan (2003) and it continues to be safeguarded in the recently adopted Arun District Local Plan. The proposed bypass will provide an important north-south link between Littlehampton and the A27 Crossbush. It will help to deliver 700 new jobs and 1,260 new houses as part of the North Littlehampton development area, as well as realising safety benefits through Lyminster Village and improving journey time reliability.

The Cabinet Member for Highways and Infrastructure authorised the submission of a planning application in July 2018 ([HT12 18/19](#)) and planning permission for the scheme was approved at West Sussex County Council's Planning Committee on 26 March 2019 subject to call-in by the Secretary of State.

The compulsory acquisition of land and rights will be required to enable the scheme to progress towards completion and the Cabinet Member for Highways and Infrastructure will be asked to authorise the Director of Law and Assurance to publish the necessary Compulsory Purchase Order and take any necessary action to secure the land either by agreement or compulsion

<b>Decision By</b>	Mr Elkins - Cabinet Member for Highways and Infrastructure
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	11 April 2019
<b>Decision Month</b>	July 2019
<b>Consultation/ Representations</b>	<p>Consultation has been on-going with the North Littlehampton Members Steering Group, Arun District Council, Highways England, the Environment Agency, the developers of the land north of Littlehampton internal services and other stakeholder groups.</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>	Sara McKnight Tel: 033 022 24197
<b>Contact</b>	Judith Shore Tel: 033 022 26052

**Cabinet Member for Highways and Infrastructure**

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**Framework for managing planned events on West Sussex highways**

During the past few years West Sussex has seen an increase in events taking place on the highway across the county. In order to realise the benefits from such events, the impacts on the community must be adequately considered and mitigated.

A Framework for co-ordinating and approving events on West Sussex highways is being developed and will set out a clear timeline and process for the approval of road closures to ensure it is consultative and transparent, whilst balancing the impacts versus the benefits. It also sets out expectations in relation to how partners and event organisers communicate and co-ordinate to minimise any impact attributed to events.

The Cabinet Member will be asked to approve a framework for co-ordinating and approving events on West Sussex highways.

<b>Decision By</b>	Mr Elkins - Cabinet Member for Highways and Infrastructure
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	16 May 2019
<b>Decision Month</b>	July 2019
<b>Consultation/ Representations</b>	<p>Consultation with the District and Borough councils in West Sussex, emergency service providers and internal West Sussex County Council stake holders. Environment, Communities and Fire Select Committee on 20 June 2019</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**

**Guidance on Parking in New Developments**

The Council provides guidance on parking in new residential and commercial developments to inform the determination of planning applications by Local Planning Authorities (LPA). It addresses the amount of car and cycle parking that is expected to be provided and includes advice to developers and the LPAs on the highway impacts of parking provision in new developments.

The current guidance was last reviewed in 2010 (residential), and 2003 (commercial). There is a need to review the current guidance to ensure it is fit for purpose, up to date and consistent with current national planning policy and guidance. A review of the

current guidance has been undertaken in consultation with the LPAs to provide an updated evidence base and recommendations on which the new guidance will be based.

The Cabinet Member for Highways and Infrastructure will receive a report on the review of current guidance and be asked to approve the Council's updated Guidance on Parking in New Developments.

<b>Decision By</b>	Mr Elkins - Cabinet Member for Highways and Infrastructure
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	7 August 2018
<b>Decision Month</b>	July 2019
<b>Consultation/ Representations</b>	Local Planning Authorities in West Sussex  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>	Paul Eagle Tel: 033 022 25298
<b>Contact</b>	Judith Shore Tel: 033 022 26052

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

#### **Highways and Transport Service Area Review - Highway Maintenance Plan**

The County Council, in its capacity as Highway Authority, has a duty to maintain the highway under Section 41(1) of the Highways Act 1980. However, the Act does not specify the levels of service required in order to meet that duty. In previous years, documents have been produced which detailed the highway maintenance service levels customers could expect to receive.

A document named "Well-managed Highway Infrastructure" was published in October 2016, replacing "Well-maintained Highways", "Management of Highway Structures" and "Well-lit Highways". Like its predecessors, "Well-managed Highway Infrastructure" is a national, non-statutory code of practice which sets out a series of general principles for highway maintenance. It is endorsed and recommended by the Department for Transport and its production has been overseen by the UK Roads Liaison Group (UKRLG) and its Roads, Bridges and Lighting Boards.

In order to demonstrate that the County Council complies with the principles of "Well-managed Highway Infrastructure", a robust decision-making process must be demonstrated, an understanding of the consequences of those decisions, and how the associated risks are managed to ensure highway safety. As part of that process, a new Highway Maintenance Plan needs to be produced, which clearly sets out the levels of service customers may expect and which integrates with a revised "Safety Plus"

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<p>inspection manual.</p> <p>The Cabinet Member for Highways and Infrastructure will be asked to approve a new Highway Maintenance Plan, including a review of service levels currently delivered, and propose changes to service levels if required.</p>	
<b>Decision By</b>	Mr Elkins - Cabinet Member for Highways and Infrastructure
<b>West Sussex Plan priority</b>	A Prosperus Place
<b>Date added to Forward Plan</b>	21 March 2019
<b>Decision Month</b>	July 2019
<b>Consultation/ Representations</b>	<p>Executive Director of Place Services, Director of Finance and Support Services, Director of Law and Assurance</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>	Chris Barrett Tel: 033 022 26707
<b>Contact</b>	Judith Shore 033 022 26052

### Cabinet Member for Highways and Infrastructure

<b>Review of On-Street Parking Charges and related policy</b>	
<p>The 2019/20 on-street parking charges review will include all West Sussex permits, dispensation notices, parking bay suspensions and pay &amp; display areas.</p> <p>The Cabinet Member for Highways and Infrastructure will be asked to approve adjustments to parking charges to make improvements to the administration of the Residents' Parking Schemes, to correct any imbalance that exists between the on and off-street charges in some towns, to take account of inflation and to help facilitate future improvements in service provision.</p>	
<b>Decision By</b>	Mr Elkins - Cabinet Member for Highways and Infrastructure
<b>West Sussex Plan priority</b>	A Prosperus Place
<b>Date added to Forward Plan</b>	13 May 2019
<b>Decision Month</b>	July 2019
<b>Consultation/ Representations</b>	All members of West Sussex County Council.

	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

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

<b>Street Lighting LED Conversion Programme</b>	
<p>A study of the County Council's street lighting equipment has identified a cost-effective project to convert the street lighting throughout West Sussex to LED lanterns and introduce a Central Monitoring System (CMS).</p> <p>The change to LED lanterns will greatly reduce annual electricity consumption.</p> <p>The Cabinet Member for Highways and Infrastructure will be asked to approve the capital allocation to convert the existing street lighting to LED and implement CMS on all street lighting in West Sussex and delegate authority to the Director of Highways, Transport and Planning to award the contract and enter into all necessary contract arrangements.</p>	
<b>Decision By</b>	Mr Elkins - Cabinet Member for Highways and Infrastructure
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	3 June 2019
<b>Decision Month</b>	July 2019
<b>Consultation/ Representations</b>	<p>Environment, Fire and Communities Select Committee on 20 June 2019</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>	Barry Edmunds Tel: 033 022 25692
<b>Contact</b>	Judith Shore Tel: 033 022 26052

**Cabinet Member for Highways and Infrastructure**

<b>Transport for the South East: response to consultation about statutory status</b>	
<p>Transport for the South East (TfSE), a sub-national transport body that currently operates in 'shadow' form, is seeking to obtain statutory status. The body has the twin purpose of facilitating the delivery of a regional transport strategy and promoting economic growth in the South East. If it gains statutory status, TfSE will enable local transport authorities in the South East, including the County Council, to provide a single voice to Government on strategic transport issues and influence national investment decisions.</p> <p>TfSE is consulting on a draft proposal that will set out the membership, voting powers, decision-making arrangements, functions and general powers that it is seeking for the body through obtaining statutory status.</p> <p>The Cabinet Member for Highways and Infrastructure will be asked to approve the County Council's consultation response and, subject to there being no substantive changes to the final proposal, delegate authority to the Director for Highways, Transport and Planning to submit the final proposal to Government.</p>	
<b>Decision By</b>	Mr Elkins - Cabinet Member for Highways and Infrastructure
<b>West Sussex Plan priority</b>	A Prosperous Place
<b>Date added to Forward Plan</b>	13 May 2019
<b>Decision Month</b>	July 2019
<b>Consultation/ Representations</b>	<p>Internal consultation with officers and members of the County Council</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)	Consultation proposal
<b>Author</b>	Darryl Hemmings Tel: 033 022 26437
<b>Contact</b>	Judith Shore Tel: 033 022 26052

## A Strong, Safe and Sustainable Place

**Executive Director of Place Services**

<b>Worthing Community Hub Award of Contract</b>
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.

The Executive Director of 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.

<b>Decision By</b>	- Executive Director of Place Services
<b>West Sussex Plan priority</b>	A Strong, Safe and Sustainable Place
<b>Date added to Forward Plan</b>	9 April 2019
<b>Decision Month</b>	July 2019
<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>	Rachel North Tel: 033 022 22681
<b>Contact</b>	Erica Keegan Tel: 033 022 26050

### Chief Fire Officer

#### **Award of Contract: Provision of 35 Vehicles for Flexi Duty System Staff (Fire)**

In May 2019, the Chief Fire Officer agreed to commence the procurement of 35 vehicles to replace those currently provided to staff to support operational cover through a Flexi Duty System (FDS) (OKD\_03\_19/20).

The total value of the purchase of vehicles, including emergency response conversions and livery, is expected to be approximately £750,000. Funds have been allocated to the purchase of these vehicles through the Fleet Asset Management Plan.

A procurement process, compliant with West Sussex Standing Orders and European Union Procurement Directives, is currently underway. Following the completion of the procurement process, the Chief Fire Officer will publish a formal decision report concerning the award of the Contract for the provision of vehicles to the successful bidder.

<b>Decision By</b>	- Chief Fire Officer
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<b>West Sussex Plan priority</b>	A Strong Safe and Sustainable Place
<b>Date added to Forward Plan</b>	1 July 2019
<b>Decision Month</b>	August 2019
<b>Consultation/ Representations</b>	Cabinet Member for Stronger, Safer Communities Representation can be made via the officer contact by the beginning of the month in which the decision is to be taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Paul Mace Tel: 033 022 25443
<b>Contact</b>	Erica Keegan Tel 033 022 22650

### Cabinet Member for Environment

<b>Adoption of the Shoreham Harbour Joint Area Action Plan</b>	
<p>The Shoreham Harbour <a href="#">Joint Area Action Plan</a> (JAAP) has been prepared jointly by the County Council, Adur District Council and Brighton &amp; Hove City Council for an area which stretches from the Adur Ferry Bridge in the west through to Hove Lagoon (in Brighton &amp; Hove) in the east. Once adopted, the JAAP will provide planning policies against which applications for development in Shoreham Harbour will be assessed.</p> <p>Following the Independent Examination in September 2018 and Main Modification representation period in January – March 2019, and subject to a 'sound' Inspector's report being received by the authorities, West Sussex County Council, Adur District Council and Brighton &amp; Hove City Councils can then adopt the plan.</p> <p>The Cabinet Member will be asked to recommend that the County Council adopts the JAAP at its meeting on 19 July 2019.</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 to Forward Plan</b>	9 April 2019
<b>Decision Month</b>	August 2019
<b>Consultation/ Representations</b>	<p>There were a number of stages of consultation in preparing the JAAP for submission and examination, considered and approved by the County Council, Adur District Council and Brighton &amp; Hove City Council.</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</p>



	taken.
<b>Background Documents</b> (via website)	None
<b>Author</b>	Caroline West Tel: 033 022 25225
<b>Contact</b>	Judith Shore Tel: 033 022 26052

### Cabinet Member for Environment

<b>Soft Sand Review - Proposed Submission Draft</b>	
<p>The County Council, in partnership with the South Downs National Park Authority (SDNPA), is required to undertake a single-issue Soft Sand Review of the <a href="#">West Sussex Joint Minerals Local Plan</a> (JMLP). The timetable to undertake the Review is set out in the County Council's approved <a href="#">Minerals and Waste Development Scheme</a> (the statutory management plan).</p> <p>The Review is considering the demand and supply of soft sand required during the plan period (to 2033) and how this demand will be met, including the potential need for site allocations. Informal public consultation (Regulation 18) took place during January–March 2019 on the Issues and Options for the review.</p> <p>The results of the consultation, and further technical work, will inform the preparation of the Proposed Submission Draft document, which will identify the proposed changes to the relevant sections of the JMLP.</p> <p>In September, the Cabinet Member for Environment will be asked to recommend that Full Council approves the Proposed Submission Draft at its meeting on 18 October 2019.</p> <p>Following approval by the SDNPA and the County Council, the Proposed Submission Draft will be subject to a representations period, under Regulation 19, between November 2019 and January 2020.</p> <p>If no substantive changes are required following the representations period, it will be submitted to the Government for independent examination.</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 to Forward Plan</b>	1 July 2019
<b>Decision Month</b>	September 2019
<b>Consultation/ Representations</b>	<p>Public consultation January to March 2019            Further public consultation November 2019 to January 2020            Internal consultation with County Council and South Downs National Park Authority planning officers</p> <p>Representations concerning this proposed decision can be made to the Cabinet Member Environment, via the officer contact, by</p>

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	the beginning of the month in which the decision is due to be taken.
<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

**Director of Communities**

<b>Award of Contract 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 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> <p>Following the completion of the procurement process, the Director of Communities seeks to award the Contract for the Self Service Library Kiosks to the preferred bidder.</p>	
<b>Decision By</b>	- Director of Communities
<b>West Sussex Plan priority</b>	A Council that Works for the Community
<b>Date added to Forward Plan</b>	1 May 2019
<b>Decision Month</b>	July 2019
<b>Consultation/ Representations</b>	Representations concerning the proposed decision can be made to the Director of Communities 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
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**Cabinet Member for Safer, Stronger Communities**

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**Procurement: Central Buying Consortium Library Group**

West Sussex County Council (WSSC) is the lead authority for library books and other library Services, on behalf of the Central Buying Consortium (CBC). The CBC Library Group consists of 19 of the CBC members and a further 29 Associated Member Local Authorities. The current Framework Agreement for Library Books and Audio - Visual materials is due to expire in March 2020 and the CBC Library Group has requested that the Framework is renewed for up to a further four years.

The Associate Members pay a management fee to WSSC of 1% of all spend. The latest figures show this amounts to £61,000 per annum. It is anticipated that new Associate Members will join with an additional spend of approximately £1.4M but in general the spend on Library books UK wide is trending down so the income may not rise significantly.

The Framework will be available for the provision of Adult fiction library books/Adult non-fiction and reference library books/Children's library books/DVDs and CDs.

The Cabinet Member for Safer Stronger Communities will be asked to agree the commencement of the procurement and delegate the management of the contracts awarded to the Director of Communities.

<b>Decision By</b>	Ms Kennard - Cabinet Member for Safer, Stronger Communities
<b>West Sussex Plan priority</b>	A Council that works for the Community
<b>Date added to Forward Plan</b>	1 July 2019
<b>Decision Month</b>	August 2019
<b>Consultation/ Representations</b>	n/a  Representation can be made to the Cabinet Member of via the contact officers by the beginning of the month in which the decision is to be made.
<b>Background Documents</b> (via website)	None
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<b>Contact</b>	Erica Keegan 033 022 22650

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